

SUMMONS TO THE MEETING of the MILTON KEYNES COUNCIL

WEDNESDAY 16 JULY 2014
7.30 PM

COUNCIL CHAMBER, CIVIC OFFICES
CENTRAL MILTON KEYNES



Stephen Gerrard
Interim Service Director (Legal and Democratic Services)

For more information about the meeting please contact Simon Heap on (01908) 252567 or by e-mail simon.heap@milton-keynes.gov.uk

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Agenda

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Meeting Attended: Council

Date of Meeting: 16 July 2014

Comments:.....
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Contact details:.....

AGENDA

Item No:

1. Procedure

(a) Apologies

(b) Minutes

To approve, and the Mayor to sign as correct records, the Minutes of the meetings of the Council held on 4 June 2014 (Item 1[a]) (**Pages 8 to 10**) and 11 June 2014 (Item 1[b]) (**Pages 11 to 22**).

(c) Disclosure of Interests

Members to declare any disclosable pecuniary interests, or personal interests (including other pecuniary interests), they may have in the business to be transacted, and officers to disclose any interests they may have in any contract to be considered.

(d) Announcements

To receive announcements, if any.

2. Public Involvement

(a) Deputations and Petitions

A request has been received for the Council to receive a deputation of residents. The aims of the deputation are:

“To bring to the attention of the Council the unacceptable situation facing parents due to the shortage of places at their local school, Oxley Park Academy:

1. There is a severe shortage of places at the Academy for in-catchment children and we, as parents, are concerned about it as it will have a considerable impact on our lives from September 2014 as our children have been allocated places in schools further away from our homes and, in many cases, different to their siblings.
2. There are 38 in catchment children who are unable to get a place, 34 of whom are on a waiting list and another 12 out of catchment children who have siblings at the school and live very close to the school.
3. Many parents find themselves in an impossible situation where they are expected to be delivering children to schools nearly two miles apart, unconnected by buses, at the same time.
4. We believe that demand for school places has been underestimated and fails to fully take into account the demand from new house builds which result in school-ready children moving into the area. Published statistics for demand talk solely about births which are only part of the picture.
5. We request the Council to address this situation as a matter of urgency and:

- (a) conduct and publish a full assessment of the current and forecast demand for school places at Oxley Park Academy;
- (b) look at possibilities regarding the expansion of the school as the need is so great, including:
 - (i) re-locating the Community Centre onto the development site owned by the HCA in the centre of Oxley Park and extend the school into the Community Centre;
 - (ii) building a school extension on the Community site off Stourhead Gate; or
 - (iii) building temporary facilities at the Academy until a permanent solution is available.”

Any petitions received will be reported at the meeting.

- (b) Questions from Members of the Public

To receive questions and provide answers to questions from members of the public.

3. Business Remaining from Last Meeting

None.

4. Reports from Cabinet and Committees

- (a) Constitution Commission – 5 March 2014

Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 and come into force on 25th February 2014

“That in order to reflect the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 the Council is recommended to add the following additional clause to Council Procedure Rule 16:

‘16.7 Voting on Budget Decision Council Tax Setting

That in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, when the Council votes on either setting its budget and / or where making the calculation or issuing the precept, the vote will be taken by the name of each Member being called; the Member responding, for against the motion or abstaining from voting; and the response will be recorded.”

- (b) Corporate Parenting Panel – 7 April 2014

To receive the Annual Report of the Corporate Parenting Panel (Item 4(b) **(Pages 23 to 40)**)

- (c) Constitution Commission – 23 June 2014

- (i) Review of MKC Scheme of Petitions

That the Council be recommended to adopt the revised Scheme of Petitions Item 4(c)(i) **(Pages 41 to 43)**.

A copy of the existing scheme is attached at Item 4(c)(ii) for the Council's information (**Pages 44 to 49**).

(ii) Recording Protocol for Meetings

That the Council be recommended to include as part of Access to Information Procedure Rule 11.1 a Recording Protocol for Meetings. A copy of the Protocol is attached at Item 4(c)(iii) (**Page 50**).

As a result the Council is also recommended to add the following additional to Access to Information Procedure Rule 11.1:

“However, the Council supports the principle of transparency at its meetings that are open to the public and recognises the use of both video and audio recording equipment, together with the use of social networking websites (such as Twitter and Facebook) to communicate with people. A protocol on videoing, photography and audio recording at council meetings is attached at Annex C to these Procedure Rules.”

A copy of the papers considered by the Commission is attached at Item 4(c)(iv) (**Pages 51 to 52**).

(iii) Cabinet Members being Appointed as Members of Quasi-Judicial Licensing, Regulatory and Audit Bodies

“That the Council be recommended to agree that the following words ‘subject to no members of the Cabinet being appointed to sit on the Audit Committee’ be added to Council Procedure Rule 1(b)(vii).”

(iv) Review of Access to Information Procedure Rules - Public Access Arrangements for the Development Control Committee / Panel

“That the Council be recommended to adopt the revised Access to Information Procedure Rules – Public Access Arrangement for the Development Control Committee / Panel.

A copy of the revised Access to Information Procedure Rules – Public Access Arrangement for the Development Control Committee / Panel is attached at Item 4(c)(v) (**Pages 53 to 54**).

A copy of the report considered by the Constitution Commission is attached at Item 4(c)(vi) (**Page 55**).

(v) Recording of Supplementary Questions in the Minutes

That the Council be recommended to agree that Council Procedures Rules 9.6 and 10.4 be amended to read:

“Questions, including supplementary questions and the replies to them, whether given orally or in writing, will be recorded in the Minutes of the meeting.”

5. Members' Matters

(a) Members' Questions

Members to ask questions of the Leader, a Cabinet Member, the Chair of any Committee, or the Leader of a Political Group on the Council.

(b) Notices of Motions:

Pink Sack Distribution

Councillor McPake – 18 June 2014

1. "That this Council notes that the recent changes to the pink sack distribution system by the previous Conservative Administration have caused chaos to local residents. Many outlets, including some of the Council's own libraries, are now refusing to stock pink sacks, which has resulted in many residents no longer being able to get them. In addition, the Council ran out of pink sacks just before the critical Easter break when many families undertook clear outs. This has led to many more residents using the quick option of putting their recyclables into black sacks.
2. That the Council, while accepting that a few people or businesses may have abused the free pink sacks, believes that the new system is a sledge hammer to crack a nut and a false economy as there is a real danger of recycling rates falling and thus resulting in an increase in landfill taxes.
3. That the Council, therefore, calls on the Labour Cabinet to reverse this policy as a matter of urgency as anything that makes it difficult for residents to recycle is likely to result in a reduction in recycling rates".

6. Woburn Sands Neighbourhood Plan

To consider Item 6 (**Pages 56 to 86**)

7. Leader's Executive Scheme of Delegation

To receive the Leader's Executive Scheme of Delegation (Item 7) (**Pages 87 to 101**)

8. Designation of Returning Officer and Electoral Registration Officer

To consider Item 8 (**Pages 102 to 103**)

9. Thames Valley Police and Crime Panel

To consider the Council's appointment to the Thames Valley Police and Crime Panel, which scrutinises the work of the Police and Crime Commissioner.

The Council was until the elections in May represented by Councillor Tallack. The appointment is until 2016.

Accountable Officer: Stephen Gerrard (Interim Service Director [Legal and Democratic Services]) - MK252665

Background Papers: None

10. Calendar of Meetings 2014/15

To note that the Leader has decided on the Schedule of executive meetings (Cabinet, Cabinet Procurement Committee, Delegated Decisions), as set out at Item 10 (**Pages 104 to 105**) from 1 September 2014 for the remainder of the Council year 2014/15.

11. Appointments to Committees

The Council is asked to confirm the appointment of Councillor Morris as a member of the Appeals Commission in place of Councillor Clancy.

12. Appointments to Chief Officer Posts

The Council is asked to note that Mr Mike Hainge was recently appointed to the post of Service Director (Public Realm) and will take up his post on 4 August 2014.

13. Quarterly Report on Special Urgency Decisions

In accordance with Access to Information Procedure Rule 17.4, to note that the Provisions for Special Urgency, as set out in Access to Information Procedure Rule 16, were not used during the period 1 April 2014 to 30 June 2014.

Access to Information Procedure Rule 16 provides for key decisions to be taken within the usual 5 day notice period, subject to the agreement of the Chair/Vice-Chairs of the Overview and Scrutiny Management Committee.

Contact Officer: Stephen Gerrard (Interim Service Director [Legal and Democratic Services]) - MK252385

Background Papers: None

14. Ward Based Budgets - 1 April 2014 to 30 June 2014

All Councillors have a budget of £1,000 to spend on Ward based issues, giving them the ability to make contributions to projects carried out in their local communities by local organisations.

For the period 1 April 2014 to 30 June 2014, 1 application from Councillor Marland totalling £360 has been approved for Wolverton and Greenleys Parish Council for Art materials for Bushfields School to decorate the railings by the school.

Contact Officer: June Allen (Member and Electoral Services Manager) - MK254844

Background Papers: Applications



Minutes of the ANNUAL CEREMONIAL MEETING of the MILTON KEYNES COUNCIL held on WEDNESDAY 4 JUNE 2014 at 7.30 pm

Present: Councillor White (Mayor)
Councillors Alexander, Bald, Betteley, Bint, Brackenbury, Bramall, M Burke, S Burke, Cannon, Clancy, Clifton, Coventry, Crooks, Dransfield, Eastman, Exon, Ferrans, A Geary, P Geary, E Gifford, R Gifford, Gowans, Green, D Hopkins, V Hopkins, Hosking, Khan, Legg, Lewis, Long, Marland, D McCall, I McCall, McDonald, McKenzie, McLean, McPake, Middleton, Miles, Morla, Morris, Nash, Nolan, O'Neill, Pallett, Patey-Smith, Petchey, Priestley, Shafiq, Small, Tallack, Wallis, Webb, P Williams and Wilson

Alderspersons Bristow, I Henderson Howell, Lloyd and Powell-Shedden

Apologies: Councillors Brunning and C Williams and Alderspersons Beeley, Ellis, E Henderson, Irons and Saunders

Also Present: 90+ members of the public

CL01 ELECTION OF MAYOR

It was moved by Councillor D McCall and seconded by Councillor Bald that Councillor Subhan Shafiq be elected Mayor of Milton Keynes for the Council Year 2014/15.

Other Members spoke in support of the nomination.

RESOLVED -

That Councillor Subhan Shafiq be elected Mayor of Milton Keynes for the Council Year 2014/15.

The retiring Mayor (Councillor White) presented Councillor Shafiq with the Mayor's Chain of Office and Councillor Shafiq signed the Declaration of Acceptance of Office.

The Mayor (Councillor Shafiq) thanked the Council for the honour of being elected Mayor of Milton Keynes, Councillor White as the retiring Mayor, previous Mayors and his family and friends for their support.

The Mayor, referring to the many community groups and societies he had visited during his term as Deputy Mayor, indicated that he would be working during his mayoral year to support the various groups and societies to find solutions to their various concerns and ensure that their work was well promoted.

The Mayor also referred to the 167 languages spoken in Milton Keynes by the many people who had chosen Milton Keynes as their home and stated that he intended to ensure that Milton Keynes was a place its residents enthused about when visiting their homelands, a place for all, which was known for its diversity, its businesses, its employment opportunities, its leisure opportunities and its exiting and developing communities.

The Mayor, recognising that a sense of community was the foundation and strength of Milton Keynes, stressed the need for residents to engage with their communities and to work together to encourage trust, honesty and unity.

The Mayor accordingly announced that the theme for his Mayoral would be Communities.

The Mayor also announced that:

- (a) Mrs Shafiq would be the Mayoress; and
- (b) his charities would be Willen Hospice and MacIntyre.

CL02

VOTE OF THANKS

Councillor Marland moved a vote of thanks to the retiring Mayor (Councillor White), which was seconded by Councillor Bald, and approved unanimously.

The Mayor presented Councillor White with a Past Mayor's badge.

Mark Neil, Poet Laureate for Milton Keynes read a poem in tribute of Councillor White's year in office.

Councillor White thanked the many people who had supported him during his year in office, particularly his Mayoress, Mrs Lindholm-White; Councillor Morris and other former Mayors for their advice; the Mayors of Newport Pagnell and Olney; the Lord Lieutenant and High Sheriff; and his Deputy Mayor (Councillor Shafiq). Councillor White also thanked officers for their support.

Councillor White referred to the strength of the voluntary sector in Milton Keynes and the valuable work carried out by the many voluntary groups which supported the community. He also referred to the vibrancy of the Arts Sector and the need to support the forthcoming International Festival in July 2014.

Councillor White referred to one of his themes for the year, Milton Keynes as a city of international business, specifically how the business community was built on the many small businesses and how they were working for the good of Milton Keynes and their positive 'Can Do' attitude. Councillor White also expressed how

delighted he had been to promote the 50 SMART City projects, which put Milton Keynes on a similar footing with many of the leading cities in the world, and stressed how important developing the 'skills' agenda was for Milton Keynes.

With regard to the future Councillor White urged the political groups on the Council to work together to address the various challenges facing Milton Keynes and stressed the need to remove barriers, avoid a two speed city and celebrate the diversity of Milton Keynes. He also encouraged the Council to promote tolerance and respect amongst all communities

Councillor White urged the Council not to forget the founding principles of Milton Keynes which included providing decent homes, decent wages and promoting a strong and vibrant community.

Councillor White also related some experiences from his year, including World Skipping Day and Strictly MK.

Councillor White took the opportunity to refer to 2014 being the 40th anniversary of the first meeting of Milton Keynes Borough Council. Councillor White noted that both Aldermen Dewick and Powell-Sheddon had been Members of the Council 40 years ago and the Mayor presented Alderman Powell-Sheddon with a memento of the anniversary.

CL03

APPOINTMENT OF DEPUTY MAYOR

The Council noted that, in accordance with the selection procedure agreed by the Council, the nomination for Deputy Mayor fell to the Conservative Group.

It was moved by Councillor Bald and seconded by Councillor Marland, that Councillor McLean be appointed Deputy Mayor of Milton Keynes for the Council Year 2014/15.

RESOLVED -

That Councillor McLean be appointed Deputy Mayor of Milton Keynes for the Council Year 2014/15.

The Mayor presented Councillor McLean with the Deputy Mayor's Chain of Office and Councillor McLean signed the Declaration of Acceptance of Office.

CL04

ANNOUNCEMENTS

The Mayor advised the Council that there would be a service at the MK Rose for Rifleman Albert French on 15 June 2014. Albert French was a resident of Wolverton, employed at Wolverton Railway Works who was killed in action aged 16 in Belgium on 15 June 1916 and that his life is remembered at The MK Rose. All Members were invited to attend.

THE MAYOR CLOSED THE MEETING AT 8.46 PM



Minutes of the ANNUAL BUSINESS MEETING of the MILTON KEYNES COUNCIL held on WEDNESDAY 11 JUNE 2014 at 7.30 pm

Present: Councillor Shafiq (Mayor)
Councillors Alexander, Bald, Betteley, Bint, Brackenbury, Bramall, M Burke, S Burke, Cannon, Clancy, Clifton, Coventry, Crooks, Dransfield, Eastman, Exon, Ferrans, A Geary, P Geary, E Gifford, R Gifford, Gowans, Green, D Hopkins, V Hopkins, Hosking, Khan, Legg, Lewis, Long, Marland, D McCall, I McCall, McDonald, McKenzie, McLean, McPake, Middleton, Miles, Morla, Morris, Nash, Nolan, O'Neill, Pallett, Patey-Smith, Petchey, Priestley, Small, Tallack, Wallis, White, P Williams and Wilson

Alderspersons Connor, Howell and Saunders

Apologies: Councillors Brunning, Webb and C Williams and Alderspersons Beeley, Bristow, Ellis, I Henderson, E Henderson, Irons and Lloyd

Also Present: 5 members of the public

CL05 MINUTES

RESOLVED -

That the Minutes of the meetings of the Council held on 19 March 2014, 26 March 2014 and 1 May 2014 be approved and signed by the Mayor as correct records.

CL06 RETURNING OFFICER'S REPORT

The Mayor moved and the Deputy Mayor seconded the following motion:

"That the report of the Returning Officer following the Elections held on 22 May 2014, be received."

The Mayor invited the 21 new Members to stand and welcomed them to the Council.

RESOLVED -

That the report of the Returning Officer following the Elections held on 22 May 2014, be received.

CL07 LOCAL GOVERNMENT AND HOUSING ACT 1989 AND LOCAL GOVERNMENT (COMMITTEES AND POLITICAL GROUPS) REGULATIONS 1990.

The Mayor moved and the Deputy Mayor seconded the following motion:

“That, in accordance with the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990, the Council note that the Conservative Group is entitled to 31.58% of the seats on the Council’s Committees, the Labour Group is entitled to 43.86% of the seats, the Liberal Democrat Group is entitled to 22.81% of the seats, with the remaining seats being allocated to the Independent Member.”

RESOLVED -

That, in accordance with the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990, the Council note that the Conservative Group is entitled to 31.58% of the seats on the Council’s Committees, the Labour Group is entitled to 43.86% of the seats, the Liberal Democrat Group is entitled to 22.81% of the seats, with the remaining seats being allocated to the Independent Member.

CL08 ELECTION OF LEADER

It was moved by Councillor O’Neill and seconded by Councillor Middleton, that Councillor Marland be elected Leader for the Council Year 2014/15.

In the absence of any other nominations the Mayor declared Councillor Marland elected Leader for the Council Year 2014/15.

Councillor Marland as part of an address to the Council thanked the Council for his election.

CL09 APPOINTMENT OF DEPUTY LEADER AND CABINET

Councillor Marland, the Leader of the Council, informed the Council that the Deputy Leader would be Councillor O’Neill and that, in addition to himself and Councillor O’Neill, the Cabinet would comprise Councillors Betteley, Legg, Long, Middleton and Miles.

CL10 APPOINTMENT TO COMMITTEES/GROUPS

The Council considered the number of Members to sit on the Council’s Committees and Groups, and also considered appointing Members to those Committees and Groups in accordance with the political balance on the Council.

The Mayor moved and the Deputy Mayor seconded the following motion:

- “1. That the following Committees and Panels be appointed for the Council Year 2014/15, with the number of members as detailed in brackets, in accordance with the political proportionalities on the Council, where applicable:
 - (a) Appeals Commission (15)
 - (b) Audit Committee (7)
 - (c) Chief Officer Appointments Panel (3/5)
 - (d) Children and Young People Select Committee (9)
 - (e) Community Safety, Crime and Policing Select Committee (9)
 - (f) Constitution Commission (3)
 - (g) Corporate Affairs and Performance Select Committee (9)
 - (g) Corporate Parenting Panel (7)
 - (h) Development Control Committee (9)
 - (i) Economy, Growth and Regeneration Select Committee (9)
 - (j) Environment and Transport Select Committee (9)
 - (k) Executive Scrutiny Panel (9)
 - (l) Health and Adult Social Care Select Committee (9)
 - (m) Health and Wellbeing Board (7)
 - (n) Housing and Communities Select Committee (9)
 - (o) Joint Negotiating Committee (Employer’s Side) (7)
 - (p) Licensing Committee (15)
 - (q) Overview and Scrutiny Management Committee (7)
 - (r) Regulatory Committee (15)
 - (s) Standards Committee (9)”
2. That the Appeals Commission, Chief Officer Appointments Panel and the Constitution Commission be treated as not needing to comply with the Local Government and Housing Act 1989 and Local Government (Committees and Political Groups) Regulations 1990.
3. That Group Leaders be given delegated authority to appoint Members to Appointment Panels for Service and Assistant Directors on a one member per Political Group basis, to include a member of the Cabinet, and for Corporate Directors, a Panel of 5 Members on a 2:2:1 member per Political Group basis, to include a member of the Cabinet.

4. That all Members of the Council, with the exception of Cabinet members (unless they are substituting for another Cabinet member), be appointed as substitutes to all bodies listed above, noting the requirement for Members to be trained before participating in meetings of the Appeals Commission, Development Control Committee, Licensing Committee and Regulatory Committee.”

Councillor Bald moved the following amendment, which was seconded by Councillor D McCall:

“That the following additional clauses be added to the motion:

- ‘5. That this Council:
 - (a) places a high value on the role of overview and scrutiny as a means of engaging all members in developing an effective organisation that is responsive to the current and future needs of Milton Keynes citizens;
 - (b) applauds the many examples of high calibre overview and scrutiny undertaken in recent years and thanks those members and officers who have contributed their time and expertise to this activity; and
 - (c) notes that the pace of change in Milton Keynes and our ambition to maximise the effectiveness of overview and scrutiny means we should subject our arrangements to regular review to ensure they align to our changing context and reflect what we learn from good practice.
6. That a Future of Overview and Scrutiny Working Group, comprising 6 Members (2:2:2) to undertake a review of the Council’s overview and scrutiny structure and inform any independent review of Members’ Allowances.
7. That Group Leaders be invited to nominate Members to comprise the Working Group.
8. That the review includes identifying:
 - (a) the strengths and weaknesses of the current system;
 - (b) the aims and purpose of Council’s overview and scrutiny structure (what it is trying to achieve); and
 - (c) a structure which delivers the aims and purpose, which includes:
 - (i) the required frequency of meetings;
 - (ii) the level and type of officer support; and
 - (iii) the role of Members and the levels of special responsibility undertaken by Members.

9. That the Working Group be required to report to the Council setting out its recommendations for a 'fit for purpose' overview and scrutiny structure by no later than the Council meeting on 22 October 2014."

In accordance with Council Procedure Rule 13.6(c), the Mayor moved a procedural motion, seconded by the Deputy Mayor, requesting the Council to determine whether the amendment could be offered to the mover of the motion.

The Council's agreement was given by acclamation.

The Mayor, as the mover of the motion, accepted the amendment.

The Mayor also moved and the Deputy Mayor seconded:

"That the Committees and Panels comprise the Members reported to the Council".

On being put to the vote the motions were declared carried unanimously.

RESOLVED -

- "1. That the following Committees and Panels be appointed for the Council Year 2014/15, with the number of members as detailed in brackets, in accordance with the political proportionalities on the Council, where applicable:

- (a) Appeals Commission (15)
- (b) Audit Committee (7)
- (c) Chief Officer Appointments Panel (3/5)
- (d) Children and Young People Select Committee (9)
- (e) Community Safety, Crime and Policing Select Committee (9)
- (f) Constitution Commission (3)
- (g) Corporate Affairs and Performance Select Committee (9)
- (g) Corporate Parenting Panel (7)
- (h) Development Control Committee (9)
- (i) Economy, Growth and Regeneration Select Committee (9)
- (j) Environment and Transport Select Committee (9)
- (k) Executive Scrutiny Panel (9)
- (l) Health and Adult Social Care Select Committee (9)
- (m) Health and Wellbeing Board (7)
- (n) Housing and Communities Select Committee (9)

- (o) Joint Negotiating Committee (Employer's Side) (7)
 - (p) Licensing Committee (15)
 - (q) Overview and Scrutiny Management Committee (7)
 - (r) Regulatory Committee (15)
 - (s) Standards Committee (9)"
2. That the Appeals Commission, Chief Officer Appointments Panel and the Constitution Commission be treated as not needing to comply with the Local Government and Housing Act 1989 and Local Government (Committees and Political Groups) Regulations 1990.
 3. That Group Leaders be given delegated authority to appoint Members to Appointment Panels for Service and Assistant Directors on a one member per Political Group basis, to include a member of the Cabinet, and for Corporate Directors, a Panel of 5 Members on a 2:2:1 member per Political Group basis, to include a member of the Cabinet.
 4. That all Members of the Council, with the exception of Cabinet members (unless they are substituting for another Cabinet member), be appointed as substitutes to all bodies listed above, noting the requirement for Members to be trained before participating in meetings of the Appeals Commission, Development Control Committee, Licensing Committee and Regulatory Committee."
 5. That this Council:
 - (a) places a high value on the role of overview and scrutiny as a means of engaging all members in developing an effective organisation that is responsive to the current and future needs of Milton Keynes citizens;
 - (b) applauds the many examples of high calibre overview and scrutiny undertaken in recent years and thanks those members and officers who have contributed their time and expertise to this activity; and
 - (c) notes that the pace of change in Milton Keynes and our ambition to maximise the effectiveness of overview and scrutiny means we should subject our arrangements to regular review to ensure they align to our changing context and reflect what we learn from good practice.
 6. That a Future of Overview and Scrutiny Working Group, comprising 6 Members (2:2:2) to undertake a review of the Council's overview and scrutiny structure and inform any independent review of Members' Allowances.

7. That Group Leaders be invited to nominate Members to comprise the Working Group.
8. That the review includes identifying:
 - (a) the strengths and weaknesses of the current system;
 - (b) the aims and purpose of Council's overview and scrutiny structure (what it is trying to achieve); and
 - (c) a structure which delivers the aims and purpose, which includes:
 - (i) the required frequency of meetings;
 - (ii) the level and type of officer support; and
 - (iii) the role of Members and the levels of special responsibility undertaken by Members.
9. That the Working Group be required to report to the Council setting out its recommendations for a 'fit for purpose' overview and scrutiny structure by no later than the Council meeting on 22 October 2014."
10. That the Committees and Panels comprise the Members as set out in the **Annex** to these Minutes.

CL11

APPOINTMENT OF CO-OPTED PERSONS

The Council considered the appointment of voting co-opted persons to the Children and Young People Select Committee and the Health and Community Wellbeing Select Committee for the Council Year 2014/15.

The Mayor moved and the Deputy Mayor seconded:

"That the co-optees as set out in the agenda be appointed".

RESOLVED -

1. That the following be co-opted to the Children and Young People Select Committee for the Council Year 2013/14, with the Committee being authorised to fill any current vacancies or vacancies which occur during the year:
 - (a) 1 representative of the Oxford Diocesan Board of Education - Vacant
 - (b) 1 representative of the Northampton Diocesan School Commission - Vacant
 - (c) 1 representative of parent governors in primary schools - Vacant
 - (d) 1 representative of parent governors in secondary schools - Vacant
 - (e) 1 representative of parent governors in special schools - Dr S Chakrabarti.

2. That Ms H Kirkwood (HealthWatch) be appointed as a co-opted member of the Health and Adult Social Care Select Committee and that the Committee be authorised to fill any vacancy which might occur during the year.

CL12 APPOINTMENTS TO BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY

The Mayor moved and the Deputy Mayor seconded the following motion:

“That Councillors Dransfield, Exon, Morris, Webb and Wilson be appointed to the Buckinghamshire and Milton Keynes Combined Fire Authority.”

RESOLVED -

That Councillors Dransfield, Exon, Morris, Webb and Wilson be appointed to the Buckinghamshire and Milton Keynes Combined Fire Authority.

CL13 APPOINTMENTS TO OUTSIDE ORGANISATIONS

The Mayor moved and the Deputy Mayor seconded the following motion:

“That the Service Director (Legal and Democratic Services), in consultation with Group Leaders, be authorised to agree the appointment of Members to Outside Organisations, with the exception of those appointed by the Cabinet.”

RESOLVED -

That the Service Director (Legal and Democratic Services), in consultation with Group Leaders, be authorised to agree the appointment of Members to Outside Organisations, with the exception of those appointed by the Cabinet.

CL14 DESIGNATION OF RETURNING OFFICER AND ELECTORAL REGISTRATION OFFICER

The Council considered the designation of an officer to the statutory roles of Returning Officer and Electoral Registration Officer as a result of the imminent retirement of the postholder who currently held the designations.

RESOLVED –

That consideration of the appointments to the roles of Returning Officer and Electoral Registration Officer, be deferred to the meeting of the Council scheduled for 16 July 2014.

CL15 CALENDAR OF MEETINGS 2014/15

The Council noted the Calendar of Meetings for 2014/15, including noting that the start time for the Council meeting scheduled for 22 October 2014, should be 19:30, rather than 19:00.

THE MAYOR CLOSED THE MEETING AT 8:20 PM

APPOINTMENT OF COMMITTEES / GROUPS / PANELS

(a). Children and Young People Select Committee (9)

Conservative (3)	Labour (4)	Liberal Democrat (2)
1. Dransfield (V/C)	1. Gowans	1. Crooks (C)
2. V Hopkins	2. Nolan	2. Ferrans
3. Small	3. Pallett	
	4. Wilson (V/C)	

(b). Community Safety, Crime and policing Select Committee (9)

Conservative (3)	Labour (4)	Liberal Democrat (2)
1. Brunning (C)	1. Coventry	1. Alexander (V/C)
2. Morla	2. R Gifford (V/C)	2. McPake
3. Small	3. Wallis	
	4. Webb	

(c). Corporate Affairs and Performance Select Committee (9)

Conservative (3)	Labour (4)	Liberal Democrat (2)
1. D Hopkins	1. R Gifford	1. Crooks (V/C)
2. Hosking	2. Khan	2. D McCall
3. McLean (C)	3. Priestley (V/C)	
	4. White	

(d). Economy, Growth and Regeneration Select Committee (9)

Conservative (3)	Labour (4)	Liberal Democrat (2)
1. Bint	1. Clifton (V/C)	1. Ferrans
2. Green	2. L Gifford	2. I McCall (C)
3. D Hopkins (V/C)	3. Khan	
	4. White	

(e). Environment and Transport Select Committee (9)

Conservative (3)	Labour (4)	Liberal Democrat (2)
1. Bint	1. Clifton	1. Cannon
2. P Geary (C)	2. L Gifford (V/C)	2. McPake (V/C)
3. Green	3. Petchey	
	4. Wilson	

(f). Health and Adult Social Care Select Committee (9)

Conservative (3)	Labour (4)	Liberal Democrat (2)
1. Bramall (C)	1. McKenzie	1. Alexander
2. Clancy	2. Priestley	2. I McCall (V/C)
3. Morla	3. Webb	
	4. P Williams (V/C)	

(g). Housing and Communities Select Committee (9)

Conservative (3)	Labour (4)	Liberal Democrat (2)
1. Bramall (V/C)	1. M Burke	1. Exon
2. Morla	2. Coventry (V/C)	2. C Williams (C)
3. Patey-Smith	3. Nolan	
	4. Pallett	

(h). Overview and Scrutiny Management Committee (7)

Conservative (2)	Labour (3)	Liberal Democrat (2)
1. A Geary	1. Gowans (V/C)	1. Eastman
2. D Hopkins (C)	2. Khan	2. D McCall (V/C)
	3. Nolan	

(i). Executive Scrutiny Panel (9)

Conservative (3)	Labour (4)	Liberal Democrat (2)
1. A Geary	1. R Gifford	1. Eastman (V/C)
2. P Geary	2. Khan	2. C Williams
3. Morris (C)	3. Pallett	
	4. P Williams	

(j). Appeals Commission (up to 15 of which 3 will be appointed to form a particular Panel)

Conservative (5)	Labour (6)	Liberal Democrat (4)
1. Bald	1. L Gifford	1. Alexander
2. Brunning	2. Lewis	2. Eastman
3. Clancy	3. McKenzie	3. C Williams
4. Morla	4. Petchey	4.
5. Small	5. Wallis	
	6. Wilson	

(k). Audit Committee (7)

Conservative (2)	Labour (3)	Liberal Democrat (2)
1. Hosking	1. M Burke	1. S Burke
2. McDonald (C)	2. R Gifford	2. P Cannon (V/C)
	3. B White (V/C)	

(l). Constitution Commission (3)

Conservative (1)	Labour (1)	Liberal Democrat (1)
1. Dransfield	1. Marland	1. Brackenbury

(m). Corporate Parenting Panel (7)

Conservative (2)	Labour (3)	Liberal Democrat (2)
1. Clancy	1. Betteley	1. Crooks
2. V Hopkins	2. Miles	2. Ferrans
	3. Nolan	

(n). Development Control Committee (9)

Conservative (3)	Labour (4)	Liberal Democrat (2)
1. Bint	1. Gowans	1. Brackenbury
2. A Geary (C)	2. Lewis	2. Exon (V/C)
3. McLean	3. Petchey	
	4. White (V/C)	

Named Substitutes		
1. Bald	1. Legg	1. Eastman
2. Bramall	2. Middleton	2. C Williams
3. Green	3.	3.
4. D Hopkins	4.	4.

(o). Health and Wellbeing Board (7)

Conservative (2)	Labour (3)	Liberal Democrat (2)
1. Bramall	1. Long	1. Crooks
2. Patey-Smith	2. O'Neill	2. I McCall
	3. Priestley	

(p). Licensing Committee (15)

Conservative (5)	Labour (6)	Liberal Democrat (3)	Independent (1)
1. Green	1. Clifton	1. Alexander	1. Nash
2. McDonald	2. Lewis	2. S Burke (C)	
3. Morla	3. McKenzie (V/C)	3. Exon	
4. Morris (V/C)	4. Webb		
5. Patey-Smith	5. P Williams		
	6.		

(q). Regulatory Committee (15)

Conservative (5)	Labour (6)	Liberal Democrat (3)	Independent (1)
1. Green	1. Clifton	1. Alexander	1. Nash
2. McDonald	2. Lewis	2. S Burke (C)	
3. Morla	3. McKenzie (V/C)	3. Exon	
4. Morris (V/C)	4. Webb		
5. Patey-Smith	5. P Williams		
	6.		

(r). Standards Committee (9)

Conservative (2)	Labour (4)	Liberal Democrat (2)	Independent (1)
1. V Hopkins	1. M Burke	1. Eastman (C)	1. Nash
2. McDonald (V/C)	2. Clifton	2. McPake	
	3. McKenzie (V/C)		
	4. Wallis		

(s). Joint Negotiating Committee (Employers Side) (7)

Conservative (2)	Labour (3)	Liberal Democrat (2)
1. Bald	1. Gowans	1. Eastman
2. Morris	2. Middleton	2.
	3. Wilson	

**MILTON KEYNES COUNCIL: INTEGRATED SUPPORT AND SOCIAL CARE
CORPORATE PARENTING PANEL - ANNUAL REPORT (2013/14)**

Contact Officer: Graham Reiter Head of Delivery Corporate Parenting 01908 253482

1. Purpose

- 1.1 This is the 2013/14 Annual Report of the activities of the Corporate Parenting Panel. The report covers key areas of the council's corporate parenting performance and 2013/14 corporate parenting panel activity, structured to reflect the priority action areas for Children in Care agreed by the Panel in April 2013
- 1.2 This Annual Report covers the period from April 2013 to the end of March 2014.

2. Recommendations

- 2.1 That the Committee notes the Annual Report.
- 2.2 That the Committee recommends any further areas which they feel should be considered by the Corporate Parenting Panel in 2014/15.

3. Background

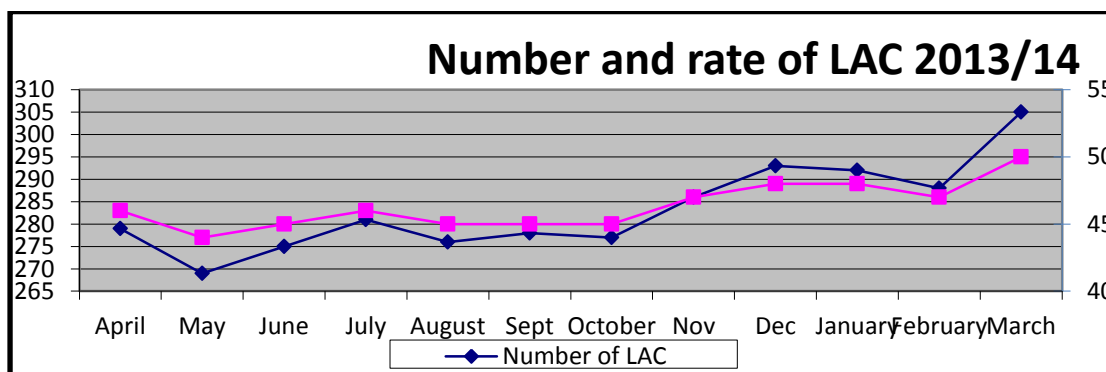
- 3.1 The Corporate Parenting Panel was first established on an equal political party basis in 2003.
- 3.2 The Children and Young Persons Act 2008, which was fully implemented in April 2011, underpins the key role of 'corporate parenting' in shaping services to children in care. The Local Authority has a responsibility as a 'Corporate Parent' for all children in the care of Milton Keynes Council (sometimes referred to as Looked after Children (LAC)). 'Corporate parenting' emphasises the collective responsibility of the Council and its members to ensure good parenting and good outcomes for all children in their care.
- 3.3 The Children and Families Act (March 2014) covers a number of areas, and includes new legislation in relation to children in care.
 - In relation to adoption and contact, the Act makes provisions for implementing from the Government paper "*An Action Plan for Adoption: Tackling Delay*" which has the overall objective of seeing more children being adopted with less delay.
- 3.4 Milton Keynes Council's approach to working with the children in its care is detailed in the Children in Care plan, the framework for which forms the basis of this report.

4. Milton Keynes Children in Care Profile

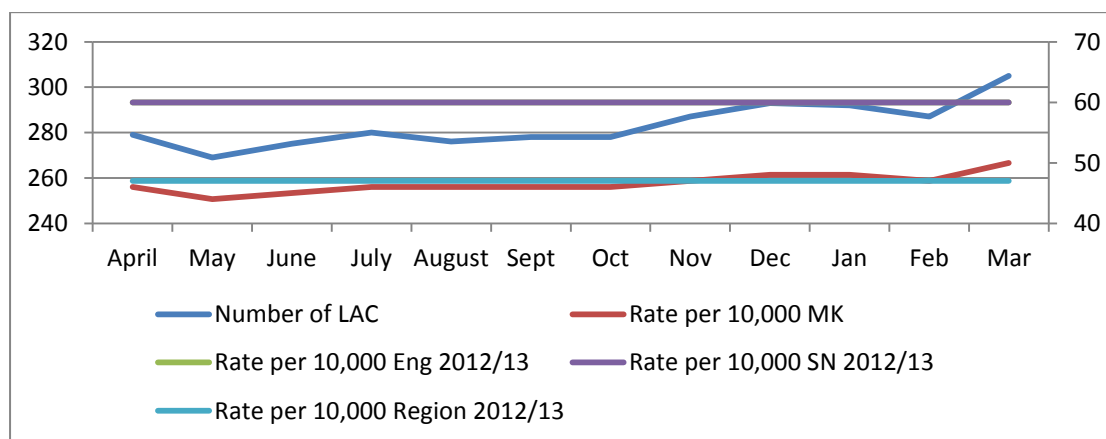
4.1 Data: Numbers in Care Rates per 10,000 are published by the DfE in October / November each year for the previous reporting year (April to March). The latest available rate (at 31 March 2013) appears on some charts as a flat line comparator.

Data: Numbers in Care

	April 2013	Mar 2014
Number of LAC	279	305
Rate per 10,000 MK	46	50
Rate per 10,000 England 2012/13	60	60
Rate per 10,000 SN 2012/13	60	60
Rate per 10,000 Region 2012/13	47	47

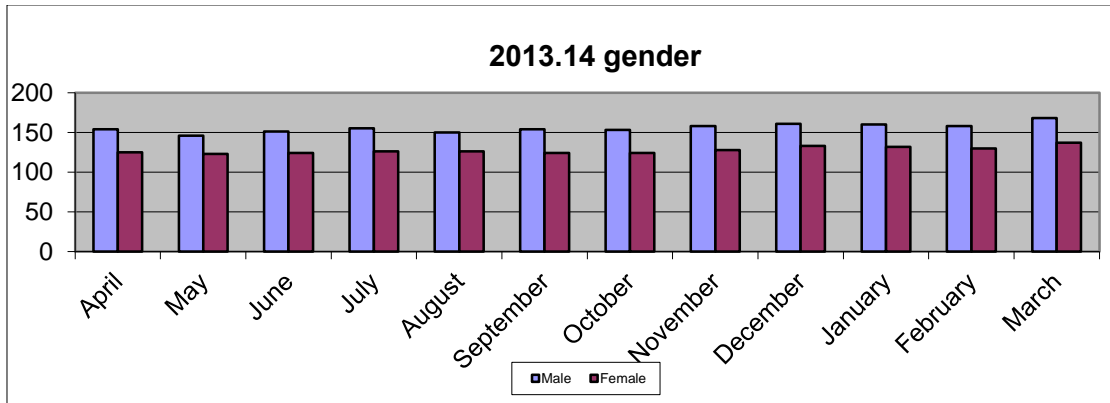


England and Statistical Neighbour rates are the same.



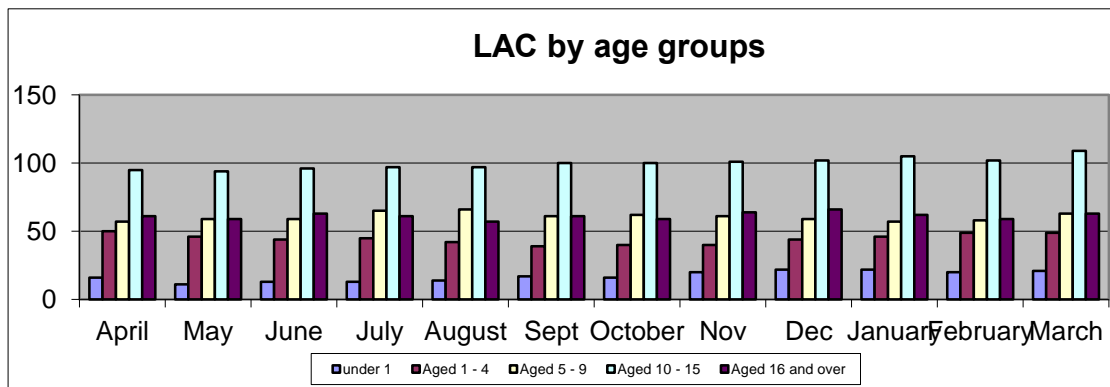
4.2 Data: Gender

	April 2013	%	Mar 2014	%	England March 2013 %
Male	154	55	168	55	55
Female	125	45	137	45	45



4.3 Data: Age

	April 2013	%	Mar 2014	%	England March 2013 %
under 1	16	66	21	7	6
Aged 1 - 4	50	18	49	16	18
Aged 5 - 9	57	20	63	20.5	19
Aged 10 - 15	95	34	109	36	36
Aged 16 and over	61	22	63	20.5	20



4.4 Data: Ethnicity

	April 2013	%	Mar 2014	%	England March 2013 %
A1 White British	216	72	234	76.5	74
A2 White Irish	1		1		
A3 Any Other White Background	4		5		
A4 Traveller of Irish Heritage					
A5 Gipsy /Roma					
B1 White and Black Caribbean	9	3	10	3	3
B2 White and Black African	4		3		
B3 White and Asian	4		5		
B4 Any Other Mixed Background	5	1	7	2	3
C1 Indian			2		
C2 Pakistani	3		5		
C3 Bangladeshi	3		4		
C4 Any Other Asian Background	5		6		
D1 Caribbean	1		2		
D2 African	13	4.5	14	4.5	3
D3 Any Other Black Background	3		3		
E1 Chinese					
E2 Any Other Ethnic Group	8		4		
Not obtained / not recorded / unborn					
	279		305		

4.5. Commentary

- The numbers of children in care has increased over the year but remains below the national and statistical neighbour average in terms of rate per 10,000. The MK rate is at 50 per 10,000 and the national and statistical neighbour rate is 60 per 10.000. This continues to reflect the effectiveness of the robust Family Support strategy which is in place in Milton Keynes.
- The demographic breakdown of the MK children in care population is very much in line with the national picture.
- The high numbers in the 5-9 and 10-15 age range indicate that it is unlikely that the majority of this core group of young people will exit care as the many of the permanency arrangements will be for these children in a care placement.
- The percentage of Black and Minority Ethnic children in care is 20%, which is lower than the Milton Keynes percentage of child population which is 35%.

5. Children in Care Plan: Priorities for Children in Care

Corporate Parenting Panel Activity

- The action plan for Children in Care was presented to and agreed by the Corporate Parenting Panel.
- The Corporate Parenting Panel has met on 6 occasions since the production of the last annual report.
- In 2013/14 the Panel has been chaired by Cllr Norman Miles and panel members were Cllr Brock, Cllr O'Neill, Cllr Zealley, Cllr Bradburn, and Cllr Small. The panel was attended by Cllr Dransfield, Lead Member for Children's Services and Lifelong Learning.
- More broadly, the Corporate Parenting Panel has received reports relating to Inspection Improvement Plan actions relevant to Children in Care arising from the previous Safeguarding and Looked After Inspection in 2012 (SLAC).

5.1 Working with Families

- *The vast majority of children are most likely to thrive and achieve good outcomes if they are cared for within their own families, therefore preventative services and early intervention to support children in need and their families will be provided to give them every chance to stay together.*
- *Where children cannot be supported within their birth family, arrangements with friend's family and connected persons will be fully explored to provide permanent alternatives.*

5.2 Data: Family and Friends assessments and Placements

Year	Number Viability Assessments	Number completed/ agreed assessments	full	Number of F+F placements	England March 2013 %
09/10	36	6			
10/11	51	10			
11/12	46	12			
12/13	52	18		33 - 11% (as at March13)	8
13/14 to date	80	22		43 - 14% (as at March14)	

5.3 Commentary

- The Milton Keynes approach to working with families is detailed in the Family Support strategy and one of the measures of the effectiveness of

the strategy is the low numbers of children in care in comparison with statistical neighbours and the national average.

- Robust interventions take place through the council's Early Help services, Children and Family Practices and the Social Care Family Support teams and there are key processes in place at critical points in the child's journey with the Integrated referral hub and where there is a likelihood of a child entering care, and children are only admitted to care where this is judged to be the only safe and appropriate option for the child at that time.
- Where children become Looked After, there is an increase in the number of Looked After Children who are placed with Family and Friends, thereby evidencing the action plan aims of placing children with their family wherever possible. The percentage of children placed with Family and Friends in MK is above the national average
- The data table also indicates the assessment and approval activity in relation to Family and Friends placements where the children are in Care and this activity now has to take place in very tight prescribed timescales where the matters are before the court.

5.4 Corporate Parenting Panel Activity

- The Corporate Parenting Panel focusses upon those children who have entered care in Milton Keynes and whilst it should be aware that there are a range of services that are in place to support children with their families, the activity will concentrate on those children in the care system.
- The information regarding Family and Friends carers has been included in the reports of the Fostering service to the Corporate Parenting Panel, detailing both the levels of activity and numbers of children who are in local authority care, but who are cared for by people already known to them and who have been approved as foster carers.

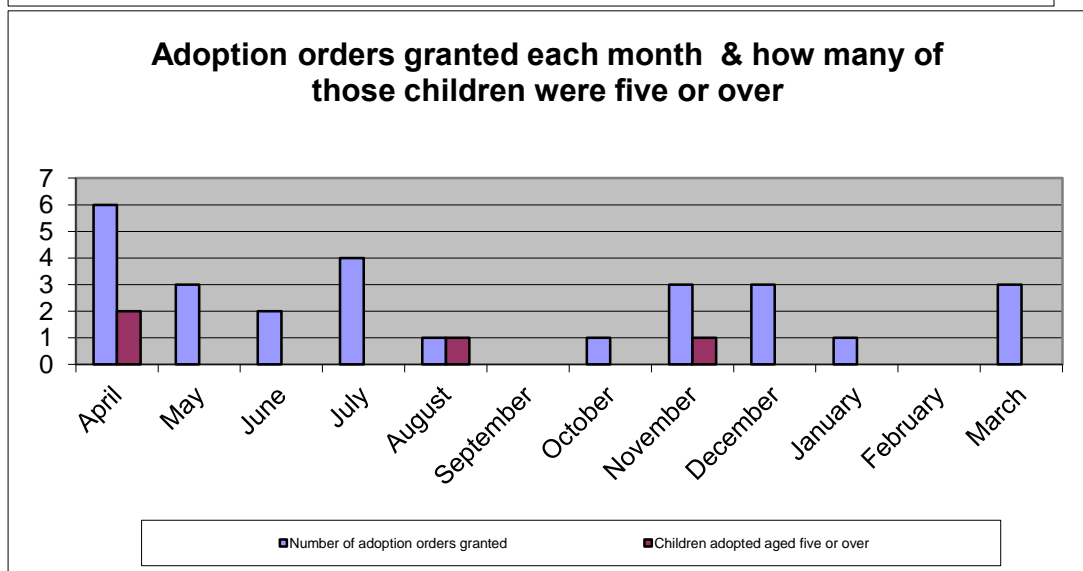
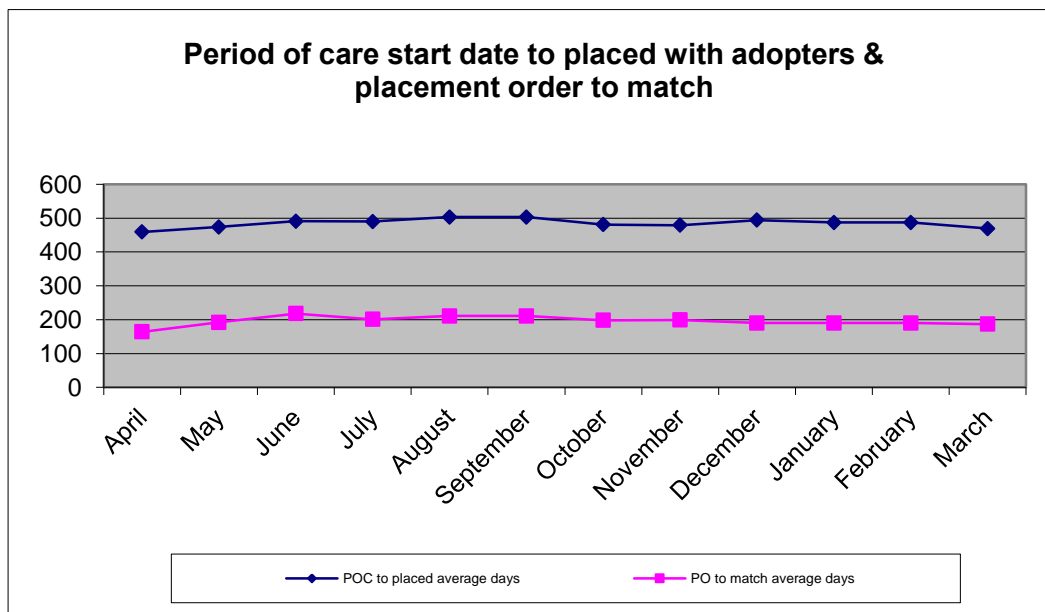
The Children in Care survey (Jan 2014) showed that 52% children thought that they entered care at about the right time.

6. Permanency

- *We will promote and develop our permanency offer to ensure timely achievement of permanent placements and placement stability through adoptions, special guardianship residence orders, and permanently matched foster care.*
- *Emotional and physical stability is a key requirement for improving outcomes so that continuity of relationships, community links, education and health provision, provides the right conditions for maximizing potential. We will work closely with partners to improve placement stability.*

6.1 Data Adoption

	April 2013	Mar 2014		2010/2013	
				LA Av	England av
POC to placed average days	459	469		558	647
PO to match average days	164	187		280	210
	April	Mar 14	Total to date		
Number of adoption orders granted	6	3	27		
Children adopted aged five or over	2	0	4		



MK – 3 year average = 5%

England – 3 year average = 4%

6.2 Commentary

- The government and Milton Keynes have placed a high priority on increasing the numbers of children adopted and the timeliness in which they are placed both through amended guidance and measurements and through legislation (Children and Families Act).

- The adoption performance in Milton Keynes has continued to improve with both the numbers of children adopted and the timeliness within which they were placed with adopters and adoption orders granted. The performance has been above the national average other than in relation to the timescale between the making of the placement order and matching. This particular performance indicator does need to be seen in the context of Milton Keynes practice principle of continuing to search for adoptive placements even for hard to place/older children where it appropriate to do so and specific work has taken place to initiate the family finding process at an earlier stage.
- Milton Keynes has pushed forward with practice in line with national directives, including foster to adopt placements, Concurrent Planning developments and planned activity days to assist the placement of children waiting for adoption. The Fostering to adopt scheme is placing children directly with foster carers who may become their adopters, thereby ensuring placement for the child with their permanent carers at the earliest opportunity.
- Milton Keynes has clear procedures and processes for matching, including permanence matching, for children with foster carers and there are robust management monitoring mechanisms in place to track the timeliness of the permanence and matching activity for children in care.
- The Council has used the adoption reform grant to fund specific posts to develop and improve practice in the above areas of work.

6.3 Corporate Parenting Panel activity

- The panel receives 6 monthly reports in relation to adoption and permanence activity and as well as including the adoption information above, the reports contain information on activity in relation to Special Guardianship orders and Residence orders, which are alternative legal routes to securing permanent placements for children in family settings.
- The Panel received a paper in April 2013 detailing the implications of local and national adoption developments for children in the care of Milton Keynes, which included information relating to the planned use of national adoption grant monies.
- The reports also set out the quality assurance and oversight processes for this area of work.
- The Panel also receives 6 monthly reports in relation to the activities of the Fostering service and included in these reports are the activity and numbers of children who are permanently matched with foster carers.

The Children in Care Survey identified a number of factors that children and young people thought were important for placement stability including feeling safe, feeling part of a family, getting support for themselves and for their carers and help with

education. One young person said “Placements need to be long term, keeping moving doesn’t help”

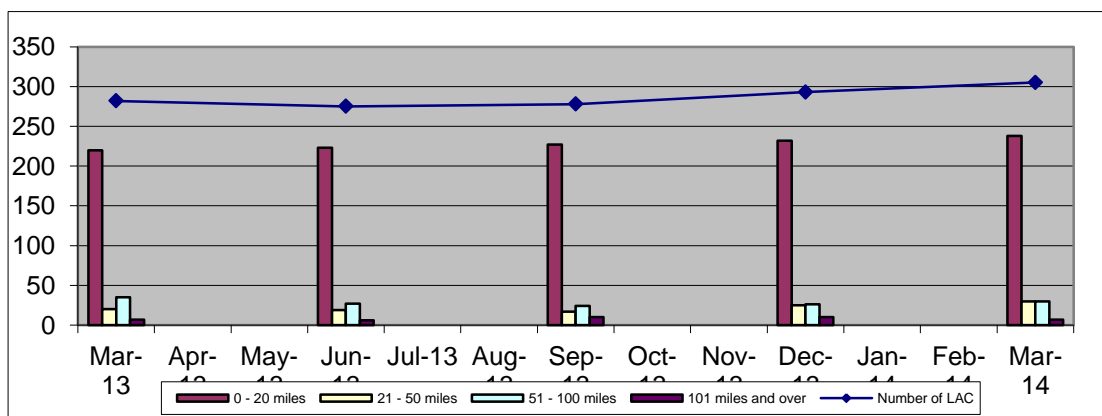
7. Local Placements

- We are committed to providing care placements wherever possible within the Milton Keynes area, preferably within appropriate family placements (foster homes), supported by the Council’s Family Placement Service.
- Residential placements will only be made where the complexity of a child’s needs mean that they cannot live in a family setting, or where a child expressly does not want an alternative family, and this is assessed to be in their best interests. Through the implementation of the sufficiency plan the council will seek to encourage provision of local residential care.

7.1 Data

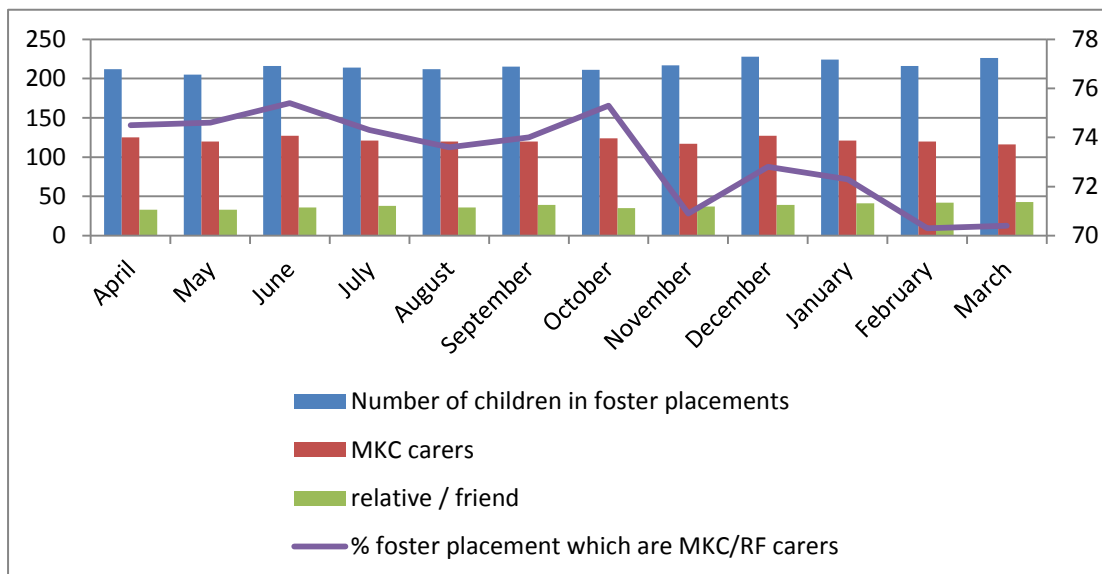
Data: Placement Distance from MK

	Mar-13	Jun-13	Sep-13	Dec-13	Mar-14	England March 2013
0 - 20 miles	220	223	227	232	238	
21 - 50 miles	20	19	17	25	30	
51 - 100 miles	35	27	24	26	30	
101 miles and over	7	6	10	10	7	
% 0 - 20 miles	78	81	82	79	78	76
Number of LAC	282	275	278	293	305	



Data: Foster Placement

	April 2013	Mar 2013	England March 2013
Number of children in foster placements	212	226	
Of which number of MKC carers	158	159	
% foster placement which are MKC carers	74.5	70.4	75



Data: Placement Type

	April 13	July	October	Mar 2014		England March 2013
Placed for adoption	15	13	12	13		
In foster placement	212	214	211	226	74%	75%
Internal Residential	5	8	7	6		
External Residential	21	21	27	28		
Internal Residential School	1	2	2	2		
External Residential School	1	1	1	2		
Secure	1	1	0			
Nursing or Residential Assessment	2		2	2		
YOI	2	2	1			
Placed with parents	12	8	4	18	6%	5%
Independent living	6	11	8	8	2.5%	3%

7.2 Commentary

- Whilst there has been a rise in the numbers of children in care over the year, there has also been a rise in the numbers placed within 20 miles of Milton Keynes and whilst this has fluctuated through the year, the current percentage of children placed within 20 miles has slightly increased from the start of the year.
- It should be noted that the government guidance has recently changed the measure using the concept “at a distance”. This entails placements not within the Milton Keynes geographical area and not within an adjoining authority. Processes have been amended to ensure sign-off compliance for the making of these placements and reporting measures are being developed to monitor these.

- Milton Keynes has maintained a high percentage of children in family placements, including a high percentage with in-house foster carers. Although the percentage of in-house placements has slightly fallen in the last month, this still compares favourably with comparator averages.
- There are robust decision making and monitoring processes in place in respect of external placements.
- There has been an increase in the number of external residential placements and a specific piece of work is planned to analyse and make recommendations in relation to this, including the geographical location of the placements.
- The council's "placement sufficiency strategy" is due for review. This will be led by the Head of Corporate Parenting and will highlight placement and commissioning issues. The work in relation to residential placements identified above will feed into this.
- In-House residential placements are monitored through monthly visits (known as Regulation 33 visits) by an externally commissioned visitor independent of the service. The visits are required by national regulation and the guidance relating to these visits has recently been amended, reinforcing the need for independence. In light of this and the positive evaluation of the current service this arrangement will be continued in the next financial year.
- The monitoring visits described above are integrated with surgeries undertaken by elected members twice per year at each establishment, a practice recently implemented and which received positive appraisal from the January surgery. The surgery involves members meeting with parents, young people and staff at the establishment making it as relaxed and informal as possible and is a key element of gaining qualitative information and feedback.

7.3 Corporate Parenting Panel activity

- The Panel has received a specific report from the Head of Delivery Corporate Parenting detailing the activity and issues relating to Out of Area Placements in June 2013.
- The Panel also receives regular reports as highlighted above in relation to the activity of the fostering services, including recruitment and placement activity (known as Regulation 35 reports).
- The Panel receives reports to each meeting on the residential monitoring visits (Regulation 33), including member surgeries.
- The Panel also receives reports (Regulation 34) covering information relating to each of the residential establishments, including any information and action plans arising from OFSTED inspections.

- The member activity relating to the Regulation 33 surgeries has been detailed above and there is evidence of positive and practical outcomes from the recent surgery. This activity will be important in meeting development requirements for qualitative feedback from parents and other staff/young people as part of the monitoring process.

The Children in Care Survey asked 4-11 year olds what would make a “good” foster home. Overall there were 6 common themes of safety, material things, house itself, behaviours, people and food. One young person aged 16 said of their placement” I don’t want to leave, it is amazing, but no doubt when I do, I will come and visit”

8. Enjoying and Achieving

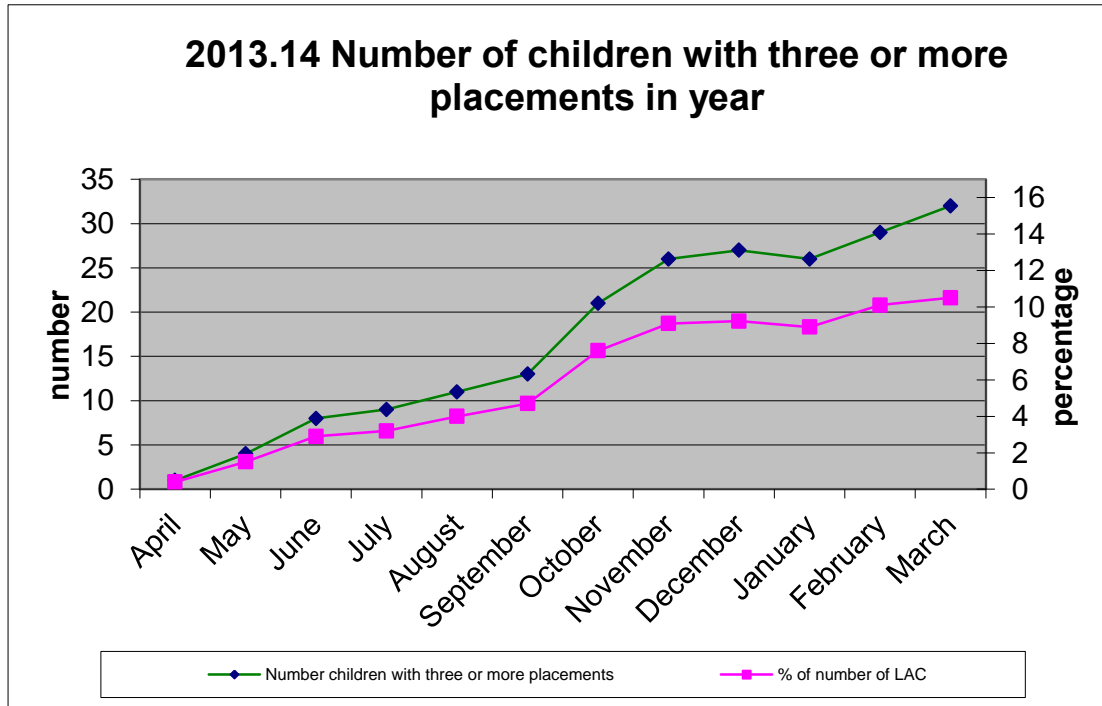
- *Emotional and physical stability is a key requirement for improving outcomes so that continuity of relationships, community links, education and health provision, ensure the right conditions for maximising potential. We will work with partners to improve placement stability.*
- *All looked after children will receive appropriate education provision regardless of their placement and ability to access school. Finding an appropriate education setting is just as important as finding suitable carers for looked after children. Personal Education Plans will be used to ensure education and learning arrangements are central in a looked after child’s care plan.*
- *Central to all children’s ability to fulfil their potential as they develop from childhood and through to teenage years is the need to be well – both physically and emotionally. Good health is a priority for our looked after children. Good physical and emotional health and wellbeing are key contributors to broader outcomes such as improved learning and achievement and to the long-term prospects of young people as they move into adulthood.*
- *All children, especially those in care will be safeguarded and protected, particularly from the risk of sexual exploitation. We will ensure information sharing and work with partners is robust through agreed and effective protocols to protect vulnerable groups such as those missing from care.*
- *We will aim to reduce the involvement of children and young people in criminal activities and ensure children and young people are not deprived of their liberty except where there are exceptional circumstances which are in accordance with legal and service procedures.*

8.1 Data Stability

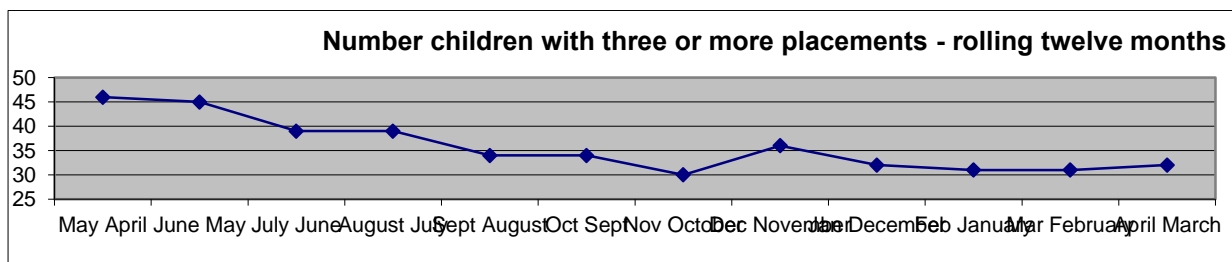
Children aged under 16 at 31 March who have been looked after for 2.5 years or more and in the same placement for 2 years or more

	April	July	October	Mar 14
% in same placement	76.2	72	69.1	62.2
numerator	80	70	65	56
denominator	105	96	94	90

Number of children with 3 or more placements in a year



England – March 2013 – 11%



8.2 Commentary

- Stability is a key element of enabling children to enjoy and achieve. The stability performance in Milton Keynes is improving and again there are robust management processes in place to monitor the effectiveness of practice in this area. Whilst the data on stability in terms of children who have remained in the same placement would indicate a downward trend through the year, in fact the percentage has dropped as the majority of the moves have been planned and positive moves (e.g. to an adoptive placement). The overall performance achieving 62% of relevant children remaining in placement has improved from the previous year and has exceeded the target of 54% set for the year. This however does still sit below the national average of 67%

- Further to this, the percentage of children with 3 or more placements is falling and again the target of 15% has been exceeded with the year-end percentage achieving 10% which is better than national (11%) and regional (12%) comparators. Management and monitoring processes identify the small number of young people who have a high number of moves and ensure that robust plans and services are in place to try and meet their needs.
- In terms of educational attainment and progress, the Virtual School service provides key support to and overview of the educational provision for Milton Keynes Looked after Children. There is in place a Virtual School Management Committee and a Virtual School leadership meeting providing operational and strategic overviews of the educational provision for children in care. There has been evidenced improvement of the quality of the PEPS (the detailed education plan for children in care) noted through the Quality Assurance processes.
- The Health Needs of Looked After Children are supported and overviewed by the Looked After Children (LAC) Health Forum and 2 LAC nurses and a Primary Mental Health worker are based in the corporate parenting team which underpins good joint working.
- Young people, including Looked After Children who go missing or who are suspected to be at risk of sexual exploitation, are monitored through a monthly MKMARM, a meeting of senior multi agency managers to ensure robust plans and support are in place.
- Looked After Children who are involved in criminal activity are supported by the Youth Offending Service.

8.3 Corporate Parenting Panel Activity

- The Panel considered a specific paper on placement stability based on recently published national data requirements and which included information on MK performance in this area in January 2014.
- Placement Information and activity is reported to the Corporate Parenting Panel through the fostering and adoption reports highlighted above.
- The Panel received an annual report on the activity of the Virtual School and, further to this, received a specific paper relating MK children in Education Boarding provision in November 2013.
- The Panel received an annual report relating to the Health of Looked after Children in September 2013.
- The Panel receives reports from the Youth Offending Service relating to work with LAC who are known to that service.

- The Panel received a paper on updated guidance relating to Missing Children and the MK response to the guidance amendments in April 2013.

The Children in Care survey highlighted that for young people aged 16 or over, help with education was the most important factor from their placement. Further to this 91% of children and young people were happy with the way their health assessments were carried out.

9. Transitions into adulthood

- *We will support looked after children and young people to make a successful transition into adulthood through the provision of good quality education, training and employment, suitable accommodation and support.*

9.1 Data: Accommodation and Education, Employment and Training (EET)

4. CARE LEAVERS		Target	Jun 2013	Sept 2013	Dec 2013	Mar 2014	England March 2013
NI147	Care leavers in suitable accommodation %	92	83	77.8	86.6	92	88
NI148	Care leavers in education, training or employment	72	50	55.6	60.0	72	58

9.2 Data: Pathway Plans completion rate

Sept 2013: 93%

December 2013 68%

March 2014 76%

9.3 Commentary

- The Leaving Care team was incorporated into the Corporate Parenting team in February 2013 to ensure a smoother transition into adulthood for young people leaving care.
- The work of the team is underpinned by working relationships with a range of partner agencies who play a crucial role in supporting this group of young people, particularly in the key performance areas highlighted above.
- The percentage of care leavers in suitable accommodation has improved from the start of the year and the year-end target has been met.
- Similarly, the percentage of care leavers in education, training or employment has improved through the year and the target of 66% has been met.

- The performance in relation to Pathway plans has been affected by staff sickness and vacancy and there is currently a focus on urgent improvement of this measure to ensure timely completion and review of the Pathway plans which underpin the work and support to the young person to move into adulthood.
- Milton Keynes has adopted its own version of the National Care Leavers Charter following consultation with local young people and the impact of this will be measured alongside impact measures of the Children in Care strategy.

The Children in Care survey asked young people aged 16 and over to rate the key themes for them as care leavers. These included, in order of rating, Sexual Health advice, their Health history, Support post 16 and Access to Information, Life History and Independent Skill Support,

9.4 Corporate Parenting Panel Activity

- The Corporate Parenting Panel received a report structured against the new OFSTED criteria for inspecting services for care leavers which detailed the work of the Milton Keynes Leaving Care service in light of those criteria, the joint working arrangements with partner agencies and the issues facing care leavers.

10 Participation

- *Children's rights include the right to participation in decisions made about them and their lives. Children in care will have the opportunity to make their views known at every stage, and we will ensure that those views influence both their individual plans and also the shape and design of current and future services.*

10.1 Data: Participation of young people in their Child Care Reviews

Participation in Reviews	Q1			Q2			Q3			Q4		
	No.	Total	%	No.	Total	%	No.	Total	%	No.	Total	%
Children and young people*	47	50	94.0	49	54	90.7	87	89	97.8	75	77	97.4

10.2 Commentary

- The participation of children and young people in their statutory reviews is to ensure that there is clear consultation with them in relation to planning for and with them. The participation measure is wider than just attendance at meetings and there are a range of ways in which young people's views can be gained and shared at the reviews. The percentage of children participating is high, but the IRO service is considering ways of improving attendance as this is currently averaging about 60%.

- The broader involvement of Children and Young people in strategic developments is undertaken through a range of activities and is supported by the Participation worker.

10.3 Corporate Parenting Panel activity

- Children in Care in Milton Keynes are represented by a group of care experienced young people who are called Today's Children, Tomorrow's Future (TCTF). Members of the Corporate Parenting Panel meet on a quarterly basis with TCTF to ensure there is direct and effective communication with young people for members.
- Corporate Parenting Panel members attend key events such as True Triumph, a celebration of the achievements of Looked After Children.
- The Corporate Parenting Panel receives reports at every meeting detailing the work and activities of the TCTF in the period.

The Children in Care Survey quoted in this report is just one of the mechanisms for ensuring that the voices of children and young people in care are heard

11. Future Work Programme

- The new 2014/15 Corporate Parenting Panel will ensure that its operational arrangements are best suited to discharge its functions, particularly the engagement of children and young people in its work to ensure the best possible experience and outcomes for children in and leaving the council's care.
- In November 2013 OFSTED published a revised framework for inspecting Children's Services known as the Single Inspection Framework (SIF). The Panel will be key part of the inspection relating to Children in Care and given the high likelihood of the inspection taking place in the year 2014/15, any action plan arising from that inspection will be reported to the Panel.
- The Corporate Parenting Panel will continue to receive reports relating to the priority areas for the Children in Care plan and will receive reports relating to key areas of review and development for 2014/15, including the Sufficiency Review and related residential placement issues.
- The Panel will receive reports relating to the detail and impact of legislative and guidance changes.
- The Annual Report will provide an overview of the key issues relating to the Children in Care plan and will be one of the monitoring mechanisms considering the effectiveness of the implementation.
- The Panel will receive reports of service performance in meeting the commitments of the Care Leavers Charter.

- Corporate Panel members will continue to engage directly with TCTF members with regular attendance at TCTF meetings and representation at key events for Children in Care.
- Corporate Panel members will continue to offer “surgery” sessions at MKC residential establishments for parents, young people and staff as a key part of ensuring qualitative feedback within the Regulation 33 monitoring process

MILTON KEYNES COUNCIL

SCHEME FOR PETITIONS

Petitions

The Council welcomes petitions and recognises that petitions are one way in which people can let it know of their concerns.

All petitions sent to the Council will receive acknowledgment from the Council. This acknowledgement will set out what the Council plans to do with the petition.

The Council will treat something as a petition if it is identified as being a petition, or if it appears that it is intended to be a petition.

Petitions can either be sent to:

The Committee Services and Scrutiny Manager
Milton Keynes Council
1 Saxon Gate East
Central Milton Keynes
MK9 3EJ

or be created, signed and submitted online.

Petitions can also be presented to a meeting of the Council or the Cabinet. Dates of these meetings are available on the Council's website, but generally happen monthly. On presenting your petition to a meeting you will be given up to a minute to present it and outline its purpose. Councillors will only discuss the subject of your petition if there is already an item on the Agenda for the meeting. You can contact your local Councillor well in advance of the meeting and ask him or her to place an item on the Agenda. If you present the petition to the Council and there is not an item already on the Agenda the petition will be referred for consideration at a future meeting of the Cabinet, by a Cabinet Member, or by one of the Council's officers to deal with. If you present the petition to the Cabinet and there is not an item already on the Agenda it is likely that the Cabinet will call for a report on the subject of the petition to a future meeting.

If you would like advice on the procedure please contact Simon Heap on 01908 252567 at least ten working days before the meeting and he will talk you through the process.

What are the Guidelines for Submitting a Petition?

Petitions submitted should include:

- (a) a clear and concise statement covering the subject of the petition. It should state what action the petitioners wish the Council to take; and
- (b) the name and address and signature of every person supporting the petition.

Petitions should be accompanied by contact details, including an address, for the petition organiser. This is the person the Council will contact to explain how it will respond to the petition. If the petition does not identify a petition organiser, the Council will contact the first signatory to the petition.

Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted. If a petition does not follow the guidelines set out above, the Council may decide not to do anything further with it. In that case, you will be told the reasons.

What will the Council do when it receives my Petition?

If the Council can do what your petition asks for, the acknowledgment may confirm that the action requested has been taken and the petition will be closed.

If the petition applies to a planning or licensing application, is a statutory requirement (for example, requesting a referendum on having an elected mayor), or is on a matter where there is already an existing right of appeal, such as Council Tax banding and non-domestic rates, other procedures apply. Further information on all these procedures and how you can express your views is available from the following contacts:

- (a) Planning – Planning Enquiry Desk: 01908 252358
- (b) Licensing – Senior Licensing Officer: 01908 252409
- (c) Elected Mayor – Elections Officer: 01908 252529
- (d) Council Tax – Enquiries: 01908 253794

E-Petitions

The Council welcomes e-petitions which are created and submitted through its website. E-petitions must follow the same guidelines as paper petitions. The petition organiser will need to provide the Council with their name, postal address and e-mail address. You will also need to decide how long you would like your petition to be open for signatures. The maximum time that a petition may remain open is six months.

When you create an e-petition, the Council will check that the content of your petition is suitable before it is made available for signature. If the Council feels it cannot publish your petition for some reason, you will be contacted you within this time to explain why not. You will be able to change and resubmit your petition if your wish.

When an e-petition has closed for signature, the petitioner will be contacted to be advised how many signatories there are and enquired of whether s/he wishes it to be submitted. In the same way as a paper petition, you will receive an acknowledgement within ten working days. If you would like to present your e-petition to a meeting of the Council, please contact Simon Heap on 01908 252567 within ten working days of receipt of the acknowledgement.

MILTON KEYNES COUNCIL

SCHEME FOR PETITIONS

Petitions

The Council welcomes petitions and recognises that petitions are one way in which people can let it know of their concerns. All petitions sent or presented to the Council will receive acknowledgment from the Council within 10 working days of receipt. This acknowledgement will set out what the Council plans to do with the petition. The Council will treat something as a petition if it is identified as being a petition, or if it appears that it is intended to be a petition.

Paper petitions should be sent to:

The Committee Services and Scrutiny Manager
Milton Keynes Council
1 Saxon Gate East
Central Milton Keynes
MK9 3EJ

or be created, signed and submitted online.

Petitions can also be presented to a meeting of the Council or the Cabinet. Dates of these meetings are available on the Council's website, but generally happen monthly. On presenting your petition to a meeting you will be given up to a minute to present it and outline its purpose. Councillors will only discuss the subject of your petition if there is already an item on the Agenda for the meeting. You can contact your local Councillor well in advance of the meeting and ask him or her to place an item on the Agenda. If you present the petition to the Council and there is not an item already on the Agenda the petition will be referred for consideration at a future meeting of the Cabinet, by a Cabinet Member, or by one of the Council's officers to deal with. If you present the petition to the Cabinet and there is not an item already on the Agenda it is likely that the Cabinet will call for a report on the subject of the petition to a future meeting.

If you would like advice on the procedure please contact Simon Heap on 01908 252567 at least ten working days before the meeting and he will talk you through the process. If your petition has received 1,000 signatures or more it will be automatically scheduled for a discussion by either the Council or the Cabinet. If this is the case, you will be informed when this will happen and you will be able to present your petition at that meeting.

What are the Guidelines for Submitting a Petition?

Petitions submitted must include:

- (a) a clear and concise statement covering the subject of the petition. It should state what action the petitioners wish the Council to take; and
- (b) the name and address and signature of every person supporting the petition.

Petitions should be accompanied by contact details, including an address, for the petition organiser. This is the person the Council will contact to explain how it will respond to the petition. If the petition does not identify a petition organiser, the Council will contact the first signatory to the petition.

Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted. If a petition does not follow the guidelines set out above, the Council may decide not to do anything further with it. In that case, you will be told the reasons.

What will the Council do when it receives my Petition?

An acknowledgement will be sent to the petition organiser within ten working days of receiving the petition. It will let them know what the Council plans to do with the petition and when they can expect to hear from the Council. Details of the petition will also be published on the Council's website, except in cases where this would be inappropriate. The contact details of the petition organiser will not be placed on the website.

If the Council can do what your petition asks for, the acknowledgment may confirm that the action requested has been taken and the petition will be closed. If the petition has enough signatures to trigger a Council / Cabinet debate, or request a senior officer to give evidence at a public meeting of one of the Council's overview and scrutiny committees, then the acknowledgment will confirm this and tell you when and where the meeting will take place. If the petition needs more investigation, you will be told of the steps the Council plans to take.

If the petition applies to a planning or licensing application, is a statutory requirement (for example, requesting a referendum on having an elected mayor), or is on a matter where there is already an existing right of appeal, such as Council Tax banding and non-domestic rates, other procedures apply. Further information on all these procedures and how you can express your views is available from the following contacts:

- (a) Planning – Planning Enquiry Desk: 01908 252358
- (b) Licensing – Senior Licensing Officer: 01908 252409
- (c) Elected Mayor – Elections Officer: 01908 252529
- (d) Council Tax – Enquiries: 01908 253794

How will the Council Respond to Petitions?

How the Council responds to a petition will depend on what the petitions asks for and how many people have signed it, but may include one or more of the following:

- (a) taking the action requested in the petition;
- (b) considering the petition at a Council / Cabinet meeting;
- (c) holding an inquiry into the matter;
- (d) undertaking research into the matter;
- (e) holding a public meeting;
- (f) holding a consultation;
- (g) holding a meeting with petitioners;
- (h) referring the petition for consideration by the Council’s Overview and Scrutiny Management Committee;

Note: The Overview and Scrutiny Management Committee is responsible for deciding what work of the Council should be scrutinised - in other words, the Overview and Scrutiny Management Committee has the power to hold the Council’s decision makers to account.

- (i) calling a referendum; and
- (j) writing to the petition organiser setting out the Council’s views about the request in the petition, which may include taking no action.

In addition to these steps, the Council will consider all the specific actions it can potentially take on the issues highlighted in the petition.

If your petition is about something over which the Council does not have direct control (for example, the local railway or hospital) the Council can consider making representations on behalf of the community to the relevant body. The Council works with a large number of local partners and, where possible, will work with these partners to respond to your petition. If the Council is not able to do this for any reason (for example, if what the petition calls for conflicts with Council policy), then the Council will tell you why.

If your petition is about something that a different Council is responsible for, the Council will give consideration to what the best method is for responding to it. This might consist of simply forwarding the petition to the other Council, but could involve other steps. In any event, the Council will always notify you of what action has been taken.

Full Council / Cabinet Debates

If a petition contains more than 1,000 signatures, it will be debated by the Full Council or the Cabinet unless it is a petition asking for a senior Council officer to give evidence at a public meeting of one of the Council's Overview and Scrutiny Committees. This means that the issue raised by the petition will be discussed at a meeting which all Councillors can attend. The Council / Cabinet will endeavour to consider the petition at its next meeting, although on some occasions this may not be possible and consideration will then take place at a future meeting. The petition organiser will be given a minute to present the petition at the meeting and the petition will then be discussed by Councillors. The Council / Cabinet will decide how to respond to the petition at this meeting. The Council / Cabinet may decide to take the action the petition requests (if it has the power to do so), not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter, for example, by a relevant Committee / officers. Where the issue is one on which the Cabinet is required to make the final decision (the Cabinet is responsible for the executive functions of the Council), the Council will refer the matter to the Cabinet and the Council will decide whether to make recommendations to the Cabinet to inform that decision. The petition organiser will receive written confirmation of this decision.

Officer Evidence

Your petition may ask for a senior Council officer to give evidence at a public meeting of one of the Council's Overview and Scrutiny Committee about something for which the officer is responsible as part of their job. For example, your petition may ask a senior Council officer to explain progress on an issue, or to explain the advice given to elected Members to enable them to make a particular decision.

If your petition contains at least 500 signatures, the relevant senior officer will give evidence at a public meeting of the Council's Overview and Scrutiny Management Committee. The Management Committee may either make recommendations on the matter there and then, or decide to refer the matter to a Select Committee. Senior staff that can be called to give evidence are either the Council's Chief Executive, Corporate Directors or Assistant Directors as considered appropriate by the Overview and Scrutiny Management Committee. You should be aware that the Overview and Scrutiny Management Committee may decide that it would be more appropriate for another officer to give evidence instead of any officer named in the petition - for instance, if the named officer has changed jobs. The Committee may also decide to call the relevant Councillor to attend the meeting. Committee Members will be able to ask the questions at this meeting. The Chair of the meeting may also let you ask questions of the officer. If not, you may be able to suggest questions to the Chair of the Committee by contacting him / her before the meeting. The Council's Overview and Scrutiny Management Committee may decide to refer the matter to one of its select committees, or to a review group for more detailed work.

E-Petitions

The Council welcomes e-petitions which are created and submitted through its website. E-petitions must follow the same guidelines as paper petitions. The petition organiser will need to provide the Council with their name, postal address and e-mail address. You will also need to decide how long you would like your petition to be open for signatures. The maximum time that a petition may remain open is six months.

When you create an e-petition, it may take five working days before it is published online. This is because the Council has to check that the content of your petition is suitable before it is made available for signature.

If the Council feels it cannot publish your petition for some reason, you will be contacted you within this time to explain why not. You will be able to change and resubmit your petition if your wish. If you do not do this within ten working days, a summary of the petition and the reason why it has not been accepted will be published on the website.

When an e-petition has closed for signature, it will automatically be submitted. In the same way as a paper petition, you will receive an acknowledgement within ten working days. If you would like to present your e-petition to a meeting of the Council, please contact Simon Heap on 01908 252567 within ten working days of receipt of the acknowledgement.

A petition acknowledgement and response will be e-mailed to everyone who has signed the e-petition and elected to receive this information. The acknowledgement and response will also be published on this website.

How do I 'Sign' an E-Petition?

When you sign an e-petition you will be asked to provide your name, your postcode and a valid e-mail address. When you have submitted this information you will be sent an e-mail to the e-mail address you have provided. This e-mail will include a link which you must click on in order to confirm the e-mail address is valid. Once this step is complete, your 'signature' will be added to the petition. People visiting the e-petition will be able to see your name in the list of those who have signed it but your contact details will not be visible.

What can I do if I feel my Petition has not been dealt with properly?

If you feel that the Council has not dealt with your petition properly, the petition organiser has the right to request that the Council's Overview and Scrutiny Management Committee review the steps that the Council has taken in response to your petition. It is helpful to everyone, and can improve the prospects for a review if the petition organiser gives a short explanation of the reasons why the Council's response is not considered to be adequate.

The Committee will endeavour to consider your request as soon as possible. Should the Committee determine the Council has not dealt with your petition

adequately, it may use any of its powers to deal with the matter. These powers include instigating an investigation, making recommendations to the Council's Cabinet and arranging for the matter to be considered at a meeting of the Full Council.

Once the appeal has been considered, the petition organiser will be informed of the results within five working days. The results of the review will also be published on the Council's website.

ITEM 4(c)(iii)

MILTON KEYNES COUNCIL

16 JULY 2014

FILMING, VIDEOING, PHOTOGRAPHY AND AUDIO RECORDING AT COUNCIL MEETINGS

The Council supports the principle of transparency at its meetings that are open to the public and recognises the use of both video and audio recording equipment, together with the use of social networking websites (such as Twitter and Facebook) to communicate with people.

The Council asks that as a matter of courtesy the Chair of the meeting is notified before the start of the meeting if there is an intention to record any, or all of the meeting. Where there is a valid reason and justification the Chair of the meeting will have absolute discretion to terminate or suspend any of these activities if, in his/her opinion, continuing to do so would prejudice proceedings at the meeting. The circumstances in which termination or suspension might occur may include:

- public disturbance or suspension of the meeting;
- the meeting agreeing to formally exclude the press and public from the meeting due to the confidential nature of the business being discussed;
- where it is considered that continued recording / photography / filming / webcasting might infringe the rights of any individual; and
- when the Chair considers that a defamatory statement has been made.

Members of the public located in the gallery will not be recorded as part of any filming, except where they are actively engaging with the Committee.

In allowing recording, the Council asks those recording proceedings not to edit the film / record / photographs in a way could lead to misinterpretation of the proceedings. This includes refraining from editing an image or views expressed in a way that may ridicule, or show a lack of respect towards those being photographed / filmed / recorded.

Those intending to bring large equipment, or wishing to discuss any special requirements are advised to contact the Council's Democratic Services and Communications Team in advance of the meeting to seek advice and guidance. The use of flash photography or additional lighting will not be allowed unless this has been discussed in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.

Meeting Agendas will carry the message that the meeting may be filmed, recorded or photographed. .

ITEM 4(c)(iv)

MILTON KEYNES COUNCIL

16 JULY 2014

REPORT CONSIDERED BY CONSTITUTION COMMISSION 23 JUNE 2014

Recording Protocol for Meetings

At its meeting on 5 March 2014, the Commission deferred consideration of this matter to allow the Political Groups to consider the approach to be taken for the recording of Council meetings by the public.

The Commission had, at its meeting on 5 March 2014, considered whether the Council should consider adopting guidance on the recording of public meetings for inclusion as part of Access to Information Procedure Rule 11.1, particularly as a result in the growth in use of mobile 'phones which allow recording and various social media, in order to provide clarity on the Council's position for the public, Members and officers.

It was suggested that any guidance should ensure that:

- (a) recording should be conducted so as not to not disrupt or distract from the meeting the meeting and the Chair reserves the stop recording if it is interrupting the meeting;
- (b) there will be fair usage of the recorded material. It should not be edited to misinterpret or misrepresent the proceedings;
- (c) members of the public located in the gallery will not be recorded, particularly as part of any filming; and
- (d) the Chair of the meeting will have absolute discretion to terminate or suspend the recording.

Access to Information Procedure Rule 11.1 currently provides:

"Nothing in these procedure rules requires Milton Keynes Council to permit the taking of photographs of any proceedings, or the use of any means to enable persons not present to see or hear any proceedings (whether at the time or later), or the making of any oral report on any proceedings as they take place".

Draft guidance is attached as an **Annex**).

If the Commission wishes to recommend that the Council adopt Guidance along the lines of that attached it suggested that the following additional words are included as part of Access to Information Procedure Rule 11.1:

"However, the Council supports the principle of transparency at its meetings that are open to the public and recognises the use of both video and audio recording equipment, together with the use of social networking websites (such as Twitter and Facebook) to communicate with people. A protocol on videoing, photography and audio recording at council meetings is attached at Annex C to these Procedure Rules."

Background Papers: None

FILMING, VIDEOING, PHOTOGRAPHY AND AUDIO RECORDING AT COUNCIL MEETINGS

The Council supports the principle of transparency at its meetings that are open to the public and recognises the use of both video and audio recording equipment, together with the use of social networking websites (such as Twitter and Facebook) to communicate with people.

The Council asks that as a matter of courtesy the Chair of the meeting is notified before the start of the meeting if there is an intention to record any, or all of the meeting. The Chair of the meeting will have absolute discretion to terminate or suspend any of these activities if, in his/her opinion, continuing to do so would prejudice proceedings at the meeting. The circumstances in which termination or suspension might occur may include:

- public disturbance or suspension of the meeting;
- the meeting agreeing to formally exclude the press and public from the meeting due to the confidential nature of the business being discussed;
- where it is considered that continued recording / photography / filming / webcasting might infringe the rights of any individual; and
- when the Chair considers that a defamatory statement has been made.

Members of the public located in the gallery will not be recorded as part of any filming.

In allowing recording, the Council asks those recording proceedings not to edit the film / record / photographs in a way could lead to misinterpretation of the proceedings. This includes refraining from editing an image or views expressed in a way that may ridicule, or show a lack of respect towards those being photographed / filmed / recorded.

Those intending to bring large equipment, or wishing to discuss any special requirements are advised to contact the Council's Democratic Services and Communications Team in advance of the meeting to seek advice and guidance. The use of flash photography or additional lighting will not be allowed unless this has been discussed in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.

Meeting Agendas will carry the message that the meeting may be filmed, recorded or photographed. .

PROCEDURE FOR THE DETERMINATION OF PLANNING APPLICATIONS - PUBLIC PARTICIPATION

- (a) Council Procedure Rule 9 does not apply to the Development Control Committee and the Development Control Panel when determining planning applications.
- (b) Members of the public may request the right to speak at any meeting of the Development Control Committee and the Development Control Panel to object to a planning application. The number of requests to speak will be limited to three per application (not including any right of reply). A single objector will be allowed to speak for a maximum of 3 minutes. Where there is more than one objector representing a group or organisation, they will be limited to 3 minutes to present the group or organisation's objection, but more than one representative may speak on behalf of the group or organisation. Both the number of speakers and the time limit may be extended at the Chair's discretion.
- (c) If an application is deferred any speaker heard by the Committee when an application was first received will not be precluded from being heard again when the application is reconsidered, subject to the speaker submitting a further request to speak in accordance with paragraphs (b) and (g) of this Annex.
- (d) Ward Councillors may comment on any application either within their Ward, or which has a significant impact on the residents of their Ward. If a Ward Councillor is objecting to a planning application he/she must advise the Assistant Director (Democratic Services), in order that the applicant can be offered a right of reply. Any request to speak must be submitted in accordance with paragraph (h) of this Annex.
- (e) ***A representative of a Town or Parish Council, nominated by either the Chair or the Clerk of the Town or Parish Council, will be allowed to address the Development Control Committee, or Panel, for a maximum of 3 minutes when an application for a development within that Parish or where at the discretion of the Chair there is a significant impact on another Parish, is to be considered. Any representation will be in addition to the limit on the number of public speakers. If the Town or Parish Council is to speak in objection to, or in favour of, the application the Service Director (Law and Democratic Services) must be advised when submitting the speaking request, and in all cases no less than two clear working days before the meeting, in order that the applicant can be offered the right of reply.***

- (f) Applicants will be entitled to speak in favour of a planning application where the planning officer has recommended refusal and there have been no requests from members of the public to speak in objection. Any speech in favour will last no longer than 3 minutes.
- (g) Any applicants, or their agents, will be informed when a request to speak in objection has been received and will be invited to exercise a right of reply either in writing or orally at the meeting. Any right of reply will not exceed the cumulative time given to objectors to the specific planning application. Applicants, or their agents, may invite witnesses to give evidence within the allocated time available.
- (h) Any request to speak (other than exercising the right of reply) must be received by the Assistant Director (Democratic Services) by noon, two clear working days before the meeting.
- (i) Depending on the volume of representations the Committee / Panel may wish to either:
 - (i) receive all representations and consider the related applications at the commencement of the meeting; or
 - (ii) follow the agenda and receive all representations as the applications are considered; or
 - (iii) take all representations at the commencement of the meeting and then follow the order of the agenda.
- (j) Members of the Development Control Committee and the Development Control Panel may, with the consent of the Chair of the meeting, ask questions of objectors and applicants to clarify matters of fact.
- (k) Deputations and Petitions under Council Procedure Rule 9.12 and Public Questions under Council Procedure Rules 9.1 to 9.10 will operate as set out in these Rules, for matters of general policy and issues not directly related to promoting, or objecting to a particular planning application, and will form part of the 30 minutes allocated for public participation.

ITEM 4(c)(vi)

MILTON KEYNES COUNCIL

16 JULY 2014

REPORT CONSIDERED BY CONSTITUTION COMMISSION 23 JUNE 2014

Review of Access to Information Procedure Rules – Public Access Arrangement for the Development Control Committee / Panel

At its meeting on 8 May 2014 (Minute DCC104 refers), the Development Control Committee resolved:

“That the Constitution Committee be recommended to recommend to Council an amendment to the Access to Information Procedure Rules – Annex A (Procedure for the Determination of Planning Applications – Public Participation) by the addition of the following:

‘A representative of a Town or Parish Council, nominated by either the Chair or the Clerk of the Town or Parish Council will be allowed to address the Development Control Committee, or Panel, for a maximum of 3 minutes when an application for a development within that Parish or where in the discretion of the Chair there is a significant impact on another Parish is to be considered. Any representation will be in addition to the limit on the number of public speakers. If the Town or Parish Council is to speak in objection to or in favour of the application the Service Director (Law and Democratic Services) must be advised when submitting the speaking request, and in all cases no less than two clear working days before the meeting, in order that the applicant can be offered the right of reply.’”

The Public Access Arrangement for the Development Control Committee / Panel have been operating on a trial basis for a number of years and appear to have been successful. It is therefore suggested that the Council be recommended to adopt the Public Access Arrangements as currently operating, including the addition detailed above.

MAKING OF THE WOBURN SANDS NEIGHBOURHOOD PLAN

Author: Bob Wilson (Development Plans Manager) Tel: (01908) 252480

Executive Summary:

The Woburn Sands Neighbourhood Plan is the first Neighbourhood Plan to progress to a successful referendum in the Borough and it now falls to the Council to 'make' (rather than adopt) the Neighbourhood Plan as part of the Council's Development Plan.

1. Recommendation(s)

- 1.1 That the Council 'make' the Woburn Sands Neighbourhood Plan at Annex A to this report, part of the Milton Keynes Development Plan.
- 1.2 That the decision notice and the Woburn Sands Neighbourhood Plan be published on the Council's website and in other manners, to bring them to the attention of people who live, work or carry out business in the neighbourhood area.
- 1.3 That the decision notice and details on how to view the plan to be sent to the qualifying body (Woburn Sands Town Council) and any person who asked to be notified of the decision.

2. Issues

- 2.1 In accordance with the regulations the question posed in the referendum on 22 May 2014, was 'Do you want Milton Keynes Council to use the Neighbourhood Plan for the Woburn Sands area to help it decide planning applications in the neighbourhood area?' A simple majority of 51% of the representative community who are eligible to vote and actually vote has to be in favour for the Neighbourhood Plan to be made.
- 2.2 The number of votes cast in the referendum was 1033, 42% of those eligible to vote in the neighbourhood area population. 919 voted yes and 102 voted no; giving a 90% majority in favour of the neighbourhood plan.
- 2.3 Given the high level of community support, the next stage is that the Council formally makes the Woburn Sands Neighbourhood Plan part of the Milton Keynes Development Plan, and resolves that it be used to help determine planning applications in the area of the Plan.
- 2.4 In accordance with the Town and Country Planning Act, as modified by Section 61E(4) of the 2011 Localism Act the Council must, as soon as possible after deciding to make the neighbourhood development plan:

- (a) publish on the website and in such other manner as they consider is likely to bring the order to the attention of people who live, work or carry on business in the neighbourhood area:
 - (i) the decision document, at Annex B;
 - (ii) details of where and when the decision document may be inspected;
- (b) send a copy of the decision document to:
 - (i) the qualifying body and
 - (ii) any person who asked to be notified of the decision.

2.5 In addition, the council will, as soon as possible after deciding to make the neighbourhood development plan;

- (a) publish on their website and in such other manner as they consider is likely to bring the order to the attention of people who live, work or carry on business in the neighbourhood area:
 - (i) the Woburn Sands Neighbourhood Development Plan; and
 - (ii) details of where and when the plan may be inspected;
- (b) notify any person who asked to be notified of the making of the neighbourhood development plan that it has been made and where and when it may be inspected.

2.6 The Woburn Sands Neighbourhood Plan is provided at Annex A.

3. **Options**

There are no alternative options available to the Council on this matter. This is because the Localism Act states the Council must make a neighbourhood development plan to which the proposal relates, if in each applicable referendum under that Schedule (as so applied) more than half of those voting have voted in favour of the plan. The referendum result is clear and so therefore the only option to the Council is to make the Woburn Sands Neighbourhood Plan.

4. **Implications**

4.1 Policy

The Woburn Sands Neighbourhood Plan provides detail below the adopted Core Strategy which in turn provides a planning dimension to many of the Councils priorities, vision and values.

4.2 Resources and Risk

Financial: The costs of the examination and the subsequent referendum have been taken into account within existing budgetary provision for Development Plans Inquiries within Planning and Transport, together with the additional

funding provided through Government grants. Publicity costs will be met within the Development Plans budget.

Staffing: The preparation of the Neighbourhood Plan has involved commitment of officers and members time and energy. The bulk of the preparation of the Plan however was provided by the Town Council. Most of the staff resources are met within the Development Plans and the Member and Electoral Services Teams.

N	Capital	Y	Revenue	N	Accommodation
N	IT	Y	Medium Term Plan	N	Asset Management

4.3 Carbon and Energy Management

The Woburn Sands Neighbourhood Plan does not have any direct influence on carbon or energy management issues.

4.4 Legal

The Council has a statutory duty to incorporate Neighbourhood Plans into its development plan unless a change in circumstances means the draft plan now fails to meet the 'basic conditions' in statute required for it to be made. No such changes have occurred and the examiner's report confirms the Plan meets the basic conditions.

4.5 Other Implications

The making of the Woburn Sands Neighbourhood Plan will require a decision statement, and copies sent to those who requested this during previous rounds of public consultation.

N	Equalities/Diversity	Y	Sustainability	N	Human Rights
N	E-Government	Y	Stakeholders	N	Crime and Disorder

Background Papers:

Delegated decision on the Woburn Sands Neighbourhood Plan, 8 April 2014.

The Woburn Sands Neighbourhood Plan examiner's report.

WOBURN SANDS

NEIGHBOURHOOD

PLAN

2014 - 2026

Published by

Woburn Sands Town Council

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Preface

We are delighted to introduce the Woburn Sands Neighbourhood Plan which sets out the town's Vision and Policies for the period up to 2026.

Woburn Sands is an attractive and pleasant place in which to live and visit. Situated on the outskirts of Milton Keynes the town is the centre for some 3000 residents of the parish and a similar number from the adjacent parishes of Aspley Guise, Aspley Heath and Wavendon. We are proud both of our own identity and our contribution to the rapidly expanding city of Milton Keynes.

A wide variety of local organisations and societies have created a dynamic and friendly community which this Plan will foster over the next few years. The Plan includes a number of Policies which are not strictly required under planning legislation or which have an implication for the adjacent parishes. The Town Council believes that these policies should be included since they make a significant contribution to the well-being of the local community (a key function of a Neighbourhood Plan). Such policies are shown in italics to differentiate them from land-use policies.

We are very grateful to all those who have contributed to the preparation of the Plan; in particular we would like to thank the Councils of the neighbouring parishes for their support. We would also like to thank the officers from Milton Keynes Council for their help and the Independent Examiner for his constructive comments.

Councillor Paul Farrant
Councillor Michael Geddes

Mayor 2013/14
Mayor 2014/15

1. Introduction

- 1.1 Woburn Sands is an established community on the outskirts of Milton Keynes. This Plan sets out the town's Vision for the future and specific policies under various headings in order to achieve that Vision. The Plan covers the civil parish of Woburn Sands and has been prepared by the Woburn Sands Town Council following an initial Issues Meeting held on 29 March 2012 (see the following section). The Plan has been approved by an Independent Examiner appointed in accordance with the relevant legislative requirements. Assuming approval by the wider community through a referendum the Plan will be "made" by Milton Keynes Council, the planning authority for the area. Once "made" it will form part of the Development Plan for the area and will be a material consideration in determining planning applications by Milton Keynes Council. The Plan covers the period to 2026 (to coincide with Milton Keynes Council's Core Strategy).

2. Plan Preparation Process

- 2.1 Following the publication of the Localism Bill in 2011 which introduced the concept of Neighbourhood Plans, the Woburn Sands Town Council discussed whether or not to draft such a Plan for the parish. It was decided to do so since the town is a very attractive location on the outskirts of Milton Keynes which is already undergoing a major expansion (see paras 3.10 – 3.13 below); notwithstanding this there is also considerable pressure from developers anxious to build additional housing both in the parish itself and in the adjacent area. The town is designated as a Key Settlement in the Milton Keynes Core Strategy and recognises that it must play its part in the development of the wider Milton Keynes area; however it is essential that any development must enhance the town and ensure its future sustainability.
- 2.2 The provisions of the Localism Act came into force on 1 April 2012 and the procedure for preparing a Neighbourhood Plan was set out in various documents published prior to that date. The first step in preparing a plan is to consult local organisations to identify the key issues facing the local community. In particular there is a requirement to determine the area to be covered by the Plan. The Town Council therefore invited a range of local organisations to an Issues Meeting on 29 March 2012; in view of the geographic location of the town the adjacent Parish Councils of Aspley Guise, Aspley Heath and Wavendon were invited to send representatives. A list of the organisations represented at the Meeting is attached as Appendix 1.

Location and Boundaries

- 2.3 Attached is a Proposals Map which identifies Woburn Sands' location and boundaries (shown in red). The town is approximately 5 miles South East of Central Milton Keynes and 2 miles from the M1. A feature of the town is the fact that the county boundary between Buckinghamshire and Bedfordshire runs through the settlement. Broadly speaking the area to the East of Weathercock Lane and the South of Hardwick Road are in Bedfordshire (the parishes of Aspley Guise and Aspley Heath respectively). The population of the civil parish of Woburn Sands is approximately 3,000 but the wider population of the Woburn

Sands area who regard the Woburn Sands High Street as their “centre” is about twice this number. The wider Woburn Sands population make use of the facilities in all three parishes which makes the planning of each of the parishes particularly challenging.

- 2.4 The consensus of opinion at the Issues Meeting was that, although the Plan should cover the parish of Woburn Sands and thus be sponsored by the Woburn Sands Town Council, the policies in the Plan should reflect the wishes of the residents of the wider Woburn Sands area. Accordingly the adjacent Parish Councils have been formally consulted on the Plan and, where appropriate, their views are reflected in the policies set out in the Plan. Although some attending the Issues Meeting suggested that the parish boundaries should be re-drawn (particularly in the area of Burrows Close and Weathercock Lane) it was recognised that this could be a difficult process and there was therefore no overwhelming majority to do so and everyone attending the meeting was keen to ensure that all the parishes should work together in the provision of community services regardless of boundaries. However in accordance with the Neighbourhood Planning (General) Regulations 2012 the policies set out in this Plan apply only to the Woburn Sands parish and not to the adjoining parishes. The italicised policies are not required under the neighbourhood planning legislation but are included to give a more comprehensive plan.
- 2.5 The Woburn Sands Town Council is keen to work with its neighbours but, equally, has a responsibility to ensure that the council-tax payers of Woburn Sands are not disadvantaged by planning and operational decisions made elsewhere. It is also important that the costs of the services and facilities of Woburn Sands are not solely borne by the residents of Woburn Sands and, to this end, the Woburn Sands Town Council will continue to engage with the adjacent Parish Councils to seek reasonable financial contributions from those parishes. Equally, it is recognised that residents of Woburn Sands use facilities in neighbouring parishes. It has therefore been agreed by all the Parish Councils involved that an underlying objective of this Plan is to minimise the adverse effect of the boundaries on the local population. This will be monitored by the existing Parish Liaison Committee (where representatives from Woburn Sands, Aspley Guise, Wavendon, and Aspley Heath meet).

Procedure

- 2.6 Milton Keynes Council approved the boundaries of the Plan in July 2012 following the procedure set out in the localism legislation.
- 2.7 Preliminary proposals were outlined for discussion at the Annual Town Meeting on 10 May 2012. A summary of the proposed Vision and Sustainable Objectives was circulated to all residents with the Council’s Summer Newsletter 2012.
- 2.8 Prior to preparation of the Plan a Sustainability Appraisal of the town was carried out in July/August 2012 and published in October following approval of the Appraisal by the Town Council in September. Copies of the Appraisal were sent to the relevant statutory consultees, the adjacent Parish Councils, and placed on the Town Council’s website and in the Library. A Notice advertising

the publication of the Appraisal was placed in the *Milton Keynes Citizen*. Comments were invited by the middle of November.

- 2.9 In view of the fact that the town is currently undergoing a major expansion (development of the Parklands estate, Greens, and Sandymount) which will ultimately result in a growth of approximately 55% in the housing stock the Sustainability Appraisal was not carried out *ab initio* since much of the work was carried out as part of the assessment of Parklands. The Sustainability Appraisal which was prepared in July/August updated the previous work; in particular the Appraisal noted:
- The balance of housing in the town was being significantly diversified through the proposed balance of Parklands.
 - A number of community facilities were being enhanced by the Section 106 agreement (improved Medical Centre, provision of a new Community Centre, transfer of the Library, and provision of a Sports Hall).
 - New employment facilities would be provided as part of the development.
- 2.10 The statutory consultees made a number of comments on the Appraisal; in particular concerns were expressed over the lack of appropriate environmental objectives in the draft objectives set out in the Appraisal. A revised Final Consultation Draft of the Sustainability Appraisal was therefore prepared in December 2012 and was published at the same time as the Final Consultation Draft of the Plan itself.
- 2.11 Both documents were published for comment by the end of February 2013. The final version of the Plan, along with a final version of the Sustainability Appraisal, was prepared following receipt of comments and approval by the Town Council in April 2013. A schedule listing the comments received and the Town Council's response to them accompanied these documents in the submission to Milton Keynes Council seeking their formal approval to proceed to the next stage (Public Consultation prior to Examination by an Inspector). Minor textual amendments were made following the approval of the Milton Keynes Core Strategy in July 2013 and were incorporated in the November 2013 Examination Version. This was distributed to all previous consultees whose comments were then considered alongside the Plan by the Independent Examiner at the Public Hearing held on 29 January 2014.
- 2.12 It should be noted that, in its response to the Draft Final Consultation Plan, Milton Keynes Council stated "The approach, content, recommendations, and policies of the Woburn Sands Neighbourhood Plan are broadly supported by the Council". All the specific policies set out in Section 6 of the Plan were deemed to be "in order and supported". MKC also confirmed that the process in preparing the Plan "satisfied the statutory and best practice procedures" and indicated that the Sustainability Assessment is "proportionate to the Planand can be accepted as adequate".

3. Background Information and Data

History

- 3.1 The settlement now known as Woburn Sands was part of the original ecclesiastical parish of Wavendon along with part of Aspley Guise and Aspley Heath. Until about 1820 the settlement was known as Hogsty End although references to the name Woburn Sands appear in some letters written in the late 18C. In 1846 the railway arrived, sponsored by the Duke of Bedford. In 1865 the boundaries of the ecclesiastical parishes were re-drawn and the Woburn Sands parish established and it is for that reason that the Parish Church is located in the Aspley Heath parish. In 1907 civil parishes were established and the current boundaries with Aspley Guise and Aspley Heath were fixed. In 1972 the Woburn Sands Parish Council declared that Woburn Sands was a town and the Parish Council became the Town Council. For many years Woburn Sands was administratively part of the rural district of Newport Pagnell within the county of Buckinghamshire but the town became part of the Borough of Milton Keynes when that was established in 1974. Milton Keynes is now a Unitary Authority.

Environmental Considerations

- 3.2 The draft Milton Keynes Landscape Character Report defines the Woburn Sands area as being a Clayland Fringe overlooked by the Brickhills Greensands Ridge, and suggests that the overall landscape strategy should be to “Improve and Restore” the landscape and “to preserve the open views”. No particular biodiversity characteristics have been identified in Woburn Sands by the Bucks and MK Diversity Action Plan. The area between the railway line and Frosts Garden Centre is however liable to flooding. Periods of heavy rain can also cause flooding down Aspley Hill and Church Road on to the roundabouts at the South end of the High Street.
- 3.3 The built environment is influenced by the fact that the town has been developed over a number of years. The central area is designated as a Conservation Area (see Proposals Map) and contains a number of buildings of the late Victorian and Edwardian eras. Two buildings are Grade II listed (Shelton House and the Station House) and there are a number of other notable buildings (such as the Institute, the Ellen Pettit Memorial Hall, the Friends Meeting House, and the Methodist Chapel). The Conservation area was reviewed in 2010 and minor amendments made to the boundaries.

Population

- 3.4 The population in April 2011 was estimated to be just over 2,900 (*Census*) and expected to grow as follows over the next few years based on current planning approvals, rate of completions, and predicted approval for the final phase of Parklands:

April 2011	2910	
April 2014	3250	
April 2019	3800	
April 2026	4000	(End of Neighbourhood Plan period)

Figures from MKC Population Bulletin

3.5 The age breakdown at April 2011 was estimated as follows:

Pre School			160	5%
School Age	Primary (5 – 11yrs.) Secondary (12 – 18yrs.)	160 270	430	15%
Working Age	Age 19 – 34 Age 35 – 60	520 1090	1,610	56%
Retirement Age	Age 61 – 74 Over 75 yrs.	430 280	710	24%
TOTAL			2,910	100%

3.6 It is estimated that the school age population will increase by about 100 once the Parklands development is completed.

3.7 According to the Council Tax database 438 properties were occupied by single people; after including the single people resident in the three residential homes for the elderly approximately 16% of the total population is single.

3.8 It is estimated that a further 2,800 live in the adjacent parishes of Aspley Guise (2,200) and Aspley Heath (600). *Central Beds 2010*

Housing Stock

3.9 In the tax year 2012/13 there were the following dwellings by tax band:

Band A	80	Single Occupancy	56
Band B	222		118
Band C	287		102
Band D	368		105
Band E	217		42
Band F	103		12
Band G	22		3
Band H	2		-
TOTAL	1301		438

(MKC Council Tax Database)

3.10 In October 2006 construction of the first two phases of the Parklands development (on the former Plysu and Nampak industrial site) began and 320 homes were constructed and sold by January 2014. Planning permission was granted for Phase 3 in November 2013; the completion of Phases 1, 2 and 3 will provide a further 167 dwellings.

- 3.11 Taylor Wimpey will shortly be submitting an application for the final phase of development which will provide for approximately 30 more dwellings (plus employment units and a sports hall). When completed the Parklands development will therefore provide just over 500 dwellings; the final density of Parklands will be slightly in excess of the target of 35 dph specified in the Core Strategy.
- 3.12 A significant change in the stock of homes in Woburn Sands has been created by the Parklands development. For example prior to the development approximately 14% of homes were flats; this will rise to about 23% on completion of the development.
- 3.13 Once Parklands and the approved developments of the Greens' site (35) and Sandymount (10) are completed the total housing stock in Woburn Sands will have increased by about 55% over about 7 years from approximately 980 to approximately 1500.
- 3.14 There are two residential homes for the elderly in the town (Burlington Hall and Devon Lodge) and a MKC Warden assisted complex of flats at Shelton Court. A further Local Authority block of Warden assisted flats lies just across the boundary in Aspley Guise (Hutton Court). There is also a private development of flats for the elderly (with a Resident Manager) on the boundary between Woburn Sands and Aspley Heath immediately adjacent to the High Street (Aspley Court). The Greens' development is also designed for occupancy by Over-55s (as are the existing bungalows in Asplands Close).

Community Infrastructure

Education

- 3.15 There are no schools in the parish of Woburn Sands. Most primary age children in State Education attend Swallowfield Lower School which is located east of the Recreation Ground just over the Central Bedfordshire boundary (see Map). The school takes pupils up to age 9 and has approximately 290 pupils drawn from Woburn Sands, Aspley Guise, Aspley Heath and other parts of Milton Keynes. Transfer to Fulbrook Middle School takes place at the end of Year 4. There is also a pre-school facility on the Swallowfield site.
- 3.16 There are also Primary Schools in Wavendon and Aspley Guise.
- 3.17 Secondary age children have a number of options – they can continue at Fulbrook School (a Middle School which has recently become an Academy covering Year 5 (age 9) – Year 8 (age 13) in Weathercock Lane) from where they can transfer to a number of Upper Schools in Bedfordshire. Alternatively they can leave Fulbrook after Year 6 and apply for places at schools within Milton Keynes, the nearest of which is Walton High.
- 3.18 In 2011/12 secondary age pupils living in Woburn Sands (other than those still attending Fulbrook) attended the following schools:

Walton High (Milton Keynes) 57 (transferred at Year 6)
Cedars (Central Beds) 60 (transferred at Year 8)
Vandyke and Redbourne (both Central Beds) have less than 5 W.S. pupils in each.

In addition a number of Sixth Form pupils attended Milton Keynes College.

- 3.19 The different school systems in Milton Keynes and Central Beds present a choice for Woburn Sands parents.
- 3.20 Central Bedfordshire has advised that there is increasing pressure on both Cedars and Vandyke Schools in Leighton Buzzard particularly after 2015 and the facility for Woburn Sands pupils to transfer to these schools may be restricted. There is also a proposal to build a new Secondary School in the Strategic Land Allocation Area just to the north of Woburn Sands; this will be sized to take account of the Woburn Sands school age population.

Health

- 3.21 This is another area which is complicated by boundaries. Woburn Sands is served by Asplands Medical Centre (see map). Although located in the centre of the town Asplands was funded by Bedfordshire Primary Care Trust under the previous regime and has come under the umbrella of the Bedfordshire Clinical Commissioning Group wef March 2013. Asplands draws its patients from the wider Woburn Sands area; 95% of the patients referred to hospital are referred to Milton Keynes Hospital with the balance referred to Bedford Hospital. Asplands also runs a secondary centre in Woburn (Central Beds) and can offer a number of extra specialised clinics. The Centre benefitted from a modest extension funded by a Section 106 contribution arising from the initial phases of Parklands; although space is limited the practice does not wish to move from its present site.
- 3.22 There is also a Dental Practice in the town which is not of sufficient size to offer NHS care to all residents.

Shopping

- 3.23 Woburn Sands High Street provides a wide range of shops and services. These include:
- Two Banks, a Post Office, and a garage
 - Two small supermarkets, a delicatessen, a baker, and a wine shop
 - A number of boutiques, three hairdressers, and two jewellers
 - A newsagent, two estate agents, and a travel agent
 - A chemist, a hardware shop, a range of specialist shops, and two charity shops
 - One pub, three restaurants/takeaways and a cafe
- Currently there are three vacant shops

- 3.24 In addition there is a pub, a takeaway, a restaurant, a hairdresser, and an estate agent at the south end of the High Street/Aspley Hill over the parish boundary in Aspley Guise.
- 3.25 As indicated above in para 2.3 the High Street attracts customers from the wider Woburn Sands area, and some of the specialist shops from customers further afield.
- 3.26 There is limited parking in the High Street but a central shoppers car park is available although this can be full at certain peak times.
- 3.27 There is also a small collection of retail outlets at the northern end of Station Road (the Station Hotel, a newsagent, a wine merchant, a bicycle shop, and two hairdressers are in Woburn Sands while a pub, carpet shop, and fish-and-chip shop are in Aspley Guise).

Recreation Facilities

3.28 The town has the following recreational facilities:

- The Library moved to the refurbished Institute in February 2012. Under the Partnership Agreement between the Town Council and MKC the Borough has guaranteed to continue to provide a full service for 24 hours per week for the next three years. Approximately 30% of the users of the Library come from outside the parish of Woburn Sands and contributions from the adjacent parishes have therefore been requested towards the costs of running the facility. Other community uses of the building are encouraged. Any income generated will be split between WSTC and MKC.
- There is no longer a hotel in the Town (formerly Greens) but there is one in Aspley Guise.
- The Recreation Ground next to the railway provides a children's play area, adult fitness equipment, a skateboard area, a basketball hoop, and a small kick-about area with goal posts.
- There is a children's play area in the Parklands development.
- There are two halls for hire – the Memorial Hall in the High Street and the Summerlin Centre opposite the Recreation Ground; the latter hall was renovated under a Section 106 Agreement as part of the Parklands development and can house functions of up to 120 people.
- There are two small greens in the town – Mowbray Green (used for small community events) and Memorial Green where the War Memorial is located
- Edgewick Farm consists of approximately 23 acres managed by the Greensands Trust on behalf of the Town Council, assisted by the Friends of Edgewick Farm. The aim is for the area to be available for public access while encouraging the natural grassland through a managed grazing regime. It is used occasionally for community events such as the annual Folk Festival.
- There are 150 privately owned allotments at the west end of the town.

- There is a Bowls Club and a Tennis Club situated in the middle of the town although the Bowls Club is due to be re-located to a site in Aspley Guise following planning permission to re-develop the site for Over-55 accommodation.
- There are a large number of Clubs and Societies such as the Woburn Sands Band, the Bridge Club, the Guiding Association, the Sands Singers etc. Membership of all these organisations is drawn from both Woburn Sands and the neighbouring parishes.

Transport

3.29 Woburn Sands is located at the junction of a number of significant routes. The High Street is a direct North-South route between Junction 14 of the M1/the Kingston Roundabout and Woburn/the A5 at Hockliffe, and Woburn Sands is also a direct link between the A5 and Junction 13 on the M1. Although there are alternative routes the town's location results in a considerable volume of through traffic. This inevitably causes congestion (particularly in the High Street where there are two pedestrian crossings) and makes parking difficult. The additional traffic flows arising from the development of the Strategic Land Allocation Area to the North have yet to be assessed.

3.30 There are three bus routes serving the town:

Number 300 Woburn Sands – Central Milton Keynes

Number 49 Bedford – Leighton Buzzard

Number 17 Bletchley - Cranfield

3.31 There is also a railway station which links Woburn Sands with Bedford and Bletchley. In mid-2012 the Government announced that the line would be significantly enhanced and linked to mainline services in both Bedford and Milton Keynes and, through Milton Keynes, to Oxford and Reading. It is proposed that, in the longer term, the line be electrified and carry more passengers and freight services. By 2019 the line will be carrying an extra two trains per hour; the longer term plans will be announced in the next couple of years. This enhancement will have a significant impact on Woburn Sands and is discussed in greater detail in para 6.51.

4. The Planning context

4.1 The National Planning Policy Framework (NPPF) requires the planning system to encourage sustainable development and specifies three dimensions to that development;

- An economic role – plans should contribute to economic development
- A social role – supporting strong, vibrant and healthy communities by providing the right supply of housing and creating a high quality of built environment with accessible local services
- An environmental role – contributing to protecting and enhancing the natural, built and historical environment

4.2 The Vision and Policies set out in this Plan are consistent with these objectives.

4.3 Woburn Sands is designated as a Key Settlement within the Borough of Milton Keynes. The Milton Keynes Core Strategy covering the period to 2026 was approved by all the relevant authorities in July 2013. The key objective of that strategy is

To develop Milton Keynes as a major 21st Century city

4.4 The Core Strategy sets out a number of other Objectives which are relevant to Woburn Sands. These are set out below:

- To protect, maintain and enhance the important features, character and assets of the New Town and the towns and villages throughout the Borough
- To deliver land for 1200 homes in sustainable settlements in the rural area
- To seek the protection of existing key services and facilities in sustainable rural settlements and to encourage the development of further provision, including shops, education, community and health services
- To work jointly with neighbouring authorities and other key organisations on the planning of any development located on the edge of Milton Keynes (but outside the current MK boundary) so that these areas are integrated with the city and contribute to its role and character

4.5 In addition to these Objectives there are a range of others which apply across the Borough; these include ensuring that the supply of jobs keeps pace with the provision of housing, the promotion of learning, the development of next generation access to broadband and improvement of the digital infrastructure for residents and businesses, the development of cultural and sporting facilities, the reduction of health inequalities, the provision of diverse housing, the improvement of public transport, the minimisation of the impact of MK's growth on the climate, etc.

4.6 These Strategic Objectives are supplemented by a number of specific policies. The most relevant policies affecting Woburn Sands are as follows:

- *Policy CS1 Milton Keynes Development Strategy:* The provision of new homes and jobs will take account of the Settlement Hierarchy. The majority will be focused on, and adjacent to, the existing urban area of Milton Keynes.
- The Strategic Land Allocation Area to the South East of the city is categorised as an extension to the existing urban area (Policy CS5).
- Woburn Sands is categorised as a Key Settlement and not part of the urban area.
- *Policy CS2 Housing Land Supply:* This stipulates that sites identified for housing will follow the Settlement Hierarchy and be identified "after extensive engagement with the local community".
- *Policy CS3 Employment Land Supply:* This establishes the criteria for identifying land for employment. Woburn Sands is not identified as having any possible sites for such development other than the 1.3ha allocated within Parklands.

- *Policy CS4 Retail and Leisure Development:* The declared policy is to protect the retail role of town centres so that they provide convenience shopping and service facilities in order to reduce and minimise car dependency and to ensure ready access by non-car owning households and other people with limited or impaired mobility.
- *Policy CS9 Strategy for the Rural Area:* The policy states that development will be focussed on the Key Settlements of Newport Pagnell, Olney and Woburn Sands as the most sustainable rural settlements, taking into account the population, constraints, transport links and the capacity of services in these towns.

4.7 Para 9.1 (Development in the Rural Area) states “Only a limited amount of development should therefore take place in the other towns and villages in the Borough [which includes Woburn Sands] and any shortfall in housing completions in the city will not be affected by more development in the rural settlements”.

4.8 Table 5.2 of the Core Strategy gives proposed housing targets for various areas; the target for rural areas is as follows:

Total for Plan period	1760
Annual Total	110

These figures are not broken down by settlements.

4.9 The existing Core Strategy covering Aspley Guise and Aspley Heath is currently under review by Central Bedfordshire (which came into being in 2010) and the resultant strategy has not yet been published.

5. A Vision for Woburn Sands

5.1 Over the last few years Woburn Sands has been significantly increased in size by the development of Parklands; by the time that development is completed the number of dwellings in the town will have been increased by some 55% and the town will have made a major contribution to the housing targets set out in the Milton Keynes Core Strategy. This has put a considerable strain on the infrastructure of the town (particularly in regard to the medical, highways, and recreational provisions) and the attendees at the Issues Meeting made clear that no further significant expansion should take place. While welcoming the additional population and diversity which Parklands has brought the attendees made clear that the town has already made a substantial contribution to the growth of Milton Keynes and should not be required to absorb any further growth. This view was subsequently endorsed strongly at the Town Meeting in May 2012.

5.2 In this connection it should be noted that the Inspector appointed to handle the Appeal by Taylor Wimpey’s application in respect of Phases 3 and subsequent phases stated in her Report of August 2010 “The 280 dwellings of phases 1 and 2, together with the 303 dwellings currently proposed, would increase the number of dwellings in the town by more than 50%. I share the Town Council’s view that this represents a substantial influx of dwellings and people, something that has the potential to materially harm the equilibrium and identity of the town and its community.” (*Para 21*)

- 5.3 The discussion at both the Issues Meeting and the Town Meeting also re-emphasised that Woburn Sands should remain an attractive and pleasant place to live and participants were clear that this characteristic should be maintained.
- 5.4 Both Meetings emphasised that residents of all the parishes value the open space around the town and adjoining parishes and the Conservation Area but expressed concern over the relative lack of leisure and recreational amenities particularly for young people.
- 5.5 The following Vision has been adopted:

Woburn Sands will retain and enhance its character and identity as a small old town in rural Milton Keynes, and will remain an attractive and sustainable location which meets the aspirations of residents, the wider Woburn Sands community and all those who use the town's facilities.

- 5.6 Whilst this Vision has been agreed to ensure that the Neighbourhood Plan manages a period of consolidation in the town following the development of Parklands, Greens, and Sandymount it is recognised that the Plan cannot be used as a vehicle to stop development in the town. Rather it will be a framework within which development and change will be managed in consultation with Milton Keynes Council as that Council develops PlanMK (the process through which MKC will refine the Core Strategy).
- 5.7 When discussing sustainability the participants at both the Issues and Town Meetings emphasised the need to protect, enhance, maintain and encourage the current characteristics of the town. Specifically the following Sustainable Objectives were adopted:
- The existing environment (both landscape and built) will be protected and enhanced where possible; specifically
 - the existing open spaces within the town and the open spaces on the edges of the town will be preserved
 - links into the surrounding countryside in adjacent parishes will be maintained
 - the historic nature of the Conservation Area will be protected
 - the quality of the built environment will be maintained*(Policies WS2 and WS5).*
 - A balanced stock of housing sufficient to meet local housing needs within Woburn Sands will be maintained once the Parklands and Greens developments have been completed *(Policies WS5, 6 and 7)*
 - The number and variety of retail and service businesses will be maintained and expanded in line with demand. *(Policy WS9)*
 - The establishment of a limited number of employment opportunities for those who wish to work locally will be encouraged. *(Policy WS8)*
 - The existing recreational facilities will be preserved and, where possible, expanded. *(Policy WS 12)*

- Community development will be encouraged through the promotion of community use of all the facilities in the town. (*Policy WS12*)
- Access to a full range of first class educational provision will be encouraged. (*Policy WS10*)
- The welfare of the population will be promoted through the encouragement of community health and social services. (*Policy WS11*)
- Public transport will be encouraged. (*Policies WS14 and 15*)

6. Policies to implement this Vision

The Ambience and Environment of the Town

6.1 It was unanimously agreed at both the Issues Meeting (including by the representatives from the adjacent parishes) and the Town Meeting, and subsequently confirmed in individual comments received from parishioners, that the single most important characteristic of Woburn Sands which must be maintained is the ambience and environment of the town. It is a pleasant place in which to live and visit and this atmosphere must not be degraded in any way. This means that there must be:

- No expansion of the built-up area where this would adversely impact on the character and countryside setting of the town.
- Maintenance of the Conservation Area
- Tight design and density parameters for any developments or building work.
- No loss of open spaces.
- Adequate parking facilities.
- Tight controls over traffic.

6.2 Design Parameters

6.2.1 The National Planning Policy Framework states:

Good design is indivisible from good planning and should contribute positively to making places better for people. The Government's objective for the planning system is to promote good design that ensures attractive, usable, and durable places. This is a key element in achieving sustainable development

6.2.2 Any developments in Woburn Sands should comply with the relevant standards set out in MKC's Design Code and other publications such as the Government's Code for sustainable homes. The attention to design detail, context, spaces and setting that applies within the Conservation Area should be applied as good practice throughout the plan area.

Policy WS1 All developments in the town (including any extensions to individual properties) will be expected to comply with the following design principles:

- **Developments within the Plan Area should respect the existing distinct vernacular character of the settlement**

- **Any development which takes place within the Conservation Area or affects its setting is required to apply the guidelines set out in the Woburn Sands Conservation Area Review**
- **The detailed design appearance of housing should contribute to the character of the area**
- **Landscaping plays an important role in determining the acceptability of any new development. Detailed landscaping plans will be required for all major developments.**

6.3 Open Spaces within the Current Built-up Area

6.3.1 There is little undeveloped open space within the built-up area of Woburn Sands; in this connection the Town Council and the wider community were disappointed at the decision to develop the Greens' site (including the Bowls Club) for Over-55 accommodation but the Town Council has worked closely with the developers to mitigate the effect of this development on the Town. It is essential that no further encroachment into existing open spaces within the town should be permitted in order to preserve the ambience of the town. The retention of such open spaces (and the areas around the current Development Boundary - see policy WS5) will also help the town to adapt to the effects of climate change.

Policy WS2 The existing open spaces within the built-up area such as the Memorial Green, Mowbray Green and the Recreation Ground will be preserved and no development will be permitted thereon save in the exceptional circumstances set out in the NPPF.

6.4 Traffic and Parking

6.4.1 There are no current restrictions on the weight of traffic through Woburn Sands. It is hoped to reach agreement on the downgrading of the A5130 between the Kingston roundabout and Woburn; if this can be achieved then weight restrictions can be applied to the High Street and Station Road. Bow Brickhill Road, The Leys and Hardwick Road are already classified as B roads with a weight restriction but enforcement is difficult for as long as the High Street remains an A road. The Parish Councils of Wavendon, Aspley Guise and Aspley Heath strongly endorse this policy. Policy WS3 relates to highway management matters rather than land-use and is therefore in italics.

Policy WS3 The Town Council will work with the relevant Highway Authorities to promote the introduction of all necessary measures to minimise heavy traffic through Woburn Sands.

6.4.2 All development proposals of whatever nature (residential, retail, or commercial) must make adequate provision for off-street parking and comply with MKC Parking Standards. It will not be acceptable for developers to assume that users of any new development can use existing parking facilities.

Policy WS4 All development proposals must make adequate provision for off-street parking taking into consideration the type of development, the accessibility of the location, and the requirements of MKC Parking Standards

Development Boundary

- 6.5 The attractiveness of the wider Woburn Sands area depends to a very significant extent upon the preservation of the existing countryside both within the Woburn Sands parish and neighbouring parishes. It is essential for the health and wellbeing of the population that the current network of public footpaths and links through the wider area be maintained and this would not be possible if development encroaches on the countryside around Woburn Sands. This is the unanimous view of all the Parish Councils and residents in the area.
- 6.6 Furthermore the maintenance of the green spaces on the outskirts of the town is crucial in enabling the area to combat the possible effects of climate change.
- 6.7 This view is shared by Milton Keynes Council. The Core Strategy does not propose any extension to the current development boundary which has been unchanged since the 1960s.
- 6.8 There are seven undeveloped areas outside the current built-up area but within the parish:
- Land to the East of Vandyke Close adjacent to the railway line (marked A on the Map)
 - Land off Cranfield Road surrounding Deethe Farm (B)
 - Land between Frosts Garden Centre and the railway line, and to the West of Frosts (C)
 - Land off Bow Brickhill Road extending to the parish boundary with Bow Brickhill (D)
 - The allotments to the West of the town (E)
 - Edgewick Farm (F)
 - The copse to the South West of Edgewick Farm (G)
- 6.9 Areas A and B have been the subject of a planning application for a major development covering both them and an adjacent area in Wavendon Parish; both the Woburn Sands Town Council and Wavendon Parish Council objected in the strongest possible terms since there is adequate land for development adjacent to this plot in the approved Milton Keynes Strategic Land Allocation Area; the proposed development would also put an unreasonable additional burden on the infrastructure of both parishes and lead to major transport difficulties. The first application was refused by Milton Keynes Council; a second application was also refused in October 2012.
- 6.10 Area C has never been considered for development; not only is it liable for flooding but access on to the main road would be very difficult given the proximity of the railway crossing.

- 6.11 There has never been any applications to build in Area D. Such applications would be strongly resisted by the Woburn Sands Town Council and the parish councils of Wavendon and Bow Brickhill since development of this area would destroy the individual character of all three parishes by extending the urban sprawl of Milton Keynes. It is for this reason that the area has never been scheduled for development by MKC.
- 6.12 The attendees at both the Issues Meeting and the Town Meeting were unanimous that neither the allotments (E) nor Edgewick Farm (F) should be developed since they represent invaluable amenities to the community.
- 6.13 Area G is part of the Brickhill Greensands Ridge which is protected under the relevant legislation.
- 6.14 There is therefore no support for the extension of the current development boundary. However it is recognised that the future work on the preparation of the Core Strategy Review (PlanMK) may propose that the boundaries be amended in the future.

Policy WS5 The preservation of the countryside setting, existing woodland and footpath links into the countryside is key to the future of Woburn Sands. Accordingly no extension to the current Woburn Sands Development Boundary will be permitted other than in the following exceptional circumstances:

- **PlanMK identifies a specific need for an amendment to the Development Boundary, and**
- **Any proposed amendment is brought forward following full consultation with, and agreement by, Woburn Sands Town Council and**
- **The implications of any revised Development Boundary has been assessed in terms of the need to protect and maintain the character and countryside setting of Woburn Sands.**

Housing Numbers and Balance

- 6.15 Table 5.2 of the Milton Keynes Core Strategy gives the following housing target for the rural area:

Total for Plan period	1760
Annual total	110

- 6.16 The Core Strategy as adopted (2013) uses figures from 2010. Since that time the following dwellings have been completed / approved in the Borough:

	Completed	Approved	Total
Woburn Sands	146	212	358
Other rural areas	134	677	811
Total	280	889	1169

It can be seen from these figures that Woburn Sands has already contributed just over 20% of the total rural requirement for the plan period. The figures also show that there is a balance of just under 600 additional dwellings required to meet the Core Strategy target.

- 6.17 Milton Keynes Council has indicated that the other rural areas (primarily Newport Pagnell and Olney), plus windfall approvals in the smaller villages are likely to be able to provide the 600 additional dwellings required. As part of the Core Strategy a Site Allocation Plan will be published to identify possible sites but the outcome of this will not be known for some time.
- 6.18 It is the strongly held view of the Woburn Sands Town Council, residents and neighbouring parish councils that, following the completion of Parklands and the Greens development, there should be a period during which the town can assimilate the large increase in population and that during the early years of the plan period further development should be limited to infilling and the redevelopment of previously developed land. It is recognised however that the review of the Core Strategy – PlanMK – that there may, in the longer term, be a need for additional housing development in the town. The basis on which such development, over and above infilling and redevelopment would be considered as set out in Policy WS6

Policy WS6 The housing developments in Parklands and on the Greens' site are expected to meet the needs for large scale housing development in Woburn Sands during the plan period. Additional housing in the plan area will therefore be limited to small scale infilling between existing properties or redevelopment of existing properties other than in the following circumstances:

- **The review of the MK Core Strategy identifies a specific housing need in Woburn Sands, and**
 - **Land proposed for development is brought forward after consultation, and agreement, with Woburn Sands Town Council, and**
 - **Development is of a scale and in a location that complies with the Vision and policies of the Neighbourhood Plan, and**
 - **Any such development is phased to take place in the latter part of the plan period in order to allow the assimilation of the increased population created by the already approved substantial developments**
- 6.19 The town has a wide range of housing. The original town, built between the mid-19th and early 20th centuries, ranges from some large substantial houses to terraces; the second half of the 20th Century saw the construction of a number of estates and in-filling. Most of these properties have reasonable gardens and the majority have car parking spaces. The growth up to the end of the 20th Century was essentially organic rather than based on a deliberate planning policy to expand.

- 6.20 The position since the turn of the century has changed significantly due to the Parklands development which is very different from elsewhere in the town. There is a wide range of property types with a considerable number of flats; the planning approval by Milton Keynes Council also requires that 30% of the properties be occupied on an affordable housing basis, with the majority as social rented accommodation; priority is given to those with local connections. None of the properties have any substantial gardens.
- 6.21 As a result of the nature of development over the last hundred years or so Woburn Sands contains a very wide range of housing suitable for the whole community. Furthermore, as indicated in para 3.14 above, in addition to the usual range of housing, Woburn Sands also has a number of facilities dedicated for the elderly.
- 6.22 As far as the balance of housing is concerned there is only one category of homes of which there is a perceived shortage – starter homes (particularly 2/3 bed shared ownership houses), although this is being addressed to some extent in the Parklands development. The Issues Meeting was clear that there is no further need for care accommodation for the elderly and given the decision to develop the Greens'site for the Over-55s the needs of this sector of the population are deemed to be met for the time being.

Policy WS7 Priority for any infilling development or redevelopment will be given to proposals which provide starter housing for families who have a local housing need within Woburn Sands or its adjoining parishes. Other types of housing identified as being in short supply to meet identified local housing needs will also be prioritised as necessary.

Employment

- 6.23 There is one major employer in the town – Frosts Garden Centre – with a second garden centre just over the Wavendon boundary. There is also a car repair facility in Cranfield Road (Aspley Guise) and the Cranfield Road is home to a number of small units. Others are employed in the High Street, Asplands Surgery and small professional firms.
- 6.24 In late 2009 the Town Council carried out a survey of households on a number of issues; just over 500 individual replies were received. 236 people indicated that they worked in the following locations:
- 11% worked from home
 - 16% worked in the wider Woburn Sands area
 - 37% worked in Milton Keynes
 - 8% worked in London
 - 28% worked elsewhere
- 6.25 This suggests that some 25% of the working population work locally either from home or in local workplaces which is broadly similar to the national average.
- 6.26 The proposals for the final phase of the Parklands development will shortly be submitted. At the Appeal Hearing to consider Phases 3 – 5 the Inspector suggested that 1.3 hectares of land adjacent to the railway line should be allocated to employment; this suggestion has been accepted by Taylor Wimpey

and will be incorporated in their application (see Map). It is estimated that this will provide employment for 80 – 100 people. In effect this will replace about half the jobs which were lost following the closure of Nampak.

Policy WS8 Any application to develop the land allocated on the Proposals Map for employment purposes in Parklands will be welcomed. While it is not the intention to designate further land for employment purposes within Woburn Sands during the plan period, proposals for development which generate employment opportunities to meet local employment needs in the town will be supported.

Retail Development

- 6.27 As indicated in para 3.23 the High Street contains a good variety of shops and services. There is also a handful of shops along Station Road. In addition there are a number of retail outlets just across the boundary in Aspley Guise and Aspley Heath but essentially part of the Woburn Sands central shopping area. The High Street serves a wide area but suffers from occasional lack of parking. The Town Council is considering taking over responsibility for parking enforcement from Milton Keynes Council (including the employment of a dedicated Traffic Warden as suggested at the Issues Meeting) but this will not increase the quantity of available parking. There does not appear to be any way of alleviating this situation apart from a relatively inaccessible area of land between Asplands Close and the rear of properties on the west side of the High Street.
- 6.28 Despite the parking problems it is essential that the High Street remains viable; there are a significant number of residents in the wider Woburn Sands area who cannot easily shop elsewhere. It remains the hub of the community and no retail development should be permitted elsewhere in Woburn Sands.
- 6.29 Changes in the number and variety of shops in the High Street are inevitable due to commercial and market factors outside the influence of the local community. However significant changes will require planning permission which can be refused if they are regarded as detrimental to the community.
- 6.30 The Town Council, working with the Business Association, will promote initiatives to ensure that the High Street and all the individual retail outlets maintain high standards of presentation and remain attractive to users. Particular topics to be addressed will include, amongst others, the following:
- Monitoring the range of retail outlets and facilities.
 - Encouraging a high standard of appearance by individual shops, including fascia and signage.
 - Ensuring that public signage and street furniture are both informative and attractive.
 - Endeavouring to ensure the availability and effective management of adequate car parking.
 - Promoting public transport.

- Encouraging wider community usage and more public events in the High Street, particularly ones based on the Institute (Library).

Policy WS9 Within the town centre (as defined in the Proposals Map) developments and changes of use which promote the vitality and viability of the High Street will be supported. Retail development outside the town centre which impinges on the health of the High Street will not be permitted.

Education Provision

- 6.31 The current education provision is set out in paras 3.15 – 3.20. The quality of education provided is good and the differing age of transfer in Milton Keynes and Central Bedfordshire presents a valuable choice to Woburn Sands residents.
- 6.32 In the next few years significant development will take place in the Strategic Land Allocation Area between Wavendon and the M1 – the precise scale will depend on the outcome of the detailed discussions following the adoption of the Milton Keynes Core Strategy. It is known however that this development will incorporate a number of primary schools and a secondary school; it has been agreed that the sizing of this latter school will take account of the school age population of Woburn Sands.
- 6.33 This will considerably improve the opportunities for children in Woburn Sands; as long as Central Bedfordshire schools continue to make provision at upper school level for pupils who wish to remain in the three tier structure parents will have the choice between the two different systems. There will also be a wider range of provision at primary level.
- 6.34 Consultation with all concerned have confirmed that both the schools and statutory authorities will continue to work together to promote choice to parents. There will also be increased cooperation to optimise transport provision to all schools in the wider area. Policy WS10 refers to the educational policies of the relevant authorities and is therefore italicised.

Policy WS10A wide range of first class educational provision will be encouraged.

Medical Services

- 6.35 There is concern over the future of medical services in the area. The Asplands Medical Centre (see Proposals Map) provides a range of services to the wider Woburn Sands area but is funded through Bedfordshire. The consequences of the current changes in NHS funding systems are not yet known but residents are very satisfied with the present level of service which they wish to have maintained. The Town Council, while having no direct responsibility for the provision of the services, will do everything it can to ensure that there is no deterioration; in particular encouragement will be given to any move which gives more responsibility to the medical practitioners who are familiar with the needs of the local community, rather than to any remote commissioning body.

6.36 Approximately 10% of the community is over 75 and it is important that there is appropriate community support for these individuals; the division of such support between Milton Keynes and Central Bedfordshire is unhelpful in this respect.

Policy WS11 Every effort will be made by the Town Council, working with the neighbouring parishes, to support the coherent provision of medical services to the community

Recreation and Leisure

6.37 The transfer of the Library to the Institute has now been completed; this has already increased the use of the Library to the benefit of all residents of the wider Woburn Sands area. An Information and Advice Service, provided by Age UK, has recently been launched, and a drop-in session for older residents has also been established. In the long term the Institute should become a well-used centre of community activity.

6.38 There is already a flourishing range of clubs and societies serving the wider area and these are expected to continue; for example the Dega Lunch Clubs (which provide support for the elderly and frail) and the Three Parishes Outings (which are available to all residents over 60) provide a valuable service and the Woburn Sands Town Council and neighbouring parishes will continue to work together to promote such activities.

6.39 The town is fortunate to be surrounded by attractive woodlands in the adjacent parishes and it is important that the footpath and bridleway links should be preserved. (See Policy WS5).

6.40 However, sporting facilities are limited. There is no full size football or cricket pitch (although one exists in Aspley Guise). Following the development of the Greens' site the tennis courts will remain available but the bowls facilities will be re-located adjacent to the Sports Field in Aspley Guise. While regrettable the facility will continue to be available to the wider community.

6.41 The 2009 survey of residents carried out by the Town Council indicated support for the following:

- More small play areas in Edgewick Farm (84% in favour)
- Small gym/fitness centre (65%)
- A full-sized football pitch (54%)

6.42 Participants at the Issues Meeting also expressed support for the construction of a swimming pool but the financial cost of constructing and maintaining such a facility make this unlikely.

6.43 The development of Edgewick Farm is governed by a restrictive covenant which states, inter alia, that the property may only be used for recreational purposes and used as open space.

6.44 Following discussions with Taylor Wimpey the plans to be submitted for the final Phase of the Parklands development include a small hall suitable for badminton, short mat bowls, fitness equipment etc. The Town Council, working with the adjacent parishes through the Parish Liaison Committee, is committed to improving both the provision and usage of recreational facilities across the wider Woburn Sands area and available to all residents. To this end it has been agreed to undertake a detailed audit of all the recreational and leisure facilities in the wider area (including the schools) and to publicise this throughout the whole community.

Policy WS12 The preservation of all existing recreational and sports facilities across the Woburn Sands plan area will be a priority and every opportunity taken to develop new facilities particularly for the youth of the area.

Community Safety

6.45 Woburn Sands and Wavendon parishes fall within the Thames Valley Police area of responsibility while Aspley Guise and Aspley Heath are part of Bedfordshire Police's area. It is therefore essential that close liaison between the two Forces is maintained.

6.46 The area is fortunate in that levels of crime are low and all the parish councils and the two Police Forces are committed to ensuring that this remains the case. In due course it may be necessary to consider installing CCTV in the High Street and one or two other areas where there is occasional vandalism.

6.47 Discussions are in hand to close the existing Thames Valley Police Office in the High Street. TVP are considering their options but have indicated that they will maintain a police presence in the Town. The Town Council and the adjacent parish councils will work towards the achievement of an integrated service.

Policy WS13 Every encouragement will be given to ensure that the Police Forces of Thames Valley and Bedfordshire work more closely together.

Transport and Communications

6.48 There is concern over the level of traffic through the town and this is addressed in Policy WS3 above.

6.49 The town's existing public transport links are no more than adequate and under periodic threat – the 2009 Survey of residents carried out by the Town Council showed that those travelling to work used the following means:

On foot	19%
Bicycle	4%
Bus	8%
Train	4%
Car	65%

These figures seem reasonable and it seems unlikely that any significant modal shift away from the car can be achieved; indeed the figure of 12% by public transport is relatively high for a rural parish.

6.50 Bus Services

6.50.1 There has been a recent modest deterioration in the bus service to Central Milton Keynes (less direct and therefore slower) and other routes remain under threat. There are also cross- boundary connectivity issues.

PolicyWS14 The preservation and improvement of bus services, particularly to Central Milton Keynes will be encouraged.

6.51 Rail Services

6.51.1 There has recently been considerable progress in the planning of the proposed upgrading of the East-West rail line. The western extension of the Bedford – Bletchley line will provide a link from Bedford to Aylesbury, Bicester, Oxford and Reading; as part of the scheme the line, including the section running through Woburn Sands, will eventually be electrified. It is envisaged that the line will carry a significant amount of freight as well as passengers. Detailed planning will be undertaken by Network Rail during 2014 but it is envisaged that major work on the Woburn Sands section will take place after 2019.

6.51.2 There will be major implications for Woburn Sands. The most challenging issue will be how to deal with the level crossing and the pedestrian crossings. There are already times of the day when significant delays occur at the level crossing; the advent of more and longer trains will exacerbate this considerably and discussions have already started on how to mitigate this. It will be essential for the health of the town that the free flow of vehicular traffic between Woburn Sands and other parts of Milton Keynes is maintained. It is also important that the enhanced railway service supports the economy of the town both by providing a commuter link for residents and also by servicing the proposed employment units in Parklands.

Policy WS15 Proposals to improve the rail services through Woburn Sands including electrification will be supported where the following principles apply:

- **Plans are finalised in consultation with Woburn Sands Town Council, and**
- **Proposals improve the level of rail services for both commuting and leisure, and**
- **Proposals include measures to ensure the safety of both cars and pedestrians crossing the railway without increasing delay and congestion on Station Road**

6.52 Broadband

6.52.1 Given the fact that 11% of the working population work from home (which is a figure likely to increase if anything) it is essential that fast broadband should become available as soon as possible. Improvements are now under way and this is to be welcomed. It will however be important to ensure that the network is continuously upgraded.

Policy WS16 The continuous improvement of the broadband and internet connections to all premises in Woburn Sands will be encouraged

7. **Next Steps**

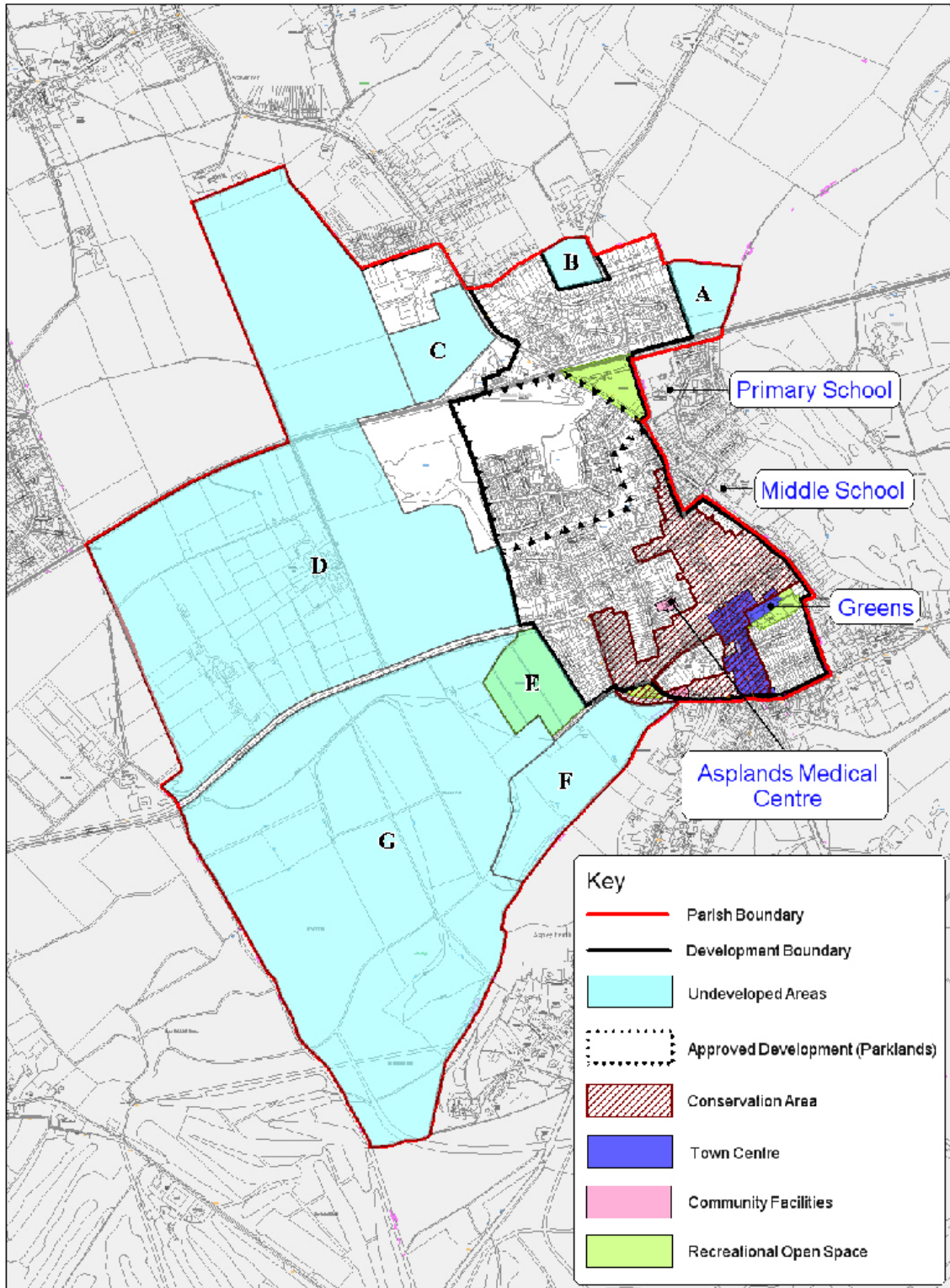
7.1 This Plan has been approved by Milton Keynes Council and by an Independent Examiner. It now requires approval by a local referendum.

7.2 The Examiner has recommended that the referendum should cover the residents of the Woburn Sands parish. It is hoped that the referendum will take place at the same time as the forthcoming local elections (May 22).

8. **Implementation and Review**

8.1 Assuming referendum approval the plan will then be “made” by Milton Keynes Council and used when determining planning applications in the plan area. Similarly the Woburn Sands Town Council will look to apply all the Policies (including the italicised policies) in its decision making. Applicants will be expected to demonstrate in their applications how they conform to the Policies. The adjacent parish councils will be encouraged to have regard to the Policies when they are consulted on proposals affecting Woburn Sands.

8.2 This Plan covers the period up to 2026 which coincides with the term of the Core Strategy. However it is recognised that MKC will be reviewing the Core Strategy through the PlanMK process in the next few years and in order to avoid the Neighbourhood Plan being superseded by PlanMK the Neighbourhood Plan will be reviewed within five years from the date when it is made, and the review procedure will follow the neighbourhood planning regulations at that time.



Woburn Sands Neighbourhood Plan Proposals Map 2014



Plan by: Ken Toller

Te: 01900 254204

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Scale: Not to Scale

**Milton Keynes Council
Woburn Sands Neighbourhood Development Plan
Decision Statement**

1. Summary

- 1.1 Following a Neighbourhood Planning Referendum, Milton Keynes Council now makes the Woburn Sands Neighbourhood Plan part of the Milton Keynes Council Development Plan.

2. Background

- 2.1 Woburn Sands Parish Council, as the qualifying body successfully applied for their area to be designated as a Neighbourhood Area, under the Neighbourhood Planning (General) Regulations (2012), which came into force 6 April 2012.
- 2.2 Following the submission of a draft of the Woburn Sands Neighbourhood Plan to the Council, the plan was publicised and comments were invited from the public and stakeholders. The consultation period closed on 30 October 2013.
- 2.3 Milton Keynes Council appointed an independent examiner; Mr P Biggers to review whether the Draft Plan should proceed to referendum. The Examiner's report concludes that the plan is in general conformity with the adopted Core Strategy and with regard to national policies and guidance, and subject to amendments the plan could proceed to a Neighbourhood Planning referendum.
- 2.4 A Neighbourhood Planning Referendum was held on 22 May 2014 with a turn out rate of 42%.
- 2.5 90% of the votes cast were in support of the Neighbourhood Plan.

3. Decision

- 3.1 The Council makes the Woburn Sands Neighbourhood Plan part of the Milton Keynes Council Development Plan.
- 3.2 The Council agree to the decision notice and the Woburn Sands Neighbourhood Plan being published on our website and in other manners to bring them to the attention of people who live, work or carry out business in the neighbourhood area; and for the decision notice and details on how to view the plan to be sent to the qualifying body and any person who asked to be notified of the decision.

LEADER'S EXECUTIVE SCHEME OF DELEGATION**Responsibility for Leader and Cabinet Functions****Remit**

1. The Leader has established a Cabinet to include six other Members of the Council, including a Deputy Leader. The Leader has allocated a portfolio of executive and leadership responsibilities for each of these Cabinet Members, whose terms of reference are described in the following pages.
2. The Leader and Cabinet are responsible for all of those functions of the Authority that are not expressly reserved to other parts of the Council under these constitutional arrangements. These are known as executive functions.
3. The Leader may discharge any of the functions that are the responsibility of the Leader and Cabinet him or herself or may arrange for the discharge of those functions by the Cabinet as a whole, by another member of the Cabinet, by a committee of the Cabinet or by an officer of the authority. These arrangements are described below.
4. More information is set out in Article 7 of the Council's Constitution

Limitations

5. Those functions that may not be executive functions and do not fall under the responsibility of the Leader or Cabinet, in whole or in some other specified way, are listed in Part 3 of the Council's Constitution.
6. In discharging responsibility for the executive functions of the authority, the decision maker must be aware of the limitations placed upon them. These limitations are that any decision in exercise of an executive function is to comply with:
 - (a) the Budget set by full Council;
 - (b) the Policy Framework set by full Council;
 - (c) the Authority's
 - Access to Information Procedure Rules (including key decision and call-in provisions);
 - Executive Procedure Rules;
 - Budget and Policy Framework Procedure Rules;

- (d) an expectation that the Authority's
 - Financial Regulations;
 - Contract Procedure Rules; and
 - other applicable Articles, procedure rules or standing orders as set out elsewhere in the Council's Constitution;will have been complied with in all but the most exceptional circumstances (and if not then explained fully in the minuted reasons for the decision); and
- (e) any legislative requirements and all applicable rules of law.

Arrangements for Discharge of Functions

7. The following sets out how the Leader has decided to arrange for the discharge of executive functions. The Leader may amend these arrangements, but will [normally] only do so after first informing a public meeting of the Cabinet.
8. Key Decisions (defined at Article 14 of the Council's Constitution) may be taken by a relevant Cabinet Committee, by the Cabinet Member under whose portfolio the function falls or by the Chief Executive, Corporate Director, Service Director or Assistant Director under whose managerial responsibility the executive function falls.
9. Where a Cabinet Committee has been established, its terms and functions are described below.
10. Certain procurement and financial decisions will, according to the value of the transaction concerned, be reserved to the Cabinet, Cabinet Procurement Committee or grade of officer as set out in the Annex to this Scheme.
11. Each Cabinet Member's portfolio of responsibility is described below. That portfolio sets out the range of executive functions for which the Cabinet Member may be called upon to make a key decision about or to lead the debate when related matters come before a meeting of the Cabinet.
12. Under each portfolio, certain decisions that would otherwise fall within the scope of each Cabinet Member's portfolio will be reserved for consideration and decision by a meeting of the Cabinet or Cabinet Committee.
13. Under each portfolio, certain decisions that would otherwise fall within the scope of the managerial responsibility of the Corporate Director, Service Director or Assistant Director concerned may be reserved for consideration and decision of the Cabinet Member under whose portfolio the function falls.
14. Regardless of any other delegation or rule within these arrangements, the Chief Executive may take any key decision which he or she considers necessary on the grounds of urgency, efficiency, or cost.

15. All other matters that do not constitute a key decision are delegated to the Chief Executive, Corporate Director Service Director, or Assistant Director under whose managerial responsibility the executive function falls.
16. Even where the Chief Executive, Corporate Director, Service Director or Assistant Director hold delegated authority, they must consult the relevant Cabinet Member where the circumstances are particularly sensitive or if the decision in question involves changes to policy or strategy and, following consultation, they will normally report the matter to the Cabinet where the Cabinet Member indicates a preference for this.
17. The Chief Executive, Corporate Director, Service Director or Assistant Director may delegate any of their responsibilities or powers in exercise of executive functions to any other officer to whom they consider it appropriate to discharge those functions.
18. There are additional executive and non-executive functions allocated to specific statutory and non-statutory officers as set out in the Constitution.
19. The management structure of the Authority is set out in Part 7 of the Constitution.

LEADER

COUNCILLOR PETER MARLAND

Portfolio Terms of Reference

1. Strategic Council Plan
2. Employee Relations
3. External Relations
4. Communications
5. City Deal
6. All other executive functions not otherwise listed within Cabinet portfolio terms of reference listed below
7. Any executive functions that fall to be discharged by the Leader and Cabinet that the Leader may wish from time to time to have reserved to him or herself or to be discharged in a different manner to the general delegation arrangements described below.

Matters reserved within this portfolio to the Cabinet:-

- (i) All relevant matters reserved for Cabinet level decision as detailed in Rules of Procedure.
- (ii) Policy developments of strategic significance relating to a portfolio's Terms of Reference.
- (iii) Such other matters as the Leader may from time to time reserve to Cabinet for decision

Matters reserved within this portfolio to the Cabinet Member:-

- (i) All relevant matters reserved for Member level decision as detailed in Rules of Procedure.
- (ii) Such other matters as the Leader may from time to time reserve to him or herself for decision.
- (iii) Decisions to accept, reject, or modify expressions of interest submitted under the Council's Community Right to Challenge Policy.

DEPUTY LEADER

CABINET PORTFOLIO: HOUSING AND REGENERATION

COUNCILLOR HANNAH O'NEILL

Portfolio Terms of Reference

1. Strategic Housing Policy
2. Regeneration
3. Milton Keynes Development Partnership
4. Landlord Function
5. Community Safety
6. Major Events
7. Community Asset Transfer

Matters reserved within this portfolio to the Cabinet:-

- (i) All relevant matters reserved for Cabinet level decision as detailed in Rules of Procedure.
- (ii) Policy developments of strategic significance relating to the portfolio's Terms of Reference.
- (iii) Such other matters as the Leader directs or the Cabinet may from time to time reserve to itself for decision

Matters reserved within this portfolio to the Cabinet Member:-

- (i) All relevant matters reserved for Member level decision as detailed in Rules of Procedure.
- (ii) Such other matters as the Leader directs or the Cabinet may from time to time reserve to itself for decision.
- (iii) Decisions to accept, reject, or modify expressions of interest submitted under the Council's Community Right to Challenge Policy.

CABINET PORTFOLIO: RESOURCES, EFFICIENCY AND GROWTH

COUNCILLOR ROBERT MIDDLETON

Portfolio Terms of Reference

1. Finance
2. Capital Investment
3. Infrastructure Funding
4. Value for Money and Efficiency
5. Income Generation
6. Audit and Risk
7. Contracts and Commissioning
8. Economic Development
9. Skills Partnership
10. Milton Keynes Service Partnership

Matters reserved within this portfolio to the Cabinet:-

- (i) All relevant matters reserved for Cabinet level decision as detailed in Rules of Procedure.
- (ii) Policy developments of strategic significance relating to the portfolio's Terms of Reference.
- (iii) Such other matters as the Leader directs or the Cabinet may from time to time reserve to itself for decision.

Matters reserved within this portfolio to the Cabinet Member:-

- (i) All relevant matters reserved for Member level decision as detailed in Rules of Procedure.
- (ii) Such other matters as the Leader directs or the Cabinet may from time to time reserve to itself for decision.
- (iii) Decisions to accept, reject, or modify expressions of interest submitted under the Council's Community Right to Challenge Policy.

CABINET PORTFOLIO: PUBLIC REALM

COUNCILLOR MICK LEGG

Portfolio Terms of Reference

1. Waste and Recycling
2. Highways
3. Planning
4. Regulatory Services
5. Leisure
6. Strategic Transport
7. Parish Liaison

Matters reserved within this portfolio to the Cabinet:-

- (i) All relevant matters reserved for Cabinet level decision as detailed in Rules of Procedure.
- (ii) Policy developments of strategic significance relating to the portfolio's Terms of Reference.
- (iii) Such other matters as the Leader directs or the Cabinet may from time to time reserve to itself for decision

Matters reserved within this portfolio to the Cabinet Member:-

- (i) All relevant matters reserved for Member level decision as detailed in Rules of Procedure.
- (ii) Such other matters as the Leader directs or the Cabinet may from time to time reserve to itself for decision.
- (iii) Decisions to accept, reject, or modify expressions of interest submitted under the Council's Community Right to Challenge Policy.

CABINET PORTFOLIO: COMMUNITY ENGAGEMENT AND EMPOWERMENT

COUNCILLOR SARAH BETTELEY

Portfolio Terms of Reference

1. Cultural Strategy
2. Public Access
3. Libraries
4. Equality
5. Youth Offer
6. Social Inclusion
7. Service Access, including Children's Centres
8. Voluntary Sector Engagement
9. Facilities and Asset Rationalisation

Matters reserved within this portfolio to the Cabinet:-

- (i) All relevant matters reserved for Cabinet level decision as detailed in Rules of Procedure.
- (ii) Policy developments of strategic significance relating to the portfolio's Terms of Reference.
- (iii) Such other matters as the Leader directs or the Cabinet may from time to time reserve to itself for decision

Matters reserved within this portfolio to the Cabinet Member:-

- (i) All relevant matters reserved for Member level decision as detailed in Rules of Procedure.
- (ii) Such other matters as the Leader directs or the Cabinet may from time to time reserve to itself for decision.
- (iii) Decisions to accept, reject, or modify expressions of interest submitted under the Council's Community Right to Challenge Policy.

CABINET PORTFOLIO: HEALTH, WELLBEING AND COMMUNITY SERVICES

COUNCILLOR NIGEL LONG

Portfolio Terms of Reference

1. Adult Social Care Agenda, including Commissioning and Strategy
2. Supporting People
3. Strategic Health
4. Public Health
5. Safeguarding Adults
6. Reducing Health Inequalities
7. Health Partnerships
8. Public and Community Transport

Matters reserved within this portfolio to the Cabinet:-

- (i) All relevant matters reserved for Cabinet level decision as detailed in Rules of Procedure.
- (ii) Policy developments of strategic significance relating to the portfolio's Terms of Reference.
- (iii) To consider proposals for establishing, closing or a school.
- (iv) Such other matters as the Leader directs or the Cabinet may from time to time reserve to itself for decision

Matters reserved within this portfolio to the Cabinet Member:-

- (i) All relevant matters reserved for Member level decision as detailed in Rules of Procedure.
- (ii) Such other matters as the Leader directs or the Cabinet may from time to time reserve to itself for decision.
- (iii) Decisions to accept, reject, or modify expressions of interest submitted under the Council's Community Right to Challenge Policy.

CABINET PORTFOLIO: CHILDREN AND LIFELONG LEARNING

COUNCILLOR NORMAN MILES

Portfolio Terms of Reference

1. Schools
2. School Placements
3. Special Educational Needs
4. Corporate Parenting
5. Children's Social Care
6. Safeguarding
7. Skills Framework
8. Adult Learning and Skills

Matters reserved within this portfolio to the Cabinet:-

- (i) All relevant matters reserved for Cabinet level decision as detailed in Rules of Procedure.
- (ii) Policy developments of strategic significance relating to the portfolio's Terms of Reference.
- (iii) Such other matters as the Leader directs or the Cabinet may from time to time reserve to itself for decision

Matters reserved within this portfolio to the Cabinet Member:-

- (i) All relevant matters reserved for Member level decision as detailed in Rules of Procedure.
- (ii) Such other matters as the Leader directs or the Cabinet may from time to time reserve to itself for decision.
- (iii) Decisions to accept, reject, or modify expressions of interest submitted under the Council's Community Right to Challenge Policy.

CABINET PROCUREMENT COMMITTEE

1 Terms of Reference

To exercise the functions of the Cabinet in respect of all contracts for procurement of works, goods or services.

2 Membership

- (a) **Membership:** The Cabinet Procurement Committee will consist of all members of the Cabinet. There is no power to co-opt.
- (b) **Chair.** The Leader or Deputy Leader, if present, will take the role of Chair and Vice-Chair of the Committee.
- (c) **Quorum.** Except where decisions are to be made by the Leader as advised by the Committee, business shall not be transacted at a meeting of the Committee unless at least three members are present.

3 Functions

The Cabinet Procurement Committee will exercise the following functions and those matters which flow from them, which are executive functions.

- (a) To undertake initial consideration of large procurement related projects, defined as non-property related projects between the value of £100,000 and £20,000,000, including the consideration of initiation documents, full business cases and specification and the consideration of procurement projects where there is a TUPE transfer by the Council.
- (b) To authorise officers to issue specification and invitations to tender and, where within budget, to make an award of contract to the tenderer assessed as providing the highest score against the agreed MEAT (most economically advantageous tender) criteria in respect of large procurement projects
- (c) To promote, oversee and monitor performance improvement regarding the full range of procurement activities, including Capital, Social Care and ICT projects, involving receipt of reports concerning
- (d) To oversee and monitor procurement and contract activity, including:
 - (i) reviewing the S151 Officer's decisions to waive Contract Procedure Rules;
 - (ii) review of tenders and award of contracts on behalf of Cabinet in accordance with the Scheme of Delegation;
 - (iii) approval of contract variations, extensions and novations;
 - (iv) benefit realisation (post implementation) reviews;

- (v) contract performance management; and
- (vi) the commissioning cycle.
- (e) To review, approve or make recommendations to Cabinet concerning the Procurement Strategic Plan and the Procurement Forward Plan
- (f) To review the Contract Procedure Rules from time to time and make recommendations for change to Council;
- (g) To advise the Cabinet on all matters concerned with procurement generally and to make recommendations on any of the above matters to (as appropriate) the Cabinet or Council

In acting under the Committee's terms of reference and in exercising responsibility for those functions listed above, the Authority's Procedure Rules, any limitations on authority and all legislative requirements and applicable rules of law must be complied with.

Procurement and Financial Scheme of Delegation

Procurement Delegations

These delegations should be read in conjunction with Council's Contract Procedure Rules and the Council's procurement guidance.

No	Function	Cabinet	Cabinet Procurement Committee	Chief Executive	Corporate Director	Assistant Director	Head of Service	Budget Manager
Procurement process								
1	To agree specification, invite tenders and approve delegated authority to award contract	Over £20m	£100,000 to £20m	Up to £1m	Up to £500,000	Up to £156,000	Up to £50,000	Up to £10,000
2	Award of contract	Over £20m	£100,000 to £20m	As above, unless otherwise authorised by Procurement Committee, subject to - the award being made to the tenderer who has submitted the most economically advantageous bid (the highest score against the valuation criteria) and the resulting contract being within budget				
3	Termination of Contract	Over £20m	£100,000 to £20m	Up to £1m		None		
Purchase Orders								
4	Authorisation of Purchase Orders		N/A	Unlimited (S151 to deputise)	Up to £500,000	Up to £156,000	Up to £50,000	Up to £10,000

No.	Function	Cabinet or Cabinet Member	Chief Executive	Corporate Director	Assistant Director	Head of Service	Budget Manager
	Creditors						
1	Commitments to in year expenditure	If proposed expenditure will cause growth in future years	Up to £1m	Up to £500,000 within contract limits	Up to £156,000 Within contract limits	Up to £50,000	Up to £5,000
	Debtors						
3	Raising Invoices (External and Internal) – within 14 days. Raising credit notes.	Over £1m	Up to £1m (Corporate Director Resources to deputise)	Up to £500,000	Up to £156,000	Up to £50,000	Up to £5,000
4	Recommend Write off Debts to CD Resources.		No limit	Up to £500,000	Up to £156,000	Up to £50,000	Up to £5,000
5	Write off Authority	All amounts over £20,000 reported		All amounts up to £20,000 approved by CD Resources			
6	Write off due to insolvency/court order			All – CD Resources			
	Assets						
7	Assets and Stocks Maintain register of assets over £10,000.	N/A	N/A	N/A	Yes	Yes	N/A

No.	Function	Cabinet or Cabinet Member	Chief Executive	Corporate Director	Assistant Director	Head of Service	Budget Manager
8	Grant Claims Applying for new external funding (including European bids). (All are subject to CD Resources certification)	N/A	N/A	Above £100k	Up to £100k	None	None
9	Sign off of grant claims (Government Departments, EU)	N/A	N/A	CD Resources via Finance Control Team	N/A	N/A	N/A
10	Award of grants Signing grant agreements for grants paid by the council including Voluntary Organisations	N/A	N/A	Above £20k but must be recorded in the grants payable register.	Up to £20k but must be recorded in the grants payable register.	None	None
11	Petty Cash Petty Cash Limit for a single item	N/A	Over £250	£250	£100	£50	£25
12	Budgets Virements	All Non Technical Virements	None	Technical - CD Resources approval via Finance Control Team	None	None	None

DESIGNATION OF RETURNING OFFICER, ELECTORAL REGISTRATION OFFICER AND SCRUTINY OFFICER

Author: Stephen Gerrard (Interim Service Director [Legal and Democratic Services])
Tel: (01908) 252314

Executive Summary:

The Council is invited to consider the designation of an officer to the statutory roles of Returning Officer and Electoral Registration Officer as a result of the imminent retirement of the postholder with these designations.

1. Recommendation(s)

- 1.1 That Carole Mills be designated as the Council's Returning Officer in accordance with Section 35 of the Representation of the People Act 1983, on taking up the post of Chief Executive.
- 1.2 That Carole Mills be designated as the Council's Electoral Registration Officer in accordance with Section 8 of the Representation of the People Act 1983, on taking up the post of Chief Executive.

2. Issues

- 2.1 David Hill the current Chief Executive will be retiring from the Authority from September 2014.
- 2.2 The postholder currently carries the statutory designations of Returning Officer and Electoral Registration Officer, and the Council needs to consider the allocation of these designations to another officer so as to ensure a smooth transition.
- 2.3 The Representation of the People Act 1983 requires the Council to designate one of its officers as Returning Officer for its elections and parish council elections. The designated person will also act as Acting Returning Officer for Parliamentary elections, Local Returning Officer for European and Police and Crime Commissioner elections and Counting Officer for any future referendums.
- 2.4 The Act also requires the Council to designate one of its officers as Electoral Registration Officer.

3. Options

- 3.1 The Council is statutorily required to designate officers to the two positions,

Implications

3.2 Policy

None

3.3 Resources and Risk

There are no additional financial implications. The position of Returning Officer carries with it fees which are determined from time to time in accordance with the Returning Officers Fees Order set by Parliament. The payment of the fees for local and ordinary parish elections is met by the Council. The cost of Parish By-Elections is met by the parish concerned in accordance with the Parishes Protocol. The cost of other national elections is met by the Government Department concerned.

N	Capital	Y	Revenue	N	Accommodation
N	IT	N	Medium Term Plan	N	Asset Management

3.4

3.5 Carbon and Energy Management

None

3.6 Legal

The legislative requirements for the Council to make these designations are set out in the report.

3.7 Other Implications

None

X	Equalities/Diversity	X	Sustainability	X	Human Rights
X	E-Government	X	Stakeholders	X	Crime and Disorder

Background Papers: None.

ITEM 10

MILTON KEYNES COUNCIL

16 JULY 2014

REVISED EXECUTIVE DECISION DATES

September 2014		
Tues	2	Delegated Decisions
Mon	8	Cabinet
Tues	9	Delegated Decisions
Mon	15	Cabinet Procurement Committee
Tues	16	Delegated Decisions
Tues	23	Delegated Decisions
Tues	30	Delegated Decisions
October 2014		
Tues	7	Delegated Decisions
Mon	13	Cabinet
Tues	14	Delegated Decisions
Mon	20	Cabinet Procurement Committee
Tues	21	Delegated Decisions
Tues	28	Delegated Decisions
November 2014		
Tues	4	Delegated Decisions
Mon	10	Cabinet
Tues	11	Delegated Decisions
Mon	17	Cabinet Procurement Committee
Tues	18	Delegated Decisions
Tues	25	Delegated Decisions
December 2014		
Tues	2	Delegated Decisions
Mon	8	Cabinet
Tues	9	Delegated Decisions
Mon	15	Cabinet Procurement Committee
Tues	16	Delegated Decisions
Tues	23	Delegated Decisions
January 2015		
Tues	6	Delegated Decisions
Mon	12	Cabinet
Tues	13	Delegated Decisions
Mon	19	Cabinet Procurement Committee
Tues	20	Delegated Decisions
Tues	27	Delegated Decisions

February 2015		
Tues	3	Delegated Decisions
Mon	9	Cabinet
Tues	10	Delegated Decisions
Mon	16	Cabinet Procurement Committee
Tues	17	Delegated Decisions
Tues	24	Delegated Decisions
March 2015		
Tues	3	Delegated Decisions
Mon	9	Cabinet
Tues	10	Delegated Decisions
Mon	16	Cabinet Procurement Committee
Tues	17	Delegated Decisions
Tues	24	Delegated Decisions
Tues	31	Delegated Decisions
April 2015		
Tues	7	Delegated Decisions
Mon	13	Cabinet
Tues	14	Delegated Decisions
Mon	20	Cabinet Procurement Committee
Tues	21	Delegated Decisions
Tues	28	Delegated Decisions