



Stony Stratford Town Council

Public Notice and Summons to an Ordinary Meeting of the Property Development Committee

Tuesday 18th June 2019, 6.30 pm *please note change from usual time*, The Library@5-7 Church Street, Stony Stratford MK11 1BD

All Members of Stony Stratford Town Council Property Development Committee are summoned to attend an Ordinary Meeting of Property Development Committee, at 6.30 pm on Tuesday 18th June 2019 in the Library@5-7 Church Street, Stony Stratford MK11 1BD

Signed..........Date: 12th June 2019
Lynne Compton, Clerk to the Council

Admission of the public and media

The Council welcomes members of the public to its meetings in accordance with the Public Bodies (Admission to Meeting) Act 1960

Health and Safety

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Mobile Phones

Please ensure that your mobile phone is switched to silent or is switched off completely during the meeting.

Agenda

Agendas and reports for the majority of the Council's public meetings can be accessed via the Internet at: <http://www.stonystratford.gov.uk/town-council-meetings/full-council>

Recording of Meetings

The proceedings at this meeting may be recorded for the purpose of preparing the minutes of the meeting.

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Guidance from the Department for Communities and local government can be viewed at the following link:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/343182/140812_Openness_Guide.pdf

There follows a list of the business to be transacted (Agenda)





Stony Stratford Town Council

**Property Development Committee
Tuesday 18th June 2019, 6.30 pm,
The Library@5-7 Church Street, Stony Stratford MK11 1BD**

AGENDA

1. **ELECTION OF CHAIR:** Committee to receive nominations and make resolution to elect.
2. **QUESTIONS AND CONTRIBUTIONS FROM THE PUBLIC:** Members of the press and public are welcome to attend and make representation to the Committee. In accordance with Standing Order 3f-g, a maximum of 15 minutes is allocated for public participation and no member of the public may speak for more than three minutes.
3. **DECLARATIONS OF INTEREST IN RESPECT OF RELEVANT ITEMS OF BUSINESS ON THE AGENDA** in accordance with the Localism Act 2011 Section 29(1). Committee to receive and note.
4. **REQUESTS FOR DISPENSATION** in accordance with the Localism Act 2011 S33. Committee to consider and make resolution
5. **APOLOGIES FOR ABSENCE** committee to consider and make resolution
6. **MINUTES OF THE MEETING HELD ON TUESDAY 12th March 2019:** *attached*
committee to consider and make resolution to approve.
- 5.1 Clerk update report: *to be tabled*
7. **COMMITTEE TERMS OF REFERENCE (TOR):** *attached*
Committee to consider report and agree any changes
8. **REDEVELOPMENT OF 5-7 CHURCH ST:** *attached*
Committee to note the report and consider the following:
 - a) Applying for Planning Permission (c£250) for the minimum or a more substantial application which covers the whole project ('wishlist').
 - b) Recommendation for a special (Extraordinary) meeting of Town Council on Wednesday 3rd July 2019 to consider the project and make a decision.
9. **LIBRARY SERVICE PROVISION:** Committee to note any verbal report (*Helen Bowlt*)
10. **FRIENDS OF STONY STRATFORD LIBRARY:** *attached*
Committee to note the minutes and any verbal report (*Phil Sarre*).

Signed..... Date: 12th June 2019

Lynne Compton, Clerk to the Council

Date of next meeting: 10th September 2019, 7.30 pm





PROPERTY DEVELOPMENT COMMITTEE

Minutes of a meeting held on Tuesday 12th March 2019,

7.30 pm at the Library@5-7 Church St, Stony Stratford MK11 1BD

Present: Cllrs Cliff Brett, Simon Cherrill, Anne-Cryer Whitehead (arrived 19.46), Rob Gifford (Chair), Helen Bowlt (HB) (MKC Libraries Service) and Philip Sarre (PS) (FoSSL), (6 Members)

In attendance: Lynne Compton (Clerk and RFO) (TC)

Absent: Robert de Grey (Architect) (See also Min PD004/19),

- PD001/19 QUESTIONS AND CONTRIBUTIONS FROM THE PUBLIC** (15 mins): There were no members of the press or public present.
- PD002/19 DECLARATIONS OF INTEREST IN RESPECT OF RELEVANT ITEMS OF BUSINESS ON THE AGENDA:** There were none.
- PD003/19 REQUESTS FOR DISPENSATION** in accordance with the Localism Act 2011 S33: There were none.
- PD004/19 APOLOGIES FOR ABSENCE:** Committee **RESOLVED** to approve apologies from Robert de Grey.
- PD005/19 MINUTES OF THE MEETING HELD ON TUESDAY 26th September 2018:** Committee **RESOLVED** to approve the minutes which were subsequently approved.
- 5.1 Clerk update report: Committee **NOTED** the report.

Cllr Whitehead arrived 19.46

- PD006/19 REDEVELOPMENT OF 5-7 CHURCH ST:** Committee **NOTED** the report and **RESOLVED** to recommend the following next steps to Full Council:
- a) Next Steps: to hold a briefing meeting with options B3 and B4 (together with the new cost plan) for Councillors Tuesday 19th March 2019, between 6 and 6.45 at the Small Meeting Room Galley Hill, immediately prior to the Full Council meeting at 7 pm. **Action: TC to publicise to Members and Chair to write a briefing note for the Full Council meeting in liaison with the TC.**
- PD007/19 LIBRARY SERVICE PROVISION:** Committee to **NOTED** the verbal report and invitation to attend the new Westcroft Library to view the layout and new furniture. HB reported:
- a) Libraries now under the MKC umbrella of Youth and Community and
 - b) Mr Gavin Sandmann is the Head of Youth and Community
 - c) HB felt this was a positive move, with a new strategy being drawn up, developing the service and Community learning
- PD008/19 FRIENDS OF STONY STRATFORD LIBRARY:** Committee **NOTED** the verbal report from PS and that FOSSL would prefer something modest to happen fast.

Meeting Closed: 8.26 pm

Chairman Signature.....Dated.....

Date of next meeting: 11th June 2019





Stony Stratford Town Council

**Committee
Terms of Reference (TOR)**

**Property Development Committee
18th June 2019**

Agenda Item: 7

Background: The document has been amended to be consistent with the Council's current style of committee TOR, no other changes have been made. I have no recommendations as the TOR would seem to reflect the current practice and aims.

The current membership, as adopted at the Annual Meeting of Town Council in May 2019 is;

Clrs Brett, Cherrill and Gifford.

External: Robert De Grey and Helen Bowlt representing the local community and MKC Library Service respectively. Phil Sarre, FoSSL representative.

Committee may wish to consider other changes.

Committee is asked to **CONSIDER** the report and agree any changes.

Lynne Compton, Clerk to the Council

12th June 2019



Stony Stratford Town Council

TERMS OF REFERENCE – PROPERTY DEVELOPMENT COMMITTEE
(formerly known as the Library Committee)

1. **Status:** The Committee shall be known as the Property Development Committee. It is subject to the same general rules of conduct in relation to meetings as set out in the Council's Standing Orders
2. **Scope:** The Committee shall review and, where necessary, make recommendations to Stony Stratford Town Council on matters relating to the development and use of the building presently known as Stony Stratford Library. This will include but not be limited to:
 - Development of the building in accordance with the Council's strategy 'A Vision for the Future' and the Partnership Agreement between the Town Council and Milton Keynes Council signed 25 February 2013
 - Advising the Town Council on short and medium-term maintenance programs on the building
 - Recommending to the Town Council future capital investment needs, accounting for not only the development of the library service but also the expected extended usage of the building
 - Overseeing the Town Council's Health and Safety responsibilities for the building
 - Recommending the award of contracts for maintenance of the building, its non-library service specific fixtures and fittings and its systems
 - Recommending a budget for the building to the Town Council and managing any subsequently agreed budget.
3. **Membership:** The membership shall comprise: three Town Councillors and three other members representing;
 - *Milton Keynes Council Library Service*
 - *the Friends of Stony Stratford Library (FOSSL)*
 - *a community representative with suitable professional knowledge and expertise.*Its quorum shall be **three**. In accordance with the Local Government and Housing Act 1989 s13 amended by the Parish and Community Council (Committees) Regulations 1990, all members of the committee have voting rights.

In the event of an inquorate meeting or a matter of expediency, the Chair of the Property Development Committee, Chair and Vice-Chair of the Full Council shall agree a response, either by re-arranging a meeting or, should time not allow, agree a decision in line with Council Policy. Should one or all of the above designated Councillors not be present or available then those present, numbering not less than three, shall agree a response.
4. **Co-options:** The Committee shall have powers of co-option and may also invite such other expert input as it deems appropriate, *but such experts shall not be a member of the committee.*
5. **Working Groups:** The Committee shall have the power to set up working groups.
6. **Budget:** The Committee shall be maintained in accordance with the annual budget for 5-7 Church Street set by the Council. Any additional funds required by the Committee to discharge its obligations shall be sought by application to the Finance Committee or Council.
7. **Meetings:** These shall normally take place **quarterly** on the 2nd Tuesday in June, September, December and March. Meetings are open to Press, Public (including Members of Town Council not already on the Property Development Committee) and subject to prior notification of their intention to speak on a specific matter being given to the Proper Officer, may attend and at the Chairman's discretion speak on any item of business but may not vote thereon.



1. Update:

- a) Revised Plans: Further to my report at the December meeting and concerns over the high cost of refurbishment. The Council made the following decision at the January 2019 meeting:

*'Minute 19/007.2PWLB loan application: Following a lengthy discussion, the following motion was proposed (RG/CB), voted on and **RESOLVED** to be approved:*

'Council welcomes the update on the redevelopment of 5-7 Church Street and notes the applications for funding submitted to the Big Lottery Fund and FCC(Environmental) Communities Fund (via WREN). It recognises that the outcomes of these applications have yet to be received and that the full scale of the project cannot be decided until the results of these are known. However, it also acknowledges that, whatever the outcome of the applications, improvement works to the building need to be undertaken. An update on the project will be made to the March meeting of Council.' **Action: TC and Property Development Committee'**

Following this, the Chair and TC have had several meetings with RdeG. RdeG has also sought further assistance from Adrian Morrow another highly experienced architect (details of his work can be found on <http://morrowarchitects.com/>) whom I met with on Monday 20th May 2019.

The revised plans and cost analysis together with the draft planning application for approval will be circulated under separate cover (confidential due to commercial sensitivity). However, to summarise, the minimum (Phase 1) is outlined as:

- Move the stairs
- Change the entrance
- Install photovoltaics (I am awaiting the revised viability study for this from Wolverton Community Energy).
- Improving the Velux windows
- Decorating

b) Grant Funding:

- i. FCC (WREN): 18/03/2019: we were advised that we were unsuccessful in applying for this grant of 100,000, however, after some discussion, we have been advised to reapply.
- ii. Lottery Grant: 16/05/2019 - We were advised that due to unforeseen circumstances, James Dove, Funding Manager West Anglia had to move on to prioritise work elsewhere in their region and that our proposal would now be considered by colleagues in their central team. This will ensure your idea can continue to progress over the coming weeks and you receive a decision at the earliest opportunity. To date nothing has been received.

- c) Costs: A revised cost plan has been prepared which will be circulated separately (confidential due to commercial sensitivity)

- d) PWLB Loan and impact on the Precept: a revised update of the of the illustrations of the possible scenarios for impact on the precept will be tabled.

I would ask, that the Committee **CONSIDERS** the following:

1. Applying for Planning Permission (c£250) for the minimum or a more substantial application which covers the whole project ('wishlist'). This does not commit Council to carrying out the work.
2. Recommendation for a special (Extraordinary) meeting of Town Council on Wednesday 3rd July 2019 to consider the project and make a decision.

Lynne Compton, Clerk and RFO to the Council

12th June 2019

Friends of Stony Stratford Library

Minutes of Fossil committee meeting 18th April 2019 in the Library

Present Phil Sarre [Chair] Judith Jeffcoate [Treasurer], Richard Deveson [Events], Vicki Shakeshaft, Hilary Clinch, Babs Dore. Jackie Fowler.

Apologies Kathy Luff

1. Minutes The minutes of the meeting on 28th February were agreed.

2. Report on PDC March 12 Phil Sarre who attended this meeting reported that three grant applications had been made by the Town Council and the outcomes were awaited. These grants were 1. for the minor improvements to the door and stairs. 2. for insulation and sustainability. 3. For more substantial grants to place the library downstairs and the Town Council upstairs. These possibilities were also discussed at the full Town Council meeting and it was agreed that a special Town Council meeting would be called when a response to the grant applications has been received.

3. Events Richard explained to the committee that he needs to reduce the work he does to put on events. He hopes that we might recruit new members to help and that some of the work can be shared round the committee. He also mentioned that because he holds the e-mail list he often does tasks which could be described as secretarial and he wonders if the committee needs to appoint a secretary. All of this will be put on the agenda for next time.

Talks arranged:-

1st May Jamie Hayes . History of Opera. All tickets sold. Hilary, Jackie and Judith will make cakes. Phil will do the chairs, Jackie on door at the beginning and Hilary on door at the end. Vicki will ask John of Holliwood Music if he is free to help with the sound system for this event .

18th June Sue Ledwith. History of Women and Trade Unions [Not 4th June the original date.]

17th July Joe Laredo A talk about the pianist Gottschalk

Bill Prescott Artists and gardens - to be arranged.

Richard Bessel American photographer Lee Miller - to be arranged.

Lucy Nevitt Talk to be arranged. Possibly in November.

28th January 2020 Beth Gardiner Her book called "Choked" on air pollution. [Part of Stony Words.]

Monica Else Talk on Cancer - to be arranged.

Mike Saward Talk to be arranged.

The committee has received a request to contribute to the cost of the Summer Reading Challenge. It was agreed that Fossil should contribute £165. Phil will reply to this request.

It was noted that the Dangerous Pockets event had gone well. It was supported by Fossil with cakes and room setting up.

4.Finance Update Judith circulated the latest balance sheet showing net assets of ££2,023. 61p. This is after the new speaker system has been paid for.

5.Report from Library Colleagues Phil will circulate to the committee any report received.

6.Schools Liaison. Vicky has received no reply to her letter sent to the head of St Mary and St Giles School. Some of the volunteers have replied to her appreciating that the letter had been sent. The volunteers would like to continue to be supportive of the school. It seems however that the school is concentrating on the improvements requested by Ofsted and is not able to consider using volunteers at present. Vicky suggested that we should accept that School Liaison is on hold for the moment.

Vicky asked if it would be useful if a record was kept of all the events in which Fossil is involved – children and other events as a record of the work of Fossil. This was agreed and Vicky will start to begin looking at the work of the last year.

Jackie reported on her visit to the Play Association Store. The library staff, when they need materials, usually go to The Works and other shops. As this is working well there seemed little reason to pay a subscription to join the Play Association Store. Fossil contributes to the cost of materials needed for the children events put on by the Library Staff.

Jackie pointed out that Fossil used to have a tarpaulin for the floor when there were children's events but it has not been found recently. It was agreed that a search should be made of the cupboards and if it is not found a new one will be purchased.

7.AOB Phil had been sent details of possible grants for village halls. After carefully reading the document he found that these grants would not be available to us because we are not a rural area and not a registered charity.

Babs drew attention to the volunteer's tea to be held in the Library on May 21st. The Library staff - Lynda and Harch have set up this event. Babs will ask if the reading volunteers can also attend.

Hilary mentioned that the CMK Library web site states that Fossil meets on the first Tuesday of each month and all are welcome. Phil will get in touch with Gary to correct this.

8.Date of the next meeting Thursday 6th June at 7.0.p.m.

Friends of Stony Stratford Library

Minutes of Fossil committee meeting 6th June 2019 held in the Library

Present Phil Sarre [Chair] Judith Jeffcoate [Treasurer], Richard Deveson [Events], Hilary Clinch, Babs Dore. Jackie Fowler.

Apologies Kathy Luff, Vicki Shakeshaft

1. Minutes The minutes of the meeting on 18th April were agreed.

Matters Arising

- a) Fossil has agreed to contribute to the costs of the Summer Reading Challenge run by the Library. Judith will check when the payment is needed.
- b) Phil will check the CMK Library web site to see if the information on Fossil still needs updating.

2. Report on the Volunteers Tea Party The Tea Party went very well. Helen Boulton spoke at the party and drew attention to the number of members of the public who have come to Stony Stratford Library during the hours the library is managed by our volunteers.

Since May 2017

Tuesday to Saturday 9-10 a.m. 11,177

Since July 2017

Thursday evening 5-7p.m. 2,138

Phil will pass on the thanks of Fossil for arranging this event.

3. Events At the last meeting of the committee Richard asked that there should be an alteration in the way events are organised. For today he had prepared a paper listing the tasks. After some discussion the committee agreed that the arrangements can be divided into three main sections of work when putting on an event.

- a) Finding speakers and arranging for the date of the talk. Finding and liaising with the speakers before and on the day. Richard is happy to continue with this part of the work.
 - b) The administration of the arrangements. Tickets, publicity, the e-mail list, poster etc. Kathy Luff has offered by e-mail to contribute to these tasks. Babs also offered to assist with making the tickets.
 - c) Allocating the tasks for the day of the talk and managing the preparations on the day.
- It was agreed that Phil, Kathy and Richard would meet to discuss how this might be moved forward. This would be brought back for the next meeting. The aim is to share around the committee the tasks involved.

Arrangements for the talk on Tuesday 18th June. Kathy, Jackie, and Judy will make cakes; Jane will be contacted about wine; Richard will provide juice and paper napkins; Judith will collect tickets on the door; Phil, and John Luff will do the chairs.

Richard has written to the Fawcett Society to see if they are interested in attending. About 47 tickets have already gone.

Future Events

17 July, Joe Laredo will give a talk on the pianist Gottschalk
Bill Prescott. A talk on gardens in art – reply awaited.

James Hayes who gave the talk on Opera has offered other talks that he is prepared to give.

Lucy Nevitt may be available for a talk in November

Beth Gardener will give a talk on Air Pollution [This will be in the Stony Words week 2020]

Monica Else has offered a talk on Cancer.

Richard Bessel will give a talk on Lee Miller. [Reply awaited.]

4. Financial Update.

Judith reported that the balance Fossil holds is £2,159 14p. Fossil continues to contribute small amounts towards the materials needed by the Librarians for children's story time.

5. Report From Library Colleagues

Garry has e-mailed recent statistics which are attached.

6. School Liaison.

There is no report. There has been no reply to Vicky's letter sent to the temporary head of St Mary and St Giles School.

7. Any Other Business

Melanie who is preparing the next edition of the Stony Town Council newsletter "The Town Crier" has requested that in the article about the library the cross reference to the Facebook page is omitted. This was agreed.

8. Date of the next meeting. Thursday 4th July at 7.0.p.m.