

CASTLETHORPE PARISH COUNCIL

Minutes of a Parish Council General Meeting held Monday 7th July 2014 at 7.3p.m. in the Village Hall

PRESENT: Councillors Ayles, Markham, Presant-Collins, & Sweetland. The Clerk Mr S Bradbury, Ward Cllrs A Geary and Lynn Pattey-Smith and seven members of the public were also in attendance.

The meeting commenced at 7.30 p.m. with an open forum:

A question was asked about the change of use application that was to be heard at items 5.1. & 5.2. Cllr Ayles responded that the parish council will consider whether it has any comments on agricultural land being used as an extension to a garden. It will not deliberate over who owns and used to own the land. Any such questions would need to be referred to MKC.

A question was asked about the parish council's intentions to have an electric vehicle charging point installed as part of the village centre re-generation. Cllr Ayles replied that the matter is covered in the clerk's report but that a request has been made to MKC.

Another question asked when work would start on the re-generation. Cllr Ayles said that the project had been held up by a change to the highways contractors. Now that the new contractors had been selected we would hope for some progress. We have been assured that the work is included in this year's highways work schedule.

A comment was made that a villager had heard that there will be a change of use application for the village pub. Cllr Geary repeated that no such application had been made as yet and that in his opinion any such application would be turned down if the village was not supportive of it, as it is the only pub in the parish. Cllrs Ayles and Markham both commented that although they could not pre-judge they would expect the parish council to strongly oppose any such application.

Cllr Ayles then read out an email that had been sent relating to item 7.2. A resident in the impacted area had said that although a mirror opposite Thrupp Close would be a help, it was the speed of the vehicles turning off of Wolverton Road/North Street onto Bullington End Road that was the main problem. He had suggested that the corners be made starker, thus significantly slowing vehicles down on entry. Cllr Markham commented that this would cause problems with larger vehicles. The resident also expressed opposition to the marking of any yellow lines. Cllr Ayles said that the comments were noted and may be considered further to the currently planned initiative to erect the mirror.

A comment was then made about the potentially dangerous left turn out of Bullington End Road onto Wolverton Road where vehicles entering the village are on the wrong side of the road due to the traffic calming. This comment was also noted for possible future reference.

A further question was asked whether the village could have a swimming pool. Cllr Ayles reminded the questioner that we are in the process of developing a village plan in consultation with all villagers and any such aspirations should be reflected in that.

There being no further matters the meeting proper started at 7.55.

1 **APOLOGIES FOR ABSENCE**

1.1 Cllr Hinds - reason alternate commitment, Cllr Keane reason holiday.

2 **DECLARATIONS OF INTEREST** by Councillors in any agenda items below

2.1 Cllrs Stacey declared a personal interest in items 5.1, 5.2 & 6.2. Cllr Presant-Collins declared a pecuniary interest in item 6.3.

3 **APPROVE MINUTES OF THE LAST MEETING**

3.1 The minutes of the general meeting on the 2nd June were proposed by Cllr Sweetland, seconded Cllr Presant-Collins and agreed unanimously.

4 **TO RECEIVE REPORTS**

4.1. **Clerks Report & Review of Actions. (see Appendix A1).** Matters arising:

4.1.1. Cllr Stacey said that he was not happy to set a precedent in letting the football club have a reduction because ground conditions had prevented the groundsman performing some cuts on the schedule. The sports ground committee had agreed changes to the license agreement to reflect that position but this instance relates to last year's agreement. Cllr Ayles proposed that the clerk write to the chairman of the football club and ask him how the £60 reduction had been incurred and to ensure that the agreed disclaimer is contained in next year's agreement.

It had been noticed that there are piles of cut grass left at the side of the football pitch. Clerk to talk to groundsman.

4.1.2. The clerk raised the issue of an overall lack of response from many different MKC departments. Cllr Geary would take up at MKC. The clerk

ACTION

Clerk

Clerk

Cllr Geary

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	was happy for his report to be used as an example.	
4.1.3.	Cllr Geary had contacted environmental health at MKC about the drains in Bullington End Road. Anglian Water had been out now on two occasions but Cllr Markham said that the problems persist. Cllr Geary will take the matter up again with environmental health.	Cllr Geary
4.2.	Neighbourhood Plan report (see appendix A2).	
4.2.1.	No further comment	
4.3.	Village centre update	
4.3.1.	Cllr Presant-Collins reported that he was unaware of any further developments. He was unsure whether any comments had been received from the public. Cllr Geary will attempt to find out what the current position is and whether there are any key dates to be aware of.	Cllr Geary
4.4.	FILE NOTE – Dips project update (see Appendix A3)	
4.4.1.	Monthly reports are now being received. Good progress is being made as can be seen in the report at Appendix A3. No matters arising.	
5	TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs)	
5.1. &	14/01277/FUL: Variation of condition 7 (boundary treatment) attached to application 97/01282/MK 21 Lodge Farm Court Castlethorpe	
5.2.	14/01199/FUL: Change of use from agricultural land to garden land and erection of fencing to enclose (retrospective) 21 Lodge Farm Court Castlethorpe Cllr Stacey withdrew to the public gallery. Both applications were considered together. The Chair suspended the meeting and asked Cllr Geary to give an overview of the application from a factual perspective. It was agreed that although Cllr Geary was well known to the applicants that he could describe what the application was requesting but could not pass any opinion or make any recommendation on outcome to the council: Cllr Geary said that the application was to convert current agricultural ground to be used as an extension to the existing garden. There were several precedents of this type of change of use being allowed as long as boundary treatment is sympathetic to the local environment. It was pointed out that trees have already been cut down and fences removed which brought this condition into some doubt. The Chair then resumed the meeting. Following further discussion Cllr Ayles proposed that the clerk write to MKC saying that the parish council does not object to the change of use from agricultural land to garden, but does object to the following: <ul style="list-style-type: none">- The current use of close board fencing on the western boundary, recommending its replacement with post & rail stock proof fencing (vote tied 2-2 & passed via chairman's casting vote)- The removal of shrubs & trees on the west boundary, asking that they be replaced (agreed unanimously)- The use of a gate from this additional land onto a public footpath (agreed unanimously) Clerk to write to MKC accordingly. Cllr Stacey re-joined the meeting.	
5.3.	14/01332/LBC: Listed building consent for work on 11 School Lane Castlethorpe No objections raised	Clerk
6	TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATIONS	
6.1.	14/00905/FUL: Prior notification for a single storey rear extension measuring 4.6 metres from the rear wall of the existing dwelling with a maximum ridge height of 3.65 metres and maximum eaves height of 2.6 metres - 65 Thrupp Close Castlethorpe – pending consideration. No further comment.	
6.2.	13/01925/FUL Installation of a single wind turbine with a maximum tip	

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height of 67 m at Malt Mill Farm Castlethorpe Road Hanslope – still pending consideration – no further comment.

6.3 **13/00195/FUL:** Installation of 3 bladed wind turbine (maximum tip height 99.5m), including access, substation and underground cabling at Lodge Farm House Wolverton Road Castlethorpe - inspectors report due in April. No further comment.

6.4. **14/01109/TPO:** Tree preservation order consent for removal of dead wood and torn branches of 6 x Pine trees and to reduce the crown of 1 x Pine tree by 1m, prune by 1m and to remove deadwood and torn branches - 57 Shepperton Close Castlethorpe – pending consideration. No further comment.

7 **TO CONSIDER RESOLUTIONS**

7.1. Woodland Trust are making packs of trees available for free. Cllr Sweetland suggested that we apply for a pack of 30 trees and that someone identify where to plant them before the next meeting. Following a discussion a vote was taken and it was agreed by a majority that we do so. Cllr Present-Collins volunteered to identify potential planting locations for the next meeting.

Clerk
Cllr Present-Collins

7.2. Neighbours had been consulted about the erection of a mirror on the grass verge opposite Thrupp Close. Two responses had been received opposing the painting of yellow lines and one in support thereof, but the only comment about the mirror was that it should not obstruct the vision of people pulling out of their drives. It was further requested that the impacted residents be consulted on the exact situation of the mirror. It was unanimously agreed that the clerk go ahead and purchase the mirror as per details previously circulated by Cllr Present-Collins at a cost of £331.20.

Clerk

7.3. It had been suggested that the dog bin at the entrance to Fox Covert Lane be moved further down that road. Following a discussion a vote was taken and it was unanimously decided that the dog bin should remain in its current position.

7.4. It was agreed that the matter of signage at village entrances and introduction of speed control mechanisms be deferred to a future meeting.

7.5. It was unanimously agreed to erect a further dog bin at The Chequers. Clerk to liaise with Cllr Hinds re. location then arrange..

Clerk
Clerk/Cllrs
Stacey/Markham

7.6. It was unanimously agreed that Cllrs Stacey, Markham and the clerk arrange for heavy duty underlay to be fitted at the football pavilion up to a cost of £100.

7.7. It was unanimously agreed that the clerk contact Jonathan Robinson at MKC and request that the s.106 payments for the Maltings development be transferred to the parish council. The clerk will then open specific bank accounts, one for play areas and the other for village improvements.

Clerk

7.8. A resident had contacted MKC with an offer to cut the grass in the Thrupp Close play area as this had not been done at the time of the last MKC cut. This had been refused on health & safety grounds but it was suggested that the parish council could enlist volunteers to help with matters such as this. The parish council's risk assessment would need to be re-examined. Clerk to action in conjunction with our insurers. Cllr Geary to ensure that in future MKC cut both play areas as part of the village grass cut.

Clerk
Cllr Geary

8 **FINANCIAL MATTERS**

8.1 The RFO Payments Schedule was circulated. The problems at BALC had still yet to be resolved so Cllr Ayles suggested that the subscription renewal be further deferred – agreed unanimously. With this one exception the schedule was proposed by Cllr Stacey seconded Cllr Sweetland and agreed unanimously:

Payee	Description	Invoice	Amount	VAT	Sub-Total
S Bradbury	Salary June 2014	per pay slip	£522.08	£0.00	£522.08
S Bradbury	Re-claim PC security s/w renewal	per att. Receipt	£35.96	£0.00	£35.96

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F.Price	June 2014 invoice	per attached invoice 020	£168.00	£0.00	£168.00
F.Price	July 2014 advance of salary in lieu of no meeting August		£200.00	£0.00	£200.00
L.Harris	Sports Ground Maintenance June	per attached invoice 005	£135.00	£0.00	£135.00
BMKALC/NALC	Annual membership	per attached	£133.44	£0.00	£133.44
AH Contracts	Dog bins June	per attached invoice 7420	£25.00	£5.00	£30.00
Flogas	Standing Charge	per attached invoice 9722112	£34.91	£1.75	£36.66
PRS	VH music license	per attached invoice 4269239	£133.14	£26.63	£159.77
PPL	VH music license	per attached invoice 2445546	£61.25	£12.25	£73.50
NBR Printing	Print newsletter	per attached invoice 00427	£215.00	£0.00	£215.00
Pam Sweet	Internal Audit	per attached invoice 2698	£96.00	£0.00	£96.00
BT	Clerk's phone	per attached invoice Q011AG	£83.59	£14.02	£97.61
Marcus Young	SG weed kill	per attached invoice 9398	£320.00	£64.00	£384.00
Zurich Insurance	Annual insurance	per attached invoice (inc IPT)	£1,506.51	£0.00	£1,506.51
Youth Club	Adventure break	per attached ireceipts	£139.98	£37.09	£177.07
City Glass	Repair bus shelter window	per attached invoice 56565	£86.00	£17.20	£103.20
Pollards	VH Consumables	per attached invoice 78212	£86.17	£17.24	£103.41
Pollards	VH Consumables	per attached invoice 78396	£64.51	£12.90	£77.41
R I Lever	Cut back hedge	per attached invoice	£300.00	£0.00	£300.00
R I Lever	Remove 2 x trees, plant 5 new trees	per attached invoice	£500.00	£0.00	£500.00
R I Lever	Supply & lay slabs to front of football pavillion	per attached invoice	£700.00	£0.00	£700.00
Grand Total			£5,546.54	£208.08	£5,754.62

E.ON	electricity SG -jun DD	4166 2268 6480	£48.00	£0.00	
Anglian Water	Rates SG	104822424	£29.14	£0.00	
Anglian Water	Rates VH	107798257	£97.93	£0.00	
E.ON	gas VH - jun DD	89208742670	-£209.65	£0.00	
E.ON	elec VH - jun DD	415172577000	£71.44	£0.00	
E.ON	gas VH - jun DD	89208742670	£190.00	£0.00	

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	TOTALS		£226.86	£0.00	£0.00
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8.2.		It was unanimously agreed to approve cancellation of the electricity contract for the sports ground with eOn and to approve new one year contract with British Gas.	
9		CORRESPONDENCE RECEIVED	
9.1.		A local resident has reported hedges overgrowing the footpath in Shepperton Close. Cllr Ayles to contact resident to determine which hedge is in question.	Cllr Ayles
9.2.		An organisation called Food4Life has emailed to publicise a free weight management course at Bletchley Leisure Centre for any child aged 5-16 this summer. Free transport and child care for children under 5 is provided. Email has been forwarded to school and Youth Club. Noted.	
9.3.		A resident had reported that there is a significant drop onto the footpath that goes from Fox Covert Lane across the corn field making it very difficult to get onto the path. Cllr Sweetland to liaise with the resident and then report the problem to MKC rights of way	Cllr Sweetland
10		ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)	
10.1.		Cllr Present-Collins said that the strip of land behind the goal at the sports ground is impassable. Clerk to discuss with groundsman.	Clerk
10.2.		Cllr Ayles reported that he had received a query about footpath 8 but had referred the party to MKC.	
11		TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS	
11.1		It was agreed that there would be no meeting in August and the next meeting will be held on Monday 1 st September at 7.30 p.m.	

There being no further business to discuss, the meeting closed at 9.37.

Appendix A – Schedule of Reports & File Notes

APPENDIX A1 – CLERK’S REPORT 7/7/2014

- The Chairman of the football club has withheld £60 of the annual hire charge as he said that the football club incurred this expense when it was not possible for the groundsman to cut the grass due to unsuitable ground conditions,
- Sara Bailey at MKC has asked for the Council’s electric vehicle infrastructure partner (Chargemaster) to contact me re. charging point. Nothing received as yet. Reminder sent to Sara.
- Marcus Young Landscaping have applied weedkiller at the Sports Ground on the 18th June, invoice included in payments schedule. They also applied weedkiller to areas of the hard courts for which they did not charge us.
- A window at the bus shelter on North Street (Haversham end) had to be replaced after it was smashed. Work commissioned under emergency powers.
- I have asked MKC Environmental Services about details of the next round of highway project applications so we can include the pathway between Paddock Close and Maltings Court. No answer received. Reminder sent.
- Rachel Sorensen at MKC did call me back to say that she is now progressing our longstanding request to prepare a draft agreement for the use of part of the village green for car parking. I have left a voice message asking for a further update
- Consideration of tennis court lights awaiting a decision on whether the PPF grant has been successful.

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- Football pavilion floor has been repaired and re-sealed. Floor covering to be considered at tonight's meeting.
- I am meeting with Tony of AH Contracts this Friday to arrange fitting of a dog bin at Maltings Close. I can also then arrange for whatever is resolved on the movement of the Fox Covert Lane and possible installation of additional bin at The Chequers. As per last meeting: cost of additional re-furbished bin will be £30 plus another £30 for fitting. Then an additional £65 p.a. per bin for emptying.
- Three local tradesmen have been asked to provide further quotes for the cricket pavilion fence, the gate between the village hall and Castle Field and the post at Thrupp Close entrance to the sports ground. None have responded.
- The work to re-slab at the front of the football pavilion has been completed.
- Still awaiting to hear from MKC as to whether our request for two of the newly acquired grit bins has been successful. Heather Baker at MKC had asked me to re-send the request which I sent to the Local Council Liaison mailbox (as was requested) as she had no record of our request. I did this on 12 May and have heard nothing further. Another reminder sent.
- The Chairman of the VH Committee and myself met with a tradesman about specifying the work required to re-route the Village Hall front drain. A specification and quote was promised in time for the meeting but is not yet forthcoming.
- MKC have been chased for an update on our request that weed killer be applied to the pavements at Thrupp Close. Further reminder sent.
- The tradesman selected to do the work was to contact Cllr Markham about the wood to be used to repair the village benches. Still need to arrange for one of the benches on the green to be moved to replace the one opposite the shop and the commemorative bench currently with Cllr Stacey to be moved to the green to replace it.
- I have emailed Planning enquiries at MKC asking them to ensure that the drainage at Paddock Close is fit for purpose before the developers exit the site. No reply received. Reminder sent
- I wrote to Pre-school giving permission to erect an awning at the Village Hall and to install a letter box as instructed last meeting.
- I contacted James Croucher at DLP as to whether we should respond to the wind turbine planning applicant's representatives further submission. He advised that he saw no benefit in doing so.
- I have written to Andy Hudson at MKC about monitoring the quality of the landscaping work. No reply as yet.
- I have written to the member of the public who raised concerns about parking for church events as instructed at the last meeting
- The new chairs for the village hall have been selected and an order placed for delivery some time during the school holidays (date still to be advised). A home has been found for the old chairs.
- I have written to both planning and highways about parking of caravans in Thrupp Close. No reply received from either. Reminders sent.

- No progress on outstanding actions:

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- No progress on creating a new account for MKC fault logging
- Erection of Hanslope Road street signs to be put on fault list
- Village walkabout to be written up and rationalised against previous fault list.
- Cllr Stacey to erect the basketball backboards & hoops (frames need to be re-rendered).
- State of footpath between South Street and railway bridge – request to me made to have it re-tarmaced.
- Purchase of Sage accounting software awaiting clerk to establish a 'clean point' with finances
- Review MKC fault list inc. state of Sustrans cycle track
- Elicit quotes for additional safety equipment required at village hall and sports pavillions.
- The clerk has still to approach Anglian Water to determine why sewage rates at the sports ground are so high (c/f)
- Cllr Geary has said that he will contact Environmental Health about the drains at Bullington End Road (c/f)

Steve Bradbury

7/7/14

APPENDIX A2 – NEIGHBOURHOOD PLAN REPORT 7/7/2014

- A Steering Group meeting has been arranged for 29th July to review the questionnaire. Due to people's schedules this was the earliest that it could happen. Nothing can progress further until this happens. Community Impact Bucks have been informed.

Steve Bradbury

7/7/14

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APPENDIX A3 – DIPS REPORT JUNE 2014



Project Highlight Report

Project Name & Code	Milton Keynes Flood Alleviation Project
Project Sponsor	Andy Dickinson (Milton Keynes Council)
Project Manager	Kate Davidson (Milton Keynes Council)
Project objective in a sentence	To alleviate the damage caused by flooding in the rural areas of Milton Keynes by installing flood assets where required, that work in conjunction with the existing drainage network to appropriately distribute excess rain water from village areas.
Reporting Period	June 2014

Overall RAG Rating and supporting statement

Overall Current RAG rating	Amber / Green
Previous RAG rating	Amber / Green

RAG Definition

Green	All key criteria (Time, Cost, Scope and Benefits) will be achieved. Risks are being managed
Amber / Green	One of the key criteria cannot be delivered within tolerance; project risks are being managed
Amber / Red	Two or Three of the key criteria cannot be delivered within tolerance. Risks need to be escalated
Red	All four key criteria cannot be delivered without further significant intervention (Consider whether the project should continue). Risks need to be escalated.

RAG Supporting Statement:

With the exception of the Bridleway flood measures in Tathall End, the project is on track for completion by the end of September 2014. Access to the bridleway on Nigel Stacey's land is currently being sought by the Councils Land Agent, for WSP to carry out further investigations in preparation for an alternative proposal, as per the requirement from MKC Planning Department.

Milestones & Schedule:

Key Milestones	Baseline	Forecast	Actual
Construction of flood attenuation bund at Ram Alley, Stoke Goldington	Sep 14	Sep 14	
Construction of a flood attenuation bund at Yew Tree Farm, Tathall End	Sep 14	Sep 14	
Construction of a flood attenuation bund at Littlewood Farm, Tathall End	Sep 14	Sep 14	
Construction of a flood alleviation measure on Bridleway, Tathall End	Sep 14	(on hold)	
Installation of drop curb at Devils Dip to assist rain water drainage flow.	April 14	April 14	April 14

Activities achieved last period

The Council has received an Extended Phase One Habitat Survey Report for Tathall End flood areas. For access reasons, the survey excludes the bridleway and any ponds south of the M1 motorway.

The survey highlighted the suitability indexes for Great Crested Newts at Yew Tree Farm

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and Littlewood Farm, and made recommendations to the Council to protect badgers as well as Newts. As a result, both sites will be subject to construction under an ecological watching brief.

The UDLA department within the Council has finalised the planning applications for Yew Tree Farm and Tathall End and submission is imminent.

UDLA has also submitted applications to the Internal Drainage Board for Flood Defence Consent, and has sent low risk assessment statements to the Environment Agency.

The Council has made contact with Amey regarding the cleansing of the bridleway below the M1 motorway. The Council has offered to carry out the works as part of the project, if approval is obtained from the Motorway maintenance contractor.

The Councils land agent from Fisher German has written to the agent of the land owner of the Bridleway in Tathall End to seek access for WSP to conduct further surveys. As yet a response had not been received.

The Council has provided Ringway with Bills of Quantities for the construction of the flood attenuation bunds at Ram Alley, Yew Tree Farm and Littlewood Farm so that appropriate materials can be sourced and resources can be appointed.

MKC bridges team has completed a full condition survey of the footbridge in Tathall End.

The project team is currently awaiting the written report from the survey, which will inform the next steps taken to make improvements to the footbridge. The report is expected prior to the next project board meeting to be held on 14 July 2014.

A flood risk management event was held in Lavendon in June. The event was considered a success with over 50 residents attending to find out more about the action being taken to reduce the risk of further flooding in the area. The flood attenuation measures are to be implemented in 2015.

The Flood Project Manager and Drainage Clerk of Works met to discuss flooding issues at Devils Dip. Further investigations are currently underway.

Activities planned for next period

- Council to receive acknowledgement of planning applications, flood defence consent forms and low flood risk statements for Yew Tree Farm and Littlewood Farm.
- Licensing arrangements for access to Yew Tree Farm and Littlewood Farm to be finalised by respective land agents.
- Access to be obtained from Nigel Stacey for further topographical and hydrological surveys of the Bridleway in Tathall End.
- Council to receive full condition survey for footbridge in Tathall End and to agree next steps at next project board meeting.
- Council to agree next steps for investigations into causes of flooding at Devils Dip.

Risks and Issues

Description of risk & consequence	Action required
High rainfall within the Borough of Milton Keynes could result in flooding that causes damage to homes and impacts farming.	Flood attenuation measures to be installed in high risk areas.
Construction of flood attenuation measures could be delayed by ecological issues such as presence of Great Crested Newts.	Ecological surveys carried out as and when necessary.
Construction of flood attenuation measures	Council to serve notice on landowner if

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could be delayed by access issues.	consent is not agreed.
Flood attenuation measures recommended to the Council could prove ineffective at preventing flooding.	Reports received from WSP to be signed off by Council Drainage Officers and Head of Highways.
Description of Issue & impact	Action required
One Great Crested Newt egg found at Westside Farm in Stoke Goldington.	Work to proceed under 'watching brief' by ecologist.
Access not agreed to 2 of 6 pond areas in Stoke Goldington	All possible efforts have been made to obtain access but no response was received. Council to provide evidence of efforts to Ecologist and Planning Department.
Flood attenuation measure for bridleway in Tathall End to be re-designed by flood consultant WSP. After more detailed surveying it was determined that a bund on the bridleway may not be effective at holding water off the main road.	WSP require more time to carry out a detailed baseline assessment, procure topographical survey information, analyse the existing hydraulic restrictions and profile flows through Tathall End and downstream.

Are Changes or Decisions required?

Not at present.

Benefits

Target Benefit	Current Status (e.g. not achievable/ change to the target required/ on track)
To reduce the risk of flooding and the consequential damage to the homes of citizens of the Borough of Milton Keynes.	Achievable
To reduce the risk of flooding to the highways within the Borough of Milton Keynes that provides access for the emergency services.	Achievable