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**Meeting of the**

**COMMUNITY & COMMUNICATIONS COMMITTEE**

**AGENDA**

**Tuesday 23 July 2024**

**6:30pm**

**Springfield Centre, Springfield Boulevard, Springfield**

Committee Members:

Cllr L Adura

Cllr O Cole

Cllr P Halton-Davis

Cllr K Kavarana (Chair)

Cllr C Odunewu

Cllr B Barton

Cllr V Dixon

Cllr J Howard

Cllr D Kendrick

Cllr M Petchey



# AGENDA

## 1. To Receive

Apologies for Absence  
Declarations of Interest  
Members of the Public Present

## 2. Minutes of the previous meeting

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The Committee are invited to approve the minutes of the meeting held on 29 May 2024, previously circulated and therefore taken as read.

## 3. Public Involvement – Deputations, Petitions and Questions

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

## 4. Grants

None

## 5. Communications - Programme & Priorities 2024/25

### i. Communications Strategy

#### a. Social media reach data

Committee are invited to note that our engagement on Facebook and Instagram is improving, driven by an increased number of posts and raising of our profile. The data for last 90 days vs 90 days prior shows an increase of reach on Facebook up 98% and 20.4% on Instagram.

In the last month, although visits to our Facebook page were down 8.1%, visits to our Instagram profile were up 447.1% with a 133.3% increase in follows. Our Facebook page also increased 100% in follows in the same period.

### ii. New website

Committee are invited to note that the new CPCC website was successfully launched on 30 May. Officers are continuing to carry out edits and add new content where necessary. The functionality of the website, from an admin perspective, is much improved and the website providers are very responsive to any requests submitted.

## 6. Community Projects - Programme & Priorities 2024/25

### i. Donation towards the Summer Play Sessions

Committee are invited to note that a donation of £338 has been received from the Cricketers pub, from their community fundraising, towards the cost of one of the summer play sessions on Oldbrook Green. The donation will be acknowledged in the August edition of Homeground and on social media.

### ii. Play Area Improvements – MKCC Community Infrastructure Fund 2025-26 (min 131/23)

Further to the Committees resolution to make an application to the CIF fund for play area improvements, the Committee Clerk and Estates Manager have met with the MKCC Officer responsible for play areas to discuss a proposal. Committee are invited to note that any applications for improving MKCC owned play areas must have prior involvement and approval of this MKCC Officer. Committee are invited to consider a report from MK City Council on the condition of the Fishermead play areas. This report makes recommendations on play areas requiring improvements as well as proposing the

removal of some play areas where the equipment is in poor condition and offers little play value. The content of this report would form the basis of the application to the Community Infrastructure Fund 2025/26, with funding used to support improvements should the application be successful.

iii. **Fancy Dress Tea Party** (min. C&C 83/23)

Committee are invited to receive a verbal report on the arrangements for the Children's Fancy Dress Tea Party on 26 October at the Springfield Centre. Committee members are invited to confirm their availability to support the running of the event.

**7. Homeground**

- i. Committee are invited to consider the proof of the August edition of Homeground magazine.
- ii. Committee are invited to consider items for inclusion in the November edition of Homeground.

**8. Projects – Committee Budget 2025/26, 2026/27, 2027/28, 2028/29 & 2029/30\*\* Page 9**

The Committee is invited to note that project proposals for the next five years need to be submitted in October 2024. All project proposals must comply with the Project Policy, be detailed on a Project Request Form (**including full costings and breakdown of expenditure**).

Completed project proposals will be considered at the October Committee meeting, where projects will be prioritised.

\*\*Project Proposals are not required if there is an existing budget cost code – all cost codes will be reviewed as part of the annual Council budget process.

**9. Date of Next Meeting**

Tuesday 22 October 2024.

**BY ORDER OF THE COUNCIL**

***T Jones***

**Community Officer/Committee Clerk**

**17 July 2024**

**Minutes of the Community & Communications Committee  
held on Wednesday 29 May 2024  
commencing at 6.30pm  
at the Springfield Centre, Springfield Boulevard, Springfield**

**This meeting was open to the Public**

**Members Present**

Cllr L Adura

Cllr O Cole

Cllr P Halton-Davis

Cllr D Kendrick

Cllr B Barton

Cllr V Dixon

Cllr K Kavarana (Chair)

Cllr M Petchey

**In attendance**

T Jones, Community Officer/Committee Clerk

**01/24**

**Apologies for Absence**

Cllr J Howard – family commitment

Cllr C Odunewu – work commitment

**02/24**

**Declarations of Interest**

Cllr Petchey and Kendrick item 6ii – Trustees of Trinity Centre

**03/24**

**Members of the Public Present**

None

**04/24**

**Appointment of Vice Chairperson**

The Committee resolved to elect Cllr Barton as Vice Chairperson to May 2025.

**05/24**

**Appointment of Lead Members**

Committee resolved to appoint Cllr Halton-Davis as Lead Member for Schools to May 2025– with a remit to liaise with the schools.

**06/24**

**Minutes of the previous meeting**

The Committee approved the minutes of the meeting held on 23 April 2024, previously circulated and therefore taken as read.

**07/24 Public Involvement – Deputations, Petitions and Questions**

None

**08/24 Grants**

Committee resolved that up to date budget information should be provided within the Agenda to aid the consideration of grant applications.

- i. **MGB Community Services** (Grant Application 004/24-25/Sect 137)  
Committee considered an application from MGB Community Services for £1000.00 towards the cost of delivering the Community Breakfast Club in Fishermead and resolved to award the grant in full.
- ii. **Fishermead Trinity Centre** (Grant Application 005/24-25/Sect 137)  
Committee considered an application from Fishermead Trinity Centre for £1000.00 towards the cost of repairs to the courtyard paving to enable community use of this area and resolved to award the grant in full.

Cllrs Kendrick and Petchey withdrew from the meeting during the course of this item.

- iii. **RSPCA Milton Keynes & North Bucks Branch** (Grant Application 006/23-24)  
Committee noted the Grant Evaluation form received from RSPCA MK & North Bucks branch following their grant award in July 2023, towards the cost of "Interventions" - trapping, rehabilitating, rehoming stray cats & neutering and welfare of cats & kitten within the Parish.
- iv. **Frequency of consideration of Grant Applications – Report C&C/001/24**  
Committee considered and resolved to accept the recommendation and revise the grant funding process to change the assessment of all grant applications to quarterly (April, July, October & January). Committee resolved that the change of process should be communicated to regular applicants, within the Homeground and on the website.
- v. **Review of Grant Application Form**  
Committee reviewed the Grant Application form and resolved that amendments should be made to reflect the change to quarterly assessment process, to indicate that further information about the project (Question 9) is can be supplied on an additional sheet and to include an additional question in line with the CPCC Climate Emergency Action Plan. All handwritten applications to be completed in black pen.

**09/24 Communications Programme & Priorities 2024/25**

- i. Communications Strategy - Committee received an update on the progress with the actions within the Community Hub Communications Plan noting that actions are on track and the timelapse camera will be installed very soon. Social Media reach is increasing, with further data to be reported at the next meeting.

- ii. New website – Committee received an update on the launch of the new website noting that this was expected in the next couple of days and all Councillors would be advised by email when it was live.
- iii. Committee considered purchasing CPCC branded flags to be used to draw attention to CPCC events. Committee considered an officer recommendation to purchase 4 flags with both a ground stake and weighted base options at a cost of £692.35 plus design fee (approx. £75 depending on complexity of design) and resolved to accept the recommendation.

## **10/24 Community Projects - Programme & Priorities 2024/25**

- i. **Youth Work Packages** (min 129/23 ii)  
Committee noted the update received on the current status and future plans of Springfield Initiative Youth Club.
- ii. **Springfield Community Picnic** (min. 6iv.c)  
Committee noted that MK City Council have approved the application to use their land at the play area off Falcon Avenue for the community picnic on Saturday 17<sup>th</sup> August, with Cllr Cole providing a further update on the organisation of the event. Committee supported the request to allow a small budget for the purchase of refreshments.

## **11/24 Homeground**

- i. Committee considered feedback received following the distribution of the May edition of Homeground magazine, noting that an Oldbrook resident had written a letter requesting more activities and events in Oldbrook.
- ii. Committee considered the draft content list for the August edition of Homeground magazine resolving to include a series of ‘spotlights’ on each estate providing information specifically about these local areas, details of the new MP following the general election, Springfield picnic advert, Buckingham Palace Garden party, home security advice for the summer, MKCC Report It – encourage sign up and reporting issues, success of paving repairs outside Co-op in Fishermead, reporting of wheelie bin non-collection/return – details on process and Suez fine. Front cover ideas included, picnic advert, activity pack contents or collage of school photos.
- iii. Committee reviewed and resolved to maintain the current criteria and rates for advertising in Homeground.

## **12 /24 Date of Next Meeting**

Tuesday 23 July 2024





# BUDGET REQUEST FORM

## COMMITTEE PROJECTS FOR 2025/26, 2026/27, 2027/28, 2028/29 & 2029/30

Committees must: (1) Complete one form per project

(2) Prioritise their projects in order of importance

Committee Name:

Project Title:

Does this project deliver on the budget spending priorities as identified by residents in the Budget/Precept Level Consultation? Yes No (tick one)

Project Year: (tick all applicable)

2025/26

2026/27

2027/28

2028/29

2029/30

Project Location: (tick all applicable)

Fishermead

Oldbrook

Springfield

Willen

Woolstone

Start Date:

Duration of Project:

Give a brief description of project proposal for the next 5 years, commencing 2025/26 and the benefit to CPCC. Attach further information sheets if required.

Please list a breakdown of expenditure for the project for which you are applying, this may include contractor costs, materials costs, venue hire, advertising/publicity, etc

For multi-year projects, please break down costs per year.

CPCC Staff time – will your project involve staff time YES / NO

If YES, how many hours

Item	Detail	Cost £	Quotes Enclosed Yes / No
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**Total Cost of Project: £**

**CPCC Funding Required: £**

**External Funding if Required: £**

**Completed forms to be submitted to the RFO as soon as possible but no later than Friday 25 October 2024.**

**Project approved/not approved by Committee for Council consideration**

**Date:..... Minute No: .....**

\*\* Project Proposals are not required if there is an existing budget cost code – all cost codes will be reviewed as part of the annual Council budget process.

<p><b>For Committee use only, all approved proposals require prioritisation</b></p> <p><b>Priority ..... of ..... (eg Priority 1 of 4)</b></p>
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