

**Minutes of an Ordinary Meeting of the  
REGULATORY COMMITTEE**

**held on TUESDAY 19 MARCH 2019 at 7pm in Room 2, MKSNAP, Bourton Low,  
Walnut Tree, Milton Keynes, MK7 7DE**

**Present:**

**Councillors:** Amanda Taylor (Chair), Phil Chambers and Ian McColl.

**Officers:** Dan Preston (Assistant Council Manager)

**Also present:** Angela Novell, CEO, MK Snap.

**RC107 APOLOGIES FOR ABSENCE**

An apology for absence was received on behalf of Councillor Brendan Metcalfe.

**RC108 DECLARATIONS OF INTEREST**

None received

**RC109 MINUTES**

**Resolved Unanimously:** That the minutes of the Regulatory Committee meeting held on 15 January 2019 be approved and signed by the Chair as a correct record.

**RC110 COUNCIL MANAGER'S REPORT**

The Council received an update on actions taken since the last meeting of the Regulatory Committee.

**Resolved unanimously:** That the report be accepted

**RC111 PLANNING APPLICATIONS**

The Committee considered the following planning applications-

- (a) Planning Application 19/00533/DISCON – Land adjacent 146 Lichfield Down, Walnut Tree, MK7 7DN –** Details submitted pursuant to the discharge of conditions 3 (estate roads and footways); 4 (finished floor levels); 5 (hard and soft landscaping); 6 (boundary treatments); 7 (ground conditions); 8 (foul and surface water drainage) and 9 (construction environmental management plan) attached to planning permission 18/01280/FUL.
- (b) Planning Application 19/00507/FUL – 48D Isaacson Drive, Wavendon Gate, MK7 7DW –** Single storey rear conservatory (retrospective)
- (c) 19/00276/FUL – Unit 2 and 3 Java Park, Bradbourne Drive, Tilbrook, MK7 8AT –** Installation of two liquid nitrogen tanks

**Resolved Unanimously:**

1. That in respect of application 19/00533/DISCON the Council has no objections but wishes to make the following comments –  
Page 10 of the Construction Environmental Management Plan states that 'contractors will be encouraged to park sensibly within the surrounding area'. Given that the area is adjacent to a school and the parking spaces are likely to be full most of the time, the Committee requested that a

condition was applied that would stop contractors from parking on the surrounding verges, on Hindhead Knoll, Lichfield Down and the surrounding area. The Committee expressed concern that the site could damage verges.

Further, the Management plan states that access routes to the site will keep site traffic on major roads. The Committee requested that all site traffic enter and exit the estate from the northbound carriageway of the V11 (Tongwell Street) as this was the shortest route to the site on the estate and avoided any need to travel past any of the schools. The Committee considered that all other routes to the site through the estate would be unsuitable due to the size of the roads and the on-street parking.

The Committee would ask that special attention was paid to any potential damage that may be caused to the 'raised crossings' on the surrounding roads.

2. That in respect of the remaining applications, the Council has no objections to submit or comments to make.

#### **RC112 REVIEW OF PLANNING DECISIONS**

**Resolved Unanimously:** That the report be accepted.

#### **RC113 AUTHORISATION OF PAYMENTS**

The Committee received a list of payments to be made, cheques and invoices to be paid and details of bank transfers and bank reconciliations.

**Resolved Unanimously:** That the invoices be reviewed and signed and that the payments and bank reconciliations be authorised and signed by two bank signatories.

#### **RC114 REGULATORY COMMITTEE BUDGET 2018/2019**

**Resolved Unanimously:** That the Regulatory Committee budget and forecast for 2018/2019 be accepted

#### **RC115 COUNCIL BUDGET 2018/2019**

**Resolved Unanimously:** That the Council budget and forecast for 2018/2019 be accepted.

#### **RC116 BANK ACCOUNTS – BANK CHARGES**

The Committee received information about bank charges on the Council's current account and on other similar accounts available to the Council.

**Resolved unanimously:**

1. That the Committee recommend to Full Council that the Council's current account be moved to Yorkshire Bank.
2. That no actions are taken to move the account until after the elections in May 2019.

#### **RC117 BANK ACCOUNTS – BANK MANDATE**

**Resolved unanimously:** That the nomination of another Councillor as a bank signatory for the Council's bank accounts be made after the elections in May 2019.

#### **RC118 DRAFT ASSET REGISTER**

The Committee received and reviewed the draft Asset Register 2019-2020

##### **Resolved unanimously:**

1. That any broken or stolen items be removed from the main register but kept on a separate list in the same document.
2. That any items added to the Asset Register going forward includes a date acquired field.
3. That the Draft Asset Register, subject to changes in point 1 above, be recommended to Full Council for adoption.

#### **RC119 DRAFT RISK REGISTER**

The Committee received and reviewed the draft Asset Register 2019-2020

##### **Resolved unanimously:**

1. That the likelihood column of the following references be changed to 'Low' – 14, 20, 21, 22 and 25.
2. That the likelihood column of the following references be changed to 'Medium' - 27.
3. That the Future Actions column of the reference 27 be changed to read 'review and update training'
4. That the Draft Risk Register, subject to the above changes, be recommended to Full Council for adoption.

#### **RC120 DRAFT INFORMATION POLICY**

**Resolved Unanimously:** That the Council Manager be asked to validate the references made to the Data Protection Act and that the introductory paragraph to the draft Information Policy includes a summary of the legislative procedures for giving out information.

#### **RC121 S.137 APPLICATION – MKSNAP**

The Committee considered a grant application for £2,000 from MK Snap to part fund a live community summer music event and BBQ. MK Snap CEO Angela Novell was on hand to present and to answer the Committee's questions.

The event would be scheduled so as not to clash with any Walton Community Council summer events and mutual promotion of events would be possible. It was likely that subject to sponsorship, the event could provide income to MK Snap or around £2k to £3k.

**Resolved unanimously:** That a recommendation be made to Full Council that MK Snap be awarded a S.137 grant of £2,000 to part fund a live community summer music event and BBQ, and that the money comes from the 2018-2019 Grants budget.

#### **RC128 S.106 MONIES – FUTURE CONTRIBUTIONS**

The Committee received a report on the current S.106 agreement process and ways to ensure that the Council can tap into future development contributions.

##### **Resolved Unanimously:**

1. That the Council writes to Milton Keynes Council regarding the spend of contributions from the Lichfield Down development and to register the Council's interest in the negotiation of the S106 agreement relating to the

land to the west of Walton Manor. This letter should include registering the Council's disappointment at not being included in the process to date and asking for a delay to the deadline for comments, currently 31 March 2019.

2. That that the Project Officer be asked to formulate a process to identify the list of infrastructure requirements and associated contributions relating to the Walton Manor development, and to formulate a process for monitoring agreements and negotiating spend of contributions for all associated developments in and adjacent to the parish.

**RC129 OPT TO TAX**

**Resolved unanimously:** That a recommendation be made to Full Council that, in light of the cancellation of the Browns Wood Pavilion Project, the 'Opt to Tax' option is no longer implemented.

**RC130 s.247 TOWN & COUNTRY PLANNING ACT 1990 - STOPPING UP ORDER – BRADBOURNE DRIVE, TILBROOK**

**Resolved unanimously:** That the Council has no objections or comments to make on the Stopping Up Order.

**RC131 APPLICATION FOR NEW AND RENEWAL OF STREET TRADING LICENCES**

**Resolved unanimously:** That the Council has no objections or comments to make on the applications for Street Trading Licences.

**RC132 OFFICE AND PHONE PAYMENTS – PROCEDURE**

This item was postponed until the April meeting of the Regulatory Committee.

**RC133 STANDING ITEM – MILTON KEYNES COUNCIL CONSULTATIONS**

**Resolved unanimously:** That no comment be made on any of the currently open consultations.

**RC134 CONFIDENTIAL ITEM**

**Resolved unanimously:** That the press and public be excluded from the meeting so that the Committee can consider Agenda Item 19 (Public Liability Insurance - Quotes)

**RC135 PUBLIC LIABILITY INSURANCE – QUOTES**

The Committee received quotes for the purchase of insurance to cover public liability and Employers' liability.

**Resolved unanimously:** That the Council purchases public liability and Employers' liability insurance from Zurich at a cost of £2,137.46 for 1 year

**The Meeting Ended at 9:20pm**

**Accepted as a true and accurate record**