

**YOU ARE HEREBY SUMMONED TO A MEETING OF COUNCIL**

**to be held at the**

**Oldbrook Centre, Oldbrook Boulevard, Oldbrook**

**Tuesday 18 June 2024  
at 7.30pm**

**AGENDA**

**Members**

Cllr L Adura  
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 H Kakei  
Cllr K Kavarana  
Cllr D Kendrick  
Cllr K Kent  
Cllr C Odunewu  
Cllr D Pafford  
Cllr M Petchey

## **MEETING PROTOCOL**

**In order to facilitate the smooth running of meetings, members are asked to respect the following protocol:**

- If a member arrives once the meeting has started, they will enter as quietly as possible and take a seat within the public area until invited forward by the Chair. This is to avoid disruption during the discussion of agenda items.
- All those present are asked to turn their mobile devices off or place into silent mode.
- Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if they are present at the meeting of a community council or its committees but otherwise may:
  - a) Film, photograph or make an audio recording of a meeting;
  - b) use any other means for enabling persons not present to see or hear proceedings at a meeting of CPCC as it takes place or later.
  - c) Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

The Chairman may stop the meeting and ask the person to leave the meeting if they feel there has been a breach of the above protocol.

## AGENDA

1. **To receive:**  
Apologies for Absence  
Declarations of Interest
2. **To approve the minutes of the Annual Meeting of Council held on 21 May 2024, previously circulated and therefore taken as read.** *Page 7*
3. **To approve the minutes of the meeting of Council held on 21 May 2024, previously circulated and therefore taken as read.** *Page 13*
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 Member Reports**
  - i. Council is invited to receive any verbal Ward Member Reports.
  - ii. Council is invited to note that no written reports have been received.
8. **To receive draft minutes (including recommendations) from Committees. Any Member questions arising from matters detailed in the minutes to be raised under the relevant Committee**
  - a. **Minutes of the Community & Communications Committee**  
**Chair: Cllr K Kavarana** *Page 17*  
Council is invited to receive the minutes with 3 items (i & ii) to note
    - i. **Draft Minute 08/24 i. MGB Community Services** (Grant Application 004/24-25/Sect 137) *Page 21*  
Committee considered an application from MGB Community Services for £1000.00 towards the cost of delivering the Community Breakfast Club in Fishermead and resolved to award the grant in full.
    - ii. **Draft Minute 08/24 ii. Fishermead Trinity Centre** (Grant Application 005/24-25/Sect 137) *Page 31*

Committee considered an application from Fishermead Trinity Centre for £1000.00 towards the cost of repairs to the courtyard paving to enable community use of this area and resolved to award the grant in full.

**iii. Draft Minute 08/24 iv. Frequency of consideration of grant applications – Report C&C/001/24 Page 41**

Committee considered and resolved to accept the recommendation and revise the grant funding process to change the assessment of all grant applications to quarterly (April, July, October & January). Committee resolved that the change of process should be communicated to regular applicants, within the Homeground and on the website.

**b. Minutes of the Planning, Infrastructure & Transport Committee  
Chair: Cllr B Greenwood Page 43**

Council is invited to receive the minutes

**c. Minutes of the Finance, Administration & Policy Committee  
Chair: Cllr B Barton Page 49**

Council is invited to receive the minutes with 2 items (i & ii) to ratify

**i. Draft Minute 08/24 Parish Council Asset Register Page 51**

Committee reviewed the updated Asset Register. Committee resolved to recommend the Asset Register to Council for acceptance.

**ii. Draft Minute 09/24 Landscape Contract Earmarked Reserve**

Committee noted that the grant received was higher than budgeted for. Committee resolved to commend to Council the Responsible Financial Officer's recommendation that £10,000.00 from the Landscape Grant be transferred to the Earmarked Landscape Equipment Reserves for the purchase of new equipment.

**d. Minutes of the Estates Committee Page 59  
Chair: Cllr R Golding**

Council is invited to receive the minutes with 1 item (i) to ratify

**i. Draft Minute 12/24 Annual Estates Equipment Report – EO3/24**

The Committee received and considered the Annual Estates Equipment Report, resolving to recommend to Council that it ratify the contents therein. **Page 61**

**9. Health & Safety**

Members are invited to note that this policy review will be deferred to the July meeting.

**10. Milton Keynes Ward Boundary Review – Initial Consultation**

Council is invited to note that, due to the General Election, the Boundary Commission has extended the scheduled period of consultation to Monday 9

September. This will also have a knock-on effect to the further stages of review which will now be delayed.

**11. Expression of Interest – Fishermead Medical Centre (FMC)**

A further meeting has been arranged with representatives of FMC on 17 June, Deputy Clerk to give verbal update.

**12. Community Hub – Working Group Update**

**Page 65**

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

- Contractors Report no.4
- Minutes of Progress Meeting no.4
- Minutes of Post Contract WG Meeting 03A
- Progress Photos
- Updated Project Programme

**i. Community Hub Café – Expression of Interest: Café Operator**

At the close of deadline on 12 June, 9 Expressions of Interest have been received. These will initially be scrutinised by Officers for completeness before operators are informed about their inclusion in the next stage.

**ii. Charitable Trust Creation**

Council is invited to receive a verbal update, if available, 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.

**13. County Association Facilitated Training and Future Visioning Session**

Council is invited to note that discussions are currently ongoing with BMKALC on the delivery of this session, including content, dates/times and cost. In order that we have as much flexibility on when this event takes place, Members are asked to give thought to whether they would consider this session taking place on a Saturday.

**14. Councillor Vacancies**

Council is invited to note that, following the recent elections there are three vacancies – one in Fishermead, one in Oldbrook and one in Willen. These vacancies will be advertised in due course, with the likelihood being that co-options could take place at the July meeting of Council.

If any members are aware of any interested parties, please advise them to email the Clerk for more information.

**15. Dates of Future Committee & Working Group Meetings**

Planning – 1 July 2024 at 6.30pm

Personnel – 2 July at 6.30pm

Estates – 9 July 2024 at 6.30pm

- 16. Date of Next Meeting**  
Tuesday 16 July 2024 at 7.30pm

**BY ORDER OF THE COUNCIL**

**Dominic Warner**

**D Warner, Clerk to Council**  
**13 June 2024**

**The Minutes of the Annual Meeting of Campbell Park Community Council  
held on Tuesday 21 May 2024 at the  
Oldbrook Centre, Oldbrook Boulevard, Oldbrook  
commencing at 6.30pm**

This meeting was open to the public

**Members Present**

Cllr L Adura	Cllr J Howard
Cllr B Barton	Cllr H Kakei
Cllr O Cole	Cllr K Kavarana
Cllr V Dixon	Cllr D Kendrick
Cllr T Fraser	Cllr K Kent
Cllr R Golding	Cllr D Pafford
Cllr B Greenwood	Cllr M Petchey

**In Attendance**

D Warner, Clerk to Council  
P Sullivan, Deputy Clerk

**01/24 Election of Chair to 20 May, 2025**  
Cllr Greenwood was proposed and seconded for the office of Chair of Council.

There being no other nominations, Cllr Greenwood was duly elected Chair of Council for the period to 20 May 2025.

**02/24 Election of Vice Chair to 20 May, 2025**  
Cllr Golding was proposed and seconded for the office of Vice-Chair of Council.

There being no other nominations, Cllr Golding was duly elected Vice-Chair of Council for the period to 20 May 2025.

**03/24 Signing of the Declaration of Acceptance of Office**  
Chair of Council, Cllr Greenwood signed the Declaration of Acceptance of Office.  
Vice-Chair of Council, Cllr Golding signed the Declaration of Acceptance of Office.

- 04/24 Apologies for Absence**  
Cllr P Halton-Davis - unwell  
Cllr C Odunewu – personal commitment
- 05/24 Members of the Public Present**  
One member of the public present.
- 06/24 To approve the minutes of the meeting of Council held on the 16 April 2024, previously circulated and therefore taken as read.**  
The minutes of the meeting, having been previously circulated, were approved as a correct record and signed by the Chair.
- 07/24 To Receive Draft Minutes (including recommendations) from Committees. Any Member questions arising from matters detailed in the Minutes to be raised under the relevant Committee.**
- a. Minutes of the Community & Communications Committee**  
**Chair: Cllr K Kavarana**  
Council received the Minutes and agreed to ratify 1 item (i) and noted 1 item (ii)
- i. Draft Minute 127/23 (ii) Grants**  
**Connection Support** (Grant Application 002/24-25/Sect 137)  
Committee considered an application from Connection Support for £499.00 towards the recruitment and training of a volunteer befriender to support clients who are suffering from loneliness or mental health issues in the Campbell Park Community Council area. Committee resolved to make a recommendation to Council that the grant be awarded in full.
- Council resolved to award the grant in full.
- ii. Draft Minute 129/23 (iii) Community Projects – Programme & Priorities 2023/24**  
**Community Larder in Springfield**  
Committee considered and supported the opportunity to phase the opening of the Community Larder in Springfield, starting at the Springfield Centre later this year and then moving over to the Hub once open. Committee agreed that this approach will enable the service to be started slowly, recruit volunteers and gain the learning required to build up the membership once transferred to the Hub early in 2025.
- Council noted the opportunity for a phased opening of the Community Larder.
- b. Minutes of the Personnel Committee**  
**Chair: Cllr D Pafford**  
Council received the Minutes.



**c. Minutes of the Planning, Infrastructure & Transport Committee**

**Chair: Cllr B Greenwood**

Council received the Minutes.

**08/24 Climate Emergency Working Group**

Council, having considered the recommendation of the Climate Emergency Working Group, agreed to adopt the Climate Action Plan as presented and further agreed the terms of its review.

**09/24 Review of Council Standing Orders**

Council noted that the Finance, Administration & Policy Committee reviewed Standing Orders without any recommended amendments. Council considered the suggested amendments from the Proper Officer to the following Standing Orders and agreed the amendments as presented:

- i. 4 d.v. – removal of ‘with the exception of the Planning Committee’
- ii. 4d. xiii – amend wording as presented.
- iii. 4d. xv – amend wording as presented.
- iv. 4d. xvi – delete
- v. 24a - delete

Council further noted that amendments have been made to reflect the removal of any outstanding references to CPCC as a ‘Parish’ council, with further amendments made to reflect changes to the staffing establishment and new Committee names.

**10/24 Review of Council Financial Regulations**

Council accepted the recommendation of the Finance, Administration & Policy Committee (draft min. 63/23) that the Financial Regulations be adopted with no amendments.

Council noted that a new model Financial Regulations document was published by NALC in May and will be reviewed at a future meeting of the Finance, Administration & Policy Committee. Any recommendations will be considered by Council at a subsequent meeting.

**11/24 Annual Review of Bank Signatories**

Council reviewed the current bank signatories and agreed that;

- i. Unity Trust - the current signatories of Cllrs Barton, Greenwood, Golding & Kavarana be retained with former Cllr Baines removed as a signatory.
- ii. CCLA Investment Management - the current signatories of Cllrs Barton, Greenwood, Golding & Pafford be retained.

**12/24 Scheme of Delegations**

Having reviewed and re-adopted the Council’s Committee structure, delegation arrangements to Committees, Sub-Committees and Officers and terms of reference for Committees, Council agreed to adopt the following amended Committee terms of reference as presented:

**i. Estates Committee – Draft Minute 122/23**

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

**ii. Climate Emergency Working Group**

To note the amended terms of reference in regard to the meeting schedule. The Working Group resolved that future meetings be held in person and that it would be the best solution for all members if they are held on the same evening as Full Council. Frequency of meetings would be on an ad hoc basis as required.

All remaining Committees had their terms of reference re-adopted by Council without amendment.

**13/24**

**Appointments to Committees / Appointment of Committee Chairs**

Council appointed members to the Committees agreed within the Scheme of Delegations (Standing Order 4dxiv applies) and then appointed a Chair of each Standing Committee (Standing Orders 4dvi)

**Finance, Administration & Policy Committee:**

Cllrs Adura, Barton, Fraser, Golding, Kendrick, Kent & Pafford

Cllr Barton was elected as Chair of the Committee to May 2025

**Estates Committee:**

Cllrs Adura, Barton, Dixon, Golding, Greenwood, Howard, Kavarana, Kent Pafford & Petchey

Cllr Golding was elected Chair of the Committee to May 2025

**Community & Communications Committee:**

Cllrs Adura, Barton, Cole, Dixon, Halton-Davis, Howard, Kavarana, Kendrick, Odunewu & Petchey.

Cllr Kavarana was elected Chair of the Committee to May 2025

**Planning, Infrastructure & Transport Committee:**

Cllrs Adura, Dixon, Golding, Greenwood, Halton-Davis & Kavarana

Cllr Greenwood was elected Chair of the Committee to May 2025

**Personnel Committee:**

Cllrs Cole, Fraser, Golding, Greenwood, Halton-Davis, Kent & Pafford

Cllr Kent was elected Chair of the Committee to May 2025

**14/24 Review and adoption of Current Policies/Protocols**

Having reviewed and considered the following policies, Council agreed to adopt the amendments as recommended.

**Community & Communications Committee – Draft Minute 126/23**

- i. **Small Events Policy** – Committee resolved to that the policy should be updated in line with MK City Council events policy.  
With the Committee Clerk drawing the members attention, in particular, to the proposed new clause “will not cause or permit the promotion or staging of any act involving animals”, Committee concluded that this did not include activities such as the reptile roadshow as this would be considered an educational activity and by CPCC offering opportunities for children to meet these creatures at our events, this would not be considered an “act”.
- ii. **Projects Policy** – no amendments

**15/24 Health & Safety**

Council noted that a review of the Health and Safety Policy will be on the agenda for the June meeting of Council.

Council agreed to re-adopt all other policies/protocols without amendment, those then being reviewed at Committee in the next year.

**16/24 Civility & Respect**

By CPCC signing up to the Civility and Respect Pledge (October 2022) we have demonstrated that our Council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Council unanimously re-affirmed its commitment to the Civility and Respect Pledge.

**17/24 Councillor - Officer Protocol (adopted January 2023 as part of the NALC/SLCC Civility & Respect Project)**

Council agreed to re-adopt the protocol.

**18/24 Representation on or work with external bodies**

Cllr Barton declared an interest in this item as Secretary of MK Association of Local Councils.

Council nominated and appointed members to the following external bodies:

MK Association of Local Councils – Cllrs Adura & Cole (Cllr Kent as a substitute)  
MK Parishes Forum – Cllrs Fraser & Greenwood

- 19/24**      **Asset Register**  
Council noted that the Finance, Administration & Policy Committee will review the Asset Register at their next meeting, with the outcome reported for consideration at the June meeting of Council.
- 20/24**      **Confirmation of arrangements for insurance cover in respect of all insured risks**  
Council reviewed and accepted the arrangements for insurance cover as presented. Council was asked to note that there will be a need to increase cover once the insurance liability for the new Community Hub is passed to CPCC.
- 21/24**      **Council's Membership of Other Bodies for 2024/25**  
Council resolved to renew its annual subscription to:  
Buckinghamshire & Milton Keynes Association of Local Councils - £1345.70  
National Association of Local Councils – £818.14
- 22/24**      **Register of Member Interests**  
Members were reminded of their responsibility to submit their Register of Member Interests within 28 days of being elected. Members were further reminded of their responsibility to make an updated submission within 28 days of a change to their registered personal interests/a new personal interest.
- 23/24**      **Council/Committee Summons Options**  
Members reviewed the method by which they receive summons to meetings and confirmed their preference for electronic or hard copy.
- 24/24**      **Setting the dates, times and place of ordinary meetings of Council and Committees for the year ahead**  
Council considered and accepted the draft schedule of dates and times of Council and Committee meetings for 2024-2025.

**Minutes of the meeting of Council held on  
Tuesday 21 May 2024, 7.30pm  
at the  
Oldbrook Centre, Oldbrook Boulevard, Oldbrook**

This meeting was open to the public

**Members Present**

Cllr L Adura	Cllr J Howard
Cllr B Barton	Cllr H Kakei
Cllr O Cole	Cllr K Kavarana
Cllr V Dixon	Cllr D Kendrick
Cllr T Fraser	Cllr K Kent
Cllr R Golding (Vice-Chair)	Cllr D Pafford
Cllr B Greenwood (Chair)	Cllr M Petchey

**In Attendance**

D Warner, Clerk to Council  
P Sullivan, Deputy Clerk

**25/24**

**Apologies for Absence**

Cllr P Halton-Davis - unwell  
Cllr C Odunewu – personal commitment

**26/24**

**Declarations of Interest**

None

**27/24**

**Public Involvement – Deputations, Petitions and Questions**

Members of the public may make representations in respect of the business on the agenda.

Former Councillor Terry Baines was invited to speak by the Chair and thanked Members for their nomination allowing him to attend the Royal Garden Party earlier that day (21 May). He was accompanied by Tracey Waistnedge in recognition of her work during the Covid pandemic. Former Councillor Baines wished CPCC ongoing success and urged the new members to make the most of this opportunity to serve their communities.

**28/24**

**Chair's Report**

The Chair welcomed members to the new electoral term. The Chair also stressed the importance of attendance at committee and council meetings.

**29/24**

**Clerk's Report**

The Clerk also took the opportunity to welcome members, particularly those who are new to CPCC.

Members were reminded that MKCC are holding an online briefing on Wednesday 22 May to give further information on the forthcoming boundary review (see minute no. 33/24). Joining details are in the email previously circulated.

Members are also encouraged to take advantage of any training made available to them and to flag up any suitable opportunities that they may be made aware of. A training update is circulated by the Deputy Clerk on a monthly basis and members should contact the Deputy Clerk if they are interested in attending any training sessions.

**30/24**

**Community Council Financial Accounts 2023-2024 Year End**

Council received and agreed the accounts detailing the financial position of the Parish Council as at 31<sup>st</sup> March 2024.

Cllr Golding and Cllr Barton asked that their thanks be noted to the RFO for their work on producing the accounts.

**31/24**

**Community Council Internal Audit Report 2023-2024**

Council received and agreed the internal audit report for the financial year 2023/2024 as presented by Auditing Solutions Ltd.

Cllr Howard noted that it was a remarkable achievement to have received no comments in an audit report and that the RFO should be congratulated.

**32/24**

**Community Council Annual Return 2023/2024**

Council considered, populated where applicable, and approved the Community Council Annual Return for 2023/2024, including:

i. **Annual Governance Statement 2023/2024 (Section 1)**

Council considered the accounting statements in Section 1 of the 2022/23 Annual Return, answering yes to statements 1-8 and N/A to statement 9.

ii. **Accounting Statement 2023/2024 (Section 2)**

Council considered and approved the figures entered in boxes 1-10, answering no in box 11a and N/A in box 11b.

The Clerk produced the original AGAR document previously signed by the RFO and Internal Auditor. Clerk and Chair to sign confirming all agreed assertions.

The Annual Return and all supporting documentation to be forwarded to the External Auditor for consideration.

**33/24 Milton Keynes Ward Boundary Review – Initial Consultation**

Council noted that the Local Government Boundary Commission for England is currently undertaking a boundary review of Milton Keynes City Council's electoral wards, this follows their decision to increase the number of Milton Keynes City Councillors to 60 in 2026. The review will be completed before May 2026 when all Milton Keynes City Councillors will be up for election in accordance with the newly established wards - initial feedback to the consultation should be submitted by 15 July 2024

**34/24 Expression of Interest – Fishermead Medical Centre (FMC)**

Council considered and agreed the proposal that the ground floor front room at the Council office is made available for use by FMC until such time that the Council vacates the building to relocate to the Community Hub in Springfield (anticipated date Easter 2025). Agreed use of the room to be:

- Monday – Friday 10am – 4pm
- Consultation Room for use by clinical staff/patients or administrators
- FMC to provide their own IT infrastructure (enabled by CPCC Wi-Fi)
- FMC to provide clinical infrastructure/equipment, CPCC to provide office furniture
- FMC to complete a comprehensive risk assessment and comply with any requirements of a CPCC risk assessment

Council further agreed to reserve the option of cancelling it in the event of the arrangement being impractical.

**35/24 Community Hub – Working Group Update**

The Clerk reported that the contract schedule continues to be on track and it is hoped that a site visit can be arranged for members at the earliest opportunity.

A new Construction Manager has been assigned to the Hub project by Steele & Bray, Craig Spencer has replaced Barry Stewart, allowing him to attend to projects nearer completion.

The existing patio structure has been condemned by our structural engineer, it is an integral piece of the plan and will need replacing, the structural engineer is designing a solution which will then be costed by our quantity surveyors.

**i. Public Works Loan Board – Duration of Loan Repayment Period**

Council considered and agreed the recommendation of the Responsible Financial Officer that while keeping within the annual repayment limit agreed in

the Council budget, the loan repayment period is minimised to reduce the total amount repayable over the lifetime of the facility.

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

Council is invited to note that we have received 8 enquiries from potential operators of the Community Hub Café, prior to the Expression of Interest deadline of 12 June 2024. These organisations are all based in Milton Keynes and have existing operations of a comparable nature.

iii. **Charitable Trust Creation**

Council is invited to note that there is no further 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.

**36/24 County Association Facilitated Training and Future Visioning Session**

Council considered and agreed a proposal from the Clerk that it enter discussion with the County Association (BMKALC) about their potential facilitation of a training and future visioning session. The training aspect of the session to cover the fundamentals of being an effective Councillor, with the future visioning aspect helping to set the strategic direction of Council at the commencement of its new 4-year term. The training aspect of the session would not replace training opportunities with alternative providers, the future visioning aspect could assist in the creation of the Council Strategic/Business Plan.

**37/24 Dates of Future Committee & Working Group Meetings**

Community & Communications Wednesday 29 May at 6.30pm

Planning – 3 June 2024 at 6.30pm

Finance, Administration & Policy – 4 June 2024 at 7.00pm

Estates – 11 June 2024 at 6.30pm

**Please note - Annual Meeting of Electors – Tuesday 28 May at 7.00pm at the Springfield Centre**

**38/24 Date of Next Meeting**

Tuesday 18 June 2024 at 7.30pm



**Minutes of the Community & Communications Committee  
held on Wednesday 29 May 2023  
commencing at 6.30pm  
at the Springfield Centre, Springfield Boulevard, Springfield**

**This meeting was open to the Public**

**Members Present**

Cllr L Adura  
Cllr O Cole  
Cllr P Halton-Davis  
Cllr D Kendrick

Cllr B Barton  
Cllr V Dixon  
Cllr K Kavarana (Chair)  
Cllr M Petchey

**In attendance**

T Jones, Community Officer/Committee Clerk

**01/24**

**Apologies for Absence**

Cllr J Howard – family commitment  
Cllr C Odunewu – work commitment

**02/24**

**Declarations of Interest**

Cllr Petchey and Kendrick item 6ii – Trustees of Trinity Centre

**03/24**

**Members of the Public Present**

None

**04/24**

**Appointment of Vice Chairperson**

The Committee resolved to elect Cllr Barton as Vice Chairperson to May 2025.

**05/24**

**Appointment of Lead Members**

Committee resolved to appoint Cllr Halton-Davis as Lead Member for Schools to May 2025– with a remit to liaise with the schools.

**06/24**

**Minutes of the previous meeting**

The Committee approved the minutes of the meeting held on 23 April 2024, previously circulated and therefore taken as read.

**07/24 Public Involvement – Deputations, Petitions and Questions**  
None

**08/24 Grants**

Committee resolved that up to date budget information should be provided within the Agenda to aid the consideration of grant applications.

- i. **MGB Community Services** (Grant Application 004/24-25/Sect 137)  
Committee considered an application from MGB Community Services for £1000.00 towards the cost of delivering the Community Breakfast Club in Fishermead and resolved to award the grant in full.
- ii. **Fishermead Trinity Centre** (Grant Application 005/24-25/Sect 137)  
Committee considered an application from Fishermead Trinity Centre for £1000.00 towards the cost of repairs to the courtyard paving to enable community use of this area and resolved to award the grant in full.

Cllrs Kendrick and Petchey withdrew from the meeting during the course of this item.

- iii. **RSPCA Milton Keynes & North Bucks Branch** (Grant Application 006/23-24)  
Committee noted the Grant Evaluation form received from RSPCA MK & North Bucks branch following their grant award in July 2023, towards the cost of "Interventions" - trapping, rehabilitating, rehoming stray cats & neutering and welfare of cats & kitten within the Parish.
- iv. **Frequency of consideration of Grant Applications** – Report C&C/001/24  
Committee considered and resolved to accept the recommendation and revise the grant funding process to change the assessment of all grant applications to quarterly (April, July, October & January). Committee resolved that the change of process should be communicated to regular applicants, within the Homeground and on the website.
- v. **Review of Grant Application Form**  
Committee reviewed the Grant Application form and resolved that amendments should be made to reflect the change to quarterly assessment process, to indicate that further information about the project (Question 9) is can be supplied on an additional sheet and to include an additional question in line with the CPCC Climate Emergency Action Plan. All handwritten applications to be completed in black pen.

**09/24 Communications Programme & Priorities 2024/25**

- i. Communications Strategy - Committee received an update on the progress with the actions within the Community Hub Communications Plan noting that actions are on track and the timelapse camera will be installed very soon. Social Media reach is increasing, with further data to be reported at the next meeting.

- ii. New website – Committee received an update on the launch of the new website noting that this was expected in the next couple of days and all Councillors would be advised by email when it was live.
- iii. Committee considered purchasing CPCC branded flags to be used to draw attention to CPCC events. Committee considered an officer recommendation to purchase 4 flags with both a ground stake and weighted base options at a cost of £692.35 plus design fee (approx. £75 depending on complexity of design) and resolved to accept the recommendation.

#### **10/24 Community Projects - Programme & Priorities 2024/25**

- i. **Youth Work Packages** (min 129/23 ii)  
Committee noted the update received on the current status and future plans of Springfield Initiative Youth Club.
- ii. **Springfield Community Picnic** (min. 6iv.c)  
Committee noted that MK City Council have approved the application to use their land at the play area off Falcon Avenue for the community picnic on Saturday 17<sup>th</sup> August, with Cllr Cole providing a further update on the organisation of the event. Committee supported the request to allow a small budget for the purchase of refreshments.

#### **11/24 Homeground**

- i. Committee considered feedback received following the distribution of the May edition of Homeground magazine, noting that an Oldbrook resident had written a letter requesting more activities and events in Oldbrook.
- ii. Committee considered the draft content list for the August edition of Homeground magazine resolving to include a series of 'spotlights' on each estate providing information specifically about these local areas, details of the new MP following the general election, Springfield picnic advert, Buckingham Palace Garden party, home security advice for the summer, MKCC Report It – encourage sign up and reporting issues, success of paving repairs outside Co-op in Fishermead, reporting of wheelie bin non-collection/return – details on process and Suez fine. Front cover ideas included, picnic advert, activity pack contents or collage of school photos.
- iii. Committee reviewed and resolved to maintain the current criteria and rates for advertising in Homeground.

#### **12 /24 Date of Next Meeting**

Tuesday 23 July 2024



# Campbell Park Community Council

1 Pencarrow Place  
Fishermead  
Milton Keynes MK6 2AS  
Tel: No: 01908 608559  
[admin@campbell-park.gov.uk](mailto:admin@campbell-park.gov.uk)

## FOR OFFICE USE ONLY

Grant Reference No: 004/24-25/sec137 Committee Mtg Date: May 2024

Ratification required by Council? Y  N  Council Mtg Date: \_\_\_\_\_

Applicant: MGB COMMUNITY SERVICES

Previous Applicant?  Y  N Date: April '23 Monitoring Form Returned? Y  N

CPCC support acknowledged on marketing material & copies supplied?  Y  N

Standard Grant requested: £ 1000.00 Grant awarded: £ \_\_\_\_\_

Start Up Grant requested: £ n/a Grant awarded: £ \_\_\_\_\_

### Payment Profile:

1:£ \_\_\_\_\_ Date: \_\_\_\_\_ 2: £ \_\_\_\_\_ Date: \_\_\_\_\_ 3:£ \_\_\_\_\_ Date: \_\_\_\_\_

Criteria Met Y N Date: \_\_\_\_\_ Criteria Met Y N Date: \_\_\_\_\_ Criteria Met Y N Date: \_\_\_\_\_

Power: Section 137

## Grant Application Form

**Please ensure the application is fully completed and all relevant paperwork supplied. In order for a request to be considered the application must be received by the first day of the month**

Return completed applications to:

Campbell Park Community Council

1 Pencarrow Place

Fishermead

Milton Keynes, MK6 2AS

or e-mail: [admin@campbell-park.gov.uk](mailto:admin@campbell-park.gov.uk)

### STANDARD GRANTS:

- i. Grant Applications under £500 will be considered monthly
- ii. Grant Applications for funding over £500 will be considered on a quarterly basis: April, July, October and January
- iii. A complete application must be received by the 1<sup>st</sup> of the month
- iv. Grants may be awarded up to a limit of £1,000

### COMMUNITY START UP GRANTS:

- i. Only available to new groups within their first 12 months of operation
- ii. Start Up Grants will be considered monthly
- iii. A complete application must be received by the 1<sup>st</sup> of the month
- iv. Grants may be awarded up to a limit of £1,500 payable in two or three instalments (depending on the type of application). The second and third instalments will only be released on successful completion of a project monitoring report, having met specified criteria.

**Community Start Up Grants to Youth Groups (and those working with vulnerable members of our community), will be subject to a 3 Stage Process as follows;**

- a. Stage 1 – Committee will consider the application and if a decision to support the project 'in principle' is made the applicant will be awarded sufficient funding to enable DBS checks and Safeguarding training to be completed.
- b. Stage 2 – Committee will require evidence of completion of DBS checks, Safeguarding Training and will supply CPCC with their Safeguarding Policy. If accepted, a Grant Award part-payment will be released to support Phase 1 of Project.
- c. Stage 3 – The Applicant will complete a Project Monitoring Report on completion of Phase 1 of the Project. This will be considered by Committee who will decide if to release the final instalment of the part-payment to progress Phase 2 of the project.

## **Application Guidance**

**Please read the following notes carefully before completing the Application Form. Incorrect or incomplete forms are likely to be delayed or rejected.**

### **Beneficiaries:**

All applications must benefit the community within Campbell Park Parish which includes Willen, Woolstone, Fishermead, Oldbrook, Springfield, Newlands and Winterhill

### **Applicants must:**

- be available to attend a Community Council meeting to explain the purpose of their project, if required to do so. Attendance will be compulsory for all Start Up Grant Applications.
- provide a copy of the groups Constitution (the aims and rules of your community group)
- Standard Grant Applicants must provide a set of accounts with the application
  - (i) those with an annual income over £5,000 – 3 years accounts
  - (ii) those with an annual income under £5,000 – 1 years accounts
- Start Up Grant Applicants must provide a copy of;
  - All bank statements
  - A Business Plan or similar.
- All Groups working with Young People and vulnerable members of our community must do the following;
  - Provide evidence that all Adult Group leaders have attended Safeguarding Training within the previous 12 months.
  - Provide evidence that all Adult Group leaders have passed a DBS check carried out no more than 6 months prior to the date of application.
  - Provide a copy of the groups Safeguarding Policy, which must be reviewed by your group at least annually.
  - \* Hold the Milton Keynes City Council Youth Provision Safe Practice Mark
  - \*CPPC encourage all Youth Groups to become members of Action4Youth, National Youth Agency and/or gain quality marks with UK Youth.

\* This may not be applicable to Youth Groups registered with a Governing Body e.g. Football Association

**If you are unsure of the requirements for your group, please contact the Community Officer on 01908 608559 to discuss this prior to the submission of your application.**

**Who can apply:**

- applicants must be:  
a not-for-profit, voluntary or community group
- any organisation applying for a grant with Councillors from Campbell Park Community Council on their management committee/board of control, must have at least the same number of non-Councillors as Councillors on their board.

**We cannot fund:**

- goods or services such as equipment for a school or hospital, that should be provided by a statutory body
- projects involving political or campaigning activities
- political parties or groups affiliated to a political party
- projects promoting religious beliefs
- medical treatment
- deficit funding or the repayment of loans
- unspecified expenditure
- fundraising events
- grants to be distributed to other groups or passed on to an individual
- individuals
- Retrospective applications for projects/activities/items already taken place or already purchased

**Allocation:**

Applications under £500 and Start Up grants will normally be considered within 1 month of receipt of an application form. Applications over £500 will be considered quarterly in April, July, October and January.

If part funded by other bodies, grants will not be paid until the balance of costs is guaranteed. The Community Council is prepared to provide a letter of intent where this will assist in the obtaining of the balance.

**Frequency of applications:**

Only one (1) application per financial year (April to end March) will be considered. Start Up grants will only be considered within the first 12 months of operation and only 1 application will be considered during this time.

## ACCEPTANCE OF FUNDING

The award is made subject to your agreement to the standard conditions below.

To accept, please complete the agreement and return one signed copy to us, and retain one for your own records.

## STANDARD CONDITIONS

Grants will be awarded in line with objectives identified within the Campbell Park Community Council Business Plan

On approval of the grant, a formal letter is sent to the applicant

The Community Council reserves the right for the repayment of a grant not used for the purposes or within the conditions stated.

If the project is not started within three (3) months of the date of the offer letter, the award will automatically lapse and you will need to make a new application. The grant should be spent within 12 months of the project start date.

Upon completion of the project you will make a written report to the Community Council explaining the use of the grant and costs covered by it, copy invoices to be included.

If any amount of the grant remains unspent, for the purpose for which it was given, this must be returned to the Community Council.

No further application from you will be considered until the report is received.

You understand that in making an award Campbell Park Community Council is not to be taken as assuming or accepting any responsibility or liability of any kind whatsoever towards any person or persons in respect of any matter or thing arising out of or incidental to the execution of the work you have undertaken.

In the event that the project does not proceed/the organisation discontinue operating, ownership of all equipment/remaining resources purchased using the award money will revert to Campbell Park Community Council.

The Community Council may publicise the amount of funding awarded to your project or organisation in the Homeground Magazine or elsewhere.

You acknowledge the financial support received in your publicity along with the Community Council logo and you forward a copy of such publicity to the Community Council.

**IMPORTANT NOTE: If your grant expenditure is less than the amount awarded, CPCC will reclaim the difference and reallocate this amount to other project and by signing this form you have confirmed your agreement.**

**Start Up Grants will be paid in two or three instalments. The second and third instalments will only be released on completion of a successful Monitoring Report. The timeframe for release of the second and third instalments will be decided on a project by project basis, but there will be a minimum of 3 months between the payment of the instalments associated with Phase 1 and 2 of the project.**

## DECLARATION

I confirm that to the best of my knowledge the information included in this application is complete and correct. That the budget represents a true cost or nearest estimate and the proposed project could not proceed without the financial assistance requested.

On behalf of \_\_\_\_\_ (name of project or organisation)

I (name) M.G.B. Community Service (Peter Thompson)

Accept the above conditions in respect of the award made by Campbell Park Community Council

Position held within organisation: Secretary

I confirm that the report will be forwarded to the Community Council by the date requested.

Signed: \_\_\_\_\_

Date: 2/05/24.



1. Date of application: 29/04/2024

2. Name (Full Name) of the organisation making the application:

NGB COMMUNITY SERVICE

3. Contact Details: (Details of the main contact)

Name: NGB - MERIA - APFA

Address: XXXX

Post Code: NY6 2A

Email address: Telephone No's: Daytime: Mobile: XXX

4. Status of your organisation - please put 'X' next to all that apply. (If you are not sure what your status is, you will probably fall under Voluntary or Community groups). If you require help please contact us.

Registered Charity

Community Interest Company

Voluntary or Community Group

Other (please state)

If you have a Charity or Company Number, please enter below:

Charity Number:

Company Number:

Do you have any Councillors from Campbell Park Community Council on your Committee/ Board of control? Yes  No  \* (please see 'Who Can Apply' for more info)

5. What date did your organisation/company start? 31/01/2021

If your group has been operating for less than 12 months please put 'X' here:

6. Details of any previous grant received from Campbell Park Community Council:

Amount received £ 2550 Date: 4/12/2023

Title of Project: WARM SPACE

Amount received £ 1000 Date: APRIL 2023

Title of Project: BREAKFAST CLUB

7. Does your organisation have a bank account with 2 signatories? (We cannot make payments to personal bank accounts; your organisation must have its own bank account). Please mark with an 'X'

Yes:

No:

Name of Bank: METRO BANK

Organisations Full Name on the Account: NGB COMMUNITY SERVICE

Name of Signatories: 1. MARIA AFFA 2. \_\_\_\_\_

8. If your application is successful, your grant award will be paid by bank transfer.

Please provide:

Bank Account Number: XXXXX Sort Code: XXXXX

9. Details of the project you are requesting a grant for.

TO INCLUDE: Please give a full description of your project, including information on:

- (a) aims
- (b) timescales including proposed start date
- (c) groups or organisations you may/will be working with
- (d) what particular need will this project will meet
- (e) how the need been identified (f) any further information that will bring the project to life.

Running a Breakfast club for our local community.  
Providing free hot drinks and affordable breakfast for  
the community.

Bringing the community together to socialise and  
break the spirit of isolation.

Project Start Date: APRIL 2024 Project End Date: APRIL 2025

10. Is your organisation based in, or does (or will) it deliver its main service/activities within Campbell Park Parish?

**Yes** \_\_\_\_\_ please provide details

**No** \_\_\_\_\_ please provide more details of current location/s and explain how this project will directly benefit residents within Campbell Park Parish.

FISHBONE TRINITY CENTRE, MK6 2A2

The residents will benefit delicious affordable breakfast  
and hot drinks.

Most important for them coming to the breakfast  
club is to meet up with friends and socialise  
that will help them to be released from  
depression.

11. Which wards will you be working in? (please 'X' all that apply) To help us to understand what difference our grants are making, we record where projects are happening.

Fishermead  Willen \_\_\_\_\_

Woolstone \_\_\_\_\_ Oldbrook \_\_\_\_\_

Springfield \_\_\_\_\_

12. Who will benefit from this project? Our policy is that our grants reach a wide range of needs and interests. If you are able quantify by providing numbers/data to support your application, this would be very helpful.

Residents from Fishermead, Oldbrook  
Springfield

up to 70 percent

13. What percentage of your users/beneficiaries live within the Campbell Park Community Council area?

70 percent

14. Grant amount requested: £ 1,000 \_\_\_\_\_

15. What percentage of your income would this grant represent: 100 percent

16. Is the request for part or full funding of the project?

Full  Part \_\_\_\_\_

17. If part funding, how will the balance be provided?

18. Has the balance already been received? If so state the date: \_\_\_\_\_

19. If not received, when is it expected? \_\_\_\_\_

20. Do you have to satisfy any conditions to receive the balance?  
If yes, state conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



25. Is there any other way in which the Community Council could assist your organisation?

Need help to publicise

**DECLARATION : I certify that:**

- The information in this application is correct.
- I understand that if this application is successful, the information I have provided will form the basis of my contract with Campbell Park Community Council.

I am authorised to make this application on behalf of:

Name of Group: MGB COMMUNITY SERVICE

Signature \_\_\_\_\_

Date: 29/04/2024

Print Name: MARIA AFFA

Position in Group: CHAIR PERSON

The Chair of your Management Committee (or equivalent) should complete this section (or another member of the Committee if the Chair has completed this form and signed above).

Name of Group: MGB COMMUNITY SERVICE

Signature: \_\_\_\_\_

Date: 2/5/24

Print Name: PETER HOMPSON

Position in Group: SECRETARY

**Is your Application complete?**

Have you completed all questions?

Have you provided a copy of your Organisations Accounts

(income under £5,000 – 1 years accounts/income over £5000 – 3 years accounts)

Is the application form signed in all the required places

Start Up Grant Applicants have you provided a copy of;

- bank statement/s
- The groups adopted Constitution
- A Business Plan or similar.

Youth Groups (or those working with vulnerable people), have you provided a copy of;

- Evidence of recent DBS checks for all Adult Leaders
- Evidence of attendance on Safeguarding Training for all Adult Group Leaders
- Safeguarding Policy
- Evidence of Membership with Youth Organisations\*

**MGB (Making Good Better)  
Community Services**

**Accounts**

March 2023 balance in account £333.13

**April 2023 to March 2024**

Money into the account for the year £5,100

Money Out

Insurance £250

Rent £1800

Website £400

Food £2292.87

Total out going for the year £4742.87

April 2024 balance in account £357.13

# Campbell Park Community Council

1 Pencarrow Place  
Fishermead  
Milton Keynes MK6 2AS  
Tel: No: 01908 608559  
[admin@campbell-park.gov.uk](mailto:admin@campbell-park.gov.uk)

## FOR OFFICE USE ONLY

Grant Reference No: 005/24-25/Sec.137 Committee Mtg Date: May 2024

Ratification required by Council? Y  N  Council Mtg Date: n/a

Applicant: TRINITY CENTRE, FISHERMEAD

Previous Applicant?  Y  N Date: April '23 Monitoring Form Returned?  Y  N

CPCC support acknowledged on marketing material & copies supplied?  Y  N

Standard Grant requested: £ 1000.00 Grant awarded: £ \_\_\_\_\_

Start Up Grant requested: £ n/a Grant awarded: £ \_\_\_\_\_

### Payment Profile:

1:£ \_\_\_\_\_ Date: \_\_\_\_\_ 2: £ \_\_\_\_\_ Date: \_\_\_\_\_ 3:£ \_\_\_\_\_ Date: \_\_\_\_\_

Criteria Met Y N Date: \_\_\_\_\_ Criteria Met Y N Date: \_\_\_\_\_ Criteria Met Y N Date: \_\_\_\_\_

Power: Section 137

## Grant Application Form

**Please ensure the application is fully completed and all relevant paperwork supplied. In order for a request to be considered the application must be received by the first day of the month**

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1 Pencarrow Place

Fishermead

Milton Keynes, MK6 2AS or e-mail: [admin@campbell-park.gov.uk](mailto:admin@campbell-park.gov.uk)

### STANDARD GRANTS:

- i. Grant Applications under £500 will be considered monthly
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### COMMUNITY START UP GRANTS:

- i. Only available to new groups within their first 12 months of operation
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**Application Guidance**

**Please read the following notes carefully before completing the Application Form. Incorrect or incomplete forms are likely to be delayed or rejected.**

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  - Provide evidence that all Adult Group leaders have passed a DBS check carried out no more than 6 months prior to the date of application.
  - Provide a copy of the groups Safeguarding Policy, which must be reviewed by your group at least annually.
  - \* Hold the Milton Keynes City Council Youth Provision Safe Practice Mark
  - \*CPCC encourage all Youth Groups to become members of Action4Youth, National Youth Agency and/or gain quality marks with UK Youth.

\* This may not be applicable to Youth Groups registered with a Governing Body e.g. Football Association

**If you are unsure of the requirements for your group, please contact the Community Officer on 01908 608559 to discuss this prior to the submission of your application.**



**Who can apply:**

- applicants must be:
  - a not-for-profit, voluntary or community group
- any organisation applying for a grant with Councillors from Campbell Park Community Council on their management committee/board of control, must have at least the same number of non-Councillors as Councillors on their board.

**We cannot fund:**

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- political parties or groups affiliated to a political party
- projects promoting religious beliefs
- medical treatment
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- unspecified expenditure
- fundraising events
- grants to be distributed to other groups or passed on to an individual
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- Retrospective applications for projects/activities/items already taken place or already purchased

**Allocation:**

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**Frequency of applications:**

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## ACCEPTANCE OF FUNDING

The award is made subject to your agreement to the standard conditions below.

To accept, please complete the agreement and return one signed copy to us, and retain one for your own records.

## STANDARD CONDITIONS

Grants will be awarded in line with objectives identified within the Campbell Park Community Council Business Plan

On approval of the grant, a formal letter is sent to the applicant

The Community Council reserves the right for the repayment of a grant not used for the purposes or within the conditions stated.

If the project is not started within three (3) months of the date of the offer letter, the award will automatically lapse and you will need to make a new application. The grant should be spent within 12 months of the project start date.

Upon completion of the project you will make a written report to the Community Council explaining the use of the grant and costs covered by it, copy invoices to be included.

If any amount of the grant remains unspent, for the purpose for which it was given, this must be returned to the Community Council.

No further application from you will be considered until the report is received.

You understand that in making an award Campbell Park Community Council is not to be taken as assuming or accepting any responsibility or liability of any kind whatsoever towards any person or persons in respect of any matter or thing arising out of or incidental to the execution of the work you have undertaken.

In the event that the project does not proceed/the organisation discontinue operating, ownership of all equipment/remaining resources purchased using the award money will revert to Campbell Park Community Council.

The Community Council may publicise the amount of funding awarded to your project or organisation in the Homeground Magazine or elsewhere.

You acknowledge the financial support received in your publicity along with the Community Council logo and you forward a copy of such publicity to the Community Council.

**IMPORTANT NOTE: If your grant expenditure is less than the amount awarded, CPCC will reclaim the difference and reallocate this amount to other project and by signing this form you have confirmed your agreement.**

**Start Up Grants will be paid in two or three instalments. The second and third instalments will only be released on completion of a successful Monitoring Report. The timeframe for release of the second and third instalments will be decided on a project by project basis, but there will be a minimum of 3 months between the payment of the instalments associated with Phase 1 and 2 of the project.**

## DECLARATION

I confirm that to the best of my knowledge the information included in this application is complete and correct. That the budget represents a true cost or nearest estimate and the proposed project could not proceed without the financial assistance requested.

On behalf of \_\_\_\_\_ (name of project or organisation)

TRINITY CENTRE  
FISHERMEAD

I (name) MARTIN PETCHER

Accept the above conditions in respect of the award made by Campbell Park Community Council

Position held within organisation: Trustee

I confirm that the report will be forwarded to the Community Council by the date requested.

Signed:

Date: 20/11/2024

1. Date of application: 20 v 2024

2. Name (Full Name) of the organisation making the application:

TRINITY CENTRE, FISHERMEAD

3. Contact Details: (Details of the main contact)

Name: MARTIN TETCHY

Address: ~~XXXXXXXXXXXX~~ FISHERMEAD, MK6 2D

Post Code: MK6 2DZ

Email address: mt@trinitycentre.org.uk

Telephone No's: Daytime: \_\_\_\_\_ Mobile: ~~XXXXXX-~~

4. Status of your organisation - please put 'X' next to all that apply. (If you are not sure what your status is, you will probably fall under Voluntary or Community groups). If you require help please contact us.

Registered Charity

~~Community Interest Company~~

~~Voluntary or Community Group~~

Other (please state)

If you have a Charity or Company Number, please enter below:

Charity Number: 1182010

Company Number:

Do you have any Councillors from Campbell Park Community Council on your Committee/ Board of control?  Yes  No \* (please see 'Who Can Apply' for more info)

5. What date did your organisation/company start? c. 1973

If your group has been operating for less than 12 months please put 'X' here:

6. Details of any previous grant received from Campbell Park Community Council:

Amount received £ \_\_\_\_\_ Date: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Amount received £ \_\_\_\_\_ Date: \_\_\_\_\_

Title of Project: \_\_\_\_\_

7. Does your organisation have a bank account with 2 signatories? (We cannot make payments to personal bank accounts; your organisation must have its own bank account). Please mark with an 'X'

Yes:  No: \_\_\_\_\_

Name of Bank: Lloyds Bank

Organisations Full Name on the Account: FISHERMEAD TRINITY CENTRE MANAGEMENT COM.

Name of Signatories: 1. \_\_\_\_\_ 2. \_\_\_\_\_

8. If your application is successful, your grant award will be paid by bank transfer.

Please provide:

Bank Account Number: XXXXX Sort Code: \_\_\_\_\_

9. Details of the project you are requesting a grant for.

TO INCLUDE: Please give a full description of your project, including information on:

- (a) aims
- (b) timescales including proposed start date
- (c) groups or organisations you may/will be working with
- (d) what particular need will this project will meet
- (e) how the need been identified (f) any further information that will bring the project to life.

The paving in the Trinity Centre Courtyard is to be relaid, enabling users to utilise the outside space - important to some activities, especially those involving children, + broadening the centre's appeal to users.

The refurbishment of the centre ten years ago did not cover the courtyard, which has not been touched in about fifty years and needs repair.

Project Start Date: to be decided Project End Date: on completion of work

10. Is your organisation based in, or does (or will) it deliver its main service/activities within Campbell Park Parish?

Yes  please provide details

No \_\_\_\_\_ please provide more details of current location/s and explain how this project will directly benefit residents within Campbell Park Parish.

Trinity Centre is located in Frolomead, next to the Community Council offices.

11. Which wards will you be working in? (please 'X' all that apply) To help us to understand what difference our grants are making, we record where projects are happening.

Fishermead  Willen \_\_\_\_\_

Woolstone \_\_\_\_\_ Oldbrook \_\_\_\_\_

Springfield \_\_\_\_\_

12. Who will benefit from this project? Our policy is that our grants reach a wide range of needs and interests. If you are able quantify by providing numbers/data to support your application, this would be very helpful.

All residents of Fishermead, and the wider parish, who use the community centre

13. What percentage of your users/beneficiaries live within the Campbell Park Community Council area?

We do not have any figures, but, as Trinity Centre is a local community centre, + most organisations using it are community-focused, the percentage will be high.

14. Grant amount requested: £ 1,000

15. What percentage of your income would this grant represent: about 4%

16. Is the request for part or full funding of the project?

Full \_\_\_\_\_ Part

17. If part funding, how will the balance be provided? From income + reserves

18. Has the balance already been received? If so state the date: N/A

19. If not received, when is it expected? N/A

20. Do you have to satisfy any conditions to receive the balance?

If yes, state conditions:

No



25. Is there any other way in which the Community Council could assist your organisation?

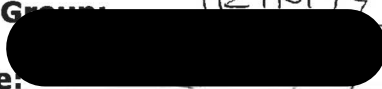
Trinity Centre + CPCC are regularly in close liaison.

**DECLARATION : I certify that:**

- The information in this application is correct.
- I understand that if this application is successful, the information I have provided will form the basis of my contract with Campbell Park Community Council.

I am authorised to make this application on behalf of:

Name of Group: TRINITY CENTRE, FISHERMEAD

Signature:  Date: 20 4 24

Print Name: MARTIN TETCHY

Position in Group: Trustee

The Chair of your Management Committee (or equivalent) should complete this section (or another member of the Committee if the Chair has completed this form and signed above).

Name of Group: TRINITY CENTRE, FISHERMEAD

Signature:  Date: 20-5-2024

Print Name: D.J. MAHON

Position in Group: TREASURER / TRUSTEE

**Is your Application complete?**

Have you completed all questions?  *Will send PDF version of last three years of accounts*

Have you provided a copy of your Organisations Accounts (income under £5,000 – 1 years accounts/income over £5000 – 3 years accounts)

Is the application form signed in all the required places

Start Up Grant Applicants have you provided a copy of;

- bank statement/s
- The groups adopted Constitution
- A Business Plan or similar.

Youth Groups (or those working with vulnerable people), have you provided a copy of;

- Evidence of recent DBS checks for all Adult Leaders
- Evidence of attendance on Safeguarding Training for all Adult Group Leaders
- Safeguarding Policy
- Evidence of Membership with Youth Organisations\*





**REPORT TO:** Community & Communications Committee  
**DATE:** 29 May 2024  
**REPORT ON:** Review of Grant Funding Process  
**REPORT BY:** Community Officer/Committee Clerk  
**REPORT NO:** C&C/001/24

### **Purpose of Report**

For Committee to consider revising the frequency that Grant Funding Applications are considered.

### **Recommendation**

That all Grant Applications are considered on a quarterly basis (April, July, October & January).

If approved, that the grant application form and website are changed to make clear the deadline for grants application submissions & the dates on which the application will be considered.

### **Main Text**

Grant Applications of £500 or less can currently be considered on a monthly basis, with applications of £501-£1000 being considered on a quarterly basis in April, July, October and January.

To enable better forward planning and budgeting within the associated cost centre, it is suggested that the process is revised, with all applications being received by Committee on a quarterly basis.

This approach is quite common across other funding bodies as well as some other parish councils.

Whilst this change may require applicants to forward plan their projects and be more mindful of our schedule when requiring CPCC funding to implement their projects, most well organised groups/organisations would be planning their activities in advance anyway, so this approach is likely to have minimal conflict.

In exceptional circumstances an ECM could be called to enable the Committee to consider an urgent application.

Any agreed change to the process would need to be clearly communicated so that applicants can plan accordingly.

With applications looked at 4 times a year, this would enable Committee to budget and monitor the grant spend more clearly, award grants more confidently in the first half of the year and would also avoid any overlap with approvals falling over into the next financial year (which is sometimes an issue with applications currently looked at by Committee in March).

### **Financial Implications**

This approach would support better forward planning and budgeting.

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

**on Monday 3 June 2024**

**at the Springfield Centre, Springfield Boulevard, Springfield**

**commencing at 6.30pm**

**This meeting was open to the Public**

**Members Present**

Cllr L Adura (arrived at 18:35)  
Cllr R Golding  
Cllr P Halton-Davis

Cllr V Dixon  
Cllr B Greenwood (Chair)

**In attendance**

T Jones, Community Officer/Committee Clerk

**01/24**

**Apologies for Absence**

Cllr K Kavarana – personal commitment

**02/24**

**Declarations of Interest**

None

**03/24**

**Members of the Public Present**

None

**04/24**

**Appointment of Vice Chairperson**

The Committee resolved to elect Cllr Golding as Vice Chairperson to May 2025.

**05/24**

**Appointment of Lead Members**

Committee resolved that it was not necessary to appoint any Lead Members currently, and would appoint Lead Members as and when a need arose.

**06/24 Minutes of the Previous Meeting**  
Committee approved the minutes of the last meeting, held on 8 May 2024, previously circulated and therefore taken as read.

**07/24 Public Involvement – Deputations, Petitions and Questions**  
None

**08/24 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. 24/00691/FUL**

Proposal: Heating system replacement with installation of 2no. air source heat pumps and associated works (Regulation 3 application under the Town and Country Planning General Regulations 1992)

At: Oldbrook First School Illingworth Place Oldbrook Milton Keynes MK6 2NH

*Deadline: 7 June Planning Officer: Sonia James*

Committee resolved to make no comment.

**ii. 24/01131/HOU**

Proposal: The erection of a single storey rear extension with roof lights, a first floor side extension over the existing garage, and a front porch including W/C (resubmission 23/00404/HOU) Add a small side window to the porch of a previously approved application. Ref 23/00494/HOU The application was approved by letter dated 22nd May 2023. This submission is being used under the old 'Free Go' approach.

At: 82 The Boundary Oldbrook Milton Keynes MK6 2HW

*Deadline: 20 June Planning Officer: Suleman Uddin*

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.*

**iii. 24/01170/ADV**

Proposal: Advertisement consent for the proposed installation of 1x internally illuminated flagpole sign (5.98 metres by 2.10 metres)

At: Lidl Uk Gmbh Oldbrook Boulevard Oldbrook Milton Keynes MK6 2YA

*Deadline: 25 June Planning Officer: Sonia James*

Committee resolved to make no comment.

Cllr Adura arrived during the course of this item.

**Notifications:**

iv. **24/01064/DISCON**

Proposal: Approval of details required by conditions 12 (Arboricultural Method Statement) and 20 (Dust) of permission ref. 23/01961/FUL At: Charlestown House Snowdon Drive Winterhill Milton Keynes MK6 1BU

*Deadline: n/a (received 14 May)*

*Planning Officer: Suleman Uddin*

Committee resolved to note this proposal.

v. **24/01109/DISCON**

Proposal: Approval of details required by conditions 3 (preliminary ecological appraisal), 4 (lighting strategy), 5 (ecological enhancement plan) and 6 (surface water drainage) of permission ref. 23/02172/FUL At: Warbler On The Wharf Campbell Wharf Marina Frobisher Gate Newlands Milton Keynes

*Deadline: n/a (received 17 May)*

*Planning Officer: Suleman Uddin*

Committee resolved to note this proposal.

vi. **24/01004/CLUP**

Proposal: Certificate of lawfulness for the proposed installation of a single story timber clad garden building to be used as a home office  
At: 5 Cloebury Paddock Woolstone Milton Keynes MK15 0HP

*Deadline: n/a (received 22 May)*

*Planning Officer: Helen Pinder*

Committee resolved to make no comment.

**b. Licensing**

i. **New premises licence application LICENSING ACT 2003 - Lidl, Oldbrook Boulevard, Oldbrook, Milton Keynes, MK6 2YA**

Application Details: Supply of alcohol (off sales) Monday to Sunday 07:00 – 23:00

Full details of the application can be viewed via the Licensing Register at the Civic Offices of the Council. This is accessible Mondays to Thursdays between the hours of 9.00 am to 5.00 pm, and Fridays 9.00 am to 4.00 pm (excluding Bank Holidays).

A copy of the application is also available to view online at:- <https://elicensing.milton-keynes.gov.uk/elr/start.aspx>

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.*

ii. **Street Trading Consent Renewal**  
**Best Kebab 2, Springfield Boulevard, Springfield, Ref 135019**

Please note licence holder is changing from Mehmet Hamarat to Erdal Akdag  
To sell: Hot takeaway food

	Hours applied for
Monday to Sunday	17:00 – 22:30

Committee resolved to make no comment.

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

iii. **Boroughwide Street Trading Consent – Renewal - Maya’s Street Food Reg AO05 OAJ**  
**Ref 161898**

for 1 van to trade Boroughwide for the following times: **Tuesday to Sunday 17:00 to 20:00**  
Boroughwide consents allow for no more than 20 minutes trading in any 100 metre part of any one Consent Street on any one day.

iv. **Street Trading Consent Boroughwide Variation - Mr Guci Ices Ltd, R481 OSH, Ref 1695571**

For 1 ice cream van to trade Boroughwide for the following times:

	Existing hours	Hours applied for
<b>Monday – Sunday</b>	<b>15:00 – 18:00</b>	<b>12:00 – 21:00</b>

Boroughwide consents allow for no more than 20 minutes trading in any 100 metre part of any one Consent Street on any one day.

c. **Update on Past Consultations**

The Committee noted the outcome of the following applications.

**Permitted:**

- i. 23/02414/HOU - 42 Padstow Avenue Fishermead Milton Keynes MK6 2ES
- ii. 24/00544/FUL - Unit 1 Snowdon Drive Winterhill Milton Keynes MK6 1AP
- iii. 24/00545/ADV - Unit 1 Snowdon Drive Winterhill Milton Keynes MK6 1AP
- iv. 24/00661/ADV – (split decision - Two illuminated canopy mounted fascia signs (S1) One illuminated column mounted poster display unit (S3) One small illuminated wall mounted billboard (S4) Two large illuminated wall mounted billboards (S5) One wall mounted sign (S6) ) Lidl Uk Gmbh And Units 1-6 Oldbrook Boulevard Oldbrook Milton Keynes MK6 2YA
- v. 23/02877/FULM - Lidl And Units 1-6 Oldbrook Boulevard Oldbrook Milton Keynes MK6 2YA
- vi. 24/00720/HOU - 31 Carteret Close Willen Milton Keynes MK15 9LD
- vii. 24/00658/HOU - 90 Pattison Lane Woolstone Milton Keynes MK15 0AF

**Refused:**

- viii. 24/00601/CLUE - 179 Fishermead Boulevard Fishermead Milton Keynes MK6 2AA
- ix. 24/00661/ADV – (split decision - One illuminated Flagpole Sign (S2) Lidl Uk Gmbh And Units 1-6 Oldbrook Boulevard Oldbrook Milton Keynes MK6 2YA

**d. Appeals**

- i. APPEAL BY Mr Abdul Mohamed Riyes AGAINST REFUSAL FOR  
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,

APPEAL START DATE: 16th May 2024

The Secretary of State is conducting the above appeal.

The Council's reason(s) for refusing the above application(s) are as follows:

By virtue of the size of the proposed extensions in combination with the existing size and shape of the garden, the proposal would result in a detrimental impact on the residential amenity of current and future occupiers. The remaining garden space would be severely limited and not accord with the guidance set out in the New Residential Design Guide SPD. The proposal would fail to comply with Policies D3 and D5 of Plan:MK and Paragraph 4.13 Outside Spaces - Family Housing 4.13.1 of the New Residential Design Guide.

The proposed development, by virtue of its location in relation to neighbouring properties, would result in a development that would create a significant overlooking impact that would adversely affect neighbouring privacy for the occupants of the neighbouring dwelling at no. 78 Century Avenue, to the detriment of their residential amenity. The proposed development would therefore be contrary to Policy D5 of Plan:MK and Section 12 of the National Planning Policy Framework 2023.

The Planning Inspector has asked me to notify you about this appeal as we notified you or you commented on the earlier application. It has been decided that this appeal will be dealt with on the basis of written representations.

There is no opportunity for you to comment on the appeal however any comments you made on the original application will be forwarded to the Planning Inspectorate and the Inspector responsible for the appeal will take full account of these representations.

**e. Planning Enforcement**

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

**09/24 General Consultations**

None received.

**10/24 Date of Next Meeting**

Monday 1 July 2024 at 6:30pm





**Minutes of the Finance, Administration & Policy Committee  
held on  
Tuesday 4 June 2024  
commencing at 7.00pm  
at the Springfield Centre, Springfield Boulevard, Springfield**

**This meeting was open to the Public**

**Members Present**

Cllr L Adura

Cllr T Fraser

Cllr D Kendrick - arrived 7.03pm

Cllr D Pafford

Cllr B Barton (Chair)

Cllr R Golding

Cllr K Kent

**In Attendance**

D Warner, Clerk to Council

**01/24 Apologies for Absence**

None

**02/24 Declarations of Interest**

None

**03/24 Members of the Public Present**

None

**04/24 Appointment of Vice Chairperson**

With Cllrs Golding and Pafford both nominated for the position, Committee resolved to appoint Cllr Golding as Vice Chairperson to May 2025.

**05/24 Appointment of Lead Members**

Committee decided not to appoint any Lead Members, the situation to be reviewed during the course of the year.

**06/24 Minutes of the previous meeting**

The minutes of the meeting held on 23 April 2024, having been previously circulated, were approved as a correct record and signed by the Chair.

**07/24 Public Involvement – Deputations, Petitions and Questions**

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

**08/24 Parish Council Asset Register**

Committee reviewed the updated Asset Register. Committee resolved to recommend the Asset Register to Council for acceptance.

**09/24 Landscape Contract Earmarked Reserve**

Committee noted that the grant received was higher than budgeted for. Committee resolved to commend to Council the Responsible Financial Officer's recommendation that £10,000.00 from the Landscape Grant be transferred to the Earmarked Landscape Equipment Reserves for the purchase of new Equipment.

**10/24 2025-26 Parish Council Budget/Precept Level Consultation Letter**

Committee noted that the Parish Council Budget/Precept Level Consultation letter is to be updated by the Chair of Committee, Parish Clerk and Responsible Financial Officer.

**11/24 Income & Expenditure Report to 30 April 2024**

Committee noted the Income and Expenditure report as at 30 April 2024.

**12/24 Balance Sheet to 30 April 2024**

Committee noted the Balance Sheet as of 30 April 2024.

**13/24 BACS and Direct Debit payments to 30 April 2024**

Committee noted the schedule of payments made to the 30 April 2024.

**14/24 Date of Next Meeting**

The next meeting will be held on Tuesday 3 September 2024.

## Asset Register 2023-24

Code	Description	Location	Date		Original Cost	Current Value	Annual Return	Insurance Value	Insurance Category	Supplier Name
			Acquired	Disposed						
<b><u>Centre Furniture</u></b>										
CF005	72 x Comfort steel poly chair - stone tweed fabric	Springfield Centre	04/12/2014		2702.70	2702.70	2702.70	0.00		Gopak Ltd
CF007	48 x Comfort Poly folding chair - charcoal shell	Springfield Centre	04/12/2014		652.86	652.86	652.86	0.00		Gopak Ltd
CF008	10 x Contour folding table - Japanese Beech	Springfield Centre	04/12/2014		964.98	964.98	964.98	0.00		Gopak Ltd
CF010	New kitchen - OBC	Oldbrook Centre	19/02/2016		8693.92	8693.92	8693.92	0.00		
CF011	Blinds - SFC	Springfield Centre	08/08/2015		1087.40	1087.40	1087.40	0.00		
CF012	Dyson Airblade Hand Dryer	Oldbrook Centre	30/11/2018		642.85	642.85	642.85	0.00		
CF013	Blinds - OBC	Oldbrook Centre	01/12/2018		1021.80	1021.80	1021.80	0.00		
					<u>15766.51</u>	<u>15766.51</u>	<u>15766.51</u>	<u>0.00</u>		
<b><u>IT Equipment</u></b>										
CM046	Lenovo Thinkpad L Series L580	Parish Office	29/03/2018		789.99	789.99	789.99	0.00		Cloudy IT
CM047	Lenovo Thinkpad L Series L580	Parish Office	29/03/2018		789.99	789.99	789.99	0.00		Cloudy IT
CM048	Lenovo Thinkpad L Series L580	Parish Office	29/03/2018		789.99	789.99	789.99	0.00		Cloudy IT
CM049	Lenovo Thinkpad L Series L580	Parish Office	04/02/2019		789.99	789.99	789.99	0.00		Cloudy IT
CM050	Lenovo Thinkpad L Series L580	Parish Office	04/02/2019		789.99	789.99	789.99	0.00		Cloudy IT
CM051	Lenovo Thinkpad L Series L580	Parish Office	04/02/2019		789.99	789.99	789.99	0.00		Cloudy IT
CM052	Dell Vostro	Parish Office	11/11/2020		625.00	625.00	625.00	0.00		Cloudy IT
CM053	Dell Vostro	Parish Office	11/11/2020		625.00	625.00	625.00	0.00		Cloudy IT
CM054	Dell Vostro	Parish Office	11/11/2020		625.00	625.00	625.00	0.00		Cloudy IT
CM055	Dell Latitude	Parish Office	11/11/2020		700.00	700.00	700.00	0.00		Cloudy IT
CM056	Dell Latitude	Parish Office	11/11/2020		700.00	700.00	700.00	0.00		Cloudy IT
CM057	Jabra Headsets x 7 + Voip telephones x 3	Parish Office + Depot	22/12/2021		1330.00	1330.00	1330.00	0.00		Cloudy IT
CM058	Dell Vostro Laptop	Deput Clerk	16/12/2021		559.00	559.00	559.00	0.00		Cloudy IT
CM059	Dell Inspiron Laptop - CPPC LAP41	Clerk	04/01/2023		690.00	690.00	690.00	0.00		Cloudy IT
CM060	Dell Inspiron Laptop - CPPC LAP42	Chris Hindson	04/01/2023		690.00	690.00	690.00	0.00		Cloudy IT
CM061	Dell Latitude 3520 Laptop	RFO	23/03/2023		665.00	665.00	665.00	0.00		Cloudy IT
CM062	Dell Optiplex Micro	Clr D Pafford	20/10/2022		520.00	520.00	520.00	0.00		Cloudy IT
					<u>12468.94</u>	<u>12468.94</u>	<u>12468.94</u>	<u>4454.00</u>		
<b><u>Land &amp; Buildings</u></b>										
LB001	Woolstone Sports Ground	Newport Road Woolstone	01/08/2013		1.00	1.00	1.00	0.00		Milton Keynes Council
LB002	Woolstone Pond	Woolstone	05/03/1997		0.05	0.05	0.05	0.00		Commission for New Towns
LB003	Springfield Centre	Springfield Boulevard, Springfield	01/11/2012		1.00	981000.00	1.00	981000.00		Milton Keynes Council
LB004	Fishermead Sports Ground	Newlyn Place, Fishermead	01/08/2014		1.00	1.00	1.00	0.00		Milton Keynes Council
LB005	Woolstone Allotments	Woolstone	27/03/1992		0.50	0.50	0.50	0.00		Milton Keynes Development Corporation

Milton Keynes Development Corporation  
Milton Keynes Development Corporation  
Milton Keynes Council  
MC Property Investments

LB006	Willen Allotments	27/03/1992	0.50	0.50	0.50	0.00
LB007	Fishermead Allotments	27/03/1992	1.00	1.00	1.00	0.00
LB008	Kernow Crescent Play Area	22/05/2020	1.00	1.00	1.00	0.00
LB009	Community Hub (Was Springfield Pub)	05/02/2021	535000.00	535000.00	535000.00	535000.00
			535006.05	1516005.05	535005.05	1516000.00

**Landscape Services**

LS001	Telescopic Pole Pruner	16/01/2020	530.25	530.25	530.25	530.25	Tudor Environmental
LS002	Bertolini Tiller with Honda GX160 Engine	29/10/2019	1399.00	1399.00	1399.00	1399.00	Tudor Environmental
LS004	New Holland 4WD Tractor	09/10/2019	25096.00	25096.00	25096.00	25096.00	Turney Groundforce
LS006	New Holland Boomer	16/10/2019	19900.00	19900.00	19900.00	19900.00	Turney Groundforce
LS007	McConnell hedge cutting arm	20/02/2020	11125.00	11125.00	11125.00	11125.00	Turney Groundforce
LS008	Hustler Mower (60068190)	03/02/2020	14175.00	14175.00	14175.00	14175.00	Turney Groundforce
LS009	Hustler Mower (60068191)	03/02/2020	14175.00	14175.00	14175.00	14175.00	Turney Groundforce
LS011	Fuel Tank	06/04/2020	1541.11	1541.11	1541.11	1541.11	Fuel Tank Shop
LS012	Winch and mount for Ford Ranger	12/11/2021	925.00	925.00	925.00	925.00	Watling Engineers Ltd
LS013	Armorgard chemical storage chest	25/01/2022	867.86	867.86	867.86	867.86	A & B Industrial Services
LS014	Stihl Hedge Trimmer	28/10/2021	551.00	551.00	551.00	551.00	Garden Machines
LS016	Chainsaw (serial number 190581425)	27/08/2021	531.67	531.67	531.67	531.67	George Browns
LS017	Roller Mower	09/03/2023	5928.75	5928.75	5928.75	5928.75	R T Machinery
LS018	ST6P Wheeled Woodchipper	02/06/2023	21000.00	21000.00	21000.00	21000.00	Forst
LS019	Stihl MS241C-M Chain Saw	31/10/2023	595.20	595.20	595.20	595.20	Tudor Environmental
			118340.84	118340.84	118340.84	118340.84	

**Office Equipment**

OE011	Induction loop system fo 9m x 9M room	29/08/2014	1125.00	1125.00	1125.00	0.00
OF008	1 desk pedastal work station	09/06/2004	600.00	600.00	600.00	0.00
			1725.00	1725.00	1725.00	0.00

**Open Space Furniture**

OS001	'Cannock Chase' Picnic Unit	27/03/2013	595.00	595.00	595.00	595.00	HC Slingsby plc
OS002	'Cannock Chase' Picnic Unit	27/05/2013	595.00	595.00	595.00	595.00	Play-Ground Supplies
OS003	'Cannock Chase' Picnic Unit	27/05/2013	595.00	595.00	595.00	595.00	Steelway Fencecure Ltd
OS004	Potaloo	01/04/2005	693.98	693.98	693.98	693.98	A B Farmer
OS005	Portaloo Unit	19/06/2006	1393.97	1393.97	1393.97	0.00	Itsa Goal Posts Ltd
OS006	Anchorfast plus 10 seater	24/06/2011	679.00	679.00	679.00	679.00	Fastsigns
OS020	Police Notice	10/06/2008	2865.00	2865.00	2865.00	0.00	Wei Medical
OS033	Fitness Equipment	14/03/2014	20927.00	20927.00	20927.00	21630.00	Wei Medical
OS036	180mtrs post & 4 railing fence	27/04/2013	2669.40	2669.40	2669.40	0.00	Wei Medical
OS037	Derby Dble Silrmline recycling bin	23/05/2013	3010.00	3010.00	3010.00	0.00	David Ogilvie
OS039	Post and panel sign	15/09/2014	915.83	915.83	915.83	0.00	David Ogilvie
OS040	Post and panel sign	15/09/2014	683.00	683.00	683.00	0.00	David Ogilvie
OS041	Post and Panel sign	15/09/2014	658.00	658.00	658.00	0.00	David Ogilvie
OS047	1 x concrete litter bin	19/06/2008	571.19	571.19	571.19	0.00	David Ogilvie
OS048	2 x Defibrillators	08/05/2016	2763.50	2763.50	2763.50	2763.50	David Ogilvie
OS049	2 x Defibrillators	08/05/2017	2787.50	2787.50	2787.50	2787.50	David Ogilvie
OS050	1 x Defibrillators	15/05/2018	1381.25	1381.25	1381.25	1381.25	David Ogilvie
OS051	Soldiers Seat	05/03/2019	695.00	695.00	695.00	695.00	David Ogilvie
OS052	World War One Seat	12/11/2018	585.00	585.00	585.00	585.00	David Ogilvie
OS053	World War One Seat	12/11/2018	585.00	585.00	585.00	585.00	David Ogilvie
OS054	World War One Seat	12/11/2018	585.00	585.00	585.00	585.00	David Ogilvie

OS055	World War One Seat	Woolstone Park	12/11/2018	585.00	585.00	585.00	585.00	David Ogilvie
OS056	World War One Seat	Willen Hook Park	12/11/2018	585.00	585.00	585.00	585.00	David Ogilvie

OS058	2 x Gemini Sun Awnings	Springfield Centre	31/07/2018	9100.00	9100.00	9100.00	Nationwide Home Innovations
OS059	1 x Gemini Sin Awning	Oldbrook Centre	31/07/2018	4560.00	4560.00	4560.00	Nationwide Home Innovations
OS060	Galvanised steel container	Oldbrook Centre	13/11/2019	1795.00	1795.00	1795.00	Containers Direct
OS061	Noticeboard	Parish Office	07/02/2020	1072.90	1072.90	1072.90	Noticeboards Online
OS062	Noticeboard	Willen	07/02/2020	1072.90	1072.90	1072.90	Noticeboards Online
OS063	Rowing Trainer	Oldbrook Green	28/02/2020	1909.00	1909.00	1909.00	Play-Ground Supplies
OS064	Street Lights x 3	Pirate Park Fishermead	01/01/2020	5780.63	5780.63	5780.63	Milton Keynes Council
OS065	Container	Fishermead Sports Ground	21/01/2021	2000.00	2000.00	2000.00	First Containers
OS066	Defibrillator (iPad CU-SP1 serial number G1T32B034)	Oldbrook Centre	11/01/2022	895.00	895.00	895.00	Defib Warehouse
				<u>75589.05</u>	<u>75589.05</u>	<u>75589.05</u>	
						<u>63525.66</u>	

#### Play Apparatus

PA001	Circulus 4 - Roundabout	Kernow Crescent Play Area	20/05/2022	2757.00	2757.00	2757.00	Playground Supplies Ltd
PA002	Vola 2 c/w cradle seats - Swing set	Kernow Crescent Play Area	20/05/2022	2487.00	2487.00	2487.00	Playground Supplies Ltd
PA003	Somersault bars for 2	Kernow Crescent Play Area	20/05/2022	592.00	592.00	592.00	Playground Supplies Ltd
PA004	Wobbly Bridge	Kernow Crescent Play Area	20/05/2022	1460.00	1460.00	1460.00	Playground Supplies Ltd
PA005	Ali Baba and the Forty Thieves - Multiplay unit	Kernow Crescent Play Area	20/05/2022	4769.00	4769.00	4769.00	Playground Supplies Ltd
PA006	Mons 2.3m Climbing Dome	Kernow Crescent Play Area	20/05/2022	1450.00	1450.00	1450.00	Playground Supplies Ltd
PA007	Papilio Seesaw for 3	Kernow Crescent Play Area	20/05/2022	2977.00	2977.00	2977.00	Playground Supplies Ltd
PA008	Bryn Seat	Kernow Crescent Play Area	20/05/2022	645.00	645.00	645.00	Playground Supplies Ltd
				<u>17137.00</u>	<u>17137.00</u>	<u>17137.00</u>	

#### Portable Electrical

PE002	Projector	Parish Office Top Floor Office	10/06/2006	544.95	544.95	544.95	
PE003	15 User VR Kit		28/03/2019	5000.00	5000.00	5000.00	
				<u>5544.95</u>	<u>5544.95</u>	<u>5544.95</u>	

#### Security Equipment

SE001	4 channel 960H 1TB Digital Video Recorder 17 monitor 4	Oldbrook Centre	26/11/2014	1295.00	1295.00	1295.00	Milton Keynes Security Ltd
SE002	4 channel 960H 1TB Digital Video Recorder 17 monitor 4	Springfield Centre	01/04/2015	1295.00	1295.00	1295.00	
SE003	4 channel 960H 1TB Digital Video Recorder 17 monitor 4	Parish Office	01/04/2015	1295.00	1295.00	1295.00	
SE004	CCTV system	Landscape Depot	13/03/2020	1300.00	1300.00	1300.00	Milton Keynes Security Ltd
SE005	Intruder alarm system	Landscape Depot	13/03/2020	1245.00	1245.00	1245.00	
				<u>6430.00</u>	<u>6430.00</u>	<u>6430.00</u>	
						<u>2545.00</u>	

#### Vehicles

VE03	2 x charger points for electric vehicles	Parish Office & Depot	12/12/2016	1110.00	1110.00	1110.00	Chargemaster
VE04	Iveco Daily Van - SR19 DGV	Parish Office & Depot	22/01/2020	17995.00	17995.00	17995.00	BL Searle Ltd
VE05	Ford New Ranger Double Cab - YX68 PYF	Parish Office & Depot	25/09/2019	21073.49	21073.49	21073.49	Evans Halshaw Bedford
VE06	Iveco Daily Van - HN65 OEV	Parish Office & Depot	17/10/2019	13990.00	13990.00	13990.00	Van National Ltd
				<u>54168.49</u>	<u>54168.49</u>	<u>54168.49</u>	

#### **TOTALS**

**842176.83 1823175.83 842175.83 1781170.99**

\* Milton Keynes Council has an interest in these items

## Assets Disposed of

### Centre Furniture

CF001	Low Hanging Trolley 3 row	Oldbrook Centre	15/05/2012	409.95	0.00	0.00	0.00	Gopak Ltd
CF002	1 x table trolley	Oldbrook Centre	10/06/2008	219.00	0.00	0.00	0.00	Gopak Ltd
CF003	Low hanging trolley 2 row	Springfield Centre	04/12/2014	299.47	0.00	0.00	0.00	Gopak Ltd
CF004	Low hanging trolley 2 row	Springfield Centre	04/12/2014	299.47	0.00	0.00	0.00	Gopak Ltd
CF009	5 x Contour folding tables: Janpanese Beech	Springfield Centre	04/12/2014	340.97	0.00	0.00	0.00	Gopak Ltd

### IT Equipment

CM001	HP3500 Business Desktop	Parish Office Admin Office	31/10/2013	395.00	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM002	HP3500 Business Desktop	Parish Office Clerks Office	31/10/2013	395.00	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM003	HP3500 Business Desktop	Paris Office Finance Office	31/10/2013	395.00	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM006	1 x HP250 GS Core laptop	Parish Office	24/03/2014	420.00	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM007	1 x HP250 GS Core laptop	Parish Office	12/06/2014	420.00	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM008	1 x HP250 GS Core laptop	Parish Office	12/06/2014	420.00	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM009	Vostro 420 Desktop	Parish Office	19/06/2009	568.94	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM010	Vostro 420 Desktop	Parish Office	19/06/2009	568.94	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM011	Vostro 420 Desktop	Parish Office	19/06/2009	568.94	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM012	Vostro 420 Desktop	Parish Office	19/06/2009	568.94	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM013	Vostro 420 Desktop	Parish Office	19/06/2009	568.94	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM014	Vostro 420 Desktop	Parish Office	19/06/2009	568.94	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM015	Vostro 420 Desktop	Parish Office	19/06/2009	568.94	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM016	Vostro 420 Desktop	Members	19/06/2009	568.94	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM017	Vostro 420 Desktop	Members	19/06/2009	568.94	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM018	Vostro 1710 Laptop	Members	19/06/2009	508.95	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM019	Vostro 1710 Laptop	Members	19/06/2009	508.95	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM020	Vostro 1710 Laptop	Members	19/06/2009	508.95	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM021	Vostro 1710 Laptop	Members	19/06/2009	508.95	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM022	Vostro 1710 Laptop	Members	19/06/2009	508.95	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM023	Vostro 1710 Laptop	Members	19/06/2009	508.95	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM024	Vostro 1710 Laptop	Members	19/06/2009	508.95	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM025	Vostro 1710 Laptop	Members	19/06/2009	508.95	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM026	Server	Parish Office	19/06/2013	10437.77	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM027	HP Probook 450 G2 Laptop	Members	25/11/2014	418.20	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM028	HP Probook 450 G2 Laptop	Members	25/11/2014	418.20	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM029	HP Probook 450 G2 Laptop	Members	25/11/2014	418.20	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM030	HP Probook 450 G2 Laptop	Office Spare IT Equipment	25/11/2014	418.20	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM031	HP Officelet Pro 8620 Printer	Parish Office Clerks Office	29/07/2014	210.04	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM032	HP Business Desktop	Parish Office	22/03/2016	366.67	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM033	HP Probook 450	Parish Office	22/03/2016	430.00	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM034	HP Business Desktop	Parish Office	23/02/2016	437.98	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM035	HP Business Desktop	Parish Office	07/12/2015	376.43	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM036	HP Business Desktop	Parish Office	07/12/2015	376.43	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM037	HP Business Desktop	Parish Office	07/12/2015	376.43	0.00	0.00	0.00	Mirus IT Solutions Ltd
CM038	HP Laserjet M201 Printer	Parish Office Top Floor Office	08/10/2015	122.66	0.00	0.00	0.00	Mirus IT Solutions Ltd

CM039 HP Laserjet M277 Printer

Parish Office

07/08/2015

212.81

0.00

0.00

0.00



CM040	Intel Core Laptop	Parish Office	30/11/2016	31/03/2023	730.97	0.00	0.00	0.00	0.00
CM041	HP Probook Laptop	Parish Office	30/11/2016	31/03/2023	662.79	0.00	0.00	0.00	0.00
CM042	HP Probook Laptop	Parish Office	30/11/2016	31/03/2023	501.83	0.00	0.00	0.00	0.00
CM043	HP Probook Laptop	Parish Office	12/10/2016	31/03/2023	662.44	0.00	0.00	0.00	0.00
CM044	HP Business Desktop x 5	Parish Office	19/08/2016	31/03/2023	2108.95	0.00	0.00	0.00	0.00
CM045	HP Pro Tablet x 3	Parish Office	18/04/2016	31/03/2023	863.16	0.00	0.00	0.00	0.00

**Portable Electrical**

PE001	PA System	Oldbrook Green Studio	09/06/2003	01/04/2018	0.00	0.00	0.00	0.00	0.00	ACS Systems UK Ltd
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**Vehicles**

VE02	Citroen Van	Parish Office	01/12/2003	28/02/2017	11734.69	0.00	0.00	0.00	0.00
VE01	Suzuki Van	Parish Office	01/12/2003	28/02/2017	5181.99	0.00	0.00	0.00	0.00

**Open Space Furniture**

OS007	Anchorfast plus 10 seater	Oldbrook Green	24/06/2011	31/03/2023	679.00	0.00	0.00	0.00	0.00	
OS008	Anchorfast plus 10 Seater	Oldbrook Green	24/06/2011		679.00	0.00	0.00	0.00	0.00	
OS009	Park Bench	Oldbrook Green	24/06/2011		496.00	0.00	0.00	0.00	0.00	
OS010	Park Bench	Oldbrook Green	24/06/2011		496.00	0.00	0.00	0.00	0.00	
OS011	4 x Ash Bin Wall Mounted	Parish Office	09/06/2004		280.00	0.00	0.00	0.00	0.00	
OS012	Noticeboard	Springfield Centre	10/06/2005		314.93	0.00	0.00	0.00	0.00	
OS013	Noticeboard	Parish Office	10/06/2005		110.00	0.00	0.00	0.00	0.00	
OS014	Noticeboard	Oldbrook Centre	10/06/2005		314.93	0.00	0.00	0.00	0.00	
OS015	Noticeboard	Bus stop Newport Road	10/06/2005		314.93	0.00	0.00	0.00	0.00	
OS016	Sign	Oldbrook Green	10/06/2005		314.93	0.00	0.00	0.00	0.00	
OS017	Concrete Litter Bin	Oldbrook Green	10/06/2005		429.00	0.00	0.00	0.00	0.00	
OS018	Signs - Play Area	Kernow Crescent Play Area	10/06/2005		414.00	0.00	0.00	0.00	0.00	
OS019	Mini Marquee	Oldbrook Green Studio	10/06/2007		400.29	0.00	0.00	0.00	0.00	
OS021	1 x 3x4.5m aluminium gazebo	Oldbrook Green Studio	10/06/2009		200.00	0.00	0.00	0.00	0.00	
OS022	1 x Double slimline recycling bin	Oldbrook Green Studio	23/05/2013		390.43	0.00	0.00	0.00	0.00	
OS023	1 x double slimline recycling bin	Kernow Crescent Play Area	23/05/2013		369.00	0.00	0.00	0.00	0.00	
OS024	Springfield Centre name sign	Springfield Centre	26/07/2013		369.00	0.00	0.00	0.00	0.00	
OS025	Standard Bench Seat	Woolstone Sports Ground	16/01/2014		255.00	0.00	0.00	0.00	0.00	
OS026	Signs and Barriers	Woolstone Allotment	19/06/2005		307.00	0.00	0.00	0.00	0.00	
OS028	Standard Bench	Woolstone Sports Ground	16/01/2014		146.15	0.00	0.00	0.00	0.00	
OS029	Standard Bench	Woolstone Sports Ground	16/01/2014		307.00	0.00	0.00	0.00	0.00	
OS030	Standard Bench	Woolstone Sports Ground	16/01/2014		307.00	0.00	0.00	0.00	0.00	
OS031	Derby Double Recycling Bin	Woolstone Sports Ground	09/01/2014		307.00	0.00	0.00	0.00	0.00	
OS032	Rebound fencing Kick Wall	Oldbrook Green	30/01/2014		369.00	0.00	0.00	0.00	0.00	
OS034	160ltr litter bin	Woolstone Sports Ground	09/01/2014		99.00	0.00	0.00	0.00	0.00	
OS035	160ltr litter bin	Woolstone Carpark	09/01/2014		99.00	0.00	0.00	0.00	0.00	
OS038	1pr anti-vandal steel goalposts and attachments	Fishermead Sports Ground	11/09/2014		369.00	0.00	0.00	0.00	0.00	
OS042	Post and panel sign	Fishermead Sports Ground	15/09/2014		303.48	0.00	0.00	0.00	0.00	
OS043	Double sided sign - OBG	Oldbrook Green	27/01/2016		413.60	0.00	0.00	0.00	0.00	
OS044	Double sided sign	Oldbrook Green	28/10/2015		413.60	0.00	0.00	0.00	0.00	
OS045	Post and panel sign	Fishermead Sports Ground	15/09/2014		571.19	0.00	0.00	0.00	0.00	
OS046	1 x 3x3m aluminium gazebo	Oldbrook Green Studio	10/06/2009		571.19	0.00	0.00	0.00	0.00	
OS048	1 x Defib - OBC	Oldbrook Centre	08/05/2016		1381.75	0.00	0.00	0.00	0.00	
OS057	Deer & Stag Seat	Oldbrook Green	12/11/2018		781.00	0.00	0.00	0.00	0.00	Stolen

**Office Equipment**

OE001	Swingboard	Parish Office	10/06/2007	148.40	0.00	0.00	0.00
OE002	Large A-Board	Parish Office	10/06/2007	173.00	0.00	0.00	0.00
OE003	Safe	Parish Office Clerks Office	10/06/2007	169.99	0.00	0.00	0.00
OE004	1 x water heater	Parish Office Kitchen	10/06/2014	248.82	0.00	0.00	0.00
OE005	Fire Safe FSE320	Parish Office Top Floor Office	07/02/2014	150.00	0.00	0.00	0.00
OE006	9 pocket magazine rack	Parish Office	19/06/2006	132.55	0.00	0.00	0.00
OE007	Pamphlet Rack	Parish Office	19/06/2006	144.99	0.00	0.00	0.00
OE008	Chairmans desk station (Induction loop system)	Oldbrook Centre	29/08/2014	225.00	0.00	0.00	0.00
OE009	Delegates desk station (Induction loop system)	Oldbrook Centre	29/08/2014	185.00	0.00	0.00	0.00
OE010	Central Control Unit (Induction loop system)	Oldbrook Centre	29/08/2014	449.00	0.00	0.00	0.00
OF001	Beech Rectangular Desk	Parish Office Members Room	16/10/2013	180.00	0.00	0.00	0.00
OF002	Beech rectangular desk	Parish Office Members Room	23/10/2013	162.00	0.00	0.00	0.00
OF003	Operator chair with adjustable arms	Parish Office Members Room	16/10/2013	120.00	0.00	0.00	0.00
OF004	Office Desks x 2	Parish Office Fishermead	09/06/2003	252.20	0.00	0.00	0.00
OF005	Work Station	Parish Office Admin Office	19/06/2003	210.42	0.00	0.00	0.00
OF006	Office Desk	Parish Office Top Floor Office	09/06/2003	390.65	0.00	0.00	0.00
OF007	1 x Tiverton Syncro Chair	Parish Office Admin Office	09/06/2004	184.00	0.00	0.00	0.00
OF011	Meeting table x 1	Parish Office Clerks Office	10/06/2006	199.99	0.00	0.00	0.00
OF012	Side Opening Tambour	Parish Office Top Floor Office	10/06/2007	238.84	0.00	0.00	0.00
OF013	3 x Colbolt Blue Chairs	Parish Office Members Room	10/06/2008	687.00	0.00	0.00	0.00
OF015	Rectangular Desk with Pedestal	Parish Office Top Floor Office	20/05/2015	285.00	0.00	0.00	0.00
OF016	High Back Chair	Parish Office Top Floor Office	20/05/2015	120.00	0.00	0.00	0.00
OF017	Tambour Cupboard - Small	Parish Office Top Floor Office	29/04/2015	374.00	0.00	0.00	0.00
OF018	Tambour Cupboard - Large	Parish Office Top Floor Office	29/04/2015	400.00	0.00	0.00	0.00

**Landscape Equipment**

LS003	Wheeled Woodchipper	Landscape Depot	09/10/2019	14750.00	14750.00	14750.00	0.00
LS005	Ransomes Batwing Mower	Landscape Depot	16/10/2019	50158.40	0.00	0.00	0.00
LS010	Tilt Bed Trailer	Landscape Depot	03/02/2020	3850.00	0.00	0.00	0.00
LS015	Chainsaw (serial number 190347845)	Landscape Depot	21/01/2022	500.00	0.00	0.00	0.00

Turney Groundforce

**TOTALS**

**137265.55    14750.00    14750.00    14750.00**

**Minutes of the meeting of the Estates Committee  
held on Tuesday 11 June 2024 at 6.30pm  
at the Springfield Centre, Springfield Boulevard, Springfield**

**This meeting was open to the public**

**Members Present**

Cllr B Barton

Cllr R Golding

Cllr K Kavarana

Cllr K Kent

Cllr D Pafford

**In Attendance**

P Sullivan, Deputy Clerk

**01/24**

**Apologies for Absence**

Cllr V Dixon – unwell

Cllr B Greenwood – personal commitment

Cllr J Howard – personal commitment

Cllr M Petchey – personal commitment

**02/24**

**Declarations of Interest**

None

**03/24**

**Members of the Public Present**

None

**04/24**

**Appointment of Vice Chairperson**

In consideration of members not able to attend, the Committee agreed to defer this item to the next meeting.

**05/24**

**Appointment of Lead Members**

In consideration of members not able to attend, the Committee agreed to defer this item to the next meeting.

**06/24**

**Minutes of the Meeting held on the 9 April 2024**

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

**07/24**

**Public Involvement – Deputations, Petitions and Questions**

None

- 08/24 Fishermead Sports Ground Working Group**  
Nothing to report, Committee noted that the next Working Group meeting will be held later this month, date to be confirmed.
- 09/24 Community Hub, Working Group Update and Recommendations**  
Committee received a verbal update from the Chair, the latest contractors report, draft project programme and progress photos had been circulated to members by email.
- Committee further agreed to the inclusion of a new defibrillator and public access cabinet for the Community Hub project (part funding available from Department of Health & Social Care, cost to CPCC £750).
- 10/24 Kernow Crescent Play Park Annual Inspection Report – EO1/24**  
Committee received, noted, and agreed to action any necessary works identified in the independent annual inspection report of Kernow Crescent play area as carried out by Seagrave Inspection Services Ltd.
- 11/24 Woodland Management Plan, Tree Survey Report – EO2/24**  
Committee received, noted, and agreed to action any necessary works identified in the tree survey report of land managed by the Community Council as carried out by MPL Tree Consultancy Ltd.
- It was agreed that the Estates Manager would supply further information to members on the recommended removal of trees on Oldbrook Green.
- 12/24 Annual Estates Equipment Report – EO3/24**  
The Committee received and considered the Annual Estates Equipment Report, resolving to recommend to Council that it ratify the contents therein.
- 13/24 Springfield Centre Disabled Parking Bay Provision**  
The parking bay technical specification had not been received and will therefore be considered at a later meeting.
- 14/24 Allotments Tenancy Termination Procedure – EO4/24**  
Committee received and noted a report on the procedure used for communicating with allotment tenants whose plots are not being maintained, including where necessary the termination of the tenancy.  
It was suggested that, where necessary, eviction notices be sent to tenants by recorded delivery.
- 15/24 Date of Next Meeting**  
Tuesday 9 July 2024 at 6.30pm

**REPORT TO:** Estates Committee  
**DATE:** 11 June 2024  
**REPORT ON:** Landscape Equipment Update  
**REPORT BY:** Estates Manager & Estates Officer  
**REPORT NO:** E03/24

### **Purpose of report**

To update the committee on the status of equipment in use, offloaded and required for the coming year by the Landscape team.

### **Recommendation**

The committee is invited to consider the trade in of one of the Hustler zero turn mowers, and purchase of a replacement (Ferris 2600Z 60" deck) at a cost to the council of £15,100. This would be funded from a combination of the landscape equipment budget and the landscape equipment earmarking. The recommendation would be that now is the right time to do this.

The committee is also invited to consider the purchase of a flail mower attachment for the tractor, this is a different kind of mower, better suited to thicker scrub and long grass, than the rotary mower deck purchased last year. This will improve the management of the wildflower/biodiversity areas we have, and allow us to tackle some of the rougher, overgrown areas in a more timely and effective way. There are a few suitable models available to us, that all come in at around the £5,000 mark. This would be funded from the landscape equipment budget from the current financial year.

The above purchases would ideally leave us several thousand pounds in the landscape equipment budget for any incidental purchases and allow us to add to the existing battery equipment we are using.

### **Current Large Equipment**

The tractor has done 550 hrs as of the end of May, and last year cost us £1827 to maintain. This machine is in good condition and running well. Last year we purchased a mower deck for the tractor, this combined with some changes to our shrub management processes means the tractor will be out doing more summer work this year. This machine was anticipated to last us 5-10 years from purchase, and I don't foresee this changing despite the higher workload. This is a key piece of equipment for all our work, and we don't want to end up stuck with an unreliable tractor. We will continue to monitor its condition, value, and associated costs, as well as the marketplace to ensure we swap this for a new replacement at the optimum time.

The mower deck (new last year) and hedge cutter are in good order and should remain so for well beyond our ownership of the tractor.

The Hustler zero turn mowers have done 1500 hrs and 1250 hrs respectively as of the end of May, and last year cost us £6133 to maintain (the pair). These are starting to show their

age, and we are looking to trade one in for a new model, with the other being replaced next year. We have demo'd several models on site through the year and have settled on a Ferris 2600Z with a 60" deck (same size as existing Hustlers) with a Briggs & Stratton diesel engine. Out of the models we looked at, this provided the best combination of cut quality and comfort, with the ability to mow at greater speeds. It would be supplied by RT Machinery, who we have a good working relationship with, and will be able to provide quicker support for the mower than we have experienced to this point with PA Turney and the Hustlers.

The chipper has done 200 hrs as of the end of May, and last year cost us nothing to maintain, as we traded for a brand-new model last Summer. This is a key piece of equipment, especially for our Winter programme, so it is imperative we manage this tool well, and keep on top of the correct service regime. The landscape team have started to take on some of the basic maintenance of the equipment, which has led to reduced costs and down time across all equipment.

### **Vehicles**

We have three vehicles for use specifically by the Landscape team, an Iveco Panel van, an Iveco tipper, and a Ford Ranger pickup. These are all given a full service annually, and do relatively low annual mileages, as such they are not expected to need replacing imminently. However, they do have to work hard, and often run cold, so at some point the balance between ongoing maintenance costs and trade in value will mean it will be time to swap them. I expect the pickup will be the first to need replacing (potentially two to three years, but we hope for more), and the tipper will be last. I would expect road vehicles in this environment to be replaced roughly every ten years, although I've allowed for the pickup to have a shorter life span (this has a large diesel engine, and the short journeys it mostly does will take a heavier toll on this) The tipper, might last us 15 years, as it does less work. Once we have replaced both mowers (anticipated by this time next year), we will be in a position to build up our earmarked reserves to ensure we have funds available to make these changes when it either offers the best value to do so, or it becomes unavoidable. With our team and equipment as it stands, the mix of vehicles we have is pretty much ideal, I would however, look seriously at electric alternatives when the time comes, to save cost (fuel and servicing) and as these are better suited to our usage (lots of short journeys) than diesel engines.

### **Small Equipment**

As of last year, we have started to purchase some battery hand tools to complement our two-stroke equipment, and this has worked well, the battery equipment (apart from being more environmentally friendly, in line with our climate emergency commitments) is lighter, quieter, and less fatiguing to use – better for users and residents alike. It is also taking the strain off some of our older two-stroke machines, which should in turn help them last longer.

We will continue to evaluate new battery equipment as it becomes available, to ensure we are striking the best balance we can between operational needs, our environmental commitments, and best value for our residents.





## CONTRACTOR'S REPORT

Site: Campbell Park Community Hub

Date: 03-06-24

Contract No: 2464

Report No: 4

by: C Spencer

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### 1 Progress

Brief outline below: -

- Enabling works – 80% complete. Old carpark areas left currently for crane mat
- Site set up – 100% complete. Main site welfare installed
- **Construction period –**
- Block & beam floor Installation 100%
- Perimeter retaining walls 20% complete
- Super structure masonry from DPC to 1<sup>st</sup> floor 80% complete
- Existing basement – demolition to ground level 100% complete
- Scaffolding due to commence 6<sup>th</sup> June 2024
- **External works –**
- Retaining walls – 20% complete
- Building perimeter civilised ready for scaffold
- First floor precast units now scheduled for the 17<sup>th</sup> of July 2024

### 2 Summary

*Reporting against the draft construction programme*

Works are currently around 2 weeks behind, mainly due to prevailing weather patterns encountered in the period. The installation of the precast concrete planks to the first floor have required to be deferred to allow design changes to be accommodated.

There is a possibility mitigate some lost time through the external works, however works are reliant on the completion of the rebuilding works of the existing basement due to its interfaces with retaining structures that need constructing to release following trades.

### 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:-

- 5.5 day total this period in part days

**Total to date = 7.5 day (report compiled to 06-06-24)**

### 5 Architects Instructions and RFI's Logged

AI's. 16 no issued to date

RFI's.

- 1) Response to roof structure queries required.
- 2) Construction information relating to the rebuilding of the basement required.

### 6 Subcontractors Appointed to Date

*Groundworks*

*Steel Frame*

*Masonry*

*Block & beam*

*PC floor & stairs*

*Lift*

*Scaffolding*

*MBH Construction*

*CovCon*

*JDW Brickwork*

*Floorspan*

*F P McCann*

*Gartec*

*Apex*

### 7 Building Control

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

Drainage, block & beam and DPC have been inspected

### 8 Quality control

Nothing to report

### 9 Information Required

- To be discussed at site meeting

## **10 Health & Safety**

SSUK visited site on 31<sup>st</sup> May 2024. We got an Ac rating. This was in respect of two issues relating to correct use of PPE – rectified at the time of inspection and further toolbox talks undertaken.

Please see attached report

## **11 Progress Photos**

As attached.

## **12 Services**

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



## PROGRESS MEETING No: 04 - MINUTES

<b>Project:</b> CPCC Community Hub, Springfield, Milton Keynes	
<b>Project No:</b> 06325	
<b>Meeting Location:</b> CPCC Community Hub Site	<b>Date:</b> 06.06.2024
<b>Client:</b> Campbell Park Community Council	<b>Time:</b> 2.00pm

### Present:

Perri Sullivan (CPCC)	- PS
Chris Hindson (CPCC)	- CH
Nick Stenton (SOA)	- NS
Quang Tran (SOA)	- QT
Viraj Bipin (C&B)	- VB
Malcolm Thomas (STA)	- MT
Craig Spencer (S&B)	- CS
Lewis Ballard (S&B)	- LB
Tim Burditt (S&B)	- TS
Barry Stewart (S&B)	- BS

### Apologies:

Dominic Warner (CPCC)	- DW
Tracey Jones (CPCC)	- TJ
Richard Trotman (RT)	- RT
Steve Burditt (S&B)	- SB
Andrew Faraday (C&B)	- AF
Peter Davies (ESP)	- PD
Robert Norris (ESP)	- RN
Mario Marseglia (ESP)	- MM

Item		Actions
<b>1.0</b>	<b>Attendance &amp; Apologies</b>	
1.01	Refer to detail above	
<b>2.0</b>	<b>Matters arising from previous meetings</b>	
2.01	Pre-Start Mtg: 2.08 – S&B to provide copies of the new insurance policy documentation in 30th June 2024 when current policies expire	<b>S&amp;B (Ongoing Item)</b>
2.02	Pre-Start Mtg: 2.09 – With reference to the incorporation of the plant changes associated with the noise reduction in the Council Chamber on the contract drawings S&B to confirm variation cost. NS to instruct & provisional sum to be omitted	<b>S&amp;B / NS (Ongoing Item)</b>

2.03	<p>Pre-Start Mtg: 13.03 – S&amp;B to confirm detail of M&amp;E sub-contractor/s as soon as finalised</p> <p>LB advised that appointment was fairly imminent and would be confirmed at or before the next progress meeting</p>	<b>S&amp;B (Ongoing Item)</b>
2.04	<p>Progress Mtg 01: 3.05 – NS noted that STA updated drawings associated with finalised steel frame design, but SOA were will to update their drawings</p> <p>NS confirmed that SOA drawings had been updated &amp; issued on Architects Instruction 14</p>	
2.05	<p>Progress Mtg 01: 5.02 – With reference to the use of the basement roof for materials storage, NS confirmed that a copy of the STA assessment report for the basement roof had been issued to TB. The principle was noted as acceptable subject to S&amp;B to liaising with MT accordingly in relation to loading. Note - BS noted that back propping could be utilised if required</p>	<b>S&amp;B (Ongoing Item)</b>
2.06	<p>Progress Mtg 01: 11.01 – Cash Flow Forecast (CFF) was issued to CPPC by NS</p> <p>CFF to be updated periodically by S&amp;B as the project progresses</p>	<b>S&amp;B (ongoing Item)</b>
2.07	<p>Progress Mtg 02: 5.01 – Patio Area</p> <p>Patio Area – NS &amp; MT confirmed that the existing condition of the structure was such that the existing hollow planks and supporting walls will need to be removed and replaced with a new structure. STA produced a design for the replacement works. S&amp;B provided a price for the works. SOA instructed the works. Subsequently S&amp;B confirmed that the substructure was significantly deeper than anticipated and it was therefore agreed that the proposed works would be reviewed on site by STA once the hollow core planks were removed. MT undertook inspection on Friday 3rd May and issued revised design drawing on 3<sup>rd</sup> June. MT to undertake, immediately after the progress meeting, a further inspection relating to suitability of existing substructure and masonry below ground level. S&amp;B to price proposed works</p>	<b>STA / S&amp;B</b>
2.08	<p>Progress Mtg 02: 5.02 – Substructure masonry queries</p> <p>NS confirmed that MT had formally responded to the substructure masonry queries on 16<sup>th</sup> April. MT noted that he was still awaiting a response from the manufacturer regarding the steelwork primer specification</p> <p>With reference to item 2.11 (below), it was agreed that this item was no longer applicable and would be removed from the minutes</p>	
2.09	<p>Progress Mtg 02: 5.04 – Additional length of Retaining wall</p> <p>With reference to the requirement for an additional length of Retaining wall adjacent to gas main in South West corner of site, as advised in email from LB on 2nd April, NS confirmed the following –</p> <ul style="list-style-type: none"> <li>- Trial hole has been dug and depth/alignment of gas main confirmed</li> <li>- Coverage requirements for gas main were confirmed with SGN</li> <li>- STA has produced a design for an additional run of 600mm high retaining wall</li> <li>- S&amp;B currently pricing the works</li> </ul>	<b>S&amp;B</b>
2.10	<p>Progress Mtg 03: 5.01 – NS confirmed that drawing updates to cover cavity barriers and minor blockwork amendments are to be actioned ASAP and then issued by AI. NS confirmed that detail of the changes had already been issued to LB via drawing mark ups.</p> <p>NS confirmed that SOA drawings had been updated &amp; issued on Architects Instruction 13</p>	

2.11	<p>Progress Mtg 03: 5.02 – With reference to the omission of the factory applied epoxy intumescent coating to all elements of the steel frame in lieu of a water based alternative, it was noted that this had not been applied and that RIW waterproofing paint had been applied to the lower 2 metres of the columns. The introduction of RIW waterproofing paint and the fire protection steel frame was discussed. STA and SOA to review the fire and moisture protection requirements</p> <p>Requirements for moisture &amp; fire protection to steel frame have been reviewed. New drawing was produced by STA to illustrate requirements and issued on Architects Instruction 13. Subsequently Architects Instruction 15 confirmed the omission the protection included within the tender and added back the alternative and associated variations to that adjustment</p>	
2.12	<p>Progress Mtg 03: 5.03 – MT noted the requirement for some additional ties for the outer leaf of masonry at ridge and floor level. STA to provide the updated information ASAP. SOA then to update their sections / details accordingly</p> <p>NS confirmed updated information from STA and SOA had been issued on Architects Instruction 13</p>	
2.13	<p>Progress Mtg 03: 6.01 – NS confirmed that Interim Payment Certificate for valuation 3 was issued and that S&amp;B had issued an invoice to CPCC. DW confirmed payment would be action by 16<sup>th</sup> May 2024. LB confirmed receipt of payment</p>	
2.14	<p>Progress Mtg 03: 10.01 – With reference RT's requests for updated RAMS for revised crane lifting location. NS confirmed that BS provided the requested information on 3<sup>rd</sup> May 2024</p>	
2.15	<p>Progress Mtg 03: 7.01 – With the permanent site accommodation now in place DW asked about the installation of the pole for a time lapse camera. CH confirmed that he was liaising with TM to get this in place</p>	
2.16	<p>Progress Mtg 03: 11.01 – LB asked about the removal of the hoarding and accessing the land at the south west end of the site. NS confirmed that the land was within the contract boundary and as such could be accessed by S&amp;B at any time.</p> <p>There was further discussion about whether the removal of the hoarding was deemed to be included or an additional cost. Conclusion of this discussion will be subject to further clarification and cost information</p> <p>With reference to the land beyond the hoarding line, CPCC have cleared and removed all vegetation in area to ground level. S&amp;B to confirm cost for root removal element</p>	<p><b>C&amp;B / S&amp;B</b></p> <p><b>S&amp;B</b></p>
<b>3.0</b>	<b>Contractors Progress Report</b>	
3.01	<p>CS issued the Contractors Report, Contract Programme and Progress Photos in advance of the meeting on 4<sup>th</sup> June 2024 (Note – Report forecasted to 6<sup>th</sup> June)</p> <p>CS ran through the Contractors Report and Programme</p> <p><u>Key Points</u></p> <p>Programme: 2 weeks behind programme  Weather / Days Lost: 5.5 in period (7.5 in total)  Architects Instructions: 16no issued to date <b>(AI 17 issued on 5<sup>th</sup> June)</b></p> <p>Copies of the documentation are attached to the circulation of these meeting minutes</p>	

3.02	NS confirmed that a copy of the SSUK H&S site inspection report, dated 31 <sup>st</sup> May 2024, had be issued to NS and RT on 4 <sup>th</sup> June  Copy included with circulation of these meeting minutes	
3.03	With reference to the two week delay to the construction programme being partly attributed to the design changes to the precast first floor planks, NS noted that there had been an 8 days delay from agreement of design to the issue of the final drawing	
3.04	With reference to the two RFI items noted in section 5 of the S&B Contractors Re[port No4, NS confirmed that the information relating to the roof structure queries and the basement rebuild had been issued on 3 <sup>rd</sup> and 4 <sup>th</sup> June respectively	
3.05	S&B confirmed that there had been a Health and Safety Executive (HSE) spot inspection of the site on 5 <sup>th</sup> June and no issues were reported	
3.06	With reference to the project programme, PS and NS highlighted their concerns that the current format was not particularly user friendly and visually legible. This was proving to be an issue for CPCC as the programme was used to relay progress information to the Councils Project Working Group and the wider Council. The issues highlighted included (a) inclusion of current date line, (b) identification of progress with individual activities, and (c) which activities are behind / in advance of programme  CS to review and make improvements for next progress meeting	<b>S&amp;B</b>
<b>4.0</b>	<b>Project Programme</b>	
4.01	Refer to item 3.01 above	
<b>5.0</b>	<b>Design Issues</b>	
5.01	None	
<b>6.0</b>	<b>Quantity Surveyors Issues</b>	
6.01	VB confirmed receipt of the valuation from S&B  C&B to review and then issue a valuation certificate to SOA, with NS to process and issue the associated Interim Payment Certificate	<b>C&amp;B / NS</b>



<b>7.0</b>	<b>Client Issues</b>	
7.01	<p>PS &amp; NS raised the issue about the contract between S&amp;B's potential electrical subcontractors and Cloudy IT. It appears that there has been some miscommunication with the subcontractor trying to squeeze Cloudy IT on price</p> <p>LB confirmed that Cloudy IT quotes were not fixed and therefore there was potential for increased costs further down the road. Subsequently it was agreed that the Cloudy IT tender quotation were to be used for the electrical subcontractor pricing and that CPCC accepted that any costs increases by Cloudy IT would sit with them</p> <p>CH highlighted that early liaison regarding the programming of the hearing loop installation needs to be considered, as the hearing loop provider (Gordon Morris) is based in Somerset</p> <p>Going forward, once electrical subcontractor is engaged by S&amp;B, early liaison between all parties is to be established to ensure a smooth delivery of the Cloudy IT works, including the hearing loop package</p>	
<b>8.0</b>	<b>Information Required</b>	
8.01	None	
<b>9.0</b>	<b>Architects Instructions</b>	
9.01	Refer to items 3.01	
<b>10.0</b>	<b>H&amp;S / CDM Issues</b>	
10.01	NS requested, on behalf on RT, that he is issued a copy lifting plan & RAMS for the 1st floor precast concrete plank & stair installation	<b>S&amp;B</b>
<b>11.0</b>	<b>Any Other Business</b>	
11.01	None	
<b>12.0</b>	<b>Next Meetings</b>	
12.01	<ul style="list-style-type: none"> <li>- Thursday 4th July 2024</li> <li>- Thursday 1st August 2024</li> <li>- Thursday 5th September 2024</li> <li>- Thursday 3rd October 2024</li> <li>- Thursday 7th November 2024</li> <li>- Thursday 5th December 2024</li> </ul> <p>Site Visits to be a 2pm with Progress Meetings to follow immediately afterwards in the site offices</p>	
	<p><b>NOTE</b> Any dissents from the Meeting Minutes to be notified in writing to SOA within 7 working days from the date of issue. Otherwise, these shall be deemed to be a true and accurate record of the meeting.</p>	





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## 03 - CPCC COMMUNITY HUB: POST CONTRACT WORKING GROUP MEETING MINUTES

<b>Project:</b> CPCC Community Hub, Springfield, Milton Keynes	
<b>Project No:</b> 06325	
<b>Meeting Location:</b> Campbell Park Community Council Offices, 1 Pencarrow Place, Fishermead, Milton Keynes, MK6 2AS	<b>Date:</b> 07.06.2024
<b>Client:</b> Campbell Park Community Council	<b>Time:</b> 1pm

### Present:

Dominic Warner (CPCC)	- DW
Chris Hindson (CPCC)	- CH
Tracey Jones (CPCC)	- TJ
Ray Golding (CPCC)	- RG
Brian Greenwood (CPCC)	- BG
Nick Stenton (SOa)	- NS

### Apologies:

Perri Sullivan (CPCC)	- PS
Sophie Gibbens (CPCC)	- SG
John Howard (CPCC)	- JH

Item		Actions
<b>1.0</b>	<b>Introductions</b>	
1.01	No formal introductions required, apologies as above.	
<b>2.0</b>	<b>Minutes of Last Meeting/Matters Arising</b>	
2.01	Mtg 01 / 3.06 – Voids in the basement (former stairwell) that were infilled with rubble during the pub demolition.  NS confirmed that MT of STA has inspected the void and recommended that the rubble needs to be removed. Price has been requested from S&B for removal work. STA to provide detail for permanently blocking up the door openings. NS to feedback on progress at next meeting	<b>NS</b>
2.02	Mtg 01 / 3.09 - Servery & Café Design  NS confirmed that PS issued servery plan 06.06.24. Refer to items 3.10 & 3.11	
2.03	Mtg 01 / 3.10 - Hearing Loops  NS noted that DW had confirmed by email, on 4th April, that the hearing loop installation would be retained and installed, as per the original Cloudy IT quotation with Gordon Morris as the preferred Cloudy IT sub-contractor. NS confirmed that S&B had been advised accordingly on 15 <sup>th</sup> May 2024	

2.04	Mtg 01 / 3.11 - Tiling to splashback in the Staff Room  The requirement was discussed and it was agreed that CPCC would procure and store their preferred tiling (3m2 approx.) until required. S&B to install only	<b>CPCC (Ongoing Item)</b>
2.05	Mtg 01 / 3.12 - Internal Signage  CPCC to review and provide information on requirements	<b>CPCC (Ongoing Item)</b>
2.06	Mtg 01 / 3.13 - External Signage  CPCC to review and provide information on requirements	<b>CPCC (Ongoing Item)</b>
2.07	Mtg 03 / 3.04 – Protection of Steel Frame  NS confirmed that the requirements for moisture & fire protection to steel frame have been reviewed by SOA / STA. A new drawing was produced by STA to illustrate requirements & issued on Architects Instruction 13. Subsequently Architects Instruction 15 confirmed the omission the protection included within the tender and added back the alternative and associated variations to the that adjustment  Note – Initial cost saving associated with change from factory applied epoxy intumescent paint to site applied water based epoxy intumescent paint is £8240.00. There is likely to be further small saving associated with some local surface omissions, but this is TBC	
2.08	Mtg 03 / 3.06 – Kitchen Design  With reference to the builders work requirement associated with kitchen extract this was confirmed by CH on 15 <sup>th</sup> May 2024. NS instructed accordingly. Opening has been formed on site accordingly  Refer to items 3.08 & 3.09	
<b>3.0</b>	<b>Ongoing Issues</b>	
3.01	NS provided an update on the issue associated with the former pub patio area –  SOA & STA had previously confirmed that the existing condition of the structure of the former patio was such that the existing hollow planks and supporting walls will need to be removed and replaced with a new structure. STA had produced a design. A price for the demolition, in the sum of £5034.75, was received from S&B and the work was instructed by NS on Architects Instruction No8. S&B subsequently advised that the substructure depth was deeper than anticipated. S&B removed the hollow core planks to facilitate an inspection by STA. MT undertook inspection on Friday 3rd May and issued revised design drawing on 3rd June. MT undertook a further inspection relating to suitability of existing substructure and masonry below ground level on 6 <sup>th</sup> June and to tweak the design accordingly. S&B to price proposed works  NS to feedback on progress at next meeting	<b>NS</b>
3.02	With reference to the issue associated with the additional length of Retaining wall adjacent to gas main in South West corner of site, we are still waiting for S&B to issue cost information	<b>(Ongoing Item)</b>

3.03	NS advised the Working Group that there been a Health and Safety Executive (HSE) spot inspection of the site on 5th June and no issues were reported	
3.04	<p>Progress</p> <p>NS advised that S&amp;B were currently reporting a 2 week delay to progress. S&amp;B are attributing the delay to the weather, with 5.5 days lost to rain within the period, and the finalisation of the design for the pc 1<sup>st</sup> planks and stair. NS disputes this as a reason and noted that it took 8 days for the subcontractor to issue the final drawings for sign off</p> <p>DW noted that despite being 2 weeks behind programme, that S&amp;B were not currently reporting a change to the completion date</p>	
3.05	<p>Programme</p> <p>NS noted that an more 'user friendly and visually legible' project programme had been requested from S&amp;B. NS also confirmed that Craig Spencer from S&amp;B had confirmed that he was working on delivering this before the next progress meeting</p>	
3.06	<p>Cloudy IT – NS noted the CPCC's concerns regarding the contact between potential electrical subcontractors and Cloudy IT had been raised with S&amp;B at the progress meeting and that he had subsequently discussed the issue with Craig Spencer. The intention is to arrange for a meeting between S&amp;B, their electrical subcontractor and Cloudy IT once the electrical subcontractor has been engaged</p> <p>Any meeting will review the requirements for the hearing loop installation to ensure adequate notice to meet the programme is achieved</p>	
3.07	<p>Costs</p> <p>In response to a request from PS on 6<sup>th</sup> June, NS confirmed that the costed Architects Instructions to date equated to additions/omissions to the contract sum, including the £40K provisional sum for the disposal of contaminated soils -</p> <p>Additions = £44,009.93  Omissions = £54,240.00  Overall = +£10,230.07</p> <p>Note – there are other additions and omissions excluded from the above summary which relate to items on issued drawings that are still to be reviewed and agreed by the respective quality surveys</p>	
3.08	<p>Kitchen - layout/design</p> <p>PS circulated the latest draft of the proposed kitchen layout/design from 'Countywide' prior to the Working Group Meeting</p> <p>TJ and CH confirmed that the proposed layouts had been produced in consultant with both the supplier and the MKCC Environmental Health Team</p> <p>The plans were discussed and subsequently 'signed off' by the Working Group subject to the omission of item 14 (mobile prep bench), the addition of a WMB in the servery (back-to-back with the one inside the kitchen door and the addition of a bug killer</p>	

	<p>NS noted that CPPC should request that 'Countywide' separate their quotation in two. One for fixed items in the kitchen only, which will be instructed via the contract and the other for all other items. Note – fixed item quotation needs to be projected to December and fixed</p> <p>DW suggested that PS should speak to 'Countywide' regarding the intention for the fixed items in the kitchen to be instructed via the main contract</p>	<b>PS</b>
3.09	<p>Kitchen – M&amp;E + Finishes</p> <p>Electrical/data provision – CH to review kitchen design and to provide mark up showing any additional requirements</p> <p>On receipt of final kitchen layout and electrical/data mark ups for the kitchen, servery &amp; café, NS to issue information to ESP for production of the M&amp;E scheme</p> <p>The proposed finishes were discussed and the following were agreed: Floor – Heavy duty non-slip vinyl with coved skirting / Walls – White Rock Hygienic wall cladding / Ceiling – Suspended ceiling with hygienic tiles</p> <p>Wall finish behind cooker/oven to be reviewed and confirmed</p>	<b>CH</b>  <b>NS</b>  <b>CH/NS</b>
3.10	<p>Servery</p> <p>The servery drawing issued by PS was discussed. NS requested more information about the both the layout and design aesthetic required by CPCC. CH/TJ confirmed that a mood boards and sketches of servery would be provided accordingly</p> <p>With reference to the shutter between the café and servery it was agreed that this would be a full height grille type, with electronic operation</p> <p>The proposed finishes were discussed and the following were agreed: Floor – Heavy duty non-slip vinyl to match Kitchen / Walls – Painted plasterboard (Note – splashbacks TBC) / Ceiling – Open design to match Café</p> <p>Electrical/data provision – CH to provide mark up showing requirements</p>	<b>CPCC</b>     <b>CH</b>
3.11	<p>Café</p> <p>The proposed finishes were discussed and the following were agreed: Floor – Non-slip vinyl (Type &amp; colour TBA) / Walls – Painted plasterboard / Ceiling – Open design with acoustic clouds/baffles</p> <p>Electrical/data provision – CH to provide mark up showing requirements</p>	<b>CH</b>
<b>4.0</b>	<b>Any other business</b>	
4.01	<p>Accessible parking spaces at Springfield Centre</p> <p>NS confirmed that STA were targeting the issue of their tender drawings by 14<sup>th</sup> June 24, which should allow quotation requests to be issued before the end of June 2024. NS advised that quotation requests would be sent to S&amp;B and Hickfords. DW confirmed that a third request would be required to meet the CPCC financial procedures. DW suggested Edwards Surfacing and subsequently sent NS the contact details</p> <p>NS to feedback on progress at next meeting</p>	<b>NS</b>

4.02	With reference to item 3.01 (Patio rebuilt), DW noted that the latest design omitted the requirement for substructure work and wanted to ensure that element was excluded from the revised costings from S&B. NS to advise C&B to check this	<b>NS</b>
<b>5.0</b>	<b>Dates of Next Meetings</b>	
5.01	<p>Friday 5<sup>th</sup> July 2024 (1pm)  Friday 2<sup>nd</sup> August 2024 (1pm)  Friday 6<sup>th</sup> September 2024 (1pm)  Friday 4<sup>th</sup> October 2024 (1pm)  Friday 8<sup>th</sup> November 2024 (1pm)  Friday 6<sup>th</sup> December 2024 (1pm)</p> <p>All meeting to be held at the Springfield Centre</p>	
	<p><b>NOTE</b>  Any dissents from the Meeting Minutes to be notified in writing to SOA within 7 working days from the date of issue. Otherwise, these shall be deemed to be a true and accurate record of the meeting.</p>	















