

YOU ARE HEREBY SUMMONED TO A MEETING OF COUNCIL

to be held at the

Oldbrook Centre, Oldbrook Boulevard, Oldbrook

**Tuesday 18 February 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 B Macharia
Cllr F Mangan
Cllr R McCafferty
Cllr D Pafford
Cllr M Petchey

MEETING PROTOCOL

In order to facilitate the smooth running of meetings, members are asked to respect the following protocol:

- If a member arrives once the meeting has started, they will enter as quietly as possible and take a seat within the public area until invited forward by the Chair. This is to avoid disruption during the discussion of agenda items.
- All those present are asked to turn their mobile devices off or place into silent mode.
- Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if they are present at the meeting of a community council or its committees but otherwise may:
 - a) Film, photograph or make an audio recording of a meeting;
 - b) use any other means for enabling persons not present to see or hear proceedings at a meeting of CPCC as it takes place or later.
 - c) Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

The Chairman may stop the meeting and ask the person to leave the meeting if they feel there has been a breach of the above protocol.

AGENDA

1. **To receive:**
Apologies for Absence
Declarations of Interest
2. **Minutes of the Meeting of Council held on 21 January 2025** *Page 9*
To approve the minutes of the meeting of Council held on 21 January 2025, previously circulated and therefore taken as read.
3. **Public Involvement – Deputations, Petitions and Questions**
Members of the public may make representations in respect of the business on the agenda.
4. **Chair’s Report**
Council is invited to receive a verbal report from the Chair.
5. **Clerk’s Report**
Council is invited to receive a verbal report from the Clerk.
6. **Ward Member Reports**
 - i. Council is invited to receive any verbal Ward Member Reports.
 - ii. Council is invited to note that no written reports have been received.
7. **MKCC Sale of Land proposals in Fishermead** (Minute 140/24, 157/24)
Council is invited to receive an update from Cllrs Greenwood and Petchey, 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.
8. **To receive draft minutes (including recommendations) from Committees. Any Member questions arising from matters detailed in the minutes to be raised under the relevant Committee**
 - a. **Minutes of the Community & Communications Committee** *Page 15*
Chair: Cllr K Kavarana
Council is invited to receive the minutes.
 - b. **Minutes of the Planning, Infrastructure & Transport Committee** *Page 21*
Chair: Cllr B Greenwood
Council is invited to receive the minutes.
 - c. **Minutes of the Personnel Committee** *Page 27*
Chair: Cllr K Kent

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

i. Draft Minute 38/24i - Staff Review – see agenda item 17

ii. Draft Minute 41/24 - Menopause Policy **Page 29**

Committee resolved to recommend the Bright HR template menopause policy to Council for adoption.

d. Minutes of the Estates Committee **Page 33**
Chair: Cllr R Golding

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

i. Draft Minute 82/24 - New Commercial Waste Legislation – Report E09/24 – see agenda item 18

ii. Draft Minute 83/24 ii. – Council Community Centres – Hall Hire Fees – Annual Increase Review

Committee reviewed current hall hire fees of all community centres and resolved to make a recommendation to Council that they be increased by the current CPI rate (2.5%) from April 2025 onwards.

9. Community Councillor Allowance 2025/26 - Milton Keynes City Council Independent Remuneration Panel (IRP) Recommendation

Council is invited to note the recommendation of the IRP that (where paid) Town, Parish and Community Councils, allowances should also be indexed by 2.87% for 2025/26 only (the increase represents the median increase to the NJC pay scale for the preceding financial year).

In February 2024 Council agreed (Minute No.169/23) to accept all future recommendations of the IRP without need for a member vote.

10. Sport England Place Expansion Investment

Council is invited to receive a verbal update on the MK Place Based Expansion Programme

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

Page 35

Milton Keynes City Council's 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 draws to a conclusion, new electoral geography for the City Council is a natural opportunity for MKCC as the principal council to review both the Polling Districts and Places, and Community Governance.

PDR – MKCC will be undertaking an informal PDR consultation ahead a formal process between June – September 2025, details of the informal process are yet to be confirmed.

CGR - MKCC are running a CGR to evaluate the way local communities are represented in Milton Keynes. A 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. This review is getting under way after approval at a meeting of MKCC on 22 January 2025.

The initial phase is an informal consultation which is now live and will run until Friday 28 March 2025. Please use the [online survey](#) to provide your views on your parishes current governance. MKCC will use the responses to inform their draft proposals, which they will then formally consult on over the summer.

Council is invited to identify and agree its response to the informal CGR consultation.

Page 41

12. Oldbrook Ward Councillor Vacancy Update

Council is invited to note that the notice of vacancy for the vacant seat on the Oldbrook ward expired on 13 February – Clerk to verbally update Council, including whether an election has been requested.

13. Appointment to Council Committees (Co-opted Cllrs)

Council is invited to appoint newly co-opted members to the Committees agreed within the Scheme of Delegations (Standing Order 4dxiv applies). Vacancies currently exist on the following Committees:

Finance, Administration & Policy – 1

Community & Communications – 2

Personnel – 1

Planning - 1

14. Parishes Forum Appointment

Following the passing of Cllr Fraser, Council is invited to appoint a representative to the Milton Keynes Parishes Forum.

15. Community Hub – Working Group Update

Page 47

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

- Contractors Report no.12
- Updated Project Programme
- Financial Statement Nr 8 as provided by Currie & Brown

i. Community Hub Café – Café Operator

Council is invited to receive a verbal update.

ii. Charitable Trust Creation

Nothing to report.

Confidential Item

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

***Items 16, 17, 18 & 19.**

16. IT Managed Services Contract 2025/26

Council is invited to note that it was agreed in March 2024 (Minute 189/23) that the Cloudy IT contract was extended by 24 months to April 2026 to allow a continuity of managed IT services for the move across to the new Community Hub.

The 2025/26 renewal from Cloudy IT represents an increase of £79 compared to 2024/25. There will be an additional in-year increase with the adoption of using leased line broadband connectivity to support the functionality needed at the Community Hub. The cost of the leased line has been factored into the 2025/26 IT support budget agreed by Council.

17. Personnel Committee - Draft Minute 38/24i - Staff Review

Committee considered a draft estates officer job description, resolving to recommend it to Council for acceptance.

18. Estates Committee – Draft Minute 82/24 - New Commercial Waste Legislation – Report E09/24

Committee received and considered the report from the Estates Manager, resolving to recommend to Council that the existing waste collector (Biffa) be retained on the grounds of best affordability.

19. Community Hub – Furniture Procurement Report – 05/C/24

Council is invited to consider the recommendation of the Community Hub Working Group in the appointment of the contractor for the supply and installation of furniture at the new Community Hub.

20. Easter Tea Party Volunteers

Members are asked to confirm their availability to assist at the Easter Tea Party which takes place on Saturday 5 April, 2-4pm at the Springfield Centre.

21. Dates of Future Committee & Working Group Meetings

Community & Communications – 25 February at 6.30pm

Planning – 3 March 2025 at 6.30pm

Personnel – 4 March 2025 at 6.00pm – meeting to be confirmed

Finance, Administration & Policy – 4 March 2025 at 6.30pm

Estates – 11 March 2025 at 6.30pm

- 22. Date of Next Meeting**
Tuesday 18 March 2025 at 7.30pm

BY ORDER OF THE COUNCIL

Dominic Warner

D Warner, Clerk to Council
13 February 2025

**Minutes of the meeting of Council held on
Tuesday 21 January 2025, 7.30pm
at the
Oldbrook Centre, Oldbrook Boulevard, Oldbrook**

This meeting was open to the public

Members Present

Cllr L Adura	Cllr J Howard
Cllr O Cole	Cllr H Kakei
Cllr V Dixon	Cllr D Kendrick
Cllr R Golding (Vice Chair)	Cllr K Kent
Cllr B Greenwood (Chair)	Cllr D Pafford
Cllr J Hearnshaw	Cllr M Petchey

In Attendance

D Warner, Clerk to Council
P Sullivan, Deputy Clerk

- 149/24 Councillor Tom Fraser**
Following the recent death of Councillor Tom Fraser, the Chair of Council led Member tributes to Tom, acknowledging his dedicated work as a Councillor, his many local achievements and his contribution to the betterment of the community. The Chair then asked those present to stand and observe a minutes silence.
- 150/24 Apologies for Absence**
Cllr P Halton-Davis – unwell
Cllr K Kavarana – work commitment
- 151/24 Declarations of Interest**
None
- 152/24 Minutes of the Meeting of Council held on 10 December 2024**
The minutes of the meeting, having previously been circulated were approved as a correct record and signed by the Chair.
- 153/24 Public Involvement – Deputations, Petitions and Questions**

Five members of the public were present, no questions received.

154/24 Chair's Report

The Chair had nothing to report.

155/24 Clerk's Report

Further to the MKCC briefing report on the future of Woolstone Community Centre circulated before Christmas, the Clerk reported that there are more positive updates coming out of MKCC, with potential funds available to carry out a condition survey on the bell tower and capital support to address the heating issue once the relevant planning permission is obtained.

The Clerk has recirculated an email from NALC requesting feedback on the government survey on strengthening the standards and conduct framework. Please note that the response deadline is 2 February 2025.

156/24 Ward Member Reports

- i. Council is invited to receive any verbal Ward Member Reports.
Cllr Pafford reported to a highways issue on Evans Gate to MKCC and received a response saying that it doesn't warrant repair.
Cllr Pafford also gave his opinion on litter and parking in Fishermead and suggested a dialogue with MKCC and local business owners.

Cllr Kent shared a letter from the Buckinghamshire Air Ambulance service which confirmed that 2023 was their busiest year yet with over 3293 calls.
- ii. Council noted that no written reports have been received.

157/24 MKCC Sale of Land proposals in Fishermead (Council Minute 140/24)

Council received 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.

At the meeting a case was made for a hold to be put on the disposal of both pieces of land and work be carried out on the feasibility, particularly on Pentewan Gate, for it to be used for a medical facility. It is likely that this work will not start until after MKCC's forthcoming budget is agreed.

158/24 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 Planning, Infrastructure & Transport Committee**
Chair: Cllr B Greenwood
Council received the minutes.

b. Minutes of the Estates Committee

Chair: Cllr R Golding

Council received the minutes and resolved to ratify 2 items (i & ii)

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.

159/24

Sport England Place Expansion Investment

Council noted that, in light of the need from Sport England for further clarification on the development phase application, the meeting of the MK Place Based Expansion Programme Board to be held on 16 January was postponed. An update will be provided at the February meeting.

160/24

MKCC Review of Polling Districts and Places (PDR) & Community Governance (CGR)

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 noted the information and will consider what response it might give to the consultation when it becomes live.

161/24 Devolution Priority Programme

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.

Council noted the information.

162/24 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.11
- Updated Project Programme
- Financial Statement Nr 6 as provided by Currie & Brown
- Post Contract Working Group Minutes 09

The Clerk reported that following the two-week shutdown over Christmas, the site is now busy again. There are considerable external works still to be done. The commercial kitchen is being fitted next week. Weather still has an impact, particularly to masonry works which cannot be done in low temperatures (sub 3 degrees). More labour has been brought in this week to help catch up. A weekly schedule is now being provided to keep us up to date. It is likely that Steele & Bray will ask for a further extension of time but currently handover is still 4 April.

Financial statement nr.7 was tabled at meeting. There is a time lag on production of the agenda pack, and this has been circulated so that statements are more relevant and not one month behind. The projection of anticipated construction cost is significantly different from statement nr.6 (approx. £10k) in that we have asked a figure to be included to reflect any other preliminary amounts so that we can more confidently apply to PWLB for a further drawdown of funds.

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

There was a meeting last week with the preferred operator, who clarified availability when the building is ready. Work on heads of terms/lease continues and will be brought to Council for approval once finalised.

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 considered and noted 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

163/24

Consideration of Candidate(s) for Co-option as a Community Councillor

Council considered the candidate(s) for co-option as a Community Councillor to fill the vacant seats on the Fishermead, Oldbrook and Willen wards.

Council voted to co-opt as follows:

Frances Mangan to represent Fishermead

Richard McCafferty to represent Oldbrook

Bill Macharia to represent Willen

The Chair congratulated the successful candidates and thanked all those who came forward for consideration.

164/24

Annual Meeting of Electors

Council noted 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.
(Apologies – Cllr Golding)

165/24

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

166/24

Date of Next Meeting

Tuesday 18 February 2025 at 7.30pm

**Minutes of the Community & Communications Committee
held on Tuesday 28 January 2025
commencing at 6.30pm
at the Springfield Centre, Springfield Boulevard, Springfield**

This meeting was open to the Public

Members Present

Cllr O Cole

Cllr P Halton-Davis

Cllr K Kavarana (Chair)

Cllr V Dixon

Cllr J Howard

Cllr D Kendrick

In attendance

T Jones, Community Officer/Committee Clerk

P Sullivan, Deputy Clerk

46/24

Apologies for Absence

Cllr M Petchey – MKCC commitment

Cllr L Adura - personal commitment

47/24

Declarations of Interest

None

48/24

Members of the Public Present

Cllrs Greenwood and Mangan were present

49/24

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.

50/24

Public Involvement – Deputations, Petitions and Questions

None

51/24 Grants

- i. Committee noted the report received from Acornfields Community Interactions following the grant of £500 awarded in February 2024 towards the African Dance Fitness project.

52/24 Communications - Programme & Priorities 2024/25

i. 2025/2026 Annual Community Council Budget/Precept Consultation - Report

Committee considered the 2025/2026 Annual Community Council Budget/Precept Consultation Report and reviewed the feedback received in relation to items within the Committees remit. Committee noted that many of the comments received & suggestions for improvements related to items within the control of Milton Keynes City Council. Committee resolved that a list of items within the remit of the Committee should be compiled, with an action plan to address these.

Committee also noted and supported the need to continue to maintain and improve play areas and also resolved to incorporate more information on the website on the heritage and cultural activities within our area.

ii. 2025/2026 Annual Community Council Budget/Precept Consultation - Process

(C&C Minute 94/23 iv)

Committee considered the outcomes, following the changes to the process to incorporate the use of Survey Monkey for the submission of online responses and the use of a QR code to direct users to the website to access the questionnaire. Committee considered learning points and ideas for improvements to the accessibility of the 2026/2027 consultation resolving to use Survey Monkey again next year and to look at having a better balance of open and closed questions.

Committee identified the need to better explain the context of the question about increases to the precept and the element of the council tax bill this would affect. Committee further resolved to find ways to target the demographic of residents that didn't respond and were, therefore, underrepresented in the outcomes.

53/24 Community Projects - Programme & Priorities 2024/25

i. Review of Childrens Christmas Party

Committee considered feedback received from the event held on Saturday 7 December, noting that the event was a success and lots of positive feedback was received.

There were learning points gained in relation to photography at our events, with Committee resolving that a policy should be developed to include a requirement for official event photographer/s being appointed and they should only use CPCC cameras, rather than mobile phones. Signage at the events should highlight that attendees should ensure that they only take photographs of their own children.

ii. Easter Tea Party – Saturday 5 April

Committee received an update from the Community Officer on the plans for the event. Members were invited to confirm their support for the delivery of the event with Cllrs Dixon and Mangan confirming their availability and Cllrs Cole, Kendrick and Howard also hoping to be in attendance.

iii. **MK Play Association**

Committee reviewed the information booklet provided by MK Play Association and resolved to commission MKPA again to deliver play sessions during school holidays. Committee further resolved that a 2hr play session at a cost of £520 each should be offered at Fishermead Pirate Park, Oldbrook Green and in Springfield on the land behind the Hub (MKC permission will be required) along with a Teen session at a cost of £1040 also offered in Springfield on the land behind the Hub (MKC permission will be required).

iv. **Seated Exercise sessions**

Committee noted that the seated exercise sessions at Willen Pavilion continue to be a success with 17-23 people attending each week. Committee also noted the interim evaluation report that has been submitted to MK Community Foundation. The funding from MK Community Foundation ends on 29 April 2025.

The original plan was that at the end of the funding, the sessions would transfer to the CPCC Hub to reduce delivery costs. As the Hub will not be available immediately after this date, Committee considered and approved the continuation of the booking at Willen Pavilion, covering the cost from the allocated Community budget until the transfer can take place.

Committee confirmed that participants should be asked to make a donation of £2/3 per session, if they are able, towards the cost of the sessions. Committee noted that the current weekly costs for delivering the sessions are £60, with the hall hire element being £25.20 per week. There may be a small increase to these costs for 2025/26.

v. **CPCC Community Hub Opening Events – Report 002/C&C**

Committee received and considered the report regarding plans for the opening events for the CPCC Community Hub.

Committee resolved to;

1. Accept the recommendation to establish a Working Group to develop delivery plan and organise the events, reporting to each meeting of the committee. The Working Group to be made up of the Clerk, Deputy Clerk, Community Officer and Estates Manager and 2 or 3 Councillors. Cllrs Greenwood, Dixon, Cole and Howard put themselves forward to be considered to join the working group.
2. Accept the recommendation that events be held over 2 days with partners and local organisations being invited to a networking lunch on 24 September (Date TBC) and a community event with a ribbon cutting ceremony on Saturday 27 September (Date TBC).
3. Submit ideas to the Community Officer for local dignitaries, project contributors, key community figures, or local celebrities that we could approach to invite them to give a speech and/or officially open the building and cut the ribbon, as part of the opening ceremony. A shortlist of potential candidates to be drawn up for further consideration.

54/24 Homeground

- i. Committee noted that there had been no feedback received following the publication of the November edition of the magazine.
- ii. Committee considered and approved the proof of the February edition of Homeground magazine. Distribution to be started w/c 10 February.

55/24 Date of Next Meeting

Tuesday 25 February 2025

REPORT TO: Community & Communications Committee
DATE: 28 January 2025
REPORT ON: CPCC Hub Official Opening Events
REPORT BY: Deputy Clerk & Community Officer
REPORT NO: C&C/002/24

Purpose of Report

For Committee to consider plans for the official opening of the CPCC Hub and contribute ideas to the delivery plan.

Recommendations

1. That Committee give delegated authority to an officer working group to develop a delivery plan and organise the events - with a progress report to be made at each Committee meeting. The officer working group to be made up of the Clerk, Deputy Clerk, Community Officer & Estates Manager.
2. That the opening events be held over 2 days with partners and local organisations being invited to a networking lunch on 24 September (Date TBC) and a community event with a ribbon cutting ceremony on Saturday 27 September (Date TBC).
3. That Committee consider and make a recommendation to Council as to who it may wish to invite to give a speech and/or officially open the building and cut the ribbon, as part of the opening ceremony, i.e. local dignitaries, project contributors, key community figures, or local celebrities.

Main Text

With the Hub construction nearing completion and the community's anticipation building, we need to start making plans to officially open of the building, inviting partners, local organisations and, most importantly, the community to be part of the celebrations.

It is important for the Hub to be 'in action' when its officially opened, so we will need to allow a few months for the café operator and activities to start to settle in before the official opening event takes place. The event is therefore, proposed to take place in September 2025.

An event like this takes months of planning and organisation, so it is important that we start to put plans in place, and we seek the input of the Committee to this process.

Previously, large events hosted by CPCC (e.g. Jubilee event in Willen, Four Bridges Festivals) have been successfully organised and managed by an officer working group, so it is suggested that this approach is used again.

The suggested outline of the events is as follows;

Partner & Community Organisation Event – Wednesday 24 September 12-2pm TBC

CPCC to invite our partners and local/regional community organisations to a networking lunch on 24 September. The invitation list to include MK City Council, MK Community Foundation, MK Community Action, Sofea, Willen Hospice, MKFM, Hubbub Community Fridge Network, Headteachers of the local schools etc. This event will provide us with the opportunity to give a presentation on what we have achieved, showcasing the facilities we have available and bring forth opportunities to develop new partnerships for the benefit our residents.

Committee are invited to contribute to the invitation list.

We will work with the café operators to develop the refreshments and food offering for the event.

Further consideration needs to be given as to how we can get the most out of this event.

Official Opening Event - Saturday 27 September 11am – 7pm TBC

On Saturday 27 September we will invite the community to celebrate the opening of the Hub. It is envisaged that this event would run during the day and into the evening with a programme of activities and entertainment provided, around the main event of speeches and the official ribbon cutting ceremony taking place mid-afternoon.

We expect the event to reach a wide audience beyond our boundaries.

We want to encourage our residents, families, local businesses, schools and community groups to come along and be an active part of the event.

Committee are invited to contribute ideas of how this could be achieved. We are keen that the event is inclusive and welcoming to all members of the community and make use of the inside and outside spaces at the Hub.

- What kind of activities or entertainment would best represent the hub's offerings and our community? e.g. activities for children, demonstrations, live music, performances, food inc. the community larder, pop-up info sessions from partners/community groups.
- How can we incorporate community involvement? e.g. a "community showcase" where local schools or groups sing, dance or present something, a community art project or maybe a community gardening project

We will work with the café operators to develop the refreshments and food offering for this event. Committee are invited to consider if any elements of the food offerings at the official opening event should be funded to make this available free for attendees.

A communication plan will need to be developed to ensure the event is well attended. This will include flyers, local news, posters as well as within Homeground. A social media campaign will also be developed to build a buzz ahead of the event.

There may be a need to recruit volunteers to help at the event.

In line with our Climate Emergency Action Plan, there be an emphasis on environmentally-friendly practices during the event e.g. minimise waste, use of eco-friendly decorations and avoidance of single use plastics.

Financial Implications

A budget will need to be made available for the events. This could potentially be allocated from the earmarked reserves for the Community Hub.

The minutes of the Planning, Infrastructure & Transport Committee of

Campbell Park Community Council held on

Monday 3 February 2025

at the Springfield Centre, Springfield Boulevard, Springfield

commencing at 6.30pm

This meeting was open to the Public

Members Present

Cllr R Golding

Cllr B Greenwood (Chair)

Cllr J Hearnshaw (arrived at 18:32)

Cllr K Kavarana

In attendance

T Jones, Community Officer/Committee Clerk

71/24

Apologies for Absence

Cllr V Dixon - unwell

72/24

Declarations of Interest

None

73/24

Members of the Public Present

None

74/24

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.

75/24

Public Involvement – Deputations, Petitions and Questions

None

76/24 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 were published on the day of the meeting on the Campbell Park Community Council website.

a. Planning Applications

i. PLN/2025/0084

Prior Approval of single storey rear extension, with eaves of 2.45 metres and maximum height of 3.5 metres, extending 4 metres from the original rear wall
At 39 RAVENSBOURNE PLACE, SPRINGFIELD, MILTON KEYNES, MK6 3HL

Deadline: 14/02/2025

Planning Officer: Madison Graham

Cllr Hearnshaw arrived during the course of this item.

Committee resolved to make no comment.

ii. PLN/2024/2745

Variation of condition 19 (Strategic Highway Infrastructure) seeking to increase the number of homes that can be occupied prior to completion of strategic highway infrastructure from 250 to 500 (relating to permission ref. 21/00999/OUTEIS for Hybrid planning application encompassing: (i) outline element (with all matters reserved) for a large-scale mixed-use urban extension (creating a new community) comprising: residential development; employment including business, general industry and storage/distribution uses; a secondary school and primary schools; a community hub containing a range of commercial and community uses; a new linear park along the River Ouzel corridor; open space and linked amenities; new redways, access roads and associated highways improvements; associated infrastructure works; demolition of existing structures and (ii) detailed element for strategic highway and multi-modal transport infrastructure, including: new road and redway extensions; a new bridge over the M1 motorway; a new bridge over the River Ouzel; works to the Tongwell Street corridor between Tongwell roundabout and Pineham roundabout including new bridge over the River Ouzel; alignment alterations to A509 and Newport Road; and associated utilities, earthworks and drainage works) EIA development

At Milton Keynes East, Land East and West of A509 London Road , Newport Pagnell , MK16 0JA

Deadline: 18/02/2025

Planning Officer: Lakeisha Peacock

Committee resolved to object to this proposal, due to the ongoing impact the proposed delay to providing the necessary strategic highway infrastructure will have on residents of the development as well as the surrounding areas. The highway infrastructure works are already causing significant issues to our residents of Willen and the surrounding areas, with congested roads and major traffic build-up making journeys in this area very difficult, particularly at peak times. The developer should not be permitted to delay the works any longer than the stipulations of the granted planning permission and works should be monitored to ensure these timelines are adhered to.

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

Notifications:

iii. **PLN/2025/0179**

Certificate of Lawfulness for the existing use of property as a House in Multiple Occupation (HMO) (Use Class C4)

at 11 PENRYN AVENUE, FISHERMEAD, MILTON KEYNES, MK6 2BP

Comments by (13/02/2024) Planning Officer: Madison Graham

Committee resolved that as no files were available to view on the MKCC online planning register, the Committee Clerk would contact the Planning Officer directly to request information, which can be considered by the Committee by email.

iv. **PLN/2025/0181**

Certificate of Lawfulness for existing use as a 6 bedroom house in multiple occupation (use class C4)

At 62 POLRUAN PLACE, FISHERMEAD, MILTON KEYNES, MK6 2EA

Comments by (14/02/2024) Planning Officer: Madison Graham

Committee resolved that as no files were available to view on the MKCC online planning register, the Committee Clerk would contact the Planning Officer directly to request information, which can be considered by the Committee by email.

b. **Licensing**

Committee noted the following licensing application/s was responded to with a response of 'no comment', through the delegated powers given to the Committee Clerk:

i. **Street Trading Consent Renewal** - Star Kebabs, Oldbrook Boulevard, Oldbrook
Ref 133032

Hours applied for Monday to Sunday 17:00 – 22:00

ii. **Street Trading Consent Renewal** - Cafe Max, Wickes Car Park, Grampian Gate, Winter Hill Ref 161321

Hours applied for Monday - Sunday 08:00 – 16:00

The existing conditions on the consent are:

A litter bin is to be provided for customer use throughout every trading period.

The consent holder is responsible for appropriate disposal of the waste arising.

iii. **Street Trading Consent Boroughwide Renewal** - Howe and Co - YR66 TFK, YT66 EO, FJ64 WFY, YY73 OMF, YY24 FHP, YY24 FHR, NV15 LZ, V66 FAC

8 Fish and Chip vans to trade Boroughwide for the following times:

Monday to Sunday 12:00 – 14:30 16:00 – 21:00

- iv. **Street Trading Consent Boroughwide Renewal** - MSJ Ice Cream Services FJ69UYA (Fresh Whip)
1 ice cream van to trade Boroughwide for the following times:
Monday to Sunday 15:30 to 17.30

c. Update on Past Consultations

Permitted:

- i. 24/01468/COU - 63 Ulyett Place, Oldbrook, MK6 2SD
- ii. 24/01869/DISCON - Mk East Development, London Road, Newport Pagnell
- iii. 24/01775/CLUE - 189 Fishermead Boulevard, Fishermead, MK6 2AA
- iv. PLN/2024/2170 - 6 Hanscomb Close, Woolstone, MK15 0BS
- v. PLN/2024/2315 - 3 Talbot Court, Woolstone, MK15 0HD
- vi. PLN/2024/2451 - Lidl and Units 1-6, Oldbrook Boulevard, Oldbrook, MK6 2YA
- vii. PLN/2024/2450 - Lidl and Units 1-6, Oldbrook Boulevard, Oldbrook, MK6 2YA
- viii. PLN/2024/2135 – Charlestown House, Snowdon Drive, Winterhill, MK6 1BU
- ix. PLN/2024/2117 - Charlestown House, Snowdon Drive, Winterhill, MK6 1BU
- x. PLN/2024/2174 - Charlestown House, Snowdon Drive, Winterhill, MK6 1BU
- xi. PLN/2024/2502 - 65 William Smith Close, Woolstone, MK15 0AN
- xii. PLN/2024/2070 - 67 Brearley Avenue, Oldbrook, MK6 2UD
- xiii. PLN/2024/2093 - Charlestown House, Snowdon Drive, Winterhill, MK6 1BU
- xiv. PLN/2024/2590 - 17 Portland Drive, Willen, MK15 9HD

Refused:

- xv. 24/01710/HOU - 22 Christian Court, Willen, MK15 9HX
- xvi. 24/01589/HOU - Fox Covert, 1 Linford Lane, Willen, MK15 9DL
- xvii. 24/01546/HOU - 80 Century Avenue, Oldbrook, MK6 2UH

Prior approval not required:

- xviii. PLN/2024/2678 - 102 Kirkstall Place, Oldbrook, MK6 2XB

d. Appeals

None

e. Planning Enforcement

Committee received any reports relating to Planning Enforcement.

77/24 General Consultations

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

i. Proposed Order to introduce a 20mph speed zone in Woolstone

MK City Council, in exercise of its powers under Sections 82(2) and 83(2) of the Road Traffic Regulation Act 1984, proposes to make the following traffic regulation Order:
MILTON KEYNES CITY COUNCIL (THE COUNCIL OF THE BOROUGH OF MILTON KEYNES)
(VARIOUS ROADS IN MILTON KEYNES AND SURROUNDING AREAS) (20 MPH SPEED RESTRICTION ZONES) ORDER 2021) VARIATION ORDER 2025

The general effect of the above proposed Order will be to introduce a 20mph speed zone in Woolstone.

MK City Council is now carrying out statutory consultation on the above proposal.

This consultation is also available for public inspection on the MK City Council website at [Proposed 20mph speed zones in Milton Keynes and Surrounding Areas \(TRO-422\) | Milton Keynes City Council](#) The closing date for comments is 5pm on **20 February 2025**.

Committee noted that the request for a 20mph zone in Woolstone had been put to MKCC and this committee by a group of residents, who carried out a consultation of an area of Woolstone, the outcome of which supported the proposal. Committee resolved that it was important that residents across the estate had their say on the proposal and therefore, Committee resolved that it would support the outcome of statutory consultation.

78/24 Date of Next Meeting

Monday 3 March 2025 at 6:30pm.

Committee noted that Cllr Hearnshaw would be unable to attend this meeting.

DRAFT



1 Pencarrow Place
Fishermead
Milton Keynes
MK6 2AS
Tel: 01908 608559

Clerk: Dominic.warner@campbell-park.gov.uk

**Minutes of the Meeting of the Personnel Committee of
Campbell Park Community Council
held on Tuesday 4 February 2025
at the Springfield Centre, Springfield Boulevard, Springfield**

Commencing at 6.30pm

33/24 Members Present

Cllr R Golding
Cllr B Greenwood
Cllr K Kent (Chair)
Cllr D Pafford

34/24 Apologies for Absence

Cllr O Cole – personal commitment
Cllr P Halton-Davis - unwell

35/24 Declarations of Interest

None

36/24 Minutes of the meeting of Committee held on 5 November 2025

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

37/24 Landscape Operative Recruitment

Committee noted that the new landscape operative has made good progress in settling into the team, with positive feedback from the landscape officer and manager. As part of their initial training and development plan they have attended external equipment (chainsaw) training, with further training scheduled before the end of their probation period in May. Under this item the Clerk also gave details relating to the general assistant currently working with the landscape team two days per week.

38/24 Staff Review

- i. Committee considered a draft estates officer job description, resolving to recommend it to Council for acceptance – **Annex A**

Signed (Chair).....

Date.....

Personnel

February 2025

- ii. Committee noted that a member of the caretaking team has resigned and will finish work at the beginning of March. The Clerk gave a verbal update on the recruitment of two new members of the team, detailing that the estates manager and Cllr Golding had completed a shortlisting process, with successful candidates being contacted to invite them to interview. Interviews to be conducted by the estates manager and senior caretaker.

39/24 External Advice Service

Committee noted that provision has been made in the 2025/2026 budget to fund an external advice service. Milton Keynes Citizens Advice Bureau has been approached, and their proposal is awaited.

40/24 Staff Assessment (continuous performance management)

Committee received a verbal update from the Clerk on the evaluation of staff attainment through continuous performance management. The Clerk went on to detail that key performance indicators would be developed to monitor, evaluate and develop staff attainment. Relevant staff members to attend BMKALC appraisal training in April.

41/24 Menopause Policy

Committee resolved to recommend the Bright HR template menopause policy to Council for adoption.

42/24 Date of Next Meeting

Tuesday 4 March 2025 at 6.30pm – meeting to be confirmed
Tuesday 6 May 2025 at 6.00pm

Signed (Chair).....

Date.....

Personnel

February 2025



Platinum Trusted
Service Award
2023

feefo



Menopause policy

Menopause is the time in life when periods permanently stop for a person who menstruates. The purpose of this policy is to help you create an open and honest workplace where managers and employees can discuss any issues associated with the menopause, and to make sure the necessary support is known and offered to employees when they need it.



Menopause policy

Effects of menopause

Physical symptoms of the menopause can include:

- Hot flushes
- Insomnia
- Fatigue
- Poor concentration
- Headaches
- Skin irritation
- Urinary problems

As a result of the above, or as an extension of the hormone imbalance, individuals going through menopause can also experience psychological difficulties, including:

- Depression
- Anxiety
- Panic attacks
- Mood swings
- Irritability
- Problems with memory
- Loss of confidence

It's also commonly acknowledged that Hormone Replacement Therapy, medication which is often prescribed for menopause, can have side effects which can cause problems at work. These include nausea, headaches and leg cramps.

Communication

It's important that, as an employee, you prioritise your personal health and wellbeing. If you're struggling with any aspect of your role because of symptoms associated with the menopause, you should report any concerns you may have to your manager, who will treat the matter with complete confidence. To make sure we can give you the best support possible we encourage you to be open and honest in these conversations. Alternatively, your manager may start a discussion with you if they notice a change in your behaviour or performance.

We understand that you may feel uncomfortable talking about personal information with your manager. If this is the case you're encouraged to **[discuss your situation with another senior member of staff, a representative of the HR department or Director etc]**.

During any discussions, your manager will consider your individual situation and evaluate if any adjustments can be made. Your individual needs will be addressed sensitively, and everything will remain confidential.

Managers will also arrange follow up sessions to evaluate the effectiveness of any adjustments put in place.



Making adjustments to your role

In order to assist you in your daily duties, your manager will explore making adjustments to your role or working environment with the aim of reducing the effect that the menopause is having on you. Risk assessments will be consulted to identify potential issues, but we acknowledge that menopause affects individuals in different ways, so no adjustment will be made without fully discussing it with you first.

Examples of adjustments include:

- Changing your working location so you are closer to toilet facilities, away from hot and cold spots around the office or to ensure greater access to natural light.
- Allowing changes to our normal rules on work wear.
- Implementing further temperature control, such as access to a fan.
- Assessing how work is allocated and whether you're affected at particular points of the day.
- Allowing additional rest breaks.
- Considering flexible working hours or allowing you to work from home.

Once the adjustments are agreed, they will be reviewed on an ongoing basis to ensure they're having the required effect.

The Company is legally obliged by the Equality Act 2010 to make reasonable adjustments to an employee's role or working conditions if they have a disability that puts them at a disadvantage when performing their role, and we will ensure compliance with our obligations in this regard.

Training

We ensure that all levels of management are trained on the effects of menopause, how to hold discussions with employees who are experiencing menopause, and adjustments that can be made to an employee's role in order to remove or lessen any effects the employee is experiencing.

Behaviour of others

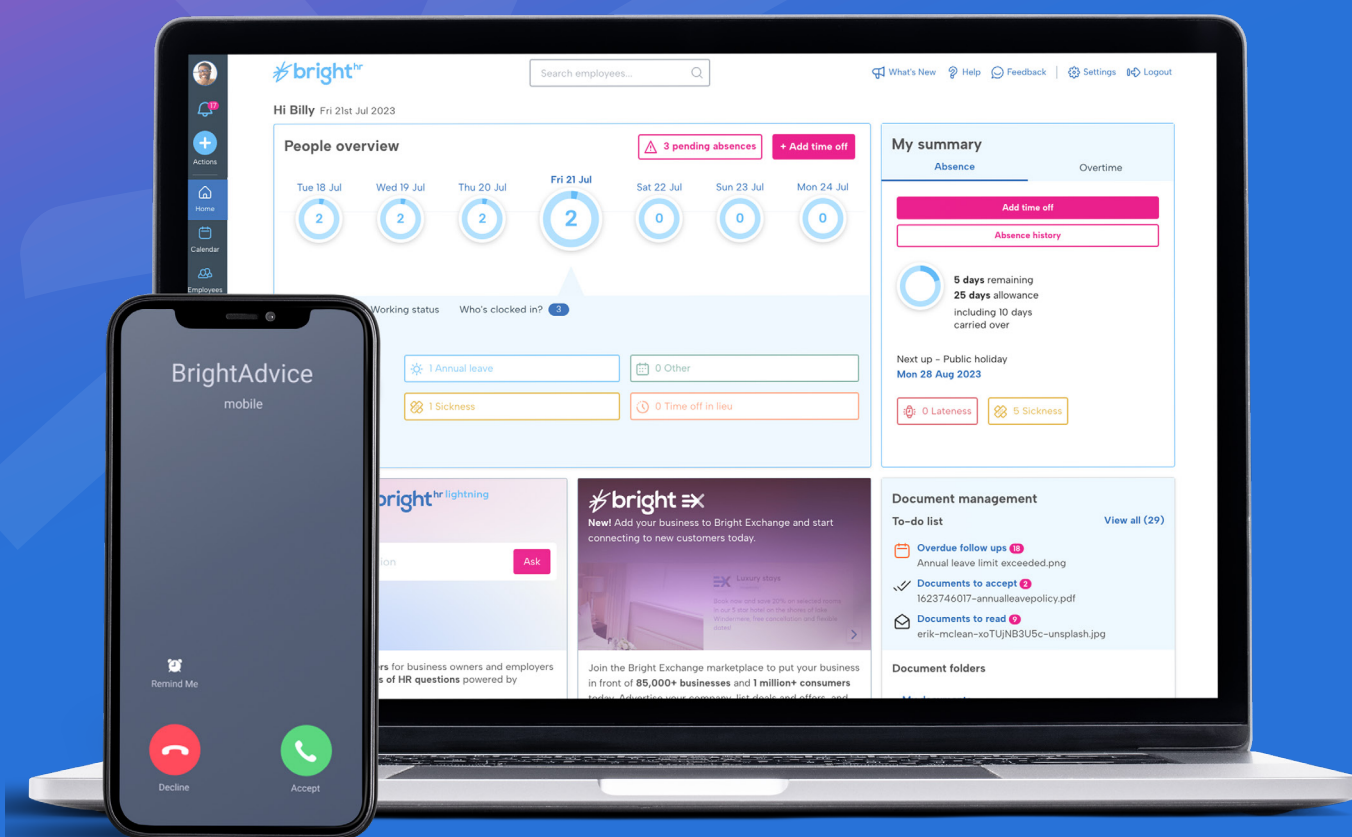
There is an expectation on all employees to conduct themselves in a helpful and open-minded manner towards colleagues.

We maintain a zero-tolerance approach to bullying and harassment and will treat any and all complaints seriously. If you feel that you've been mistreated in any way by a colleague because of matters related to the menopause, please make your concerns known to [\[Director, Manager etc\]](#).





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**Minutes of the meeting of the Estates Committee
held on Tuesday 11 February 2025 at 6.30pm
at the Springfield Centre, Springfield Boulevard, Springfield**

This meeting was open to the public

Members Present

Cllr V Dixon

Cllr R Golding (Chair)

Cllr B Greenwood

Cllr J Hearnshaw

Cllr J Howard

Cllr K Kavarana

Cllr M Petchey

In Attendance

D Warner, Clerk to Council

77/24

Apologies for Absence

Cllr L Adura – unwell

Cllr B Barton - unwell

Cllr K Kent – unwell

Cllr D Pafford - unwell

78/24

Declarations of Interest

None

79/24

Members of the Public Present

One

80/24

Minutes of the Meeting held on 14 January 2025

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

81/24

Public Involvement – Deputations, Petitions and Questions

The member of the public raised questions in relation to disabled parking provision at the Trinity Centre and pricing/booking information for Council community centres.

82/24 **New Commercial Waste Legislation – Report E09/24**
Committee received and considered the report from the Estates Manager, resolving to recommend to Council that the existing waste collector (Biffa) be retained on the grounds of best affordability.

83/24 **Council Community Centres**

i. Terms & Conditions Review

Item deferred to next meeting in order to obtain clarification in the meantime from Zurich regarding hirers indemnity and public liability insurance.

ii. Hall Hire Fees – Annual Increase Review

Committee reviewed current hall hire fees of all community centres and resolved to make a recommendation to Council that they be increased by the current CPI rate (2.5%) from April 2025 onwards.

84/24 **Community Hub, Working Group Update and Recommendations**

Committee received an update from the Working Group, detailing that the completion of the project has been delayed until late April. Committee also received and considered the following:

- Contractors Report no.12
- Progress Photos
- Updated Project Programme
- Café Operator update

85/24 **Date of Next Meeting**

Tuesday 11 March 2025 at 6.30pm – apologies Cllrs Golding and Kavarana

Council Report

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

Milton Keynes City Council

Community Governance

Review 2025

* Required

Summary



The Council's ward boundaries are currently being reviewed by the Local Government Boundary Commission for England (LGBCE), 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.

We are running a Community Governance Review to evaluate the way local communities are represented in Milton Keynes and would like to hear your views before we make any decisions. A Community Governance Review 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.

This Review is taking place following a decision made at Full Council on Wednesday 22 January 2025.

Please note, this informal consultation is separate to the on-going formal consultation of draft recommendations of changes to wards and some parishes by the LGBCE. Comments on those proposed changes need to be made directly to the Commission. You can provide your views to the commission on the following website: www.lgbce.org.uk/all-reviews/milton-keynes/feedback.

1

Please confirm your full name. *

X

2

Please confirm your email address.

*(We will only use your email address to acknowledge and respond to any views or representations you make. We will not use it for any other purpose). **

X

3

I am responding as: *

- A Ward Councillor
- On behalf of the Parish/Town Council
- A Parish/Town Councillor
- Other

4

Which Parish are you responding in respect of?

*Please note, you can only submit a response for one parish area at a time.
Please take the survey again if you wish to respond for another parish area. **

Campbell Park



5

Do you think Milton Keynes City Council should amend the parish ward boundaries? *

Yes

No

6

As you answered yes to the previous question, please provide further details.

*

X

7

Do you think Milton Keynes City Council should amend the external parish boundary? *

Yes

No

8

As you answered yes to the previous question, please provide further details.

*

X

9

Do you think Milton Keynes City Council should amend the overall number of parish/town councillors? *

Yes - increase

Yes - decrease

No

10

As you answered yes to the previous question, please provide further details.

*

X

11

Do you think Milton Keynes City Council should change the name of the parish and/or the parish wards? *

Yes

No

12

As you answered yes to the previous question, please provide further details.

*

X

13

Are there any other changes to the Parish's governance you would like Milton Keynes City Council to consider? *

Yes

No

14

As you answered yes to the previous question, please provide further details.

*

X

You can print a copy of your answer after you submit

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CONTRACTOR'S REPORT

Site: Campbell Park Community Hub

Date: 07/02/25

Contract No: 2464

Report No: 12

by: C Spencer

1 Progress for works up to and including the 06/02/2025 against our updated programme with the revised completion date of the 14/02/2025.

Brief outline below: -

- **Construction period –**
- Skim coat plaster completed to ground floor
- First fix mechanical & electrical essentially complete to both floors
- Main kitchen installation complete to ground floor
- Initial decorations complete to ground & first floors
- First fix M&E complete to the ground floor.
- White rock installed to kitchen
- Undercroft roof complete
- IPS installed to ground floor
- Stair ceiling now installed
- Fill to car park complete – but subject to final trim
- Drainage to rear elevation installed
- ATT2 installed
- Rear retaining walls constructed to a height that allows the back filling of the rear footpath
- Front retaining wall raised for filling/drainage operations.
- Masonry to retaining wall LMN ongoing
- Screed laid to existing basement

Works due to commence in next reporting period

- 1st floor kitchen delivery booked for Monday next week
- Internal door deliveries booked for Wednesday
- Ceiling grids to commence throughout
- Final fix M&E to commence
- External works to continue
- Topcoat finishes to commence

2 Summary

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

Works are currently around 8.5 weeks behind programme due to the potential delays noted in our previous report crystalising, which are as but not limited to the following.

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

To try and mitigate further delays arising from insufficient heating, we have arranged to have the internal doors and kitchen delivered next week, our intention is to fit the doors to allow other following trades to proceed. Depending on site conditions the door leaves may need to be removed and protected to prevent swelling, there is a possibility that should they swell further delays may be encountered to allow the doors to shrink back naturally.

Externally works are as advised currently around 5 days behind our external works programme but around 10 weeks behind the current contract programme.

3 Contract completion date and Forecast Completion date

Revised completion date – 14th February 2025

Forecast Completion date – Initial analysis of the overall effect to both the internal and external works indicates a completion date the latter part of April.

4 Weather

We have lost the following: -

- 2 lost days externally during reporting period.

Total to date = 27 days (report compiled to 04/11/24)

5 Architects Instructions and RFI's Logged

AI's. 37 no issued to date

6 Subcontractors Appointed to Date

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

IPS
Servery Counter
Tarmac
Fencing and Gates
External Glass Balustrading
IPS
Internal Glass Balustrading
Floor Finishes
Reception Hatch and Fire Curtain
Servery Shutter
Decorating
Wall Tiling
Whiterock
Fire Protection

Formwise Laminates
Top Class Designs
Charmac
East Midlands Fencing
Neaco
Formwise
Lloyd Worrall
Hillside Flooring
Avon Armour
Syston
Northdec
J Appleby
Impact Group
Pyrotect

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/inadequate heating within the building.

9 Information Required

Electric meter installation date.

10 Health & Safety

Safety visit imminent, report to be forwarded under separate cover.

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.

Café plastered & initial decorations.



IPS Installed



Rear drainage installed and back fill underway

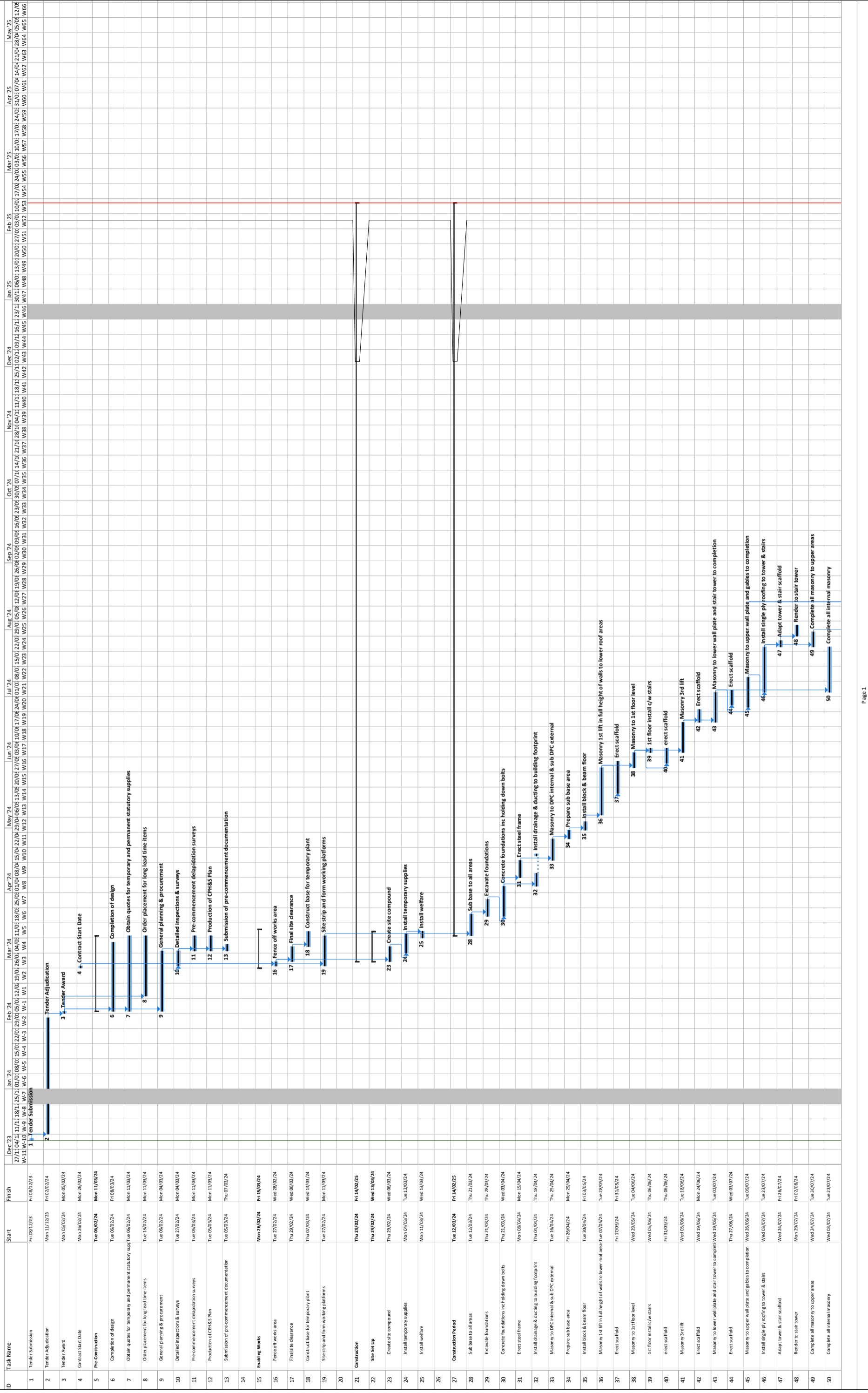


Retaining walls under construction



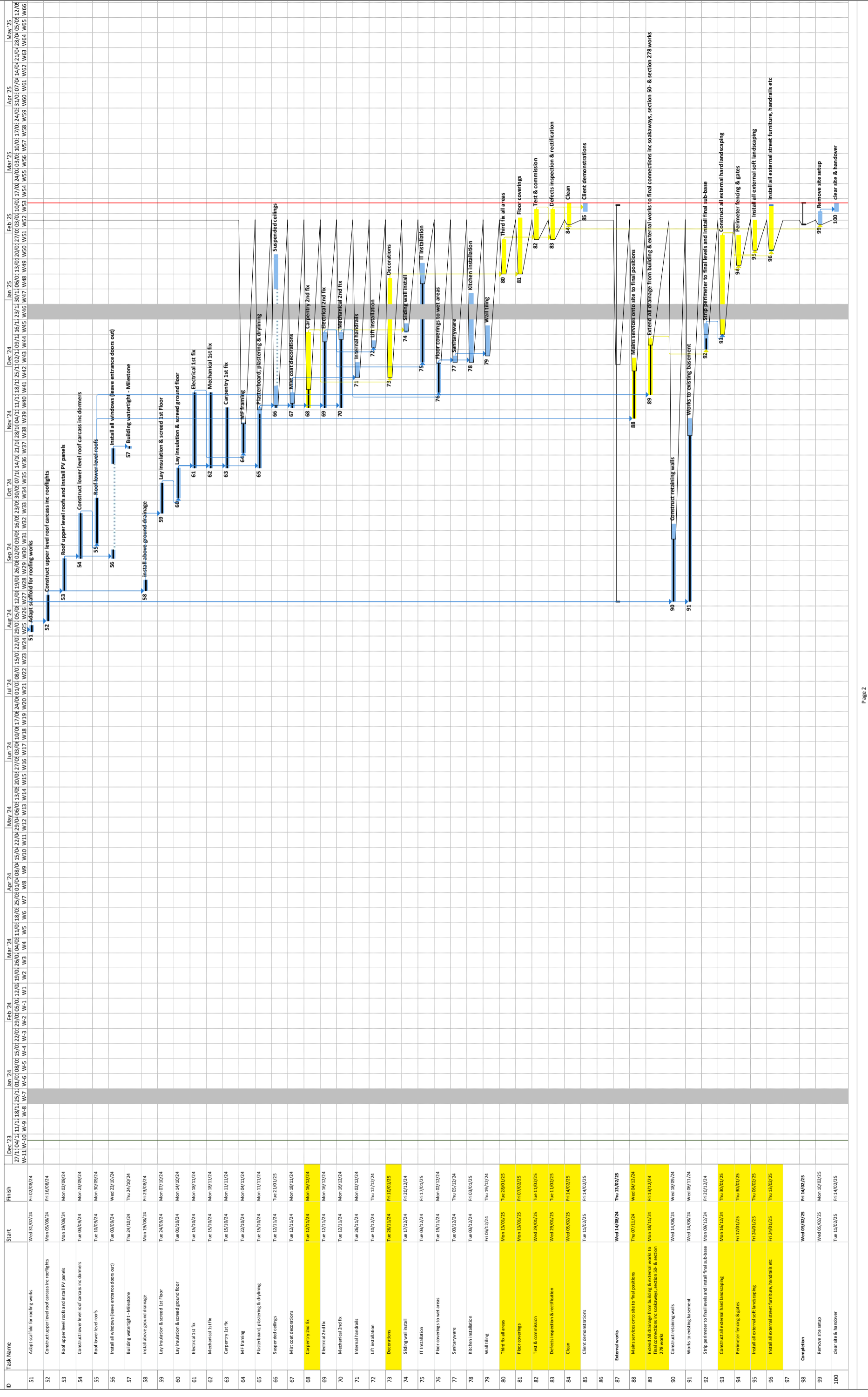


Campbell Park Community Hub Project





Campbell Park Community Hub Project





Campbell Park Community Council

CPCC Community Hub

Financial Statement Nr 8

12 February 2025

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
7	Financial Statement Nr.7	14/01/2025	CPCC	AF	AI
8	Financial Statement Nr.8	12/02/2025	CPCC	AF	AI

Authorised By (Director):	Date
AF	12/02/2025

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.8 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. The internal finishes have commenced and the M&E works have been substantially completed. External works have commenced.
4. To date there have been 39 Architects Instructions issued (as of 14 January 2025).
5. 12 valuations have been processed in the gross sum of £1,899,869.36.
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 7 total cost changes :			£	60,987.71
	OMIT	ADD		
Architects Instructions	£ 190,225.40	£ 163,357.48		
Variations Submitted by S&B	£ -	£ 68,460.63		
Expected Variations	£ 5,000.00	£ 148,645.00		
Contingency	£ 74,100.00			
Sub-total	<u>£ 269,325.40</u>	<u>£ 380,463.11</u>	£	<u>111,137.71</u>
Total value of cost changes in Financial Statement Nr.8			<u>£</u>	<u>50,150.00</u>

2. Reasons for cost changes:

Architects Instructions:

Thirty Nine 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 £148,645 in for expected variations which have not yet been quoted/instructed however are expected to come forward. This includes £22,500 for a potential EoT claim.

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):	£1,899,869.36
Percentage of Contract Sum:	78.90%
Retention %:	3%
Retention held:	£56,996.08
Rate of Liquidated Damages: Per day	£300.00

3.1 Financial Summary

Contract Sum:				£2,407,797.92
		OMIT	ADD	
Architects Instructions	£	190,225.40	£	163,357.48
Variations Submitted by S&B	£	-	£	68,460.63
		<u>£ 190,225.40</u>	<u>£ 231,818.11</u>	<u>£ 41,592.71</u>
SUB TOTAL				£2,449,390.63
<i>Variations to be agreed</i>				
Expected Variations	£	5,000.00	£	148,645.00
		<u>£ 5,000.00</u>	<u>£ 148,645.00</u>	<u>£ 143,645.00</u>
ANTICIPATED CONSTRUCTION COST				£ 2,593,035.63
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				£2,518,935.63

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	£	27,000.00	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 maintenence	£	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	Stiarcase details	£	-	£	750.00	TBC
31	SOA Drawing Issue	£	-	£	-	
31	Omission of Provisional Sums	£	14,500.00	£	-	
32	Drawing issue STA	£	-	£	2,000.00	TBC
33	SOA Drawing Issue	£	-	£	-	
33	Ceiling tile specification	£	-	£	-	
34	New reatining wall	£	-	£	-	See below
	Column casing	£	-	£	-	See below
	Site hoarding	£	-	£	-	See below
	EDPM seals	£	-	£	-	See AI 13
	Patio rebuild	£	-	£	-	See below
	Site hoarding	£	-	£	-	See AI 18
	Roof	£	-	£	-	See below
	Roof lights	£	-	£	-	See below
	Mechanical changes	£	-	£	-	See AI 27
35	SOA Drawing Issue	£	-	£	-	
36	SOA Drawing Issue	£	-	£	-	
	Drawing issue STA	£	-	£	-	
37	SOA Drawing Issue	£	-	£	-	
38	Drawing issue STA	£	-	£	-	
39	SOA Drawing Issue	£	5,000.00	£	-	
To Summary		£	190,225.40	£	163,357.48	

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		£	-	£	<u>68,460.63</u>	

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	£ 1,150.00	C&B Estimate
7	Adjustment to Intumescent Paint		Superseded by AI15
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		£ 5,000.00 S&B Estimate
13	Water Barrier Pipe		£ 1,500.00 S&B Estimate
14	Clearing Stairway		£ 1,500.00 S&B Estimate
15	Unidentified Obstruction/Groundworks Standing Time		£ 2,500.00 S&B Estimate
16	Concrete Obstruction 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/remeasure		£ 4,500.00 S&B Estimate
30	Incoming services and BWIC (BT and Elec)		£ 7,500.00 Estimate

31	Floor finishes	£	4,000.00	Estimate
32	Temporary electrics to the building	£	2,000.00	Estimate
33	DPM/latex	£	4,000.00	Estimate
34	Facing brick specials	£	1,250.00	Estimate
35	Draw pits	£	3,500.00	Estimate
36	Basement repairs	£	7,000.00	Estimate
37	Chasing for electrical installation	£	4,500.00	Estimate
38	Addiitonal fire stopping	£	10,000.00	S&B Estimate
39	Pattressing	£	1,500.00	S&B Estimate
40	Bulkhead to roller shutter	£	2,000.00	S&B Estimate
41	Under stair wall	£	2,750.00	S&B Estimate
42	Amendments to ACO	£	1,000.00	S&B Estimate
43	Addiitonal kerbs	£	1,500.00	S&B Estimate
44	Addiitonal fill in car park	£	2,000.00	S&B Estimate
45	Self closong gates	£	1,250.00	S&B Estimate
46	Potential Extension of time - 7 weeks	£	26,250.00	Estimate

To Summary	£	5,000.00	£	148,645.00
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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	1,656,816	1,607,112
		12			1,899,869	1,842,873

