

YOU ARE HEREBY SUMMONED TO A MEETING OF COUNCIL

to be held at the

Oldbrook Centre, Oldbrook Boulevard, Oldbrook

**Tuesday 18 March 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 18 February 2025** *Page 9*
To approve the minutes of the meeting of Council held on 18 February 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 1 written report has been received from Cllr Barton and covered the following:
 - Older Persons Board Housing Forum held on Friday 28th February 2025, (Cllr Brian Greenwood was also in attendance), slides available of speaker presentations on request.
 - Milton Keynes Association of Local Councils meeting held on Wednesday 26th February 2025, slides of the presentation by Micheal Bracey, Chief Executive Officer of Milton Keynes City Council available on request.
 - Buckinghamshire & Milton Keynes Association of Local Councils Chairs training with Cllr Karl Kavarana on Wednesday 19th February 2025 - training pack available on request.
7. **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 with 1 item to ratify (i)

- i. Draft Minute 63/24 ii Policy for granting free use of CPCC Community Spaces** **Page 19**
Committee considered and resolved to make a recommendation to Council that the updated policy for granting free use of CPCC Community Spaces be adopted.
Committee noted that the current policy (adopted in November 2022), which set out the parameters within which the Committee can grant one-off free use of Oldbrook/Springfield Centres to community groups to support projects, has been revised to include criteria for the free use of space within the Community Hub.
Committee also reviewed and accepted the draft application form to be used for any requests for free use.
- b. Minutes of the Planning, Infrastructure & Transport Committee**
Chair: Cllr B Greenwood **Page 21**
Council is invited to receive the minutes.
- c. Minutes of the Finance, Administration & Policy Committee** **Page 25**
Chair: Cllr B Barton
Council is invited to receive the minutes with 2 items to note (i & iv) and 2 items to ratify (ii, iii)
- i. Draft Minute 51/24 Year End Accounts, Annual Return and Internal Audit Report**
Committee noted that subject to being completed, the Year End Accounts, Annual Return and Internal Audit Report will go directly to the May main meeting of Council, this will allow the Annual Return to be completed in a timely fashion.
- ii. Draft Minute 52/24 Earmarked Reserve – Springfield Centre Disabled Parking**
Committee resolved to make a recommendation for ratification by Council on the reallocation of funds in the cancelled Springfield Centre Disabled Parking earmarked reserve for 2026/27. The recommendation is to move £20,000 to Play Area Maintenance earmarked reserve (to be used as MKCC CIF grant match funding) and for the remaining £8,000 to be returned to the General Reserve.
- iii. Draft Minute 53/24 New Canon Printers** **Page 29**
Committee resolved to make a recommendation for ratification by Council on the proposed quote from Canon for the printers in the new Community Hub. The proposal* is for the continuation of the lease arrangement with Canon and would see 2 printers provided at a lower combined cost compared to that of the single printer they provide currently.

*The Canon proposal is made through the Crown Commercial Service (CCS) facility (agreement ref. RM6174). CCS is the UK's biggest public procurement organisation and an executive agency of the Cabinet Office; they assist the UK public sector obtain best value when buying products and services.

iv. Draft Minute 58/24 VAT change

Committee noted that the monthly VAT returns will continue until the Community Hub costs have all been paid. Upon completion we will return to quarterly returns in line with standard quarterly dates.

d. Minutes of the Estates Committee

Page 43

Chair: Cllr R Golding

Council is invited to receive the minutes with 3 item(s) to ratify (i, ii & iii)

i. Draft Minute 92/24 Community Centres - Hire terms & conditions review

Page 47

Committee noted that the requirement for Hirer's public liability cover and indemnification of the Council has been referred to Zurich Insurance for clarification - the Clerk confirmed that Zurich had verified Hirers' liability cover was already in place to cover the cost of accidental damage or third-party injury caused by the hiring individuals or organisations.

Having received the above clarification, Committee resolved to recommend to Council the amended Hire Terms and Conditions discussed and agreed at the previous meeting.

ii. Draft Minute 93/24 i Council Allotments

Allotment Tenancies (min no. 70/24i Report E07/24)

Pages 51/55

Committee reviewed and considered the new draft periodic tenancy agreement and tenancy rules addendum and agreed to recommend them to Council for adoption.

iii. Draft Minute 95/24 1 Pencarrow Place – End of Lease Dilapidations

Committee noted that a Milton Keynes City Council (MKCC) contractor had completed an end of lease dilapidation survey of the building, the outcome of which is awaited. Committee resolved that should it be available, the report be taken directly to Council for consideration. Consideration to include the potential of reaching a financial agreement with MKCC in lieu of completing the dilapidations. Reaching a financial agreement might represent a saving of both officer time and Council funding.

8. Citizens Advice MK – Outreach Sessions Service Level Agreement **Page 59**

Council is invited to consider and agree to a proposed service level agreement from Citizens Advice MK for the delivery of advice sessions at the Community

Hub from summer 2025 onwards - Council agreed to the cost of the sessions (£4,598 p.a.) in the 2025/26 budget. Session details:

- Offered exclusively to residents of the CPCC area on a fortnightly basis with days to be agreed.
- Sessions will be by appointment only - usually 5 x 45 minute (90 minutes for complex cases).
- Bookings managed by CAMK
- CAMK will fund an initial leaflet drop in the area and provide banners/graphics for use on Council social media, website and Homeground magazine.

9. Licensing & Planning Applications

Due to submission deadlines, Council is invited to consider and comment on the proposed licensing and planning applications:

**i. Application ref: PLN/2025/0403 Page 67
37 RAVENSBOURNE PLACE, SPRINGFIELD, MILTON KEYNES, MK6 3HL**

Prior Approval of single storey rear extension, with eaves of 2.4 metres and maximum height of 3.4 metres, extending 4.0 metres from the existing original rear wall

Comments by: 01/04/2025

Officer: Madison Graham

**ii. Application ref: PLN/2025/0388 Page 69
63 STAMFORD AVENUE, SPRINGFIELD, MILTON KEYNES, MK6 3LD**

Proposed demolition of existing outbuildings and erection of single storey rear extension

Comments by: 02/04/2025

Officer: Madison Graham

**iii. Application ref: PLN/2025/0338 Page 71
THE BARGE INN, 15 NEWPORT ROAD, WOOLSTONE, MILTON KEYNES, MK15 0AE**

The crown lift to 5m over highway of five Horse Chestnut trees, 2 Poplar trees and 1 Sycamore tree protected by Milton Keynes Council Tree Preservation Order no. PS/540/15/183

Comments by: 04/04/2025

Officer: Sonia James

**iv. Application ref: PLN/2025/0414 Page 73
39 RAVENSBOURNE PLACE, SPRINGFIELD, MILTON KEYNES, MK6 3HL**

Prior Approval of single storey rear extension, with eaves of 2.45 metres and maximum height of 3.50 metres, extending 4.0 metres from the existing original rear wall

Comments by: 04/04/2025

Officer: Madison Graham

**v. PROPOSED UPGRADE TO EXISTING RADIO BASE STATION
INSTALLATION AT CS_30224901, LAND AT SOUTH OVERGATE
ROUNABOUT SW, CHILDS WAY, MILTON KEYNES, MK6 3JP**

Comments by: 21/03/25

Page 75

10. Sport England Place Expansion Investment

Council is invited to receive a verbal update on the MK Place Based Expansion Programme, including whether the initial development phase application has been approved by Sport England.

11. Oldbrook Ward Councillor Co-option

Council is invited to note that no-one has come forward expressing an interest in the vacancy. The vacancy will continue to be advertised using the Council media channels.

12. Public Works Loan Board (including earmarking of associated funds)

Council is invited to receive confirmation that the second (and final) tranche of the PWLB loan has been requested in the amount of £394,500 to be repaid over 17 years. The fixed interest rate has been confirmed by the DMO as 5.60%. When received, the funds will initially be held in the general reserve.

Having reviewed the budget and the projected costs to completion of the build, total borrowing will be £1,394,500. The reduced payment amount and term represents a substantial cost saving to Council compared to the original intention of borrowing up to £2,000,000 over a term of up to 50 years.

Council initially earmarked £300,000 towards the cost of the Community Hub in the 2025/26 budget. It is now asked to consider the recommendation of the Responsible Financial Officer that an additional £263,000 is earmarked for the completion of the project. If agreed, the earmarked funds will be transferred from the general reserve.

13. Community Hub – Working Group Update

Page 83

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

- Contractors Report no.13
- Updated Project Programme
- Financial Statement Nr 9 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 item(s)* will be likely to disclose exempt information relating to establishment and contractual matters and Council is therefore invited to resolve that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 Section 1(2) the public and press be excluded.

***Item 14.**

14. **Community Hub Café – Furniture Procurement - Report 06/C/24**
Council is invited to consider the recommendation of the Community Hub Working Group in the appointment of a contractor for the supply and installation of furniture for the Community Hub Café.
15. **Dates of Future Committee & Working Group Meetings**
Planning – 7 April 2025 at 6.30pm
Estates – 8 April 2025 at 6.30pm – meeting to be confirmed
16. **Date of Next Meeting**
Tuesday 15 April 2025 at 7.30pm

BY ORDER OF THE COUNCIL

Dominic Warner

**D Warner, Clerk to Council
13 March 2025**

**Minutes of the meeting of Council held on
Tuesday 18 February 2025, 7.30pm
at the
Oldbrook Centre, Oldbrook Boulevard, Oldbrook**

This meeting was open to the public

Members Present

Cllr B Barton	Cllr D Kendrick
Cllr O Cole	Cllr K Kent
Cllr V Dixon	Cllr B Macharia
Cllr R Golding (Vice Chair)	Cllr F Mangan
Cllr B Greenwood (Chair)	Cllr R McCafferty
Cllr K Kavarana	Cllr M Petchey (7.36pm)

In Attendance

D Warner, Clerk to Council
P Sullivan, Deputy Clerk

167/24 Apologies for Absence

Cllr J Hearnshaw
Cllr J Howard
Cllr D Pafford

168/24 Declarations of Interest

None

169/24 Minutes of the Meeting of Council held on 21 January 2025

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

170/24 Public Involvement – Deputations, Petitions and Questions

None

171/24 Chair's Report

The Chair would be providing a report at agenda item 7 (minute no.156/24).

172/24

Clerk's Report

The Clerk reported on the following ● Formal MKCC Woolstone 20mph zone consultation currently open, closing on 20.02.25 ● South Witan Roundabout discussed previously at Council has been assessed by their Highways department as low, with no action planned ● Devolved Priority Programme, BLMK bid not fast-tracked by the government ● Royal Garden Party, get 2026 bids ready early in the New Year ● The responsible use of social media by Councillors, Civility and Respect guidance to be re-issued ● Annual Meeting of Parish Electors 6.30pm, 18.03.25

173/24

Ward Member Reports

- i. Council invited to receive any verbal Ward Member Reports – none made
- ii. Council noted that no written reports had been received.

174/24

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.

Cllr Greenwood reported that a meeting with MKCC had taken place last week which was very helpful. Although bids had been received on both sites, MKCC are willing to place a hold on any sale for 12 months on the land at Pentewan Gate in order to allow Fishermead Medical Centre (FMC) to develop proposals to take over the site. A further meeting was held with FMC and an offer of any practical assistance given to the Practice Manager. Cllr Petchey suggested that a meeting be arranged with FMC to formalise roles.

175/24

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 Community & Communications Committee**
Chair: Cllr K Kavarana
Council received the minutes.
- b. **Minutes of the Planning, Infrastructure & Transport Committee**
Chair: Cllr B Greenwood
Council received the minutes.
- c. **Minutes of the Personnel Committee**
Chair: Cllr K Kent
Council received the minutes and agreed to ratify 2 items (i & ii).
 - i. **Draft Minute 38/24i - Staff Review – see agenda item 17**

ii. Draft Minute 41/24 - Menopause Policy

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

Council resolved to adopt the menopause policy as presented.

d. Minutes of the Estates Committee

Chair: Cllr R Golding

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

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.

Council resolved to agree the recommendation of an increase of 2.5% for hall hire fees from April 2025.

176/24 Community Councillor Allowance 2025/26 - Milton Keynes City Council Independent Remuneration Panel (IRP) Recommendation

Council noted 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.

177/24 Sport England Place Expansion Investment

Council received a verbal update on the MK Place Based Expansion Programme. Sport England had requested clarification on parts of the original submission, this has been completed and was resubmitted on 13 February.

178/24 MKCC Review of Polling Districts and Places (PDR) & Community Governance (CGR)

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 reviewed and agreed its response to the informal CGR consultation.

179/24

Oldbrook Ward Councillor Vacancy Update

Council noted that the notice of vacancy for the vacant seat on the Oldbrook ward expired on 13 February. The Clerk reported that an election had not been requested and the vacancy can now be filled by co-option. A notice of co-option has been posted on the CPCC website and on noticeboards with applications invited up until 7 March deadline in order to be available for inclusion in the March council agenda.

180/24

Appointment to Council Committees (Co-opted Cllrs)

Council appointed members to the Committees agreed within the Scheme of Delegations (Standing Order 4dxiv applies)

Finance, Administration & Policy – Cllr Mangan

Community & Communications – Cllr Mangan, Cllr McCafferty

Personnel – Cllr Macharia

Planning – Cllr McCafferty

181/24

Parishes Forum Appointment

Following the passing of Cllr Fraser, Council appointed Cllr Cole as a representative to the Milton Keynes Parishes Forum.

182/24

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.12
- Updated Project Programme
- Financial Statement Nr 8 as provided by Currie & Brown

The anticipated completion is at the end of April. An earlier discussion on partial possession had been discounted as the schedule of external and internal works have moved closer together.

We will be working with Steele & Bray to address mineral deposits on brickwork and minimise visual impact.

The financial summary shows an overall sum of £2,593,035 which represents 4.5% ahead of contract sum and contingency and is considered a worst-case scenario.

We anticipate the final drawdown from the PWLB to be 400k, taking our total borrowing to £1.4M.

i. Community Hub Café – Café Operator

Council received 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.**

183/24 IT Managed Services Contract 2025/26

Council noted 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.

184/24 Personnel Committee - Draft Minute 38/24i - Staff Review

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

Council resolved to accept the draft estates officer job description as recommended.

185/24 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.

Council resolved to accept the recommendation of the report and retain the services of the existing waste contractor.

186/24 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.

Council considered the report detailing three alternative supplier quotations, resolving to accept the recommendation of the Community Hub Working Group and appoint Supplier A (Meridian Interiors).

187/24 Easter Tea Party Volunteers

The following Members confirmed their availability to assist at the Easter Tea Party which takes place on Saturday 5 April, 2-4pm at the Springfield Centre:

Cllr Kent, Cllr Mangan, Cllr Dixon, Cllr McCafferty & Cllr Macharia.

188/24 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

189/24 Date of Next Meeting

Tuesday 18 March 2025 at 7.30pm

At the conclusion of the meeting the Clerk confirmed the requirement to adopt a flexible approach to future Committee meetings, with non-urgent meetings potentially cancelled due to resources needing to be focused on the migration to, and establishment of the new Community Hub.

**Minutes of the Community & Communications Committee
held on Tuesday 25 February 2025
commencing at 6.30pm
at the Springfield Centre, Springfield Boulevard, Springfield**

This meeting was open to the Public

Members Present

Cllr L Adura	Cllr B Barton
Cllr O Cole	Cllr J Howard (arrived at 18:31)
Cllr K Kavarana (Chair)	Cllr D Kendrick (arrived at 18:31)
Cllr F Mangan	Cllr R McCafferty
Cllr M Petchey (arrived at 18:31)	

In attendance

T Jones, Community Officer/Committee Clerk

56/24

Apologies for Absence

Cllr V Dixon - unwell
Cllr P Halton-Davis - unwell

57/24

Declarations of Interest

Cllr Cole declared an interest in Agenda Item 4i, as a Director of Action Speaks (partner organisation)
Cllr Petchey declared an interest in Agenda item 4i, as a trustee of the Trinity Centre

58/24

Members of the Public Present

None

59/24

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.

60/24

Public Involvement – Deputations, Petitions and Questions

None

61/24 Grants

- i. **The Free and the For CIC – Table Project** (Grant Application 009/24-25/Sect 137) – minute C&C 30/24.iv

Committee considered the report received from The Free & The For in relation to the Table Project launch and authorised the release the 2nd instalment (£377) of the agreed grant award.

Committee noted that a start-up grant of £1000 was awarded in November 2024, with payment to be made in 2 instalments. The release of the 2nd instalment (£377) was subject to the delivery of a launch event in Fishermead, the outcomes of which were required to be detailed in a report to CPCC.

The 2nd instalment is to be used to deliver workshops to address community needs identified at the event.

- ii. **Willen Residents Association** (Grant Application 006/24-25/Sect 137)– minute C&C 30/24.i
Committee considered the project plan received from Willen Residents Association and authorised the release the 2nd instalment (£900) of the agreed grant award.

Committee noted that a start-up grant of £1500 was awarded in November 2024, with payment to be made in 2 instalments. The release of the 2nd instalment (£900) was subject to receiving a pond project plan, developed by Willen Residents Association having consulted with the CPCC Estates Manager.

62/24 Communications - Programme & Priorities 2024/25

- i. **2025/2026 Annual Community Council Budget/Precept Consultation – Report**
Minute 54/24i

Further to Committee considering the 2025/2026 Annual Community Council Budget/Precept Consultation Report at the last meeting, Committee reviewed the detailed feedback received specifically in relation to Question 6 “What new heritage, culture and arts initiatives would you like to see introduced in the community?”

Committee resolved to establish a Working Group to develop an Action Plan for the ideas received in responses to Questions 6 & 20 where they fall within the Committee’s remit. Committee resolved that Cllrs Petchey, Kendrick, Adura, Mangan, McCafferty, Cole and the Committee Clerk should form the membership of the Working Group

63/24 Community Projects - Programme & Priorities 2024/25

- i. **Community Coffee Morning – Springfield**

Committee noted that the weekly coffee morning at Springfield will be paused from the end of February. Attendance numbers over recent weeks has been low and staff resourcing needs to re-directed to other tasks, preparing for the transfer to the Hub.

- ii. **Policy for granting free use of CPCC Community Spaces**

Committee considered and resolved to make a recommendation to Council that the updated policy for granting free use of CPCC Community Spaces be adopted.

Committee noted that the current policy (adopted in November 2022), which set out the parameters within which the Committee can grant one-off free use of Oldbrook/Springfield Centres to community groups to support projects, has been revised to include criteria for the free use of space within the Community Hub. Committee also reviewed and accepted the draft application form to be used for any requests for free use.

iii. **MK Play Association**

Committee noted that the summer holiday play sessions, delivered by MK Play Association, will take place on:

Fishermead Pirate Park - Imaginative & Messy Mixed Play Tuesday 29th July PM - 1.30-3.30

Springfield - Imaginative & Messy Mixed Play Wednesday 6th August PM - 1.30-3.30

Oldbrook Green - Sports & Games Thursday 14th August PM - 1.30-3.30

Springfield - Pre-teen/Teen session Wednesday 20th August PM - 1.30-4.30

Committee also noted that The Cricketers Pub have kindly agreed to allow use of their toilets for attendees at the Oldbrook session.

An application for use of public space for the 2 events in Springfield has been submitted to MK City Council and a response is awaited.

iv. **CPCC Community Hub Opening Events – Update**

Committee received a verbal update from the Committee Clerk noting that a meeting of the Working Group is to be set up.

64/24 Homeground

- i. Committee noted that a number of positive comments and interest in the Hub had been received following the publication of the February edition of the magazine. Some issues around distributed were noted to be followed up.
- ii. Committee considered the draft content plan for the May edition of Homeground magazine. Committee accepted the outline presented, with potential to include some content relating to heritage to be determined by the Working Group.
- iii. Committee considered a request from Willen Hospice to include advertising for the Midnight Moo fundraising event in the May edition of Homeground. Committee resolved to authorise the advertising of fundraising events for Willen Hospice to be included free of charge, where space allows.
- iv. Committee considered a request for commercial advertising from Walfinch Care. Committee authorised its inclusion with ½ a page allocated for this purpose charged at the commercial rate, to be clearly identified as an advertisement. An items to be included to invite other commercial advertisers to pay for space in the Homeground magazine.

65/24 Date of Next Meeting

Tuesday 22 April 2025.

DRAFT Policy for granting free use of CPCC Community Spaces

This policy covers the use of:

Springfield Centre & Oldbrook Centre (“the Centres”)

CPCC Hub – Multi Use Room, Council Chamber and Wellbeing Room

CRITERIA:

1. All requests for free use by community groups/organisations to be made by submission of an application form.
2. Groups/organisations will be required to outline their aims and objectives and how the free use of a CPCC community space will help to achieve these.
3. Free use is offered on the basis that the organisation uses the space to provide or enable the delivery of a community service/activity which helps to meet the needs of the local population. Applicants must provide details of the benefit/s they will offer to residents of the CPCC area.

Applications which will help to address the following objectives will be prioritised;

- **Isolation and Loneliness** – create an inclusive environment where isolation and loneliness can be sensitively addressed and further support/advice offered.
- **Health and Wellbeing** – initiatives which address the physical and mental health of our community.
- **Education and Work** – provision for residents to access resources which allow them to pursue their education/career goals.
- **Advice and Advocacy** – deliver expert resident support and advice including information and drop-in sessions.

These objectives will be reviewed on an annual basis and will be determined by the outcomes of the annual resident consultation.

4. Applicants will be required to provide details of their current financial status.
5. Applicants must have a future sustainability plan of how the group, activity or service will become viable and continue to operate after the session/s of free use have ended.
6. Applicants must specify the minimum period of use they require.
7. All application for free use of “the centres” must be considered by Committee at least 2 months prior to the start/session date and will be subject to the Centre being available for use (priority will be given to existing and income generating users and existing bookings will not be cancelled to allow for any free use).

ALLOCATION OF FREE USE:

8. Committee may award up to a maximum of 50 hours free use per year in the Centres, to be monitored by the Committee on a quarterly basis.
9. Allocation of space within the Hub, will be limited by availability and staff resources, ensuring that capacity for programmed and reactive work by CPCC and its partners is maintained.
10. Free use may be authorised for a limited period of time, and where applicable, at the end of the period of free use, the group should then transfer to, or continue its use at, “the Centres” with a hire fee applied.
11. The applicant is required to attend the relevant Committee meeting where the application for free use is to be considered.

ONE-OFF FREE USE OF “THE CENTRES” FOR COMMUNITY GROUP/ORGANISATION WITH AN EXISTING REGULAR BOOKING:

12. A free session can be granted for the purpose of fundraising to support the running of the community group.
13. A free session can be granted for the purpose of delivering a special event for the community e.g. Christmas event, where attendance is inclusive.

DELEGATED POWERS OF THE COMMUNITY & COMMUNICATIONS COMMITTEE

Delegated powers should be granted to the Clerk, Deputy Clerk and Community Officer to authorise the one-off use of community space/s within the Hub, where there is availability to do so and the requested use is for the benefit of CPCC and/or the residents of the CPCC area, with a report made to the next C&C Committee Meeting.

DRAFT

The minutes of the Planning, Infrastructure & Transport Committee of

Campbell Park Community Council held on

Monday 3 March 2025

at the Springfield Centre, Springfield Boulevard, Springfield

commencing at 6.30pm

This meeting was open to the Public

Members Present

Cllr V Dixon

Cllr B Greenwood (Chair)

Cllr K Kavarana

Cllr R Golding

Cllr R McCafferty

In attendance

D Warner, Clerk to Council

79/24

Apologies for Absence

Cllr P Halton-Davis - unwell

Cllr J Hearnshaw – personal commitment

80/24

Declarations of Interest

None

81/24

Members of the Public Present

One member of the public

82/24

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.

83/24

Public Involvement – Deputations, Petitions and Questions

None

84/24 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 were considered were published on the day of the meeting on the Campbell Park Community Council website.

a. Planning Applications

i. PLN/2024/2765

The erection of a single storey rear extension with rooflights and interior alterations
At 89 OLDBROOK BOULEVARD, OLDBROOK, MILTON KEYNES, MK6 2RQ

Deadline: 19/03/2025 Planning Officer: Yu Ling Wong

Committee resolved to raise concern about the potential over development and lack of garden/amenity space and request that these factors are taken into consideration when the application is considered and determined.

ii. PLN/2025/0212

The erection of part single and part two storey rear extension. Erection of single storey front / side extension. New windows to side elevation
At 27 WARDLE PLACE, OLDBROOK, MILTON KEYNES, MK6 2XS

Deadline: 20/03/2025 Planning Officer: Yu Ling Wong

Committee resolved to make no comment.

iii. PLN/2025/0349

Proposed erection of a rear conservatory
At 5 EYNSHAM COURT, WOOLSTONE, MILTON KEYNES, MK15 0BY

Deadline: 21/03/2025 Planning Officer: Madison Graham

Committee resolved to make no comment.

iv. PLN/2025/0362

Approval of details required by condition 14 (tree planting and tree pits) of permission ref. 23/01961/FUL
At Charlestown House, Snowdon Drive, Winterhill, Milton Keynes, MK6 1BU

Deadline: 11/03/2025 Planning Officer: Sonia James

Committee resolved to note the proposal.

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

v. **PLN/2025/0373**

Proposed erection of a two-storey side extension, conversion of garage, single storey front, rear and side extension
At 80 CENTURY AVENUE, OLDBROOK, MILTON KEYNES, MK6 2UH

Comments by (31/03/2025) Planning Officer: Sonia James

Committee resolved to object to the proposal on the basis that they considered this to be overdevelopment of the site, having a negative impact on the neighbouring property and resulting in inadequate garden/amenity space remaining.

b. **Licensing**

None

c. **Update on Past Consultations**

Committee noted the outcome of the following applications:

Permitted:

- i. PLN/2024/2159 - CHARLESTOWN HOUSE, SNOWDON DRIVE, WINTERHILL, MK6 1BU
- ii. PLN/2024/2397 - Lidl and Units 1-6, Oldbrook Boulevard, Oldbrook, MK6 2YA
- iii. PLN/2024/2680 - WOOLSTONE CHURCH COMMUNITY CENTRE, MILL LANE, WOOLSTONE, MK15 0AJ
- iv. 24/01920/CLUE - 43 Mullion Place, Fishermead, MK6 2DN
- v. PLN/2024/2272 - 23 TRUEMAN PLACE, OLDBROOK, MK6 2HR
- vi. 24/02032/FUL - 33 Polruan Place, Fishermead, MK6 2ED
- vii. PLN/2024/2108 – CHARLESTOWN HOUSE, SNOWDON DRIVE, WINTERHILL, MK6 1BU
- viii. PLN/2024/2577 - 3 SOUTHFIELD CLOSE, WILLEN, MK15 9LL
- ix. 24/02000/CLUE - 191 Oldbrook Boulevard, Oldbrook, MK6 2QB
- x. PLN/2024/2621 - Land at Campbell Park, Overgate, Milton Keynes

Refused:

- xi. PLN/2024/2293 - 2 CARTERET CLOSE, WILLEN, MK15 9LD
- xii. PLN/2024/2109 - CHARLESTOWN HOUSE, SNOWDON DRIVE, WINTERHILL, MK6 1BU

Prior Approval not Required:

- xiii. PLN/2025/0084 - 39 RAVENSBOURNE PLACE, SPRINGFIELD, MK6 3HL

d. **Appeals**

Committee noted the following appeals in progress.

i. **68 Dexter Avenue, Oldbrook, MILTON KEYNES, MK6 2QH**

An appeal has been made to the Secretary of State against an enforcement notice issued by Milton Keynes City Council (MKCC).

Alleged Breach: Without planning permission, the unauthorised change of use from a private dwelling house (Use Class C3) to a short-term commercial let/Airbnb (Sui Generis) ('the Unauthorised Change of Use').

All representations must be received by The Planning Inspectorate by 18th March 2025

The appeal documents are available to view on the MK City Council planning register at www.milton-keynes.gov.uk/planning-register using the bespoke MKCC appeal reference AP-3698

- ii. **22 Christian Court, Willen, Milton Keynes, MK15 9HX Application ref. 24/01710/HOU**
Demolition of existing garage, erection of two storey side extension, and alterations to front and rear elevations to include raised ridge height and alterations to the roof of the dwelling

Appeal ref. APP/3361280

An appeal has been lodged with the Planning Inspectorate in respect of the above application and the decision of the Council to refuse permission. The appellant's appeal form and grounds of appeal have been published on the MKCC online portal.

e. **Planning Enforcement**

Committee received reports relating to Planning Enforcement.

85/24 General Consultations

None

86/24 Date of Next Meeting

Monday 7 April 2025 at 6:30pm.

Any consultations received, that require a response before the next meeting, will be considered by Council on 18 March 2025.

**Minutes of the Finance, Administration & Policy Committee
held on
Tuesday 4 March 2025
commencing at 7.00pm
at the Springfield Centre, Springfield Boulevard, Springfield**

This meeting is open to the Public

Members Present

Cllr B Barton (Chair)
Cllr K Kavarana
Cllr D Pafford

Cllr D Kendrick (arrived at 7.04)
Cllr F Mangan (arrived at 7.04)

In Attendance

L Bradley, Responsible Financial Officer

46/24 Apologies for Absence

Cllr R Golding

47/24 Declarations of Interest

None

48/24 Members of the Public Present

None

49/24 Minutes of the Previous Meeting

The minutes of the meeting held on 3 December 2024, having been previously circulated, were approved as a correct record and signed by the Chair.

50/24 Public Involvement – Deputations, Petitions and Questions

No members of the public made any representations in respect of the business on the agenda.

51/24 Year End Accounts, Annual Return and Internal Audit Report

Committee noted that subject to being completed, the Year End Accounts, Annual Return and Internal Audit Report will go directly to the May main meeting of Council, this will allow the Annual Return to be completed in a timely fashion.

52/24 Earmarked Reserve – Springfield Centre Disabled Parking

Committee resolved to make a recommendation for ratification by Council on the reallocation of funds in the cancelled Springfield Centre Disable Parking earmarked reserve for 2026/27. The recommendation is to move £20,000 to Play Area Maintenance earmarked reserve (to be used as MKCC CIF grant match funding) and for the remaining £8,000 to be returned to the General Reserve.

Cllrs Kendrick and Mangan arrived during the above item.

53/24 New Canon Printers

Committee resolved to make a recommendation for ratification by Council on the proposed quote from Canon for the printers in the New Community Hub. The proposal is for the continuation of the lease arrangement with Canon, and would see 2 printers provided at a lower combined cost compared to that of the single printer they provide currently.

54/24 CCLA Bank Balance

Committee noted that the balance in the CCLA account, at the end of the financial year, is projected to be approximately the same as the Earmarked Reserve levels for 2025/26 (less Community Hub expenditure) - £339,000

55/24 Section 137 Increase 2025/26

Committee noted that the revised Section 137 expenditure limited is £11.10 (per elector) for 2025/26

56/24 Committee Terms of Reference Review

Committee reviewed its Terms of Reference prior to the Annual Meeting of Council in May 2025 – No amendments were made.

57/24 Committee Policies Review

Committee reviewed the following policies prior the Annual Meeting of Council in May 2025 – Amendments will be considered at the Annual Meeting.

- i. Financial Regulations - No amendments were made.
- ii. Investment Strategy
Committee resolved to make a recommendation for ratification by Council that on page 4 ‘HSBC and Metro Bank’ be removed as these accounts are no longer in use. ‘Unity Trust Bank Instant Access Account’ should then be added in their place.
- iii. Data Protection & Privacy Policy - No amendments were made.
- iv. Freedom of Information – No amendments were made.

58/24 VAT change

Committee noted that the monthly VAT returns will continue until the Community Hub costs have all been paid. Upon completion we will return to quarterly returns in line with standard quarterly dates.

59/24 Community Council Standing Order Review

Committee reviewed the Community Council Standing Orders prior to the Annual Meeting of Council in May 2025. No amendments were made.

60/24 Income & Expenditure Report to 31 January 2025

Committee noted the Income and Expenditure report as at 31 January 2025.

61/24 Balance Sheet to 31 January 2025

Committee noted the Balance Sheet as of 31 January 2025.nb

62/24 BACS and Direct Debit payments to 31 January 2025

Committee noted the schedule of payments made to the 31 January 2025.

63/24 Date of Next Meeting

Tuesday 3 June 2025.

DRAFT



Canon Proposal

Prepared on 16 January 2025 for

Campbell Park Parish Council

Canon

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Current Situation

For the attention of: Perri Sullivan

Campbell Park Parish Council

Hello Perri,

I hope you are well.

Please see below my recommended upgrades for your current devices.

I have included everything you require for this proposal and hopefully everything adheres to your current requirements.

Thank you.

Proposed Solution:

I would like to propose the following upgrades, please see below for individual accessories included:

Serial Number	Existing device	Proposed solution
XVD02919	imageRUNNER ADVANCE C5540i	imageRUNNER ADVANCE DX C5840i
		imageRUNNER ADVANCE DX C259i

Appendix A. Your Canon contract will come inclusive of:

1. 4 hour call out times in the event of a repair being needed.
2. All parts, labour and call out fees are included.
3. Your own dedicated account manager to work alongside you for the duration of the contract for any account related queries and to ensure that the solution is not just suitable now but also remains suitable in the future as your objectives/goals change.
4. All toner on an automatic toner order basis.
5. Any staples required for finishers which can be ordered as and when required via our dedicated 24 hour service desk on 0844 892 0844 (this number also relates to any repair logging/engineer visits required).
6. A quarterly review of your solution including an uptime report, usage report and to discuss any areas of concern, challenges or new requirements

Proposal Summary



Proven capability to deliver

For any service to function as intended, resilience and reliability are key to the programme's success. This is fundamental to any successful service design and is a key part of our design process. To manage this important area, we use tried and trusted methodologies, such as ITIL and PRINCE2 to ensure we follow best practice. We build proven experience and capability into every part of our service, whether it is hardware, software, helpdesk support, on-site support, processes or people.



Continual cost saving; enabling you to invest in what really matters

We understand that cost savings are important to Campbell Park Parish Council and we will ensure an efficient service is designed and delivered to support this. Savings will be achieved through optimisation and rationalisation of the fleet and reduction of printed volumes, by eliminating wastage and enabling appropriate re-direction of print to your central print department. We will provide a reduced spend on both the visible and hidden costs of print including power consumption, toner, paper, maintenance, management time and wasted prints. Canon will work proactively with you to reduce spend by providing visibility and management of who is printing what, when, and how much it is costing to identify any areas where additional cost and business efficiencies can be delivered.



Helping you meet your environmental responsibilities

Managing your social and environmental impact can bring significant long-term benefits for your business. Canon designs, manufactures and supplies products and services with disposal, recycling, and sustainability in mind.

By choosing Canon, Campbell Park Parish Council will be working with a company that maintains a global ISO14001 accredited Environmental Management System. It will also enable you to use energy more efficiently, reduce consumption of toner/ink and avoid waste whilst complying with applicable regulations and standards such as REACH, RoHS, ErP and WEEE.




Enhanced productivity making your users more efficient

Your users will have a consistent experience at any Canon device, due to the common user interface on each of our proposed models. This means that they will be familiar with any device which they can access using the uniFLOW My Print Anywhere solution at any device across the MFD fleet, as they are operated in the same way. This common user interface, together with the My Print Anywhere secure release module, means users can print on any device on the network with a proximity card or PIN in the same fashion – and delivering 100% print availability for Campbell Park Parish Council. This award-winning print management software will integrate into your print environment to provide a single print and scanning faxing platform that connects all your output requirements. The automated common processes of single platform print management software simplifies printing, and powerful scanning capabilities will assist with streamlining your business processes and integrating into important applications, such as Google Drive and SharePoint, further increasing staff productivity.


Proposed Solution

imageRUNNER ADVANCE DX C5840i

Machine Configuration	Specification
	<p style="text-align: center;">Overview</p> <p>This smart user-friendly colour A3 multifunctional device provides high quality colour communication and streamlines document workflows. Seamlessly integrating into any working environment, its security and cost control features add true value to busy workgroups.</p> <hr/> <p style="text-align: center;">Key Features</p> <ul style="list-style-type: none"> • Colour and B&W output at 40 ppm • Customisable 10.1 inch (25.6cm) colour WVGA smartphone like touch screen • Print, copy, scan, send, store and optional fax functionality <ul style="list-style-type: none"> • Up to 6,350 sheet capacity • Powerful in-house publishing and finishing capabilities <ul style="list-style-type: none"> • Advanced security capabilities • Easy device and fleet management • Class leading energy efficiency

Mercury Code	Product name	Net component size			Size with tray open			Weight Kg	Additional power supply
		W	D	H	W	D	H		
		mm	mm	mm	mm	mm	mm		
	imageRUNNER ADVANCE DX C5840i	620	722	937	860	722	937	106	
4031C003	High Capacity Cassette Feeding Unit-C1	620	660	251	620	660	251	29	None
4000C002	Inner Finisher-L1	625	741	224	625	-	-	9.1	None
	Total	620	741	1188	860	722	1188	-	

imageRUNNER ADVANCE DX C259i

Machine Configuration	Specification
 <p style="text-align: center;">638</p> <p style="text-align: center;">519</p> <p style="text-align: center;">519(852)</p>	<p style="text-align: center;">Overview</p> <p>Versatile A4 colour multifunction with a large colour touchscreen, fast scanning and flexible connectivity all on the consistent imageRUNNER ADVANCE platform. Ideal for busy offices looking for a compact solution.</p>
	<p style="text-align: center;">Key Features</p> <ul style="list-style-type: none"> 25 ppm A4 colour printing 10.1" touchscreen WVGA colour panel Print, copy, scan Store, send & optional fax 2,300 sheets Max media capacity Trusted security- Keep documents safe Connectivity -Work with mobile devices Monitoring - Easy device & fleet management Output - Staple finishing

Mercury Code	Product name	Net component size			Size with tray open			Weight Kg	Additional power supply
		W	D	H	W	D	H		
		mm	mm	mm	mm	mm	mm		
5847C005	imageRUNNER ADVANCE DX C259i	519	658	638	852	658	638	47.0	
	Total	519	658	638	852	658	638	-	

Pricing

Current Situation

What you're currently paying in rental and click charges:

Device & Accessories	Lease per Quarter	Mono Vol	Col Vol	Mono CPC	Colour CPC	Mono £	Colour £
imageRUNNER ADVANCE C5540i	£195.57	11770	6454	0.004734	0.023810	£55.72	£153.67
	£195.57					£55.72	£153.67

Current Cost Per Quarter - Service & Lease

£404.96

CANON Proposed Solution – 5 Year Operating Lease

What you will be paying in new rental and click charges:

Device & Accessories	Lease per Quarter	Mono Vol	Col Vol	Mono CPC	Colour CPC	Mono £	Colour £
imageRUNNER ADVANCE DX C5840i	£118.81	11770	6454	0.001900	0.015000	£22.36	£96.81
imageRUNNER ADVANCE DX C259i	£53.99			0.004000	0.01900		
<i>Uniflow Implementation</i>	£50.41	-	-	-	-	-	-
<i>Uniflow Monthly Subscription</i>	£26.34	-	-	-	-	-	-
	£249.55					£22.36	£96.81

Total Proposed Cost Per Quarter Service & Lease

£368.72

Total Savings per Quarter

+ £36.24

Total Savings per Year

+ £144.94

Why Canon?

Outstanding Service & Support

All Canon equipment will be maintained by our directly employed, qualified service engineers, with over 450 supporting our customers in the field throughout the UK. They pride themselves on providing our customers with a strong follow-up to all service queries, each carrying significant stocks of spare parts and working to ISO9001 standards.

Our current average service response time is four hours across the whole Canon fleet, with a targeted two hour fix rate to keep your equipment in excellent working order. This outstanding service and support delivers an average machine uptime of 99.29% and an average first time fix rate of over 96% across all our UK client base.



Canon will provide support and maintenance as standard during Monday to Friday 08:30 -17:30 hours, excluding Bank Holidays. If you require regular support outside these times, we can extend these for an additional charge.

Ensuring outstanding service is the responsibility of me as your Account Manager, and I will be accountable for both the operational and business performance of the service and will be your first point of contact for any service related issues.

This includes organising and leading regular review meetings, ensuring that the agreed contract SLAs are followed and improvements to your service are continually looked for. This will include the provision of detailed Management Information and Reporting in support of the reviews for:

Service & Performance

Contract & Commercial

Executive Review

Canon Helpdesk

The helpdesk will support you to maximise the business benefits and uptime of your Canon solution with a highly experienced team including:

Monitoring and management of your print solution

Consumables management with eMaintenance for your Multifunctional Devices

Fleet capacity management services - to ensure that devices operate optimally throughout the life of the service

Problem and Incident Management

Installs Moves Adds and Changes (IMACs)

Software Solutions Support – experienced software expertise based in Reigate

Telephone Assistance Group

Supporting the Helpdesk is the Canon Telephone Assistance Group (TAG) - experienced Senior Engineers, specially trained to identify and action telephone clearable calls, identifying support calls which may need parts to ensure the engineer dispatched to the repair has the required parts, ensuring maximum productivity.

Customer Liaison Officer

You will also benefit from a Customer Liaison Office (CLO) who will work with me, acting as a coordinating/facilitating resource both pre and post sales. They will provide support with projects, as well as day to day enquiries to help with the seamless running of your account and ensure that a high level of communication is kept between you and us giving confidence and satisfaction that we are looking after you throughout the term of your contract.

Device Monitoring: eMaintenance

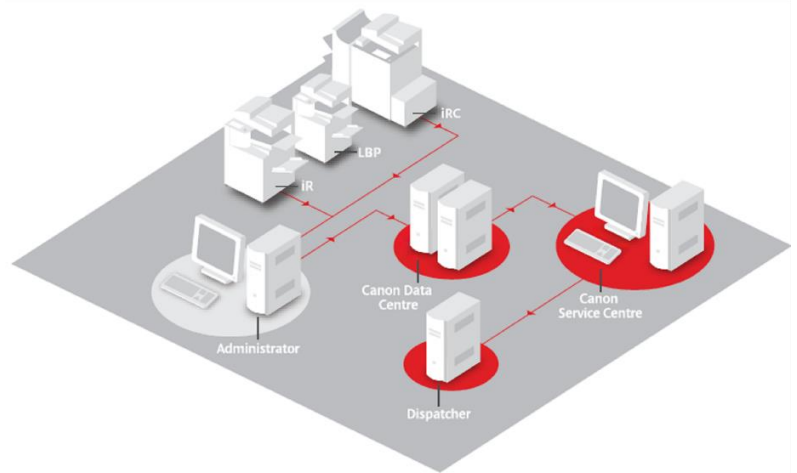
eMaintenance is a Canon software element that is embedded within each MFD, enabling proactive device monitoring for Campbell Park Parish Council. Each MFD sends information to us that enable the following additions to our service offering:

Minimises the need for employees to spend any time collecting meter readings - they are sent automatically to us.

Smart technology allows the devices to request preventative maintenance.

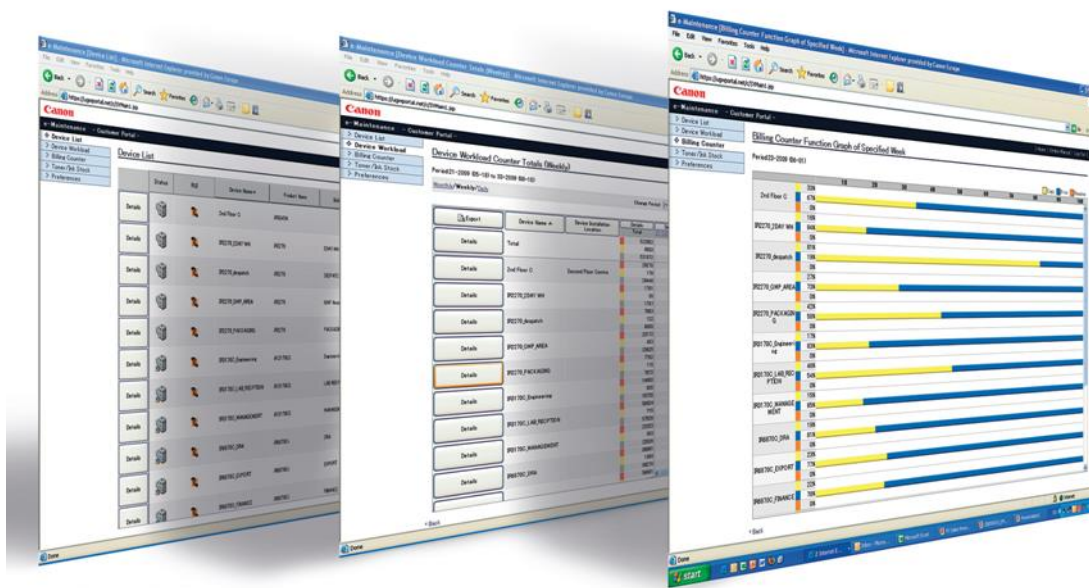
Proactive consumables management to minimise the occurrence of out of toner issues.

A clear asset database identifying what device is where helping you keep control of your costs.



eMaintenance will enable Campbell Park Parish Council a level of service provision that will improve the availability of all your Canon devices. This solution will provide you with a faster and more proactive service through automated machine information transmission directly to our support centre.

The information also provides our engineers with accurate information about the status of Campbell Park Parish Council's device prior to a service visit.



eMaintenance automates many of the time-consuming tasks needed to administer network devices. As a result, Campbell Park Parish Council can focus on other more pressing activities.

Next Steps

I will give you a call this week to discuss this in more detail.

If you have any questions regarding the above, feel free to call or email me.

I look forward to hearing from you.

Kind Regards,

Irvine Mubare

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Canon

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

This meeting was open to the public

Members Present

Cllr L Adura	Cllr J Hearnshaw
Cllr B Barton – arrived 6.40pm	Cllr J Howard
Cllr V Dixon	Cllr D Pafford
Cllr B Greenwood	

In Attendance

D Warner, Clerk to Council

86/24

Apologies for Absence

Cllr R Golding – personal commitment
Cllr K Kavarana – work commitment
Cllr K Kent – personal commitment
Cllr M Petchey - unwell

87/24

Declarations of Interest

None

88/24

Members of the Public Present

None

89/24

Minutes of the Meeting held on 11 February 2025

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

90/24

Public Involvement – Deputations, Petitions and Questions

None.

91/24

Committee Terms of Reference Review

Committee reviewed its Terms of Reference prior to the Annual Meeting of Council in May. Making two minor grammatical amendments to points 5 and 6,

Committee resolved to recommend them to Council for re-adoption. Committee also recommended that a further review be carried out on completion of the Community Hub to remove references to the project from the Terms of Reference.

92/24

Council Community Centres – Hire Terms & Conditions Review

Committee noted that the requirement for Hirer’s public liability cover and indemnification of the Council has been referred to Zurich Insurance for clarification - the Clerk confirmed that Zurich had verified Hirers’ liability cover was already in place to cover the cost of accidental damage or third-party injury caused by the hiring individuals or organisations.

Having received the above clarification, Committee resolved to recommend to Council the amended Hire Terms and Conditions discussed and agreed at the previous meeting.

93/24

Council Allotments

i. Allotment Tenancies (min no. 70/24i Report E07/24)

Committee reviewed and considered the new draft periodic tenancy agreement and tenancy rules addendum and agreed to recommend them to Council for adoption.

94/24

Springfield Centre Solar Proposal (min no. 95/23 Report E6/23)

Committee noted that the Milton Keynes City Council carbon offset funding was unlikely to become available during 2025, the delay in funding being linked to the progression and completion of associated S106 agreements. With funding already agreed for the project in the 2025/26 Campbell Park Council budget, Committee noted that updated quotations for the works will be presented for consideration at a future meeting.

95/24

1 Pencarrow Place – End of Lease Dilapidations

Committee noted that a Milton Keynes City Council (MKCC) contractor had completed an end of lease dilapidation survey of the building, the outcome of which is awaited. Committee resolved that should it be available, the report be taken directly to Council for consideration. Consideration to include the potential of reaching a financial agreement with MKCC in lieu of completing the dilapidations. Reaching a financial agreement might represent a saving of both officer time and Council funding.

96/24

Community Hub, Working Group Update and Recommendations

Committee received an update from the Working Group, including that an associated recommendation on the procurement of furniture for the community café would be taken directly to March Council. Committee also noted, received and considered the following:

- Contractors Report no.13
- Progress Photos

- Updated Project Programme
- Café Operator update

97/24

Date of Next Meeting

Tuesday 8 April 2025 at 6.30pm – meeting to be confirmed



Draft Conditions of Hire
February 2025

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) must 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.
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.
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 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.
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



Campbell Park Community Council

TENANCY AGREEMENT FOR AN ALLOTMENT GARDEN

THIS AGREEMENT was made on the first day of November 2025 between Campbell Park Community Council

Of
CPCC COMMUNITY HUB
SPRINGFIELD BOULEVARD
SPRINGFIELD
MILTON KEYNES
MK6 3JS

(‘the Council’) and

of [*insert tenant’s address*]
it is agreed that:

(‘the tenant’) by which

1. The Council shall let to the tenant the Allotment Garden situated at [*insert full postal address*] and referenced as [*insert number*] in the Council’s Allotment Register (‘the Allotment Garden’) [outlined in red for identification purposes only on the plan attached].
2. The Council shall let the Allotment Garden to the tenant for a term of one year commencing on the first day of November 2025 and thereafter from year to year unless determined in accordance with the terms of this tenancy.
3. The tenant shall pay a yearly rent of £ [*insert amount*] whether demanded or not which shall be payable in full on the [*insert date*] day of [*insert month*] 20[*complete*] [and for every year after the first year of the tenancy on the [*insert date*] day of [*insert month*]].
4. The tenant shall use the Allotment Garden only for the cultivation of fruit, vegetables and flowers for use and consumption by themselves and their family.
5. The tenant shall not sell or undertake a business in respect of the cultivation and production of fruit, vegetables and flowers in the Allotment Garden.

6. The tenant shall reside within the Parish boundary of Campbell Park Community Council during the tenancy.
7. During the tenancy, the tenant shall:
 - a) keep the Allotment Garden clean and in a good state of fertility and cultivation;
 - b) not cause a nuisance or annoyance to the owners or occupiers of land adjoining the Allotment Garden;
 - c) not keep livestock or poultry in the Allotment Garden other than reasonable numbers of hens or rabbits which shall not be kept for a business or a trade;
 - d) not bring to or keep animals in the Allotment Garden except those referred to in (c) above without first obtaining the Council's written consent;
 - e) not assign the tenancy nor sub-let or part with the possession of any part of the Allotment Garden;
 - f) except for buildings or structures which are reasonably necessary for the keeping of hens and rabbits referred to in (c) above and which may be subject to the tenant first obtaining planning permission, the tenant shall not erect a shed, greenhouse or other building or structure on the Allotment Garden without first obtaining the Council's written consent and if appropriate planning permission (please see site rules addendum for further guidance on buildings);
 - g) not fence the Allotment Garden without first obtaining the Council's written consent;
 - h) maintain and keep in repair the fences and gates forming part of the Allotment Garden;
 - i) trim and keep in decent order all hedges forming part of the Allotment Garden;
 - j) not plant any tree, shrub, hedge or bush without first obtaining the Council's written permission;
 - k) not cut, lop or fell any tree growing on the Allotment Garden without first obtaining the Council's written consent and if appropriate planning permission;
 - l) be responsible for ensuring that any person present in the Allotment Garden with or without the tenant's permission does not suffer personal injury or damage to his property;
 - m) permit an inspection of the Allotment Garden at all reasonable times by the Council's employees or agents;
 - n) not obstruct or permit the obstruction of any of the paths or roads which provide a means of access to and from the Allotment Garden or the Allotment Garden of another tenant [shaded brown for identification purposes only on the plan attached].
8. The tenant shall observe additional rules that the Council may make or revise for the regulation and management of the Allotment Garden and other allotment gardens let by the Council. Addendum included with this agreement for reference, updated versions may supersede this and will be provided before implementation in this case.
9. The Council shall pay all rates, taxes, dues or other assessments which may at any time be levied or charged upon the Allotment Garden.
10. The tenancy may be terminated by the Council serving on the tenant not less than twelve months' written notice to quit expiring on or before the 6th day of April or on or after the 29th day of September in any year.

11. The tenancy may be terminated by the Council by service of one month's written notice on the tenant if:
 - a. the rent is in arrears for 40 days or;
 - b. three months after the commencement of the tenancy the tenant has not observed the rules referred to in clause 8; or
 - c. the tenant lives more than one mile outside [*insert the name of parish/ community/neighbourhood/village/town*].
12. If the tenant shall have been in breach of any of the foregoing clauses or on account of the tenant becoming bankrupt, the Council may re-enter the Allotment Garden and the tenancy shall thereupon terminate but without prejudice to any right of the Council to claim damages for any such breach or to recover any rent already due before the time of such re-entry but remaining unpaid.
13. The termination of the tenancy by the Council in accordance with clause 12 or after re-entry by the Council in pursuance of its statutory rights, shall not prejudice the tenant's statutory rights to compensation.
14. The tenancy may be terminated by the tenant by serving on the Council not less than two months' written notice to quit.
15. On the termination of the tenancy, the tenant shall remove any shed, greenhouse or other building or structure erected in the Allotment Garden unless the Council agrees otherwise which shall be confirmed in writing to tenant.
16. Any written notice required by the tenancy shall be sufficiently served if sent by registered post to or left at the parties' address. Any notice to be served by the tenant shall be addressed to the Council's Estates Manager.

Signed by

.....
The tenant

and

.....
Dominic Warner
Clerk to Council

For and on behalf of the Council



TENANCY RULES ADDENDUM

ELIGIBILITY

1. Plots to be limited to one per household, except during periods when the allotments sites are undersubscribed, during which households will be permitted to rent a maximum of 2 plots at the discretion of the Council.

2. RENT

The rent for each plot during the first year of tenancy will be that which is advised. Thereafter the rent for each plot will be renewed annually effective from the 1st day in November. Notice of any change shall have been given by the Council on or before the 29th September. If the tenant is unwilling to accept the change, they will be entitled to serve a counter notice on the Council, not later than one month from the 29th September which will have the effect of terminating the tenancy of the allotment concerned with effect from the date of renewal.

DEPOSITS

3.
 - i. A £50.00 refundable deposit will be charged for each allotment garden at the commencement of the lease. It will be returned on termination subject to the plot being in a satisfactory condition. If the plot is not left in a satisfactory condition, there will be a forfeiture of the deposit.
 - ii. A £10.00 refundable key deposit will be charged at the commencement of the lease, tenants will be charged to replace keys in the event of them being lost. Tenants must not make duplicate copies of keys.

CONDITIONS UNDER WHICH ALLOTMENTS ARE TO BE CULTIVATED

4. The tenant of an allotment plot will
 - i. inform the Council of any circumstances where they are unable to maintain their allotment garden in line with the conditions listed here, and in the tenancy agreement.
 - ii. not cut or prune any timber or other trees on the site other than those on their allotment garden without the written consent of the Council.
 - iii. not erect any building/greenhouse/polytunnel on the allotment garden without the prior written consent of the Council. The dimensions of the building/greenhouse/polytunnel must not exceed 4.00m x 3.00m, it must be located a minimum of a metre away from the edge of the allotment garden.

- iv. It will be the responsibility of the tenant to remove/dispose of the building/greenhouse/polytunnel on termination of the lease. If you agree to take on a pre-existing structure at the beginning of your tenancy, it will still be your responsibility to remove it at the end of your tenancy.
- v. A maximum of one building/greenhouse/polytunnel per allotment garden will be permitted.
- vi. At least 50% of any allotment garden must at all times be actively used for the cultivation of crops, and be kept mainly weed free.
- vii. not plant trees or shrubs within 3 metres of the boundary. Fruit canes and smaller bushes must not be planted within 1.5 metres of the boundary of the allotment garden
- viii. not deposit or allow other persons to deposit on the allotment any refuse, carpets or tyres or place any such material in the hedges, ditches or dykes on the site. Tenants to be responsible for the removal and disposal of all refuse from their allotment garden.
- ix. not bring any dogs on to the site unless they are on a lead, badly behaved dogs will not be tolerated on the site.
- x. not drive motor vehicles other than on the main ridings (without causing an obstruction), and then only for the delivery of manure, compost or other fertilizers, and for the collection of produce or waste from allotment gardens, and only then with the written consent of the Council.
- xi. not use or attach hose pipes with or to the water points on the site without the prior written consent of Council – written consent needs to be obtained on an annual basis.
- xii. not use water from any of the water points on the site for any purpose other than the irrigation of the allotment.
- xiii. not store any fuels (gas/petrol/diesel) anywhere on the site including sheds.
- xiv. store securely all chemicals when not in use, above floor level to prevent issues arising from flooding.
- xv. not remove or relocate any plot markers installed by the Council.
- xvi. not store anything against the site boundary fence, maintaining a maintenance strip of one metre for the use of the Council at all times on allotment gardens abutting the boundary.

BONFIRES

- 5. Bonfires are not permitted on our allotment sites at all.

SAFETY

6. All tenants are responsible for their own safety and possessions as well as that of any child or visitor to the allotment and the same Terms and Conditions will apply. Tenants bringing children, family or pets onto the allotment are responsible for their safety and do so at their own risk. Children must keep to the parent's plot and must be accompanied by an adult at all times.

DISPUTES

7. Should any dispute arise between Allotment Holders or outgoing and incoming tenants, it should be referred to the Community Council whose decision shall be final.

CHANGE OF ADDRESS AND CONTACT DETAILS

8. Every tenant is required to give notice in writing (including email) to the Allotment Officer or Clerk of any change in their address or contact details (email address and phone number) within 28 days of such change.

BEHAVIOUR OF TENANTS

9. Every tenant is expected to behave with civility and respect whilst on the site. No forms of bullying, harassment or excessive noise will be tolerated. Any tenant who is found to have behaved in an unacceptable way (or allowed a guest or visitor to the site to have done so) risks immediate termination, with no recourse, and the forfeiture of their deposit, the decision of the Council on this matter will be final. The tenant so evicted shall not be permitted to hold any further tenancy of an allotment at any time thereafter.

DRAFT AGREEMENT
Between
Citizens Advice Milton Keynes
&
Campbell Park Community Council
April 2025 – March 2026

1 DEFINITIONS

- 1.1 The 'Council' shall mean **Campbell Park Community Council**.
- 1.2 'CAB' shall mean Citizens Advice Milton Keynes.
- 1.3 The 'Services' shall mean those services specified in this agreement ('The Agreement').
- 1.4 'Workers/staff/staff member' are those employees engaged by Citizens Advice Milton Keynes to provide the Services under this Agreement.
- 1.5 Volunteers are those engaged by Citizens Advice Milton Keynes to support some elements of service delivery under this agreement but who are not employees.
- 1.6 'Sessions or a session' shall mean a four-hour period on an agreed day and times in the financial year.

2. PURPOSE

- 2.1 This agreement is to establish partnership arrangements by which the Council will provide funding to the CAB to enable the provision of casework and face to face advice services for the residents of the council area. This service will support local people at the point of contact as well as provide a role in community navigation, guiding them towards and around local universal services, groups and activities and supporting them towards a healthier and more resilient lifestyle.

The partnership between the Council and CAB will also allow the Council's residents quicker, priority access to additional CAB services and at no extra cost to the council. Details of these services can be found in **Appendix B**

3. THE SERVICE

- 3.1 The service will deliver the agreed number of session hours annually and will run each month over a period of 12 months.
 - Advice sessions and consultations will be delivered at a convenient, accessible community venue within the council area. This agreement will allow residents of the council area the flexibility to access their appointment closer to home.
 - Spaces to see the advisor will be allocated to people from the council area only unless otherwise agreed by the council.
 - Sessions will be conducted by a trained worker from the CAB casework team. Residents will be given an appointment lasting 45 minutes. In cases where the person's issue is more complex or an interpreter may be required, it may be necessary to **create a 90 minute** or 'double' appointment.

- Sessions may on occasion be supported by volunteers, supervised by a senior employee as part of cover arrangements or professional development.
 - The CAB will hold responsibility for managing the diary and appointment scheduling system for this service.
- 3.2** The CAB will provide a report to the Council **every 6 months** to reflect the number of consultations or appointments made, and number of consultations or appointments attended.
- The report will also include a record of the postcodes or residential areas for all those attending sessions, to demonstrate the impact and reach of the service.
 - The report will also cover types of advice and information provided and outcomes during the year e.g. through anonymous case studies or statistical records.
 - A list of report deadline dates can be found in **Appendix A**
- 3.3** The Council undertakes to provide an appropriate private space for the appointments and consultations to take place and if the Council fails to provide accommodation on any of the agreed dates during the year will make no reduction in payment to CAB based upon targets missed because of this failure.
- 3.4** Council staff are permitted to refer residents directly to the CAB via secure electronic referral, using the booking form for the outreach session.
- This can be found on the outreach page at **www.miltonkeynescab.org.uk**. This may be necessary if a resident presents with an issue which cannot wait until the next session due to be held in their immediate locality.
- 3.5** The CAB will undertake to follow up any electronic referral from the Council via telephone within 72 hours, excluding Christmas, New Year and bank holidays.
- The CAB will contact the resident directly unless advised otherwise.
- 3.6** The CAB will look to **provide cover** in the event of staff sickness or annual leave. This may be on the scheduled day for appointments or on a revised date if necessary.
- 3.7** If the CAB cannot provide cover or a revised schedule of appointments then it will offer **no charge** to the council for the missed session. The cost of the session will be deducted from the quarterly invoice.

4. INSURANCE

- 4.1** The CAB will provide adequate Public Liability and Professional Indemnity Insurances to a minimum of £5 million (five million pounds).

5. FUNDING

- 5.1** The CAB will invoice the council on a quarterly basis unless otherwise stipulated by the council.

5.2 The Council reserves the right to terminate this agreement at the annual anniversary provided that reasons for termination have been discussed with CAB Director and resolutions to put in place corrective measures have been trialled to eliminate a council's concerns about the service.

5.3 The CAB will meet any redundancy costs should these become necessary and all sick leave costs of staff.

On behalf of the Community Council

SIGNED:

DATE:

NAME:

DESIGNATION:

On behalf of : Citizens Advice Milton Keynes

SIGNED:

DATE:

NAME: BEN THOMAS

DESIGNATION: DIRECTOR

Appendix A: REPORTING

The CAB will prepare a 6 monthly Impact Report which provides:

- Information on service users, advice enquiries and advice outcomes.
- A minimum of one case study involving a local resident who has used the service.
- Demographic and background data on service users i.e. gender, employment status, housing tenure, ethnicity, health status.
- Geographic data – clients see by estate or postcode area

All information and data in respect of the above reporting is anonymized in order to preserve client confidentiality.

Proposed project reporting deadlines for the year 2025-26:

- **6th October 2025**
- **6th April 2026**

Appendix B: Passporting to Additional Citizens Advice Services



Supporting and Specialist Services

Most of the advice we provide is delivered by our caseworkers and volunteer advisers. Once initial or general advice has been given, some enquiries require more specialised support or the help of a partner agency, to ensure that the client finds a resolution to their problem.

We offer some of these specialist services **ourselves** but where we don't, we can refer our clients on to a network of trusted **partner agencies** across the area, see details below.

 	 <p>Our specialist, accredited employability and skills service delivering advice, training and support with:</p> <ul style="list-style-type: none"> • CV writing • Finding work • Building confidence • Digital Skills 	 <p>Specialist Debt and Money Advice, delivered by our qualified advisers.</p> <p>All advice is authorised and regulated by the Financial Conduct Authority</p>	 <p>In depth Benefits and Money Advice for people affected by cancer and their families.</p> <p>Delivered by our specially trained staff at both Milton Keynes and Stoke Mandeville Hospitals.</p>
 <p>Specialist advice on Pensions delivered by Citizens Advice Bucks</p> <p>Appointments booked via www.moneyhelper.org.uk 0800 138 3944</p>	 <p>Partnership with 6 local solicitors in Milton Keynes, each providing advice via 'pro bono' clinics on:</p> <ul style="list-style-type: none"> • Employment • Housing • Family Law • Immigration • Wills and Probate 	 <p>Referral Partnership with 2 local organisations, each providing accredited family mediation appointments under Legal Aid</p>	 



**citizens
advice**

**Milton
Keynes**

Local Advice Service



**A fortnightly service for residents of
Fishermead , Oldbrook , Springfield ,
Willen and Woolstone**

About the service



Campbell Park Community Council is pleased to be working in partnership with Citizens Advice Milton Keynes, to provide regular advice sessions for their residents.

Citizens Advice Milton Keynes is a local charity that supports thousands of people in the area, every year, with a range of money, legal and personal problems. Our network of community advice surgeries across the city, is generously supported by some of MK's community and parish councils, who fund us to provide advisers that support local people.

We can help you to find a way forward with a range of issues and problems. Our advice is **free, confidential and impartial**. We are a local independent charity, not a government agency.

Sessions are held **every 2 weeks** and held at:

**The Springfield Centre
45 Springfield Boulevard
Springfield
Milton Keynes
MK6 3JH**

- The service is by **appointment only**, please do not attend unless you've been given one.
- When we arrange an appointment for you, we'll confirm the date and time for you to meet the adviser.
- The adviser will not be able to see you unless you have an appointment arranged.

This service is funded by the Community Council so it **can only be used** by people living in **these areas**:

- Fishermead
- Oldbrook
- Springfield
- Willen
- Woolstone

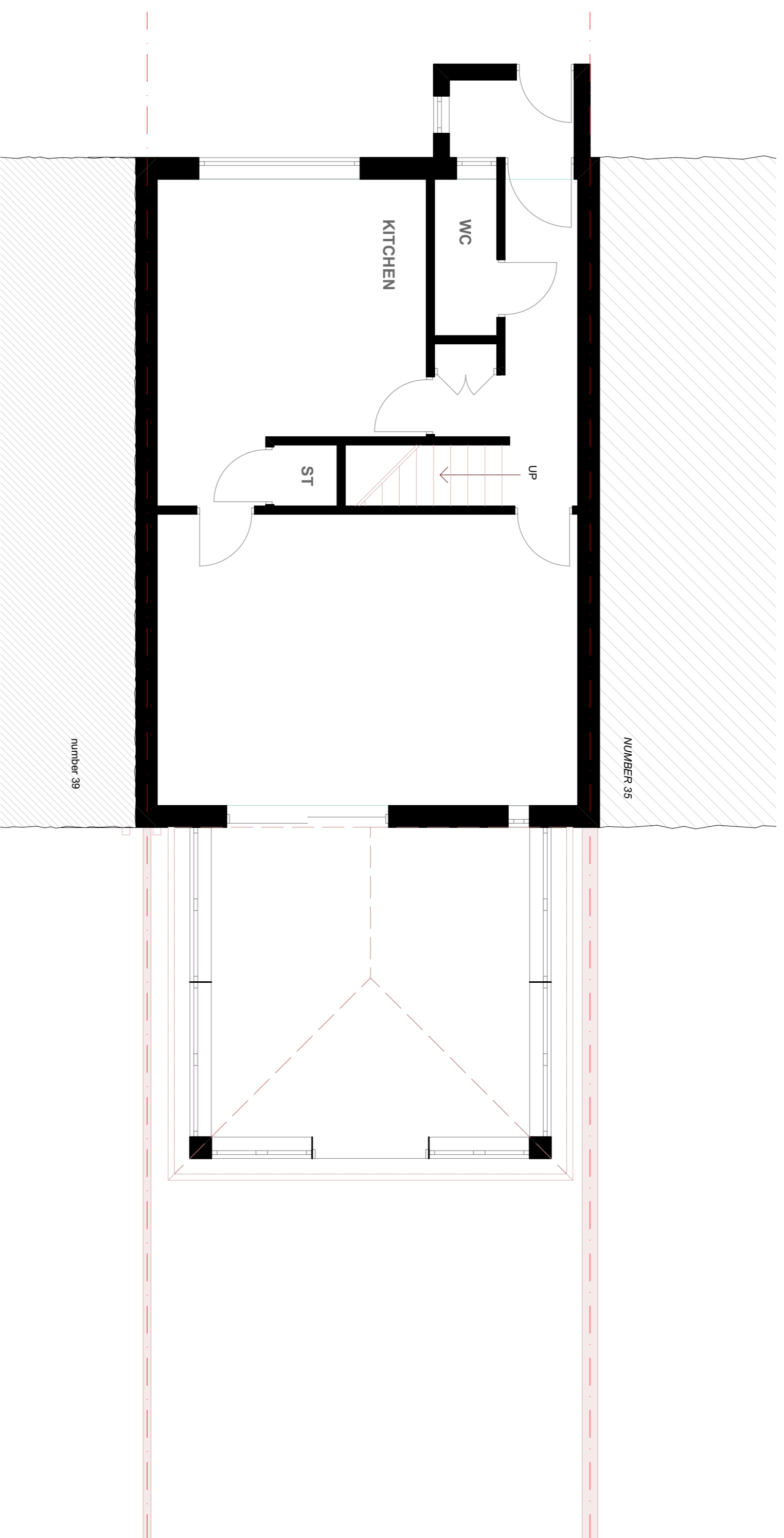
Scan the QR code to book an appointment

You can also call **0808 278 7991** (freephone) to request an appointment, however our lines are extremely busy and you may not get through first time.

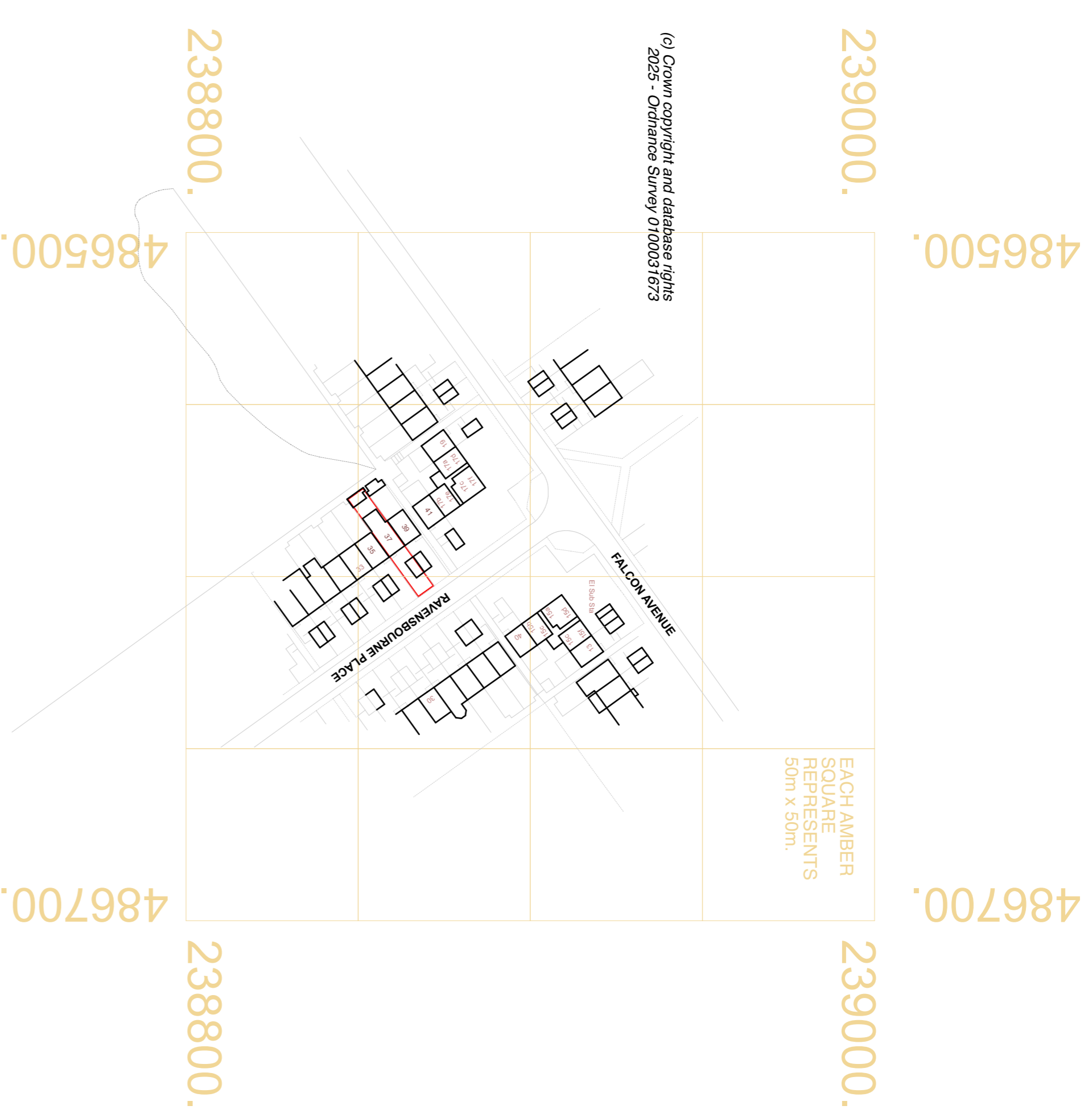


www.miltonkeynescab.org.uk

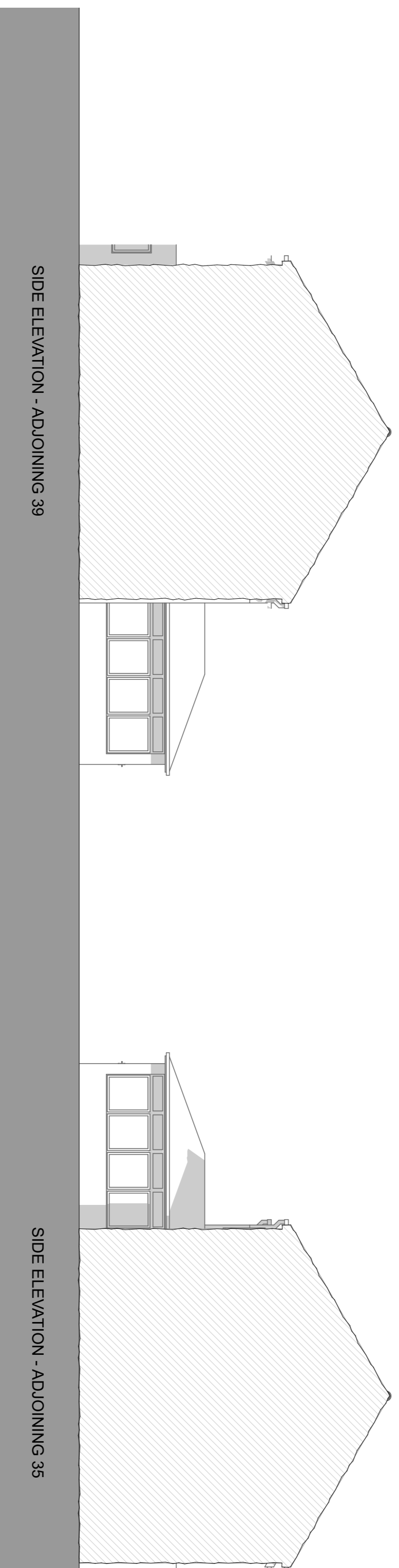




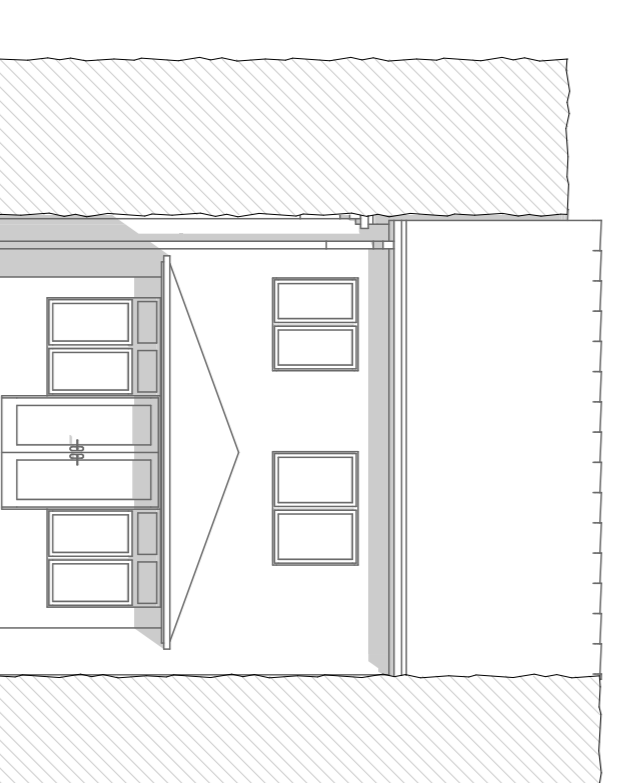
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EXISTING LOCATION PLAN - SCALE 1:1250



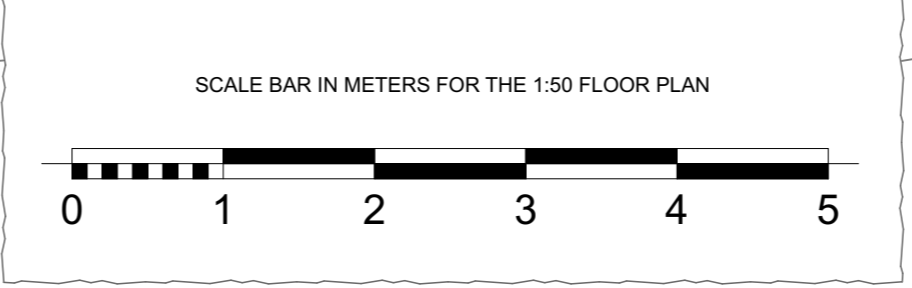
SIDE ELEVATION - ADJOINING 35



EXISTING ELEVATIONS - SCALE 1:100

NORTH FOR LOCATION AND SITE PLANS

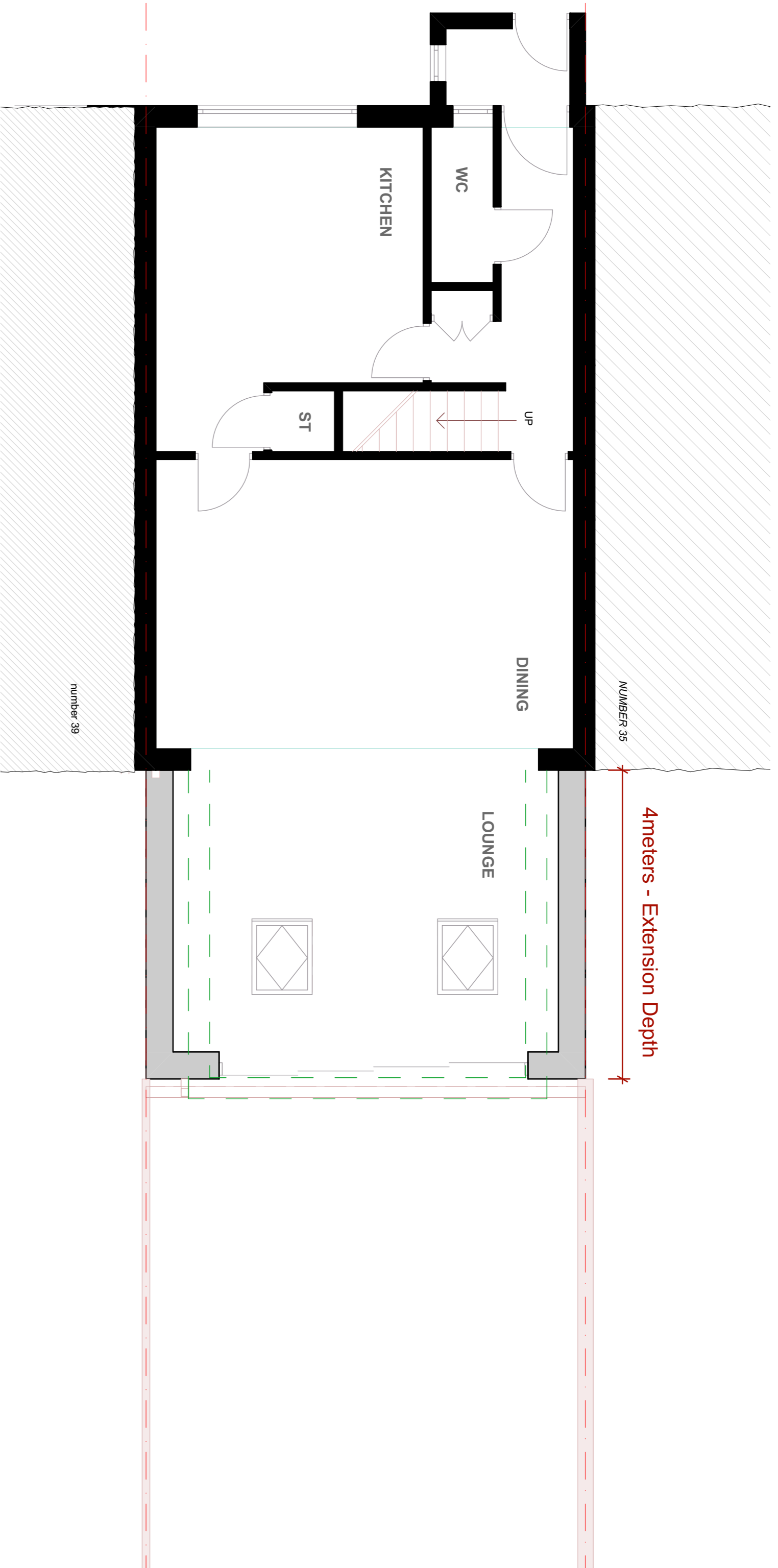
REVISIONS



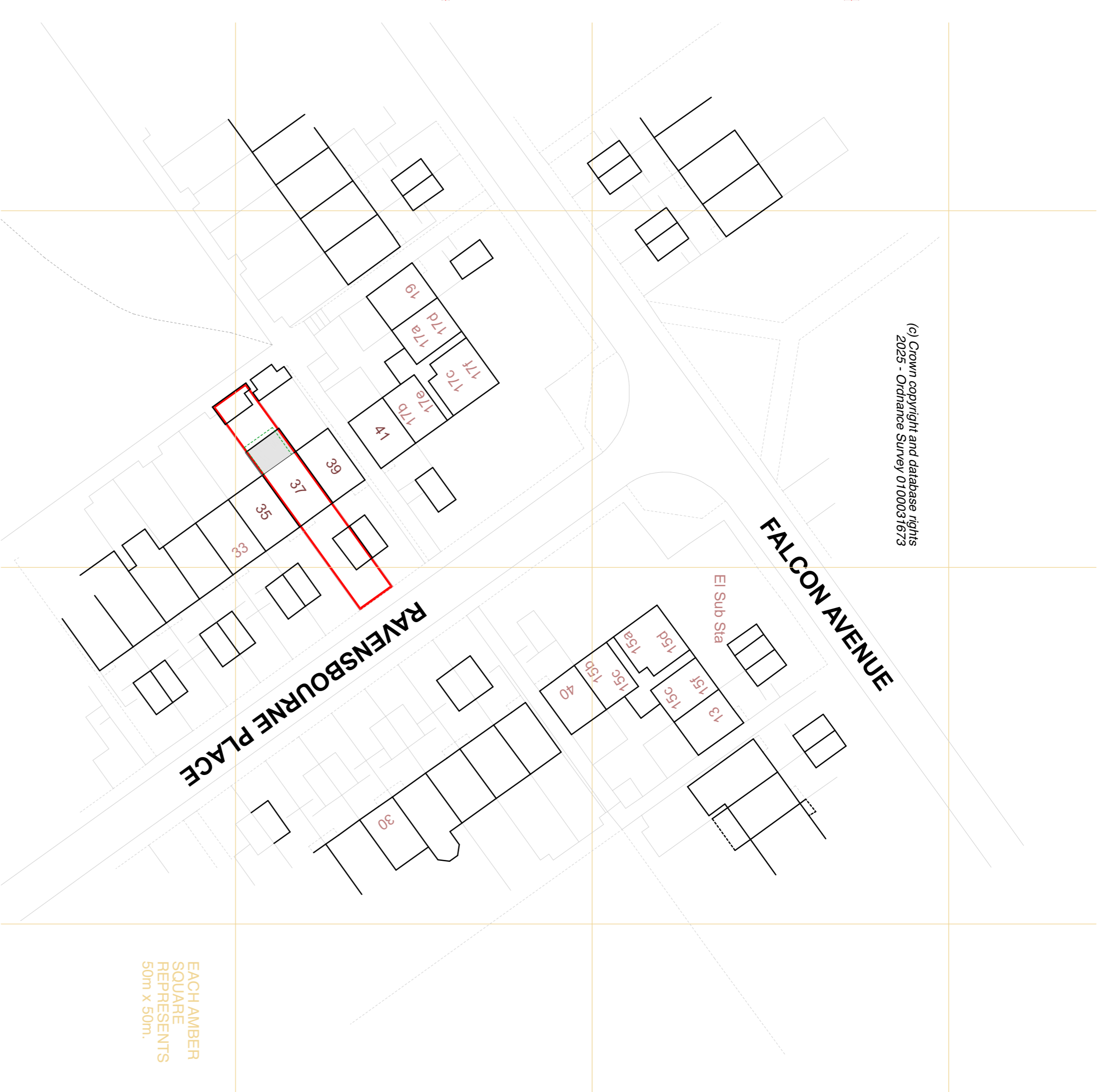
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DRAWING INFORMATION
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 property address: 37 Ravensbourne Place, Springfield, MK45 3HL
 date: February 2025
 drawing number: 37RP - PA02013

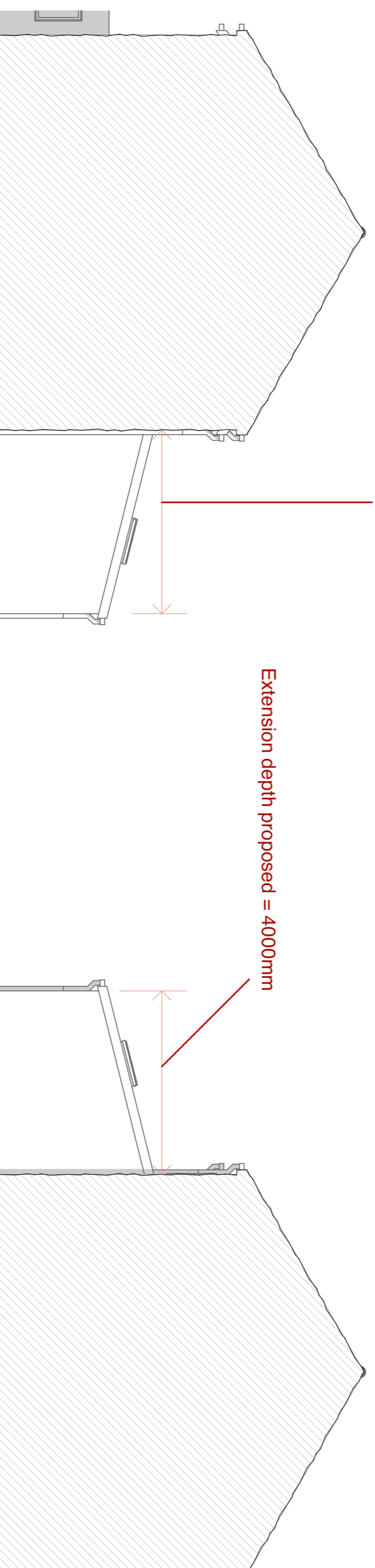
Plan My Property
 phone: 07893 046 819
 web: www.planmyproperty.co.uk



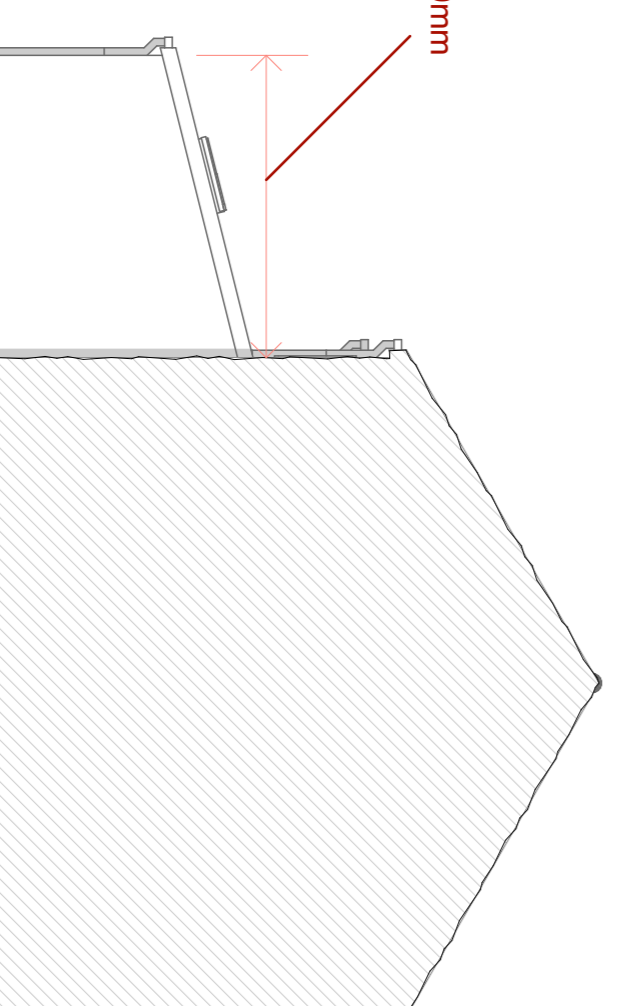
PROPOSED GROUND FLOOR PLAN - SCALE 1:50



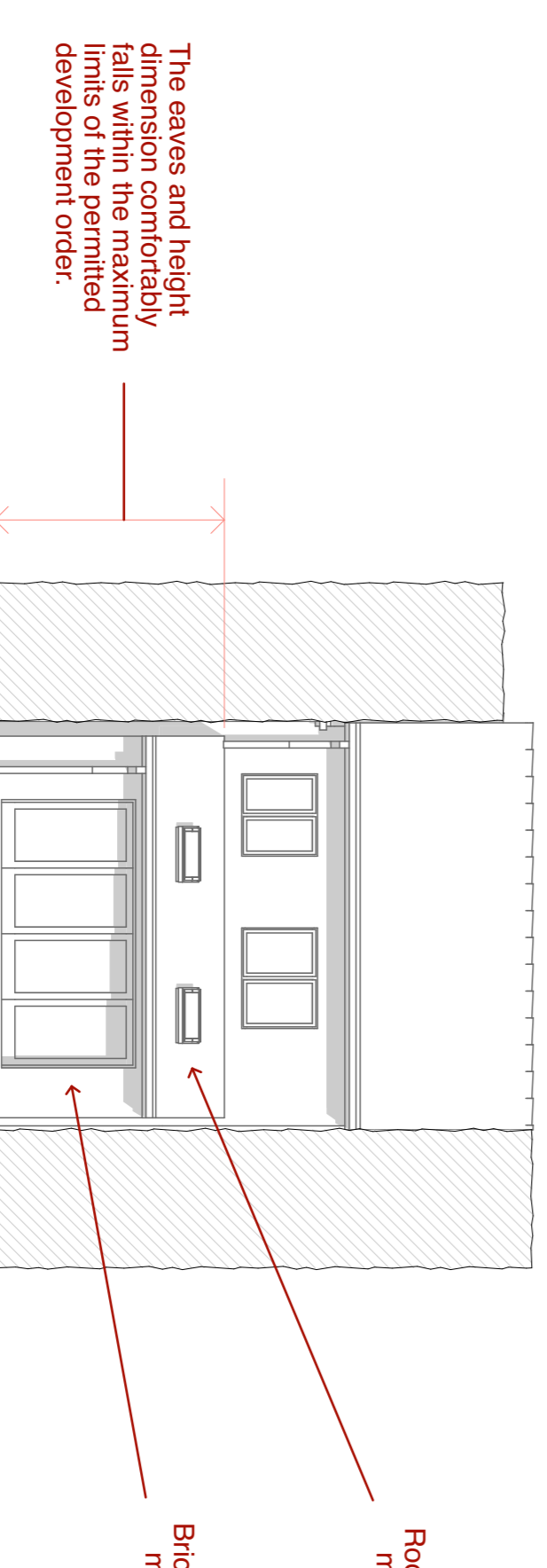
PROPOSED SITE PLAN - SCALE 1:500



SIDE ELEVATION - ADJOINING 39



SIDE ELEVATION - ADJOINING 35



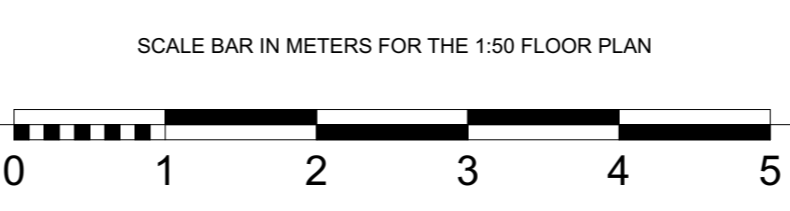
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REAR ELEVATION

PROPOSED ELEVATIONS - SCALE 1:100


NORTH FOR LOCATION AND SITE PLANS

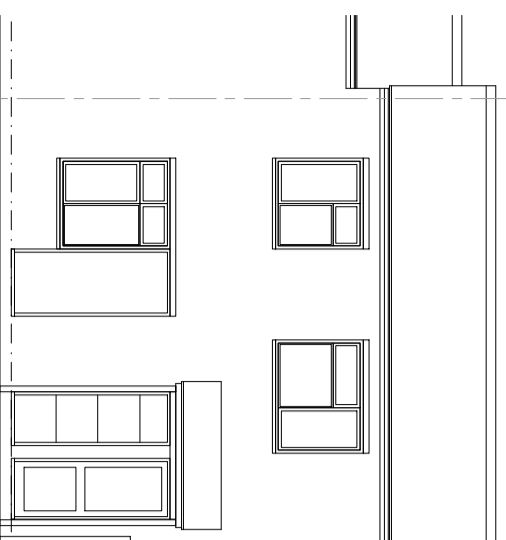
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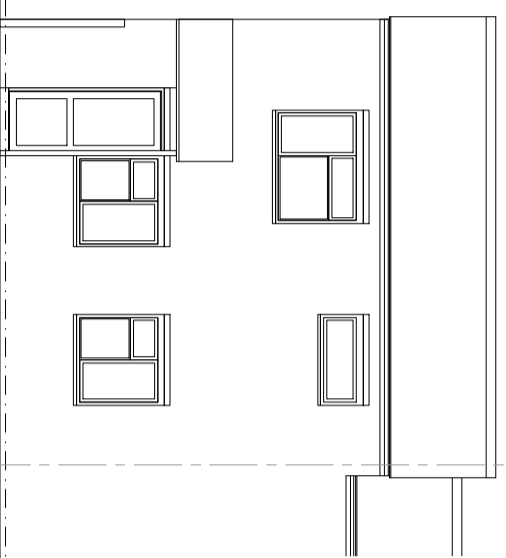
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DRAWING INFORMATION
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date: February 2025
drawing number: 37RP - PA0204

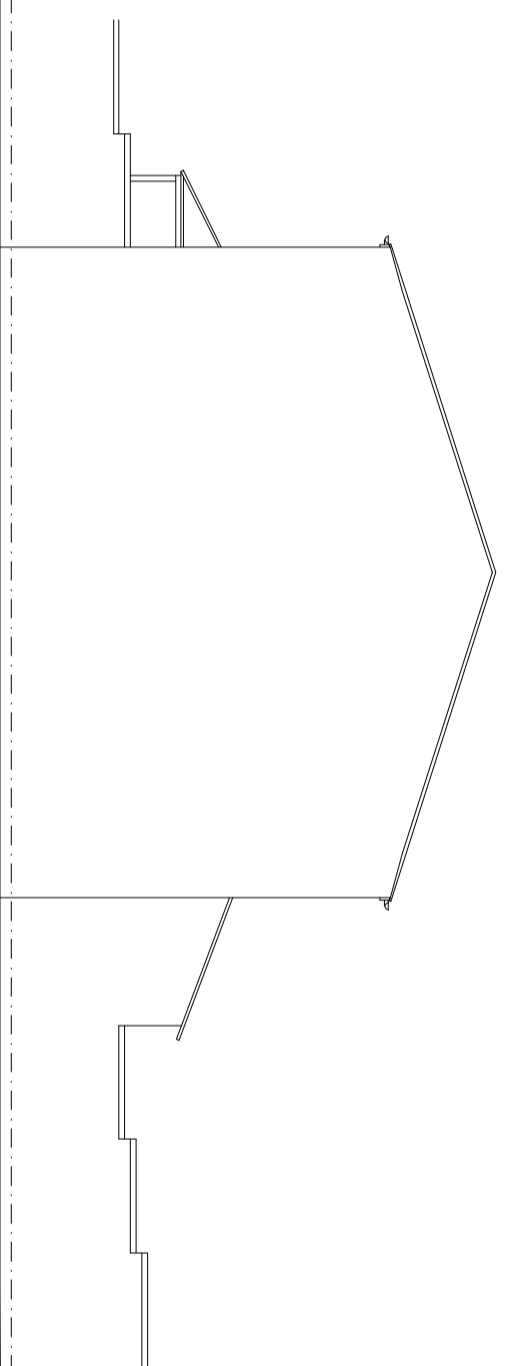

 Plan My Property
 phone 07820 058 819
 www.planmyproperty.co.uk
 WMB



EXISTING FRONT ELEVATION
SCALE 1 : 100



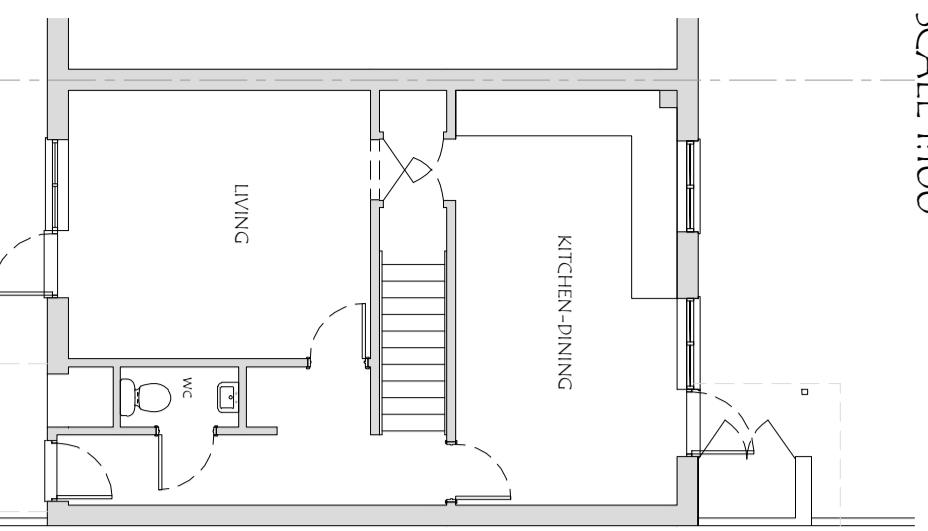
EXISTING REAR ELEVATION
SCALE 1 : 100



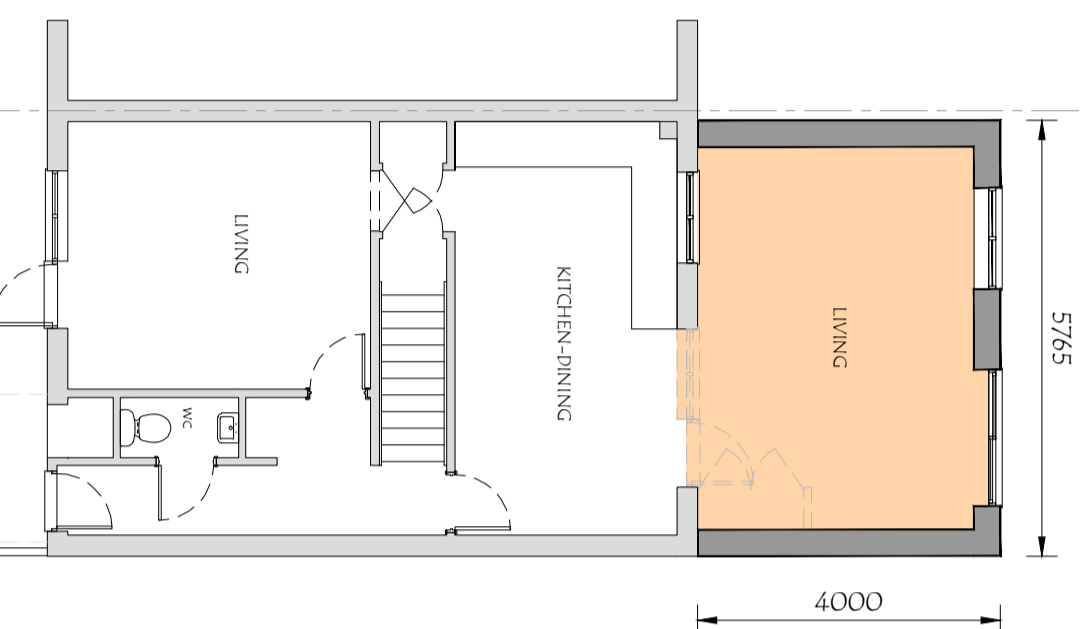
EXISTING SIDE ELEVATION
SCALE 1 : 100



SCALE 1:100



EXISTING GROUND FLOOR LAYOUT
SCALE 1 : 100



PROPOSED GROUND FLOOR LAYOUT
SCALE 1 : 100
Showing proposed rear extension.

NOTES-

63, STAMFORD AVENUE
SPRINGFIELD,
MILTON KEYNES,
MK6 3LD




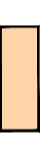
MATERIAL SCHEDULE:
BRICKWORK TO MATCH EXISTING.
WINDOWS TO MATCH EXISTING.
ROOF - SINGLE POLYMER MEMBRANE FLAT
ROOF.

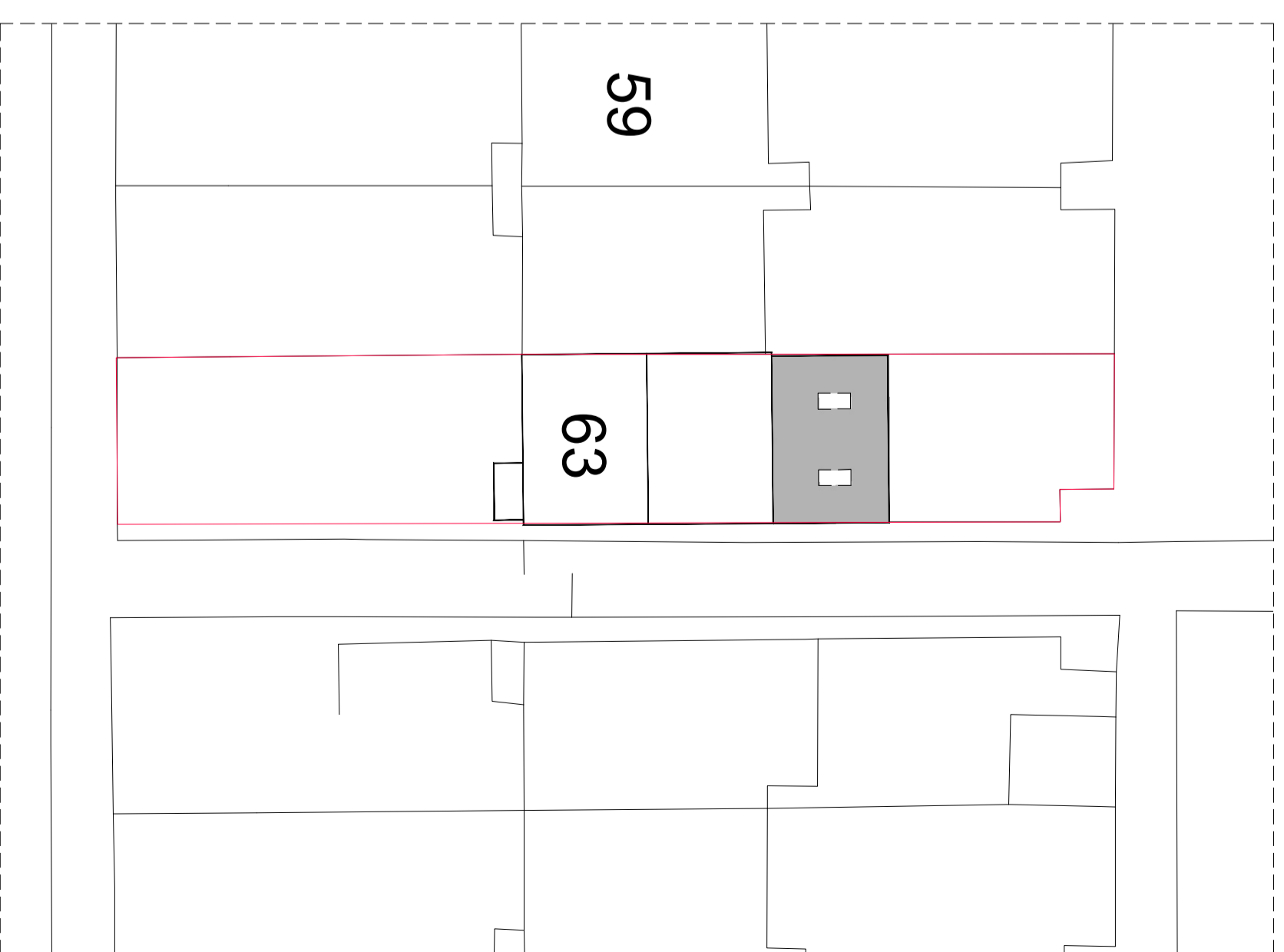
This proposal is for single storey rear extension to the above property.

An existing outside storage enclosure is to be demolished to make way for the extension. An existing boundary wall is also to be removed for the length of the extension, the wall will continue beyond the extension.

All drainage for surface waste are connected to existing out falls.

This drawings shows the extent of the proposal as being hatched. The areas that are to be removed are shown dotted on the plan.

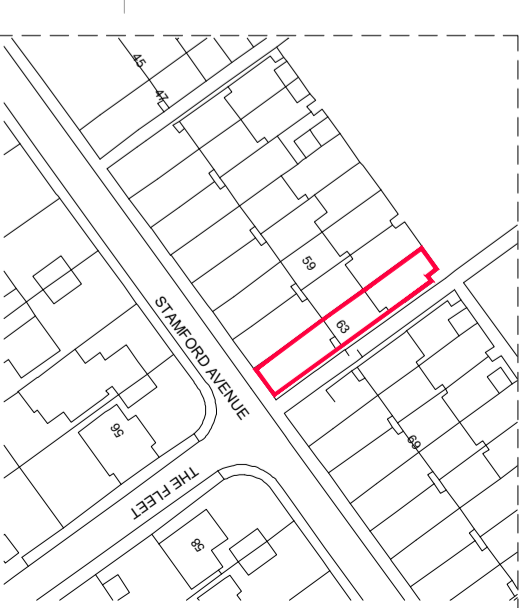
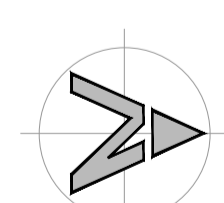
-  INDICATES EXISTING WALLS TO BE REMAIN
-  INDICATES EXISTING STRUCTURE TO BE REMOVED
-  INDICATES NEW CONSTRUCTION
-  COLOURED AREA INDICATES NEW FLOOR SPACE.



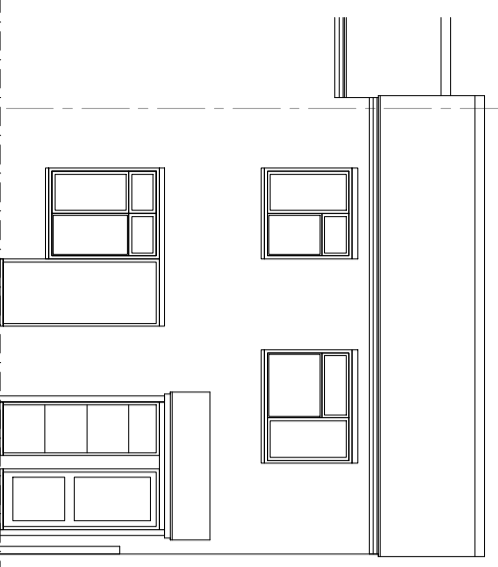
SITE LAYOUT
SCALE 1 : 200



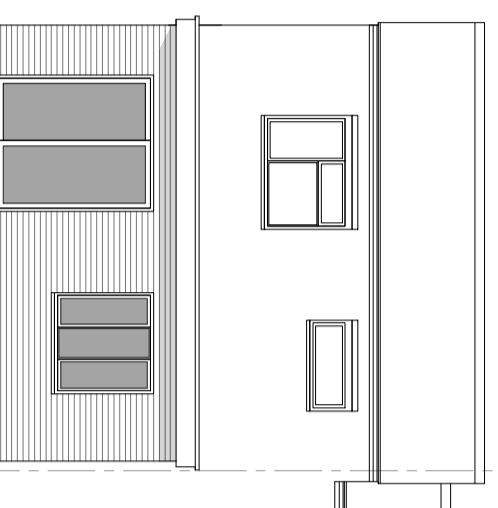
SCALE 1:200



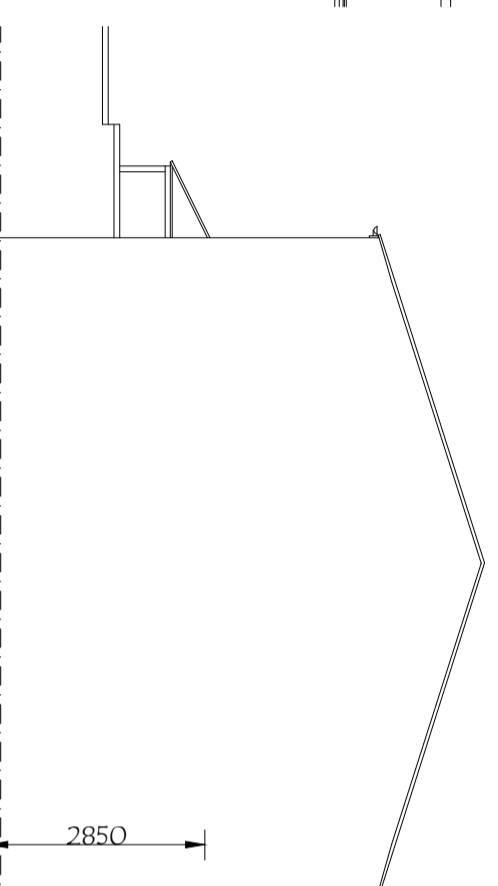
SITE LOCATION
SCALE 1 : 1250



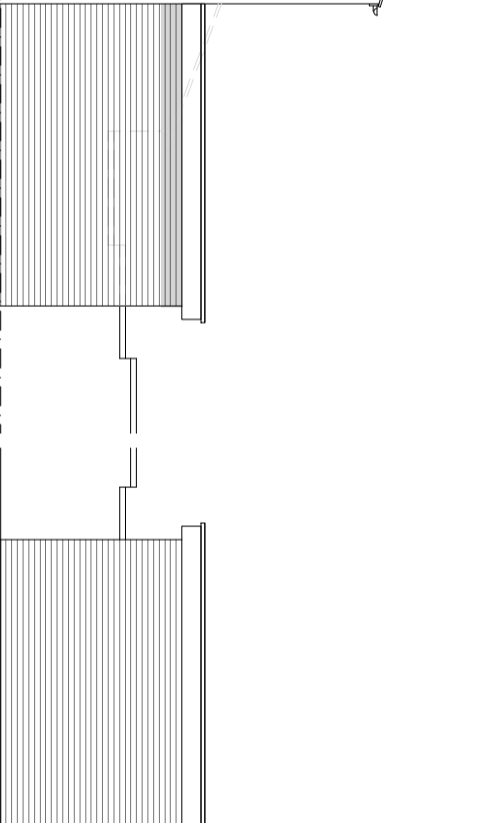
PROPOSED FRONT ELEVATION
SCALE 1 : 100



PROPOSED REAR ELEVATION
SCALE 1 : 100



PROPOSED SIDE ELEVATION
SCALE 1 : 100



PROPOSED SIDE ELEVATION
SCALE 1 : 100
Through separating wall with adjacent dwelling.

rev	date	description	drawn	chkd

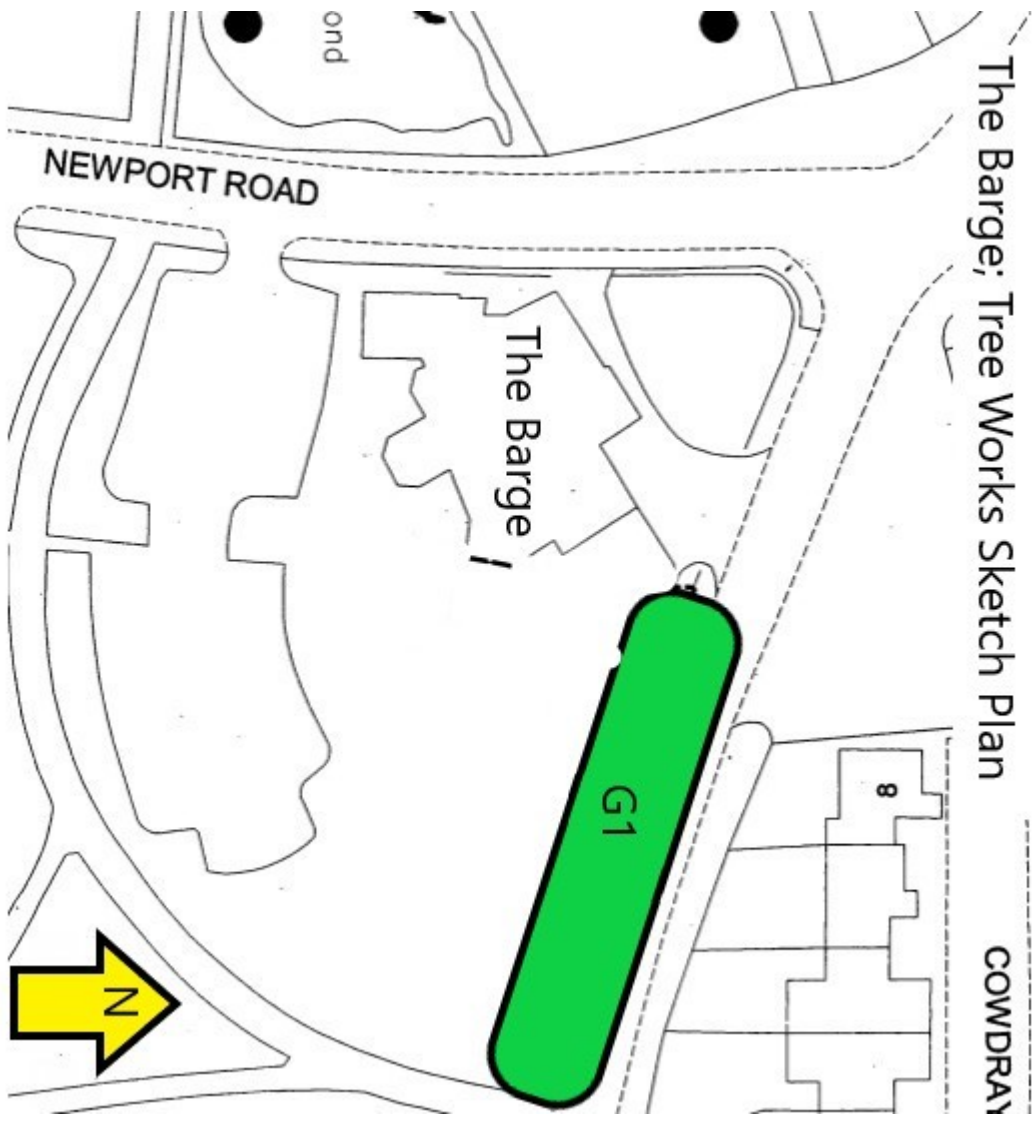
NCC Design
17, The Old Rectory, Church Lane
Kenilworth, Milton Keynes
MK7 8LN
01908 251020
07980 080000
www.nccdsgn.co.uk

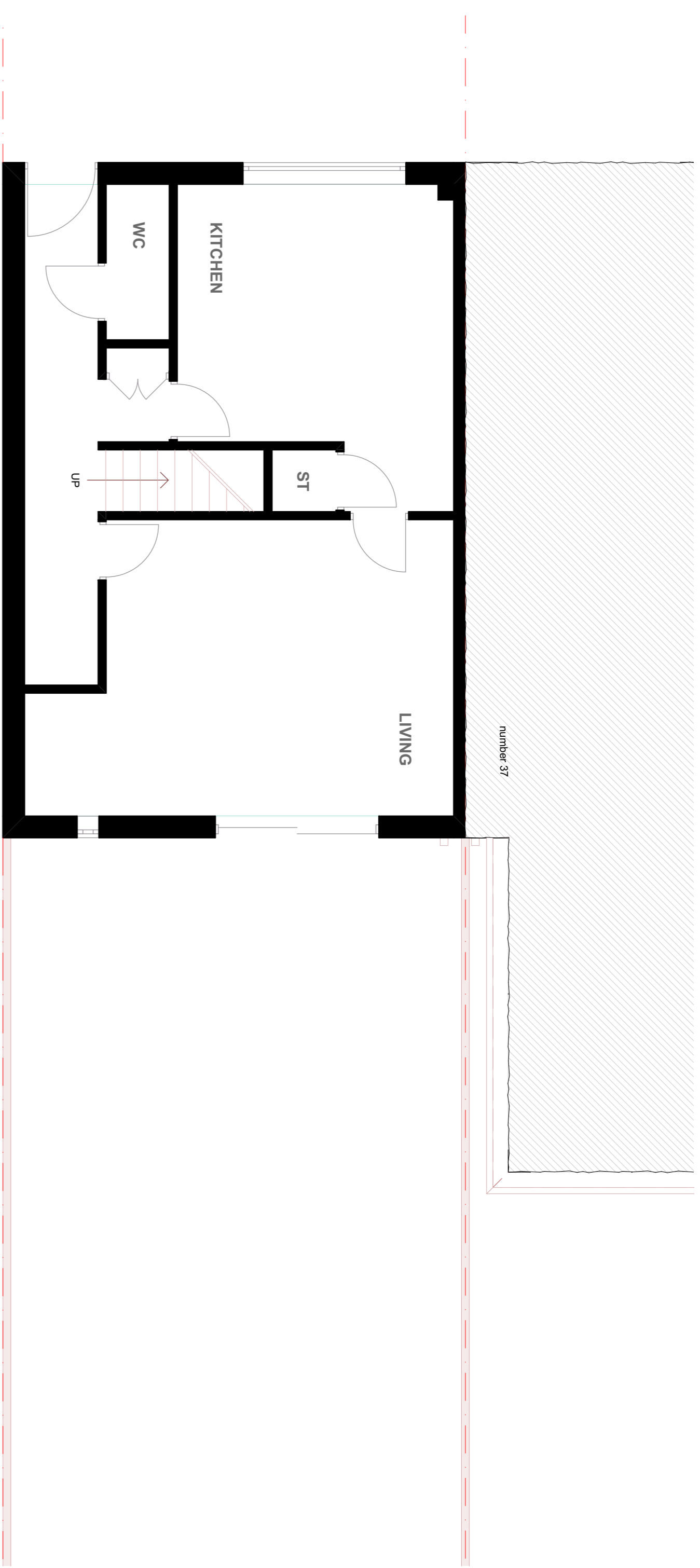
Project: 63 STAMFORD AVE, SPRINGFIELD, MILTON KEYNES, MK6 3LD
Date: FEB 2025
Scale: A2/A5

Drawing title:
**PROPOSED EXTENSION
TO REAR OF DWELLING
For Mr. M Pedley**

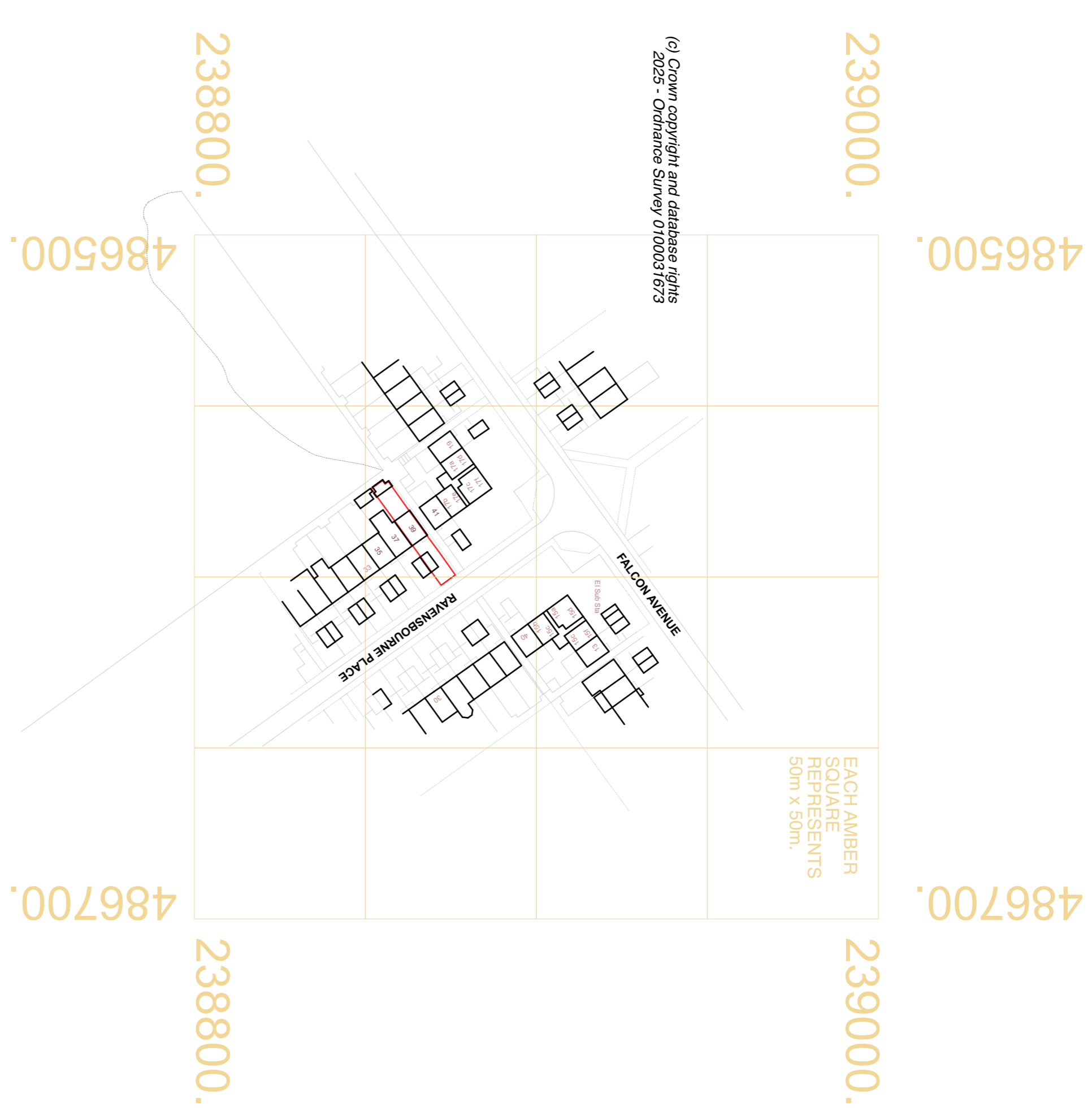
Drawing number: P250117 01
Revision: P1

The Barge; Tree Works Sketch Plan COWDRAY

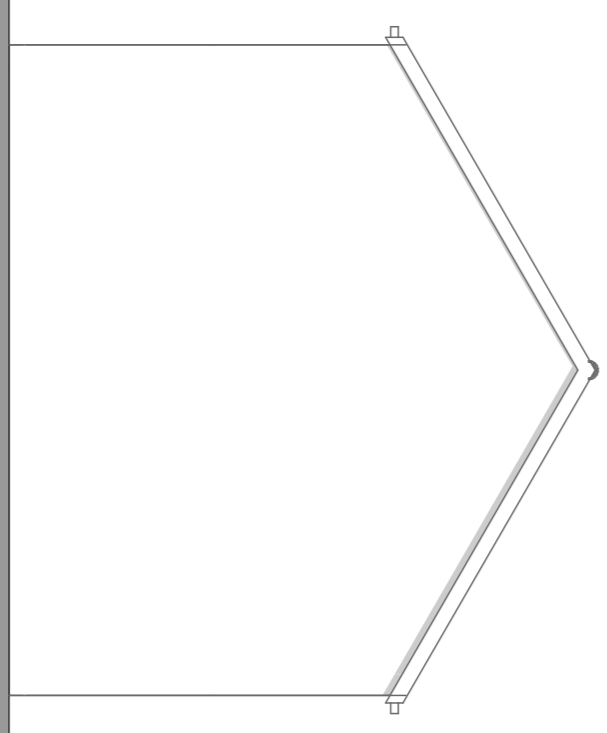




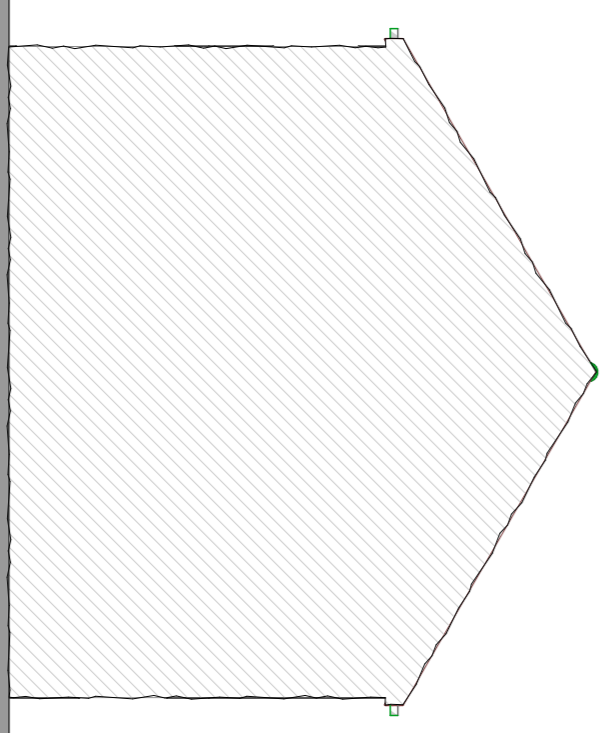
EXISTING GROUND FLOOR PLAN - SCALE 1:50



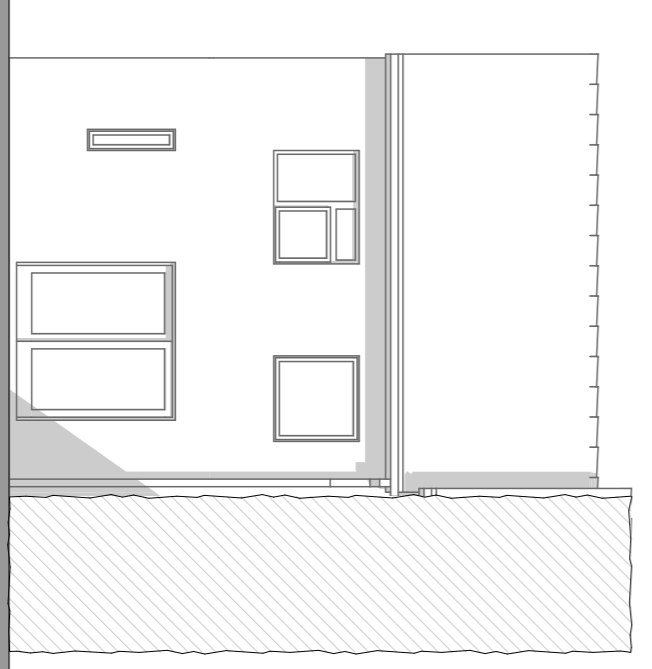
EXISTING LOCATION PLAN - SCALE 1:1250



SIDE ELEVATION - FACING THE ALLEYWAY

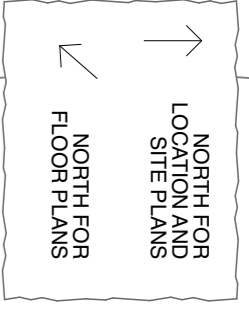


SIDE ELEVATION - ADJOINING 37

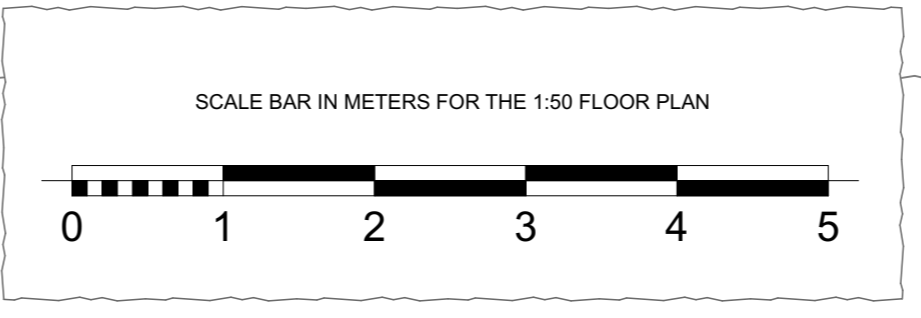


REAR ELEVATION

EXISTING ELEVATIONS - SCALE 1:100



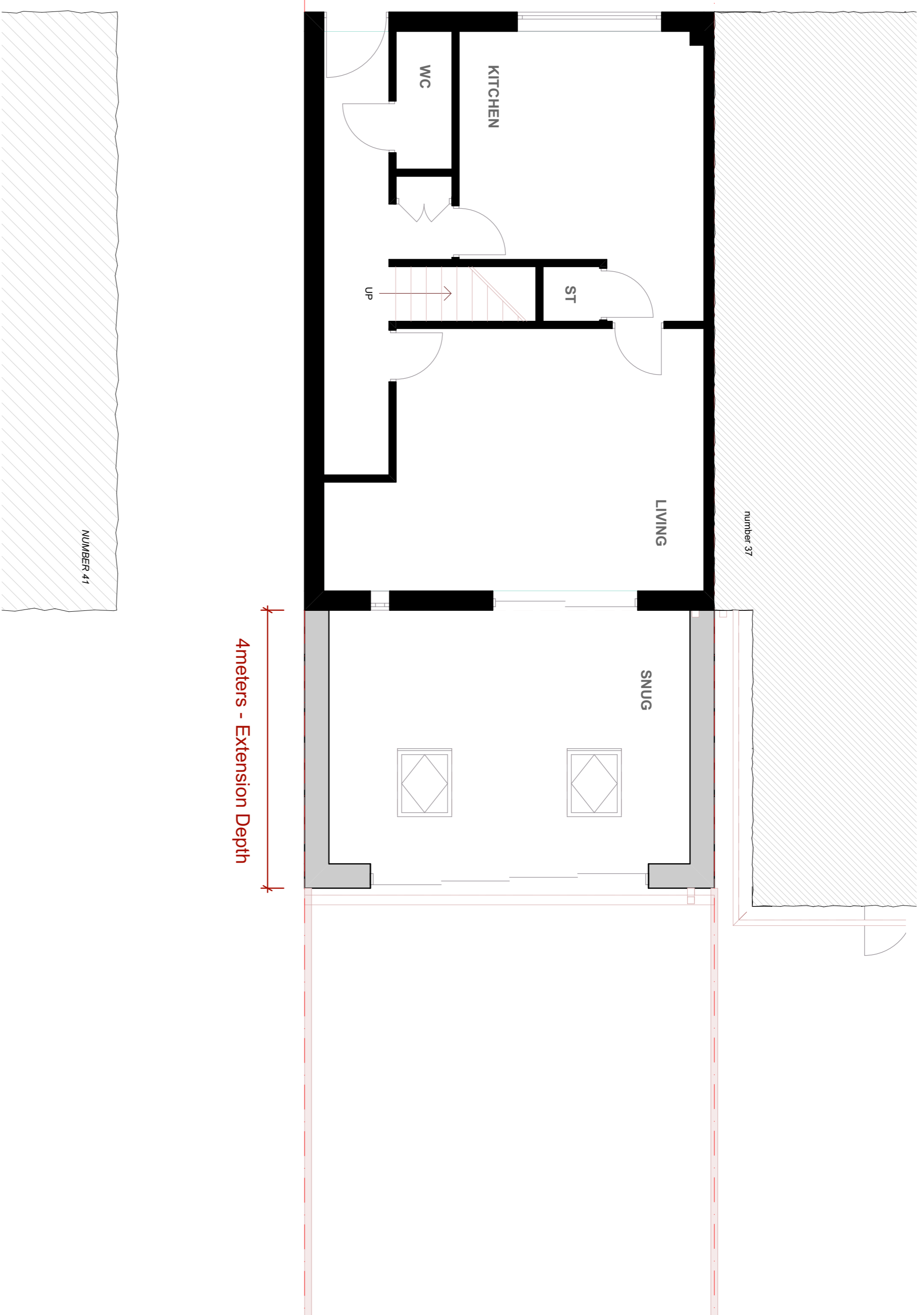
REVISIONS



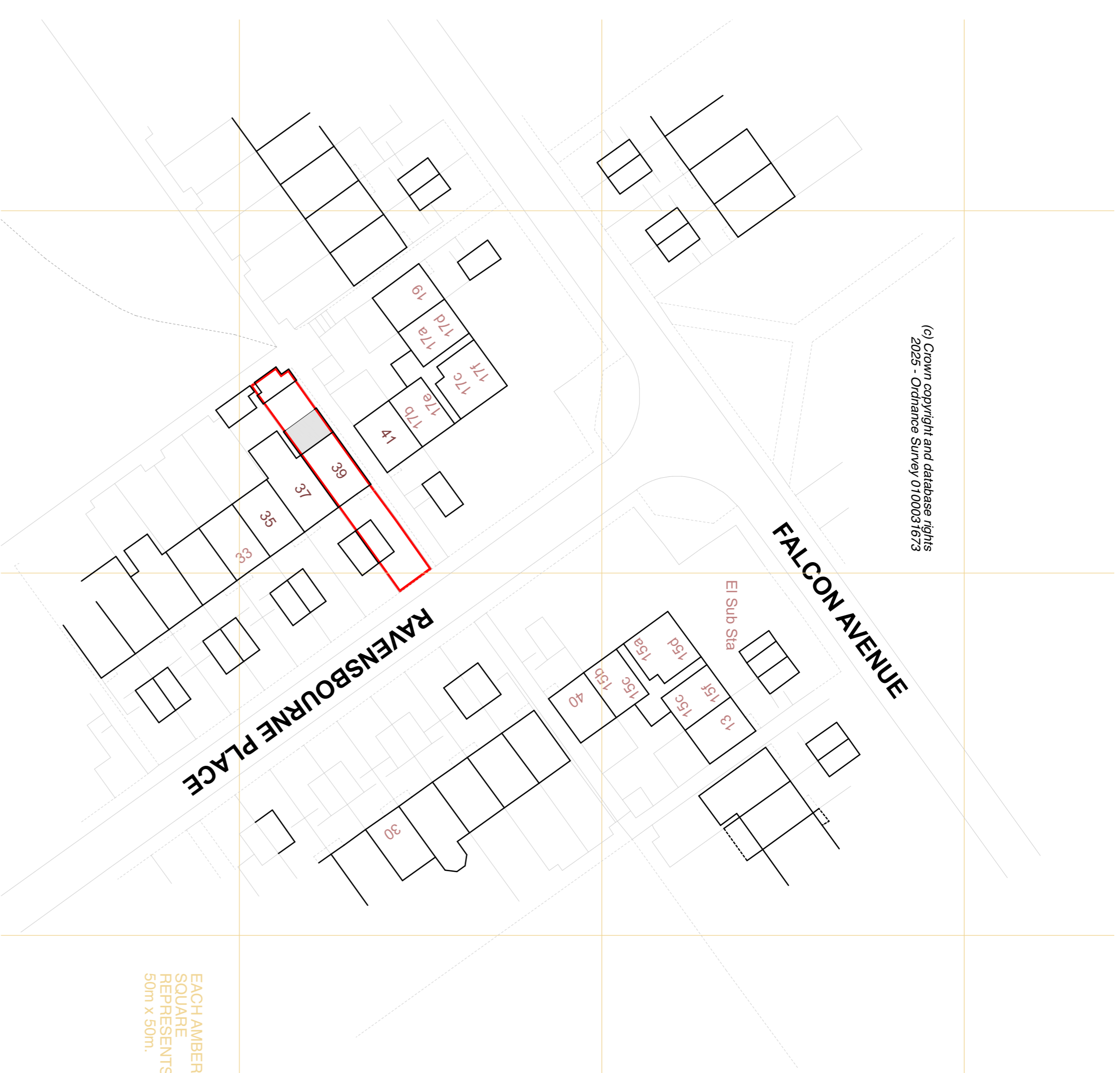
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DRAWING INFORMATION
Project stage
 Plot Approval
Property address
 39 Ravensbourne Place
 Springfield
 MK45 3HL
date:
 February 2025
drawing number:
 38RP - PA0201

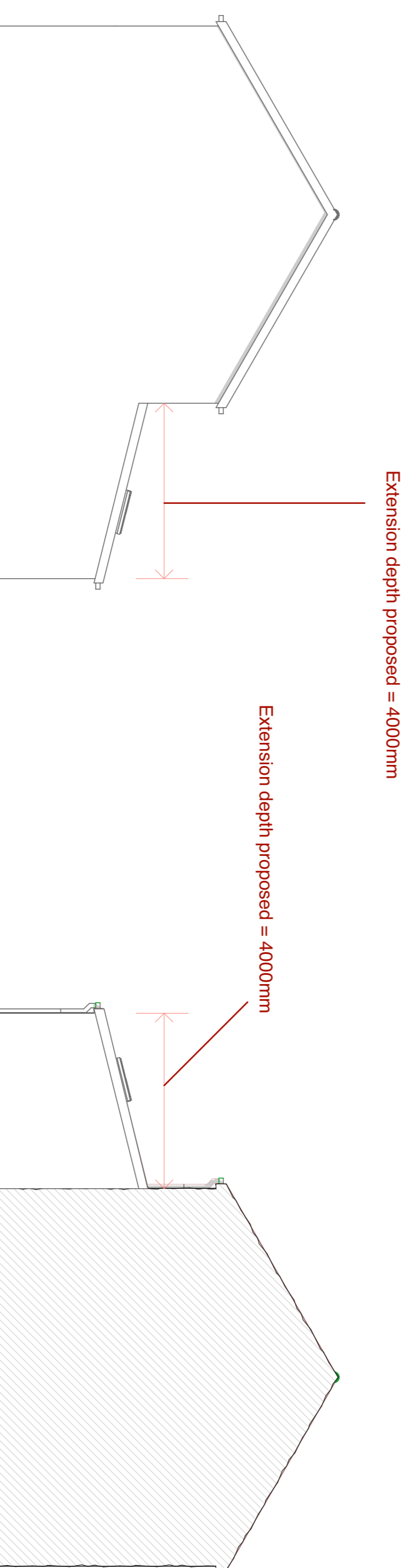
Plan My Property
 phone
 07893 048 819
 web
 www.planmyproperty.co.uk



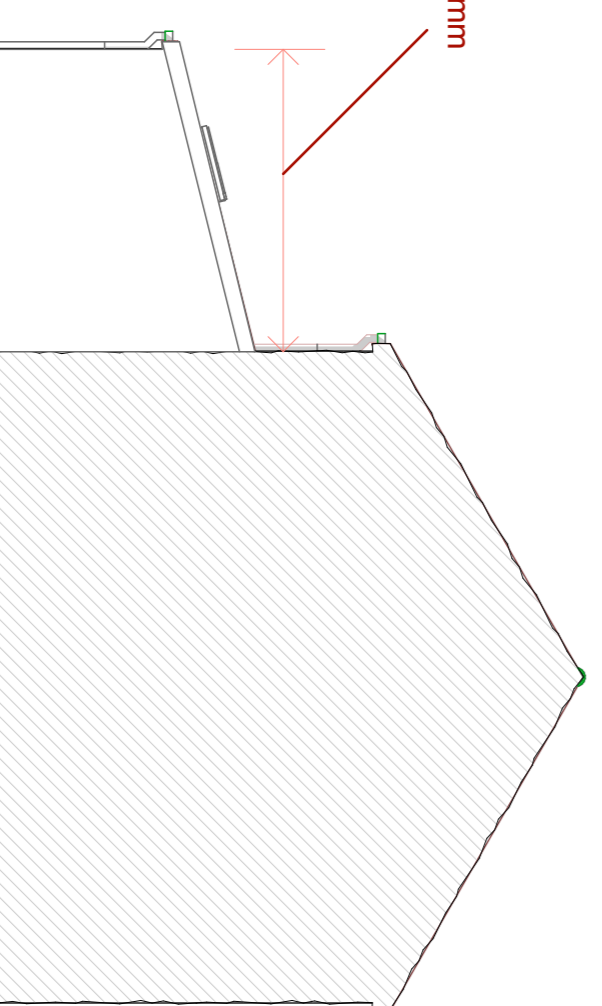
PROPOSED GROUND FLOOR PLAN - SCALE 1:50



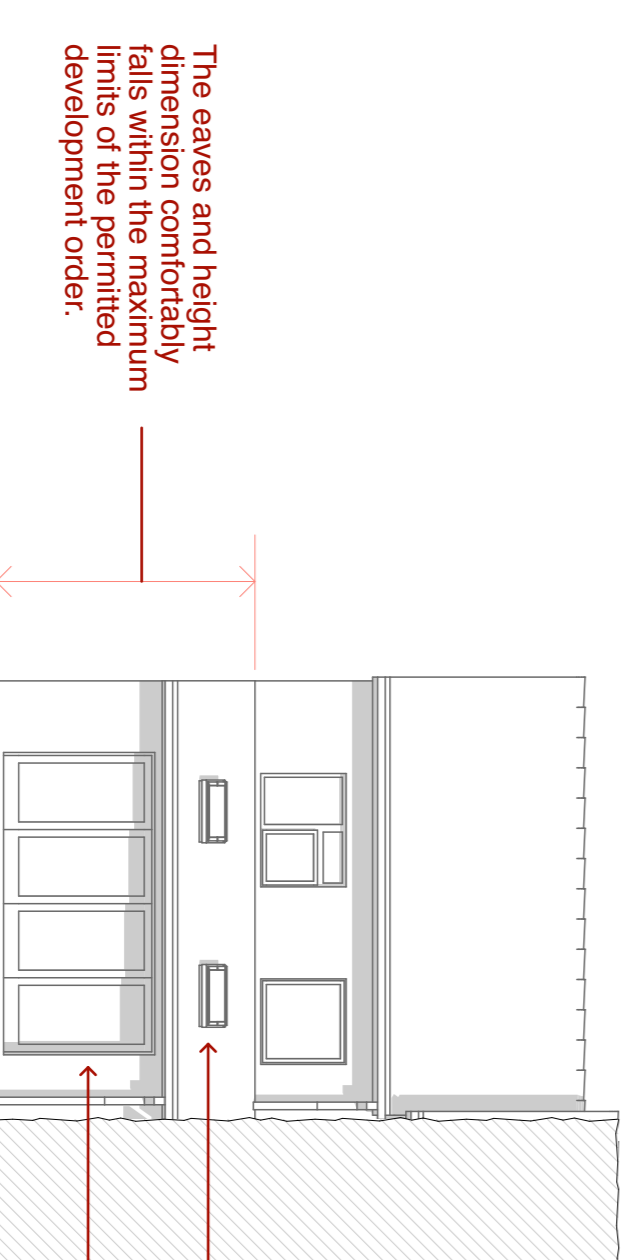
PROPOSED SITE PLAN - SCALE 1:500



SIDE ELEVATION - FACING THE ALLEYWAY



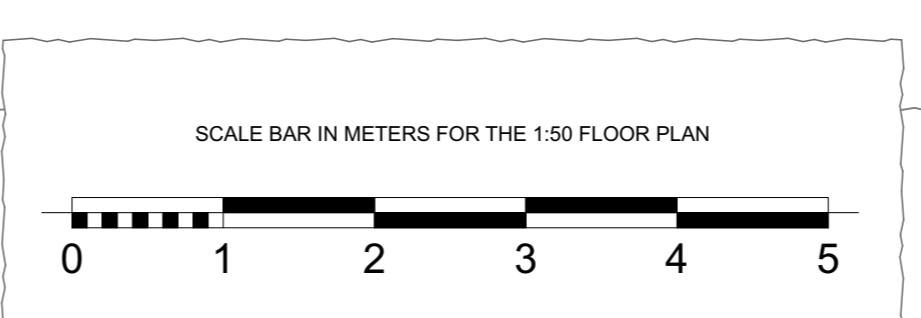
SIDE ELEVATION - ADJOINING 37



REAR ELEVATION

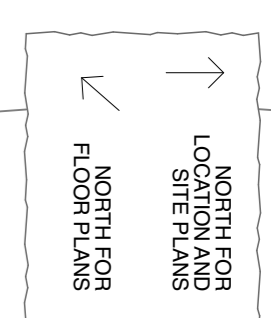
The eaves and height dimension comparatively falls within the maximum limits of the permitted development order.

Roof tiles to match the existing.
Brickwork to match the existing.



REVISIONS

NO.	DESCRIPTION



DRAWING INFORMATION

Project stage: Final Approval

Property address: 39 Ravensbourne Place, Springfield, MK45 3HL

date: February 2025

drawing number: 38RP - PA0202

Plan My Property
phone 07867 046 819
www.planmyproperty.co.uk

PROPOSED ELEVATIONS - SCALE 1:100

Our ref: **CS_30224901**

7th March 2025

Campbell Park Parish Council
admin@campbell-park.gov.uk

Killarney Telecommunications
Limited
2 Broughton Way
Widnes
Cheshire
WA8 8YX

Dear Parish Council,

PROPOSED UPGRADE TO EXISTING RADIO BASE STATION INSTALLATION AT CS_30224901, LAND AT SOUTH OVERGATE ROUNDABOUT SW, CHILDS WAY, MILTON KEYNES, ENGLAND, MK6 3JP, (NGR: E486939, N239250).

Cornerstone is the UK's leading mobile infrastructure services company. We acquire, manage, and own over 20,000 sites and are committed to enabling best in class mobile connectivity for over half of all the country's mobile customers. We oversee works on behalf of telecommunications providers and wherever possible aim to:

- promote shared infrastructure
- maximise opportunities to consolidate the number of base stations
- significantly reduce the environmental impact of network development

Cornerstone are in the process of progressing suitable sites in the Milton Keynes area and have identified this site as suitable for an equipment upgrade for Vodafone. The purpose of this letter is to consult with you and seek your views on our proposal before proceeding with the works. We understand that you are not always able to provide site specific comments, however, Cornerstone are committed to consultation with communities for mobile telecommunications proposals and as such would encourage you to respond.

As part of Vodafone's network improvement program, there is a specific requirement for an upgrade at this location to provide upgraded 4G and new 5G provision.

Mobiles can only work with a network of base stations in place where people want to use their mobile phones or other wireless devices. Without base stations, the mobile phones, and other devices we rely on simply won't work.

Please find below the details of the proposed site and the alternative site options considered and discounted in our site selection process: -

Our technical network requirement is as follows:


CS_30224901, LAND AT SOUTH OVERGATE ROUNDABOUT SW, CHILDS WAY, MILTON KEYNES, ENGLAND, MK6 3JP, (NGR: E486939, N239250)

The site is needed to provide enhanced 2G & 4G coverage and capacity for EE/H3G as well as new 5G services to ensure that its customers experience access to the latest technologies currently available. The upgrade will also meet the extra demands on the network in this area as new technologies improve increasing the demand for 4G technology. This upgraded site will ensure that Vodafone will be able to utilise the same site and maintain and enhance their coverage in the area as well.

In the first instance, all correspondence should be directed to the agent.

Cornerstone Planning Consultation Letter to Councillors - Reg 5 V.3 – 15/04/2021

Registered Address:
Cornerstone Telecommunications, Infrastructure Limited,
Hive 2, 1530 Arlington Business Park, Theale, Berkshire, RG7 4SA.
Registered in England & Wales No. 08087551.
VAT No. GB142 8555 06

 Cornerstone, Hive 2,
1530 Arlington Business Park,
Theale, Berkshire, RG7 4SA

The preferred option is as follows:

CS_30224901, LAND AT SOUTH OVERGATE ROUNDABOUT SW, CHILDS WAY, MILTON KEYNES, ENGLAND, MK6 3JP, (NGR: E486939, N239250).

The proposed upgrade of an existing telecommunications base station comprising the removal and replacement of a 20m high monopole supporting 6 no antennas, 1 no dish together with the addition of 1 no cabinet and refresh of 1 no cabinet and ancillary development thereto.

Details enclosed on drawing no's 100 2A, 200 1A, 201 2A, 300 1A, 301 2A, PACK 4A.

You will appreciate that the 5G network is being built around the established infrastructure that has been put in place for preceding generations of mobile networks. In this instance, an established base station has been identified for upgrade and the only alternative to doing so would be to seek to deploy a new base station elsewhere in the immediate area to retain and improve their existing customer services. Given that the subject base station is now an accepted part of the streetscape, an alternative location has not been sought and we would also highlight that the Code of Practice on Wireless Network Development in England advises that the assessment of alternative sites is not generally required when an existing site is being upgraded.

The Local Planning Authority mast register and our records of other potential sites have already been reviewed, the policies in the Development Plan have been taken into account and the planning history of the site has been examined.

All Cornerstone installations are designed to be fully compliant with the public exposure guidelines established by the International Commission on Non-Ionizing Radiation Protection (ICNIRP). These guidelines have the support of UK Government, the European Union and they also have the formal backing of the World Health Organisation.

We look forward to receiving any comments you may have on the proposal within 14 days of the date of this letter.

Should you have any queries regarding this matter, please do not hesitate to contact me (quoting cell number CS_30224901).

Yours faithfully,




Rachel Gormley
Consultant Town Planner: KTL
Tel: +44 (0) 7999 834 759
Email: rgormley@perrywilliams.co.uk

(for and on behalf of Cornerstone)

In the first instance, all correspondence should be directed to the agent.

Cornerstone Planning Consultation Letter to Councillors - Reg 5 V.3 – 15/04/2021

Registered Address:
Cornerstone Telecommunications, Infrastructure Limited,
Hive 2, 1530 Arlington Business Park, Theale, Berkshire, RG7 4SA.
Registered in England & Wales No. 08087551.
VAT No. GB142 8555 06

 Cornerstone, Hive 2,
1530 Arlington Business Park,
Theale, Berkshire, RG7 4SA

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R | E: 486939 N: 239250

DIRECTIONS TO SITE:

HEAD SOUTH-EAST ON THE M1. EXIT AT JUNCTION 14, AND TAKE THE A509 EXIT TO MILTON KEYNES/NEWPORT PAGNELL. AT THE ROUNDABOUT, TAKE THE 3RD EXIT ONTO THE A509. AT NORTHFIELD ROUNDABOUT, TAKE THE 2ND EXIT ONTO CHILDS WAY/A4146. AT THE NEXT ROUNDABOUT, TAKE THE 2ND EXIT TO STAY ON CHILDS WAY. AT THE NEXT ROUNDABOUT, TAKE THE 2ND EXIT AGAIN TO STAY ON CHILDS WAY. TURN LEFT. THE PROPOSED SITE LOCATION WILL BE ON THE RIGHT HAND SIDE, JUST BEFORE SOUTH OVERGATE ROUNDABOUT

2A	AMENDMENT	EMF	SI	06/02/25
1A	PLANNING ISSUE	EMF	SI	29/11/24
REV	MODIFICATION	BY	CH	DATE



Cell Name	Opt.
SOUTH OVERGATE ROUNDABOUT SW	-
Cell ID No	
CSID	✓ VF - VM02
30224901	18541_5 NA
-	N/A - N/A
-	-

Site Address / Contact Details
 CHILDS WAY
 MILTON KEYNES
 ENGLAND
 MK6 3JP

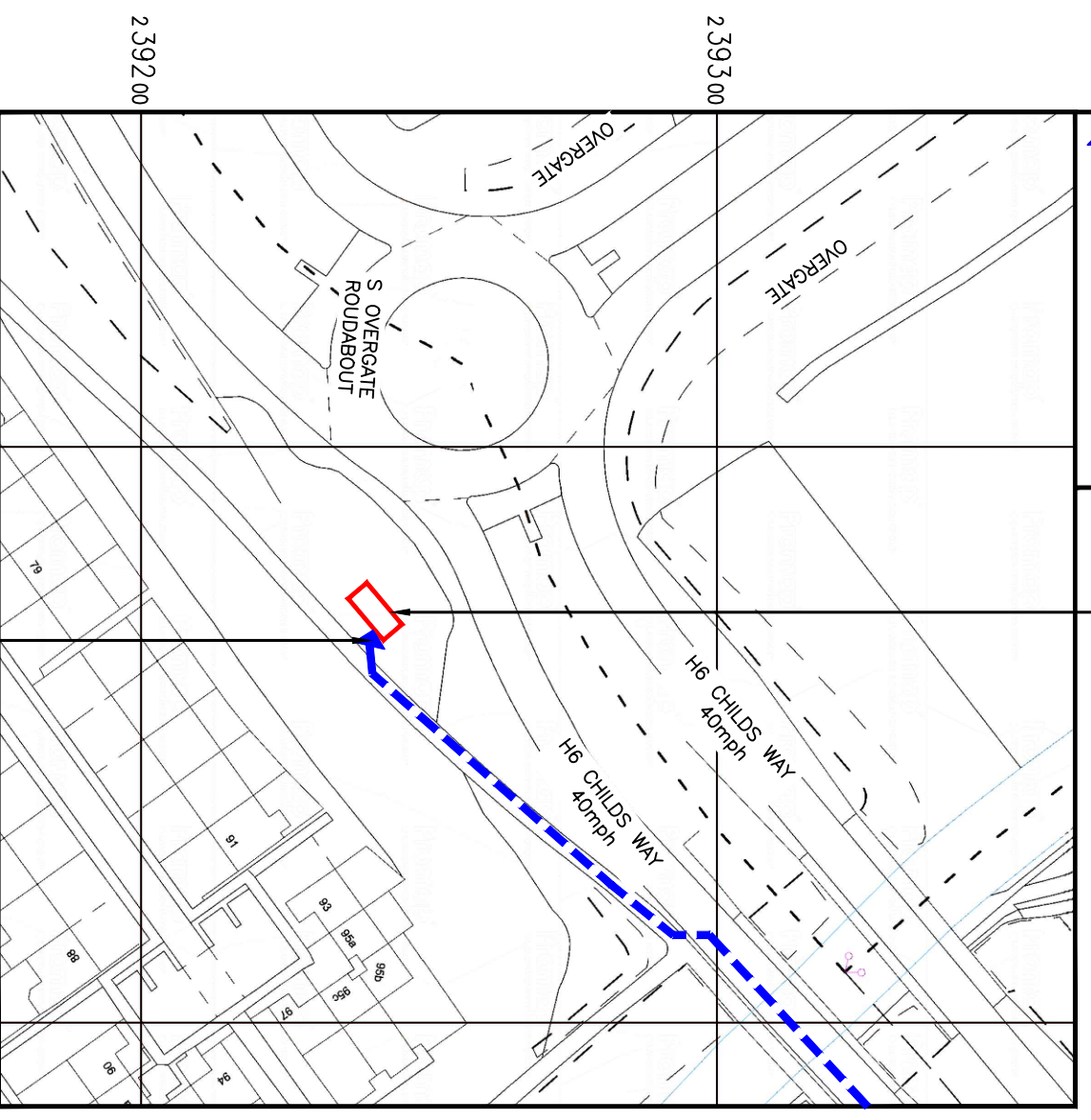
Drawing Title:
 SITE LOCATION MAPS

Purpose of Issue:
 PLANNING

Drawing Number:	100	Dwg Rev:	
Surveyed By:	KL	Original Sheet Size:	A3
Drawn:	EMF	Date:	29/11/24
Checked:	SI	Date:	29/11/24
Issue:	4A	Pack Issue:	

SITE LOCATION

- = Right of Access
- = Public Access Route



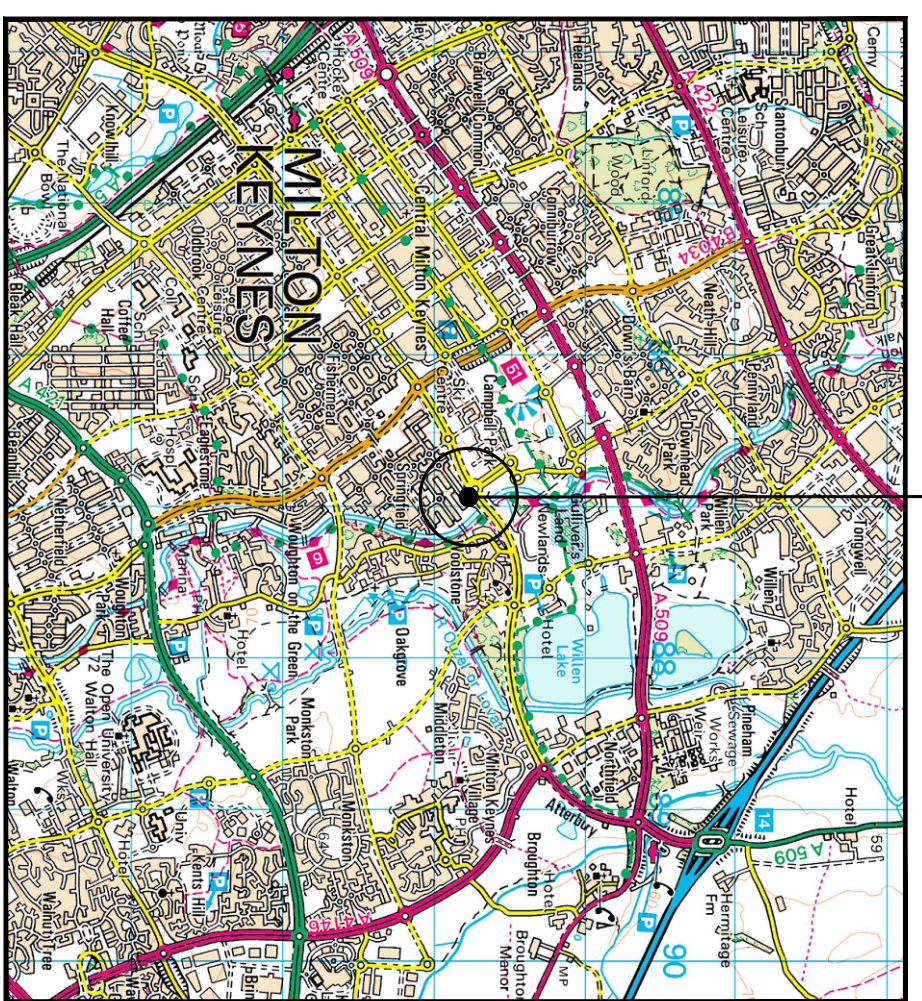
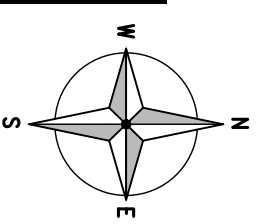
blitz.socialite.paddock

DETAILED SITE LOCATION

(Scale 1:1250)
 Based upon Ordnance Survey map extract with the permission of the Controller of His Majesty's Stationery Office.
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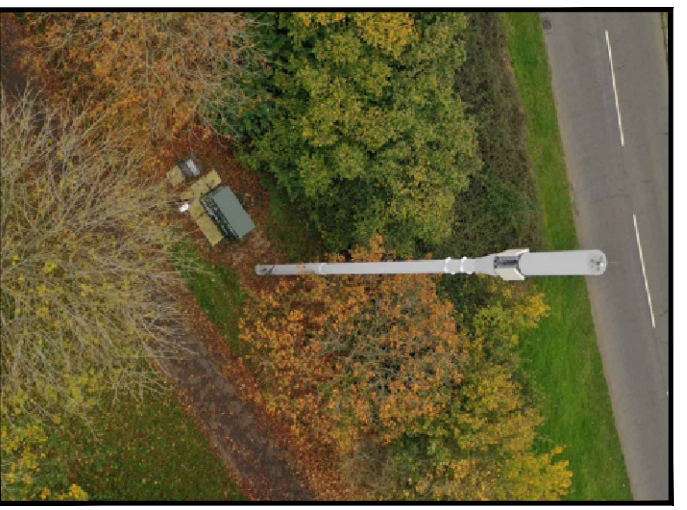
SITE LOCATION



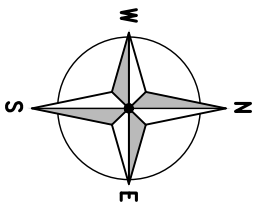
SITE LOCATION

(Scale 1:50000)

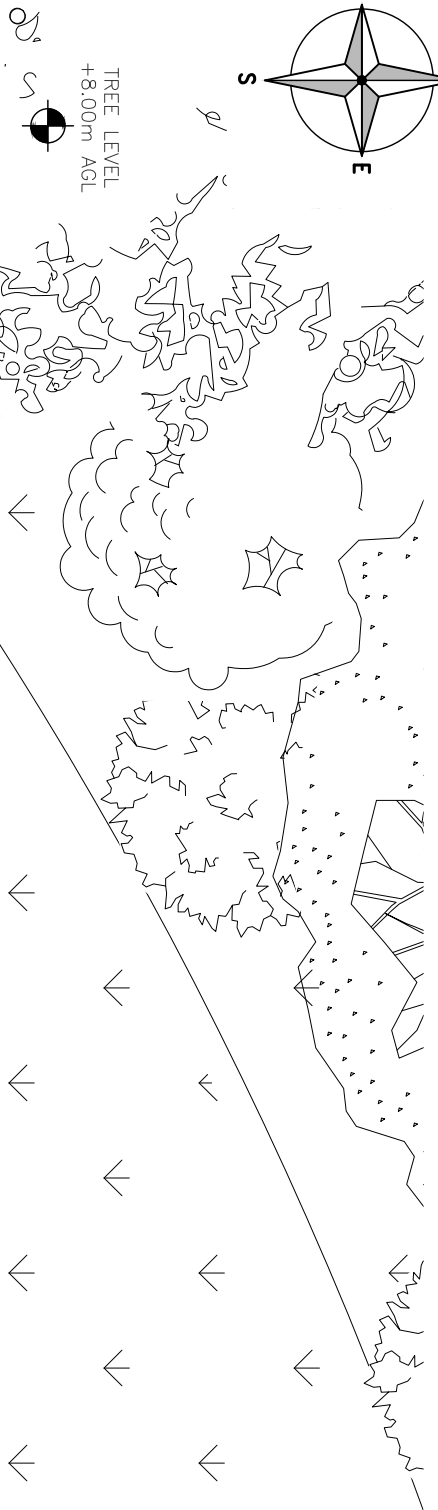
Ordnance Survey map extract based upon Landranger map series with the permission of the controller of His Majesty's Stationery Office
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 Crown copyright.



SITE PHOTOGRAPH



TREE LEVEL
+8.00m AGL



GROUND LEVEL
0.00m AGL

GRASS AREA

EXISTING 600x600 PAVING SLABS

EXISTING VF METER CABINET

GRASS AREA

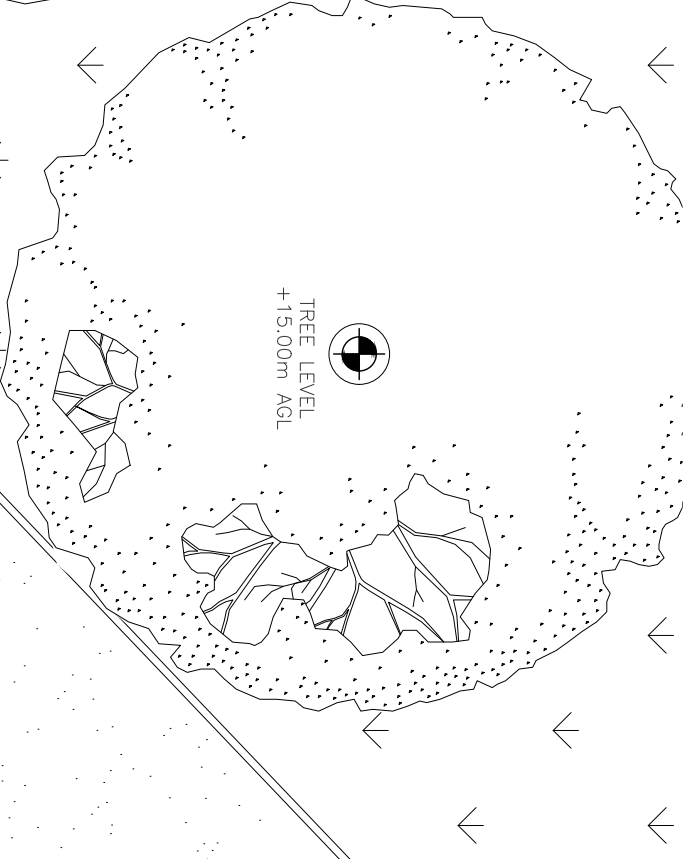
TARMAC FOOTPATH

EXISTING 4.90m HIGH LAMPOST

EXISTING VF LANCASTER XES CABINET

EXISTING VF 20.0m HIGH HUTCHINSON ENGINEERING APOLLO ARV1 POLE C/W SHROUD

TREE LEVEL
+15.00m AGL

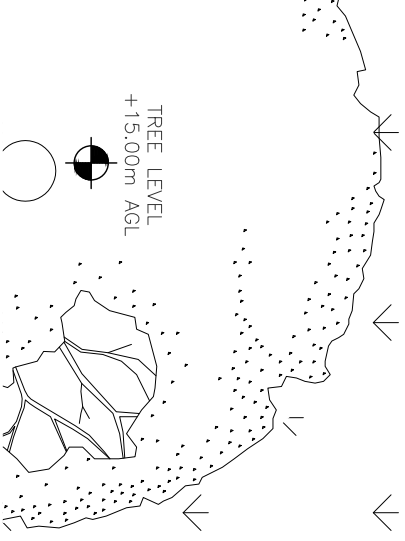


ELEVATION ↑

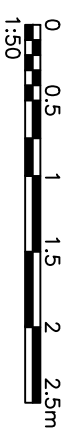
GRASS AREA

GRASS AREA

TREE LEVEL
+15.00m AGL



EXISTING SITE PLAN
(1:50)



ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R | E: 486939 N: 239250

NOTES:

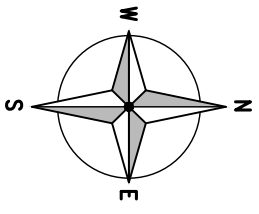
1A	PLANNING ISSUE	EMF	SI	29/11/24
REV	MODIFICATION	BY	CH	DATE



Cell Name		Opt:	
SOUTH OVERTAKE ROUNDABOUT SW			
Cell ID No			
CSID	✓	VF	VM02
30224901		18541_5	NA
-	N/A	-	N/A
-	-	-	-

Site Address / Contact Details
 CHILDS WAY
 MILTON KEYNES
 ENGLAND
 MK6 3JP

Drawing Title:		EXISTING SITE PLAN	
Purpose of Issue:		PLANNING	
Drawing Number:		200	
Survived By:	Original Sheet Size:	Pack	Issue:
Drawn: KTL	A3	1A	4A
Date: 29/11/24	Checked: SI	Date: 29/11/24	
Drawn: EMF			



TREE LEVEL
+8.00m AGL



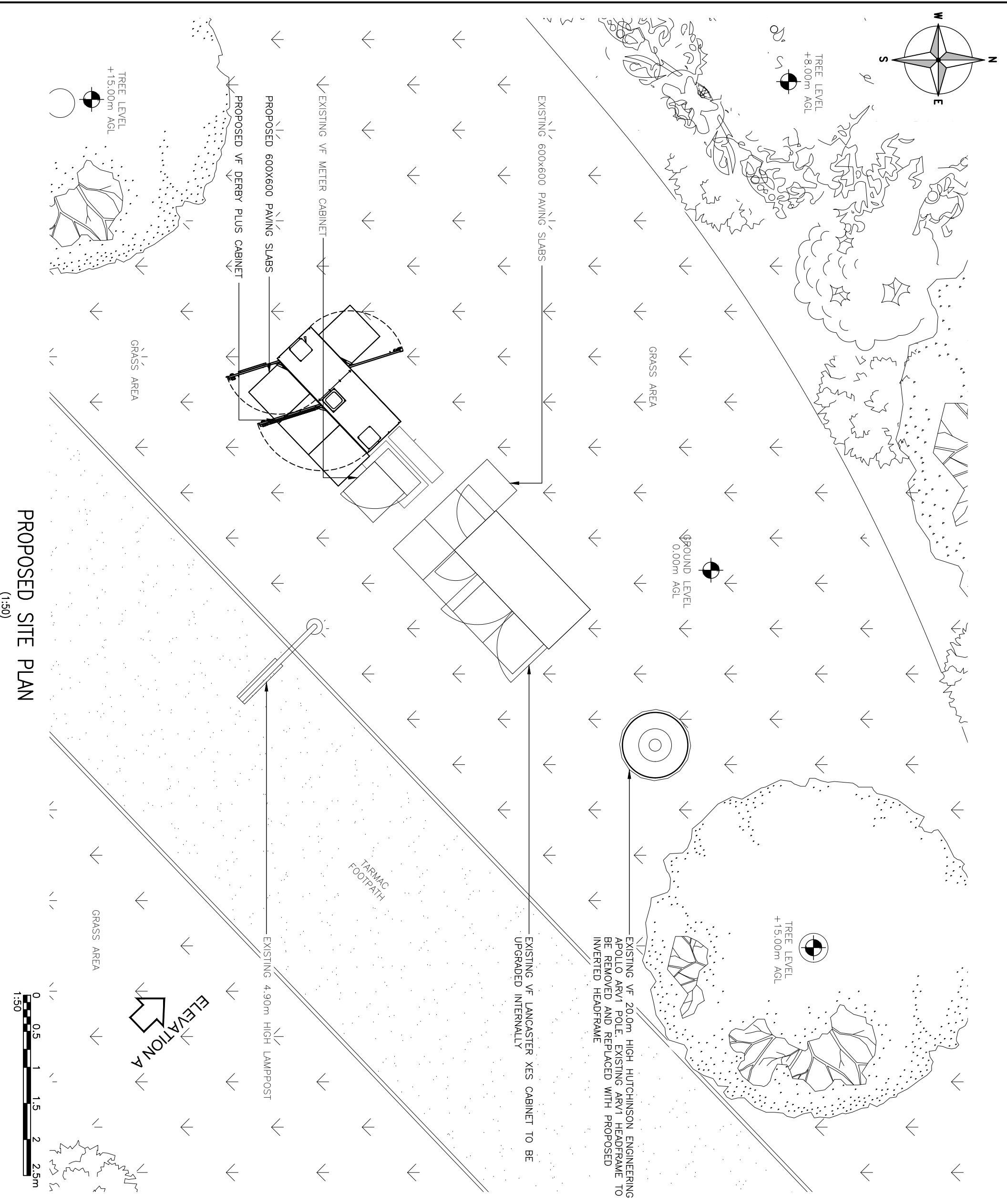
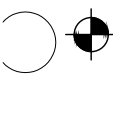
GROUND LEVEL
0.00m AGL



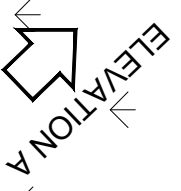
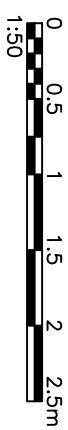
TREE LEVEL
+15.00m AGL



TREE LEVEL
+15.00m AGL



PROPOSED SITE PLAN
(1:50)



ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE
N.G.R E: 486939 N: 239250

NOTES:

2A	AMENDMENT	EMF	SI	06/02/25
1A	PLANNING ISSUE	EMF	SI	29/11/24
REV	MODIFICATION	BY	CH	DATE



Cell Name		Opt:
SOUTH OVERGATE ROUNDABOUT SW		-
Cell ID No		
GSID	VF	VM02
30224901	18541_5	NA
-	N/A	N/A
-	-	-

Site Address / Contact Details
 CHILDS WAY
 MILTON KEYNES
 ENGLAND
 MK6 3JP

Drawing Title:		PROPOSED SITE PLAN	
Purpose of Issue:		PLANNING	
Drawing Number:		201	
Surveyed By:	Original Sheet Size:	Pack	Issue:
KTJ	A3	2A	4A
Drawn:	Date:	Checked:	Date:
EMF	29/11/24	SI	29/11/24

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R E: 486939 N: 239250

REV	MODIFICATION	BY	CH	DATE
1A	PLANNING ISSUE	EMF	SI	29/11/24



Cell Name		Cell ID No		Opt.
SOUTH OVERTGATE ROUNDABOUT SW				-
GSID	✓	VF	-	VM02
30224901		18541_5		NA
-	N/A	-	N/A	N/A
-	-	-	-	-

Site Address / Contact Details
 CHILDS WAY
 MILTON KEYNES
 ENGLAND
 MK6 3JP

Drawing Title:
 EXISTING SITE ELEVATION

Purpose of Issue:
 PLANNING

Drawing Number:
 300

Surveyed By:
 KTL

Drawn:
 EMF

Date:
 29/11/24

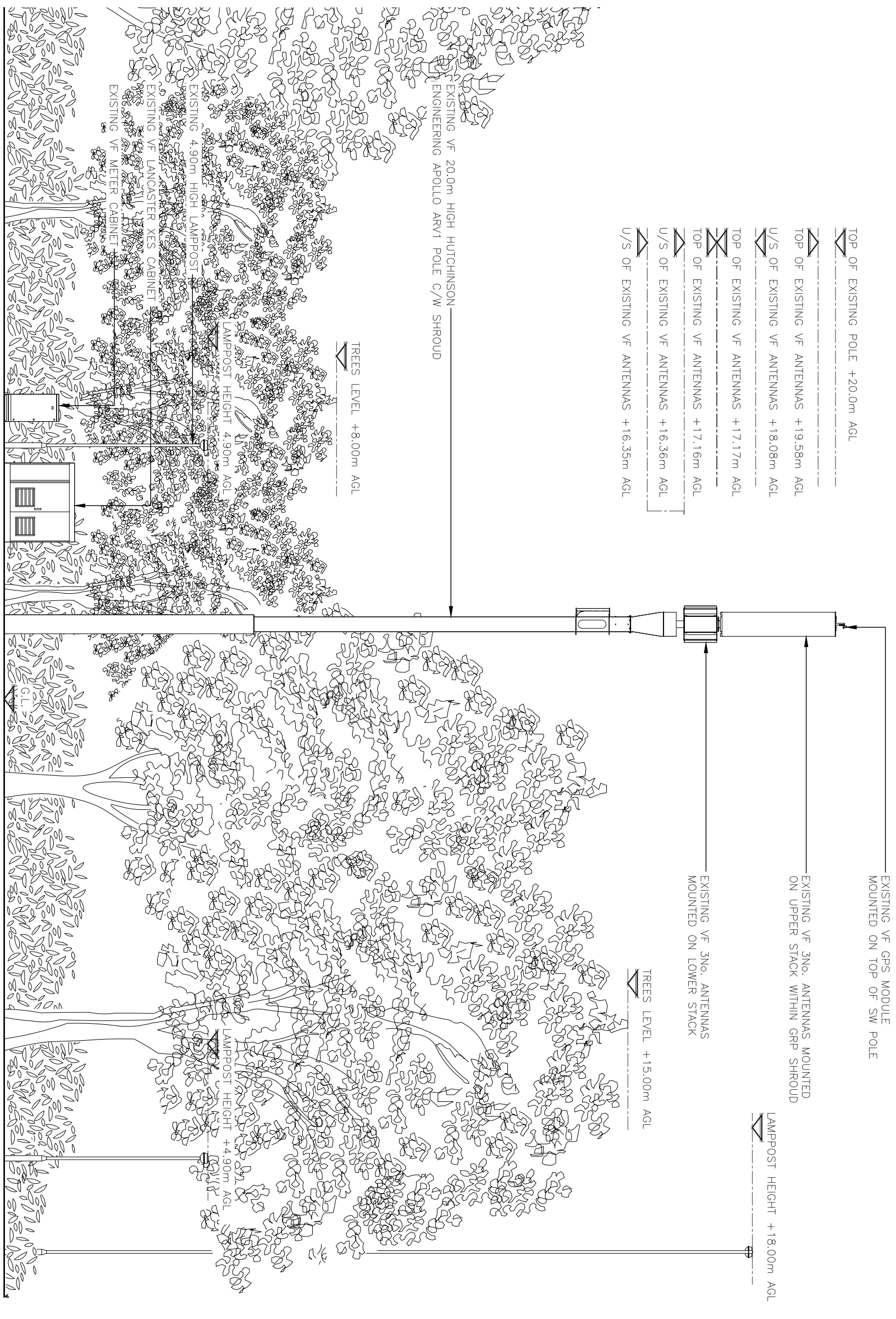
Checked:
 SI

Date:
 29/11/24

Original Sheet Size:
 A3

Date:
 29/11/24

Issue:
 4A



EXISTING SOUTH EAST ELEVATION

(1:100)



ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R E: 486939 N: 239250

NOTES:

3A	AMENDMENT	EMF	SI	06/02/25
2A	AMENDMENT	EMF	SI	07/02/25
1A	PLANNING ISSUE	EMF	SI	29/11/24
REV	MODIFICATION	BY	CH	DATE



Cell Name		Cell ID No		Opt.
SOUTH OVERTGATE ROUNDABOUT SW		-		-
GSID	✓	VF	-	WMO2
30224901	✓	18541_5	-	NA
-	N/A	-	N/A	N/A
-	-	-	-	-

Site Address / Contact Details
 CHILDS WAY
 MILTON KEYNES
 ENGLAND
 MK6 3JP

Drawing Title:
 PROPOSED SITE ELEVATION

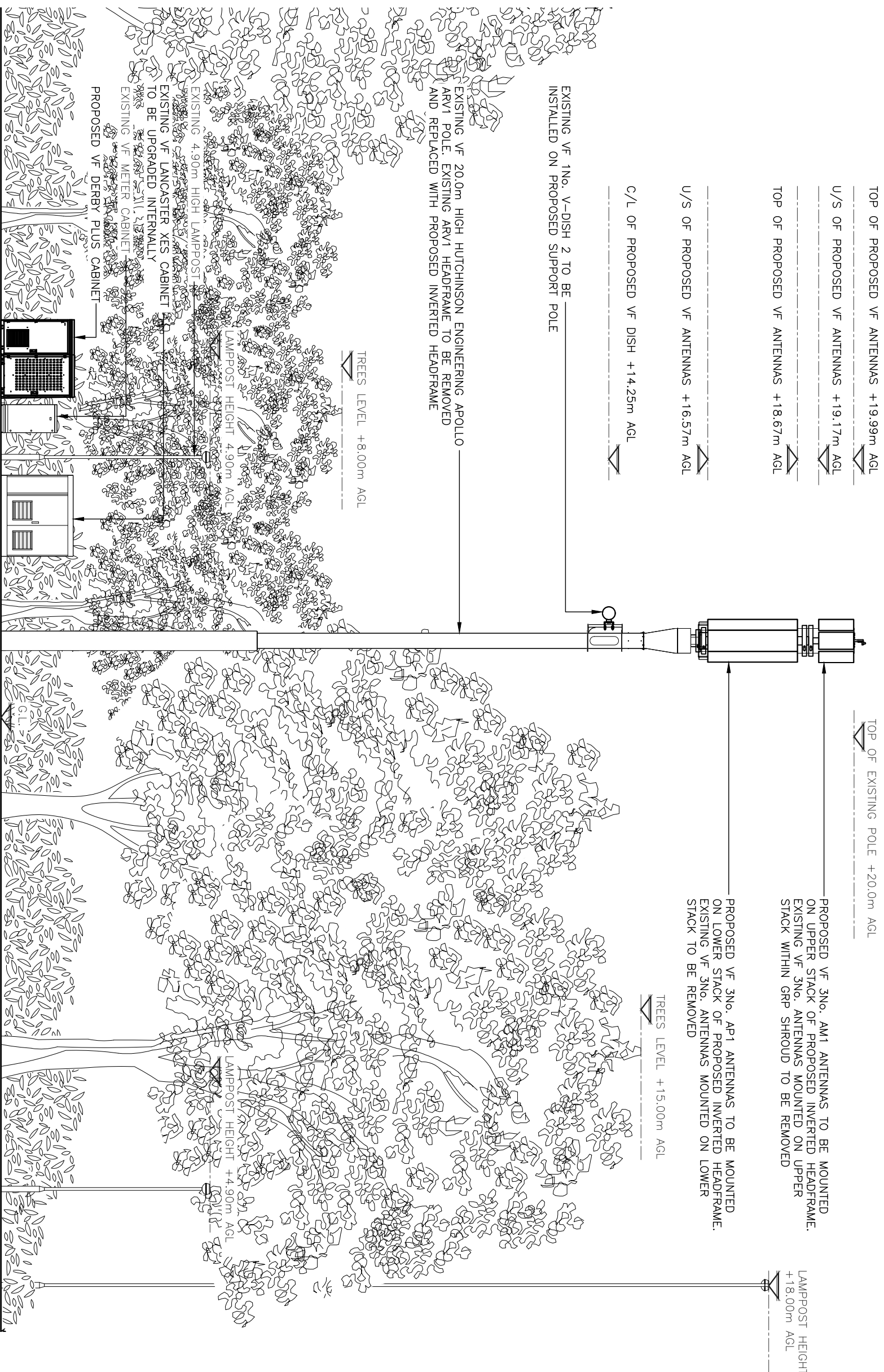
Purpose of Issue:
 PLANNING

Drawing Number:
 301

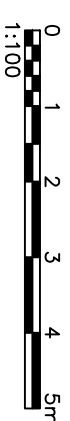
Surveyed By:
 KTL

Drawn:
 EMF

Date:
 29/11/24



PROPOSED SOUTH EAST ELEVATION
 (1:100)



CONTRACTOR'S REPORT

Site: Campbell Park Community Hub

Date: 06/03/2025

Contract No: 2464

Report No: 13

by: C Spencer

1 Progress for works up to and including the 06/03/2025 against our updated programme with the revised completion date of the 14/02/2025.

Brief outline below: -

- **Construction period –**
- First floor kitchen installed.
- Second fix mechanical & electrical complete to both floors.
- Ceiling grids & tiles complete to first floor.
- Topcoat decorations complete to first floor.
- Second fix carpentry complete to both floors.
- Wall tiling complete to both floors
- All rear retaining walls now complete – brick on edge to install once paving membranes are installed.
- Front retaining walls around 80% complete.
- Sanitaryware installed to both floors.
- Patio & rear foot path are fully prepared and ready for paving.
- Paving commenced to rear footpath.
- All drainage complete.
- Kerbing commenced to car park.
- Front retaining wall raised for filling/draining operations.

Works due to commence in next reporting period

- Perimeter fencing & balustrading to commence.
- Masonry to retaining walls to complete.
- Openreach ducting to be taken up to finished location – Date requested from Openreach for installation of fibre.
- Final decorations to commence on ground floor.
- Floor finishes to commence to first floor.
- Lift installation.

2 Summary

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

Internally works remain around 8.5 weeks behind schedule as advised due in the previous report.

Externally works are around 9 weeks behind schedule with the progress of the retaining wall masonry being affected by wet weather and subzero temperatures.

To mitigate the lost time to the masonry additional labour from other projects has been utilised over the weekends.

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/early May.

4 Weather

We have lost the following: -

- 4 lost days externally during reporting period.

Total to date = 31 days (report compiled to 06/03/25)

5 Architects Instructions and RFI's Logged

AI's. 41no 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>
<i>IPS</i>	<i>Formwise Laminates</i>
<i>Servery Counter</i>	<i>Top Class Designs</i>
<i>Tarmac</i>	<i>Charmac</i>
<i>Fencing and Gates</i>	<i>East Midlands Fencing</i>
<i>External Glass Balustrading</i>	<i>Neaco</i>
<i>IPS</i>	<i>Formwise</i>
<i>Internal Glass Balustrading</i>	<i>Lloyd Worrall</i>
<i>Floor Finishes</i>	<i>Hillside Flooring</i>
<i>Reception Hatch and Fire Curtain</i>	<i>Avon Armour</i>
<i>Servery Shutter</i>	<i>Syston</i>
<i>Decorating</i>	<i>Northdec</i>
<i>Wall Tiling</i>	<i>J Appleby</i>
<i>Whiterock</i>	<i>Impact Group</i>
<i>Fire Protection</i>	<i>Pyrotect</i>

7 Building Control

Building control visit to inspect the fire stopping requested.

8 Quality control

Damage noted to internal doors – currently under review with the supplier.

9 Information Required

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 – Live
- Water services – Temporary supply installed. This can be converted to permanent later in the project.
- BT Openreach – final connection date requested.

Rear footpath ready for paving.



Front retaining walls nearing completion.



Patio area ready for paving



First floor ready for floor finishes.



Top coat decorations complete to first floor





Campbell Park Community Hub Project

Task Name	Start	Finish	Dec '23	Jan '24	Feb '24	Mar '24	Apr '24	May '24	Jun '24	Jul '24	Aug '24	Sep '24	Oct '24	Nov '24	Dec '24	Jan '25	Feb '25	Mar '25	Apr '25	May '25
1 Tender Submission	Fr 08/12/23	Fr 08/12/23	27/11/23	04/12/23	11/12/23	18/12/23	25/12/23	01/01/24	08/01/24	15/01/24	22/01/24	29/01/24	05/02/24	12/02/24	19/02/24	26/02/24	05/03/24	12/03/24	19/03/24	26/03/24
2 Tender Adjudication	Mon 11/12/23	Fr 02/02/24																		
3 Tender Award	Mon 05/02/24	Mon 05/02/24																		
4 Contract Start Date	Mon 26/02/24	Mon 26/02/24																		
5 Pre-Construction	Thu 06/02/24	Mon 11/02/24																		
6 Completion of design	Thu 06/02/24	Fr 08/02/24																		
7 Obtain quotes for temporary and permanent statutory supplies	Thu 06/02/24	Mon 11/02/24																		
8 Order placement for long lead time items	Thu 13/02/24	Mon 11/02/24																		
9 General planning & procurement	Thu 06/02/24	Mon 04/02/24																		
10 Detailed inspections & surveys	Thu 27/02/24	Mon 04/02/24																		
11 Pre-commencement delimitation surveys	Thu 05/02/24	Mon 11/02/24																		
12 Production of CHAS Plan	Thu 05/02/24	Mon 11/02/24																		
13 Submission of pre-commencement documentation	Thu 05/02/24	Thu 07/02/24																		
14																				
15 Enabling Works	Mon 26/02/24	Fr 15/02/24																		
16 Fence off works area	Thu 27/02/24	Wed 28/02/24																		
17 Final site clearance	Thu 29/02/24	Wed 06/02/24																		
18 Construct base for temporary plant	Thu 07/02/24	Wed 13/02/24																		
19 Site strip and form working platforms	Thu 27/02/24	Mon 11/02/24																		
20																				
21 Construction	Thu 29/02/24	Fr 28/02/25																		
22 Site Set Up	Thu 29/02/24	Wed 13/02/24																		
23 Create site compound	Thu 29/02/24	Wed 06/02/24																		
24 Install temporary supplies	Mon 04/02/24	Thu 12/02/24																		
25 Install welfare	Mon 11/02/24	Wed 13/02/24																		
26																				
27 Construction Period	Thu 28/02/24	Fr 28/02/25																		
28 Sub base to all areas	Thu 28/02/24	Thu 21/02/24																		
29 Excavate foundations	Thu 21/02/24	Thu 28/02/24																		
30 Concrete foundations including down bolts	Thu 21/02/24	Wed 07/02/24																		
31 Erect steel frame	Mon 04/02/24	Mon 11/02/24																		
32 Install drainage & ducting to building footprint	Thu 04/02/24	Thu 13/02/24																		
33 Masonry to DPC internal & sub DPC external	Thu 13/02/24	Thu 21/02/24																		
34 Prepare sub base area	Fr 26/02/24	Mon 29/02/24																		
35 Install block & beam floor	Thu 30/02/24	Fr 03/02/24																		
36 Masonry 1st lift in full height of walls to lower roof areas	Thu 07/02/24	Thu 28/02/24																		
37 Erect scaffold	Fr 17/02/24	Fr 13/02/24																		
38 Masonry to 1st floor level	Wed 29/02/24	Thu 04/02/24																		
39 1st floor install of stairs	Wed 06/02/24	Thu 06/02/24																		
40 erect scaffold	Fr 13/02/24	Thu 06/02/24																		
41 Masonry 3rd lift	Wed 06/02/24	Thu 13/02/24																		
42 Erect scaffold	Wed 29/02/24	Mon 24/02/24																		
43 Masonry to lower wall plate and stair tower to completion	Wed 29/02/24	Thu 02/02/24																		
44 Erect scaffold	Thu 27/02/24	Wed 07/02/24																		
45 Masonry to upper wall plate and gables to completion	Wed 26/02/24	Thu 03/02/24																		
46 Install single ply roofing to tower & stairs	Wed 03/02/24	Thu 21/02/24																		
47 Adapt tower & stair scaffold	Wed 24/02/24	Fr 15/02/24																		
48 Render to stair tower	Mon 29/02/24	Fr 02/02/24																		
49 Complete all masonry to upper areas	Wed 24/02/24	Thu 30/02/24																		
50 Complete all internal masonry	Wed 03/02/24	Thu 23/02/24																		

Campbell Park Community Hub Project

Task Name	Start	Finish	Dec '23	Jan '24	Feb '24	Mar '24	Apr '24	May '24	Jun '24	Jul '24	Aug '24	Sep '24	Oct '24	Nov '24	Dec '24	Jan '25	Feb '25	Mar '25	Apr '25	May '25
51 Adapt scaffold for roofing works	Wed 31/07/24	Fri 02/08/24																		
52 Construct upper level roof access inc rooflights	Mon 05/08/24	Fri 16/08/24																		
53 Roof upper level roofs and install PV panels	Mon 09/08/24	Mon 03/09/24																		
54 Construct lower level roof access inc dormers	Tue 03/09/24	Mon 23/09/24																		
55 Roof lower level roofs	Tue 10/09/24	Mon 30/09/24																		
56 Install all windows (leave entrance doors out)	Tue 03/09/24	Wed 23/10/24																		
57 Building waterproofing - Milestone	Thu 24/10/24	Thu 24/10/24																		
58 Install above ground drainage	Mon 09/08/24	Fri 23/08/24																		
59 Lay insulation & screed 1st floor	Tue 24/09/24	Mon 07/10/24																		
60 Lay insulation & screed ground floor	Tue 01/10/24	Mon 04/10/24																		
61 Electrical 1st fix	Tue 01/10/24	Mon 08/10/24																		
62 Mechanical 1st fix	Tue 01/10/24	Mon 08/10/24																		
63 Carpentry 1st fix	Tue 01/10/24	Mon 11/10/24																		
64 MF framing	Tue 22/10/24	Mon 04/11/24																		
65 Plasterboard, plastering & drying	Tue 15/10/24	Mon 11/11/24																		
66 Suspended ceilings	Tue 12/11/24	Tue 21/01/25																		
67 Mist coat decorations	Tue 12/11/24	Mon 08/11/24																		
68 Carpentry 2nd fix	Tue 12/11/24	Mon 06/11/24																		
69 Electrical 2nd fix	Tue 12/11/24	Mon 06/11/24																		
70 Mechanical 2nd fix	Tue 12/11/24	Mon 06/11/24																		
71 Internal handrails	Tue 26/11/24	Mon 02/12/24																		
72 LIFT installation	Tue 10/11/24	Fri 26/01/25																		
73 Decorations	Tue 10/11/24	Fri 26/01/25																		
74 Sliding wall install	Tue 17/11/24	Fri 20/12/24																		
75 IT installation	Tue 03/12/24	Fri 17/01/25																		
76 Floor coverings to wet areas	Tue 03/12/24	Mon 02/12/24																		
77 Sanitaryware	Tue 03/12/24	Thu 05/12/24																		
78 Kitchen installation	Tue 03/12/24	Fri 09/01/25																		
79 Wall tiling	Fri 08/12/24	Thu 01/01/25																		
80 Third fix all areas	Mon 27/10/25	Tue 11/02/25																		
81 Floor coverings	Mon 27/10/25	Fri 21/02/25																		
82 Test & commission	Wed 23/02/25	Tue 25/02/25																		
83 Defect inspection & rectification	Wed 23/02/25	Tue 25/02/25																		
84 Clean	Wed 29/02/25	Fri 28/02/25																		
85 Client demonstrations	Tue 25/02/25	Fri 28/02/25																		
86																				
87 External works	Wed 14/08/24	Thu 13/02/25																		
88 Mains services onto site to final positions	Thu 07/11/24	Wed 04/12/24																		
89 Extend all drainage from building & external works to final connections inc soakways, section 50, & section 278 works	Mon 29/11/24	Fri 13/12/24																		
90 Construct retaining walls	Wed 14/08/24	Wed 16/09/24																		
91 Works to existing basement	Wed 14/08/24	Wed 06/11/24																		
92 Strip perimeter to final levels and install final sub-base	Mon 09/12/24	Fri 20/12/24																		
93 Construct all external hard landscaping	Mon 04/12/24	Thu 30/01/25																		
94 Perimeter fencing & gates	Fri 17/01/25	Thu 30/01/25																		
95 Install all external soft landscaping	Fri 24/01/25	Thu 06/02/25																		
96 Install all external street furniture, handrails etc	Fri 24/01/25	Thu 13/02/25																		
97																				
98 Completion	Wed 19/02/25	Fri 28/02/25																		
99 Remove site setup	Wed 19/02/25	Mon 24/02/25																		
100 Clear site & handover	Tue 25/02/25	Fri 28/02/25																		



Campbell Park Community Council

CPCC Community Hub

Financial Statement Nr 9

12 March 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
9	Financial Statement Nr.9	12/03/2025	CPCC	AF	AI

Authorised By (Director):	Date
AF	12/03/2025

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.9 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 41 Architects Instructions issued (as of 12 March 2025).
5. 13 valuations have been processed in the gross sum of £2,144,793.71.
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 8 total cost changes :			£	111,137.71
	OMIT		ADD	
Architects Instructions	£ 194,923.40	£	164,857.48	
Variations Submitted by S&B	£ -	£	68,460.63	
Expected Variations	£ 5,000.00	£	151,495.00	
Contingency	£ 74,100.00			
<hr/>				
Sub-total	£ 274,023.40	£ 384,813.11	£	110,789.71
<hr/>				
Total value of cost changes in Financial Statement Nr.9			<u><u>-£</u></u>	<u><u>348.00</u></u>

2. Reasons for cost changes:

Architects Instructions:

Forth one 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 £146,495 in for expected variations which have not yet been quoted/instructed however are expected to come forward. This includes £22,500 for a potential

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 April 2025	4
Revised completion date:	TBC	
Gross valuation to date (subject to agreement):	£2,144,794.00	
Percentage of Contract Sum:	89.08%	
Retention %:	3%	
Retention held:	£64,343.82	
Rate of Liquidated Damages: Per day	£300.00	

3.1 Financial Summary

Contract Sum:				£2,407,797.92
		OMIT	ADD	
Architects Instructions	£	194,923.40	£	164,857.48
Variations Submitted by S&B	£	-	£	68,460.63
		<u>£ 194,923.40</u>	<u>£ 233,318.11</u>	<u>£ 38,394.71</u>
SUB TOTAL				£2,446,192.63
<i>Variations to be agreed</i>				
Expected Variations	£	5,000.00	£	151,495.00
		<u>£ 5,000.00</u>	<u>£ 151,495.00</u>	<u>£ 146,495.00</u>
ANTICIPATED CONSTRUCTION COST				£ 2,592,687.63
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				£2,518,587.63

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>
-------------------------	------------	-----------------------

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	£	-	
40	SOA Drawing Issue	£	-	£	750.00	TBC
	Balstrade	£	4,698.00	£	-	
41	SOA Drawing Issue	£	-	£	750.00	TBC
	To Summary	£	<u>194,923.40</u>	£	<u>164,857.48</u>	

Variations Submitted by S&B

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

Expected Variation

		Omit		Add	Comments
1	Expected Extra for Demolition of Existing Patio Structure			£ -	No Longer Required
2	Rebuilding the Patio Structure			£ -	Superseded by SB06
3	Retaining Wall Infill & Works to SW Embankment			£ -	Superseded by SB05
4	Works to the lose wall behind the basement, Demolish Rebuild and tie into existing			£ 20,000.00	C&B Estimate
5	Additional SDB, SPB & SAH Ties			£ 5,000.00	C&B Estimate
6	3nr Electric Blinds to Rooflights/ M&E			£ 1,150.00	C&B Estimate
7	Adjustment to Intumescent Paint				Superseded by A115
8	RL Dig & Cart Re-Measure	£	5,000.00	£ 12,500.00	S&B Estimate
9	CWI to Subs Incorrect BQ Description (Described as 50mm not 90mm)			£ 600.00	S&B Estimate
10	Roller Shutter to Community Larder			£ 3,200.00	S&B Estimate
11	Trespa Cladding Remeasure			£ 3,945.00	S&B Estimate
12	Non-Hazardous Muck uplift			£ 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 seervices 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	£	4,600.00	Estimate
38	Addiitonal fire stopping	£	11,500.00	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	£	2,500.00	S&B Estimate
46	Potential Extension of time - 7 weeks	£	26,250.00	Estimate

To Summary £ 5,000.00 £ 151,495.00

Cumulative value	AI issued in Period	Valuation number	Monthly Valuation total	Net Monthly Valuation total	Actual Valuation gross	Net Valuation
40,000.00	5,164.00	1	45,164.00	43,809	41,237	40,000
221,687.77	5,164.00	2	181,687.77	176,237	239,415	232,232
488,327.47	5,164.00	3	271,803.70	263,650	360,131	349,327
586,508.88	5,164.00	4	103,345.41	100,245	460,642	446,823
670,974.95	5,164.00	5	89,630.07	86,941	575,810	558,536
851,564.44	5,164.00	6	185,753.49	180,181	629,916	611,018
954,742.31	5,164.00	7	108,341.87	105,092	737,575	715,448
1,259,984.31	5,164.00	8	310,406.00	301,094	900,272	873,265
1,618,001.79	5,164.00	9	363,181.48	352,286	1,089,688	1,056,914
2,044,221.35	5,164.00	10	431,383.56	418,442	1,348,435	1,307,982
2,304,660.00	5,164.00	11	265,602.65	257,635	1,656,816	1,607,112
		12			1,899,869	1,842,873
		13			2,144,794	2,080,449

