

West Bletchley Council

To: The Chair and Members of the Council

Date: 11 August 2026

Dear Councillor

You are summoned to attend a meeting of the **Full Council** to be held at **West Bletchley Council Offices, 221 Whaddon Way, West Bletchley** on **Monday 17 August 2026 at 7.30pm** when the business set out in the following agenda will be transacted.

Signed: *J. Priest*

Judith Priest
Clerk to West Bletchley Council

Agenda

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **Public Question Time**
4. **Ward Matters** – None notified
5. **To approve the minutes of the meeting held on 22 June 2026** (see p.1)
6. **Chair's announcements**
7. **Council Committees**
To receive the draft minutes of the following meetings of the Council's Committees and consider any recommendations contained therein:
 - a) Environment Committee – 6 July 2026 (see p.4)
 - b) Community Committee – 20 July 2026 (see p.6)
 - c) Finance & General Purposes Committee – 3 August 2026 (see p.8)
8. **Budget and Precept 2027/2028** – report of Clerk (see p.11)
9. **Weekly Advice Surgery** – to consider the motion proposed by Cllr N Long:
“That WBC councillors support:
 - i) The idea of weekly advice surgery every Thursday evening 6pm to 7pm in the WBC offices.
 - ii) That all parish councillors are eligible to attend and provide advice to any residents seeking advice.
 - iii) That the access and security arrangements be agreed on consultation with the Clerk.
 - iv) That the advice surgery be advertised in Open Door, on the Council's website and on noticeboards.”
10. **Buckinghamshire Draft Local Plan Regulation 19 consultation – to consider a motion proposed by Cllr N Long** – report of the Assistant Clerk (see p.13)
11. **Fire Door repairs at Whaddon Way offices and Frank Moran Centre** – report of the Assistant Clerk (see p.16)
12. **Town Deal update** – oral report of the Clerk

13. Matters Relating to External Bodies

- a) **BMKALC** – to appoint 2 representatives (1 voting) to attend the Association's AGM to be held on Monday 14 September 2026, at 6pm at Campbell Park Community Hub.
- b) **Reports from representatives to external bodies**
- c) **Forthcoming meetings** – to consider any questions this Council would like its representatives to raise at future meetings of external bodies.

- 14.** To note that the next scheduled meeting of the Full Council will be held on **Monday 26 October 2026** at **7.30pm** at **221 Whaddon Way**.

**Distribution - All Councillors, Noticeboards and Council Website
Members of the public are welcome to attend**

West Bletchley Council

Minutes of Full Council held on Monday 22 June 2026 in the Council Offices, 221 Whaddon Way, West Bletchley

Present: Cllrs M Ahmad, W Ahmad, Barratt, Chambers, Cockbaine, Colaco, Delfani, Durugo, Harvey, Layden, N Long, McLaughlin, B Moore, Noorwali, Sinclair, Skingley, Vamathevan and Wales.

In attendance: The Clerk and Assistant Clerk.

FC26/46 Apologies for absence

Resolved: that the apologies and reasons for Cllrs Belcher, Brady, S Long and Simpson be noted.

FC26/47 Declarations of Interest – None

FC26/48 Public Question Time – None

FC26/49 Ward Matters – None

FC26/50 Minutes of the Annual Meeting of the Council held on 11 May 2026

Resolved: that Cllr Durugo be authorised to sign the minutes as a correct record of the meeting.

FC26/51 Requests for membership of the Council's Committees

Resolved that:

- i) Cllr P Moore's requests for membership of the Community and Finance and General Purposes Committee be approved,
- ii) Cllr Colaco's requests for membership of the Community and Finance and General Purposes Committee be approved,
- iii) Cllr Noorwali's request for membership of the Environment Committee be approved.

FC26/52 Chair's announcements – Cllr Durugo, in the Chair's absence, read out a statement on her behalf. In it she explained that in the period since the last Full Council meeting she has presented the award for overall winner at the West Bletchley Fun Dog Show and that this was a well-attended and successful event, that the Annual Parish Meeting was held in May, with a new format and presentations from local organisations. With Cllr Cockbaine, she attended the re-opening of the small hall at the West Bletchley Community Centre. She also mentioned that she had introductory meetings with the new Councillors for the Milton Keynes City Council wards that cover the West Bletchley parish. She was part of the official opening of the new Morrisons shop on Queensway, and that it was great to see the progress on the improvements in the high street there. She also attended the Council's Spring Fayre event in May, at which she was pleased to welcome the new Mayor of Milton Keynes. There was another day of work on the Tweed Drive Sensory Garden, for which she expressed thanks to the volunteers who helped out. Finally, together with the Mayor of Bletchley and Fenny Stratford Town Council and the MP, she signed a letter of congratulation to a former Bletchley resident who is now the Mayor of Mont-Saint-Éloi, in France.

- FC26/53 Council Committees**
Resolved that:
- i) the minutes of the Environment Committee meeting held on 18 May 2026 be received and noted,
 - ii) the minutes of the Community Committee meeting held on 1 June 2026 be received and noted,
 - iii) the minutes of the Finance and General Purposes Committee held on 8 June 2026 be received and noted.
- FC26/54 2025/26 Accounts and Annual Governance and Accountability Return**
Resolved that:
- i) the annual governance statement contained in Section 1 of the 2025/26 Annual Governance and Accountability Return be approved,
 - ii) the accounting statements contained in Section 2 of the 2025/26 Annual Governance and Accountability Return be approved,
 - iii) the Vice Chair be authorised to sign the 2025/26 Annual Governance Accountability Return and Balance Sheet for the year ending 31 March 2026.
- FC26/55 Dog and Litter Bin Tender**
Resolved that:
- i) the report be received,
 - ii) the estimated budget for dog and litter bin emptying contract value be £64,000 per year,
 - iii) officers be authorised to prepare a tender opportunity to be advertised on Find a Tender and the Council's website in line with procurement regulations for a new contract for three years from 1 May 2027 to 31 April 2030,
 - iv) the Clerk be authorised to award the contract for emptying the dog and litter bins subject to satisfactory tenders being received and evaluated,
 - v) a report be submitted to Full Council in December 2026 providing an update and details of any successful contracts awarded.
- FC26/56 Festive Lighting**
Resolved that:
- i) the report be received,
 - ii) the Clerk be authorised to spend up to £5,940+VAT with SparkX to carry out repairs to festive light infrastructure.
- FC26/57 Civic.ly Asset Management Platform**
Resolved that:
- i) the report be received,
 - ii) the Clerk be authorised to subscribe to Civic.ly at the monthly cost of £706+VAT and the one-off cost of £1,000 for the onboarding programme,
 - iii) the requirement to use the Civic.ly app is built into the upcoming dog and litter bin emptying tender through a shared platform clause,
 - iv) the monthly subscription for the remainder of the financial year 2025-26 and the one-off cost to be covered by the IT infrastructure designated projects fund (120/4851),
 - v) the monthly subscription cost for future financial years be budgeted for as part of the Parish Council Software budget (101/4260).

FC26/58

Council Contracts

Resolved that:

- i) the report be received with the following correction:
Page 18, the first paragraph of the “Fire Alarm and Extinguisher Maintenance” section should read “The fire alarms and emergency lights at 221 Whaddon Way and the Frank Moran Centre are maintained by ADE Fire Services, who visit twice per year to carry out this work”
- ii) the Clerk be authorised to enter into a new five-year agreement with Cathedral Hygiene to provide and empty two standard sanitary bins and one male incontinence bin.
- iii) the Clerk be authorised to allow the agreements with ADE Fire Services to maintain fire alarm systems, emergency lights and fire extinguishers to move onto rolling contracts and bring the matter back to the Finance and General Purposes Committee only if the costs increase significantly or if the agreements come to an end for another reason.

FC26/59

Building works

Resolved that:

- i) the report be received,
- ii) the Clerk be authorised to spend up to £10,000+VAT on bricking up the window and two doors at the Whaddon Way offices and the connecting corridor to 221a Whaddon Way; once building control permission has been granted;
- iii) the cost for the works to be covered from designated projects Council Properties (120/4821)

FC26/60

Council Policies

Resolved: that the amendment of the mileage allowance from 45p to 55p in the Scheme of Councillors Allowances (WBC POL32) be approved.

FC26/61

Matters Relating to External Bodies

- a) **Reports from representatives to external bodies** – Cllr Cockbaine gave an oral report regarding the Bletchley Pathfinder group, which is undergoing some changes to its format, and is due to split into groups covering different areas. The exact format is not yet decided. Cllr Harvey gave an oral report on the meeting of the MKCC Parishes Forum, where presentations were received on the subjects of waterways, highways, and from Little Linford Parish Council. Also discussed was the process for nominations for the King’s Birthday 2027 Honours List.
- b) **Forthcoming meetings** – There were no requests for questions to be raised at future meetings of external bodies.

FC26/62

Date of Next Meeting

Members noted that the next scheduled meeting of the Full Council will be held on **Monday 17 August 2026 at 7.30pm at 221 Whaddon Way.**

Chair of Council

Date

West Bletchley Council

Minutes of the meeting of the Environment Committee, held on Monday 6 July 2026 at 7pm, in the Council Offices, 221 Whaddon Way, West Bletchley

Present: Cllrs Harvey, Coaton, Sally Crockett, Helder, and McLaughlin.

In attendance: The Assistant Clerk, Parks and Environment Manager, Environmental Projects Officer, Cllr Belcher and one member of the public.

EC26/36 Apologies for absence

Resolved: that the apologies and reasons for absence for Cllrs Chambers, Layden, Noorwali and Wales be noted.

EC26/37 Declarations of Interest – None

EC26/38 Minutes of Meetings

Resolved: that Cllr Harvey be authorised to sign the minutes of the meeting of the Environment Committee held on 18 May 2026 as a correct record.

EC26/39 Public Questions – None

EC26/40 Ward Matters – None

EC26/41 Climate Footprint and Energy Audit 2025/26

Resolved: that the report be received.

EC26/42 Parking Matters

Resolved: that the report be received.

EC26/43 Application for Community Infrastructure Funding

Resolved that:

- i) the report be received,
- ii) the committee approves the project proposal and agrees to Officers submitting a bid for project funding from MKCC's Community Infrastructure Fund for 2027/28,
- iii) the Council's matched funding be covered from S106 – Woodland Area (127/4100) if the CIF application is successful.

EC26/44 Committee Budgets

Resolved: that spending to date in respect of this year's budget be noted.

EC26/45 Planning Applications

Resolved that:

- i) the report be received,
- ii) the Council's comments, agreed by email prior to submission on the planning portal, are ratified,
- iii) the decisions of the planning authority be noted.

EC26/46

Dates of Future Meetings

Members noted that the next scheduled meeting of the Environment Committee will be held on Monday 7 September 2026 at 7pm.

Chair of Environment Committee

Date

DRAFT

West Bletchley Council

Minutes of the meeting of the Community Committee held on Monday 20 July 2026 in the Council Offices, 221 Whaddon Way, West Bletchley

Present: Cllrs Cockbaine (Chair), Layden (Vice Chair), M Ahmad, W Ahmad, Colaco, Delfani, P Moore and Vamathevan.

In attendance: The Clerk, the Assistant Clerk, the Community Services Manager and three members of the public.

C26/48 Apologies for absence

Resolved: that the apologies and reasons for absence for Cllrs Belcher, Chambers, S Long and Skingley be noted.

C26/49 Declarations of Interest – None

C26/50 Public Questions – A Milton Keynes City Council ward councillor addressed the committee regarding housing developments within Buckinghamshire that are near to the Milton Keynes boundary.

The chair of the Whaddon Healthcare Patient Participation Group spoke to briefly explain the purpose of that group in representing the views of patients to the health authorities. He asked if parish councillors could spread the group and encourage people to volunteer. New mothers are currently particularly underrepresented.

C26/51 Minutes of Meeting held on 1 June 2026

Resolved: that Cllr Cockbaine be authorised to sign the minutes as a correct record of the meeting.

C26/52 Ward Matters – None.

C26/53 Community Events Programme

Resolved: that the report be received.

C26/54 Resource Centre update

Resolved: that the report be received.

C26/55 Extension of Community Support Services

Resolved: that the updated action plan be received.

C26/56 Annual Review of Community Safety

Resolved: that the report be received and the recommendations contained therein be approved.

C26/57 Annual Review of Communication and Engagement Strategy and Action Plan

Resolved: that the updated reports be received and approved.

C26/58 Committee Budgets

Resolved: to note spending to date in respect of this year's budget.

C26/59 Reports to future meetings

Resolved: that the updated schedule of reports be received.

C26/60

Date of next meeting of the Community Committee

Members noted that the next meeting of the Community Committee would be held on Monday 21 September 2026 at 7.30pm.

Chair of Community Committee

Date

DRAFT

West Bletchley Council

Minutes of the Meeting of the Finance and General Purposes Committee held on Monday 3 August 2026 at 7.30pm in the Council Offices, 221 Whaddon Way, West Bletchley.

Present: Cllrs W Ahmad (Chair), Chambers, Cockbaine, Delfani, N Long, S Long and Vamathevan.

In attendance: The Clerk, Assistant Clerk and Cllr Belcher.

FGP26/36 Apologies for absence

Resolved: that the apologies and reasons for Cllrs Brady, Colaco, B Moore and P Moore be noted.

FGP26/37 Declarations of Interest – None

FGP26/38 Public Questions – None

FGP26/39 Minutes of Meeting held on 8 June 2026

Resolved: that Cllr W Ahmad be authorised to sign the minutes as a correct record of the meeting.

FGP26/40 Report of Responsible Financial Officer

a) 2026/2027 Budget

Resolved: that the report be received.

b) 2027/2028 Budget Estimates

Resolved: that the report be received

c) Direct Debit set-up for Civic.ly

Resolved: that the Clerk be authorised to set up a Direct Debit for the monthly subscription payments to Civic.ly from September 2026 onwards.

FGP26/41 Payment of Accounts

Resolved that:

- i) the schedule of payments for the period ending 24 July 2026 be approved,
- ii) the updated schedule of payments which arise on a regular basis be approved in accordance with Financial Regulation 6.6,
- i) the record of approved payments be signed in accordance with Financial Regulation 6.9.

FGP26/42 Item as required by Financial Regulation 2.6

Resolved: to note that Cllr Brady verified bank statements, for the period 1 April to 30 June 2026, and found no matters arising for the committee's consideration.

FGP26/43 Frank Moran Centre footpath replacement and extension

Resolved that:

- i) the report be received,
- ii) the works for the replacement and extension of the footpath and hardstanding area outside the Frank Moran Centre be approved,
- iii) the Clerk be delegated to engage the supplier who quoted £12,870+VAT for the works to be carried out,
- iv) the cost for the works to be met from the Designated Projects Fund 120/4821 Council Properties.

FGP26/44 Council Policies

Resolved that:

- i) the report be received,
- ii) the amended Adult Safeguarding Policy (WBC POL28), Child Protection Policy (WBC POL30) and Sustainable Environment Policy (WBC POL44) be approved and that the new Vehicle Collision Procedure (WBC POL55) be approved and adopted.

FGP26/45 Council Contracts

Resolved that:

- i) the report be received,
- ii) the Clerk be authorised to allow the agreements with Pareto Facilities Management Ltd, for cleaning services at 221 Whaddon Way and the Frank Moran Centre, to move onto rolling contracts and bring this matter back to the Committee only if the costs increase significantly, the quality of service becomes poor, the Clerk has any concerns or if the agreements come to an end for another reason.

FGP26/46 Exclusion of Press and Public

Resolved: that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

FGP26/47 Staffing Matters

Resolved that:

- i) the oral report of the Clerk in regard to resolution FGP26/24i) be received and noted.

Resolved that:

- i) the written report be received,
- ii) the proposal from Pathfinder for a jointly shared Community Network Co-ordinator role serving the whole of Bletchley be noted,
- iii) the advantages and disadvantages of West Bletchley Council (WBC) acting as the employing organisation be noted,
- iv) Bletchley and Fenny Stratford Town Council's (BFSTC) willingness (in principle) to act as the employing authority be noted,
- v) WBC raises no objection to BFSTC acting as the employing authority.
- vi) WBC in partnership with BFSTC, agrees to establish the role of Community Network Co-ordinator on a 2-year fixed term contract basis.
- vii) the Clerk be authorised, in consultation with the relevant committee chair, to continue discussions with Pathfinder and partners and to finalise the arrangements and establish the role of Community Network Co-ordinator.

The committee **furthermore resolved that:**

- i) updates on projects, events and activities is reported to the Community Committee.
- ii) decisions relating to projects, events and activities linked to the role are resolved by the Community Committee.

FGP26/48 Date of Next Meeting

Members noted that the next meeting of this Committee will be held on 5 October 2026 at 7.30pm.

Chair of Finance and General Purposes Committee

Date

DRAFT



Briefing Paper for Full Council Meeting on Monday 17 August 2026

Agenda Item: 8

Written by: The Clerk

Budget and Precept for 2027/28

Purpose of the Report

To agree arrangements for considering the principles and parameters for budget and precept setting.

Background Information

The following timetable of actions is proposed for the Council and its Committees' consideration of next year's budget:

Date	Meeting	Action
17/08/26	Full Council	Agree process and timetable for preparation of estimates and provide preliminary guidance on principles and parameters for budget precept setting.
05/10/26	F&GP Committee	Consider outline budget proposals for submission to Full Council.
26/10/26	Full Council	Approve guidance to Committees
09/11/26	Environment Committee	Consider estimates for submission to F&GP
16/11/26	Community Committee	Consider estimates for submission to F&GP
07/12/26	F&GP Committee	Recommend overall budget and precept.
21/12/26	Full Council	Approve Council budget and considering precept for 2027/28

At its meeting on 3 August 2026 F&GP Committee considered and noted the Council's medium term financial position, based on current rate of inflation, which is reproduced below for information.

**With inflation at current CPI applied to all income and expenditure
(currently 2.6%)**

				Inflation increase of 2.6%		
		Actual 2025/26	Estimates 2026/27	Estimates 2027/2028	Estimates 2028/2029	Estimates 2029/2030
Revenue Budget Summary						
Finance & General Purposes		687,837	896,439	919,746	943,660	968,195
Environment		174,103	222,662	228,451	234,391	240,485
Community		160,737	210,704	216,182	221,803	227,570
Net Budget Requirements		1,022,677	1,329,805	1,364,379	1,399,854	1,436,250
Designated Project Fund*		127,526	2,134,757	54,000	54,000	54,000
Total Net Expenditure		1,150,203	3,464,562	1,418,379	1,453,854	1,490,250
Contribution from (-to) Balances		-148,189	2,101,660	20,255	27,785	27,104
Precept		1,290,198	1,354,708	1,389,930	1,426,069	1,463,146
Deprivation Fund Grant (LCTRS)		8,194	8,194	8194	0	0
Council Precept & Grant		1,298,392	1,362,902	1,398,124	1,426,069	1,463,146
Balances remaining		2,940,855	839,195	818,939	791,154	764,051

*Sum for 2026/27 includes £2,080,757 of earmarked reserves carried forward from 2025/26

Taking account of the above, Full Council is asked to consider what guidance it wishes to provide to the Council's Committees in respect of the principles and parameters for this year's budget setting process.



Report for Full Council Meeting on Monday 17 August 2026

Agenda Item: 10

Written by: The Assistant Clerk

Buckinghamshire Council Draft Local Plan Regulation 19 Consultation

Purpose of report

To introduce a motion from Cllr N Long regarding the Buckinghamshire Council (BC) Draft Local Plan and to inform councillors of developments regarding the draft Local Plan for Buckinghamshire, now at Regulation 19 consultation stage.

Background information

The draft Local Plan for Buckinghamshire, which, if adopted, would guide future development in Buckinghamshire up to the year 2045, has reached its Regulation 19 consultation stage, which is the final publication stage prior to submission. At this stage, the public and groups are asked to comment on legal compliance and soundness (positively prepared, justified, effective and consistent with National Policy) only.

Cllr N Long has proposed the following motion:

“West Bletchley Council (WBC) notes:

1. The BC draft Local Plan proposes:
 - a. 660 new homes at Newton Longville
 - b. 3,780 new homes at Stoke Hammond
2. This is on top of the 1,855 homes currently agreed for Salden Place and that this number is a third of the original housing proposal for Salden Chase (now Place).
3. The BC Draft Local Plan could impact on West Bletchley:
 - a. In particular the road infrastructure including the impact on the A421 on the Buckingham Road and Newton Road
 - b. The possible impact on health service provision, especially given the Whaddon Medical Centre already serves Newton Longville and the Lakes estate area and that the Hammond Road GP practice is small.

WBC agrees:

1. To consider making a submission on the BC Draft Local Plan.
2. To highlight that Milton Keynes City Council (MKCC), in contrast to BC, has already invested £12 million in building a new medical centre in the Elerby new town in the east of the city. Catering for 16,000 patients before the new town is completed.

3. To highlight that MKCC has paid for the new GP practice on the Lakes estate (Water Eaton Health Centre).
4. To highlight that MKCC has invested £15.7 million in the Milton Keynes University Hospital.
5. To highlight the importance of the funding infrastructure as part of the strategic planning process.”

The draft Local Plan for Buckinghamshire as currently written has the potential to significantly impact West Bletchley, because a number of sites allocated for development are very close to Buckinghamshire’s northern boundary, and it could reasonably be expected that they would place additional pressure on infrastructure and services within West Bletchley and Milton Keynes more generally.

If members are minded to submit a corporate response, some of the factors they may wish to consider are:

- Spatial Strategy:
 - o The preponderance of proposed development towards the north of the county and the lack of development in the south and whether this is justified.
 - o The lack of green belt or “grey belt” land that has been released for development in the south of the county, which appears to conflict with the National Planning Policy Framework (NPPF), that encourages the use of such land for housing.
 - o The reliance on large-scale developments to deliver housing;
 - o The way that planned development is “backloaded” towards the end of the plan period and is focused on a limited geographic area. This raises questions about whether such development is deliverable.
- Standard Method:
 - o Does the methodology used to determine housing allocations align with the standard method that is supposed to be used when developing local plans?
- Site Assessments:
 - o Are the site allocations effective and justified?
 - o The plan appears to have discounted viable development sites, including those already contained in emerging neighbourhood plans.
 - o There appears to be a lack of consideration of infrastructure needs, especially outside and between the development sites.
- Process
 - o Is the process that has been used consistent with national policy?

It would also be sensible to acknowledge that, while West Bletchley is not within the Buckinghamshire Council area, it does border it and will be affected by so much development close to its boundary. This is specifically mentioned in the West Bletchley Neighbourhood Plan (point 3.24 and policy SSA1), and this can be mentioned in any response.

The Council may wish to participate in examination hearings, and if so, should make representations to that effect at this stage of the consultation as there is no later opportunity.

To view the draft Local Plan, including appendices visit [Buckinghamshire Council - Draft Local Plan Regulation 19 Document](#)

Recommendation

It is accordingly **recommended that**:

- i) the report be received,
- ii) members consider and vote on Cllr N Long's motion,
- iii) if the Council agrees to submit a corporate response, that the Clerk be authorised to respond to the consultation on the Council's behalf, in particular highlighting the following, whilst adhering to the soundness test:
 - a. That the weighting of development towards the north of the county, while not building in the south, is not justified;
 - b. That the lack of allocation of green belt and "grey belt" land for development conflicts with national policy;
 - c. That the plan to build so much of the housing at the end of the plan period is undeliverable;
 - d. That the reliance on large sites delivering as expected may affect deliverability;
 - e. That the allocation of housing sites may conflict with the standard method;
 - f. That site allocations are ineffective at meeting housing needs and are unjustified;
 - g. That viable development sites, including those identified in emerging neighbourhood plans, have been discounted in favour of those that are not supported by local communities;
 - h. That plans for infrastructure to support development, including highways and healthcare, are insufficient, particularly where the development sites are close to Milton Keynes.
- iv) members consider whether the Council may wish to participate in examination hearings, and if so, authorise the Clerk to submit a representation to that effect



Report for Full Council Meeting on Monday 17 August 2026

Agenda Item: 11

Written by: The Assistant Clerk

Fire door remedial works at 221 Whaddon Way and the Frank Moran Centre

Purpose of Report

To seek authorisation to proceed with remedial works on fire doors at the Council's two main buildings, to bring them in line with current regulations.

Background Information

Over the years since 221 Whaddon Way and the Frank Moran Centre were built, regulations surrounding fire doors have changed, and some of the protections that were in place when the doors were originally installed have failed.

Our Health and Safety advisors identified that some of the seals around doors were no longer up to the required standards. Therefore, surveys were commissioned from a specialist company, which found further deficiencies with the doors. The doors themselves are all at an acceptable standard. However, in all cases, there were problems with some combination of seals, gaps around frames or the floor, handles and locks, hinges and closing mechanisms. Consequently, work is required on all the internal fire doors at both buildings to ensure that they function correctly as fire doors.

Quotes have been sought from the Council's current fire protection contractor, ADE Fire Services, which came in at £24,000 + VAT (after discount), plus other companies, who specialise in fire doors, who quoted £23,733.78 and £23,987.04.

Although the cost from ADE is slightly higher, given that they arranged the survey and are familiar with the buildings, it would be advisable to use them to complete the work.

Recommendation

It is **recommended** that:

- i) the report be received,
- ii) the Clerk be authorised to engage ADE Fire Services to carry out remedial works on fire doors at 221 Whaddon Way and the Frank Moran Centre, at a total cost of £24,000+VAT.
- iii) the cost of the works is to be covered from Designated Projects Fund 120/4821 Council Properties.