

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

**to be held at the**

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

**Tuesday 15 July 2025 at 7.30pm**

**AGENDA**

**Members**

Cllr L Adura  
Cllr B Barton  
Cllr O Cole  
Cllr V Dixon  
Cllr R Golding (Vice Chair)  
Cllr B Greenwood (Chair)  
Cllr P Halton-Davis  
Cllr J Hearnshaw  
Cllr J Howard

Cllr H Kakei  
Cllr K Kavarana  
Cllr D Kendrick  
Cllr K Kent  
Cllr B Macharia  
Cllr F Mangan  
Cllr R McCafferty  
Cllr D Pafford  
Cllr M Petchey

## **MEETING PROTOCOL**

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

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

The 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 17 June 2025, previously circulated and therefore taken as read.** *Page 7*
3. **Public Involvement – Deputations, Petitions and Questions**  
Members of the public may make representations in respect of the business on the agenda.
4. **Chair’s Report**  
Council is invited to receive a verbal report from the Chair.
5. **Clerk’s Report**  
Council is invited to receive a verbal report from the Clerk.
6. **Ward Member Reports**
  - i. Council is invited to receive any verbal Ward Member Reports.
  - ii. Council is invited to note that no written reports have been received.
7. **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** *Page 13*  
**Chair: Cllr K Kavarana**  
Council is invited to receive the minutes with 2 (i & ii) items to note and 1 (iii) item to ratify
  - i. **Draft Minute 09/25(i) Community Projects-Programme & Priorities 2025/26**  
**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. Draft Minute 11/25 (i) Policy Review**

Committee reviewed the following CPCC policies;

- Small Events Policy
- Projects Policy
- Safeguarding & Vulnerable Persons Policy

Committee resolved that no amendments were required.

**iii. Draft Minute 11/25 (ii) Policy Review**

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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

**b. Minutes of the Personnel Committee**

**Chair: Cllr K Kent**

Council is invited to receive the minutes

**c. Minutes of the Planning, Infrastructure & Transport Committee**

**Chair: Cllr B Greenwood**

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Council is invited to receive the minutes

**8. Transfer of Funds between Council Bank Accounts**

As recommended by the RFO and agreed by Council in April (Min. 216/24) in order that we can achieve a higher rate of interest, funds be transferred to the CCLA account and moved back to the Unity Trust bank account as necessary - Council is invited to note that a transfer in the amount of £300,000.00 from the Unity Trust bank account to the CCLA account has been completed.

**9. MKCC Community Governance Review**

**Page 27**

Milton Keynes City Council (MKCC) has agreed to undertake a Community Governance Review (CGR) of all 48 parishes in the city. Following informal consultation with all parishes, MKCC have used the responses to develop proposals for the following Parish and Town Council areas:

1. Abbey Hill
2. Bletchley and Fenny Stratford
3. Central Milton Keynes
4. Great Linford
5. Shenley Brook End and Tattenhoe
6. Shenley Church End

7. Walton
8. Wavendon
9. Whitehouse
10. Woburn Sands

The [Terms of Reference](#) set out how the review will be conducted and the matters on which the review is to focus.

With the above proposals not impacting directly on the Campbell Park Community Council area, Council is invited to consider an appropriate response to the Review.

**10. 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.

**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 potential agreement of the final account figure.

**12. Interior & Exterior Signage – Community Hub - Report 01/C/25 Page 33**

Council is invited to consider a report on the appointment of a contractor to supply and fit signage for the Community Hub.

**13. Vacant Seat – Oldbrook Ward**

Council are invited to note that candidate(s) for co-option as a Community Councillor to fill the vacant seat on the Oldbrook ward will be considered at the September meeting.

**14. Buckinghamshire & Milton Keynes Association of Local Council (BMKALC) Annual General Meeting**

BMKALC are holding their AGM on 8 September from 6pm – 8pm and this year it is being held in Milton Keynes at Conniburrow Community Centre. Two representatives are invited from each member council.

**15. Dates of Future Committee & Working Group Meetings**

Community & Communications – 22 July at 6.30pm  
 Planning – 4 August at 6.30pm  
 Planning -1 September at 6.30pm  
 Personnel – 2 September at 6.30pm  
 Finance & Administration – 2 September at 7.00pm  
 Estates – 9 September at 6.30pm

**13. Date of Next Meeting**

Tuesday 16 September 2025 at 7.30pm

**BY ORDER OF THE COUNCIL**  
**Dominic Warner**

**D Warner, Clerk to Council**  
**10 July 2025**

**Minutes of the meeting of Council held on  
Tuesday 17 June 2025, 7.30pm  
at the  
CPCC Community Hub, Springfield Boulevard, Springfield**

This meeting was open to the public

**Members Present**

Cllr L Adura	Cllr K Kavarana
Cllr B Barton	Cllr D Kendrick
Cllr V Dixon	Cllr K Kent
Cllr R Golding (Vice Chair)	Cllr B Macharia
Cllr B Greenwood (Chair)	Cllr R McCafferty
Cllr P Halton-Davis	Cllr D Pafford
Cllr J Howard	Cllr M Petchey

**In Attendance**

D Warner, Clerk to Council  
P Sullivan, Deputy Clerk

Following the recent death of former councillor, Mike Johnson, the Chair of Council asked those present to observe a minutes silence.

Cllr Petchey asked that, on the occasion of the inaugural meeting in the new building, a vote of thanks be recorded to staff and the members of the Community Hub Working Group.

**39/25**

**Apologies for Absence**

Cllr O Cole – work commitment  
Cllr J Hearnshaw – work commitment

**40/25**

**Declarations of Interest**

None

**41/25**

**Minutes of the Annual Meeting of Council held on 20 May 2025**

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

- 42/25 Minutes of the meeting of Council held on 20 May 2025**  
The minutes of the meeting, having been previously circulated were approved as a correct record and signed by the Chair.
- 43/25 Public Involvement – Deputations, Petitions and Questions**  
None
- 44/25 Chair’s Report**  
Chair reported on the recent Parishes Forum which he attended with Cllr Kent. Representatives from MKCC Planning were in attendance. Enforcement confirmed that they are committed to a 20-day turnaround and where necessary will conduct site visits.  
MK City Plan, final submission March 2026. A series of public meetings will be held across the city.  
MK Armed Forces Covenant co-ordinator, Johanna Hrycak, spoke on the need to get people involved.  
S106 - how developers are held to account  
Landfill Communities Fund – eligibility for projects within 10 miles of Bletchley landfill  
Disappointed to report that there had been no acknowledgment or response from MKCC to our letter detailing our objection to the removal of all existing free and limited waiting parking spaces in Central Milton Keynes. An expected response prior to this meeting had not been received.
- 45/25 Clerk’s Report**  
The Clerk thanked councillors for their continuing support and patience during our office move. It is a significant change and will take some adjustment. Already, thanks to our increased profile, we have been contacted by several organisations who had not engaged with us previously and are keen to work with us.
- 46/25 Ward Member Reports**  
i. Council is invited to receive any verbal Ward Member Reports.  
  
Cllr Halton-Davis – profound apologies for her absence, intend to attend meetings, still working for residents if contacted. Thanks for your patience  
Cllr Dixon – To commemorate the birthday of Rober Hooke on 18 July, Willen Church have secured a RAF Lancaster fly by at 10.47am.  
Cllr McCafferty – graffiti on Oldbrook bridge reported and removed within 2 weeks thanks to MKCC.  
Cllr Kavarana – Springfield Centre party at the weekend had caused parking issues, requests awareness for people to use parking by the school.  
Cllr Kent – community garden at Trinity Centre is running very well. Kids are involved, lots of growing, fruits and vegetables. Would like more councillors to become involved.



Cllr Adura – litter pick had taken place on 7 July in Springfield, not many councillors attended. Suggested it be a monthly event, Community Officer to circulate dates once agreed.

Cllr Kendrick – report graffiti to MKCC and if it is profane or defamatory it will be removed as a priority

- ii. Council is invited to note that no written reports have been received.

**47/25**

**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 Planning, Infrastructure & Transport Committee**

**Chair: Cllr B Greenwood**

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

**i. Draft Minute 10/25 MKCC – Community Infrastructure Fund 2026/27 (Council Min 220/24)**

Committee noted that no project suggestions have been received by the Committee Clerk.

Committee should be aware that a maximum of 3 applications can be submitted to MKCC, with successful awards typically being less than £10,000. Committee are invited to discuss any project ideas to be put forward to Council for determination, with the deadline for applications to MKCC being 31 August 2025.

Committee resolved to put forward the following suggestions;

- Installation of bollards on the path by Fishermead Medical Centre
- Speed Indicator Devices, at locations to be determined

The Clerk advised that an officer had recently attended the MKCC Highways Liaison meeting and would advise further on criteria for evidence base, location and funding.

**b. Minutes of the Finance, Administration & Policy Committee**

**Chair: Cllr B Barton**

Council received the minutes and resolved to adopt 1 item (i) as recommended.

**i. Draft Minute 07/25 Community Council Asset Register**

Committee reviewed the updated Asset Register and resolved to make a recommendation to Council to adopt the updated Asset Register.

**c. Minutes of the Estates Committee**

**Chair: Cllr R Golding**

Council received the minutes.

**48/25      Licensing and Planning Applications**

Due to submission deadlines, Council considered the proposed licensing and planning applications:

**i.      Application ref: PLN/2025/1121**

Part single and part two storey rear extension following demolition of existing conservatory and new window to side elevation at 18 BENTALL CLOSE, WILLEN, MILTON KEYNES MK15 9HB

Council agreed to return a no comment response.

*Cllrs Petchey & Kendrick asked that it be noted that they did not take part in this discussion to avoid any potential conflict as member of MKCC.*

**49/25      Boundary Commission Ward Boundary Review - Final Recommendations**

The final recommendations of the Ward Boundary Review have been published. A draft order will be laid before Parliament; the order will provide new electoral arrangements to be implemented at the local elections in 2026. The new arrangements will see Campbell Park Community Council area covered by 3 City Council Wards instead of 4: Campbell Park & Willen, Central Milton Keynes, and Woughton & Fishermead.

Council noted the recommendations of the Ward Boundary Review

**50/25      Community Governance and Polling District and Places Review**

Milton Keynes City Council (MKCC) will shortly commence formal reviews of local Community Governance, and Polling Districts and Places arrangements.

Community governance refers to the electoral arrangements of Local Councils, including their boundaries, numbers of Councillors and wards etc. Polling districts are how electors are grouped together to vote, whilst polling places are the buildings allocated to polling districts for voting.

Draft proposals will be considered by MKCC in June before a formal consultation over the summer. The proposals do not include any changes in the Community Governance or Polling district and Places arrangements for the Community Council area. Final decisions will be made in the autumn so they can be reflected in new electoral registers published on 1 December 2025.

Council noted the details of the upcoming CGR and Polling District and Places Review

**51/25      Member's Item – 1 Pencarrow Place Community Asset Transfer to the Community Council**

Council considered the following motion as proposed by Cllr Pafford: That the Community Council acquire 1 Pencarrow Place from Milton Keynes City Council

through a community asset transfer for use by Springfield Initiative Youth Club (and other community groups).

Following discussion, the motion was not seconded and was therefore not carried.

**52/25      1 Pencarrow Place – End of Lease/Dilapidations**

Committee is invited to receive a verbal update from the Clerk on the progression of this item, including receipt of the dilapidations schedule and an extension of the lease period – delegated responsibility for the task has been given to the Chair and Vice Chair of Council in conjunction with the Clerk to Council.

The building is now empty and the property appears to require more work than had been anticipated. We are aiming to finish the work ourselves rather than go with the higher costs associated with the dilapidations schedule. MKCC have agreed a month extension to our lease.

**53/25      Community Hub – Working Group Update**

Council received a verbal report from the Working Group on their progression of the Community Hub project, including the progression of the final account agreement and the opening of the Community Café.

Our appointed quantity surveyor, Currie & Brown, are in negotiations with Steele & Bray on the final account.

Café operator has been busy and is reporting good visitor numbers, not only from the local estates but also further afield.

Separate water meters have been installed this week to ensure clearer reporting on usage and enable us to have accurate financial records.

**54/25      Dates of Future Committee & Working Group Meetings**

Personnel – 1 July at 6.30pm

Planning – 7 July at 6.30pm

Estates – 8 July at 6.30pm

Climate Emergency WG – 15 July at 6.30pm (followed by meeting of Council)

**55/25      Date of Next Meeting**

Tuesday 15 July 2025 at 7.30pm



**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.





# PHOTOGRAPHY & FILMING POLICY

Adopted by Council on

XXXXX

## **The purpose and scope of this policy statement**

Campbell Park Community Council (CPCC) works with children and families as part of its activities. The purpose of this policy statement is to:

- protect children and young people who take part in CPCC's services, events and activities, specifically those where photographs and videos may be taken
- set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- to ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.

This policy statement applies to all staff, volunteers and other adults associated with Campbell Park Community Council.

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

We recognise that:

- sharing photographs and films of our activities can help us celebrate the successes and achievements of our residents, provide a record of our activities and raise awareness of our organisation
- the welfare of the children and young people taking part in our activities is paramount
- children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online.

More information can be found at [www.learning.nspcc.org.uk/online-safety/photographing-filming-children](http://www.learning.nspcc.org.uk/online-safety/photographing-filming-children)

We will seek to keep children and young people safe by:

- displaying notices at our venues where photographs may be taken
- always asking for consent from a child and their parents or carers before taking and using a child's image
- always explaining what images will be used for
- making individuals aware how they will be stored and what potential risks are associated with sharing images of children and making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)

- never publishing personal information about individual children
- making sure images are securely stored and held in line with our Data Protection & Privacy Policy
- reducing the risk of images being copied and used inappropriately by:
  - only using images of children in appropriate clothing (including safety wear if necessary)
  - avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused
  - using images that positively reflect young people's involvement in the activity.

We will report the abuse or misuse of images of children in line with our safeguarding and vulnerable persons policy. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

### **Photography and/or filming for personal use**

When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will display guidance at the venue about image sharing. This will include:

- reminding parents, carers and children that they need to give verbal consent for Campbell Park Community Council to take and use their images
- asking for photos taken during the event not to be shared on social media or asking people to gain permission from children, their parents and carers before sharing photographs and videos that include them
- recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

### **Photography and/or filming for Campbell Park Community Council's use**

If we have a photographer for one of our events, we will seek to keep children and young people safe by:

- providing the photographer with a clear brief about appropriate content and behaviour
- ensuring the photographer wears identification at all times
- informing children, their parents and carers that a photographer will be at the event and ensuring they give consent to images which feature their child being taken and shared
- not allowing the photographer to have unsupervised access to children
- reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

### **Photography and/or filming for wider use**

If people such as local journalists, professional photographers (not hired by CPCC) or individuals wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance.

They should provide:

- the name and address of the person using the camera
- the names of event/venue/persons/children they wish to take images of (if possible)

- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

Campbell Park Community Council will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from any individuals who are the intended subjects of the images and their parents, where applicable, and inform the photographer of anyone who does not give consent.

We will ensure any photographer authorised by Campbell Park Community Council is easily identifiable, by issuing them with Event Photographer identification badge.

If Campbell Park Community Council is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our safeguarding procedures.

### **If consent to take photographs is not given**

If children, parents and/or carers do not consent to photographs being taken, we will respect their wishes. We will agree how they would like to be identified so the photographer knows not to take pictures of them, and ensure this is done in a way that does not single out the child or make them feel isolated.

We will never exclude a child from an activity because we do not have consent to take their photograph.

### **Storing images**

We will store photographs and videos of children securely, in accordance with our Safeguarding and Vulnerable Persons Policy and our Data Protection & Privacy Policy

Campbell Park Community Council does not permit staff, Councillors or volunteers to use any personal equipment to take photos and recordings of children. Only cameras or devices belonging to Campbell Park Community Council should be used.

### **Related policies and procedures**

This policy statement should be read alongside our organisational policies and procedures, including:

- Safeguarding and vulnerable persons policy
- Data Protection & Privacy
- Code of conduct
- Staff Handbook

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

**on Monday 7 July 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 Greenwood (Chair)

**In attendance**

T Jones, Committee Clerk

**15/25**

**Apologies for Absence**

Cllr B Macharia – personal commitment

Cllr K Kavarana – work commitment

Cllr J Hearnshaw - personal commitment

**16/25**

**Declarations of Interest**

None

**17/25**

**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.

**18/25**

**Public Involvement – Deputations, Petitions and Questions**

None

**19/25 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 were published on the day of the meeting on the Campbell Park Community Council website.**

**a. Planning Applications**

**i. PLN/2025/1195**

Prior approval for a two storey upward extension to create 40 dwellings.  
Mercury House, Brickhill Street, Willen Lake, Milton Keynes, MK15 0DJ

*Deadline: 11 July*

*Planning Officer: Tamlin Barton*

Committee resolved to note the application and await the full planning application.

**ii. PLN/2025/1228**

Prior Notification for the proposed installation of a 20m monopole, accommodating 6no. antennas, 1no. microwave dish & RRU's, the installation of 2no. equipment cabinets, along with ancillary works.  
at Springfield South SW, Land off Marlborough Street, Adjacent Springfield Roundabout South Bus Stop, Milton Keynes, MK6 2BN

*Deadline: 15 July*

*Planning Officer: Yu Ling Wong*

Committee resolved to make no comment.

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

**iii. PLN/2025/1333**

Garage loft conversion with installation of a dormer window and rooflights to the side elevation roof slopes of existing detached garage and installation of new window on ground floor side elevation  
**at 48 PATTISON LANE, WOOLSTONE, MILTON KEYNES, MK15 0AY**

*Comments by 25 July 2025*

*Planning Officer: Yu Ling Wong*

Committee resolved to make no comment.

**iv. PLN/2025/0782**

The erection of a part-covered padel court centre with storage hut/kiosk, fencing and associated landscaping  
**at Land south-east of Newlands Roundabout, Willen Lake South, Brickhill Street, Milton Keynes, MK15 0DS**

*Comments by 30 July 2025*

*Planning Officer: Nathan Makwana*

Committee had no objection to the proposal in principle, but resolved that the Section 106 Agreement should make provision for community access to the Padel court facilities specifically for CPCC residents, to mitigate for the loss of green amenity space within the Parish.



Notifications:

v. **PLN/2025/1198**

Approval of details required by condition 9 (car park management plan and/or building management plan) of permission ref. 23/01961/FUL.

Charlestown House, Snowdon Drive, Winterhill, Milton Keynes, MK6 1BU

*Deadline: 27 June*

*Planning Officer: Sonia James*

Committee resolved to note the application.

vi. **PLN/2025/1226**

Certificate of Lawfulness for proposed garage conversion including front window and infill brickwork.

11 The Fleet, Springfield MILTON KEYNES, MK6 3ND

*Deadline: 23 May*

*Planning Officer: Yu ling Wong*

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.*

vii. **PLN/2025/1329**

Approval of details required by condition 6 (bicycle parking stands) of permission ref. 23/01961/FUL

**at** Charlestown House, Snowdon Drive, Winterhill, Milton Keynes, MK6 1BU

*Comments by*

*14 July 2025*

*Planning Officer: Sonia James*

Committee resolved to note the application.

**b. Licensing**

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

- i. Street Trading Consent Renewal - Best Kebab 2 - Trading At Springfield Boulevard  
To sell: Hot takeaway food  
Monday – Sunday 17:00 – 22:30
- ii. Street Trading Consent Boroughwide – Renewal - Eat Gelato - R99 FLK  
1 ice cream van to trade Boroughwide for the following times:  
Monday to Sunday 16:00 to 19:00
- iii. Street Trading Consent Boroughwide – New - MSJ Ice Cream Services - FJ69 UYA  
1 ice cream van to trade Boroughwide for the following times:  
Monday to Sunday 16:00 to 19:00

**c. Update on Past Consultations**

The Committee noted the outcome of the following applications.

Permitted/Approved:

- i. PLN/ 2025/0816 - 57 ARLOTT CRESCENT, OLDBROOK, MK6 2RA
- ii. PLN/2025/0630 - 67 BREARLEY AVENUE, OLDBROOK, MK6 2UD

Refused:

- iii. PLN/2025/0928 - 89 OLDBROOK BOULEVARD, OLDBROOK, MK6 2RQ
- iv. PLN/2025/0586 - XERCISE4LESS, WINTERHILL HOUSE, SNOWDON DRIVE, WINTERHILL, MK6 1AP

**d. Appeals**

- i. Appeal Dismissed by Planning Inspectorate  
APP/Y0435/D/25/3361280 - 22 Christian Court, Willen, Milton Keynes, MK15 9HX  
Demolition of existing garage, erection of two storey side extension, and alterations to front and rear elevations to include raised ridge height and alterations to the roof of the dwelling

Committee noted the latest reports from Planning Enforcement.

**20/25      General Consultations**

- i. **MK City Council Street Trading Policy review consultation**  
The street trading policy is reviewed every 3 years.  
The proposed changes can be found at [www.milton-keynes.gov.uk/consultations/street-trading-policy-review](http://www.milton-keynes.gov.uk/consultations/street-trading-policy-review)  
Consultation responses should be sent to [Licensing@Milton-Keynes.gov.uk](mailto:Licensing@Milton-Keynes.gov.uk) by 31 July 2025.

Committee resolved to submit any comments to the Committee Clerk for submission.

**21/24      Date of Next Meeting**

Monday 4 August 2025 at 6:30pm  
(advance notice of apologies for this meeting put forward by Cllr Dixon)

# **Community Governance Review**

## **Draft Recommendations for Consultation**

### **1. Abbey Hill**

- 1.1 That the Council agrees to increase the number of councillors in the parish from **5 to 7**
- 1.2 That the Council agrees to change the name and style of the parish to **‘Two Mile Ash Community Council’**.

### **2. Bletchley and Fenny Stratford**

- 2.1 That the Council agrees to amend the parish ward boundary of **Newton Leys** to extend north to the external boundary of the parish, with the new western boundary comprising the railway line.
- 2.2 That the Council agrees to amend the parish ward boundary of **Manor South** so that its western boundary is the railway line and that its northern boundary extends to comprise Water Eaton Ward (north of Water Eaton Road, to the water course running north of Chestnut Crescent and Willow Way, and then to the north of Water Eaton Riad between Duncombe Street and Brooklands road), with the effect that Water Eaton Ward is deleted.
- 2.3 That the Council agrees to combine the parish wards of ‘Eaton North’ and ‘Eaton South’, and change the name to **‘The Lakes Estate’**.
- 2.4 That the Council agrees to combine the parish wards of ‘Queensway and Denbigh’, and ‘Granby’, and change the name to **‘Queensway and Granby’**.
- 2.5 That the Council agrees to amend the parish ward boundary between Fenny Stratford Ward and Queensway & Granby Ward so that it follows Princes Way from Queensway to North Street.
- 2.6 That the Council agrees to change the name of the ‘Central Bletchley’ ward to **‘Leon’** ward.
- 2.7 That the Council agrees that the number of parish councillors representing each ward be as follows:
  - a) Fenny Stratford - **3**
  - b) Leon - **1**
  - c) Manor North & Eaton Leys - **2**
  - d) Manor South - **3**
  - e) Newton Leys - **4**
  - f) Queensway & Granby - **3**
  - g) The lakes Estate - **5**

### **3. Central Milton Keynes**

- 3.1 That the Council agrees to increase the number of councillors in the parish from **8 to 10**.
- 3.2 That the Council agrees that the number of parish councillors representing each ward be as follows:
  - a) Campbell Park - Increase from **2 to 3**
  - b) Central Milton East - **3**
  - c) Central Milton Keynes West - Increase from **3 to 4**

#### **4. Great Linford**

- 4.1 That the Council agrees to reduce the total number of councillors from **20 to 16**
- 4.2 That the Council agrees that all 9 existing wards of the parish are deleted and replaced with 3 new wards as follows:
  - a) **North**: comprising Redhouse Park, Great Linford, Giffard Park and Blakelands
  - b) **Central**: comprising Neath Hill, Tongwell, Pennyland and Bolbeck Park
  - c) **South**: comprising Conniburrow, Downs Park, Downhead Park and Willen Park North and Willen Park South
- 4.3 That the Council agrees that the number of parish councillors representing each ward be as follows:
  - a) North – **6**
  - b) Central – **3**
  - c) South – **7**

#### **5. Shenley Brook End and Tattenhoe**

- 5.1 That the Council agrees to increase the number of councillors in the parish from **15 to 19**.
- 5.2 That the Council agrees to create two new parish wards from the existing parish ward of Tattenhoe as follows:
  - a) **Tattenhoe**
  - b) **Tattenhoe Park**
- 5.3 That the Council agrees that the number of parish councillors representing each ward be as follows:
  - a) Emerson Valley North - **2**
  - b) Emerson Valley South - **1**
  - c) Furzton North - **2**
  - d) Furzton South - **2**
  - e) Kingsmead – increase from **1 to 2**
  - f) Shenleey Brook End - **2**
  - g) Shneley Lodge - **2**
  - h) Tattenhoe - **2**
  - i) Tattenhoe Park - **2**
  - j) Westcroft – increase from **1 to 2**

#### **6. Shenley Church End**

- 6.1 That the Council agrees to increase the number of ward councillors in the parish ward of **Shenley Wood** from **2 to 3**

#### **7. Walton**

- 7.1 That the Council agrees to amend the external parish boundary with Wavendon reflecting a new boundary to the northeast of the parish, following Ortensia Drive.

#### **8. Wavendon**

- 8.1 That the Council agrees to amend the external parish boundary with Walton reflecting a new boundary to the West of the Parish, following Ortensia Drive.

**9. Whitehouse**

- 9.1 That the Council agrees to increase the number of councillors in the parish from **7 to 9**
- 9.2 That the Council agrees that the number of parish councillors representing each ward be as follows:
  - a) **East:** increase from **3 to 4**
  - b) **West:** increase from **4 to 5**

**10. Woburn Sands**

- 10.1 That the Council agrees to increase the number of councillors in the parish from **9 to 11**



## What is a Community Governance Review?

A CGR is a way for Local Authorities to make sure that at parish level, governance arrangements are working as efficiently and effectively as they should be. This is achieved by asking the public, local councils and any interested parties whether they feel their communities are suitably represented and whether parishes would like to see any changes made to their current governance arrangements.

A CGR is an opportunity to change parish names, warding patterns, the number of parish councillors and in certain circumstances, amend external parish boundaries, and create / merge / abolish parishes.

A CGR can be a review of the whole, or part of the city. This review is for the whole city, however the [Draft Recommendations](#) to be consulted on will focus on the parish areas named above. Draft recommendations also reflects that community governance remain unchanged for all other parishes.

While MKCC are primarily seeking comments on the draft recommendations, they welcome comments on the remaining parishes where they have not proposed any changes.

## Who will undertake the Community Governance Review?

MKCC, as the principal council, is responsible for carrying out the review. The final recommendations from the review must be agreed by Full Council. Final proposals will be presented to Full Council for approval in October 2025.

The timetable shows the key dates when the council will consider reports and make decisions relating to this review. If the review concludes that changes should be made, and these are approved by Full Council, then MKCC will make and publish a reorganisation order to put the changes into effect. It will conclude in time to be reflected in new electoral registers to be published on 1 December 2025.

## Timetable

Item	Date (s)
Draft Council proposals published in Council papers for June Full Council	Papers published Friday 6 June 2025 for Wednesday 18 June meeting
Formal CGR consultation period (12 weeks)	Thursday 19 June 2025 to 11 September 2025
Final proposals published via meeting agenda and on website	Friday 10 October 2025
Full council meeting to consider and agree final proposals	Wednesday 22 October 2025
Conclude review – and make reorganisation order	Monday 3 November 2025
Publish electoral register (including any new or amended polling districts)	Monday 1 December 2025
Elections for any new wards and seats	To be considered by Full Council on October 2025

A CGR must by statute be completed within a 12-month period from the day on which it commences. The CGR begins when the Council publishes its Terms of Reference and concludes when it publishes the recommendations made in the review.

The below is an indicative timetable and is therefore subject to alteration:

The CGR consultation runs for twelve weeks beginning Thursday 19 June 2025 and finishes on Thursday 11 September 2025. We are inviting members of the public, parish and town councils, ward and parish councillors and other interested stakeholders to respond to the consultation. You can do this quickly and easily by filling in the [short online survey](#).

You can also respond to the consultation using the contact details below:

By email to: [electoralreviews@milton-keynes.gov.uk](mailto:electoralreviews@milton-keynes.gov.uk)

By post to:

Community Governance Reviews  
Electoral Services  
Milton Keynes City Council  
Civic, 1 Saxon Gate East  
Milton Keynes  
MK9 3EJ

All consultation responses will be published at the end of the review.



**REPORT TO:** Council

**DATE:** 16 July 2025

**REPORT ON:** Interior & Exterior Signage for the Community Hub

**REPORT BY:** Deputy Clerk

**REPORT NO:** 01/C/24

**Purpose of report**

To inform Council of the process that has been followed to obtain suitable proposals for purchase of signage required at the new Community Hub and to make a supplier proposal.

**Report**

In order to obtain best value for the Council, three companies were sent the same interior signage schedule, produced by the Contract Administrator. The signage for the exterior of the building was quoted as per the parameters of the planning permission for the project.

Supplier A - £9,310.00

Supplier B - £6662.46

Supplier C - £8097.66

**Proposal**

It is proposed that Council award the contract to Supplier B, whose quote was the most competitive and provides best value for money.