

# SmithJenkins

PLANNING & HERITAGE

London Office – The News Building, 3<sup>rd</sup> Floor, 3 London Bridge Street, London, SE1 9SG  
Milton Keynes Office – 1<sup>st</sup> Floor, 1 Canon Harnett Court, Wolverton Mill, Milton Keynes, MK12 5NF

30<sup>th</sup> January 2023

Conservation and Archaeology Team  
Milton Keynes City Council  
The Civic  
Saxon Gate East  
Central Milton Keynes  
MK9 3EJ

By email:

Our Ref: PI JS/PC/723/1

Dear Sir/Madam

## **New Town Heritage Register: Comments on Nominations**

On behalf of Stantonbury Parish Council, we provide commentary on the New Town Heritage Register.

As part of these comments, we include the following documents:

1. Strategic comments on the New Town Heritage Register; and
2. Specific comments on nominations, provided as proforma.

We trust that the attached is clear. If you have any questions, please do let me know.

Yours sincerely



Director, Heritage & Townscape  
Smith Jenkins Ltd

Enc.

## Milton Keynes New Town Heritage Register

Overarching Response to consultation

30<sup>th</sup> January 2023

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### Executive Summary

We support the preparation of a Milton Keynes New Town Heritage Register, but have significant concerns over the process of preparation and the lack of information used to support nominations to the list. This limits the effectiveness of the implementation of the list to the extent that it would be flawed and of limited value.

We urge the Council to undertake a more rigorous exercise to allow for the local list to be properly prepared in line with Historic England's Local Heritage List guidance and to allow for its better implementation. This will be to the benefit of the Council and to also local landowners.

We are also concerned about the misrepresentation of information within the supporting material, in that inclusion on the local list does not lead to any additional planning controls. This is false. There are specific policies in the Local Plan which concern the impact of development on buildings on the local list. Further, for the purposes of the NPPF, inclusion of a building on the local list equates to that building being a non-designated heritage asset with paragraph 203, allowing for a balanced consideration of effects.

We therefore request that the Council take into account these matters and undertake a rigorous review of the New Town Heritage Register with a view to undertaking further consultation in the preparation of the list.

### Response

Please note this representation follows on from the letter sent earlier in January 2023, where we highlighted concerns regarding the process, including its aims and forms of consultation. To date, we have welcomed the Council's acceptance of our concerns raised and the intention to address these more positively, however, we have requested a meeting from the Conservation and Design Manager to explain our concerns. That meeting, despite requesting dates has not taken place.

We note that in correspondence, the Council's Conservation and Design Manager accepted our concerns over the limited publicity that had taken place in the consultation for the New Towns Register. However, we have not yet had a response to the timescales for this extended publicity. It would therefore be helpful to understand the revised timetable for consultation.

This note provides an overarching statement of our concerns regarding the preparation of the New Towns Heritage Register. We have also been appointed by a number of local landowners to comment on individual heritage asset nominations and representations of individual cases for these sites, along with proformas containing our initial assessments against the Selection Criteria are attached alongside this document.

*'Local planning authorities should maintain (our emphasis) or have access to a historic environment record. This should contain up-to-date evidence (our emphasis) about the historic environment in their area'.*

This strongly brings into question the appropriateness of New Town Heritage Register that is based on a strategy and site visits that were undertaken over 4 years ago. Furthermore, as part of the additional information that needs to be circulated regarding this process, it would also be beneficial to understand, once a Heritage Register has been adopted as a 'Local List', what is the Council's strategy for monitoring and managing that list? Particularly given the quantity and quality of the sites currently listed, as illustrated many of the sites include multiple buildings and areas. On a wider programme level, there could be a concern that if processes for development management of a local list is not robust, the non-designated heritage assets could become 'At Risk', either through neglect if appropriate monitoring is not undertaken, or through inappropriate development that does not consider the significances of the non-designated heritage asset which have been outlined through this process during development management.

As stated previously, one of our principal concerns was the mis-representation of the New Town Heritage Register. As previously stated the Council's website is misleading. It states: *'places added to the NTHR will be 'non-designated heritage assets', however they will gain no additional planning controls beyond what already exists. Where planning permission is required their local significance is a material consideration alongside all other considerations.'* This mis-represents the process of decision taking as set out in the Planning Acts. Policy HE1 of Plan:MK clearly states that *'proposals that result in harm to the significance of a non-designated heritage asset will be resisted (our emphasis) unless the need for, and benefits of the development, clearly outweigh the harm'*. This is not a 'material consideration' but a policy requirement, to which the Council will no doubt attach great weight, as is required with all designated and non-designated heritage assets through policy requirement.

National guidance published by Historic England in Advice Note 7: Local Heritage Listing, Identifying and Conserving Local Heritage, (pgs. 2-3), states the following:

*'By providing clear and up-to-date information, backed by the policy in the National Planning Policy Framework, a local heritage list which has been made available on the website of the local planning authority (LPA) and via the Historic Environment Record provides clarity on the location of non-designated heritage assets and what it is about them that is significant. Decisions are best made on the basis of published criteria, publicly available, so that clarity and certainty on their location and significance is available for communities, developers and decision-makers, therefore ensuring that they are given due consideration when change is proposed.'...*

*'Whilst the planning protections for non-designated heritage assets are not as strong as those for designated heritage assets, they are still important. Specifically, paragraph 197 of the NPPF states that 'the effect of an application on the significance of a non-designated heritage asset should be taken into account in determining the application. In weighing applications that directly or indirectly affect non-designated heritage assets, a balanced judgement will be required, having regard to the scale of any harm or loss and the significance of the heritage asset'.*

Therefore, additional planning controls are automatically applied as a result of specific planning policy relating to non-designated heritage assets – controls which would not apply if sites are not identified on the Local List.

It is not clear whether this is deliberately misleading but it down plays the consequence of inclusion of any building on the Local List.

This information should be corrected as a matter of urgency, and steps to engage with members of the public over the implications of this process should be highlighted in the forthcoming information.

From the perspective of the public, communities, developers, or any applicant, this is an added burden that could easily result in additional financial and resources costs. For example, the procurement of a heritage statement to accompany

Also, there are sites that have been significantly altered or developed recently that impact the designation, for example, Camphill Trust (site ID: HR204) witnessed alteration via the erection of a modern building in 2019, questioning the integrity of the site, but also again questioning the timeline of this process and urgent need for site visits to ensure the quality of the designation. These later buildings are included within the Local List yet there clearly do not fall within the ambit of the Selection Criteria, being a building of a later date and not of any interest.

Overall, given the significance of the New Town Heritage Register, and the potential to impact upon future development across all the identified sites, we urge the Council to review and revise the process and consider, with mind of the practical implications, and the suitability of the sites whose case we have represented, as well as the wider 240 places; for inclusion on the Heritage Register.

#### *Next Steps*

Currently there are no published 'next steps' for the adoption of the New Town Heritage Register, therefore given the above it would be good to understand the Council's intention and approach going forward, including the publication of nominations; and the results of the full assessment for each site against the Selection Criteria before the Heritage Register is finalised, and whether this will be subject to further public consultation with full and proper information available to those effected, and allowing for those persons to fully engage in this process.

Whilst it is understood that representations for each site may not be addressed until the consultation period is over, it has nevertheless been disappointing to receive no response regarding the more strategic issues around protocol that were outlined in our previous letter. As they have been reiterated and expanded upon here, it would be favoured if a response could be formulated as soon as possible, especially given the tight timeframe set by the Council and the significance of the New Town Heritage Register.

#### *The List*

We have provided individual comments on the particular heritage assets. However, we also note that there has been no recognition of the reasons why certain assets meet the selection criteria. As set out in Historic England's Local Heritage Listing guidance, for any local list to be successful, it is important to include the fullest information as to why a building is included on the list. Such information does not currently exist. We would urge the Council to prepare Statements of Significance for the heritage assets included on the local list so that there is a clear understanding of the reasons for inclusion. This will contribute to the successful management of the local list as well as better revealing significance. Without such statements, the effectiveness of the list must be limited.

We are also concerned about the extent of nomination for individual heritage assets. There are a number of nominations where it is suggested that the area covered by such an nomination is so large that it cannot be provided on a single map, and therefore is reduced to a 3 line description. This approach is flawed as there is no information on the extent of nomination whereas Historic England's guidance makes it abundantly clear that there is a need to provide enough information on the local list to allow a full understanding of the extent of designation. We also question whether the inclusion of such large areas on the local list is the right means through which to protect some of these elements.

Further, with regard to the extent of designation, it would appear that there has been limited understanding of the asset to support the extent of designation as shown on the supporting plans. These often include large areas of surface car parking (which cannot be said to be of any particularly outstanding interest and therefore meriting an form of protection. Instead, the potential extent of designation appears somewhat arbitrary. This where the individual Statements of Significance would be beneficial as there is the opportunity to be more specific about the reasons for inclusion on the local list.

There is also no awareness of the current condition of the buildings proposed for the local list. There are fundamental issues with some of the buildings on the list and their fitness for purpose. The whole point of the listing process, whether it be statutory or local, is to protect what is worth protecting. Buildings which fulfilled their original purpose, and which

## HR221: Bradville Housing Office/ Housing Centre

This comment on the New Town Heritage Register is provided on behalf of Stantonbury Parish Council.

As a building, the Bradville Housing Office/ Housing Centre would be considered against the 'Required Criteria' and the 'General Criteria' set out in sections 2.3, 2.4 and 2.6 of the Selection Criteria document. Under the 'Required Criteria', the Bradville Housing Office/ Housing Centre is an individual building which would merit consideration for inclusion.

Under 2.6 (Residential Areas), Bradville Housing Office/ Housing Centre would fall under RES5: Significant community buildings which are discussed below.

2.6: Residential Areas	
RES5: Significant community buildings	
The provision of community buildings is an important aspect of the significance of the residential grid squares, and contributes to the distinctive local character of MK. All churches, schools, meeting places, local centres and other community buildings will warrant consideration for inclusion on the Heritage Register.	Bradville Housing Office is presently used as council offices for Stantonbury Parish Council.
Their significance is likely to be highest when they demonstrate the distinctive architectural style of the grid square, as local landmarks, or have particularly strong communal value.	The asset is situated in the western part of the Bradville grid square and holds communal value derived from its community based use as the main office for Stantonbury Parish Council.
<p><b>Summary</b>  <i>The Bradville Housing Office has a degree of interest as a community based building. It has no relation to the grid layout of Milton Keynes and it not a local landmark.</i></p>	
2.4: General Criteria	
GEN1 Design quality	
<ul style="list-style-type: none"> <li>Does the asset have particular aesthetic or functional qualities as a result of its conscious design which make it above average for the period?</li> </ul>	The asset has a functional appearance presumably designed to serve its intended community function. The building was added as part of the 1970s construction of Bradville housing estate, however it has outgrown its purpose. Whilst the building is intact, it presents many structural issues with roof leaks and dampness which has limited its functional qualities. In its own right, it does not meet the criteria and should not be considered in any event.
<ul style="list-style-type: none"> <li>Does it demonstrate a distinctive local architectural style, use of materials, or other characteristics?</li> </ul>	It has a mixed materiality of timber boarding and rendering and has a one storey flat roof light that rises from the flat roof.
<ul style="list-style-type: none"> <li>To have design quality, the asset must have been fit for purpose when assessed against its original brief and the standards of the time</li> </ul>	The building is still used as a community building, its intended function, however its condition is in a partial state of disrepair.
<ul style="list-style-type: none"> <li>All artworks will satisfy this criteria</li> </ul>	Bradville Housing Office does not constitute an artwork.

	example in Milton Keynes with community buildings provided on every estate.
<p><b>Summary</b> The asset partially complies with the criteria as a community building but does not meet the criteria in full.</p>	
<b>GEN6 Communal value</b>	
<ul style="list-style-type: none"> <li>Does the asset have a particular cultural or social meaning, locally or nationally?</li> </ul>	The building has some value as a community building but has no specific social or cultural meaning.
<ul style="list-style-type: none"> <li>Did it play an important part in a historic event, or does it feature in artwork, films or books?</li> </ul>	The asset is not associated with any historic event nor featured in an artwork, film or book.
<p><b>Summary</b> The asset does not satisfy this criteria.</p>	
<b>Overall Summary</b>	
GEN1 Design quality	The asset is <u>not</u> considered to comply with this criteria
GEN2 Group and townscape quality	The asset is <u>not</u> considered to comply with this criteria
GEN3 Innovation and influence	The asset is <u>not</u> considered to comply with this criteria
GEN4 Significant architect or designer	The asset is considered to <u>partially</u> comply with this criteria
GEN5 Rarity	The asset is considered to <u>partially</u> meet this criteria
GEN6 Communal value	The asset is <u>not</u> considered to comply with this criteria
<p>Therefore, in summary, the 'Required Criteria' have been met and the 'General Criteria' have only been met in partially met in GEN4 and GEN5. The Selection Criteria is specific in that any asset must meet 3 of the criteria to merit inclusion on the list. This analysis has demonstrated that the asset does not meet such criteria and therefore should not form part of the local list. It must also be noted that the building is not currently in a good condition showing several issues such as damp and roof leaks. The building would need to be appropriately repaired before consideration on the local list and we would encourage the local authority to review all entries with a view on the current condition of buildings.</p>	
<p><b>Recommendation</b> This asset <u>does not meet</u> the criteria for addition to the New Towns Heritage Register.</p>	

3<sup>rd</sup> February 2023

Minutes of the **Main Meeting** for Stantonbury Parish Council held on  
**Wednesday 18<sup>th</sup> January 2023 at 7.00pm**  
at Stantonbury Parish Office, 126 Kingsfold, Bradville, Milton Keynes, MK13 7DX  
For the purpose of transacting the business as set out below.

**Minutes**

	<b>Chair's Welcome and Introduction to meeting</b>	<b>Actions</b>
	Councillor Northwood Chaired the meeting in the absence of Councillor Morgan.	
136/22	<p><b>Present:</b></p> <p>Cllr P Kirkham (PK) Cllr J Kite (JK) Cllr S Kennedy (SK) Cllr D Northwood (DN) Cllr P McGahan (PM) Cllr C Northwood (CN) - Chair Cllr E Seaborne (ES) Cllr A Anwar (AA) Cllr A Ronaldson (AR) Cllr J Warren (JW) Cllr G Davison (GAD)</p> <p>Mrs D Moore - Clerk (DM) Mrs S Espey - Responsible Financial Officer (RFO) (SE)</p>	
137/22	<p><b>Apologies for Absence:</b> Chair asked council to vote to accept apologies.</p> <p>Cllr L Morgan (LM) - <b>Agreed 11 votes for.</b> Cllr S Agintas (SA) - <b>Agreed 11 votes for.</b></p>	
138/22	<b>Declarations of Interest: N/A</b>	
139/22	<p><b>Public Forum for members of the public to speak:</b> Public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chair of the meeting. Each member of the public shall not speak for more than (3) minutes in accordance with standing order 3(g). <b>None</b></p>	
140/22	<p><b>Chair's Remarks:</b> Chair made Council aware of the locations of the Winter Warmer events, Parish Office / Community Hub / Hanover Court, and Roman Residents club.</p>	
141/22	<p><b>Minutes:</b> Full Council to approve and sign the Minutes of the Main Meeting held on Wednesday 21<sup>st</sup> December 2022 at 7pm.</p>	

Signature ..... Date .....

18<sup>th</sup> January 2023

Page 1 of 4

	<p>Chair asked Councillors if they've read through minutes and are there any questions. Cllr Davison raised concerns of the process of the agenda and the conduct in the meeting, and requested for the minutes to be deferred. Chair reminded the councillors that the minutes are to record what happened in the meeting and asked do these minutes reflect that.</p> <p>Chair asked councillors to vote.</p> <p><b>7 votes for to accept the minutes. 3 abstained 1 vote against</b></p> <p><b>Resolution 7 votes for and Chair signed the minutes.</b></p>	
142/22	<p><b>Risk Register and Assessment:</b> Council to discuss the progression of previously identified risks and any new risks that may have arisen.</p> <ul style="list-style-type: none"> <li>Update on Parish Office roof.</li> </ul> <p><b>Clerk made Council aware we have received the report from the building surveyor and contacted the warranty company. Clerk to report back to Council once a meeting has been set.</b></p>	<b>DM</b>
143/22	<p><b>Report:</b> Enforcement Officer Report – <b>Agreed 11 votes for.</b> Parish Ranger Report – <b>Agreed 11 votes for.</b></p> <p><b>Chair asked council does anyone have any questions reference the reports, no comments from councillors.</b></p>	
144/22	<p><b>Finance:</b></p> <ol style="list-style-type: none"> <li>Payments Made December 2022 – <b>Agreed 11 votes for.</b></li> <li>Payments Due January 2023 over £1,000 – <b>Agreed 11 votes for.</b></li> <li>Monthly Bank Summary – <b>Agreed 11 votes for.</b></li> <li>Quarterly Income and Expenditure Report – <b>Agreed 11 votes for.</b></li> <li>Quarterly Budget Variance Report – <b>Agreed 11 votes for.</b></li> <li>Quarterly Payments over £500 for website – <b>Agreed 10 votes for and 1 abstained.</b></li> </ol> <p><b>Chair asked the Council does anyone have any questions reference the Finance reports, no comments from councillors.</b></p>	<b>SE</b>
145/22	<p><b>Crimewave Agreement:</b> Council to agree and sign the 3-year contract for 3 cameras at £17,700 per annum as recommend by the Community Projects Committee meeting on 2<sup>nd</sup> November 2022.</p> <p><b>Due to the nature of the questions being asked about the contract this agenda item got moved to Private and Confidential section of the meeting.</b></p>	<b>SE</b>

Signature ..... Date .....

18<sup>th</sup> January 2023

Page 2 of 4



	<b>Cllr Northwood Proposed &amp; Cllr Kennedy Seconded.</b>	
146/22	<p><b>Final Draft Budget 2023/2024:</b> Council to approve Budget.</p> <p><b>Chair asked Councillors to comment, Councillors raised some queries on the budget which the RFO clarified.</b></p> <p><b>Resolution – Agreed 11 votes for to approve the budget.</b></p>	<b>SE</b>
147/22	<p><b>Precept 2023/2024:</b> Council to approve the Precept – <b>Agreed 11 votes for – Clerk signed the form.</b></p>	<b>SE</b>
148/22	<p><b>Heritage locations:</b> Council to discuss each suggested Heritage location and decided if they wish to make a comment to Milton Keynes City Council.</p> <p>a) HR001 Small Meeting Place (Hadrians Drive) – <b>No comments</b></p> <p>b) HR121 Linford Forum (Rockingham Drive) – <b>No comments</b></p> <p>c) HR122 Linford Wood Business Park (Sunrise Parkway) – <b>No comments</b></p> <p>d) HR123 Augat (former) (Sunrise Parkway) – <b>No comments</b></p> <p>e) HE137 Grand Union Canal Aquaduct (V6 Grafton Street) - <b>Council support this and feel it is an important heritage site.</b></p> <p>f) HR173 Stantonbury 6 (Walshs Manor) – <b>No comments</b></p> <p>g) HR221 Bradville Housing Office / Housing Centre (126 Kingsfold / Parish Council Offices) – <b>Councillors have concerns and want to look at raising an objection for this, need to get some advice and issue a letter to MK City Council.</b></p> <p>h) HR224 Bicycle Wall Mural (Purbeck) – <b>Council support this and feel it is an important heritage site.</b></p> <p>i) HR2 Concrete Cows – <b>Council support this and feel it is an important heritage site.</b></p>	<b>DM</b>
149/22	<p><b>Planning Application: 23/0005/REM Bradville</b> Council to discuss planning application and to consider making a comment to Milton Keynes City Council.</p> <p>Proposal: Approval of reserved matters (scale, appearance, and landscaping) pursuant to outline permission ref. 20/00933/out for the construction/erection of 8 residential dwellings At Stanton High Cottage, Mercers Drive Bradville Milton Keynes MK137AY.</p>	<b>KF</b>

Signature ..... Date .....

18<sup>th</sup> January 2023

Page 3 of 4

	<b>Chair asked the Councillors do they wish to leave a comment – no comments from Councillors.</b>	
150/22	<p>a) Vote to agree to hold a confidential Part 2 of the meeting at which press, and public will be excluded under the Public Bodies (Administration to Meetings) Act 1960 section (2). – <b>Agreed 11 votes for.</b></p> <p>b) Vote to allow a staff member/s to remain in the confidential Part 2 of the meeting. – <b>Agreed 11 votes for.</b></p>	
<b>Confidential - Part 2 - Consideration of matters related to the following items:</b>		
145/22	<p><b>Crimewave Agreement:</b> Council to agree and sign the 3-year contract for 3 cameras at £17,700 per annum as recommend by the Community Projects Committee meeting on 2<sup>nd</sup> November 2022.</p> <p>Councillor Warren raised some questions, RFO clarified, Chair asked Council to vote. – <b>Agreed 11 votes for to sign contract.</b></p>	<b>SE</b>
151/22	<p><b>Update from Peninsula.</b></p> <p>Clerk made Council aware we have submitted all our requested paperwork.</p> <p>We have received more documents, which we have not gone through yet, and we also have a meeting with Peninsula on 26<sup>th</sup> January 2023.</p>	<b>DM ST</b>

**Meeting closed 8:02pm**

# D & L Environmental

## Enforcement activities month of January 2023 (Stantonbury Parish Council)

I have continued to work in a safe manor, as always wearing disposable gloves when investigating fly-tipping/waste issues,

Covid finally caught up with me the first week in January so unfortunately I had to take time off

Estate,	Activities	Outcome	Extraordinary
<b>Bradville</b>	<p>10 Fly tips in this area</p> <p>Bishopstone littering from van</p>	<p>All of the flytips have been investigated, And reported to MKC for removal</p> <p>Resident has informed myself of a possible littering offence from a builders van, I've have been monitoring this area for signs of this</p>	<p>Unfortunately none were found with evidence</p> <p>Even with the camera being in place, this Gentleman continued to use this area for his dogs, I have spoken to him about this area and that it is not to be used for dogs, so far since our conversation I have not seen him in there,</p>
<p><b>Bancroft</b>  <b>Bancroft Park</b>  <b>Oakridge Park</b>  <b>Bluebridge</b>  <b>Linford wood</b></p> <p><b>Stantonbury Fields</b></p>	<p>No issues reported            No issues reported            No issues reported            No issues reported            Enfield chase fly tipping</p>	<p>We have had a few incidents of fly tipping by the telephone mast,</p>	<p>It has all been cleared by mkc, and one was found with evidence which is now under investigation</p>

	Some NOS canisters found in soskin drive parking area		
<b>Stantonbury</b>	17 Flytips/waste issues  Ormonde garages, unusual behaviour	All have been investigated and then cleared by Mkc/Serco  I've noticed that someone has been clearing one of the derelict garages of its waste,	Two have been found with evidence, and now MKC ECU are investigating further One resident has received an official caution for putting their waste out early  I have continued to monitor this and now it seems they are filling it with soil,
<b>Graffiti issues</b>	None reported		
<b>Abandoned Vehicles</b>	Damaged vehicles in the parking area ,  Burnt out moped on the railway walk ,  Stolen motorcycle-Spencer	This was on Railway walk that leads from stonepit Fields into Bradville just before the underpass,  I came across a dumped motorcycle in the carpark of Spencer,	It's looks like one vehicle has crashed into two parked vehicles, all the vehicles have now been removed  I informed TVP about this and they removed it  As I believed it could be stolen I contacted Richard Bolt PCSO, who did some checks and it was stolen , TVP then recovered it,

<b>Dog Fouling</b>	<b>Outcome</b>
Dog fouling patrols	I have been conducting several dog fouling patrols around the areas concerned speaking to dog owners advising them how to clear up after their dogs and the correct way to dispose the dog waste, I have also continued to put up the new PSPO signs on lamposts Patrols of Stanton Low, Stonepit Fields, along Railway walk

	<p><b>Community hub Dog fouling-</b> It was brought to my attention via the Bradville Residents fb page that some dog fouling is going on next to the community hub, I have installed new signage around this area, Also CCTV has been put in place and photographs have been sent into the office of who we believe may be the culprit, Luke from crimewave has informed myself that they now have footage and thus has been passed onto mkc ecu to investigate- <b>UPDATE</b> Even with the camera being in place, this Gentleman continued to use this area for his dogs, I have spoken to him about this area and that it is not to be used for dogs, so far since our conversation I have not seen him in there</p>
Regular patrols	<p>I continue to patrol all the areas covered by SPC, on the lookout for dog fouling, fly tipping etc, The issue of the gas canisters, there has been a slight increase in the numbers found again 10 so far in January</p>

## Rangers Report January 2023

### Tip runs.

1200KG of rubbish has been taken to the tip this month. 320KG of this was taken from plot 22 at the allotment.

### Bush cutting

We have been cutting back some of the overgrown bushes on Melton so that residents can use the benches again.



The other areas we have cut back are Lincoln and Kersey. This is due to overgrowth and failure to see signs clearly.



### **Litter picking**

We have been out with the Parish guardians litter picking Oakridge Park. Thanks to everyone who attended. 8 bags collected.



### **Defibrillator**

Has been installed at The Community Hub Bradville, the meeting place in Bancroft and Woodend School Stantonbury. These are all now live with the emergency services.

### **Street signs**

All street signs throughout the Parish have been clean this month, it has been good to see the bulbs that were planted underneath starting to come through.

### **Patrols**

All areas of the parish have been patrolled and where necessary reporting graffiti and fly tipping to MKC.

Stantonbury 14 reports of fly tipping

Bradville 11 reports of fly tipping

Bancroft Park 2 reports of graffiti

### **TSID (Temporary speed indicator device)**

The TSID has been on Hadrian's drive Bancroft this month and has recorded cars doing 45mph top speed.

**David Outram**

**Parish Ranger Supervisor**

## Payments Made

Stantonbury Parish Council

For the period 1 January 2023 to 31 January 2023

<b>Date</b>	<b>Description</b>	<b>Amount</b>
03 Jan 2023	Milton Keynes Council	£ 177.00
03 Jan 2023	Milton Keynes Council	£ 836.00
04 Jan 2023	Intelligent E-Learning Limited	£ 14.40
04 Jan 2023	O2 DD	£ 42.00
04 Jan 2023	Soldo DD	£ 12.60
05 Jan 2023	Xero (UK) Ltd	£ 51.60
06 Jan 2023	CURRYS ONLINE	£ 514.00
06 Jan 2023	Appliances Online	£ 123.00
06 Jan 2023	B&Q	£ 76.00
06 Jan 2023	DVLA DD	£ 290.00
06 Jan 2023	O2 DD	£ 27.05
09 Jan 2023	Aldi	£ 1.30
09 Jan 2023	Halfords	£ 13.57
09 Jan 2023	Intelligent E-Learning Limited	£ 14.40
09 Jan 2023	Tesco	£ 30.45
09 Jan 2023	Zoom DD Video Communications Inc	£ 143.88
10 Jan 2023	ARGOS LTD	£ 120.00
10 Jan 2023	Aldi	£ 2.50
10 Jan 2023	BrightHR DD	£ 99.62
10 Jan 2023	COOP	£ 3.40
12 Jan 2023	PHS Group DD	£ 165.06
12 Jan 2023	Tesco	£ 32.00
12 Jan 2023	Willis Flowers	£ 61.00
13 Jan 2023	E-Spares	£ 25.71
13 Jan 2023	fuelGenie DD	£ 270.06
13 Jan 2023	Post Office	£ 5.00
17 Jan 2023	ASDA	£ 1.50
17 Jan 2023	Santander	£ 0.35
18 Jan 2023	Buckinghamshire & Milton Keynes Association of Local Councils	£ 89.98
19 Jan 2023	British Gas DD	£ 169.62
19 Jan 2023	COOP	£ 3.00
19 Jan 2023	Samsung	£ 478.00
20 Jan 2023	COOP	£ 5.00
20 Jan 2023	Tesco	£ 1.10
20 Jan 2023	Total Energies DD	£ 476.60
23 Jan 2023	Amazon	£ 43.96
23 Jan 2023	Amazon	£ 3.77
23 Jan 2023	Amazon	£ 30.84



23 Jan 2023	Amazon	£ 4.99
23 Jan 2023	Amazon	£ 12.99
23 Jan 2023	Amazon	£ 18.49
23 Jan 2023	Angel Aid Training	£ 600.00
23 Jan 2023	Bill's Minibus & Coach Hire	£ 225.00
23 Jan 2023	Bill's Minibus & Coach Hire	£ 225.00
23 Jan 2023	Bucks LGPS Pension Scheme	£ 4,792.92
23 Jan 2023	Cann Electrical Limited	£ 1,951.50
23 Jan 2023	D&L Environmental	£ 561.00
23 Jan 2023	Douglas Design	£ 79.20
23 Jan 2023	HMRC	£ 4,265.97
23 Jan 2023	Jackie Bennett	£ 67.50
23 Jan 2023	Jackie Bennett	£ 228.00
23 Jan 2023	Marcus Young	£ 986.88
23 Jan 2023	Microsmiths	£ 79.20
23 Jan 2023	Milton Keynes CAB	£ 1,237.50
23 Jan 2023	Society Of Local Council Clerks	£ 168.00
23 Jan 2023	Staff Expenses	£ 6.75
23 Jan 2023	Studio Ageli Surveying Ltd	£ 350.00
23 Jan 2023	The Bedford & Milton Keynes Waterway Trust	£ 1,000.00
23 Jan 2023	The Colour Crew LLP	£ 355.20
23 Jan 2023	Tickford Security Systems Ltd	£ 354.00
23 Jan 2023	Trade UK	£ 20.16
23 Jan 2023	Trade UK	£ 8.20
23 Jan 2023	Trade UK	£ 10.00
23 Jan 2023	Trade UK	£ 14.00
23 Jan 2023	Trade UK	£ 20.56
23 Jan 2023	Trade UK	£ 29.35
23 Jan 2023	Trade UK	£ 33.08
23 Jan 2023	Urban Electrical	£ 450.00
23 Jan 2023	Urban Electrical	£ 390.00
23 Jan 2023	Viking	£ 152.95
23 Jan 2023	Willis Flowers	£ 46.00
24 Jan 2023	Amazon	£ 10.00
24 Jan 2023	COOP	£ 1.90
25 Jan 2023	ARGOS LTD	£ 120.00
26 Jan 2023	Aldi	£ 0.99
26 Jan 2023	Amazon	£ 42.78
26 Jan 2023	Amazon	£ 4.99
26 Jan 2023	Amazon	£ 12.59
26 Jan 2023	Councillor Allowances	£ 615.90
26 Jan 2023	D A C Services	£ 113.40
26 Jan 2023	D&L Environmental	£ 808.50
26 Jan 2023	Royal Mail	£ 119.88
26 Jan 2023	Staff Salaries	£ 11,460.20

26 Jan 2023	Trade UK	£ 11.51
26 Jan 2023	Trade UK	£ 19.50
27 Jan 2023	COOP	£ 4.00
31 Jan 2023	Aldi	£ 3.36
31 Jan 2023	Mirus DD	£ 10.74
31 Jan 2023	Mirus DD	£ 120.12
31 Jan 2023	SumUp Payments	£ 0.81
<b>Total</b>		<b>£ 36,680.88</b>

**Signed:** ..... **Date:**.....

**Chair - Stantonbury Parish Council**

**Signed:**..... **Date:**.....

**Payments Due over £1000  
Stantonbury Parish Council  
February 2023**

<b>Payables</b>	<b>Description</b>	<b>Total</b>
British Gas DD CH GAS	CH Utilities	£ 1,026.32
Marcus Young	Waste Management	£ 1,090.56
Microsmiths	IT Services/Equipment	£ 9,896.64
<b>Total Payables</b>		<b>£ 12,013.52</b>

Signature: ..... Date: .....

**Chair - Stantonbury Parish Council**

Signature: ..... Date: .....

# Stantonbury Parish Council - Bank Summary

## Bank Summary

Stantonbury Parish Council  
From 1 January 2023 to 31 January 2023

Add Summary

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
CCLA PSDF - 0143380001PC	226,890.00	585.95	0.00	227,475.95
Charity Bank	121,638.06	0.00	0.00	121,638.06
Co-operative Bank Current	192,824.76	189.66	36,386.54	156,627.88
Nationwide Savings	136,559.85	325.12	0.00	136,884.97
Petty Cash	99.35	0.00	2.49	96.86
Santander Current	1,486.92	0.00	5.35	1,481.57
Santander Savings	123,129.23	191.37	0.00	123,320.60
Soldo Prepaid Debit Cards	1,291.20	0.00	285.69	1,005.51
SUMUP Card Charges Taken at Source	0.00	0.81	0.81	0.00
Unity Trust Bank - Instant Access Account	125,634.87	0.00	0.00	125,634.87
<b>Total</b>	<b>929,554.24</b>	<b>1,292.91</b>	<b>36,680.88</b>	<b>894,166.27</b>

This report includes transfers between bank accounts. The dashboard 'Total cash in and out' graph excludes bank transfers.

Document No: CH-TCH010223

**The Community Hub**  
**Mercers Drive**  
**Bradville**  
**MK13 7AY**

## **Terms & Conditions of Hire**

**It is important to read the conditions as they form part of your contract with Stantonbury Parish Council.**

1. Stantonbury Parish Council will hereafter be referred to below as SPC.
2. All bookings are made at the discretion of SPC.

Under the Milton Keynes Council Entertainments Licence, functions must end no later than 11.00pm.

The hall has a maximum capacity of 80 persons.

The Hirer shall ensure that there is present a responsible adult person aged 21 years or more in charge throughout the period of hire.

3. All hire charges and refundable deposit must be paid in full no later than **one month** prior to the booking, or at the time of booking if less than one month away. Block bookings are invoiced a month in advance at the beginning of the month. If the payment has not been made, the booking will be cancelled and no access to the Hub will be allowed.

Cancellation of any booking must be made in writing.  
(email: [info@stantonburyparishcouncil.org.uk](mailto:info@stantonburyparishcouncil.org.uk)). The following charges may apply:

- 1 month's notice – no charge
- More than 7 days notice – 50% of charge
- Less than 7 days no refund

4. The hirer will indemnify SPC against any loss, damage, claim or expense howsoever arising, caused or occasioned during the hirer(s) use of the premises. It will be the responsibility of the hirer(s) to effect adequate Public Liability insurance to cover risks arising out of the use of the premises by groups or organisations. Proof of Public Liability insurance is required when booking.

Note: The key holder will unlock the building at the commencement of hire. The building will remain unlocked until the end of the hire period. The hirer(s) should ensure that someone is present within the building throughout this period. They will also explain to the hirer(s) the fire procedures in place in the buildings. The key holder will remain at the building for a maximum of 15 minutes after the commencement of the hire period, the key holder will then lock the building if the hirer has not arrived. No refund will be given.

5. No betting, gaming or lotteries shall take place on the premises except that allowed by law and the Hirer(s) shall obtain any licence or certificate required, prior to booking the Hall for such use.
6. The hirer(s) shall submit details of the planned activity to SPC at the time of booking and ensure compliance with all the relevant legislation, orders and regulations, in particular that relating to music, singing and dancing and the sale and supply of liquor. No intoxicating liquor will be supplied by SPC. All liquor (if required) must be supplied by the Hirer. It is the Hirer's responsibility to ensure that local licensing laws are complied with.
7. The hirer(s) must not cause annoyance or nuisance to local residents or adjoining occupiers by the playing of loud music, parking in front of driveways etc.
8. With the exception of assistance dogs, no animals will be allowed on the premises, or in the caged area behind the building.
9. SPC has a policy of **no smoking** in all of their buildings and associated grounds. This **MUST** be adhered to at all times. This includes electronic cigarettes.
10. **SAFETY**

**All hirers must read and be aware of the SPC Fire Evacuation Procedure and the SPC Fire Safety Policy.**

A system of emergency lighting is installed in the Hall and must not be interfered with. Fire exits and signs and doors must **not** be obstructed in any manner at all. The hirer(s) must ensure that all the users present are aware of the fire procedures, which are displayed in the building. Tables and chairs must be arranged such that free access is possible at all times to all internal doors and fire exits.

The firefighting equipment must not be removed from the designated fire points and shall only be used for the purposes for which it is installed.

Users must not interfere with the boiler and heating system installed in the Hall.

No form of cooking apparatus may be used inside the hall, other than the standard equipment provided in the kitchen.

Fireworks are not permitted to be used either inside the hall or in the hall grounds for safety reasons and due to the close proximity of neighbouring houses.

Barbecues are not permitted. Outside caterers such as hog roasts can be used with written permission from SPC. This must be requested at the time of booking.

11. All refuse must be removed from the building by the Hirer. Black sacks are available.
12. All SPC equipment can only be used within the facility and must not be removed. The hirer(s) must leave the premises clean and tidy, and all equipment and furniture should be stored away or placed tidily as required by SPC. Cleaning and tidying up must be carried out **DURING THE HIRE PERIOD**. The hirer(s) is/are liable for the costs of any additional cleaning should this be necessary, together with damage and breakage, which may occur during the hire period. **REFUND OF ANY DEPOSIT IS AT THE DISCRETION OF SPC.**

13. In case of block bookings, the hirer(s) must not leave hirer(s) or group belongings/equipment on the premises without the written consent of SPC. Any items left in the building with SPC's approval, are left at the owners' risk and the responsibility for such belongings lies solely with the hirer(s). Any belongings left on the premises without prior agreement from SPC will be treated as abandoned and may be disposed of by SPC and will be disposed of after one month. Storage is not part of the contract. The provision of such storage is entirely at the discretion of SPC. Hirer(s) must not use unallocated storage space nor overfill allocated space.
14. If the building is **not** vacated promptly at the end of the hire period an additional charge of 1 hour hire will be deducted from the deposit.
15. The premises shall be used for community purposes only and shall not be used as the hirer(s) postal address.
16. No advertising or publicity material will be displayed inside or outside the building without the prior approval of SPC.
17. Any aggression, abuse or physical harassment directed towards our staff will not be tolerated.
18. SPC reserves the right to cancel the booking if the hirer(s) breaks any of the above conditions.  
SPC reserves the right to cancel any booking at its discretion and to change or amend the terms and conditions of hire at any time without prior notice.

**The Community Hub will be closed to all users on bank holidays and statutory holidays unless prior agreement has been made with SPC.**

## The Community Hub Hire Charges

	Hire Charge	Deposits
Charity Status Residents of the Parish (proof will be required on booking) Community Groups	<b>£15 per hour</b>	<b>£100</b>
Day Hire (8.00am-11.00pm)	<b>£210</b>	<b>£100</b>
Non-residents Commercial Hire	<b>£25 per hour</b>	<b>£100</b>
Day Hire (8.00am-11.00pm)	<b>£350</b>	<b>£250</b>

Please note all tables and chairs (50) are included in the hire charge

An invoice will be raised once the booking form has been received

Data Protection: By signing this declaration, you agree to Stantonbury Parish Council storing your data in line with our data protection policy. Information you give us about yourself will be held on computer or manual record, which you have a right to see and check. Information may be shared with organisations we work with to provide services to you. Information may also be used in connection with the prevention and detection of crime and fraud. Full details of our privacy policy can be seen on our website or upon request.

PLEASE NOTE TICKING 'I AGREE TO TERMS AND CONDITIONS' BOX WHEN SUBMITTING A PROVISIONAL BOOKING DECLARES YOUR UNDERSTANDING AND COMPLIANCE TO ALL OF THE TERMS AND CONDITIONS CONTAINED IN THIS DOCUMENT.

Signed ..... Print Name .....  
Date.....  
(Hirer)

**Stantonbury Parish Council**  
126 Kingsfold  
Bradville, Milton Keynes, MK13 7DX  
Telephone: 01908 227201  
Website: [www.stantonbury-pc.org.uk](http://www.stantonbury-pc.org.uk)  
Email: [info@stantonburyparishcouncil.org.uk](mailto:info@stantonburyparishcouncil.org.uk)



Document No: CH-FSP010223



The Community Hub  
Mercers Drive, Bradville, Mk13 7AY

## Fire Safety Policy

Signed:  
The Chair of Community Projects Committee

Date:

Signed:  
The Chair of Stantonbury Parish Council

Date:

## Document History

Created	23.01.23
Reviewed by CP Committee	01.02.23
Adopted & Signed off at the Main Meeting	15.02.23

## **1. General Policy**

In managing The Community Hub, and in compliance with the Regulatory Reform (Fire Safety) Order 2005, our general policy on Fire Safety is:

- To provide means of safe evacuation of people from the premises in the event of fire
- To safeguard occupants of the building
- To provide or limit any outbreak of fire
- To provide sufficient, suitable, and specific fire-fighting equipment
- To install and maintain suitable systems for fire detection, fire alarm, call panels, emergency lighting etc.

## **2. Fire Risk Assessment**

Overall, the site carries a Medium Risk, to reflect the high standard of fire precautions installed (particularly automatic fire detection and emergency lighting), a high standard of housekeeping and a relatively short travel distance forming the escape routes. The risk assessment for the site will be reviewed at least annually.

Overall and final responsibility for fire safety rests with the Parish Council. Day-to-day responsibility for ensuring that this policy is put into practice is delegated to the Parish Council.

Any employee, or hirer, must:

- Co-operate with Stantonbury Parish Council on fire safety matters
- Not interfere with anything provided to safeguard fire safety
- Take reasonable care whilst on site to prevent fire
- Report all fire safety concerns directly to the Parish Council

## **3. Emergency Plan and Evacuation**

Please refer to the separate Emergency Plan and Evacuation document, which forms part of your Terms and Conditions of Hire. All hirers must familiarise themselves with this document and their obligations in relation to protection of themselves, the premises and their guests during their hire period. A further copy of this document is provided on the noticeboard in the entrance of the main building.

Signage displaying the location of fire-fighting equipment, emergency exits, fire call points, fire panel and first aid assistance is provided in both the entrance hall, main hall and kitchen. Please note that there is wi-fi but no landline telephone facilities at the Hub. Hirers must always have a mobile phone with them to summon assistance in the case of an emergency.

All regular hirers should regularly practice fire evacuation, at least annually. When agreeing to the Terms and Conditions of Hire you confirm that you carry out these fire drills.

#### **4. Training**

The Council recommends that all regular hirers also have a nominated Fire Warden trained in Fire Safety to ensure safe evacuation of the building in the event of an emergency during your hire period.

#### **5. Testing**

- Hirers should check all exit routes are clear at the start of their hire period and remain clear.
- The fire alarm system is tested weekly.
- We have installed an automatic fire detection and alarm system, which is monitored externally 24/7. It will be serviced 6 monthly by a competent servicing company.
- The emergency lighting system is tested monthly and annually.
- Portable firefighting equipment is serviced yearly.
- Electrical installations are tested every five years in accordance with BS 7671.
- Portable Appliance Testing is carried out for smaller electrical items every two years.

#### **6. Provision for vulnerable users**

The Community Hub is a single storey building with disabled/pushchair access exits both front and rear via ramps. All rooms are accessible by wheelchairs/pushchairs. Hirers should however be mindful of any disabled guests and ensure that your appointed fire warden provides these guests with additional assistance in the event of an emergency. It is possible that lone workers will be present on site e.g. council office staff or cleaning staff. All staff to receive training in Fire Safety and evacuation routes. No use should be made of the community building without this training. A wheelchair is located in the main hall to assist disabled guests.

#### **7. Information for fire-fighters**

Vehicle access for the fire service is available via Mercers Drive at the front car park. The fire alarm panel and fire log are located on the noticeboard in the entrance hall. A floor plan is displayed under the fire panel in the entrance hall.

The gas cut off is in the ladies' toilets in the end cubicle and the electricity emergency cut off can be found under the electric cupboard in the first entrance hall.

#### **8. Risk of Ignition**

CCTV and alarm systems have been fitted to reduce the risk of arson. Wheelie bin stores have been located away from the building frontage and fencing. External areas must be kept clear of combustible materials. Electrical appliances are PAT tested and in good condition.

A strict no smoking/no vaping policy is in place throughout the building and grounds.

Furniture was newly installed in 2022. The blinds on site conform to BSI Standards.

The Community Hub is a single storey detached building located away from other premises in the locality, with parking to the side.

#### **9. Safeguards in Place**

A single stage automatic fire detection and alarm system is installed along with manual call points by the exits. Systems are tested weekly.

Emergency lighting is provided throughout. Systems are tested monthly.

Structural compartmentation between areas of the building.

Fire resisting self-closing doors to community room and kitchen.

Portable fire-fighting equipment including extinguishers and a fire blanket is provided in accordance with BS5306. Serviced annually.

Fire action notices, equipment labels and fire door notices erected. Electrical hazard notice erected to next to electric cupboard. Premises plan showing location of fire-fighting equipment, emergency exits displayed by fire panel.

Travel distances for escape routes satisfactory. Visual access via door vision panels acceptable throughout the premises.

**Please read this policy in conjunction with the associated Fire risk Assessment.**

Document No: MLPSPC250123



STANTONBURY  
PARISH  
COUNCIL

# MATERNITY LEAVE POLICY

Signed: .....  
The Chair of HR Committee  
Signed: .....  
The Chair-Stantonbury Parish Council

Date: .....  
Date: .....

Document History

Sourced from NALC and SPC Staff Hand book	
Signed at HR Committee	25.01.23
Signed and agreed at Main Meeting	15.02.23

# STANTONBURY PARISH COUNCIL MATERNITY LEAVE AND PAY POLICY

## **Contents**

Purpose and scope	4
Procedure	4
Entitlements	4
Maternity pay	5
Shared Parental Leave (SPL)	6
The effect of maternity leave on contractual benefits	6
Maintaining contract during maternity leave	6
Keep in Touch (KIT) Days	7
Returning to work	7
Requesting a change to your pattern of work	7
Your health and safety	7
Data protection	8



## **Purpose and scope**

This policy and procedure apply to all current employees, whether full or part-time, temporary or fixed-term.

The purpose of this policy and procedure is to provide clear information about our maternity provisions. This document sets out our policy on maternity leave, pay, and arrangements surrounding returning to work after maternity leave. It also sets out the procedures which we need to follow at various stages, before, during and after maternity leave.

This document provides basic guidance on the health and safety aspects of working whilst pregnant.

## **Procedure**

### Telling your manager that you are pregnant

As soon as you know that you are pregnant, you are encouraged to let us know. This is in your own interests, and ensures that we can take any necessary steps to look after your health and safety and that of your baby.

As soon as you tell us that you are pregnant, we will conduct an assessment of any health and safety risks to you or your baby. Early notice also allows us to let you know what your rights will be to maternity leave and pay. However, you do have the right to wait until the 15th week before you expect the baby before telling us that you are pregnant. Either way, you are required to confirm in writing the fact that you are pregnant, attaching a copy of your MAT B1 and indicating when you expect to start your maternity leave. You should note that you have the right to change the start date of your maternity leave provided that you give at least 28 days written notice of the change.

### Note on the MAT B1 certificate

The MAT B1 is a form signed by a doctor/midwife confirming your expected week of childbirth (EWC). Hospitals and GP surgeries have different policies regarding when the MAT B1 should be signed and by whom. The MAT B1 is not always issued automatically and you may have to ask your doctor/midwife for a copy.

## **Entitlements**

### Ante-natal care

During your pregnancy, your doctor/midwife will make regular appointments with you for ante-natal checks, scans, tests etc. You are entitled to take reasonable time off work to attend these appointments, regardless of your length of service or the hours that you work. This time off will be paid and you will not be expected to make up the time. You should however give us as much notice as possible of your appointments and, after the first one, should present the appointment card from the hospital or clinic.

## Maternity leave

You are entitled to take up to 52 weeks' maternity leave. This is made up of 26 weeks of ordinary maternity leave (OML) plus 26 weeks' additional maternity leave (AML). You also have the right to return to work after the end of your OML or AML. This right applies to all female employees regardless of length of service or the number of hours worked per week.

You can choose when to start your maternity leave. This can be any date from the beginning of the 11th week before the week the baby is due. The law requires that an employee take a minimum of two weeks maternity leave immediately following the birth.

## Sick leave during your pregnancy or maternity leave

If you are off sick due to a pregnancy-related illness any time after the beginning of the fourth week before the start of the expected week of childbirth (EWC), then your maternity leave period will begin straight away.

If you are off sick due to a non-pregnancy-related illness any time after the beginning of the fourth week before the start of the expected week of childbirth (EWC), it will be treated as sick leave in the usual way.

Any pregnancy related sick leave taken before the start of the fourth week will be treated as sick leave in the usual way.

## Early births

If the birth of your baby occurs before the 11th week before the EWC or your planned date of leaving, your maternity leave will commence the day after your baby is born.

## **Maternity pay**

You are eligible to receive 39 weeks statutory maternity pay (SMP) if:

- You have at least 26 weeks' continuous service with the council by the end of the 15th week before the expected week of childbirth (EWC) ("the qualifying week"), and,
- You have average weekly earnings in the eight weeks up to and including the qualifying week of at least the lower earnings limit for Class 1 National Insurance contributions.

If you qualify for SMP, it will usually be paid for a period of up to 39 weeks. Rates are fixed by law and are subject to tax and National Insurance deductions. During the first 6 weeks of this 39-week period, SMP is paid at 90% of your average weekly earnings, and for the remaining 33 weeks at the statutory rate as set by the Government, (or 90% of average weekly earnings if this is less than the standard rate).

Your average weekly earnings are calculated over the 8 weeks prior to the end of your qualifying week (15th week before the EWC) (see here for details of statutory rates - [www.gov.uk/maternity-pay-leave/pay](http://www.gov.uk/maternity-pay-leave/pay)).

If you do not qualify for SMP you may be eligible to receive Maternity Allowance. If you are not entitled to statutory maternity pay, we will issue you an SMP1 form to allow you to claim the Maternity Allowance.

### **Shared Parental Leave (SPL)**

You are entitled to curtail your maternity leave and pay and instead take SPL and pay with your partner/the father of the child, subject to meeting the eligibility criteria. SPL enables parents to choose how to share the care of their child during the first year of birth. Its purpose is to give parents more flexibility in considering how to best care for, and bond with, their child. See the Shared Parental Leave Policy <https://www.gov.uk/shared-parental-leave-and-pay> and talk to your line manager.

### **The effect of maternity leave on contractual benefits**

During your maternity leave you will be entitled to receive the contractual benefits that you would normally receive if you were at work with the exception of cash benefits (e.g. remuneration and allowances).

On return to work following OML and AML you are entitled to benefit from any general improvements to the rate of pay (or other terms and conditions) that you would have received had you been at work. This may also lead to a re-calculation of your SMP Entitlements.

### Annual leave

Your contractual annual leave entitlement continues to accrue during your maternity leave. You can choose to take any leave accrued, as a block, either before you commence maternity leave, immediately upon your return to work or a combination of the two. You should be aware that if you take the annual leave before starting maternity leave and then leave employment mid-way through the maternity leave, the usual deductions will apply from your final salary or we may ask for an appropriate refund.

### Pension scheme

Occupational pension contributions continue during OML and during any period of paid maternity absence.

### **Maintaining contact during maternity leave**

Some people choose to have little if any contact with work during their maternity leave while others want to maintain a high level of contact. Before you start your maternity leave, we will meet with you to discuss reasonable contact arrangements during your maternity leave. Below is a list of the sorts of information you may want to be kept informed about:

- Notes of important meetings or announcements affecting staff
- Details of internal vacancies which arise
- Details of significant developments to working practices
- Details of any training courses which are offered to the team

There may be occasions when we need to contact you even if you have indicated that you do not wish to be contacted. In these circumstances contact will only be made when there is significant information which might affect you. For example, where there are changes proposed to the job you are expected to return to.

### **Keep in Touch (KIT) Days**

You may work for up to 10 days during your maternity leave. KIT days can only be worked by mutual agreement; that is to say both you and the council must agree to the work / training taking place. When agreeing KIT days, we will agree the type of work to be carried out and the duration in advance. Particular care should be taken when agreeing a rate of pay because payment for KIT days is off-set against Statutory Maternity Pay and not in addition to it. Therefore, we should agree a rate for that week which must be equal to or in excess of the rate of SMP.

### **Returning to work**

We will assume that you will take your full maternity leave entitlement and intend to return to work doing the same job (see paragraph below regarding entitlement to return to the same job after maternity leave), with the same hours, unless you notify us, in writing, or request otherwise. In other words, you do not have to notify us if you intend to return to work at the end of your AML.

If you want to return to work before the end of your maternity leave, you will need to notify us in writing giving at least eight weeks' notice of your intended return date. If you do not give at least eight weeks' notice, we may delay your return to work by up to a further eight weeks where there is good reason.

You have the right to resume working in the same job if returning to work from OML. If you return to work after a period of AML, you are entitled to return either to the same job or, if this is not reasonably practicable, to another suitable job that is on terms and conditions not less favourable.

If you decide not to return to work after your maternity leave, you will need to resign giving the appropriate notice as specified in your contract of employment.

### **Requesting a change to your pattern of work**

You have the right to request that we consider changing your pattern of work (subject to eligibility criteria). See the Flexible Working Policy.

### **Your health and safety**

#### Risk assessment

Whilst most women are able to work normally during pregnancy there are some duties which are best avoided or minimised. We may be able to reorganise your work to avoid/minimise such duties or may arrange different work for you for health and safety reasons. Only in exceptional cases would other action be required e.g. suspension on medical grounds or other appropriate action.

Once you tell us of your pregnancy, we will hold a meeting with you to discuss health and safety issues. In consultation with you, we will complete a risk assessment, agreeing with you any measures to be taken. We will hold regular meetings with you throughout your pregnancy in order to review the initial assessment. If you have any concerns please raise these directly with the council.

### **Data protection**

When managing your maternity leave and pay, we will process personal data collected in accordance with the data protection policy. Personal and or sensitive information is held securely and accessed by, and disclosed to, those who need to manage maternity leave and pay. Inappropriate access or disclosure of personal data would breach our data protection policy and should be reported immediately. A data breach may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

This is a non-contractual procedure which will be reviewed from time to time.