

YOU ARE HEREBY SUMMONED TO A MEETING OF COUNCIL

to be held at the

Oldbrook Centre, Oldbrook Boulevard, Oldbrook

**Tuesday 16th April 2024
at 7.30pm**

AGENDA

Members

Cllr T Baines
Cllr B Barton
Cllr O Cole
Cllr V Dixon
Cllr T Fraser
Cllr R Golding (Vice-Chair)
Cllr B Greenwood (Chair)
Cllr P Halton-Davis
Cllr J Howard

Cllr K Jones
Cllr K Kavarana
Cllr D Kendrick
Cllr K Kent
Cllr C Odunewu
Cllr Z Osman
Cllr D Pafford
Cllr M Petchey

AGENDA

1. **To receive:**
Members Present
Apologies for Absence
Declarations of Interest
Members of the Public Present
2. **Minutes of the Meeting of Council held on the 19th March 2024**
Council is invited to approve the minutes of the meeting. **Page 7**
3. **Public Involvement – Deputations, Petitions and Questions**
Members of the public may make representations in respect of the business on the agenda.
4. **Chair’s Report**
Council is invited to receive a verbal report from the Chair.
5. **Clerk’s Report**
Council is invited to receive a verbal report from the Clerk.
6. **Local Council Elections May 2024 – Campbell Park Area**
The Clerk to give a verbal update.
7. **Ward Members’ Matters/Reports**
 - i. Members are invited to raise a question with the Chair of Council, the Clerk to Council, or any Committee Chair, with Members allowed up to a minute to raise a question, with respondents allowed up to two minutes to reply. Any Member is limited to one question, with no further discussion on the given response. Any unanswered questions to receive a written response within seven days.
 - ii. No Members Reports were received.
8. **To Receive Draft Minutes (including recommendations) from Committees. Any Member questions arising from matters detailed in the Minutes to be raised under the relevant Committee.**
 - a. **Minutes of the Community & Communications Committee**
Chair: Cllr K Kavarana **Page 13**
Council is invited to receive the Minutes with 1 item (i) to ratify
 - i. **Draft Minute 116/23.v. Community Hub – Community Hub Café Operator Expressions of Interest (EOI)** **Page 17**
Following the decision of Council to invite EOI from community organisations/charities to operate the Community Hub Café, Committee considered a draft EOI document.

Committee resolved to recommend to the next meeting of Council that the EOI document be released.

To enable the timeline within the EOI to be met, Committee also considered and agreed that a recommendation be made to Council that an officer working group progress the matter, reporting on a monthly basis to the Community Hub Working Group, with reports and decision-making being referred to Council prior to the commencement of stages 2 & 3 and on completion of stage 4.

- b. Minutes of the Planning, Infrastructure & Transport Committee** **Page 23**
Chair: Cllr B Greenwood
Council is invited to receive the Minutes.
- c. Minutes of the Estates Committee** **Page 27**
Chair: Cllr R Golding
Council is invited to receive the Minutes with 2 items (i & ii) to ratify
- i. Draft Minute 121/23 New arrangements for the procurement and use of energy (electric & gas) at Council buildings. Report E9/23** **Page 29**
Committee received a report from the Estates Manager on the progression of this matter, resolving to recommend to Council that it renews its existing arrangement for the procurement of energy through the LASER framework for another 4-years to 2028.
- ii. Draft Minute 123/23 Fishermead Sports Ground Working Group** **Page 37**
Committee received and considered the Working Group draft Terms of Reference and Vision Statement, resolving to recommend them to Council for acceptance. Committee received and noted the minutes of the inaugural Working Group meeting.
- 9. Licensing & Planning Applications** **Page 41**
Due to submission deadlines, Council is invited to consider and comment on the proposed licensing and planning applications including any applications or consultations received after the publication of the Agenda that must be considered before the date of the next meeting of the Planning Committee. Any additional items that will be considered will be published on the day of the meeting on the Campbell Park Community Council website.
- i. Application no: 24/00720/HOU**
Proposal: The erection of a single storey side / rear extension, including associated alterations
At: 31 Carteret Close Willen Milton Keynes MK15 9LD
- ii. Application no: 24/00658/HOU**
Proposal: Demolition of the existing conservatory and erection of a rear single storey extension
At: 90 Pattison Lane Woolstone Milton Keynes MK15 0AF

10. Expression of Interest – Fishermead Medical Centre

Council is invited to note that a response has been received from Fishermead Medical Centre regarding an initial meeting to discuss how this matter might be progressed, a further update to be made at May Council.

11. Community Hub - Working Group Update

Page 45

Council is invited to receive a report from the Working Group on their progression of the Community Hub project including:

- Contractors Report no.2
- progress photos
- details of the previously unidentified concrete layer underneath the existing car park which requires removal at additional cost
- receipt and associated payment arrangements for the latest Steele & Bray invoice
- anticipated receipt of MKCC CIF grant
- old pub patio area needs to be demolished and rebuilt (at additional cost) as not suitable for use in new Hub scheme

i. Charitable Trust Creation

Council is invited to note that there is nothing further to report at this time, an update will be given at a future meeting.

12. Milton Keynes City Council – Community Infrastructure Fund 2025-2026

Page 51

Council is invited to note that the 2025-2026 Fund is open for applications, with an associated submission deadline of 31 August 2024. Council is further invited to note the related guidance and criteria. In the first instance the relevant Committees of Council will consider potentially suitable projects, making their recommendations to the June meeting of Council.

13. Dates of Future Committee & Working Group Meetings

Community & Communications – Tuesday 23rd April 2024 at 6.30pm
Personnel – Tuesday 7th May 2024 at 1.00pm
Planning – Wednesday 8th May 2024 at 6.30pm
Estates – Tuesday 14th May 2024 at 6.30pm
Annual General Meeting – Tuesday 21st May 2024 at 6.30pm

14. Date of Next Meeting

Tuesday 21st May 2024 at 7.30pm

BY ORDER OF THE COUNCIL

Dominic Warner

**D Warner, Clerk to Council
10th April 2024**

**Minutes of the meeting of Council held on
Tuesday 19th March 2024, 7.30pm
at the
Oldbrook Centre, Oldbrook Boulevard, Oldbrook**

This meeting was open to the Public

176/23

Members Present

| | |
|-----------------------------|--------------------------|
| Cllr B Barton | Cllr K Jones (7.34pm) |
| Cllr O Cole | Cllr K Kavarana |
| Cllr T Fraser | Cllr D Kendrick (7.46pm) |
| Cllr R Golding (Vice-Chair) | Cllr K Kent |
| Cllr B Greenwood (Chair) | Cllr C Odunewu |
| Cllr P Halton-Davis | Cllr D Pafford |
| Cllr J Howard | Cllr M Petchey |

In Attendance

D Warner, Clerk to Council
P Sullivan, Deputy Clerk

177/23

Apologies for Absence

Cllr T Baines - work commitment
Cllr V Dixon - unwell
Cllr Z Osman – personal commitment

178/23

Declarations of Interest

None

179/23

Members of the Public Present

One

180/23

Minutes of the Meeting of Council held on the 20th February 2024

The minutes of the meeting, having been previously circulated, were approved as a correct record and signed by the Chair.

181/23

Public Involvement – Deputations, Petitions and Questions

None received.

182/23

Chair's Report

The Chair had nothing to report.

183/23

Clerk's Report

The Clerk confirmed that the pre-election period would commence on 25.03.24, drawing Members attention to the associated briefing included in the recent Milton Keynes City Council Councillors' News. The Clerk also

recommended that emails be sent to the elections department at MKCC to request an appointment for the submission of any nomination papers.

184/23 Ward Members' Matters/Reports

- i. Cllr Halton-Davis reminded Members that the Easter party is taking place on Saturday (23rd) and appealed for assistance on the day, particularly with setting up and clearing up of the event.

Cllr Pafford asked for details on the recent PAT testing of CPCC equipment. The Clerk confirmed that this would be reported at a meeting of the Estates Committee.

- ii. Cllr Kent reported that the MK Canal Forum have held their last meeting and have now disbanded. A new group may be set up in the future.

185/23 To Receive Draft Minutes (including recommendations) from Committees. Any Member questions arising from matters detailed in the Minutes to be raised under the relevant Committee.

a. Minutes of the Community & Communications Committee

Chair: Cllr K Kavarana

Council received the Minutes and agreed to ratify 2 items (i & ii)

Draft Minute 103/23 Grants

- i. **Acornfields Community Interactions** (Grant Application 010/23-24/Sect 137)

Committee considered an application from Acornfields Community Interactions for £500.00 towards the cost of delivering Cultural Awareness Workshops and resolved to recommend to Council that this grant be awarded in full, with a request to the group to provide further information on where the participants are from as part of the grant monitoring process.

Council resolved to accept the recommendation and award the grant in full.

- ii. **YMCA Milton Keynes** (Grant Application 011/23-24/Sect 137)

Committee considered an application from YMCA Milton Keynes for £500.00 towards the provision of practical support to YMCA residents as they look for employment and resolved to recommend to Council that this grant be awarded in full, requesting that the organisation provide further information on the beneficiaries as part of the grant monitoring process.

Council resolved to accept the recommendation and award the grant in full.

b. Minutes of the Planning, Infrastructure & Transport Committee

Chair: Cllr B Greenwood

Council received the Minutes.

c. Minutes of the Personnel Committee

Chair: Cllr D Pafford

Council received the Minutes.

d. Minutes of the Finance, Administration & Policy Committee
Chair: Cllr B Barton

Council received the Minutes with 1 (i) item to ratify (see minute 189/23)

- i. **Draft Minute 59/23 IT Managed Services Contract 2024-25**
See minute no. 189/23

e. Minutes of the Estates Committee
Chair: Cllr R Golding

Council received the Minutes.

186/23 Members Items

Council is invited to consider the following motions as proposed by Cllr Petchey

- i. That Council notes that requests to Milton Keynes City Council to remove the litter thrown over the balustrade of the ramp from the Fishermead to Springfield bridge are met with the response that it is too dangerous to do so; Council considers this response inadequate and asks MKCC to explore ways of safely removing the litter.

Council resolved to support the motion and send an appropriate letter to Milton Keynes City Council.

- ii. That Council notes that the building housing the Fishermead Medical Practice is now too small for the number of patients it serves and that as a consequence it is no longer accepting new patients. It urges Milton Keynes City Council (MKCC) and the local NHS Commissioning Board to do their utmost to assist the practice in finding a site for new premises in Fishermead.

In particular it asks the City Council to consider using one of the sites in its ownership, identified in the Campbell Park Neighbourhood Plan for housing but not yet built on, for this purpose.

Council resolved to take the following actions:

1. Send letters to MKCC and Bedfordshire, Luton & Milton Keynes Integrated Care Board formally raising the issue of a new site, asking that they make every effort in identifying a suitable alternative site for the surgery on the estate.
2. Request that MKCC review the sites identified in CPCC Neighbourhood Plan (NP) for housing as potential alternative sites for the surgery, particularly the site referred to in the NP as 'Fishermead Site 4', the area of land between Pentewan Gate and Talland Avenue . There is an urgency to meet deadlines of the emerging MKCC City Plan in identifying derelict sites.
3. If Fishermead Site 4 is subsequently offered for sale by MKCC as a consequence of a delegated decision, that Council delegate authority to the Clerk (subject to the decision coming back to

full council at the next meeting) to 'call in' the decision and appeal that it be scrutinised.

187/23 Expression of Interest – Fishermead Medical Centre

Council received and considered an expression of interest from Fishermead Medical Centre - the practice would like to enter into discussions to explore how the Council Office might be used in the next 12 months to assist with the delivery of services to patients.

Council agreed that the Clerk continue discussions, Cllrs Petchey and Greenwood to be included.

188/23 Community Hub, Room-by-Room Requirement Review – Working Group Update

Council received a verbal update from the Clerk on the progression of the Community Hub project. Including:

- Initial site meeting was held on 7 March, the associated contractor report reflected no days lost and had been accepted by the Estates Committee as a good format and style of reporting.
- Updated project programme and cashflow forecast had been received from Steele & Bray, cashflow forecast is indicative and subject to ongoing updates.
- Ground conditions/foundation design
- Quantity surveying work was ongoing to account for work not on the bill of quantities, namely the removal of the existing car park kerbing, a layer of concrete under the tarmac and existing vegetation/tree stumps. Further work being carried out to assess the extent and quantities of non-hazardous waste, including the associated cost removal implications.
- First Valuation Report has been completed and first payment has been actioned enabling the processing and payment of MKCC 2023/24 CIF award.
- Proposed Royal visit for opening – Initial feedback from the Buckinghamshire Lord Lieutenants office suggests that it is unlikely that we would be able to secure a member of the Royal Family for the opening.
Further alternative suggestions will be presented to Council at a future meeting.

i. **Public Works Loan Board – Drawdown Facility**

The Clerk confirmed that the extension to the borrowing approval had been confirmed. The extension is for a period of 12 months (March 2025).

ii. **Community Café – Expression of Interest: Café Operator**

Nothing to report, Community and Communications Committee progressing the matter with the intention of making a recommendation to the April meeting of Council.

iii. **Charitable Trust Creation**

Nothing to report, the Clerk confirmed that it had been necessary to focus resources on securing the extension to the PWLB facility.

Confidential Item

In view of the terms of Schedule 12A Local Government Act 1972, the following item* will be likely to disclose exempt information relating to establishment and contractual matters and Council is therefore invited to resolve that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 Section 1(2) the public and press be excluded.

***Item 11**

**189/23 Draft Minute 59/23 IT Managed Services Contract 2024-25
Agenda item 7d (i)**

Committee received and considered the IT Contract renewal from Cloudy IT and recommended to Council that the contract is extended to 24 months from the renewal date thus providing a continuity of managed IT services for the move across to the Hub upon completion.

Council resolved to accept the recommendation as presented.

190/23 Annual Meeting of Parish Electors, 28th May 2024

Council noted arrangements for the Annual Meeting of Parish Electors being held on Tuesday 28th May.

Cllr Petchey suggested that this would be a good opportunity for MKCC to engage with residents on the new emerging City Plan.

191/23 Dates of Future Committee & Working Group Meetings

Community & Communications – Tuesday 26th March 2024 at 6.30pm

Planning – Tuesday 2nd April 2024 at 6.30pm

Estates – Tuesday 9th April 2024 at 6.30pm

192/23 Date of Next Meeting

Tuesday 16th April 2024 at 7.30pm

**Minutes of the Community & Communications Committee
held on Tuesday 26th March 2023
commencing at 6.30pm
at the Springfield Centre, Springfield Boulevard, Springfield**

This meeting was open to the Public

108/23 Members Present

| | |
|-----------------------------------|-----------------|
| Cllr B Barton | Cllr O Cole |
| Cllr V Dixon | Cllr J Howard |
| Cllr K Kavarana (Chair) | Cllr D Kendrick |
| Cllr C Odunewu (arrived at 18:33) | Cllr M Petchey |

In attendance

T Jones, Community Officer/Committee Clerk
P Sullivan, Deputy Clerk

109/23 Apologies for Absence

Cllr Z Osman – personal commitment
Cllr P Halton-Davis - unwell

110/23 Declarations of Interest

None

111/23 Members of the Public Present

None

112/23 Minutes of the previous meeting

The Committee approved the minutes of the meeting held on 27th February 2024.

113/23 Public Involvement – Deputations, Petitions and Questions

None

Cllr Odunewu arrived during the course of this item.

114/23 Grants

- i. **Keech Hospice** (Grant Application 009/22-23)
Committee noted the Grant Evaluation form received from Keech Hospice Care following their grant award in February 2023, towards the cost of supporting community care for children in the parish with a life limiting condition.

115/23 Communications Programme & Priorities 2023/24

- i. Developing a communications strategy
 - a. **Community Hub Communications Strategy**
Committee received a verbal update on the progress with the actions within the Communications Plan for the Community Hub noting that a timelapse camera would be installed onsite in the next few weeks. The content from which will be used on social media, along with photographs. A ground breaking ceremony will be held with Cllr Baines in due course.
Other communications work has focussed on recruitment of Councillors, litter picking and community events.
- ii. **New website** – Committee noted that officers are working towards the new website going live following the Annual Meeting of Council in May.

116/23 Community Projects - Programme & Priorities 2023/24

- i. **Warm Welcome** –
 - a. **Seated Exercise sessions at Willen Pavilion** (min. 105i/23)
Committee noted that an application is being made to the MK Community Foundation for funding to support the continuation of the seated exercise sessions.
Should this application be unsuccessful, Committee considered funding the continuation of these sessions at a cost of £46.50 per week, with donations requested from participants as a contribution towards the cost of delivery. The ongoing costs and participation levels to be reviewed on a quarterly basis.

Committee resolved to accept the proposal with voluntary donations of £2-£3 requested.

The Committee noted that the Community Officer will continue to investigate sources of external funding that could be used to fund these sessions in the future.
 - b. **Springfield Coffee Morning** (min. CSW 53/22)
Committee considered, and resolved to support, the continuation of the Coffee Morning sessions at the end of the Warm Space funding period. Committee noted that some additional volunteers may be required to support the running of the coffee morning to reduce the reliance on CPCC staffing the sessions. On average 12-15 people are currently attending each week. The coffee morning would return to the 2-hour session, 10am-12noon. Committee further resolved that voluntary donations be requested to support the ongoing running costs.

ii. **Litter Picking Sessions**

Committee considered a proposal from Cllr Cole to organise regular litter picking sessions within the Parish. Cllr Cole spoke to this item.

Committee resolved to support the proposal with a fortnightly programme to be put in place alternating between Springfield and Fishermead initially.

iii. **Childrens Easter Party – Saturday 23rd March 2023**

Committee received feedback following the Easter Tea Party, noting that it was a successful event that was well attended.

Committee noted that the Easter eggs left over from the event had been donated to Springfield House to be distributed to the young families receiving support and to Action Speaks to enable the delivery of a easter egg hunt in Fishermead over the Easter weekend.

iv. **School Holiday Activities –**

a. **MK Play Association** (Min. 105iii/23)

Committee noted that MK Play Association have been commissioned to deliver play sessions this summer at;

Oldbrook Green:

Monday 12th August – 1:30 to 3:30 – Sports & Games

Monday 19th August - 1:30 to 3:30 – Messy & Imaginative Play

Fishermead Pirate Park:

Thursday 8th August – 1:30 to 3:30 – Messy & Imaginative Play

Tuesday 27th August - 1:30 to 3:30 – Sports & Games

The Cricketers pub have kindly offered the use of their toilets for any visitors to the Oldbrook play sessions.

b. **Kids Clean Up Crew – Summer Holiday sessions**

Committee considered the proposal to deliver litter picking sessions in the summer holidays for local families. Sessions were previously held in 2021 and were popular. This activity will contribute to the CPCC Climate Action Plan.

Committee resolved to support the proposal.

c. **Springfield Community Picnic**

Committee considered a proposal from Cllr Cole to hold a community picnic during the summer holidays in Springfield, working with local residents to deliver. Cllr Cole spoke to this item.

Committee resolved to support the proposal, highlighting that permission may need to be sought from MK City Council to host the event in the play area and that it should be made clear in advertising that no alcohol or bbq's are permitted.

v. **Community Hub – Community Hub Café Operator Expressions of Interest (EOI)**

Following the decision of Council to invite EOI from community organisations/charities to operate the Community Hub Café, Committee considered a draft EOI document.

Committee resolved to recommend to the next meeting of Council that the EOI document be released.

To enable the timeline within the EOI to be met, Committee also considered and agreed that a recommendation be made to Council that an officer working group progress the matter, reporting on a monthly basis to the Community Hub Working Group, with reports and decision-making being referred to Council prior to the commencement of stages 2 & 3 and on completion of stage 4.

117/23 Homeground

- i. The Committee received an update on the content for the May edition of Homeground magazine.

118/23 Date of Next Meeting
Tuesday 23rd April 2024.

A UNIQUE OPPORTUNITY FOR A NOT FOR PROFIT ORGANISATION, CHARITY, SOCIAL ENTERPRISE or COMMUNITY ORGANISATION TO OPERATE THE COMMUNITY HUB CAFÉ AT THE CAMPBELL PARK COMMUNITY COUNCIL COMMUNITY HUB, SPRINGFIELD BOULEVARD, MILTON KEYNES MK6

EXPRESSION OF INTEREST



What is the opportunity?

Campbell Park Community Council (CPCC) are developing the site of the former pub in Springfield with our new Community Hub, currently under construction. The construction is expected to be completed in December 2024, with full opening of the Hub services expected to be achieved by Easter 2025.

On completion, the Hub will be the central point of the Community Councils operation, with the building providing our new office and meeting accommodation. With the Community Hub Café open daily, being the main public focus of the building, the Hub will also provide community spaces for the delivery of a Community Larder and Community Fridge, a variety of other activities being offered from a multi-purpose room as well as meetings and conferences being held within the Council Chamber.

We are looking for a not for profit organisation, charity, community organisation or social enterprise to work in partnership with us and be responsible for the running of the Community Hub Café.

We are offering a unique opportunity, with the operator being provided with exclusive use of a fully fitted & maintained commercial kitchen & serving counter and use of a fully furnished/decorated café seating area (approx. 25 covers inside and 25 covers outside). There will be no rent charged for the use of these spaces* & the operator will retain all profits from café sales.

To reflect the value of this arrangement we are looking for the selected partner to provide a quality service that is available at least Monday-Friday, offers excellent value for money to our residents, and to also work with CPCC to support initiatives that benefit our local community.

Through this Expression of Interest and selection process, we are also keen to explore other meaningful community benefits our partnership may bring to our local community. For example, this could be through the creation of opportunities for volunteering, training, employment, signposting, joint investment in community development and social inclusion. Profits generated from this opportunity would be required to be invested in a tangible benefit to the community.

**CPCC will require a contribution towards the costs associated with any shared services such as electric and water use, refuse collection etc. All costs associated entirely with the café operation will be the responsibility of the operator.*

About Campbell Park Community Council

Campbell Park Community Council is the first tier of local government. Its area incorporates 7 grid squares; Fishermead, Oldbrook, Newlands, Springfield, Willen, Winterhill and Woolstone.

Campbell Park Community Council has a diverse cultural and ethnic mix giving it an interesting and varied population. The Community Council aim is to improve the quality of life for all of its residents and build on the diversity within its Parish boundaries.

It is a long-held aspiration of the Community Council to provide a building for residents of all ages to access a range of services and leisure activities, and to accommodate our Councillors and staff, in a purpose-built welcoming environment.

In late 2018, the Springfield Public House came on to the market. It had not traded as a pub for a number of years and the then owner had plans to develop the site for housing, but a covenant on the site restricted its use to community use. We were very keen for the site to have long-term future as a community asset, so we purchased the site in 2021 on which to build our Community Hub.

Since this time, we have actively engaged our residents in the process and sought out their input and views on the use of the Hub.

In our most recent consultation, we asked residents about the Community Hub Café. We asked them about how the café should be managed and the services it should offer. The outcome was as follows;

| Priority | Response % |
|---|-------------------|
| 1. Affordable – offers light meals, snacks and drinks at a low cost | [25.55%] |
| 2. Invests in the local community – is run by an organisation that gives back to the local community | [19.07%] |
| 3. Sustainable and environmentally conscious – promotes reusable resources and avoids food waste, with a preference for local suppliers | [18.55%] |
| 4. Provides initiatives to support families during the school holidays | [15.57%] |
| 5. Creates stronger Communities – offers opportunities to bring people together over food | [13.82%] |
| 6. Quality – offers high quality menu items, premium coffees and drinks | [7.44%] |

We are keen to ensure that through our partnership with the selected operator, we deliver the aspirations of our residents.

Interested in this opportunity?

The submission of an Expression of Interest (EOI) will be the first stage of a four-stage selection process (see page 5).

Please submit your EOI, providing a copy of your most recent Accounts and include answers to the questions on page 4.

The EOI stage will enable us to shortlist potential operators to progress to the next stages of the selection process. Please note, in the later stages of the selection process you will be required to provide more detailed information relating to;

Business Plan

Proposed operating hours

Staffing structure

Projected cash flow/operating costs

A commitment to paying staff the MK Living Wage

Proposed menu and pricing

Operational risk assessment

Your understanding of our community and the ways in which we could work together to bring benefits to the community

Your ideas for linking with the onsite community larder and community fridge

How you would support our Climate Emergency Action Plan

Please submit your EOI to

Clerk to Council

Campbell Park Community Council

1 Pencarrow Place

Fishermead

Milton Keynes

MK6 2AS

or email Admin@campbell-park.gov.uk no later than **Wednesday 12th June 2024.**

PLEASE ENSURE YOUR EXPRESSION OF INTEREST INCLUDES A RESPONSE TO THE FOLLOWING QUESTIONS:

- 1. What are your organisation's aims?**
 - a) Why do you want to operate the Café?
 - b) Please outline what your organisation aims/key objectives are and how this opportunity will contribute (what do you supply, who do you help and how, how do you measure your impact)
 - c) Please detail your organisation's structure (e.g. co-operative, charity, joint partnership) and its legal form (e.g. unincorporated association, CIC, CIO).
 - d) Please provide details of the key personnel involved in this proposal.

- 2. Do you have direct or relatable experience in the management and operation of a café or similar?** (previously managing a café is not an essential requirement)
 - a) Please provide details of your experience in operating a similar service or your skills to be able to do so.
 - b) Please outline any partner organisations or groups you expect to work with as part of the café's regular functioning.

- 3. How would you ensure that the café was financially sustainable and affordable to our residents?**
 - a) Please detail your approach and any evidence of revenue sustainability.

- 4. What community connections and social value would you bring?**
 - a) Please detail what community benefit you will offer – e.g. apprenticeships, employment & volunteering opportunities for local people, work placements, signposting to services.
 - b) Please demonstrate your willingness to support CPCC community development initiatives.

- 5. How can you support our Climate Emergency Action Plan?**
 - a) Are you willing to support our Climate Emergency Action plan and work with us to achieve these aims? For example, our aims include; Eliminate the purchase of single-use plastics within Council buildings; Source locally produced, fairtrade food/refreshments (where possible) for Council events; Waste education and promotional campaigns.

- 6. Is there any further information you would like us to consider at this stage?**

Expected Timeline (subject to change)

- Expressions of Interest to be submitted to CPCC by **5pm Wednesday 12th June 2024 (Stage 1)**
- Shortlisted operators will be informed w/c Monday 24th June 2024 and invited to a meeting to discuss the opportunity further **(Stage 2)**.
- Meetings with operators will be held by arrangement **w/c 1st July 2024**
- Selected operators will be invited to submit a formal proposal **(Stage 3)**. CPCC will provide operators with the draft Heads of Terms for the lease. The submission of formal proposals to CPCC to be received by **5pm on Wednesday 11th September 2024**.
- Interviews will be held with selected operator/s **(Stage 4)** by arrangement between **30th September 2024 - 11th October 2024**.
- Any proposal amendments or additional information is required to be re-submitted by **Friday 1st November 2024**
- Successful operator announced November 2024

November 2024-January 2025

- Lease agreement finalised

From February 2025

- Café available for set up and soft opening

April 2025

- Café opens for business

Requirements of the operator

The operator will be required to source, obtain, pay for and meet all relevant regulations, permits, registration and insurance relevant to their proposal.

Term

A 3-5 year lease (subject to negotiation) with a schedule for reviews and agreed break clauses will apply to the successful café operators.

We are not obliged to accept any expression of interest.

CPCC are not liable for any costs resulting from any amendment or cancellation of this tender process nor any other costs, charges, fees, expenses, claims or disbursements (howsoever arising and including third party costs) incurred by those expressing an interest for this contract opportunity.

Appendices

Appendix A Plans/specification of café kitchen and seating space

Appendix B Plans & artist impression of Community Hub

**The minutes of the Planning, Infrastructure & Transport Committee of
Campbell Park Community Council held**

on Tuesday 2nd April 2024

at the Springfield Centre, Springfield Boulevard, Springfield

commencing at 6.30pm

This meeting was open to the Public

109/23 Members Present

Cllr V Dixon
Cllr P Halton-Davis
Cllr K Kavarana

In Attendance

T Jones – Committee Clerk

With both the Chairperson and Vice-Chairperson not in attendance, Cllr Kavarana was appointed as chairperson for this meeting.

110/23 Apologies for Absence

Cllr R Golding – personal commitment
Cllr B Greenwood – personal commitment
Cllr K Jones – work commitment

111/23 Declarations of Interest

None

112/23 Members of the Public Present

None

113/23 Minutes of the Previous Meeting

Committee approved the minutes of the last meeting, held on 4th March 2024.

114/23 Public Involvement – Deputations, Petitions and Questions

None

115/23 Consultations – including any applications or consultations received after the publication of the Agenda that must be considered before the date of the next meeting. Any additional items considered were be published on the day of the meeting on the Campbell Park Community Council website.

a. Planning Applications

i. 24/00429/COU

Proposal: Change of use from dwelling house C3 to C2 residential for one child
At: 25 Clerkenwell Place Springfield Milton Keynes MK6 3HA

Deadline: 8th April Planning Officer: Sonia James

Committee resolved to make no comment.

ii. 24/00544/FUL

Proposal: Change of use of 12 parking bays to a hand car wash, to include the installation of a wet wash area, landing of a steel cabin and installation of a dry valeting area covered by a 2 post canopy
At: Unit 1 Snowdon Drive Winterhill Milton Keynes MK6 1AP

Deadline: 19th April Planning Officer: Lucy Baxter

Committee resolved to make no comment.

iii. 24/00545/ADV

Proposal: Advertisement consent for the display of fixed and free standing non illuminated signs and one fixed sign illuminated
At: Unit 1 Snowdon Drive Winterhill Milton Keynes MK6 1AP

Deadline: 19th April Planning Officer: Jacob Wilkins

Committee resolved to make no comment.

iv. 24/00677/CONINF

Proposal: East West Rail: Consultation on draft Statement of Community Consultation (SoCC) under s.47(2) Planning Act 2008
At: Land Between Bletchley And Woburn Sands Associated With The Route Corridor of The East West Rail Project

Deadline: 19th April Planning Officer: Elizabeth Verdegem

Committee resolved to make no comment.

The following consultation/s were tabled having been received after the publication of the agenda but requiring a decision before the next meeting.

v. 24/00661/ADV

Proposal: Advertisement consent for the installation of 2x internally illuminated canopy mounted Lidl sign, 1x internally illuminated flagpole sign, 1x internally illuminated column mounted poster display unit, 1x small, illuminated wall mounted billboard, 2x large, illuminated wall mounted billboards and 1x wall mounted Lidl logo sign
At: Lidl Uk Gmbh And Units 1-6 Oldbrook Boulevard Oldbrook MK6 2YA

Deadline: 23rd April Planning Officer: Sonia James

Committee resolved to make no comment.

Notifications:

None received

b. Licensing

Committee noted the following licensing application/s was responded to with a response of 'no comment', through the delegated powers given to the Committee Clerk:

- i. **Boroughwide Street Trading Consent – Renewal – Pecorella Whip (FJ72 WHP)** for 1 ice cream van to trade Boroughwide for the following times:
Monday to Sunday 15:00 to 21:00

c. Update on Past Consultations

The Committee noted the outcome of the following applications.

Permitted:

- i. 23/01961/FUL - Charlestown House Snowdon Drive Winterhill MK6 1BU
- ii. 23/02554/FUL - Hospice of Our Lady And St John Milton Road Willen MK15 9AB
- iii. 24/00048/FUL - 57A Mullion Place Fishermead Milton Keynes MK6 2DW
- iv. 24/00204/HOU - 49 Portland Drive Willen Milton Keynes MK15 9HU
- v. 24/00179/HOU - Clough House 5 Tattam Close Woolstone Milton Keynes MK15 0HB

Refused:

- vi. 23/02734/HOU - 21 Wellfield Court Willen Milton Keynes MK15 9HL

d. Appeals

None received

e. Planning Enforcement

The Committee received reports relating to Planning Enforcement.

116/23 General Consultations

None received.

117/23 New process for requesting double yellow lines

Committee noted that Milton Keynes City Council have implemented a new process for the request of double yellow lines, with Parish/Community Councils now required to carry out the initial engagement process.

118/23 Date of Next Meeting

Wednesday 8th May 2024 at 6:30pm.

**Minutes of the meeting of the Estates Committee
held on Tuesday 9th April 2024 at 6.30pm
at the Springfield Centre, Springfield Boulevard, Springfield**

This meeting was open to the public

115/23 Members Present

| | |
|-------------------------------|---------------------------------|
| Cllr B Barton | Cllr K Kavarana |
| Cllr V Dixon - arrived 6.36pm | Cllr K Kent |
| Cllr R Golding | Cllr D Pafford |
| Cllr B Greenwood | Cllr M Petchey – arrived 6.32pm |
| Cllr J Howard | |

116/23 Apologies for Absence

None

117/23 Declarations of Interest

None

118/23 Members of the Public Present

None

119/23 Minutes of the Meeting held on the 12th March 2024

The minutes of the meeting, having previously been circulated, were approved as a correct record and signed by the Chair.

120/23 Public Involvement – Deputations, Petitions and Questions

None

121/23 New arrangements for the procurement and use of energy (electric & gas) at Council buildings. Report E9/23

Committee received a report from the Estates Manager on the progression of this matter, resolving to recommend to Council that it renews its existing arrangement for the procurement of energy through the LASER framework for another 4-years to 2028.

122/23 Terms of Reference

Committee reviewed its Terms of Reference prior to the Annual Meeting of Council in May. With changes made to reflect references to the Environment Officer being replaced with Estates Manager, and with points 7,8 & 9 removed, and points 15 & 16 updated, the Committee resolved to recommend the updated Terms of Reference for acceptance at the annual meeting of Council.

- 123/23 Fishermead Sports Ground Working Group**
Committee received and considered the Working Group draft Terms of Reference and Vision Statement, resolving to recommend them to Council for acceptance. Committee received and noted the minutes of the inaugural Working Group meeting.
- 124/23 Community Hub, Room-by-Room Requirement Review – Working Group Update and Recommendations**
Committee received an update from the Working Group, including:
- details of the previously unidentified concrete layer underneath the existing car park which requires removal at additional cost
 - receipt and associated payment arrangements for the latest Steele and Bray invoice
 - anticipated receipt of MKCC CIF grant
 - old pub patio area needs to be demolished and rebuilt (at additional cost) as not suitable for use in new Hub scheme
- 125/23 Kernow Crescent Play Park**
Committee noted that it had not been possible to obtain a contractor quotation for the required remedial work and that the landscape team would complete the work in the coming month.
- 126/23 Springfield Centre Disabled Parking Bay Provision**
Committee reviewed the parking bay technical specification fee proposal from Stuart Thomas Associates. Committee agreed that the technical specification was required to progress the project and resolved to accept it.
- 127/23 Date of Next Meeting**
Tuesday 14th May 2024 at 6.30pm

REPORT TO: Estates Committee
DATE: 9th April 2024
REPORT ON: Energy procurement for CPCC sites
REPORT BY: Estates Manager
REPORT NO: E 9/23

Purpose of report

To provide background information on MKCC's energy procurement process in support of the recommendation to proceed with LASER for the four year contract.

Energy Procurement

For the last four years we have used the MKC contract with LASER (Local Authority South East Region) Energy Buying Group as the broker for our Gas and Electricity supply across all our buildings. Last year we began the process of benchmarking the prices in order to ensure we were getting the best value in this budget area.

Knowing the four year contract was coming to an end, Milton Keynes Council went out to tender at the same time for their next contract, and have recently decided via delegated decision to enter in to a new four year contract with LASER.

Attached is the executive report supporting this decision, and linked below is the annex documentation (please contact the office if you want the link, or a paper copy of the 36 page annex).

[Energy supply contracts from October2024 -2028 Annex](#)

A robust tendering procedure has been used, with a number of key metrics used to measure applicants. These fall in line with our own aims (value for money, green energy production, social initiatives) and therefore the process suits our needs also.

Recommendation

The recommendation is to continue with LASER for the supply of our energy for the four year contract, as this represents the best value for the council.

Executive Report



Delegated Decisions - 19 March 2024

ENERGY SUPPLY CONTRACTS FROM OCTOBER 2024 TO 2028

| | |
|------------------------|---|
| Name of Cabinet Member | Councillor Lauren Townsend (Cabinet member for Resources) |
| Report sponsor | Stuart Proffitt Director of Environment and Property |
| Report authors | Neil Allen Head of Regulatory Services neil.allen@milton-keynes.gov.uk Gemma Drake Senior Sustainability Officer gemma.drake@milton-keynes.gov.uk |

| | |
|---|----------------------------|
| Exempt / confidential / not for publication | No |
| Council Plan reference | Not in Council Plan |
| Wards affected | All wards |

Executive Summary

Approval is sought for using the Local Authority South-East Region (LASER) Energy Buying Group for procuring gas and electricity supply contracts from October 2024, for a period of four years. The contract will cover the purchase of gas supplies and of electricity supplies.

Gas will be supplied to our operational properties, Housing Revenue Account (HRA) tenants and leaseholders, and schools who choose to be part of this arrangement. Electricity will be supplied to HRA tenants and leaseholders and schools who choose to be part of this arrangement. These will be purchased across an expected mix and range of the day ahead market (20-25%) and lookahead market price (80-75%). The specialists on the LASER framework will advise on this.

The arrangements for the HRA will be subject to consultation. Initial advice has stated that S105 consultation with tenants is not required as the change in energy supplier is not deemed to be a matter for S105 consultation. Consultation is required for HRA leaseholders to approve entering into the framework agreement with LASER as it is a Qualifying Long Term Agreement (QLTA). Leaseholders will be consulted on whether they approve the Council entering into a framework agreement with LASER whereby

the highest ranked / lowest cost supplier will be awarded the call-off contract. Therefore, until consultation has been undertaken, the framework for HRA properties cannot be awarded.

In addition to the arrangements here, further provisions will be put in place to secure electricity supply should our Milton Keynes Waste Recovery Park (MKWRP) not be available, i.e. for planned maintenance or for other reasons. Should the MKWRP asset not be able to supply electricity for a sustained period, LASER will be requested to review the market and purchase the most appropriate forward pricing for the period during which MKWRP is expected to not be supplying - please refer to the separate delegated decision on 19 March 2024, specifically the virtual power purchase agreement (vPPA) and Annex D (exempt) - MKWRP Risk Register (Updated March 2024).

The anticipated total value of these contracts during this period is more than £40m, please see table below (not including operational assets and street lighting).

| | Estimated costs based on 23/24 usage and rates |
|-----------------------|--|
| Gas | £4,553,000 |
| Elec - Schools | £3,800,000 |
| Elec - Non MKCC sites | £800,000 |
| Elec - HRA | £1,050,000 |
| Per Annum | £10,203,000 |
| 4 Years | £40,812,000 |

All directorates are affected by this decision and an appropriate procurement strategy will ensure best value to the council for all budget holders.

1. Proposed Decisions

- 1.1 That Milton Keynes City Council continues to use the LASER Energy Buying Service framework contracts to procure gas (reference Y22008), electricity and associated metering supplies (reference Y22009) from the 1 October 2024 for a period of four years.
- 1.2 That authority be delegated to the Director of Environment and Property, in consultation with the Director of Finance and Resources and the Cabinet member for Resources, to make the final arrangements for the supply from the LASER Framework, including:
 - (a) the scope of delivery over the term of the framework agreement; and
 - (b) consultation or other appropriate arrangements (as required) with tenants and leaseholders of the Housing Revenue Account (HRA), schools and other current users of the existing contract.
- 1.3 That appropriate consultation be undertaken, and that authority be delegated to the Director of Environment and Property, in consultation with the Director of Law and Governance, to confirm the most optimal route for both HRA tenants and leaseholders.

2. Why is the Decision Needed?

- 2.1 The existing LASER Energy Service framework comes to an end on 30 September 2024 and arrangements for the continued supply of energy under bulk contracts is required to continue to deliver an appropriate and procurement compliant supply of energy.
- 2.2 The HRA represents around 33% of gas and some of the smaller electricity sites and costs are recovered in service charges to tenants; hence price movements have a direct impact upon council tenants. This requires consultation as identified earlier. Schools are formula funded so will have to make allowances in their own budgets; the same as foundation schools and academies. These sites represent 52% of gas and electricity contracts (excluding street lighting).
- 2.3 Energy costs and usage in Milton Keynes City Council operated properties (including schools and HRA properties) are broken down as follows:

| | 23/24 KwH usage | 23/24 Costs (rounded) |
|--|------------------------|------------------------------|
| Elec - GF Buldings inc in vPPA | 3,222,203 | £1,120,000 |
| Elec - Street Lighting inc in vPPA* | 8,081,718 | £2,500,000 |
| | | |
| Elec - Schools included in the Laser Contract | 11,399,988 | £3,800,000 |
| Elec - HRA included in the Laser Contract | 2,907,058 | £1,050,000 |
| Elec - non MKCC included in the Laser Contract | 2,353,234 | £800,000 |
| Gas - Schools in the Laser Contract | 26,022,358 | £2,290,000 |
| Gas - HRA in the Laser Contract | 17,308,672 | 1,510,000 |
| Gas - non MKCC included in the Laser Contract | 563,902 | 53,000 |
| Gas - GF in the Laser Contract | 7,918,578 | 700,000 |
| TOTAL | 79,777,711 | £13,823,000 |

The budget provision covers the direct costs to the council, that is the General Fund (GF), HRA and street lighting costs for both gas and electricity in the table above.

- 2.4 The supply of energy is essential to many council services, and it is the purpose of this process to ensure that service users do not individually have to carry the burden of procuring their supplies. There have been no adverse responses from services users to this approach.
- 2.5 Consultation or a dispensation to consult with users and housing tenants will be undertaken where relevant and appropriate as the decision for MKCC to use the LASER framework is not binding on any school, academy or HRA property.
However, the decision to use the bulk supply contract will deliver value for money given the purchasing power of LASER and the associated economies of scale.
- 2.6 The procurement of gas and electricity through a public sector-based provider will progress the following aims of the Council Plan 2022-2026:

- **Meeting our financial challenges** - ensuring a stable procurement path for energy.
- **Value for money services** - providing the best long-term value for energy supplies.
- **Prevention is Better than cure** - in terms of added social value provisions.
- **The importance of co-operation and partnerships** - helping smaller organisation benefit from a large procurement process.

3. Implications of the Decision

| | | | |
|-------------------|---|-------------------------------------|---|
| Financial | Y | Human rights, equalities, diversity | Y |
| Legal | Y | Policies or Council Plan | Y |
| Communication | N | Procurement | Y |
| Energy Efficiency | Y | Workforce | Y |

(a) Financial Implications

Market investigation indicates that oil prices (which correlate directly to energy prices) are currently slowly falling but as we know the energy market can be volatile to external factors. Conflicts in various countries have made long term prediction of prices difficult, especially the price of gas, due to the move away from reliance on Russian gas supplies albeit new supply routes are now established to mitigate this risk. We use the LASER Framework to utilise the knowledge of specialist energy professional services i.e. full-time energy traders to provide advice to us to secure the most appropriate energy supply for our needs during the term of the framework.

We have secured our gas and electricity supplies via LASER contracts for over eight years now and have built a well-established relationship which has allowed us to investigate the opportunities to utilise the MKWRP in supplying power in the manner described in the separate delegated decision previously referred to. LASER have an excellent understanding of our needs, consumption, and use of renewable energies. This choice of framework reduces our exposure in the current market with the flexible procurement options meaning that energy purchases are hedged over a long period of time and over multiple purchases rather than on any one specific day. LASER have a Governance Panel where MKCC can be a customer representative, as we have in the past, having a direct input into the purchasing strategies of LASER.

The budgets included within the 2024/25 MTFP for the GF, street lighting and HRA properties are all based on the prices within the current LASER contract that ends in September 2024. Any change in the final prices in the new contract from October 2024 will be reflected in the 2025/26 MTFP.

(b) Legal Implications

The Council has various statutory and discretionary obligations under numerous pieces of legislation. To fulfil these obligations, the Council has premises for its staff and others who are involved in delivering Council obligations. These premises require utilities including gas and electricity to operate.

The report is requesting approval to procure contracts for Gas and Electricity using the Laser Frameworks referenced as Y22008 for gas and Y22009 for electricity. Use of frameworks is a recognised route to market that is compliant with procurement law. This is provided that the Council is permitted to use the chosen frameworks and adheres to the terms of the framework in letting any contracts.

S20 consultation is required with leaseholders as the LASER framework is a Qualifying Long-Term Agreement (QLTA) as it will last for at least twelve months or more and leaseholders will be charged more than £100 p/a under a variable service charge. The Council will be required to consider observations made during the consultation period before a decision to award a contract under the frameworks for HRA leaseholders can be made. Initial advice has stated that S105 consultation with tenants is not required as the change in energy supplier is not deemed to be a matter for S105 consultation. The option to apply for a dispensation from consultation has been considered, however advice is that where the opportunity to consult is available, it has been recommended as the most optimal route to follow.

(c) Human Rights, Equalities and Diversity

The Council must give due regard to its Equalities Duties, in particular with respect to general duties arising from section 149 of the Equality Act 2010. Having due regard to the need to advance equality involves, in particular, the need to remove or minimize disadvantages suffered by equalities groups. The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The purpose of the duty is to enquire into whether a proposed decision disproportionately affects people with a protected characteristic. It is not believed that the proposals in this report have any adverse equality implications as they are all equally applied.

(d) Workforce

The Energy Purchasing contract includes actions that relate to the reduction of emissions from the council property portfolio where colleagues will be part of the wider delivery.

4. Alternatives

Do Nothing

- 4.1 The Council cannot operate a whole range of statutory services without securing energy supply and therefore this option cannot be adopted.

The Council to Contract Independently

- 4.2 This is possible, however, is it unlikely to produce the optimum value for money due to the small scale of our consumption compared to a large purchasing organisation. This approach is likely to be more expensive due to the additional and experienced staff resources that would be required.

Contract through a Private Sector Based Provider

- 4.3 Profit driven organisations without detailed knowledge of the local authority sector are available to use. Such a provider needs to show a profit on the transacted business which would increase the cost of delivery to the Council.
- 4.4 Business continuity may be uncertain in present economic climate. A full find a tender (FTS) tendering process would be required to engage with such a provider together with the associated resource and time implications.

Contract through Public Sector Based Provider - Crown Commercial Service (CCS)

- 4.5 This is a public sector-based procurement specialist providing framework options for a wide range of common goods and services. Energy procurement is one element of the range of goods and services they offer. Their current offer, Supply of Energy 2, is limited to one supplier for gas and one supplier for electricity.

Contract through Public Sector based provider - LASER Energy Services (recommended option)

- 4.6 Local Authority South East Region (LASER) Energy Services are familiar with local authority needs and processes, having been created from within Kent County Council in 1989. They are energy procurement specialists with excellent market knowledge and long-term track record within the public sector, with a public sector portfolio of over 200 customers of whom 125 are local authorities representing an annual spend of over £500million.
- 4.7 LASER Energy Services are a not for profit organisation, with any surplus re-invested in service improvements, and there is also a mechanism for the authority to participate in the organisation as a member of the governance panel.
- 4.8 As part of the tender, suppliers are obliged to provide additional social value to LASER customers. For example, LASER have a provision to provide up to £130k per annum to support local initiatives and there is the potential for the Council

to apply to LASER to work with them on a targeted basis under the new frameworks.

- 4.9 A compliant FTS tender process has been completed, resulting in two new contracts being awarded for Electricity and Gas supplies, permitting access by other public sector organisations from 1 October 2024 to 30 September 2028. Both of the LASER frameworks (Y22008 and Y22009) have the option for mini competitions or a direct award where we need to consider the services we want to secure before and then discussing with LASER the most effective way of using the framework. LASER will then assist the Council through the process of whether to run a mini-competition or the co-ordination of a direct award, with award based on the lowest price.
- 4.10 LASER Energy Services aggregate gas and electricity volumes across all customers to enable supplier management fees to be kept to a minimum.
- 4.11 To ensure transparency LASER disclose all supplier fees; provide benchmarking on their performance and report to a governance panel which includes LASER customers and an external expert (see the attached **Annex** for more detail).

5. Timetable for Implementation

- 5.1 It is important that a decision is made well before the end of the current contract ends in September. LASER will be updated following the call-in period to commence work (ideally by 31 March 2024) to allow the Council to benefit from inclusion in the LASER framework. Delays in this process may impact the ability of LASER to procure energy supplies at the most advantageous rates for the supply period start in October 2024 on the basis of current forecasts.
- 5.2 In addition, an early decision will help financial planning for the coming year, and allow dialogue with budget holders such as Schools, Academies and non MKCC users of the contract such as some Town/Parish Councils and community organisations.
- 5.3 The Council will carry out a 30 day S20 consultation with leaseholders. Consultation will commence in early April 2024 for a minimum of 30 days. Following observations, if approved, the use of the framework could be awarded in May 2024 for the HRA.

List of Annexes

Fishermead Sports Ground Facility

Working Group (FSGFWG)

TERMS OF REFERENCE

General Purpose

The working group has been formed to:

Make a recommendation to the Estates committee of CPCC on the feasibility of building a sports and community facility on Fishermead sports ground.

This group will focus on planning and funding possibilities, identifying key stakeholders, and soliciting opinions from them. As well as exploring the requirements any building will have from user groups, and impact on the surrounding residents.

Composition

The WG will consist of those Members and Officers appointed by Council, plus any other members of the public appointed by Council. Membership of the FSGFWG to be reviewed at the Annual Meeting of Council. The FSGFWG will be Chaired by a Member of the Council.

Meetings

The WG will meet as is necessary to conduct its business, no less than once a quarter. The quorum of the meeting will be as laid out in Standing Orders. Agendas will be distributed electronically in advance of meetings, with notes distributed afterwards.

Reporting

The WG will report to the next Estates Committee after each meeting.

Review

To review on an annual basis the Terms of Reference prior to the Annual Meeting of Council. Once the completed study and recommendation has been delivered to the Estates committee for consideration, the working group may be disbanded, or re-directed as the committee sees fit.

Vision Statement

In order to fully utilise the sports ground at Fishermead, it is recognised that a building is required, to house changing rooms, toilet/shower facilities, equipment storage, and some basic catering facilities. If possible, some social space that could be utilised by other groups, and maybe a small sports hall would allow a wider range of sporting and other physical activities, both as a community and sporting benefit, and also to provide

more income to help maintain the facility, what is possible to build would depend on budget and MKC's planning department.

We envision a facility such as this would allow the sports ground to be used for other community events as well, such as family fun days.

Space and Design specifications.

We need to balance the size of the building with the size of the sports ground itself. If we can theoretically fit 3 pitches on to the ground, then we might reasonably expect to need three pairs of changing rooms. The first part of this is to work out how many pitches we are able to fit on the sports ground (taking the long-term view that drainage and ground conditions can be improved to make the whole area into a playable surface) we are focusing on football but will also measure available space for other winter and summer sports as part of the exercise.

We will then work out how much space is left for development, again using an assumption that we are aiming to develop the part of the ground where the old building was situated. This includes the option for removing or re-siting the play area on the ground.

Once we know how much space is available, and how many changing rooms we might need, we can start to create a design specification including both necessary and desirable features and rooms.

Funding.

There are several external funding streams available, including the Football Foundation, that might have certain requirements of any design they fund, so these will also need to be taken in to consideration, any organisation that might be able to provide funding will need to be approached to find out about the application process, any relevant restrictions, and the availability of funding for a project such as this.

Planning, Community engagement and assessing local impact.

We will need to sound out the planning department for their input on what might be permissible on our site (along with other MKC stakeholders, e.g. if we want to remove the play area). Other stakeholders' opinions that will need to be sought include any potential users of the facility (local sports and youth groups for example) as well as the residents who live nearby. This will be an important part of any funding and planning application as well.

A pavilion and community sports facilities for Fishermead Sports Ground?

Introduction

CPCC's Estates Committee, at its meeting of 12 September, asked me to present a paper outlining a vision for a pavilion or sports building on the Fishermead Sports Ground. This presentation presents that vision.

First, a little history. When Fishermead was first developed, Milton Keynes Development Corporation entrusted the management of the Fishermead Sports Ground to a newly-formed Fishermead Sports and Social Club, for whom they constructed a small building that contained a bar (for the social side) and changing rooms (for the sports side). This was a model they had employed elsewhere in the growing city, for example to look after the new playing fields in Bradwell.

By the turn of the century, the sports activities of the Sports and Social Club in Fishermead had withered away, and the changing rooms were used for storing beer barrels. Meanwhile the building itself became unsafe, either because it had only a limited life or because the club had neglected its maintenance and was demolished. The care and management of the sports ground has passed to Campbell Park Community Council.

To provide storage for the equipment needed to maintain and use the football pitch, the present principal user, MK Galactico FC, uses a shipping container.

The overall vision

To enable Fishermead and other local residents to make the fullest use of the facilities of the Fishermead Sports Ground, and for the Sports Ground to realise its full potential, a pavilion is needed to provide changing facilities for players and officials, and storage for equipment. This accommodation might provide the basic infrastructure for a small sports hall to offer room for indoor sports.

In the discussion that follows, I assume that the winter outdoor sport is football, and that the Sports ground can accommodate two pitches. It is also assumed that the promotion of sport is a desirable objective for a community council.

Willen Pavilion offers both sports and community facilities in the same building, but there is already an adequate community hall in Fishermead, as well as, in 18 months' time, the Community Council's Hub in Springfield, so that is not an appropriate model.

Basic Facilities

A pavilion needs changing rooms for home and away sides with showers and toilets, plus similar facilities for match officials.

The configuration of these needs careful design, as both men's and women's games could be going on simultaneously, and officials for both men's and women's games can be of either sex for each.

Provision for refreshments and social interaction

I've spent enough frozen Sunday mornings in January watching my sons play football to know that the facilities to produce hot chocolate at half-time are always welcome, so a space in which players and non-players alike can have refreshments and socialise before, during and after the match is highly desirable, if not essential.

Small sports hall

Once this space is provided, it could also form the infrastructure for a small community sports hall. This often tends to mean badminton, perhaps not the best fit for Fishermead. Other sports with active participants in Fishermead include a breakdancing group (breakdancing is included in next year's Paris Olympics) and assorted boxing and martial arts disciplines.

The design of this hall (and its viability) would be determined by the interaction of a number of factors: what is possible on the site, what the community wants, what grant donors will pay for.

Finance

Capital: There are a variety of grant giving bodies for sports provision, especially in less well-off areas like Fishermead. The Campbell Park Neighbourhood Plan contains a policy that permits a small amount of housing development on the Sports Ground (on the site of the old Sports and Social Club building) as enabling development to provide capital for a pavilion.

Revenue: Users would obviously have to pay a fee for the use of the provision, to cover running costs. An important element of any analysis of the proposals would be to establish whether such charges would be affordable, or the extent to which the Community Council was prepared to subsidise costs.

Reply to: Yu Ling Wong
E-mail: YuLing.Wong@milton-keynes.gov.uk
Our Ref: 24/00720/HOU
PP-12934114

Dominic Warner
Campbell Park Parish Council
1 Pencarrow Place
Fishermead
Milton Keynes
MK6 2AS

4th April 2024

Dear Sir/Madam,

Town and Country Planning Act 1990 (As Amended)
Town and Country Planning (Development Management Procedure) Order 2015
Application no: 24/00720/HOU
Proposal: The erection of a single storey side / rear extension, including associated alterations
At: 31 Carteret Close Willen Milton Keynes MK15 9LD

I have received the above application which can be viewed via the Council's Public Access system using the link to [our online portal](#).

I would be grateful to receive any comments you may have about the proposal by **2nd May 2024**. Any objections must form a material planning consideration and should you wish for the application to be referred to the Planning Committee/Panel for determination; an explicit request must be made to that effect. If no reply is received within this period the application may be decided without your comments.

Where a request to refer an application to Planning Committee/Panel has been received from a Parish or Town Council, an undertaking to attend the meeting to address the Committee/Panel is expected. Failure to attend a Planning Committee/Panel, following an undertaking to do so, on two occasions within a 6 month Period will result in;

- a. The Parish or Town Council being barred from requesting an application be referred to Planning Committee/Panel for a 3 month period from the date of the second incidence; and,

- b. Any applications within that Parish being determined in accordance with the Officer recommendation under delegated powers. This would also be for a concurrent 3 month period and would only take effect in cases where no other parties have lodged objections and requested the case be heard before a Planning Committee/Panel.

Yours faithfully,

Yu Ling Wong
Planning Officer

Reply to: Suleman Uddin
E-mail: suleman.uddin@milton-keynes.gov.uk
Our Ref: 24/00658/HOU
PP-12912702

Dominic Warner
Campbell Park Parish Council
1 Pencarrow Place
Fishermead
Milton Keynes
MK6 2AS

5th April 2024

Dear Sir/Madam,

Town and Country Planning Act 1990 (As Amended)
Town and Country Planning (Development Management Procedure) Order 2015
Application no: 24/00658/HOU
Proposal: Demolition of the existing conservatory and erection of a rear single storey extension
At: 90 Pattison Lane Woolstone Milton Keynes MK15 0AF

I have received the above application which can be viewed via the Council's Public Access system using the link to [our online portal](#).

I would be grateful to receive any comments you may have about the proposal by **3rd May 2024**. Any objections must form a material planning consideration and should you wish for the application to be referred to the Planning Committee/Panel for determination; an explicit request must be made to that effect. If no reply is received within this period the application may be decided without your comments.

Where a request to refer an application to Planning Committee/Panel has been received from a Parish or Town Council, an undertaking to attend the meeting to address the Committee/Panel is expected. Failure to attend a Planning Committee/Panel, following an undertaking to do so, on two occasions within a 6 month Period will result in;

- a. The Parish or Town Council being barred from requesting an application be referred to Planning Committee/Panel for a 3 month period from the date of the second incidence; and,

- b. Any applications within that Parish being determined in accordance with the Officer recommendation under delegated powers. This would also be for a concurrent 3 month period and would only take effect in cases where no other parties have lodged objections and requested the case be heard before a Planning Committee/Panel.

Yours faithfully,

Suleman Uddin
Planning Officer

CONTRACTOR'S REPORT

Site: Campbell Park Community Hub

Date: 04-04-24

Contract No: 2464

Report No: 2

by: Barry Stewart

1 Progress

Brief outline below:-

- Enabling works – 80% complete. Old carpark areas left currently for crane mat
- Site set up – 80% complete. Waiting on temporary supplies. Connections due in April
- **Construction period –**
- Site strip to sub – base – 100% complete
- Excavate & concrete foundations – 100% complete
- Erect steel frame – Not due to start yet
- **External works –**
- Retaining walls – 10% complete

2 Summary

Reporting against the draft construction programme

Works have commenced and are progressing in line with the programme.

3 Contract completion date and Forecast Completion date

Original completion date – January 2025 as per programme

Forecast Completion date – January 2025

4 Weather

We have lost the following:-

- 1 day this period

Total to date = 1 day (report compiled to 28-3-24)

5 Architects Instructions and RFI's Logged

AI's. 5no issued to date

RFI's. None issued to date

6 Subcontractors Appointed to Date

Groundworks

Steel Frame

MBH Construction

CovCon

7 Building Control

Building control have visited site and inspected foundation dig and concrete pour

8 Quality control

Nothing to report

9 Information Required

- Excavating adjacent to 24" gas main. Watching brief required by SGN

10 Health & Safety

SSUK visited site on 26th March. We got an AB rating. The B was in respect of leaving keys in machines when not in use. Tool box talk given.

11 Progress Photos

As attached.

12 Services

- Electrical services – Temporary site service will be installed in April. Mains service requires wayleaves to be sorted
- Water services – Temporary supply will be installed in April. This can be converted to permanent later in the project.
- BT Openreach – Scheme registered and drawing issued. The drawing needs amending, and this has been requested. They will duct up to the site boundary and we will install on site ducting to final position.







Community Infrastructure Fund 2025-2026

Guidance & Criteria

1. Any application to the CIF will be scored against four key areas which are:

- Solves a persistent problem
- Improves safety
- Benefits the community
- Adds value

2. All projects are scored against this criteria between 1 and 4 giving a maximum score of 16. The top scoring projects will go onto a shortlist for funding which is put to Delegated Decision each March.

3. The project shall be undertaken in exercise of a function for which both parishes and Milton Keynes City Council have powers (incl. s.137 powers of the Local Government Act 1972)

4. The project shall be for investment in public realm assets, adhere to MKCC design principles and involve and provide a permanent benefit to the parish. Public realm is defined as 'something that is provided for the use of the community'.

5. Locations should be:

- MK City Council owned
- Parish/Town or Community Council owned (or available for parish acquisition)
- Long Term Lease (If the building is occupied on a long term lease, the terms of the lease will need to be reviewed prior to award of grant funding)*

*If under an MKCC lease at the time of allocation, the relevant permissions must be sought from the City Council's Estates and/or Legal team.

6. Parish, Town and Community Councils will be responsible for ensuring local residents are consulted on project proposals.

7. The maximum contribution from MK City Council will be £20,000 per parish (£40,000 total project value).

8. Each Parish, Town or Community Council will be entitled to submit up to a maximum of 3 applications for projects, up to the value of the maximum contribution. You must indicate your preference for each project marking as 1st, 2nd or 3rd choice on the application.

9. MK City Council's share of the cost of the project will be no greater than 50% excluding VAT (75% for very small councils those with a tax base of less than 200 /band D equivalent) or the lower of the following figures: the lowest quotation; or the maximum award approved by MK City Council.

10. Any works carried out on an MK City Council asset, building, or land must be undertaken by MK City Council.

11. The project, once completed, should not involve any additional ongoing maintenance or running costs, other than any costs that are to be met by the Parish, Town or Community Council. MK City Council will only carry out maintenance in line with the relevant departments or service areas policies and procedures, if it is an MK City Council asset or land.

12. Applicants must provide outline costs for works at the application stage.
13. Parishes should state how their 50% contribution is being funded. Parish match funding cannot be from any other part of MK City Council's funding e.g., Section 106 or from another grant application.
14. Approved projects for the 2025-2026 CIF must be completed within the 2025-2026 financial year and must not exceed this deadline unless in exceptional circumstances and with approval for an extension from MKCC.
15. Parish, Town and Community Councils will, prior to submitting an application, check whether any planning permissions or any other relevant permissions or consents are required and ensure that such permissions/consents etc. are in place upon application. Evidence must be included with the application. The costs of any planning permissions that may be necessary can be included as part of the costs.
16. Before applications are submitted, applicants will be required to provide evidence that the project/s have been discussed with relevant MK City Council departments and have obtained permissions in principle.
17. Parish, Town and Community Councils should present three quotes at the application stage for the work that will be undertaken by the Parish, Town or Community Council, to demonstrate the principles of Best Value.
18. If three quotes are not available, applicants are required to advise of the reasons when applying for the council's grant(s) e.g., conservation requirements are for specialist contractors which may be limiting choices.
19. A Delegated Decision will be made by the relevant Cabinet Member or Council Leader following an assessment of applications for funding by MK City Council officers.
20. Where schemes do not proceed or are at risk of not delivering within agreed time frames, the amount allocated must be returned immediately to MK City Council for re-allocation. Funds cannot be transferred to another project.
21. Funding can only be used for the projects for which they are approved by the MK City Council.
22. Release of funds will only be made upon the completion of the works and they have been checked and approved by a relevant MKCC Officer. This officer will provide a written confirmation that the project has been delivered as per the approved application. A copy of the invoice and presentation of three quotes for the work that has been undertaken by the Parish, Town or Community Council to demonstrate the principles of Best Value.
23. The fund cannot be used for normal running costs i.e. officer salaries, energy bills or rent.
24. MK City Council will monitor the progress of projects; this could involve site visits if appropriate. Applicants are required to provide evidence of completion of all projects; photos are required at application and completion stage ("before" and "after" pictures).
25. The Parish, Town or Community Council will be required to maintain a minimum of £5 million insurance for public liability and provide the evidence to the MK City Council together with their application.
26. The Parish, Town or Community Council is required to comply fully with relevant, current UK Health and Safety legislation and regulations.
27. If a grant is used to buy a significant item of equipment or asset, we will advise that it must be recorded in the accounts that MK City Council has an interest in it. If the asset is to be disposed of (sold), MK City Council must be contacted before the disposal is made. MK City Council may require a share of the proceeds in relation to the original contribution.
28. CIF funding is Capital funding and therefore it cannot be used to fund revenue works related to landscaping services. However it can be used for the enhancement of an existing asset or building something new. The future revenue implications of any Capital works will need to be minimised where possible. If parishes are devolved, they can self-deliver or use MK City Council contractors.

Type of projects

To give you an idea of the type of project that may be applied for under the CIF, here's some examples of public realm projects that we have completed over the last few years. These are just some examples, if you need any help, ideas or advice please contact your Highways Liaison Officer or email highways.liaison@milton-keynes.gov.uk

Verge protection

Parked vehicles can cause damage to verges which is both unsafe and unsightly. Ascot fencing prevents vehicles from parking or mounting the verge. Costs depend on the length of the verge sections you want to protect and whether any utilities are in the ground. After an assessment, we can provide a bespoke quote. Any post and rail fencing installed would need to be maintained at parish expense.

Gateway signs

These provide a dual use - they draw motorists attention to the entrance to a village or hamlet and the change in the speed limit. There is a standard design that we use for any gateway signs for MK which can be adapted to include a short message 'Welcome to [name]' or 'Please drive safely' with a speed limit roundel.

Flood Prevention

Hydrosnakes, pumps, flood diverters or hydrosacks are some effective alternatives to sandbags. These can all be kept in special storage containers in the local area so they are easily accessible whenever needed. Contact the Flood & Water Management Team to see what options are best for your location at LLFA@milton-keynes.gov.uk

Speed Indicator Devices (SIDs)

SIDs are a good way to alert motorists to their speed as they enter a residential area. They are most effective if moved on a regular basis around three locations. SIDs may display the drivers' speed and a smiley or sad face, or they may display a 'Slow Down' type message.

There are several models available to suit local needs and budgets. For help and advice about SIDs, contact our Road Safety Officer, keith.wheeler@milton-keynes.gov.uk

We recommend SIDs are used as part of a wider speed awareness campaign including Community Speedwatch. If you wish to install SIDs, make sure you also include the cost of any pole installations in your application. Existing defunct poles are unlikely to be suitable or in the best location.

Play area flooring or equipment

Most MK estates have several play areas which may need new equipment or replacement wet pour flooring. You may want to install some new or accessible items to a play area.

Our Parks and Open Spaces officer, Phillip Snell (phillip.snell@milton-keynes.gov.uk) can provide advice and guidance if you would like to include play area equipment or surfacing as your CIF project.

Quick Guide: Applications to CIF 2025-26

To help you put your application/s together quickly, here's a summary of the main criteria you need to check that your proposal meets. The deadline for applications to be submitted to us is [31 August 2024](#)

Email your application/s and any supporting documents to: highways.liaison@milton-keynes.gov.uk

- Is on either MKCC or parish owned land*. Long lease property may also be included if the lease allows.
- Does not incur ongoing maintenance costs to MK City Council.
- Any relevant planning permission or licences are sorted beforehand.
- Includes 3 in date quotes if using an outside contractor.
- Permanently benefits the local community.
- Is in the Public Realm i.e. something that is provided for the use of the community.
- Does not exceed the maximum £20,000 MKC contribution.
- Includes details of how this proposal was chosen e.g. public consultation.
- Parish contribution is not from an other MKC funding stream or other grant e.g. Section 106, ward budget.
- You can submit up to 3 applications funding. Please show your priority choice order (1st, 2nd, 3rd).
- Can be delivered within the financial year between 1 April 2024 and 31 March 2025.

*If the location or equipment is on leased or MKCC owned land, you will need to written permission before submitting your application. Changes to leases or legal conditions can take several months to complete.

Before you send your application to us, have you?:

- Filled in each box including Objectives, Benefits, Consultations, Costs and Timescales.
- Entered the exact amounts £ applied for (MK City Council Contribution, Parish Contribution and Overall Total).
- Indicated your preference for project if submitting multiple applications.
- Included any supporting evidence including photos, exact location information, details of equipment.
- Proof of landownership is included.
- Any planning permission granted is submitted with the application.

If you have a question or need help completing the CIF application, email the Highways Liaison Team at highways.liaison@milton-keynes.gov.uk