



CPCC Community Hub
Springfield Boulevard
Springfield
Milton Keynes
MK6 3JS
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Clerk: clerk@campbell-park.gov.uk

Meeting of the
ESTATES COMMITTEE
Will be held at the
CPCC Community Hub, Springfield Boulevard, Springfield
on
Tuesday 9 September 2025 at 6.30pm

AGENDA

Committee Members:

Cllr L Adura

Cllr B Barton

Cllr R Golding (Chair)

Cllr B Greenwood

Cllr J Hearnshaw

Cllr J Howard

Cllr D Kendrick

Cllr B Macharia

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. Minutes of the Meeting held on 10 June 2025** **Page 7**
Committee is invited to approve the minutes of the meeting held on 10 June 2025, previously circulated and therefore taken as read.
- 3. Public Involvement – Deputations, Petitions and Questions**
Members of the public may make representations in respect of the business on the agenda.
- 4. Estates Equipment Report – Report E01/25** **Page 9**
Committee is invited to receive the report and consider the recommendations therein.
- 5. Food Waste Composter – Report E02/25** **Page 11**
Committee is invited to receive the report and consider the recommendation on the purchase of a food waste composter, to be located in the Community Larder within the Community Hub.
- 6. Martyn’s Law** **Page 13**
NALC has issued an advice note on the Terrorism (Protection of Premises) Act 2025 (known as Martyn’s Law). Community Council venues fall outside of the scope of the legislation, however, consideration will need to be given to the adoption of appropriate best practice regardless of venue size.
- 7. Allotments Report**
Committee is invited to note the following:
 - Periodic tenancies introduced for new plot holders since March 2025, pre-March 2025 plot holders will be migrated to periodic tenancies in November 2025
 - Both sites fully let
 - Waiting list on both sites
 - 1 plot currently subject to improvement notification
 - New portable toilet installed at Woolstone site, decommissioning of old unit to be completed by the end of the month
 - Landscaping, both sites will have work completed as part of the winter maintenance programme

8. 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

9. Milton Keynes Dog Fouling Public Space Protection Order (PSPO) Review

The Milton Keynes Dog Fouling PSPO will be reviewed in February 2026, a consultation will be carried out as part of the review. Any new measures to be added to the PSPO as part of the review, including addressing dogs being off lead, would need to be evidenced, the following 2 conditions would also need to be met:

The first condition is that—

(a) activities carried on in a public place within the authority's area have had a detrimental effect on the quality of life of those in the locality, or

(b) it is likely that activities will be carried on in a public place within that area and that they will have such an effect.

The second condition is that the effect, or likely effect, of the activities—

(a) is, or is likely to be, of a persistent or continuing nature,

(b) is, or is likely to be, such as to make the activities unreasonable, and

(c) justifies the restrictions imposed by the notice.

10. Fishermead Community Council Notice Board, 1 Pencarrow Place

Committee is invited to note that the notice board has been relocated to the outside of the Trinity Centre until such time that a permanent solution is identified.

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

The Committee is invited to note that project proposals for the next five years need to be submitted ahead of the October 2025 meeting. All project proposals must comply with the Project Policy, be detailed on a Project Request Form **(including full costings and breakdown of expenditure)**.

Completed project proposals will be considered at the October Committee meeting, where projects will be prioritised.

****Project Proposals are not required if there is an existing budget cost code – all cost codes will be reviewed as part of the annual Council budget process.**

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12. Date of Next Meeting

Tuesday 14 October 2025 at 6.30pm

BY ORDER OF THE COUNCIL

Dominic Warner
D Warner
Clerk to Council
4 September 2025

**Minutes of the meeting of the Estates Committee
held on Tuesday 10 June 2025 at 6.30pm
at the Springfield Centre, Springfield Boulevard, Springfield**

This meeting was open to the public

Members Present

Cllr B Barton	Cllr B Macharia
Cllr R Golding (Chair)	Cllr R McCafferty
Cllr B Greenwood	Cllr D Pafford
Cllr J Howard	Cllr M Petchey

In Attendance

D Warner, Clerk to Council

01/25

Apologies for Absence

Cllr D Kendrick – personal commitment
Cllr L Adura

02/25

Declaration of Interest

None

03/25

Appointment of Vice Chairperson

Committee resolved to elect Cllr Howard as Vice Chair to May 2026.

04/25

Appointment of Lead Members

Committee resolved to appoint Cllr Howard as Lead Member for Community Centres (including the Community Hub) to May 2026, role to include acting as a point of liaison with officers in relation to the centres, and where appropriate with users. Carrying out periodic inspections/site visits with officers.

Committee resolved to appoint Cllr Golding as Lead Member for the allotments and landscape service to May 2026, role to include acting as a point of liaison with officers in relation to the services, and where appropriate with users and residents. Carrying out periodic inspections/site visits with officers.

05/25

Minutes of the Meeting held on 11 March 2025

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

- 06/25 Public Involvement – Deputations, Petitions and Questions**
None
- 07/25 Fishermead Community Council Notice Board, 1 Pencarrow Place**
Committee noted that the landlord of 1 Pencarrow Place had identified the requirement to remove the external notice board at the end of the lease period, and that permission had been granted to temporarily relocate the notice board to the outside of the Trinity Centre until such time that a permanent solution is identified.
- 08/25 Kernow Crescent Play Park Annual Inspection Report**
Committee received and noted the independent annual Inspection report of Kernow Crescent play area as carried out by Seagrave Inspection Services Ltd. Committee agreed to action the issues identified in the inspection report, in the first instance prioritising issues scoring 13 and above, and then (if possible and where appropriate) addressing issues scoring 12 or less.
- 09/25 MKCC – Community Infrastructure Fund 2026/27 (Council Min 220/24)**
Committee noted, without discussion, that no project suggestions had been received by the Committee Clerk.
- 10/25 Springfield Centre Solar Panel Installation**
Further to Council approving the installation of solar panels at the Springfield Centre, Committee noted that the work is scheduled to be completed w/c 9.6.25, with minimal disruption anticipated for user groups. The scope of works includes the provision of guards to prevent birds nesting under the panels.
- 11/25 1 Pencarrow Place – End of Lease Dilapidations**
Committee received a verbal update from the Clerk on the progression of the 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 action was being taken to reduce the potential amount payable to the landlord in settlement of the dilapidations, and that it might be necessary to lengthen the lease for a short period to complete the associated works.
- 12/25 Date of Next Meeting**
Tuesday 8 July 2025 at 6.30pm

REPORT TO: Estates Committee
DATE: 9 September 2025
REPORT ON: Landscape Equipment Update
REPORT BY: Estates Manager & Estates Officer
REPORT NO: E01/25

Purpose of report

To update the committee on the status of equipment in use, offloaded and required for the coming year by the Landscape team.

Recommendation

The committee is invited to consider the trade in of the Hustler zero turn mowers and purchase of a replacement (Ferris 2600Z 60" deck) at a cost to the council of £16,100. We did the same thing last year, and the new machine has performed very well. This would be funded from a combination of the landscape equipment budget and the landscape equipment earmarking, as well as some from existing landscape equipment maintenance budget that would be saved by not having to service the old mower. The recommendation would be that now is the right time to do this.

Current Large Equipment

The tractor is running well and is about to have its autumn service, before it begins its winter job of hedge cutting. This year we are not hiring the big tractor, but have done a deal with Bletchley & Fenny Stratford Town Council that will see them use the big tractor to do some of our work, in return for them storing it at our yard while they have it on hire.

The mower decks and hedge cutter are in good order and should remain so for well beyond our ownership of the tractor, we are keeping ahead of the individual service regimes for these items.

The chipper has had its regular servicing as required and is working well, when the time comes (2-4 years' time) we will hope to be able to trade this in again for a new one.

Vehicles

Nothing has changed this year with either the vehicles or our strategy to manage them in the short to medium term and replace them in the medium to long term. Please refer to the June 2024 equipment report for details.

Small Equipment

We have continued this year to evaluate battery tools vs traditional petrol equipment. We are still using a mixture of both at present, but as developments in technology get to the market, we trial and evaluate it to see if we can use more environmentally sound equipment.

REPORT TO: Estates Committee

DATE: 9 September 2025

REPORT ON: Food Waste Composter Purchase for the Hub

REPORT BY: Estates Manager

REPORT NO: E02/25

Purpose of report

To advise the committee on the costs and benefits of an on-site food waste composting machine, in order for them to decide whether to go ahead with the purchase.

Recommendation

The committee is recommended to purchase the Oklin GG02 food waste composter for use by both staff and the café at the Hub.

The Machine

The machine is about the size of a large kitchen bin, is quiet and produces no smell. It reduces the volume of kitchen waste by 90% in 24 hours using heat, an inbuilt stirrer and some enzymes that are pre-loaded into the machine. It can take up to 5kg of waste per day, and should need partially emptying once a week, if no waste is added it will sit dormant until some is.

Costs

The machine costs £1790 + vat and is distributed and supported by a company at Potterspurty. The machine is self-contained and not anticipated to require any servicing throughout its lifespan (10 years plus). It requires a mains electrical supply (three pin plug) and vents warm damp air out; this will require a hole being drilled (50mm) through the exterior wall of the Hub, and a suitable cover to be installed. This will be funded from the Hub build cost centre (purchase and installation).

Benefits

Being able to turn the food waste generated on site (including compostable cups as used by the café) into compost we can then use to grow plants on the site obviously has a big impact environmentally, we are not using diesel trucks to transport food waste away and not importing as much compost on to the site. This is all in line with the councils climate emergency actions and sends a positive message about how we deal with our own waste. We will also be able to cancel the food waste collection from this site, saving around £200 per year.

PREPARING FOR THE TERRORISM (PROTECTION OF PREMISES) ACT 2025

This advice note was last updated on 25 July 2025 and was issued by the Martyn's Law Steering Group.

Background

Martyn's Law, formally known as the Terrorism (Protection of Premises) Act 2025, has now received Royal Assent. Named in memory of Martyn Hett, a victim of the 2017 Manchester Arena attack, whose mother, Figen Murray, has campaigned tirelessly for stronger security measures, the legislation aims to ensure that premises accessible to the public are better prepared for potential acts of terrorism. The law introduces a duty for those responsible for certain premises and events to take proportionate steps to mitigate and respond to terrorist threats. The legislation is based on five core principles:

1. Assessment of terrorist threats.
2. Consideration of risk.
3. Mitigation measures.
4. Training and preparedness.
5. Responsibility and accountability.

How is this applicable to parish and town councils

Martyn's Law will apply to venues based on capacity:

- Standard Tier — Premises with a capacity of 200 to 799 people.
- Enhanced Tier — Premises with a capacity of 800 or more people.

This may include council-owned or managed venues such as:

- Village and community halls.

- Public events (fairs, fireworks displays, markets, etc.).
- Local festivals and performances.
- Sports and recreation facilities.

Key requirements

Parish and town councils responsible for qualifying premises will likely need to:

- Conduct a terrorism risk assessment relevant to the premises or event.
- Develop and document plans to protect people on site, including:
 - Lockdown procedures.
 - Safe and coordinated evacuation strategies.
 - Use of available first aid and fire safety equipment.
- Train staff and volunteers in recognising suspicious behaviour and responding to incidents.
- Record plans, training, and exercises to demonstrate compliance.
- Engage with emergency services and local resilience partners to ensure alignment with broader emergency plans.

Understanding the threat from terrorism

The United Kingdom (UK) faces a persistent threat from terrorism. Although attacks are rare, the impact of such attacks is very high. It is therefore important to take sensible and proportionate steps to prepare for such an incident. Terrorists in the UK have used a range of attack types, including:

- Use of knives, fire, guns or other weapons.
- Deliberately driving a vehicle into a crowd.
- Using explosive devices which can be carried by a vehicle, person or in the post to a location.
- Setting fire to buildings or open sites with dry vegetation.
- Poisoning.

Parish and town councils will need to consider how premises and events could become targeted as part of a terrorist incident and the types of terrorist attacks which may be relevant. Things to consider include:

- Describe the premises and their operating environment.
- Which type of terrorist attack is most likely to occur at the premises?
- Have you identified relevant councillors, staff and volunteers who must receive terrorism protection training and ensured it is provided to them?
- Who will put the plan into action in the event of an incident?

- How is the plan and relevant information being communicated to people who occupy the premises? This may include groups of people who hire your community centres.

Practical emergency planning

- Warning people of an attack — Warning people of an attack can save lives by alerting them to the danger and directing them towards safety. Things to consider include:
 - In the event of an attack, what actions will be taken to communicate with people on your premises rapidly?
 - Include information about any available communication systems. How will they be used and who will use them?
 - Consider what messages will be used.
- Lockdown procedures — Lockdown means locking doors or other barriers to prevent access to part or all of a site or building. Lockdown aims to reduce the immediate threat of harm by delaying attackers and preventing people from inadvertently putting themselves into the path of danger. As part of lockdown, you may wish to consider bringing customers, visitors, workers and nearby members of the public into the building, before securing doors, when you assess it is safe and appropriate to do so. Lockdown will not always be appropriate, so careful consideration must be given as to the circumstances in which lockdown should be used. Lockdown actions should not be taken if people are put at risk. Things to consider include:
 - Explain how you will lockdown your premises in an emergency and in what circumstances this is likely to be possible. Check that existing doors and shutters can be locked quickly and safely from the inside. Identify secure rooms and areas that can be locked quickly.
 - What action will you take to ensure relevant workers know how to lockdown the premises? Your actions should include details of the role that relevant councillors, staff and volunteers play in locking down the premises and how and when they have practised locking down the premises.
 - How will people on your premises be informed that it has been locked down and that they should not attempt to leave because of the threat outside? Create clear instructions for staff on when and how to initiate a lockdown.
- Evacuation plans — Getting people safely and quickly away from danger could save lives. Identify potential evacuation routes to take people away from the threat. Careful consideration must be given to the circumstances in which evacuation takes place. Things to consider include:
 - Describe your evacuation plan, including mapping out and signing exit routes and designated muster points away from the building and potential threats. Assign trained marshals or volunteers and detail the roles they will play in evacuating premises. Some counter terrorism police teams have advised that designated muster points should not be advertised as this may make this point a target. Parish and town councils are usually encouraged to post everything on their website.

- What action will you take to ensure your relevant workers know how to evacuate the premises? Your actions should include any training, how and when relevant councillors, staff and volunteers have practised evacuating the premises.
- How will you communicate with people at the premises in the event of an evacuation? It is important to communicate where the threat is clearly so that they can evacuate from it.
- Have you taken action to ensure your evacuation plan supports and does not conflict with those for neighbouring premises?
- Use of fire and medical equipment — Research into serious injuries shows that the quicker people are treated, the greater their likelihood of survival. Using simple techniques with readily available equipment can save lives. Health and safety risk assessments already in place in your premises will be relevant. Consider if additional first aid and fire safety equipment may be needed in the response to a terrorist attack. Things to consider include:
 - Complete a first aid needs Assessment detailing any findings and when it was completed.
 - Regularly check that first aid or fire safety equipment is up-to-date, fit for purpose and readily available. Consider adding PACT trauma packs to your first aid equipment.
 - Ensure relevant workers and suppliers of first aid for events have been trained to use that equipment as part of their terrorism protection training, or otherwise, record the training as well as planned refresher training. For example, the supply of wound packs that close knife wounds.
- Notification of emergency services — Getting the emergency services to the scene of an attack quickly with the right resources is key to saving lives and preventing further harm. Passing key information to the police will enable an effective and appropriate response. The police will pass information to the other emergency services. Things to consider include:
 - How will you ensure all relevant workers understand how to contact the police? Include how and when you will brief relevant workers on what to say to the police. The safety of the caller is a priority.
 - Could you display posters of the appropriate material that summarises emergency contact numbers and the information the police need to know in the event of a terrorist incident? If so, where will you do so?
 - Ensure someone is assigned to meet and brief the first responders on arrival.
- Coordination with wider plans — Getting early warning of an attack can vastly improve responses and maximise the effect of life-saving actions. Things to consider include:
 - Have you communicated with the persons responsible for neighbouring premises during your planning? If not, what action will you take to identify and contact such persons?
 - How will you communicate with them in the event of a terrorist incident?
 - Integrate your plans with local authority and emergency service protocols.
 - Register council-managed events with the local Safety Advisory Group (SAG) where applicable.

- Participate in community resilience forums or emergency planning exercises.

Publicly accessible locations and wider public protection

Although Martyn's Law applies to specific premises based on size and function, parish and town councils also have a responsibility to consider publicly accessible locations (PALs) that fall outside the formal scope of the Act, including:

- Public open spaces (e.g. parks, greens and promenades).
- High streets and markets.
- War memorials and civic squares.
- Community noticeboards or popular gathering points.

Voluntary protective measures for PALs include:

- Awareness training — Roll out general awareness training to councillors, staff, volunteers, community groups so that all have the basis of terrorism training, know how to identify suspicious packages or behaviour and know how to respond.
- Encourage vigilance — Display national campaign material where relevant.
- Design out risk — Use landscaping and street furniture to restrict unauthorised vehicle access.
- Ensure clear sightlines — Avoid dense foliage or structures that create concealment or impede visibility.
- Collaborate with local police and community groups — Share concerns and intelligence.
- Plan for informal gatherings or spontaneous events — Especially around anniversaries, protests, or national moments.

Clerk reporting and council recommendations

Parish and town council clerks play a crucial role in ensuring that councils are fully informed of their obligations under Martyn's Law and can make informed decisions. Clerks should consider

Reporting to the council:

- Inform councillors and event partners about Martyn's Law and its implications. Consider adding it as a standing item on agendas for facilities or events committees.
- Provide a summary report on:
 - Properties or events the council owns, organises or licenses that are potentially in scope of the Act.
 - Current preparedness (risk assessments, plans, training, etc.) and plans for completing or updating risk assessments with terrorism in mind.
 - Recommended next steps or resource needs.

- Highlight any known gaps in capability or areas of concern requiring a decision.

Recommendations for council consideration:

- Adopt a formal emergency and terrorism response plan for council-managed venues and events.
- Approve training or awareness sessions for staff, volunteers, and councillors.
- Budget for necessary safety improvements, such as signage, equipment, or secure access controls.
- Engage with the principal authority emergency planning teams, and Counter Terrorism Security Advisors, emergency services for additional support and coordination.

Joint planning across parish and town councils

Parish and town councils, particularly in rural or semi-rural areas, can benefit significantly from collaborative approaches to meet the requirements of Martyn's Law. Many parish and town councils manage similar types of community buildings and events, and often face common challenges in resources, training, and capacity.

Opportunities for collaboration:

- Joint risk assessments — Work together to develop shared templates or risk registers for similar venues (e.g. village halls and recreation grounds) to save time and improve consistency.
- Shared training sessions — Pool resources to arrange collective ACT Awareness training, first aid courses, or emergency exercises for staff and volunteers.
- Mutual support agreements — Formalise mutual support arrangements to provide personnel, equipment, or temporary premises during a local emergency or threat incident.
- Collective procurement — Purchase protective equipment or signage in bulk across multiple councils to reduce cost.
- Joint events and contingency planning — Collaborate on plans for large-scale or cross-boundary events (e.g. carnivals and remembrance services) to ensure clarity of responsibility and coordinated response.

By working together, parish and town councils can strengthen community protection, build resilience, and meet legal obligations more efficiently and effectively. Things to consider include:

- Establish contact with neighbouring parish and town councils to discuss common priorities.
- Create a parish or town council resilience group or network to coordinate planning efforts.
- Seek support from the Police Counter Terrorism Security Adviser or the principal authority emergency planning team to facilitate workshops or joint exercises.

Community resilience planning and business continuity

In addition to meeting legal duties, parish and town councils are encouraged to prepare community resilience plans to improve local readiness and ensure continuity of operations during emergencies.

Benefits and components:

- Helps maintain delivery of essential services (e.g. burial services, communications and staffing).
- Identifies local risks (e.g. power failure, flooding and terrorism) and available resources.
- Clarifies roles, responsibilities, and decision-making structures.
- Supports vulnerable residents and strengthens community networks.
- Enhances collaboration with emergency services and neighbouring councils.

A resilience plan complements terrorism response efforts and strengthens the council's ability to respond to and recover from disruptions, whether caused by malicious or natural events.

Resources and support

- [Action Counters Terrorism \(ACT\) e-learning](#) — Free online training for organisations.
- [Protect UK](#) — Guidance and training tools.
- [Local Police Counter-Terrorism Security Advisers](#) — Provide specialist advice on physical and procedural security measures, assist with site-specific risk assessments and security planning, offer guidance on event security and vulnerability management, and deliver ACT awareness training and other counter-terrorism resources.
- [Local authority protect duty lead or emergency planning officer](#) — Serve as the local contact for councils preparing for the new legislation, help interpret statutory guidance once available and ensure consistency across the area, support the development and coordination of emergency and security plans, and facilitate contact with multi-agency groups, such as the Local Resilience Forum or Safety Advisory Groups.

Next steps

Whilst the national guidance publication is awaited, there are many steps parish and town councils can take to prepare. These include:

- Sign up for the Protect UK website and monitor updates and prepare for formal statutory guidance when published.
- Establish contact with your local Police Counter-Terrorism Security Advisers and protect duty lead for support.
- Identify relevant venues and events under your control.
- Update existing risk assessments to cover potential terrorist activity.
- Begin drafting emergency and community resilience plans.

- Consider applying protective principles to publicly accessible spaces not covered by the Act.
- Ensure clerks report progress to the council with clear recommendations.

BUDGET REQUEST FORM

COMMITTEE PROJECTS FOR 2026/27, 2027/28, 2028/29, 2029/30 & 2030/31

Committees must: (1) Complete one form per project

(2) Prioritise their projects in order of importance

Committee Name:

Project Title:

Does this project deliver on the budget spending priorities as identified by residents in the Budget/Precept Level Consultation? **Yes** **No** *(tick one)*

Project Year: *(tick all applicable)*

2026/27	2027/28	2028/29	2029/30	2030/31
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Project Location: *(tick all applicable)*

Fishermead	Oldbrook	Springfield	Willen	Woolstone
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Start Date: **Duration of Project:**

Give a brief description of project proposal for the next 5 years, commencing 2025/26 and the benefit to CPCC. Attach further information sheets if required.

Please list a breakdown of expenditure for the project for which you are applying, this may include contractor costs, materials costs, venue hire, advertising/publicity, etc

For multi-year projects, please break down costs per year.

CPCC Staff time – will your project involve staff time YES / NO

If YES, how many hours

Item	Detail	Cost £	Quotes Enclosed Yes / No
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Total Cost of Project: £

CPCC Funding Required: £

External Funding if Required: £

Completed forms to be submitted to the RFO as soon as possible but no later than Friday 25 October 2024.

Project approved/not approved by Committee for Council consideration

Date:..... Minute No:

** Project Proposals are not required if there is an existing budget cost code – all cost codes will be reviewed as part of the annual Council budget process.

For Committee use only, all approved proposals require prioritisation

Priority of (eg Priority 1 of 4)