

**YOU ARE HEREBY SUMMONED TO A
MEETING OF COUNCIL**

to be held at the

CPCC Community Hub, Springfield Boulevard, Springfield

Tuesday 21 October 2025 at 7.30pm

AGENDA

Members

Cllr L Adura
Cllr B Barton
Cllr O Cole
Cllr V Dixon
Cllr R Golding (Vice Chair)
Cllr B Greenwood (Chair)
Cllr J Hearnshaw
Cllr J Howard
Cllr H Kakei

Cllr K Kavarana
Cllr D Kendrick
Cllr K Kent
Cllr B Macharia
Cllr F Mangan
Cllr R McCafferty
Cllr J Messent
Cllr D Pafford
Cllr M Petchey

MEETING PROTOCOL

In order to facilitate the smooth running of meetings, members are asked to respect the following protocol:

- If a member arrives once the meeting has started, they will enter as quietly as possible and take a seat within the public area until invited forward by the Chair. This is to avoid disruption during the discussion of agenda items.
- All those present are asked to turn their mobile devices off or place into silent mode.
- Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if they are present at the meeting of a community council or its committees but otherwise may:
 - a) Film, photograph or make an audio recording of a meeting;
 - b) use any other means for enabling persons not present to see or hear proceedings at a meeting of CPCC as it takes place or later.
 - c) Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

The 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. **To approve the minutes of the meeting of Council held on 16 September 2025, previously circulated and therefore taken as read.** **Page 7**
3. **To approve the minutes of the Extraordinary Meeting of Council held on 7 October 2025, previously circulated and therefore taken as read.** **Page 13**
4. **Public Involvement – Deputations, Petitions and Questions**
Members of the public may make representations in respect of the business on the agenda.
5. **Chair’s Report**
Council is invited to receive a verbal report from the Chair.
6. **Clerk’s Report**
Council is invited to receive a verbal report from the Clerk.
7. **Ward Member Reports**
 - i. Council is invited to receive any verbal Ward Member Reports.
 - ii. Council is invited to receive a written report from Cllr McCafferty. **Page 15**
8. **To receive draft minutes (including recommendations) from Committees. Any Member questions arising from matters detailed in the minutes to be raised under the relevant Committee** **Page 19**
 - a. **Minutes of the Planning, Infrastructure & Transport Committee**
Chair: Cllr B Greenwood
Council is invited to receive the minutes
 - b. **Minutes of the Personnel Committee ECM**
Chair: Cllr K Kent
Council is invited to receive the minutes
 - c. **Minutes of the Estates Committee**
Chair: Cllr R Golding
Council is invited to receive the minutes with 1 item (i) to ratify
 - i. **Draft Minute 34/25 Annual Rent Review – 2026/27 (Allotments)**
Committee resolved to recommend to Council that allotment rent levels for 2026/27 be increased to 55.0 pence per square metre (2025/26 levels 53.0 pence per square metre).

9. Conclusion of External Audit 2024-25

Page 25

Council is invited to formally receive the Notice of Conclusion of Audit 2024-25 as prepared by PKF Littlejohn. Council is further invited to note that no action or follow up is required resulting from the audit.

10. Changes to Practitioners Guide 2025 - Assertion 10

Page 31

The Practitioners' Guide is issued by the Smaller Authorities Proper Practices Panel (SAPPP) to support the preparation of statutory annual accounting and governance statements by smaller authorities in England, which are found in the Annual Governance and Accountability Return (AGAR).

The 2025 edition applies to Annual Governance and Accountability Returns (AGAR) for financial years commencing on or after 1 April 2025.

SAPPP are introducing 'Assertion 10' in the 2025-26 AGAR as part of the Annual Governance Statement.

Assertion 10 focuses on three core areas of digital governance:

- Data Protection Act and UK GDPR Compliance
- Web Accessibility Compliance (WCAG 2.2 AA)
- Use of Council Email, Domains and IT

In order that Council can be in the best possible position to fulfil the requirements of Assertion 10, a compliance check, carried out by an independent expert is recommended. Breakthrough Communications are NALC's partner in all aspects of community engagement, GDPR and FOI compliance. Membership to their Council Hive service includes comprehensive compliance checks on data and communications as well as training and advice services for officers and councillors.

An annual subscription to Breakthrough Communications Council Hive is £1997 (additional unlimited 1-2-1 support) or £997pa + vat

11. Community Hub – Working Group Update

Council is invited to receive a verbal report from the Working Group on their progression of the Community Hub project, including the completion of any additional works that have been necessary since the building has been occupied and open to the public.

12. 1 Pencarrow Place – End of Lease/Dilapidations

Committee is invited to receive a verbal update from the Clerk on the progression of this item, delegated responsibility for the task has been given to the Chair and Vice Chair of Council in conjunction with the Clerk to Council.

13. Community Governance and Polling District and Places Review

Council is invited to note the conclusion of the Milton Keynes City Council (MKCC) formal review of local Community Governance, and Polling Districts and Places arrangements. Council is further invited to note that final recommendations from the review will be considered by MKCC on 22 October 2025, the recommendations do not include any change to the arrangements for the Campbell Park Community Council area.

14. Microsoft Windows 10 End of Support and Associated Requirement for New Council Laptops

Support by Microsoft for Windows 10 ended on 14 October 2025. Council laptops suitable for upgrading have been migrated to Windows 11, some newer laptops are already using it. Those (older) laptops not suitable for upgrading will need to be replaced as a priority. It is anticipated that up to 6 new laptops will be required at an anticipated cost of £680 (exc VAT) each, plus configuration charges. The IT equipment and Support budgets will be used for the expenditure, with the final cost reported at the next meeting.

15. Vacant Seat – Fishermead Ward

Council is invited to note that an election was not called for the vacant Fishermead seat, Council is now able to fill the vacancy using the co-option process.

Confidential Item

In view of the terms of Schedule 12A Local Government Act 1972, the following item* will be likely to disclose exempt information relating to establishment and contractual matters and Council is therefore invited to resolve that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 Section 1(2) the public and press be excluded.

***Item 16 & 17**

16. Community Hub – Community Café Operation

Council is invited to receive a verbal report from the Clerk to Council on the progression of new arrangements for the operation of the Community Café.

17. Community Café Draft Lease

Council is invited to consider the draft lease for the operation of the Community Café at the CPCC Community Hub as produced by Wellers Law Group.

18. Upcoming Events (Community Hub)

Citizens Advice MK – Wednesdays fortnightly commencing 15 October – Wellbeing Room

Half Term activities – Nature Day 28 October, Friday Film Club 10:30am 31 October in The Nest, & Nature Walk 1pm 31 October

Community Larder launches 22 October, 2-4pm

Yoga 4 Health – 10 week programme, started 15 September 10am – Council Chamber

Seated Exercise – every Monday at 1.30pm – Council Chamber

APA Fun Fitness for Women – every Wednesday at 9.15 – 10am – Council Chamber

Mind Your Mind Workshop (Dementia Prevention UK) – 7 week programme started 9 September 10am – Council Chamber

MK Lymphoma Support Group 2-4pm – first Thursday of every month – The Nest

Golden Memories Thrive Club 1pm – 4pm – last Friday of every month – The Nest

Christmas Fayre – 5 December, time tbc (after school) – whole premises

19. Dates of Future Committee & Working Group Meetings

Community & Communications – 28 October at 6.30pm

Planning – 3 November at 6.30pm

Personnel – 4 November at 6.30pm

Estates – 11 November at 6.30pm

20. Date of Next Meeting

Tuesday 18 November 2025 at 7.30pm

BY ORDER OF THE COUNCIL

Dominic Warner

D Warner, Clerk to Council

16 October 2025

**Minutes of the meeting of Council held on
Tuesday 16 September 2025, 7.30pm
at the
CPCC Community Hub, Springfield Boulevard, Springfield**

This meeting was open to the public

Members Present

Cllr L Adura (7.33pm)

Cllr B Barton

Cllr O Cole (7.37pm)

Cllr V Dixon

Cllr R Golding (Vice Chair)

Cllr B Greenwood (Chair)

Cllr J Hearnshaw

Cllr D Kendrick (7.33pm)

Cllr J Howard

Cllr H Kakei (7.33pm)

Cllr K Kent

Cllr B Macharia

Cllr F Mangan

Cllr D Pafford

Cllr M Petchey

In Attendance

D Warner, Clerk to Council

P Sullivan, Deputy Clerk

73/25

Councillor Penelope Halton-Davis

Following the recent death of Councillor Penelope Halton-Davis, the Chair of Council led Member tributes to Penny, acknowledging her dedicated work as a Councillor, her many local achievements and her contribution to the betterment of the community.

74/25

Apologies for Absence

Cllr K Kavarana – work commitment

Cllr R McCafferty – personal commitment

75/25

Declarations of Interest

Cllrs Howard and Pafford declared an interest in agenda item 14, as trustees of the Chapman Foundation.

76/25

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

77/25 Public Involvement – Deputations, Petitions and Questions

Four members of the public were present.

78/25 Chair's Report

The Chair recently attended the MKCC Parishes Forum which had some interesting presentations from a number of organisations, including MK University Hospital and Bletchley & Fenny Stratford Town Council. A link to all presentations has been circulated by the Clerk.

79/25 Clerk's Report

Council received a verbal report from the Clerk. The Clerk reported details of the visit to the Community Hub from Members of the Nigerian State Assembly who were guests of Cllr Adura during their time in Milton Keynes. The Clerk also urged Members to familiarize themselves with all aspects of Council agenda packs to enable their readiness for meetings and to ensure their knowledge of all Council activities.

80/25 Ward Member Reports

- i. Council is invited to receive any verbal Ward Member Reports.

Cllr Dixon reported that the NHS are holding two clinics at Willen Pavilion on Tuesdays and Thursdays which have been so popular they are considering adding another.

Cllr Pafford had been reporting various issues to MKCC, and flagged up his concerns around vehicles speeding on grid roads.

Cllr Barton recently attended the BMKALC AGM which was held at the Conniburrow Community Centre and reported on the meeting. The Annual Report had been circulated in the agenda pack.

- ii. Council received a written report from Cllr McCafferty. In the absence of Cllr McCafferty the report was not discussed and will be deferred to a future meeting.

81/25 To receive draft minutes (including recommendations) from Committees. Any Member questions arising from matters detailed in the minutes to be raised under the relevant Committee

a. Minutes of the Community & Communications Committee

Chair: Cllr K Kavarana

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

- i. **Draft Minute 18/25 ii Grants - YMCA Milton Keynes** (Grant Application 007/25-26/Sect 137)

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

Committee resolved to make a recommendation to Council that that grant is awarded in full.

b. Minutes of the Planning, Infrastructure & Transport Committee

Chair: Cllr B Greenwood

Council received the minutes.

c. Minutes of the Personnel Committee

Chair: Cllr K Kent

Council received the minutes.

d. Minutes of the Finance, Administration & Policy Committee

Chair: Cllr B Barton

Council received the minutes and agreed to ratify 1 item (i) and to note 1 item (ii).

i. Draft Minute 16/25 Letter of Engagement – Internal Auditor

Committee reviewed the letter of engagement from Auditing Solutions and considered the independence of the internal auditor, the internal audit programme of work regarding the Councils identified risks, and the competence of the internal auditor. Committee resolved to make a recommendation to Council to reappoint Auditing Solutions as the internal auditor.

ii. Draft Minute 19/25 Changes to Public Sector Deposit Fund

Committee is invited to note that £300,000.00 has been transferred from the Unity Trust Bank Savings account to the Public Sector Deposit Fund held with CCLA. The interest rate is approximately 2% higher with CCLA thus providing us with a better return.

Under this item the Clerk informed Council that it was the recent opinion of the Responsible Financial Officer that a transfer of funds from CCLA to Unity Trust Bank was unlikely to be necessary before the end of the current financial year.

e. Minutes of the Estates Committee

Chair: Cllr R Golding

Council received the minutes and agreed to ratify 1 item (i). Council further agreed to set aside the provisions within Financial Regulations requiring it to consider 3 quotations to facilitate the purchase.

i. Draft Minute 17/25 Estates Equipment Report – Report E01/25

Committee received the report and resolved to recommend it to Council, including the recommendation to purchase a new Ferris 2600Z mower to replace the existing 5-year-old Hustler mower. The cost to Council of purchasing the new mower, including trading in the existing mower, £16,100 exc. VAT. Purchase to be funded by 2025-26 budget previously agreed by Council. Proposed purchase would be from the supplier that provided a Ferris mower to the Community Council in 2024, and who are best placed to provide ongoing maintenance and support.

82/25

Community Council Annual Insurance Policy Renewal

Council noted that the main Community Council insurance policy with Zurich Insurance will renew on 1 October 2025. The renewal will be the second year of the 3-year agreement approved in October 2024. The cost of the renewal is £11,478 (including IPT).

83/25

1 Pencarrow Place – End of Lease/Dilapidations

Committee received a verbal update from the Clerk on the progression of this item, delegated responsibility for the task has been given to the Chair and Vice Chair of Council in conjunction with the Clerk to Council. The Clerk confirmed that the process was close to completion, with anticipation that the building would be handed back to the landlord at the end of September. The Clerk confirmed that the initial dilapidations claim by the landlord had reduced from £38,200 + VAT to £8,100 + VAT in light of the remedial work completed by the Council, and that it was anticipated the figure would reduce further on settlement of the final claim. Cost of completing remedial work and the payment of additional rent in the region of £14,500 + VAT.

Council requested that a vote of thanks be recorded for the progression of this item by the Estates Manager

84/25

Community Hub – Working Group Update

Council received a verbal report from the Working Group on their progression of the Community Hub project, including the completion of additional works that have been necessary since the building has been occupied and open to the public. The Clerk confirmed that additional external railings had been installed at a cost of £1,500 + VAT, and that the cost of the signage had increased to £9447.86 due to the need for additional and larger signs. The Clerk also confirmed that the need for air conditioning had been identified for the Chamber store area, subject to quotation the cost of the work understood to be in the region of £7,000 + VAT.

85/25

Citizens Advice MK

Council noted that Citizens Advice MK will be providing fortnightly advice sessions commencing 15 October. The service will be by appointment and only available to residents in the CPCC area. A leaflet drop will be carried out at the end of September in Fishermead, Oldbrook and Springfield and a further drop will take place in Willen and Woolstone at the end of October.

86/25

Contract Approval for the Collection of Litter Bin and Dog Bin Waste

The previous contractor responsible for the collection of waste from Community Council litter bins and dog bins withdrew their services in July 2025, this required an alternative arrangement to be put in place with immediate effect to ensure the continuation of services to residents.

Council retrospectively approved the award of a 24-month contract to Shield Group for the collection of litter bin and dog bin waste through to July 2027. The prices offered by Shield Group are financially preferable compared to the previous provider and will represent an annual saving in the region of £1,000 if the number of bins and frequency of emptying remains unchanged.

87/25

Chapman's Educational Foundation (C/N 310616) Trustee Nomination

Council is invited to nominate a trustee to the Chapman's Educational Foundation for a 12-month period from May 2025 to May 2026. The activity of the Foundation is to assist young people from the beneficial area to attend schools, institutions, or classes for the purposes of education other than elementary, by paying their fees or travelling or other incidental expenses, or by providing them with maintenance allowances.

Cllr Pafford was nominated as trustee for a 12-month period from May 2025 to May 2026.

88/25

NALC Local Council Awards Scheme (LCAS)

Council considered the suggestion from the Clerk to Council that it seeks accreditation through the LCAS, with an initial submission planned for September 2026.

The LCAS is designed to celebrate the successes of the very best local councils, and to provide a framework to support all local councils to improve and develop to meet their full potential. The LCAS offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement. The LCAS is a tool that councils can use when working with the local community or other local partners. Giving them confidence that the council is delivering to a national professional standard.

Council resolved to accept the suggestion from the Clerk to Council that it seeks accreditation through the LCAS, with an initial (bronze level) submission planned for September 2026.

89/25

Milton Keynes City Council Household Support Fund (HSF) Award

Council noted that it has been awarded £4,000 from the HSF to support initiatives in the CPCC area.

- 90/25 Vacant Seat – Fishermead Ward**
Council noted the Councillor vacancy for the Fishermead ward has been advertised, the deadline to call an election is 19 September 2025. If an election is not called, Council will be able to fill the vacancy using the co-option process.
- 91/25 Vacant Seat – Oldbrook Ward**
Council considered two candidates for co-option as a Community Councillor to fill the vacant seat on the Oldbrook ward. Following a vote, Jasmine Messent was co-opted as Councillor.
- 92/25 Upcoming Events (Community Hub)**
Citizens Advice MK – Wednesdays fortnightly commencing 15 October – Wellbeing Room
Yoga 4 Health – 10-week programme, started 15 September 10am – Council Chamber
Seated Exercise – every Monday at 1.30pm – Council Chamber
Fun Fitness for Women – every Wednesday at 9.15 – 10am – Council Chamber
Mind Your Mind Workshop (Dementia Prevention UK) – 7-week programme started 9 September 10am – Council Chamber
CPCC Networking Lunch – 24 September 11am – 2pm – part of opening events – whole premises
CPCC Community Hub Opening – 27 September 11am-4pm – whole premises
MK Lymphoma Support Group – 2 October 2-4pm – first Thursday of every month – The Nest
Golden Memories Thrive Club – last Friday of every month – 1pm – 4pm – The Nest
Christmas Fayre – 5 December, time tbc (after school) – whole premises
- 93/25 Dates of Future Committee & Working Group Meetings**
HACWG – 30 September 6.30pm
Planning – 6 October at 6.30pm
ECM – Personnel – 14 October at 6.00pm
Estates – 14 October at 6.30pm
- 94/25 Date of Next Meeting**
Tuesday 21 October 2025 at 7.30pm

**Minutes of an Extraordinary Meeting of Council held on
Tuesday 7 October 2025, 7.30pm
at the
CPCC Community Hub, Springfield Boulevard, Springfield**

This meeting was open to the public

Members Present:

Cllr L Adura
Cllr B Barton
Cllr O Cole
Cllr V Dixon
Cllr R Golding (Vice Chair)
Cllr B Greenwood (Chair)
Cllr J Howard
Cllr H Kakei
Cllr K Kavarana

Cllr D Kendrick
Cllr K Kent
Cllr B Macharia
Cllr F Mangan
Cllr R McCafferty
Cllr J Messent
Cllr D Pafford
Cllr M Petchey

In Attendance:

D Warner, Clerk to Council
P Sullivan, Deputy Clerk

95/25 Apologies for Absence
None

96/25 Declarations of Interest
None

Confidential Item

In view of the terms of Schedule 12A Local Government Act 1972, the following item* will be likely to disclose exempt information relating to establishment and contractual matters and Council is therefore invited to resolve that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 Section 1(2) the public and press be excluded.

***Item 97/25**

97/25 Community Hub – Community Café Operation

Council reviewed and considered a report detailing the current operation of the Community Hub café.

Following discussion members resolved to move the operation of the community café forward with the new Community Interest Company (CIC) once incorporated. Council further resolved to delegate powers to the Clerk to Council, Chair of Council and Vice-Chair of Council to progress the matter, including the resolution of arrangements with the existing CIC and the power to seek appropriate external grant funding to support the new CIC. It was also agreed that Council would accept, in principle, an invitation for a representative to be involved in the new CIC and/or future oversight of the café.

98/25

Date of Next Meeting

Tuesday 21 October 2025 at 7.30pm

CAMPBELL PARK COMMUNITY COUNCIL

REPORT TO COUNCIL

Subject: Urgent Concern: Vape Sales, Youth Access, and Shopkeeper Safety in Oldbrook and Fishermead

Prepared and Presented by: Cllr Richard McCafferty

Campbell Park Community Council

Date: 21st July 2025

1. Presentation and Declaration

I, Cllr Richard McCafferty, submit this report for formal presentation to Campbell Park Community Council.

Declaration of Interest:

I wish to note a potential conflict of interest as I am the founder and a named director of the Breath Easy initiative—a community project aimed at tackling youth vaping through education and public health interventions. While I bring this issue forward in good faith and in the interest of public safety, I acknowledge that any proposals involving or benefitting Breath Easy directly should be evaluated with transparency.

2. Executive Summary

Shopkeepers in the Oldbrook and Fishermead areas are increasingly facing threats and verbal abuse when upholding the law by refusing to sell vape products to minors. Additional confrontations occur when challenging adults suspected of purchasing vapes for underage youth.

This growing trend poses a dual threat:

- To the safety and confidence of local business owners, and
- To the health and future of young people in our community, who are already seen vaping on school premises and in public areas.

3. A Young and Accountable Council

Campbell Park Community Council is one of the youngest and most forward-looking councils in the region. As stewards of our community, we are entrusted to protect the social and physical landscape not just for today but for generations to come.

If we do not act swiftly, this issue will become normalised and spiral beyond control.

4. The Situation on the Ground

Reports from local shopkeepers include:

- Verbal and physical aggression when vape sales are refused.
- Harassment when challenging proxy buyers (adults purchasing for children).
- A climate of fear that discourages legal enforcement.

Meanwhile, children are increasingly using vapes in and around school grounds, with some schools struggling to contain the trend.

5. Legal and Ethical Standing

- UK law prohibits the sale of vape products to persons under 18.
- Proxy purchases (adults buying for minors) are illegal.
- Retailers are required to verify age and may refuse suspicious transactions.

Yet, enforcement is often lacking and the burden falls on small shopkeepers, unsupported and exposed to risk.

6. Recommendations to Council

I propose the Council consider the following actions:

1. Release a Formal Statement of Support for lawful retailers acting responsibly.
2. Work with Thames Valley Police and Trading Standards to organise:
 - Undercover operations
 - Shopkeeper training
 - Reporting protocols for abuse
3. Create a Vape Retailer Charter to be adopted voluntarily by local stores.
4. Back a Youth Education Campaign in partnership with schools, families, and health teams.
5. Include 'Breath Easy' only in consultation or advisory capacity, not as a funded delivery partner—pending full conflict of interest transparency.
6. Liaise with Milton Keynes Council and MPs to call for stronger national measures, including licensing for vape sales and plain packaging.

7. Conclusion

If we do not “nip it in the bud,” we risk raising a generation dependent on addictive, harmful products and failing those who choose to protect them.

Let us act not only as councillors but as guardians of our communities. Let us send a clear message: our shopkeepers are not alone, our children deserve better, and this Council is ready to lead.

Presented by:

Cllr Richard McCafferty

Campbell Park Community Council

Chair, Heritage Working Group

Founder, Breath Easy

 richard.mccafferty@campbell-park.gov.uk

 07922 275619

**The minutes of the Planning, Infrastructure & Transport Committee of
Campbell Park Community Council held**

on Monday 6 October 2025

at the CPCC Community Hub, Springfield Boulevard, Springfield

commencing at 6.30pm

This meeting was open to the Public

Members Present

Cllr V Dixon

Cllr R Golding

Cllr B Macharia

Cllr B Greenwood (Chair)

Cllr K Kavarana

In attendance

T Jones, Committee Clerk

36/25

Apologies for Absence

Cllr J Hearnshaw – work commitment

37/25

Declarations of Interest

None

38/25

Minutes of the Previous Meeting

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

39/25

Public Involvement – Deputations, Petitions and Questions

- i. **Request for Double Yellow Lines at William Smith Close** (min. 32i/25)
Committee noted that the Committee Clerk met with the resident to discuss the issues. The request for double yellow lines will not be progressed further.

40/25 Consultations – including any applications or consultations received after the publication of the Agenda that must be considered before the date of the next meeting. Any additional items that were considered will be published on the day of the meeting on the Campbell Park Community Council website.

a. Planning Applications

i. PLN/2025/1761

Erection of a ground floor extension for use as a warehouse

at WINTERHILL HOUSE, SNOWDON DRIVE, WINTERHILL, MILTON KEYNES, MK6 1AP

Deadline: 9 October

Planning Officer: Nathan Makwana

Committee resolved to make no comment.

ii. PLN/2025/1676

The felling and stump treatment with eco plugs of Apple (Crab) (T1) protected by Milton Keynes Council Tree Preservation Order no. PS/540/15/23

at 4 THE HOOKE, WILLEN, MILTON KEYNES, MK15 9JZ

Deadline: 13 October

Planning Officer: Gabriel Kenyon

Committee resolved to make no comment.

iii. PLN/2025/1985

Prior Approval for a two storey roof extension to form 36 apartments

at MERCURY HOUSE, BRICKHILL STREET, WILLEN LAKE, MILTON KEYNES, MK15 0DJ

Deadline: 27 October

Planning Officer: Nathan Makwana

Committee resolved to make no comment.

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

iv. PLN/2025/2062

Non-material amendment seeking to alter the siting of the equipment and vehicle restraint system (relating to permission ref. 23/00705/PRIOR for Prior approval for 15m high slim-line monopole, supporting 6 no. antennas, 3 no. equipment cabinets and ancillary development)

at Childs Way, V8 To Overgate, Springfield, Milton Keynes

Comments by 16 October 2025

Planning Officer: Sonia James

Committee resolved to make no comment.

b. Licensing

Committee noted the following licensing application/s were responded to with a response of 'no comment', through the delegated powers given to the Committee Clerk:

i. Street Trading Consent Boroughwide Renewal - MK Ices, KC19 KPP, Ref 167347

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

PREVIOUS HOURS - Monday to Sunday 15:00 to 21:00

HOURS APPLIED FOR – Monday to Sunday 15:00 – 20:00

ii. Street Trading Consent Transfer - Onur Kebab (formally Star Kebab) - Trading At Oldbrook Boulevard, Oldbrook –Ref 133032

To transfer Star Kebab – Mr Harun Acar to Onur Kebab – Mr Nizam Odemis

To sell: Hot takeaway food

Monday – Sunday 17:00 – 22:00

c. Update on Past Consultations

The Committee noted the outcome of the following applications.

Permitted/Approved:

- i. PLN/2025/1434 - 89 OLDBROOK BOULEVARD, OLDBROOK, MK6 2RQ
- ii. PLN/2025/1186 - 37 RAVENSBORNE PLACE, SPRINGFIELD, MK6 3HL
- iii. PLN/2025/1465 - Sure Store, Grampian Gate, Milton Keynes, MK6 1BD
- iv. PLN/2025/1381 - 67 BREARLEY AVENUE, OLDBROOK, MILTON KEYNES, MK6 2UD
- v. PLN/2025/1735 - 217 OLDBROOK BOULEVARD, OLDBROOK, MK6 2QA
- vi. PLN/2025/1728 - 68 BOYCOTT AVENUE, OLDBROOK, MILTON KEYNES, MK6 2QD

Refused:

- vii. PLN/2025/1433 - 22 CHRISTIAN COURT, WILLEN, MILTON KEYNES, MK15 9HX
- viii. PLN/2025/1337 - 52 BELSIZE AVENUE, SPRINGFIELD, MILTON KEYNES, MK6 3LW

d. Appeals

None

e. Planning Enforcement

The Committee received reports relating to Planning Enforcement.

41/25 General Consultations

None

42/25 Date of Next Meeting

Monday 3 November 2025 at 6:30pm



CPCC Community Hub
Springfield Boulevard
Springfield
Milton Keynes
MK6 3JS
Tel: No. 01908 608559
clerk@campbell-park.gov.uk

**Minutes of the meeting of the Estates Committee
held on Tuesday 14 October 2025 at 6.30pm
at the CPCC Community Hub, Springfield Boulevard, Springfield**

This meeting was open to the public

Members Present

Cllr L Adura
Cllr R Golding (Chair)
Cllr B Greenwood
Cllr J Howard

Cllr B Macharia
Cllr D Pafford
Cllr M Petchey

In Attendance

D Warner, Clerk to Council

26/25

Apologies for Absence

Cllr B Barton – BMKALC training

27/25

Declarations of Interest

None

28/25

Minutes of the Meeting held on 9 September 2025

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

29/25

Public Involvement – Deputations, Petitions and Questions

None

30/25

Memorial Requests – Council Owned Land

Following a request for a memorial on Council owned land, Committee considered the merits of adopting a standard range of options to offer those requesting a memorial. Committee agreed to continue considering each memorial request on merit and not adopt a standard range of memorial options.

The Clerk to develop a set of memorial guidelines for consideration at a future meeting.

31/25 1 Pencarrow Place – End of Lease Dilapidations

Committee noted that the end of lease dilapidations had been completed and that the property had been handed back to the landlord. Committee received a verbal update from the Clerk confirming that a final claim figure with the landlord for the dilapidations was yet to be agreed.

32/25 Milton Keynes Dog Fouling Public Space Protection Order (PSPO) Review

Committee resolved to support the continuation of the PSPO beyond the February 2026 review date.

33/25 Knife Amnesty Bin – Community Hub

Committee considered and agreed to support the proposal by Thames Valley Police (TVP) to locate a knife amnesty bin in the grounds of the Community Hub. The cost of the bin will be £600, with TVP potentially able to secure funding to cover 50% of the cost. TVP will be responsible for carrying out a risk assessment and for periodically emptying the bin.

34/25 Annual Rent Review – 2026/27 (Allotments)

Committee resolved to recommend to Council that allotment rent levels for 2026/27 be increased to 55.0 pence per square metre (2025/26 levels 53.0 pence per square metre).

35/25 Projects – Committee Budget 2026/27, 2027/28, 2028/29, 2029/30 & 2030/31

Committee reviewed the submitted project proposal and resolved to recommend it to Council for inclusion in the future budget. The proposal is for:

Funding (£7,500) for preparatory consultancy relating to the development of Fishermead Sports Ground (as proposed by the Fishermead Sports Ground Working Group)

36/25 Food Waste Composter

Committee noted that the food waste composter had been installed in the Community Larder at the Community Hub and is fully functional.

37/25 Date of Next Meeting

Tuesday 11 November 2025 at 6.30pm

Campbell Park Community Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2025

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Campbell Park Community Council for the year ended 31 March 2025 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection by any local government elector of the area of Campbell Park Community Council on application to:	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(a) Lisa Bradley, Responsible Financial Officer CPCC Community Hub Springfield Boulevard, Springfield Milton Keynes, MK6 3JS	
(b) 10.00am to 2.00pm Monday to Friday	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £_1.00_ (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) Lisa Bradley_____	(d) Insert the name and position of person placing the notice
Date of announcement: (e) 30 September 2025_____	(e) Insert the date of placing of the notice

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

CAMPBELL PARK COMMUNITY COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

20/05/2025

and recorded as minute reference:

30/25 i

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

WWW.CAMPBELL-PARK.GOV.UK

Section 2 – Accounting Statements 2024/25 for

CAMPBELL PARK COMMUNITY COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	1,065,831	1,258,271	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	846,134	893,964	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	314,690	1,749,448	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	554,931	543,734	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	413,453	2,400,736	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,258,271	957,213	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,299,692	916,248	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	842,176	2,814,357	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	1,394,500	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[Redacted Signature]

Date

06-05-2025

I confirm that these Accounting Statements were approved by this authority on this date:

20/05/2025

as recorded in minute reference:

30/25ii

Signed by Chair of the meeting where the Accounting Statements were approved

[Redacted Signature]

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **Campbell Park Community Council - BU0033**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Please see below

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has submitted its AGAR and supporting documentation prior to 30 September 2025; however, we have not been able to complete our review work in time to enable the smaller authority to publish the required documentation in line with statutory requirements. Once we have completed our review a final report will be provided with the certificate of completion detailing any qualifications and ‘other’ matters.

Our fee note for the limited assurance review will be issued when we certify completion.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

We do not certify completion because:

We have not been able to complete our review work in time to enable the smaller authority to publish the required documentation in line with statutory requirements.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

28/09/2025

Final External Auditor Report and Certificate 2024/25 in respect of Campbell Park Parish Council BU0033

Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

External auditor's limited assurance opinion 2024/25

On 28 September 2025, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2025. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

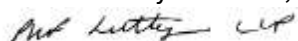
On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.



PKF Littlejohn LLP

30/09/2025

CouncilHive

**Council Communications,
Community Engagement and
Information Compliance, without the stress.**

A subscription service designed exclusively for
parish and town councils.



BREAKTHROUGH
COMMUNICATIONS

SPECIALISTS IN CONNECTING COUNCILS WITH THEIR COMMUNITIES

Council Hive enables and supports parish and town councils to...

- Achieve UK GDPR compliance.
- **Satisfy AGAR Assertion 10**
- Get positive engagement on social media.
- **Increase response to surveys.**
- Boost councillors' interpersonal skills.
- **Streamline public consultations.**
- Improve council communication culture.
- **Navigate communication crises.**
- Reduce public complaints and conflicts.
- **Engage hard-to-reach groups.**
- Deal with GDPR requests without stress.
- **Build trust with your community.**
- Create strong communication campaigns.
- **Clarify council messaging for residents.**
- Improve teamwork within the council.
- **Access expert compliance support.**
- Engage with younger people.
- **Handle FOI requests with confidence.**
- Encourage community participation.
- **Deliver stress-free public responses.**
- Create tailored communication messages.
- **Train councillors for better engagement.**
- Support councillors to chair meetings.
- Optimise social media content and reach.
- **Resolve internal communication issues.**
- Proactively address public concerns.
- **Equip your council for lasting success.**
- Develop skills in public engagement.
- **Gain effective communication strategies.**
- Build councillors' speaking confidence.
- **Discover consultation best practices.**
- Create impactful digital campaigns.
- **Gain insights into resident needs.**
- Master survey design and analysis.
- **Strengthen social media management.**
- Improve council newsletters.
- **Learn to handle complex data requests.**
- Enhance skills in active listening.
- **Foster collaboration within council teams and improve team cohesion.**
- Increase awareness of GDPR obligations.
- **Develop strategies for resident outreach.**
- Explore new engagement techniques.
- **Stay updated on compliance regulations.**
- Boost councillors' leadership skills.
- **Use AI tools to save council officers time.**

...which means that your council can unlock crucial benefits:



Heightened public trust and confidence



Faster problem solving and resolution



More time for strategic priorities



Confident and effective communication



Simplified compliance management



Reduced GDPR risks and challenges



Minimised reputational risks



Smarter decisions made



Easier handling of FOI requests



Increased positive public interactions



Future-proofed council operations



Stronger community relationships

Want to see Council Hive for yourself? Book a free demonstration by scanning the QR code or by calling our team on 01903 299000.



Communicate confidently and compliantly with your community.

Council Hive is a unique subscription service that empowers town and parish councils to communicate confidently with their community and to do so in a compliant way.

Councils want to engage with residents in a sustainable and effective way, for example sharing successes, providing timely updates or taking the pulse of the community.

We know that time and budget limitations, as well as a lack of skills, can sometimes hold councils back and make it difficult to “know where to start”.

When it comes to FOI and GDPR compliance it can be hard to know if you’re acting in a way that aligns with current best practice.



Council communications and community engagement, made easy.



Compliance with UK GDPR and Freedom of Information, made easy.

Council Hive is the solution to these and many other communications and compliance challenges. Council Hive will save your council time, alleviate pressure, stress, and provide you with expert communications and compliance advice.

Council Hive provides 24/7 access to training, learning, templates, resource packs, best practice and much more, covering all aspects of community communications and engagement alongside GDPR, FOI and compliance.

Council Hive Premium includes unlimited access to our expert team for advice on all communications and information compliance matters.

Council Hive provides local councils with everything you need to communicate effectively and compliantly with the community:



**A Growing Library
of more than 200
Communications
and Compliance
Training Videos**



**Communications
and Compliance
Live Masterclass
Events and
Webinars**



**Communications
and Compliance
Resources,
Templates and
How-to Guides**



**Professional 1-2-1
Advice and Support
on Communication
and Compliance
matters**

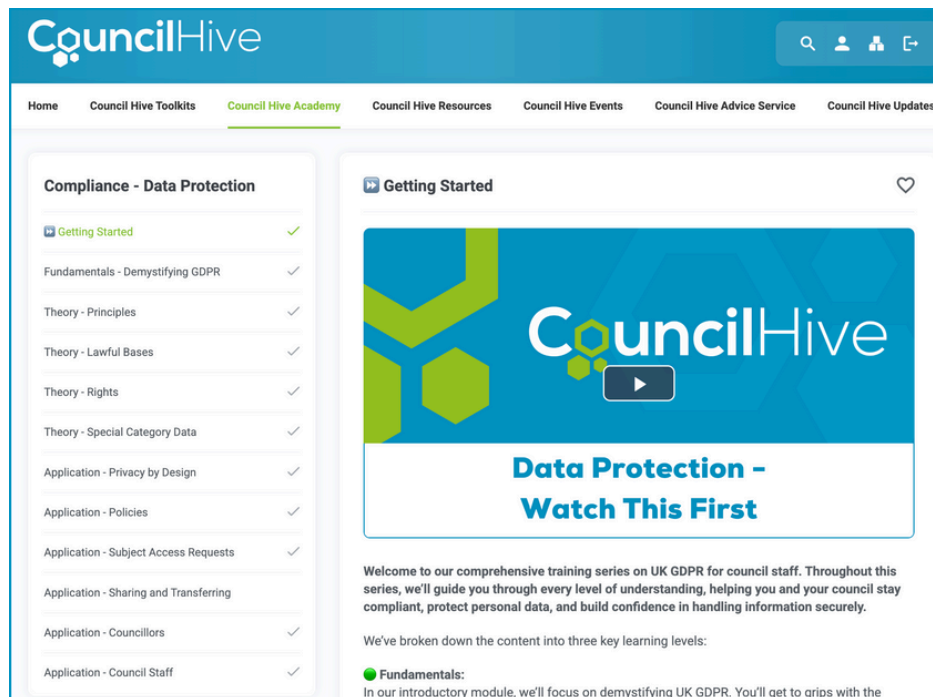


**Regular Bulletins,
Case Studies and
Best Practice from
across the local
council sector**



**On-demand Skills
Training and
Events Exclusively
for Parish and
Town Councillors**

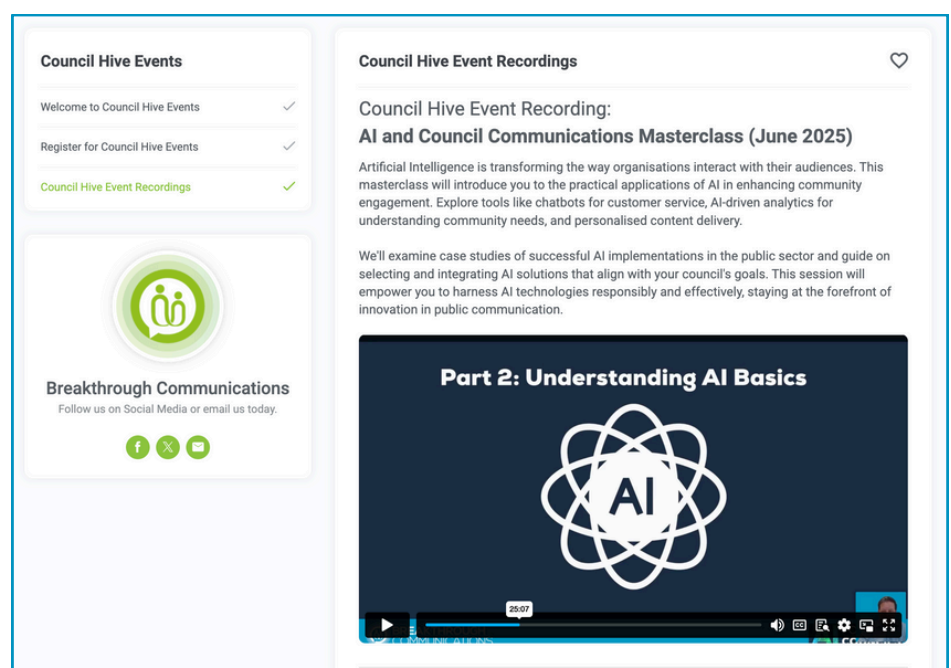
Welcome to the Council Hive Hub. All our services, all in one place.



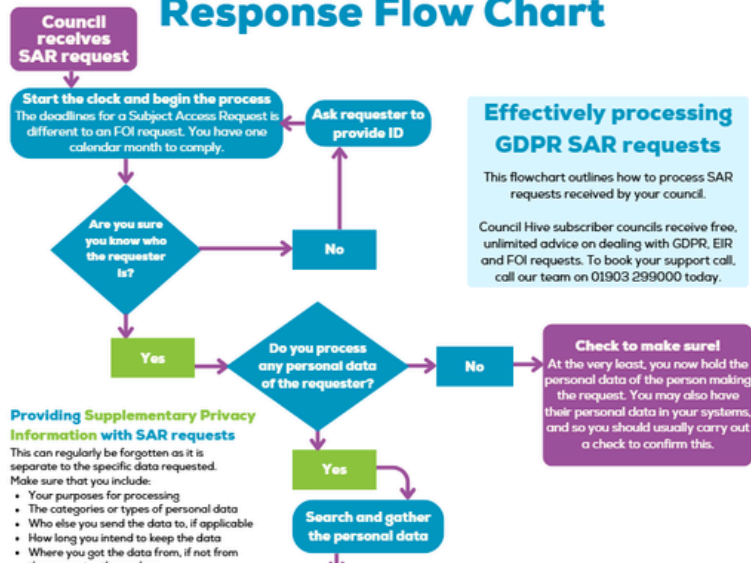
Clerks and staff get access to our Council Hive Hub. Learn new skills, download resources, checklists and templates, and book 1-2-1 support session with our team of council experts.



Council Hive councils get unlimited access to our live masterclasses and lunchtime webinars, which provide up-to-date learning and best practice, whenever you need it.



Breakthrough Communications Subject Access Request (SAR) Response Flow Chart



Assertion 10 Checklist

Council Hive Toolkit Resource Pack



▲ A recent addition to Council Hive is the Data Protection Toolkit, which usually retails for £695, but is included free of charge with Council Hive.

Council staff and councillors can book onto relevant masterclasses and refresher training, designed exclusively for their unique needs. ▼

Data Protection Toolkit Practitioner Data Protection Masterclass Events

CouncilHive

Join our live regular masterclasses for deep dives into real council challenges – from handling SARs to managing councillor emails. Practical, focused sessions with expert guidance and real-world examples. Recordings available anytime.

[Book onto forthcoming Masterclasses](#)

Data Protection Toolkit Staff and Councillor Refresher Training Courses

CouncilHive

Stay up to date with regular live Zoom training sessions designed for clerks, officers and councillors. Clear, accessible content to keep everyone confident and compliant – with certificates provided for your records.

How to Embed Privacy Into Everything the Council Does



Example: Dataham Council

- 😊 Dataham council are setting up a new system to manage their allotments
- 😊 They considered data protection at the start of the project
- 😊 Data use is stated in plain english on collection and free choices given



Embedding privacy means making data protection part of how your council operates day to day – not just something you think about once a year. This approach is often called privacy by design, and it's about building good habits from the start, rather than fixing problems later.

This video explores simple, council-focused ways to embed privacy into your processes – like using password-protected documents, minimising the data you collect, and reviewing privacy notices when launching new projects. Whether you're planning a community event, updating your website, or working with a contractor, thinking about data protection early on makes everything smoother, safer, and more compliant.

What are the benefits of subscribing to Council Hive?

Access each of our Council Hive features and benefits through our 24/7 Hub

Our Council Hive Hub provides easy access to all of our Council Hive services. Whether it's learning new skills, downloading templates and resources, booking a place onto masterclass events or requesting 1-2-1 advice and support, our Council Hive Hub is available 24/7.



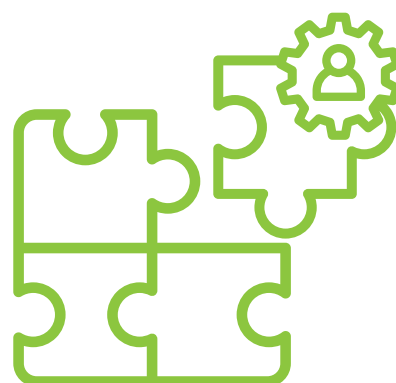
Access and request new communications, community engagement and compliance templates and resources

From local council events to the climate emergency, tourism to council facilities and services, from seasonal content to councillor recruitment, we have the templates and resources to help your council communicate effectively. When it comes to GDPR and FOI, we will support you through the steps you need to take in order to ensure your council remains compliant.

Refresh your skills on communication, engagement and information compliance topics

Our ever-growing library of bitesize training videos is available whenever you need it. Our training library already includes:

- Council data protection and FOI compliance
- Using social media as a local council
- Planning and managing council communications
- Communications strategies and action plans
- Dealing with the press and media
- Software and tools for councils
- Using AI-powered tools to save time and effort
- And so much more...



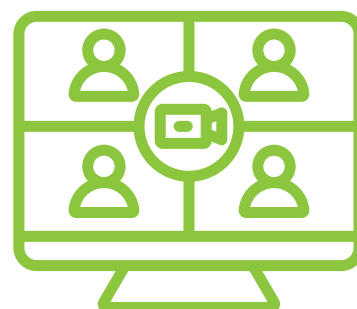


Stay up-to-date with communications and compliance best practice

When it comes to council communications and compliance, the only constant is change. Whether it's the latest examples of best practice, legislative updates, or new case law, we'll keep you informed with the most important changes your council needs to be aware of and other issues you may need to consider.

Unlimited access to our Zoom-based, half-day masterclasses and lunchtime webinars

Our live events focus on specific needs and issues, rather than being general training sessions. Throughout the year we hold a range of live, virtual masterclasses, where we 'deep dive' into a range of communications topics for councils of all sizes. We will provide you with access to the recordings afterwards.



Benefit from access to unlimited 1-2-1 support and advice from our council communications and information compliance experts

This is one of the most important benefits of Council Hive – and certainly the most popular! Our team of experts provides councils with 1-2-1 advice and guidance on any aspect of council communications, community engagement, GDPR or FOI compliance. For example:

- Whether your council's GDPR policies are up to date
- How to correctly comply with a tricky FOI or GDPR request
- Latest best practice to carry out an engaging and effective community survey or consultation
- How to use social media platforms most effectively
- Support for crisis communications or negative engagement
- Guidance to deal with a community engagement issue
- Dealing with the press or media
- Which AI tools should be used to achieve specific goals
- And much more!

Whatever you need help and support with, our team at Breakthrough Communications has got your council covered.

What is the yearly subscription required to access Council Hive?

	Council Hive Professional	Council Hive Premium
24/7 access to the Council Hive Hub for Clerks and Council Officers Clerks and Officers can access self-paced learning in our Council Hive Academy and download templates and resource packs covering all aspects of council communications, community engagement and GDPR/FOI compliance.	✓	✓
Council Hive Hub for Councillors Self-paced learning to help them develop and refresh their skills in communications and information compliance subjects.	✓	✓
Unlimited tickets to our Council Hive masterclasses and lunchtime webinars These usually cost up to £97 per delegate, but are free for Council Hive subscribers - and you'll get the recordings, too.	✓	✓
Council Hive Best Practice Bulletins Latest information, news, legislative updates and best practice delivered straight to your inbox and to your council's letterbox.	✓	✓
Communications and GDPR "MOTs" Every year our team can review your communications and GDPR/FOI compliance, and provide you with a comprehensive Communications and Compliance Improvement Plan.	✓	✓
Unlimited access to our local council communications and compliance experts Support and guidance, whenever you need us. Whether it's social media best practice advice, guidance on dealing with a SAR or FOI request, help managing the press, need a bespoke template or resource creating, we've got you covered.		✓
	£997 yearly Excluding VAT	£1997 yearly Excluding VAT

Frequently Asked Questions about Council Hive

Which type of parish and town councils benefit from Council Hive?

For smaller parishes, Council Hive saves you time by giving the Clerk and officers access to templates, resources, bitesize skills-based training and more. For larger councils, our 1-2-1 advice service adds value to the existing council officer team.

Is Council Hive worth the money?

Council Hive alleviates pressure and stress and provides access to expert advice and support when you need it most.

Council Hive provides exceptional value for money, and saves councils money and effort.

Doesn't our council already pay for these services elsewhere?

The communications, community engagement and compliance training, resources, masterclasses and 1-2-1 advice available through Council Hive cannot be accessed from anywhere else.

Our council doesn't currently have a specific budget for Council Hive

Investing in Council Hive is a decision for the council. However, we have found that many councils have made use of their training, communication and compliance budgets to support the subscription to Council Hive.

Are we tied into Council Hive for several years?

No long-term commitment is required. Council Hive is a yearly subscription available to parish and town councils with no tie ins at all. We will invite your council to renew its access to Council Hive each year, however it is entirely up to you whether you wish to renew access.

Are there not more urgent things councils should focus on?

Effective and compliant communication matters more than ever before. Embracing emerging communication techniques is also crucial, particularly with the rise of AI-driven digital engagement, customer service tools, and virtual interaction.

With ever-changing best practice, caselaw and legislative updates, it's also never been more important for parish and town councils to get GDPR and FOI compliance right first time, without the stress and hassle.

Do we really need everything that Council Hive provides?

Breakthrough Communications has provided training and support to hundreds of local councils across the country. We have built Council Hive around what those councils have told us they need and value most.

This makes Council Hive unique as it carefully reflects the needs of the parish and town council sector. Council Hive is a future-proofing investment as well as tool that will support you with what you are doing today.

We're not sure we have enough time to make the most of Council Hive?

Council Hive will ultimately save your council time and effort. It will help you to use new technology more easily. It will support your council to be more compliant with GDPR and FOI without stress. Our masterclasses, resources and online videos will save the council hours in finding out answers.

Council Hive Premium provides direct access to our team. So the next time your council has a question it can get an answer quickly.

Discover Council Hive for yourself. Book a free demonstration today.

Discover how Council Hive can transform your council's communications, community engagement and compliance. Book a free demonstration by scanning the QR code or by calling our team on 01903 299000.



01903 299000

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