

YOU ARE HEREBY SUMMONED TO A MEETING OF COUNCIL

to be held at the

Oldbrook Centre, Oldbrook Boulevard, Oldbrook

**Tuesday 16 July 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 meeting of Council held on 18 June 2024, previously circulated and therefore taken as read.** *Page 7*
3. **Public Involvement – Deputations, Petitions and Questions**
Members of the public may make representations in respect of the business on the agenda.
4. **Chair’s Report**
Council is invited to receive a verbal report from the Chair.
5. **Clerk’s Report**
Council is invited to receive a verbal report from the Clerk.
6. **Ward Member Reports**
 - i. Council is invited to receive any verbal Ward Member Reports.

Cllr Barton – Finance Training for Councillors – slides available to circulate
 - ii. Council is invited to note that no written reports have been received.
7. **To receive draft minutes (including recommendations) from Committees. Any Member questions arising from matters detailed in the minutes to be raised under the relevant Committee**
 - a. **Minutes of the Planning, Infrastructure & Transport Committee**
Chair: Cllr B Greenwood *Page 13*
Council is invited to receive the minutes
 - b. **Minutes of the Personnel Committee**
Chair: Cllr K Kent
Council is invited to receive the minutes with 1 item (i) for ratification
 - i. **Draft Minute 07/24 – Staff Review**
This will be discussed as a confidential item - see agenda no.15
 - c. **Minutes of the Estates Committee** *Page 17*
Chair: Cllr R Golding
Council is invited to receive the minutes.

8. Health & Safety Policy – Annual Review **Page 21**

Council is invited to note that a review of Council activities has been completed by the Estates Manager in conjunction Peninsula Business Services Limited. Accordingly, Council is invited to consider and approve the updated Council Health & Safety policy.

9. Planning Applications
Town and Country Planning Act 1990 (As Amended) **Page 23**
Town and Country Planning (Development Management Procedure) Order 2015 Application no: 24/00709/FUL

Proposal: Erection of three storey residential development consisting of 15x affordable apartments
with associated car parking, landscaping and associated works (Regulation 3 application under the Town and Country Planning General Regulations 1992)
At: Site West of Kellan Drive Fishermead Milton Keynes

With Milton Keynes City Council making the above application and another similar one at the north end of Kellan Drive (24/00708/FUL), Council is invited to discuss what planning obligations might be attached to the applications if permission were granted for them.

10. Landscape Equipment Procurement – Report C01/24 **Page 27**

Following the decision to acquire new landscape equipment (Council Minute No.47/24di.), Council is invited to receive, consider and accept a report detailing the recommended machinery and the associated procurement process.

11. Milton Keynes Ward Boundary Review – Initial Consultation

As noted at the June meeting, 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. Due to the General Election, the Boundary Commission extended the scheduled period of consultation to Monday 9 September. We understand that neighbouring councils are responding to the review, therefore, it is important that CPCC submit a response in order that the position of the Council is recorded. Council is invited to consider a suitable response to the review.

12. Introduction of 20mph Zones

Following the recent introduction of 20mph speed restrictions in Fishermead and confirmation that a similar scheme will be introduced in Woolstone later in the year (subject to final consultation), Council is asked to consider a potential consultation with residents in Oldbrook, Springfield and Willen about 20mph zones being introduced in their areas. The consultation could be carried out with the inclusion of a question in the CPCC Annual Budget/Precept Consultation.

Council is invited to note that the Milton Keynes City Council process for the consideration of requests for 20mph zones has changed, with them now only accepting applications from Parish, Town and Community Councils, previously applications were resident-led.

13. Community Hub – Working Group Update **Page 29**

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

- Contractors Report no.5
- Updated Project Programme
- If available, the cost of rebuilding the existing patio area

i. Community Hub Café – Expression of Interest: Café Operator – Report C02/24 **Page 37**

Council is invited to receive and consider the report from the Community Hub Working Group and the recommendations contained therein.

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.

14. County Association Facilitated Training and Future Visioning Session

Council is invited to note that the proposed date for the session is Saturday 26th October. Officers to contact Members to establish their availability to attend the session on that date.

Confidential Item

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

***Item 15**

15. Personnel Committee - Draft Minute 07/24 Staff Review

Council is invited to receive and ratify the associated Committee recommendation.

16. Consideration of Candidate for Co-option as a Community Councillor

Council is invited to consider a candidate for co-option as a Community Councillor to fill the vacant seat on the Oldbrook ward.

Page 39

17. Dates of Future Committee & Working Group Meetings

Community & Communications – 23 July at 6.30pm

Planning – 12 August at 6.30pm

ECM – 20 August at 7.30pm*

Personnel – 3 September at 6.00pm
F&A – 3 September at 7.00pm
Planning – 9 September at 6.30pm
Estates – 10 September at 6.30pm

- 18. Date of Next Meeting**
Tuesday 17 September at 7.30pm

*An Extraordinary Meeting of Council (ECM) will only be held on 20 August if deemed necessary

BY ORDER OF THE COUNCIL

Dominic Warner

D Warner, Clerk to Council
11 July 2024

**Minutes of the meeting of Council held on
Tuesday 18 June 2024, 7.30pm
at the
Oldbrook Centre, Oldbrook Boulevard, Oldbrook**

This meeting was open to the public

Members Present

Cllr O Cole (7.33pm)	Cllr J Howard
Cllr V Dixon	Cllr H Kakei (7.48pm)
Cllr T Fraser	Cllr K Kent
Cllr R Golding (Vice Chair)	Cllr C Odunewu
Cllr B Greenwood (Chair)	

In Attendance

P Sullivan, Deputy Clerk

39/24

Apologies for Absence

Cllr L Adura - unwell
Cllr B Barton – attending training
Cllr Halton-Davis - unwell
Cllr D Kendrick – attending training
Cllr D Pafford – attending training
Cllr M Petchey - unwell

40/24

Declarations of Interest

None

41/24

To approve the minutes of the Annual Meeting of Council held on 21 May 2024, previously circulated and therefore taken as read.

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

42/24

To approve the minutes of the meeting of Council held on 21 May 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.

- 43/24 Public Involvement – Deputations, Petitions and Questions**
Members of the public may make representations in respect of the business on the agenda.
- One member of the public was present.
- 44/24 Chair’s Report**
The Chair reported that he is currently addressing concerns raised with regards to traffic/parking problems in Fishermead on Fridays. An update will be given at the next meeting.
- 45/24 Clerk’s Report**
The Deputy Clerk reported on the recent break-in at the Oldbrook depot, where thieves gained access to part of the building after forcing the metal window grids and entering through the window. They then took keys for 3 vehicles from the key box and also removed the CCTV recorder.
The security company responded to the alarm within approx. 7 minutes and the police attended soon after.
The Estates Manager has taken steps to secure the building and the vehicles, further works will be carried out to tighten security.
It is worth noting that, during the same period, two other break-ins were reported by neighbouring councils targeting similar goods.
- 46/24 Ward Member Reports**
- i. Council is invited to receive any verbal Ward Member Reports.
- Cllr Fraser gave a short report on the recent meeting of the MK Parishes Forum and drew Members attention to the work of the MK Youth Council. Cllr Fraser asked that consideration be given to MK Youth Council giving a presentation at a future meeting.
- Cllr Cole reported her concerns on parking problems in Fishermead, in particular vehicles obstructing access to redways and asked about the process of getting double yellow lines installed in affected areas. The Deputy Clerk advised Cllr Cole of the MKCC process which has recently been changed to place the responsibility for the initial application on to the parish/town or community council.
Cllr Cole further reported her concerns regarding a rise in the amount of dog fouling in Springfield and Fishermead. Cllr Cole had received advice on reporting this to MKCC from officers.
- ii. Council is invited to note that no written reports have been received.
- 47/24 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 noted 3 items (i, ii & iii).
- i. **Draft Minute 08/24 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. **Draft Minute 08/24 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.
- iii. **Draft Minute 08/24 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.
- b. Minutes of the Planning, Infrastructure & Transport Committee**
Chair: Cllr B Greenwood
Council received the minutes.
- c. Minutes of the Finance, Administration & Policy Committee**
Chair: Cllr B Barton
Council received the minutes and agreed to ratify 2 items (i & ii).
- i. **Draft Minute 08/24 Parish Council Asset Register**
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**
Chair: Cllr R Golding
Council received the minutes and agreed to ratify 1 item (i).

i. **Draft Minute 12/24 Annual Estates Equipment Report – E03/24**

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

48/24 Health & Safety

Members noted that this policy review will be deferred to the July meeting.

49/24 Milton Keynes Ward Boundary Review – Initial Consultation

Council noted 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.

50/24 Expression of Interest – Fishermead Medical Centre (FMC)

A further meeting was held with representatives of FMC on 17 June, where it was confirmed that a clinician would be based in the office for appointments 2/3 days per week initially, to commence the beginning of July. It was also confirmed that all furniture would be left in situ apart from the cabinets and IT equipment, which would be removed by CPCC.

The appointments schedule will be strictly controlled by FMC, ensuring that patients are advised to not arrive any earlier than their allotted time in order to alleviate any pressure on our reception area. It was agreed that we would place 2 chairs in reception for patients.

FMC to complete a risk assessment to include protocol on the use of the panic button.

51/24 Community Hub – Working Group Update

Council received 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

In addition, the Deputy Clerk confirmed that the 1st floor block and beam was 50% complete and the stairs had been installed. Scaffolding works to be completed this week.

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

It was confirmed that at the close of deadline on 12 June, 10 Expressions of Interest had been received rather than 9 as reported in the agenda. These are now being scrutinised by Officers for completeness before operators are informed about their inclusion in the next stage.

ii. **Charitable Trust Creation**

Council is invited to note that there was no further update 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.

52/24

County Association Facilitated Training and Future Visioning Session

Council noted 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 agreed that they would consider this session taking place on a Saturday.

53/24

Councillor Vacancies

Council noted 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.

54/24

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

55/24

Date of Next Meeting

Tuesday 16 July 2024 at 7.30pm

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

on Monday 1 July 2024

at the Springfield Centre, Springfield Boulevard, Springfield

commencing at 6.30pm

This meeting was open to the Public

Members Present

Cllr L Adura
Cllr R Golding
Cllr P Halton-Davis

Cllr V Dixon
Cllr B Greenwood (Chair)
Cllr K Kavarana

In attendance

T Jones, Community Officer/Committee Clerk

11/24

Apologies for Absence

None

12/24

Declarations of Interest

None

13/24

Members of the Public Present

None

14/24

Minutes of the Previous Meeting

Committee approved the minutes of the last meeting, held on 3 June 2024.

15/24

Public Involvement – Deputations, Petitions and Questions

None

16/24 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

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

i. 24/00708/FUL

Proposal: Removal of existing bin and cycle store and the erection of three storey residential development consisting of 10x affordable apartments with associated car parking, landscaping and associated works (Regulation 3 application under the Town and Country Planning General Regulations 1992)

At: Site To North East of Kellan Drive Fishermead Milton Keynes

Deadline: 28/07/2024

Planning Officer: Charlotte Ashby

As this development site is identified within the CPCC Neighbourhood Plan, Committee resolved to support the proposal.

Committee noted that the site constraints do not allow for the replacement of trees lost through the development, so would request that the same number of trees be replaced with planting incorporated in other locations in close proximity to the site, in liaison with CPCC.

Notifications:

ii. 24/01234/CLUE

Proposal: Certificate of Lawfulness for the existing house as 5 bedroom House in Multiple Occupation (C4) At: 179 Fishermead Boulevard Fishermead Milton Keynes MK6 2AA

Deadline: n/a (received 7 June)

Planning Officer: Sonia James

Committee resolved to note the proposal.

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

iii. 24/01404/CLUE

Proposal: Certificate of Lawfulness for the existing use as two separate flats/dwellings (C3) consisting of one ground floor studio flat and one dwelling to the first and second floor At: 43 Mullion Place Fishermead Milton Keynes MK6 2DN

Deadline: n/a (received 28/06/2024)

Planning Officer: Sonia James

As access to the MKC planning portal was not available, Committee resolved to review the proposal once access was restored and circulate any comments by email, before submitting a response to the Planning Officer.

b. Licensing

None

c. Update on Past Consultations

The Committee noted the outcome of the following applications.

Permitted:

- i. 24/01138/NMA - Site At Campbell Park H3 And H4 Overgate Campbell Park Milton Keynes
- ii. 24/00691/FUL - Oldbrook First School Illingworth Place Oldbrook Milton Keynes MK6 2NH

Refused:

None

Not required:

- iii. 24/00936/PRIOR - 35 Wardle Place Oldbrook Milton Keynes MK6 2XS

d. Appeals

None

e. Planning Enforcement

The Committee received reports relating to Planning Enforcement.

17/24 General Consultations

i. Extension and variation of the Alcohol Public Space Protection Order (PSPO)

Committee noted that MK City Council are currently reviewing the current Alcohol Public Space Protection Order (PSPO), which is due to expire in October 2024. MKCC would like to extend and vary this Order for another three years, so are consulting with partner organisations as part of this process. Across the Borough of Milton Keynes there are a number of parishes, within MK, where the PSPO is currently in force. Regulations are in place to restrict alcohol consumption in those areas, with the aim to reduce or deter antisocial behaviour.

To consider doing this, and to comply with the legislation, MKCC are required to consult and gather evidence from the police, parishes, council departments and external agencies. MKCC would also like to vary the Order to include the whole of the Great Linford Parish - a copy of the proposed PSPO document with Great Linford Parish included is attached.

As part of the process, MKCC are also starting a public consultation on the Order which is now live. The consultation will close on Friday 16 August, so that there is enough time to collate all the evidence ready for the Delegated Decision meeting in September. The consultation can be found by following this link: <https://forms.office.com/e/n0FcDEdGSMor> Any other feedback can be sent via email to PSPO@milton-keynes.gov.uk by Friday 16 August 2024.

You can find out more information on the PSPO and the current areas included at www.milton-keynes.gov.uk/alcohol-pspo.

Committee resolved to support the proposal to extend the Order for another 3 years.

18/24 Date of Next Meeting

Monday 12 August 2024 at 6:30pm

Any consultations requiring a response before this meeting will be considered by Council on 23 July.

DRAFT

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

This meeting was open to the public

Members Present

Cllr L Adura

Cllr B Barton

Cllr R Golding (Chair)

Cllr B Greenwood

Cllr J Howard

Cllr K Kavarana

In Attendance

D Warner, Clerk to Council

16/24

Apologies for Absence

Cllr V Dixon - personal commitment

Cllr K Kent – unwell

Cllr D Pafford - unwell

Cllr M Petchey – personal commitment

17/24

Declarations of Interest

None

18/24

Members of the Public Present

None

19/24

Appointment of Vice Chair

Committee resolved to elect Cllr Howard as Vice Chair to May 2025.

20/24

Appointment of Lead Members

Committee resolved to appoint Cllr Howard as Lead Member for community centres (including the Community Hub) to May 2025, role to include acting as a point of liaison with officers in relation to the centres, and where appropriate with users. Carrying out periodic inspections/site visits with officers.

Committee resolved to appoint Cllr Golding as Lead Member for the allotments and landscape service to May 2025, role to include

acting as a point of liaison with officers in relation to the services, and where appropriate with users and residents. Carrying out periodic inspections/site visits with officers.

21/24

Minutes of the Meeting held on the 11 June 2024

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

Under this item, and in relation to Minute No.12/24, the Chair confirmed that a report on the procurement of the associated landscape equipment would go to the July Council meeting to ensure that the process could be completed in time for the equipment to be used from September onwards.

22/24

Public Involvement – Deputations, Petitions and Questions

None

23/24

Fishermead Sports Ground Working Group

Committee noted that the next meeting of the Fishermead Sports Ground Working Group will take place on Tuesday 16 July at 6.30pm, prior to the meeting of Council.

24/24

Milton Keynes City Council – Community Infrastructure Fund 2025-2026

Committee noted that the Community and Communications Committee has previously recommended to Council that the fund is used to apply for a grant in relation to Play Area improvements. Committee resolved not to pursue any other projects.

25/24

Springfield Centre – Intruder Alarm Control Panel Replacement

Committee noted that the intruder alarm panel at the centre had developed a fault. Noting the urgency of the matter, Committee resolved to accept the quotation (£875 + VAT) from Milton Keynes Security Services Ltd for an upgraded replacement panel.

26/24

Community Hub, Working Group Update and Recommendations

Committee received an update from the Working Group. Committee received and considered the following:

- Contractors Report no.5
- Site Audit Report – Safety Services UK Ltd
- Progress Photos
- Updated Project Programme

The Clerk informed the Committee that he had requested confirmation of the rebuild cost of the old patio area ahead of the July Council meeting.

The Committee instructed the Clerk to seek clarification from the contract administrator that the scaffolding issues identified in the site audit report had been resolved and documented as such.

27/24

Springfield Centre Disabled Parking Bay Provision

Committee received and agreed the parking bay technical specification as proposed by Stuart Thomas Associated Ltd. Specification to be used as the basis of obtaining appropriate quotations.

28/24

Climate Emergency Action Plan – Development of a Community Flood Plan

Committee considered the development of a Community Flood Plan as recommended by the Climate Emergency Working Group. Committee agreed that a future Homeground magazine article be used to try and identify any residents with a willingness to become involved in the formation of a Community Flood Plan, with the article also being used to pinpoint areas of flooding in the Council area. Depending on the response to the article, the progression of the initiative to potentially come under the remit of the Community and Communications Committee.

29/24

Date of Next Meeting

Tuesday 10 September 2024 at 6.30pm



HEALTH AND SAFETY GENERAL POLICY STATEMENT

At Campbell Park Community Council we recognise our duties under current health and safety legislation and we will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment. Our Managers and Supervisors are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by the operation of our business.

Campbell Park Community Council recognises its duty to make regular assessment of the hazards and risks created in the course of our business.

We also recognise our duty, so far as is reasonably practicable:

- to meet our legal obligations to maintain safe and healthy working conditions;
- to provide adequate control of the health and safety risks so identified;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure the safe handling and use of substances;
- to provide information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- to ensure that all workers are competent to do their work, and to give them appropriate training;
- to prevent accidents and cases of work related ill health;
- to actively manage and supervise health and safety at work;
- to have access to competent advice;
- to seek continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- to provide the resource required to make this policy and our Health and Safety arrangements effective.

We also recognise:

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. We achieve this by explaining their duty and setting out our company health and safety rules in an Employee Safety Handbook which is made available to every worker employed by us.

In support of this policy a responsibility chart and more detailed arrangements have been prepared.

Signature **Date**

Position

The policy is reviewed on a periodic basis.

Reply to: Charlotte Ashby
E-mail: Charlotte.Ashby@milton-keynes.gov.uk
Our Ref: 24/00709/FUL
PP-12931408

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

1st July 2024

Dear Sir/Madam,

Town and Country Planning Act 1990 (As Amended)
Town and Country Planning (Development Management Procedure) Order 2015
Application no: 24/00709/FUL

Proposal: Erection of three storey residential development consisting of 15x affordable apartments with associated car parking, landscaping and associated works (Regulation 3 application under the Town and Country Planning General Regulations 1992)
At: Site West of Kellan Drive Fishermead Milton Keynes

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

I would be grateful to receive any comments you may have about the proposal by **29th July 2024**. Any objections must form a material planning consideration and should you wish for the application to be referred to the Planning Committee/Panel for determination; an explicit request must be made to that effect. If no reply is received within this period the application may be decided without your comments.

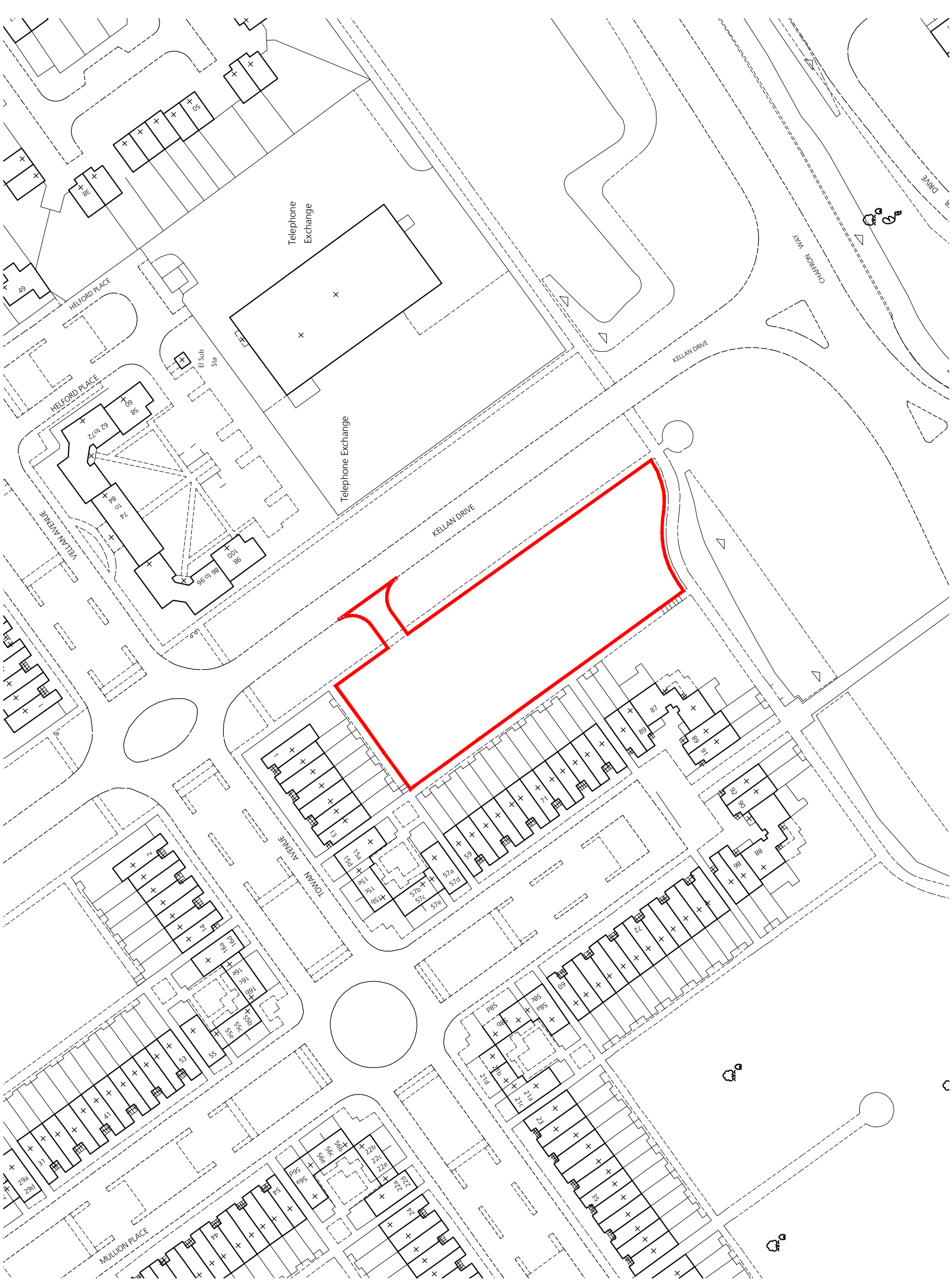
Where a request to refer an application to Planning Committee/Panel has been received from a Parish or Town Council, an undertaking to attend the meeting to address the Committee/Panel is expected. Failure to attend a Planning Committee/Panel, following an undertaking to do so, on two occasions within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

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

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

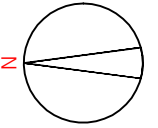
Yours faithfully,

Charlotte Ashby
Senior Planning Officer



REV	DESCRIPTION	DATE
A	Draft issue	11.03.2021
B	Boundary revised	17.10.2022
B	Red line boundary revised to include crossover.	21.10.2022
C	Planning issue	28.04.2023

Client: Milton Keynes Council
 Project: Land Off Kellan Drive
 Title: Site Location plan
 Project No: A20-119
 Drawn by: RL
 Scale: 1:1000 @ A3
 Dwg No: A20-119-SLP001 Rev: C
 Date: 28.04.2023



CMLIA
CMI ARCHITECTURE LTD
 1.1 WARREN YARD, WARREN PARK,
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 ARCHITECTURE | INTERIOR DESIGN | PRINCIPAL DESIGNERS
 PROJECT MANAGEMENT | CONSTRUCTION MANAGEMENT

STATUS: PLANNING

PLEASE NOTE: The structural, civil engineering and other non-architectural information shown on this drawing is purely for co-ordination purposes only, and in no way does it take on any responsibility or liability for CMI Architecture Ltd. For all detailed information relating to these items see the latest relevant consultants drawings, specification and full design information.

REPORT TO: Council
DATE: 16 July 2024
REPORT ON: Landscape Equipment Procurement
REPORT BY: Estates Manager & Estates Officer
REPORT NO: C 01/24

Purpose of Report

To make a recommendation to Council for the purchase of a suitable flail mower attachment. With a further recommendation that Council proceed with the purchase of the previously agreed Ferris Mower, in the process setting aside the Financial Regulation requirement to obtain three quotations.

Flail Mower Attachment

Three quotations have been sought, as below

	Model	Price
Supplier A	Kilworth Dragone MTL160	£3765 + VAT
Supplier B	Wessex WFM 145	£2498 + VAT
Supplier B	Muratori WMT140 1.55	£4456 + VAT

These models will all do the job for us, however the middle (cheapest option) is the narrowest, therefore least time efficient (by a small margin), and does not have an over-run clutch, which may over time impact the gearbox of the tractor as it is directly powered from this.

The recommendation is to buy the Kilworth from Supplier A at a cost of £3765 + VAT using the landscape equipment budget. This is well supported with spares, technical knowledge and a 1-year manufacturer warranty. The Muratori is a similar specification to the Kilworth, but there is no justification based on our needs for the additional cost.

The Kilworth is a stock item and would be used from September if Council is minded to accept the recommendation.

Ferris Ride-On Mower

Council has previously approved the purchase of a Ferris 2600z Diesel zero turn mower, by means of trading in one of the Hustler equivalents we have. This manufacturer only sells through regional dealerships, meaning we can only purchase through one dealer, and on that basis are unable to obtain alternative quotations. Council is therefore requested to set aside the requirement in Financial Regulations to obtain three quotations for a purchase of this value.

£15,100 is required for the purchase of the Ferris machine (list price minus trade-in value of the Hustler machine), it is recommended this is achieved through using a combination of the landscape equipment budget and the earmarked landscape equipment reserve

(£6,100/£9,000 split). This would leave a balance of £3,135 in the equipment budget to fund purchases for the remainder of the financial year.

The Hustler mower was acquired using hire purchase, with the agreement running to March next year. To trade it in, the agreement will need to be settled early, and title passed to the Council. The settlement figure is c£2,300 and it is recommended that this is funded using the earmarked landscape equipment reserve.

CONTRACTOR'S REPORT

Site: Campbell Park Community Hub

Date: 04/07/24

Contract No: 2464

Report No: 5

by: C Spencer

1 Progress for works up to and including the 4/07/2024

Brief outline below: -

- **Construction period –**
- Block & beam floor Installation 100%
- Perimeter retaining walls 20% complete
- Super structure masonry from DPC to 1st floor 100%
- Erect Scaffold first lift 100%
- Masonry from 1st floor to Roof 80%
- First floor planks & stairs 100%
- **External works –**
- Retaining walls – 20% complete
- Building perimeter civilised ready for scaffold

Works due to commence in next reporting period

- Substructures to basement rebuild
- Intumescent paint to steels
- Roof Structure

2 Summary

Reporting against the draft construction programme

Works remain around 2 weeks behind, mainly due to prevailing weather patterns encountered in previous reporting period.

There is a possibility mitigate some time lost through the closing up of the building envelope and an earlier start (from October to September) of the external works is being targeted starting with the substructure works of the basement rebuild & rear retaining wall mid-July followed by the main external works in September.

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: -

- No time lost in reporting period.

Total to date = 7.5 day (report compiled to 28/07/24)

5 Architects Instructions and RFI's Logged

AI's. 18 no issued to date

6 Subcontractors Appointed to Date

Groundworks

Steel Frame

Masonry

Block & beam

PC floor & stairs

Lift

Scaffolding

Mechanical

Basement Roller Shutter

Electrical

MBH Construction

CovCon

JDW Brickwork

Floorspan

F P McCann

Gartec

Apex

Ambivent

HAG

P&W Electrical

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

9 Information Required

- To be discussed at site meeting

10 Health & Safety

SSUK visited site on the 25th of June 2024 with the site receiving an AC rating with three scaffold concerns raised which were addressed on the 26th of June 2024.

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.





REPORT TO: Council
DATE: 8 July 2024
REPORT ON: Community Hub Café Operator
REPORT BY: Community Hub Working Group
REPORT NO: C 02/24

Purpose of report

To update members on the status of the process of selecting and vetting potential café operators for the Community Hub and a recommendation for how selection is progressed.

Background

In March 2024, the Community & Communications Committee considered a draft expression of interest document to be released to parties interested in becoming the café operator at the new Community Hub. Their recommendation was then agreed at Full Council (min. 203/23.i.) with a deadline for receipt of EOI's set for 12 June 2024.

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

Report

As reported at the June meeting of Council, there was a high response, with 10 completed EOI's received. All 10 EOI's were then assessed by the officer working group and scored based on 5 questions and the associated criteria. At the conclusion of this process, and in liaison with the CHWG the 4 highest scoring operators were selected and invited to a face-to-face meeting to clarify any matters that had arisen from the EOI. Operators also then had an opportunity to ask any questions they may have had for CPCC.

Of the 4 selected, two are charities and two are community interest companies (CIC). All of the organisations are experienced café operators with existing operations in Milton Keynes.

Based on these meetings, the officers then revisited the scoring matrix and adjusted accordingly, where necessary. The CHWG accepted the officer's recommendation that all 4 operators be invited to the third stage of the process.

Recommendation

The recommendations of the Community Hub Working Group are as follows:

- Council ratify the decision of the CHWG to take forward the 4 selected operators to stage 3 of the process in which they will submit their formal proposal, including

a business plan. The deadline for this stage is 5pm, Wednesday 11 September 2024.

- Council agree to the CHWG progressing development of a draft Heads of Terms, to be supplied to prospective operators as part of stage 3 once Council has had the opportunity to scrutinise and agree the document.
- Council agree that, once the selection process is completed and using the same approach adopted for the appointment of the construction contractor for the Community Hub, the CHWG will recommend one preferred operator to Council for ratification.

John Hearnshaw

Application to be considered for co-option to Campbell Park Community Council for the Oldbrook Ward:

I was born in Sheffield, but spent much of my childhood in Somerset, before going to University in London. I moved to Oldbrook from Worksop, Nottinghamshire, in 1999 along with my wife, who is of Portuguese Indian heritage and our son, Joseph, who was 3 years old at the time and is now MK City Council's Cabinet Member for Children and Young People.

Three further children came along, all born at MK Hospital and all of whom have attended local state schools.

I am a Chartered Surveyor. I started my career working in a commercial estate agency in London, Sheffield and Lisbon, Portugal, before joining a major retailer as National Property Manager where I worked for many years.

In 2008 I set up a small family business specialising in Energy Assessment (EPCs) for both commercial and residential properties. We are still very active in this area of work and I like to think that I have played a small part in helping local people to reduce their energy bills and carbon footprint.

After nearly a quarter of a century living in Oldbrook, I think that it is time for me to give something back to my community and the best way of doing this is by putting myself forward as a potential Parish Councillor. I think I have a wealth of life experience to bring to the role.

I have a degree in Property Valuation and Management and believe that my experience as a Chartered Surveyor may be useful to the Council.

I have travelled widely, visiting around 50 foreign countries - and as well as being a British citizen, I am an Overseas Citizen of India.

I should also mention that I have stood unsuccessfully on three occasions as a Candidate for election to MK Council, which has at least given me experience of speaking to local residents and an insight into the issues that concern people in the wider MK area.