

YOU ARE HEREBY SUMMONED TO A MEETING OF COUNCIL

to be held at the

Oldbrook Centre, Oldbrook Boulevard, Oldbrook

**Tuesday 21 January 2025
at 7.30pm**

AGENDA

Members

Cllr L Adura
Cllr B Barton
Cllr O Cole
Cllr V Dixon
Cllr R Golding (Vice Chair)
Cllr B Greenwood (Chair)
Cllr P Halton-Davis
Cllr J Hearnshaw

Cllr J Howard
Cllr H Kakei
Cllr K Kavarana
Cllr D Kendrick
Cllr K Kent
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. Councillor Tom Fraser

Following the recent death of Councillor Tom Fraser, the Chair of Council to lead Member tributes to Tom, acknowledging his dedicated work as a Councillor, his many local achievements and his contribution to the betterment of the community.

2. To receive:

Apologies for Absence
Declarations of Interest

3. Minutes of the Meeting of Council held on 10 December 2024 *Page 7*

To approve the minutes of the meeting of Council held on 10 December 2024, previously circulated and therefore taken as read.

4. Public Involvement – Deputations, Petitions and Questions

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

5. Chair’s Report

Council is invited to receive a verbal report from the Chair.

6. Clerk’s Report

Council is invited to receive a verbal report from the Clerk.

7. Ward Member Reports

- i. Council is invited to receive any verbal Ward Member Reports.
- ii. Council is invited to note that no written reports have been received.

8. MKCC Sale of Land proposals in Fishermead (Council Minute 140/24)

Council is invited to receive an update from Cllr Greenwood, following a meeting attended by Cllrs Greenwood and Petchey with a MKCC Officer and Cabinet Member in relation to the sale of land proposals at:

- Land at Pentewan Gate, Fishermead, Milton Keynes MK6 2ET.
- Land off Carrick Road, Fishermead, Milton Keynes MK6 2LS.

9. 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 15

Council is invited to receive the minutes.

b. Minutes of the Estates Committee

Page 21

Chair: Cllr R Golding

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

i. Draft Minute 70/24 i – Allotment Tenancies

Committee considered and resolved to recommend to Council 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. Draft Minute 71/24 – 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 resolved to recommend to Council that the project is cancelled on a permanent basis.

10. Sport England Place Expansion Investment

Council is invited to receive a verbal update on the meeting of the MK Place Based Expansion Programme Board held on 16 January.

11. MKCC Review of Polling Districts and Places (PDR) & Community Governance (CGR) *Page 25*

At their next full council meeting on the 22 January, MKCC will be asked to approve the commencement of a PDR and CGR. MKCC ward boundaries are currently being reviewed by the Local Government Boundary Commission for England, with draft proposals out to consultation, and final recommendations expected on 3 June 2025, ahead of all out elections in 2026. As the review concludes, new electoral geography for the City Council is a natural opportunity to review both our Polling Districts and Places, and Community Governance.

The reviews will start with an informal consultation which will involve sending out a survey to all parish and town councils on the 23 January asking for their views on their current electoral and governance arrangements. There will be a separate survey sent regarding the PDR.

Further information is in the attached report.

Council is invited to note the above and start to give initial consideration as to what response it might give to the consultation when it becomes live.

12. Devolution Priority Programme **Page 33**

Government has asked a number of Local Authorities, including Milton Keynes City Council, whether they would like to participate in the Devolution Priority Programme. The councillor information note attached summarises the principles of the programme, including the timetable for establishing Strategic Authorities and the powers available.

Council is invited to note that a joint letter of intent regarding the programme has been submitted by Milton Keynes City Council, Luton Borough Council and Bedford Borough Council, with a further letter sent separately by Central Bedfordshire Council.

13. Community Hub – Working Group Update **Page 41**

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

- Contractors Report no.11
- Updated Project Programme
- Financial Statement Nr 6 as provided by Currie & Brown
- Post Contract Working Group Minutes 09

i. Community Hub Café – Café Operator

Council is invited to receive a verbal update.

ii. Charitable Trust Creation

Nothing to report.

iii. Public Works Loan Board (PWLB) Drawdown Facility

The borrowing approval currently in place for the construction of the Community Hub is for an amount not exceeding £2,000,000. The approval expires on 19 March 2025. Council is invited to consider and note the following:

- i. First tranche of borrowing (£1,000,000) was drawn down in December 2024, with a further £1,000,000 available to borrow ahead of the expiry deadline.
- ii. Second and final drawdown of borrowing to be initiated by the end of February 2025.
- iii. Subject to confirmation of the construction and fit out costs of the Hub at the time of the final drawdown, it is anticipated that total borrowing will be in the region of £1,400,000.
- iv. Borrowing repayments to commence in May 2025 and will be six-monthly thereafter. Different tranches of borrowing can be aligned to the same repayment date and will be coterminous.
- v. Drawdown forms to be signed by the Chair of Council and the Responsible Financial Officer, with the details reported to Council

- 14. Consideration of Candidate(s) for Co-option as a Community Councillor**
Council is invited to consider the candidate(s) for co-option as a Community Councillor to fill the vacant seats on the Fishermead, Oldbrook and Willen wards.
- 15. Annual Meeting of Electors**
Council is invited to note that the Annual Meeting of Electors will take place on Tuesday 18 March 2025 at 6.30pm and be followed by the scheduled meeting of Council.
- 16. Dates of Future Committee & Working Group Meetings**
Community & Communications – 28 January 2025 at 6.30pm
Planning – 3 February 2025 at 6.30pm
Estates – 11 February 2025 at 6.30pm
- 17. Date of Next Meeting**
Tuesday 18 February 2025 at 7.30pm

BY ORDER OF THE COUNCIL

Dominic Warner

D Warner, Clerk to Council
15 January 2025

**Minutes of the meeting of Council held on
Tuesday 10 December 2024, 7.30pm
at the
Oldbrook Centre, Oldbrook Boulevard, Oldbrook**

This meeting was open to the public

Members Present

Cllr T Fraser

Cllr R Golding (Vice Chair)

Cllr B Greenwood (Chair)

Cllr P Halton-Davis

Cllr J Howard

Cllr K Kavarana

Cllr K Kent

Cllr D Pafford

Cllr M Petchey

In Attendance

D Warner, Clerk to Council

P Sullivan, Deputy Clerk

128/24

Apologies for Absence

Cllr L Adura - unwell

Cllr B Barton - unwell

Cllr O Cole – personal commitment

Cllr V Dixon – unwell

Cllr J Hearnshaw – personal commitment

Cllr Petchey stated it was his understanding that Cllr Kendrick had a MKCC commitment.

129/24

Declarations of Interest

None

130/24

Minutes of the Meeting of Council held on 19 November 2024

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

131/24

Public Involvement – Deputations, Petitions and Questions

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

1 member of the public present (7.33pm)

132/24 Council is invited to receive the recommendations of the Finance, Administration & Policy Committee in relation to the Community Council budget and Precept level 2025/2026 (Minute no's. 133/24, 134/24, 135/24) – Report No. 04/C/24

133/24 Draft Minute FA/37/24 - 2025/2026 Annual Community Council Budget/Precept Consultation Report
Council is invited to receive the 2025/2026 Annual Community Council Budget/Precept Consultation Report and recommendation of acceptance from the Committee.

Council received and accepted the 2025/2026 Annual Community Council Budget/Precept Consultation Report.

134/24 Draft Minute FA/38/24 - Community Council Draft Budget 2025/26
With the earmarked funds agreed at the November Council meeting having already been incorporated into the proposed draft budget for 2025/26, the Committee reviewed the budget on a 'line by line' basis. Having assessed the impact of the proposed draft budget for 2025/26 on the Community Council financial reserves (balance sheet), the Committee then resolved to recommend the draft budget for consideration by Council.

Council resolved to accept the 2025/26 draft budget.

Council asked to record a note of thanks to the RFO for their work in producing an excellently presented and prepared budget.

135/24 Draft Minute FA/39/24 - Community Council Precept Level 2025/26
The Committee considered an appropriate Precept level for 2025/26, resolving to recommend to Council that the Precept level for 2025/26 be increased by 5%.

With a confirmed tax base of 4106.28, a 5% rise to the 2025/26 Precept will increase the amount payable by Band D equivalent property from £217.96 to £228.86, this will result in an increase of income from the 2024/25 level of £895,005 to £939,755.

Following consideration, Council agreed to increase the precept level for 2025/26 by 5%, increasing the amount payable by a Band D equivalent property from £217.96 to £228.86.

136/24 Chair's Report
The Chair reported that Cllr Cole and himself had received information from a resident on a neighbourhood issue which had been reported to MKCC and would be followed up.

137/24 Clerk's Report

The Clerk reported that an update had been received from MKCC on the future options for Woolstone Community Centre and, subject to further clarification, would give a more substantive update to Council at the next meeting.

138/24 Ward Member Reports

i. Council is invited to receive any verbal Ward Member Reports.

- Cllr Halton-Davis thanked all those to who helped out at the Christmas party, one of the most successful and well attended. The support of councillors and staff is much appreciated.
- Cllr Fraser reported that the court case involving a Fishermead resident had been resolved, this person now has a visa and is able to legally work in the UK.
- Cllr Kent gave a report on the recent meeting of the MK Parishes Forum. Slides will be made available once received.

ii. Council noted that no written reports had been received.

139/24 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 Estates Committee

Chair: Cllr R Golding

Council received the minutes.

b. Minutes of the Community & Communications Committee

Chair: Cllr K Kavarana

Council received the minutes.

c. Minutes of the Planning, Infrastructure & Transport Committee

Chair: Cllr B Greenwood

Council received the minutes.

d. Minutes of the Finance, Administration & Policy Committee

Chair: Cllr B Barton

Council received the minutes and resolved to ratify 5 items (i,ii,iii,iv,v) as presented.

i. Draft Minute FA/37/24 - 2025/26 Annual Community Council Budget/Precept Consultation Report

See minute no. 133/24.

ii. Draft Minute 38/24 - Community Council Draft Budget 2025/26

See minute no. 134/24.

- iii. **Draft Minute 39/24 -Community Council Precept Level 2025/26**
See minute no. 135/24
- iv. **Draft Minute 40/24 - Community Council Risk Assessment Review 2024/25**
Council reviewed the updated Risk Assessment for 2024/25 and resolved to ratify the completed assessment.
- v. **Draft Minute 41/24 -Credit Card Limit Increase**
Council considered the recommendation to increase the level of one of the credit cards to £1000.00 (currently £500.00) this being the one held by the Estates Manager.

Council resolved to accept the recommendation of the Committee.

140/24

Licensing & Planning Applications

Due to submission deadlines, Council is invited to consider and comment on the proposed licensing and planning applications including any applications or consultations received after the publication of the agenda that must be considered before the date of the next meeting of the Planning Committee. Any additional items that will be considered will be published on the day of the meeting on the Campbell Park Community Council website.

Cllr Petchey did not take part in this item due to his associated position as a Milton Keynes City Councillor.

Planning Applications

- i. PLN/2024/2570

The conversion of existing 3no. tennis courts to 5 no. padel courts with associated lighting, canopies and fencing, removal of existing tennis dome and floodlighting and conversion of existing 1no. grass tennis court to clay tennis court

DAVID LLOYD, LIVINGSTONE DRIVE, NEWLANDS, MILTON KEYNES, MK15 0DL

Deadline: 2 January

Planning Officer: Nathan Makwana

Council resolved to respond as no comment on this application.

Licensing Applications

None

General Consultations

- i. In line with decisions made by Milton Keynes City Council on 9 July 2024, Milton Keynes City Council is proposing to sell Land at Pentewan Gate, Fishermead, Milton Keynes MK6 2ET. The proposal to dispose the land will be advertised inviting comments and objections for two weeks in a row in the Citizen on 12 and 19 December, see attached text.
- ii. In line with decisions made by Milton Keynes City Council on 9 July 2024, Milton Keynes City Council is proposing to sell Land off Carrick Road, Fishermead, Milton Keynes MK6 2LS. The proposal to dispose the land will be advertised inviting comments and objections for two weeks in a row in the Citizen on 12 and 19 December, see attached text

Both sites are included in the CPCC Neighbourhood Plan and identified for social housing. Both sites have lapsed planning permission.

Following concerns raised with MKCC regarding the consultation deadlines, it has been agreed that the public consultation will be restarted. A meeting will be sought with the Cabinet Member at which time the matter of future engagement with CPCC will be discussed.

141/24 MKCC Boundary Review

Following an initial consultation earlier this year, the Commission has drawn up further proposals and is encouraging residents and local organisations to share their feedback. The consultation is now live and ends on 24 February 2025. Under the current proposal, the number of MKCC wards in our area will be reduced to 3.

Council reviewed the proposals and offered no response.

[Milton Keynes | LGBCE](#)

142/24 Sport England Place Expansion Investment

Council noted that following a recent meeting of the MK Place Based Expansion Programme Board, CPCC provided feedback and information to LEAP for inclusion in the development phase application. The application was submitted on 9 December and the Programme Board will be meeting in January to plan the mobilisation of the development phase.

143/24 Review of 'Together We Can' draft

Council received and considered the amended draft of Together We Can. Together We Can sets out the parameters of the dynamic working relationship that exists between Local Councils and Milton Keynes City Council (MKCC). The amended draft has been subject to internal MKCC review and further review by the Parishes Advisory Group.

Final comments to be received by 14 January 2025

Council offered no comments.

144/24 Buckinghamshire & Milton Keynes Association of Local Councils AGM
Council received a verbal report from Cllr Fraser, noting that a warm welcome had been extended to CPCC councillors and Countess Howe had expressed her support for the work of town, parish and community councils.

145/24 Public Works Loan Board
Council received confirmation that the first tranche of the PWLB loan had been received (less charges) in the amount of £1,000,000 to be repaid over 17 years. The fixed interest rate confirmed by the DMO is 5.20%. Having reviewed the budget and the projected costs to completion of the build it is anticipated that total borrowing will be £1,400,000 the second tranche to be requested in early 2025.

146/24 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.10
- Updated Project Programme
- Financial Statement Nr 5 as provided by Currie & Brown
- Post Contract Working Group Minutes 08

The report is self-explanatory and complemented by the project programme. With regard to delays, the issue at the moment is the groundworks, the building is secure and watertight. Current projected date for building completion is 14 March 2025.

Existing drainage has made for a challenging site and the groundworks are scheduled to complete sometime in April. Realistic view for handover is in May 2025. We have asked the contractor for a more detailed groundworks programme and to look for any opportunities to accelerate the programme. Curries & Brown report details all expenditure plus any additional works that have come up during the project. An overspend of 2.5% (beyond contingency) is anticipated at completion, we hope to claw some back in the coming months.

i. **Community Hub Café – Café Operator**

The movable completion date has put some pressure on a date of occupancy of the preferred contractor. Their current lease will end before our building is completed. Officers met with contractor and they have confirmed that the delay is not a problem and they will use the intervening period to hone their offer through various strands including comms with residents and finalising the programme. In the meantime, discussions regarding Heads of Terms continue.

ii. **Charitable Trust Creation**

Nothing to report.

147/24 Dates of Future Committee & Working Group Meetings

Planning – 6 January 2025 at 6.30pm

Personnel – 7 January 2025 at 6.30pm

Estates – 14 January 2025 at 6.30pm

148/24 Date of Next Meeting

Tuesday 21 January 2025 at 7.30pm

The minutes of the Planning, Infrastructure & Transport Committee of

Campbell Park Community Council held on

Monday 6 January 2025

at the Springfield Centre, Springfield Boulevard, Springfield

commencing at 6.30pm

This meeting was open to the Public

Members Present

Cllr V Dixon

Cllr B Greenwood (Chair)

Cllr R Golding

In attendance

T Jones, Community Officer/Committee Clerk

62/24

Apologies for Absence

Cllr K Kavarana – work commitment

Cllr P Halton-Davis - unwell

Cllr J Hearnshaw – family commitment

63/24

Declarations of Interest

None

64/24

Members of the Public Present

None

65/24

Minutes of the Previous Meeting

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

66/24

Public Involvement – Deputations, Petitions and Questions

None

67/24 Consultations – including any applications or consultations received after the publication of the Agenda that must be considered before the date of the next meeting. Any additional items that will be considered will be published on the day of the meeting on the Campbell Park Community Council website.

a. Planning Applications

i. PLN/2024/2537

Retention of the sliding vehicular access gate and two pillars and the installation of a third pillar (including a recessed parcel box), the installation of pillar caps, and a new pedestrian gate (part retrospective)

At 2 LINFORD LANE, WILLEN, MILTON KEYNES, MK15 9DL

Deadline: 06/01/2025

Planning Officer: Sonia James

Committee resolved to object to the application on the basis that the requirements of the Enforcement Notice have failed to be met. The report supplied by the planning consultant references 42 Portland Drive as evidence of similar gates in situ nearby, but the Committees view was that, as a lot of the front of 42 Portland Drive was built without permission, this was not a comparable situation.

ii. PLN/2024/2590

Demolition of existing timber garage to side of house, with replacement brick and tiled garage. Additional hard landscaping to front to provide a bin storage area

At 17 PORTLAND DRIVE, WILLEN, MILTON KEYNES, MK15 9HD

Deadline: 07/01/2025

Planning Officer: Sonia James

Committee resolved to make no comment

iii. PLN/2024/2577

The erection of a single storey rear extension with rooflights, front and side extension forming a link to the existing garage with rooflights, a new front window and new extended block paved driveway drained to soft landscaping

At 3 SOUTHFIELD CLOSE, WILLEN, MILTON KEYNES, MK15 9LL

Deadline: 13/01/2025

Planning Officer: Yu Ling Wong

Committee resolved to make no comment.

iv. PLN/2024/2293

Demolition of the existing rear conservatory and the erection of a single storey rear and side extension with roof lights. First floor side and rear extension above existing garage with roof lights

At 2 CARTERET CLOSE, WILLEN, MILTON KEYNES, MK15 9LD

Deadline: 17/01/2025

Planning Officer: Madison Graham

Committee resolved to make no comment.

v. **PLN/2024/2680**

Listed Building Consent to drill a 6cm hole in the rear wall of the building to vent the new boiler

At WOOLSTONE CHURCH COMMUNITY CENTRE, MILL LANE, WOOLSTONE, MILTON KEYNES, MK15 0AJ

Deadline: 23/01/2025

Planning Officer: Sonia James

Committee resolved to support the application, as the works are essential to enable the community to have full use of the Community Centre.

vi. **PLN/2024/2678**

Prior Approval of single storey rear extension, with eaves of 3 metres and maximum height of 3 metres, extending 6 metres from the original rear wall

At 102 KIRKSTALL PLACE, OLDBROOK, MILTON KEYNES, MK6 2XB

Deadline: 20/01/2025

Planning Officer: Madison Graham

Committee resolved to object to the proposal as the Committee considered this to be overdevelopment of the plot, with less than 50% of the garden space remaining.

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

vii. **PLN/2024/2094**

Installation of an air source heat pump

At 62 GURNARDS AVENUE, FISHERMEAD, MILTON KEYNES, MK6 2BL

Deadline: 30 January

Planning Officer: Yu Ling Wong

Committee resolved to make no comment, on the basis that the data provided showed that the expected noise emission to be only very slightly more than that allowed within permitted development rights and therefore, likely to be unnoticeable.

Notifications:

viii. **24/01869/DISCON**

Approval of details required by condition 40 (Arboricultural Method Statement) of permission ref. 21/00999/OUTEIS

at Mk East Development, London Road, Newport Pagnell

Amended AMS submitted in line with Tree Officer comments

Comments by (18/12/2024)

Planning Officer: Lauren Bradwell

Committee resolved to note the application.

ix. **PLN/2024/2621**

Approval of details required by condition 10 (landscape management plan) of permission ref. 21/02457/FUL

At Land at Campbell Park, Overgate, Milton Keynes

Comments by (26/12/2024) Planning Officer: Sonia James

Committee resolved to note the application.

b. **Licensing**

None

c. **Update on Past Consultations**

Permitted:

- i. 24/02027/CLUE - 31 Polruan Place, Fishermead, Milton Keynes, MK6 2ED
- ii. 24/01613/FUL - 1 - 6 Mill Lane, Woolstone, Milton Keynes MK15 0AJ
- iii. 24/01467/DISCON - Mk East Development, London Road, Newport Pagnell
- iv. PLN/2024/2384 - MERCURY HOUSE, BRICKHILL STREET, WILLEN LAKE, MILTON KEYNES, MK15 0DJ
- v. 24/01468/COU - 63 Ulyett Place, Oldbrook, Milton Keynes, MK6 2SD

Refused:

- vi. 24/01839/DISCON - Lidl, Oldbrook Boulevard, Oldbrook, Milton Keynes, MK6 2YA
- vii. 24/01910/DISCON - Lidl Uk Gmbh, Oldbrook Boulevard, Oldbrook, Milton Keynes, MK6 2YA

d. **Appeals**

None

e. **Planning Enforcement**

- i. Committee received reports relating to Planning Enforcement.
- ii. Committee noted that the following Enforcement Notices have been served MK City Council:
 - i. 24/00377/ENF - A-2839 - PCN - Planning Contravention Notice Served
54 Towan Avenue, Fishermead, Milton Keynes, MK6 2DR
Alleged Breach Alleged use of dwellinghouse as hotel
Case Officer: Lauren Bradwell

68/24 General Consultations

Further to the discussion at the December meeting of Council (Council Minute 140/24), Committee received an update from Cllr Greenwood in relation to MK City Council's sale of land proposals below;

- i. In line with decisions made by Milton Keynes City Council on 9 July 2024, Milton Keynes City Council is proposing to sell Land at Pentewan Gate, Fishermead, Milton Keynes MK6 2ET. The proposal to dispose the land will be advertised inviting comments and objections for two weeks in a row in the Citizen on 12 and 19 December, see attached text.
- ii. In line with decisions made by Milton Keynes City Council on 9 July 2024, Milton Keynes City Council is proposing to sell Land off Carrick Road, Fishermead, Milton Keynes MK6 2LS. The proposal to dispose the land will be advertised inviting comments and objections for two weeks in a row in the Citizen on 12 and 19 December, see attached text.

Cllr Greenwood reported that he and Cllr Petchey had met with a MKCC officer and MKCC Cabinet Member and it had been agreed that the progression of these sale of land proposals would be temporarily put on hold, whilst a feasibility study on potential site uses is carried out.

69/24 2025/2026 Annual Community Council Budget/Precept Consultation Report

Committee considered the 2025/2026 Annual Community Council Budget/Precept Consultation Report and reviewed and noted the feedback received in relation to items within the Committees remit.

70/24 Date of Next Meeting

Monday 3 February 2025 at 6:30pm.

**Minutes of the meeting of the Estates Committee
held on Tuesday 14 January 2025 at 6.30pm
at the Springfield Centre, Springfield Boulevard, Springfield**

This meeting was open to the public

Members Present

Cllr L Adura
Cllr R Golding (Chair)
Cllr B Greenwood
Cllr J Hearnshaw

Cllr J Howard - arrived 6.31pm
Cllr K Kavarana
Cllr K Kent
Cllr M Petchey – arrived 6.33pm

In Attendance

D Warner, Clerk to Council

65/24

Apologies for Absence

Cllr B Barton – work commitment
Cllr V Dixon – family commitment
Cllr D Pafford – unwell

66/24

Declarations of Interest

None

67/24

Members of the Public Present

None

68/24

Minutes of the Meeting held on 12 November 2024

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

69/24

Public Involvement – Deputations, Petitions and Questions

None

70/24

Council Allotments

- i. **Allotment Tenancies – Report E07/24**

Committee considered and resolved to recommend to Council 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**

The Committee receive and noted a quarterly site update from the Estates Manager.

71/24 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 resolved to recommend to Council that the project is cancelled on a permanent basis.

72/24 CPCC Annual Resident Consultation 2025/26

Committee reviewed and noted the results of the Annual Resident Consultation 2025/26 - two issues relating to 20mph zone (Oldbrook) the introduction of yellow lines to be referred to the Planning Committee.

73/24 Devolved Landscaping Agreement 2025/26

Committee noted that 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.

74/24 Tractor Incident

Committee noted 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).

75/24 Community Hub, Working Group Update and Recommendations

Committee received an update from the Working Group, including that the current forecast is for the construction to be completed (and the building handed over to the Council) in early April. Committee also received, considered the following:

- Contractors Report no.11
- Progress Photos
- Updated Project Programme
- Café Operator update

76/24

Date of Next Meeting

Tuesday 11 February 2025 at 6.30pm

Thursday 22 January 2025

Review of Polling Districts / Polling Places (PDR), and Community Governance (CGR)

Report sponsor **Sharon Bridglalsingh**
Director of Law and Governance

Report author **Peter Taylor**
Electoral Services Manager

Exempt / confidential / not for publication	No
Council Plan reference	Delivery Plan - A7 (Ensure appropriate support on preparing for new ward boundaries and all out elections in 2026)
Wards affected	All wards

Executive summary

The Council's ward boundaries are currently being reviewed by the Local Government Boundary Commission for England (the Commission), with [draft proposals](#) out to consultation, and final recommendations expected on 3 June 2025, ahead of all out elections in 2026. As the review draws to a conclusion, new electoral geography for the City Council is a natural opportunity for MKCC as the principal council to review both our Polling Districts and Places, and Community Governance.

- A Community Governance Review (CGR) is an opportunity to change parish names, warding patterns, the number of parish councillors and in certain circumstances, amend external parish boundaries, and create / merge / abolish parishes.
- A Polling District Review (PDR) designates which electors are grouped together administratively because of common electoral geography (all belong to the same parliamentary constituency, MKCC ward, parish/parish ward etc), and where those electors vote (a convenient and accessible location).

We plan to commence both reviews in late January and conclude them in time to be reflected in new electoral registers to be published on 1 December 2025. Whilst there is a risk that there could be significant changes to the Commission's draft proposals, we plan to initially undertake informal consultation and seek views on both reviews and then develop our proposals for polling places / community governance so that they align with new warding patterns ahead of a formal consultation phase in summer 2025. We will seek the views of parishes, ward Councillors and other stakeholders throughout and ensure there is either strong community support, or strong evidence to support any changes we propose.

1. Proposed Decision/s

1.1 That the following reviews be commenced, initially with a period of informal consultation:

- a) Review of Polling Districts and Polling Places (PDR); and
- b) Community Governance Review (CGR).

1.2 That the indicative timetable for both reviews (as set out in section 6), be noted.

1.3 That initial implications for Parish Governance (Annex A), from the Commission's draft warding patterns, be noted.

2. Why is the decision needed?

2.1 Local authorities are required to review their polling districts and polling places at least once every five years (originally timetabled to coincide with fixed term parliaments). The current statutory review period runs from 1 October 2023 to 31 January 2025. Whilst the timing of this review is not technically compliant with the prescribed window, it will:

- commence inside the statutory window and coincide with the draft and final recommendations of new ward boundaries; and
- ensure polling districts and polling places fully reflect proposed warding and parish warding patterns, avoiding the need to repeat work.

2.1 The recommendations published by the Commission are for 20 new MKCC wards, with only one existing ward (Tattenhoe) unchanged. These recommendations either mean that some existing polling districts may no longer be appropriate, or could be consolidated, due to the changes. Officers have also been keen to review the number, suitability and cost of polling stations used, for some time, and this is a natural opportunity to do so.

2.2 The Local Government and Public Involvement in Health Act 2007 provides for a principal council to conduct a Community Governance Review at any time. Statutory guidance encourages that principal councils keep their community governance arrangements under review, in order to ensure that the arrangements for those areas continue to be effective and convenient and reflect the identities and interests of the communities involved. This could be in light of circumstances such as a major change in the population of a community, or new local issues.

2.3 Over recent years a number of informal enquiries have been made by Parish or Town Councils to review the number of Councillors, and / or Parish Ward boundaries, which can be incorporated as part of the review.

3. The Process

3.1 We will undertake an initial informal consultation, asking for feedback about existing issues, or opportunities. This will be done via an online form with structured questions. For example, we are keen to understand:

- a) where there are accessibility issues with polling stations, or new more suitable venues becoming available; or
 - b) where parishes wish to express an interest in amending their warding patterns, or numbers of Councillors.
- 3.2 Provisional desk-based work has also been undertaken to identify immediate implications and opportunities for existing polling district geography that arise as a result of the Commission’s draft recommendations. We will use this work to inform targeted engagement with specific parishes and groups during the initial consultation phase.
- 3.3 Certain parishes are [affected by consequential changes](#) in the Commission’s draft warding patterns for MKCC. This is because the Commission cannot propose a principal area ward boundary that would split a parish or parish ward. Where this has happened, they have either recommended parishes are warded or existing parish wards are amended, and they have considered / changed the number of parish councillors representing wards to achieve better electoral equality across affected parish wards. The Commission will, as part of their final recommendations also lay an order to make any consequential changes to Parishes. However, this does not mean a Community Governance Review undertaken by MKCC could not subsequently make further changes.
- 3.4 During and after the initial informal consultation stage Electoral Services will continue to undertake desktop research and preparation to further inform any draft proposals. For example, we will consider whether existing parish wards have significant electoral inequality based on electoral forecasts. We may also visit some polling stations to consider suitability based on feedback from voters and staff at elections in 2024.
- 3.5 After the Commission finalise their recommendations for MKCC wards, we will prepare our terms of reference / draft recommendations for both reviews and then seek formal Council approval to formally consult on these recommendations.
- 3.6 We aim to present our final recommendations to full Council in October 2025 we will present, with a view to new electoral registers being published on 1 December 2025. However, in the event of any additional complexity arising from the Commissions final recommendations or MKCC wards, full Council could consider final PDR and CRG recommendations in November 2025.

4. Implications of the decision

Financial	Y	Human rights, equalities, diversity	Y
Legal	Y	Policies or Council Plan	N
Communication	Y	Procurement	N
Energy Efficiency	N	Workforce	N

a) Financial implications

There are modest direct costs incurred by the Council in undertaking the review, predominately associated with consultation. These costs are likely to be less than £1,000 and can be accommodated from existing budgets.

The time taken by officer colleagues to support this review and consultation, whilst significant, will not require any additional staffing resources.

b) Legal implications

Poling Districts

The requirements for the timing and completion of compulsory reviews are set out in the Electoral Registration and Administration Act 2013.

Any PDR would be undertaken in accordance with the required steps set out in schedule A1 of the Representation of the People Act 1983, and the process will be guided by the Electoral Commission's guidance for [Reviews of poling districts, polling places and polling stations](#).

The Council is required to undertake compulsory reviews of all polling districts and polling places according to the statutory timetable (the next one should have been completed between 1 October 2023 and 31 January 2025).

Community Governance Review

Any CGR would be undertaken in accordance with the Local Government and Public Involvement in Health Act 2007 and the Guidance on Community Governance Reviews (March 2010) provided by the Department for Communities and Local Government Boundary Commission for England.

The Local Government and Public Involvement in Health Act 2007 gives full responsibility for Community Governance Reviews (CGR) to principal councils in England. A CGR is a way for MKCC to make sure that at parish level, governance arrangements are working as efficiently and effectively as they should be. It considers electoral arrangements i.e. number of councillors, warding arrangements, and its boundaries. There are a variety of ways that a Community Governance Review (CGR) can be triggered, but in this case the recommendation is that Council voluntarily commence a full review because:

- a city wide CGR of all parishes has not been conducted in at least 5 years;
- a review allows for further consequential changes due to the final LGBCE recommendations to be made;
- some Parishes have made representations to the Council that they support a review to address specific issues; and
- in other Parishes, residential development and population growth means that it may be sensible to do so now.

A CGR must by statute be completed within a 12-month period from the day on which it commences. The CGR formally begins when the Council publishes its Terms of Reference and concludes when it publishes the recommendations made in the review.

c) Communications

It is important that all stakeholders are made aware of the review and how they can make representations. Information will be published on public notice boards and on the Council's website. We will utilise Parish Councils to publicise information locally as well as initiate a formal public consultation.

d) Human rights, equalities, diversity

For the review of polling districts and places we will make specific provision to engage with groups to ensure that accessibility issues with specific polling stations can be considered.

5. Alternatives

- 5.1 To not undertake a review of polling districts and polling places. This is not recommended as there is a legal requirement for a review to be undertaken.
- 5.2 To undertake a limited scope review of polling districts and polling places, only reviewing polling stations directly impacted by the ward boundary changes. This is not recommended as it will not take in the full City, which does need reviewing due to consequential changes from the ward review and informal requests received.
- 5.3 To not undertake a community governance review. This is not recommended as the opportunity to coincide a review along with a PDR and final ward recommendations will ensure the city's electoral and governance arrangements at every level has been considered ahead of elections in 2026.

6. Timetable for implementation

- 6.1 A formal timetable for the reviews will be finalised and approved by Council when draft recommendations and terms of reference in June 2025.
- 6.2 An indicative timetable of events is set out below (MKCC ward review activity shaded):

Who	Item	Date(s)
LGBCE	Decide on the number of Councillors	12 March 2024
LGBCE	Initial Public Consultation on Communities	Tuesday 7 May 2024 to Monday 9 September 2024
LGBCE	Proposals published	Wednesday 3 December 2024
LGBCE	Public Consultation on new MKCC ward Proposals	Wednesday 3 December 2024 to Monday 24 February 2025
MKCC	Preparatory work for CGR & PDR	December 2024 -
MKCC	Resolution from council providing for commencement of CGR & PDR	Wednesday 22 January 2025
MKCC	Informal consultation – to include engagement with specific parishes and groups as appropriate	Thursday 23 January 2025 to Friday 28 March 2025
LGBCE	Recommendations published for revised MKCC boundaries	Tuesday 3 June 2025

Who	Item	Date(s)
MKCC	Notice of review and draft Council proposals published in Council papers for June Full Council	Papers published Friday 6 June 2025 for Wednesday 18 June meeting
MKCC	Formal PDR & CGR consultation period (12 weeks)	Thursday 19 June 2025 to 11 September 2025
MKCC	Final proposals published via meeting agenda and on website	Friday 10 October 2025
MKCC	Full council meeting to consider and agree final proposals	22 October 2025
MKCC	Conclude review – and make reorganisation order	1 November 2025
MKCC	Publish electoral register (including any new or amended polling districts)	Monday 1 December 2025
MKCC	Scheduled all out elections on new polling districts and places	Thursday 7 May 2026

Annexes and Background Papers

Annex A Summary of Impact on Parishes of Draft Commission recommendations

Draft LGBCE Ward Proposals – Direct Impact on Parishes

Bletchley & Fenny Stratford Town Council should comprise 21 councillors, as at present, representing nine wards:

Ward Name	Current Cllrs	Proposed Cllrs	Change
Central Bletchley	1	1	Boundary only
Eaton North	3	3	N/a
Eaton South	3	2	-1 Cllr
Fenny Stratford	3	3	N/a
Granby	1	1	N/a
Manor North & Eaton Leys	2	2	N/a
Manor South	3	3	Boundary only
Newton Leys	3	4	+ 1 Cllr
Queensway & Denbigh West	2	2	N/a

Broughton & Milton Keynes Parish Council should comprise 12 councillors, as at present, representing two wards:

Ward Name	Current Cllrs	Proposed Cllrs	Change
Broughton & Atterbury (inc Magna Park)	6	9	+3 & boundary
Village	6	3	-3 & boundary / name

Kents Hill & Monkston Parish Council should comprise 11 councillors, as at present, representing three wards:

Ward Name	Current Cllrs	Proposed Cllrs	Change
Kents Hill, Kents Hill Park & Brinklow	4	4	Boundary / name
Monkston & Kingston	5	5	Boundary only
Monkston Park	2	2	N/a

Stantonbury Parish Council should comprise 13 councillors, as at present, representing four wards:

Ward Name	Current Cllrs	Proposed Cllrs	Change
Bancroft	1	1	N/a
Blue Bridge	1	1	Name only
Oakridge Park & Bradville (prev 2 wards)	7	6	-1 & boundary / name
Stantonbury & Linford Wood	4	5	+1 & boundary

Whitehouse Community Council should comprise seven councillors, as at present, representing two wards:

Ward Name	Current Cllrs	Proposed Cllrs	Change
East	7	3	Previously unwarded
West		4	

Councillor Information Note

Devolution Priority Programme.

Date	January 2025
Author	Paul Thomas, Director Planning and Placemaking

Executive summary

Government has a desire to see the majority of England enter into a devolution agreement by the end of this Parliament, and the [English Devolution White Paper](#) published on 16 December 2024 sets out the framework and benefits of devolution.

The **Devolution Priority Programme** is for areas that meet the Government's criteria, as set out in the White Paper, and are ready to achieve Mayoral devolution at pace. The objective of the Programme is to establish Mayoral strategic authorities in time for May 2026 Mayoral elections. There will be full backing from Government to deliver this. The Programme will streamline Government's usual processes, reducing burdens on councils.

Government has provided briefing sessions for those authorities (including us) that it considers meets the requirements of the Devolution Priority Programme. Those authorities have been informed that, in order to participate in the programme, a letter of intent (which does not constitute the Council's final decision) is required from Leaders by the 10 January 2025.

What are the criteria?

- **Scale:** Strategic Authorities should be of comparable size to existing institutions. The aim is for them to have a combined population of 1.5 million or above, but it is accepted that smaller authorities may be necessary.
- **Economies:** Strategic Authorities must cover sensible economic geographies with a particular focus on functional economic areas, reflecting travel-to-work patterns and local labour markets.
- **Contiguity:** Any proposed geography must comprise councils with shared boundaries
- **No 'devolution islands':** Geographies must not create devolution 'islands' by leaving areas which are too small to go it alone or which do not have natural partners.
- **Delivery:** Geographies should ensure the effective delivery of key functions including Spatial Development Strategies, Local Transport Plans and Get Britain Working Plans.
- **Alignment:** The Government will seek to promote alignment between devolution boundaries and other public sector boundaries.
- **Identity:** A vital element of successful devolution is the ability for local residents to engage with and hold their devolved institutions to account – and local identity plays a key role in this.

Why might we want this?

- We'd have a Mayor elected in May 2026 – the earliest possible point – and gain access to the Mayoral Strategic Authority level of the framework (see table below).
- We'd get a seat at the Council of the Nations and the Regions, and Mayoral Council, to feed into national policy making.
- The clock would start on getting to Established status, which requires a Mayor being in place for 18 months. This would unlock the single settlement in Nov 2027 (see table below).
- We'd get backing from Government, including Ministerial support and engagement, to meet the timescales for May 2026 and capacity funding would start flowing one year before the election (i.e. in May 2025).

Outline timetable

	What happens?	What do we need to do?	What will Government do?
December – January 2025	Engagement at officer and political level and Letter of Intent to join the Priority Programme	Consideration of the White Paper framework offer and agreement from all (upper-tier) Leaders to join the Devolution Priority Programme	Political and official level briefings regarding the White Paper, Framework and Devolution Priority Programme to inform decision-making
10 Jan 2025	Submission of letter of Intent from Leaders		
January – March 2025	Government will run a consultation on becoming a Mayoral Strategic Authority as per the framework	Support Government in producing the consultation strategy so it reflects the needs and priorities of the area, and support in advertising it to residents and local stakeholders	Draft, publish and run the consultation process, and assess the consultation responses. Secretary of State will take decision to proceed with establishment
From May 2025	Capacity Funding commences; 12 months before May 2026 mayoral election		
August – September 2025	Reach agreement to proceed, including Investment Fund amount	Confirmation from all Local Authorities, cleared through relevant Council process, that they agree to a Mayor being elected in May 2026	
By Sept 2025	Full Council Meeting to agree to mayoral election in May 2026		
September 2025 – February 2026	Statutory Instruments (SI) taken through Parliament	Support in the SI process, and consent to making of the SI (via delegated consent to Chief Executive)	Draft the SIs and take through Parliament
February - March 2026	Institution established	Implementation of institution, such as constitution, assurance framework, appointment of statutory officers, operational readiness etc.	Capacity support, as set out in the White Paper
May 2026	Mayoral elections	Run election, including issuing the Notice of Election	
May 2026	Mayoral Strategic Authority is established		
May 2026 – Oct 2027	First 18 months of new Strategic Authority		
Nov 2027	Strategic Authority is granted 'Established' status with a single financial settlement		

Framework of powers

Funding and investment

<i>Access to a multi-departmental, long-term integrated funding settlement</i>			
Long-term investment fund, with an agreed annual allocation			
Ability to introduce mayoral precepting on council tax			
Consolidation of local growth and place funding in a single pot			

Strategic leadership

A statutory duty to produce Local Growth Plans			
Membership of the Council of Nations and Regions			
Membership of the Mayoral Data Council			

Transport and local infrastructure

Local Transport Authority and public transport functions, including bus franchising and responsibility for an area-wide Local Transport Plan			
Simplification and consolidation of local transport funding			
Removal of certain Secretary of State consents, e.g. on lane rental schemes			
Duty to establish a Key Route Network on the most important local roads			
Mayoral Power of Direction over use of constituent authority powers on the Key Route Network			
Priority for strategic rail engagement (inc mayoral partnerships) with Great British Railways			
Statutory role in governing, managing, planning, and developing the rail network			
An option for greater control over local rail stations			
<i>A 'right to request' further rail devolution</i>			
<i>Priority for support to deliver multi-modal ticketing</i>			
A clear, strategic role in the decarbonisation of the local bus fleet			
Active Travel England support for constituent authority capability			
Formal partnership with National Highways			

Skills and employment support

Joint ownership of the Local Skills Improvement Plan model, with Representative Bodies			
Devolution of non-apprenticeship adult skills functions through a consolidated skills funding pot			
Central convening of youth careers provision including greater flexibility for Careers hubs			
A clear role in relation to 16-19 education and training			
Responsibility for developing local Get Britain Working Plans			
Devolution of supported employment funding			
Co-design of future employment support that is additional to core Jobcentre Plus provision			
<i>Delegated delivery of employment support - additional to core Jobcentre Plus provision</i>			
<i>Alignment of Jobcentre Plus boundaries with Strategic Authorities</i>			

Housing and strategic planning

A duty to produce a Spatial Development Strategy			
Strategic development management powers (once the Spatial Development Strategy is in place)			
Ability to raise a Mayoral Community Infrastructure Levy to fund strategic infrastructure			
Ability to make Mayoral Development Orders			
Ability to establish Mayoral Development Corporations			
Homes England compulsory purchase powers (held concurrently)			
Devolution of wider grant funding to support regeneration and housing delivery			
<i>Ability to set the strategic direction of any future programme to support area's affordable housing</i>			
Strategic Place Partnership with Homes England			
<i>Support to establish a public sector land commission</i>			

Economic development and regeneration

Partnership working with Department for Science, Industry and Technology and UK Research and Innovation to explore opportunities for closer long-term collaboration	✓	✓	✓
Develop joint innovation action plans with Innovate UK		✓	✓
Embed UK Research and Innovation lead points of contact for enhanced collaborative working		✓	✓
Responsibility as the accountable body for the delivery of Growth Hubs	✓	✓	✓
<i>Devolution of Growth Hubs funding</i>			✓
A Strategic Partnership with the Department for Business and Trade focused on domestic growth, exports, investment, and delivery of local growth priorities.		✓	✓
Partnership working with Department for Culture, Media and Sport Arm's Length Bodies to maximise culture, heritage, and sport spending in place	✓	✓	✓

Environment and climate change

<i>Devolution of retrofit funding this parliament subject to a successful transition period</i>			✓
Heat network zoning coordination role	✓	✓	✓
Coordinating local energy planning to support development of regional network infrastructure	✓	✓	✓
Green jobs and skills coordination role	✓	✓	✓
A strategic role on net zero in collaboration with government	✓	✓	✓
Responsibility for coordinating delivery and monitoring of Local Nature Recovery Strategies	✓	✓	✓

Health, wellbeing and public service reform

A bespoke statutory health improvement and health inequalities duty	✓	✓	✓
Mayors engaged during the Integrated Care Boards chair appointment process		✓	✓
Mayors as members of local Integrated Care Partnerships, and consideration for position of co/chair		✓	✓
A role in convening partners and driving cross-cutting public service reform	✓	✓	✓

Public safety

Mayors accountable for Police and Crime Commissioner functions where boundaries align		✓	✓
Mayors accountable for Fire and Rescue Authority functions where boundaries align		✓	✓
A clear and defined role in local resilience, working with the Local Resilience Forum	✓	✓	✓

Financial Implications

The Devolution Framework provides for a simplified funding approach for Mayoral Strategic Authorities. This will include consolidated funding pots covering: local growth, place, housing, and regeneration; non-apprenticeship adult skills; and transport. These will commence in the following Spending Review.

'Established' Mayoral Strategic Authorities will become eligible for the Integrated Settlement – this is a single pot of money to be spent how the Strategic Authority sees fit. The scope of Integrated Settlements will be confirmed at each Spending Review on the basis of functional responsibilities, and their value by a formulaic process.

30-year investment funds will remain a core part of the Devolution Framework, these are a grant-based fund specific to each deal, which is paid in annual instalments for 30 years.

Mayoral Strategic Authorities should also be able to use funds raised through a mayoral precept on their full range of functions and, in future, the Government will provide multi-year funding settlements.

Ends.

Cllr Hazel Simmons MBE
Leader of Luton Borough Council

Cllr Pete Marland
Leader of Milton Keynes
City Council

Mayor Tom Wootton
Mayor of Bedford Borough

Luton

MK Milton Keynes
City Council



BEDFORD BOROUGH COUNCIL
Borough Charter granted in 1166

Friday 10 January 2025

Dear Minister McMahon

We are writing to you collectively as the Mayor of Bedford Borough and Leaders of Luton and Milton Keynes (BLMK) to state an interest in the Priority Programme to establish a Mayoral Strategic Authority for our region.

After careful consideration of the English Devolution White Paper, we believe that in entering discussions to establish the full benefits of a Strategic Authority for the area we would seek to achieve the maximum overall benefit to our residents on a footprint that has the best chance of delivering the aims of the government set out in the White Paper.

BLMK is a cohesive single geography and functional economic area, with alignment in several key economic sectors including aerospace, defence, logistics, high value engineering and advanced technology. The prospect of Universal Studios UK in Bedford and the expansion of London Luton Airport are huge opportunities not just for the regional economy, but of national significance.

Our region is a national leader in housing delivery and makes a significant contribution to national housing growth, with existing links on developing local infrastructure.

Our authorities already work closely together on health and social care integration operating on a single Integrated Care Board (ICB) footprint with shared services in public health and preventative healthcare.

We share significant transport links, including East West Rail, alongside existing delivery in skills and service integration.

However, we feel that we could do much more and wish to enter discussions as quickly as possible to establish the detail of how a Strategic Authority with a directed elected Mayor could bring added benefits to our residents with greater powers over areas that are currently held in Westminster.

While not wishing to predetermine any outcome, our interests lie in all aspects set out in the White Paper including discussion on how devolved powers can enhance our local economy, improve the life chances of all our residents through greater access to better jobs alongside improved integrated health and social care, more affordable housing with appropriate infrastructure, better public transport and increased sustainability. We also

believe there is a large amount of scope for service improvement and future alignment of emergency services such as police and fire.

The BLMK area is home to just over one million people. Although the White Paper suggests that SAs should have 'a combined population of 1.5 million or above', the Government also accepts that 'in some places, smaller authorities may be necessary'. Moreover, the BLMK area is larger than three of the established CAs, as well as six other areas with a devolution deal in place. Our area is also growing fast. Between 2011 and 2021 Bedford was the fastest growing local authority area in the east (17.7%), Luton has one of the youngest populations in the country with 28.6% of residents under 19, and together we continue to deliver some of the highest numbers of new homes being built in the country.

After careful consideration of the White Paper, and having explored all the options available to us, we also believe this partnership has a very strong geographic logic alongside compelling economic, health, transport, sustainability and service links that make the case for a Strategic Authority that, if agreed, will be able to deliver on a coherent geography which will be in place for the long-term and that meets all the statutory tests laid out in the White Paper.

Our request is supported by several Members of Parliament across our area and has the clear support of our Integrated Care Board.

We look forward to hearing from you and look forward to starting initial discussions on how devolving more powers to local people will be able to improve the lives of our local residents.

Yours sincerely



Cllr Hazel Simmons MBE
Leader of Luton Borough Council



Cllr Pete Marland
Leader of Milton Keynes City Council



Mayor Tom Wootton
Mayor of Bedford Borough

Sent via email:

PSJimMcMahon@communities.gov.uk

Copy to: pssharonataylor@communities.gov.uk



Minister Jim McMahon OBE MP
Minister of State for Local Government and English Devolution
Ministry of Housing, Communities & Local Government
2 Marsham Street
London
SW1P 4DF

Date: 10 January 2025

Dear Minister McMahon

After careful consideration of the English Devolution White Paper, we wish to continue discussions to understand how a Strategic Authority would benefit our residents.

We work closely with Bedford Borough Council, Luton Borough Council, and Milton Keynes City Council, and have much in common within BLMK. Furthermore, historically, we have worked with West Northants and North Northants Councils as part of SEMLEP.

We wish to continue to work with all of our neighbouring local authorities to explore options as part of the opportunity to join the Devolution Priority Programme.

We look forward to further conversations with the Government to discuss.

Yours sincerely,

A handwritten signature in black ink that reads "Adam Zerny".

Councillor Adam Zerny
Leader, Central Bedfordshire Council

Email: adam.zerny@centralbedfordshire.gov.uk

Central Bedfordshire Council

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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 undercroft 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



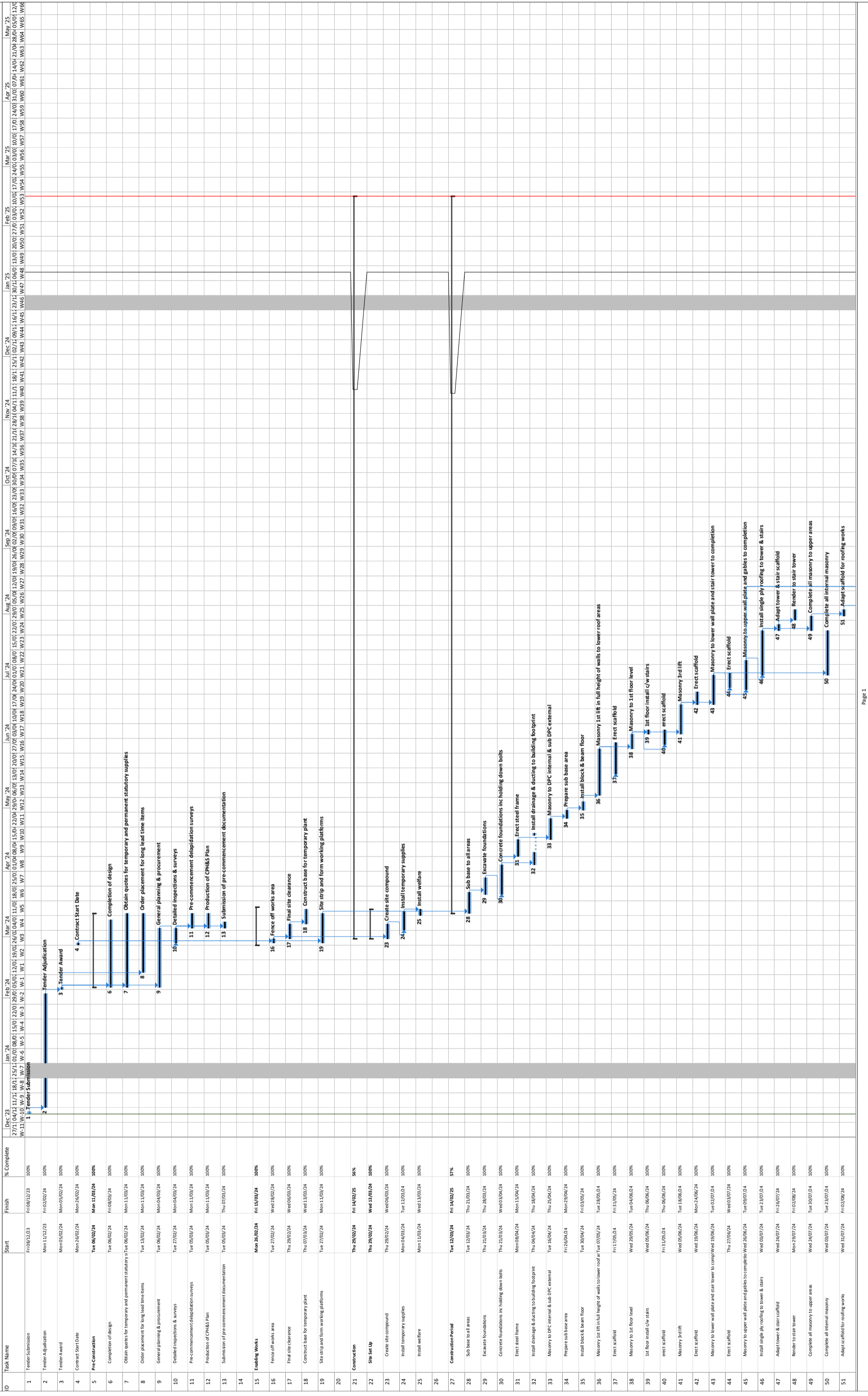
First Floor Ready Decoration.



Ground Floor Toilets Ready For Finishes

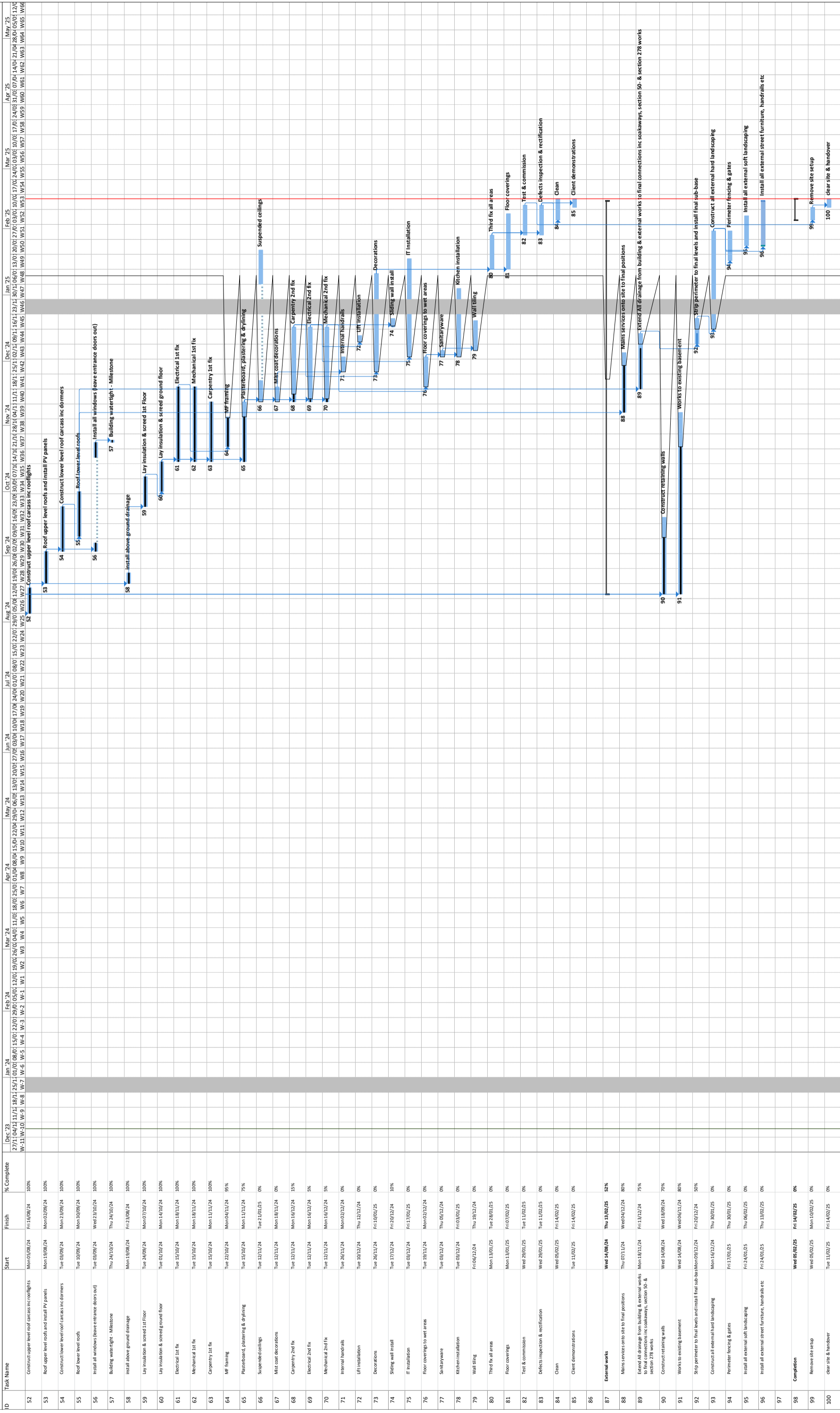


Campbell Park Community Hub Project





Campbell Park Community Hub Project





Campbell Park Community Council

CPCC Community Hub

Financial Statement Nr 6

13 December 2024

Document Issue Sheet

Issue Nr	Document	Issue Date	Issued To	Prepared By	Reviewed By
1	Financial Statement Nr.1	10/07/2024	CPCC	VB	AF
2	Financial Statement Nr.2	08/08/2024	CPCC	VB	AF
3	Financial Statement Nr.3	12/09/2024	CPCC	VB	AF
4	Financial Statement Nr.4	16/10/2024	CPCC	AF	AI
5	Financial Statement Nr.5	13/11/2024	CPCC	AF	AI
6	Financial Statement Nr.6	13/12/2024	CPCC	AF	AI

Authorised By (Director):	Date
AF	13/12/2024

Contents

- 1.0 Introduction**
 - 1.1 Cost Changes in the Interim
- 2.0 Contract Particulars**
- 3.0 Contract Summary**
 - 3.1 Financial Summary
 - 3.2 Instructions
- 4.0 Cash Flow Forecast**

1.0 Introduction

1. The following report is Financial Statement Nr.6 for CPCC Community Hub
2. The contract works comprise construction of a new Community Hub over a demolished pub
3. The Frame has been installed, the external brick work and roof have been completed. M&E works have commenced.
4. To date there have been 30 Architects Instructions issued (as of 13 December 2024).
5. 10 valuations have been processed in the gross sum of £1,348,435.
6. We are working in accordance with the JCT Standard Building Contract With Quantities, 2016 Edition. Utilising the Bill of Quantities

1.1 Cost Changes in the Interim

1. Cost changes in the interim period are as follows:

Previous Financial Statement Nr 5 total cost changes :			£	60,605.71
	OMIT		ADD	
Architects Instructions	£ 170,725.40	£	154,357.48	
Variations Submitted by S&B	£ -	£	68,460.63	
Expected Variations	£ 5,000.00	£	88,995.00	
Contingency	£ 74,100.00			
	<hr/>			
Sub-total	£ 249,825.40	£ 311,813.11	£	61,987.71
	<hr/>			
Total value of cost changes in Financial Statement Nr.5			£	<u>1,382.00</u>

2. Reasons for cost changes:

Architects Instructions:

Thirty Architects Instructions have been issued to date.

Variations Submitted by S&B

There are still a few items which have not been agreed, these are all items in the Variations Submitted by S&B.

Adjustment to Provisional Sums:

There has been a omission of £40k for the non-hazardous Soil taken out and instructed.

There has been a omission of £5k for the window seals

There has been a omission of £50k for Kitchen Fit out Including M&E and added back £28,099.00 which has been quoted for however there will be additional work which needs to take place thus Estimates have been added to that quoted figure.

There has been a omission of £25K for Café Fit out Including M&E there has been some costs A further £25,000.00 for three sums has been omitted.

Expected Variations:

There are still approximately £83,995 in for expected variations which have not yet been quoted/instructed however are expected to come forward.

2.0 Contract Particulars

Form of Contract:	JCT Standard Form Contract 2016
Contract sum:	£2,407,797.92
Contract dated:	13th February 2024
Employer:	Campbell Park Community Council
Main Contractor:	Steele & Bray
Contract commencement date:	26th February 2024
Contract completion date (all sections):	17th January 2025
Anticipated completion date:	01 March 2025
Revised completion date:	TBC
Gross valuation to date (subject to agreement):	£1,348,434.65
Percentage of Contract Sum:	56.00%
Retention %:	3%
Retention held:	£40,453.04
Rate of Liquidated Damages: Per day	£300.00

3.1 Financial Summary

Contract Sum:				£2,407,797.92
		OMIT	ADD	
Architects Instructions	£	170,725.40	£	154,357.48
Variations Submitted by S&B	£	-	£	68,460.63
		<u>£ 170,725.40</u>	<u>£ 222,818.11</u>	<u>£ 52,092.71</u>
SUB TOTAL				£2,459,890.63
<i>Variations to be agreed</i>				
Expected Variations	£	5,000.00	£	88,995.00
		<u>£ 5,000.00</u>	<u>£ 88,995.00</u>	<u>£ 83,995.00</u>
ANTICIPATED CONSTRUCTION COST				£ 2,543,885.63
Contingencies				
Contract Included Contingencies	£	41,300.00		
Client Held Contingency	£	32,800.00		
	£	<u>74,100.00</u>	£	<u>-</u>
			-£	<u>74,100.00</u>
TOTAL ANTICIPATED CONSTRUCTION COST				£2,469,785.63

3.2 Change Summary

Tender Figure

	Omit	Add	Comments
Tender Figure		£ 2,304,660.00	
To Summary	<u>£ -</u>	<u>£ 2,304,660.00</u>	

Build Up to Contract Sum

1	EDPM Seals - Windows	£	5,000.00	PS
2	Water Mains	£	6,791.00	
3	Additional tarmac removal	£	3,086.60	
4	Additional lead flashings	£	2,000.00	PS
5	Stop ends to copings	£	300.00	
6	RWP adaptors	£	250.00	
7	Lift shaft/under stair walls	£	2,500.00	PS
8	White capping to skirting	£	51.80	
9	lift optional extras	£	1,271.00	
10	Soil Disposal	£	40,000.00	PS
	OHP	£	587.52	
	Contingency	£	33,000.00	
	Day works	£	8,300.00	

Contract Sum to Summary	<u>£ -</u>	<u>£ 2,407,797.92</u>
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Architect's Instructions

	Omit	Add	Comments
1	CONSTRUCTION ISSUE - ARCHITECTURAL INFORMATION CONSTRUCTION ISSUE – STRUCTURAL & CIVIL ENGINEERING DRAWINGS CONSTRUCTION ISSUE – STEEL FRAME CONNECTIONS CONSTRUCTION ISSUE – M&E INFORMATION	£ -	£ -
2	CONFIRMATION: EPDM SEALS CONFIRMATION - EARLY SITE POSSESSION CONSTRUCTION ISSUE – BENDING SCHEDULES	£ -	£ -
3	No Cost Impact	£ -	£ -
4	No Cost Impact	£ -	£ -
5	CONFIRMATION: TENDER CLARIFICATIONS DRAWING ISSUE: STENTON OBHI ARCHITECTS	£ -	£ -

6	DRAWING ISSUE: STENTON OBHI ARCHITECTS DRAWING ISSUE: STUART THOMAS ASSOCIATES	£	-	£	-	
7	DRAWING ISSUE: STENTON OBHI ARCHITECTS DRAWING ISSUE: STUART THOMAS ASSOCIATES	£	-	£	-	
8	Architects Instruction 08- Issued 16/04/24- Demolition of Patio Structure	£	-	£	5,034.75	Agreed
9	Architects Instruction 09- Issued 17/04/24- Removal of Kerbs	£	-	£	2,701.13	Agreed
9	Architects Instruction 09- Issued 17/04/24- EO Breakout of Concrete (below Tarmac)	£	40,000.00	£	23,584.89	Agreed
10	No Cost Impact	£	-			
11	Architects Instruction 11- Issued 02/05/24- Incorrect Level to Bottom of B&B Void	£	-	£	952.69	Agreed
11	Architects Instruction 11- Issued 02/05/24- Remove & Dispose of Tree Stumps, Laurel & Green Waste	£	-	£	6,111.37	Agreed
12	Architects Instruction 12- Issued 08/05/24- Trial Holes to Gas Main	£	-	£	570.68	Agreed
12	Architects Instruction 12- Issued 08/05/24- Foul Drainage Investigation to Unidentified MH's	£	-	£	296.89	Agreed
13	Issued 15/05/24 - omission of Provisional Sum for EPDM External Windows & Doors	£	5,000.00	£	-	
13	Issued 15/05/24- Expend/ Add EPDM to External Doors & Windows			£	7,211.86	Being Reviewed by C&B
14	Issued 17/05/24/ No cost Impact	£	-	£	-	
15	Issued 24/05/24 Instrument Paint Change	£	8,240.00	£	-	Agreed
15	Issued 24/05/24- ESP Dwg 201 Mech. Schedule- Air Con. & Ventilation Equipment Update			£	8,891.40	Being Reviewed by C&B
16	Issued 30/05/24- Setting out BWIC- Grilles & Bat/ Bird Boxes	£	-	£	-	
16	Wraptite Tape to Cavity Wall Insulation	£	-	£	-	
16	Remove & Dispose of Pub Sign	£	-	£	-	
17	Removal of Dwarf Walls, Steps, Paving Slabs & Concrete Bases	£	-	£	7,458.66	Agreed
17	SOA Drawing Issue	£	-	£	-	
17	STA Drawing Issue	£	-	£	-	
18	Issued 18/06/24 / No cost change	£	-	£	-	
19	Concrete Blinding to Retaining Wall Foundation	£	-	£	2,678.24	Agreed
19	Concrete Obstruction in Ground	£	-	£	269.57	Agreed
19	Wraptite Tape to Cavity Wall Insulation	£	-	£	4,543.35	Agreed
20	Kitchen Fit out, including M&E	£	50,000.00	£	48,099.00	TBC
20	Café Fit out Cost Including M&E	£	25,000.00	£	20,000.00	TBC
21	Drawing Issue ESP	£	-	£	4,600.00	TBC

22	Drawing issue STA	£	-	£	-	
22	Special bricks	£	-	£	3,000.00	TBC
23	Drawing Issue ESP	£	-	£	-	
24	SOA Drawing Issue	£	-	£	-	
25	SOA Drawing Issue	£	-	£	-	
25	Drawing Issue ESP	£	-	£	-	
26	SOA Drawing Issue	£	-	£	-	
26	Omission of Provisional Sums	£	25,000.00	£	-	
26	Omission of cubcle lockers	£	4,395.95	£	-	
26	Omission of landscape maintenace	£	765.45	£	-	
26	STA bending schedules	£	-	£	-	TBC
26	Armrests to benches	£	-	£	350.00	
26	Variation to screeds	£	2,000.00	£	-	
26	Café servery	£	-	£	5,497.00	
26	Omission of cylinders	£	1,200.00	£	-	TBC
26	Omission of link to FA	£	2,000.00	£	-	TBC
27	Drawing issue STA	£	-	£	-	TBC
28	SOA Drawing Issue					
28	Drawing issue STA					
28	Drawing Issue ESP					
28	External balustrade	£	-	£	-	
28	Paving	£	6,365.00	£	-	
28	Omission of Provisional Sums	£	759.00	£	-	
29	Tile splashback	£	-	£	300.00	TBC
29	Wall hung basin	£	-	£	706.00	
30	Door restraint hoops	£	-	£	750.00	TBC
30	Stiarcasce details	£	-	£	750.00	TBC
To Summary		£	170,725.40	£	154,357.48	

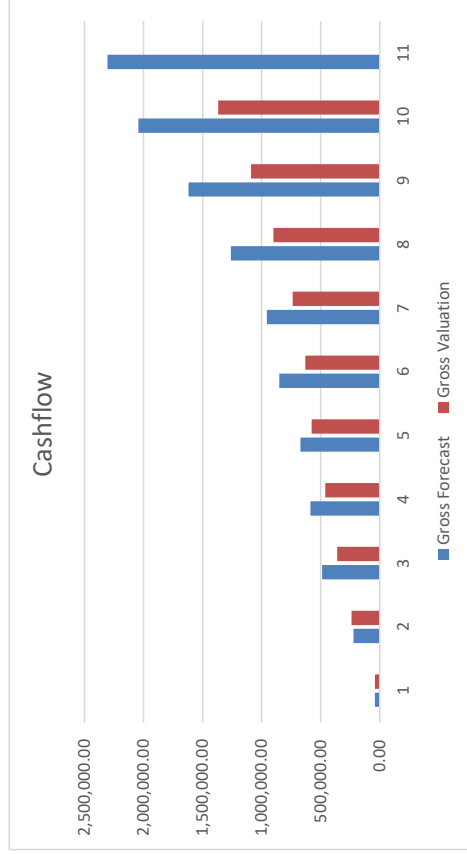
Variations Submitted by S&B

		Omit	Add	Comments	
1	Remove Hording to South Boundary & Erect Heras	£	-	£ 648.35	Not Agreed
2	Colum Casement Re-measure	£	-	£ 6,573.22	Not Agreed
3	Remove/ Dispose Remaining Hoarding & Erect Heras to Western Boundary	£	-	£ 5,670.00	Not Agreed
4	IHR-B Head Restraint Re-Measure	-	£	999.24	Not Agreed
5	Retaining Wall Infill & Works to SW Embankment		£	25,262.55	Not Agreed
6	Rebuilding the Patio Structure		£	29,307.27	Not Agreed
To Summary		£	-	£ 68,460.63	

Expected Variation

	Omit	Add	Comments
1 Expected Extra for Demolition of Existing Patio Structure	£	-	No Longer Required
2 Rebuilding the Patio Structure	£	-	Superseded by SB06
3 Retaining Wall Infill & Works to SW Embankment	£	-	Superseded by SB05
4 Works to the lose wall behind the basement, Demolish Rebuild and tie into existing	£	20,000.00	C&B Estimate
5 Additional SDB, SPB & SAH Ties	£	5,000.00	C&B Estimate
6 3nr Electric Blinds to Rooflights/ M&E	£	1,500.00	C&B Estimate
7 Adjustment to Intumescent Paint			Superseded by A115
8 RL Dig & Cart Re-Measure	£ 5,000.00	£ 12,500.00	S&B Estimate
9 CWI to Subs Incorrect BQ Description (Described as 50mm not 90mm)		£ 600.00	S&B Estimate
10 Roller Shutter to Community Larder		£ 3,200.00	S&B Estimate
11 Trespa Cladding Remeasure		£ 3,945.00	S&B Estimate
12 Non-Hazardous Muck uplift		£ 2,000.00	S&B Estimate
13 Water Barrier Pipe		£ 1,500.00	S&B Estimate
14 Clearing Stirway		£ 1,500.00	S&B Estimate
15 Unidentifided Obstuction/Groundworks Standing Time		£ 2,500.00	S&B Estimate
16 Concrete Obstuction to Retaining Walls E&P		£ 750.00	S&B Estimate
17 Formwork to Retain Screed		£ 500.00	S&B Estimate
18 Additional Steel Missed from Steel Elevation Drawing		£ 4,000.00	S&B Estimate
19 Roof flashings/remesure		£ 4,500.00	S&B Estimate
30 Incoming seervices and BWIC (BT and Elec)		£ 7,500.00	Estimate
31 Incoming power quote		£ 7,500.00	Estimate
32 Floor finishes		£ 4,000.00	Estimate
33 Temporary electrics to the building		£ 2,000.00	Estimate
34 DPM/latex		£ 3,000.00	Estimate
35 Facing brick specials		£ 1,000.00	Estimate
To Summary	£ 5,000.00	£ 88,995.00	

Cumulative value	AI issued in Period	Valuation number	Monthly Valuation total	Net Monthly Valuation total	Actual Valuation gross	Net Valuation
40,000.00	5,164.00	1	45,164.00	43,809	41,237	40,000
221,687.77	5,164.00	2	181,687.77	176,237	239,415	232,232
488,327.47	5,164.00	3	271,803.70	263,650	360,131	349,327
586,508.88	5,164.00	4	103,345.41	100,245	460,642	446,823
670,974.95	5,164.00	5	89,630.07	86,941	575,810	558,536
851,564.44	5,164.00	6	185,753.49	180,181	629,916	611,018
954,742.31	5,164.00	7	108,341.87	105,092	737,575	715,448
1,259,984.31	5,164.00	8	310,406.00	301,094	900,272	873,265
1,618,001.79	5,164.00	9	363,181.48	352,286	1,089,688	1,056,914
2,044,221.35	5,164.00	10	431,383.56	418,442	1,348,435	1,307,982
2,304,660.00	5,164.00	11	265,602.65	257,635		





STENTON OBHI ARCHITECTS

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09 - CPCC COMMUNITY HUB: POST CONTRACT WORKING GROUP MEETING MINUTES

Project: CPCC Community Hub, Springfield, Milton Keynes	
Project No: 06325	
Meeting Location: Springfield Centre, Springfield, Milton Keynes MK6 3NA	Date: 06.12.2024
Client: Campbell Park Community Council	Time: 1pm

Present:	Dominic Warner (CPCC)	- DW
	Perri Sullivan (CPCC)	- PS
	Tracey Jones (CPCC)	- TJ
	Brian Greenwood (CPCC)	- BG
	John Howard (CPCC)	- JH
	Nick Stenton (SOa)	- NS

Apologies:	Chris Hindson (CPCC)	- CH
	Ray Golding (CPCC)	- RG
	Sophie Gibbens (CPCC)	- SG

Item		Actions
1.0	Introductions	
1.01	No formal introductions required, apologies as above.	
2.0	Minutes of Last Meeting/Matters Arising	
2.01	<p>Mtg 08 / 2.01 – Voids in the basement (former stairwell) that were infilled with rubble during the pub demolition.</p> <p>NS confirmed that MT of STA has inspected the void and recommended that the rubble needs to be removed. Price has been requested from S&B for removal work. STA to provide detail for permanently blocking up the door openings. STA provided revised drawings on 12th June. Cost info from S&B still pending.</p> <p>As an update NS confirmed that an initial cost for the clearance work, in the sum of £1500.00, had been advised by S&B and included in the final account cost projection</p> <p><i>NS to advise CPCC once final cost has been agreed between S&B and C&B</i></p>	NS (Ongoing Item)
2.02	<p>Mtg 08 / 2.02 - Tiling to splashback in the Staff Room</p> <p>The requirement was discussed, and it was agreed that CPCC would procure and store their preferred tiling (3m2 approx.) until required. S&B to install only</p> <p><i>PS confirmed that the tiles were purchased and available as and when required by S&B</i></p>	

2.03	<p>Mtg 08 / 2.03 – Patio rebuilt (Costings)</p> <p>With reference to Patio rebuilt, DW noted that the latest design omitted the requirement for substructure work and wanted to ensure that element was excluded from the revised costings from S&B. NS to advise C&B to check this</p> <p><i>Post Meeting Note – NS confirmed that he had checked and the requirement for substructure work had been excluded from the variation cost submitted by S&B</i></p>	
2.04	<p>Mtg 08 / 2.04 – Kitchen</p> <p>NS highlighted the importance of the coordination for junction between the steel cladding behind the cooking area and the PVC wall cladding to the rest of the walls.</p> <p>NS noted that CH has spoken to Countywide about the extractor splashback and hygienic wall cladding installation and sequencing. The stainless steel fabricator has recommended that they install the canopy and associated splashback to the wall first, with a joining strip on the edge of their installation for the hygienic cladding, as this will give a clean and tidy junction between the two elements. The key to ensure that the installation runs smoothly is for the stainless steel fabricator to survey the site as early as possible.</p> <p>NS confirmed that the site visit for the steel fabricator had been undertaken and that CH was continuing to coordinate as required</p>	<p>(Ongoing Item)</p>
2.05	<p>Mtg 08 / 2.05 – Establishment of a plan / programme for the occupation and the move into the new Community Hub facility</p> <p>With reference to CPCC planning for deliveries to and occupation of the completed building whilst maintaining continuity of service, BG asked when S&B would be in a position to provide a more definitive completion date. NS advised that based on the current contract dates and the two week delay reported by S&B that the completion date would be 31st January 2025. However, NS noted that once the building was weather tight a more realistic timescale for completion should be able to be established and suggest the programme reported by S&B at the progress meeting on 7th November would provide a good, but not guaranteed indication of the actual completion date.</p> <p>The CPCC team agreed to commence the establishment of a plan / programme for the occupation and the move into the new Community Hub facility</p> <p>JH asked for an update on progress and DW confirmed that everything was in hand and noted the following –</p> <ul style="list-style-type: none"> - An equipment audit has commenced - The transition period following completion would allow a phased move between the buildings - That the lease position with MKCC was under review and it was on a three month rolling notice period. Contract completion needs to be established prior to formally giving notice - New furniture is to be ordered for new building due to condition and suitability of current furniture 	<p>CPCC (Ongoing Item)</p>

2.06	<p>Mtg 08 / 2.07 – AOB - NS confirmed that it had been agreed that the £10,000.00 Provisional Sum for the 2no additional batteries link to the PV system was to be omitted form the contract. Until the building is in operation we don't know if the additional batteries will be required. Following monitoring for 12 months the installation of additional batteries could be considered. Separate funding may be available. Electrical infrastructure installed during the contract will allow for the battery provision to be extended if required</p> <p>RG requested that funding for the retrospective battery addition should be included in the CPCC 26/27 budget</p> <p>DW confirmed that the funding had been included in the 26/27 budget and had been signed off by the Council</p>	
2.07	<p>Mtg 08 / 4.01 – AOB - Due to the delay in the contract completion, it was agreed that additional Working Group Meetings were to be programmed. Meetings to be on 10th January and 7th February 2025</p> <p>NS – confirmed that PS had circulated the meeting invitations accordingly</p>	
2.08	<p>Mtg 08 / 4.02 – AOB - With reference to the utility connects –</p> <p>Electrical – NS confirmed the incoming electrical was installed and energised. NS also confirmed that CH is actioning the procurement of the supply and the provision of the meter</p>	CH
2.09	<p>Mtg 08 / 2.09 – AOB - NS asked CH if he had reviewed the costs within the contract for seeding and turfing, thus allowing us to establish if its omission could represent a viable value engineering item for CPCC. CH confirmed that he would review and advise accordingly.</p> <p>NS confirmed that that CH had reviewed and advised that the omission would represent a viable value engineering option for CPCC. Therefore, the works are to be retained within the contract</p> <p>TJ noted a typo, with the confirmation saying, 'the omission would represent a viable value engineering option for CPCC', instead of 'the omission would not represent a viable value engineering option for CPCC'</p>	
3.0	Ongoing Issues	
3.01	<p>Progress</p> <p>NS advised that S&B were now reporting a 7 week delay beyond the revised Contract Completion date of 14th February, with a completion date of 4th April 2025</p> <p>The works to the building were 4 weeks behind programme and that S&B are currently anticipating a completion on 14th March 25</p> <p>The external works completion is currently 18.5 weeks behind the dates in the contract programme, which equates to a 7 week delay to the overall project completion, with S&B anticipating a completion on 4th April 25, based on a reworked 'optimum' delivery programme for the externals</p>	

	<p>NS noted the following had been discussed /raised at the Progress Meeting–</p> <ul style="list-style-type: none"> - S&B were still liaising with subcontractors and the programme would be updated and recirculated accordingly following those discussions. However, NS stated that he didn't expect the programme to change significantly or offer an improved completion date - The programme was 'optimum' and has no allowance for further delays due to weather or subcontractors issues - A two week shutdown for Christmas was indicated on the revised programme, while the Contract programme only indicated a week - We were entering a high risk period in relation to adverse weather, in terms of both rain and frost - The design team had questioned the sequencing of the external works within the S&B programme at both the tender interview and the pre-start meeting - That it had been emphasised that the completion of the building element should not slip on the basis of the delayed completion of the external works elements - That DW had raised serious concerns on the impact of the proposed delay and the fact that it was an 'optimum' with a significant risk of further delay due to weather events and the reliance on the ground workers resourcing and performance - That DW had advised that the delay would have knock on affects to both the lease of the current CPCC premises and the lease of the premises of the appointed catering provider, who would be based in the new building <p>The delay was discussed at some length, with both BG and JH stating it was completely unacceptable, and that S&B needed to come up with solutions for recovering lost time</p> <p>NS noted that the following actions had been agreed –</p> <ul style="list-style-type: none"> - S&B to finalise the external works programming by end of business on Tuesday 10th December and circulate copies - A meeting, to be attended by DW, PS, NS and Craig from S&B, is to be held at the CPCC Offices at 9.30am on Wednesday 11th December to discuss the finalised programme, the completion date, implications to the client, residual risks, opportunities, etc. Note - DW/PS to report back to the Working Group following the meeting <p>NS noted the following points -</p> <ul style="list-style-type: none"> - No time had been lost in the reporting period to inclement weather - An 'Extension of Time' request from S&B within the next period was likely - That even with the additional work instructed, particularly related to the patio demolition and rebuild, NS and AF did not believe that there was justification for more than a 4 week extension (approx.) - That he felt it highly unlikely, due to the potential for days lost to weather, that S&B would achieve completion by 4th April <p>DW asked NS if he could estimate a realistic completion date. NS said that there were no guarantees, but he could not see a completion before the end of April</p> <p>The following CPCC actions were noted –</p> <ul style="list-style-type: none"> - It was agreed that an early May completion should be reported to the Council and that CPCC needed to plan accordingly and look at contingencies - DW/PS should review the CPCC lease arrangement - DW/PS to liaise with the appointed catering provider ASAP to establish if they could extend their lease 	<p style="text-align: right;">DW/PS</p> <p style="text-align: right;">DW/PS</p> <p style="text-align: right;">DW/PS</p>
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3.02	<p>With reference to the ongoing cost items still to be agreed, NS noted the following –</p> <ul style="list-style-type: none"> - Another meeting was scheduled for Thursday 12th December to discuss the residual S&B variations with AF from C&B - NS/AF had already agreed cost adjustments on 5 of the 10 outstanding when they met on 4th November, with the adjustments mainly relating to the excessive S&B management costs - NS noted that we are currently holding off formally instructing the costs associated with the variations by Architects Instruction. This would be actioned in due course, once all variations were ready for instruction. NS noted that the reduction in S&B management costs is not likely to be well received by S&B <p><i>Post Meeting Note – 3 further variations were received from S&B on 4th & 5th December</i></p>	
3.03	<p>With reference to the outstanding design variations that discussed at the previous meeting, NS noted the following –</p> <ul style="list-style-type: none"> - Changes to steps at front of building - design variation for the steps and retaining wall had been completed and that SOA and STA drawings were issued to S&B for construction on 15th November and subsequently on Architects Instruction 28 (25th November). Note – Cost still to be confirmed, but S&B have advised should be cost neutral at worst, but may offer a saving. - Change to paving slab and step riser/tread unit specification – S&B advised, on 25th November, that the change of paving and step/trend units from Marshalls to Brett generated a combined cost saving of £6,365.00. Subsequently the change was instructed on Architects Instruction 28 (25th November) 	
4.0	Any other business	
4.01	n/a	
5.0	Dates of Next Meetings	
5.01	<p>Friday 10th January 2025 (1pm) Friday 7th February 2025 (1pm)</p> <p>All meeting to be held at the Springfield Centre</p>	
	<p>NOTE Any dissents from the Meeting Minutes to be notified in writing to SOA within 7 working days from the date of issue. Otherwise, these shall be deemed to be a true and accurate record of the meeting.</p>	