

YOU ARE HEREBY SUMMONED TO A MEETING OF COUNCIL

to be held at the

Oldbrook Centre, Oldbrook Boulevard, Oldbrook

**Tuesday 19 November 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 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 15 October 2024** **Page 7**
To approve the minutes of the meeting of Council held on 15 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. Councillor Vacancies**
Council is invited to receive a verbal update from the Clerk relating to Councillor vacancies in Fishermead, Oldbrook and Willen. Update to confirm whether an election has been called for the Oldbrook vacancy, the measures being taken to advertise the vacancies, and the intended timeline to fill them using the co-option process.
- 5. Chair's Report**
Council is invited to receive a verbal report from the Chair.
- 6. Clerk's Report**
Council is invited to receive a verbal report from the Clerk.
- 7. 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.
- 8. To receive draft minutes (including recommendations) from Committees. Any Member questions arising from matters detailed in the minutes to be raised under the relevant Committee**
 - a. Minutes of the Community & Communications Committee** **Page 11**
Chair: Cllr K Kavarana
Council is invited to receive the minutes with 3 (i, ii, iii) items to ratify
 - i. Draft Minute 30/24 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. **Draft Minute 30/24 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. **Draft Minute 30/24 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.

b. **Minutes of the Planning, Infrastructure & Transport Committee**

Chair: Cllr B Greenwood

Page 15

Council is invited to receive the minutes.

c. **Minutes of the Personnel Committee**

Page 19

Chair: Cllr K Kent

Council is invited to receive the minutes.

- 9. Interim Internal Audit Report 2024/25** **Page 21**
Council is invited to receive and note the outcome of the interim internal audit. Council is further invited to note that the report did not identify any issues requiring note or action.
- 10. Budget Request/Project Proposals** **Pages 29-38**
Council is invited to receive the following budget requests for consideration:
- Estates Committee**
- | | | |
|-------------------------|---------|---------|
| Springfield Solar | £13,000 | 2025/26 |
| Woolstone toilet | £1,500 | 2025/26 |
| Woolstone footpath | £15,000 | 2026/27 |
| Landscape depot upgrade | £10,000 | 2026/27 |
- Community & Communications Committee**
- | | | |
|------------------------|-------------|-------------------|
| Youth Provision (5yrs) | £7,876 p.a. | 2025/26 – 2029/30 |
|------------------------|-------------|-------------------|
- 11. Review of Earmarked Reserves** **Page 39**
Council is invited to review the existing earmarked financial reserves of Council, determining which financial reserves need to be earmarked on an ongoing basis, including those which require earmarking for a year or more. Where appropriate, provision will also need to be made for agreed project proposals.
- Once agreed, the earmarked reserves will be incorporated into the future draft budget which will be considered at the December Council meeting. Further earmarking will be required as and when the final construction and fit out cost of the Community Hub is established.
- 12. Community Council Children’s Christmas Party Saturday 7 December**
The Christmas party is scheduled for Saturday 7 December between 2-4pm. Plans for the party are at an advanced stage, but the event is in jeopardy due to a shortfall of volunteers to run it on the day. Councillors are asked to confirm their availability to help on the day.
- 13. Ministry of Housing, Communities and Local Government Consultation - Enabling Remote Attendance and Proxy Voting at Local Authority Meetings**
Government is consulting on introducing powers for local authority members to apply to the relevant authority for a dispensation to attend formal council meetings remotely and vote by proxy in certain circumstances. This consultation will last for 8 weeks from 24 October 2024. Responses are invited from local authority elected members, all types and tiers of authorities, and local authority sector representative organisations. Government is also particularly keen to hear from those members of the public who have a point of view based on their interest in accessing local democracy in their area, or standing as a candidate for local government at any tier to represent their local community at some future point. [Enabling remote attendance and proxy voting at local authority meetings - Ministry of Housing, Communities and Local Government - Citizen Space](#)

- 14. County Association Facilitated Training and Future Visioning Session**
Council is invited to reflect on the recent training and future visioning session and determine any initial follow up actions.
- 15. BMKALC AGM**
The Buckinghamshire & Milton Keynes Association of Local Councils Annual General Meeting is taking place on Friday 29 November at Haddenham Airfield Pavilion, 6 – 8pm. Up to two Councillors are invited to attend.
- 16. Community Hub – Working Group Update** **Pages 41-62**
Council is invited to receive a verbal report from the Working Group on their progression of the Community Hub project including:
- Contractors Report no.9
 - Updated Project Programme
 - Financial Statement Nr 4 as provided by Currie & Brown
- Confidential Item**
In view of the terms of Schedule 12A Local Government Act 1972, the following item* will be likely to disclose exempt information relating to establishment and contractual matters and Council is therefore invited to resolve that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 Section 1(2) the public and press be excluded.
***Item 16i**
- i. **Community Hub Café – Café Operator**
Council is invited to receive the recommendation of the Working Group in the appointment of an operator for the Community Café.
- ii. **Charitable Trust Creation**
Nothing to report.
- 17. Dates of Future Committee & Working Group Meetings**
Community & Communications – 26 November at 6.30pm
Planning – 2 December at 6.30pm
F & A – 3 December at 7.00pm
Estates – 10 December at 6.30pm – only to be convened in the event of any urgent business
- 18. Date of Next Meeting**
Tuesday 10 December 2024 at 7.30pm

BY ORDER OF THE COUNCIL

Dominic Warner

D Warner, Clerk to Council 12 November 2024

**Minutes of the meeting of Council held on
Tuesday 15 October 2024, 7.30pm
at the
Oldbrook Centre, Oldbrook Boulevard, Oldbrook**

This meeting was open to the public

Members Present

Cllr L Adura
Cllr B Barton
Cllr O Cole – arrived 7.40pm
Cllr R Golding
Cllr B Greenwood (Chair)
Cllr J Hearnshaw

Cllr J Howard
Cllr K Kavarana
Cllr D Kendrick
Cllr K Kent
Cllr D Pafford
Cllr M Petchey

In Attendance

D Warner, Clerk to Council

94/24

Apologies for Absence

Cllr T Fraser – unwell
Cllr P Halton-Davis - unwell

95/24

Declarations of Interest

None

96/24

To approve the minutes of the meeting of Council held on 17 September 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.

97/24

Public Involvement – Deputations, Petitions and Questions

None

98/24

Chair's Report

The Chair reported that, ●He had received the resignation of Cllr Odunewu with immediate effect, he led a vote of thanks to Cllr Odunewu for her time and contribution as a Councillor. ●The MKCC consultation on proposed junction improvements on the H7 at Leadenhall remained open to comments until later in the month.

99/24

Clerk's Report

The Clerk report that, ●Over 350 annual consultation responses had been received to date, a combination of hard and electronic copies.●The creation of the new Registry at the Community Hub had necessitated the requirement for a rationalisation of historical Council records, with options being investigated for the creation of bound minute books.●Fireworks signage at CPCC sites would be deployed in the coming weeks, with Remembrance silhouettes installed at the same time. Councillors should report any firework debris requiring removal from CPCC site to landscape@ email.●Interviews are being held in the coming week for the landscape operative vacancy.● Shared Prosperity Fund financial support to improve public realm assets to go ahead on locations in Fishermead and Oldbrook. The work to include landscape transformation work at two Milton Keynes City Council play areas in Fishermead and upgrades to their play area located on Oldbrook Green.

100/24

Ward Member Reports

- i. Council received the following Ward Member Reports:

Cllr Kent – reported that the overgrown hedge obstructing the footpath outside Jubilee Wood School had been maintained by the school landscape contractor.

Cllr Pafford – reported that the allotments in Woolstone had flooded, gave an overview of the annual Chapman Trust grant awards and reported on the delays in obtaining prescriptions at Fishermead chemist.

Cllr Greenwood – reported on the successful resolution of a resident landscape footpath encroachment by engaging with the resident.

Cllr Adura – reported on parking issues in Springfield and flooding issues caused by contractors working on the estate.

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

101/24

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 Planning, Infrastructure & Transport Committee

Chair: Cllr B Greenwood

Council received the minutes

b. Minutes of the Estates Committee

Chair: Cllr R Golding

Council received the minutes

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 07
- 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 noted that interviews with the two community interest companies remaining in the process are being held on 24 October with a report and recommendation from the Working Group of the preferred operator being submitted for consideration at the November meeting of Council.

ii. **Charitable Trust Creation**

Council received 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.

The Clerk confirmed that subject to written confirmation, that the charitable objective element of the Community Hub was insufficient to justify the creation of a charitable trust. The Clerk confirmed he would remain in contact with Wellers Hedley regarding the potential of them drawing up a lease between the Council and the successful 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 considered and noted the following:

- i. First tranche of borrowing to be drawdown on or after 01.11.2024
- ii. First tranche of borrowing to be up to £1,000,000 dependant on the associated Community Hub construction expenditure
- iii. Subsequent/final tranches of borrowing to be drawdown no later than March 2025.
- iv. 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.
- v. Drawdown forms to be signed by the Chair of Council and the Responsible Financial Officer, with the details reported to Council

- 103/24 Sport England Place Expansion Investment**
Council noted the following: 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.
- Council confirmed its interest in being part of the initial stages of the process and responding to requests for information from the local bid board.
- 104/24 Community Council Annual Insurance Policy Renewal**
Council noted that, as per the agreed scheme of delegation, the annual insurance policy had been renewed as a 3-year long term agreement with Zurich Insurance : £6,530.39 p.a.(including IPT).
- 105/24 Appointments to Committees**
Council noted that Cllr Adura had stepped down from the Planning, Infrastructure & Transport and Finance, Administration & Policy committees.
- Council considered and agreed Councillor requests that they be appointed to the following Committees:
- Cllr John Hearnshaw - Planning, Infrastructure & Transport and Estates.
Cllr Karl Kavarana - Finance, Administration & Policy.
- 106/24 County Association Facilitated Training and Future Visioning Session**
Council noted that the confirmed date for the session is Saturday 16 November. The session will commence at 10am and will finish by 3.30pm.
- 107/24 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
- 108/24 Date of Next Meeting**
Tuesday 19 November 2024 at 7.30pm

**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 O Cole
Cllr J Howard
Cllr D Kendrick (arrived at 18:33)

Cllr B Barton (arrived at 18:33)
Cllr P Halton-Davis
Cllr K Kavarana (Chair)
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.

- 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.

**The minutes of the Planning, Infrastructure & Transport Committee of
Campbell Park Community Council held on Monday 4 November 2024
at the Springfield Centre, Springfield Boulevard, Springfield
commencing at 6.30pm**

This meeting was open to the Public

Members Present

Cllr R Golding
Cllr J Hearnshaw

Cllr B Greenwood (Chair)
Cllr K Kavarana

In attendance

T Jones, Community Officer/Committee Clerk

46/24

Apologies for Absence

Cllr V Dixon - unwell

47/24

Declarations of Interest

None

48/24

Members of the Public Present

None

49/24

Minutes of the Previous Meeting

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

50/24

Public Involvement – Deputations, Petitions and Questions

None

51/24 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

i. PLN/2024/2070

The erection of a two storey rear extension and a first floor extension above the existing garage, the conversion of the garage into living space and the installation of two windows to the ground floor on the eastern elevation

67 BREARLEY AVENUE, OLDBROOK, MILTON KEYNES, MK6 2UD

Deadline: 20 November

Planning Officer: Madison Graham

Committee resolved that, if the proposed rear extension takes up less than 50% of the rear garden, there was no objection to the proposal.

ii. PLN/2024/2062

The installation of a 20m monopole, accommodating 6no. antennas and 1no. microwave dish, the installation of 3no. equipment cabinets, along with ancillary works

GURNARDS AVENUE SW, LAND OFF MARLBOROUGH STREET, ADJACENT SPRINGFIELD ROUNDABOUT BUS STOP, MILTON KEYNES, MK6 2BN

Deadline: 14 November

Planning Officer: Natalie Shafiroff

Committee resolved to make no comment.

Notifications:

iii. PLN/2024/2093

Approval of details required by condition 18 (SuDS) of permission ref. 23/01961/FUL CHARLESTOWN HOUSE, SNOWDON DRIVE, WINTERHILL, MILTON KEYNES, MK6 1BU

Comments by 6 November

Planning Officer: Sonia James

Committee noted the application.

iv. PLN/2024/2170

Certificate of lawfulness (proposed) for the proposed garage conversion into a bedroom and en-suite and is incidental to the main dwelling

6 HANSCOMB CLOSE, WOOLSTONE, MILTON KEYNES, MK15 0BS

Comments by 7 November

Planning Officer: Madison Graham

Committee considered that this proposal was likely to fall within permitted development rights, and should this be the case, had no further comment to make.

v. **PLN/2024/2117**

Approval of details required by condition 4 (Boundary Treatments) of permission ref. 23/01961/FUL

CHARLESTOWN HOUSE, SNOWDON DRIVE, WINTERHILL, MILTON KEYNES, MK6 1BU

Comments by 8 November

Planning Officer: Madison Graham

Committee noted the application.

vi. **PLN/2024/2109**

Approval of details required by condition 14 (Tree pits/guards) of permission ref. 23/01961/FUL

CHARLESTOWN HOUSE, SNOWDON DRIVE, WINTERHILL, MILTON KEYNES, MK6 1BU

Comments by 8 November

Planning Officer: Madison Graham

Committee noted the application.

vii. **PLN/2024/2108**

Approval of details required by conditions 7 (EV Charging Points) and 15 (Lighting) of permission ref. 23/01961/FUL

CHARLESTOWN HOUSE, SNOWDON DRIVE, WINTERHILL, MILTON KEYNES, MK6 1BU

Comments by 8 November

Planning Officer: Madison Graham

Committee noted the application.

viii. **PLN/2024/2135**

Approval of details required by condition 19 (surface water run off) of permission ref. 23/01961/FUL

CHARLESTOWN HOUSE, SNOWDON DRIVE, WINTERHILL, MILTON KEYNES, MK6 1BU

Comments by 8 November

Planning Officer: Madison Graham

Committee noted the application.

ix. **PLN/2024/2159**

Approval of details required by condition 17 (Landscape and Ecological Management Plan (LEMP)) of permission ref. 23/01961/FUL

CHARLESTOWN HOUSE, SNOWDON DRIVE, WINTERHILL, MILTON KEYNES, MK6 1BU

Comments by 12 November

Planning Officer: Madison Graham

Committee noted the application.

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

x. **PLN/2024/2174**

Approval of details required by condition 3 (External materials) of permission ref. 23/01961/FUL

CHARLESTOWN HOUSE, SNOWDON DRIVE, WINTERHILL, MILTON KEYNES, MK6 1BU

Comments by 13 November

Planning Officer: Madison Graham

Committee noted the application.

b. **Licensing**

None

c. **Update on Past Consultations**

The Committee noted that no decision notices have been received due to the MK City Council processes being paused whilst a new management system was implemented.

d. **Appeals**

None

e. **Planning Enforcement**

The Committee received and noted the reports relating to Planning Enforcement.

52/24 General Consultations
None

53/24 Date of Next Meeting
Monday 2 December 2024 at 6:30pm

**Minutes of the Meeting of the Personnel Committee of
Campbell Park Community Council
held on Tuesday 5 November 2024
at the Springfield Centre, Springfield Boulevard, Springfield**

Commencing at 6.30pm

22/24 Members Present

Cllr R Golding

Cllr D Pafford

Cllr B Greenwood

In the absence of the Chair, and in his capacity as Vice-Chair, Cllr Golding Chaired the meeting

23/24 Apologies for Absence

Cllr K Kent - unwell

24/24 Declarations of Interest

None

25/24 Minutes of the meeting of Committee held on 3 September 2024

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

26/24 Landscape Operative Recruitment

Committee noted that a full-time replacement landscape operative had been recruited and would commence work on 18 November 2024. The new operative has been recruited at the entry spinal column point of the associated grade and will be subject to a six-month probationary period. An initial training and development plan for the operative is being created by the Estates Manager.

27/24 Staff Review

Committee noted that the 3 draft job descriptions it recommended to Council were adopted at the September Council meeting. The Clerk confirmed that provision for the previously agreed fourth member of the caretaking team was being incorporated into the 2025/26 budget along with the cost of a third-party advice service. A further update on this item to be made at the next meeting.

Signed (Chair).....

Date.....

Personnel

November 2024

28/24 Annual Leave and Attendance Update

Annual leave has been managed effectively across the year with no significant backlog of unused leave. All remaining leave will be taken without having an operational impact. The annual leave year concludes at the end of December, with individuals entitled to carry over a maximum of 5 days which must be used by the end of the following February.

The Committee were pleased to note that sickness absence levels for the year to date were 2.1%, compared to the Office for National Statistics average of 2.6% (private sector 2.3%/public sector 3.6%). No individual member of staff has an adverse sickness absence pattern.

29/24 Menopause Policy

Nothing to report.

30/24 2024-25 National Salary Award

The Committee noted that agreement had been reached on the 2024-25 National Salary Award, with a flat rate increase of £1,290 for spinal column points up to SCP 43, and from SCP 44 and above an increase of 2.5%. The settlement (including any backdating) will be implemented in line with the adopted conditions of the Staff Handbook and paid in the November payroll. The Clerk confirmed that National Insurance changes announced in the recent budget had been taken into account for the 2025/26 Council budget.

31/24 Projects – Committee Budget 2025/26, 2026/27, 2027/28, 2028/29 & 2029/30**

Committee noted that no project proposals had been submitted. Employment cost and training provision will be reviewed as part of the annual Council budget process.

32/24 Date of Next Meeting

Tuesday 7 January 2025 at 6.30pm

Signed (Chair).....

Personnel

Date.....

November 2024

Campbell Park Community Council

Internal Audit Report 2024-25: Interim

Adrian Shepherd-Roberts

***For and on behalf of
Auditing Solutions Ltd***

Background

All town and parish/community councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR). Auditing Solutions Ltd has provided this service to Campbell Park Community Council since 2006-07.

This report sets out the work undertaken in relation to the 2024-25 financial year to date, during our initial review of the Council, which was completed on 24th October 2024. We have undertaken our first review for the year and we wish to thank the Clerk and Responsible Finance Officer in assisting the process, providing all necessary additional documentation to facilitate completion of our review for the year to date which will enable us to sign off of the Internal Audit Certificate at the end of the financial year. We have ensured that governance and financial controls remain effective.

Internal Audit Approach

In undertaking our review for the year to date, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/AGAR. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's AGAR, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We are pleased to conclude that, in the areas examined to date, the Council continues to have effective systems in place to help ensure that transactions are free from material misstatement and that they will be reported accurately in the Annual Return and detailed Statement of Accounts for the financial year. We would again like to thank the Clerk and the Responsible Finance Officer for the organisation and the quality of the documentation produced to assist in the completion of the audit report.

We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council has now implemented the Rialtas Omega accounting software and continues to operate two primary bank accounts with Unity Bank for its day-to-day transactions, together with the placement of surplus funds in a separate account with the CCLA.

Our objective in this area is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have:

- Verified that an appropriate cost centre and nominal ledger structure remains in place;
- Checked and agreed the opening Trial Balance for 2024-25 to the closing Financial Statements for 2023-24 to ensure that all the detailed balances have been accurately rolled forward;
- Checked and agreed all transactions for April and September 2024. Also verified the accuracy of bank reconciliations for the current deposit and CCLA accounts to September 2024.

Conclusions

We are pleased to report that no issues have been identified in this area of our review. We will undertake further work at our final review.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We have: -

- Noted that the Standing Orders and Financial Regulations have been reviewed and re-adopted by the Council in May 2024 and October 2024 respectively;
- Also noted that the Code of Conduct was reviewed on 6th May 2024 by Full Council.
- Commenced our examination of the minutes of Full Council and its Standing Committees (with the exception of Planning) to September 2024.

Conclusions

We are pleased to record that no issues arise in this area. We will undertake further work at our final review.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budget;

- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All potential prompt payment discounts have been identified and taken;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery and that submissions have been returned in a timely manner.

We have commenced our review of payments for compliance with the above criteria, selecting a sample of payments processed to September 2024 including a sample of those individually in excess of £4500, excluding salaries.

We are pleased to record that sound control continues over the authorisation and approval of payments to trade creditors and other similar expenditure with appropriate consideration being given to the monthly payment schedules for approval and the establishment of appropriate signatories and authorisations.

We have ensured the appropriate submission of periodic VAT return and have verified the accurate disclosure of the VAT return to September 2024.

Conclusions

There are no issues in this area of our review. We will undertake further work at our final review.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

- We note that a Corporate and Financial Risk Assessment will be reviewed and subsequently approved in December 2024;
- We have examined the Council's insurance policy schedule with Zurich and consider that the key levels of cover afforded therein, namely Public Liability at £12 million and Employer's Liability at £10 million with Fidelity Guarantee at £2 million, are more than adequate to meet the current needs of the Council.

Conclusions

No issues have been identified in this area warranting formal comment or recommendation.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial

year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

The Council will commence consideration of the 2025-26 budgetary requirements later this year and we shall consider the action taken and outcomes, together with the approved level of precept at a future visit.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

Conclusions

We have been advised that the Council are to formally consider and finalise its budget and precept requirements for 2025-26 later in the financial year. Consequently, we shall review this area further at our final visit, also examining the year's budget outturn, following up any significant variances and obtaining appropriate explanations: we shall also consider the appropriateness of retained reserves to meet the Council's ongoing revenue spending requirements and any development aspirations.

Review of Income

We aim in this area of our review process to ensure that all income due to the Council is identified, recovered and banked within a reasonable time period, although only relatively limited sources of income over and above the precept exist currently, namely, allotment rentals, Oldbrook Centre and Springfield Centre hire fees and bank interest. Consequently: -

- At this interim visit we reviewed the controls in place over the identification and recovery of income from allotments together with the management controls and the receipt of the fees; and We also note that members have increased the fees for the allotments for 2024-25.
- We have also reviewed the accounting controls for both the Oldbrook and Springfield Centres. We have reviewed the invoicing and ensured that the appropriate fees have been charged and that they are correctly posted to the nominal ledgers.
- We have also reviewed the Sales ledger to ensure that there are no long outstanding debtors of which the Council are unaware.

Conclusions

No issues arise from work undertaken in this area. We will undertake further work at our final review ensuring that the income is correctly reported in the Annual Return.

Petty Cash Account and Debit Cards

The Internal Audit Report in the AGAR requires us to form an opinion on the soundness of controls in relation to the operation of the Council's petty cash account. Our aim, consequently, is to ensure that appropriate controls are in place, that expenditure incurred is supported by appropriate trade invoices or till receipts; that the expenditure is appropriate for the Council's requirements; that VAT has been separately identified for periodic recovery and that cheque encashments from the main cashbooks to retain a maximum float of £250 are properly

recorded. From the information that we have been provided we consider that it continues to operate effectively.

The Council also operates four credit cards for various purchases in order to obtain best value, a combined monthly maximum expenditure limit of £4,000 being in place for the four cards. Again, we aim to ensure that only appropriate expenditure is incurred and that all such expenditure is monitored and approved accordingly, albeit retrospectively. We will undertake a review of the credit card statements at our final review.

Conclusions

We are pleased to record that no issues arise in this review area. We will undertake further work at our final review.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1st April 2023 in relation to employee percentage bandings. We have: -

- Reviewed the payment of salaries for September 2024 against the approved staff establishment and grade detail;
- Noted that the Council now completes the payment of salaries directly to staff together with the settlement of Tax, National Insurance and pensions payable to HMRC and MKC respectively;
- Checked and agreed for all staff, by reference to copy payslips for September 2024, the appropriate payment and deduction respectively of all gross salaries, PAYE, NIC and LGPS deduction rates; and

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process. We will undertake a further review of the salaries at the year end with reference to the new NALC pay scales recently issued.

Investments and Loans

We are pleased to note the continuation and adoption of a formal "Investment Strategy". Notwithstanding this, the Council currently has no long-term investments requiring separate disclosure, some "surplus" funds being held in a Unity Instant Access account and the CCLA deposit. We have examined the relevant supporting documentation relating to the deposits for the current year confirming the value of such "investments" and the appropriate recording of interest earned.

We noted that the Council reviewed its Investment Strategy in May 2023 at the Annual meeting.

We also note that the Council still retains an Endowment fund initially of £163,000, which is held in reserve. This was transferred to the Council when it assumed responsibility in 2003 for managing the Oldbrook Centre: this has approximately 34 years remaining of a 59-year term lease, from Milton Keynes Parks Trust Limited.

The Council have an approved PWLB loan but it has yet to be drawn down.

Conclusions

No significant matters have been identified in this area. We will undertake further work at our final review.

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: Estates

Project Title: Solar panels at Springfield centre

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
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Project Location: *(tick all applicable)*

Fishermead	Oldbrook	Springfield	Willen	Woolstone
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Start Date: tbc **Duration of Project:** 1 week

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.

We are requesting some budget to install solar panels and battery storage to the Springfield centre. We are hoping to get 50% of the total cost (or more) from the MKCC carbon offset fund or other sources. The cost saving could be up to 80% of our electricity bill for the centre (we currently budget for £2k pa). the project is also in line with the councils climate emergency aims, and has previously been approved in principle by council, however the COF closed before the application was made. We hope when the fund re-opens we are ready to apply, and install quickly this time.

The application requires three quotes for the same spec system, which are available on request, and will be updated when the COF re-opens.

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 10-15hrs of Estates managers time

Item	Detail	Cost £	Quotes Enclosed Yes / No
Solar and battery array inc. installation		£13k	available on request

Total Cost of Project: £ £13k

CPCC Funding Required: £6.5k

External Funding if Required: £6.5k

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.**

For Committee use only, all approved proposals require prioritisation

Priority of (eg Priority 1 of 4)

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

(2) Prioritise their projects in order of importance

Project Title: Woolstone Toilet

Project Year: *(tick all applicable)*

Project Location: *(tick all applicable)*

Start Date: May 2025 **Duration of Project:** 1 day

The Toilet at Woolstone allotment needs replacing, with a design more suitable for its situation. We are suggesting a Portaloo of a similar design to that at Willen allotment site, which has lasted better, and is cheaper to service (at present rates this would save us roughly £60 a month for the time it is unlocked). This is a one off cost to purchase and site the replacement, and dispose of the current installation.

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 2-3hrs of Estates managers time

Item	Detail	Cost £	Quotes Enclosed Yes / No
Portaloo		£1500est	No

Total Cost of Project: £ 1500

CPCC Funding Required: £1500

External Funding if Required: £ n/a

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.

For Committee use only, all approved proposals require prioritisation

Priority of (eg Priority 1 of 4)

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: Estates

Project Title: Woolstone allotments footpath replacement

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
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Project Location: *(tick all applicable)*

Fishermead	Oldbrook	Springfield	Willen	Woolstone
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Start Date: Winter 2026 Duration of Project: 2 weeks

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.

The Woolstone allotment sites footpath surface is degrading, and is beginning to get slippery in winter, so will need resurfacing. It is about 150 m2 in total, I have estimated £100 a square meter as a ball park figure, nearer the time we will look for three quotes to present to the Estates committee.

This site is very popular with the whole parish and we should be aiming to keep it in the best condition we can, If done well this footpath should last another fifteen plus years.

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 10-15 hrs of Estate managers time

Item	Detail	Cost £	Quotes Enclosed Yes / No
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Resurface footpath at Woolstone allotments		£15k estimate	n/a
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Total Cost of Project: est. £15k

CPCC Funding Required: full amt.

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

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

(2) Prioritise their projects in order of importance

If YES, how many hours 20-25 hours of Estates managers time as project manager

Item	Detail	Cost £	Quotes Enclosed Yes / No
	Remove and fill in all remaining door and window gaps in structure with solid brick work to match exterior of building, fit out reporting room.	£10k est.	No

Total Cost of Project: £10k

CPCC Funding Required: £10k

External Funding if Required: £0

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.**

For Committee use only, all approved proposals require prioritisation

Priority of (eg Priority 1 of 4)

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: Community & Communications

Project Title: CPCC Youth Provision

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	x	2026/27	x	2027/28	x	2028/29	x	2029/30	x
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Project Location: *(tick all applicable)* **venue to be decided**

Fishermead	Oldbrook	Springfield	Willen	Woolstone
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Start Date: April 2025, subject to funding **Duration of Project:** weekly provision - ongoing

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.

To commission the delivery of a youth club provision within the CPCC area to be delivered by a third-party organisation.

Specific details to be established, subject to the agreement to fund this as an ongoing provision within the CPCC budget. The possibility of partnership delivery to be investigated further, with the aim to achieve the best value provision delivered as widely as possible across the CPCC area, within the parameters of the budget made available. The existing budget provision is insufficient to meet this aim.

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 - unknown, as this will involve further research and discussion to evolve the project and establish any partnership approaches. Direct commissioning of a third-party provider would require a more limited number of staff hours in set up, organisation and advertising.

Item	Detail	Cost £	Quotes Enclosed Yes / No
Youth Provision	Third-party provider 2 hours provision per week With qualified youth workers With all necessary policies and procedures in place	7876	Yes
Venue hire	Venue hire costs required if not held in a CPCC Centre	TBC	

Total Cost of Project: £ 7876 per year

CPCC Funding Required: £ 7876 per year

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:.....22/10/24..... Minute No:34/24.....

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

Forward Budget Detail - By Centre

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
901 Earmarked Reserves							
9001 Earmarked Oldbrook Centre		80,000	12,500	12,500	12,500	12,500	12,500
9006 Earmarked 3 month running		183,600	200,000	210,000	220,000	230,000	240,000
9018 Earmarked Election Costs		0	4,000	4,000	4,000	4,000	4,000
9022 Earmarked New Office HQ		1,626,021	300,000	5,000	0	0	0
9027 Earmarked Roof Rplcmt/Rep		5,000	7,500	10,000	12,500	15,000	15,000
9044 Earmarked Play Area Maint.		23,292	25,000	30,000	30,000	30,000	30,000
9047 Earmarked Depot		0	0	10,000	0	0	0
9048 Earmarked SFC Disabled		18,680	28,000	0	0	0	0
9050 Earmarked L/scape		16,058	20,000	20,000	20,000	20,000	20,000
9051 Earmarked Pavilion Gable		10,000	12,500	0	0	0	0
9052 Earmarked CAT Contingency		0	10,000	10,000	10,000	0	0
9053 Earmarked Electric Van Costs		0	5,000	0	0	0	0
9054 Earmarked Retention		0	75,000	0	0	0	0
9055 Earmarked Solar Panels SFC		0	13,000	0	0	0	0
9056 Earmarked Allotments Infra		0	1,500	15,000	0	0	0
Total Overhead Expenditure		1,962,651	714,000	326,500	309,000	311,500	321,500
Net Income over Expenditure			(714,000)	(326,500)	(309,000)	(311,500)	(321,500)
Total Budget Income		0	0	0	0	0	0
Expenditure		1,962,651	714,000	326,500	309,000	311,500	321,500
Movement to/(from) Gen Reserve			(714,000)	(326,500)	(309,000)	(311,500)	(321,500)

CONTRACTOR'S REPORT

Site: Campbell Park Community Hub

Date: 07/11/2024

Contract No: 2464

Report No: 9

by: C Spencer

1 Progress for works up to and including the 07/11/2024

Brief outline below: -

- **Construction period –**
- First floor insulated and screeded.
- Ground floor insulation and screed 80% complete.
- Solar installation completed to roof level.
- Stair tower roof coverings complete.
- Stair tower rendering complete.
- Curtain walling installed to the stair tower.
- Insulation and ply installed to the first-floor roof.
- Ceiling joists installed to the first floor
- Council chamber roof insulated, and ply boarding commenced.
- Limited first fix electrical commenced to ground floor.
- External drainage continues with 1st attenuation tank installed.
- External window installation commenced to first floor.

Works due to commence in next reporting period

- Roof structure to undercroft to commence.
- First fix mechanical to commence upon completion of windows.
- First fix partitions to commence.
- Incoming power to commence – onsite works scheduled for w/c 28/11/24.
- Fascia and soffit work due to commence on the 11/11/24

2 Summary

Reporting against the draft construction programme

Works are currently around 7 weeks behind schedule due to previously reported issues and the following events during this reporting period.

As noted in last months report we were anticipating the commencement of the external windows and doors in mid-October, however due to supply issues with the aluminium frames through the summer which left our contractor with a back log of projects to complete the installation didn't commence until the 4th of November, over three weeks later than required. Due to security concerns and the high value elements associated with the fitout, progressing these works without a completed secure building envelope would be counterproductive, for example the air conditioning pipework is copper as is the electrical cabling should we have continued it is highly likely that the site would be broken into and the work stripped out, these would then need to be reordered and refitted.

In this reporting period alone, we have had two break ins with equipment stolen from site, hence the need to have a secure building – Monitored CCTV has also recently been installed as a further deterrent.

The link between the fitout and the completion of the building envelope falls directly onto the critical path of our programme, our contractor has indicated that the windows will be installed by the 8th of November significantly reducing their allocated install duration and the fitout trades advised of this.

In addition to the issue above delays have also been encountered externally, the rendering to the stair tower should have been a 3-day operation a day for each of the three coats. Due to the weather being extremely damp the second layer took 7 days to fully cure to allow the final coat to be applied. Due to the nature of the delay makes it difficult to book other trades. Once the tower is rendered, we would need to remove the scaffold, complete the roofing to either side, adapt the scaffold for fascia and soffits, install the fascia and soffits to allow the scaffold to be removed to then allow the external ground works to commence. Due to the amount of external works these also fall directly onto the critical path of our construction sequence.

The situation is currently under review, and we will advise further at the next progress meeting.

3 Contract completion date and Forecast Completion date

Original completion date – January 2025 as per programme

Forecast Completion date – Early March 2025 is more likely given the overall impact of the delays reported to date.

4 Weather

We have lost the following: -

- 8 days lost due to weather – main impact being the rendering which should have been a 3-day operation but took 11 days due to curing times in the damp weather conditions.

Total to date = 20 days (report compiled to 04/11/24)

5 Architects Instructions and RFI's Logged

AI's. 26 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>ALD Group</i>
<i>Plastering & Partitions</i>	<i>Ace Drylining</i>
<i>Movable Partition</i>	<i>Style</i>
<i>Café Roller Shutter</i>	<i>UK Roller Shutters</i>
<i>IPS</i>	<i>Formwise Laminates</i>
<i>Servery Counter</i>	<i>Top Class Designs</i>
<i>Tarmac</i>	<i>Charmac</i>

7 Building Control

Building control have visited site and undertaken the inspection of the roof structure.

8 Quality control

No issues encountered in reporting period

9 Information Required

To be discussed during meeting.

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 site works anticipated – 28/11/24.
- Water services – Temporary supply installed. This can be converted to permanent later in the project.
- BT Openreach – alternative route agreed.

Render to Stair Tower Complete & Windows Installed.



Window Installation Commenced



Ceiling Joists Installed to 1st Floor.



Ply Installed to Underside of Roof – 1st Floor.



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Campbell Park Community Council

CPCC Community Hub

Financial Statement Nr 4

16 October 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
4	Financial Statement Nr.4	16/10/2024	CPCC	AF	AI

Authorised By (Director):	Date
AF	16/10/2024

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1.1	Cost Changes in the Interim
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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.4 for CPCC Community Hub
2. The contract works comprise construction of a new Community Hub over a demolished pub
3. The Frame has been installed, the external brick work and roof have been completed. M&E works have commenced.
4. To date there have been 26 Architects Instructions issued (as of 15 October 2024).
5. 8 valuations have been processed in the gross sum of £900,273.34.
6. We are working in accordance with the JCT Standard Building Contract With Quantities, 2016 Edition. Utilising the Bill of Materials

1.1 Cost Changes in the Interim

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

Previous Financial Statement Nr 3 total cost changes : £ 41,812.85

	OMIT		ADD	
Architects Instructions	£	163,601.40	£	142,251.48
Variations Submitted by S&B	£	-	£	68,460.63
Expected Variations	£	5,000.00	£	79,495.00
Contingency	£	74,100.00		
<hr/>				
Sub-total	£	242,701.40	£	290,207.11
			£	47,505.71
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Total value of cost changes in Financial Statement Nr.4			£	<u>5,692.86</u>

2. Reasons for cost changes:

Architects Instructions:

Twenty-Six Architects Instructions have been issued to date.

Variations Submitted by S&B

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

Adjustment to Provisional Sums:

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

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

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

There has been a omission of £25K for Café Fit out Including M&E there has been some costs A further £25,000.00 for three sums has been omitted.

Expected Variations:

There are still approximately £74,495 in for expected variations which have not yet been quoted/instructed 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:	£900,273.34
Percentage of Contract Sum:	37.39%
Retention %:	3%
Retention held:	£27,008.20
Rate of Liquidated Damages: Per day	£300.00

3.1 Financial Summary

Contract Sum:				£2,407,797.92
		OMIT	ADD	
Architects Instructions	£	163,601.40	£	142,251.48
Variations Submitted by S&B	£	-	£	68,460.63
	£	163,601.40	£	210,712.11
			£	47,110.71
SUB TOTAL				£2,454,908.63
<i>Variations to be agreed</i>				
Expected Variations	£	5,000.00	£	79,495.00
	£	5,000.00	£	79,495.00
			£	74,495.00
ANTICIPATED CONSTRUCTION COST				£ 2,529,403.63
Contingencies				
Contract Included Contingencies	£	41,300.00		
Client Held Contingency	£	32,800.00		
	£	74,100.00	£	-
			-£	74,100.00
TOTAL ANTICIPATED CONSTRUCTION COST				£2,455,303.63

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	Drawing Issue ESP	£	-	£	-	

22	Drawing issue STA	£	-	£	-	
22	Special bricks	£	-	£	3,000.00	TBC
23	Drawing Issue ESP	£	-	£	-	
24	SOA Drawing Issue	£	-	£	-	
25	SOA Drawing Issue	£	-	£	-	
25	Drawing Issue ESP	£	-	£	-	
26	SOA Drawing Issue	£	-	£	-	
26	Omission of Provisional Sums	£	25,000.00	£	-	
26	Omission of cucle lockers	£	4,395.95	£	-	
26	Omission of landscape maintenence	£	765.45	£	-	
26	STA bending schedules	£	-	£	-	TBC
26	Armrests to benches	£	-	£	350.00	
26	Variation to screeds	£	2,000.00	£	-	
26	Café servery	£	-	£	5,497.00	
26	Omission of cylinders	£	1,200.00	£	-	TBC
26	Omission of link to FA	£	2,000.00	£	-	TBC
To Summary		£	163,601.40	£	142,251.48	

Variations Submitted by S&B

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

Expected Variation

	Omit	Add	Comments
1	Expected Extra for Demolition of Existing Patio Structure	£	- No Longer Required
2	Rebuilding the Patio Structure	£	- Superseded by SB06
3	Retaining Wall Infill & Works to SW Embankment	£	- Superseded by SB05
4	Works to the lose wall behind the basement, Demolish Rebuild and tie into existing	£	20,000.00 C&B Estimate
5	Additional SDB, SPB & SAH Ties	£	5,000.00 C&B Estimate
6	3nr Electric Blinds to Rooflights/ M&E	£	1,500.00 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	£	3,945.00	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 Stirway	£	1,500.00	S&B Estimate
15	Unidentified Obstruction/Groundworks Standing Time	£	2,500.00	S&B Estimate
16	Concrete Obstruction to Retaining Walls E&P	£	750.00	S&B Estimate
17	Formwork to Retain Screed	£	500.00	S&B Estimate
18	Additional Steel Missed from Steel Elevation Drawing	£	4,000.00	S&B Estimate
19	Roof flashings/remmeasure	£	4,500.00	S&B Estimate
30	Incoming seervices and BWIC (BT and Elec)	£	15,500.00	Estimate

To Summary	£	5,000.00	£	79,495.00
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Cumulative value	AI issued in Period	Valuation number	Monthly Valuation total	Net Monthly Valuation total	Actual Valuation gross	Net Valuation
40,000.00	5,164.00	1	45,164.00	43,809	41,237	40,000
221,687.77	5,164.00	2	181,687.77	176,237	239,415	232,232
488,327.47	5,164.00	3	271,803.70	263,650	360,131	349,327
586,508.88	5,164.00	4	103,345.41	100,245	460,642	446,823
670,974.95	5,164.00	5	89,630.07	86,941	575,810	558,536
851,564.44	5,164.00	6	185,753.49	180,181	629,916	611,018
954,742.31	5,164.00	7	108,341.87	105,092	737,575	715,448
1,259,984.31	5,164.00	8	310,406.00	301,094	900,272	873,265
1,618,001.79	5,164.00	9	363,181.48	352,286		
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		

