

YOU ARE HEREBY SUMMONED TO A MEETING OF COUNCIL

to be held at the

Oldbrook Centre, Oldbrook Boulevard, Oldbrook

**Tuesday 19th March 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 20th February 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. Ward Members’ Matters/Reports**
 - i. Members are invited to raise a question with the Chair of Council, the Clerk of Council, or any Committee Chair, with Members allowed up to a minute to raise a question, with questionees allowed up to two minutes to respond. 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.
- 7. 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 2 (i & ii) items to ratify
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.
 - 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.

- b. Minutes of the Planning, Infrastructure & Transport Committee** **Page 17**
Chair: Cllr B Greenwood
Council is invited to receive the Minutes.

- c. Minutes of the Personnel Committee**
Chair: Cllr D Pafford
Council is invited to receive the Minutes (see attached).

- d. Minutes of the Finance, Administration & Policy Committee** **Page 23**
Chair: Cllr B Barton
Council is invited to receive the Minutes with 1 (i) item to ratify

- i. **Draft Minute 59/23 IT Managed Services Contract 2024-25**
See agenda item 11

- e. Minutes of the Estates Committee** **Page 27**
Chair: Cllr R Golding
Council is invited to receive the Minutes.

8. 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.
- 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.

- 9. Expression of Interest – Fishermead Medical Centre** **Page 29**
Council is invited to receive and consider 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.

10. Community Hub, Room-by-Room Requirement Review – Working Group Update **Page 31**

Council is invited to receive a report and presentation from the Working Group on their progression of the Community Hub project. Including:

- Initial site meeting 7 March/associated contractor report
- Updated project programme and cashflow forecast
- Ground conditions/foundation design
- Quantity surveying – car park removal (including existing infrastructure) and associated removal of inert non-hazardous waste
- Valuation No.1 - MKCC 2023/24 CIF award.
- Proposed Royal visit for opening - Deputy Clerk verbal update

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

Further to the determination to apply for the longest possible extension of the borrowing permission so that the total cost of all aspects of the project could be calculated, Council is invited to receive a verbal update from the Clerk and then determine any necessary further action.

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**

Council is invited to receive a verbal update from the Clerk relating to obtaining a fee proposal for professional advice pertaining to the creation of a charitable trust associated with the management of the Community Hub.

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**

11. Draft Minute 59/23 IT Managed Services Contract 2024-25
Agenda item 7d (i) (see attached)

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.

12. Annual Meeting of Parish Electors, 28th May 2024

Council is invited to confirm arrangements for the Annual Meeting of Parish Electors being held on Tuesday 28th May. In addition to any matters that might be debated and resolved by electors, Council is invited to

consider the suggestion that partner organisations, including those awarded grants, be invited to participate in the meeting.

13. 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

14. Date of Next Meeting

Tuesday 16th April 2024 at 7.30pm

BY ORDER OF THE COUNCIL

Dominic Warner

**D Warner, Clerk to Council
13th March 2024**

**Minutes of the meeting of Council held on
Tuesday 20th February 2024, 7.30pm
at the
Oldbrook Centre, Oldbrook Boulevard, Oldbrook**

This meeting was open to the Public

158/23 Members Present

Cllr T Baines	Cllr P Halton-Davis
Cllr B Barton	Cllr J Howard
Cllr O Cole	Cllr K Kavarana
Cllr V Dixon	Cllr D Kendrick
Cllr T Fraser	Cllr K Kent
Cllr R Golding (Vice-Chair)	Cllr Z Osman
Cllr B Greenwood (Chair)	Cllr D Pafford

In Attendance

D Warner, Clerk to Council
P Sullivan, Deputy Clerk

159/23 Apologies for Absence

Cllr C Odunewu – Personal commitment
Cllr M Petchey - Personal commitment

160/23 Declarations of Interest

None

161/23 Members of the Public Present

None

162/23 Introduction to Contractors – Community Hub

Barry Stewart (Construction Manager) and Tim Burditt (Site Manager) of Steele & Bray, appointed contractors for the Community Hub, gave a short presentation to Members and answered questions including their interaction with the local school, safe routes for construction traffic, tree protection and identifying cost savings.

The Chair thanked Barry and Tim for their attendance, and they left the meeting at 7.49pm.

163/23 Minutes of the Meeting of Council held on the 16th January 2024

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

164/23 Public Involvement – Deputations, Petitions and Questions

None received.

165/23 Chair's Report

The Chair had nothing to report.

166/23 Clerk's Report

The Clerk reminded Members of the upcoming local elections in May and drew their attention to the MKCC website, where they can now access nomination forms and further information.

Since publication of this agenda, Thames Valley Police has announced that they will be holding a *Have Your Say* event in the Trinity Centre on 22nd February. This meeting is initially in response to addressing ASB in two particular areas of Fishermead, however, the scope of the initiative could be expanded elsewhere on the estate dependant on the initial outcomes.

Also received since publication of this agenda, BMKALC has circulated information on the nomination process for invitations to this year's Royal Garden Party. BMKALC have two invitations available, one for nominees from Buckinghamshire and one from Milton Keynes and the nomination deadline is 22nd February.

The Clerk confirmed he had consulted with the Chair prior to the meeting regarding repeating the nomination of Cllr Baines in recognition of his longstanding record of public service, not only to this Council but also as a former Chair of BMKALC and an MKCC Councillor. There being no objection from those present, the Clerk will submit the nomination to BMKALC.

167/23 Ward Members' Matters/Reports

- i. Members are invited to raise a question with the Chair of Council, the Clerk of Council, or any Committee Chair, with Members allowed up to a minute to raise a question, with questionees allowed up to two minutes to respond. 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.

Cllr Kent asked the Deputy Clerk when meetings of the Climate Emergency Working Group will resume, the Deputy Clerk is working to confirm a date in March and will circulate information as soon as possible.

Cllr Halton-Davis reminded Council of the Easter Tea Party on 23.03 and requested that as many Councillors as possible volunteer to help at the event.

Cllr Baines asked Cllr Golding if, as Chair of the Estates Committee, he would agree to an item on the next agenda addressing the problem of large dogs off leads in public spaces and a discussion on the introduction of a Public Spaces Protection Order (PSPO). Members also felt that this

would be appropriate for discussion at the upcoming Parishes Forum, the Clerk will email MKALC to officially request they lobby on Council's behalf. Cllr Golding will ask the Clerk to include the item on the next Estates Committee agenda.

Cllr Pafford received confirmation from the Clerk that the elections are on a 'whole council' basis and that MKCC are aware that the change to Community Council took place at the annual meeting in May 2023.

- ii. Council received a report from Cllr Kent following her recent attendance at the MK Climate Action Network Networking & Info Event. Council also noted the dates of upcoming events on the MKCAN flyer, with Cllr Kent encouraging other Councillors to attend.

168/23 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 the recommendation - item (i).

i. Draft Minute 93/23 i Communications Programme & Priorities 2023/24

Committee resolved to recommend to Council that consideration is given to making an application for a member of the Royal Family to open the building. For this to be a possibility, an application must be submitted very soon.

Members agreed the recommendation and requested that we submit the application as soon as possible. Cllr Barton also suggested that we invite the Youth Mayor of Milton Keynes.

**b. Minutes of the Planning, Infrastructure & Transport Committee
Chair: Cllr B Greenwood**

Council received the Minutes.

**c. Minutes of the Estates Committee
Chair: Cllr R Golding**

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

i. Draft Minute 90/23 Community Centres – Hall Hire Fees, Annual Review

Committee considered the current hall hire fees of all community centres and resolved to recommend to Council that they are not increased for the next 12 months (April 2024 onwards).

Council resolved to agree the recommendation of the Committee.

ii. Draft Minute 95/23 Springfield Centre Solar Panel Proposal – Report E6/23

Committee received a proposal from the Estates Manager to install a solar panel array and battery storage system on the roof of the Springfield

Centre, funded in part by an application to the Carbon Offset Fund from Milton Keynes City Council. Committee resolved to recommend the report to Council for acceptance.

Council resolved to accept the report and make an application to the MKCC Carbon Offset Fund.

169/23 Recommendation of the Independent Remuneration Panel (IRP)

MKCC have advised that the IRP recommended that where paid, councillor allowances for Parishes rise in line with the increase for MKCC Councillors. Currently the CPCC allowance is £889.82 (£222.46 per quarter). The IRP recommendation for MKCC Councillors is 4.48% which will increase the annual CPCC allowance to £929.72 (232.43 per quarter). Council is invited to consider the recommendation. If agreed this will be backdated to April 2023.

Council resolved to agree an amended proposal, accepting the IRP recommendation and resolving to accept all future recommendations of the IRP without need for a member vote.

It was further agreed that the matter of what basis Members are allowed to claim an allowance, i.e. it is only elected councillors who are able to claim an allowance, co-opted councillors cannot currently, according to legislation, claim an allowance, should be raised at the Parishes Forum with a view to lobbying NALC on a change in the legislation to include all Members regardless of how they were elected.

170/23 Exclaimer Software – System Upgrade

As part of our ongoing IT contract, CloudyIT are now ready to install *Exclaimer* software on to our system. *Exclaimer* is email signature software which ensures all signatures are consistent and compliant. This is being rolled out to all Campbell Park Community Council email addresses.

We have arranged for Cloudy to complete our move over to *Exclaimer* on **Monday 26th February at 9.00am.**

The set up should take up to an hour and you do not have to be online for it to complete. All you need to do prior to the switch is disable/delete your manual signature (if you use one). Once *Exclaimer* is in place you will not need to insert a signature nor will you be able to see it. You end your emails as normal with a kind regards etc and the signature will be added automatically by the server.

171/23 Community Hub, Room-by-Room Requirement Review – Working Group Update

Council received a report from the Working Group on their progression of the Community Hub project.

The Clerk drew the attention of Members to the minutes of the February Estates Committee meeting for the most recent update. The only recent addition being that the contractor has met with the groundworker and

engineer on site and is progressing arrangements to start on Monday 26th February.

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

The borrowing approval from Department for Levelling Up, Housing & Communities (DLUHC) is valid up to 6th April 2024 and gives permission for CPCC to borrow up to, but not exceeding £2,000,000. Subject to confirmation, there is the potential to extend the period beyond the above date, there is the further potential of the borrowing being accessed in a number of tranches not exceeding a combined total of £2,000,000. Each tranche would be subject to the prevailing borrowing rate at the time of drawdown, borrowing rates change daily.

Subject to confirmation that the borrowing period can be extended beyond 6th April 2024, Council is invited to consider delaying the drawdown of borrowing until such time that the full cost of the project including fitting out the Hub ready for occupation are known. Delaying the drawdown would potentially enable Council to borrow less than the maximum amount, thus reducing the associated repayments.

Council is invited to note that the drawdown borrowing form/s will need to be signed by the Chair of Council and the Responsible Finance Officer.

Council resolved to agree to apply for the longest possible extension of the borrowing permission so that the total cost of all aspects of the project could be calculated, doing so would potentially result in Council borrowing less than the permitted maximum of £2,000,000.

Council noted that the drawdown borrowing form/s will need to be signed by the Chair of Council and the Responsible Finance Officer.

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

Council is invited to consider publication of an Expression of Interest (EOI) document to be circulated to groups/charities wishing to run the new Community Café within the Community Hub. With it being envisaged that the commissioning of a café partner would be the responsibility of the Community & Communication Committee, Council is invited to delegate the task to them, with the wording of the EOI to be considered at their next meeting (27/2), and a recommendation then made to March/April Council.

Council agreed to delegate responsibility for the creation of an Expression of Interest (EOI) document to the Community & Communications Committee who will then make an associated recommendation to Council.

iii. **Charitable Trust Creation**

Council is invited to consider the creation of charitable trust associated with the management of the Community Hub. Council, as a corporate body, could potentially act as trustee for any charitable trust created. Potential benefits of creating a charitable trust could include receiving relief on non-domestic rates. If Council were minded to advance the matter, initial steps would be to take external professional advice relating

to the necessary legal and financial considerations of creating a charitable trust.

Council agreed to seek further professional advice regarding the creation of charitable trust. The Clerk confirmed he would contact Wellers Hedley Solicitors.

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 12**

172/23 Community Hub – Professional Fees, Fee Adjustment

Council is invited to receive and consider an adjusted fee proposal from Stenton Obhi Architects (SOA) for the provision of architectural design services associated with the CPCC Community Hub Project, Springfield. The original fee proposal (October 2021) was made on the assumption of an estimated construction budget of £1,600,000 and an associated completion date of May 2023. The adjusted fee proposal reflects a revised contract value of £2,407,797.92 and a completion date of January 2025. The original fee proposal included the provision of a review in the case of a budget variation in excess of 10%.

Council agreed to accept the revised fee proposal, noting that the terms of the original contract had already been agreed, including a clause for an increase in the event of a revised contract valuation.

173/23 Councillor Recruitment

With upcoming elections in May, Council is invited to note that there will be an opportunity for prospective councillors to attend an informal information session prior to the March meeting of Council. Officers will be available to answer questions and current Councillors are invited to attend and offer any insight on their experience of being a CPCC Councillor.

Council noted the information session prior to March Council meeting.

174/23 Dates of Future Committee & Working Group Meetings

Community & Communications – Tuesday 27th February 2024 at 6.30pm
Planning – Monday 4th March 2024 at 6.30pm
Personnel – Tuesday 5th March 2024 at 1.00pm
Finance & Policy – Tuesday 5th March at 7.00pm
Estates – Tuesday 12th March 2024 at 6.30pm

175/23 Date of Next Meeting

Tuesday 19th March 2024 at 7.30pm

**Minutes of the Community & Communications Committee
held on Tuesday 27th February 2023
commencing at 6.30pm
at the Springfield Centre, Springfield Boulevard, Springfield**

This meeting was open to the Public

97/23

Members Present

Cllr B Barton
Cllr J Howard
Cllr C Odunewu (arrived at 18:40)

Cllr O Cole (arrived at 18:46)
Cllr D Kendrick
Cllr Z Osman

In attendance

T Jones, Community Officer/Committee Clerk

With both the Chairperson and Vice Chairperson not in attendance at the start of the meeting, Cllr Howard was nominated to chair the meeting.

98/23

Apologies for Absence

Cllr M Petchey – personal commitment
Cllr K Kavarana – family illness
Cllr V Dixon - unwell

99/23

Declarations of Interest

None

100/23

Members of the Public Present

None

101/23

Minutes of the previous meeting

The Committee approved the minutes of the meeting held on 23rd January 2024.

102/23

Public Involvement – Deputations, Petitions and Questions

None

103/23 Grants

- i. **Acornfields Community Interactions** (Grant Application 010/23-24/Sept 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.
- ii. **YMCA Milton Keynes** (Grant Application 011/23-24/Sept 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.

104/23 Communications Programme & Priorities 2023/24

- i. Developing a communications strategy
 - a. Community Hub Communications Strategy
Committee considered the draft Communications Plan for the Community Hub and resolved to accept the proposed plan, with Committee to review at regular points.
- ii. New website – Committee noted that content for the website is currently being uploaded and edited, training for staff booked for 28th February with an aim to go live early March.

105/23 Community Projects - Programme & Priorities 2023/24

- i. **Warm Welcome – Seated Exercise sessions at Willen Pavilion**
Committee noted that the Broughton Ward Councillors have made a donation of £250 towards these sessions to enable them to continue after the warm spaces funding finishes at the end of March. The Community Officer is also investigating other sources of funding that could be used to fund these sessions thereafter.

Committee resolved to send a letter of thanks.
- ii. **Childrens Easter Party – Saturday 23rd March 2023**
Committee noted that Ward Councillor Charlotte Hall (Campbell Park & Old Woughton Ward) has made a donation of £250 from her Ward budget towards the delivery of the Easter Tea Party.

Committee resolved to send a letter of thanks.

iii. **Holiday Activities – MK Play Association**
Committee considered commissioning MK Play Association to deliver play sessions this summer and resolved to hold 2 sessions at Oldbrook Green and 2 sessions at the Pirate Park in Fishermead at a cost of £495 per session. Toilet facilities to be identified with signage provided at each session and a letter sent to the houses on Kernow Crescent surrounding the park advising of the dates of the sessions.

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

Following the decision of Council to invite EOI from community organisations/charities to operate the community café at the Hub, Committee were invited to input to the development of the EOI document, giving consideration to the community benefits and outcomes that this arrangement should aim to achieve and the attributes a potential partner should be asked to demonstrate through this process.

It was noted that there will be further, more detailed work to be done on any future service level agreements and the current discussion only relates to the EOI.

Committee resolved to keep questions at this stage of the process as broad as possible so that the full possibilities of any future partnership can be explored further. There was also a discussion around the benefits & issues associated with the idea of direct management of the café.

Committee resolved to consider a draft EOI document at the next meeting, which should enable potential operators to demonstrate to CPCC the potential community benefits that could be gained by working together. The EOI should also highlight CPCC's desire to ensure the chosen partner pays staff at least the MK living wage, ask applicants to demonstrate how its operation may connect with the community larder & fridge and contribute to the CPCC Climate Action Plan by, for example, using fairtrade ingredients where possible.

106/23 Homeground

- i. The Committee received feedback following the distribution of the February edition of Homeground magazine, noting some addresses need highlighting to the distributors to ensure they are not missed again. Additionally, Committee resolved to invite MK Academy and Oakgrove School to contribute to the School Report.

107/23 Date of Next Meeting Tuesday 26th March 2024.

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

on Monday 4th March 2024

at the Springfield Centre, Springfield Boulevard, Springfield

commencing at 6.30pm

This meeting was open to the Public

100/23

Members Present

Cllr V Dixon
Cllr P Halton-Davis
Cllr R Golding
Cllr B Greenwood

In Attendance

T Jones – Committee Clerk

101/23

Apologies for Absence

Cllr K Kavarana - unwell

102/23

Declarations of Interest

Cllr Greenwood declared an interest in item 4ai as the occupier of this property is a business customer.

103/23

Members of the Public Present

None

104/23

Minutes of the Previous Meeting

Committee approved the minutes of the last meeting, held on 5th February 2024.

105/23

Public Involvement – Deputations, Petitions and Questions

None

106/23 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 that will be considered will be published on the day of the meeting on the Campbell Park Community Council website.

a. Planning Applications

- i. **24/00236/HOU** - Proposal: The erection of a proposed single storey side extension
At: 6 Tattam Close Woolstone Milton Keynes MK15 0HB

Deadline: 5th March Planning Officer: YuLing Wong

Cllr Greenwood did not participate in the discussion on this item.

Committee resolved to make no comment.

- ii. **24/00227/HOU** - Proposal: The proposed retention of the amended height of the carport and outbuilding (as built), erection of fence to front of carport, and repositioning of eastern boundary (retrospective)
At: 2 Linford Lane Willen Milton Keynes MK15 9DL

Deadline: 15th March Planning Officer: Suleman Uddin

Committee resolved that Cllr Greenwood would investigate further and/or contact the planning officer and report back to the Committee prior to making a response to MKCC.

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

- iii. **24/00476/HOUM** - Proposal: Variation of conditions 1 (approved plans) and 3 (materials to match existing) seeking to enlarge and clad rear dormer window to bedroom 3, enlargement of window on side elevation, change cladding to grey/natural wood using either timber or composite, new cladding to exterior wall ground floor side elevation and change brickwork to red brick with no feathering (relating to permission ref. 23/02287/HOU erection of two-storey front, side, and first floor front extensions with single storey side extension, new two storey side bay window and rear dormer alterations)
At: 32 Newport Road Woolstone Milton Keynes MK15 0BP

Deadline: 1st April Planning Officer: Suleman Uddin

Committee resolved that Cllr Greenwood would investigate further and/or contact the planning officer and report back to the Committee prior to making a response to MKCC.

Notifications:

- iv. **24/00238/CLUP** - Proposal: Certificate of lawfulness for the proposed conversion of the garage into habitable room with window to replace the existing shutter. Front landscaping changes

At: 14 Edrich Avenue Oldbrook Milton Keynes MK6 2QR

Deadline: n/a (received 6th February)

Planning Officer: Helen Pinder

Committee noted this proposal.

- v. **24/00237/CLUP** - Proposal: Certificate of Lawfulness for the proposed removal of garage door and replacement with window fenestration and brick wall to match existing.

At: 113 Arlott Crescent Oldbrook Milton Keynes MK6 2RA

Deadline: n/a (received 6th February)

Planning Officer: Helen Pinder

Committee noted this proposal.

- vi. **24/00268/NMA** - Proposal: Non-material amendment seeking to amend the wording of condition 8 (highway scheme) relating to permission ref. 21/02440/OUTEIS for [Outline application (matters of access to be considered with matters of layout, scale, appearance and landscaping reserved) for storage and distribution (Use Class B8) floorspace, with ancillary offices and associated infrastructure, including access, parking, servicing and landscaping]]

At: Land At Caldecote Farm Willen Road Newport Pagnell

Deadline: n/a (received 22nd February)

Planning Officer: Tamlin Barton

Committee noted this proposal.

- vii. **24/00402/DISCON** - Proposal: Approval of details required by condition 49 (Lighting Assessment and Scheme) of permission ref. 21/00999/OUTEIS
At: Mk East Development London Road Newport Pagnell

Deadline: n/a (received 27th February)

Planning Officer: Lauren Bradwell

Committee noted this proposal.

b. Licensing

Committee are invited to note 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 - MSJ Ice Cream Services**
1 ice cream van (Reg FJ69 UYA) to trade Boroughwide for the following times:
Monday to Sunday 15:30 to 19:30

- ii. **Boroughwide Street Trading Consent – Renewal – Soft 99 Whip**
1 ice cream van (Reg S99 WHP) to trade Boroughwide for the following times:
Monday to Sunday 15:00 – 20:00
- iii. **Boroughwide Street Trading Consent – New - Mr Guci Ices Ltd R481 OSH**
1 ice cream van to trade Boroughwide for the following times:
Monday to Sunday 15:00 to 18:00

c. Update on Past Consultations

The Committee noted the outcome of the following applications:

Permitted:

- i. 23/02172/FUL - Warbler On The Wharf Campbell Wharf Marina Frobisher Gate Newlands Milton Keynes

Refused:

- ii. 23/02836/CLUE - 189 Fishermead Boulevard Fishermead Milton Keynes MK6 2AA
- iii. 23/02835/CLUE - 179 Fishermead Boulevard Fishermead Milton Keynes MK6 2AA
- iv. 23/02752/DISCON - Lidl And Units 1-6 Oldbrook Boulevard Oldbrook MK6 2YA

d. Appeals

None received

e. Planning Enforcement

The Committee received and noted the tabled reports relating to Planning Enforcement.

107/23 General Consultations

The following consultation was tabled, having been received after the publication of the agenda, but requiring a response before the next meeting.

i. Statutory Notification - To construct twelve flat-top road humps in Fishermead (Ref: NTO-049)

Dear Parish Council,

Please be advised that the Council, in exercise of its powers under sections 90A of the Highways Act 1980, proposes to construct traffic calming measures consisting of twelve flat-top road humps along the following parts of Fishermead Boulevard, Kellan Drive and Pentewan Gate in Fishermead:

- 1) From a point on Fishermead Boulevard, 49 metres south-west of its junction with Newlyn Place, for 4.5 metres in a south-westerly direction.
- 2) From a point on Fishermead Boulevard, 32 metres south-west of its junction with Porthleven Place, for 4.5 metres in a south-westerly direction.
- 3) From a point on Fishermead Boulevard, 28 metres south-west of its junction with Kellan Drive, for 4.5 metres in a south-westerly direction.
- 4) From a point on Fishermead Boulevard, 30 metres south-west of its junction with Pencarrow Place, for 4.5 metres in a south-westerly direction.

- 5) From a point on Fishermead Boulevard, 51 metres south-west of its junction with Bossiney Place, for 4.5 metres in a south-westerly direction.
- 6) From a point on Kellan Drive, 60 metres south-east of its junction with Fishermead Boulevard, for 4.5 metres in a south-easterly direction.
- 7) From a point on Kellan Drive, 43 metres south-east of its junction with Tolcarne Avenue, for 4.5 metres in a south-easterly direction.
- 8) From a point on Kellan Drive, 58 metres south-east of its junction with Vellan Avenue, for 4.5 metres in a south-easterly direction.
- 9) From a point on Kellan Drive, 135 metres south-east of its junction with Vellan Avenue, for 4.5 metres in a south-easterly direction.
- 10) From a point on Pentewan Gate, 33 metres north-west of its junction with Fishermead Boulevard, for 4.5 metres in a north-westerly direction.
- 11) From a point on Pentewan Gate, 51 metres north-west of its junction with Penryn Avenue, for 4.5 metres in a north-westerly direction.
- 12) From a point on Pentewan Gate, 40 metres north-west of its junction with Gurnards Avenue, for 4.5 metres in a north-westerly direction.

The road humps will extend for a distance 4.5 metres at a height of 85mm and will extend across the entire width of the carriageway whilst maintaining a 300mm gap between the humps and the kerb line.

The Council is now serving formal notification on the twelve flat-top road humps.

I attach copies of the following documents for your information:

- **Section 90A notice**
- **Location Plan**
- **Statement of Reasons**

You are invited to comment on the proposals.

The closing date for comments is **21 March 2024**.

Committee resolved to respond as follows;

CPC are supportive of the 20mph zone in Fishermead, the request for which was a resident led initiative.

We understand that the installation of road humps is a requirement of TVP as part of a 20mph zone. Additionally, Committee can only be led by the expertise of Highways Officers on how the desired outcome of 20mph within the zone can be achieved on the estate, therefore Committee has no further comment to make.

108/23 Date of Next Meeting
Tuesday 2nd April 2024 at 6:30pm



Campbell Park Community Council

1 Pencarrow Place
Fishermead
Milton Keynes
MK6 2AS
Tel: No: 01908 608559
Dominic.warner@campbell-park.gov.uk

**The minutes of the
Finance, Administration & Policy Committee
Of Campbell Park Community Council
held on Tuesday 5th March 2024
At The Springfield Centre, Springfield Boulevard, Springfield
Commencing at 7.00 p.m.**

AGENDA

53/23

Members Present

Cllr B Barton (Chair)
Cllr R Golding
Cllr D Pafford
Cllr D Kendrick (arrived at 7.15)

In Attendance

L Bradley, Responsible Financial Officer
D Warner, Clerk to Council

54/23

Apologies for Absence

Cllr K Kent
Cllr T Fraser

55/23

Declarations of Interest

None

56/23

Members of the Public Present

None

57/23

Minutes of the Previous Meetings

Committee approved the minutes of the Finance, Administration & Policy Committee held on Tuesday 5th December 2023.

58/23

Public Involvement – Deputations, Petitions and Questions

No members of the public made any representations in respect of the business on the agenda.

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 4**

59/23 IT Managed Services Contract 2024-25

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.

60/23 Year End Accounts, Annual Return and Internal Audit Report

Committee noted that subject to being completed, the Year End Accounts, Annual Return and Internal Audit Report will all go directly to the May main meeting of Council, this will allow the Annual Return to be submitted in a timely fashion.

Cllr Kendrick arrived during the above item and D Warner left.

61/23 Section 137 Increase 2024-25

Committee noted that the revised Section 137 expenditure limited is £10.81 (per elector) for 2024-25

62/23 Committee Terms of Reference Review

Committee reviewed its Terms of Reference prior to the Annual Meeting of Council in May 2024. No amendments were made.

63/23 Committee Policies Review

Committee reviewed the following policies prior the Annual Meeting of Council in May 2024. No amendments were made.

- i. Financial Regulation
- ii. Investment Strategy
- iii. Data Protection & Privacy Policy
- iv. Councillors Introduction/Induction
- v. Freedom of Information

64/23 Parish Council Standing Order Review

Committee reviewed the Parish Council Standing Orders prior to the Annual Meeting of Council in May 2024. No amendments were made.

65/23 VAT Change

Committee noted that the VAT return basis will change from a quarterly to monthly basis from 1st April 2024 for the period of 1 year. This will improve the cashflow for the duration of the build of the Parish Hub and will then be reverted

to quarterly from 1st April 2025. In making this decision Steve Parkinson from the Parkinson Partnership was consulted as an expert in VAT matters.

66/23 Petty Cash Reconciliation

Committee noted that Cllr Golding has been to the Parish Office and checked the Petty Cash was correct. In future this will be completed by Cllr Barton.

67/23 Income and Expenditure Report to 31st January 2024

Committee noted the Income and Expenditure report as at 31st January 2024. Committee asked for their thanks to the Responsible Financial Officer to be noted for her work on the report.

68/23 Balance Sheet to 31st January 2024

Committee noted the Balance Sheet as of 31st January 2024.

Committee approved the Balance Sheet which was then signed by the Chair of Committee and the Responsible Financial Officer.

69/23 BACS and Direct Debit Payments to 31st January 2024

Committee noted the schedule of payments made to the 31st January 2024. The schedule is for information only.

70/23 Date of Next Meeting

The next meeting will be held on Tuesday 4th June 2024.

**Minutes of the meeting of the Estates Committee
held on Tuesday 12th March 2024 at 6.30pm
at the Springfield Centre, Springfield Boulevard, Springfield**

This meeting was open to the public

100/23 Members Present

Cllr B Barton	Cllr K Kavarana
Cllr V Dixon	Cllr K Kent
Cllr R Golding	Cllr D Pafford
Cllr B Greenwood	Cllr M Petchey
Cllr J Howard	

101/23 Apologies for Absence

None

102/23 Declarations of Interest

None

103/23 Members of the Public Present

None

104/23 Minutes of the Meeting held on the 13th February 2024

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

105/23 Public Involvement – Deputations, Petitions and Questions

None

106/23 Woodland Management Plan – Report E8/23

Committee received a report from the Estates Manager with a recommendation for a contractor to carry out a tree condition survey. Committee resolved to accept the recommendation and appoint the contractor.

107/23 Fishermead Sports Ground Working Group

Committee received a verbal update from the Working Group relating to their initial meeting. Proposed Working Group terms of reference and vision statement to be considered at the next Committee meeting.

108/23 New arrangements for the procurement and use of energy (electric & gas) at Council buildings.

Committee receive a verbal update from the Clerk on the progression of this matter, noting that it was still ongoing.

109/23 Community Hub, Room-by-Room Requirement Review – Working Group Update and Recommendations

Committee received a verbal update from the Working Group, including the outcomes of the site meeting held on 7th March:

- Ground conditions on the site were generally good, with no soft spots identified to date, however Stuart Thomas Associates had confirmed the requirement to adhere to the specified 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.
- Valuation No.1 had been completed to enable the processing and payment of the MKCC 2023/24 CIF award.
- Cash flow forecast now supplied by Steele and Bray, forecast is indicative and subject to ongoing updates.

Committee received the updated project programme and contractor's report as supplied by Steele and Bray Limited, with the Clerk responding to associated points and queries.

110/23 Public Space Protection Order (PSPO) – Council Land

Committee considered the merits of a PSPO requiring large dogs to be on leads when on Council owned land. As part of their consideration, Committee noted the existing provisions of the borough-wide PSPO and the Dangerous Dogs Act 1991.

Having noted that a request had been made to the Milton Keynes Association of Local Councils that it considers discussing the merits of requesting that the current borough-wide PSPO be varied to include provision for dogs to be kept on leads in specified public spaces, Committee agreed to keep a watching brief on the issue until such time a response is received by the Association.

111/23 Kernow Crescent Play Park

Committee noted that as yet the contractor had not provided a quotation for the required work. Committee further noted that consideration will be given to the landscape team carrying out the required work if the contractor is unable to do so.

112/23 Renault Kangoo Van

Committee noted that the lease on the vehicle had been extended by 12 months to May 2025, and will be extended again for the same period at this point next year.

113/23 Springfield Centre Disabled Parking Bay Provision

The Clerk reported that he anticipated a fee proposal to develop the associated technical specification to construct the bays would be available at the next meeting.

114/23 Date of Next Meeting

Tuesday 9th April 2024 at 6.30pm

FISHERMEAD MEDICAL CENTRE

Fishermead Boulevard
Fishermead
Buckinghamshire
MK6 2LR

Tel: 01908 609240
Email: fishermeadmc@nhs.net
www.fishermeadmedicalcentre.co.uk

Dr K Ali • Dr M Alexander

11th March, 2024

Mr D Warner
Campbell Park Parish Council
1 Pencarrow Place
Fishermead
Milton Keynes
Buckinghamshire
MK6 2AS

Dear Dominic

RE: Expression of Interest

Thank you for meeting with me last Thursday, 7th March, 2024, it was really good to meet with you and an excellent opportunity to view your offices.

Following our discussions, I have pleasure writing this letter expressing our interest in utilising some of your available office space.

For some background - at the time of its construction in 1993 Fishermead Medical Centre was designed for a patient population up to 3,000 patients. The surgery layout was intended for 2 GP consulting rooms, 1 Practice Nurse room, 1 staff room and non-clinical rooms to house administrative and reception staff. The practice now serves more than 8,000 patients. We are part of Ascent Primary Care Network (PCN) and we are unable to house some of our own expanded team plus PCN Additional Roles Staff (ARRS) in the surgery as a direct result of the lack of space and issues with the estates. This has been flagged by both the practice and the PCN as a RED risk to the ICB.

We effectively and efficiently deliver high levels of clinical healthcare services to our patient population, but we have a duty of care to our patients and staff. Therefore, we applied and it was agreed that we could close our practice list to new patient registrations for a period of 12 months from September, 2023. We also do now need to look for available office/clinical space within the local community to be able to continue to deliver services to our patients, whilst we discuss with NHS Estates the possibility of expanding our current premises either with a temporary/semi-permanent or permanent structure sited on the large garden adjacent to the surgery or relocate to a new purpose-built surgery.

We would like to further understand the accommodation and services you have available for the coming 12 months and look forward to continuing our discussions.

Yours sincerely



Sally Poulton
Practice Manager

CONTRACTOR'S REPORT

Site: Campbell Park Community Hub

Date:- 7-3-24

Contract No: 2464

Report No: 1

by: Barry Stewart

1 Progress

Brief outline below:-

- Enabling works – 50% complete as programme
- Site set up – 50% complete as programme
- Construction period - NYS

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:-

- 0 days this period

Total to date = 0 days (report compiled to 4-3-24)

5 Architects Instructions and RFI's Logged

AI's. 4no 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 been advised of the project commencement and are available when inspection are required

8 Quality control

Nothing to report

9 Information Required

- Excavating adjacent to 24" gas main

10 Health & Safety

SSUK our advisors are appointed to make regular visits. First visit is booked for this month

11 Progress Photos

As attached.

12 Services

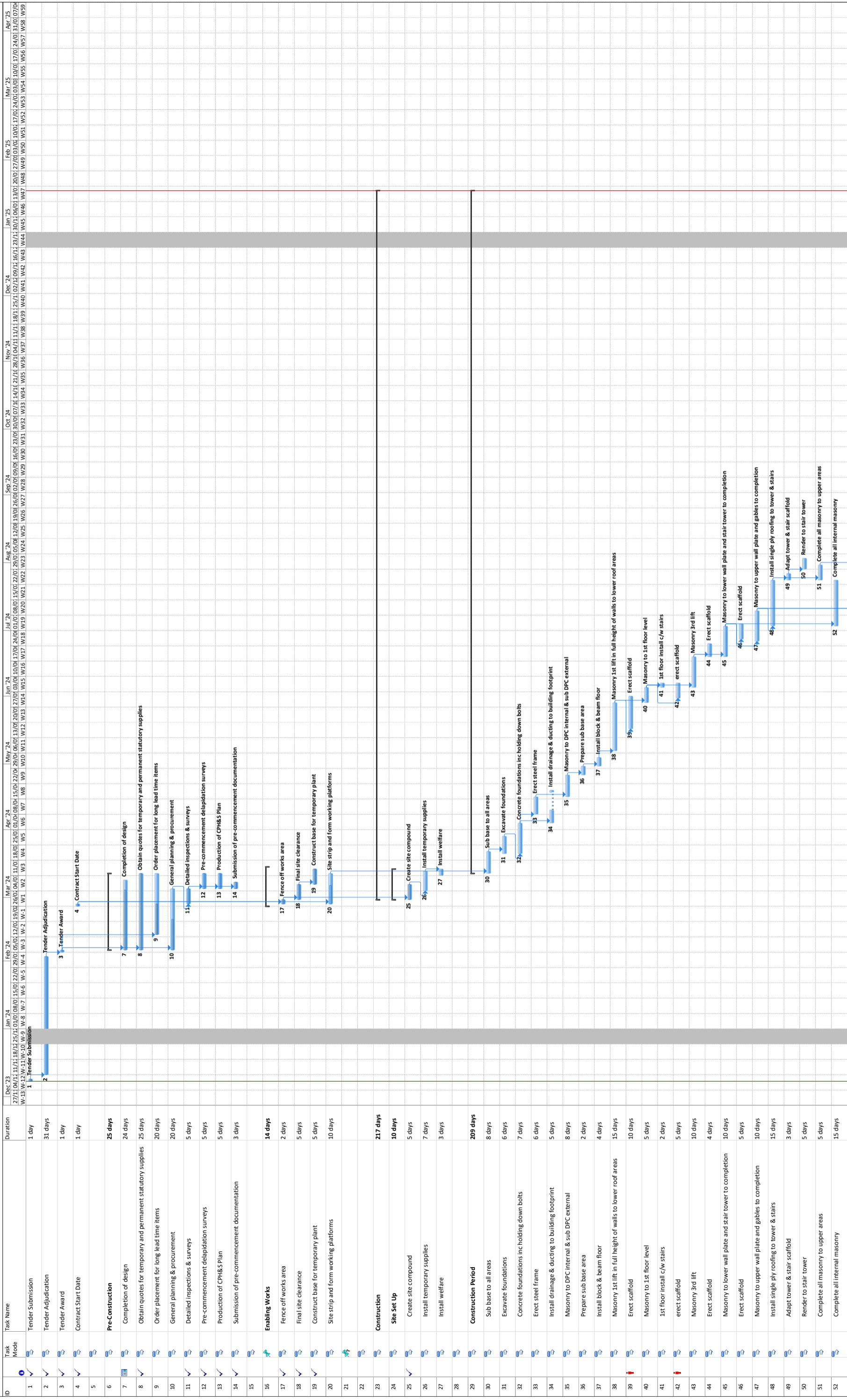
- Electrical services – Contact and awaiting further response regarding route and timing's.
- Water services order placed for temporary and permanent works. Install date to be advised
- BT Openreach – TBA



Campbell Park Parish Council
Caring for the community

Campbell Park Community Hub Project

STEELE & BRAY LTD
CHARTERED BUILDING CONTRACTORS



Project: Draft outline programme
Date: Mon 04/03/24

Task Split

Milestone Summary

External Milestone Inactive Task

Project Summary External Tasks

Inactive Milestone Inactive Task

Manual Task Duration-only

Manual Summary Rollup Manual Summary

Start-only Finish-only

Deadline Progress

Manual Progress

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Campbell Park Community Hub Project

