

**Minutes of the Community & Communications Committee
held on Tuesday 28 January 2025
commencing at 6.30pm
at the Springfield Centre, Springfield Boulevard, Springfield**

This meeting was open to the Public

Members Present

Cllr O Cole

Cllr P Halton-Davis

Cllr K Kavarana (Chair)

Cllr V Dixon

Cllr J Howard

Cllr D Kendrick

In attendance

T Jones, Community Officer/Committee Clerk

P Sullivan, Deputy Clerk

46/24

Apologies for Absence

Cllr M Petchey – MKCC commitment

Cllr L Adura - personal commitment

47/24

Declarations of Interest

None

48/24

Members of the Public Present

Cllrs Greenwood and Mangan were present

49/24

Minutes of the previous meeting

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

50/24

Public Involvement – Deputations, Petitions and Questions

None

51/24 Grants

- i. Committee noted the report received from Acornfields Community Interactions following the grant of £500 awarded in February 2024 towards the African Dance Fitness project.

52/24 Communications - Programme & Priorities 2024/25

i. 2025/2026 Annual Community Council Budget/Precept Consultation - Report

Committee considered the 2025/2026 Annual Community Council Budget/Precept Consultation Report and reviewed the feedback received in relation to items within the Committees remit. Committee noted that many of the comments received & suggestions for improvements related to items within the control of Milton Keynes City Council. Committee resolved that a list of items within the remit of the Committee should be compiled, with an action plan to address these.

Committee also noted and supported the need to continue to maintain and improve play areas and also resolved to incorporate more information on the website on the heritage and cultural activities within our area.

ii. 2025/2026 Annual Community Council Budget/Precept Consultation - Process

(C&C Minute 94/23 iv)

Committee considered the outcomes, following the changes to the process to incorporate the use of Survey Monkey for the submission of online responses and the use of a QR code to direct users to the website to access the questionnaire. Committee considered learning points and ideas for improvements to the accessibility of the 2026/2027 consultation resolving to use Survey Monkey again next year and to look at having a better balance of open and closed questions.

Committee identified the need to better explain the context of the question about increases to the precept and the element of the council tax bill this would affect. Committee further resolved to find ways to target the demographic of residents that didn't respond and were, therefore, underrepresented in the outcomes.

53/24 Community Projects - Programme & Priorities 2024/25

i. Review of Childrens Christmas Party

Committee considered feedback received from the event held on Saturday 7 December, noting that the event was a success and lots of positive feedback was received.

There were learning points gained in relation to photography at our events, with Committee resolving that a policy should be developed to include a requirement for official event photographer/s being appointed and they should only use CPCC cameras, rather than mobile phones. Signage at the events should highlight that attendees should ensure that they only take photographs of their own children.

ii. Easter Tea Party – Saturday 5 April

Committee received an update from the Community Officer on the plans for the event. Members were invited to confirm their support for the delivery of the event with Cllrs Dixon and Mangan confirming their availability and Cllrs Cole, Kendrick and Howard also hoping to be in attendance.

iii. **MK Play Association**

Committee reviewed the information booklet provided by MK Play Association and resolved to commission MKPA again to deliver play sessions during school holidays. Committee further resolved that a 2hr play session at a cost of £520 each should be offered at Fishermead Pirate Park, Oldbrook Green and in Springfield on the land behind the Hub (MKC permission will be required) along with a Teen session at a cost of £1040 also offered in Springfield on the land behind the Hub (MKC permission will be required).

iv. **Seated Exercise sessions**

Committee noted that the seated exercise sessions at Willen Pavilion continue to be a success with 17-23 people attending each week. Committee also noted the interim evaluation report that has been submitted to MK Community Foundation. The funding from MK Community Foundation ends on 29 April 2025.

The original plan was that at the end of the funding, the sessions would transfer to the CPCC Hub to reduce delivery costs. As the Hub will not be available immediately after this date, Committee considered and approved the continuation of the booking at Willen Pavilion, covering the cost from the allocated Community budget until the transfer can take place.

Committee confirmed that participants should be asked to make a donation of £2/3 per session, if they are able, towards the cost of the sessions. Committee noted that the current weekly costs for delivering the sessions are £60, with the hall hire element being £25.20 per week. There may be a small increase to these costs for 2025/26.

v. **CPCC Community Hub Opening Events – Report 002/C&C**

Committee received and considered the report regarding plans for the opening events for the CPCC Community Hub.

Committee resolved to;

1. Accept the recommendation to establish a Working Group to develop delivery plan and organise the events, reporting to each meeting of the committee. The Working Group to be made up of the Clerk, Deputy Clerk, Community Officer and Estates Manager and 2 or 3 Councillors. Cllrs Greenwood, Dixon, Cole and Howard put themselves forward to be considered to join the working group.
2. Accept the recommendation that events be held over 2 days with partners and local organisations being invited to a networking lunch on 24 September (Date TBC) and a community event with a ribbon cutting ceremony on Saturday 27 September (Date TBC).
3. Submit ideas to the Community Officer for local dignitaries, project contributors, key community figures, or local celebrities that we could approach to invite them to give a speech and/or officially open the building and cut the ribbon, as part of the opening ceremony. A shortlist of potential candidates to be drawn up for further consideration.

54/24 Homeground

- i. Committee noted that there had been no feedback received following the publication of the November edition of the magazine.
- ii. Committee considered and approved the proof of the February edition of Homeground magazine. Distribution to be started w/c 10 February.

55/24 Date of Next Meeting

Tuesday 25 February 2025

REPORT TO: Community & Communications Committee
DATE: 28 January 2025
REPORT ON: CPCC Hub Official Opening Events
REPORT BY: Deputy Clerk & Community Officer
REPORT NO: C&C/002/24

Purpose of Report

For Committee to consider plans for the official opening of the CPCC Hub and contribute ideas to the delivery plan.

Recommendations

1. That Committee give delegated authority to an officer working group to develop a delivery plan and organise the events - with a progress report to be made at each Committee meeting. The officer working group to be made up of the Clerk, Deputy Clerk, Community Officer & Estates Manager.
2. That the opening events be held over 2 days with partners and local organisations being invited to a networking lunch on 24 September (Date TBC) and a community event with a ribbon cutting ceremony on Saturday 27 September (Date TBC).
3. That Committee consider and make a recommendation to Council as to who it may wish to invite to give a speech and/or officially open the building and cut the ribbon, as part of the opening ceremony, i.e. local dignitaries, project contributors, key community figures, or local celebrities.

Main Text

With the Hub construction nearing completion and the community's anticipation building, we need to start making plans to officially open of the building, inviting partners, local organisations and, most importantly, the community to be part of the celebrations.

It is important for the Hub to be 'in action' when its officially opened, so we will need to allow a few months for the café operator and activities to start to settle in before the official opening event takes place. The event is therefore, proposed to take place in September 2025.

An event like this takes months of planning and organisation, so it is important that we start to put plans in place, and we seek the input of the Committee to this process.

Previously, large events hosted by CPCC (e.g. Jubilee event in Willen, Four Bridges Festivals) have been successfully organised and managed by an officer working group, so it is suggested that this approach is used again.

The suggested outline of the events is as follows;

Partner & Community Organisation Event – Wednesday 24 September 12-2pm TBC

CPCC to invite our partners and local/regional community organisations to a networking lunch on 24 September. The invitation list to include MK City Council, MK Community Foundation, MK Community Action, Sofea, Willen Hospice, MKFM, Hubbub Community Fridge Network, Headteachers of the local schools etc. This event will provide us with the opportunity to give a presentation on what we have achieved, showcasing the facilities we have available and bring forth opportunities to develop new partnerships for the benefit our residents.

Committee are invited to contribute to the invitation list.

We will work with the café operators to develop the refreshments and food offering for the event. Further consideration needs to be given as to how we can get the most out of this event.

Official Opening Event - Saturday 27 September 11am – 7pm TBC

On Saturday 27 September we will invite the community to celebrate the opening of the Hub. It is envisaged that this event would run during the day and into the evening with a programme of activities and entertainment provided, around the main event of speeches and the official ribbon cutting ceremony taking place mid-afternoon.

We expect the event to reach a wide audience beyond our boundaries.

We want to encourage our residents, families, local businesses, schools and community groups to come along and be an active part of the event.

Committee are invited to contribute ideas of how this could be achieved. We are keen that the event is inclusive and welcoming to all members of the community and make use of the inside and outside spaces at the Hub.

- What kind of activities or entertainment would best represent the hub's offerings and our community? e.g. activities for children, demonstrations, live music, performances, food inc. the community larder, pop-up info sessions from partners/community groups.
- How can we incorporate community involvement? e.g. a "community showcase" where local schools or groups sing, dance or present something, a community art project or maybe a community gardening project

We will work with the café operators to develop the refreshments and food offering for this event. Committee are invited to consider if any elements of the food offerings at the official opening event should be funded to make this available free for attendees.

A communication plan will need to be developed to ensure the event is well attended. This will include flyers, local news, posters as well as within Homeground. A social media campaign will also be developed to build a buzz ahead of the event.

There may be a need to recruit volunteers to help at the event.

In line with our Climate Emergency Action Plan, there be an emphasis on environmentally-friendly practices during the event e.g. minimise waste, use of eco-friendly decorations and avoidance of single use plastics.

Financial Implications

A budget will need to be made available for the events. This could potentially be allocated from the earmarked reserves for the Community Hub.