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Fishermead
Milton Keynes
MK6 2AS
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Clerk: Dominic.warner@campbell-park.gov.uk

Meeting of the
ESTATES COMMITTEE
Will be held at the Springfield Centre,
Springfield Boulevard, Springfield
on
Tuesday 10 September 2024 at 6.30pm

AGENDA

Committee Members:

Cllr L Adura

Cllr J Howard

Cllr B Barton

Cllr K Kavarana

Cllr V Dixon

Cllr K Kent

Cllr R Golding (Chair)

Cllr D Pafford

Cllr B Greenwood

Cllr M Petchey

AGENDA

1. **To Receive:**
Apologies for Absence
Declarations of Interest
Members of the Public Present

2. **Minutes of the Meeting held on 9 July 2024** *Page 7*
Committee is invited to approve the minutes of the meeting held on 9 July 2024, previously circulated and therefore taken as read.

3. **Public Involvement – Deputations, Petitions and Questions**
Members of the public may make representations in respect of the business on the agenda.

4. **Fishermead Sports Ground Working Group** *Page 11*
Committee is invited to receive and note the minutes of the meeting of the FSG Working Group held on 16 July.
The next meeting will be held on 15 October at 6.30pm.

5. **Council Allotments**
 - i. **Annual Rent Review – 2025/26**
The Committee is invited to review and make a recommendation to Council on allotment rent levels for 2025/26. The current rent is 48.08 pence per square metre, which will increase to 52.0 pence per metre in 2024/25. This sum reflects the decision by Council in September 2023 to round down the figure to whole pence to address an anomaly with the Rialtas allotments management system and simplify administration.
Committee is invited to note the most recent Consumer Prices Index (CPI inflation) rate is 2.2% (published 14 August 2024). Increasing rents by CPI for 2025/26 would equate to 53.0 pence per metre (rounded down figure).

 - ii. **Site Update**
The Committee is invited to receive a verbal site update from Cllr Golding (Lead Member for the allotments and landscape service).

6. **Projects – Committee Budget 2025/26, 2026/27, 2027/28, 2028/29 & 2029/30**** *Page 13*
The Committee is invited to note that project proposals for the next five years need to be submitted ahead of the October 2024 meeting. All project proposals must comply with the Project Policy, be detailed on a Project Request Form (**including full costings and breakdown of expenditure**).

Completed project proposals will be considered at the October Committee meeting, where projects will be prioritised.

****Project Proposals are not required if there is an existing budget cost code – all cost codes will be reviewed as part of the annual Council budget process.**

7. Community Hub, Working Group Update and Recommendations *Page 15*

Committee is invited to receive an update from the Working Group, including any recommendations, Committee is also invited to receive and consider the following:

- Contractors Report no's 6 & 7
- Progress Photos
- Updated Project Programme

8. Intruder Alarm Control Panel Upgrades – Depot and Oldbrook Centre

Committee is invited to note that the intruder alarm panels at the Depot and Oldbrook Centre are being upgraded in line with the recent similar work at the Springfield Centre. The cost of the upgrades will be £195 and £840 respectively and will deliver the same improved functionality as the Springfield Centre.

9. Community Defibrillator Replacement Programme – Report EO5/24

Page 27

Committee is invited to receive and note a report detailing the need to adopt a replacement programme for Council owned community defibrillators. Most Council owned defibrillators were purchased within a 24-month period and are approaching the end of their warranty periods. Adopting the replacement programme will ensure that all defibrillators remain within warranty, with the associated replacement budget spread across several years.

10. Springfield Centre Solar Panels – Carbon Offset Fund Grant

Committee is invited to note that Milton Keynes City Council has currently paused applications to the Carbon Offset Fund. The application process is likely to recommence during the first quarter of 2025, in the meantime Officers will investigate potential alternative funding streams.

11. Kernow Crescent Play Park Annual Inspection Report

Committee is invited to note that all high and medium risk tasks identified when the independent report was carried out have now been completed. In-house monitoring of the site is ongoing, with the Estates Officer carrying out regular inspections throughout the year.

Confidential Item

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

***Item 12.**

12. Springfield Centre Disabled Parking Bay Provision

Committee is invited to receive and consider quotations received for completion of the disabled parking bay works, and if appropriate make a recommendation to Council.

13. Date of Next Meeting

Tuesday 8 October 2024 at 6.30pm

BY ORDER OF THE COUNCIL

Dominic Warner

D Warner

Clerk to Council

3 September 2024

**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 Greenwood
Cllr B Barton	Cllr J Howard
Cllr R Golding (Chair)	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

**Minutes of the
Fishermead Sports Ground Facility Working Group
held on Thursday 16 July 2024 at the Oldbrook Centre
commencing at 6:30pm**

01/24 Members Present

Cllr V Dixon
Cllr D Kendrick
Cllr M Petchey

In attendance

C Hindson, Estates Manager

02/24 Apologies for Absence

Cllr T Fraser
Cllr D Pafford

03/24 Declarations of Interest

None

04/24 Reports from Estates Manager

Verbal and Written reports were received from the Estates manager regarding meetings and guidance received from the Football Foundation. Next steps were agreed, including speaking to MKCC planning department, and application consultants as provided by FF. Also to continue with FF representatives meetings to come up with a rough building specification in order to proceed to a design stage.

05/24 Date of Next Meeting

Tuesday 15 October 6.30pm.

BUDGET REQUEST FORM

COMMITTEE PROJECTS FOR 2025/26, 2026/27, 2027/28, 2028/29 & 2029/30

Committees must: (1) Complete one form per project

(2) Prioritise their projects in order of importance

Committee Name:

Project Title:

Does this project deliver on the budget spending priorities as identified by residents in the Budget/Precept Level Consultation? Yes No (tick one)

Project Year: (tick all applicable)

2025/26

2026/27

2027/28

2028/29

2029/30

Project Location: (tick all applicable)

Fishermead

Oldbrook

Springfield

Willen

Woolstone

Start Date:

Duration of Project:

Give a brief description of project proposal for the next 5 years, commencing 2025/26 and the benefit to CPCC. Attach further information sheets if required.

Please list a breakdown of expenditure for the project for which you are applying, this may include contractor costs, materials costs, venue hire, advertising/publicity, etc

For multi-year projects, please break down costs per year.

CPCC Staff time – will your project involve staff time YES / NO

If YES, how many hours

Item	Detail	Cost £	Quotes Enclosed Yes / No
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Total Cost of Project: £

CPCC Funding Required: £

External Funding if Required: £

Completed forms to be submitted to the RFO as soon as possible but no later than Friday 25 October 2024.

Project approved/not approved by Committee for Council consideration

Date:..... Minute No:

** Project Proposals are not required if there is an existing budget cost code – all cost codes will be reviewed as part of the annual Council budget process.

<p>For Committee use only, all approved proposals require prioritisation</p> <p>Priority of (eg Priority 1 of 4)</p>
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CONTRACTOR'S REPORT

Site: Campbell Park Community Hub

Date: 01/08/2024

Contract No: 2464

Report No: 6

by: C Spencer

1 Progress for works up to and including the 01/08/2024

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 90%
- First floor planks & stairs 100%
- Internal Masonry Complete
- Masonry to low level roof areas complete.
- Low level roof – scaffold adapted for roof
- **External works –**
- Retaining walls – 20% complete
- Building perimeter civilised ready for scaffold

Works due to commence in next reporting period

- Substructures to basement rebuild – Subject to confirmation from contractor.
- 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 periods, the masonry to the upper levels has also been negatively impacted by the discovery of the requirement for a fixed steel to opening 1W.05. The early commencement of the patio rebuild substructure was not possible due to the ground workers commitments to other projects & a revised start date has been requested.

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: -

- 1.5 days lost in reporting period

Total to date = 9 days (report compiled to 29/07/24)

5 Architects Instructions and RFI's Logged

AI's. 19 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

Roller shutter

Roof Coverings

Carpentry

External Windows & Doors

MBH Construction

CovCon

JDW Brickwork

Floorspan

F P McCann

Gartec

Apex

Ambivent

HAG

P&W

Roller Shutters UK

JAK Roofing

Old Station Joinery

Glass Northampton

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

Issues encountered with the supply of the ready-mix mortar which for numerous deliveries was unusable due to contamination – stones/gravel. This situation appears to have been resolved.

9 Information Required

- Electrical & mechanical Drawing Comments.

10 Health & Safety

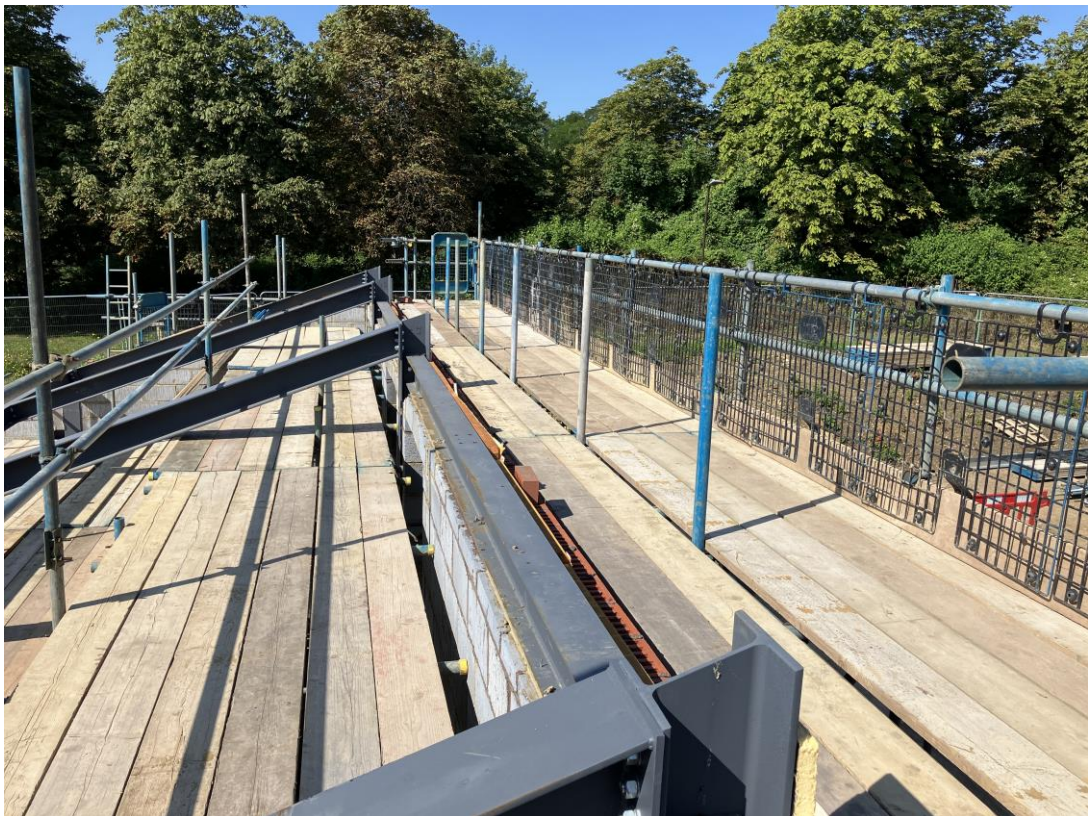
Site inspection by SSUK anticipated early next week.

11 Progress Photos

As attached at end of report.

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.





CONTRACTOR'S REPORT

Site: Campbell Park Community Hub

Date: 05/09/2024

Contract No: 2464

Report No: 7

by: C Spencer

1 Progress for works up to and including the 05/09/24

Brief outline below: -

- **Construction period –**
- Masonry to roof level is complete to the high- and low-level areas.
- Roof structure to the high-level roof 100% complete.
- Roof structure to the low-level roof is around 60% complete.
- Scaffold has been adapted for roofing works.
- Roof coverings (felt & battening) have commenced to both the high- and low-level roofs.

Works due to commence in next reporting period

- Roof coverings to continue.
- Lightening protection to commence
- Solar Panel installation to commence.
- Scaffold to be dismantled to allow low level rooves to be constructed.
- Redundant birdcage scaffolds to be removed.
- Subject to deliveries external doors and window installation to commence.
- Patio rebuild - masonry to commence.
- Block and beam to patio rebuild – delivery scheduled for the 23/09/24.

2 Summary

Reporting against the draft construction programme

Works are currently 3 weeks behind, partly due to prevailing weather patterns encountered in previous reporting periods along with the requirement for an additional steel at first floor level which impacted our progress to the high-level roof. Its now unlikely that the lost time can be mitigated due to complexities of sequencing the completion of the lower roof sections.

3 Contract completion date and Forecast Completion date

Original completion date – January 2025 as per programme
Forecast Completion date – **February 2025.**

4 Weather

We have lost the following: -

- No time lost to weather in reporting period.

Total to date = 9 days (report compiled to 02/09/2024)

5 Architects Instructions and RFI's Logged

AI's. 24 no issued to date

6 Subcontractors Appointed to Date

<i>Groundworks</i>	<i>MBH Construction</i>
<i>Steel Frame</i>	<i>CovCon</i>
<i>Masonry</i>	<i>JDW Brickwork</i>
<i>Block & beam</i>	<i>Floorspan</i>
<i>PC floor & stairs</i>	<i>F P McCann</i>
<i>Lift</i>	<i>Gartec</i>
<i>Scaffolding</i>	<i>Apex</i>
<i>Mechanical</i>	<i>Ambivent</i>
<i>Basement Roller Shutter</i>	<i>HAG</i>
<i>Electrical</i>	<i>P&W</i>
<i>Roller shutter</i>	<i>Roller Shutters UK</i>
<i>Roof Coverings</i>	<i>JAK Roofing</i>
<i>Carpentry</i>	<i>Old Station Joinery</i>
<i>External Windows & Doors</i>	<i>Glass Northampton</i>
<i>Basement Shutter</i>	<i>HAG</i>
<i>Roofline Aluminium</i>	<i>Roweaver</i>
<i>Render</i>	<i>Rendserve</i>

7 Building Control

Building control have visited site and inspected foundation dig and concrete pour. Drainage, block & beam and DPC have been inspected
Next visit – roof structure.

8 Quality control

Issues encountered with the supply of the ready-mix mortar which for numerous deliveries was unusable due to contamination – stones/gravel.
This situation appears to have been resolved.

9 Information Required

- Door threshold details – external doors.

10 Health & Safety

Site inspection by SSUK anticipated early next week.

11 Progress Photos

As attached at end of report.

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.
- Revised costs awaited to extend route to avoid any wayleaves/easements.
- 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.





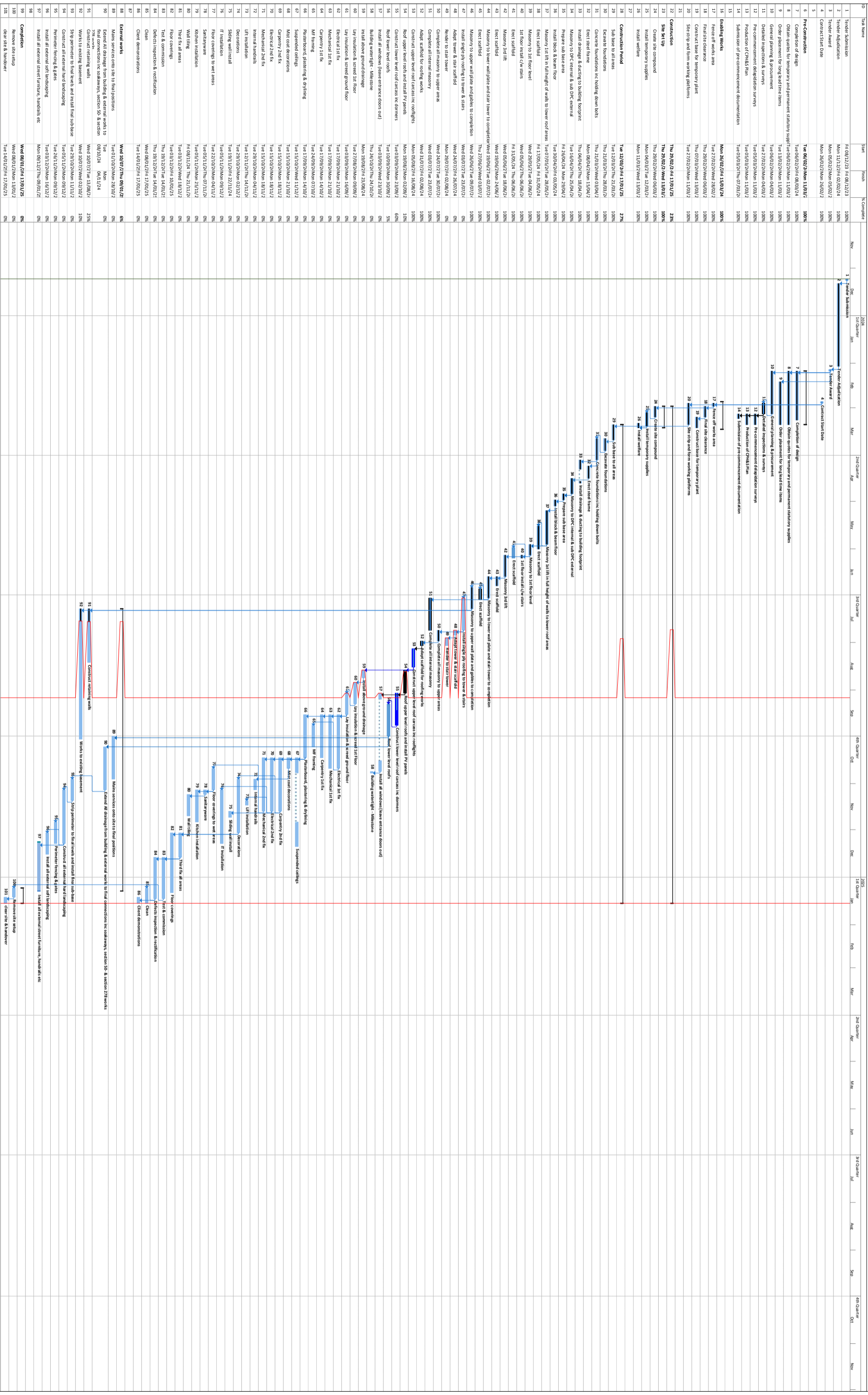


Fig 1

REPORT TO: Estates Committee
DATE: 10 September 2024
REPORT ON: Defibrillator Replacement Programme
REPORT BY: Estates Manager
REPORT NO: E05/24

Purpose of report

To update the committee on the plan to replace the Council defibrillators, as and when they come to the end of their useful life.

The Defibrillators

The Council originally started purchasing and fitting AED's across the five residential estates in the parish in 2016, and these had an eight year expected lifespan, so are starting to come to the end of this. The devices themselves will work past this date, but they are out of warranty, so we need to look at replacing them to ensure this lifesaving equipment is in optimum working order should it be required. The existing devices do not all become end of life at the same time, so we can put a plan in place to replace them through the coming years. As they are replaced, the newer models that come in will have a twelve year lifespan.

The Replacement Programme

The first two machines became end of life earlier this year, and have been replaced using existing budgets, the current planned defibrillator budget for the next financial years will need to be adjusted to reflect the extra spending required. The locations, and the renewal requirements are in the table below. The new machines have a longer lifespan, so the dates will spread out, helping to spread the financial impact even further in future years.

Location	Date of manufacture	Replacement due
Office - Pencarrow Place	Jan 2023	Aug 2035
Springfield Centre	Jan 2024	Aug 2036
Oldbrook Centre	Aug 2021	Aug 2029
Woolstone - Cross Keys	Dec 2017	Dec 2025
Willen - Ship Ashore	Nov 2018	Nov 2026