



CPCC Community Hub

Springfield Boulevard

Springfield

Milton Keynes MK6 3JS

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**Meeting of the**

**COMMUNITY & COMMUNICATIONS COMMITTEE**

**AGENDA**

**Tuesday 22 July 2025**

**6:30pm**

**CPCC Community Hub, Springfield Boulevard, Springfield**

**Committee Members:**

Cllr L Adura

Cllr V Dixon

Cllr J Howard

Cllr D Kendrick

Cllr F Mangan

Cllr M Petchey

Cllr O Cole

Cllr P Halton-Davis

Cllr K Kavarana (Chair)

Cllr B Macharia

Cllr R McCafferty

## **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 27 May 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

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

Committee is invited to consider an application from the Hooke Heritage Project for £1000.00 to be used as a partnership grant towards the development phase of the Hooke Heritage project in Willen.

### ii. YMCA Milton Keynes (Grant Application 007/25-26/Sect 137)

Committee is invited to consider an application from YMCA MK for £500.00 towards the cost of delivering a resident activity programme and make a recommendation to Council.

### iii. Spinal Injuries Association (Grant Application 008/25-26/Sect 137)

Committee is invited to consider an application from the Spinal Injuries Association for £990.00 to purchase branded gazebo and table for use at events, to spread awareness of the charity & support disabled residents.

### iv. MGB Community Service (Grant Application 010/25-26/Sect 137)

Committee is invited to consider an application from MGB Community Service for £1000.00 for the Fishermead Community Breakfast Club.

## 5. Community Projects - Programme & Priorities 2025/26

### i. Applications for free use of CPCC Community Spaces

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Committee are invited to consider the applications received for free use of the CPCC Community Hub and make a 'decision in principle' in line with the 'Policy for granting free use of CPCC Community Spaces'.

All decisions to award free use at the CPCC Community Hub will be subject to the Community Officer, Deputy Clerk or Clerk to Council confirming space availability and adequate staff resources being available, working with successful applicants to finalise days/dates/times of use and to ensure that capacity is maintained for programmed and reactive work by CPCC and its partners.

A. Walfinch Golden Memories Thrive Club

B. Just What We Need -Veterans - PTSD Resolution

- ii. Committee are invited to note the free use allocations to date, including use allocated using the discretionary powers given to nominated Officers since the last Committee meeting. **Page 49**

- iii. **All People Active (APA) – CPCC Community Hub Café Operator – Community Programme Update**

Committee are invited to receive a verbal update from the Committee Clerk on the APA Community Programme.

- iv. **CPCC Community Hub Opening Events – Update**

Committee are invited to receive a verbal update from the Committee Clerk on the plans for the opening events for the CPCC Community Hub.

- v. **Springfield Community Picnic – 16 August 2025**

Committee are invited to receive an update from Cllr Cole.

- vi. **MK Arts Centre – Artist led workshops**

Committee are invited to consider a proposal to host 3 artist led workshops, delivered by MK Arts Centre, at a cost of £500.

The workshops will offer residents the opportunity to take part in 3 evening sessions learning different art techniques at the Springfield Centre.

Each session will be staffed by MK Arts Centre and can accommodate a maximum of 20 participants, aged 16+.

- vii. **Programme of family & school holiday activities for 2025/26** (min. 9vii/25) - **Report 002/C&C/2025** **Page 53**

Committee are invited to consider the report and recommendations from the working group tasked with re-considering how we deliver the existing programme of family and school holiday events, to utilise the CPCC Community Hub.

- 6. **Homeground**

- i. Committee is invited to consider the of the August edition of Homeground magazine.

- ii. Committee are invited to consider ideas for the content of the November edition of Homeground magazine. **Page 55**

- 7. **Heritage Arts & Culture Working Group** (Minute 64/24i, 71/24) **Page 57**

- i. Committee are invited to receive the minutes of the first meeting of the Working Group held on Tuesday 17 June.
- ii. Committee are invited to set a date for the next meeting of the Working Group.

- 8. **Date of Next Meeting**

Tuesday 28 October 2025.

**BY ORDER OF THE COUNCIL**

***T Jones***

**Community Officer/Committee Clerk**

**Minutes of the Community & Communications Committee  
held on Tuesday 27 May 2025  
commencing at 6.30pm  
at the Springfield Centre, Springfield Boulevard, Springfield**

**This meeting was open to the Public**

**Members Present**

Cllr L Adura

Cllr K Kavarana (Chair)

Cllr B Macharia

Cllr V Dixon

Cllr D Kendrick

Cllr F Mangan

**In attendance**

T Jones, Community Officer/Committee Clerk

P Sullivan, Deputy Clerk

**01/25**

**Apologies for Absence**

Cllr O Cole – work commitment

Cllr J Howard – personal commitment

Cllr McCafferty – work commitment

Cllr M Petchey – personal commitment

Cllr P Halton-Davis - unwell

**02/25**

**Declarations of Interest**

None

**03/25**

**Appointment of Vice Chairperson**

The Committee resolved not to elect a Vice Chairperson, and appoint a Chair at any meeting where this is required.

**04/25**

**Appointment of Lead Members**

Committee not to appoint any Lead Member(s), but to appoint lead members and define their role during the year, if required.

**05/25 Minutes of the previous meeting**

The minutes of the meeting held on 22 April 2025, having been previously circulated were approved as a correct record and signed by the Chair.  
Cllr Kendrick arrived during the course of this item.

**06/25 Public Involvement – Deputations, Petitions and Questions**

None

**07/25 Grants**

- i. **MK Gallacticos FC** (Application 001/25-26/Sect 137) – item deferred from last meeting min. 70i/24  
Following receipt of additional information, Committee considered an application from MK Gallacticos FC for £1000.00 towards the cost of delivering their presentation event in Oldbrook.

Following a recorded vote at the request of Cllr Kendrick, as follows;

For: Cllrs Dixon, Macharia, Adura, Mangan

Against: Cllr Kendrick

Abstain: Cllr Kavarana

Committee resolved to award a grant of £500

Committee further resolved to request that the Estates Manager seek further information, in line with the Service Level Agreement, in terms of pitch usage and data on where their registered player live to ascertain the percentage from the CPCC area.

**08/25 Communications - Programme & Priorities 2025/26**

- i. **Communications Programme 2024/25 - Update**  
Committee received a verbal update on the conclusion of 2024/25 Programme noting that the new website had been successfully launched, Communications Plan for the CPCC Community Hub has been implemented, with the Café opening being the main focus over the last couple of weeks.
- ii. **Communications Programme & Priorities for 2025/26**  
Committee noted that a Communications Plan, including an annual calendar for social media content, would be developed. The focus of the communications plan being the development of and the advertising of our emerging Community Programme. Committee requested that, in addition to social media views and interaction, data on website hits to be reported on a periodic basis.

**09/25 Community Projects - Programme & Priorities 2025/26**

- i. **MKCC – Community Infrastructure Fund 2026/27** (Council Min 220/24)  
Committee noted that no project suggestions had been received by the Committee Clerk.  
Committee discussed project ideas and resolved to put forward suggestions to Council of;

- Installation of additional benches – with locations and costs to be determined
- Skate Ramp in Fishermead, for teenagers. A cost estimate to be obtained, with a view to including this as a future project if the cost exceeds the maximum application value.
- The suggestion from Cllr Mangan to install some bollards near Fishermead Medical Centre, to be considered further by the Planning, Infrastructure & Transport Committee.

ii. **Applications for free use of CPCC Community Spaces**

Committee considered the applications received to date for free use of the CPCC Community Hub.

Committee noted the need to make a ‘decision in principle’ in line with the ‘Policy for granting free use of CPCC Community Spaces’. Committee further noted that all decisions to award free use at the CPCC Community Hub will be subject to the Community Officer, Deputy Clerk or Clerk to Council confirming space availability and adequate staff resources being available, working with successful applicants to finalise days/dates/times of use and to ensure that capacity is maintained for programmed and reactive work by CPCC and its partners.

The following applications were considered;

- A. Dementia Prevention – committee resolved to approve ‘in principle’ free use of the Hub for the duration of the programme (7 sessions).
- B. MK Lymphoma Support Group – Committee resolved to approve ‘in principle’ free use of the Hub, with a review after 6 months.
- C. Acornfields Community Interactions – Committee resolved to approve ‘in principle’ free use of the Hub, with a review after 6 months.

Committee noted that a new bookings system is being developed to manage the CPCC Community Hub room allocations. As the community programme develops, including providing access to our partners (by agreement) to host activities/training sessions and one-off meetings, Committee will be provided with an overview of the room use allocations at each Committee meeting.

iii. **All People Active (APA) – CPCC Community Hub Café Operator – Community Programme Update**

Committee received a verbal update from the Committee Clerk on the APA Community Programme. Committee noted that a weekly APA Street Dance session would be starting at the Springfield Centre on 3<sup>rd</sup> June. The start date for the multi-sport Youth Club in Springfield will be confirmed soon. A ‘Fun Fitness for Women’ session will also be starting on a Wednesday morning, with the venue to be confirmed.

Committee noted that in line with the lease requirements, APA will provide a report each quarter detailing their community reinvestment, community programme and summary of the effectiveness and impact of the activities they have delivered. This will be presented to the Committee for review.

iv. **Yoga for Health – Report 001/C&C/25**

Committee received and considered the report detailing the opportunity to offer a Yoga4Health, 10 week course, at the CPCC Community Hub. Committee resolved to

accept and approve the recommendation to fund, at a cost of £1500, the Yoga4Health programme to start in September.

v. **CPCC Community Hub Opening Events – Update**

Committee received a verbal update from the Committee Clerk on the plans for the opening events for the CPCC Community Hub.

vi. **Springfield Community Picnic – 16 August 2025**

Following the success of the event in August 2024, Committee considered a proposal from Cllr Cole that the event is held again this year, on Saturday 16 August 2025 on the grass area behind the CPCC Community Hub.

In the absence of Cllr Cole, the Committee Clerk read a report from Cllr Cole on this item. Committee noted that permission to use the MKCC land had been agreed.

Committee resolved to support the proposals and allocated a maximum budget of £750 for refreshments, supplies, equipment, entertainment, decorations.

Committee noted the need to have adequate support from Councillors and resident volunteers, particularly, to enable the Hub to have a staff/councillor presence whilst its open for residents to use the toilets, if needed.

vii. **Community Projects Programme & Priorities for 2025/26**

Committee reviewed the current programme, noting that the Community Hub presented the opportunity to re-consider how we deliver the existing programme of family events (i.e. tea parties etc). Committee resolved that a Working Group made up of Cllrs Dixon, Halton-Davis, Mangan and the Community Officer meet to discuss ideas on activities that could be offered to families during the school holidays at the Hub and present these ideas to the Committee alongside a reduction in the number of tea parties held during the year.

**10/25 Homeground**

- i. Committee considered the draft content plan for the August edition of Homeground magazine.
- ii. Committee reviewed the Scale of Fees for advertising in the Homeground magazine resolving to make no changes.

**11/25 Policy Review**

- i. Committee reviewed the following CPCC policies;
  - Small Events Policy
  - Projects Policy
  - Safeguarding & Vulnerable Persons Policy



Committee resolved that no amendments were required.

- ii. Committee considered the draft Photography & Filming Policy Statement, which has been adapted from a NSPCC template policy, and resolved to make a recommendation to Council that this be adopted by CPCC as an annexe to the Safeguarding & Vulnerable Persons Policy

**12/25**            **Heritage Arts & Culture Working Group** (Minute 64/24i, 71/24)  
Committee noted that the first meeting of the Working Group will be held at 6:30pm on Tuesday 17 June.

**13/25**            **Date of Next Meeting**  
Tuesday 29 July 2025.



## Grants Summary

### Community & Communications Committee – July 2025

			<i>Remaining budget for 2025/26</i>
Annual Budget 2025/26	General	£5000	£5000
	Section 137	£7000	£3420
	Education Trust	£2500	£2500
	<b>TOTAL</b>	<b>£14,500</b>	<b>£10920</b>
Budget allocated to date		£3580	

<b>Applicant</b>	<b>Amount requested</b>	<b>Page No.</b>
<b>The Hooke Heritage Project</b> (Grant Application 009/25-26/Sect 137)	£1000	15
<b>YMCA Milton Keynes</b> (Grant Application 007/25-26/Sect 137)	£500	23
<b>Spinal Injuries Association</b> (Grant Application 008/25-26/Sect 137)	£990	27
<b>MGB Community Service</b> (Grant Application 010/25-26/Sect 137)	£1000	31

# Grant Application Form

**Please ensure the application is fully completed and all relevant paperwork is supplied.**

Return completed applications to:

Campbell Park Community Council

CPCC Community Hub

Springfield Boulevard

Milton Keynes, MK6 3JS or e-mail: [community@campbell-park.gov.uk](mailto:community@campbell-park.gov.uk)

## **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 1<sup>st</sup> 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 1<sup>st</sup> 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 **The Hooke Heritage Project** (name of project or organisation)

I (name) **Jacky Scott**

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

Position held within organisation: **Chair**

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

Signed:            **Date: 26.6.25**



1.    **Date of application: 26.6.25**

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

The Hooke Heritage Project on behalf of St Mary Magdalene Church Willen, a member of Stantonbury Ecumenical Partnership

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

**Name:** Jacky Scott

**Address:** [Redacted]

**Post Code:** MK15 [Redacted]

**Email address:** [Redacted]

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

4.    **Status of your organisation.**

Charitable incorporated organisation

Charity Number: 1200563

**Do you have any Councillors from Campbell Park Community Council on your Committee/ Board of control?**    No

5.    **What date did your organisation/company start?** October 2022

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

**Amount received** £3,000      **Date:** 2006

**Title of Project:** Replacement of the St Mary Magdalene Willen church roof

CPCC also provided a letter in November 2022 in support of our successful feasibility grant application to the Heritage Fund.

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

**Name of Bank:** CAF Bank

**Organisations Full Name on the Account:** Stantonbury Ecumenical Partnership

**Name of Signatories:** 1. Anne Slee 2. Sharron Marland

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

**Bank Account Number:**  **Sort Code:**



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

An independent community survey has identified that In Willen Village, St Mary Magdalene serves as its village hall, being used predominantly for concerts, heritage talks, choir rehearsals, meetings as well as being a place of worship, but that its access limitations and lack of appropriate amenities are significantly constraining the beneficial impact of these activities especially by presenting barriers to those who need a toilet or access to water.

The Hooke Heritage Project was formed in October 2022 to address the physical constraints of the building; to ensure its journey is as impactful as its outcome it also programmes events celebrating the building's architect and his role at the forefront of experimentation and learning.

**Its vision is that by 2035, St Mary Magdalene Church will be a thriving and sustainable local hub, uniting the entire community in celebration of the 400th anniversary of the birth of its polymath architect, Robert Hooke.**

### Our need

The need for this project was confirmed by a preliminary feasibility process funded by grants from the Heritage Fund, the Diocese of Oxford, Milton Keynes City Council and the Society of the Sacred Mission, and with in-kind donations from project volunteers. Feasibility was delivered in sequence as follows:

Initial independent research by the Oxford Heritage Partnership identified that the Grade I listed St Mary Magdalene Church was the only known church solely designed by 17<sup>th</sup> century polymath Robert Hooke and the only of his buildings to have been in continuous use since construction. Its almost complete 1680 interior, including its fine carved font, elaborate Baroque plaster ceiling and box pews confirmed it as being of high significance for its evidential, historical, and architectural value.

Having identified the church's key features, a specialist heritage architect explored options for reordering or extending it. However, its Grade I listed status, symmetrical layout, uneven floor levels, and historical importance meant altering the building wasn't feasible. So, concept designs for a small new building were drafted, not for construction, but to support public consultation by showing different architectural styles, materials, and potential locations within the churchyard. These were formally presented as part of Heritage Open Days 2023 when they were viewed by 477 people. Consultation remained open for public comment until December 2023. A total of 71 formal responses were received. Feedback was positive, and key stakeholders (Historic England, Milton Keynes City Council, the Diocese of Oxford) supported moving the project forward.

The final part of feasibility tested the viability of the concept of a separate, new building. For this an independent Milton Keynes-wide community consultation survey was conducted by Oxford Heritage Partnership which identified and quantified potential users and uses. Internal field and desk research was conducted to explore operational delivery and financial models, and impact of village and church halls. This research formed the basis of an Operational Business Plan which defined the new building's purpose, users, and delivery model, the scale and configuration of a new building, and how it would support conservation of the heritage church.

### Our next step

The preliminary feasibility testing confirmed that we have a viable capital project and with this reassurance in place and the encouragement of our stakeholders, The Hooke Heritage Project now wishes to develop the project concept by determining the location and design of a modest new building (toilet, servery, gathering space) that meets practical needs while reflecting Robert Hooke's inventive legacy and our commitment to sustainability. This development phase includes obtaining planning approvals, cost estimation, legal and governance advice, the delivery of heritage-focused community events and project delivery support.

To deliver this development phase we are applying to the Heritage Fund for a £150,000 grant. To leverage this large Heritage Fund grant, we seek a £1,000 partnership grant from Campbell Park Community Council. We have confirmed partnership funding from the Diocese of Oxford and St Mary Magdalene Church, and have requested

partnership funding from Milton Keynes Community Foundation, the Society of the Sacred Mission and Milton Keynes City Council. This partnership funding is needed to unlock the large Heritage Fund grant which will deliver the project's development phase. With partnership funding in place, an application will be made to the Heritage Fund for a grant for the balance of the project development phase costs.

Confirmed partnership grants provide the greatest leverage, however we understand that some of our partnership funders might prefer to confirm partnership funding on condition that draw down of their grant is only implemented on receipt of a grant offer from the Heritage Fund.

### About us

The Hooke Heritage Project is a voluntary, community led, secular committee of Stantonbury Ecumenical Partnership (charity no. 1200563), of which St Mary Magdalene Willen is a partner. It is led by:

Jacky Scott (Chair): As Director of The Stables led the new venue delivery, change management, fundraising, and capital project. As a Trustee of the MK Theatre & Gallery charity helped deliver MK Theatre and MK Gallery: Shaped programming policy, business planning, branding, market development, management contract negotiation, and performance monitoring. Founding roles: Vice Chair and Trustee, Arts and Heritage Alliance MK; Trustee, MK Arts for Health; Trustee, MK Festival Fringe. As founder owner of Arts Business Planning Ltd: Commissioned by Arts Council England and local authorities to consult, plan and negotiate projects and organisational change.

Alison Stainsby (Vice chair): Engineering graduate from Girton College, Cambridge (1976) with a career in local government covering highways, building maintenance, waste management and emergency planning. Held senior roles including Chief Engineer at Epsom & Ewell Borough Council and Head of Technical and Community Services at Watford Borough Council. Fellow of the Institution of Civil Engineers, serving on Fellowship and Registration panels, and Chair of its Appeals Panel. Rear Commodore at Haversham Sailing Club, active dinghy racer, and timekeeper at major sailing events. Willen Hospice volunteer since 2019. Honoured with an invitation to the Lord Lieutenant of Buckinghamshire's 2023 Unsung Heroes Garden Party.

The Hooke Heritage Project is advised and enabled by those with a range of expertise. It's informal 'What Would Hooke Do' Think Tank of technical experts and civic leaders includes Will Cousins, Emily Darlington MP, Dame Ann Limb Chair The King's Foundation, Dr Julie Mills OBE Chair Women Leaders UK and Tim Skelton Chair Milton Keynes Forum. Advice and guidance from Milton Keynes City Council is received from Milton Keynes City Council Heritage Officer Shane Downer, and from our ward Councillor Paul Trendall. Support and guidance is received from Archdeacon Guy Elsmore of The Diocese of Oxford, the Diocese Church Buildings Officer Jennie Schillig and funding advisors Fiona McGrady and Joshua Townson.

Collaborating organisations are Milton Keynes College, Milton Keynes Forum, Milton Keynes Heritage Association, Willen Hospice, the Living Archive MK, Camphill MK and Parks Trust MK. Key partners in delivering this development phase will be:

- Milton Keynes College, embedding project activities into its curriculum.
- The Living Archive MK, co-creating "Willen Once Was", an intergenerational community musical based on oral histories, performed by Primary School and College choirs accompanied by local musicians.
- Willen Village Heritage Association delivering our "On the shoulders of the Polymath" talks, events and learning programme.

On completion of the Hooke Heritage Project development phase, the project will have increased and more diverse community engagement, architectural drawings, and a delivery cost estimate—laying the groundwork for a public construction fundraising campaign.

**Project Start Date:** January 2026    **Project End Date:** July 2028

Heritage Fund requires that projects must not begin before their funding decision is made. As this development phase requires partnership funding and includes extensive technical work we anticipate development phase delivery starting on 1st January 2026 and completing by 31<sup>st</sup> September 2027.

**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.**

To determine the optimum location of the building within the churchyard, exploratory ecology and archaeology surveys are included in this concept development phase.

The Hooke Heritage Project has an Environmental Policy which sets out for contractors, volunteers, funders and charity Trustees the project's environmental commitments and expectations to ensure delivery to St Mary Magdalene Net Zero aspirations, UK regulatory requirements and MKCC planning requirement for 10% net gain in biodiversity.

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

**Yes** In Willen

**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.**

**Willen x          Other: Milton Keynes and region**

**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.**

Currently, throughout the year, the Willen Village church hosts weekly rehearsals for two choirs without charge (Quorum and the Willen Hospice community choir). From March to November (the warmer months) it runs free monthly concerts, free quarterly heritage talks, and a weekly garden club. For the past five years, it has opened daily during the 10-day National Heritage Open Days Festival; in 2024 it delivered 16 live Heritage Open Day events which attracted 536 visitors.

The church's limited facilities and access are however limiting the effectiveness of these activities as all activities can only be of a duration less than 45 minutes. By providing appropriate access we anticipate increasing attendance from our current average of 1821 attendees each year to 3661 each year. By providing a purpose-built community gathering space we anticipate increasing event frequency from our current 146 events each year to 262 each year.

Specific beneficiaries include:

- Those with access needs. The only entrance to the church building is either by a flight of five stone steps or an inappropriately steep ramp installed many years ago.
- Those who need a toilet and running water including families with young children and the elderly.
- Music lovers: who attend choir rehearsals, and those who attend or perform at community concerts.
- Walkers and cyclists using the churchyard as a scenic route to access the MK redway network and Willen Lake and Campbell Park.
- Milton Keynes population: set to grow from about 290,000 to 410,000 by 2050, including residents of 5,000 new nearby homes in Milton Keynes East.
- Heritage visitors: As the only church in existence built by polymath Robert Hooke this building has a unique and important story to tell. With modern facilities, it can become both a heritage destination and a vibrant community hub. This will enable a wider range of activities, including income-generating ones that help sustain the historic church.
- Hooke Heritage Project volunteers: a very small group of volunteers has worked on this project since October 2022, delivering the majority of its feasibility phase work. The project's development phase will be more demanding, complex and technical. To deliver it efficiently and safely, professional operational support is now needed to coordinate its delivery.

14. **What percentage of your users/beneficiaries live within the Campbell Park Community Council area?**  
Approximately 70%
15. **Grant amount requested:** £ 1,000
16. **What percentage of your income would this grant represent:** this grant would represent **0.4%** of the income of our governing charity, Stantonbury Ecumenical Partnership, in financial year ended 2024.
17. **Is the request for part or full funding of the project?** Part x
18. **If part funding, how will the balance be provided?**
19. Partnership funding for this development phase is also being sought from Milton Keynes Community Foundation, the Diocese of Oxford, the Society of the Sacred Mission and Milton Keynes City Council. With partnership funding in place, an application will be made to Heritage Fund for a grant for the remainder of the cost of the project development phase.
20. **Has the balance already been received? If so state the date:** No
21. **If not received, when is it expected?** We anticipate confirming partnership funding by August 2025. With partnership funding in place an application will be made to Heritage Fund with an expected response date of December 25.
22. **Do you have to satisfy any conditions to receive the balance?**  
If **yes**, state conditions:  
These will be known on receipt of grant offers.
23. **If Campbell Park Community Council is the sole funder and only give a pro-rata grant, can your project still continue?**  
The project will proceed if a pro-rata grant was offered, but with less community content.
24. **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>
	Architectural concept development (archaeology, ecology, drawings, consultation, pre-planning, cost estimate)	£43,890
	Community engagement and learning (collaborative events and activities)	£30,385
	Governance development (legal advice and training)	£12,300
	Operations coordinator, external evaluator, contingency, inflation, non-recoverable VAT	£63,720
<b>Total Cost</b>		<b>£ 150,295</b>

25. **How do you plan to publicise your project?** Updates to social media and to our database of those who have elected to be kept in touch. Also PR delivered by our volunteer Press Officer.

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

By including community engagement and learning in our building project we hope to ensure our project journey is as enjoyable and impactful as its outcome.

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

As this project involves a Grade I listed building, situated within a Grade II curtilage and a designated conservation area, we recognise the need for great care. Additional voluntary support would be especially helpful from individuals with experience of delivering publicly funded capital projects.



1. **Date of application:** 12 June 2025

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

Milton Keynes YMCA Limited

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

**Name:** Ellie Walsh

**Address:** 1 North Sixth Street, Central Milton Keynes

**Post Code:** MK9 2NR

**Email address:**

**Telephone No's: Daytime:**

**Mobile:**

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 ☒ X

Community Interest Company

Voluntary or Community Group

Other (please state)

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

Charity Number: 1125743

Company Number: 2769788

**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?** 1981

*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 2024

**Title of Project:** Resident Welfare Fund

**Amount received** £ 1,000

**Date:** 2022

**Title of Project:** Welfare and Essentials Fund

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:** NatWest

**Organisations Full Name on the Account:** Milton Keynes YMCA Limited

**Name of Signatories:** 1.

2. Simon Green and Pamela Heath

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

**Bank Account Number:**                      **Sort Code:**

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.*

We are applying for a contribution towards the activity costs of our resident activities programme, such as football sessions, cooking classes and crafting activities. This project not only improves a young person's physical, emotional and social wellbeing, but also helps young people to engage with our wider support, develop a sense of community and prepare for independent living. With the encouragement of our team, attending an activity session might be the first time a new resident leaves their room, meets with other residents, and engages with our staff team. When a young person engages with the activities programme, their wellbeing and self-esteem improve, they feel a better sense of community and can take steps towards accessing education and employment.

**Project Start Date:**                      **Project End Date:**      October 2025 to September 2026 (Flexible)

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.**

Our new campus is highly energy efficient with a combined heat and power system and, through a collaboration with Bridgman and Bridgman, a green/living roof. We use this roof to grow food for our on-site café and as part of our activities programme with residents. Our new flats in Whitehouse are energy efficient with two of the blocks having air source heat pumps and solar panels and all the parking spaces having electric charging points.

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.*

The activities are delivered at our campus in CMK and across the city (and sometimes beyond!). Although we are based in CMK and Whitehouse, we support people from across the city, including your parish.

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**

Since 2020, of those who answer the question, 8% of our residents have reported a strong connection to your parish.

**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.*

At least 175 young people will engage with the project, of which...

- 75% will report having improved physical, emotional and social wellbeing.
- 75% will report having enjoyed the session.
- 50% will be engaging with education and/or employment.



14. **What percentage of your users/beneficiaries live within the Campbell Park Community Council area?**  
Although we are based in CMK, since we began collecting this data, on average, we believe at least 8% of our residents have a strong connection with the Campbell Park Parish.
15. **Grant amount requested:** £ 500
16. **What percentage of your income would this grant represent:** 0.01%
17. **Is the request for part or full funding of the project?** Full Part X
18. **If part funding, how will the balance be provided?** We have secured and will be applying to other local parish council and national funders to support this project.
19. **Has the balance already been received? If so state the date:** £3,580 secured from Great Linford Parish Council, Bradwell Parish Council and Walton Parish Council.
20. **If not received, when is it expected?** N/A
21. **Do you have to satisfy any conditions to receive the balance?** N/A  
If yes, state conditions:
22. **If Campbell Park Community Council is the sole funder and only give a pro-rata grant, can your project still continue?** Yes
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 (please provide quotes if possible)
Activities for young people who are residents at the YMCA.	£1,500 budget per month for pitch hire, tickets, transport costs and resources (e.g. art or cooking ingredients).	£18,000 per annum

\*Our budget for residents activities is £18,000 for the year, which breaks down at £1,500 per month. This budget pays for tickets, pitch hire, transport costs, craft resources and any other costs incurred by the activities we offer, free of charge, to our residents. It is difficult to break this budget down further as our charity is resident-led, and they decide, alongside our Activities Lead, which activities they are interested in engaging with each month. Therefore, the sessions depend on the cohort of young people who are living at the YMCA at any one time.

<b>Total Cost</b>	<b>£ £18,000</b>
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24. **How do you plan to publicise your project?**  
We tell our residents about the activities programme through posters, TV screens and through the regular meetings they have with their Complex Needs Workers.
25. **Is there any further information you wish to be considered with this application?**  
No
26. **Is there any other way in which CPCC could assist your organisation?**  
Please join us at our free monthly Community Lunch, which is held at our campus in CMK. You can find details of the next lunch on our website.



1. **Date of application: 18/6/2025**

2. **Name (Full Name) of the organisation making the application: Spinal Injuries Association**

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

**Name: Alice Capper**

**Address: SIA House, 2 Trueman Place, Oldbrook, Milton Keynes**

**Post Code: MK6 2HH**

**Email address:** [REDACTED]

**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 ☒ X

Community Interest Company

Voluntary or Community Group

Other (please state)

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

Charity Number: **1054097**

Company Number: **3175203**

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

5. **What date did your organisation/company start? September 1974a**

*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 £**

**Date:**

**Title of Project:**

**Amount received £**

**Date:**

**Title of Project:**

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: Barclays**

**Organisations Full Name on the Account: Spinal Injuries Association**

**Name of Signatories: 1. Svetla Stallwood 2. Nik Hartley**

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.*

We kindly ask the Campbell Park Community Council for a grant to enable us to purchase a branded gazebo and a folding table. These will be used at countless events including local events such as MK Disability Awareness Day and Art in the Park, where we will have a charity stand.

Spinal Injuries Association is a national charity supporting the 105,000 people in the UK living with spinal cord injury. We are proud to be based out of our purpose-built, accessible building in Oldbrook which has many environmentally friendly and sustainable features including solar panels and a living roof.

The gazebo and table will help us raise awareness of our charity amongst the Milton Keynes population. Anyone could sustain a spinal cord injury at any time, so is important we raise awareness locally so people know we are the expert, guiding voice for life after spinal cord injury, should they or their families need us in the future. Raising awareness will help disabled people in MK and beyond access all the support they need for a fulfilled life, increase engagement in our local and national campaigns, and enable us to raise vital funds to continue our key services.

We attend various local events throughout the year and as part of our volunteer community fundraising activity across MK and beyond. We plan to attend more as our local presence continues to grow and we can recruit more volunteers to support the charity's growth. Our local Milton Keynes community group for people affected by spinal cord injury meets monthly at the Christian Centre in Oldbrook (photograph below of the June 2025 meeting), and we have a newly formed dedicated Milton Keynes fundraising group. We also hold networking events for local businesses and partners at SIA House in Oldbrook, which representatives from Campbell Park Community Council would be welcome to attend (next one in November).



**Project Start Date:**                      **Project End Date:**                      N/A – ongoing project!

- 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.**

No – for outdoor events we will be mindful of the ground we erect the gazebo onto and will dispose of litter appropriately.

- 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.*

SIA is a national charity working across England, Wales and Northern Ireland. All of our functions are managed from our office located in Oldbrook.

- 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: Milton Keynes wide and beyond**

- 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.*

126 people living in Milton Keynes are members of Spinal Injuries Association (66 living with spinal cord injury, 19 family and friend members, and 41 healthcare professional members who care for people with SCI in their role). Local membership will continue to grow as we raise awareness, and local events with a branded gazebo will enable us to do this. We anticipate this work will allow our audience will grow to around 5,000 locally and 20,000 nationally. This will include local businesses within our network who can benefit the spinal cord injury community such as care companies, solicitors, mobility equipment and assistive technology companies.

- 14. What percentage of your users/beneficiaries live within the Campbell Park Community Council area?**  
32% of our members in Buckinghamshire live in Milton Keynes.

- 15. Grant amount requested:    £ 990**

- 16. What percentage of your income would this grant represent: 0.026%**

- 17. Is the request for part or full funding of the project?**                      **Full** ☒                      **Part**

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

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

20. If not received, when is it expected?
21. Do you have to satisfy any conditions to receive the balance?  
If yes, state conditions:
22. If Campbell Park Community Council is the sole funder and only give a pro-rata grant, can your project still continue?  
Yes
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>
Gazebo	strong gazebo with printed sides and weights	958
Table	6ft event table	32

Total Cost	£ 990
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24. How do you plan to publicise your project?  
We will post about our attendance at local events on our charity social media pages and on local Facebook groups.
25. Is there any further information you wish to be considered with this application?  
Thank you for considering this application and we hope to work with you further. As mentioned you would be very welcome to attend one of our future networking events at SIA House in Oldbrook, or arrange a separate visit to learn more about Spinal Injuries Association.
26. Is there any other way in which CPCC could assist your organisation?  
As a local charity we would welcome opportunities to raise awareness of our work amongst your staff and volunteers. We would be very pleased to talk with you further about potential opportunities.

[REDACTED]

- [REDACTED]
- [REDACTED]

[REDACTED]

1. **Date of application:** 12/JUNE/2025
2. **Name (Full Name) of the organisation making the application:**  
MGB COMMUNITY SERVICE (MAKING Good Better)
3. **Contact Details:** (Details of the main contact)
- Name:** MARIA AFFA  
**Address:** [REDACTED]  
**Post Code:** [REDACTED] **Email address:** mgbcommunityservice@gmail.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:

Company Number:

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

5. **What date did your organisation/company start?** 2021

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

6. **Details of any previous grant received from the Parish:**

**Amount received £** 1000

**Date:** 2024

**Title of Project:** BREAKFAST CLUB

**Amount received £** 3,000

**Date:** 2023

**Title of Project:** WARM SPACE

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:** ☒

**No:**

**Name of Bank:** METRO BANK

**Organisations Full Name on the Account:** MGB COMMUNITY SERVICE

**Name of Signatories:** 1. MARIA AFFA 2. PETER THOMPSON



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

Bank Account Number:

Sort Code:

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.

If you require more space than provided here, please continue onto a separate sheet of paper.

Breakfast Clubs can become a focal point for community activities, fostering a sense of unity and mutual support among residents. The grant can meet much needed support to vulnerable.

The grant will help to ensure that vulnerable persons, such as low-income families, receive the support they need during challenging economic times.

It is our responsibility to ensure the project addresses the specific challenges and needs of the community, such as the extent and impact of high cost of living crises on the vulnerable in community.

Project Start Date: 12/June/2025

Project End Date: 12/June/2026

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.

The breakfast club has made a huge impact in the community.

Building friendships, opportunity to connect with others and share their struggles.

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.



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.

Residents from Fishermead, Oldbrook, Springfield, Willen and Woolstone

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

15. Grant amount requested: £ 1500

16. What percentage of your income would this grant represent: 100%

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

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

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

20. If not received, when is it expected?

21. Do you have to satisfy any conditions to receive the balance?  
If yes, state conditions:

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

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 (please provide quotes if possible)
Rent For	12 months £800	
Food stuff	12 months £960	<del>£800</del>
Total Cost		£ 1,760

24. How do you plan to publicise your project?

Word of mouth  
Flyers

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

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

If possible to help to advertise on the CPCC news.

# **Free Use Applications - Summary**

## **Community & Communications Committee – July 2025**

<b>Applicant</b>	<b>Page No.</b>
Walfinch – Golden Memories Thrive Club	41
Just What We Need – Veterans – PTSD Resolution	45

**FOR OFFICE USE ONLY**

**Space:**

**Day/Time:**

**Frequency:**

**Applicant:**

**CPCC resourcing required?**

**C&C Mtg Date for consideration:**

**Used Delegated Powers:**

**Date Report to C&C:**

**Approved by C&C date/minute:**

**Booked in:**

## Application for Free Use of Community Space

**Please ensure the application is fully completed and all relevant paperwork is supplied.**

Return completed applications to

E-mail: community@campbell-park.gov.uk

Or post to: Community Officer, Campbell Park Community Council, CPCC Community Hub, Springfield Boulevard, Springfield, Milton Keynes, MK6 3JS

**This application form relates to free use of:**

**Springfield Centre & Oldbrook Centre (“the Centres”)**

**CPCC Hub – Multi Use Room, Council Chamber and Wellbeing Room**

- Applications will be considered by the Community & Communications Committee on a quarterly basis in April, July, October and January
- A complete application must be received by the 1<sup>st</sup> of the month
- All applications for free use of “the centres” must be considered by Committee at least 2 months prior to the start/session date and will be subject to the Centre being available for use (priority will be given to existing and income generating users and existing bookings will not be cancelled to allow for any free use).

### Application Guidance

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

**Who can apply:**

- applicants must be a not-for-profit, voluntary organisation or community group

**We cannot provide free use for:**

- political (including groups affiliated to a political party) or campaigning activities
- promoting religious beliefs

## CRITERIA:

1. All requests for free use by community groups/organisations to be made by submission of a complete application form.
2. Groups/organisations will be required to outline their aims and objectives and how the free use of a CPCC community space will help to achieve these. (see Question 8)
3. Free use is offered on the basis that the organisation uses the space to provide or enable the delivery of a community service/activity which helps to meet the needs of the local population. Applicants must provide details of the benefit/s they will offer to residents of the CPCC area, which includes Willen, Woolstone, Fishermead, Oldbrook, Springfield, Newlands and Winterhill (see Question 9 & 10)

### **Applications which will help to address the following objectives will be prioritised;**

- **Isolation and Loneliness** – create an inclusive environment where isolation and loneliness can be sensitively addressed and further support/advice offered.
- **Health and Wellbeing** – initiatives which address the physical and mental health of our community.
- **Education and Work** – provision for residents to access resources which allow them to pursue their education/career goals.
- **Advice and Advocacy** – deliver expert resident support and advice including information and drop-in sessions.

*These objectives will be reviewed on an annual basis and will be determined by the outcomes of the annual resident consultation.*

4. Applicants will be required to provide details of their current financial status. (see criteria 12 below)
5. Applicants must have a future sustainability plan of how the group, activity or service will become viable and continue to operate after the session/s of free use have ended. (see Question 13)
6. Applicants must specify the minimum period of use they require. (see Question 13)
7. All application for free use of “the centres” must be considered by CPCC Committee at least 2 months prior to the start/session date and will be subject to the Centre being available for use (priority will be given to existing and income generating users and existing bookings will not be cancelled to allow for any free use).

### **One-off Free Use of “The Centres” for Community Group/Organisation with an existing regular booking:**

8. A free session can be granted for the purpose of fundraising to support the running of the community group.
9. A free session can be granted for the purpose of delivering a special event for the community e.g. Christmas event, where attendance is inclusive.

### **Applicants must:**

10. be available to attend a CPCC meeting to explain the purpose of their use/project, if required to do so.
11. provide a copy of the groups Constitution (the aims and rules of your community group)
12. provide approved 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 accountsStart Up groups must provide a copy of;
  - (i) All bank statements
  - (ii) A Business Plan or similar.
13. ensure that if they have Councillors from CPCC on their management committee/board of control, they have at least the same number of non-Councillors as Councillors on their board.
14. ensure that if they work with young people and/or vulnerable members of our community they;
  - 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 (this may not be applicable to all Youth Groups e.g. sports groups)

**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.**

## ACCEPTANCE OF FUNDING

Free use is granted subject to:

- i. your agreement to the Free Use Conditions below
- ii. your agreement to comply with the Conditions of Use.
- iii. Signing pages 3 & 5 of this document & returning to CPCC to accept these terms  
(please retain a copy for your own records)

## FREE USE CONDITIONS

Free Use will be awarded in line with objectives set out within the Campbell Park Community Council Policy for granting Free Use of CPCC Community Spaces.

Free Use will be awarded on the basis of the information provided within your application. If any of this information changes, you must inform CPCC immediately. CPCC reserves the right to withdraw free use at any time.

All organisations applying for free use of community spaces within the CPCC Hub must purchase any refreshments required as part of your use/activity from the Community Hub Café.

The Community Council will publicise the free use awarded to your project or organisation in the Homeground magazine or elsewhere.

Where appropriate, and with your prior agreement, CPCC will share information about your use of CPCC community space to publicise the session so that members of the community can participate.

If awarded free use, your organisation should acknowledge the in-kind support received from Campbell Park Community Council in your publicity, including the CPCC logo. Copies of all publicity should be provided to CPCC.

After the agreed period of free use, the organisation will supply CPCC with a report detailing the benefits/outcomes gained from the free use.

## DECLARATION

I am authorised to make this application on behalf of: .....  
(name of project or organisation)

I confirm that to the best of my knowledge the information included in this application is complete and correct.

I (name) .....

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

Position held within organisation: .....

**Signed:**

**Date:**

## Conditions of Use

**Note: It is important to read the conditions as they will form part of your contract with Campbell Park Community Council (CPCC) and they will be enforced**

1. All bookings are made at the discretion of CPCC
2. Cancellation of any session/s of free use must be notified to CPCC at least 72 hours prior, by email to: [admin@campbell-park.gov.uk](mailto:admin@campbell-park.gov.uk)
3. The organisation/group will indemnify CPCC against any loss, damage, claim or expense howsoever arising, caused or occasioned during the organisation/group use of the premises. It shall also be the responsibility of the organisation/group to effect adequate Public Liability insurance to cover risks arising out of the use of the premises by the group/organisation and its invitees and visitors.
4. The key holder will unlock the building/provide access to the community space at the commencement of session of free use. If there is no one to take possession of the building within 15 minutes of the booking start time, the building will be locked and you will lose your time slot. There will be no return visits by our staff for lateness or other complaints.
5. Once you have taken possession of the building/community space it will remain unlocked until the end of the session of free use. The organisation/group must ensure that someone is present within the building/space throughout this period. At “the Centres” the key holder will also unlock exit gate from the garden areas which are used as fire exits. They will also explain to the organisation/group the fire procedures in place in the buildings.
6. The organisation/group should not sublet or transfer this booking to any other person or organisation.
7. No betting, gaming or lotteries shall take place on the premises except those allowed by law and the organisation/group shall obtain any licence or certificate required, prior to booking the premises for such use.
8. The organisation/group must ensure compliance with all the relevant legislation, orders and regulations, in particular that relating to music, singing and dancing and the sale and supply of alcohol. All alcohol licences must be displayed at all times during such events, and a copy passed to CPCC Administration before commencement of the session of free use. Failure to do so will result in the booking being cancelled.
9. Fire exits must not be obstructed in any manner at all. The organisation/group must ensure that all their users/visitors present are aware of the fire procedures, which are displayed in the building.
10. The organisation/group must not cause annoyance or nuisance to local residents or adjoining occupiers by the playing of loud music, parking in front of driveways etc.
11. With the exception of Assistance dogs, no animals will be allowed on the premises.
12. CPCC has a policy of no smoking in all of their buildings and associated grounds. This MUST be adhered to at all times. This includes electronic cigarettes.
13. The organisation/group must ensure that the maximum capacity in the space being used is not exceeded at any time. It is the responsibility of the organisation/group to ensure they are in possession of this information.
14. All music / dancing and singing MUST **CEASE** at 11.00pm in order to comply with the Entertainments Licence. At no time must these activities be carried out on the outside areas of the Centre, and the noise level must not exceed 90 Decibels.
15. The use of fireworks is not permitted.
16. Barbecues cannot be used on the premises without written permission from CPCC.
17. All refuse must be sorted into the correct bins or taken with you at the end of the booking. Any contamination of waste in either the internal, or external bins will result in a fixed charge of £50.
18. All CPCC equipment can only be used within the facility and must not be removed. The organisation/group must leave the premises clean and tidy and all equipment and furniture should be stored away or placed tidily as required by CPCC. Cleaning and tidying up must be carried out DURING THE BOOKING PERIOD. The organisation/group is liable for the costs of any additional cleaning should this be necessary, together with damage and breakage, which may occur during the booking period.
19. IN CASE OF BLOCK BOOKINGS, the organisation/group must not leave organisation/group belongings/equipment on the premises without the consent of CPCC. Any belongings left on the premises without prior agreement from CPCC will be treated as abandoned and may be disposed of by CPCC. Any items left in the building with CPCC's approval, are left at the owners risk and the responsibility for such

belongings lies solely with the organisation/group. Storage is not part of the contract unless paid for separately. The provision of such storage is entirely at the discretion of CPCC.

20. If the building is not vacated promptly at the end of the booking period a charge of £50 will be made, if the delay is considered too long, further charges may be applied.
21. The premises shall be used for community purposes only and shall not be used as the organisation/groups postal address.
22. No alterations or additions shall be made to the premises.
23. At no time shall any item, drawing, sketch, map etc be attached to any part of the interior or exterior of the building(s) and/or local street furniture without prior approval of CPCC.
24. No advertising or publicity material will be displayed inside or outside the building without the prior approval of CPCC.
25. CPCC reserves the right to cancel the booking if the organisation/group breaks any of the above conditions.
26. CPCC reserves the right to cancel any booking at its discretion and to change or amend the terms and conditions of hire at any time without prior notice.
27. CPCC reserves the right to close the premises at any time for emergency or periodic maintenance, public elections or similar events.
28. Children must be supervised at all times whilst using the Centre. Safeguarding is of paramount importance.
29. Any deductions or penalties, or any misuse of the building, or complaints from neighbours or other users of the building may result in us refusing you further use of the building, this is solely at the discretion of CPCC
30. Any aggression, abuse or physical harassment directed towards our staff will not be tolerated. Aggressive or abusive behaviour includes language (whether verbal or written) that may cause staff to feel afraid, threatened or abused and may include threats, personal verbal abuse, derogatory remarks and rudeness – failure to comply with this condition may lead to further action by the Community Council or the appropriate authority.
31. **The Hub and The Centres will be closed to all users on the following holiday periods, along with all statutory Bank Holidays:**  
**Good Friday – through until Easter Monday.**  
**Xmas Eve – through until 2<sup>nd</sup> January, unless this falls on a weekend then the Centre will open on the first Monday of the new year.**

## DECLARATION

I (name) .....

on behalf of ..... (insert name of organisation) will comply with the conditions use.

Position held within organisation: .....

**Signed:**

**Date:**



1. **Date of application:** 23/06/2025

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

Walfinch Milton Keynes and Bedford

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

**Name:** Ninitha Thomas

**Address:** 435 Acorn House, Midsummer Boulevard, Milton Keynes

**Post Code:** MK93AP

**Email address:** [REDACTED]

**Telephone No's:** **Daytime:** 01908110800 **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) **Domiciliary Care company- we are a**

**local home care provider committed to enhancing the wellbeing of vulnerable adults in our community. We host Golden Memories Thrive club- a social initiative developed to combat loneliness and social isolation among older adults, a growing concern in our society. The club forms part of our wider 'Time To Thrive' initiative, and since its launch on 31st January 2025—proudly opened by our previous Mayor Marie Bradburn, Councillor Manish Verma, and other community leaders—it has offered free, inclusive monthly gatherings for local residents. The sessions are intended to take place on the last Friday of each month, from 1pm to 3pm, and include light refreshments, meaningful activities, and opportunities for attendees to build friendships and community connections.**

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

Charity Number:

Company Number:

**Do you have any Councillors from Campbell Park Community Council on your Committee/ Board of control?** Yes No ☒ \* (please see Criteria No.13 for more info)

5. **What date did your organisation/company start?** 2023

***If you are a new group or have been operating for less than 12 months please put 'X' here:***

6. **When is the activity/use you are requesting Free Use for:**

*One-off Use:*

Date:

Time:

*For One-Off activities please check availability of the Space prior to submitting this application*

*Regular Use:*

Day **Last Friday of every Month**

Time **1pm to 4pm**

Start Date: **ASAP**

How frequently would you like use the space?

**Every month**

**7. Which Community Space are you requesting use of:**

The Centres:

Springfield Small Hall ☒ Springfield Large Hall ☐ Oldbrook Meeting Room ☐ Oldbrook Main Hall ☐

Hub: Multi Use Room ☐ Council Chamber ☐ Wellbeing Room ☐

**8. Please outline your organisations aims and objectives and how the free use of a CPCC community space will help to achieve these:**

Social isolation and loneliness among older adults is a growing public health concern in Milton Keynes, where many elderly residents face days or even weeks without meaningful social contact. Our Golden Memories Thrive Club is specifically designed to address this issue by offering a warm, welcoming space for connection—completely free of charge and open to anyone in the community who would benefit.

The club forms part of our wider ‘Time To Thrive’ initiative, and since its launch on 31st January 2025—proudly opened by our previous Mayor Marie Bradburn, Councillor Manish Verma, and other community leaders—it has offered free, inclusive monthly gatherings for local residents. The sessions are intended to take place on the last Friday of each month, from 1pm to 3pm, and include light refreshments, meaningful activities, and opportunities for attendees to build friendships and community connections.

**9. How will your free use help to meet the needs of the local population? Please provide details of the benefit/s you will offer to, or provide, for residents of the CPCC area (Willen, Woolstone, Fishermead, Oldbrook, Springfield, Newlands and Winterhill)**

Our Golden Memories Thrive Club provides a welcoming, inclusive environment for local older adults to come together and socialise. Many people in the CPCC area live alone and struggle with isolation and loneliness. By offering regular, free monthly sessions with engaging activities, we aim to improve their quality of life and promote their wellbeing. The club also provides information and guidance on local support services where appropriate, creating a trusted network that empowers vulnerable residents to stay active and connected in their community.

**10. Will your free use help to address any the following objectives? Please tick all that apply providing more detail of how these objective relate to your proposed free use.**

☒ **Isolation and Loneliness** – create an inclusive environment where isolation and loneliness can be sensitively addressed and further support/advice offered.

☒ **Health and Wellbeing** – initiatives which address the physical and mental health of our community.

☐ **Education and Work** – provision for residents to access resources which allow them to pursue their education/career goals.

☒ **Advice and Advocacy –** deliver expert resident support and advice including information and drop-in sessions.

**11. Will you be working with any other groups or organisations as part of your use/activity? If yes, please provide details.**

Yes, we plan to collaborate with local community organisations, including Age UK Milton Keynes, Citizens Advice Bureau, and local volunteers. These partners may attend our sessions to provide advice, wellbeing workshops, or tailored support on subjects like healthcare, financial help, or home safety.

**12. If you are a new organisation/group, how have you identified the need which you plan to address through the Free Use?**

We have witnessed an increasing number of older people in Milton Keynes feeling isolated, especially since the COVID-19 pandemic. Informal feedback from our existing home care clients and local residents indicates a strong demand for regular social gatherings in a safe, welcoming setting. Our initial sessions have had a very positive response, reinforcing the need for these free sessions to continue and grow.

**13. What is the future sustainability plan for your group, activity or service so that it will become viable and be able to continue (and potentially pay for venue hire) after the session/s of free use have ended?**

Our future sustainability plan is to seek small grants from local charitable funds and explore partnership options with other care and community-focused groups. We will also look to introduce a small optional donation at sessions once established and apply for funding from Age UK Milton Keynes or the National Lottery. Our aim is to secure enough funding so we can pay for room hire and continue offering these valuable sessions long-term.

What is the minimum period of use you would require to support your sustainability plan?

*Free Use End Date:* 1 year

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

Our sessions will have a minimal environmental impact as we use an existing community hall and encourage car sharing and the use of public transport. We aim to minimise waste at all sessions and will use recyclable and reusable materials whenever possible.

**15. What percentage of your users/beneficiaries do you expect to live within the Campbell Park Community Council area?**

We estimate that at least 85-90% of our attendees will come from the CPCC area, especially from Fishermead, Springfield, and surrounding communities.

**16. Do you plan to publicise the activity for which you are applying for free use? If so, how do you intend to do this?**

Yes, we will publicise the club through posters and leaflets displayed in local libraries, community centres, and GP surgeries across the CPCC area. We will also promote it via social media (Facebook, local WhatsApp groups), community newsletters, and word of mouth. We plan to liaise with local organisations like Age UK Milton Keynes to help spread the word.

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

We would appreciate the committee's consideration of the significant impact that this free use will have on our older residents who may otherwise struggle to access affordable and welcoming social opportunities. Our Thrive Club has already had a very positive response from the community, and free access to the hall will allow us to reach more people and further reduce isolation, which is an increasing concern in Milton Keynes. Thank you for your support.

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

In addition to the provision of the free space, we would welcome any assistance CPCC could provide with promotion of the club across its networks, including newsletters or noticeboards, to help us reach as many isolated older people as possible. Any introductions to other local services that support our beneficiaries would also be greatly appreciated.

1. **Date of application:** 20/06/25

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

Just What We Need -Veterans ( PTSD Resolution)

3. **Contact Details:**

**Name:** Carmen Kane

**Address:** [REDACTED]

**Post Code:** [REDACTED] **Email address:** [REDACTED]

**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 under the umbrella of PTSD Resolution

Voluntary or Community Group      Other (please state)      local therapists and veterans pilot workshops

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

Charity Number:

Company Number:

**Do you have any Councillors from Campbell Park Community Council on your Committee/ Board of control?**      No      \* (please see Criteria No.13 for more info)

5. **What date did your organisation/company start?**      x  
***If you are a new group or have been operating for less than 12 months please put 'X' here:***

6. **When is the activity/use you are requesting Free Use for:**

*One-off Use:*

Date:

Time:

*For One-Off activities please check availability of the Space prior to submitting this application*

*Regular Use:*

Day 12 July 2025

Time 9am-3pm

Start

Date:12/7/25

How frequently would you like use the space?

As it is a pilot we hope to run second workshop 13th September 2025

7. **Which Community Space are you requesting use of:**

The Centres:

Springfield Small Hall    ☐

**8. Please outline your organisations aims and objectives and how the free use of a CPCC community space will help to achieve these:**

our aim is to provide a space for veterans and family members to be informed on the following topics

Anxiety

Depression

Trauma/PTSD

Addictions

**9. How will your free use help to meet the needs of the local population? Please provide details of the benefit/s you will offer to, or provide, for residents of the CPCC area (Willen, Woolstone, Fishermead, Oldbrook, Springfield, Newlands and Winterhill)**

**This is a great opportunity to offer local veterans support in their local area that makes it accessible for them to attend**

**10. Will your free use help to address any the following objectives? Please tick all that apply providing more detail of how these objective relate to your proposed free use.**

☐ **yes. Isolation and Loneliness** – create an inclusive environment where isolation and loneliness can be sensitively addressed and further support/advice offered.

☐ **yes. Health and Wellbeing** – initiatives which address the physical and mental health of our community.

☐ **Education and Work** – provision for residents to access resources which allow them to pursue their education/career goals.

☐ **Advice and Advocacy** – deliver expert resident support and advice including information and drop-in sessions.

**11. Will you be working with any other groups or organisations as part of your use/activity? If yes, please provide details.**

We work closely with The Armed Forces covenant manager and other charities and organisation supporting veterans

**12. If you are a new organisation/group, how have you identified the need which you plan to address through the Free Use?**

**As a local therapist and coworker, local veteran we have identified veterans that don't always want to go to Therapy but have benefited from the therapeutic interventions, especially the workshops where have so far provided locally**

- 13. What is the future sustainability plan for your group, activity or service so that it will become viable and be able to continue (and potentially pay for venue hire) after the session/s of free use have ended?**

Because this is currently a pilot, we have no funding and hopefully the feedback we get from veterans will enable us to access local funding and continue to run workshops locally

What is the minimum period of use you would require to support your sustainability plan?

*Free Use End Date:* 12/07/25,13/09/25

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

no

- 15. What percentage of your users/beneficiaries do you expect to live within the Campbell Park Community Council area?**

we do not know at this stage

- 16. Do you plan to publicise the activity for which you are applying for free use? If so, how do you intend to do this?**

we have a facebook page, blue light hub, veteran networks, local flyers, work of mouth

- 17. Is there any further information you wish to be considered with this application?**

Not at the moment

- 18. Is there any other way in which CPCC could assist your organisation?**

Any support is appreciated  
thank you





## Free Use of CPCC Community Spaces

	Complete
	Committee to Note
	Committee to make decision

Ref	Applicant	Description of Activity	Frequency or One Off	Duration	Day	Time	Start Date	End Date	Space	C&C Decision Y/N	C&C Mtg Date	Decision	Officer Delegated Decision Y/N	Date to Report to C&C
1	Acornfields Community Interactions	Community arts projects	Weekly	6 months (then review)	Thurs & Sat	10am-2pm	Sept		Nest & Wellbeing Room	Y	May	Approved	N	n/a
2	Dementia Prevention UK	Support & advice on wellness to prevent dementia - 7 week programme	weekly	7 weeks	Tues	10am-11am	09.09.25	21.10.25	Chamber	Y	May	Approved	N	n/a
3	MK Lymphoma Support	Support group for those with Lymphoma	Monthly (1st Thurs of each month exc. Jan)	6 months (then review*)	Thurs	2pm-4pm	03.07.25	04.12.25*	Nest	Y	May	Approved	N	n/a
4	Just What We Need - Veterans ( PTSD Resolution)	Workshop for PTSD support	One off	one off	Sat	9am-3pm	12.07.25	12.07.25	Springfield Small Hall	N	n/a	Approved	Y	July
5	Yoga for Health programme	10 week Yoga for Health Programme	Weekly	10 weeks	Mon	10am-11:15am	15.09.25	17.11.25	Chamber	Y	May	Approved	N	n/a

6	Walfinch - Golden Memories Thrive Club	Monthly free, inclusive, monthly gatherings for local residents to combat loneliness and social isolation among older adults	One off	one off	Fri	1pm-3pm	27.06.25	27.06.25	Nest	N	n/a	Approved	Y	July
7	Action Speaks	International Festival activity - white doves	One off	one off	Sat	11am-1pm	28.06.25	28.06.25	Nest	N	n/a	Approved	Y	July
6	Walfinch - Golden Memories Thrive Club	Monthly free, inclusive, monthly gatherings for local residents to combat loneliness and social isolation among older adults	One off	one off	Fri	1pm-3pm	25.07.25	25.07.25	Nest	N	n/a	Approved	Y	July
8	Walfinch - Golden Memories Thrive Club	Monthly free, inclusive, gatherings for local residents to combat loneliness & social isolation among older adults	Monthly (last Friday of each month)	1 year	Fri	1pm-4pm	25.07.2025		Nest	Y	July		N	July

9	LEAP /MK PEP	Meeting of MK PEP Board	One off	one off	Mon	12-2pm	07.07.25	07.07.25	Chamber	N	July	Approved	Y	July
10	LEAP Community Officer/FMC Meeting	Meeting	One off	one off	Thurs	11am- 12	17.07.25	17.07.25	Nest	N	July	Approved	Y	July



**REPORT TO:** Community & Communications Committee

**DATE:** 22 July 2025

**REPORT ON:** Community Programme – Family events and School holiday activities at the CPCC Community Hub

**REPORT BY:** Community Officer

**REPORT NO:** C&C/002/25

### **Purpose of Report**

For Committee to consider the proposals of the Working Group for the Community Programme for family events and school holiday activities at the CPCC Community Hub.

### **Recommendation**

That Committee agree that;

1. Space at the CPCC Community Hub is utilised to provide activities for children during the school holidays
  - a. The summer holiday activities to include weekly board games/puzzle session on Mondays , weekly Craft Club on Wednesdays and Friday family film session, with a licence and subscription purchased to comply with licensing requirements. All activities to need limited officer/councillor support on the day.
  - b. A plan for future school holidays to be developed taking on board feedback from the summer activities.
2. Instead of holding a Christmas Party at the Springfield Centre on a Saturday in December that a Santa's Grotto be provided at the CPCC Community Hub after school on 1 or 2 evenings on the lead up to the Christmas holiday, with craft activities, music and food provided.
3. A review be undertaken early in the new year, with Committee deciding if to hold the Easter Tea party as usual or to offer a range of activities during the school holiday instead, to be mainly focussed at the CPCC Community Hub.
4. The October (Halloween/Harvest/Fancy Dress) Tea party is no longer provided, instead providing activities during the half term holiday at the CPCC Community Hub.
5. Further consideration is given to hosting some activities that could appeal to teenagers including graffiti art, music, more complicated crafts, sports etc.

### **Main Text**

As determined by the Community & Communications Committee (min. C&C 09/25 vii) a Working Group of Councillors and the Community Officer met to re-consider how we deliver the existing programme of family events, as well as consider activities that could be offered to families during the school holidays.

### **Financial Implications**

To deliver the Family Film Friday session during the school holidays, a MPLC (Motion Picture Licensing Company) blanket licence for a community facility needs to be purchased at a cost of £440.46

Costs for supplies and equipment to deliver activities can be funded from the existing 'Community' cost centre (399/4192)

# Homeground November

**Committee to approve draft content outline – 22 July**

**Deadline for content from contributors – Weds 24 September**

**Articles to XL Press – Friday 26 September**

**Proof Back – 13 October**

**Proof to Committee –C&C Mtg 21 October – in Agenda pack 15<sup>th</sup> October**

**Final changes to XL Press – 23 October**

**CPCC to sign off proof to print – 24 October**

**Printing – w/c 27 October**

**XL Press to book magazine into D2D – 7 November TBC**

**Distribution w/b 10 November**

(Front cover) – IMAGE FROM HUB OPENING EVENT

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

CPCC Community Hub Report on Opening Events

What's On

All Good/APA Update

CPCC Grants awarded/Grants available/Reports

Activity Packs

CPCC Community Centres

Landscape report

Climate Change/Environment – Tips/Suggestions

Kids corner

Schools Reports – (content of max 200-250 words plus images)

Willows

Willen

Shepherdswell

Orchards

Oldbrook

Jubilee Wood

Staff or Councillor Intro

‘What to do’ – information to address neighbourhood issues

New Community Larder at Springfield –

Volunteers

Forthcoming Events - Christmas



**Minutes of the Heritage, Arts & Culture Working Group**  
**held on Tuesday 17 June 2025**  
**commencing at 6.30pm**  
**at the Springfield Centre, Springfield Boulevard, Springfield**

**Members Present**

Cllr V Dixon  
Cllr L Adura  
T Jones, Committee Clerk

Cllr M Petchey  
Cllr R McCafferty

- 01/25      Apologies for Absence**  
Cllr O Cole - personal commitment
- 02/25      Declarations of Interest**  
None
- 03/25      Appointment of Chairperson**  
The Working Group resolved to elect Cllr McCafferty as Chairperson to May 2026.
- 04/25      Terms of Reference**  
The Working Group noted the Terms of Reference of the Working Group, as approved by the Community & Communications Committee.
- 04/25      Action Plan**  
The Working Group considered ideas and projects to address and respond to resident feedback from the 2025/26 Annual Consultation. The responses received have been categorised within the Action Plan template provided.

The working group, did not have enough time to consider all of the Action Plan, and would continue the task at the next meeting.

Any initiatives forming part of the Action Plan are to be agreed by the Community & Communications Committee and be delivered within the Social Cohesion budget previously agreed by Council, in addition to any associated external funding the Working Group may secure, with the approval of the Community & Communications Committee.

**05/25**

**Date of Next Meeting**

Committee resolved to set an alternative date for the next meeting, which allowed extra time to discuss matters

**Working Group Members:**

Cllr Adura

Cllr Cole

Cllr Kendrick

Cllr Mangan

Cllr McCafferty

Cllr Petchey

Community Officer/Committee Clerk