

1 Pencarrow Place Fishermead Milton Keynes MK6 2AS Tel: 01908 608559 Clerk: Dominic.warner@campbell-park.gov.uk

Meeting of the

# **ESTATES COMMITTEE**

## Will be held at the Springfield Centre,

Springfield Boulevard, Springfield

on

Tuesday 8 October 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 10 September 2024Page 5Committee is invited to approve the minutes of the meeting held on 10

September 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. Projects – Committee Budget 2025/26, 2026/27, 2027/28, 2028/29 & 2029/30\*\* Pages 9-16

Committee is invited to review the submitted project proposals, and if appropriate, prioritise and recommend them to Council for inclusion in the future budget. The proposals are for:

- Springfield Centre Solar Panels\*
- Woolstone Allotment Toilet Renewal
- Woolstone Allotment Footpath Resurfacing
- Landscape Depot Upgrade

\*Project has previously been agreed by Council, submission is to cover future budget allocation only.

#### 5. Community Hub, Working Group Update and Recommendations

#### Pages 17-23

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. 8
- Progress Photos
- Updated Project Programme

#### 6. Potential Shared Prosperity Funding – Fishermead and Oldbrook Public Realm Assets

Committee is invited to receive a verbal update from the Clerk on the potential use of Shared Prosperity Fund allocation to improve public realm assets located in Fishermead and Oldbrook.

7. Date of Next Meeting Tuesday 12 November 2024 at 6.30pm

#### **BY ORDER OF THE COUNCIL**

Dominic Warner D Warner Clerk to Council 1 October 2024



1 Pencarrow Place Fishermead Milton Keynes MK6 2AS Tel: No. 01908 608559 Dominic.warner@campbell-park.gov.uk

## Minutes of the meeting of the Estates Committee held on Tuesday 10 September 2024 at 6.30pm at the Springfield Centre, Springfield Boulevard, Springfield

#### This meeting was open to the public

## Members Present

Cllr L Adura Cllr V Dixon Cllr R Golding (Chair) Cllr J Howard Cllr K Kavarana Cllr K Kent Cllr D Pafford

#### In Attendance

D Warner, Clerk to Council

#### 30/24 Apologies for Absence

Cllr B Barton – personal commitment Cllr B Greenwood – personal commitment Cllr M Petchey – personal circumstances

- 31/24 Declarations of Interest None
- **32/24 Members of the Public Present** None
- **33/24** Minutes of the Meeting held on 9 July 2024 The minutes of the meeting, having been previously circulated were approved as a correct record and signed by the Chair.
- **34/24 Public Involvement Deputations, Petitions and Questions** None

#### **35/24** Fishermead Sports Ground Working Group Committee received and noted 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.

#### 36/24 Council Allotments

#### i. Annual Rent Review – 2025/26

The Committee reviewed the allotment rent levels for 2025/26. Based on the most recent Consumer Prices Index rate of 2.2% (published 14 August 2024), Committee resolved to recommend to Council that rents for 2025/26 be increased from 52.0 pence to 53.0 pence per metre (rounded down figure).

#### ii. Site Update

The Committee received a verbal site update from the Chair (Lead Member for the allotments and landscape service) in which he summarised the outcome of the most recent inspections at the allotment sites. He went on to confirm the occupancy levels of the site as well as details of plots requiring improvement. Lastly, he confirmed the process that would be used later in the month for annual plot renewals. Committee agreed to the Lead Member making future site update reports on a quarterly basis.

Responding to comments from Cllr Pafford, the Chair asked Cllr Pafford to email him the details of any concerns conveyed to him by plot holders, he requested that the details include the plot number so that himself or the Estates Manager could respond the plot holders directly regarding their concerns.

# 37/24 Projects – Committee Budget 2025/26, 2026/27, 2027/28, 2028/29 & 2029/30\*\*

The Committee noted 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).

#### 38/24 Community Hub, Working Group Update and Recommendations

Committee received an update from the Working Group, including reports from Cllrs Golding and Howard on their recent site visits. Committee also received and considered the following:

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

The Clerk confirmed that Currie & Brown's most recent financial statement (Nr 2) had previously been circulated by email to all Councillors and would be included in the September Council pack for consideration, with financial statement (Nr 3) also being included if available. The Clerk went on to confirm that the increased cost of utility connections would be reported in due course.

#### 39/24 Intruder Alarm Control Panel Upgrades – Depot and Oldbrook Centre

Committee noted that the intruder alarm panels at the Depot and Oldbrook Centre have been upgraded in line with recent similar work at the Springfield Centre. The cost of the upgrades is £195 and £840 respectively and will deliver the same improved functionality as the Springfield Centre.

#### 40/24 Community Defibrillator Replacement Programme – Report E05/24

Committee received and noted 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.

#### 41/24 Springfield Centre Solar Panels – Carbon Offset Fund Grant

Committee noted that Milton Keynes City Council has currently paused applications to the Carbon Offset Fund. The application process will be revisited in 2025, in the meantime Officers will investigate potential alternative funding streams.

#### 42/24 Kernow Crescent Play Park Annual Inspection Report

Committee noted 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.

#### 43/24 Springfield Centre Disabled Parking Bay Provision

Committee received and considered quotations for the provision of disabled parking bays at the Springfield Centre. Noting that the associated planning permission would expire in June 2025, and with all the quotations being more than the allocated budget, Committee resolved to recommend to Council that the project is not pursued based on it being unfeasible. The project to potentially be revisited at a later date.

#### 44/24 Date of Next Meeting

Tuesday 8 October 2024 at 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: Estates** 

Project Title: Solar panels at Springfield centre

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)

<mark>2025/26</mark>	2026/27	2027/28	2028/2	29 2029/30
Project Location	n: (tick all applicab	le)		
Fishermead	Oldbrook	Springfield	Willen	Woolstone
Start Date:	tbc	Duration of P	roject: 1 wee	k

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.

We are requesting some budget to install solar panels and battery storage to the Springfield centre. We are hoping to get 50% of the total cost (or more) from the MKCC carbon offset fund or other sources. The cost saving could be up to 80% of our electricity bill for the centre (we currently budget for £2k pa). the project is also in line with the councils climate emergency aims, and has previously been approved in principle by council, however the COF closed before the application was made. We hope when the fund re-opens we are ready to apply, and install quickly this time.

The application requires three quotes for the same spec system, which are available on request, and will be updated when the COF re-opens.

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 10-15hrs of Estates managers time

ltem	Detail	Cost £	Quotes Enclosed Yes / No
Solar and battery array inc.	installation	£13k	available on request

Total Cost of Project: £ £13k

CPCC Funding Required: £6.5k

External Funding if Required: £6.5k

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.

For Committee use only, all approved proposals require prioritisation	
Priority of of (eg Priority 1 of 4)	

# **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: Estates** 

Project Title: Woolstone Toilet

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)

<mark>2025/26</mark>	2026/27	2027/28	2028/2	9 2029/30
Project Locati	on: (tick all applicab	le)		
Fishermead	Oldbrook	Springfield	Willen	<b>Woolstone</b>
Start Date:	May 2025	Duratio	on of Project:	1 day

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.

The Toilet at Woolstone allotment needs replacing, with a design more suitable for its situation. We are suggesting a Portaloo of a similar design to that at Willen allotment site, which has lasted better, and is cheaper to service (at present rates this would save us roughly £60 a month for the time it is unlocked). Theis is a one off cost to purchase and site the replacement, and dispose of the current installation.

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 2-3hrs of Estates managers time

Item	Detail	Cost £	Quotes Enclosed Yes / No
Portaloo		£1500est	Νο

Total Cost of Project: £ 1500

CPCC Funding Required: £1500

External Funding if Required: £ n/a

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.

# **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: Estates** 

Project Title: Woolstone allotments footpath replacement

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	<mark>2026/27</mark>	2027/28	2028/2	9 2029/30
Project Locati	on: (tick all applicab	le)		
Fishermead	Oldbrook	Springfield	Willen	<b>Woolstone</b>
Start Date:	Winter 2026	Duratio	on of Project:	2 weeks

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.

The Woolstone allotment sites footpath surface is degrading, and is beginning to get slippery in winter, so will need resurfacing. It is about 150 m2 in total, I have estimated £100 a square meter as a ball park figure, nearer the time we will look for three quotes to present to the Estates committee.

This site is very popular with the whole parish and we should be aiming to keep it in the best condition we can, If done well this footpath should last another fifteen plus years.

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 10-15 hrs of Estate managers time

Item	Detail	Cost £	Quotes Enclosed Yes / No

Resurface footpath at Woolstone allotments

£15k estimate n/a

Total Cost of Project: est. £15k

CPCC Funding Required: full amt.

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.

# **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: Estates** 

Project Title: Depot security and functionality upgrade

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	<mark>2026/27</mark>	2027/28	2028/2	29 2029/30
Project Locatio	on: (tick all applicab	ole)		
Fishermead	<mark>Oldbrook</mark>	Springfield	Willen	Woolstone
Start Date:	May 2026	Durati	on of Project:	3 weeks (est.)

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.

We'd like to finish off the security and functionality upgrades to the landscape depot, that began with the initial development of the site prior to the devolved service agreement beginning. The recent break-in has highlighted the security weaknesses that remained, and we'd like to invest in a robust, long-term solution.

We want to remove the remaining boarded up windows and doors in the reporting room and workshop and fill the gaps with solid brickwork to match the exterior of the building. To finish off tidying up the reporting room we would also like to fit out the kitchen area and office section properly to ensure the building functions well for the team for the foreseeable future.

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 20-25 hours of Estates managers time as project manager

Item	Detail	Cost £	Quotes Enclosed Yes / No
	ning door and window gaps in ork to match exterior of building,	£10k est.	Νο

Total Cost of Project: £10k

CPCC Funding Required: £10k

External Funding if Required: £0

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.

For Committee use only, all approved proposals require prioritisation Priority ...... of ...... (eg Priority 1 of 4)



#### **CONTRACTOR'S REPORT**

Site:	Campbell Park Community Hub	
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Date: 03/10/2024

Contract No: 2464 Rep

Report No: 8

by: C Spencer

#### 1 Progress for works up to and including the 03/10/2024

Brief outline below: -

- Construction period –
- Roof structure to low level roof 100%.
- Stair tower roof structure 100%.
- Tiling to high- and low-level rear roofs 100%.
- Scaffold has been adapted for render.
- Patio rebuild masonry 90% complete.
- Block and beam installed to patio rebuild.

#### Works due to commence in next reporting period

- Roof structure to commence front elevation.
- Solar panel installation due to complete early next week.
- Window installation due to commence next week.
- Render currently scheduled to commence 14/10/24
- Insulation and screed due to commence 10/10/24
- Intumescent paint to steel.

#### 2 Summary

#### Reporting against the draft construction programme

Works are currently 3 - 4 weeks behind programme due to further delays owing to the recent weather conditions. Key areas affected include elements such as the deep drainage (unsafe ground conditions) and high-level stair tower roof (bonded system).



#### 3 Contract completion date and Forecast Completion date

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

#### 4 Weather

We have lost the following: -

• 3 days lost in period due to inclement weather, however due to volume of rain ground conditions are as such that further impact upon the deep drainage is ongoing. This situation was made worse by Anglia Water pumping water through the site on the 01/10/24.

#### Total to date = 12 days (report compiled to 01/10/24

#### 5 Architects Instructions and RFI's Logged

Al's. 25 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 Basement Shutter** Roofline Aluminium Render Screed

**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 HAG Roweaver Rendserve ALF



#### 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

No issues encountered in reporting period

#### 9 Information Required

#### 10 Health & Safety

Site inspection by SSUK undertaken – report attached

#### 11 Progress Photos

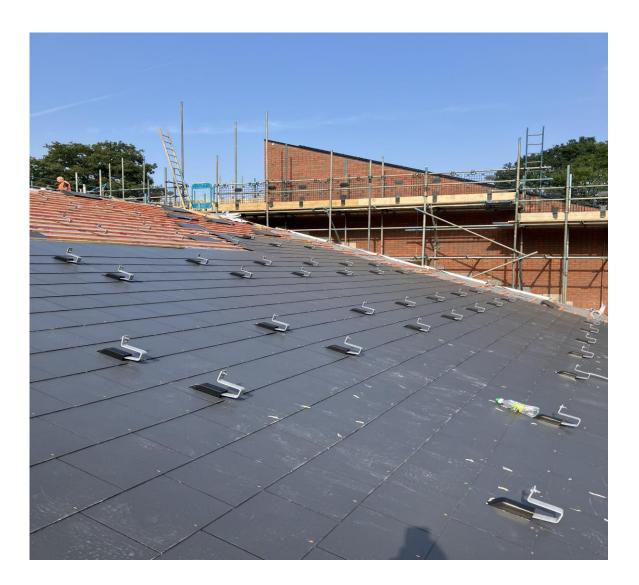
As attached at end of report.

#### 12 Services

- Electrical services Date pencilled in by National Grid for November.
- 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.



Lower rear roof tiling underway.





Flat roof insulation installation.





Solar Installed to high level roof.



# Third fits all arreas Floo Coverings Test & commiss BSP Clean BSB Clean demo Campbell Park Community Hub nal soft la 75 Silding Mains servi 8 A monotonic choling down bits Text to the distingual emporary plant orking platforms 2nd Quarter Apr Fince off works area Final site clearance 19 Construct ba: Site strip and fi Detailed ins 12 Pre-cc 13 Produ



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1006 1006 1006 1006 1006 1006 1006 1006	Mon 19/08/2 Fri 23/08/24	install above ground drainage
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1006 1006 1006 1006 1006 1006 1006 1006	Tue 03/09/24Mon 23/09/ Tue 10/09/24Mon 30/09/	Construct lower level roof carcass inc dormers Roof lower level roofs
1006 1006 1006 1006 1006 1006 1006 1006	Mon 05/08/2 Fri 16/08/2/ Mon 19/08/2 Mon 02/09/	Construct upper level roof carcass inc rooflights Roof upper level roofs and install PV panels
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