



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

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

Meeting of the

ESTATES COMMITTEE

Will be held at the Springfield Centre,
Springfield Boulevard, Springfield

on

Tuesday 11 February 2025 at 6.30pm

AGENDA

Committee Members:

Cllr L Adura

Cllr J Howard

Cllr B Barton

Cllr K Kavarana

Cllr V Dixon

Cllr K Kent

Cllr R Golding (Chair)

Cllr D Pafford

Cllr B Greenwood

Cllr M Petchey

Cllr J Hearnshaw

AGENDA

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

- 2. Minutes of the Meeting held on 14 January 2025** **Page 5**
Committee is invited to approve the minutes of the meeting held on 14 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. New Commercial Waste Legislation – Report E09/24** **Page 9**
Committee is invited to receive and consider the report from the Estates Manager and the recommendations therein.

- 5. Council Community Centres**
 - i. Terms & Conditions Review** **Page 11**
Committee is invited to review the current community centre terms and conditions of hire and consider suggested amendments from the Estates Manager.

 - ii. Hall Hire Fees – Annual Increase Review**
Committee is invited to review current hall hire fees of all community centres and make a recommendation to Council for an appropriate increase from April 2025 onwards. Hire fees were last increased in April 2023, with a decision made to hold them in April 2024, in the meantime all centre overheads have increased significantly.

- 6. Community Hub, Working Group Update and Recommendations** **Page 17**
Committee is invited to receive an update from the Working Group, including any recommendations, Committee is also invited to receive and consider the following:
 - Contractors Report no.12
 - Progress Photos
 - Updated Project Programme
 - Café Operator update

- 7. Date of Next Meeting**
Tuesday 11 March 2025 at 6.30pm

BY ORDER OF THE COUNCIL

Dominic Warner
D Warner
Clerk to Council
6 February 2025

**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

REPORT TO: Estates Committee
DATE: 11 February 2025
REPORT ON: Waste legislation and service changes
REPORT BY: Estates Manager
REPORT NO: E09/24

Changes to the law regarding commercial waste collection

At the end of March 2025 new laws regarding commercial waste will come into effect. These are designed to drive improvements in national recycling rates, which have stagnated in recent years (circa 45%). The new guidance is that all organisations with the equivalent of over 10 full time staff (regardless of their working location) will have to sort recycling at source and arrange for separate collections of the associated waste.

In short, at all sites we will need four separate bins (glass, food waste, dry mixed recycling and general waste), and separate collections for these four waste streams. The waste will need to be sorted by staff (or hirers/users at the community centres) into the correct bins, as there are cost implications for contaminations (incorrect waste in bins) initially in missed, and re-arranged collections (providers will not collect contaminated bins, which will need to be re-sorted and cleaned), and potentially in fines levied on repeat offenders.

Procurement

In light of this, we will be providing the necessary bins at each site to make sure staff and building users have the necessary bins to sort waste as it is generated, but we also need to make sure the waste collections are arranged as cost effectively as possible, so I have approached a service broker to compare prices across our existing supplier, and new ones to find the best prices for us. In addition, I have asked Suez separately for pricing. The options are shown below, these prices are per address, and are the same for each site, as initially, we will have the same service at each location. There is an opportunity to change both bin sizes, and frequency of collection at each site as we move into the contract, reducing costs where possible. At present we have one general waste bin per site so it is difficult to know what waste we generate where (the new hub also presents an unknown quantity in this regard). All quotes are for the same size bins, weekly food and general waste collections, and fortnightly recycling and glass.



Cust Name	Waste Stream	Size	Proposed	BINS	LPY	Annual
CAMPBELL PARK PARISH - All sites (4)	GW	660	£13.30	1	52	£691.60
CAMPBELL PARK PARISH - All sites (4)	DMR	660	£10.00	1	26	£260.00
CAMPBELL PARK PARISH - All sites (4)	FOOD	240	£11.18	1	52	£581.36
CAMPBELL PARK PARISH - All sites (4)	GLASS	240	£8.00	1	26	£208.00
CAMPBELL PARK PARISH - All sites (4)	Waste Transfer		£1.55		52	£80.60
						£1,821.56



Current

Cust Name	Waste Stream	Size	Current	BINS	LPY	Annual
CAMPBELL PARK PARISH - Flat Price	GW	660	£14.25	1	52	£741.00
CAMPBELL PARK PARISH - Flat Price	DMR	660	£11.33	1	26	£294.58
CAMPBELL PARK PARISH - Flat Price	FOOD	240	£12.00	1	52	£624.00
CAMPBELL PARK PARISH - Flat Price	GLASS	240	£7.50	1	26	£195.00
CAMPBELL PARK PARISH - Flat Price	Waste Ransfer		£2.00		52	£104.00
						£1,958.58



Current

Cust Name	Waste Stream	Size	Current	BINS	LPY	Annual
CAMPBELL PARK PARISH - All Sites (4)	GW	660	£15.38	1	52	£799.76
CAMPBELL PARK PARISH - All Sites (4)	DMR	660	£10.99	1	26	£285.74
CAMPBELL PARK PARISH - All Sites (4)	FOOD	240	£11.70	1	52	£608.40
CAMPBELL PARK PARISH - All Sites (4)	GLASS	240	£10.10	1	26	£262.60
CAMPBELL PARK PARISH - All Sites (4)	Waste Ransfer		£1.66		52	£86.32
						£2,042.82

Recommendation

The recommendation is to opt for the cheapest quote provided* given they are directly comparable. There is sufficient budget in the waste collection cost centre for this if it is as above, although we expect the waste to increase at the new hub site with the café running, it should reduce at other sites, which should compensate for this.

*. We are still awaiting final figures from our existing supplier (Biffa) should these be cheaper than those above, the recommendation would be to remain with them.



Draft Conditions of Hire

February 2025

PLEASE NOTE:

ITEMS MARKED IN **RED** TO BE ADDED, THOSE HIGHLIGHTED IN **YELLOW** TO BE DELETED

Note: It is important to read the conditions as they form part of your contract with the Community Council and they will be enforced

1. Campbell Park Community Council will henceforth be referred to below as CPCC.
2. All bookings are made at the discretion of CPCC
3. All hire charges and refundable deposit must be paid one month prior to the booking, or at the time of booking if less than one month away.
Block bookings will be invoiced at the **beginning of each month**.
4. Written cancellation of any booking must be made at least 72 hours prior to hire or no refund will be given. (email: bookings@campbell-park.gov.uk)
5. The hirer will indemnify CPCC against any loss, damage, claim or expense howsoever arising, caused or occasioned during the hirer(s) use of the premises. It shall also be the responsibility of the hirer(s) to effect adequate Public Liability insurance to cover risks arising out of the use of the premises by the group/organisation and its or the hirer(s) invitees and visitors.
6. The key holder will unlock the building at the commencement of hire **(If there is no one to take possession of the building within 15 minutes of the booking start time, the building will be locked and you will lose your time slot, and hire fees, any return visits by our staff for lateness or other complaints will incur a minimum £50 deduction from the deposit paid)**.
7. The building will remain unlocked until the end of the hire period. The hirer(s) should ensure that someone is present within the building throughout this period. The key holder will also unlock exit gate from the garden areas which are used as fire exits. They will also explain to the hirer(s) the fire procedures in place in the buildings.

The key holder will remain at the building for a maximum of 15 minutes after the commencement of the hire period, the key holder will then lock the building if the hirer has not arrived. The hirer will then be charged the full amount for the hire period.

If as an organisation you do not have Public Liability insurance for your activity, there is a facility for adequate cover to be made as part of the hire (details on request).

8. The hirer(s) should not sublet or transfer this booking to any other person or organisation.
9. No betting, gaming or lotteries shall take place on the premises except those allowed by law and the hirer(s) shall obtain any licence or certificate required, prior to booking the premises for such use.
10. The hirer(s) shall submit details of the planned activity to CPCC at the time of booking and ensure compliance with all the relevant legislation, orders and regulations, in particular that relating to music, singing and dancing and the sale and supply of alcohol. All alcohol licences must be displayed at all times during such events, and a copy passed to CPCC Administration before commencement of the event. Failure to do so will result in the booking being cancelled.
11. Fire exits must not be obstructed in any manner at all. The hirer(s) must ensure that all the users present are aware of the fire procedures, which are displayed in the building.
12. The hirer(s) must not cause annoyance or nuisance to local residents or adjoining occupiers by the playing of loud music, parking in front of driveways etc.

13. With the exception of Assistance dogs, no animals will be allowed on the premises.
14. CPCC has a policy of no smoking in all of their buildings and associated grounds. This MUST be adhered to at all times. This includes electronic cigarettes. **Smoking is restricted to allocated zones only.**
15. For any hire the max capacity of the Centre is 70 persons, of which there should be no more than 15 persons in the Small Meeting Room.
16. All music / dancing and singing MUST **CEASE** at 11.00pm in order to comply with the Entertainments Licence. At no time must these activities be carried out on the outside areas of the Centre, and the noise level must not exceed 90 Decibels.
17. The use of fireworks is not permitted.
18. Barbecues cannot be used on the premises without written permission from CPCC. This must be requested at the time of booking.
19. **All refuse must be sorted into the correct bins or taken with you at the end of the booking. Any contamination of waste in either the internal, or external bins will result in a £50 deduction from the deposit paid.**
20. All CPCC equipment hired can only be used within the facility and must not be removed. The hirer(s) must leave the premises clean and tidy and all equipment and furniture should be stored away or placed tidily as required by CPCC. Cleaning and tidying up must be carried out DURING THE HIRE PERIOD. All **[Regular]** users will be liable for a deposit for non-compliance of this clause and any other relevant clause. The hirer(s) is/are liable for the costs of any additional cleaning should this be necessary, together with damage and breakage, which may occur during the hire period. **REFUND OF ANY DEPOSITS IS AT THE DISCRETION OF CPCC. Amounts for which the user is found liable will be deducted directly from the deposit held.**
21. IN CASE OF BLOCK BOOKINGS, the hirer(s) must not leave hirer(s) or group belongings/equipment on the premises without the consent of CPCC. Any belongings left on the premises without prior agreement from CPCC will be treated as abandoned and may be disposed of by CPCC. Any items left in the building with CPCC's approval, are left at the owners risk and the responsibility for such belongings lies solely with the hirer(s). Storage is not part of the contract **unless paid for separately**. The provision of such storage is entirely at the discretion of CPCC. **Storage of items exceeding 5 square feet requires the prior permission of CPCC. Hirer(s) must not use unallocated storage space nor overfill allocated space.**
22. If the building is not vacated promptly at the end of the hire period an **additional charge of £50 will be deducted from the deposit taken, if the delay is considered too long, further deductions may be applied.**
23. Prior approval is required for the use of CPCC premises by political parties.
24. The premises shall be used for community purposes only and shall not be used as the hirer(s) postal address.
25. No alterations or additions shall be made to the premises.
26. **At no time shall any item, drawing, sketch, map etc be attached to any part of the interior or exterior of the building(s) and/or local street furniture.**

27. No advertising or publicity material will be displayed inside or outside the building without the prior approval of CPCC.
28. CPCC reserves the right to cancel the booking if the hirer(s) breaks any of the above conditions.
29. CPCC reserves the right to cancel any booking at its discretion and to change or amend the terms and conditions of hire at any time without prior notice.
30. CPCC reserves the right to close the premises at any time for emergency or periodic maintenance, public elections or similar events.
31. Children must be supervised at all times whilst using the Centre. Safeguarding is of paramount importance.
32. **Any deductions or penalties, or any misuse of the building, or complaints from neighbours or other users of the building may result in us refusing you further use of the building, this is solely at the discretion of CPCC**
33. Any aggression, abuse or physical harassment directed towards our staff will not be tolerated. Aggressive or abusive behaviour includes language (whether verbal or written) that may cause staff to feel afraid, threatened or abused and may include threats, personal verbal abuse, derogatory remarks and rudeness – failure to comply with this condition may lead to further action by the Community Council or the appropriate authority.
34. **The XXXXXX Centre will be closed to all users on the following holiday periods, along with all statutory Bank Holidays:**

Good Friday – through until Easter Monday.
Xmas Eve – through until 2nd January, unless this falls on a weekend then the Centre will open on the first Monday of the new year.

XXXXXXX Centre Hire Charges – 1st April 2025 Includes VAT TBA

Charity Status Rate:	Large Hall	£15.17 per hour	(£150 deposit)
	Small Hall	£9.66 per hour	(£150 deposit)
Community Group.....	Large Hall	£19.28 per hour	(£150 deposit)
	Small Hall	£11.02 per hour	(£150 deposit)
Standard Rate:	Large Hall	£30.30 per hour	(£150 deposit)
	Small Hall	£17.92 per hour	(£150 deposit)
Children's parties (under 12's)	£82.72 (3 hours)		(£150 deposit)
Weddings 18 th etc	£405.48 per day		(£250 deposit)
Storage Unit	£34.46 per month		

15% discount will apply to any group on the standard rate with a block booking of 10 weeks or more.

15% discount will apply to CPCC residents for any booking at the standard rate.

Any user group wishing to hire the small hall in addition to the large hall will have to pay the full amount for both halls.

The small hall will not be available to users only paying for the use of the large hall

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

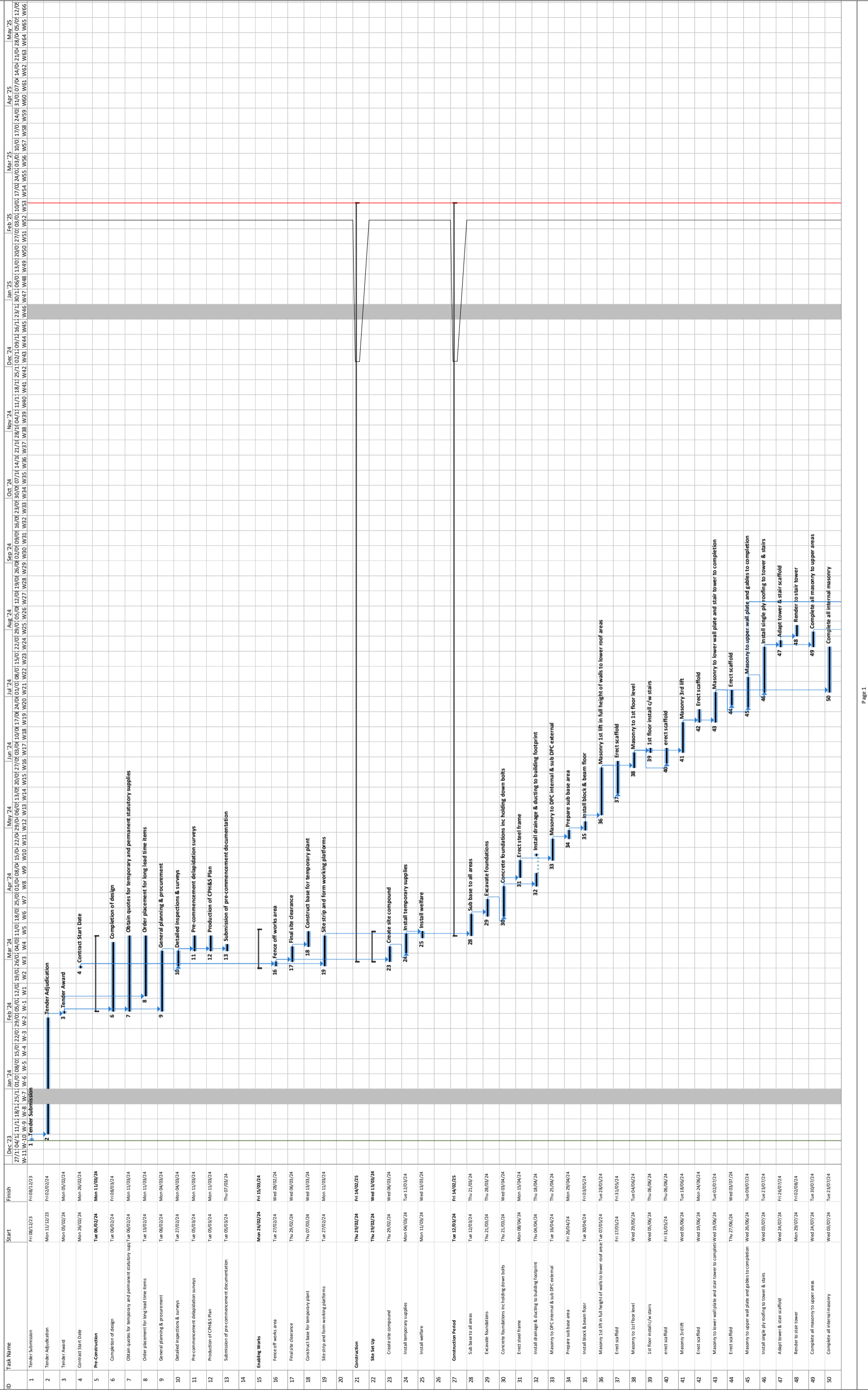


Retaining walls under construction





Campbell Park Community Hub Project





Campbell Park Community Hub Project

