

YOU ARE HEREBY SUMMONED TO A MEETING OF COUNCIL

to be held at the

Oldbrook Centre, Oldbrook Boulevard, Oldbrook

**Tuesday 15 October 2024
at 7.30pm**

AGENDA

Members

Cllr L Adura
Cllr B Barton
Cllr O Cole
Cllr V Dixon
Cllr T Fraser
Cllr R Golding (Vice Chair)
Cllr B Greenwood (Chair)
Cllr P Halton-Davis
Cllr J Hearnshaw

Cllr J Howard
Cllr H Kakei
Cllr K Kavarana
Cllr D Kendrick
Cllr K Kent
Cllr C Odunewu
Cllr D Pafford
Cllr M Petchey

MEETING PROTOCOL

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

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

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

AGENDA

1. **To receive:**
Apologies for Absence
Declarations of Interest
2. **Minutes of the Meeting of Council held on 17 September 2024** *Page 7*
To approve the minutes of the meeting of Council held on 17 September 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. **Chair’s Report**
Council is invited to receive a verbal report from the Chair.
5. **Clerk’s Report**
Council is invited to receive a verbal report from the Clerk.
6. **Ward Member Reports**
 - i. Council is invited to receive any verbal Ward Member Reports.
 - ii. Council is invited to note that no written reports have been received.
7. **To receive draft minutes (including recommendations) from Committees. Any Member questions arising from matters detailed in the minutes to be raised under the relevant Committee**
 - a. **Minutes of the Planning, Infrastructure & Transport Committee**
Chair: Cllr B Greenwood *Page 13*
Council is invited to receive the minutes.
 - b. **Minutes of the Estates Committee** *Page 17*
Chair: Cllr R Golding
Council is invited to receive the minutes.
8. **Community Hub – Working Group Update** *Pages 19 - 43*
Council is invited to receive a verbal report from the Working Group on their progression of the Community Hub project including:
 - Post Contract Working Group minutes no.7
 - Contractors Report no.8

- Updated Project Programme
- Financial Statement Nr 3 as provided by Currie & Brown

i. **Community Hub Café – Expression of Interest: Café Operator**

Council is invited to note that interviews with the two community interest companies remaining in the process will be held on 24 October with a report and recommendation from the Working Group to be submitted for consideration at the November meeting of Council.

ii. **Charitable Trust Creation**

Council is invited to receive a verbal update from the Clerk on the initial discussion with Wellers Hedley Solicitors pertaining to the creation of a charitable trust associated with the management of the Community Hub. Discussion included the creation of charitable trust with the Community Council acting as sole managing trustee. With further options discussed including the Community Council leasing the Community Hub to the charitable trust to maximise business rate relief, and the possibility of the charitable trust sub-leasing part of the Community Hub to the café operator.

iii. **Public Works Loan Board (PWLB) Drawdown Facility**

The borrowing approval currently in place for the construction of the Community Hub is for an amount not exceeding £2,000,000. The approval expires in March 2025. Council is invited to consider and note the following:

- First tranche of borrowing to be drawdown on or after 01.11.2024
- First tranche of borrowing to be up to £1,000,000 dependant on the associated Community Hub construction expenditure
- Subsequent/final tranches of borrowing to be drawdown no later than March 2025.
- Borrowing repayments to commence in May 2025 and will be six-monthly thereafter. Different tranches of borrowing can be aligned to the same repayment date and will be coterminous.
- Drawdown forms to be signed by the Chair of Council and the Responsible Financial Officer, with the details reported to Council

9. **Sport England Place Expansion Investment**

Fishermead and Eaglestone Medium Super Output Area (MSOA) includes over half of Fishermead and a small westerly section of Springfield. The MSOA is one of those identified nationally for potential Sport England investment. A second MSOA in Milton Keynes covering Stacey Bushes and Fullers Slade has also been identified for potential investment. Successful areas will initially receive a development award to build resources, with a full award following during the fulfilment phase.

At this point the associated details are limited, with Council invited to confirm its interest in being part of the initial stages of the process and responding to requests for information from the local bid board.

10. Community Council Annual Insurance Policy Renewal

Council is invited to note that, as per the agreed scheme of delegation, the annual insurance has been renewed as a 3-year long term agreement with Zurich Insurance : £6,530.39 p.a.(including IPT).

11. Appointments to Committees

Council is invited to note that Cllr Adura has stepped down from the Planning, Infrastructure & Transport and Finance, Administration & Policy committees.

Council is invited to consider Councillor requests that they be appointed to the following Committees:

Cllr John Hearnshaw - Planning, Infrastructure & Transport and Estates.
Cllr Karl Kavarana - Finance, Administration & Policy.

12. County Association Facilitated Training and Future Visioning Session

Council is invited to note that the confirmed date for the session is Saturday 16 November. The session will be held at the Oldbrook Centre and will start at 10am, we plan to finish by 3.30pm.

If you have not responded to the email from the Deputy Clerk, please can you confirm your attendance as soon as possible.

13. Dates of Future Committee & Working Group Meetings

Community & Communications – 22 October at 6.30pm
Planning – 4 November at 6.30pm
Personnel – 5 November at 6.30pm
Estates – 12 November at 6.30pm
Climate Emergency Working Group – 19 November at 6.30pm

14. Date of Next Meeting

Tuesday 19 November 2024 at 7.30pm

BY ORDER OF THE COUNCIL

Dominic Warner

**D Warner, Clerk to Council
10 October 2024**

**Minutes of the meeting of Council held on
Tuesday 17 September 2024, 7.30pm
at the
Oldbrook Centre, Oldbrook Boulevard, Oldbrook**

This meeting was open to the public

Members Present

Cllr L Adura	Cllr J Howard
Cllr B Barton	Cllr H Kakei – arrived 7.34pm
Cllr O Cole	Cllr K Kavarana
Cllr V Dixon	Cllr D Kendrick
Cllr B Greenwood (Chair)	Cllr K Kent
Cllr J Hearnshaw	Cllr M Petchey

In Attendance

D Warner, Clerk to Council

75/24

Apologies for Absence

Cllr T Fraser – personal circumstances
Cllr R Golding – personal commitment
Cllr C Odunewu – personal circumstances
Cllr D Pafford - unwell

76/24

Declarations of Interest

None

77/24

To approve the minutes of the meeting of Council held on 16 July 2024, previously circulated and therefore taken as read.

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

78/24

Public Involvement – Deputations, Petitions and Questions

None

One member of the public was present.

Signed.....Chair

.....Date

Council

September 2024

79/24

Chair's Report

The Chair reported on his attendance at the Springfield Picnic event which had been very successful, extending a vote of thanks to Cllr Cole for organising the event.

80/24

Clerk's Report

The Clerk reported that, ●The distribution of the annual Council consultation would commence this week, with a change of format designed to enable residents to influence the upcoming Council visioning day and the resulting long-term plan. ●That a successful application had been made for £3,105 linked to a historic S106 agreement for Oldbrook Green. ●Members should report all landscape enquiries as per the Estates Officer email of 16.08.24. ●MKCC will be establishing a Forest Garden initiative in Fishermead on an area of their land, details to follow in due course. ●MKCC are in the process of evaluating options for Shared Prosperity Fund public realm investment in the four estates either side of the City centre, including Fishermead and Oldbrook, details to follow in due course.

81/24

Conclusion of Audit 2023/24

Council formally received and noted the Notice of Conclusion of Audit 2023/24 as prepared by PKF Littlejohn. Council further noted that no action or follow up is required resulting from the audit, with a vote of thanks recorded for the Officers involved.

82/24

Ward Member Reports

- i. Council received the following verbal Ward Member Reports:

Cllr Barton – another accident had occurred on the junction of Strudwick Drive/H7 resulting in a road closure, the date of the accident to be confirmed with the Clerk.

Cllr Kavarana – thanked Cllr Cole for organising the successful Springfield Picnic event and seaside trips (Fishermead and Springfield residents) and reported on his involvement at the Springfield Council Coffee Morning.

Cllr Dixon – commented on the success of the Council seated exercise sessions at Willen, further reporting that the No.1 bus service had been removed from Willen again, and that she is making associated enquiries.

Cllr Howard – commented on the work carried out recently by the Council landscape team in Woolstone which had left the area looking good.

Cllr Kent – commented on young men gathering in her street, she was being assisted by a neighbour in addressing the matter.

Signed.....Chair

.....Date

Council

September 2024

Cllr Cole – reported on the successful Springfield Picnic event which had been well attended and enjoyed, thanking everyone who helped with the event. She went on to give details of the (third) seaside trip. Lastly, she reported dog fouling on the Red way in both Fishermead and Springfield.

- ii. Council noted that no written reports had been received.

83/24 To receive draft minutes (including recommendations) from Committees. Any Member questions arising from matters detailed in the minutes to be raised under the relevant Committee

a. Minutes of the Community & Communications Committee

Chair: Cllr K Kavarana

Council received the minutes.

b. Minutes of the Planning, Infrastructure & Transport Committee

Minutes Chair: Cllr B Greenwood

Council received the minutes (12 August and 9 September) noting the following item

**i. Draft minute 25/24 (i) General Consultations
MK City Plan 2050**

Consultation in relation to the new MK City Plan 2050, will run for 12 weeks until 9th October. The consultation documents are on the MKCC website: www.milton-keynes.gov.uk/city-plan.

Committee resolved that this consultation should be drawn to the attention of Council, with all Councillors encouraged to attend the drop-in session and/or submit comments to MK City Council.

There is a drop in at MK Christian Centre, Oldbrook on Wednesday 18 September, 9:30am-4:30pm

c. Minutes of the Personnel Committee – see agenda item no. 15

Council received the minutes, see Minute No. 90/24 in relation to ratification item.

d. Minutes of the Finance, Administration & Policy Committee

Council received the minutes, ratifying items i, ii, and iii.

i. Draft Minute 20/24 Review Code of Conduct

Committee reviewed the Code of Conduct and resolved to make a recommendation to adopt the reviewed policy to Council.

Signed.....Chair

.....Date

Council

September 2024

ii. **Draft Minute 21/24 Review of Financial Regulations**

Committee reviewed the Financial Regulations and resolved to make a recommendation to Council to adopt the revised Financial Regulations.

iii. **Draft Minute 25/24 Increase of Earmarked Reserve for New Hub**

Committee received a recommendation from the Responsible Financial Officer and resolved to recommend to Council, increasing the earmarking for the new hub by £500,000.00 to cover the agreed expenditure on the hub.

e. **Minutes of the Estates Committee**

Chair: Cllr R Golding

Council received the minutes, ratifying items i and ii.

i. **Draft Minute 36/24 (i) Council Allotments**

Annual Rent Review – 2025/26

The Committee reviewed the allotment rent levels for 2025/26. Based on the most recent Consumer Prices Index rate of 2.2% (published 14 August 2024), Committee resolved to recommend to Council that rents for 2025/26 be increased from 52.0 pence to 53.0 pence per metre (rounded down figure).

ii. **Draft Minute 43/24 Springfield Centre Disabled Parking Bay Provision – see agenda item 16** (Minute No. 91/24)

84/24 Community Council Annual Insurance Policy Renewal

Council noted that the Community Council general insurance policy with Zurich expires on 30 September 2024. Council then received and noted the associated tabled report from the Clerk to Council relating to the renewal. Council resolved to make delegated arrangements for the Clerk to Council (in consultation with the RFO), the Chair of Council and the Chair of the Finance, Administration and Policy Committee to ensure appropriate insurance cover is in place by 1 October 2024. The delegation arrangements to include the acceptance of the Gallagher proposal if no alternative proposals are received by 20 September 2024.

85/24 Community Hub – Working Group Update

Council received a verbal report from the Working Group on their progression of the Community Hub project including:

- Post Contract Working Group minutes 04, 05 & 06
- Contractors Report no. 6 & 7
- Updated Project Programme
- Financial Statement Nr 2.

The Clerk to Council reported that the project is currently 3-weeks behind due to the reasons detailed in the contractor reports and Working Group minutes, with the contractor currently reporting that it would not be possible to mitigate the

Signed.....Chair

.....Date

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delay - revised completion date, February 2025. The Clerk to Council went on to talk to the tabled final account projection produced by Currie & Brown which detailed an anticipated construction cost of £2,569,763, which is less than the Currie & Brown Pre-Tender Estimate as agreed at October 2023 Council. The Clerk to Council concluded by reporting that it was the recommendation of the Community Hub Working Group that value engineering of the project is not pursued at this point.

Cllr Howard reported on his recent site visit which he had found beneficial and asked that the Clerk to Council make a similar arrangement for all Councillors to visit the site. Cllr Howard then spoke to the Working Group recommendation of not pursuing value engineering, explaining that the opportunity to do so was reducing as the project progressed, and that the recommendation was on the basis that any value engineering would lead to compromises on the delivery of the project and the function of the Community Hub.

Based on the above, Council resolved not to pursue value engineering of the project. It further agreed to the increased utility connection charges (electrical mains supply and Openreach) detailed in the final account projection.

- i. **Community Hub Café – Expression of Interest: Café Operator –**
Council received an update on the expression of interest process, with the Clerk to Council confirming that two submissions from community interest companies had been received, with the two charities previously involved in the process not making submissions. The submissions are currently being validated for completeness and compliance, with a further report to be made in due course.
- ii. **Charitable Trust Creation**
Council considered and accepted a fee proposal of £400 + VAT from Wellers Hedley Solicitors for initial professional advice pertaining to the creation of a charitable trust associated with the management of the Community Hub. A full fee proposal to be submitted dependant on the outcome of the initial session. Council further agreed to the dialogue with Wellers Hedley expanding to include potential lease arrangements for the Community Hub café operator.

86/24 Local Council Tax Reduction Scheme (LCTRS) 2025/26
Council noted the anticipated reduction (-38%) in LCTRS levels for 2025/26. The reduction (which is subject to confirmation from Milton Keynes City Council) would see the 2025/26 level drop to £13,321 compared to £21,321 in 2024/25.

87/24 Appointments to Committees
Item deferred until the next meeting.

Signed.....Chair

.....Date

Council

September 2024

- 88/24 Councillor Vacancies**
Council noted that there are currently two vacancies, one in Willen and the other in Fishermead.
- 89/24 County Association Facilitated Training and Future Visioning Session**
Council noted that the confirmed date for the session is Saturday 16 November. All Members are requested to confirm their attendance with the Deputy Clerk.
- Confidential Item**
In view of the terms of Schedule 12A Local Government Act 1972, the following items* will be likely to disclose exempt information relating to establishment and contractual matters and Council is therefore invited to resolve that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 Section 1(2) the public and press be excluded.
***Items 15 & 16.**
- 90/24 Draft Minute 16/24 Staff Review**
Committee progressed the staff review by considering draft updated job descriptions for the Senior Caretaker, Caretaker and Landscape Operative, resolving to recommend them to Council for acceptance.
- Council resolved to accept the updated job descriptions for the Senior Caretaker, Caretaker and Landscape Operative as recommended by the Committee.
- 91/24 Draft Minute 43/24 Springfield Centre Disabled Parking Bay Provision – Report EO6/24**
Committee received and considered quotations for the provision of disabled parking bays at the Springfield Centre. Noting that the associated planning permission would expire in June 2025, and with all the quotations being more than the allocated budget, Committee resolved to recommend to Council that the project is not pursued based on it being unfeasible. The project to potentially be revisited at a later date.
- Council resolved to accept the Committee recommendation that the project is not pursued based on it being unfeasible. The project to potentially be revisited at a later date.
- 92/24 Dates of Future Committee & Working Group Meetings**
Planning – 7 October at 6.30pm
Estates – 8 October at 6.30pm
FSG Working Group – 15 October at 6.30pm
- 93/24 Date of Next Meeting**
Tuesday 15 October 2024 at 7.30pm

Signed.....Chair

.....Date

**The minutes of the Planning, Infrastructure & Transport Committee of
Campbell Park Community Council held on Monday 7 October 2024
at the Springfield Centre, Springfield Boulevard, Springfield
commencing at 6.30pm**

This meeting was open to the Public

Members Present

Cllr V Dixon

Cllr B Greenwood (Chair)

Cllr R Golding

Cllr K Kavarana

In attendance

T Jones, Community Officer/Committee Clerk

37/24

Apologies for Absence

Cllr P Halton-Davis - unwell

Committee noted that Cllr Adura had stood down from this Committee for health reasons.

38/24

Declarations of Interest

None

39/24

Members of the Public Present

1 member of the public present

40/24

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.

41/24

Public Involvement – Deputations, Petitions and Questions

None

42/24 Consultations – including any applications or consultations received after the publication of the Agenda that must be considered before the date of the next meeting. Any additional items that will be considered will be published on the day of the meeting on the Campbell Park Community Council website.

a. Planning Applications

None

Notifications:

i. 24/02000/CLUE

Proposal: Certificate of Lawfulness for existing use of property as a 3 bedroom House in Multiple Occupation (HMO - Use Class C4) At: 191 Oldbrook Boulevard Oldbrook Milton Keynes MK6 2QB

Deadline: n/a (received 12 September)

Planning Officer: Sonia James

Committee noted the proposal.

ii. 24/02027/CLUE

Proposal: Certificate of Lawfulness for existing use as an HMO (C4 - Houses in multiple occupation) At: 31 Polruan Place Fishermead Milton Keynes MK6 2ED

Deadline: n/a (received 13 September)

Planning Officer: Natalie Shafiroff

Committee noted the proposal.

Having noted the significant increase in CLUE applications for HiMO's, Cllr Greenwood proposed that a letter should be written to MK City Council raising concerns about this and to request that those unable provide robust evidence required for a CLUE should be directed to make a full planning application. It is of particular concern where these HiMO's have been licensed by MK Council for many years without planning permission in place. Committee supported this proposal.

b. Licensing

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

i. Street Trading Consent Boroughwide Renewal - MK Ices, KC19 KPP, Ref 167347

1 ice cream van to trade Boroughwide for the following times:

Current hours

Hours applied for

Monday to Sunday 15:00 to 18:00

Monday to Sunday 15:00 to 21:00

c. Update on Past Consultations

The Committee noted the outcome of the following applications.

Permitted:

- i. 24/01339/HOU - 8 Aldrich Drive Willen Milton Keynes MK15 9JH
- ii. 24/01621/HOU - 1 Padstow Avenue Fishermead Milton Keynes MK6 2EP
- iii. 24/01676/DISCON - Charlestown House Snowdon Drive Winterhill MK6 1BU
- iv. 24/01607/CLUP - 12 St Brides Close Springfield Milton Keynes, MK6 3EY

Refused:

None

d. Appeals

None

e. Planning Enforcement

The Committee received reports relating to Planning Enforcement.

43/24 General Consultations

i. Road Safety scheme H7 Chaffron Way/Phoenix Drive junction – consultation

This junction has a history of collisions and near misses involving right turn movements in and out of Phoenix Drive, Leadenhall.

The aim of the scheme is to provide a safer environment for vehicles travelling on the H7 Chaffron Way, and to provide a safer exit from Phoenix Drive. The signals will also improve the traffic flow particularly during peak periods.

Once MKCC have reviewed all the comments received during the consultation, they will either proceed with the proposals in full or make adjustments that may require further consultation.

As CPCC had asked MKCC to take action to address concerns about the frequency of accidents in this location, Committee welcomed MKCC's proposal and resolved to support the scheme.

Committee resolved to further request that consideration is given to marking a yellow box in the centre of the road, to ensure traffic doesn't back-up across the road, and also to look at the feasibility of making the left turning filter lane longer.

Committee additionally agreed that a letter should be sent to the schools and college in the vicinity to draw their attention to the consultation and request that they consider giving their support to the proposal.

The deadline for making comments on the consultation is 25 October 2024.

Committee further resolved that should this scheme be implemented, the impact on the other junctions on this stretch of the H7, particularly Strudwick Drive Oldbrook, would be closely monitored with any adverse effects immediately reported to MKCC for action.

44/24 Projects – Committee Budget 2025/26, 2026/27, 2027/28, 2028/29 & 2029/30**

The Committee is invited to note that no project proposals have been submitted.

45/24 Date of Next Meeting

Monday 4 November 2024 at 6:30pm

**Minutes of the meeting of the Estates Committee
held on Tuesday 8 October 2024 at 6.30pm
at the Springfield Centre, Springfield Boulevard, Springfield**

This meeting was open to the public

Members Present

Cllr R Golding (Chair)
Cllr B Greenwood
Cllr J Howard

Cllr K Kavarana
Cllr D Pafford

In Attendance

D Warner, Clerk to Council

45/24

Apologies for Absence

Cllr V Dixon – personal commitment
Cllr K Kent – personal commitment
Cllr M Petchey – personal commitment

46/24

Declarations of Interest

None

47/24

Members of the Public Present

Cllr J Hearnshaw

48/24

Minutes of the Meeting held on 10 September 2024

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

49/24

Public Involvement – Deputations, Petitions and Questions

None.

50/24

Projects – Committee Budget 2025/26, 2026/27, 2027/28, 2028/29 & 2029/30

Committee reviewed the submitted project proposals, recommending them to Council for progression and inclusion in the future budget**, the proposals were for the following:

- Springfield Centre Solar Panels* - 2025/26
- Woolstone Allotment Toilet Renewal – 2025/26
- Woolstone Allotment Footpath Resurfacing – 2026/27
- Landscape Depot Upgrade – 2026/27

*Project has previously been agreed by Council, submission is to cover future budget allocation only.

** All Committee project proposals to be considered at November Council, with a review of earmarked funding carried out at the same time.

51/24

Community Hub, Working Group Update and Recommendations

Committee received an update from the Working Group. Committee also received and considered the following:

- Contractors Report no. 8
- Progress Photos
- Updated Project Programme

The Clerk confirmed that Currie & Brown's most recent financial statement (Nr 3) had previously been circulated by email to all Councillors and would be included in the October Council pack for consideration, with financial statement (Nr 4) also being included if available. The Clerk went on to confirm the following increased cost of utility connections at the site: BT Openreach – additional £4,237 + VAT, National Grid – additional c£8,500 - subject to confirmation.

52/24

Potential Shared Prosperity Funding – Fishermead and Oldbrook Public Realm Assets

Committee received a verbal update from the Clerk on the use of Shared Prosperity Fund financial support to improve public realm assets located in Fishermead and Oldbrook. The work will include landscape transformation work at two Milton Keynes City Council play areas in Fishermead and upgrades to their play area located on Oldbrook Green.

53/24

Date of Next Meeting

Tuesday 12 November 2024 at 6.30pm



STENTON OBHI ARCHITECTS

3 Lakeview House, Bond Avenue, Bletchley, Milton Keynes, MK1 1FB .

e: soa@so-architects.co.uk, t: 01908 732100

07 - CPCC COMMUNITY HUB: POST CONTRACT WORKING GROUP MEETING MINUTES

Project: CPCC Community Hub, Springfield, Milton Keynes	
Project No: 06325	
Meeting Location: Springfield Centre, Springfield, Milton Keynes MK6 3NA	Date: 08.10.2024
Client: Campbell Park Community Council	Time: 1pm

Present:	Dominic Warner (CPCC)	- DW (Present for first half of meeting)
	Perri Sullivan (CPCC)	- PS
	Chris Hindson (CPCC)	- CH
	Tracey Jones (CPCC)	- TJ
	Ray Golding (CPCC)	- RG
	Brian Greenwood (CPCC)	- BG
	John Howard (CPCC)	- JH
	Nick Stenton (SOa)	- NS
Apologies:	Sophie Gibbens (CPCC)	- SG

Item		Actions
1.0	Introductions	
1.01	No formal introductions required, apologies as above.	
2.0	Minutes of Last Meeting/Matters Arising	
2.01	<p>Mtg 06 / 2.01 – Voids in the basement (former stairwell) that were infilled with rubble during the pub demolition.</p> <p>NS confirmed that MT of STA has inspected the void and recommended that the rubble needs to be removed. Price has been requested from S&B for removal work. STA to provide detail for permanently blocking up the door openings. STA provided revised drawings on 12th June. Cost info from S&B still pending.</p> <p><i>As an update NS confirmed that an initial cost for the clearance work, in the sum of £1500.00, had been advised by S&B and included in the final account cost projection</i></p> <p><i>NS to advise CPCC once final cost has been agreed between S&B and C&B</i></p>	NS (Ongoing Item)
2.02	<p>Mtg 06 / 2.02 - Tiling to splashback in the Staff Room</p> <p>The requirement was discussed, and it was agreed that CPCC would procure and store their preferred tiling (3m2 approx.) until required. S&B to install only</p>	CPCC (Ongoing Item)

2.03	<p>Mtg 06 / 2.03 - Internal Signage</p> <p>NS Confirmed that it had been agreed that the £5,000.00 Provisional Sum associated with the internal signage is to be omitted from the contract and CPCC are to procure the signage outside the contract</p>	
2.04	<p>Mtg 06 / 2.04 - External Signage</p> <p>NS Confirmed that it had been agreed that the £10,000.00 Provisional Sum associated with the external signage is to be omitted from the contract and CPCC are to procure the signage outside the contract</p>	
2.05	<p>Mtg 06 / 2.08 – Patio rebuilt (Costings)</p> <p>With reference to Patio rebuilt, DW noted that the latest design omitted the requirement for substructure work and wanted to ensure that element was excluded from the revised costings from S&B. NS to advise C&B to check this</p>	(Ongoing Item)
2.06	<p>Mtg 06 / 2.09 – Kitchen</p> <p>NS highlighted the importance of the coordination for junction between the steel cladding behind the cooking area and the PVC wall cladding to the rest of the walls.</p> <p>NS noted that CH has spoken to Countywide about the extractor splashback and hygienic wall cladding installation and sequencing. The stainless steel fabricator has recommended that they install the canopy and associated splashback to the wall first, with a joining strip on the edge of their installation for the hygienic cladding, as this will give a clean and tidy junction between the two elements. The key to ensure that the installation runs smoothly is for the stainless steel fabricator to survey the site as early as possible. CH is to liaise with TB directly to organise the survey visit.</p>	CH (Ongoing Item)
2.07	<p>Mtg 06 / 2.11 – Establishment of a plan / programme for the occupation and the move into the new Community Hub facility</p> <p>With reference to CPCC planning for deliveries to and occupation of the completed building whilst maintaining continuity of service, BG asked when S&B would be in a position to provide a more definitive completion date. NS advised that based on the current contract dates and the two week delay reported by S&B that the completion date would be 31st January 2025. However, NS noted that once the building was weather tight a more realistic timescale for completion should be able to be established and suggest the programme reported by S&B at the progress meeting on 7th November would provide a good, but not guaranteed indication of the actual completion date.</p> <p>The CPCC team agreed to commence the establishment of a plan / programme for the occupation and the move into the new Community Hub facility</p> <p><i>JH asked for an update on progress and DW confirmed that everything was in hand and noted the following –</i></p> <ul style="list-style-type: none"> - <i>An equipment audit has commenced</i> - <i>The transition period following completion would allow a phased moved between the buildings</i> - <i>That the lease position with MKCC was under review and it was on a three month rolling notice period. Contract completion needs to be established prior to formally giving notice</i> - <i>New furniture is to be ordered for new building due to condition and suitability of current furniture</i> 	CPCC (Ongoing Item)

2.08	<p>Mtg 06 / 4.01 – AOB – Site visit for JH</p> <p>JH confirmed that this had been arranged and facilitated by DW</p>	
2.09	<p>Mtg 06 / 4.03 – AOB - Updated 3D image for café</p> <p>With reference to the change of direction on the design aesthetic for the café, JH requested updated visual to illustrate the current design intentions. NS advised that new visualisation will be provided once the Servery design has been finalised</p> <p><i>With servery design now finalised SOA are to produce an update 3D image for the café</i></p>	<p>NS (Ongoing Item)</p>
3.0	Ongoing Issues	
3.01	<p>Progress</p> <p>NS advised that S&B were now reporting a 3-4 week delay to progress, with a completion date in February 2025</p> <p>S&B advised that it is unlikely that the delay would be recovered, but that they would continue to employ their best endeavours to mitigate the delay</p> <p>The additional delays were primarily attributed to weather with 3 days lost in the period to inclement weather and knock on affects due to the deep drainage work. It was also noted the situation was made worst by Anglian Water pumping water through the site on 1st October</p> <p>NS noted that the completion date was stated as February 2025 and noted that a 4 week delay would take the completion date to 14th February 2025</p>	
3.02	<p>M&E for Kitchen, Servery & Café areas</p> <p>NS confirmed that all design information was now completed and instructed, with the exception of the servery counter, which was imminent</p> <p>There was a discussion about the provision of the loose kitchen equipment and furniture. PS confirmed that she was liaising with the supplier (Countywide) in relation to the order, storage, delivery, etc</p>	
4.0	Any other business	
4.01	PS noted that she would be away and unavailable for the next meeting	
4.02	JH asked about the slope bank and retaining wall at the top end of the site, and whether there were any concerns regarding water run off from the slope. NS to refer to Stuart Thomas associates (STA) for a response	NS

4.03	<p>NS confirmed that it had been agreed that the £10,000.00 Provisional Sum for the 2no additional batteries link to the PV system was to be omitted form the contract.</p> <p>Until the building is in operation we don't know if the additional batteries will be required. Following monitoring for 12 months the installation of additional batteries could be considered. Separate funding may be available. Electrical infrastructure installed during the contract will allow for the battery provision to be extended if required</p> <p>RG requested that funding for the retrospective battery addition should be included in the CPCC 26/27 budget</p>	CPCC
4.04	<p>NS asked CH if he had reviewed that costs within the contract for seeding and turfing, thus allowing us to establish if its omission could represent a viable value engineering item for CPCC</p> <p>CH confirmed that he would review and advise accordingly</p>	CH
5.0	Dates of Next Meetings	
5.01	<p>Friday 8th November 2024 (1pm) Friday 6th December 2024 (1pm)</p> <p>All meeting to be held at the Springfield Centre</p>	
	<p>NOTE Any dissents from the Meeting Minutes to be notified in writing to SOA within 7 working days from the date of issue. Otherwise, these shall be deemed to be a true and accurate record of the meeting.</p>	

CONTRACTOR'S REPORT

Site: Campbell Park Community Hub

Date: 03/10/2024

Contract No: 2464

Report No: 8

by: C Spencer

1 Progress for works up to and including the 03/10/2024

Brief outline below: -

- **Construction period –**
- Roof structure to low level roof 100%.
- Stair tower roof structure 100%.
- Tiling to high- and low-level rear roofs 100%.
- Scaffold has been adapted for render.
- Patio rebuild masonry 90% complete.
- Block and beam installed to patio rebuild.

Works due to commence in next reporting period

- Roof structure to commence – front elevation.
- Solar panel installation due to complete early next week.
- Window installation due to commence next week.
- Render currently scheduled to commence 14/10/24
- Insulation and screed due to commence 10/10/24
- Intumescent paint to steel.

2 Summary

Reporting against the draft construction programme

Works are currently 3 – 4 weeks behind programme due to further delays owing to the recent weather conditions. Key areas affected include elements such as the deep drainage (unsafe ground conditions) and high-level stair tower roof (bonded system).

3 Contract completion date and Forecast Completion date

Original completion date – January 2025 as per programme

Forecast Completion date – **February 2025 – Currently under review.**

4 Weather

We have lost the following: -

- 3 days lost in period due to inclement weather, however due to volume of rain ground conditions are as such that further impact upon the deep drainage is ongoing. This situation was made worse by Anglia Water pumping water through the site on the 01/10/24.

Total to date = 12 days (report compiled to 01/10/24)

5 Architects Instructions and RFI's Logged

AI's. 25 no issued to date

6 Subcontractors Appointed to Date

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

7 Building Control

Building control have visited site and inspected foundation dig and concrete pour.
Drainage, block & beam and DPC have been inspected
Next visit – roof structure.

8 Quality control

No issues encountered in reporting period

9 Information Required

10 Health & Safety

Site inspection by SSUK undertaken – report attached

11 Progress Photos

As attached at end of report.

12 Services

- Electrical services – Date pencilled in by National Grid for November.
- Water services – Temporary supply installed. This can be converted to permanent later in the project.
- Revised costs awaited to extend route to avoid any wayleaves/easements.
- BT Openreach – Scheme registered, and drawing issued. The drawing needs amending, and this has been requested. They will duct up to the site boundary and we will install on site ducting to final position.

Lower rear roof tiling underway.

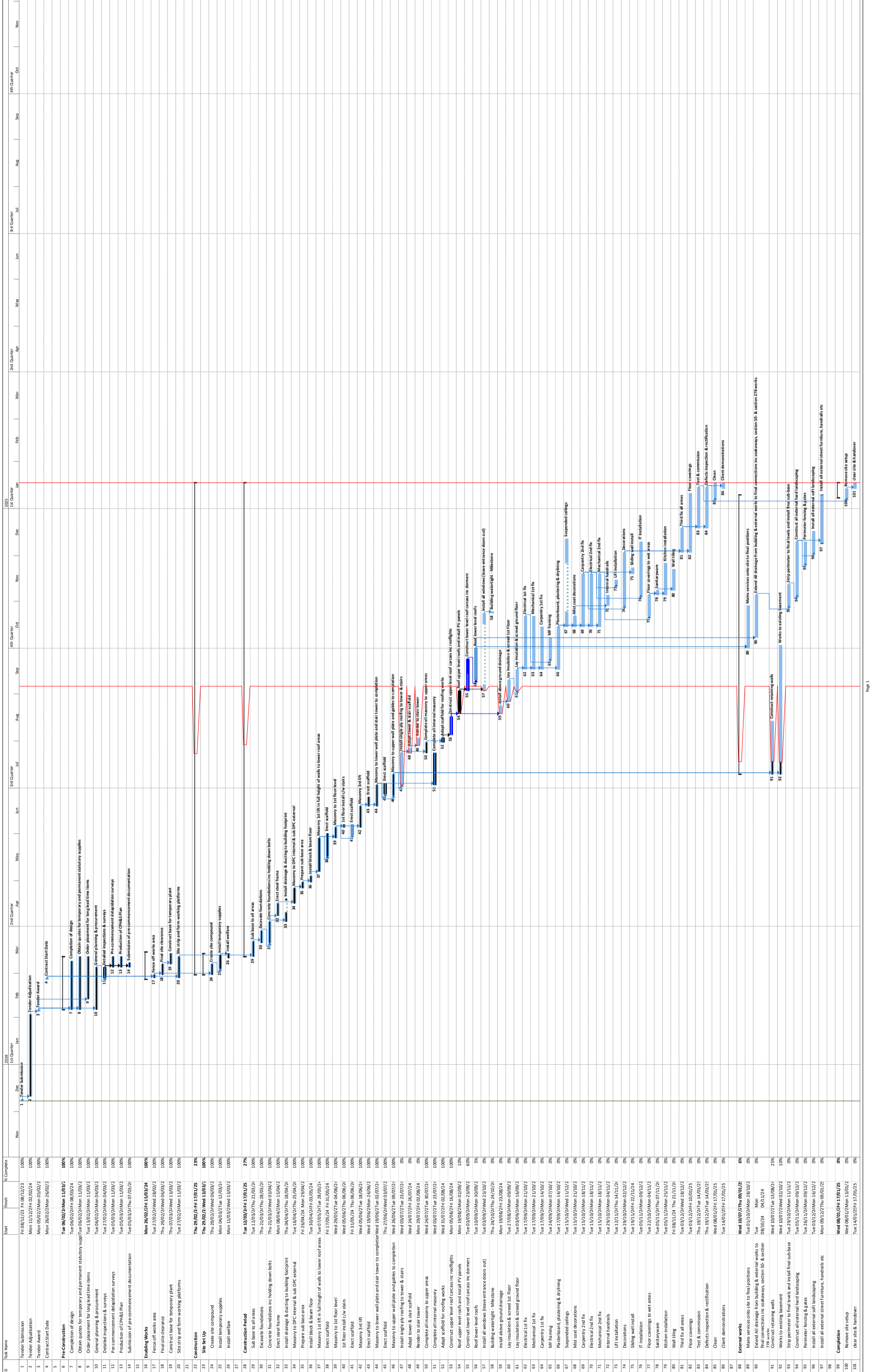


Flat roof insulation installation.



Solar Installed to high level roof.







Campbell Park Community Council

CPCC Community Hub

Financial Statement Nr 3

12 September 2024

Document Issue Sheet

Issue Nr	Document	Issue Date	Issued To	Prepared By	Reviewed By
1	Financial Statement Nr.1	10/07/2024	CPCC	VB	AF
2	Financial Statement Nr.2	08/08/2024	CPCC	VB	AF
3	Financial Statement Nr.3	12/09/2024	CPCC	VB	AF

Authorised By (Director):	Date
AF	12/09/2024

Contents

1.0	Introduction
1.1	Cost Changes in the Interim
2.0	Contract Particulars
3.0	Contract Summary
3.1	Financial Summary
3.2	Instructions
4.0	Cash Flow Forecast

1.0 Introduction

1. The following report is Financial Statement Nr.3 for CPCC Community Hub
2. The contract works comprise construction of a new Community Hub over a demolished pub
3. The Frame has been installed, the external brick work has been laid for the first floor and are working on the second floor at the moment.
4. To date there have been 25 Architects Instructions issued (as of 12 September 2024).
5. 7 valuations have been processed in the gross sum of £737,575.18
6. We are working in accordance with the JCT Standard Building Contract With Quantities, 2016 Edition. Utilising the Bill of Quantities

1.1 Cost Changes in the Interim

1. Cost changes in the interim period are as follows:

Previous Financial Statement Nr 2 total cost changes : £ 11,762.26

	OMIT		ADD	
Architects Instructions	£	128,240.00	£	133,404.48
Variations Submitted by S&B	£	-	£	68,460.63
Expected Variations	£	5,000.00	£	59,050.00
Contingency	£	74,100.00		
<hr/>				
Sub-total	£	207,340.00	£	260,915.11
				£ 53,575.11
				<hr/>
Total value of cost changes in Financial Statement Nr.3	£ 41,812.85			

2. Reasons for cost changes:

Architects Instructions:

Twenty-Five Architects Instructions have been issued to date.

Variations Submitted by S&B

There are still a few items which have not been agreed, these are all items in the Variations Submitted by S&B.

Adjustment to Provisional Sums:

There has been a omission of £40k for the non-hazardous Soil taken out and instructed.

There has been a omission of £5k for the window seals

There has been a omission of £50k for Kitchen Fit out Including M&E and added back £28,099.00 which has been quoted for however there will be additional work which needs to take place thus Estimates have been added to that quoted figure.

There has been a omission of £25K for Café Fit out Including M&E there has been some costs

Expected Variations:

There are still approximately £54,050 in for expected variations which have not yet been quoted however are expected to come forward.

2.0 Contract Particulars

Form of Contract:	JCT Standard Form Contract 2016
Contract sum:	£2,407,797.92
Contract dated:	13th February 2024
Employer:	Campbell Park Community Council
Main Contractor:	Steele & Bray
Contract commencement date:	26th February 2024
Contract completion date (all sections):	17th January 2025
Anticipated completion date:	TBC
Revised completion date:	TBC
Gross valuation to date (subject to agreement:	£737,575.18
Percentage of Contract Sum:	30.63%
Retention %:	3%
Retention held:	£22,127.26
Rate of Liquidated Damages: Per day	£300.00

3.1 Financial Summary

Contract Sum:				£2,407,797.92
		OMIT	ADD	
Architects Instructions	£	128,240.00	£	133,404.48
Variations Submitted by S&B	£	-	£	68,460.63
	£	128,240.00	£	201,865.11
			£	73,625.11
SUB TOTAL				£2,481,423.03
<i>Variations to be agreed</i>				
Expected Variations	£	5,000.00	£	59,050.00
	£	5,000.00	£	59,050.00
			£	54,050.00
ANTICIPATED CONSTRUCTION COST				£ 2,535,473.03
Contingencies				
Contract Included Contingencies	£	41,300.00		
Client Held Contingency	£	32,800.00		
	£	74,100.00	£	-
			-£	74,100.00
TOTAL ANTICIPATED CONSTRUCTION COST				£2,461,373.03

3.2 Change Summary

Tender Figure

	Omit	Add	Comments
Tender Figure		£ 2,304,660.00	
To Summary	£ -	£ 2,304,660.00	

Build Up to Contract Sum

1	EDPM Seals - Windows	£	5,000.00	PS
2	Water Mains	£	6,791.00	
3	Additional tarmac removal	£	3,086.60	
4	Additional lead flashings	£	2,000.00	PS
5	Stop ends to copings	£	300.00	
6	RWP adaptors	£	250.00	
7	Lift shaft/under stair walls	£	2,500.00	PS
8	White capping to skirting	£	51.80	
9	lift optional extras	£	1,271.00	
10	Soil Disposal	£	40,000.00	PS
	OHP	£	587.52	
	Contingency	£	33,000.00	
	Day works	£	8,300.00	

Contract Sum to Summary	£ -	£ 2,407,797.92
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Architect's Instructions

		Omit	Add	Comments
1	CONSTRUCTION ISSUE - ARCHITECTURAL INFORMATION CONSTRUCTION ISSUE – STRUCTURAL & CIVIL ENGINEERING DRAWINGS CONSTRUCTION ISSUE – STEEL FRAME CONNECTIONS CONSTRUCTION ISSUE – M&E INFORMATION	£ -	£ -	
2	CONFIRMATION: EPDM SEALS CONFIRMATION - EARLY SITE POSSESSION CONSTRUCTION ISSUE – BENDING SCHEDULES	£ -	£ -	
3	No Cost Impact	£ -	£ -	
4	No Cost Impact	£ -	£ -	
5	CONFIRMATION: TENDER CLARIFICATIONS DRAWING ISSUE: STENTON OBHI ARCHITECTS	£ -	£ -	

6	DRAWING ISSUE: STENTON OBHI ARCHITECTS DRAWING ISSUE: STUART THOMAS ASSOCIATES	£	-	£	-	
7	DRAWING ISSUE: STENTON OBHI ARCHITECTS DRAWING ISSUE: STUART THOMAS ASSOCIATES	£	-	£	-	
8	Architects Instruction 08- Issued 16/04/24- Demolition of Patio Structure	£	-	£	5,034.75	Agreed
9	Architects Instruction 09- Issued 17/04/24- Removal of Kerbs	£	-	£	2,701.13	Agreed
9	Architects Instruction 09- Issued 17/04/24- EO Breakout of Concrete (below Tarmac)	£	40,000.00	£	23,584.89	Agreed
10	No Cost Impact	£	-			
11	Architects Instruction 11- Issued 02/05/24- Incorrect Level to Bottom of B&B Void	£	-	£	952.69	Agreed
11	Architects Instruction 11- Issued 02/05/24- Remove & Dispose of Tree Stumps, Laurel & Green Waste	£	-	£	6,111.37	Agreed
12	Architects Instruction 12- Issued 08/05/24- Trial Holes to Gas Main	£	-	£	570.68	Agreed
12	Architects Instruction 12- Issued 08/05/24- Foul Drainage Investigation to Unidentified MH's	£	-	£	296.89	Agreed
13	Issued 15/05/24 - omission of Provisional Sum for EPDM External Windows & Doors	£	5,000.00	£	-	
13	Issued 15/05/24- Expend/ Add EPDM to External Doors & Windows			£	7,211.86	Being Reviewed by C&B
14	Issued 17/05/24/ No cost Impact	£	-	£	-	
15	Issued 24/05/24 Instrument Paint Change	£	8,240.00	£	-	Agreed
15	Issued 24/05/24- ESP Dwg 201 Mech. Schedule- Air Con. & Ventilation Equipment Update			£	8,891.40	Being Reviewed by C&B
16	Issued 30/05/24- Setting out BWIC- Grilles & Bat/ Bird Boxes	£	-	£	-	
16	Wraptite Tape to Cavity Wall Insulation	£	-	£	-	
16	Remove & Dispose of Pub Sign	£	-	£	-	
17	Removal of Dwarf Walls, Steps, Paving Slabs & Concrete Bases	£	-	£	7,458.66	Agreed
17	SOA Drawing Issue	£	-	£	-	
17	STA Drawing Issue	£	-	£	-	
18	Issued 18/06/24 / No cost change	£	-	£	-	
19	Concrete Blinding to Retaining Wall Foundation	£	-	£	2,678.24	Agreed
19	Concrete Obstruction in Ground	£	-	£	269.57	Agreed
19	Wraptite Tape to Cavity Wall Insulation	£	-	£	4,543.35	Agreed
20	Kitchen Fit out, including M&E	£	50,000.00	£	48,099.00	TBC
20	Café Fit out Cost Including M&E	£	25,000.00	£	15,000.00	TBC
21	Issues 16/08/2024					

- 22 Issues 27/08/2024
- 23 Issues 28/08/2024
- 24 Issues 29/08/2024
- 25 Issues 12/09/2024

	To Summary	£ 128,240.00		£ 133,404.48	
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Variations Submitted by S&B

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

	To Summary	£ -		£ 68,460.63	
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Expected Variation

		Omit		Add	Comments
1	Expected Extra for Demolition of Existing Patio Structure			£ -	No Longer Required
2	Rebuilding the Patio Structure			£ -	Superseded by SB06
3	Retaining Wall Infill & Works to SW Embankment			£ -	Superseded by SB05
4	Works to the lose wall behind the basement, Demolish Rebuild and tie into existing			£ 20,000.00	C&B Estimate
5	Additional SDB, SPB & SAH Ties			£ 5,000.00	C&B Estimate
6	3nr Electric Blinds to Rooflights/ M&E			£ 1,500.00	C&B Estimate
7	Adjustment to Intumescent Paint				Superseded by AI15
8	RL Dig & Cart Re-Measure	£	5,000.00	£ 12,500.00	S&B Estimate
9	CWI to Subs Incorrect BQ Description (Described as 50mm not 90mm)			£ 600.00	S&B Estimate
10	Roller Shutter to Community Larder			£ 3,200.00	S&B Estimate
11	Trespa Cladding Remeasure			£ 3,500.00	S&B Estimate
12	Non-Hazardous Muck uplift			£ 2,000.00	S&B Estimate
13	Water Barrier Pipe			£ 1,500.00	S&B Estimate
14	Clearing Stairway			£ 1,500.00	S&B Estimate
15	Unidentified Obstruction/Groundworks Standing Time			£ 2,500.00	S&B Estimate
16	Concrete Obstruction to Retaining Walls E&P			£ 750.00	S&B Estimate
17	Formwork to Retain Screed			£ 500.00	S&B Estimate

18	Additional Steel Missed from Steel Elevation Drawing	£	4,000.00	S&B Estimate
To Summary		£	5,000.00	£ 59,050.00

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

