

**Meeting of the**

**COMMUNITY & COMMUNICATIONS COMMITTEE**

**AGENDA**

**Tuesday 27 May 2025**

**6:30pm**

**Springfield Centre, Springfield Boulevard, Springfield**

Committee Members:

Cllr L Adura

Cllr V Dixon

Cllr J Howard

Cllr D Kendrick

Cllr F Mangan

Cllr M Petchey

Cllr O Cole

Cllr P Halton-Davis

Cllr K Kavarana (Chair)

Cllr B Macharia

Cllr R McCafferty



# AGENDA

**1. To Receive**

Apologies for Absence  
Declarations of Interest

**2. Appointment of Vice Chairperson**

The Committee is invited to consider if there is a requirement to elect a Vice Chairperson, and if so, appoint a Vice Chair to May 2026.

**3. Appointment of Lead Members**

Committee is invited to consider if there is a requirement to appoint any Lead Member(s), and if so, appoint and define their role to May 2026.

**4. Minutes of the previous meeting**

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The Committee are invited to approve the minutes of the meeting held 22 April 2025, previously circulated and therefore taken as read.

**5. Public Involvement – Deputations, Petitions and Questions**

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

**6. Grants**

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- i. **MK Gallacticos FC** (Application 001/25-26/Sect 137) – item deferred from last meeting min. 70i/24  
Following receipt of additional information, Committee is invited to consider an application from MK Gallacticos FC for £1000.00 towards the cost of delivering their presentation event in Oldbrook.

**7. Communications - Programme & Priorities 2025/26**

i. **Communications Programme 2024/25 - Update**

Committee are invited to receive a verbal update on the conclusion of 2024/25 Programme, with any outstanding items to be carried into the 2025/26 programme.

ii. **Communications Programme & Priorities for 2025/26**

Committee are invited to consider new action items for the forthcoming Council year.

**8. Community Projects - Programme & Priorities 2025/26**

i. **MKCC – Community Infrastructure Fund 2026/27** (Council Min 220/24)

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Committee are invited to note that no project suggestions have been received by the Committee Clerk.

Committee should be aware that a maximum of 3 applications can be submitted to MKCC, with successful awards typically being less than £10,000. Committee are invited to discuss any project ideas to be put forward to Council for determination, with the deadline for applications to MKCC being 31 August 2025.

- ii. **Applications for free use of CPCC Community Spaces** **Page 25**  
 Committee are invited to consider the applications received to date for free use of the CPCC Community Hub and make a ‘decision in principle’ in line with the ‘Policy for granting free use of CPCC Community Spaces’.  
 All decisions to award free use at the CPCC Community Hub will be subject to the Community Officer, Deputy Clerk or Clerk to Council confirming space availability and adequate staff resources being available, working with successful applicants to finalise days/dates/times of use and to ensure that capacity is maintained for programmed and reactive work by CPCC and its partners.
  - A. Dementia Prevention **Page 27**
  - B. MK Lymphoma Support Group **Page 39**
  - C. Acornfields Community Interactions **Page 45**

Committee are invited to note that a new bookings system is being developed to manage the CPCC Community Hub room allocations. As the community programme develops, including providing access to our partners (by agreement) to host activities/training sessions and one-off meetings, Committee will be provided with an overview of the room use allocations at each Committee meeting.

- iii. **All People Active (APA) – CPCC Community Hub Café Operator – Community Programme Update**  
 Committee are invited to receive a verbal update from the Committee Clerk on the APA Community Programme.

Committee are invited to note that in line with the lease requirements, APA will provide a report each quarter detailing their community reinvestment, community programme and summary of the effectiveness and impact of the activities they have delivered. This will be presented to the Committee for review.

- iv. **Yoga for Health – Report 001/C&C/25** **Page 59**  
 Committee are invited to receive and consider the report detailing the opportunity to offer a Yoga for Health, 10 week course, at the CPCC Community Hub.

- v. **CPCC Community Hub Opening Events – Update**  
 Committee are invited to receive a verbal update from the Committee Clerk on the plans for the opening events for the CPCC Community Hub.

- vi. **Springfield Community Picnic – 16 August 2025**  
 Following the success of the event in August 2024, Committee are invited to consider a proposal from Cllr Cole that the event is held again this year, on Saturday 16 August 2025 on the grass area behind the CPCC Community Hub.

Cllr Cole to speak to this item.

- vii. **Community Projects Programme & Priorities for 2025/26**  
 Committee are invited to review the current programme and consider any new items and/or priorities for the forthcoming Council year.



**9. Homeground**

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- i. Committee is invited to consider the draft content plan for the August edition of Homeground magazine.
- ii. Committee are invited to review the Scale of Fees for advertising in the Homeground magazine.

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**10. Policy Review**

- i. Committee is invited to review the following CPCC policies;

- Small Events Policy

**Page 73**

- Projects Policy

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- Safeguarding & Vulnerable Persons Policy

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Any proposed amendments to be considered by Council.

- ii. Committee is invited to consider the draft Photography & Filming Policy Statement, which has been adapted from a NSPCC template policy, and consider making a recommendation to Council that this be adopted by CPCC as an annexe to the Safeguarding & Vulnerable Persons Policy

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**11. Heritage Arts & Culture Working Group** (Minute 64/24i, 71/24)

Committee are invited to note that the first meeting of the Working Group will be held at 6:30pm on Tuesday 17 June.

**12. Date of Next Meeting**

Tuesday 29 July 2025.

**BY ORDER OF THE COUNCIL**

***T Jones***

**Community Officer/Committee Clerk**



**Minutes of the Community & Communications Committee  
held on Tuesday 22 April 2025  
commencing at 6.30pm  
at the Springfield Centre, Springfield Boulevard, Springfield**

**This meeting was open to the Public**

**Members Present**

Cllr L Adura (arrived at 18:37)  
Cllr O Cole (arrived at 18:32)  
Cllr J Howard  
Cllr D Kendrick (arrived at 18:32)  
Cllr R McCafferty (arrived at 18:31)

Cllr B Barton  
Cllr V Dixon  
Cllr K Kavarana (Chair)  
Cllr F Mangan

**In attendance**

T Jones, Community Officer/Committee Clerk

**66/24**

**Apologies for Absence**

Cllr M Petchey – MKCC commitment  
Cllr P Halton-Davis – unwell

**67/24**

**Declarations of Interest**

None

**68/24**

**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.

**69/24**

**Public Involvement – Deputations, Petitions and Questions**

Cllrs Kendrick & Cole arrived during the course of this item.

3 members of the public were present.

Representatives of MK Breakdance & Activities spoke in relation to their grant application.

Cllr Adura arrived during the course of this item.

- i. **MK Gallacticos FC** (Grant Application 001/25-26/Sect 137)  
Committee considered an application from MK Gallacticos FC for £1000.00 towards the cost of delivering their presentation event in Oldbrook.

Following discussion, with follow up actions agreed, Committee resolved to defer the consideration of this application until the next meeting.

- ii. **Frank Howe Court Social Club** (Grant Application 002/24-25/Sect 137)  
Committee considered an application from Frank Howe Court Social Club for £400.00 towards the cost of purchasing parasols and cushions for their communal garden.

Committee resolved to award a grant of £330.

- iii. **Friends of Conniburrow & Pebbles Family Centre Parent forum** (Grant Application 003/24-25/Sect 137)  
Committee considered an application from Friends of Conniburrow & Pebbles Family Centre Parent forum for £250.00 towards the cost of providing a family day out.

Committee resolved to award a grant of £250.

- iv. **All People Active** (Grant Application 004/24-25/Sect 137)  
Committee considered an application from All People Active for £1000.00 towards the cost of delivering a Multi-Sport Youth Club in Springfield.

Committee resolved to make a recommendation to Council that a grant of £1000 be awarded.

- v. **Yoga for Health Alliance** (Grant Application 005/24-25/Sect 137)  
Committee considered an application from Yoga for Health Alliance for £1000.00 towards the cost of delivering an event in Willen as part of International Yoga Day.

Committee resolved to make a recommendation to Council that a grant of £500 be awarded.

Committee further resolved that an advert for the event be included in the next edition of Homeground to make residents aware of the event.

- vi. **MK Breakdance & Activities** (Grant Application 006/24-25/Sect 137)  
Committee considered a start-up grant application from MK Breakdance & Activities for £1500.00 towards the delivery of breakdancing sessions at the Trinity Centre, the purchase of some of the associated equipment needed to start up, as well as the provision of scholarships for 3 children.

Committee resolved that as this group had been operating in different ways in Fishermead for a few years that it could not be considered a start-up organisation. Committee resolved to award a standard grant of £1000.

Committee further resolved that the grant will be held until such time that evidence of completion of safeguarding and first aid training, as well as DBS updates, have been provided.

- vii. Committee noted the Grant Evaluation report received from MK Melting Pot following the grant award of £540 in December 2023 towards the delivery of community cooking lessons using a slow cooker.
- viii. Committee noted the Grant Evaluation report received from Connection Support following the grant award of £499 in May 2024 towards the recruitment & training of a volunteer befriender to support clients in CPCC area.

#### **71/24 Communications - Programme & Priorities 2024/25**

- i. **Heritage, Arts & Culture Working Group – Terms of Reference**

Minute 64/24i

Further to the Committees decision to form a Working Group to consider the consultation responses received from residents relating to Heritage, Arts & Culture and to develop an Action Plan, Committee reviewed and approved the Terms of Reference for the working group.

#### **72/24 Community Projects - Programme & Priorities 2024/25**

- i. **MKCC – Community Infrastructure Fund 2025/26**

Committee noted that the application submitted, requesting funding for play area improvements in Fishermead, was not successful in the first stage of the CIF application, but has been placed in the reserve pool should some of the successful applications not go ahead.

Committee did, however, note that MKCC had carried out some play area works in Fishermead this year with a new play area installed on Kellan Drive and some clearance works undertaken in other areas of the estate.

- ii. **Applications for free use of CPCC Community Spaces**

Committee noted that we have started to receive applications & proposals from community groups interested in using the Hub. Committee will be asked to consider the applications received so far at the next meeting.

- iii. **CPCC Community Hub Opening Events – Update**

Committee received a verbal update from the Committee Clerk on the plans for the opening events for the CPCC Community Hub.

#### **73/24 Homeground**

- i. Committee noted that the schedule for the May edition of Homeground magazine has been changed to allow for the inclusion of up to date information relating to the CPCC Hub. The magazine will be distributed w/c 26 May 2025.

The magazine proof will be circulated to the Committee for comments w/c 5 May 2025.

**74/24 Committee Terms of Reference Review**

Committee reviewed its Terms of Reference prior to the Annual Meeting of Council in May. Committee resolved that no amendments were required.

**75/24 Date of Next Meeting**

Tuesday 27 May 2025.

# Campbell Park Parish Council

*Caring within the Community*

1 Pencarrow Place  
Fishermead  
Milton Keynes MK6 2AS  
Tel: No: 01908 608559  
[admin@campbell-park.gov.uk](mailto:admin@campbell-park.gov.uk)

## FOR OFFICE USE ONLY

**Grant Reference No:** 001/25-26/Sect 137 **CSW Mtg Date:** April 2025

**Ratification required by Council?** Y N **Council Mtg Date:** \_\_\_\_\_

**Applicant:** MK Gallacticos FC

**Previous Applicant?** Y N **Date:** April 2024 **Monitoring Form Returned?** Y N

**CPPC support acknowledged on marketing material & copies supplied?** Y N

**Standard Grant requested:** £ 1000

**Grant awarded:** £ \_\_\_\_\_

**Start Up Grant requested:** £ \_\_\_\_\_

**Grant awarded:** £ \_\_\_\_\_

### Payment Profile:

**1:£** **Date:** **2: £** **Date:** **3:£** **Date:**

**Criteria Met Y N Date:** **Criteria Met Y N Date:** **Criteria Met Y N Date:**

**Power:** Section 137

## Grant Application Form

**Please ensure the application is fully completed and all relevant paperwork supplied. In order for a request to be considered the application must be received by the first day of the month**

Return completed applications to:

Campbell Park Parish Council

1 Pencarrow Place

Fishermead

Milton Keynes, MK6 2AS or e-mail: [admin@campbell-park.gov.uk](mailto:admin@campbell-park.gov.uk)

### STANDARD GRANTS:

- i. Grant Applications under £500 will be considered monthly
- ii. Grant Applications for funding over £500 will be considered on a quarterly basis: April, July, October and January
- iii. A complete application must be received by the 1<sup>st</sup> of the month
- iv. Grants may be awarded up to a limit of £1,000

### COMMUNITY START UP GRANTS:

- i. Only available to new groups within their first 12 months of operation
- ii. Start Up Grants will be considered monthly
- iii. A complete application must be received by the 1<sup>st</sup> of the month
- iv. Grants may be awarded up to a limit of £1,500 payable in two or three instalments (depending on the type of application). The second and third instalments will only be released on successful completion of a project monitoring report, having met specified criteria.

**Community Start Up Grants to Youth Groups (and those working with vulnerable members of our community), will be subject to a 3 Stage Process as follows;**

- a. Stage 1 – Committee will consider the application and if a decision to support the project 'in principle' is made the applicant will be awarded sufficient funding to enable DBS checks and Safeguarding training to be completed.
- b. Stage 2 – Committee will require evidence of completion of DBS checks, Safeguarding Training and will supply CPPC with their Safeguarding Policy. If accepted, a Grant Award part-payment will be released to support Phase 1 of Project.
- c. Stage 3 – The Applicant will complete a Project Monitoring Report on completion of Phase 1 of the Project. This will be considered by Committee who will decide if to release the final instalment of the part-payment to progress Phase 2 of the project.

**Application Guidance**

**Please read the following notes carefully before completing the Application Form. Incorrect or incomplete forms are likely to be delayed or rejected.**

**Beneficiaries:**

All applications must benefit the community within Campbell Park Parish which includes Willen, Woolstone, Fishermead, Oldbrook, Springfield, Newlands and Winterhill

**Applicants must:**

- be available to attend a Parish Council meeting to explain the purpose of their project, if required to do so. Attendance will be compulsory for all Start Up Grant Applications.
- Standard Grant Applicants must provide a set of accounts with the application
  - (i) those with an annual income over £5,000 – 3 years accounts
  - (ii) those with an annual income under £5,000 – 1 years accounts
- Start Up Grant Applicants must provide a copy of;
  - All bank statements
  - The groups adopted Constitution (the aims and rules of your community group)
  - A Business Plan or similar.
- All Groups working with Young People and vulnerable members of our community must do the following;
  - Provide evidence that all Adult Group leaders have attended Safeguarding Training within the previous 12 months.
  - Provide evidence that all Adult Group leaders have passed a DBS check carried out no more than 6 months prior to the date of application.
  - Provide a copy of the groups Safeguarding Policy, which must be reviewed by your group at least annually.
  - \*Participate in a project review meeting with a MK Council Youth Officer or other professional appointed by CPPC. The MK Council Officer will provide CPPC with feedback from this meeting which will be used in the consideration of the grant application.
  - \*CPPC encourage all Youth Groups to become members of Action4Youth, National Youth Agency and/or gain quality marks with UK Youth.

\* This may not be applicable to Youth Groups registered with a Governing Body e.g. Football Association

**If you are unsure of the requirements for your group, please contact the Community Officer on 01908 608559 to discuss this prior to the submission of your application.**



**Who can apply:**

- applicants must be:  
a not-for-profit, voluntary or community group

**We cannot fund:**

- goods or services such as equipment for a school or hospital, that should be provided by a statutory body
- projects involving political or campaigning activities
- political parties or groups affiliated to a political party
- projects promoting religious beliefs
- medical treatment
- deficit funding or the repayment of loans
- unspecified expenditure
- fundraising events
- grants to be distributed to other groups or passed on to an individual
- individuals
- Retrospective applications for projects/activities/items already taken place or already purchased

**Allocation:**

Applications under £500 and Start Up grants will normally be considered within 1 month of receipt of an application form. Applications over £500 will be considered quarterly in April, July, October and January.

If part funded by other bodies, grants will not be paid until the balance of costs is guaranteed. The Parish Council is prepared to provide a letter of intent where this will assist in the obtaining of the balance.

**Frequency of applications:**

Only one (1) application per financial year (April to end March) will be considered  
Start Up grants will only be considered within the first 12 months of operation and only 1 application will be considered during this time.

## ACCEPTANCE OF FUNDING

The award is made subject to your agreement to the standard conditions below.

To accept, please complete the agreement and return one signed copy to us, and retain one for your own records.

## STANDARD CONDITIONS

Grants will be awarded in line with objectives identified within the Campbell Park Parish Council Business Plan

On approval of the grant, a formal letter is sent to the applicant

The Parish Council reserves the right for the repayment of a grant not used for the purposes or within the conditions stated.

If the project is not started within three (3) months of the date of the offer letter, the award will automatically lapse and you will need to make a new application. The grant should be spent within 12 months of the project start date.

Upon completion of the project you will make a written report to the Parish Council explaining the use of the grant and costs covered by it, copy invoices to be included.

If any amount of the grant remains unspent, for the purpose for which it was given, this must be returned to the Parish Council.

No further application from you will be considered until the report is received.

You understand that in making an award Campbell Park Parish Council is not to be taken as assuming or accepting any responsibility or liability of any kind whatsoever towards any person or persons in respect of any matter or thing arising out of or incidental to the execution of the work you have undertaken.

In the event that the project does not proceed/the organisation discontinue operating, ownership of all equipment/remaining resources purchased using the award money will revert to Campbell Park Parish Council.

The Parish Council may publicise the amount of funding awarded to your project or organisation in the Homeground Magazine or elsewhere.

You acknowledge the financial support received in your publicity along with the Parish Council logo and you forward a copy of such publicity to the Parish Council.

**IMPORTANT NOTE: If your grant expenditure is less than the amount awarded, CPPC will reclaim the difference and reallocate this amount to other project and by signing this form you have confirmed your agreement.**

**Start Up Grants will be paid in two or three instalments. The second and third instalments will only be released on completion of a successful Monitoring Report. The timeframe for release of the second and third instalments will be decided on a project by project basis, but there will be a minimum of 3 months between the payment of the instalments associated with Phase 1 and 2 of the project.**

## DECLARATION

I confirm that to the best of my knowledge the information included in this application is complete and correct. That the budget represents a true cost or nearest estimate and the proposed project could not proceed without the financial assistance requested.

On behalf of **MK Gallacticos** (name of project or organisation)

I (name) **Zakir Miah**

Accept the above conditions in respect of the award made by Campbell Park Parish Council

Position held within organisation: **Secretary**

I confirm that the report will be forwarded to the Parish Council by the date requested.

**Signed: Zakir Miah Date: 16/01/25**

- 8. If your application is successful, your grant award will be paid by bank transfer.**  
Please provide:

**Bank Account Number:** redacted **Sort Code:** redacted

**9. Details of the project you are requesting a grant for.**

*TO INCLUDE: Please give a full description of your project, including information on:*

- (a) aims*
- (b) timescales including proposed start date*
- (c) groups or organisations you may/will be working with*
- (d) what particular need will this project will meet*
- (e) how the need been identified (f) any further information that will bring the project to life.*

MK Gallacticos Football club has been setup to ensure we have a grass roots football club in a community that desperately needs a football/sports and social club that can engage children from the age of 5 all the way to adult football. This encourages integration, friendship and teaches children community involvement, discipline, teamwork, and hopefully improves the lives and the community of the people that live in this area. The club is working closely with CPPC to attract youth in the area and play football in local football leagues. We already have players and volunteers from different backgrounds who are actively involved.

We are currently working with Campbell Park Parish Council, Jubilee Wood School, MKDDL, and Fishermead Residents association.

The fund we are requesting for will be to help support us to host our annual presentation night. This event is to celebrate the hard work which the whole club put in throughout the year. We will be presenting trophies to all the players and member.

**Project Start Date: 2<sup>nd</sup> June      Project End Date: 2<sup>nd</sup> June**

**10. Is your organisation based in, or does (or will) it deliver its main service/activities within Campbell Park Parish?**

**Yes** *We predominately based in Fishermead Sport Ground but our partipants are from the whole CPPC area*

**11. Which wards will you be working in? (please 'X' all that apply)** *To help us to understand what difference our grants are making, we record where projects are happening.*

**Fishermead Yes**

**Woolstone Yes**

**Oldbrook Yes**

**Springfield Yes**

**12. Who will benefit from this project?** *Our policy is that our grants reach a wide range of needs and interests. If you are able quantify by providing numbers/data to support your application, this would be very helpful.*

We believe the whole community benefit from this project as we celebrate the hard work and effort of over 160 children from our parish area. Our organization has children from all backgrounds including; English, African, Somalian, Bangladeshi, Pakistani, Chinese. Along with the 160 children their parents and siblings are able to attend aswell.

**13. What percentage of your users/beneficiaries live within Campbell Parish Parish?**

**95%**

**14. Grant amount requested:      £ 1000**

15. **What percentage of your income would this grant represent:** 40%
16. **Is the request for part or full funding of the project?**  
Part
17. **If part funding, how will the balance be provided?** The remaining amount will come from player subscription
18. **Has the balance already been received? If so state the date:** No
19. **If not received, when is it expected?** 1st May
20. **Do you have to satisfy any conditions to receive the balance?**  
If **yes**, state conditions: No
21. **If Campbell Park Parish Council is the sole funder and only give a pro-rata grant, can your project still continue?**

Yes – We would need to reduce the amount we spend on our trophies and potentially look to hold the event outdoor at the Sports Ground. This would make the experience for the community; primarily the children less pleasing

22. **Please list below a breakdown of expenditure for the project for which you are applying:** Please break your budget down into as much details as you can.

**\*Start-Up Grant Applicants working with young people or vulnerable members of the community must ensure that costs are broken down into Stage 1, 2 & 3 costs, as explained on Page 2.**

Item:	Detail	Cost (please provide quotes where possible)	
Trophy Cost	We would need a total of 200 trophies which would be for players, sponsors, coaching and volunteers	£1300	
Venue Hire (MK Christian Centre – Oldbrook)		£645	Yes
Food	This would be light snacks to be able to cater for around 300 people	£400	
Cameraman		£100	Yes
	<b>Total Cost</b>	£2445	

23. **How do you plan to publicise your project?**

Our Social media (facebook, instagram, twitter)

Our own website

And leaflets out to the local community

We will also have chef guests such as Mayor of MK, MK Dons Chairman

**24. Is there any further information you wish to be considered with this application?**

This project is a celebration of the hardwork and effort put in by everyone in the community. The children, parents, volunteers and the parish council who have supported the club. I believe the project is the pride of our community where we can showcase it to the mayor and other major community partners such as community foundation, resident association and many more. The event will be held at the MK Christian Centre in Oldbrook which is within the parish

**25. Is there any other way in which the Parish Council could assist your organisation?**

**DECLARATION : I certify that:**

- **The information in this application is correct.**
- **I understand that if this application is successful, the information I have provided will form the basis of my contract with Campbell Park Parish Council.**

**I am authorised to make this application on behalf of:**

**Name of Group: MK Gallacticos**

**Signature: Zakir Miah**

**Date: 16/01/25**

**Print Name: Zakir Miah**

**Position in Group: Secretary**

**The Chair of your Management Committee (or equivalent) should complete this section (or another member of the Committee if the Chair has completed this form and signed above).**

**Name of Group: MK Gallacticos**

**Signature: Kamal Miah**

**Date: 16/01/2025**

**Print Name: Zakir Miah**

**Position in Group: Chairman**

**Is your Application complete?**

Have you completed all questions? **Yes**

Have you provided a copy of your Organisations Accounts

**Yes**

*(income under £5,000 – 1 years accounts/income over £5000 – 3 years accounts)*

Is the application form signed in all the required places **Yes**

Start Up Grant Applicants have you provided a copy of;

- bank statement/s **Yes / No**
- The groups adopted Constitution **Yes / No**
- A Business Plan or similar **Yes / No**

Youth Groups (or those working with vulnerable people), have you provided a copy of;

- Evidence of recent DBS checks for all Adult Leaders **Yes**
- Evidence of attendance on Safeguarding Training for all Adult Group Leaders **Yes**
- Safeguarding Policy **Yes**
- Evidence of Membership with Youth Organisations\* **Yes**

**From:** Zakir Miah  
**Sent:** Monday, May 12, 2025 1:19 PM  
**To:** Tracey Jones  
**Subject:** Re: MK Gallacticos Grant Application

Hi Tracey

This was an error; I would say around 70% are from this parish

**Zakir Miah**

**Club Secretary**

**MK Gallacticos FC**

Address: MK Gallacticos FC, XXXXXX

Tel: XXXXX

Email: [mkgallacticosfc@gmail.com](mailto:mkgallacticosfc@gmail.com)

Web: <http://www.pitchero.com/clubs/miltonkeynesgallacticosfootballclub>

Facebook: [www.facebook.com/mkgallacticosfc](http://www.facebook.com/mkgallacticosfc)

**Milton Keynes Gallacticos Community Football club** was formed in 2008 to initiate their ethos of “**Friendship through Football**” and promote a **healthier lifestyle and living** regardless of one’s background, religious belief, and social status. The club put together a program which enables everyone to have **Fun**; incorporate **learning and development** and also teach our club members some **great ethics and morals**.

The overall focus is on building communities with a diverse ethnicity so people are able **integrate much better** through sports. Primarily teenagers and young adults, who are able to **channel their energy** into a positive and meaningful environment. As an organisation we strongly believe that football provide a platform to **enhance and enrich** everyone’s lives. In fact, it is a medium to a healthier lifestyle, social cohesion, social integration and most importantly to enjoy and have some fun. We are one of the **fastest growing clubs** in MK with over 300 people including players and volunteers, and are growing further every day with more people wanting to get involved. Furthermore we have successfully delivered various **national projects** including the UK Championship, Youth Championship and Road to MK Dons, as well as **International projects** including Egypt and Spain tour.

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**From:** Tracey Jones <[Tracey.Jones@campbell-park.gov.uk](mailto:Tracey.Jones@campbell-park.gov.uk)>  
**Sent:** 29 April 2025 14:09  
**To:** Jakir Miah <>  
**Subject:** Fw: MK Gallacticos Grant Application

Hi Zakir

The grant application you submitted, has been deferred to be considered at the Community & Communications Meeting on 27 May.

In the meantime, the Committee have asked me to seek further clarification on the % of your players that are from the CPCC area (Oldbrook, Fishermead, Springfield, Willen & Woolstone). Your application states that this is 95%. Is this correct?

Kind regards Tracey Jones

Community Officer





# Community Infrastructure Fund 2026-2027

## Guidance & Criteria

1. Any application to the CIF will be scored against four key areas which are:

- Solves a persistent problem
- Improves safety
- Benefits the community
- Adds value

2. All projects are scored against this criteria between 1 and 4 giving a maximum score of 16. The top scoring projects will go onto a shortlist for funding which is put to Delegated Decision each March.

3. The project shall be undertaken in exercise of a function for which both parishes and Milton Keynes City Council have powers (incl. s.137 powers of the Local Government Act 1972 )

4. The project shall be for investment in public realm assets, adhere to MKCC design principles and involve and provide a permanent benefit to the parish. Public realm is defined as 'something that is provided for the use of the community'.

5. Locations should be:

- MK City Council owned
- Parish/Town or Community Council owned (or available for parish acquisition)
- Long Term Lease ( If the building is occupied on a long term lease, the terms of the lease will need to be reviewed prior to award of grant funding)\*

\*If under an MKCC lease at the time of allocation, the relevant permissions must be sought from the City Council's Estates and/or Legal team.

6. Parish, Town and Community Councils will be responsible for ensuring local residents are consulted on project proposals.

7. The maximum contribution from MK City Council will be £20,000 per parish (£40,000 total project value).

8. Each Parish, Town or Community Council will be entitled to submit up to a maximum of 3 applications for projects, up to the value of the maximum contribution. You must indicate your preference for each project marking as 1st, 2nd or 3rd choice on the application.

9. MK City Council's share of the cost of the project will be no greater than 50% excluding VAT (75% for very small councils those with a tax base of less than 200 /band D equivalent) or the lower of the following figures: the lowest quotation; or the maximum award approved by MK City Council.

10. Any works carried out on an MK City Council asset, building, or land must be undertaken by MK City Council.

11. The project, once completed, should not involve any additional ongoing maintenance or running costs, other than any costs that are to be met by the Parish, Town or Community Council. MK City Council will only carry out maintenance in line with the relevant departments or service areas policies and procedures, if it is an MK City Council asset or land.

12. Applicants must provide outline costs for works at the application stage.
13. Parishes should state how their 50% contribution is being funded. Parish match funding cannot be from any other part of MK City Council's funding e.g., Section 106 or from another grant application.
14. Approved projects for the 2026-2027 CIF must be completed within the 2026-2027 financial year and must not exceed this deadline unless in exceptional circumstances and with approval for an extension from MKCC.
15. Parish, Town and Community Councils will, prior to submitting an application, check whether any planning permissions or any other relevant permissions or consents are required and ensure that such permissions/consents etc. are in place upon application. Evidence must be included with the application. The costs of any planning permissions that may be necessary can be included as part of the costs.
16. Before applications are submitted, applicants will be required to provide evidence that the project/s have been discussed with relevant MK City Council departments and have obtained permissions in principle.
17. Parish, Town and Community Councils should present three quotes at the application stage for the work that will be undertaken by the Parish, Town or Community Council, to demonstrate the principles of Best Value.
18. If three quotes are not available, applicants are required to advise of the reasons when applying for the council's grant(s) e.g., conservation requirements are for specialist contractors which may be limiting choices.
19. A Delegated Decision will be made by the relevant Cabinet Member or Council Leader following an assessment of applications for funding by MK City Council officers.
20. Where schemes do not proceed or are at risk of not delivering within agreed time frames, the amount allocated must be returned immediately to MK City Council for re-allocation. Funds cannot be transferred to another project.
21. Funding can only be used for the projects for which they are approved by the MK City Council.
22. Release of funds will only be made upon the completion of the works and they have been checked and approved by a relevant MKCC Officer. This officer will provide a written confirmation that the project has been delivered as per the approved application. A copy of the invoice and presentation of three quotes for the work that has been undertaken by the Parish, Town or Community Council to demonstrate the principles of Best Value.
23. The fund cannot be used for normal running costs i.e. officer salaries, energy bills or rent.
24. MK City Council will monitor the progress of projects; this could involve site visits if appropriate. Applicants are required to provide evidence of completion of all projects; photos are required at application and completion stage ("before" and "after" pictures).
25. The Parish, Town or Community Council will be required to maintain a minimum of £5 million insurance for public liability and provide the evidence to the MK City Council together with their application.
26. The Parish, Town or Community Council is required to comply fully with relevant, current UK Health and Safety legislation and regulations.
27. If a grant is used to buy a significant item of equipment or asset, we will advise that it must be recorded in the accounts that MK City Council has an interest in it. If the asset is to be disposed of (sold), MK City Council must be contacted before the disposal is made. MK City Council may require a share of the proceeds in relation to the original contribution.
28. CIF funding is Capital funding and therefore it cannot be used to fund revenue works related to landscaping services. However it can be used for the enhancement of an existing asset or building something new. The future revenue implications of any Capital works will need to be minimised where possible. If parishes are devolved, they can self-deliver or use MK City Council contractors.

# Type of projects

To give you an idea of the type of project that may be applied for under the CIF, here's some examples of public realm projects that we have completed over the last few years. These are just some examples, if you need any help, ideas or advice please contact your Highways Liaison Officer or email [highways.liaison@milton-keynes.gov.uk](mailto:highways.liaison@milton-keynes.gov.uk)

## Verge protection

Parked vehicles can cause damage to verges which is both unsafe and unsightly. Ascot fencing prevents vehicles from parking or mounting the verge. Costs depend on the length of the verge sections you want to protect and whether any utilities are in the ground. After an assessment, we can provide a bespoke quote. Any post and rail fencing installed would need to be maintained at parish expense.

## Gateway signs

These provide a dual use - they draw motorists attention to the entrance to a village or hamlet and the change in the speed limit. There is a standard design that we use for any gateway signs for MK which can be adapted to include a short message 'Welcome to [name]' or 'Please drive safely' with a speed limit roundel.

## Flood Prevention

Hydrosnakes, pumps, flood diverters or hydrosacks are some effective alternatives to sandbags. These can all be kept in special storage containers in the local area so they are easily accessible whenever needed. Contact the Flood & Water Management Team to see what options are best for your location at [LLFA@milton-keynes.gov.uk](mailto:LLFA@milton-keynes.gov.uk)

## Speed Indicator Devices (SIDs)

SIDs are a good way to alert motorists to their speed as they enter a residential area. They are most effective if moved on a regular basis around three locations. SIDs may display the drivers' speed and a smiley or sad face, or they may display a 'Slow Down' type message.

There are several models available to suit local needs and budgets. For help and advice about SIDs, contact [road.safety@milton-keynes.gov.uk](mailto:road.safety@milton-keynes.gov.uk)

We recommend SIDs are used as part of a wider speed awareness campaign including Community Speedwatch. If you wish to install SIDs, make sure you also include the cost of any pole installations in your application. Existing defunct poles are unlikely to be suitable or in the best location.

## Play area flooring or equipment

Most MK estates have several play areas which may need new equipment or replacement wet pour flooring. You may want to install some new or accessible items to a play area.

Our Parks and Open Spaces officer, Phillip Snell ([phillip.snell@milton-keynes.gov.uk](mailto:phillip.snell@milton-keynes.gov.uk)) can provide advice and guidance if you would like to include play area equipment or surfacing as your CIF project.



# 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.

**FOR OFFICE USE ONLY**

Space: **Meeting room /hall**

Day/Time: Frequency: **Once a week for an hour**

Applicant: **Dementia Prevention UK**

CPCC resourcing required?

C&C Mtg Date for consideration: Used Delegated Powers: Date Report to C&C: Approved by

C&C date/minute: Booked in:

## Application for Free Use of Community

**Space** Please ensure the application is fully completed and all relevant paperwork is supplied.

Return completed applications to

E-mail: admin@campbell-park.gov.uk

Or post to: Campbell Park Community Council, 1 Pencarrow Place, Fishermead, Milton Keynes, MK6 2AS

**This application form relates to free use of:**

**Springfield Centre & Oldbrook Centre (“the Centres”)**

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

- Applications will be considered by the Community & Communications Committee on a quarterly basis in April, July, October and January
- A complete application must be received by the 1<sup>st</sup> of the month
- All applications 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).

### Application Guidance

**Please read the following notes carefully before completing the Application Form. Incorrect or incomplete forms are likely to be delayed or rejected.**

**Who can apply:**

- applicants must be a not-for-profit, voluntary organisation or community group

**We cannot provide free use for:**

- political (including groups affiliated to a political party) or campaigning activities
- promoting religious beliefs

# CRITERIA:

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1. All requests for free use by community groups/organisations to be made by submission of a complete 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. (see Question 8)
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, which includes Willen, Woolstone, Fishermead, Oldbrook, Springfield, Newlands and Winterhill (see Question 9 & 10)

**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. (see criteria 12 below)
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. (see Question 13)
6. Applicants must specify the minimum period of use they require. (see Question 13)
7. All application for free use of “the centres” must be considered by CPCC 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).

**One-off Free Use of “The Centres” for Community Group/Organisation with an existing regular booking:** 8. A free session can be granted for the purpose of fundraising to support the running of the community group. 9. 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.

## **Applicants must:**

10. be available to attend a CPCC meeting to explain the purpose of their use/project, if required to do so.
11. provide a copy of the groups Constitution (the aims and rules of your community group)
12. provide approved accounts with the application;
  - (i) those with an annual income over £5,000 – 3 years accounts
  - (ii) those with an annual income under £5,000 – 1 years accountsStart Up groups must provide a copy of;
  - (i) All bank statements
  - (ii) A Business Plan or similar.
13. ensure that if they have Councillors from CPCC on their management committee/board of control, they have at least the same number of non-Councillors as Councillors on their board.
14. ensure that if they work with young people and/or vulnerable members of our community they;
  - Provide evidence that all Adult Group leaders have attended Safeguarding Training within the previous 12 months.
  - Provide evidence that all Adult Group leaders have passed a DBS check carried out no more than 6 months prior to the date of application.
  - Provide a copy of the groups Safeguarding Policy, which must be reviewed by your group at least annually.
  - \*Hold the Milton Keynes City Council Youth Provision Safe Practice Mark (this may not be applicable to all Youth Groups e.g. sports groups)

**If you are unsure of the requirements for your group, please contact the Community Officer on 01908 608559 to discuss this prior to the submission of your application.**



## ACCEPTANCE OF FUNDING

Free use is granted subject to:

- i. your agreement to the Free Use Conditions below
- ii. your agreement to comply with the Conditions of Use.
- iii. Signing pages 3 & 5 of this document & returning to CPCC to accept these terms (please retain a copy for your own records)

## FREE USE CONDITIONS

Free Use will be awarded in line with objectives set out within the Campbell Park Community Council Policy for granting Free Use of CPCC Community Spaces.

Free Use will be awarded on the basis of the information provided within your application. If any of this information changes, you must inform CPCC immediately. CPCC reserves the right to withdraw free use at any time.

All organisations applying for free use of community spaces within the CPCC Hub must purchase any refreshments required as part of your use/activity from the Community Hub Café.

The Community Council will publicise the free use awarded to your project or organisation in the Homeground magazine or elsewhere.

Where appropriate, and with your prior agreement, CPCC will share information about your use of CPCC community space to publicise the session so that members of the community can participate.

If awarded free use, your organisation should acknowledge the in-kind support received from Campbell Park Community Council in your publicity, including the CPCC logo. Copies of all publicity should be provided to CPCC.

After the agreed period of free use, the organisation will supply CPCC with a report detailing the benefits/outcomes gained from the free use.

## DECLARATION

**I am authorised to make this application on behalf of: Dementia Prevention UK** (name of project or organisation)

I confirm that to the best of my knowledge the information included in this application is complete and correct. I (name) Michelle Reshef

Accept the above conditions in respect of the award made by Campbell Park Community Council

Position held within organisation: CEO

**Signed: Date: 22.04.2025**

### 3Conditions of Use

**Note: It is important to read the conditions as they will form part of your contract with Campbell Park Community Council (CPCC) and they will be enforced**

1. All bookings are made at the discretion of CPCC
2. Cancellation of any session/s of free use must be notified to CPCC at least 72 hours prior, by email to: [admin@campbell-park.gov.uk](mailto:admin@campbell-park.gov.uk)
3. The organisation/group will indemnify CPCC against any loss, damage, claim or expense howsoever arising, caused or occasioned during the organisation/group use of the premises. It shall also be the responsibility of the organisation/group to effect adequate Public Liability insurance to cover risks arising out of the use of the premises by the group/organisation and its invitees and visitors.
4. The key holder will unlock the building/provide access to the community space at the commencement of session of free use. 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. There will be no return visits by our staff for lateness or other complaints.
5. Once you have taken possession of the building/community space it will remain unlocked until the end of the session of free use. The organisation/group must ensure that someone is present within the building/space throughout this period. At "the Centres" the key holder will also unlock exit gate from the garden areas which are used as fire exits. They will also explain to the organisation/group the fire procedures in place in the buildings.
6. The organisation/group should not sublet or transfer this booking to any other person or organisation.
7. No betting, gaming or lotteries shall take place on the premises except those allowed by law and the organisation/group shall obtain any licence or certificate required, prior to booking the premises for such use.
8. The organisation/group must 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 session of free use. Failure to do so will result in the booking being cancelled.
9. Fire exits must not be obstructed in any manner at all. The organisation/group must ensure that all their users/visitors present are aware of the fire procedures, which are displayed in the building.
10. The organisation/group must not cause annoyance or nuisance to local residents or adjoining occupiers by the playing of loud music, parking in front of driveways etc.
11. With the exception of Assistance dogs, no animals will be allowed on the premises.
12. 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.
13. The organisation/group must ensure that the maximum capacity in the space being used is not exceeded at any time. It is the responsibility of the organisation/group to ensure they are in possession of this information.
14. 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.
15. The use of fireworks is not permitted.
16. Barbecues cannot be used on the premises without written permission from CPCC.
17. 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 fixed charge of £50.

18. All CPCC equipment can only be used within the facility and must not be removed. The organisation/group 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 BOOKING PERIOD. The organisation/group is liable for the costs of any additional cleaning should this be necessary, together with damage and breakage, which may occur during the booking period.
19. IN CASE OF BLOCK BOOKINGS, the organisation/group must not leave organisation/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 organisation/group. Storage is not part of the contract unless paid for separately. The provision of such storage is entirely at the discretion of CPCC.

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20. If the building is not vacated promptly at the end of the booking period a charge of £50 will be made, if the delay is considered too long, further charges may be applied.
21. The premises shall be used for community purposes only and shall not be used as the organisation/groups postal address.
22. No alterations or additions shall be made to the premises.
23. 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 without prior approval of CPCC.
24. No advertising or publicity material will be displayed inside or outside the building without the prior approval of CPCC.
25. CPCC reserves the right to cancel the booking if the organisation/group breaks any of the above conditions.
26. 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.
27. CPCC reserves the right to close the premises at any time for emergency or periodic maintenance, public elections or similar events.
28. Children must be supervised at all times whilst using the Centre. Safeguarding is of paramount importance.
29. 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
30. 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.
31. **The Hub and The Centres 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 2<sup>nd</sup> January, unless this falls on a weekend then the Centre will open on the first Monday of the new year.**

## DECLARATION

I (name) .....Michelle Reshef

on behalf of Dementia Prevention UK..... (insert name of organisation) will comply with the conditions use.

Position held within organisation: CEO

.. **Signed: Date: 22.04.2025**

1. Date of application: 22.04.2025

2. Name (Full Name) of the organisation making the application: Dementia Prevention UK

3. Contact Details: (Details of the main contact)

Name: Michelle Reshef

Address: [REDACTED]

Post Code: WD64JX

Email address: michelle.reshef@dementiapreventionuk.com

Telephone No's: Daytime: Mobile: [REDACTED]

4. Status of your organisation - please put 'X' next to all that apply. (If you are not sure what your status is, you will probably fall under Voluntary or Community groups). If you require help please contact us.

**Registered Charity Community** Interest Company

Voluntary or Community Group Other (please state)

If you have a Charity or Company Number, please enter below:

Charity Number: Company Number: 1196521

Do you have any Councillors from Campbell Park Community Council on your Committee/  
Board of control?

Yes **No** \* (please see Criteria No.13 for more info)

5. What date did your organisation/company start? 2022

*If you are a new group or have been operating for less than 12 months please put 'X'*

here: 6. When is the activity/use you are requesting Free Use for:

One-off Use:

Date: Time:

*For One-Off activities please check availability of the Space prior to submitting this application*

*Regular Use:*

Day Time Start Date: *Once a week- start date September.*

How frequently would you like use the space?

**7. Which Community Space are you requesting use of:**

The Centres:

Springfield Small Hall ☐ Springfield Large Hall ☐ Oldbrook Meeting Room ☐ Oldbrook Main

Hall ☐ Hub: Multi Use Room ☐ Council Chamber ☐ Wellbeing Room ☐

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**8. Please outline your organisations aims and objectives and how the free use of a CPCC community space will help to achieve these:**

Dementia Prevention UK aims to reduce the risk of dementia through education and by providing practical tools to help individuals and communities—especially those at higher risk—take steps to protect their brain health.

**9. How will your free use help to meet the needs of the local population? Please provide details of the benefit/s you will offer to, or provide, for residents of the CPCC area (Willen, Woolstone, Fishermead, Oldbrook, Springfield, Newlands and Winterhill)**

Help lower the risk of developing dementia and other non-communicable diseases.

**10. Will your free use help to address any the following objectives? Please tick all that apply providing more detail of how these objective relate to your proposed free use.**

- ☐ 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.**

**11. Will you be working with any other groups or organisations as part of your use/activity? If yes, please provide details. N/A**

**12. If you are a new organisation/group, how have you identified the need which you plan to address through the Free Use?**

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**13. What is the future sustainability plan for your group, activity or service so that it will become viable and be able to continue (and potentially pay for venue hire) after the session/s of free use have ended? We offer free sessions to the community to help remove barriers that may prevent people from addressing their health needs.**

What is the minimum period of use you would require to support your sustainability plan? *Free Use End Date: Our programme is 7 sessions.*

**14. Does your project have any impact (positive or negative) on the environment or climate emergency? Please provide details. If it has a negative impact, please detail any mitigation in place.**

We deliver our sessions directly within communities, reducing barriers to access while also lowering our carbon footprint by traveling to them rather than requiring them to come to us.

**15. What percentage of your users/beneficiaries do you expect to live within the Campbell Park Community Council area? 100%**

**16. Do you plan to publicise the activity for which you are applying for free use? If so, how do you intend to do this? Via the community centre newspaper**

**17. Is there any further information you wish to be considered with this**

**application? 18. Is there any other way in which CPCC could assist your**

**organisation?**



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Dementia Prevention UK

1196521

No (if any)

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
April 2023

To

Period end date  
31 March 2024

### Section A Receipts and payments

	Unrestricted to the nearest £	Restricted to the nearest £	Endowment to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	1,841	-	-	1,841	9,481
Grants	30,656	-	-	30,656	18,046
Services	739	-	-	739	840
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for</b>	<b>33,236</b>	<b>-</b>	<b>-</b>	<b>33,236</b>	<b>28,367</b>
<b>A2 Asset and investment sales,</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>33,236</b>	<b>-</b>	<b>-</b>	<b>33,236</b>	<b>28,367</b>
<b>A3 Payments</b>					
Website	180	-	-	180	453
Hall hire	1,406	-	-	1,406	395
Fundraising costs		-	-	-	312
Subscriptions	130	-	-	130	129
Project costs	1,501	-	-	1,501	1,650
Consultancy	19,655	-	-	19,655	6,811
Postage and stationery		-	-	-	8
Accountancy	900	-	-	900	-
Membership		-	-	-	181
Training	356	-	-	356	-
Insurance	218	-	-	218	147
<b>Sub total</b>	<b>24,346</b>	<b>-</b>	<b>-</b>	<b>24,346</b>	<b>10,086</b>
<b>A4 Asset and investment</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>24,346</b>	<b>-</b>	<b>-</b>	<b>24,346</b>	<b>10,086</b>
<b>Net of receipts/(payments)</b>	<b>8,890</b>	<b>-</b>	<b>-</b>	<b>8,890</b>	<b>18,281</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>8,890</b>	<b>-</b>	<b>-</b>	<b>8,890</b>	<b>18,281</b>



Section B Statement of assets and liabilities at the end of the period


Categories	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
B1 Cash funds	Cash at bank	27,170	-	-
		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	27,170	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which	Amount due	When due
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on	Signature	Print Name	Date of
		Sofia Levine	10/04/2024



3. Contact Details: (Details of the main contact)

Name: LESLEY BIRCH (MRS)

Address: [REDACTED] UE

Post Code: [REDACTED]

Email address: [REDACTED]

Telephone No's: Daytime: [REDACTED]

Mobile: [REDACTED]

(organiser)

MICHAEL HOWARD

4. Status of your organisation - please put 'X' next to all that apply. (If you are not sure what your status is, you will probably fall under Voluntary or Community groups). If you require help please contact [REDACTED]

Registered Charity

Community Interest Company

Voluntary or Community Group ☒

Other (please state)

If you have a Charity or Company Number, please enter below:

N/A

Charity Number:

Company Number:

Do you have any Councillors from Campbell Park Community Council on your Committee/ Board of control? Yes No \* (please see Criteria No.13 for more info)

N/A

5. What date did your organisation/company start?

2006

If you are a new group or have been operating for less than 12 months please put 'X' here:

6. When is the activity/use you are requesting Free Use for:

One-off Use:

Date:

Time:

For One-Off activities please check availability of the Space prior to submitting this application

Regular Use:

Day THURSDAY

Time 2 - 4 pm

Start Date: ASAP

How frequently would you like use the space? 1ST THURSDAY OF EACH MONTH (AFTERNOONS)  
EXCEPT JANUARY

7. Which Community Space are you requesting use of:

The Centres:

Springfield Small Hall ☐ Springfield Large Hall ☐ Oldbrook Meeting Room ☐ Oldbrook Main Hall ☐

Hub: Multi Use Room ☒ Council Chamber ☐ Wellbeing Room ☐

As suggested  
by Tracey Jones

8. Please outline your organisations aims and objectives and how the free use of a CPCC community space will help to achieve these:

To be able to offer a friendly, welcoming environment where local people and their families/careers who have been diagnosed with Blood Cancer can meet and talk with fellow sufferers. Our support group helps each individual on a mental + physical basis. Referrals are made via MK Cancer Centre.

9. How will your free use help to meet the needs of the local population? Please provide details of the benefit/s

you will offer to, or provide, for residents of the CPCC area (Willen, Woolstone, Fishermead, Oldbrook, Springfield, Newlands and Winterhill)

As above. It would help those members that are struggling financially, take away the stigma of not being able to contribute. Our support group exists on a hand to mouth basis.

10. Will your free use help to address any the following objectives? Please tick all that apply providing more detail of how these objective relate to your proposed free use.

☒ Isolation and Loneliness – create an inclusive environment where isolation and loneliness can be sensitively addressed and further support/advice offered.

Both isolation and loneliness is a major factor when diagnosed with cancer. With the support group, people can see that they are not alone.

☒ Health and Wellbeing – initiatives which address the physical and mental health of our community.

Face to Face support. Exchanging feelings and emotions. Having the occasional visit from a medical professional or a related Blood Cancer charity.

☒ 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.

11. Will you be working with any other groups or organisations as part of your use/activity? If yes, please provide details.

NO

12. If you are a new organisation/group, how have you identified the need which you plan to address through the Free Use?

N/A

13. What is the future sustainability plan for your group, activity or service so that it will become viable and be able to continue (and potentially pay for venue hire) after the session/s of free use have ended?

Uncertainty, due to the gravity of the members diagnosis and the future number of new members joining the group.

What is the minimum period of use you would require to support your sustainability plan?

Free Use End Date:

Continuously.

14. Does your project have any impact (positive or negative) on the environment or climate emergency? Please provide details. If it has a negative impact, please detail any mitigation in place.

NO

15. What percentage of your users/beneficiaries do you expect to live within the Campbell Park Community Council area?

majority

16. Do you plan to publicise the activity for which you are applying for free use? If so, how do you intend to do this?

We do have leaflets in some GP surgeries, Age UK, MK Cancer Centre. One of our members is a group representative for MK Cancer Forum, which enables the group to be kept up to date with local issues affecting all cancer patients.

17. Is there any further information you wish to be considered with this application? We have over the past 19 yrs met at Age UK, Leathree and currently pay £32 for 2 hrs. use of a room. In May this increases to £35. Each member attending contributes towards this cost. Not only is this beyond some of our members, we feel it is somewhat wrong to charge for someone seeking support.

18. Is there any other way in which CPCC could assist your organisation?

Lymphoma or any Blood cancer has a significant affect on a patients immune system making the very vulnerable to infection which is one reason we do not meet in January. The group requires quiet private facilities. Individuals would not feel comfortable discussing issues within a public area: ie coffee shop type venues.

I came across this attached verse, which quite simply is saying what I am trying to explain! Blood Cancer is the 5<sup>th</sup> most common of cancers with numbers rising. Unfortunately, not all Blood cancers can be cured as mine cannot, along with other members of our support group. It is a very slow growing cancer, so I will require medical check ups for life. Some of our members live alone, the LSG is an invaluable support to us all. We really need all the help and assistance to ensure this support group continues for the local MK Community.

Thank you for your consideration.

## Non- Hodgkins Lymphoma Cancer

They said to go home

"They said, 'the scans look fine, your body will recover, you don't need to be here anymore.

The cancer might come back, but until then there's nothing we can do.'

They said to go home.

They said, 'go on and live your life. Take a breath, take a nap, maybe even take a vacation. Go back to your jobs, back to your hobbies, back to laundry, dishes, and paying the bills. Spend time with your family, meet a friend for lunch, catch a movie with your loved ones.'

It sounded nice when they said

to go home.

So we went home.

But the home we went back to wasn't as familiar as we thought.

The paint was the right colour and the furniture was in place. but it wasn't the same.

Our thoughts, feelings, and interests had changed. Our relationships, jobs, and bodies felt so much different.

They said to go home, so we tried to go home, but it didn't feel like home.

We felt lost. It was as if we had been on a path, kidnapped somewhere in the middle,

turned around 20 times, and set off in a new direction. We didn't know which way was up or down, left or right. We felt stranded in the

desert- abandoned, desolate, and lonely.

They said to go home.

But home was out of reach. The home we knew didn't exist anymore. We wandered around before trying to build a new home.

But the new home crumbled and cracked, forcing us to repair, rebuild, or start completely over.

They said to go home.

But they didn't understand. After seeing thousands of patients in this position, they still didn't understand. It looked so simple from their perspective. Go home, go back to your life, pretend that cancer never came.

But we couldn't go home.

Our souls were altered on the deepest level.

Our hearts were shattered, our minds were chaos, and our bodies hurt. They couldn't see it.

Then we saw others. 'Do you know where you are going?' we asked. 'No, I feel rather lost,' they would say. 'But you are welcome to join, and we can pave a new path together.'

In that moment, though we were all still lost, we felt a glimpse of home. Our hearts connected and friendships formed on the simplest notion of being aimless wanderers together. 'thoughts and feelings make sense given all that you've been through.

Others may not understand, but I can see, because

I've walked a similar path.'

'You belong here.'

Our hearts began to relax. We took a deep breath of fresh air.

They said to come home.—Anonymous

### MILTON KEYNES LYMPHOMA SUPPORT GROUP

This is an informal local group, set in about 2006, for sufferers in the Milton Keynes area. their families and friends from different forms of lymphoma (a blood cancer). The Group is not a charity and has no direct links with, or funding from, any national blood cancer charity. Its closest informal charitable link is with Lymphoma Action.

Lymphoma in its various forms is among the most common cancers in the UK, usually affecting those aged over 50. The Group members include some previously diagnosed with Hodgkin Lymphoma, for which a single course of treatment (when successful) generally leaves the patient in clinical remission, but often with significant side-effects which can lead to infections through a reduced immune system. The majority of Group patient members have a form of Non-Hodgkin Lymphoma (NHL). Some have received treatment in the past, and continue to have check-up appointments, but are aware that the condition may recur. Others have had a diagnosis of NHL, but this has not developed to a stage where treatment is necessary, and have regular monitoring. This is known as Watch and Wait to the medical profession but as Wait and Worry to many patients. Some have additional medical issues. The Group receives no outside funding, other than an occasional donation. The Group has for some years met in a room at the Age UK building in Peartree Bridge, Milton Keynes for which a hire charge is paid. Meetings are held from February to June and from August to December. There is no meeting in January, as bad weather and the general circulation of infections and diseases at that time of year has potentially serious consequences for lymphoma sufferers, whose immune system has been compromised by. In July the Group usually meets at an outside venue, whether for a formal outing or a meal or afternoon tea. Group meetings are fairly informal, with a basic Agenda structure, mainly linked to updating the members' medical condition and exchanging information about local medical issues (whether at MK University Hospital, GP surgeries or pharmacies). Information is also exchanged about general developments which may affect Group members, such as the availability of Covid-19 booster inoculations and new treatments.

The Group does not have a formal constitution and functions with a nominated co-ordinator/organiser but no formal committee. The Group does not have a bank account and funds are held in cash by the organiser. A record is kept by the organiser of income and outgoings, but no formal accounts are prepared.

### UNAUDITED ACCOUNTS OF MILTON KEYNES LYMPHOMA SUPPORT GROUP

Description	Payments £	Description	Income £
<b>2022</b>			
		<b>Bal B/Fwd</b>	184.13
Room hire x 10	320.00	Group payments	293.00
		Donation (Steve and Sue)	10.00
		Donation (David)	32.00
<b>Total</b>	320.00	<b>Total</b>	519.13
<b>Reconciliation</b>			
	Total funds		519.13
	Less payments		320.00
	<b>C/fwd to 2023</b>		<b>199.13</b>
<b>2023</b>			
Room Hire x 10	320.00	<b>B/Fwd</b>	199.13
Donation to REMAP (re deceased member Geoff)	50.00	Group payments	329.00

Camphill Café (summer outing)	71.00		Charitable donation	500.00
Sandwiches (Dec. meeting)	35.00			
<b>Total</b>	476.00		<b>Total</b>	1028.13
<b>Reconciliation</b>	Total funds	1028.13		
	Less payments	476.00		
	<b>Bal C/Fwd to 2024</b>	552.13		
		<b>2024</b>		
Room Hire x 10	320.00		<b>B/Fwd</b>	552.13
Sandwiches (Dec. meeting)	36.00		Group payments	288.00
			Donation (Steve and Sue)	10.00
<b>Total</b>	356.00		<b>Total</b>	850.13
<b>Reconciliation</b>	Total funds	850.13		
	Less payments	356.00		
	<b>Bal C/Fwd to 2025</b>	494.13		
		<b>2025</b>		
		<b>Bal B/Fwd</b>	494.13	



1. **Date of application:** 24/04/25

2. **Name (Full Name) of the organisation making the application:**

Acornfields Community Interactions

3. **Contact Details:** (Details of the main contact)

**Name:** Chinwe Osaghae

**Address:** [REDACTED]

**Post Code:** [REDACTED]

**Email address:** [REDACTED]@gmail.com

**Telephone No's: Daytime:** [REDACTED]

**Mobile:** [REDACTED]

4. **Status of your organisation - please put 'X' next to all that apply.** (If you are not sure what your status is, you will probably fall under Voluntary or Community groups). If you require help please contact us.

Registered Charity

Community Interest Company

Voluntary or Community Group **x**

Other (please state)

**If you have a Charity or Company Number, please enter below:**

Charity Number:

Company Number:

**Do you have any Councillors from Campbell Park Community Council on your Committee/ Board of control?** Yes No **X** \* (please see Criteria No.13 for more info)

5. **What date did your organisation/company start?** 2014

***If you are a new group or have been operating for less than 12 months please put 'X' here:***

6. **When is the activity/use you are requesting Free Use for:**

*One-off Use:*

Date:

Time:

*For One-Off activities please check availability of the Space prior to submitting this application*

*Regular Use:*

Day **Saturdays & Thursdays**

Time **10am to 14.00pm**

Start Date:

**Saturday, 6th September 2025**

How frequently would you like use the space?

**Weekly**

7. **Which Community Space are you requesting use of:**

The Centres:

Springfield Small Hall ☐ Springfield Large Hall ☐ Oldbrook Meeting Room ☐ Oldbrook Main Hall ☐

Hub: Multi Use Room ☒ Council Chamber ☐ Wellbeing Room ☒

**8. Please outline your organisations aims and objectives and how the free use of a CPCC community space will help to achieve these:**

**Aim:**

To provide strategic intervention workshops, events and programmes to residents living in Milton Keynes to prevent struggles with depression, isolation and suicidal thoughts and thereby promote mental wellbeing of all.

**2. Objectives**

The group will fulfil the aim by:

Providing community art projects to residents in Milton Keynes and working with them regardless of age, ethnic origin, ability, sex, belief or political affiliation recognising the value of our many differences.

Involving local people in using the green areas in the community and develop a lifestyle of regularly visiting these places.

To carry out and promote both the benefits of sustainable living through recycling art projects among young people struggling with mental health issues and to educate, encourage and support the local population in being aware of issues that affect mental health and become empowered to be in a position to take steps to help create a community where good mental wellbeing is the norm.

Promoting sport, community recreation for young people.

To raise funds and receive contributions where appropriate to finance our work.

To publicise and promote the work of the organisation.

Organise meetings, workshops and events.

Work with similar groups and exchange information and advice with them.

To work collaboratively with others in order to allow for a sustainable presence within the community and the ongoing ability to deliver engaging community projects in a way that fits in with time commitments of residents.

**8b. The free use of space will be of great value to use and will help us achieve our objectives in the following ways:**

Access to a free community space will significantly enhance our organisation's ability to meet its core goals of community wellbeing and sustainable living. It will provide a welcoming, inclusive environment where individuals from diverse backgrounds can come together to participate in workshops, cultural activities, and therapeutic sessions that promote mental health, social connection, and personal development.

With a consistent and accessible venue, we can run regular programs such as textile upcycling workshops, natural skincare formulation classes, communal gardening sessions, and storytelling events that foster environmental awareness and intergenerational learning.

This space will serve as a hub for creativity, sustainability education, and cultural exchange, reducing financial and logistical barriers that often hinder community participation. Ultimately, it will allow us to grow deeper roots within the community, increase our outreach, and ensure our initiatives are resilient, impactful, and inclusive.

9. **How will your free use help to meet the needs of the local population? Please provide details of the benefit/s you will offer to, or provide, for residents of the CPCC area (Willen, Woolstone, Fishermead, Oldbrook, Springfield, Newlands and Winterhill)**

**The free use of a community hall by Acornfields Community Interactions can massively benefit the local community in several ways:**

More activities and services: The rent-free arrangement will enable us to run free or low-cost classes, workshops, support groups, cultural events, and social activities without worrying about expensive venue hire.

Increased accessibility: People who might normally be excluded due to cost — like low-income families, the elderly, or young people — can participate and benefit.

Community cohesion: we would be able to create a welcoming space where diverse groups can meet, connect, and build stronger relationships, reducing isolation and promoting inclusion while engaging in our activities.

Volunteer development: Our organisation can train and involve more local volunteers, boosting skills, confidence, and employability through our growth mindset toolkit workshops, as well as our 'Enterprise into action' programme.

Well-being improvement: Our activities which are focused on mental health, fitness, arts, education, and social connection can lead to better overall health and happiness for residents.

Economic savings: By offering services locally and affordably, it can save residents money and keep local resources circulating in the community.

10. **Will your free use help to address any the following objectives? Please tick all that apply providing more detail of how these objective relate to your proposed free use.**

☒ **Isolation and Loneliness** – create an inclusive environment where isolation and loneliness can be sensitively addressed and further support/advice offered.

Free access to a space, resource, or service removes financial barriers, making it easier for people — especially those who are isolated or lonely — to participate without worrying about costs.

People who are isolated often lack opportunities to engage socially, especially if activities cost money. Free use encourages them to come out, interact, and build connections.

Offering affordable workshops and programmes signals inclusivity and community care, showing that the goal is to build belonging and support networks, not profit.

Loneliness and isolation are often exacerbated by lack of accessible, welcoming spaces. Free spaces are low-pressure environments where people can socialize, take part in group activities, and feel valued.

Through this free use arrangement, we are directly tackling social isolation by making it easy and attractive for isolated individuals to join in, meet others, and feel part of a community without financial stress.

**☒Health and Wellbeing –** initiatives which address the physical and mental health of our community.

Our Waste Not Want Not project series is a wellbeing programme offering sustainable living workshops that promotes wellbeing in the community by improving physical health, mental resilience, social connections, and overall quality of life.

When a venue or space offers free use for such a programme, it directly supports these positive outcomes without adding financial barriers for participants and organisers. Free access enables more diverse groups — including vulnerable or low-income individuals — to engage, ensuring the programme is truly inclusive. In turn, the space enhances its community reputation, fulfills social responsibility goals, and strengthens its role as a hub for positive, preventative community health initiatives. We want to offer a win-win programme that enhances overall wellbeing. the free use of space will help us achieve this outcome.

In short:

Wellbeing programmes enrich the community. Free use of the space makes it accessible to everyone, maximizes the impact, and positions the venue as a vital community partner.

**☒Education and Work –** provision for residents to access resources which allow them to pursue their education/career goals.

The free use of the community space will directly support the delivery and impact of the enterprise and employability programme. By removing the financial barrier of hiring a venue, more community members, especially those from disadvantaged backgrounds, can access the training, workshops, and support services provided by the programme.

This creates several important benefits:

**Accessibility:** Free space means we can offer sessions at no cost (or very low cost) to participants, ensuring inclusivity for people who are unemployed, underemployed, or facing financial hardship.

**Community Ownership:** Regular access to a shared space encourages participants to feel a sense of belonging, pride, and commitment to both their personal development and the community project.

**Sustainability:** A free space reduces overhead costs, allowing the programme to run more workshops, mentoring sessions, networking events, and pop-up enterprise activities, making the initiative more sustainable long-term.

**Skill Development:** Participants can use the space not just for formal sessions, but also for peer-to-peer learning, small business showcases, or even practicing entrepreneurial projects (like craft fairs, business presentations, etc.).

The free use of the community space will directly support the delivery and impact of the enterprise and employability programme. By removing the financial barrier of hiring a venue, more community members, especially those from disadvantaged backgrounds, can access the training, workshops, and support services provided by the programme.

This creates several important benefits:

**Accessibility:** Free space means we can offer sessions at no cost (or very low cost) to participants, ensuring inclusivity for people who are unemployed, underemployed, or facing financial hardship.

**Community Ownership:** Regular access to a shared space encourages participants to feel a sense of belonging, pride, and commitment to both their personal development and the community project.

**Sustainability:** A free space reduces overhead costs, allowing the programme to run more workshops, mentoring sessions, networking events, and pop-up enterprise activities, making the initiative more sustainable long-term.

**Skill Development:** Participants can use the space not just for formal sessions, but also for peer-to-peer learning, small business showcases, or even practicing entrepreneurial projects (like craft fairs, business presentations, etc.).

**Local Economic Growth:** Empowering participants with enterprise and employability skills, while providing a free venue to test ideas or collaborate, will stimulate local micro-businesses, social enterprises, and employment opportunities.

In conclusion, the free community space acts as a foundation: it enables learning, innovation, collaboration, and enterprise to flourish, magnifying the impact of the programme.

☒ **Advice and Advocacy –** deliver expert resident support and advice including information and drop-in sessions.

Linking Objective: Advice & Advocacy to Proposed Free Use

Our organisation's core objective of "Advice & Advocacy" is fundamentally tied to our request for proposed free use of the space. We serve as a vital support system for underrepresented and marginalised communities by offering free, culturally sensitive advice, signposting, and advocacy services. Having access to a dedicated, cost-free venue will enable us to:

1. Provide a safe and welcoming environment where individuals can access information, guidance, and support without financial or social barriers.

2. Host regular drop-in sessions, community forums, and one-to-one advocacy meetings, directly helping people to navigate services in areas such as mental health, housing, employment, education, and cultural integration.

3. Amplify community voices by supporting individuals in sharing their lived experiences and contributing to local consultations or policy discussions.

4. Empower beneficiaries through workshops and community campaigns, aligning with our ethos of enabling self-advocacy and informed decision-making.

By removing the financial barrier of venue hire, we can ensure inclusivity and continuity of our support services, ultimately making a deeper impact in the lives of those we serve.

- 11. Will you be working with any other groups or organisations as part of your use/activity? If yes, please provide details.**  
Yes, occasionally we will need to bring in a specialist artist or sustainability focused organisations such as the repair cafe to support us with projects
- 12. If you are a new organisation/group, how have you identified the need which you plan to address through the Free Use?**  
The need we plan to address through the free use has been identified through direct community engagement, feedback from participants in previous projects, and ongoing observation of local challenges. we have seen a consistent demand for accessible, culturally-relevant, and inclusive activities that promote well-being, environmental awareness, and creative skills development. Consultations, surveys, and informal conversations with community members, especially underrepresented groups, have highlighted gaps in current service provision—particularly around affordable access to heritage-inspired creative workshops, sustainable living education, and intergenerational knowledge sharing. This insight has shaped the design of the project and the rationale for requesting free use of the space."
- 13. What is the future sustainability plan for your group, activity or service so that it will become viable and be able to continue (and potentially pay for venue hire) after the session/s of free use have ended?**

#### **Future Sustainability Plan (2025–2026)**

##### **Objective:**

**To transition from free venue use to a financially sustainable model within 12 months by diversifying income streams, increasing visibility, and strengthening community and stakeholder engagement.**

## **1. Income Generation Strategy**

### **a. Paid Workshops and Events**

**Introduce a sliding scale or donation-based model for cultural workshops (textile therapy, storytelling, language classes, etc.).**

**Offer premium classes with guest artists for a fee.**

### **b. Product Sales**

**Launch a line of handmade items (soaps, lip balms, woven decor, dolls, apparel) at local markets and online.**

**Offer themed product bundles tied to events or festivals.**

### **c. Membership and Subscription Services**

**Create a “Friends of Acornfields Community Interactions” membership model with perks (discounts, exclusive invites, gift packs).**

**Launch a low-cost online subscription for access to cultural content, tutorials, and storytelling sessions.**

### **d. Venue Hire and Partnerships**

**Offer the space for private hire during unused hours (e.g. small events, creative sessions).**

**Collaborate with local creatives, wellness practitioners, and educators to co-host events on a profit-sharing basis.**

### **e. Grants and Sponsorships**

**Apply for local and national grants focused on arts, heritage, mental health, and sustainability.**

**Engage local businesses for sponsorship packages in exchange for publicity.**

## **2. Community Engagement and Visibility**

### **a. Volunteer-Led Committees**

**Form committees for fundraising, marketing, and events to increase ownership and reduce staffing costs.**

### **b. Storytelling Ambassadors**

**Train local youth or elders as ambassadors to deliver outreach and storytelling in schools, libraries, and care homes—for a fee or donation.**

### **c. Monthly Open Days**

**Organise monthly themed open days with workshops, performances, and a mini-marketplace.**

## **3. Marketing and Outreach**

### **a. Social Media and Press Strategy**

**Assign a team member or volunteer as social media manager.**

**Share consistent content showcasing impact, upcoming events, and behind-the-scenes stories.**

### **b. Impact Reporting**

**Regularly publish impact reports with testimonials, photos, and statistics to attract funders and partners.**

### **c. Collaborations**

**Partner with museums, universities, and cultural networks for shared programming and visibility.**

## **4. Monitoring and Evaluation**

### **a. Monthly Financial Reviews**

**Track income and expenditure carefully, adjusting activity plans based on what's working.**

### **b. Feedback Mechanisms**

**Use surveys and informal conversations to understand what participants value and what they would pay for.**



### c. Annual Review and Forecast

**At 10 months, review financial performance and prepare a forecast to plan for post-free-venue sustainability.**

What is the minimum period of use you would require to support your sustainability plan?

*Free Use End Date:* 06/09/26

- 14. Does your project have any impact (positive or negative) on the environment or climate emergency? Please provide details. If it has a negative impact, please detail any mitigation in place.**

“Caring for Our Earth, Together: How Acornfields is Making a Greener Future”

By Acornfields Community Interactions

Project 1: Who We Are

“Community. Culture. Care.”

Acornfields Community Interactions is a grassroots voluntary group.

We promote mental well-being through arts, horticulture, and community connection.

At the heart of our work is sustainability — caring for people and planet.

Project 2: Why the Environment Matters

Climate change and waste affect all generations.

Everyone — from toddlers to elders — can take simple, joyful steps to make a difference.

Our projects empower communities to act locally for global good.

project 3: Project Highlight — Waste Not, Want Not

Reducing Food Waste, Sharing Knowledge

Rescued surplus food from markets and shops

Hosted cooking demos using rescued ingredients

Shared meals and conversations across generations

Reduced landfill waste and built community bonds

Impact:

Diverted over [insert number] kg of food from waste

Educated 100+ people on food waste solutions

Strengthened local support networks

Project 4: Upcycling & Creative Textile Workshops

Turning Waste into Worth

Collected used fabrics and clothes

Hosted textile therapy and reuse sessions

Created bags, cushions, and decor from discarded materials

Taught hand skills like sewing, mending, and weaving

Impact:

Reduced fast fashion waste

Promoted slow, mindful making

Connected young and old through creative work

Project 5: Gardening for Wellbeing & Biodiversity

Green Spaces, Happy Faces

Grew herbs, vegetables, and pollinator-friendly plants

Taught composting, seed saving, and soil care

Involved families in garden maintenance

Linked nature to emotional resilience and mental health

Impact:

Encouraged local food growing

Improved air quality and biodiversity

Provided a calm space for all ages to connect

**15. What percentage of your users/beneficiaries do you expect to live within the Campbell Park Community Council area?**

85%

**16. Do you plan to publicise the activity for which you are applying for free use? If so, how do you intend to do this?**

Word of mouth, social media, community centre notice board, through parish council, schools' and church newsletters, through networking events, supermarket community notice boards.

**17. Is there any further information you wish to be considered with this application?**

we are excited about the future and the opportunities as well as the positive impact working with parish council and its residents will bring.

**18. Is there any other way in which CPCC could assist your organisation?**

featuring our work and projects in the Homeground magazine will be a great support.



# ACORNFIELDS COMMUNITY INTERACTIONS

## MK COMMUNITY FOUNDATION ARTS COMMUNITY FUND RETIREMENT

MARCH TO  
DECEMBER 2024

Grant received

3,000.00

Expenditure

Project Execution Personnel Payments:		
Project lead	700.00	
Project Manager (social media/project coordination)	300.00	
Project Assistant One	490.00	
Project Assistant Two	100.00	
Workshop Panel Facilitators (x2)	46.50	1,636.50

Materials Purchases and Assembling:		
Wall Quilt materials	58.00	
Art Canvasses (x 12)	37.46	
Acrylic paint pens (x 58)	34.00	
Art workshops fabrics	23.48	
Tarbulin for art table (x 2)	5.98	
Paint brushes	5.99	
Seamstress project pieces sewing	100.00	264.91

Publicity and Promotional Coverage:		
Posters (graphic designs)	50.00	
Workshop photography & video coverage	170.00	
Exhibition photography coverage	50.00	
Photocopying of promotional materials	25.00	295.00

Exhibition Venue Rental		100.00
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Project refreshments:

Project launch food and drinks	278.50	
Fruits, snacks and drinks for workshops	124.59	
Fruits, snacks and drinks for exhibition	162.00	
Disposable plates, cups, cutleries, table cover, napkins & wipes	<u>38.50</u>	603.59
Transportation of project materials to & from workshops & gallery space (15 x £6) and final take back of exhibition materials (£10)	<u>100.00</u>	<u>(3,000.00)</u>
		-
<b>21ST MARCH 2024 - £500 RECEIVED FROM CPCC FOR THE PROJECT</b>		<b>£500</b>
AFRICAN DANCE FITNESS WORKSHOP		
African Dance Workshop at the Almere MK		
Photography and Videography coverage of workshop		£120
African Dance workshop at the Trinity centre for Africa day on 25th May		
Photography and video of workshop		£80
African Dance Workshop at the Trinity centre for Cultural harmony		
Photography and video coverage of workshop		£100
supply of drinking water for participants at the workshops		£20
<b>TOTAL SPENT</b>		<b>£320.00</b>
FUNDS REMAINING FOR WORKSHOP ON THE 24TH OF MAY AT THE TRINITY CENTRE AND ON SEPTEMBER 27TH FOR THE OPENING CEREMONY OF THE SPRINGFIELD COMMUNITY HUB		£180.00

**REPORT TO:** Community & Communications Committee  
**DATE:** 27 May 2025  
**REPORT ON:** Community Hub Project – Yoga4Health  
**REPORT BY:** Community Officer  
**REPORT NO:** C&C/001/25

### **Purpose of Report**

For Committee to consider providing a Yoga4Health programme at the CPCC Community Hub for the benefit of up to 20 CPCC residents.

### **Recommendation**

That Committee agree to fund the Yoga4Health programme, to start in September 2025.

Additionally, that should Committee support this proposal, that a review of the outcomes of the Yoga4Health programme is undertaken on completion in November, with a view to continuing to offer yoga sessions at the Hub, operating on a similar basis as the seated exercise sessions, with residents asked to make a donation to support the ongoing running costs.

### **Main Text**

Yoga4Health is a 10-week course which is aimed at residents with mild-moderate mental health issues, at risk of diabetes type II, cardiovascular issues or impacted by social isolation.

Up to 20 people can attend at a time. For the best outcomes, people would ideally sign up for the programme and attend every week for 10 weeks, although where space allows, people would be able to join the programme after it has started.

The sessions are more than just a yoga class, they offer guided breathing practices, meditation and mindfulness, guided progressive relaxation, group discussion (optional) as well as simple yoga postures.

The session would be held on Monday mornings, with a proposed start date in September 2025. The classes would be delivered by Yoga4Health qualified teacher(s) under the umbrella of Yoga in Healthcare Alliance which is the certifying body and a charity.

More information about the outcomes of previous Yoga4Health courses delivered in Milton Keynes (Jan-Mar 2025) are attached.

The course has important benefits for the participants, with improvements to mental and physical health expected to be achieved. The learning gained from these sessions can be used on an ongoing basis.

The delivery of this programme, offering it at no or little cost for participants, makes yoga and its benefits accessible to residents that may not otherwise be able to participate.

The classes can be adapted to suit a range of physical abilities with seated exercises accommodated.

If the sessions are popular, we could look to continue to offer yoga sessions at the Hub, on a similar basis as the seated exercise sessions, with residents asked to make a donation to support the ongoing running costs.

### **Financial Implications**

Total cost of programme is £1500

This could be funded from the Community Budget (399/4192)

This project may be suitable for an application to the MK Community Foundation to seek funding to support the costs of providing this programme.

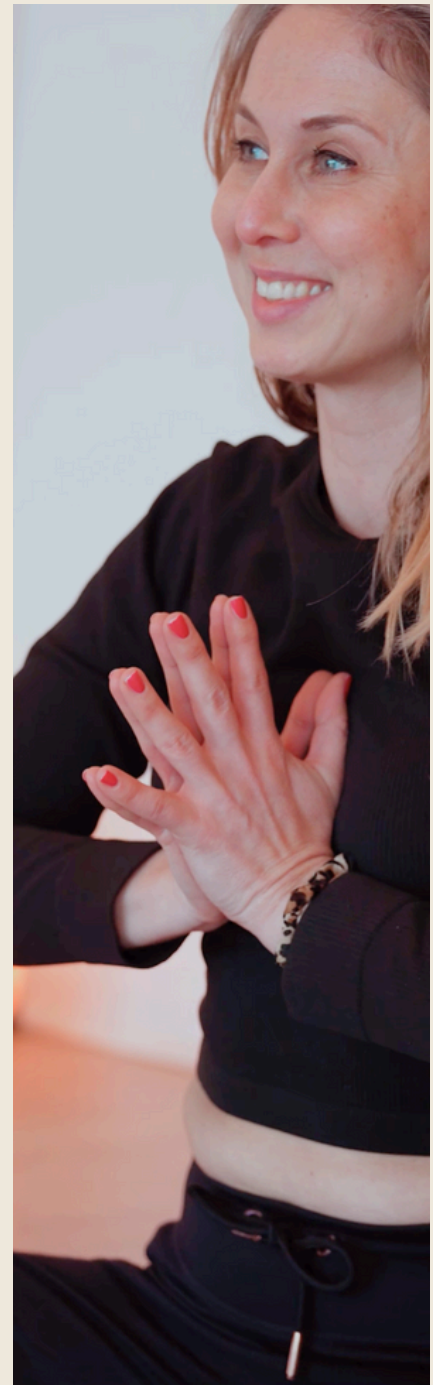




Yoga State of Mind

# Yoga4Health Milton Keynes

outcomes & testimonials



Delivered by

Joanna Konefal, founder of Yoga State of Mind  
YIHA qualified Yoga4Health protocol teacher

# Yoga4Health protocol

Yoga4Health is an evidence-based standardised protocol taught by over 500 experienced Yoga4Health teachers UK-wide. Yoga4Health training is accredited by the Personalised Care Institute (PCI) established by the Royal College of GPs and the NHS to accredit training in the sector. Teachers work within a comprehensive policy framework, including safeguarding, equality, and data protection.

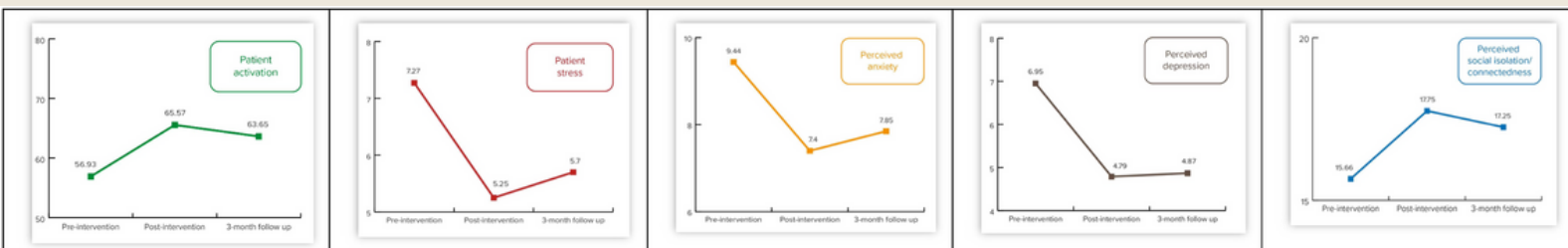
The Yoga4Health programme was commissioned by the NHS in 2016 and developed by leading yoga teachers, yoga therapists, doctors, and medical researchers. It was piloted on NHS staff before being delivered to 279 patients in West London. The programme was evaluated by Westminster University in two published papers. Here's a [link to the evaluation](#) (279 attendees).

Key findings:

- Patient Activation Measure (**PAM**) went up significantly for 62% of patients.
- **Stress** as measured by the PSS-4scale was significantly down.
- **Depression** as measured by the HADS scale was significantly reduced.
- **Social connectedness** as measured by the HFS scale was significantly increased.
- **Sense of wellbeing**, including life satisfaction, purpose and happiness was up.
- **Anxiety** rates fell.
- **Physical health** also showed meaningful improvements, with 45% of patients reporting better health and **waist circumference** reduced by an average of 14cm.



Left to right: Dr Chang, GP, Paul Fox, founder of YIHA, Joanna Konefal, Milton Keynes based Yoga4Health teacher



# Yoga4Health courses 2025 Milton Keynes



Over 30 students accessed two funded Yoga4Health courses between January and March 2025. Classes took place in local community centres to promote interest amongst local residents. Students, **aged between 25 and 84 years**, predominantly women, reported long-term health conditions including neurological disorders, long Covid, recovery from cancer and mental health, including stress and lack of motivation.

Each session is led by an expert Yoga4Health teacher and includes:

- Breathing practices
- Simple yoga postures
- Meditation and mindfulness
- Guided progressive relaxation
- Group discussion (optional)

Yoga4Health classes are accessible to meet wide range of abilities:

- Option to practice on a yoga mat or chair
- The whole group starts in a chair
- Use of props to accommodate all needs
- Classes are funded, or part-funded to address financial barriers

## Sponsors Q1 2025

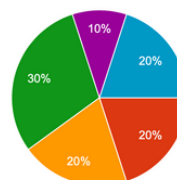


## Yoga4Health courses 2025 Milton Keynes

Week 1 Evaluation (left) vs Week 10 Evaluation (right):

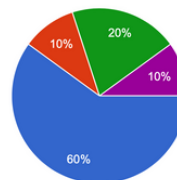
- 70% of graduates felt optimistic about the future often or all the time (vs. 52.9%)
- 70% of graduates were able to relax often or all the time (vs 23.5% before the course)
- 90% responded they were able to deal with problems (often/all the time) vs 36.3%
- Clear thinking improved from 50% to 80%
- Feeling closer to others improved from 53% (often/all the time) to 60%, with all graduates reporting improvement whereas before the course 15% rarely felt close/not at all

Which age range are you in?



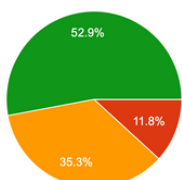
18 - 21  
22 - 34  
35 - 44  
45 - 54  
55 - 64  
65 or over

What is your ethnic origin?



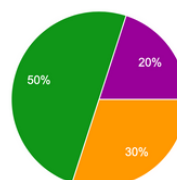
White (English, Scottish, Welsh, Northern Irish, British)  
White non-British  
Black, African, Caribbean or Black British  
Asian or Asian British  
Other ethnic group

I've been feeling optimistic about the future



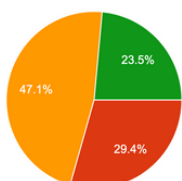
None of the time  
Rarely  
Some of the time  
Often  
All of the time

I've been feeling optimistic about the future



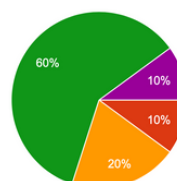
None of the time  
Rarely  
Some of the time  
Often  
All of the time

I've been feeling relaxed



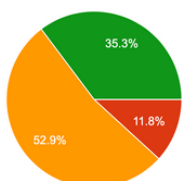
None of the time  
Rarely  
Some of the time  
Often  
All of the time

I've been feeling relaxed



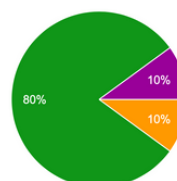
None of the time  
Rarely  
Some of the time  
Often  
All of the time

I've been dealing with problems well



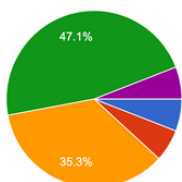
None of the time  
Rarely  
Some of the time  
Often  
All of the time

I've been dealing with problems well



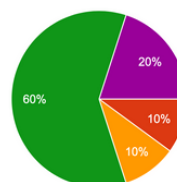
None of the time  
Rarely  
Some of the time  
Often  
All of the time

I've been thinking clearly



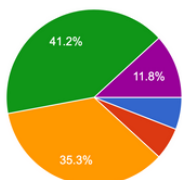
None of the time  
Rarely  
Some of the time  
Often  
All of the time

I've been thinking clearly



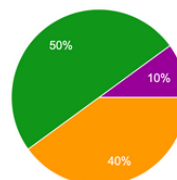
None of the time  
Rarely  
Some of the time  
Often  
All of the time

I've been feeling close to other people



None of the time  
Rarely  
Some of the time  
Often  
All of the time

I've been feeling close to other people



None of the time  
Rarely  
Some of the time  
Often  
All of the time



# Testimonials

“

I just wanted to say thank you for the classes you have been delivering. The classes have been a lifeline . Each time I do the classes I come away feeling better than when I started .

“

I thoroughly look forward to your yoga class each week and will certainly be turning up to them all! The class definitely helps me mentally to relax and honestly just gives me a bit of self care time with something I enjoy.

“

I just wanted to email and say how much I loved yesterdays class I felt really really good after and am really looking forward to next Tuesday, I have been struggling to sleep lately and last night was the earliest I have been able to fall asleep in a long time.

“

I just wanted to say how much I enjoyed todays session.. my body and limbs are all so stiff I think this is going to work for me.

“

I am so grateful for the course and your commitment to it. I have been given so much confidence to safely move my body, I have been walking more often and further distances. The breath work is something I'm really in to , so useful to bring peace and clarity of mind, also to calm myself when I struggle for breath on exertion. Meditation feels really special too. I practiced some last week . For the first time in a few years I have made positive human connections .



More testimonials at:

[https://www.instagram.com/yoga\\_state\\_of\\_mind\\_daily/](https://www.instagram.com/yoga_state_of_mind_daily/)





Yoga State of Mind

# Mission

Yoga has enormous therapeutical benefits which have been recognised by the NHS and attract attention of many researchers worldwide. Joanna Konefal, the founder of Yoga State of Mind and Milton Keynes based Yoga4Health teacher is continuously educating local and regional decision makers about the applications of yoga for health.

## How Yoga State of Mind serves local community:

- Friday lunchtime classes in Bushido Studio in Wolverton
- a bursary to support people struggling with mental health/chronic stress and in financial hardship
- weekly classes in a members' health club in Willen Lake
- funded Yoga for Health courses accredited by the Royal College of GPs in different locations across Milton Keynes
- organiser of the annual free outdoors yoga event in Willen Lake





Your funding is key to enable underrepresented members of the local community to learn self-regulation tools through yoga.



# I look forward to working with you.



Contact:

Joanna Konefal

07513132074

[joanna.konefal@gmail.com](mailto:joanna.konefal@gmail.com)

Website:

<https://yogastateofmind.wixsite.com/home>

Linkedin:

<https://www.linkedin.com/in/joannakonefal/>

## Yoga4Health 10-weeks course baseline funding

	Cost to the funder	In kind
Lead Teacher fee (10x 2h at £30/h)	600	
<del>Assistant Teacher fee (10x1,5h at £30/h)</del>	<del>450</del>	
Admin fee (incl. managing referrals, liaising with the NHS, social prescribers, local authority etc., administering referral and evaluation forms, organisation of manuals and logistics such as hall hire, transport, Risk Assessment)	500	
Training fees (in-kind)		1014
Meetings with participants before and after for forms filling, additional support, 1:1 consultations*	100	
2 hours weekly availability for calls and emails from clients (in-kind)		200
Equipment cost - 16 mats (in-kind)		480
Cleaning cost & equipment depreciation (16x £5)	80	
Straps x16 (5x 3pack at £9)	45	
<del>Venue hire (est. £30/session)</del>	<del>300</del>	
Transport (160 miles for 10 weeks):	75	
Promotion and publicity**	100	
Resources for signposting participants to other local yoga/wellbeing activities		
<b>TOTAL</b>	<b>2250</b>	<b>1694</b>
<b>TOTAL minus venue hire and second teacher fee</b>	<b>1500</b>	

Total cost of course (10x 1,5 sessions): £3194 of which £1694 in-kind

**Total funding requested: £1500**

\*If clients required additional support from the teacher before/after the sessions, there might be additional cost of venue hire such as consultation room, or extended hall hire.

\*\* Optional printed manuals for course participants at additional cost.



# Homeground August

**Committee to approve draft content outline – 27 May**

**Deadline for content from contributors – Weds 25 June**

**Articles to XL Press – Friday 27 June**

**Proof Back – 14<sup>th</sup> July**

**Proof to Committee –C&C Mtg 22<sup>nd</sup> July – in Agenda pack 15<sup>th</sup> July**

**Final changes to XL Press – 23 July**

**CPCC to sign off proof to print – 25 July**

**Printing – w/c 28 July**

**XL Press to book magazine into D2D – 7 August TBC**

**Distribution w/b 11 August**

(Front cover) – Inside the Hub - Café?

CPCC's People, Office contact details and Committee meeting dates

Staff Feature – Introducing the Office Team

What's on in the Hub – 2 pages

Advertising for CPCC Community Hub Opening Event on 27 September

APA Community Programme

TBC New Community Larder at Springfield - Volunteers needed to help run this

What is a Community Larder

Advert for Fishermead Community Larder

Advert for mid-year online consultation – to feed into Annual Consultation on priorities for 2026/27

What's on in the Community Centres

Grants awarded/Grants available

- Report on International Yoga Day

- Report on Conniburrow & Pebbles Family Day out

- Report on The Free and the For project roll out

Activity Packs

Landscape report

## Climate Change/Environment – Tips/Suggestions

Kids corner

Schools Reports – (content of max 200-250 words plus images requested 13/11/24 – deadline 08/01/25)

Willows

Willen

Shepherdswell

Orchards

Oldbrook

Jubilee Wood

Oakgrove, MK Academy & St Pauls

‘What to do’ – information to address neighbourhood issues

Cllr Profile – ?

Recycling Edition –

Report/s on recent Events – Litter Picking, launch of community library

Advert for MKPA Play Sessions – 14<sup>th</sup> August Oldbrook & 20<sup>th</sup> August Springfield

TBC Advert for Springfield Community Picnic – Ophelia – 16 August

Advert for October Half Term Activities

Spotlight on Woolstone

Advert – Volunteers to help to plant bulbs at CPCC Hub?

Update on Fishermead Gardens project?

Willen Seated exercise advert

Advert MK Safety Centre – Youth Drop In Sessions at Springfield TBC

## Commercial Adverts

Walton

# **HOMEGROUND**

## **ADVERTISING – SCALE OF FEES**

**Reviewed by Community & Communications Committee May 2024**

### Commercial Rates

¼ page advert £35

½ page £60

full page £100

all prices per advert, per edition (exc VAT)

### Non-commercial

to be featured at zero cost (subject to sufficient space/Committee discretion). All contributors to provide their own art-work.

### **Eligibility Clarification**

Committee resolved that:

all non profit organisations should pay 50% of the commercial rate and provide artwork and copy for each publication and

zero cost for organisations who are promoting a free service, if space allows



# **SMALL EVENTS POLICY**

**for External Groups using Community Council land**

Adopted by Council at the Annual Meeting of Council on  
21 May 2024

It is a condition of the grant of the authorisation under the attached letter that the organiser:

- 1] Will need to have carried out all risk assessments and safety checks associated with planned activities before the event commences.
- 2] To ensure that all events are planned and operated in compliance with all necessary requirements for the safeguarding of young people and/or vulnerable members of our community, with this requirement being considered as part of the event risk assessment.
- 3] Will take all reasonably practicable steps to avoid damage to carriageways, footways, verges, grassed areas, trees, shrubs, flowers, fences, fixtures and equipment, and will make good all damage or loss caused to the Community Council's land or property as described, to the Community Council's satisfaction. Council will take photographs of the site prior to the event for dilapidation purposes.
- 4] Will remove all litter and waste materials before leaving the land.
- 5] Will not permit any activity that may give rise to a public or private nuisance, nor annoyance to the occupiers of property in the vicinity of the land e.g. loud noise from use of sound level amplifying equipment.
- 6] Will indemnify the Community Council from all claims, actions, demands and costs arising in any manner whatsoever from, or out of the use of land described in the attached letter by the organiser and all other persons entering into the said land during the period concerned. The organiser is required to obtain public liability insurance cover against such claims. (minimum- Five Million pounds).
- 7] Will not cause or permit the normal flow of traffic on the highway to be obstructed.
- 8] Will allow access to the land described in the attached letter to any person lawfully entitled to enter same; including authorised representatives / officers of the Council, Statutory Undertakers, and Emergency Services. All activities must cease upon request from a Police officer, an authorised representative / officer of the Community Council, or any representative of the Statutory Undertakers. Following such a request, the consent contained in the attached letter will have been deemed to have been rescinded or temporarily suspended.
- 9] Will notify the Community Council of the names and addresses of any person selling or providing food/ drink on the site.
- 10] Will site any structure, or attraction in a position complying with the requirements of the Community Council, Statutory Undertakers, and Emergency Services personnel.
- 11] Will not cause or permit the promotion or staging of any act involving animals. Further will not cause or permit the sale of any animal or the award of any animal as a prize. An animal includes aquatic species.
- 12] For the benefit and protection of the surrounding land, environment and wildlife and to avoid the risk of damage from fire thereto the event organiser agrees that it will not release or permit anyone on the land of the Council pursuant to this application to release balloons or release any sky lanterns whatsoever.

13] Will ensure electrical safety by ensuring that:

1. A sensitive earth-leakage protection system (residual current device) shall be installed and maintained where practicable as part of the electrical installation within the curtilage of land referred to. The device shall be designed to operate if the earth leakage current exceeds 0.03A and shall have a maximum operating time of 30 milliseconds. A test button should be incorporated.
2. In the event of a 3-phase portable generator being used for power generation, it is not always possible for a residual current device to be installed. If this is the case, then all reasonably practicable measures shall be taken to ensure the safety of the public, staff and performers by including the provision of an earth spike of sufficient size to take the full load capacity of the generator. Alternatively, the installation of other equipment equal to, or better than a suitable earth loop monitor must be incorporated in the power circuit system in accordance with BS 7430.

14] In order to ensure that satisfactory event planning occurs, and the infrastructure standards are provided to a satisfactory standard in order to ensure the health, safety and welfare of the general public that are present at the event within the curtilage of the premises referred to in this application.

15] You will need someone to be appointed as the Health & Safety Co-ordinator and the Event Safety Co-ordinator.

16] Shall consider the Milton Keynes Safety Advisory Group (MKSAG) guidance document for public events in planning the event and shall notify MKSAG If the event organiser considers it necessary.

Information and advice from the MK Safety Advisory Group can be found here: [www.milton-keynes.gov.uk/environmental-health/licensing/event-public-safety/public-safety-events](http://www.milton-keynes.gov.uk/environmental-health/licensing/event-public-safety/public-safety-events)



**Small Event Application Form**

Name of Event:

Date of Event:

Time of Event:

Location of the event:

Expected number of attendees:

Age profile:

Health & Safety Co-ordinator

Name:

Address:

Telephone Number:

Email address:

Event Safety Co-ordinator.

Name:

Address:

Telephone Number:

Email address:

I agree to comply with the requirements of the Small Events Policy

Signed..... Name: .....

Date.....

Organisation Name  
.....

Position/Title  
.....

If applicable, you will be required to supply the following documentation:



- Overall Site plan, including details of any third parties (traders, food sellers, entertainment providers) and their relevant insurance, food safety certification, safety certification for rides, temporary structures etc.
- Event insurance certificate and schedule covering the event period.
- Routes in and out of the site
- Details of associated traffic management



# PROJECTS POLICY

Adopted by Council at the Annual Meeting of Council on  
21 May 2024

Members or Staff seeking to bring a project before council or committee, will take the following steps and will satisfy the projects criteria.

### **Projects Criteria**

- 1 What is the purpose of the project?
- 2 Is this in the Business / Strategy plan?
- 3 Is there a budget heading or earmarked reserves in the current budget?
- 4 Is this as result of public request?
- 5 Has this request been tested by public consultation?
- 6 What benefit will this bring to council /residents/Community Sector (and how many)
- 7 Over what time scale is the project proposed?
- 8 How will this be funded?
- 9 Are there external funding partners?

### **Process**

Members should complete a project request form giving as much information as is possible.

(Help may be given by officers or experienced members).

Members should identify where a more detailed Risk Assessment is required, to include Safeguarding (if appropriate)

If the project is not in the business plan, members should determine a method of public consultation or have some public justification.

Members should have some realistic idea of timescale.

Members should have a realistic idea of cost (ballpark figures).

*To ensure that Members evidence searching for external funding*

**Members should as a first step, prepare a PERT chart or a SWOT analysis with achievable completion dates.**

(Training and assistance can be given to achieve this).

Projects must be approved by Council or Committee, who may set up a working group to take proposal forward.

Committee or Council will put in place a method of scrutiny of project performance.



# **SAFEGUARDING AND VULNERABLE PERSONS POLICY**

Adopted by Council at the Annual Meeting of Council on  
21 May 2024

## **Safeguarding Children Policy**

Campbell Park Community Council believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young persons, by a commitment to practice which protects them.

### **We recognise that:**

- the welfare of the child/young person is paramount
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young persons, their parents, carers and other agencies is essential in promoting young person's welfare.

### **The purpose of the policy:**

- To provide protection for the children and young persons who receive a service from the Community Council, including the children of adult members or users.
- To provide councillors, staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

This policy applies to all councillors, staff, volunteers and seasonal workers, agency staff, students or anyone working on behalf of Campbell Park Community Council

We will seek to safeguard children and young persons by:

- valuing them, listening to, and respecting them
- adopting child protection guidelines through procedures and a code of conduct for staff and volunteers
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and good practice with children, parents, staff and volunteers
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- providing effective management for staff and volunteers through supervision, support and training.

### **1. Definitions of abuse**

These definitions are based on those from Working Together to Safeguard Children (Department of Health, Home office, Department for Education and Employment, 1999)

## **Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing harm to a child.

Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described as factitious illness, fabricated or induced illness in children or “Munchausen Syndrome by proxy” after the person who first identified this situation. A person might do this because they enjoy or need the attention they get through having a sick child.

Physical abuse, as well as being the result of a deliberate act, can also be caused through omission or the failure to act to protect.

## **Emotional abuse**

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve making a child feel or believe they are worthless or unloved, inadequate or valued only insofar as they meet the needs of the other person.

It may feature age or developmentally inappropriate expectations being imposed on children. It may also involve causing children to feel frequently frightened or in danger, or the exploitation or corruption of a child.

Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

## **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex, or non-penetrative acts such as fondling.

Sexual abuse may also include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Boys and girls can be sexually abused by males and or females, by adults and by other young persons. This includes persons from all different walks of life.

## **Neglect**

Neglect is the persistent failure to meet a child’s basic physical and or psychological needs, likely to result in the serious impairment of the child’s health or development. It may involve a parent or a carer failing to provide adequate food, shelter and clothing, leaving a young child home alone or the failure to ensure that a child gets appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

It is accepted that in all forms of abuse there are elements of emotional abuse, and that some children are subjected to more than one form of abuse at any time. These four definitions do not minimise other forms of maltreatment.

## **Note**

Recent guidance notes other sources of stress for children and families, such as social exclusion, domestic violence, the mental illness of a parent or carer, or drug and alcohol misuse. These may have a negative impact on a child's health and development and may be noticed by an organisation caring for a child. If it is felt that a child's well-being is adversely affected by any of these areas, the same procedures should be followed.

## **2. Recognising and Responding to Abuse**

***The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.***

### **Physical signs of abuse**

- Any injuries not consistent with the explanation given for them
- Injuries which occur to the body in places which are not normally exposed to falls or games
- Unexplained bruising, marks or injuries on any part of the body
- Bruises which reflect hand marks or fingertips (from slapping or pinching)
- Cigarette burns
- Bite marks
- Broken bones
- scalds
- Injuries which have not received medical attention
- Neglect-under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care
- Repeated urinary infections or unexplained stomach pains

### **Changes in behaviour which can also indicate physical abuse:**

- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example, wearing long sleeves in hot weather
- Depression
- Withdrawn behaviour
- Running away from home

## **Emotional signs of abuse**

### **The physical signs of emotional abuse may include;**

- A failure to thrive or grow particularly if a child puts on weight in other circumstances e.g. in hospital or away from their parents' care
- Sudden speech disorders
- Persistent tiredness
- Development delay, either in terms of physical or emotional progress

### **Changes in behaviour which can also indicate emotional abuse include:**

- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Being unable to play
- Attention seeking behaviour
- Fear of making mistakes
- Self-harm
- Fear of parent being approached regarding their behaviour

## **Sexual Abuse**

### **The physical signs of sexual abuse may include:**

- Pain or itching in the genital/anal area
- Bruising or bleeding near genital/anal areas
- Sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting down
- Pregnancy

### **Changes in behaviour which can also indicate sexual abuse include:**

- Sudden or unexplained changes in behaviour e.g. becoming withdrawn or aggressive
- Fear of being left with a specific person or group of people
- Having nightmares
- Running away from home
- Sexual knowledge which is beyond their age or development level
- Sexual drawings or language
- Bedwetting
- Eating problems such as over-eating or anorexia
- Self-harm or mutilation, sometimes leading to suicide attempts



- Saying they have secrets they cannot tell anyone about
- Substance or drug abuse
- Suddenly having unexplained sources of money
- Not allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way with adults

## **Neglect**

### **The physical signs of neglect may include:**

- Constant hunger, sometimes stealing food from other children
- Constantly dirty or smelly
- Loss of weight or being constantly underweight
- Inappropriate dress for the conditions

### **Changes in behaviour which can also indicate neglect include:**

- Complaining of being tired all the time
- Not requesting medical assistance and/or failing to attend appointments
- Having few friends
- Mentioning being left alone or unsupervised

## **3. What to do if you suspect that abuse may have occurred**

- 1. You must report the concerns immediately to the designated person. That person being the Clerk to Council***

The role of the designated person is to:

- Obtain information from councillors, staff, volunteers, children or parents and carers who have child protection concerns and to record this information.
- Assess the information quickly and carefully and ask for further information as appropriate.
- They should also consult with a statutory child protection agency such as the local social services department or the NSPCC to clarify any doubts or worries.
- The designated person should make a referral to a statutory child protection agency or the police without delay.

The designated person has been nominated by the Community Council to refer allegations or suspicions of neglect or abuse to the statutory authorities. In the absence of the Clerk to Council the matter should be brought to the attention of the Deputy Clerk.

- 2. Suspicions will not be discussed with anyone other than those nominated above.**

3. It is the right of any individual to make direct referrals to the child protection agencies. If for any reason you believe that the nominated persons have not responded appropriately to your concerns, then it is up to you to contact the child protection agencies directly.

### **Allegations of physical injury or neglect**

***If a child has a symptom of physical injury or neglect the designated person will:***

1. Contact Social Services for advice in cases of deliberate injury or concerns about the safety of the child. The parents should not be informed by the organisation in these circumstances.
2. Where emergency medical attention is necessary it will be sought immediately. The designated person will inform the doctor of any suspicions of abuse.
3. In other circumstances speak with the parent/carer/guardian and suggest that medical help/attention is sought for the child. The doctor will then initiate further action if necessary.
4. If appropriate the parent/carer will be encouraged to seek help from Social Services. If the parent/care/guardian fails to act the designated person should in case of real concern contact social services for advice.
5. Where the designated person is unsure whether to refer a case to Social Services then advice from the Area Child Protection Committee will be sought.

### **Allegations of sexual abuse**

***In the event of allegations or suspicions of sexual abuse the designated person will:***

1. Contact the Social Service duty social worker for children and families directly. The designated person will not speak to the parent (or anyone else)
2. If the designated person is unsure whether or not to follow the above guidance then advice from the Area Child protection Committee will be sought.
3. Under no circumstances is the designated person attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the designated person is to collect and clarify the precise details of the allegation or suspicion and to provide this information to Social Services whose task it is to investigate the matter under section 47 of the Children Act.
4. Whilst allegations or suspicions of sexual abuse should normally be reported to the designated person, their absence should not delay referral to Social Services.

### **4. Responding to a child making an allegation of abuse**

- Stay calm, listen carefully to what is being said
- Find an appropriate early opportunity to explain that it is likely that the information will need to be share with others-do not promise to keep secrets
- Allow the child to continue at his/her own pace

- Ask questions for clarification only, and at all-time avoid asking questions that suggest a particular answer
- Reassure the child that they have done the right thing in telling you
- Tell them what you will do next and with whom the information will be shared
- Record in writing what was said using the child's own words as soon as possible, note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated

### **Helpful statements to make**

- I believe you (or showing acceptance of what the child says)
- Thank you for telling me
- Its not your fault
- I will help you

### **Do not say**

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure that this is true?
- Why? Who? When? Where?
- Never make false promises

## **5. What to do after a child has talked to you about abuse**

### **The procedure**

1. Make notes as soon as possible (ideally within 1 hour of being told) you should write down exactly what the child has said and what you said in reply and what was happening immediately before being told (i.e. the activity being delivered) You should record the dates, times and when you made the record. All handwritten notes should be kept securely.
2. You should report your discussion with the designated person as soon as possible. If this person is implicated, you need to report to (second designated person) If both are implicated report to Social Services.
3. You should under no circumstances discuss your suspicions or allegations with anyone other than those nominated above.
4. After a child has disclosed abuse the designated persons should carefully consider whether or not it is safe for a child to return home to potentially abusive situation. On these rare occasions it may be necessary to take immediate action to contact Social Services to discuss putting safety measures into effect.

## **6. Recruitment and appointment of workers and volunteers**

In recruiting and appointing workers and volunteers Campbell Park Community Council will be responsible for the following:

- Identifying the tasks and responsibilities involved and the type of person most suitable for the job.
- Drawing up the selection criteria and putting together a list of essential and desirable qualifications, skills and experience.
- All applicants should apply in writing and their application will cover their personal details, previous and current work/volunteering experience.
- We will always send a copy of our child protection policy with the application pack.
- We will make sure that we measure the application against the selection criteria
- All applicants need to sign a declaration stating that there is no reason why they should be considered unsuitable to work with children. The Rehabilitation of Offenders Act (1974) requires that people applying for positions which give them "substantial, unsupervised access on a sustained or regular basis" to children under the age of 18 must declare all previous convictions which are then subject to police checks. They can then only be offered a job subject to a successful police check. This includes potential employees, volunteers and self-employed people such as sports coaches. They are also required to declare any pending case against them. It is important that your applicant in this particular category understands that all information will be dealt with confidentially and will not be used against them unfairly.
- We will ask for photographic evidence to confirm the identity of the applicant e.g. their passport
- We will request to see documentation of any qualifications detailed by the applicant.
- We will always interview our candidates, ask for two references and a police check.
- We will at least have two people from our organisation on the interview panel.
- We will request two written references from people who are not family members or friends and who have knowledge of the applicant's experience of working with children. We will ask the referee to also comment on their suitability for working with children. We will also try and follow up written references with a telephone call.
- The same principles apply to young persons who have been involved with the organisation and have become volunteers.
- We will ensure that our successful applicant obtains a Disclosure and Barring Service check from the Criminal Records Bureau. They will need to show this before we will confirm them in post. The applicant will also need to get a co-signature from a registered body.

## **7. Supervisory arrangements**

***We will aim to protect children from abuse and our team members from false allegations by adopting the following guideline:***

- Where possible, no councillor, staff member or volunteer be alone with a child, with a minimum of two adults required to be present at all times.

## **8. Support and Training**

We at Campbell Park Community Council are committed to the provision of child protection training for all our team members.

We are also committed to reviewing our policy and good practice annually.

## **Vulnerable Adults Protection Policy**

Campbell Park Community Council are committed to ensuring that vulnerable persons who use our services are not abused and that working practices minimise the risk of such abuse. Councillors, staff and volunteers of Campbell Park Community Council have a duty to identify abuse and report it.

### **Definition**

Vulnerable adults are people who are over 18 years of age and are getting or may need help and services to live in the community. Vulnerable adults may be unable to take care of themselves and unable to protect themselves from harm or exploitation by other people.

### **Abuse can include:**

- physical,
- financial,
- material,
- sexual,
- psychological,
- discriminatory,
- emotional abuse
- neglect.

Abuse can take place in any setting, public or private, and can be perpetuated by anyone.

### **Rights & Responsibilities:**

#### **Responsibilities of Campbell Park Community Council:**

- To ensure councillors, staff and volunteers are aware of vulnerable adult's need for protection
- To notify the appropriate agencies if abuse is identified or suspected
- To support and where possible secure the safety of individuals and ensure that all referrals to services have full information in relation to identified risk and vulnerability
- To Criminal Records Board (CRB) check volunteers that have access to or work with Vulnerable Adults

#### **Responsibilities of councillors, staff and volunteers:**

- To be familiar with the vulnerable adult protection policy
- To take appropriate action in line with the policy of Campbell Park Community Council
- To declare any existing or subsequent convictions.

### **Support for those who report abuse**

All those making a complaint or allegation or expressing concern, whether they are councillors, staff, volunteers and/or service users and/or carers and/or members of the general public should be reassured that:

- They will be taken seriously
- Their comments will usually be treated confidentially, but their concerns may be shared with the appropriate authorities if they or others are at significant risk

**The Vulnerable Adult has the right:**

- To be made aware of this policy
- To have alleged incidents recognised and taken seriously
- To receive fair and respectful treatment throughout
- To be involved in any process as appropriate
- To receive information about the outcome

**REPORTING**

All allegations of abuse will immediately be reported to the ASCAT [Adult Social Care Access Team] at Milton Keynes City Council who will investigate and take appropriate action. The team can be contacted in a number of ways:

**Address:** Milton Keynes Council Civic Offices, 1 Saxon Gate East, Central Milton Keynes, MK9 3EJ

**Tel:** 01908 253772

**Fax:** 01908 253185

**Textphone:** 07957 150983 (*for people who are hard of hearing or have communication difficulties only*).

**Email:** [ascat@milton-keynes.gov.uk](mailto:ascat@milton-keynes.gov.uk).

**Or** by completing the on-line form that can be found at: <https://onlineservices.milton-keynes.gov.uk/formServiceNoAuth/secure/GetForm?formID=STP0287A>



# **PHOTOGRAPHY & FILMING POLICY**

Adopted by Council on

XXXXX



## **The purpose and scope of this policy statement**

Campbell Park Community Council (CPCC) works with children and families as part of its activities. The purpose of this policy statement is to:

- protect children and young people who take part in CPCC's services, events and activities, specifically those where photographs and videos may be taken
- set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- to ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.

This policy statement applies to all staff, volunteers and other adults associated with Campbell Park Community Council.

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

We recognise that:

- sharing photographs and films of our activities can help us celebrate the successes and achievements of our residents, provide a record of our activities and raise awareness of our organisation
- the welfare of the children and young people taking part in our activities is paramount
- children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online.

More information can be found at [www.learning.nspcc.org.uk/online-safety/photographing-filming-children](http://www.learning.nspcc.org.uk/online-safety/photographing-filming-children)

We will seek to keep children and young people safe by:

- displaying notices at our venues where photographs may be taken
- always asking for consent from a child and their parents or carers before taking and using a child's image
- always explaining what images will be used for
- making individuals aware how they will be stored and what potential risks are associated with sharing images of children and making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)

- never publishing personal information about individual children
- making sure images are securely stored and held in line with our Data Protection & Privacy Policy
- reducing the risk of images being copied and used inappropriately by:
  - only using images of children in appropriate clothing (including safety wear if necessary)
  - avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused
  - using images that positively reflect young people's involvement in the activity.

We will report the abuse or misuse of images of children in line with our safeguarding and vulnerable persons policy. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

### **Photography and/or filming for personal use**

When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will display guidance at the venue about image sharing. This will include:

- reminding parents, carers and children that they need to give verbal consent for Campbell Park Community Council to take and use their images
- asking for photos taken during the event not to be shared on social media or asking people to gain permission from children, their parents and carers before sharing photographs and videos that include them
- recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

### **Photography and/or filming for Campbell Park Community Council's use**

If we have a photographer for one of our events, we will seek to keep children and young people safe by:

- providing the photographer with a clear brief about appropriate content and behaviour
- ensuring the photographer wears identification at all times
- informing children, their parents and carers that a photographer will be at the event and ensuring they give consent to images which feature their child being taken and shared
- not allowing the photographer to have unsupervised access to children
- reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

### **Photography and/or filming for wider use**

If people such as local journalists, professional photographers (not hired by CPCC) or individuals wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance.

They should provide:

- the name and address of the person using the camera
- the names of event/venue/persons/children they wish to take images of (if possible)

- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

Campbell Park Community Council will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from any individuals who are the intended subjects of the images and their parents, where applicable, and inform the photographer of anyone who does not give consent.

We will ensure any photographer authorised by Campbell Park Community Council is easily identifiable, by issuing them with Event Photographer identification badge.

If Campbell Park Community Council is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our safeguarding procedures.

### **If consent to take photographs is not given**

If children, parents and/or carers do not consent to photographs being taken, we will respect their wishes. We will agree how they would like to be identified so the photographer knows not to take pictures of them, and ensure this is done in a way that does not single out the child or make them feel isolated.

We will never exclude a child from an activity because we do not have consent to take their photograph.

### **Storing images**

We will store photographs and videos of children securely, in accordance with our Safeguarding and Vulnerable Persons Policy and our Data Protection & Privacy Policy

Campbell Park Community Council does not permit staff, Councillors or volunteers to use any personal equipment to take photos and recordings of children. Only cameras or devices belonging to Campbell Park Community Council should be used.

### **Related policies and procedures**

This policy statement should be read alongside our organisational policies and procedures, including:

- Safeguarding and vulnerable persons policy
- Data Protection & Privacy
- Code of conduct
- Staff Handbook