



CPCC Community Hub

Springfield Boulevard

Springfield

Milton Keynes MK6 3JS

Tel: No: 01908 608559

Clerk - clerk@campbell-park.gov.uk
Website: www.campbell-park.gov.uk

Meeting of the

COMMUNITY & COMMUNICATIONS COMMITTEE

AGENDA

Tuesday 27 January 2026

6:30pm

CPCC Community Hub, Springfield Boulevard, Springfield

Committee Members:

Cllr L Adura

Cllr O Cole

Cllr V Dixon

Cllr J Howard

Cllr K Kavarana (Chair)

Cllr D Kendrick

Cllr B Macharia

Cllr F Mangan

Cllr R McCafferty

Cllr J Messant

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

IN CASE OF EMERGENCY

In the event of a fire use the nearest exit to evacuate the building.

Proceed to the designated fire assembly point which is located on the patio area adjacent to the pedestrian entrance and await instructions from emergency personnel.

AGENDA

1. To Receive

Apologies for Absence
Declarations of Interest

2. Minutes of the previous meeting

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The Committee are invited to approve the minutes of the meeting held 25 November 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. Grants

i. **St Marks Meals** (Grant Application 018/25-26/Sect 137)

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Committee is invited to consider an application from St Marks Meals for £1000.00 towards the supply of family meal boxes for distribution via schools, family centres etc.

ii. **The Hooke Heritage Project** (Grant Application 009/25-26/Sect 137)

Committee are invited to note that the Hooke Heritage Project has had to make changes to its project and as a result has returned the grant of £1000 awarded to them. Once the new project scope has been agreed, the organisation will submit a new application for consideration.

5. Community Projects - Programme & Priorities 2025/26

i. **New Applications for free use of CPCC Community Spaces**

Committee are invited to note the outcome of the following free use applications received since the last meeting.

- a. Orchard Academy – awarded free use of room at CPCC Community Hub for a family meeting.

ii. **Review of Free Use of CPCC Community Spaces**

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Committee are invited review the following Free Use of CPCC Community Spaces and consider extending the approved period of use for a further 6 months.

- a. Springfield Craft Club – monthly 2nd Saturday of the month, 2-4pm – venue tbc.
Please see report on the impact of the sessions to date. **Report C&C/005/25**

iii. **Review of Christmas Events**

Committee are invited to receive a verbal report the from the Committee Clerk about the events held over the Christmas period and consider any learning points for future events.

iv. **Youth Provision**

Committee are invited to note that the Committee Clerk is continuing to investigate potential opportunities to provide youth provision in the CPCC area. Committee are invited to receive a verbal update from the Committee Clerk on the progress made so far with a report on a preferred way forward, within the scope of the approved youth provision budget, to be presented to Committee in due course.

v. **MK Arts Centre**

- i. On The Road Project - Committee are invited to note that following the success of the sessions held in Springfield in October 2025, MK Arts Centre have offered CPCC the opportunity to be part of the On the Road project again. The sessions will be held in April, with 3 artist led sessions provided over consecutive weeks, for our residents to participate in a range of art styles. The cost for which falls within the previously approved Community Wellbeing Programme budget. The dates and venue are to be finalised. Woolstone Community Centre have kindly offered the use of their hall free of charge if we can identify a suitable timeslot that is available to hold the sessions.
- ii. MK Community Foundation partner project – Committee are invited to note that MK Arts Centre are working to submit an application for funding to MKCF for a new community-based art provision project as a development of the On The Road Project. CPCC will be identified as a delivery partner within the application. Should the funding application be successful, this will put CPCC along with a small number of other parish/community councils, at the forefront of the delivery of the project which will cross parish boundaries giving our residents more opportunities to get involved with and try out a wide range of art & craft styles.

vi. **New Activities at the Hub**

Committee are invited to note that a new Dance Fitness class for adults is being held on a Wednesday morning 10-11am. Participants are being asked to contribute £4 towards the cost of providing the session, which is being facilitated by UDOIT Dance Foundation.

6. Homeground

- i. Committee is invited to note that the February edition of Homeground magazine has been delayed with distribution being put back by 1 week to 16 February. The magazine proof will be shared with Members by email on Friday 30 January with any comments required by Monday 2 February.

7. Date of Next Meeting

Tuesday 24 February 2026

BY ORDER OF THE COUNCIL

T Jones

Community Officer/Committee Clerk

21 January 2026

Minutes of the Community & Communications Committee
held on Tuesday 25 November 2025
commencing at 6.30pm
at the CPCC Community Hub, Springfield Boulevard, Springfield

This meeting was open to the Public

Members Present

Cllr L Adura	Cllr O Cole (arrived at 18:45)
Cllr V Dixon	Cllr D Kendrick (arrived at 18:38)
Cllr K Kavarana (Chair)	Cllr F Mangan
Cllr B Macharia	Cllr J Messent
Cllr R McCafferty (arrived at 18:32)	

In attendance

T Jones, Community Officer/Committee Clerk
P Sullivan, Deputy Clerk

33/25

Apologies for Absence

Cllr J Howard – personal commitment
Cllr M Petchey – personal commitment

34/25

Declarations of Interest

None

35/25

Minutes of the previous meeting

The minutes of the meeting held 28 October 2025, having been previously circulated were approved as a correct record and signed by the Chair.

Cllr McCafferty arrived during the course of this item.

36/25

Public Involvement – Deputations, Petitions and Questions

None

i. New Applications for free use of CPCC Community Spaces

Committee noted the outcome of the following free use applications received since the last meeting.

- a. Keeping Kids off the Streets CIC – awarded free use of Oldbrook Centre 2 hours/weekly from 24 November 2025, to provide free boxing classes for children. Free Use to be reviewed by Committee in April 2026
- b. Community Action:MK – awarded free use of the Council Chamber on Tues 27 January 2026 to deliver a community capacity building/training workshop.

ii. Review of Free Use of CPCC Community Spaces

Committee reviewed the following Free Use of CPCC Community Spaces and after consideration agreed to extend the approved period of use for a further 6 months.

- a. MK Lymphoma Support Group – 1st Thurs of month, 2-4pm – The Nest
- b. Walfinch – Golden Memories Thrive Club – last Friday of month, 1-4pm – The Nest

iii. Christmas Fayre

Committee received a verbal update from the Committee Clerk about the event planned for Friday 5 December 2025, including highlighting the need for volunteers to help support the stalls and activities. Members were invited to notify the Clerk if they are available.

iv. Youth Provision

Committee noted that the Springfield Youth Club, run & funded by MK Safety Centre, finished on 19 November due to staff resourcing issues. CPCC supported MK Safety Centre to launch the Youth Club through advertising and it had been able to achieve good attendance levels each week.

Committee further noted that the Committee Clerk is engaging with youth organisations to identify potential opportunities to provide another youth provision to meet this need. Committee authorised the Committee Clerk to progress these discussions with a view to establishing a preferred way forward, to be implemented as expediently as possible within the scope of the approved youth provision budget. The Committee Clerk to report back to the next Committee meeting.

v. Yoga for Health Update & class continuation proposal – Annexe A

Cllr Kendrick arrived during the course of this item.

Committee noted that the Yoga for Health sessions have now concluded and have been very successful. Feedback from participants summarised the impact (Annexe A & tabled statement).

Building on the momentum created by the Yoga for Health programme, Committee considered and agreed to bring forward the plans (previously recommended to Council as part the Wellbeing Programme Project for 2026/27 onwards) to provide weekly, possibly daytime and evening, yoga classes. The classes would be delivered adopting

the same approach as the seated exercise sessions, with participants asked to contribute £3-£5 per class to help support the running costs.

vi. **All Good Café Community Re-investment**

Committee noted that All Good Café CIC aim to be in a position to re-invest in community programmes in 2026/27. In the meantime, Committee also noted that the Committee Clerk is investigating opportunities to offer some activities, similar to those that were offered under the previous arrangements, and were popular with our residents. Committee authorised the Committee Clerk to establish activities, as appropriate, funded in the short term from the Community budget (399).

The Committee Clerk to report back to the next Committee meeting.

38/25 Homeground

Cllr Cole arrived during the course of this item.

- i. Committee considered and contribute ideas to the planned content for the February edition of Homeground magazine.
- ii. Committee noted the feedback received so far following the publication of the November edition of the magazine.

39/25 Date of Next Meeting

Tuesday 27 January 2026

Grants Summary

Community & Communications Committee – January 2026

Annual Budget 2025/26	General	£5000
	Section 137	£7000
	Education Trust	£2500
	TOTAL BUDGET FOR GRANTS	£14,500

Budget allocated to date **£12060**

Available Budget until 31 March 2026 **£2440**

Applicant	Amount requested	Page No.
St Marks Meals (Grant Application 018/25-26/Sect 137)	£1000	13

STANDARD GRANTS:

- i. Grant Applications will be considered on a quarterly basis: April, July, October and January
- ii. A complete application must be received by the 1st of the month
- iii. Grants may be awarded up to a limit of £1,000

COMMUNITY START UP GRANTS:

- i. Only available to new groups within their first 12 months of operation
- ii. Applications will be considered on a quarterly basis: April, July, October and January
- iii. A complete application must be received by the 1st of the month
- iv. Grants may be awarded up to a limit of £1,500 payable in two or three instalments (depending on the type of application). The second and third instalments will only be released on successful completion of a project monitoring report, having met specified criteria.

Community Start Up Grants to Youth Groups (and those working with vulnerable members of our community), will be subject to a 3 Stage Process as follows;

- a. Stage 1 – Committee will consider the application and if a decision to support the project ‘in principle’ is made the applicant will be awarded sufficient funding to enable DBS checks and Safeguarding training to be completed.
- b. Stage 2 – Committee will require evidence of completion of DBS checks, Safeguarding Training and will supply CPCC with their Safeguarding Policy. If accepted, a Grant Award part-payment will be released to support Phase 1 of Project.
- c. Stage 3 – The Applicant will complete a Project Monitoring Report on completion of Phase 1 of the Project. This will be considered by Committee who will decide if to release the final instalment of the part-payment to progress Phase 2 of the project.

Application Guidance

Please read the following notes carefully before completing the Application Form. Incorrect or incomplete forms are likely to be delayed or rejected.

Beneficiaries:

All applications must benefit the community within Campbell Park Community Councils area which includes Willen, Woolstone, Fishermead, Oldbrook, Springfield, Newlands and Winterhill

Applicants must:

- be available to attend a Community Council meeting to explain the purpose of their project, if required to do so. Attendance will be compulsory for all Start Up Grant Applications.
- Provide a copy of the groups Constitution (the aims and rules of your community group)
- Standard Grant Applicants must provide a set of accounts with the application
 - (i) those with an annual income over £5,000 – 3 years accounts
 - (ii) those with an annual income under £5,000 – 1 years accounts
- Start Up Grant Applicants must provide a copy of;
 - All bank statements
 - A Business Plan or similar.
- All Groups working with Young People and vulnerable members of our community must do the following;
 - Provide evidence that all Adult Group leaders have attended Safeguarding Training within the previous 12 months.
 - Provide evidence that all Adult Group leaders have passed a DBS check carried out no more than 6 months prior to the date of application.
 - Provide a copy of the groups Safeguarding Policy, which must be reviewed by your group at least annually.
 - *Hold the Milton Keynes City Council Youth Provision Safe Practice Mark
 - *CPCC encourage all Youth Groups to become members of Action4Youth, National Youth Agency and/or gain quality marks with UK Youth.

* This may not be applicable to Youth Groups registered with a Governing Body e.g. Football Association

If you are unsure of the requirements for your group, please contact the Community Officer on 01908 608559 to discuss this prior to the submission of your application.

Who can apply:

- applicants must be:
a not-for-profit, voluntary or community group
- any organisation applying for a grant that have Councillors from Campbell Park Community Council on their management committee/board of control, must have at least the same number of non-Councillors as Councillors on their board.

We cannot fund:

- goods or services such as equipment for a school or hospital, that should be provided by a statutory body
- projects involving political or campaigning activities
- political parties or groups affiliated to a political party
- projects promoting religious beliefs
- medical treatment
- deficit funding or the repayment of loans
- unspecified expenditure
- fundraising events
- grants to be distributed to other groups or passed on to an individual
- individuals
- Retrospective applications for projects/activities/items already taken place or already purchased

Allocation:

Applications will be considered quarterly in April, July, October and January.

If part funded by other bodies, grants will not be paid until the balance of costs is guaranteed. The Community Council is prepared to provide a letter of intent where this will assist in the obtaining of the balance.

Frequency of applications:

Only one (1) application per financial year (April to end March) will be considered

Start Up grants will only be considered within the first 12 months of operation and only 1 application will be considered during this time.

ACCEPTANCE OF FUNDING

The award is made subject to your agreement to the standard conditions below.

To accept, please complete the agreement and return one signed copy to us, and retain one for your own records.

STANDARD CONDITIONS

Grants will be awarded in line with objectives identified within the Campbell Park Community Council Business Plan

On approval of the grant, a formal letter is sent to the applicant

The Community Council reserves the right for the repayment of a grant not used for the purposes or within the conditions stated.

If the project is not started within three (3) months of the date of the offer letter, the award will automatically lapse and you will need to make a new application. The grant should be spent within 12 months of the project start date.

Upon completion of the project you will make a written report to the Community Council explaining the use of the grant and costs covered by it, copy invoices to be included.

If any amount of the grant remains unspent, for the purpose for which it was given, this must be returned to the Community Council. No further application from you will be considered until the report is received.

You understand that in making an award Campbell Park Community Council is not to be taken as assuming or accepting any responsibility or liability of any kind whatsoever towards any person or persons in respect of any matter or thing arising out of or incidental to the execution of the work you have undertaken.

In the event that the project does not proceed/the organisation discontinue operating, ownership of all equipment/remaining resources purchased using the award money will revert to Campbell Park Community Council.

The Community Council may publicise the amount of funding awarded to your project or organisation in the Homeground magazine or elsewhere.

You acknowledge the financial support received in your publicity along with the Community Council logo and you forward a copy of such publicity to the Community Council.

IMPORTANT NOTE: If your grant expenditure is less than the amount awarded, CPCC will reclaim the difference and reallocate this amount to other projects and by signing this form you have confirmed your agreement.

Start Up Grants will be paid in two or three instalments. The second and third instalments will only be released on completion of a successful Monitoring Report. The timeframe for release of the second and third instalments will be decided on a project by project basis, but there will be a minimum of 3 months between the payment of the instalments associated with Phase 1 and 2 of the project.

DECLARATION

I confirm that to the best of my knowledge the information included in this application is complete and correct. That the budget represents a true cost or nearest estimate and the proposed project could not proceed without the financial assistance requested.

On behalf of **St Mark's Meals** (name of project or organisation)

I (name) Rachel Fielding

Accept the above conditions in respect of the award made by Campbell Park Community Council

Position held within organisation: Project Manager

I confirm that the report will be forwarded to the Community Council by the date requested.

Signed: **Date:** 15/01/2026

1. **Date of application:** 15/01/2026

2. **Name (Full Name) of the organisation making the application:**
St Marks Meals

3. **Contact Details:** (Details of the main contact)

Name: Rachel Fielding

Address: [REDACTED]

Post Code: MK8 [REDACTED]

Email address: rachel@stmarksmk.com

Telephone No's: Daytime: [REDACTED] **Mobile:** [REDACTED]

4. **Status of your organisation - please put 'X' next to all that apply.** (If you are not sure what your status is, you will probably fall under Voluntary or Community groups). If you require help please contact us.

Registered Charity

Community Interest Company

Voluntary or Community Group

Other (please state)

If you have a Charity or Company Number, please enter below:

Charity Number: 1180087

Company Number: [REDACTED]

Do you have any Councillors from Campbell Park Community Council on your Committee/ Board of control? Yes No **X** * (please see 'Who Can Apply' for more info)

5. **What date did your organisation/company start?** 2018

If your group has been operating for less than 12 months please put 'X' here:

6. **Details of any previous grant received from CPCC:**

Amount received £500 **Date:** March 2021

Title of Project: St. Mark's Meals - covering food, boxes and printing costs of meal boxes that were distributed in the Campbell Park Parish Council area.

7. **Does your organisation have a bank account with 2 signatories?** (We cannot make payments to personal bank accounts; your organisation must have its own bank account). **Please mark with an 'X'**

Yes: **X** **No:**

Name of Bank: Co-op bank

Organisations Full Name on the Account: St Mark's MK

Name of Signatories: 1. Paul Oxley 2. Iain Row

8. **If your application is successful, your grant award will be paid by bank transfer.** Please provide:

Bank Account Number: [REDACTED] **Sort Code:** [REDACTED]

9. **Details of the project you are requesting a grant for:**

TO INCLUDE: Please give a full description of your project, including information on:

(a) aims

(b) timescales including proposed start date

(c) groups or organisations you may/will be working with

(d) what particular need will this project will meet

(e) how the need been identified

(f) any further information that will bring the project to life.

Currently, according to the Community Foundation's Vital Signs report, 32% of children in Milton Keynes are living in poverty. We know that many of these children go to bed hungry, which affects their life chances and educational attainment. We want to ensure that no child goes to bed hungry. Therefore, we provide meal boxes containing all the

long-life ingredients needed to cook a delicious family evening meal, along with a colourful, easy-to-follow recipe and activity card. We partner with schools, nurseries and family centres across the city of Milton Keynes, and we currently work with 8 partners within the Campbell Park Parish Council area. These are Oldbrook First School, Ashbourne Nurseries, The Willows School, Jubilee Wood School, New Bradwell School Department, Orchard Academy, Shepherdwell School and Buttons Nursery.

We have five recipes, as well as a kettle box for families who have been placed in temporary accommodation with limited access to cooking facilities. We distribute the meal boxes through our local partners, including schools, family centres, and community hubs. We have 140 local partners. These partners are best positioned to understand local needs and provide the necessary boxes directly to families, when and where needed. Our partners order meal boxes through our ordering site, and we pack and deliver them as required. Teachers and support staff can provide a box to a family in the moment of need, removing barriers such as travel, registration, or stigma.

Within the CPPC during the last academic year (24/25), 841 meal boxes were ordered and distributed to families in those communities. Families use the meal boxes for a variety of different reasons, including struggling with the cost of living, job loss, mental health, and fleeing from domestic abuse. Our meal boxes aim not only to provide relief to a family struggling to get a meal on the table but also to reassure a parent or carer that their children are going to bed with a full tummy.

Project Start Date: Ongoing **Project End Date:** Ongoing

10. Does your project have any impact (positive or negative) on the environment? Please provide details. If it has a negative impact, please detail any mitigation in place.

We have worked hard with our partners to make sure the meal boxes produce as little waste as possible. Our boxes contain all ambient long-life ingredients. All partners are encouraged not over-order so that all ingredients are used within their use-by date. Ingredients are ordered in bulk to minimise delivery frequency, and we schedule meal box deliveries to our partners once a week to minimise our carbon footprint.

11. Is your organisation based in, or does (or will) it deliver its main service/activities within Campbell Park Parish?

Yes *please provide details*

No *please provide more details of current location/s and explain how this project will directly benefit residents of the Campbell Park Community Council area.*

We deliver our meals boxes across the whole city of MK. St Mark's Meals has an office and packing space in Crownhill. We use this space to pack and distribute meal boxes across the city and CPCC would be included in that.

12. Which areas will you be working in? (please 'X' all that apply) *To help us to understand what difference our grants are making, we record where projects are happening.*

Fishermead

Willen

Woolstone

Oldbrook

Springfield

Other:

13. Who will benefit from this project? *Our policy is that our grants reach a wide range of needs and interests. If you are able quantify by providing numbers/data to support your application, this would be very helpful.*

St Mark's Meals simple, proven model prioritises both dignity and accessibility, ensuring families receive help quickly, through relationships they already trust. Each one of our Meals Boxes reduces child hunger, relieves the stress of food poverty, and builds stronger community connections by enabling local schools and hubs to act quickly and compassionately when families face crisis.

For many of these children, and a growing number of others from the "squeezed middle", hunger is a huge problem and daily reality. Although a large portion of our meal boxes are given to families due to the cost of living, we do have many families who, in many instances, live in invisible poverty (Community Foundation term), where poverty may not be as recognisable. Our meal boxes are also used to support families fleeing domestic abuse, placed in temporary accommodation, families struggling with mental and parental absence, and more.

With 32% of children living in poverty in Milton Keynes, we know that many of these children go to bed hungry. In CPCC, we also know that several of the schools we deliver to are in recognised areas of 'most deprivation affecting children' according to the Income Deprivation Index 2025. Oldbrook First School is in the 75% most deprived areas; The Willows School is in the 86% most deprived areas; Orchard Academy is in the 77% most deprived areas; and Shepherdswell School is in the 63% most deprived areas. The meal boxes provided ensure that children have a healthy dinner at home. The meal box meets the needs of hungry tummies and, in many instances, it also has a positive impact on a parent/carer's mental health by alleviating stress caused by not being able to afford to put a meal on the table every evening.

14. What percentage of your users/beneficiaries live within the Campbell Park Community Council area?

We delivered 7519 meal boxes during the 24/25 academic year. 11.5% of these beneficiaries live in the Campbell Park Parish Council area. The requested grant would likely cover 17% of the beneficiaries of our meal boxes for the 25/26 academic year.

15. Grant amount requested: £ 1000

16. What percentage of your income would this grant represent:

£1000 represents around 1% of our income for the whole St Mark's Meals project this financial year. During the last academic year, over £6,000 was spent on meal boxes within the CPPC. We anticipate that the need for local families within the Parish will remain and likely rise, given the ongoing cost-of-living crisis. Therefore, the £1000 grant will contribute 16.67% of the cost of providing meal boxes to families in Campbell Park Parish Council area.

17. Is the request for part or full funding of the project?

Full

Part

18. If part funding, how will the balance be provided?

St Mark's Meals has been supporting Milton Keynes families by providing our meal boxes directly to children for over 5 years. We have income from a variety of different sources, including regular donations from individuals, corporate donors, schools, groups, fundraising events, one-off donations and local and national grants. We will continue to apply for grants and encourage people to give and fundraise for us regularly. We have developed a strong track record of fundraising to sustain the project as it has grown.

19. Has the balance already been received? If so state the date: ongoing

20. If not received, when is it expected?

Our fundraising strategy is to continue applying for grants and to encourage people to regularly give and fundraise for us.

21. Do you have to satisfy any conditions to receive the balance?

If **yes**, state conditions:

The remaining balance is funded via regular giving, fundraising and further grant applications.

22. If Campbell Park Community Council is the sole funder and only give a pro-rata grant, can your project still continue?

N/A

23. Please list below a breakdown of expenditure for the project for which you are applying: Please break your budget down into as much details as you can.

***Start-Up Grant Applicants working with young people or vulnerable members of the community must ensure that costs are broken down into Stage 1, 2 & 3 costs, as explained on Page 2.**

Item:	Detail	Cost <i>(please provide quotes if possible)</i>
	Cost of food for boxes	£41,000
	Other meals box costs	£8800
	Marketing and comms	£5,000
	Staff costs (5 PT staff, 1.5 FTE)	£37,311
	Office rent and bills	£7400
	Admin	£4000
	Printing	£1200
	Volunteers	£600
	Assets and equipment	£500
	Postage	£200
	Total Cost	£ 106,011

£1000 cost breakdown, 142 meal boxes @ £7per box
recipe card and sticker label for each box

This includes food, box,

24. How do you plan to publicise your project?

We send regular newsletters to our community (supporters and partners), including updates on our latest activities. We also produce an annual impact report and have a strong presence on social media, on which we regularly thank our supporters and funders.

25. Is there any further information you wish to be considered with this application?

n/a

26. Is there any other way in which CPCC could assist your organisation?

n/a

DECLARATION : I certify that:

- **The information in this application is correct.**

- I understand that if this application is successful, the information I have provided will form the basis of my contract with Campbell Park Community Council.

I am authorised to make this application on behalf of:

Name of Group: St Mark's Meals

Signature: [REDACTED]

Date: 15/01/2026

Print Name: Rachel Fielding

Position in Group: Project Manager

The Chair of your Management Committee (or equivalent) should complete this section (or another member of the Committee if the Chair has completed this form and signed above).

Name of [REDACTED] Meals

Signature: [REDACTED]

Date: 15/01/2026

Print Name: Paul Oxley

Position in Group: CEO St Mark's Meals

Is your Application complete?

Have you completed all questions? **Yes / No**

Have you provided a copy of your Organisations Accounts **Yes / No**
(income under £5,000 – 1 years accounts/income over £5000 – 3 years accounts)

Is the application form signed in all the required places **Yes / No**

Start Up Grant Applicants - Have you provided a copy of;

- bank statement/s **Yes / No**
- The groups adopted Constitution **Yes / No**
- A Business Plan or similar **Yes / No**

Youth Groups (or those working with vulnerable people) -Have you provided a copy of;

- Evidence of recent DBS checks for all Adult Leaders **Yes / No**
- Evidence of attendance on Safeguarding Training for all Adult Group Leaders **Yes / No**
- Safeguarding Policy **Yes / No**
- Evidence of Membership with Youth Organisations* **Yes / No**

REPORT TO: Community & Communications Committee
DATE: 27 January 2026
REPORT ON: Springfield Craft Club Update
REPORT BY: Community Officer
REPORT NO: C&C/005/25

Report by Deborah – Springfield resident & club leader

November - we launched the group with a Christmas card making session, with around 14 people attending plus more who dropped in. A great atmosphere, everyone was enthusiastic, it was good to see people interacting and getting to know each other. One interaction was really meaningful - as Yvonne was not going to be there at the December group, I asked if anyone could do embroidery, and an older lady said yes, so I asked if she could help with the session in December, and generally offer help if anyone needed any – her face just lit up! I felt that she seemed to be genuinely happy to be seen and valued, that we might think she had something to offer...it was a bit of a moment for me anyway.

December - sewing felt ornaments - went really well once we could get into the room. We had 11 seats in the room that was not enough we had about 14 people in total.

There are so many people interested in coming along that we really need access to both the rooms in the Hub please, so we can accommodate all the people who want to come. We don't want to turn anyone away.

The older lady who helped me did a brilliant job and brought along some samples to show us all. It was good to meet Councillor Katherine Kent who attended this session.

There was a general consensus that a WhatsApp group would be helpful for us to communicate about next sessions, and this is now in place with about 14 members who have joined that so far.

January – changed venue to the Community Centre purely because it was planned to be a very painty and potentially more messy art workshop. It went extremely well, not as messy as I'd feared! Just a joyful, relaxing, positive and calm atmosphere. 11 people came along - as this was an artist led workshop we needed pre booking for this event, which mostly worked well overall. It was lovely to meet Councillor Ophelia Cole who came along and did some lovely art in her journal too.

It's been lovely to see many people from all walks of life gathering and building community. Mostly women of all ages, from 20s to 80s I would guess. Some of the people coming along have felt lonely and isolated, are enjoying getting out and meeting people and doing a fun activity. People with disabilities have been made welcome, we have gone out of our way to encourage and support.

For example a woman with autism came to the January session for the first time, she and I had emailed back and forth at least a dozen times before the event as she was very anxious and had lots of questions and needed lots of reassurance about what to expect - I was happy to answer to help her prepare, and reassured her repeatedly, and arranged for her to arrive early on the day to meet me and settle into her space before everyone else arrived. That worked really well, and she has emailed me again since to say thank you, and she intends to come along to other events too.

It's clear there's an ongoing need for connection and community, and this group is offering that to local people, both the sociable and the isolated, and drawing us all together. It will take time but we're off to a great start.

In terms of formally establishing as a Community Organisation, I think we need a little more time to establish in order to form a committee. It is in the very early stages and we are still getting to know everyone, and haven't yet worked out who may be best able to help us steer the group, and deal with things like admin and finances. I think that level of trust may take a while to establish, I am also keenly aware that Yvonne and I have very limited capacity to work on the admin side of things and running a more formal group is a very different entity.

So at the moment all we really need is the venue, and we will continue to use the supplies we already have, and will rely on people bringing along and sharing and donating what we need for the activities for the next few months. We are encouraging the group to make suggestions and to step up if they have something to offer.

One lady I only met in December has agreed to show people how to learn to crochet in February's group, so she will lead that session – it is great to see people responding so positively to opportunities to participate and serve others.

Most participants seem to live on Springfield, but there have been one or two coming from Fishermead, Oldbrook & Woolstone.

We have made it clear to everyone attending that the group is supported by the Campbell Park Community Council - the feedback from the group has been one of appreciation - we are all grateful for the support so far with the use of the community venues and the start-up craft materials. It's good to see the community using these lovely facilities.

I am in the process of putting an advert together for the next few sessions, please can you confirm venue booking for both rooms at the Hub on the second Saturday of each month throughout this year, as soon as possible.

Many thanks,

Deborah