



# Castlethorpe Parish Council

Minutes of a Parish Council Ordinary Meeting held on  
Monday 7<sup>th</sup> October at 7.30 p.m. in the Village Hall

**PRESENT: Councillors Ayles, Bradbury, Forgham, Hinds, Markham, Merritt, Sawbridge, Ward Councillor Andrews, the Clerk and one member of the public. The meeting was also streamed via YouTube.**

The meeting commenced at 7.30 pm and Cllr Ayles gave an overview of the meeting content.

In the Open Forum a resident wished to raise his concerns in relation to the MK New City Plan, he pointed out that in the draft plan MKCC have a target of 63,000 new properties by 2050 but on the assessment of sites deemed suitable for development, or already in the planning process, the number of houses totals 49,227 leaving a shortfall.

He also wanted to reiterate the impact further development would have on our roads, environment, school and doctor surgery and therefore felt it essential that the Parish Council object at an early stage.

Cllr Ayles thanked the resident and said that he didn't think any Councillors wanted further development in Castlethorpe. He did point out that no sites in Castlethorpe have been put forward into the draft plan, so there isn't anything to object to at the moment, however there is a resolution to finalise the Parish Council's response to the consultation on tonight's agenda.

<b>1</b>		<b>TO RECEIVE APOLOGIES FOR ABSENCE</b>	
	1.1	None	
<b>2</b>		<b>TO RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below</b>	
	2.1	Cllrs Ayles, Forgham and Bradbury are Directors of Castlethorpe Community Space CIC and Cllr Ayles is a Director of Castlethorpe Village Shop Association but as this is a not personal interest no declaration of interest was required in the agenda items that relate to the CCS CIC or CVSA	
	2.2	Cllr Bradbury in item 8.1	
<b>3</b>		<b>TO APPROVE MINUTES OF THE LAST MEETING</b>	
	3.1	Previous minutes from the Ordinary Meeting held on the 2 <sup>nd</sup> September 2024 were proposed as a true and accurate record by Cllr Forgham seconded by Cllr Sawbridge and agreed unanimously	
<b>4</b>		<b>TO RECEIVE REPORTS</b>	
	4.1	<b>Clerks Report &amp; Review of Actions</b> – See Appendix A1. Cllr Markham asked about Item 12 – approach Hanslope Park for an exgratia grant towards road upkeep. Cllr Merritt will forward speak to a colleague in the Estates Dept at Hanslope Park – ongoing Cllr Bradbury had looked at the overhanging hedge at the bottom of New Road and didn't feel it was an obstruction but will liaise with Cllr Markham outside of the meeting	<b>Cllr Merritt</b>  <b>Cllrs Bradbury/Markham</b>

4.2	<b>Ward Councillors Report</b>	
4.2.1	Cllr Andrew advised that she was meeting with Highways every 8 weeks and would raise our issues. Cllr Markham asked if Bullington End Road could also be included as the whole road needs resurfacing.	
4.2.2	There have been several issues with the weekly bin service recently which should have now been addressed and improvements seen. Cllr Ayles asked if it were possible for MKCC to let the Clerk know in advance if problems were expected as the lack of communication leaves residents not knowing for several days whether to bring bins back in or not. Cllr Sawbridge advised that there have also been increased cases of bins not being returned to the property boundary. Ward Cllr Andrews advised that there is a separate 'Report It' function for this which should be used as the bin lorries have cameras on them and contractors have financial penalties in place for this.	
4.2.3	There have been issues with the housing department around social housing allocation and not using the S106 conditions correctly so a review has been requested with the Director of Housing.	
4.2.4	Hanslope surgery expansion has been delayed due to disputes between Northants and MK primary care boards.	
4.2.5	Tathall End are applying for a 20mph speed restriction and the installation of speed indicator devices	
4.2.6	Cllr Ayles asked Ward Cllr Andrew to pass on the Parishes' congratulations to Cllr Liam Andrews on his recent wedding.	
4.3	<b>Clubhouse Progress Report</b> – See Appendix A2 No matters arising	
4.4	<b>Parishes Forum Report</b> – See Appendix A3 Cllr Forgham will publish on the village website the contact numbers, issued by MKCC, for any residents concerned about flooding. Please don't call individual Councillors as it is best for any details to be given directly from the individual(s) concerned.	Cllr Forgham
<b>5</b>	<b>TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs)</b>	
5.1	<b>24/01855/TCA</b> – Acorn Day Nursery - 3m reduction, crown raise up to 3m to side back from the building, reshape and balance tree of Silver Birch T1, deadline for comments 1/10/24 – <b>no objections received</b>	
5.2	<b>24/01966/NMA</b> – 45 Thrupp Close, Castlethorpe – Notification of a non-material amendment seeking a change of flat roof to lean to roof over-extension, deadline for comments 1/10/24 – <b>no comments received</b>	
<b>6</b>	<b>TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATION</b>	
	<b>No further comments on the following:</b>	
6.1	<b>WNS/2022/1741/EIA</b> Application for full planning permission for the erection of 9 x employment units comprising circa 69,744sqm GIA. of floorspace within Class B2 or B8 Uses, with ancillary class E(g)(i) offices and E(g)(ii) research and development, together with country park, ground re-profiling in the country park, new vehicular access from the A508 and associated site infrastructure, including lorry parking – status pending	
6.2	<b>24/01545/DISCON</b> – cycle network route 6 cycle path - Approval of details required by condition 3 (Drainage), condition 6 (LEMP), condition 7 (Reasonable Avoidance Measures Strategy), conditions 8 (Tree protection plan) and condition 9 (Tree protection measures) of permission ref. 23/01334/FUL - <b>All conditions now approved by MKCC</b>	
6.3	<b>24/01686/TCA</b> - 39 North Street, Castlethorpe - the removal of a Laurel (A) and Cypress (B) 15-20 feet in height each and replacement with small native varieties – <b>Approved by MKCC</b>	
6.4	<b>24/01226/LBC</b> – Castlethorpe Lodge, Hanslope Road, Castlethorpe - Listed Building Consent for the proposed replacement of external French Doors – <b>Approved by MKCC</b>	

<b>7</b>		<b>TO CONSIDER RESOLUTIONS (all supporting documentation to be circulated prior to meeting)</b>	
	7.1	To consider & agree to a public excluded part 2 of the meeting to discuss matters in accordance with Section 100(A) (4) of the Local Government Act 1972, as defined in paragraphs 1 of Part 1 of Schedule 12A to the Act – it was agreed to move the two items in Part 2 into Part 1 so no Part 2 of the meeting was required.	
	7.2	Cllr Ayles invited Ward Councillor Andrew to speak on Hanslope's response to the MK New City Plan consultation. Ward Cllr Andrew explained that part of their objections were around concerns about the Local Development Order on Hanslope Park which releases them from planning constraints and they would like development in this area to be under closer scrutiny. Cllr Ayles read the proposed draft response from Castlethorpe Parish Council and after discussion amendments were made to the document, see Appendix A4, and the Clerk will submit this version before the deadline.	Clerk
	7.3	Cllr Ayles had spoken with a resident about the trial of the 'Please Park Considerably' child bollards outside of nursery and reported that this had improved the parking situation there. It was therefore agreed unanimously to purchase a bollard which the nursery staff have kindly agreed to put out and bring in on a daily basis.	Clerk
	7.4	It was resolved to purchase a Remembrance Day wreath and engage the services of a bugler from Bradwell Silver Band for our service on Sunday 10 <sup>th</sup> November. Cllr Merritt advised that the Cubs and Beavers would parade from the village hall to the monument and would lay the wreath on behalf of the Parish Council. Agreed unanimously	Clerk
	7.5	It was resolved to participate in the VE Day 80 <sup>th</sup> Anniversary celebrations on the 8 <sup>th</sup> May 2025. Cllr Hinds will confirm to the Pageant master organising the national event, all in favour.	Cllr Hinds
	7.6	It was resolved to adopt the Complaint Procedure previously circulated to all Councillors, all in favour. This will be published on the village website.	Cllr Forgham
	7.7	Cllr Bradbury proposed accepting a quotation for the repair of three floodlights at the tennis court, Cllr Ayles seconded and approved with a majority of six, with one abstention.	Clerk
	7.8	Cllr Ayles detailed ideas that had been brought forward from the Public Arts working group and it was agreed that the village sign is a priority as the old one is beyond repair. It was resolved that a maximum spend of £10,000 from the Public Arts S106 pot be used for the sign and invitations to submit designs/quotations be progressed, all in favour.	Clerk/Cllr Ayles
	14.1	The Chair brought the following two items forward from Part 2:- Cllr Ayles proposed accepting a quotation for the repair of the street light in the Sports Ground and two in Prospect Place. As Prospect Place is a private road, residents there have committed a contribution to the repair of these two lights.	Clerk
	14.2	Advice and a quotation were considered in relation to works to trees near the wildlife end of the Sports Ground and two sycamore trees that were growing in the hedgerow alongside the footpath at the bottom of the Sports Ground following concerns by residents. It was resolved that no works would be carried out on these trees as they are healthy and not causing an obstruction at this time.	
<b>8</b>		<b>TO CONSIDER FINANCIAL MATTERS (circulated prior to meeting)</b>	
	8.1	The RFO payment schedule was proposed by Cllr Ayles, seconded by Cllr Merritt and agreed unanimously.	
	8.2	The annual External Auditors notice of conclusion was circulated prior to the meeting together with an explanation of matters raised. These were noted and no further action is required	
<b>9</b>		<b>CORRESPONDENCE RECEIVED (circulated prior to meeting)</b>	
	9.1	The police report for crime statistics between 25/8 and 4/10 detailed 1 x dangerous dog, 1 x suspicious person and 1 x anti-social behaviour.	
<b>10</b>		<b>ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)</b>	
<b>11</b>		<b>TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS</b>	
	11.1	Next meeting will be held at 7.30 on Monday 4 <sup>th</sup> November 2024 in the village hall	
	11.2	MKALC meeting will held at 7.30 on Thursday 24 <sup>th</sup> October 2024 at the Woughton Community Council Hub – Cllr Bradbury will attend	Cllr Bradbury

There being no further business the meeting closed at 8.56 pm

**APPENDIX A1 – CLERK’S REPORT AND OPEN ACTIONS 07/10/2024**

1	The Monkey challenge equipment has been installed at the Sports Ground	For Info
2	A project request form for parking bays opposite the nursery in South Street has been submitted and a Highways Officer has been appointed who the Clerk and Cllr Sawbridge are meeting on the 17 <sup>th</sup> October	For Info
3	Replacement LED lights for the village hall are being installed 7 and 8 <sup>th</sup> October	For Info
4	Replacement Blind Spot mirror for Bullington End Road/Thrupp Close junction has been ordered and delivery expected w/c 7/10/24	For info
5	S106 monies secured for replacement defibrillator batteries, a first aid kit for the Clubhouse and bleed kits and these will now be ordered.	For info
6	Landscaping contractors are a little behind due to the wet weather but will start trimming the hedges as soon as weather allows.	For info
7	There is a new link to the MKCC Planning register that is now live: <a href="http://www.milton-keynes.gov.uk/planning-register">http://www.milton-keynes.gov.uk/planning-register</a>	For info
8	The footway through the Sports Ground is failing in places due to tree roots, Clerk to obtain a quote for repair – outstanding	Clerk
9	Historic England have confirmed that Scheduled Monument Consent would be required to carry out drain repair in Castle Field and that an archaeologist watching brief would be required. Michael Lever to supply quote for investigation works and then a decision of action to be taken can be made	Cllr Markham/Clerk
10	Cllr Bradbury will contact Lee Turnham at Community Speedwatch UK to register and arrange training for the 7 volunteers – <b>contact being made with original volunteers and training will be arranged during October</b>	Cllr Bradbury Outstanding
11	Our PCSO, Tilly Skippen, is trying to secure a bleed control kit for the village and when this arrives it will be stored in the defibrillator unit at the village hall. The kit is designed to tackle medium to severe level injuries, including knife attacks, road traffic collisions, agricultural accidents or just about anything which causes a significant loss of blood – Tilly is finalising a hand over date	Clerk
<b>Items to be carried forward</b>		
12	The Clerk has contacted Hanslope and Haversham Clerks for their view on approaching Hanslope Park for an exgratia grant. <b>They are happy to proceed but have no historic data to refer back to. Cllr Merritt will forward speak to a colleague in the Estates Dept at Hanslope Park</b>	Cllr Merritt
13	Stonewater Neighbourhood team have cleared part of the swale at Carrington Grove but other areas remain outstanding. Cllr Bradbury will continue to monitor and chase as required.	Cllr Bradbury
14	Listing’ of water tower: The Clerk had written to Newport Pagnell TC asking for advice as they have recently made application for their Police Station to be listed by English Heritage. The Newport Pagnell TC Clerk informed that they had employed a consultant to make the application. The resultant copy has been circulated	Cllr Bradbury
15	Awaiting Land Registry to process request to turn lease for sports ground into full title – Weller Hedley have advised this is still with Land Registry who are currently experiencing a big backlog.	Clerk
16	Email sent to Chris Hooper asking for an update on action taken regarding condition of the Carrington Arms – it is on the Heritage at Risk register and continues to be monitored on a bi-monthly basis.	For info
17	Flooding problem when heavy rain experienced on Station Road - the drain to the left of the entrance to Mill Lane is blocked and there is an ongoing dispute between Luke Stacey and MKCC as to who is responsible for this drain. MKCC have cleared some grips in the ditch further up Station Road.	For info
<b>Items outstanding reported to MKCC Highways Department</b>		
1	Animal crossing sign is still missing	FS614236402
2	Flickering streetlight lamp on North Street (NS9)	Completed
3	Bullington End Road pothole – near build out coming out of the village – agreed by Highways and will be scheduled	FS614196248
4	Potholes approaching Devils Dip – agreed by Highways and will be scheduled	Completed
5	Fence at 1 Wolverton Road has been erected on Highways land	Completed
6	Missing and dislodged kerb edgings on Station Road causing aggregate to spill onto Station Road – Highways confirmed not at investigatory level	Completed
7	Email and photo sent to Highways customer services asking if it is possible to reverse the priority coming through the build out in front of the terraced houses in	Completed

	Station Road to give priority to vehicles coming into the village. Highways will carry out a traffic survey. Keith Wheeler advised not feasible due to traffic flow, he suggested yellow lines as an alternative.	
8	A19 enquiry with the Adoptions Team to establish current progress with Carrington Grove has been opened	
9	Street name sign for Carrington Grove is outstanding – Carrington Grove is not yet adopted.	Update given 26/2/24
10	Potholes and poor surface of Bullington End Road have been reported to MKCC by numerous residents, Cllr Ayles has written separately to Highways asking for an emergency repair. <b>An emergency repair has been done but residents who reported it have now had their cases closed even though all the other repairs, and finalising the temporary repair, have not been done.</b>	
11	Damaged kerbstones on North St especially corner by No 22 and by No 14. These have been previously reported – will be repaired when funds allow	
12	Repair of build out on BE Rd and improved lighting on all build outs- costs recoverable from Bill's coaches for BE Rd damage – repair is being planned once permit has been approved. No lighting will installed though. Works have been approved and will be scheduled in new contract with Ringway later this year	Update given 26/2/24
13	Resurface parking area by Castlethorpe First School – an inspector will visit to assess. This isn't at investigatory level but MKCC may repair when working in the area	Update given 26/2/24
14	MKCC have asked their contractor to see if they can source the 'golden resin' required to replace black tarmac following street repairs. If positive, they will inform Anglian Water and work out a way forward to relay the surface with their Streetworks team.	
15	Pothole at edge of recently resurfaced section by 'The Chestnuts' / village shop	Reported 22/1
16	Leaning 30mph sign at Station Rd village entrance	FS586527848
17	Street light 12 SS, South Street, not working – reported 17/9	Completed
18	Street light 2 FC, Fox Covert Lane, not working – reported 17/9	Completed
19	Street light 11 SS, South Street, flickering – reported again 17/9	FS647704462
20	Street light 9 NS, North Street, flickering – reported again 17/9	Completed
21	No delimit signs for the new 40mph construction traffic signs at Hanslope Park	FS586534290
22	Conversion of conservation area streetlights to LED (awaiting funding)	
23	Missing cross bars from conservation area streetlights (reported)	
24	Pothole in alleyway from Station Road to Shepperton – 17/9 logged again with Rachel Munday and an inspection will be carried out	
25	Pothole in Station Road	

## **APPENDIX A2 – CLUBHOUSE PROGRESS REPORT**

A very well attended Open Day was held at the clubhouse on 14<sup>th</sup> September and all feedback has been extremely positive. Apart from an opportunity to see the clubhouse, it was a really nice occasion for the village to get together.

Phase 1, Construction, is now complete and the final invoice is in the Payments Schedule. Building Control are making their final inspection this week.

Phase 2, Fitting Out. Some initial equipment has been installed in the kitchen using the grant received from the MK Community Foundation. However, further equipment is on hold until we can be sure about the sources of funding. We have an application in with National Lottery for £20k but, having been unsuccessful twice, we do not rate our chances highly. Their decision will be in November. We are also hopeful that there will be a surplus from the 'village amenities' S106 fund allocated to the village shop extension and will know that in November too.

We have launched an appeal to raise funds both by direct payments to 'Castlethorpe Community Space CIC' (CCS) and by a new crowdfunding site at <https://www.crowdfunder.co.uk/p/castlethorpe-pavilion/backers#start>

As a backstop, the Parish Council resolved in September to proceed with fitting out once decisions are known in November but this will use virtually all our funds except the agreed minimum contingency reserve which means we can't afford to do very much else significant so we are hopeful that other funding sources will come good.

As some of the equipment and furniture is on long delivery (especially around the year-end), fitting out will probably be completed in January.

Phase 3 is the operation of the clubhouse which will be called 'The Pavilion Café and Bar' and this will be done by subleasing to a tenant. Expressions of Interest were invited at the end of August with a closing date of the end of September and a good number were received.

CCS has produced a 'Prospectus' which has been sent to the applicants together with an initial questionnaire which is due back by 11<sup>th</sup> October. CCS will then sift through the applicants and decide with whom to proceed to the next stage which will include meeting with the applicants.

This will result in a preferred applicant with whom CCS will agree a tenancy sublease. CCS will do this 'right rather than quick' but still hopes to have a tenant signed in late November or early December. The tenant will then need to get the various licences, hire staff, obtain stock and a myriad of other startup activities but we hope will be able to start a service when the fit out is complete in January or February.

## **APPENDIX A3 – PARISHES FORUM REPORT**

- GIS – MKCC have a new GIS platform that will be going live in October to replace the former MK Mapping system and talked about how demographic data e.g. from ONS will be layered on top and then gave several examples like diseased trees and changes to bin collection days but didn't say where the data was coming from. They will be sending us what was referred to as a 'Parish Needs Forms' next week.
- Flooding was more of the same - need to find who is responsible e.g. Anglian Water, Highways. The point was made that with change to weather conditions flash flooding will occur more often and that we don't help ourselves with things such as artificial grass that doesn't allow water to drain. Individual Household Plans and how to form a Community Flood Plan are detailed on the web site.
- MK Connect/DRT - they ran a 'Northern Rural' pilot choosing that area as it is where the service has had the most complaints. The impact of the introduction of hubs where people can change buses had been largely successful with small increases in number of rides and seat availability although journey times increased. Now the pilot has finished they are reverting to the former arrangements. They are considering what to do about DRT going forward but cost seems to be an issue.
- Customer Services - the lady just took Q's and A's then:
  - Report-It is a good system
  - Average phone call wait time 3 mins 25 secs
  - Kay Petit is worth her weight in gold but if she is not there they are picking up emails.
- General
  - Keith Wheeler has passed away
  - LCTRS is continuing but has been reduced from £350k to £200k. Still being shared between 10 parishes
  - Looking for 2 parish reps on Standards Committee
  - Ward Boundary Review has completed and is being written up. Public consultation in October

## **APPENDIX A4 – RESPONSE TO THE MK NEW CITY PLAN CONSULTATION**

Castlethorpe Parish Council is broadly supportive of the draft New City Plan (NCP).

The Parish Council supports that the sites identified as 'suitable' are not included in the draft NCP and suggests that any designation for housing should be through a new Modified Neighbourhood Plan, should residents support the sites, rather than the NCP.

We would note that the parish has voluntarily supported two recent developments at Carrington Grove (through the NP) and The Old Station Yard which, together with some 'one-offs', have increased the number of houses by nearly 10%. Carrington Grove has only been occupied in the last year and The Old Station Yard is still under construction.

Given the limited facilities in the village, further development is not appropriate in this iteration of Local Plan. Issues include the lack of local health services which currently cannot cope with the population as it stands, the narrow road over the bridges from the A508 into Castlethorpe which has badly deteriorated over the past few years and was never built to facilitate the amount of traffic in and out of the village, any new development would only add to these problems (flooding is also an issue here).

The Council also notes two potential areas for wind turbines within the parish. Although these are not close to the village itself, the Council would expect full consultation with the householders near to the proposed sites as well as the landowners to ensure there is no or low nuisance. It should also be noted that any turbines on these sites would dominate the skyline from the Tove Valley, which is designated as being Landscape of Special Character.

Finally, it has been drawn to the Parish Council's attention that the draft NCP proposes a Local Development Order for Hanslope Park. This was not included in the presentations made to residents and should not be included until there has been more information provided in particular what the limit on site expansion would be and the upper limit on road movements resulting from the LDO as a significant proportion of Hanslope Park traffic passes through Castlethorpe and along Bullington End Road which is itself in poor condition and with considerable (and unavoidable) on road parking.

There is some irony here as the made Castlethorpe Neighbourhood Plan supported development proposals at the Lodge Farm and Balney Grounds Business Centres in Castlethorpe. It is noted that planning applications at Lodge Farm Business Centre have been repeatedly refused, most recently on the grounds that it is not easily accessible by sustainable transport. It would make more sense to have a Local Development Order for Lodge Farm Business Centre which is on both footpaths and the Sustrans cycle track than Hanslope Park which has neither.