

Meeting of the

COMMUNITY & COMMUNICATIONS COMMITTEE

AGENDA

Tuesday 26 November 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 M Petchey

Cllr B Barton

Cllr V Dixon

Cllr J Howard

Cllr D Kendrick

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 22 October 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

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- i. Committee are invited to note the Grant Evaluation received from Fishermead Trinity Centre following the grant award of £1000 in May 2024 towards the refurbishment of the patio area at the Centre for community use.

5. Communications - Programme & Priorities 2024/25

No updates

6. Community Projects - Programme & Priorities 2024/25

- i. **Review of Fancy Dress Tea Party**
Committee are invited to consider any feedback received and learning points from the event on Saturday 26 October.
- ii. **Childrens Christmas Party – Saturday 7 December**
Committee are invited to receive an update on the plans for the event.

7. Homeground

- i. Committee are invited to consider any feedback received following the publication of the November edition of the magazine.
- ii. Committee are invited to consider the draft content list for the February edition of Homeground magazine.

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8. Date of Next Meeting

Tuesday 28 January 2025.

BY ORDER OF THE COUNCIL

T Jones

Community Officer/Committee Clerk

**Minutes of the Community & Communications Committee
held on Tuesday 22 October 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 B Barton (arrived at 18:33)
Cllr O Cole	Cllr P Halton-Davis
Cllr J Howard	Cllr K Kavarana (Chair)
Cllr D Kendrick (arrived at 18:33)	Cllr M Petchey

In attendance

T Jones, Community Officer/Committee Clerk

25/24

Apologies for Absence

Cllr V Dixon - unwell

26/24

Declarations of Interest

Cllr Cole declared an interest in two grant applications being considered - Agenda Items 4iii and 4iv.

27/24

Members of the Public Present

Representatives of Willen Residents Association x 2 (Agenda Item 4i)
Representatives of The Free and the For x 2 (Agenda Item 4iv)
Representative of Action Speaks (Agenda Item 4iii)

The members of the public left on the conclusion of Agenda Item 4.

28/24

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.

29/24

Public Involvement – Deputations, Petitions and Questions

Members of the public spoke in relation to their respective grant applications.

Grants

Cllrs Barton and Kendrick arrived at the start of this item.

Cllr Cole spoke in relation to the grant application from Action Speaks CIC and The Free and the For and then left the meeting during the Committees deliberations and did not participate in the vote.

i. **Willen Residents Association** (Grant Application 006/24-25/Sect 137)

Committee considered an application from Willen Residents Association for a Start Up Grant of £1500.00 for their start-up costs, newsletters and pond project. Committee resolved that the grant be awarded in full and paid in 2 instalments. The first instalment being for £600, and the second instalment of £900 being released on receipt of a pond project plan, developed by Willen Residents Association having consulted with the CPCC Estates Manager. The project plan to be received by Monday 17 February 2025.

This recommendation to be considered at the November meeting of Council.

ii. **Grace Church MK** (Grant Application 007/24-25/Sect 137)

Committee considered an application from Grace Church MK for £1000.00 towards the cost of providing a 'Warm Place' session in Fishermead from November 2024 to March 2025. Committee resolved to award the grant in full.

This recommendation to be considered at the November meeting of Council.

iii. **Action Speaks CIC** (Grant Application 008/24-25/Sect 137)

Committee considered an application from Action Speaks CIC for £1000.00 towards the cost of delivering community activities and a community Christmas party in Fishermead.

Committee resolved to award the grant in full.

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

Committee considered an application from The Free and the For, for a Start Up Grant of £1000.00 towards the cost of 'The Table' project launch in Fishermead. The project encompasses eating together, learning about healthy eating, teaching cooking with a 'from the ground to the table' ethos whilst building community spirit and tackling loneliness.

Committee resolved that the grant be awarded in full and paid in 2 instalments. The profile of the payments and criteria for the release of the second payment to be determined with the Committee Clerk liaising with the applicant. The applicant to provide a project update by Monday 17 February 2025, for Committee consider approving the release of the second payment.

This recommendation to be considered at the November meeting of Council.

Members of the public left the meeting.

- v. Committee noted the Grant Evaluation received from YMCA MK following the grant award of £500 in February 2024 towards their Access to Employment Fund which helps removes barriers to employment faced by young people.
- vi. Committee noted the Grant Evaluation received from MK Neighbourhood Watch Association following the grant award of £890.00 in April 2023 towards the costs of building neighbourhood watch in Fishermead, Willen & Woolstone

31/24 Communications - Programme & Priorities 2024/25

- i. **Communications Strategy**
Committee noted that actions, as set out in the Communications Strategy, are on track except for the publishing of the CPCC Hub construction time lapse camera footage, which requires some additional work.
- ii. **Annual Consultation**
Committee noted that the annual consultation is available online for the first time, in addition to the hard copy posted to each home, and is being promoted on the socials. We have used Survey Monkey as the platform for the consultation and this will provide tools for detailed analysis of the responses.
Committee resolved that consideration should be given to future developments of the online consultation system to implement access restrictions.
- iii. **White Ribbon Day – 25 November 2024**
Committee noted that we are promoting White Ribbon Day and the MK vigil on socials and in Homeground with a news piece about the vigil to be included on the website. CPCC will be acknowledged as a supporter on the MK vigil website.

32/24 Community Projects - Programme & Priorities 2024/25

- i. **Seated Exercise** (min. C&C 116i/23, 105i/23)
Committee noted that MK Community Foundation have awarded a grant of £2760.00 towards the cost of delivering the weekly seated exercise sessions. This funding covers the cost of the instructor and hall hire from 7th May 2024 until 29th April 2025, with all funding to be spent by 31.03.2025.

Committee are invited to note that the sessions continue to be very popular with 10-23 participants every week.
- ii. **Fancy Dress Tea Party – Saturday 26 October**
Cllrs Petchey, Adura, Kavarana, Barton confirmed their commitment to support Cllrs Dixon and Halton-Davis with the running of the autumn themed Fancy Dress Tea Party event at the Springfield Centre on Saturday 26 October.
- iii. **Childrens Christmas Party – Saturday 7 December**
Committee receive an update on the plans for the event with Cllr Barton confirming his availability to support the event as Father Christmas. Cllr Howard to organise the loan of a costume.
It was noted that Cllrs Howard and Cole have other commitments on this date.

33/24 Homeground

- i. Committee noted the feedback received following the publication of the August edition of the magazine. The Committee Clerk to investigate the distribution issue, noted by Cllr Barton.

- ii. Committee considered, and with some amendments including a change to the front cover, approved the proof of the November edition of Homeground magazine.
Consent requirements in relation to the use of photographs taken at events to be confirmed.

Cllr Petchey requested that the February edition of Homeground include a large (double-page) item relating to the need for foster carers in Milton Keynes. This was supported by the Committee, with content for the February edition to be considered further at the next meeting.

34/24 Projects – Committee Budget 2025/26, 2026/27, 2027/28, 2028/29 & 2029/30**

Committee reviewed the submitted project proposal, recommending it to Council for progression and inclusion in the future budget**, the proposal was for the following:

- CPCC Youth Provision

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

35/24 Date of Next Meeting

Tuesday 26 November 2024.



Grant Evaluation Form

If you would like any help to fill in this form, please call 01908 608559

Completed evaluations must be returned to:

Campbell Park Community Council, 1 Pencarrow Place, Fishermead, MK6 2AS or email
Admin@campbell-park.gov.uk

Grant Reference Number	005/24.25/Sect 137
Name of Organisation	Trinity Centre, Fishermead
Purpose of Grant – “Project”	Paving repairs in courtyard at Trinity Centre
Your name	Don Mahon
Position in Organisation	Treasurer
Contact Telephone Number	[REDACTED]
Contact Address	[REDACTED]
Email	trinitycentretreasurer@gmail.com

1. Did you achieve what you set out to do?

Please circle answer: ☒ Yes ☐ No ☐ Don't know

Please give details of what you did achieve:

Work commissioned in the Centre courtyard was left incomplete which made the area unsafe.

The Centre had to seek another contractor to re-lay the paving and return the courtyard to a safe space to use.

A contractor was selected from the submitted quotes. The work was satisfactorily completed in early July. The recent inclement weather was a very good way to measure the quality of the work was completed. It was pleasing to see that the re-laid courtyard met the demands placed upon it.

Please give details of what you did not achieve and why:

The replacement of a lot of damaged paving slabs meant these would not be as aged as the slabs already in place so the overall look has a patchy appearance. This is only a cosmetic issue and it was recognised this would be the result when making good.

2. Who benefitted from your project?

Total number of people that attended, were involved or benefitted over the duration of the project:

N/A

Number of people that attended, were involved or benefitted per session (if applicable):

N/A

(If applicable) How many sessions were held during the length of the project for which the grant was awarded? The benefit is ongoing but several hundred have benefitted already.

Please provide the following data about the people that attended, were involved or benefitted from your project:

Total number of people from:

Oldbrook		Fishermead	400 & ongoing	Springfield	
Willen		Woolstone		Other	

Sex:

Male		Female		Other	All Genders
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Age:

0-4	
16-24	100-200
65+	50

5-15	40 to 100
25-64	200-300

Note This will be an ongoing benefit so the number of individuals will rise over time.

Ethnicity:

White	
Asian/Asian British	
Other Ethnic Group	All ethnicities

Mixed/Multiple Ethnic Groups	
Black/African/Caribbean/Black British	

3. Have people learned: (please give details)

- new skills , taken part in training or obtained professional qualifications?

N/A

4. Have you faced any challenges delivering your project? What were they and how did you overcome them?

The time it took to secure a contractor. A supplier with a reasonable quote and willing to complete the work was eventually secured.

**5. Please provide a breakdown as to how you spent your grant.
Compare what you planned to spend to what you actually spent.**

- (a) if underspent, have you returned the difference to CPCC?
(b) if overspent how did you fund the shortfall?

TOTAL GRANT AWARDED:£ 1,000

Budget Headings	Grant breakdown based on your application (£)	Actual Spend in the period (£)	Difference (£)	Reason for over/under spend
Lift and re-lay & re-sand patio	£1,000	£5,500	£4,500	Full quote exceeded the grant awarded.
Remove patio debris		£200	£200	Remainder of charge called from Reserves.
TOTAL	£1,000	£5,700	£4,700	

6. How did you publicly acknowledge or promote that the project was funded by Campbell Park Community Council? Please provide copies, where possible.

Acknowledgement communicated verbally to centre users.

PROPERTY MAINTENANCE & LANDSCAPES

Milton Keynes

Peterborough

FREEPHONE: 0800 474 8142

MK Office: 01908 483 440 Peterborough Office: 01733 806 749

www.propertymaintenance.com • www.propertymaintenance17@yahoo.com

17 Linford Forum, Rockingham Drive, Milton Keynes MK14 6LY • Workspace House, 28/29 Maxwell Road, Peterborough PE2 7JE

Invoice ☒ Quotation ☒ Contract ☒

Customers Name: TRINITY CENTRE
Address: FISHERMEAD BOULEVARD
FISHERMEAD MK
MK6 2LA
Date: 4.7.2024

DRIVEWAY / PATIO INSTALLATION

- Dig out driveway / patio area ☐
- Lay membrane weed control ☐
- Supply & lay hardcore base ☐
- Power roll base until compact ☐
- 50-60mm layer of sharp sand & screed ☐
- Supply & fit kerbs / edgings ☐
- Supply & fit drainage channels ☐
- Supply & fit block paving (choice of customer) ☐
- Block paving manhole covers if needed ☐
- Supply & brush in kiln dried sand ☐
- Compact with wacker plate ☐
- Supply & lay tarmacadam (red or black) ☐
- Supply & lay resin surfacing ☐
- Supply & lay concrete ☐
- Supply & lay slabs / natural stone ☐
- Supply & lay crazy paving ☐

DRIVEWAY / PATIO REFUBISHMENT

- Jet wash driveway / patio ☐
- Lift & re-lay driveway / patio ☒
- Re-sand driveway / patio ☒
- Seal driveway / patio ☐

LANDSCAPING

- Supply & erect fencing ☐
- Supply & lay turf / artificial grass ☐
- Supply & lay gravel ☐
- Build steps ☐
- Build brick wall ☐
- Supply & lay decking ☐

Remove all rubbish from site ☒

OTHER WORK

TOTAL

£5700

DEPOSIT

BALANCE

Cheque ☐

Cash ☐

Transfer ☒

Payment received in full with thanks

I / We agree to pay the installers upon completion.
I / We understand that all goods remain the property of the installer until paid for in full.
I / We are aware that I / We have the right to a 14 day cooling off period

Customer

Contractor

Date

Fishermead Trinity Centre – Grant Evaluation

Photos

BEFORE:



AFTER:



Homeground February

Committee to approve draft content outline – 26th November

Deadline for content from contributors – Weds 8th January

Articles to XL Press – Friday 10th January

Proof Back – 20th January

Proof to Committee –C&C Mtg 28th January – in Agenda pack 22nd January

Final changes to XL Press – 29th January

CPCC to sign off proof to print – 30th January

Printing – w/c 3rd February

XL Press to book magazine into D2D – 6th February TBC

Distribution w/b 10th February

(Front cover) –

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

What's on in the Community Centres

CPCC Community Hub update –

Grants awarded/Grants available – Trinity Centre patio refurb complete following grant award

Activity Packs

CPCC Community Centres

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

Staff Feature – welcome new member of landscape team?

‘What to do’ – information to address neighbourhood issues

Cllr Profile –

New Community Larder at Springfield - Volunteers for Community Fridge/Larder??

Woolstone 20 mph zone update?

Recycling Edition - ?

What goes in which Wheelie bin – do not overfill - Red Bin

Milton Keynes Recovery and Wellbeing College – article from Chris Brown

Foster Carers needed in MK – double page spread (if space allows) – Martin/MKCC

Report on Fancy Dress Tea Party and Christmas Party

Report on Action Speaks Christmas & Community events (grant)

Report/advertise The Free & the For event (grant)?

Report/advertise the Grace Church Warm Space

Advert for Easter Tea Party – Saturday 5th April 2025

Spotlight on Willen

Volunteers helping to plant bulbs and trees

Update on Forest Garden project