



Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held on
Monday 7th March 2016 at 7.30 p.m. in the Village Hall

PRESENT: Councillors Ayles, Keane, Sweetland, Markham, Hinds & Forgham. The Clerk Mr S Bradbury, Ward Cllr Green and 1 member of the public were also in attendance.

There was no public forum

		ACTION
1	APOLOGIES FOR ABSENCE	
1.1	Cllr Stacey reason work. Accepted.	
2	DECLARATIONS OF INTEREST by Councillors in any agenda items below	
2.1	Cllr Hinds declared a personal interest in item 5.2. Cllr Markham declared a pecuniary interest in item 5.1.	
3	APPROVE MINUTES OF THE LAST MEETING	
3.1	The minutes of the General Meeting of the 1 st February were proposed by Cllr Forgham, seconded by Cllr Keane and agreed unanimously. The minutes of the Extraordinary meeting of the 8 th February were proposed by Cllr Hinds, seconded Cllr Keane and agreed unanimously.	
4	TO RECEIVE REPORTS	
4.1.	Clerks Report & Review of Actions. (see Appendix A1). Matters arising:	
4.1.1.	Item 6 – Cllr Forgham said that the village signs will be completed by the 18 th March. The gates and signs cannot be erected until MKC have replaced the current combined village and speed limit signs with stand-alone 30 mph signs. Cllr Ayles will send an email to the new Head of Highways asking for urgent attention.	Cllr Ayles
4.1.2.	Item 9 – Cllr Keane had spoken to the owner of the Carrington Arms about the impact new MKC regulations would have on potential usage of the village green area. He said he had missed that but was already planning to talk to Rod Aitken at MKC so would follow it up. Regarding the high fence around 1 ,The Chestnuts he said he was not aware that it would affect the last planned car parking space. However, the bungalows were on an "all in one " lease and he had seen all the residents and told them he was cancelling it. He told them it was a technical matter and he intended to re-issue them again shortly. If number 1 was going to be problematic he could deal with it then. He then gave an update on the pub about which he said he was sending some men in for remedial work in the cellar. There were a few other jobs that needed doing at the same time. He also said it was still his intention to open the pub and he was working towards that.	
4.1.3.	Item 11 – Cllr Forgham took an action to conclude discussions with Historic England about putting 'no metal detecting' and 'no digging' signs up in Castle Field	Cllr Forgham
4.1.4.	Item 13 – Cllr Green reported that the outcome of MKC discussions on budget proposals are still awaited.	
4.1.5.	Item 14 – Cllrs Keane, Ayles & the Clerk had met with a representative of Sovereign Playgrounds to consider enhancements to play areas. The company had done some work for the school and feedback had been good. Following discussion Cllr Ayles proposed that a previous intention to look at locating a new play area in the wildlife area in the sports ground be abandoned. This was agreed. There was further discussion about potentially putting outdoor adult fitness equipment in the sports ground. This was agreed in principle subject to confirming that the s.106 Planning Gain can be used for that purpose. Clerk to check with MKC.	Clerk Cllr Forgham
4.1.6.	Item 15 – Cllr Forgham will put the advert for a booking clerk for the village hall on the web site & Facebook as well as hard copy adverts on notice boards and in the shop.	
4.1.7.	The Clerk reported that the internal auditor is unable to continue. Cllr Ayles suggested using someone from the village. Clerk to determine mandatory qualifications and then to approach the individual.	Clerk
4.2.	Neighbourhood Plan report (see appendix A2).	
4.2.1.	Matters arising – MKC have accepted that the Plan is compliant and will now go for public consultation, to be concluded by mid-April. The consultant from rCoh has recommended two examiners and the Clerk will contact MKC to	Clerk



Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held on
Monday 7th March 2016 at 7.30 p.m. in the Village Hall

- request that one of them be appointed for the examination stage. Cllr Green had not seen the latest email from MKC. Cllr Ayles will forward it to her.
- 4.3. PROJECT REPORT: MKC Flood Alleviation Scheme project report (see Appendix A3)**
- 4.3.1. Cllr Ayles reported that a consultant's report is due in March to recommend what further work needs to be done at the Dips.
- 4.4. FILE NOTE: Meeting with Kim Hills and Rob Ward 2nd February 2016 (see Appendix A4)**
- 4.4.1. The manufacturers of the street lights at Fox Covert Lane and had ascertained why there had been so many failures. They will fix all of the lights in due course.
- 4.5. Update on Plan:MK Strategic Development Directions Consultation**
Ward Cllr Geary had sent a note out (see Appendix A5)
No further comments
- 5 TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs)**
Cllr Markham withdrew to the public gallery
- 5.1. **16/00210/DISCON** - Details submitted pursuant to discharge conditions 3 (external materials), 4 (tree survey) and 5 (tree protection measure) attached to planning permission 15/01585/FUL - 1 Wolverton Road Castlethorpe.
No objections.
Cllr Markham returned to the meeting. Cllr Hinds withdrew to the public gallery.
- 5.2. **16/00247/FUL** - Erection of a single storey detached Garden Room with washroom to rear of property (retrospective) - 26 The Chequers
A neighbour had objected to the application. Following some discussion it was unanimously agreed that the parish council object on similar grounds:
- it must be ensured that the construction is at least the distance away from the adjoining property and is of dimensions that are allowed by planning regulations
- that the construction does not fit in with the surrounding environment
- that the rain water 'soak away' arrangements are insufficient and should meet regulatory requirements
- that the construction is not suitable for human habitation
Clerk to notify MKC
Cllr Hinds returned to the meeting.
- 6 TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATIONS – no further comments on Section 6**
- 6.1. **15/02656/CONS** - Development of club and community training centre Land At Manor Farm Cosgrove (invitation for comments from Northants CC)
pending consideration
- 6.2. **15/02823/MIN** - Variation of condition 2 (Vehicle movement) attached to planning permission 09/00627/MIN - Home Farm Hanslope Road Castlethorpe. **pending decision**
- 6.3. **15/03108/FUL** - Erection of wooden cabin Mulberry House 5 Lodge Farm Court Castlethorpe – **application withdrawn**
- 6.4. **15/03208/TCA** - Remove one conifer and reduce crown of yew tree by appx 1.5 metres and cut back branches Church View Cottage 14 North Street Castlethorpe – **no objections to work**
- 6.5. **15/03193/TCA** Notification of intention to reduce crown by 3 metres 1 x Eucalyptus (T1) and to fell 3 x Fraxinus (T2, T3, T4) Castle House 5 North Street Castlethorpe – **pending consideration**
- 6.6. **16/00057/TCA** Notification of intention to fell 2 x Apple trees 3 Lodge Farm Court Castlethorpe – **no objections to work**
- 7 TO CONSIDER RESOLUTIONS**
- 7.1. Cllr Hinds proposed that the sum of £251 for additional shelving at the Village Hall be approved. Agreed unanimously.
- 7.2. Cllr Hinds said that he had received complaints that dog mess was being left by the village hall. It was agreed unanimously that the Clerk check with AH

Cllr Ayles

Clerk



Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held on
Monday 7th March 2016 at 7.30 p.m. in the Village Hall

Contracts to see if any of the current bins are under-utilised, if so to move that bin and if not to order an additional one.

7.3. Cllr Sweetland asked if there should be any celebrations for the Queen's 90th Birthday. It was agreed that any function would take up a lot of time in arranging and no-one on the parish council had that time. Cllr Forgham will put an article on Facebook to see if there is anyone interested.

7.4. Cllr Forgham had contacted Network Rail about the amount of litter left around Station Yard by Network Rail contractors following weekend work. Network Rail had written to their contractors. If the matter re-occurs it was agreed that the Clerk should write a formal letter of complaint.

7.5. Cllr Sweetland proposed that Castlethorpe be entered again for 'Bucks Best Kept Village'. Agreed unanimously. Cllr Sweetland to submit entry.

Clerk

Cllr Forgham

Cllr Sweetland

8

FINANCIAL MATTERS

8.1 The RFO Payments Schedule had been circulated by the Clerk. He questioned whether the payment to Community Impact Bucks (CIB) should be made in full as although their consultants had provided full value CIB themselves had not fulfilled their agreed obligations. The Schedule was proposed by Cllr Ayles, seconded by Cllr Keane and agreed unanimously with the payment to CIB being up to a maximum amount, actual amount to be agreed between CIB, Clerk & Cllr Ayles.

S Bradbury	Salary Feb 2016	per pay slip	£522.08
S Bradbury	Postage stamps	per attached invoice	£12.96
S Bradbury	Repayment - paid bill for EDF Energy - VH Electric to 29 January	per attached receipted invoice	£151.26
R.Wontner	Feb 2016 invoice cleaning	per attached invoice 8	£191.70
J.Foakes	SID re-placement	per attached receipt 1018	£30.00
J.Foakes	SG Mower maintenance	per attached receipt 1018	£40.00
J.Foakes	VH maintenance	per attached receipt 1019	£51.69
AH Contracts	Dog bin clearance Feb	per attached invoice 8504	£35.00
Pollards	VH Consumables	per attached invoice 82253	£42.56
SSE	Electricity Xmas lights	per attached invoice	£55.60
Wesley	Service boiler SG	per attached invoice 143	£135.00
Glasdon	Village gates	per attached invoice 702985	£4,501.10
Community Impact Bucks	Neighbourhood Plan final payment	per attached invoice 4109	£5,625.00
Grand Total			£11,393.95

Direct Debits			
E.ON	gas VH - Jan DD	89208742670	£178.00
Anglian Water	Water rates VH	107789257	£96.62

	TOTALS		£274.62
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9

CORRESPONDENCE RECEIVED (*Circulated prior to meeting*)

9.1. Tower Mint Ltd have sent an example of a specially minted medal to commemorate the Queen's 90th Birthday at a cost of £1.99 per medal + p&p. It was agreed that the Clerk put an item to consider buying some medals for the village children on the next agenda. Cllr Ayles will check with the school to see if they are arranging anything.

9.2. Following a reported incident at the school, Thames Valley Police, Newport Pagnell & Rural Neighbourhood team, have written to parents about

Clerk
Cllr Ayles



Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held on
Monday 7th March 2016 at 7.30 p.m. in the Village Hall

- 10 inconsiderate parking (**see letter at Appendix A6**). There was no further comment
ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)
- 10.1. Cllr Sweetland issued a File Note on the current state of landscaping (**see Appendix A7**). She noted that MKC are now unlikely to take over responsibility for the hedge at Thrupp Close as legal costs in reaching agreement with the current land owners would be difficult to afford. Cllr Ayles said that it is MKC's responsibility to enforce reasonable upkeep of hedges, especially those next to public footways. Cllr Sweetland will contact MKC accordingly.
- 11 **TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS**
- 11.1 The next General Parish Council meeting will be on 4th April 2016 in the Village Hall after the Annual Village Meeting

Cllr Sweetland

There being no further business the meeting closed at 9.00

Appendix A – Schedule of Reports & File Notes

APPENDIX A1 – CLERK'S REPORT 7/3/2016

1. Cllr Geary had talked to the Head of MKC Planning about the new 21 day turn around target for receipt of comments on planning applications (from the time that a planning application is entered onto the system). He had been unable to get the period relaxed for 'statutory reasons' but had asked that MKC look at some mechanism to 'push' notifications of new planning applications to the appropriate clerks as soon as possible. The Clerk had recently received notifications of new applications from MKC with little to no notice before the expiry dates for comments; this had actually expired on some of the applications.
2. Pressure washing and moss killing had been done at the tennis courts, payment was approved and made at/following last meeting.
3. Highways update (covered in item 4.4). Additional information:
Rumble strips have been put in on Wolverton Road. The combined village name/speed limit sign has been replaced with a 30 mph only sign on Wolverton Road (in preparation for the new village signs) but not yet at the other village entrances.
4. The posts and chains have been fitted around the bus stop having been placed 1 foot back from the old posts. Chains have now been secured to their housings at one end of each length to avoid being stolen. Some concrete bases for the old posts have been left in the ground; the contractor has said that he will remove these at some time this week.
5. Cllr Forgham and the Clerk had met with the successful tenderer for the work to install the gates at village entrances and to re-surface the path to the railway footbridge but unfortunately time did not allow to look at the requirements for the path. Clerk to re-arrange.
6. Village entrance signs: Cllr Forgham to report progress on framing (with O. Sawbridge at time of last meeting). The gates have been delivered and we are now awaiting the completion of the sign framing and the removal of the remaining combined village name/speed limit signs by Ringway/MKC.
7. The tracker for sports ground ride-on mower has now been fitted. Clerk to get paperwork from groundsman.
8. Clerk still to arrange for he and Cllr Sweetland to attend a branch office to prepare for the opening of two further bank accounts (to have the s.106 Planning Gain paid into) and to rationalise the current signatories.
9. Carrington Arms & extra parking spaces –Cllr Keane had contacted the owner of the Carrington Arms to attempt to get him to progress discussions with MKC about use of the green when/if the pub re-opens. Update to be given.
10. Quotes had been considered and one accepted for the re-routing of the (rainwater) guttering at the village hall. The Clerk had provisionally arranged for the work to be done over the Easter holiday but awaits confirmation.
11. Clerk had provided to Cllrs Forgham & Stacey details of a further contact at Historic England about putting 'no metal detecting' and 'no digging' signs up in Castle Field
Mark.Harrison@historicengland.org.uk



Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held on
Monday 7th March 2016 at 7.30 p.m. in the Village Hall

12. Clerk will arrange to get a quote for the agreed spec for work to improve the village centre when he arranges to meet with the contractor as at item 5. The Clerk had raised a request on MKC to get a quote to replace streetlights with heritage style versions but had heard nothing back.
13. The Clerk had responded to MKC about their 2016 budget proposal opposing:
 - The introduction of blue bins
 - The introduction of a charge for green bins
 - The proposal not to mix green & food waste
 - The proposed deduction in street cleaning
 - The proposed charge for use of open spaces

All as agreed at last meeting.

14. Cllrs Keane, Ayles & the Clerk met with Justin Mottaz of Sovereign Playgrounds to consider enhancements to play areas. Following some discussions Justin will come back to the parish council with costed recommendations that he is happy to be used to get other quotes on. One suggestion was to site outside gym equipment at the sports ground. The Clerk will need to gain approval from Jonathan Entwistle at MKC for Planning Gain for playgrounds to be spent on adult gym equipment.
15. There will be no booking clerk for the Village Hall as from the end of March. The vacancy had been advertised in Castlethorpe News and by word of mouth but there have been no applicants as yet.
16. The position of groundsman will remain with the current incumbent on a 3 month rolling contract basis (agreed by a majority of Cllrs by email) whilst his moving property situation remains unclear.

No progress on outstanding actions:

- Sports Ground Committee to consider arranging regular cuts by a third party of the Lodge Farm Court hedge, the one between the sports ground and Thrupp Close and that alongside the public footpath at the top of the football pitch. Cost has been factored into the draft budget.
- The Clerk has drafted a policy for complaints handling to be considered at a later meeting. Cllrs Ayles, Forgham and Clerk to identify other gaps in documentation of parish council policies e.g. Emergency Plan.
- Cllr Ayles has been in touch with the Lodge Farm business park owner about looking into including panels on the pavilions at the sports ground as part of the project he is undertaking to erect a solar panel farm.
- Hedge between Village Hall and Church – it has been established that the hedge does not belong to MKC. To be further discussed with land owner. No further update
- Clerk had made no progress in determining a plaque for the rugby posts nor on ordering the litter bins.
- Review MKC fault list inc. state of Sustrans cycle track
- No progress on the fitting of the basketball hoops.

Steve Bradbury

7/3/2016

APPENDIX A2 – NEIGHBOURHOOD PLAN REPORT 7/3/2016

The final version of the Neighbourhood Plan has been agreed by the parish council and submitted to MKC on Feb 18th along with a BASIC Conditions Statement and a Consultation Statement. A revised version of the Consultation Statement was forwarded on 2nd March following recognition that minor errors had been spotted with regard to the number of public responses.

A final invoice has been received from Community Impact Bucks (CIB) and is included in the Payments Schedule. Cllrs need to consider that whilst the CIB consultants (rCoh) have provided undoubted value, CIB themselves have failed in their agreed role to 'project manage' the exercise and to 'lead' the community engagement and consultation elements, leaving the Clerk and parish cllrs to their own devices in the latter project stages.

Steve Bradbury 7/3/16



Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held on
Monday 7th March 2016 at 7.30 p.m. in the Village Hall

APPENDIX A3 - FILE NOTE: MKC Flood Alleviation project report (item 4.3)

Dear All,

I am pleased to advise you that the drainage work at Devils Dip is now complete and the road has been re-opened. Here is a summary of the work undertaken:

During the road closure our Highways and Landscaping Contractors completed the following:

- Grid guard cleared from debris and head wall constructed just south of Hatton Court
- Trees removed from the spinney, ditch cleared and re-constructed, 2 headwalls built and channels from road cleared north of Leamington Farm
- Breeze blocks removed and Vergemaster bollards installed at Leamington Farm (signage to be erected either side of Leamington Farm shortly)
- Tree stump cut away south of Leamington Farm to reduce risk of contact with vehicles
- Grid guard cleared from debris and ditch cleared directly south of Leamington Farm
- Ditches reconstructed and debris removed along bottom of Leamington Farm
- Grid guard replaced at end of ditch along bottom of Leamington Farm
- Trees removed and ditch re-constructed adjacent to the brook
- Drains CCTV surveyed in and around Devils Dip – all pipework clear with the exception of one pipe that was partially blocked
- Drains jet washed in and around Devils Dip
- Grips cleared to allow clear run off for water from the road
- Trees and brash cleared from the wide verge running along the brook, on right hand side when approaching from Haversham
- Bank of brook cleared from vegetation

Thank you very much to all for your co-operation during the project. We will be monitoring the area for future flooding and will be assessing all data collected in preparation for a possible flood attenuation scheme, if required. We hope that the works recently undertaken will lessen the impact of road surface water at Devils Dip and reduce the frequency of the need to raise the flood warning signs.

I would like to advise you all that as of 17 February I will no longer be your point of contact for flood alleviation projects within MKC because I am moving to work with a different team. After this date please feel free to contact my line manager Rob Ward until a replacement Project Manager is appointed.

Kate Davidson
Project Manager
Milton Keynes Council
Public Realm Services



Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held on
Monday 7th March 2016 at 7.30 p.m. in the Village Hall

APPENDIX A4 - FILE NOTE: Meeting with Kim Hills and Rob Ward 2nd February 2016 (item 4.4)

Present: Kim Hills, MKC interim Highways Manager, Rob Ward, MKC Public Realm, Jeanette Green, Ward Cllr, Philip Ayles, Castlethorpe Parish Council

- Street sign for Hanslope Road. This is in process. However, street name signs are ordered in batches and this will be included in the next batch.
- Conservation Area Improvement Project. Kim said that MKC was no longer allowed to mount streetlights on telephone poles so stand-alone posts will have to be installed. Steve Bradbury to liaise with Chris Hales (MKC Streetlights)
LED lights produce a different light quality and he recommended that we visit a reference village (Rob Ward to provide name) before ordering LED.
- Castlethorpe Traffic Speed Reduction Scheme. We visited BE Rd. Adrian Carden had recommended 'Dragons Teeth' but Sue Williams, addressing the wider problem of slowing vehicles past Glenmore Farm, recommend moving the 30mph area out and introducing humps. Kim pointed out that this was expensive and time consuming and recommended introducing suitable signage (e.g. Farm Crossing) and road markings at Glenmore and reverting to Dragons Teeth before the priority workings.
We asked for an update on the rumble strips on Wolverton Rd and white lining on Station Rd (which was ordered by Sue Williams) and for feedback/costs on humps on Hanslope Rd.
- Village Entrance Gates and Signs. We asked for MKC to provide details of relocating the 30mph signs and removing the existing village name signage.
- Protective posts by village centre. These will be reinstated. Timescale to be provided.
- Bollard Village Centre. Reinstatement of heritage bollard. This will be actioned.
- Streetlights in Fox Covert. There is a problem with the MKC Asset Database in that it is an old version which does not permit updates to include these, and other, assets. MKC are outsourcing the database hosting to the provider, Pitney Bowes, who will automatically keep an up to date version and this will allow future bulb failures to be reported and actioned without manual intervention. We are awaiting the new lamps which have been ordered but are on 12 week delivery.

Philip Ayles

Appendix A5 – email update from Cllr A Geary on Plan:MK Strategic Development Directions Consultation

Dear all,

In advance of the monthly round of Parish Council Meetings I thought it might be helpful to send an updated briefing note as to the latest position on Plan MK.

The two consultation meetings within our ward have now taken place, there was overwhelming opposition to the concept of Satellite towns, and I felt a perhaps reluctant acceptance that one of the strongest ways of defending the rural areas from such a threat was the acceptance of limited development within our rural villages. But any such development would be agreed by the PC's and not forced upon by any higher authority in places not considered appropriate. As an aside to the current Plan MK consultation there is however the current lack of a 5 year land supply which does leave us exposed to unwanted development being permitted in unwanted areas by the Planning Inspectorate. MKC are working hard to rectify this but it will take time due to the statutory processes for identifying sites. Whilst this is not great news I feel that it is only right to be honest about the possibilities.

As was stated at both Plan MK consultation meetings it is now essential that both PC's and individuals alike respond formally to the consultation, which will run until April. The details are on the consultation documents which were provided to



Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held on
Monday 7th March 2016 at 7.30 p.m. in the Village Hall

all PC's and were subsequently updated because the originals were inaccurate. Please make every effort to motivate your parishioners, there is a detailed sheet with good and plausible reasons and comments to both object to the Satellite Towns option and to promote some of the other options. It was originally produced by Phil Ayles for Castlethorpe and hard copies were distributed at both meetings but If you need it electronically please contact either Phil or myself.

The legal challenge that was mounted to the Consultation Document due to the erroneous errors in the original version has been responded to by MKC and they have stated that it is their intention to continue with the process, albeit with perhaps some additional work in the future which may now be necessary. For the time being it has been agreed that it will be left there (although this position could change if any further detail or evidence is forthcoming) with the rural parishes having effectively reserved their position to challenge at a later point if the concept of Satellite Towns is carried forward to the preferred options stage. That stage is not currently expected until the back end of 2016.

Once the current consultation is closed things will go quiet for a few months, at least on the outside, whilst the responses are collated and assessed. A draft Preferred Options Paper will be the outcome, the timings of which I have referred to above, and that paper will also be the subject of a further consultation.

I hope this proves helpful.

With best regards

Andrew Geary
Ward Cllr, Newport Pagnell North and Hanslope Ward.

Appendix A6 - Letter to parents from Thames Valley Police, Newport Pagnell & Rural Neighbourhood team about inconsiderate parking at the school

Dear Parents,

As one of the local officers we have been approached by residents and staff of Castlethorpe First School regarding parking.

This letter is with reference to some incidents whereby inconsiderate parking/obstructions have been witnessed.

We all appreciate that before and after school pickups and other activities at school may result in more parking issues in South Street and School Lane.

The safety of our children is paramount as are the feelings of our local school's neighbours.

Please **do not park in the boxed area in front of the foot path or the drive belonging to 20 School Lane. Please do not park on the bend on the main road.**

Such parking not only causes inconvenience for local residents and other parents using the footpath, it also could be considered to be a hazard.

Please use the designated marked bays only, or preferably park in South Street and walk your children through the lane. This letter is a reminder of the legal issues and subsequent offences of dangerous and inconsiderate parking.

Kind Regards

Patricia Flynn | PCSO C9289, Newport Pagnell & Rural Neighbourhood Team

Email: patricia.flynn@thamesvalley.pnn.police.uk

Address: Thames Valley Police, Newport Pagnell Police Station, 124 High Street, Newport Pagnell, Buckinghamshire, MK16 8EH



Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held on
Monday 7th March 2016 at 7.30 p.m. in the Village Hall

Appendix A7 File Note Landscaping March 2016

Thrupp Close Hedge

In September 2016 the developers of Thrupp agreed to transfer the land to MK council and the project was transferred to MK legal department for completion . I am now informed that MK use local solicitors rather than their own legal department to deal with such issues. As a consequence it is highly unlikely that either side is prepared to cover the financial costs to finalise the process.

Grass Cutting

The provisional date for the initial cut is 14th March depending on weather conditions. As yet there is no schedule available on line.

Tree Outside number 8 Bullington End Road

Ewan Darling from MK landscaping has inspected the site and it is his opinion that as there is a very large tree in the front garden of number 6 there is little chance that any tree in this position would survive.

Geraldine Sweetland 3/03/2016