

YOU ARE HEREBY SUMMONED TO A MEETING OF COUNCIL

to be held at the

Oldbrook Centre, Oldbrook Boulevard, Oldbrook

**Tuesday 20th February 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. **Introduction to Contractors – Community Hub**
Barry Stewart (Construction Manager) and Tim Burditt (Site Manager) of Steele & Bray, appointed contractors for the Community Hub, will give a short presentation. Members are asked to submit questions in advance in order that a more substantive answer may be prepared.
3. **Minutes of the Meeting of Council held on the 16th January 2024**
Council is invited to approve the minutes of the meeting. **Page 7**
4. **Public Involvement – Deputations, Petitions and Questions**
Members of the public may make representations in respect of the business on the agenda.
5. **Chair’s Report**
Council is invited to receive a verbal report from the Chair.
6. **Clerk’s Report**
Council is invited to receive a verbal report from the Clerk.
7. **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. Council is invited to receive a report from Cllr Kent following her recent attendance at the MK Climate Action Network Networking & Info Event. Council are also invited to note the dates of upcoming events on the MKCAN flyer. **Page 11**
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 consider
 - 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.

- b. Minutes of the Planning, Infrastructure & Transport Committee**
Chair: Cllr B Greenwood **Page 17**
Council is invited to receive the Minutes.
- c. Minutes of the Estates Committee** **Page 23**
Chair: Cllr R Golding
Council is invited to receive the Minutes with 2 items (i & ii) to ratify
- 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).
- ii. Draft Minute 95/23 Springfield Centre Solar Panel Proposal – Report E6/23** **Page 26**
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.
- 9. 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.
- 10. 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.

11. Community Hub, Room-by-Room Requirement Review – Working Group Update

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

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.

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.

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.

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**

12. 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%.

13. 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.

14. 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

15. Date of Next Meeting

Tuesday 19th March 2024 at 7.30pm

BY ORDER OF THE COUNCIL

Dominic Warner

**D Warner, Clerk to Council
15th February 2024**

**Minutes of the meeting of Council held on
Tuesday 16th January 2024, 7.30pm
at the
Oldbrook Centre, Oldbrook Boulevard, Oldbrook**

This meeting was open to the Public

145/23 Members Present

Cllr B Barton	Cllr D Kendrick
Cllr T Fraser	Cllr K Kent
Cllr R Golding (Vice-Chair)	Cllr C Odunewu
Cllr B Greenwood (Chair)	Cllr D Pafford
Cllr J Howard	Cllr M Petchey
Cllr K Kavarana	

In Attendance

D Warner, Clerk to Council
P Sullivan, Deputy Clerk

146/23 Apologies for Absence

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

147/23 Declarations of Interest

None

148/23 Members of the Public Present

None

149/23 Minutes of the Meeting of Council held on the 12th December 2023

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

150/23 Public Involvement – Deputations, Petitions and Questions

None

151/23 Chair's Report

The Chair had nothing to report.

152/23

Clerk's Report

The Clerk thanked Cllr Dixon for her help in getting a new warm space set up in Willen which also includes a seated exercise class and has proved popular with numbers doubling after the first week.

The Clerk also drew Members attention to his recent email regarding the MKCC Stop Smoking initiative, a senior public health officer (stop smoking) has offered their expertise and resources to assist where they can locally to address the levels of smoking. We will be taking up that offer and having quarterly features in Homeground. Members are asked to let the Clerk know of any other related ideas they may have.

153/23

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 reported that the management of the Lidl store in Oldbrook had asked that CPCC publish information regarding any store closure dates during the construction works being carried out. They also asked if CPCC could use our communication channels to inform residents that the store will remain open to customers throughout the build with the exception of specified dates. The Clerk asked Cllr Kent to confirm the dates, being mindful of the April deadline for copy to be included in the May issue of Homeground magazine.

Cllr Pafford asked the Clerk if the recently introduced facility to access digital payslips opened the possibility of personal information being 'sold'. The Clerk assured Council that the company involved has no intention of sharing personal information with a third party.

- ii. Council is invited to note that no written reports have been received.

154/23

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 Planning, Infrastructure & Transport Committee**
Chair: Cllr B Greenwood

Council received the Minutes.

- b. **Minutes of the Personnel Committee**

Chair: Cllr D Pafford

Council received the Minutes and agreed to ratify item (i) as presented.

- i. **Draft Minute 41/23 Committees Policy Review - Training Strategy and Policy**

Committee reviewed and agreed the draft Training and Development Policy, resolving to recommend it to Council for adoption.

Council resolved to adopt the Training Strategy and Policy as presented.

c. Minutes of the Estates Committee

Chair: Cllr R Golding

Council received the Minutes.

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 8**

155/23

Community Hub, Room-by-Room Requirement Review – Working Group Update and Recommendation (Appointment of a contractor)

Council is invited to receive a report and presentation from the Working Group on their progression of the Community Hub project, including the associated tender. Council is further invited to receive a recommendation from the Working Group regarding the appointment of a contractor to construct the Community Hub.

If Council is minded to accept the Working Group recommendation regarding the appointment of a contractor to construct the Community Hub, Council is invited to agree the following:

- Letter of Intent from the Council to the appointed contractor, including details of the associated financial cost cap.
- Two signatories to sign the Letter of Intent and construction contract* on behalf of the Council

* The approval of use of a Joint Contracts Tribunal (JCT) contract to govern the construction of the Community Hub was agreed at the October 2023 meeting of Council (Minute No.100/23).

Council had been provided with an information pack in advance of the meeting, including up to date reports from the Quantity Surveyor and particulars of the proposed contractor. A further report from the Quantity Surveyor detailing a revised contract sum was distributed at the meeting. The Clerk delivered a presentation to Council, detailing the processes by which the Working Group had arrived at their recommendation.

Following further discussion, Cllr Kavarana proposed that Council accept the recommendation of the Working Group, this was seconded by Cllr Howard. Cllr Golding requested a recorded vote

For, Cllrs Barton, Golding, Greenwood, Howard, Kavarana, Kendrick, Kent, Odunewu, Petchey

Against, Cllrs Fraser and Pafford

0 Abstentions

The outcome of the vote was 9 for and 2 against with 0 abstentions. The recommendation was therefore ratified and the appointment of contractor Steele & Bray confirmed.

Council then agreed the Letter of Intent to Steele & Bray, including details of the associated financial cost cap.

It was further agreed that Cllr Greenwood in his capacity as Chair and Cllr Golding in his capacity as Vice-Chair, sign the Letter of Intent and the JCT contract on behalf of Council.

Cllr Petchey asked that the Clerk, Officers and members of the Working Group be thanked and congratulated for their hard work on this project.

156/23

Dates of Future Committee & Working Group Meetings

Community & Communications – Tuesday 23rd January 2024 at 6.30pm

Planning – Monday 5th February 2024 at 6.30pm

Estates – Tuesday 13th February 2024 at 6.30pm

157/23

Date of Next Meeting

Tuesday 20th February 2024 at 7.30pm.

Agenda item 7ii

MK CLIMATE ACTION NETWORK (MKCAN) NETWORKING & INFO EVENT

On 28th January I went to a networking and information event being run by the MK Climate Action Network (MKCAN).

I found it interesting as we were all put into groups of 6 or 7.

During the first part we were asked '*What would we like MK to be like in 2050?*'

Lots of ideas came out:

- impact assessment
- wildlife diversity
- community engagement

Inclusive action groups

- umbrella network
- new city plan

In the second part each group was given a different topic and the group I was in was looking at water and drains. We had to list what needs to be done to help for this to work and our group said:

- the drains under the old part of MK needed repairs so that sewage did not mix with the river that was put underground and has been damaged by trees. This would stop the erosion of our rivers.
- our lakes need to be cleaned of rubbish and unwanted weeds.

The sessions are at the weekend and families are welcome, younger people are actively encouraged to participate.

There was lots more, and I asked them to send their slides.

Cllr K Kent

SAVE THE DATES!

MK
CLIMATE
ACTION
NETWORK

**NETWORKING
& INFO EVENT**

**Sunday 19th May
Christ the Cornerstone**

A chance to meet local people and groups and get involved in climate change activities and initiatives.

Please contact MKCAN if you would like to receive information about this and future events. mkclimatenetwork@gmail.com



**THE FASHION INDUSTRY
EFFECTS ON THE PLANET AND PEOPLE**

Saturday 13th April in Wolverton

Speakers, info and a fashion show by young people.

Please contact Climate Cafe MK if you would like to receive information about this and future events. climatecafemk@gmail.com

**Minutes of the Community & Communications Committee
held on Tuesday 23rd January 2023
commencing at 6.30pm
at the Springfield Centre, Springfield Boulevard, Springfield**

This meeting was open to the public.

86/23 Members Present

Cllr J Howard
Cllr K Kavarana (Chair)
Cllr D Kendrick – arrived at 18:44
Cllr C Odunewu
Cllr M Petchey – arrived at 18:37

In attendance

T Jones, Community Officer/Committee Clerk

87/23 Apologies for Absence

Cllr Z Osman – personal commitment

88/23 Declarations of Interest

None

89/23 Members of the Public Present

None

90/23 Minutes of the previous meeting

The Committee approved the minutes of the meeting held on 28th November 2023.

91/23 Public Involvement – Deputations, Petitions and Questions

None

92/23 Grants

- i. Committee noted the reports by the Chapman Trust and Geoff Taylor Educational Trust, provided to CPCC for information purposes.

93/23 Communications Programme & Priorities 2023/24

Cllr Petchey arrived during the course of this item.

- i. **Developing a communications strategy** – Committee noted that we are currently working with Breakthrough Communications on prioritising the key recommendations from the action plan, this includes looking at the most resource-appropriate approach and developing a style guide to reflect the updated council logo. Committee further noted that Breakthrough Communications have been supplied with the timeline for the Community Hub and we will be working to create a communications grid which will go right up to and including the opening of the building. They feel that this will generate a lot of regional media interest and encourage us to think about who we want to open the building.

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.

- ii. **New website** – Committee noted that content for the website is currently being uploaded and edited aiming for 'go live' early March. Committee noted that this will be an evolving project which will be constantly tweaked so content will change and what is initially launched will not be a 'finished article'

94/23 Community Projects - Programme & Priorities 2023/24

i. Warm Welcome

Committee received & noted the update on the Warm Welcome programme including details of the funding allocations made to date.

Committee resolved that the 'stories' of those attending and the impact of these sessions should be recorded as they are important in demonstrating the importance of these types of provision & the positive outcomes they provide.

ii. Review of Christmas Party

Cllr Kendrick arrived during the course of this item.

Committee received positive feedback on the party held in December. The event was very well attended, with demand exceeding capacity. Committee agreed that holding the event early in December worked well and should be repeated this year.

Committee considered any learning points for future activities and resolved to look at alternative spaces for the Santa's Grotto so that the small hall could also be used for activities to increase capacity, review maximum capacity numbers if only the main hall is to be used as too many people meant that the party games were very difficult, to have food available throughout as restricting food for a limited time led to disappointment.

iii. Childrens Easter Party – Saturday 23rd March 2024

Committee received a verbal report on the arrangements for the Children's Easter Tea Party, which will include the reptile roadshow, face painters and crafts as well an opportunity to make wildflower seed balls to take home to plant.

Councillors Odunewu and Kavarana tentatively confirmed their availability to support the running of the event.

Committee noted that the event will be held at the Springfield Centre this year, so that more attendees can be accommodated.

iv. **2024/2025 Annual Community Council Budget/Precept Consultation Report**

Following Council's acceptance of the report in December, Committee reviewed the outcomes. Committee considered ideas for addressing the findings from both a Community & Communications perspective, acknowledging the need to use the report to guide the priorities of the Committee for 2024/25.

Committee resolved to consider the continuation of some of the warm space initiatives as ongoing social spaces, available throughout the year, offered to help reduce isolation and loneliness.

Committee also resolved to investigate ways to try and increase the return rate of the consultation from Fishermead residents. Committee requested that the following be considered; making the form available in a variety of languages; having a cover sheet with a paragraph written in the main languages used in the area explaining what the document is and how they can access it in other languages; have the form available online; advertise the consultation with a QR code link to the website where it can be accessed/completed online; deliver more than 1 form to properties known to have more than 1 resident (HMO's); make the consultation form available in public places e.g. doctors surgery, schools, places of worship etc; hold pop-up sessions in busy locations to talk to residents and encourage them to participate.

v. **British Sign Language (BSL) sessions**

Committee considered a proposal from Cllr Dixon that CPCC host sessions for residents to learn and practice conversational BSL, resolving to support the proposal in principle, as this would directly contribute to the aims to reduce loneliness and isolation.

Further details for these sessions to be developed, including identifying a tutor and possible connection with MKCC Community Learning, before referring this item back to Committee.

95/23 Homeground

- i. The Committee Clerk advised that additional amendments had been made since the circulation of the proof including the incorporation of 2 new adverts. The Committee considered the proof and, with the additional amendments requested by Members being noted by the Clerk for incorporation, approved the proof of the February edition of Homeground magazine.
- ii. Committee considered the draft outline content of the next edition of Homeground, to be published in May, resolving that additional content should include; Hub update to include who residents should contact if they experience any issues associated with the construction; support for bus services – possibly including how to use the timetables (Cllr Petchey), map of where the stops are in our area, & bus passes; Fishermead 20mph project update.

Committee noted that the distribution date may need to be delayed by a week, should elections take place. This is to ensure that the Councillor listing on page 2 is correct.

96/23

Date of Next Meeting

Tuesday 27th February 2024.

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

on Monday 5th February 2024

at the Springfield Centre, Springfield Boulevard, Springfield

commencing at 6.30pm

This meeting was open to the Public

91/23

Members Present

Cllr V Dixon
Cllr R Golding
Cllr B Greenwood
Cllr K Kavarana
Cllr K Jones

In Attendance

T Jones – Committee Clerk

92/23

Apologies for Absence

Cllr P Halton-Davis - unwell

93/23

Declarations of Interest

None

94/23

Members of the Public Present

None

95/23

Minutes of the Previous Meeting

Committee approved the minutes of the last meeting, held on 8th January 2024.

96/23

Public Involvement – Deputations, Petitions and Questions

None

97/23 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. 23/02734/HOU

Proposal: The demolition of conservatory and erection of a single storey rear extension with roof terrace space, and conversion of the garage to habitable space with associated alterations

At: 21 Wellfield Court Willen Milton Keynes MK15 9HL

Deadline: 6th February

Planning Officer: Suleman Uddin

The Committee acknowledged the objections put forward by neighbouring residents, in relation to the creation of a roof terrace space element of this proposal, and agreed that this would be out of keeping with the surrounding properties and would affect the neighbours privacy.

ii. 23/02554/FUL

Proposal: Installation of a vehicle passing bay and gazebo (retrospective)

At: Hospice of Our Lady And St John Milton Road Willen Milton Keynes MK15 9AB

Deadline: 20th February

Planning Officer: Sonia James

Committee resolved to make no comment.

iii. 23/02414/HOU

Amended Proposal: The erection of a single storey front and side extension and extension to front porch

At: 42 Padstow Avenue Fishermead Milton Keynes MK6 2ES

Deadline: 22nd February

Planning Officer: Hannah Hayward

Committee resolved to query with the Planning Officer what the proposal amendment is, as it is not apparent for the documents available online.

iv. 24/00135/HOU

Proposal: The conversion of a garage with a first floor extension to form an annexe

At: 33 Rhodes Place Oldbrook Milton Keynes MK6 2LW

Deadline: 23rd February

Planning Officer: Suleman Uddin

Committee resolved to make no comment.

v. **24/00142/HOU**

Proposal: Erection of two-storey side and rear extension, conversion of garage, single storey front, rear and side extension and extension of dropped kerb.
At: 80 Century Avenue Oldbrook Milton Keynes MK6 2UH

Deadline: 23rd February

Planning Officer: Sonia James

Committee resolved to make no comment.

vi. **24/00048/FUL**

Proposal: The conversion of the garage into living accommodation, including associated alterations
At: 57A Mullion Place Fishermead Milton Keynes MK6 2DW

Deadline: 27th February

Planning Officer: Yu Ling Wong

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.

vii. **24/00204/HOU**

Proposal: The erection of a single storey rear extension and the conversion of the garage into living accommodation, including associated alterations. New ground floor window to side elevation
At: 49 Portland Drive Willen Milton Keynes MK15 9HU

Deadline: 28th February

Planning Officer: Sonia James

Committee resolved to make no comment.

viii. **24/00179/HOU**

Proposal: The extension of existing detached garage
At: Clough House 5 Tattam Close Woolstone Milton Keynes MK15 0HB

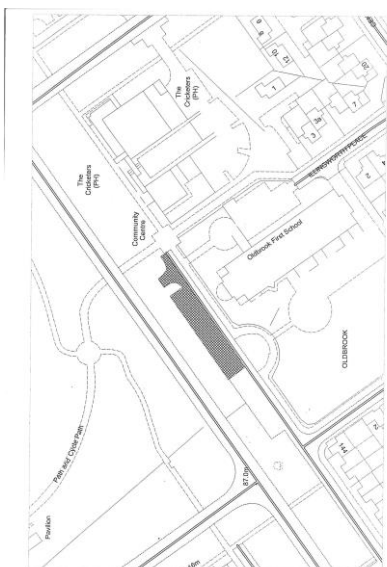
Deadline: 28th February

Planning Officer: Yu Ling Wong

Committee resolved to make no comment.

b. Licensing

- i. **Street Trading Consent** – Renewal - Star Kebabs - Trading At Oldbrook Boulevard – Ref 133032
To sell: Hot takeaway food Monday – Sunday 17:00 – 22:00



Map -Street Trading Location in Oldbrook

Committee resolved to make no comment.

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

- ii. **Boroughwide Street Trading Consent – Renewal** - Howe & Co Fish & Chips - YR66 ZNT - YT16 ANV - YT66 EOY - YY73 OMF - V66 FAC - YR66 TFK

for 6 Fish & Chip vans to trade Boroughwide for the following times: **Monday to Saturday 12:00 – 14:30 16:00 – 21:30**

c. Update on Past Consultations

The Committee noted the outcome of the following applications.

Permitted:

- i. 23/02751/DISCON - Lidl And Units 1-6 Oldbrook Boulevard Oldbrook Milton Keynes MK6 2YA

Refused:

- ii. 23/02639/HOU - 34 Christian Court Willen Milton Keynes MK15 9HY
iii. 23/01981/HOU - 26 Grace Avenue Oldbrook Milton Keynes MK6 2XN
iv. 23/01980/HOU - 28 Grace Avenue Oldbrook Milton Keynes MK6 2XN
v. 23/02753/DISCON - Lidl And Units 1-6 Oldbrook Boulevard Oldbrook Milton Keynes MK6 2YA

d. Appeals

None received

e. **Planning Enforcement**

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

98/23 General Consultations

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

i. **Statutory Consultation - Proposed 20mph speed zones (Ref: TRO-381)**

Please be advised that the Council, in exercise of its powers under Sections 82(2) and 83(2), and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984, proposes to make the following traffic regulation Order:

Milton Keynes City Council (The Council of the Borough of Milton Keynes) (Various Roads in Milton Keynes and Surrounding Areas) (20 mph Speed Restriction Zones) Order 2021) Variation Order 2024

The general effect of the Order will be to introduce 20mph speed zones in the following areas:

- **Emerson Valley, Milton Keynes** (the entire area and all roads within);
- **Fishermead, Milton Keynes** (the entire area and all roads within);
- **Medboure, Milton Keynes** (the entire area and all roads within);
- **Walnut Tree** (the entire area and all roads within);
- **Various Roads in West Bletchley, including the following lengths of road:**
 - **Cheshire Rise, West Bletchley** – its entire length;
 - **Cork Place, West Bletchley** – its entire length;
 - **Cornwall Grove, West Bletchley** – its entire length;
 - **Dorset Close, West Bletchley** – its entire length;
 - **Nottingham Grove, West Bletchley** – its entire length;
 - **Lincolnshire Close, West Bletchley** – its entire length;
 - **Wiltshire Way, West Bletchley** – its entire length;
 - **Yorkshire Close, West Bletchley** – its entire length;

As the Highway Authority for the above lengths of road, Milton Keynes City Council is satisfied that the introduction of the 20mph speed zones will help encourage safer environments throughout.

The Council is now carrying out statutory consultation on the above proposal. Copies of the following documents are attached for your information:

- **Notice of Proposal**
- **Proposed traffic regulation Order**
- **Statement of Reasons**

You are invited to comment on the proposals. The closing date for comments is **22 February 2024**.

The consultation and attached statutory documents have also been made available on the Council website at [Statutory Consultation: Proposed 20mph Speed Zones \(TRO-381\) | Milton Keynes City Council \(milton-keynes.gov.uk\)](#) for public inspection.

Committee resolved to support the proposal to introduce 20mph limit in Fishermead.

99/23 Date of Next Meeting
Monday 4th March 2024 at 6:30pm

DRAFT

**Minutes of the meeting of the Estates Committee
held on Tuesday 13th February 2024 at 6.30pm
at the Springfield Centre, Springfield Boulevard, Springfield**

This meeting was open to the public

82/23 Members Present

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

83/23 Apologies for Absence

Cllr B Barton – personal commitment

84/23 Declarations of Interest

None

85/23 Members of the Public Present

None

86/23 Minutes of the Meeting held on the 9th January 2024

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

87/23 Public Involvement – Deputations, Petitions and Questions

None

88/23 Council Allotments - Periodic Site Inspection Report

Committee received a verbal report from the Allotment Lead Member relating to recent periodic inspections of both sites. Cllr Pafford volunteered to help maintain the community plot at the Woolstone site.

89/23 Landscape Service Delivery on CPCC owned land – Report E5/23

Committee received, considered, and accepted the detailed landscape maintenance programme operated on the Council's land (either owned or leased) across all sites, including the associated management principles and indicative timings. Committee also received, considered and accepted the arrangements for how the programme will be monitored, evaluated, evolved, and reported on.

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).

- 91/23 Memorial Bench – Oldbrook Green**
Committee noted that the bench has been ordered and will be installed by the Estates Manager once it is available.
- 92/23 New arrangements for the procurement and use of energy (electric & gas) at Council buildings.**
Committee received a verbal update from the Clerk on the progression of the matter, including that Laser had confirmed that the current contract period would terminate at the end of September 2024, and not 2028 as previously advised. The Clerk went on to confirm that the Estates Manager was establishing the process of serving notice in line with the revised contract timeline but would retain the option of Council opting back into the Laser framework if it continued to deliver best value.
- 93/23 Community Hub, Room-by-Room Requirement Review – Working Group Update and Recommendations**
Committee received an update from the Working Group, including any recommendations. Update to include:
- Progression and signing of JCT contract
 - Contractor taking (early) possession of the site (12.02,2024), including associated dilapidation survey and resident letter drop
 - Progression of National Grid electrical connection (cost £33,545 exc VAT)
 - Site visit protocol, visits to be arranged at key milestones
 - Contractor representatives attending February Council Meeting
 - Café operator expression of interest item to be considered at the February Council meeting
 - Time-lapsed camera footage being arranged and recorded
 - School liaison meeting set up (Orchard Academy)
 - Revised Stenton Obhi fee proposal (in line with increased contract sum and contract length) to be considered at February Council
- 94/23 Springfield Centre Disabled Parking Bay Provision**
The project, along with several others, was paused in 2022. At the time there was uncertainty on the aggregate cost of the projects, there was also uncertainty on the cost and timing of the construction of the Community Hub.
- With a contractor now appointed to construct the Community Hub, Committee is invited to reconfirm its commitment to provide disabled parking bays at the Springfield Centre. If agreed, the project will need to be prioritised as the associated planning consent expires in June 2025. An initial step in the project will be to establish that the likely cost is in-line with the funding (£20,000) earmarked in the Council 2024/25 budget.
- Committee resolved to establish whether the likely cost of the project will be in-line with the funding (£20,000) earmarked in the Council 2024/25 budget. Committee accepted that some expenditure (engineering professional fees for technical specification) will be required to establish the cost.
- 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.

96/23

Kernow Crescent Play Park – Report E7/23

Committee received the report and agreed (subject to an acceptable quotation) that the contractor complete the outstanding remedial works to make the area safe and serviceable – works to include repair of recently exposed brickwork and replacing wet pour surfacing with self-binding gravel.

97/23

Fishermead Sports Ground Working Group

Committee noted that the Working Group is yet to hold its first meeting, with the Estates Manager waiting to hear back from some members of the group regarding their availability.

Working Group members - Cllrs Petchey, Kendrick, Pafford, Dixon and Fraser, and the Estates Manager.

Committee resolved that the Working Group hold their first meeting based on the availability received to date.

98/23

Woodland Management Plan, Periodic Review

The original woodland management plan was commissioned and agreed in 2014. The plan needs to be reviewed, however, the arboriculturist who produced it has retired. Committee noted the Estates Manager is in the process of contacting alternative arboriculturists, with an update to be made at a future meeting.

99/23

Date of Next Meeting

Tuesday 12th March 2024 at 6.30pm

At the end of the meeting the Chair reminded the Committee of the need to switch mobile phones to silent mode during the course of all meetings.

REPORT TO: Estates Committee
DATE: 13th February 2024
REPORT ON: Springfield Centre Solar Panel proposal
REPORT BY: Estates Manager
REPORT NO: E 6/23

Purpose of report

To provide information to members about the proposal 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.

Recommendation

The recommendation is to move forward with the application, and if successful, to move ahead with the installation, in order to save money on energy supply for the foreseeable future, and significantly reduce the carbon footprint of CPCC, in line with our Climate Emergency Strategy.

Carbon Offset Fund

The Carbon Offset Fund is provided and administered by Milton Keynes City Council.

The fund aims to provide funding to support works that provide long term carbon emissions reductions in Milton Keynes, in line with the requirements of Plan:MK, section 17.

It also aims to provide help for local community groups and public organisations to reduce their carbon footprint, including parish and community councils such as ourselves.

It requires us to adhere to the procurement procedure laid out in the documentation, and to monitor carbon emissions savings and promote awareness of the benefits of this.

The Proposed System

In line with the application process for the Carbon Offset Fund we have sought three quotes for systems of as similar spec as possible, the cheapest being Geo Green Solar (the fund will only pay a percentage of the cheapest quote).

The system consists of a 6.8kW solar array, a 9.5kWh battery system, and all the associated equipment, wiring and mounting hardware. Based on the estimates we have for generation, and the data we have on usage, this could potentially cover all our electricity usage in the building (although this depends on a number of factors beyond our control).

Most of the equipment will be installed in the old computer room, near the main meter to the building, and would be out of the way of the regular uses of the room.

The panels will be on the roof and mounted with bird nesting protection as recommended by all the suppliers approached, on this kind of roof.

The Cost

The total cost of the proposed system was £14520 ex. vat at the time of the quote. The Carbon Offset Fund states that it will cover 50% of this for successful applications, but we are aware in some cases they have provided larger amounts, so will be asking for more, in order that we can support this, as well as delivery of our vital services across our area.

Any money we need to contribute will be drawn equally from the Springfield Centre roof earmarking, and the building maintenance budget for this centre.

On the basis of recent usage, we should be saving between £1500 and £2000 per year on electricity bills, meaning the worst-case scenario is the system pays for itself in 5 years, and has an estimated lifespan of 20-25 years.