

YOU ARE HEREBY SUMMONED TO A MEETING OF COUNCIL

to be held at the

Oldbrook Centre, Oldbrook Boulevard, Oldbrook

**Tuesday 15 April 2025
at 7.30pm**

AGENDA

Members

Cllr L Adura
Cllr B Barton
Cllr O Cole
Cllr V Dixon
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 B Macharia
Cllr F Mangan
Cllr R McCafferty
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 18 March 2025** *Page 7*
To approve the minutes of the meeting of Council held on 18 March 2025, 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. **Council Landscape Management Presentation - ‘Outside’**
A presentation by the Estates Manager on landscape management in the Council area, including delivery of the devolved MKCC service and the maintenance of CPCC assets.
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 Planning, Infrastructure & Transport Committee**
Chair: Cllr B Greenwood *Page 15*
Council is invited to receive the minutes with 1 item to consider (i)
 - i. **Draft Minute 93/24 Committee Terms of Reference Review**
Committee reviewed its Terms of Reference prior to the Annual Meeting of Council in May. Noting that amendments will be considered at the Annual Meeting.

Committee resolved that no amendments were required, however, resolved to propose to Council, that in line with its ToR, that Committee

commence a review and renewal of the CPCC Neighbourhood Plan in preparation for its expiry in 2026.

9. Transfer of Funds between Council Bank Accounts

Interest on the CCLA public sector deposit fund is currently approximately twice that compared to the Unity Trust deposit account, 4.54% and 2.25% respectively. Council is invited to consider the recommendation from the Responsible Financial Officer that funds are transferred from Unity to CCLA to achieve a higher rate of interest and then transferred back to Unity at the point they need to be used. The recommendation to include that £78,000 is transferred for a 12-month period to cover the 3% Community Hub contractor retention figure, with additional amounts transferred when the 6-monthly precept payments are received from Milton Keynes City Council (April/September) – all amounts to be transferred back to Unity Trust when they are needed to meet committed Council expenditure. If agreed, transfers will be in accordance with the associated bank mandates and countersigned by authorised Councillor signatories.

10. Solar Array & Battery Installation - Springfield Centre – Report EO7/24

Council is invited to consider a report from the Estates Manager including costings for installation of a solar array at the Springfield Centre.

Page 19

11. 1 Pencarrow Place – End of Lease/Dilapidations

Council is invited to note that the end of lease is confirmed as 7 July 2025. Receipt of the end of lease dilapidation schedule is awaited from Milton Keynes City Council. Given the relatively short amount of time between receiving the dilapidation schedule and vacating the property, Council is invited to consider delegating the task of negotiating and agreeing the financial terms of the dilapidations to the Chair and Vice Chair of Council in conjunction with the Clerk to Council.

12. Sport England Place Expansion Investment

Council is invited to receive a verbal update on the MK Place Based Expansion Programme, including confirmation of the award for the initial development phase by Sport England. Update on the appointment of programme lead and consultation partner.

13. MKCC Community Infrastructure Fund 2025/26 and 2026/27

Page 21

Council is invited to review the list of successful CIF funding applications for 2025/26 and to note that our application has been placed on the waiting list.

Having reviewed the successful applications, Council is invited to consider any applications it might wish to submit for the 2026/27 fund. A maximum of 3 applications can be submitted, with successful awards typically being less than £10,000. For example, Council may wish to consider applying to replace some of its dog waste bins, many of which have been in place for an extended period and are in a poor state of repair.

- 14. Together We Can** **Page 27**
Council is invited to receive and note the final draft of the Together We Can document issued by Milton Keynes City Council.

- 15. Community Hub – Working Group Update** **Page 37**
Council is invited to receive a verbal report from the Working Group on their progression of the Community Hub project including:

- Contractors Report no.14
- Updated Project Programme
- Financial Statement Nr 10 as provided by Currie & Brown – to be tabled if available

i. Community Hub Café – Café Operator

Council is invited to receive a verbal update from the Clerk.

ii. Buildings Insurance Cover

Council is invited to note that the addition of buildings and contents for the Community Hub has generated an additional premium of £2.030.56 pro rata to October 2025.

- 16. Annual Meeting of Council 2025**
Council is reminded that the Annual Meeting of Council will take place on Tuesday 20 May at 6.30pm and will be followed by the May meeting of Council at 7.30pm.

- 17. Dates of Future Committee & Working Group Meetings**
Community & Communications – 22 April 2025 at 6.30pm
Personnel – 6 May 2025 at 6.00pm – meeting to be confirmed
Planning – 6 May 2025 at 6.30pm
Estates – 13 May 2025 at 6.30pm – meeting to be confirmed

- 18. Date of Next Meeting**
Tuesday 20 May 2025 at 7.30pm

BY ORDER OF THE COUNCIL

Dominic Warner

D Warner, Clerk to Council
9 April 2025

**Minutes of the meeting of Council held on
Tuesday 18 March 2025, 7.30pm
at the
Oldbrook Centre, Oldbrook Boulevard, Oldbrook**

This meeting was open to the public

Members Present

Cllr L Adura	Cllr D Kendrick
Cllr B Barton	Cllr K Kent
Cllr V Dixon	Cllr B Macharia
Cllr B Greenwood (Chair)	Cllr F Mangan
Cllr J Hearnshaw	Cllr D Pafford
Cllr J Howard	Cllr M Petchey
Cllr K Kavarana	

In Attendance

D Warner, Clerk to Council
P Sullivan. Deputy Clerk

190/24

Apologies for Absence

Cllr O Cole – personal commitment
Cllr R Golding – personal commitment
Cllr P Halton-Davis – unwell
Cllr H Kakei – personal commitment
Cllr R McCafferty - personal commitment

191/24

Declarations of Interest

None

192/24

Minutes of the Meeting of Council held on 18 February 2025

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

193/24

Public Involvement – Deputations, Petitions and Questions

None

194/24

Chair's Report

The Chair had recently attended the Parishes Forum and reported the following:

- Representatives of Lime and Dott, bike/scooter operators attended, have worked to ensure more control over where bikes/scooters are dropped in Central Milton Keynes. Working to address problem of underage users and tandem riding.
- Graffiti removal by MKCC.
- CCTV operator, Crimewave.
- MKCC presented on the forthcoming Sports Strategy.

Meeting was well attended online. Next meeting is in-person in June. Will circulate slides of the presentations once available.

195/24

Clerk's Report

- The Clerk thanked Cllr Adura for the invitation to the recent Springfield community event. With the support of Cllr Kavarana, the event was well attended and positive with a focus on what the new Community Hub can deliver and the good work already being delivered in the area.
- Cllrs are asked, if they haven't already, to confirm their availability for the Easter Tea Party which will be held at the Springfield Centre on Saturday 5 April.
- Pleased to note that MKCC have completed works to South Witan roundabout, greatly improving access to Oldbrook.

196/24

Ward Member Reports

- i. Council is invited to receive any verbal Ward Member Reports.
 - Cllr Petchey recently attended an event at CMK Surgery with Michael Bracey, Chief Executive Officer of Milton Keynes City Council in attendance. Following discussion on location/capacity of Fishermead Medical Centre, Cllr Petchey has received confirmation that Mr Bracey will visit the potential site and surgery early April.
 - Cllr Kent thanked the Estates Manager for his work in trying to get MKCC to address the repairs needed to the playground surface on Oldbrook Green, which she considers is dangerous. Would like a formal request made by CPCC to MKCC to undertake any necessary works as soon as possible.
- ii. Council noted the written report received from Cllr Barton which covered the following:
 - Older Persons Board Housing Forum held on Friday 28th February 2025, (Cllr Brian Greenwood was also in attendance), slides available of speaker presentations on request.
 - Milton Keynes Association of Local Councils meeting held on Wednesday 26th February 2025, slides of the presentation by Michael Bracey, Chief Executive Officer of Milton Keynes City Council available on request.

- Buckinghamshire & Milton Keynes Association of Local Councils Chairs training with Cllr Karl Kavarana on Wednesday 19th February 2025 - training pack available on request.

197/24

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

a. Minutes of the Community & Communications Committee

Chair: Cllr K Kavarana

Council is received the minutes and agreed to ratify 1 item (i)

i. Draft Minute 63/24 ii Policy for granting free use of CPCC Community Spaces

Committee considered and resolved to make a recommendation to Council that the updated policy for granting free use of CPCC Community Spaces be adopted.

Committee noted that the current policy (adopted in November 2022), which set out the parameters within which the Committee can grant one-off free use of Oldbrook/Springfield Centres to community groups to support projects, has been revised to include criteria for the free use of space within the Community Hub.

Committee also reviewed and accepted the draft application form to be used for any requests for free use.

b. Minutes of the Planning, Infrastructure & Transport Committee

Chair: Cllr B Greenwood

Council received the minutes.

c. Minutes of the Finance, Administration & Policy Committee

Chair: Cllr B Barton

Council received the minutes, and noted 2 items (i & iv) and ratified 2 items (ii, iii)

i. Draft Minute 51/24 Year End Accounts, Annual Return and Internal Audit Report

Committee noted that subject to being completed, the Year End Accounts, Annual Return and Internal Audit Report will go directly to the May main meeting of Council, this will allow the Annual Return to be completed in a timely fashion.

ii. Draft Minute 52/24 Earmarked Reserve – Springfield Centre Disabled Parking

Committee resolved to make a recommendation for ratification by Council on the reallocation of funds in the cancelled Springfield Centre Disabled Parking earmarked reserve for 2025/26. The recommendation is

to move £20,000 to Play Area Maintenance earmarked reserve (to be used as MKCC CIF grant match funding) and for the remaining £8,000 to be returned to the General Reserve.

iii. Draft Minute 53/24 New Canon Printers

Committee resolved to make a recommendation for ratification by Council on the proposed quote from Canon for the printers in the new Community Hub. The proposal* is for the continuation of the lease arrangement with Canon and would see 2 printers provided at a lower combined cost compared to that of the single printer they provide currently.

*The Canon proposal is made through the Crown Commercial Service (CCS) facility (agreement ref. RM6174). CCS is the UK's biggest public procurement organisation and an executive agency of the Cabinet Office; they assist the UK public sector obtain best value when buying products and services.

iv. Draft Minute 58/24 VAT change

Committee noted that the monthly VAT returns will continue until the Community Hub costs have all been paid. Upon completion we will return to quarterly returns in line with standard quarterly dates.

d. Minutes of the Estates Committee

Chair: Cllr R Golding

Council received the minutes and agreed to ratify 3 items (i, ii & iii)

i. Draft Minute 92/24 Community Centres - Hire terms & conditions review

Committee noted that the requirement for Hirer's public liability cover and indemnification of the Council has been referred to Zurich Insurance for clarification - the Clerk confirmed that Zurich had verified Hirers' liability cover was already in place to cover the cost of accidental damage or third-party injury caused by the hiring individuals or organisations.

Having received the above clarification, Committee resolved to recommend to Council the amended Hire Terms and Conditions discussed and agreed at the previous meeting.

ii. Draft Minute 93/24 i Council Allotments

Allotment Tenancies (min no. 70/24i Report E07/24)

Committee reviewed and considered the new draft periodic tenancy agreement and tenancy rules addendum and agreed to recommend them to Council for adoption.

iii. Draft Minute 95/24 1 Pencarrow Place – End of Lease Dilapidations

Committee noted that a Milton Keynes City Council (MKCC) contractor had completed an end of lease dilapidation survey of the building, the outcome of which is awaited. Committee resolved that should it be available, the report be taken directly to Council for consideration. Consideration to include the potential of reaching a financial agreement with MKCC in lieu of completing the dilapidations. Reaching a financial agreement might represent a saving of both officer time and Council funding.

Council agreed that once the report was received and in order to avoid any delay, Officers should be empowered to undertake negotiations on any works required on behalf of Council.

198/24

Citizens Advice MK – Outreach Sessions Service Level Agreement

Council considered the proposed service level agreement from Citizens Advice MK and agreed for the delivery of advice sessions at the Community Hub from summer 2025 onwards - Council agreed to the cost of the sessions (£4,598 p.a.) in the 2025/26 budget. Session details:

- Offered exclusively to residents of the CPCC area on a fortnightly basis with days to be agreed.
- Sessions will be by appointment only - usually 5 x 45 minute (90 minutes for complex cases).
- Bookings managed by CAMK
- CAMK will fund an initial leaflet drop in the area and provide banners/graphics for use on Council social media, website and Homeground magazine.

Cllrs Petchey and Kendrick asked that it be noted in the minutes that, although present, would take no part in any discussion or decisions on Licensing and Planning Applications to avoid any potential conflict as members of MKCC.

199/24

Licensing & Planning Applications

Due to submission deadlines, Council is invited to consider and comment on the proposed licensing and planning applications:

- i. **Application ref: PLN/2025/0403**
37 RAVENSBOURNE PLACE, SPRINGFIELD, MILTON KEYNES, MK6 3HL

Prior Approval of single storey rear extension, with eaves of 2.4 metres and maximum height of 3.4 metres, extending 4.0 metres from the existing original rear wall

Comments by: 01/04/2025

Officer: Madison Graham

No comment

- ii. **Application ref: PLN/2025/0388**
63 STAMFORD AVENUE, SPRINGFIELD, MILTON KEYNES, MK6 3LD
- Proposed demolition of existing outbuildings and erection of single storey rear extension
- Comments by: 02/04/2025* *Officer: Madison Graham*
- Seek reassurance from MKCC regarding overdevelopment, possible loss of garden amenity space.
- iii. **Application ref: PLN/2025/0338**
THE BARGE INN, 15 NEWPORT ROAD, WOOLSTONE, MILTON KEYNES, MK15 0AE
- The crown lift to 5m over highway of five Horse Chestnut trees, 2 Poplar trees and 1 Sycamore tree protected by Milton Keynes Council Tree Preservation Order no. PS/540/15/183
- Comments by: 04/04/2025* *Officer: Sonia James*
- No comment
- iv. **Application ref: PLN/2025/0414**
39 RAVENSBORNE PLACE, SPRINGFIELD, MILTON KEYNES, MK6 3HL
- Prior Approval of single storey rear extension, with eaves of 2.45 metres and maximum height of 3.50 metres, extending 4.0 metres from the existing original rear wall
- Comments by: 04/04/2025* *Officer: Madison Graham*
- No comment
- v. **PROPOSED UPGRADE TO EXISTING RADIO BASE STATION**
INSTALLATION AT CS_30224901, LAND AT SOUTH OVERGATE
ROUNDAABOUT SW, CHILDS WAY, MILTON KEYNES, MK6 3JP
- Comments by: 21/03/25*
- No comment

200/24

Sport England Place Expansion Investment

Council received a verbal update on the MK Place Based Expansion Programme, with the Clerk confirming that the application for the initial development phase application was being recommended for approval by Sport England.

201/24 Oldbrook Ward Councillor Co-option

Council noted that no-one has come forward expressing an interest in the vacancy. The vacancy will continue to be advertised using the Council media channels.

202/24 Public Works Loan Board (including earmarking of associated funds)

Council received confirmation that the second (and final) tranche of the PWLB loan has been requested in the amount of £394,500 to be repaid over 17 years. The fixed interest rate has been confirmed by the DMO as 5.60%. When received, the funds will initially be held in the general reserve.

Having reviewed the budget and the projected costs to completion of the build, total borrowing will be £1,394,500. The reduced payment amount and term represents a substantial cost saving to Council compared to the original intention of borrowing up to £2,000,000 over a term of up to 50 years.

Council initially earmarked £300,000 towards the cost of the Community Hub in the 2025/26 budget. It is now asked to consider the recommendation of the Responsible Financial Officer that an additional £263,000 is earmarked for the completion of the project. If agreed, the earmarked funds will be transferred from the general reserve.

Council agreed the recommendation of the RFO that an additional £263,000 is earmarked for the completion of the project and that these funds be transferred from the general reserve.

203/24 Community Hub – Working Group Update

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

- Contractors Report no.13
- Updated Project Programme
- Financial Statement Nr 9 as provided by Currie & Brown

i. Community Hub Café – Café Operator

Council received a verbal update.

ii. Charitable Trust Creation

Nothing to report.

Confidential Item

In view of the terms of Schedule 12A Local Government Act 1972, the following item(s)* 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 14.**

204/24

Community Hub Café – Furniture Procurement - Report 06/C/24

Council is invited to consider the recommendation of the Community Hub Working Group in the appointment of a contractor for the supply and installation of furniture for the Community Hub Café.

Council agreed the recommendation of the Community Hub Working Group, appointing Supplier A (Atlas Contract Furniture).

205/24

Dates of Future Committee & Working Group Meetings

Planning – 7 April 2025 at 6.30pm

Estates – 8 April 2025 at 6.30pm – meeting to be confirmed

206/24

Date of Next Meeting

Tuesday 15 April 2025 at 7.30pm

**The minutes of the Planning, Infrastructure & Transport Committee of
Campbell Park Community Council held on
Monday 7 April 2025
at the Springfield Centre, Springfield Boulevard, Springfield
commencing at 6.30pm
This meeting was open to the Public**

Members Present

Cllr V Dixon

Cllr B Greenwood (Chair)

Cllr J Hearnshaw (arrived at 18:34)

Cllr R Golding

Cllr P Halton-Davis

Cllr K Kavarana

In attendance

T Jones, Committee Clerk

87/24

Apologies for Absence

Cllr R McCafferty - unwell

88/24

Declarations of Interest

None

89/24

Members of the Public Present

None

90/24

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.

91/24

Public Involvement – Deputations, Petitions and Questions

None

92/24 Consultations – including any applications or consultations received after the publication of the Agenda that must be considered before the date of the next meeting.

Cllr Hearnshaw arrived during the course of this item.

a. Planning Applications

i. PLN/2025/0454

Certificate of Lawfulness (existing) regarding the commencement of works in relation to planning permission ref. 06/01380/FUL
At 4 WILFORD CLOSE, WOOLSTONE, MILTON KEYNES, MK15 0HA

Deadline: n/a (Notification)

Planning Officer: Madison Graham

Committee noted the proposal.

ii. PLN/2025/0467

Certificate of lawfulness for a proposed dormer extension to the rear elevation and rooflights to the front roof slope
at 57 ARLOTT CRESCENT, OLDBROOK, MILTON KEYNES, MK6 2RA

Deadline: n/a (Notification)

Planning Officer: Kayleigh Boulding

Committee noted the proposal.

b. Licensing

Committee noted the following licensing application/s, which had been responded to with ‘no comment’, through the delegated powers given to the Committee Clerk:

i. Street Trading Consent Boroughwide Renewal - Mr Guci Ices Ltd, R481 0SH, Ref 169557

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

Monday to Sunday 13:00 to 20:00

Please note the change to previous hours which were:

Monday to Sunday 12:00 – 21:00

ii. Street Trading Consent Boroughwide Renewal - Soft99whip, S99 WHP, Ref 143311

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

Monday to Sunday 15:00 to 20:00

iii. Street Trading Consent Boroughwide Renewal - MK Ices - KN58 UEP

Renewal and Change of Vehicle from SV64 WSJ To KN58 UEP

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

Monday to Sunday 14:00 to 21:00

iv. Street Trading Consent Boroughwide Renewal - Pecorella Whip, Reg FJ72 WHP Ref 143302

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

Monday to Sunday 15:00 to 21:00

c. Update on Past Consultations

Permitted:

- i. PLN/2024/2570 - DAVID LLOYD, LIVINGSTONE DRIVE, NEWLANDS, MK15 0DL
- ii. PLN/2025/0105 - 44 PATTISON LANE, WOOLSTONE, MILTON KEYNES, MK15 0AY
- iii. PLN/2024/2493 - Verge at Duckworth Court, Oldbrook Boulevard, Oldbrook

Refused:

- iv. PLN/2025/0179 - 11 PENRYN AVENUE, FISHERMEAD, MILTON KEYNES, MK6 2BP
- v. PLN/2025/0181 - 62 POLRUAN PLACE, FISHERMEAD, MILTON KEYNES, MK6 2EA

d. Appeals

None

e. Planning Enforcement

Committee received reports relating to Planning Enforcement.

92/24 General Consultations

i. Proposal to remove BT Payphone

Committee considered a consultation from BT regarding the removal of a payphone in our area – “JNC SPRINGFIELD BLVD PHONECARD PCO 1 RAVENSBOURNE PLACE SPRINGFIELD MILTON KEYNES” (outside One Stop on the corner of Springfield Boulevard and Ravensbourne Place). MKCC are collating comments and will respond to BT.

Committee noted the proposal and had no objection to the phone removal, resolving to request that should the phone be removed, that the kiosk be removed at the same time as it serves no purpose and will attract vandalism and become unsightly.

ii. Proposed Grand Union Canal Transfer

Committee noted that the Applicant for the Proposed Development intends to make an application for Development Consent under the Planning Act 2008. The Applicant has sought a Scoping Opinion from the Planning Inspectorate, on behalf of the Secretary of State, as to the scope and level of detail of the information to be provided within the Environmental Statement that will accompany its future application.

The Planning Inspectorate has identified CPCC as a consultation body to inform the Scoping Opinion and is therefore inviting comments by **28 April 2025**. The deadline is a statutory requirement that cannot be extended.

Committee resolved to note the proposal. Committee resolved to raise concerns about the ongoing maintenance of the canal banks on the stretch of the Grand Union going through our area, which is eroded in some areas which may lead to potential water breaches with increased water volume. Committee also were also keen that with any development or changes to the water system, the impact on biodiversity is considered, protected and mitigated appropriately.

93/24

Committee Terms of Reference Review

Committee reviewed its Terms of Reference prior to the Annual Meeting of Council in May. Noting that amendments will be considered at the Annual Meeting.

Committee resolved that no amendments were required, however, resolved to propose to Council, that in line with its ToR, that Committee commence a review and renewal of the CPCC Neighbourhood Plan in preparation for its expiry in 2026.

94/24

Date of Next Meeting

Tuesday 6 May 2025 at 6:30pm.

Any consultations received, that require a response before the next meeting, will be considered by Council on 15 April 2025.

REPORT TO: Council

DATE: 15 April 2025

REPORT ON: Solar array and battery installation at the Springfield Centre

REPORT BY: Estates Manager

REPORT NO: E07/24

Purpose of report

To provide updated information to members about the proposal to install a solar panel array and battery storage system on the roof of the Springfield Centre, given the Carbon Offset Fund (COF) has closed, and is unlikely to re-open in the near future. Given this information, and the council's climate emergency commitments, it is proposed to press ahead with the installation anyway, funded entirely by CPCC.

Background

The Council has committed to reducing its carbon footprint, and the new hub has a solar PV/battery system designed to meet the electricity needs of the council part of the building in its entirety. With the Springfield Centre having a large south facing roof, and a relatively small electricity usage, it makes sense to install a similar system here, to reduce ongoing financial and environmental costs. We were hoping to utilise the MKCC COF to part fund this, but that opportunity is no longer available to us.

Quotes

Three quotes from local suppliers have been sought, as per the table below. These have got slightly cheaper since the initial report, thanks to an increase in solar importing since the energy crisis. All three suppliers listed were provided with last years of electricity bills to come up with a solution, and came to different solutions at different costs, as below.

Supplier	Generation kW	Storage kWh	Annual saving	Install cost
Supplier A	14.96	10.36	£2,897.00	£13,917.00
Supplier B	5.9	10.2	£1,759.00	£16,998.00
Supplier C	6.96	11.52	£1,804.00	£12,340.00

The top supplier has delivered significantly better annual savings (and therefore significantly reduced carbon footprint) due to greater daytime generation capacity. Most of our usage in this centre is during the day, and during the summer, so this is sensible. The other quotes would rely more heavily on the use of the batteries, and the grid to deliver lower savings.

The recommendation

The recommendation is to go for the top supplier as listed, as it not only delivers bigger savings straight away, but provides better future proofing if usage does go up in the future (for example if we get a regular user in the smaller hall during the week). The projected annual savings will cover the initial extra spend over supplier C in under two years and provide much greater savings thereafter. The current expectation would be a 25 year life span for the system, yielding projected savings of over £100k in that time (as well as saving 4 tons of CO2 emissions per year).

Full quotation documents are available on request.

There is £14k in earmarked reserves to fund this project.

COMMUNITY INFRASTRUCTURE FUND 2025-2026

Applications recommended for approval based on feasibility and criteria scoring:

	Parish Name	Project	Total Cost	MKCC 50%	Parish 50%*
1	Bow Brickhill B	SIDs and poles	£5,894.00	£2,947.00	£2,947.00
2	Castlethorpe	Accessible equipment	£3,800.00	£1,900.00	£1,900.00
3	Fairfields	SIDs and poles	£9,768.00	£4,884.00	£4,884.00
4	Haversham	Footpath	£13,000.00	£6,500.00	£6,500.00
5	Kents Hill and Monkston	Dog Waste Bins	£20,018.00	£10,000.00	£10,018.00
6	North Crawley	2 x SIDs	£7,008.00	£3,504.00	£3,504.00
7	Olney	Resurface car park	£21,621.55	£10,810.77	£10,810.77
8	Shenley Brook End & Tattenhoe	Play Area Equipment	£22,048.00	£11,024.00	£11,024.00
9	Shenley Brook End & Tattenhoe	Play Area Equipment	£14,750.00	£7,375.00	£7,375.00
10	Shenley Church End	Bollards	£2,500.00	£1,250.00	£1,250.00
11	Sherington	SIDs and poles	£7,115.98	£3,557.99	£3,557.99
12	Stantonbury	SIDs and poles x 3	£7,425.00	£3,712.50	£3,712.50
13	Stantonbury	Accessibility measures	£6,550.00	£3,275.00	£3,275.00
14	Stoke Goldington	Trim Trail	£13,746.00	£6,873.00	£6,873.00
15	Stony Stratford	SIDs and poles	£5,000.00	£2,500.00	£2,500.00
16	Stony Stratford	Play Area Equipment	£5,000.00	£2,500.00	£2,500.00
17	Wavendon	Height Protection Barrier	£6,051.11	£3,026.00	£3,025.22
18	West Bletchley	Mobile SIDS	£13,997.00	£6,997.00	£7,000.00

*Parishes may contribute more than 50% to a project if they wish. Smaller parishes with less than 200 households will receive 75% of the total project cost.

Maximum amount a parish can apply for is £20,000 from the CIF. There is no limit on their own contribution.

Total projects cost £185,292.64.

MKCC contribution (CIF) £92,636.26. (This leaves a contingency fund of £7,363.74)

Parish contribution £92,656.48.

Waiting List

These are the projects that will be offered funding next if an offer is not accepted by the parishes on the above list or there is sufficient funding available.

1	Abbey Hill	Play Area Equipment	£34,000.00	£17,000.00	£17,000.00
2	Campbell Park	Play Area Improvements	£40,000.00	£20,000.00	£20,000.00
3	Newport Pagnell	Play Area Equipment	£24,176.25	£12,088.13	£12,088.13
4	Wolverton and Greenleys	New car park	£40,000.00	£20,000.00	£20,000.00

Community Infrastructure Fund 2025-2026

Guidance & Criteria

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

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

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

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

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

5. Locations should be:

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

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

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

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

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

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

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

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

12. Applicants must provide outline costs for works at the application stage.
13. Parishes should state how their 50% contribution is being funded. Parish match funding cannot be from any other part of MK City Council's funding e.g., Section 106 or from another grant application.
14. Approved projects for the 2025-2026 CIF must be completed within the 2025-2026 financial year and must not exceed this deadline unless in exceptional circumstances and with approval for an extension from MKCC.
15. Parish, Town and Community Councils will, prior to submitting an application, check whether any planning permissions or any other relevant permissions or consents are required and ensure that such permissions/consents etc. are in place upon application. Evidence must be included with the application. The costs of any planning permissions that may be necessary can be included as part of the costs.
16. Before applications are submitted, applicants will be required to provide evidence that the project/s have been discussed with relevant MK City Council departments and have obtained permissions in principle.
17. Parish, Town and Community Councils should present three quotes at the application stage for the work that will be undertaken by the Parish, Town or Community Council, to demonstrate the principles of Best Value.
18. If three quotes are not available, applicants are required to advise of the reasons when applying for the council's grant(s) e.g., conservation requirements are for specialist contractors which may be limiting choices.
19. A Delegated Decision will be made by the relevant Cabinet Member or Council Leader following an assessment of applications for funding by MK City Council officers.
20. Where schemes do not proceed or are at risk of not delivering within agreed time frames, the amount allocated must be returned immediately to MK City Council for re-allocation. Funds cannot be transferred to another project.
21. Funding can only be used for the projects for which they are approved by the MK City Council.
22. Release of funds will only be made upon the completion of the works and they have been checked and approved by a relevant MKCC Officer. This officer will provide a written confirmation that the project has been delivered as per the approved application. A copy of the invoice and presentation of three quotes for the work that has been undertaken by the Parish, Town or Community Council to demonstrate the principles of Best Value.
23. The fund cannot be used for normal running costs i.e. officer salaries, energy bills or rent.
24. MK City Council will monitor the progress of projects; this could involve site visits if appropriate. Applicants are required to provide evidence of completion of all projects; photos are required at application and completion stage ("before" and "after" pictures).
25. The Parish, Town or Community Council will be required to maintain a minimum of £5 million insurance for public liability and provide the evidence to the MK City Council together with their application.
26. The Parish, Town or Community Council is required to comply fully with relevant, current UK Health and Safety legislation and regulations.
27. If a grant is used to buy a significant item of equipment or asset, we will advise that it must be recorded in the accounts that MK City Council has an interest in it. If the asset is to be disposed of (sold), MK City Council must be contacted before the disposal is made. MK City Council may require a share of the proceeds in relation to the original contribution.
28. CIF funding is Capital funding and therefore it cannot be used to fund revenue works related to landscaping services. However it can be used for the enhancement of an existing asset or building something new. The future revenue implications of any Capital works will need to be minimised where possible. If parishes are devolved, they can self-deliver or use MK City Council contractors.

Type of projects

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

Verge protection

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

Gateway signs

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

Flood Prevention

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

Speed Indicator Devices (SIDs)

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

There are several models available to suit local needs and budgets. For help and advice about SIDs, contact our Road Safety Officer, keith.wheeler@milton-keynes.gov.uk

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

Play area flooring or equipment

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

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



MK **Milton Keynes**
City Council

Together we can.



April 2025

Introduction

A partnership of Milton Keynes City Council and Local Councils

Local Councils (Town, Parish, and Community Councils, which we shall refer to 'parish councils' throughout this document) are working hard to benefit their communities and residents. In partnership with Milton Keynes City Council (MKCC), they innovate solutions to fast moving challenges, creating a powerful alliance and building a stronger Milton Keynes.

Here we set out the parameters of the dynamic working relationship that exists between parish councils and MKCC. It is a strong partnership that that is essential to meet the expectations of our residents, even in the face of challenges. It grows stronger when we all embrace the premise that, **'together we can'**.

Parish councils are key in supporting communities and improving local areas. Milton Keynes is unique - the first unitary local authority to be fully parished in England. This unique democratic model is one to be celebrated and must continue to benefit residents and communities.

Parish councils and MKCC can be proud of the relationships we have - much has been achieved. But these continue to be difficult times for local government. Increased demand, restraints on budgets, and a reliance on willing volunteers presents continued challenges. As a result, it is necessary to address the framework of how we work together to achieve the best results and affect real change at a local level.

The MKCC Plan (2022-2026) recognises the importance of this partnership and the vital role that parish councils have in shaping their own local areas and Milton Keynes as a whole.

Our structures

- MKCC is recognised as the Principal Authority for the area.
- Policy is set by a combination of democratically elected ward councillors and national legislation and administered by MKCC Officers.
- Parish councils (48 within Milton Keynes) are the first tier of local government and have a unique and in-depth knowledge of their local communities and places. Parish Councils are autonomous and independent and are corporate bodies constrained by statute. They have a number of statutory powers and broader powers can be acquired through a General Power of Competence.
- Policy is set by parish councillors and administered by parish council officers, usually (but not exclusively), the clerk.

- MKCC Ward Councillors and parish councillors recognise the great value in having good relationships across the different parish councils and MKCC. Good communication and engagement are central to being effective. Parish councillors understand the role that ward councillors play at the MKCC wide level. Equally, ward councillors understand the role that parish councillors play at local area level. Whilst each are different types of councillors (be they ward councillors or parish councillors), all are committed to ensuring the best outcomes for their areas and for Milton Keynes as whole.

Working together

- **‘Together We Can’** embodies the true ethos of partnership working, involving all partners contributing to a common goal, communicating, and working effectively with each other.
- By pooling knowledge, experience and tools, all councillors and council officers (both local and principal) can build a better understanding of what works at the very local level. They identify the needs and views of residents and communities and represent and act upon them.
- Success is dependent on all partners treating each other equally and with respect and understanding of the statutory landscape within which each partner operates.
- Collaborative relationships are mutually beneficial for all and involve both officers and councillors at every level.
- The non-statutory Milton Keynes Association of Local Councils (MKALC) gives voice to issues affecting parish councils across Milton Keynes and liaises with MKCC on their behalf (although of course individual parish councils also raise specific issues). MKALC is supported by a County Association (BMKALC) and National Association (NALC) which provide advice, training and literature to parish councils.

Challenges that local communities are facing are sometimes very difficult to solve but **together we can** work towards positive solutions, ensuring all parties feel valued. It is vital that we treat each other with respect, dignity and politeness (even when we might not always see things the same way).

We strive to behave fairly and constructively towards each other when we disagree, we will listen and be respectful in our exchanges of views. Disagreements will arise sometimes and that’s okay because everyone can express their opinion and be heard. Debate may even be robust but aims to make Milton Keynes a better place for our residents and communities.

What this means in reality is that parish councils and MKCC will:

- Respond in a timely manner to ensure a regular flow of information, particularly where issues remain outstanding or unresolved. We recognise the importance of communication and will respond with acknowledgements and regular / periodic updates.
- Provide inductions to new key officers, as well as existing officers, on the role of parish councils and MKCC.
- Within MKCC, have parish council champions that work with ward councillors, council officers and cabinet members to highlight the key role that parish councils have.
- Support closer working between ward and parish councillors.
- Recognise that one size does not fit all given parish councils vary greatly in size, capacity, staffing, finances, etc and appreciate that sometimes, parish councillors of smaller parishes, will take on some functions to support the clerk / officer roles. Strive to continuously work together and improve engagement.
- Not work in silos and ensure the words within this document translate into actions.
- Ensure that the Parish Partnership Team continue to be a point of contact, information and advice and provide issue resolution for parish council difficulties.

Consultation and engagement

MKCC and parish councils recognise that consultation and engagement can be challenging. However, it is key in ensuring that parish council and resident voices are heard on issues impacting both them and Milton Keynes more generally.

As the principal authority, it is MKCC that runs formal consultations on both local and national issues. More informal engagement with parish councils can also be used to help form the development of policy and practice of the Council.

MKCC will:

- Consult and engage positively with parish councils on matters which impact them and their communities. Matters that will be of importance to some may be less to others, so a bespoke approach can be taken.
- **Start conversations early**, where it will impact parish councils. Formal consultation may follow but engaging parish councils early can have a beneficial impact on success.
- **Publish formal consultations** on <https://www.milton-keynes.gov.uk/consultations> enabling parish councils to respond accordingly and highlighting, in advance, (through the parish clerks), the consultations that are coming up.
- **Engage with parish councils** using the Parishes Forum (PF), the Parishes Advisory Group (PAG) and other meetings to enable consultation, engagement and dialogue to take place. This can be both formal, but also can be informal through discussions with parish councillors / officers and local resident and other groups.
- **Attend parish council meetings**, where appropriate, to discuss the impact on the parish council and its parish area.

- **Ensure that formal consultations**, other than those governed by statutory regulations such as planning matters, will be for a minimum of six weeks excluding the Christmas/New Year holiday period and giving some extra allowance in August when many parish councils do not have formal meetings. (In reality consultations are often longer than the minimum)
- **Understand that community engagement and consultations** is about listening and learning and having meaningful dialogue with the community and is an opportunity to find out what is important to them, their neighbourhoods and local areas.
- **Use the most effective method** to consult and engage, including digital methods.
- **Consult in plain English** to be clear and concise.

And for **parish councils**, they will:

- **Respond and engage** with formal consultations and provide contributions to shape policies that matter to residents and communities.
- **Provide officer / clerk contributions** and support where the nature of the consultation or engagement is more about operational processes.
- **Engage with MKCC officers in the development of policy or initiatives** respecting the uncertainty and confidentiality which comes in the early stages of development but recognising early influence of these decisions can lead to successful results for residents.

Over recent years the nature of consultation has evolved as there has been an increase in delegated decision making as MKCC has responded to national government directive.

We need to ensure that, going forward, the primacy of both formal and informal consultation is maintained by MKCC and the MKCC Cabinet is committed to ensuring this.

Useful documents:

- *Cabinet Guidance on Consultation*
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/691383/Consultation_Principles_1_.pdf
- *Statement of Community Involvement* setting out how MKCC engages and consults with local communities and stakeholders on planning policy documents and planning applications
[Statement of Community Involvement \(SCI\)](#)

Asset and service devolution

We recognise that parish councils are all different in their makeup, capacity and size and will require different solutions and responses. As they have different needs – one size simply does not fit all. Assets and services are for the benefit of residents and parish councils can be best placed to deliver this.

MKCC will support those parish councils with an appetite to become more involved in service and asset devolution and work across the parish council community to ensure that the involvement is at a level that suits individual parish councils and the communities and residents they serve. Parish councils taking on devolved services are supported by service specific officers and regular meetings take place between such officers and the devolved parishes.

Parish councils are welcome to make use of the past experiences and expertise accumulated by MKCC in relation to devolution projects in which they choose to engage. For example, this could include shared ambitions for healthy and active communities, to be the Greenest City, promote biodiversity and combat climate change.

Section 106/Planning Obligations

Under planning legislation and regulations, MKCC can require a developer to contribute towards providing infrastructure or taking steps to offset the impact of a development; obligations of this nature are set out in what are often known as S106 Agreements. Organisations that apply for funding are encouraged to engage with parish councils for the area, given that parish councils have a good understanding of local community needs. Parish councils also have the opportunity to apply for funding themselves, particularly in relation to certain categories. **Appendix A** provides officer contact details for parish councils to have initial discussions relating to particular categories of funding. Details of the available S106 funding can be found on [EXACOM](#) and it is advised that anyone considering applying for funds also contacts the MKCC Planning Obligations Team (planning.obligations@milton-keynes.gov.uk) as part of initial considerations.

Joint working arrangements

Parishes Forum (PF) - We ensure we meet regularly to discuss issues that are important to each other. The PF currently meets four times a year to achieve this. PF meetings can be held physically or virtually. Physical meetings take place in various locations, e.g. MKCC offices, parish council offices, other appropriate venues, etc.

Each parish council nominates two representatives annually. Parish councils share the details of their representatives with MKCC (usually following their Annual General Meetings).

The Cabinet Member with responsibility for Parish Partnerships chairs the PF. A vice chair is elected by the parish councils and serves for two years. Election is undertaken by ballot. The PF provides an opportunity for influencing, bringing fresh ideas and new outlooks, etc, as well as providing and sharing information.

MKC officers from the Parishes Partnership Team support the PF.

Parishes Advisory Group (PAG) - Is a small group of committed and enthusiastic parish councillors, and a ward councillor from each of the political parties who work co-operatively for the greater good of all parish councils across the MK area. The PAG has no decision-making powers and nor is it a constituted group. It is purely an advisory group. The Cabinet Member and vice chair of the PF also hold the same roles on the PAG.

The PAG:

- advises the Cabinet Member with responsibility for parish partnerships on matters of mutual interest to MKCC and parish councils; making any appropriate and relevant recommendations to MKCC; holds consultations with / seek views of parish councils on areas of particular interest.
- shapes and agree approaches on key issues and pieces of work before wider circulation to all parish councils. Can set up Sub Working/Task Groups to focus on the identified areas of concern or progress. Working / Task Groups to be chaired by a PAG representative and opportunities to attend will be issued to all parish councils. This could be parish council clerks, parish councillors or a combination.
- determines the way forward for the devolution agenda, ensuring services and assets rest with the level of local government that can best maximise the opportunity of particular assets and services for the wider community.
- considers agenda items, discussion topics, and show casing for the PF, and agree the agenda for the PF each quarter.
- fosters close co-operation and engagement between each parish council, stakeholders, and partners to ensure the best possible outcomes for the communities that we all work to serve.

The PAG membership consists of

- A ward councillor from each of the main political parties
- Three representatives from the **Milton Keynes Association of Local Councils (MKALC)**
- Three further parish councillors invited by the Chair

MKCC officers from the Parishes Partnership Team support the PAG (See **Appendix A**).

Local Area Forums (LAFs) -meetings for groups of parish councils who share common interests / are connected by physical locality (usually ward). LAFs are attended by the Ward Councillors (who ordinarily take the role of chair). Support for LAFs is discussed and agreed with MKCC Officers and each individual LAF.

Access to Systems

Where MKCC is able, it will provide access to systems that benefit joint working – for example the Geographical Information System (GIS).

Reporting issues

MKCC encourage parish councils to report issues through the [Report It](#) function. Escalation of issues should be directed to [Ward Councillors](#). The Parish Partnership Team is also available to assist (See **Appendix A**).

Future challenges

Working together and respecting our different roles, we know that we can make a real difference to our residents as challenges and opportunities present. There will be a likely rise in demand when budgets will be under considerable pressure. When difficult times arise, but with an open and honest dialogue between us (for example, around respective future financial and funding positions) we will be able to deliver for residents.

Together we can....

Through a dynamic partnership, clear and timely communication, sharing best practice, and innovating together, we can improve our communities.

Collaboration will:

- bring a range of resources and talent to creating innovative solutions.
- use available resources more efficiently and effectively.
- help tackle the complexity of the challenges.

This document is a living document; edited, updated, and revised over time to encourage collaboration and avoid stagnation. To be circulated for review annually, giving partners the opportunity to say what has worked well, what has not, and what, if anything, needs changing.

Our framework is deliberately not focused on specific measurements or sanctions for parties, but rather meant to act as a document that sets out the parameters for mature, constructive, and productive relationships between all councils in MK.

Appendix A

The main contact for the Parishes Partnership Team is Kay Pettit who can be contacted at Kay.Pettit@milton-keynes.gov.uk or Local.Councils.Liaison@milton-keynes.gov.uk

Parish councils can contact the following officers for initial discussions about S106 Funding

- Community Safety – Joanne Smart Joanne.Smart@milton-keynes.gov.uk
- Leisure – Janette Murphy Janette.Murphy@milton-keynes.gov.uk
- Voluntary and Social infrastructure - Kay Pettit Kay.Pettit@milton-keynes.gov.uk
- Biodiversity, play areas and parks - Phillip Snell Phillip.Snell@Milton-keynes.gov.uk



CONTRACTOR'S REPORT

Site: Campbell Park Community Hub

Date: 03/04/2025

Contract No: 2464

Report No: 14

by: C Spencer

1 Progress for works up to and including the 31/03/2025 against our updated programme with the revised completion date of the 14/02/2025.

Brief outline below: -

- **Construction period –**
- Front retaining walls now complete.
- External ducting and drainage complete.
- Kerbing commenced to carpark & access road.
- Perimeter fencing commenced.
- External balustrade commenced to patio area.
- Brick on edge capping to retaining walls complete.
- Internal handrails and balustrade 90% complete – incorrect glass panels have been ordered.
- Floor finishes complete to the first floor.
- Lift installation complete.
- Served shutter and counter installed.
- Ground floor kitchen installation complete.
- Exposed steels to Café – topcoat decorations applied.
- Café kitchen installation complete.
- Floor finishes to ground floor around 75% complete.
- Topcoat decorations to ground floor around 60% complete.

Works due to commence in next reporting period

- Tarmac works to commence on 14/04/25
- Landscaping works to commence 15/04/25
- External glass balustrade to commence 07/04/25
- Testing & commissioning to commence
- Hearing loop to council chamber to be installed 15-17/04/25

2 Summary

Reporting against the updated construction programme to the 14/02/2024, revised to reflect the 4-week extension of time awarded.

Internally works are currently around 11 weeks behind schedule, when considering the current programme dates and the timing of the report indicates that around 1.5 weeks of lost time has potentially been mitigated in the period.

Externally works are also around 11 weeks behind which as with the internal works indicates around 1 week of lost time has potentially been mitigated in the period.

3 Contract completion date and Forecast Completion date

Revised completion date – 14th February 2025

Forecast Completion date – With works left to complete & the dates booked for key trades we currently anticipate practical completion around the 25/04/2025.

4 Weather

We have lost the following: -

- 0 lost days externally during reporting period.

Total to date = 31 days (report compiled to 31/03/2025)

5 Architects Instructions and RFI's Logged

AI's. 42no 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>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>IPS</i>	<i>Formwise Laminates</i>
<i>Servery Counter</i>	<i>Top Class Designs</i>
<i>Tarmac</i>	<i>Charmac</i>
<i>Fencing and Gates</i>	<i>East Midlands Fencing</i>
<i>External Glass Balustrading</i>	<i>Neaco</i>
<i>IPS</i>	<i>Formwise</i>
<i>Internal Glass Balustrading</i>	<i>Lloyd Worrall</i>
<i>Floor Finishes</i>	<i>Hillside Flooring</i>
<i>Reception Hatch and Fire Curtain</i>	<i>Avon Armour</i>
<i>Servery Shutter</i>	<i>Syston</i>
<i>Decorating</i>	<i>Northdec</i>
<i>Wall Tiling</i>	<i>J Appleby</i>
<i>Whiterock</i>	<i>Impact Group</i>
<i>Fire Protection</i>	<i>Pyrotect</i>
<i>Internal blinds</i>	<i>Herdman Blinds</i>
<i>Road Markings</i>	<i>Northampton Road Markings</i>
<i>Street Furniture</i>	<i>Broxap</i>
<i>Window Film</i>	<i>The Window Film Company</i>
<i>Sealants</i>	<i>MBH Sealants</i>
<i>Landscaping</i>	<i>Land Structures</i>
<i>Builders Clean</i>	<i>Dream Clean Services</i>

7 Building Control

Next visit – final inspection

S&B have commenced the issuing of relevant documentation for final sign off

8 Quality control

Damage noted to internal doors – agreed with supplier that Steele & Bray will engage a surface repair contractor to undertake on their behalf

9 Information Required

10 Health & Safety

Latest report attached.

11 Progress Photos

As attached at end of report.

12 Services

- Electrical services – Live
- Water services – Live
- BT Openreach – final connection date requested.

First floor ready for cleaning



Patio balustrade commenced



Paving to patio nearing completion



Permeable paving preparation works





Campbell Park Community Hub Project



