

**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 RAVENSBOURNE 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