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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 14 January 2025 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

Cllr J Hearnshaw

AGENDA

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

2. **Minutes of the Meeting held on 12 November 2024** **Page 5**
Committee is invited to approve the minutes of the meeting held on 12 November 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. **Council Allotments**
 - i. **Allotment Tenancies – Report E07/24** **Page 7**
Committee is invited to consider a change from the current fixed term (annual) tenancy agreement to an ongoing periodic agreement. Making the change to a periodic agreement would significantly reduce the amount of time and resource used in the annual renewal process.

 - ii. **Site Update – Report E08/24** **Page 9**
The Committee is invited to receive a quarterly site update from the Estates Manager.

5. **Springfield Centre Disabled Parking Bay Provision**
It was resolved at the September 24 meeting of the Committee that a recommendation be made to Council that this project should not be pursued based on it being unfeasible with the project to potentially be revisited at a later date. This decision was ratified at the September 24 meeting of Council. An amount remains in the earmarked reserves for this project, as agreed at the November 24 meeting of Council. The associated planning permission for the development expires in June 2025.

Committee are now asked to clarify if this project is to go ahead or cancelled on a permanent basis.

6. **CPC Annual Resident Consultation 2025/26** **Page 11**
Committee is invited to review the results of the Annual Resident Consultation 2025/26 and make any necessary recommendations.

7. Devolved Landscaping Agreement 2025/26

It has been confirmed by MKCC that the current estimate of the inflation linked increase is 4.27%. Anticipated amounts will be confirmed shortly with payments expected for the full year 2025-26 in April / Early May.

8. Tractor Incident

Committee is invited to note the street furniture (2 x Red Way lighting columns) damage that occurred when the landscape team were carrying out hedge reduction work in Willen as part of the MKCC devolved service arrangement. The damage resulted in one lighting column needing to be replaced and the other one repaired at a combined cost of £2,358 + VAT. An incident review has been carried out, with points of learning applied appropriately. The matter has been referred to Zurich Insurance who are liaising directly with Ringway (MKCC lighting contractor).

9. Community Hub, Working Group Update and Recommendations *Page 43*

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.11
- Progress Photos
- Updated Project Programme
- Café Operator update

10. Date of Next Meeting

Tuesday 11 February 2025 at 6.30pm

BY ORDER OF THE COUNCIL

Dominic Warner
D Warner
Clerk to Council
9 January 2025

**Minutes of the meeting of the Estates Committee
held on Tuesday 12 November 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 (Chair)

Cllr B Greenwood

Cllr J Hearnshaw

Cllr K Kavarana

Cllr D Pafford

Cllr M Petchey

In Attendance

D Warner, Clerk to Council

54/24

Apologies for Absence

Cllr V Dixon - unwell

Cllr J Howard – personal commitment

Cllr K Kent - unwell

55/24

Declarations of Interest

None

56/24

Members of the Public Present

None

57/24

Minutes of the Meeting held on 8 October 2024

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

58/24

Public Involvement – Deputations, Petitions and Questions

None.

59/24

Community Hub, Working Group Update and Recommendations

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

- Contractors Report no. 9 (confirming project currently 7 weeks behind schedule – a 4-week extension of time has been granted to the contractor based on extreme weather conditions since the beginning of the construction period)
- Progress Photos
- Updated Project Programme
- Café Operator Expression of Interest process verbal update from the Clerk

60/24 Tree Council Grant Funding

Committee noted that a Tree Council grant of £599 has been awarded towards the cost of tree replanting on Oldbrook Green. The replanting will be completed within the next 6-months.

61/24 Additional Dog Waste Bin Location Suggestions

- i. Further to feedback from the annual resident consultation for additional provision in Springfield, Committee considered and agreed to the officer suggestion that an additional dog waste bin is installed in the vicinity of the Springfield Centre.
- ii. Committee considered a resident suggestion that a dog waste bin be installed in Newlands adjacent to the Grand Union Canal/the Warbler Public House. Subject to further investigation to establish land ownership and gain permission, and the practicality of the waste contractor being able to service a bin, the Committee agreed to the suggestion.

62/24 The Terrorism (Protection of Premises) Bill, also known as Martyn’s Law

Committee noted that the Terrorism (Protection of Premises) Bill, also known as Martyn’s Law, was included in the King’s Speech on 17 July 2024 as part of the programme of legislation of the current Parliamentary session and introduced to Parliament on 12 September 2024. Committee further noted that a key development of the proposed legislation is that the lower limit for standard tier venues has been increased from 100 to 200 - whilst this development potentially removes the Council from needing to comply with the legislation, Council should be mindful of adopting all best practices to protect the safety of Council venue staff and users – a further update to be made in due course.

63/24 Willen Hospice Tree Chipping

Committee agreed to the request for the landscape team to support the annual Willen Hospice Christmas tree collection and recycling scheme. Support will involve chipping collected trees at the Well in Willen for up to 1 day in the New Year.

64/24 Date of Next Meetings

Tuesday 10 December 2024 at 6.30pm – only to be convened in the event of any urgent business

Tuesday 14 January 2025 at 6.30pm

REPORT TO: Estates Committee
DATE: 14 January 2025
REPORT ON: Adoption of Periodic Allotment Tenancy Agreements
REPORT BY: Clerk to Council
REPORT NO: E07/24

Purpose of Report

To outline the case of moving away from using fixed term annual agreements and replacing them with periodic (year to year) tenancy agreements.

Recommendation

That Council adopts the use of periodic (year to year) tenancy agreements, with existing tenants moved to them in November 2025, and used for all new tenants upon adoption.

Background

Allotment operators have two main options for formalising the tenancy agreement between themselves and plot holders, either a fixed term or periodic arrangement. Campbell Park Community Council currently uses the fixed term (annual) option. Both options afford the operator the potential of issuing a 12-month notice to quit letter, they also allow it to terminate the agreement if the plot holder does not adhere to the tenancy conditions.

The fixed term process currently used by the Council created a disproportionate amount of administration, which includes up to 5 different stages. Moving to a periodic process would reduce the stages to a maximum of 2. As well as the obvious resource saving to the Council, plot holders will not be involved in unnecessary time-consuming bureaucracy, and the recommended move is based on this combined benefit.

Further Implications

If the move to periodic agreements is recommended to and adopted by Council, changes will be required to the associated documentation. This could be achieved by amending the existing agreement document or adopting a version of the NALC template document. Further recommendations on these options will be presented to Committee should Council adopt the move to periodic agreements. In the best case, the move to periodic agreements and the updating of documentation could be completed by the end of March, with new plot holders moved to them straight away, and existing ones in November 2025.

REPORT TO: Estates Committee
DATE: 14 January 2025
REPORT ON: Allotment Sites Update
REPORT BY: Estates Manager
REPORT NO: E08/24

Occupancy Levels

The renewals process was successfully completed last Autumn, with a few tenants opting to leave, or move plots (mostly at Woolstone, and to try and move away from plots prone to flooding). We are now at 100% occupancy at Willen, and 89% at Woolstone (4 free plots – including the old community plot) we advertised for tenants over Christmas and got two new applicants. We will continue to advertise until we are back at full occupancy, hopefully by Spring we should be there. We are also aiming to grow the waiting list during this time.

Landscaping

Over the Winter we have carried out our regular maintenance of the sites, hedge cutting and strimming back the wildflower areas. We have also removed a couple of problem trees from unoccupied plots. After the flooding of last Autumn, we allowed tenants of the Woolstone site to leave rubbish that was a consequence of the flood by the gate for us to remove. Unfortunately, this was largely taken advantage of by tenants who used it as an opportunity for large scale clear outs of plots (and sheds at home). While this was conceived with the best intention of helping out our tenants at a difficult time, this will need more thought if we are to repeat the exercise in the future.

Future Projects

Funding for the replacement of the toilet at Woolstone was approved for next years budget, we will be aiming to complete this before the end of April, when we would normally look at opening the toilets and turning the water back on at the sites.



Campbell Park Community Council

Annual Resident Consultation 2025/26

Wednesday, October 30, 2024

417

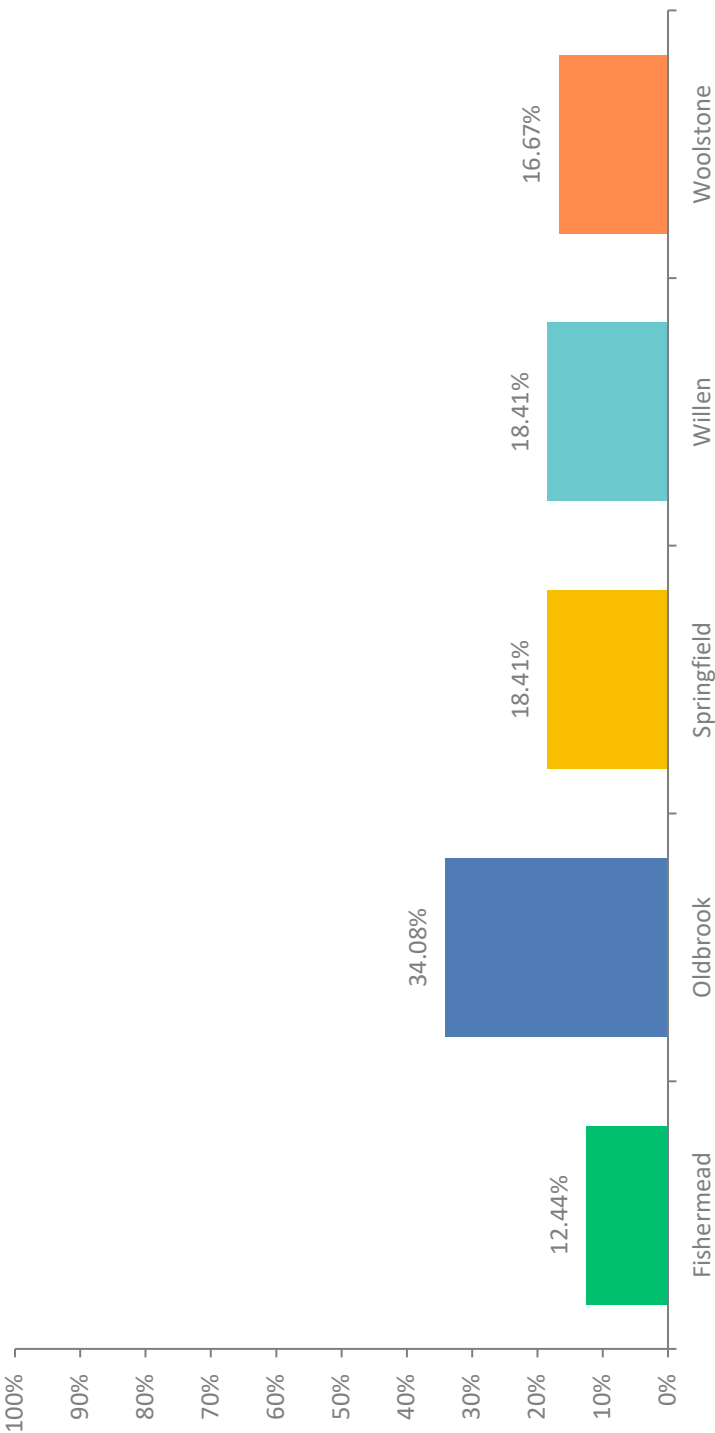
Total Responses

Date Created: Wednesday, August 07, 2024

Complete Responses: 417

Q1: Please let us know which estate you live in

Answered: 402 Skipped: 15



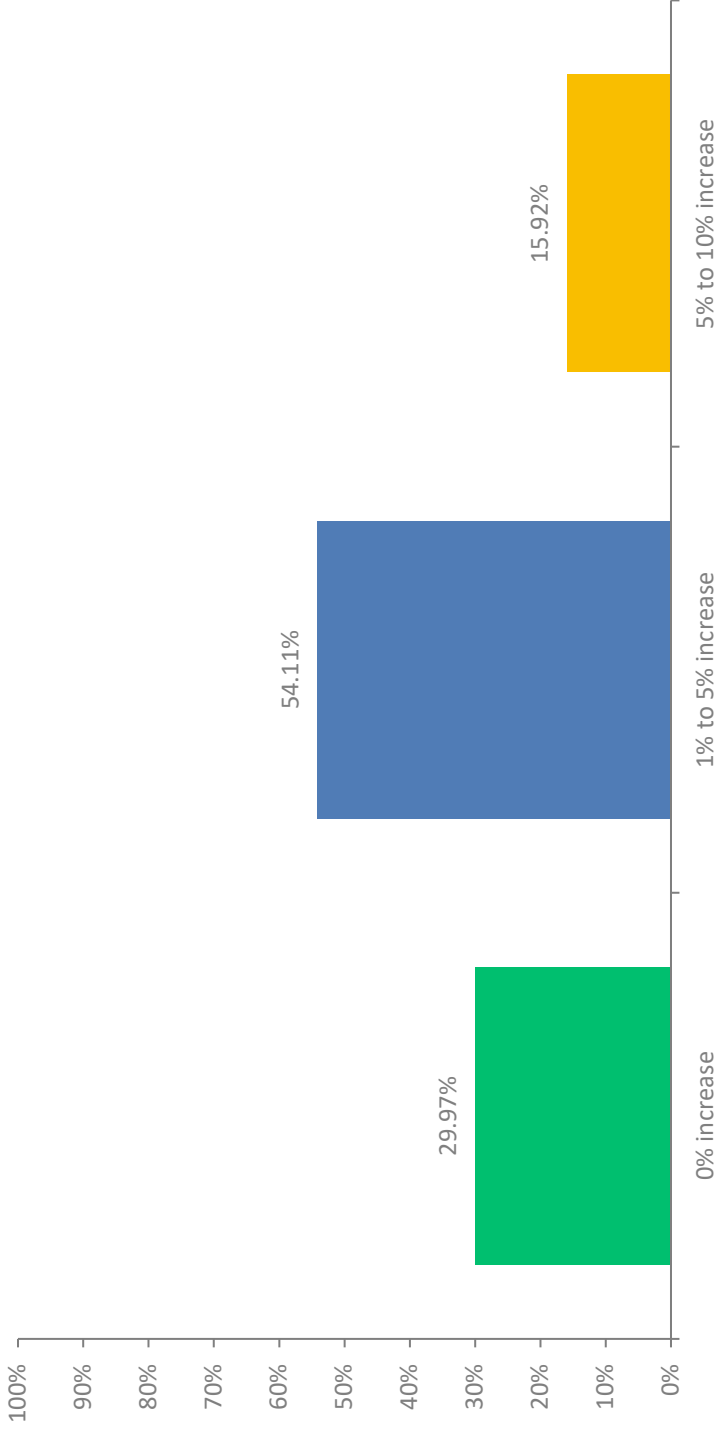
Q1: Please let us know which estate you live in

Answered: 402 Skipped: 15

ANSWER CHOICES	RESPONSES
Fishermead	12.44% 50
Oldbrook	34.08% 137
Springfield	18.41% 74
Willen	18.41% 74
Woolstone	16.67% 67
TOTAL	402

Q2: Please select what you think would be an appropriate increase % for 2025/26

Answered: 377 Skipped: 40



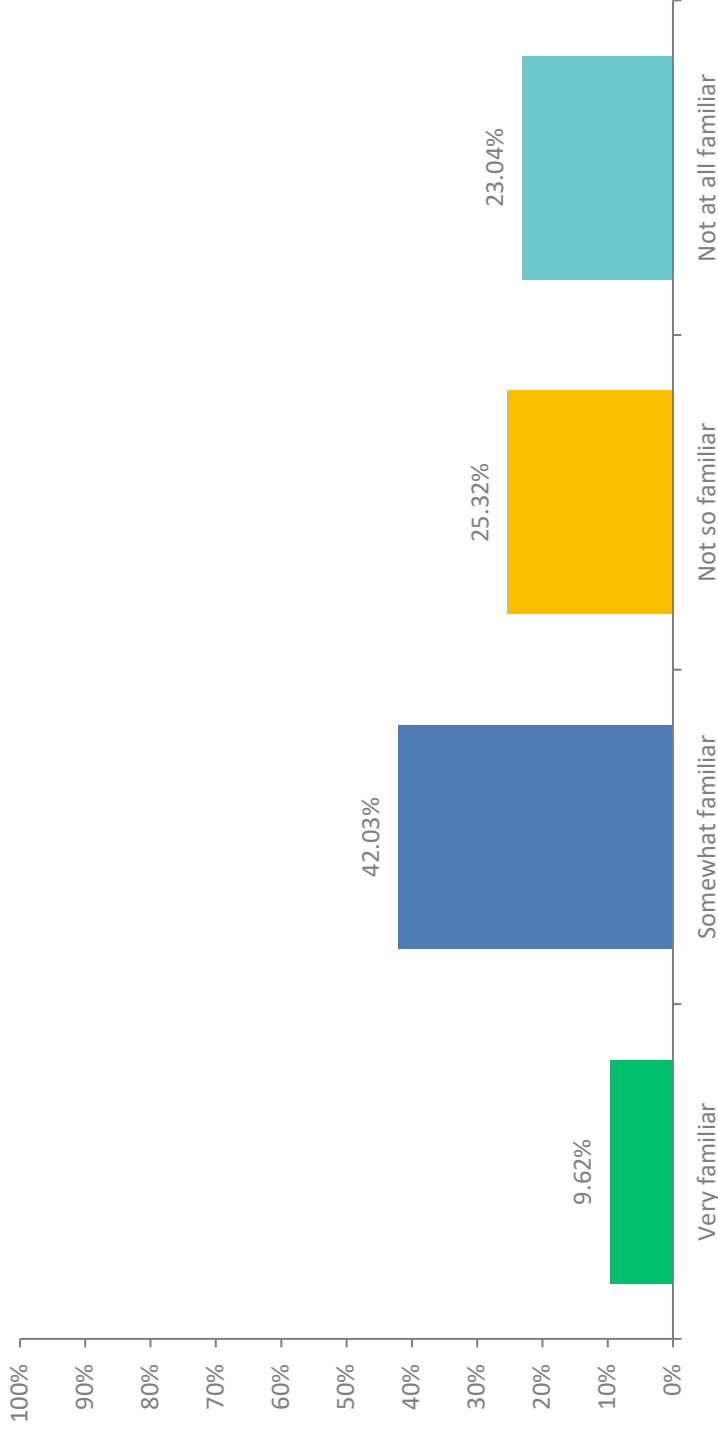
Q2: Please select what you think would be an appropriate increase % for 2025/26

Answered: 377 Skipped: 40

ANSWER CHOICES	RESPONSES
0% increase	29.97% 113
1% to 5% increase	54.11% 204
5% to 10% increase	15.92% 60
TOTAL	377

Q3: How familiar are you with the local heritage, culture and arts scene in your community?

Answered: 395 Skipped: 22



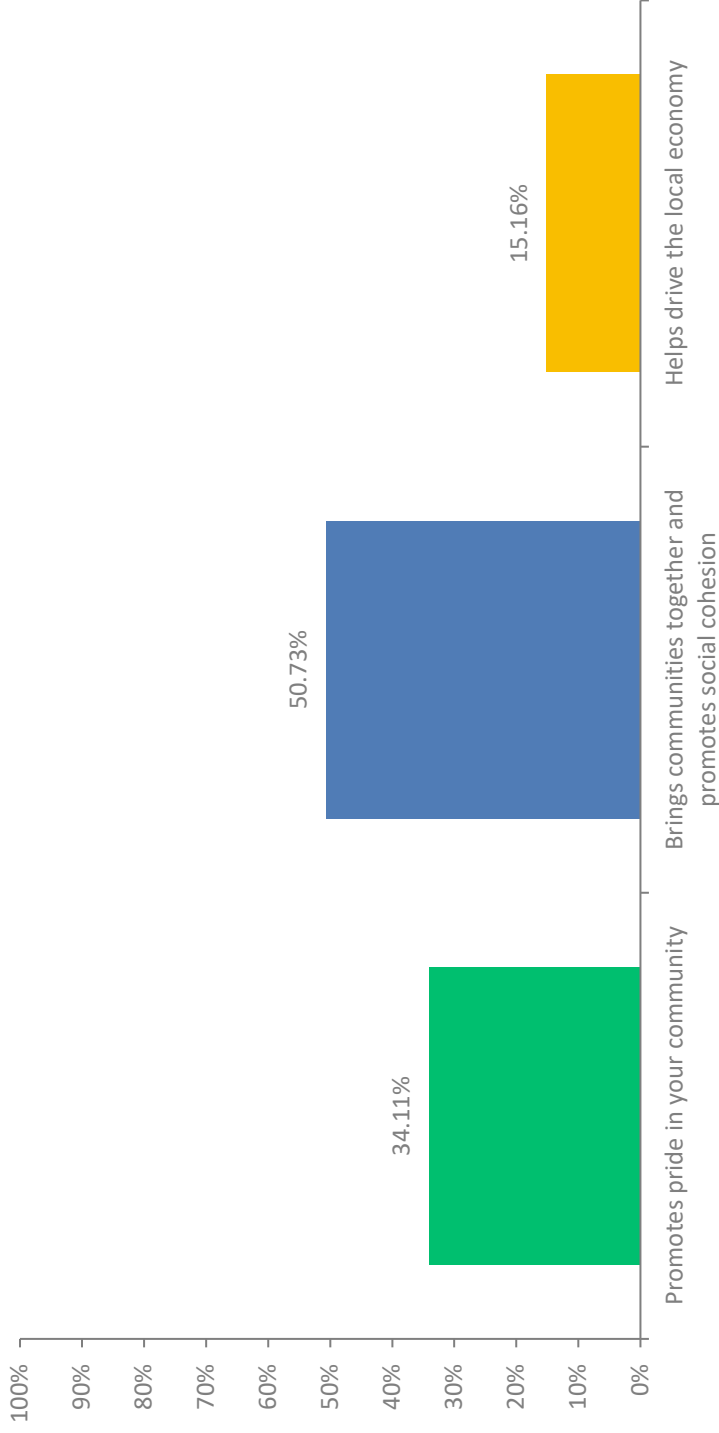
Q3: How familiar are you with the local heritage, culture and arts scene in your community?

Answered: 395 Skipped: 22

ANSWER CHOICES	RESPONSES
Very familiar	38 9.62%
Somewhat familiar	166 42.03%
Not so familiar	100 25.32%
Not at all familiar	91 23.04%
TOTAL	395

Q4: How do you think local heritage, culture and arts contribute to the community's identity?

Answered: 343 Skipped: 74



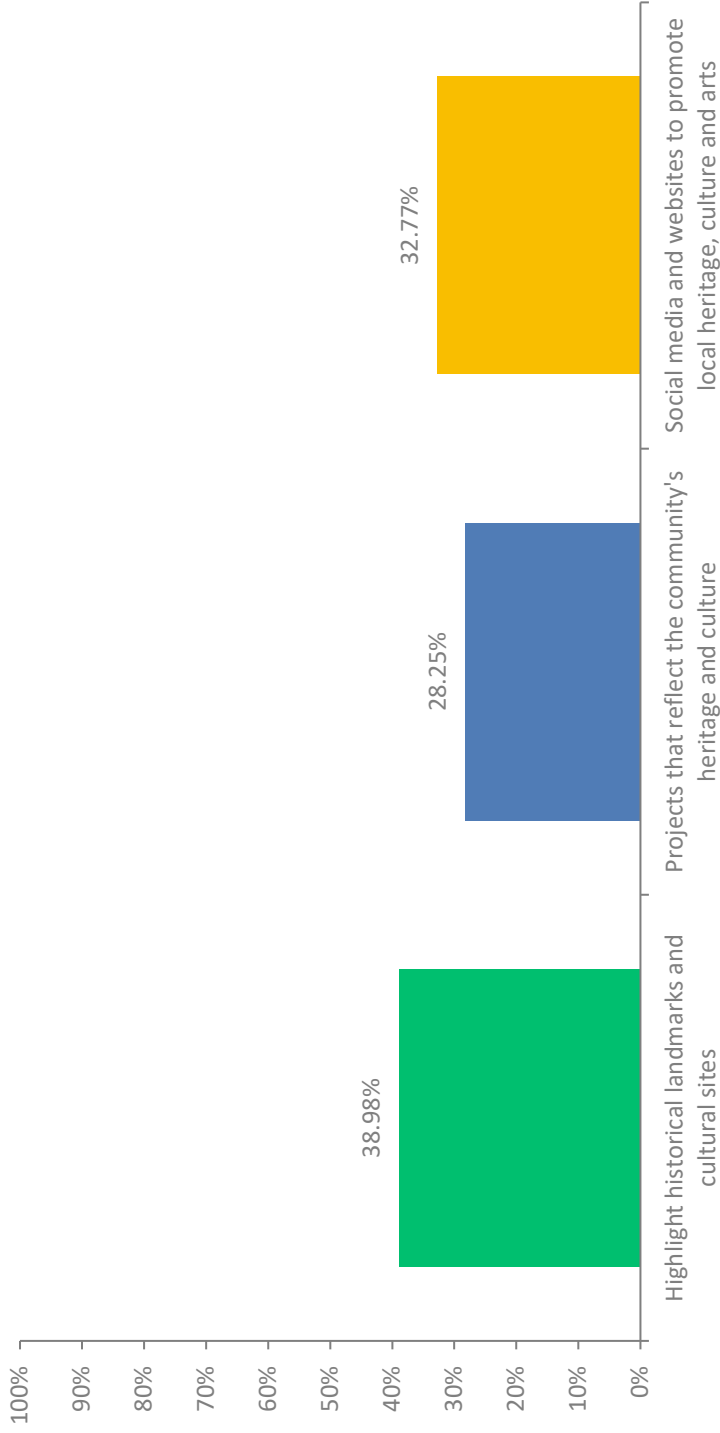
Q4: How do you think local heritage, culture and arts contribute to the community's identity?

Answered: 343 Skipped: 74

ANSWER CHOICES	RESPONSES	
Promotes pride in your community	34.11%	117
Brings communities together and promotes social cohesion	50.73%	174
Helps drive the local economy	15.16%	52
TOTAL		343

Q5: How do you think local heritage, culture and arts can be better promoted in the community?

Answered: 354 Skipped: 63



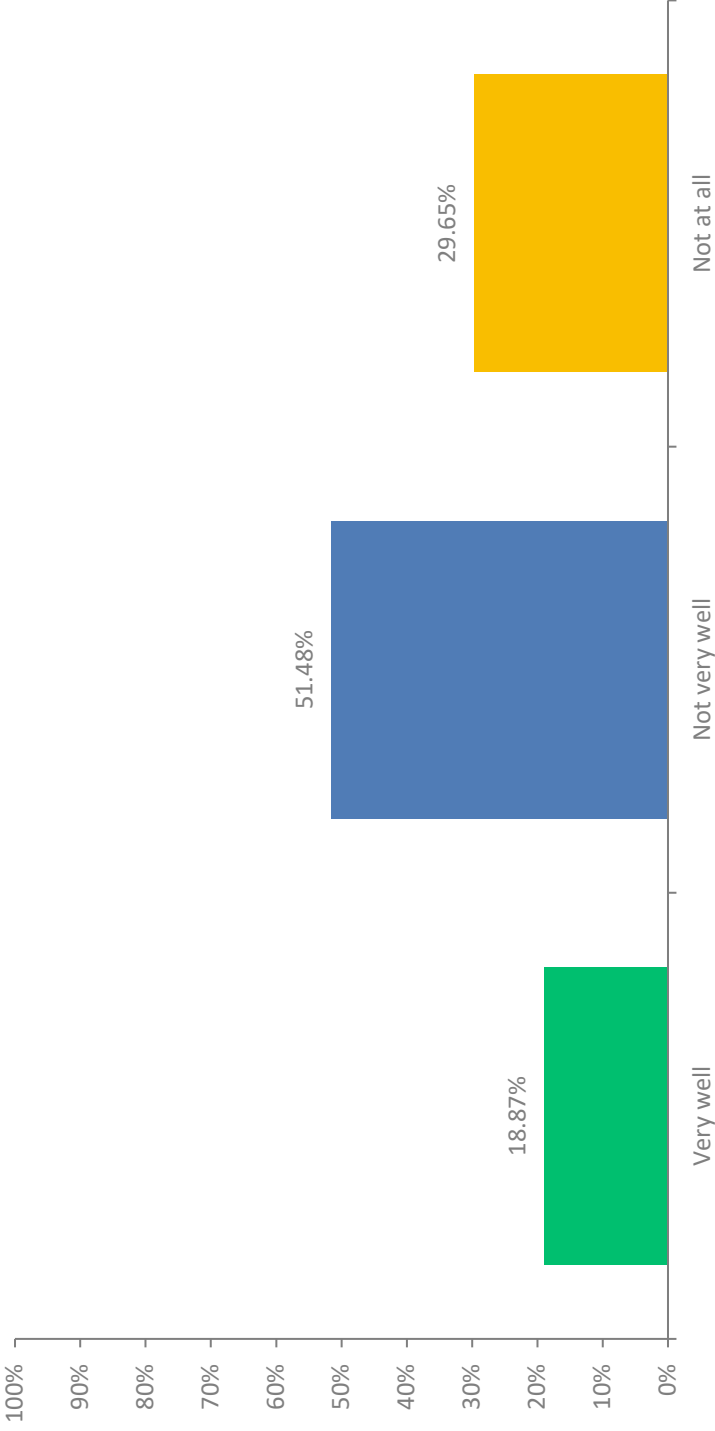
Q5: How do you think local heritage, culture and arts can be better promoted in the community?

Answered: 354 Skipped: 63

ANSWER CHOICES	RESPONSES
Highlight historical landmarks and cultural sites	38.98% 138
Projects that reflect the community's heritage and culture	28.25% 100
Social media and websites to promote local heritage, culture and arts	32.77% 116
TOTAL	354

Q7: How well do you feel your voice is represented?

Answered: 371 Skipped: 46



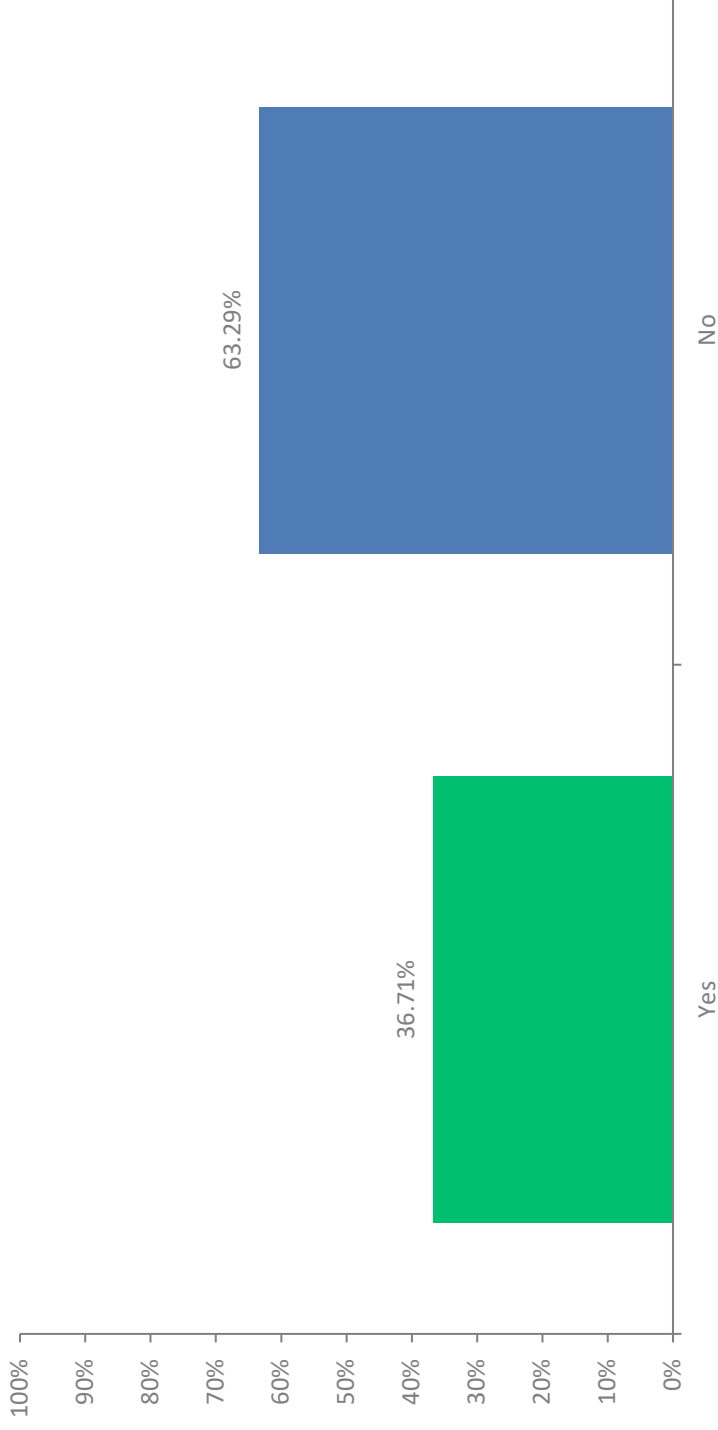
Q7: How well do you feel your voice is represented?

Answered: 371 Skipped: 46

ANSWER CHOICES	RESPONSES
Very well	18.87% 70
Not very well	51.48% 191
Not at all	29.65% 110
TOTAL	371

Q8: Have you ever participated in any community meetings or consultations regarding any issues that affect your community?

Answered: 395 Skipped: 22



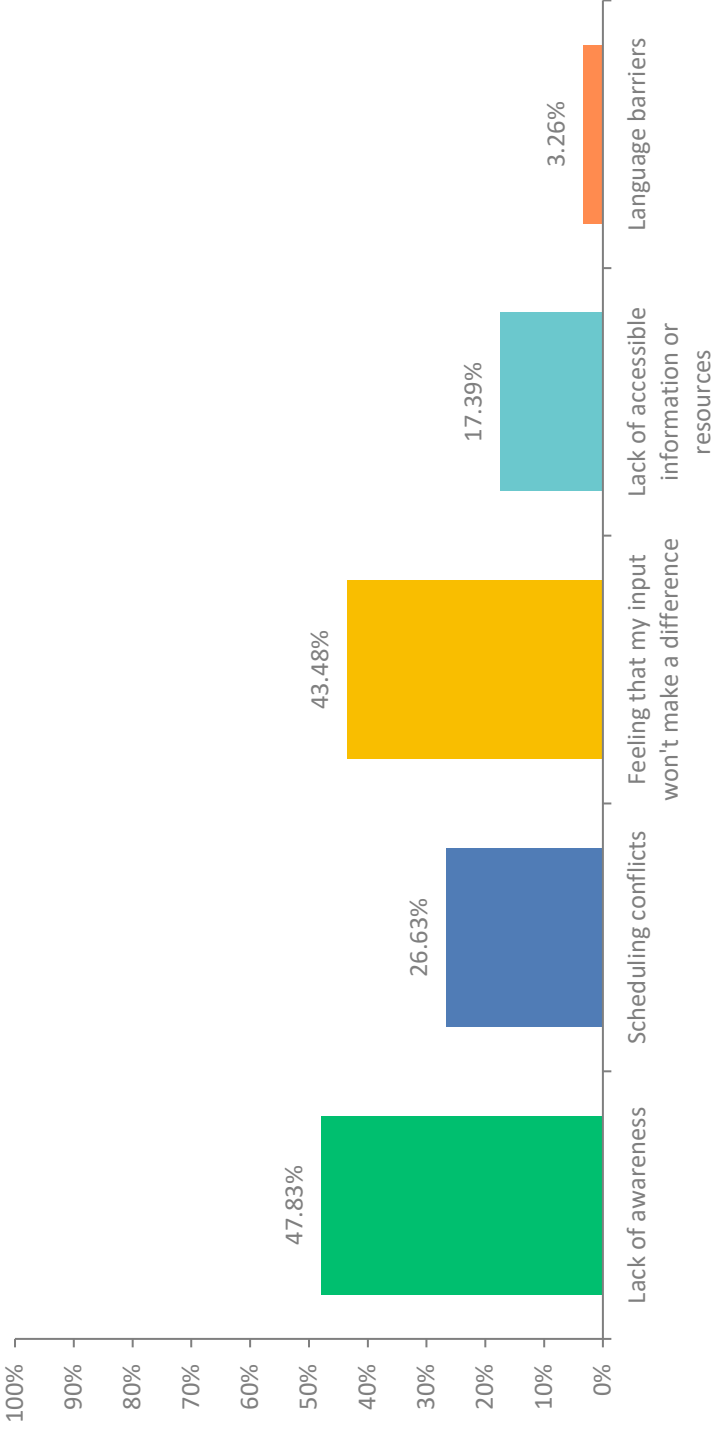
Q8: Have you ever participated in any community meetings or consultations regarding any issues that affect your community?

Answered: 395 Skipped: 22

ANSWER CHOICES	RESPONSES
Yes	36.71% 145
No	63.29% 250
TOTAL	395

Q9: What barriers, if any, prevent you from participating

Answered: 368 Skipped: 49



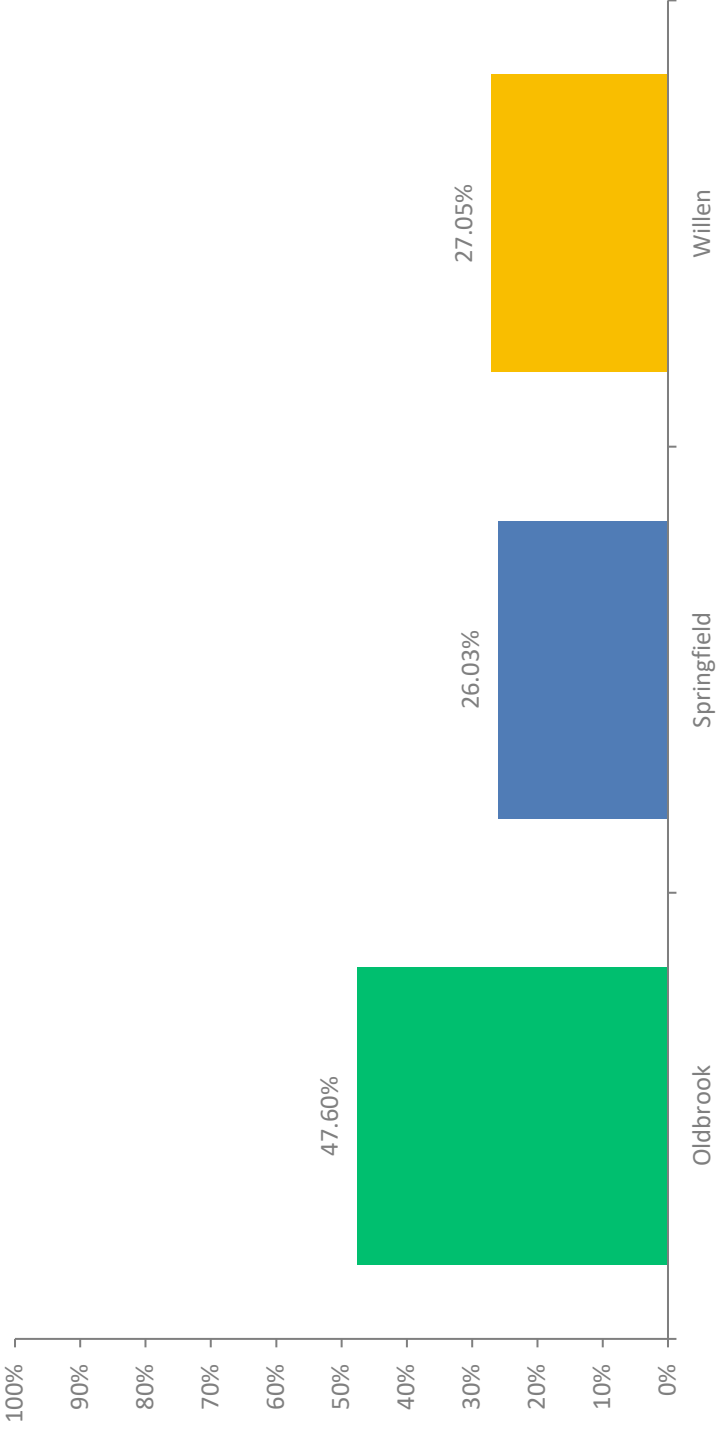
Q9: What barriers, if any, prevent you from participating

Answered: 368 Skipped: 49

ANSWER CHOICES	RESPONSES
Lack of awareness	47.83% 176
Scheduling conflicts	26.63% 98
Feeling that my input won't make a difference	43.48% 160
Lack of accessible information or resources	17.39% 64
Language barriers	3.26% 12
TOTAL	510

Q10: Please place a cross in the box to show which estate you live in

Answered: 292 Skipped: 125



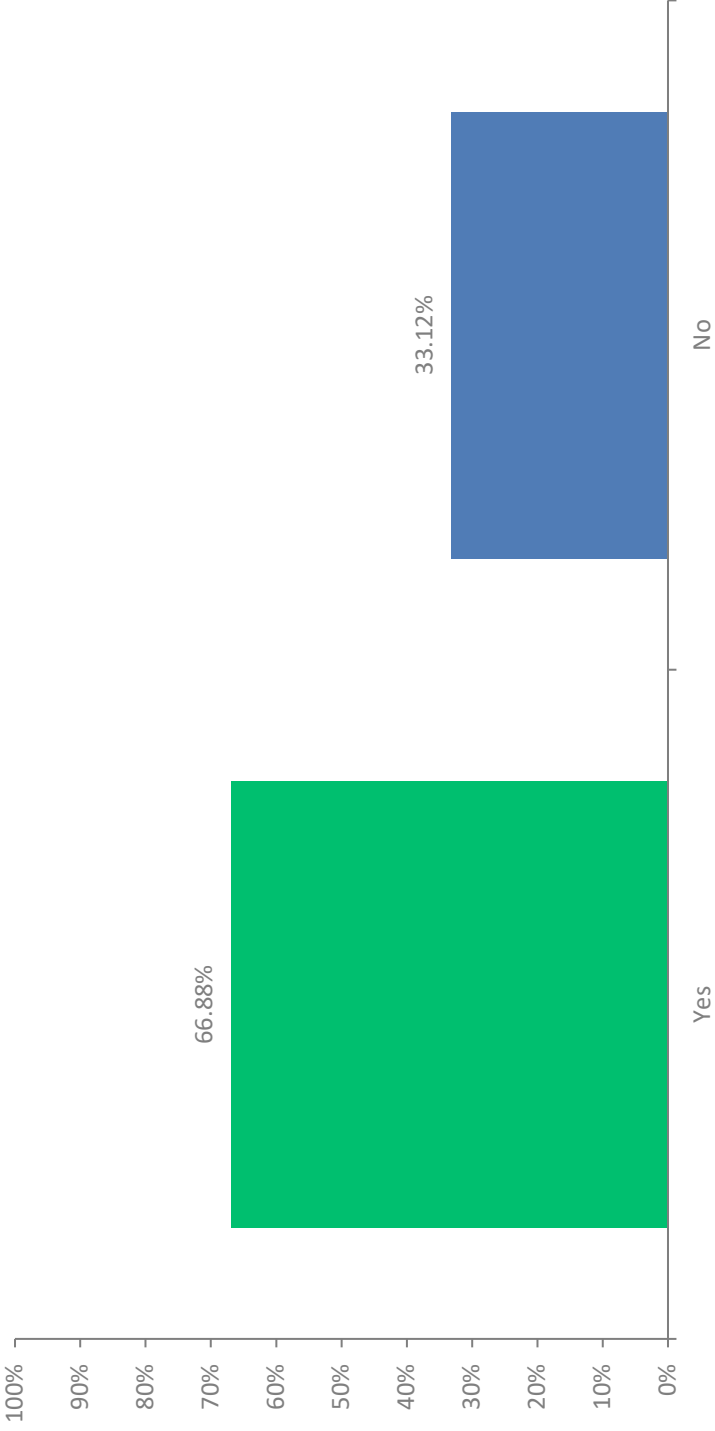
Q10: Please place a cross in the box to show which estate you live in

Answered: 292 Skipped: 125

ANSWER CHOICES	RESPONSES
Oldbrook	47.60% 139
Springfield	26.03% 76
Willen	27.05% 79
TOTAL	294

Q11: Are you in favour of the introduction of a 20mph traffic scheme

Answered: 314 Skipped: 103



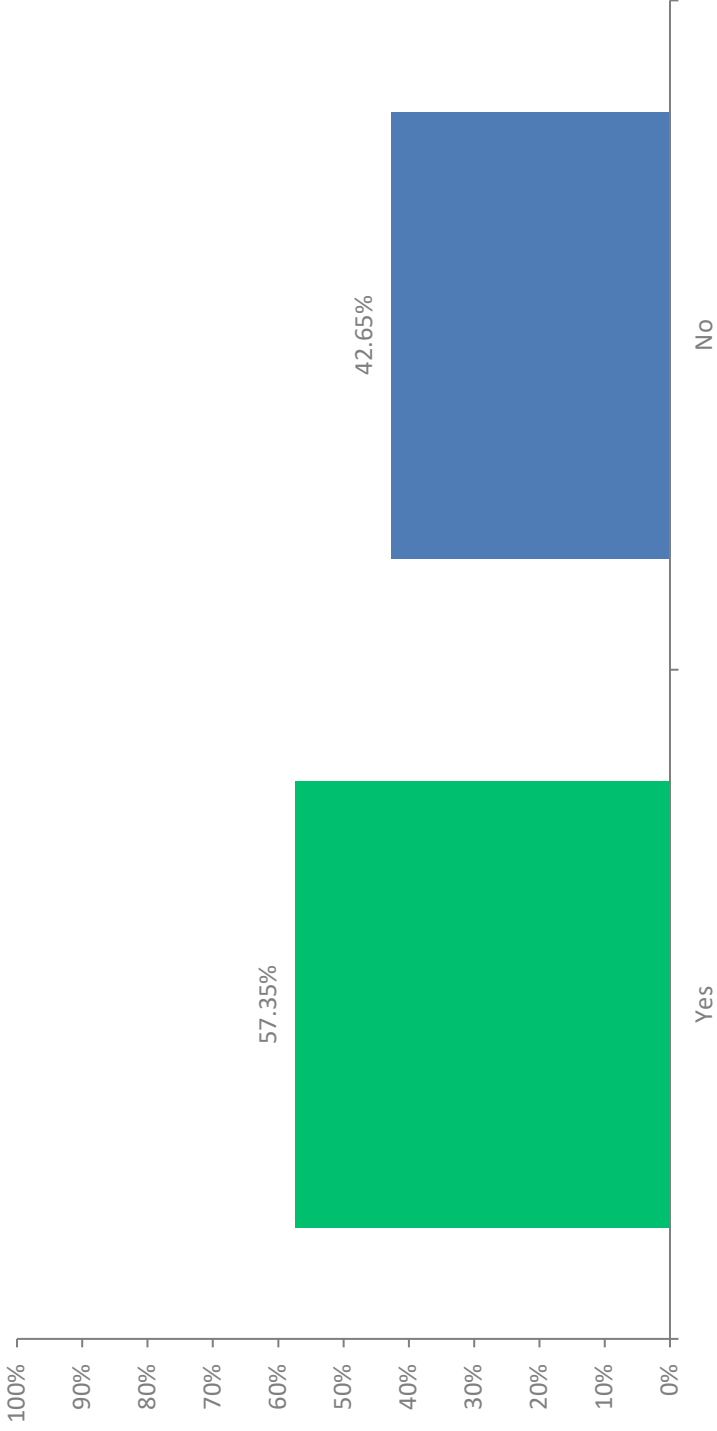
Q11: Are you in favour of the introduction of a 20mph traffic scheme

Answered: 314 Skipped: 103

ANSWER CHOICES	RESPONSES
Yes	66.88% 210
No	33.12% 104
TOTAL	314

Q13: Is the local play area provision important to you?

Answered: 340 Skipped: 77



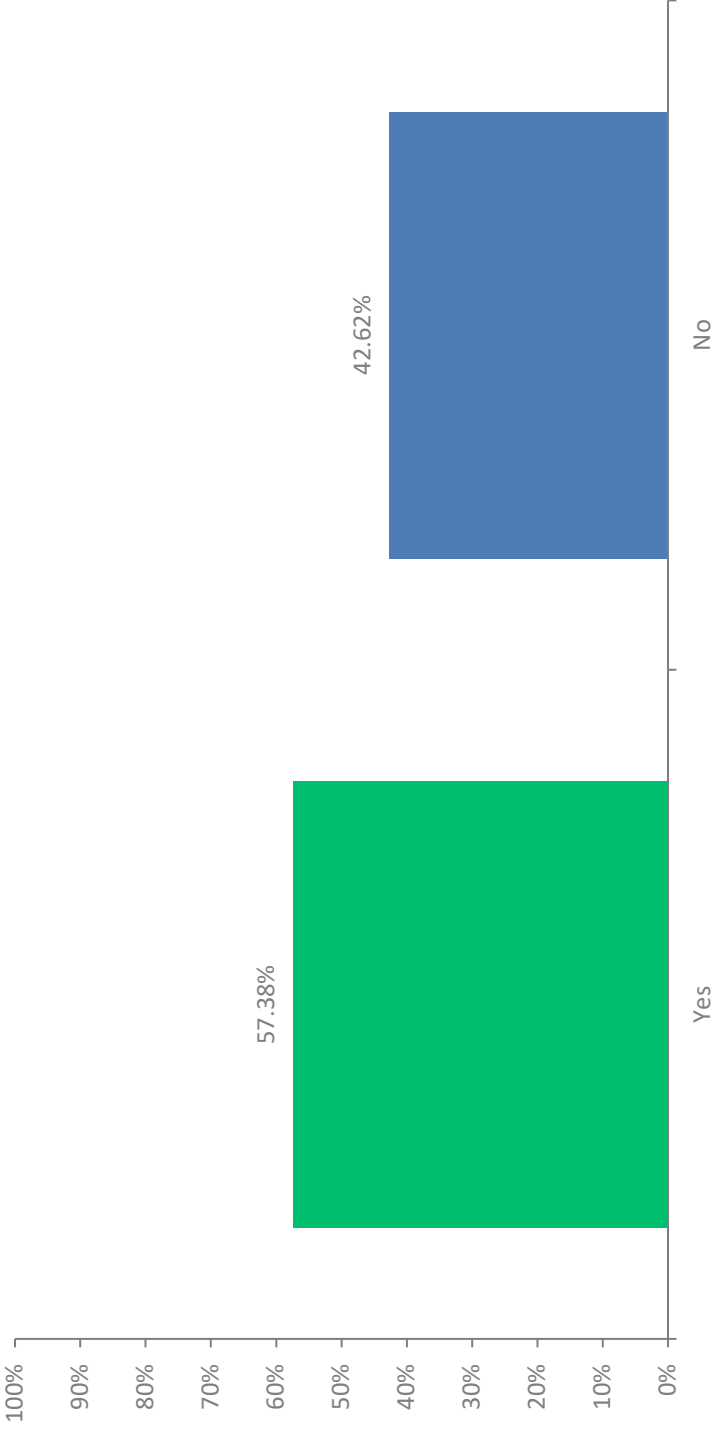
Q13: Is the local play area provision important to you?

Answered: 340 Skipped: 77

ANSWER CHOICES	RESPONSES
Yes	57.35% 195
No	42.65% 145
TOTAL	340

Q14: Do you think improvements to local play areas is needed?

Answered: 298 Skipped: 119



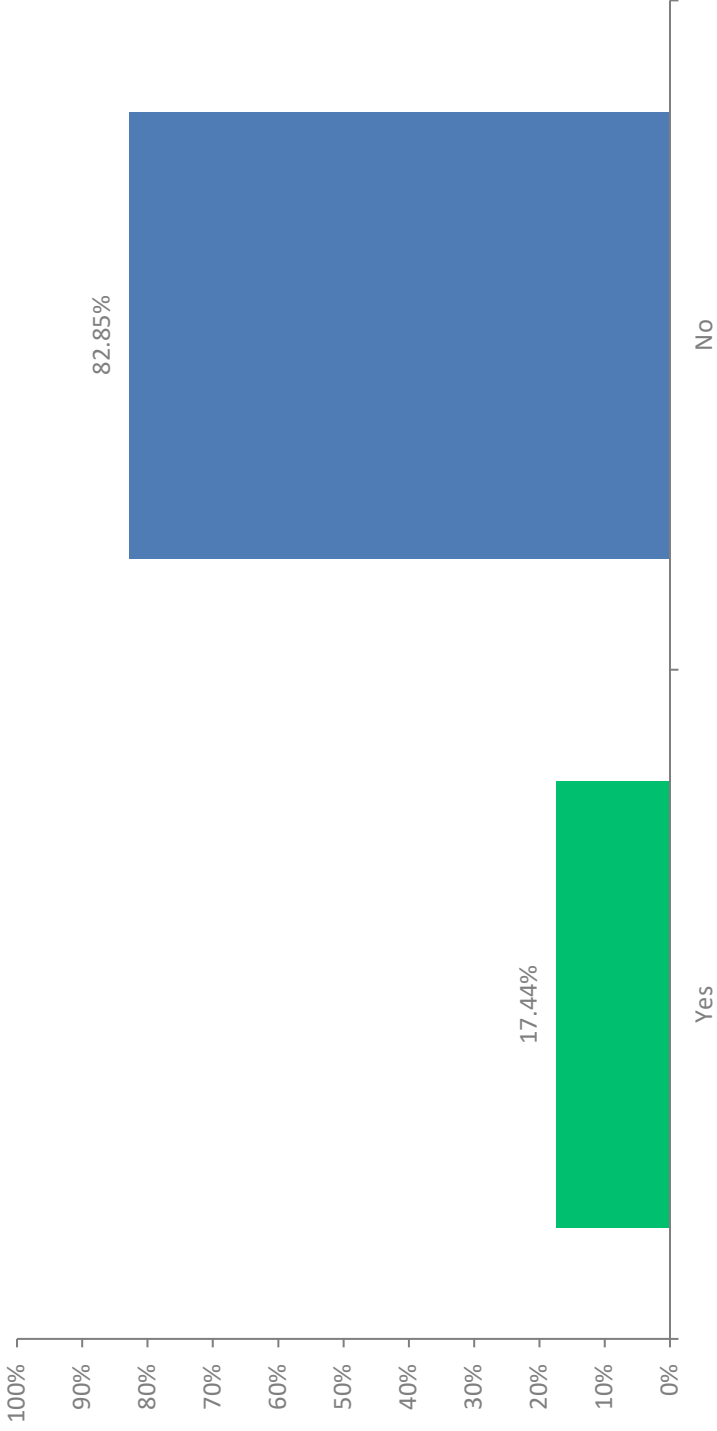
Q14: Do you think improvements to local play areas is needed?

Answered: 298 Skipped: 119

ANSWER CHOICES	RESPONSES
Yes	57.38% 171
No	42.62% 127
TOTAL	298

Q15: Do you have children within your household?

Answered: 344 Skipped: 73



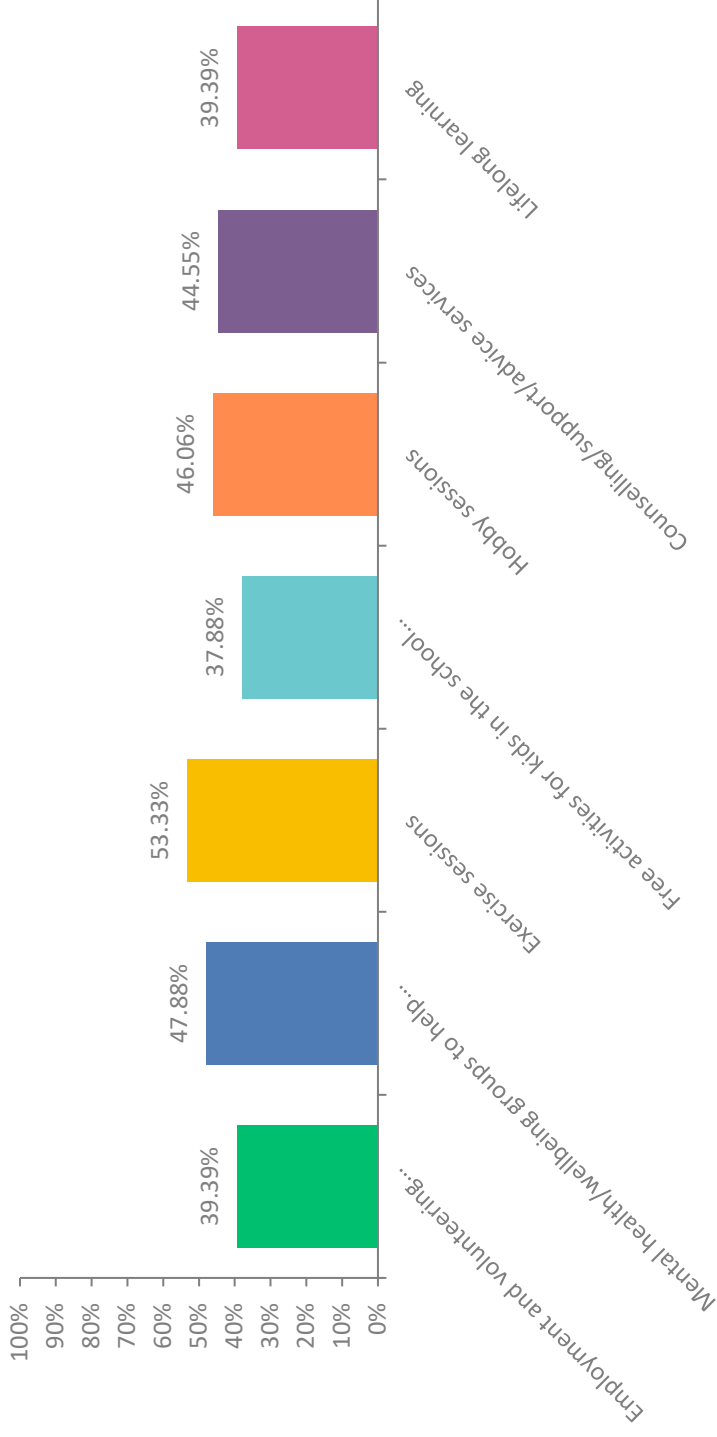
Q15: Do you have children within your household?

Answered: 344 Skipped: 73

ANSWER CHOICES	RESPONSES
Yes	17.44% 60
No	82.85% 285
TOTAL	345

Q17: Community Hub: Below are some examples of the services which may be on offer, please mark those you would be interested in

Answered: 330 Skipped: 87



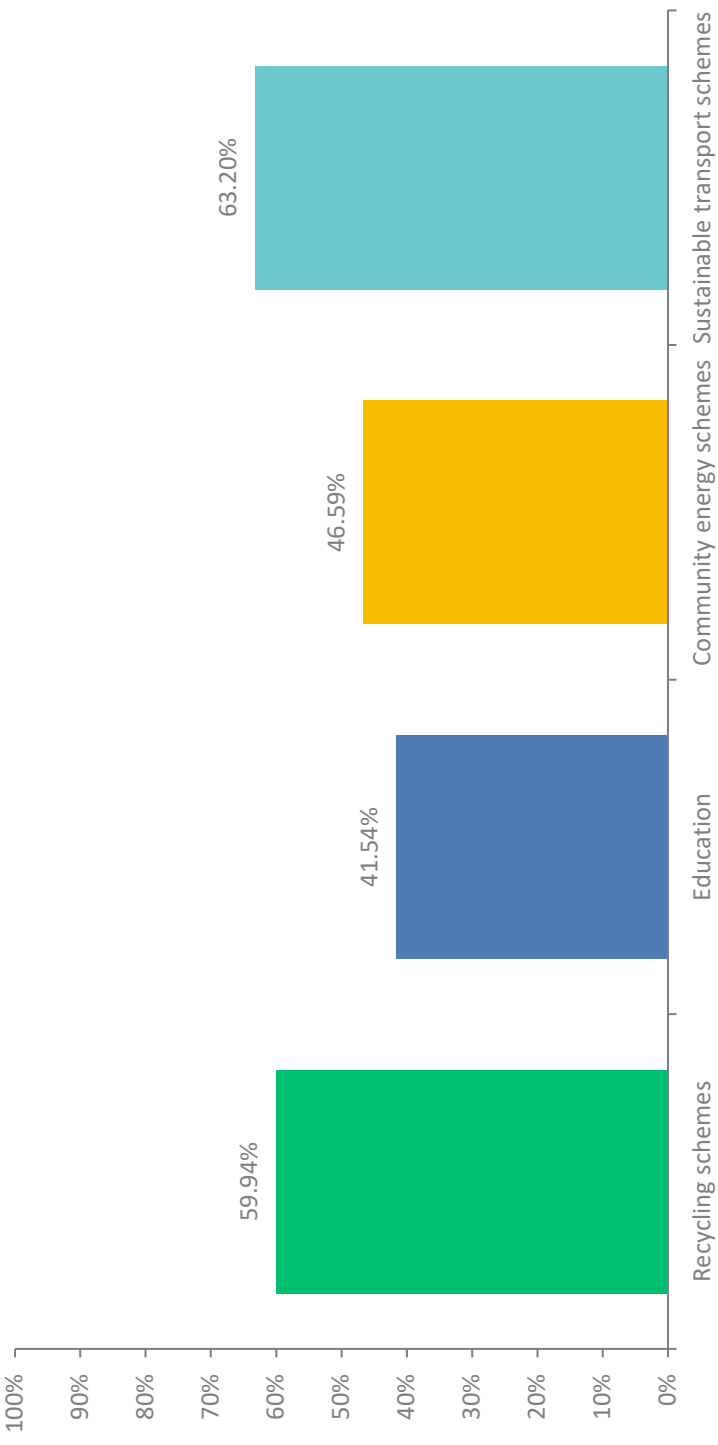
Q17: Community Hub: Below are some examples of the services which may be on offer, please mark those you would be interested in

Answered: 330 Skipped: 87

ANSWER CHOICES	RESPONSES
Employment and volunteering opportunities	39.39% 130
Mental health/wellbeing groups to help combat isolation and loneliness	47.88% 158
Exercise sessions	53.33% 176
Free activities for kids in the school holidays	37.88% 125
Hobby sessions	46.06% 152
Counselling/support/advice services	44.55% 147
Lifelong learning	39.39% 130

Q19: What climate action would you like to see in your community

Answered: 337 Skipped: 80



Q19: What climate action would you like to see in your community

Answered: 337 Skipped: 80

ANSWER CHOICES	RESPONSES
Recycling schemes	59.94% 202
Education	41.54% 140
Community energy schemes	46.59% 157
Sustainable transport schemes	63.20% 213
TOTAL	712

CONTRACTOR'S REPORT

Site: Campbell Park Community Hub

Date: 08/01/2025

Contract No: 2464

Report No: 11

by: C Spencer

1 Progress for works up to and including the 09/01/2025 against our updated programme with the revised completion date of the 14/02/2025.

Brief outline below: -

- **Construction period –**
- Skim coat plaster completed to first floor.
- Skirtings and window boards complete to first floor.
- First fix M&E complete to first floor.
- Skim coat plaster to ground floor partitions and walls 60% complete.
- First fix M&E complete to the ground floor.
- Window and skirting boards on going to ground floor.
- Masonry repair to rear of existing basement 90% complete.
- M&E second fix commenced to ground and first floor.
- Drainage works currently 75% complete.
- Fill to the rear of the retaining wall currently 80% complete.
- Reduced level dig to car park currently 90% complete.
- Fill to carpark currently 60% complete.

Works due to commence in next reporting period

- External works & drainage to continue.
- Masonry to continue to retaining walls and existing basement.
- Second fix M&E to continue.
- Plastering to complete.
- Door set installation to commence.
- Vinyl floor finishes to commence.
- Mist coat decorations to commence.
- First fix IPS to be installed.
- Ceiling grids to commence.
- Roof to under croft to be completed.

2 Summary

Reporting against the updated construction programme to the 14/02/2024, revised to reflect the 4-week extension of time awarded.

The main building is currently around 4.5 weeks behind however there is now a risk to the final finishes including but not limited to the following operations.

- Internal decorations
- Installation of internal door sets
- Installation of the kitchen
- Installation of ceiling grids and tiles (first Floor)
- Vinyl floor finishes.

Due to the current weather conditions and the availability of sufficient power to provide adequate temporary electric heating/dehumidification, the inside of the building is suffering with high levels of condensation to all areas, installing the elements referred to above would likely result in abortive works and issues with the final quality of the building. For example, installing timber doors sets in a damp environment will lead to swelling of the timber preventing the doors from closing, to maintain the fire integrity and certification of the internal doors sanding the doors to suit isn't permitted. Its likely that further time will be lost until the situation is resolved.

At the time of writing our report temporary heating/dehumidification options are currently being investigated, however this will be limited by the relatively small capacity of the site temporary power supply.

Externally, works remain behind programme and at risk of further delays due to poor weather conditions, since returning from the Christmas Break no works to the external masonry retaining walls or patio area have been able to progress due to sub zero temperatures. The external works is currently reviewed on a weekly basis and a marked-up programme issued.

During the next reporting period we will formalise and issue an extension of time request.

3 Contract completion date and Forecast Completion date

Revised completion date – 14th February 2025

Forecast Completion date – Initial analysis of the external works element is indicating anticipated completion early April.

4 Weather

We have lost the following: -

- 5 days lost to external masonry due to subzero temperatures.

Total to date = 25 days (report compiled to 04/11/24)

5 Architects Instructions and RFI's Logged

AI's. 32 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

MBH Construction

CovCon

JDW Brickwork

Floorspan

F P McCann

Gartec

Apex

Ambivent

HAG

P&W

Roller Shutters UK

JAK Roofing

Old Station Joinery

External Windows & Doors

Glass Northampton

Basement Shutter
Roofline Aluminium
Render
Screed
Plastering & Partitions
Movable Partition
IPS
Servery Counter
Tarmac
Fencing and Gates
External Glass Balustrading
IPS
Internal Glass Balustrading
Floor Finishes
Reception Hatch and Fire Curtain
Servery Shutter
Decorating
Fencing
Wall Tiling
Whiterock

HAG
Roweaver
Rendserve
ALD Group
Ace Drylining
Style
Formwise Laminates
Top Class Designs
Charmac
East Midlands Fencing
Neaco
Formwise
Lloyd Worrall
Hillside Flooring
Avon Armour
Syston
Northdec
East Midlands Fencing
J Appleby
Impact Group

7 Building Control

Building control have visited site and undertaken the inspection of the roof structure.

8 Quality control

Although not a direct quality issue, there is a risk of damage to fit out items with the current levels of condensation within the building.

9 Information Required

Electric meter installation date.

10 Health & Safety

Due to the recent holiday no safety inspections undertaken in the reporting period.

11 Progress Photos

As attached at end of report.

12 Services

- Electrical services – Supply now energised and ready for metering.
- Water services – Temporary supply installed. This can be converted to permanent later in the project.
- BT Openreach – alternative route agreed.

Carpark Reduce Level Excavation & Filling Works.



Dry Lining to First Floor Stair Core



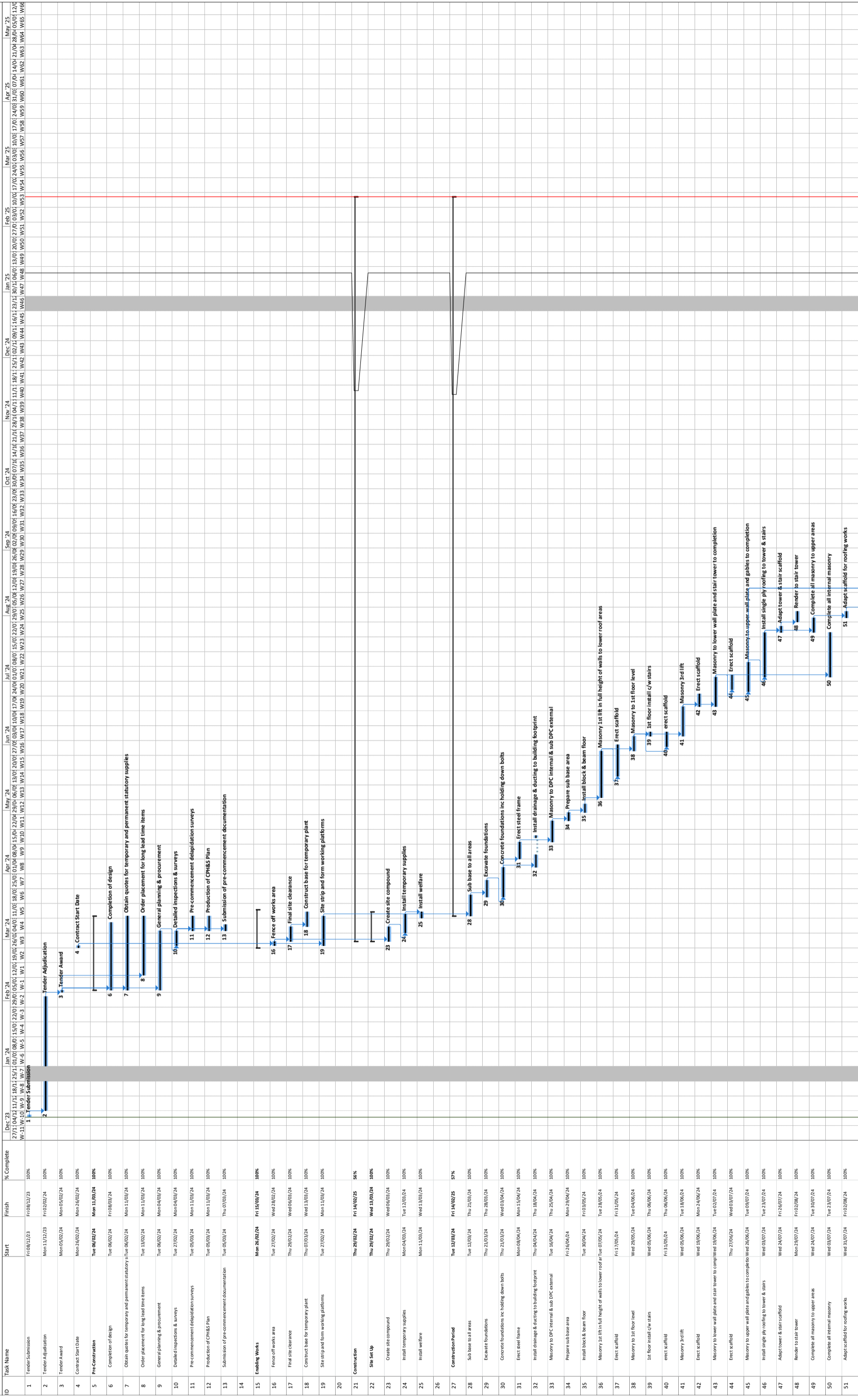
First Floor Ready Decoration.



Ground Floor Toilets Ready For Finishes



Campbell Park Community Hub Project





Campbell Park Community Hub Project

