

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

to be held at the

CPCC Community Hub, Springfield Boulevard, Springfield

Tuesday 18 November 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 21 October 2025, previously circulated and therefore taken as read.** *Page 9*
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 15*
Chair: Cllr K Kavarana
Council is invited to receive the minutes with 4 (i,ii,iii,iv) items to ratify
 - i. **Draft Minute 27/25 ii Ujhasuma Africa CIC** (Grant Application 011/25-26/Sect 137) *Page 21*
Committee considered an application from the Ujhasuma Africa CIC for a start-up grant of £1500.00 to be used to deliver a cultural and musical education programme at the CPCC Community Hub and resolved to make a recommendation to Council to award the grant in full.

- ii. **Draft Minute 27/25 vii MK Christmas Meal for the Elderly** (Grant Application 016/25-26/Sect 137) **Page 33**

Committee considered an application from the MK Christmas Meal for the Elderly for £500.00 towards the cost of delivering a Christmas Day meal and entertainment for the elderly who would otherwise be alone and, resolving to make a recommendation to Council that the grant is awarded in full, subject to the applicant agreeing to provide details on how many CPCC residents attended this event. Additionally, that the applicant allows CPCC to advertise the event on our website and social media channels and in advance of next year's event in the Homeground magazine

- iii. **Draft Minute 27/25 viii Awake to Know Africa CIC** (Grant Application 017/25-26/Sect 137) **Page 41**

Committee considered an application from Awake to Know Africa CIC for £1000.00 to deliver a 4 week programme of storytelling and basic drumming for cultural education of African values of harmony with nature, respect for the land and sustainable living, making a recommendation to Council that the grant be awarded in full.

- iv. **Draft Minute 31/25 i Projects – Committee Budget 2026/27, 2027/28, 2028/29, 2029/30 & 2030/31**

Committee reviewed and approved the submitted project proposal, recommending it to Council for inclusion in the future budget. The proposal is for:

- i. Community Wellbeing Programme – see *agenda item 10*

- b. **Minutes of the Planning, Infrastructure & Transport Committee**
Chair: Cllr B Greenwood **Page 51**

Council is invited to receive the minutes

- c. **Minutes of the Personnel Committee** **Page 57**
Chair: Cllr K Kent

Council is invited to receive the minutes with 1 (i) item to note

- i. **Draft Minute 27/25 iii Staff Review**

Committee received, considered and agreed a report from the Clerk recommending the recruitment of additional staff resources to support and promote the increasing range of Council community services. Specifically, Committee agreed that a part-time (15-20 hours per week) Communications Officer is recruited in the first quarter of 2026.

8. **Appointments to Committees**

Council is invited to appoint members to the Committees agreed within the Scheme of Delegations (Standing Order 4div applies)

9. Interim Internal Audit Report 2025-2026 **Page 59**

Council is invited to receive and note the outcome of the interim internal audit. Council is further invited to note that the report did not identify any issues requiring note or action.

10. Budget Request/Project Proposals 2026-2031 **Page 67**

Council is invited to receive the following budget requests for consideration:

Estates Committee

Fishermead Sports Ground (Preparatory Consultancy)	£7,500	2026/27
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Community & Communications Committee

Community Wellbeing Programme	£5,500 p.a.	2026/27 – 2030/31
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11. Review of Earmarked Reserves **Page 71**

Council is invited to review the existing earmarked financial reserves of Council, determining which financial reserves need to be earmarked on an ongoing basis, including those which require earmarking for a year or more. Where appropriate, provision will also need to be made for agreed project proposals.

Once agreed, the earmarked reserves will be incorporated into the future draft budget which will be considered at the December Council meeting.

12. MKCC Household Support Fund

Council is invited to note that CPCC has been awarded an additional £1,100 in unclaimed funding from the Household Support Fund taking the final amount awarded to £5,100.

13. 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.

Member's Item

14. Christmas Tree for the Community Hub

Council is invited to consider the following motion as proposed by Cllr Ray Golding:

That Council purchases a 'live' 4 metre Christmas tree to be planted in the grounds of the Community Hub, dedicating it to Penelope Halton-Davis in recognition of her fondness for the festive season and her input into the organisation of Council Christmas events.

Planting the tree would be in line with Council's commitment to consider the environmental impact of its actions as per the adopted Climate Action Plan, it would also become part of the required planting plan associated with the Community Hub planning permission.

Cost £2,158 plus delivery and VAT, anticipated life span, 30 years plus

15. Vacant Seat – Fishermead Ward

Council is invited to note that the co-option of a Councillor to fill the vacant seat in Fishermead will take place at the January meeting of Council.

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.

***Items 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 note that a copy of the proposed lease has been issued to All Good Café CIC for their consideration and comment.

18. Upcoming Events (Community Hub)

Citizens Advice MK – Wednesdays fortnightly – Wellbeing Room

Community Larder - Wednesdays, 2pm-4pm

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

Seated Exercise – every Monday at 1.30pm – Council Chamber

MK Lymphoma Support Group 2pm-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, 4pm – 8pm – whole premises

19. Dates of Future Committee & Working Group Meetings

Community & Communications – 25 November at 6.30pm

Planning – 1 December at 6.30pm

Finance, Administration & Policy – 2 December at 7.00pm

Estates* – 9 December at 6.30pm

*meeting to be held only if required

20. Date of Next Meeting

Tuesday 16 December 2025 at 7.30pm (pre-gathering for Christmas 6.30pm)

BY ORDER OF THE COUNCIL

Dominic Warner

D Warner, Clerk to Council

13 November 2025

**Minutes of the meeting of Council held on
Tuesday 21 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 K Kavarana
Cllr B Barton	Cllr D Kendrick
Cllr O Cole	Cllr K Kent
Cllr V Dixon	Cllr B Macharia
Cllr R Golding (Vice Chair)	Cllr F Mangan
Cllr B Greenwood (Chair)	Cllr R McCafferty
Cllr J Howard	Cllr D Pafford
Cllr H Kakei	Cllr M Petchey

In Attendance

D Warner, Clerk to Council
P Sullivan, Deputy Clerk

99/25

Apologies for Absence

Cllr J Hearnshaw – unwell
Cllr J Messent – personal commitment

100/25

Declarations of Interest

Cllr R McCafferty – Item No. 7ii

101/25

The minutes of the meeting, having been previously circulated were therefore taken as read.

102/25

The minutes of the Extraordinary Meeting, having been previously circulated were therefore taken as read.

103/25

Public Involvement – Deputations, Petitions and Questions

Two members of the public present

104/25 Chair's Report

The Chair had reacted to reports from residents of two large vehicles parked near Oldbrook First School and Kirkstall Place. Following some initial searches on the vehicle status, the matter was reported to TVP who are currently looking into the matter.

105/25 Clerk's Report

The Clerk had nothing to report.

106/25 Ward Member Reports

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

Cllr Barton reiterated the Chair's earlier comments on parking problems in Oldbrook, he had recently also made a report to TVP. Cllr Barton further reported that he had recently attended a BMKALC councillor finance training session which he found extremely useful and would recommend any councillor, particularly those on the Finance & Administration Committee to attend.

Cllr Cole reported that parking problems persist outside Jubilee Wood School and also reported that residents in Fishermead are concerned about an increase in rough sleepers in the corner block flats.

Cllr Pafford had recently attended a meeting of the Chapman Trust. 14 grants were awarded, 6 from the community council area. He also reported that there was discussion around altering the Trust constitution and qualifying area, which could mean that Fishermead and Oldbrook would be removed from eligibility.

Cllr Kendrick also noted that some of the shops in Fishermead appeared to be using vehicles parked outside their premises as an extension of their storage area.

- ii. Council received and resolved to support a written report from Cllr McCafferty relating to the local sale of Vapes. Following a suggestion from Cllr Petchey, it was agreed that Cllr McCafferty should contact a local MKCC Councillor to assist him in taking the matter forward.

107/25 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.
- b. **Minutes of the Personnel Committee ECM**
Chair: Cllr K Kent

Council received the minutes.

c. Minutes of the Estates Committee

Chair: Cllr R Golding

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

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).

108/25 Conclusion of External Audit 2024-25

Council formally received and agreed the Notice of Conclusion of Audit 2024-25 as prepared by PKF Littlejohn. Council noted that no action or follow up is required resulting from the audit and asked that thanks be given to all involved.

109/25 Changes to Practitioners Guide 2025 - Assertion 10

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

Council recognised the importance of getting the best advice available and resolved to take out an annual subscription to Breakthrough Communications Council Hive at £997pa + vat.

- 110/25 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, works included the provision of air conditioning to the Chamber (electrical equipment) storage facility.
- 111/25 1 Pencarrow Place – End of Lease/Dilapidations**
Committee received a verbal update from the Clerk on the progression of this item. A dilapidation figure of £3,852 (exc VAT) had now been agreed with the property landlord. This reflects a substantial reduction on the original figure and represents a saving to the council of circa £20,000.
- 112/25 Community Governance and Polling District and Places Review**
Council noted the conclusion of the Milton Keynes City Council (MKCC) formal review of local Community Governance, and Polling Districts and Places arrangements. Council further noted 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.
- 113/25 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.
- 114/25 Vacant Seat – Fishermead Ward**
Council noted 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 115/25 & 116/25**
- 115/25 Community Hub – Community Café Operation**
Council received a verbal report from the Clerk to Council on the progression of new arrangements for the operation of the Community Café.

- 116/25 Community Café Draft Lease**
Council reviewed and considered the draft lease for the operation of the Community Café at the CPCC Community Hub as produced by Wellers Law Group. Council agreed to the requirement to share the draft lease with the Community Café operator and seek agreement with them on the core opening hours of the facility.
- 117/25 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
- 118/25 Dates of Future Committee & Working Group Meetings**
Community & Communications – 28 October at 6.30pm
Planning – 3 November at 6.30pm – apologies, Cllr Kavarana
Personnel – 4 November at 6.30pm – apologies, Cllr Kent
Estates – 11 November at 6.30pm
- 119/25 Date of Next Meeting**
Tuesday 18 November 2025 at 7.30pm

**Minutes of the Community & Communications Committee
held on Tuesday 28 October 2025
commencing at 6.30pm
at the CPCC Community Hub, Springfield Boulevard, Springfield**

This meeting was open to the Public

Members Present

Cllr L Adura

Cllr J Howard

Cllr D Kendrick (arrived at 18:38)

Cllr F Mangan (arrived at 18:32)

Cllr O Cole (arrived at 18:39)

Cllr K Kavarana (Chair)

Cllr B Macharia

Cllr M Petchey

In attendance

T Jones, Community Officer/Committee Clerk

P Sullivan, Deputy Clerk

3 members of the public

23/25 Apologies for Absence

Cllr V Dixon - unwell

24/25 Declarations of Interest

Cllrs Cole and Petchey declared an interest in grant application for Action Speaks

25/25 Minutes of the previous meeting

The minutes of the meeting held on 22 July 2025, having been previously circulated were approved as a correct record and signed by the Chair.

26/25 Public Involvement – Deputations, Petitions and Questions

Members of the public spoke in relation to the grant applications.

27/25 Grants

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

Further to the grant award made at the last meeting, Committee noted that an amendment to the Terms & Conditions has been required, to reflect the delivery timeline for this large project, as detailed in the approved grant application. Whilst the project will be started within 3 months as required, the project completion will fall outside the usual scope

permitted and therefore Committee should note, that in this particular case, an extension to the deadline has been agreed.

New Applications:

- ii. **Ujhasuma Africa CIC** (Grant Application 011/25-26/Sect 137)
Committee considered an application from the Ujhasuma Africa CIC for a start-up grant of £1500.00 to be used to deliver a cultural and musical education programme at the CPCC Community Hub and resolved to make a recommendation to Council to award the grant in full.
- Cllrs Kendrick and Cole arrived during the course of this item
- iii. **Willen Residents Association** (Grant Application 012/25-26/Sect 137)
Committee is invited to consider an application from Willen Residents Association for £980.00 for the purchase of two benches for the pond area in Willen.
- Committee resolved to award £490 to purchase one bench.
- iv. **RSPCA Milton Keynes & North Bucks Branch** (Grant Application 013/25-26/Sect 137)
Committee considered an application from the RSPCA Milton Keynes & North Bucks Branch for £1000.00 to deliver a community programme to neuter cats to reduce the kitten/stray population and Committee resolved to reject the application.
- v. **Geoff Taylor Educational Trust** (Grant Application 014/25-26/Sect 137)
Committee considered an application from Geoff Taylor Educational Trust for £1000.00 to provide grants to applicants to support further education costs.
- Committee resolved to reject the application as the applicant would not be able to meet the eligibility criteria. Committee invited the application to re-apply for consideration in July 2026.
- vi. **Action Speaks CIC** (Grant Application 015/25-26/Sect 137)
Committee considered an application from the Action Speaks CIC for £1000.00 towards equipment for the Fishermead Community Garden project, Community Awards event and a Christmas Party for Fishermead residents.
- Committee resolved to award the grant in full.
- Cllrs Cole and Petchey did not vote on this item.
- vii. **MK Christmas Meal for the Elderly** (Grant Application 016/25-26/Sect 137)
Committee considered an application from the MK Christmas Meal for the Elderly for £500.00 towards the cost of delivering a Christmas Day meal and entertainment for the elderly who would otherwise be alone and, resolving to make a recommendation to Council that the grant is awarded in full, subject to the applicant agreeing to provide details on how many CPCC residents attended this event. Additionally, that the applicant allows CPCC to

advertise the event on our website and social media channels and in advance of next year's event in the Homeground magazine.

viii. **Awake to Know Africa CIC** (Grant Application 017/25-26/Sect 137)

Committee considered an application from Awake to Know Africa CIC for £1000.00 to deliver a 4 week programme of storytelling and basic drumming for cultural education of African values of harmony with nature, respect for the land and sustainable living, making a recommendation to Council that the grant be awarded in full.

Grant Evaluations:

- ix. Committee noted the grant evaluation report received following the grant of £500 awarded in May 2025 towards the International Yoga Day event in Willen.

28/25 Community Projects - Programme & Priorities 2025/26

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

- a. Committee considered the applications received for free use of the CPCC Community Hub and made a 'decision in principle' in line with the 'Policy for granting free use of CPCC Community Spaces'.

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

- A. Ujhasuma Africa CIC – *Committee approved the application*
B. Awake to Know Africa – *Committee approved the application*
C. CRY - Cardiac Risk in the Young - *Committee approved the application*

- b. Committee received a verbal update from the Committee Clerk along with a tables report on the free use allocations to date, including use allocated using the discretionary powers given to nominated Officers since the last Committee meeting.

- c. To enable applications to be dealt with more expediently, Committee resolved to extend the discretionary powers given to the nominated Officers to deal with all applications for free use on an ongoing basis. Officers to award use within the agreed criteria and parameters, reporting back to Committee at each meeting. Any awarded free use will be granted for a maximum of 6 months, with Committee invited to undertake a review before any extension of time is agreed.

ii. **Craft Sessions – Resident feedback from MK Arts Centre Artist led workshops**

Committee received a verbal update from the Committee Clerk on the success of the MK Arts Centre sessions commissioned by CPCC.

Committee considered and supported a proposal, to build on the momentum generated from these sessions, for CPCC to support some Springfield residents to start a monthly craft club at the Hub. With CPCC potentially hosting sessions in November, December and January, including providing some initial supplies and equipment, the group of volunteers

will, during this time, aim to set up a constituted community organisation to take this club forward, thereafter.

iii. **October Half Term Activities**

Committee received a verbal update from the Committee Clerk about the activities happening 27-31 October.

iv. **Christmas Fayre**

Committee received a verbal update from the Committee Clerk about the event planned for Friday 5 December 2025.

v. **Santa's Sleigh Tour – Saturday 20 December**

Committee considered and supported a proposal to work in partnership with Woughton Community Council to expand their annual Santa's Sleigh Tour this year to include Fishermead.

CPCC would be required to provide a funding contribution of £50 towards the vehicle hire and fuel in addition to purchasing a supply of sweets to distribute.

Volunteers would be needed to walk the route around Fishermead with the sleigh.

Committee are invited to note that this opportunity is limited to Fishermead only, due to resourcing.

vi. **Yoga for Health Update & Sound Healing proposal – Report C&C/003/25**

Committee noted that the Yoga for Health sessions have been very well received, with residents committing to attend for the duration of the programme. Feedback received so far has been very positive. The programme runs until 17 November.

Building on the success of this programme, Committee considered a proposal from the Yoga for Health Alliance to fund Sound Healing experiences for residents, resolving to support the proposal to fund two sound healing sessions in December 2025 and February 2026 at a cost of £600.

vii. **Community Matters – Waitrose, Oakgrove**

Committee noted that CPCC have been invited by Waitrose to be part of the relaunch of their Community Matters scheme reintroducing the Green Tokens initiative to the Waitrose store in Oakgrove.

Waitrose customers can cast their votes using Green Tokens in-store between 1 October and 31 December, to determine which community project will receive the donations of £500, £1000, or £1500.

Committee further noted that the donation awarded to CPCC will be used to launch a new project at the CPCC Community Hub, "The Social", starting in January 2026. "The Social" will be a monthly session for CPCC residents to come along to enjoy activities, entertainment and socialising with other residents.

viii. **Seated Exercise Update**

Committee noted that the seated exercise session at Willen continue to be well attended, with contributions paid by participants covering the costs.

The class at the CPCC Community Hub, which launched in July, has been well attended from the start. Funding from LEAP supported the initial set up costs for equipment and as the contributions from participants are covering the delivery costs, the remaining LEAP funding has been diverted to support the start-up of a new class at Fishermead Trinity Centre. This session is being delivered in partnership with Action Speaks CIC on Fridays at 2:15-3pm. The funding has enabled additional equipment and suitable chairs to be purchased for the class.

ix. **Mind your Mind – Dementia Prevention UK**

Committee noted that the 7 week Mind your Mind programme concluded on 20 October. The feedback from participants has been very positive, with attendees finding the programme very informative, interesting and supportive and leaving the programme feeling like they have learned a lot. The group intend to continue to meet on an informal basis.

Committee resolved to consider further opportunities to offer the programme again in the future and also the possibility of one-off 'check-in' sessions for those who have completed the current programme, see Project proposal - agenda item 8.

x. **Sustainable MK – Cook-along for Adults & Children – Report C&C/004/25**

Committee considered a proposal from Sustainable MK to deliver a pop-up Community Cook-along session at the Springfield Centre and, if feedback from the pop-up session is good, extending this provision by commissioning a 6-week cook-along programme in February 2026 at a cost of £1,375.

Committee resolved to support the proposal.

29/25 Homeground

- i. Committee considered and approved the proof of the November edition of Homeground magazine.
- ii. Committee considered any feedback received following the publication of the August edition of the magazine noting that

30/25 Heritage Arts & Culture Working Group (Minute 64/24i, 71/24)

- i. Committee received the minutes of the meeting of the Working Group held on Tuesday 30 September 2025.
- ii. Committee considered the draft Heritage, Arts & Culture Action Plan, and authorised the Working Group to hold a final meeting to prioritise actions and set timescales for the delivery of the actions contained within. The Action Plan to be managed by the Community & Communications Committee thereafter
- iii. Committee set a date for the next meeting of the Working Group for 20 January 2026.

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

Committee reviewed and approved the submitted project proposal, recommending it to Council for inclusion in the future budget. The proposal is for:

- i. Community Wellbeing Programme

32/25 Date of Next Meeting

Tuesday 25 November 2025.

DRAFT

**FOR OFFICE USE ONLY**

Ratification required by Council? Y N **Council Mtg Date:** November

Previous Applicant? Y N Date: **Monitoring Form Returned? Y N**

CPPC support acknowledged on marketing material & copies supplied? Y N

Standard Grant requested: £ _____ **Grant awarded: £** _____

Start Up Grant requested: £ 1500 **Grant awarded: £** _____

Payment Profile:

1:£ Date: 2: £ Date: 3:£ Date:

Criteria Met Y N Date: Criteria Met Y N Date: Criteria Met Y N Date:

Power: Section 137

Grant Application Form

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

Return completed applications to:

Campbell Park Community Council CPCC

Community Hub, Springfield

Milton Keynes, MK6 3JS or e-mail: community@campbell-park.gov.uk

STANDARD GRANTS:

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

COMMUNITY START UP GRANTS:

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

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

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

Application Guidance

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

Beneficiaries:

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

Applicants must:

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

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

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

Who can apply:

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

We cannot fund:

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

Allocation:

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

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

Frequency of applications:

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

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

ACCEPTANCE OF FUNDING

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

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

STANDARD CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

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

DECLARATION

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

On behalf of Ujhasuma Africa CIC (name of project or organisation)

I (name) Thierry Obase-Aboli Namolongo Masango accept the above conditions in respect of the award made by Campbell Park Community Council

Position held within organisation: Director, I confirm that the report will be forwarded to the Community Council by the date requested.

Signed: redacted

Date: 08/08/2025

1. **Date of application: 08/08/2025**

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

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

Name: THIERRY OBASE-ABOLI NAMOLONGO MASANGO

Address: redacted

Post Code: redacted

Email address: redacted

Telephone No's: Daytime: redacted

Mobile: redacted

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

Registered Charity

Community Interest Company X

Voluntary or Community Group

Other (please state)

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

Charity Number:

Company Number:16627088

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

5. **What date did your organisation/company start? 4th August 8, 2025**

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

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

7. **Amount received £**

Date:

Title of Project:

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

Yes: X

No:

Name of Bank:Natwest

Organisations Full Name on the Account:Ujhasuma Africa CIC

Name of Signatories: 1. Thierry Obase-Aboli Namolongo Masango

2.

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

Bank Account Number:

Sort Code:

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

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

(a) aims

(b) timescales including proposed start date

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

(d) what particular need will this project will meet

(e) how the need been identified (f) any further information that will bring the project to life.

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

(a) Aims

Ujhasuma Africa is a cultural and educational programme that uses African percussion and ensemble music-making to build community, celebrate diversity, and promote cultural understanding. Our aims are to:

Introduce participants to traditional African instruments and rhythms through practical, hands-on workshops.

Foster teamwork, creativity, and confidence in people of all ages and backgrounds.

Create inclusive opportunities for disadvantaged children and families, particularly those eligible for the Pupil Premium Grant (PPG).

Lay the foundations for the Ujhasuma Pan-African Orchestra, a vibrant, community-based creative hub rooted in African musical traditions.

(b) Timescales

Proposed start date: **1 November 2025**

Project duration: **9 months** (6 months of bi-weekly sessions, plus 3 months to allow for breaks, holidays, and a final performance).

Key phases:

Nov–Dec 2025: Launch and first workshop cycle.

Jan–May 2026: Ongoing workshops with schools and community groups.

Jun–Jul 2026: Rehearsals and community preparation for the final showcase performance.

Aug 2026: Public final performance and project evaluation.

(c) Groups or Organisations We Will Work With

Local schools (especially targeting PPG students).

Community members from Willen, Woolstone, Fishermead, Oldbrook, Springfield, Newlands, and Winterhill.

Potential partnerships with CPCC networks and other cultural organisations.

(d) Need the Project Will Meet

The project addresses the lack of accessible, culturally enriching, and inclusive music activities in the CPCC area. Many children and families, especially those from disadvantaged backgrounds, have limited access to extracurricular creative opportunities. The workshops will:

Provide free, high-quality music education.

Support personal development, confidence, and cultural pride.

Offer safe, social spaces that reduce isolation and promote intergenerational connection.

(e) How the Need Has Been Identified

Through local teaching experience and consultation with schools, we have identified a shortage of creative opportunities representing African and global cultures. The lack of cultural visibility often contributes to gaps in understanding, which can lead to unconscious bias or prejudice. Feedback from communities shows strong interest in activities that are interactive, culturally diverse, and suitable for all ages.

(f) Additional Information

Ujhasuma Africa workshops are vibrant, immersive, and community-focused. Participants will learn and play authentic African instruments such as balafons, djembes, talking drums, and shakers. Sessions will combine music-making with storytelling, history, and performance techniques, creating an engaging environment for cultural exchange.

The project will culminate in a public performance by the Ujhasuma Pan-African Orchestra, celebrating the achievements of local participants and promoting unity across the community. By embedding the programme within the CPCC area, we aim to create a sustainable, long-term cultural presence that continues to benefit residents well beyond the life of this grant.

Project Start Date: November 1 2025

Project End Date: August 1 2025

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

Positive impacts:

The workshops promote sustainable practices by encouraging the use of handcrafted, long-lasting, and often upcycled or naturally sourced instruments (e.g., balafons with gourd resonators).

We aim to raise awareness of indigenous ecological knowledge from African traditions, which often emphasise harmony with nature.

Negative impacts (minimal):

Transportation of instruments may involve some carbon emissions.

Noise pollution.

Mitigation

Instruments will be stored locally during the workshop period to reduce transport.

We will encourage participants to walk, cycle, or use public transport to attend.

We will use soundproof rooms (chambers) and make use of noise-dampening headphones provided for children with sensory needs.

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

Yes *please provide details - will be run in the Campbell Community Center and will work in partnership with local schools and the community to get children to attend.*

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

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

Fishermead

Willen

Woolstone

Oldbrook

Springfield

Other: _____

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

The Ujhasuma Africa Music Workshops will benefit a wide cross-section of the Campbell Park Community Council (CPCC) area, with an emphasis on inclusion, diversity, and accessibility.

Direct beneficiaries:

Approx. 80–100 participants over the 9-month period, attending free, bi-weekly sessions.

70–80% of participants are expected to be CPCC residents (Willen, Woolstone, Fishermead, Oldbrook, Springfield, Newlands, Winterhill).

20–30 children from disadvantaged backgrounds, including those eligible for the Pupil Premium Grant (PPG), reached through partnerships with local schools.

Adults and older residents interested in community music-making, cultural learning, and reducing social isolation.

Indirect beneficiaries:

Families and friends attending the final public performance (estimated audience of 150–200 people), increasing cultural awareness and community pride.

Local schools benefiting from pupils gaining confidence, creativity, and improved social skills.

The wider CPCC community, through increased opportunities for cross-cultural engagement and participation in public arts events.

Wider impact:

Reducing isolation and loneliness by providing regular, inclusive social interaction.

Supporting health and wellbeing through the proven physical and mental benefits of group music-making.

Enriching cultural life in the CPCC area with a unique, sustainable arts initiative.

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

We anticipate that **at least 70–80%** of our participants will come from the CPCC area, particularly from schools and communities in Willen, Woolstone, Fishermead, Oldbrook, Springfield, Newlands, and Winterhill.

16. Grant amount requested: £1500

17. What percentage of your income would this grant represent: 28.47%

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

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

Batch funding

20. Has the balance already been received? If so state the date: no

21. If not received, when is it expected? As soon as applied.

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

If **yes**, state conditions:

Acceptance of free use for CPCC space

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

Yes

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

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

Total Project Cost: £5,270

Funding Requested from CPCC: £1,500 (Stage 1 urgent expenses)

Item	Detail	Cost (£)	Covered by CPCC Funding?
Stage 1 – Initial set-up for work with young/vulnerable people			
Enhanced DBS checks	2 facilitators @ £40 each	80	✓
Safeguarding training	2 facilitators @ £56 +Vat each https://www.virtual-college.co.uk/courses/level-2-safeguarding-children-training	112	✓
Safeguarding policy development	Consultation, drafting, printing	50	✓
Insurance (Public Liability)	12-month cover	250	✓
Promotional materials	Flyers, posters, digital ads	200	✓
Lead facilitator	6 bi-weekly sessions @ £150	900	✓ (partial)
Second facilitator	6 bi-weekly sessions @ £100	600	✓ (partial)
Initial marketing	Marketing to schools and flyers and banners	150	✓
Stage 2 – Workshop delivery (Phase 1)			
Additional instrument purchase	Djembe & hand percussion	500	No
Session materials	music sheets, handouts, printing	100	No
Stage 3 – Workshop delivery (Phase 2)			
Venue hire	Venue hire for final performance eg Shenley Brook end School Theatre - 167 per hour x 2hr for a weekend peak/offpeak hire +30 pounds for cleaning fee. https://schoolhire.co.uk/milton-keynes/shenleybrookend/theatre/31955	364	No
Final performance event.	Sound equipment including microphones, monitors, amplifiers and refreshments.	500	No
Recording/documentation	Audio	100	No
Videography/Photography	Photos and videos of 2 session and final performance	587	No
Marketing	Marketing final performance – printing, social media ads	250	No
Miscellaneous	10% of total amount for unforeseen expenses	527	No
		5270	

Item	Detail	Cost (£)	Covered by CPCC Funding?
Stage 1 – Initial set-up for work with young/vulnerable people			
Total			

25. How do you plan to publicise your project?

Yes. We will promote the workshops through:

Flyers and posters in local schools, libraries, shops, and community centres.

Direct outreach to schools, especially targeting PPG students.

Social media platforms (Facebook, Instagram, local groups).

Community WhatsApp groups and local event listings.

Word of mouth and school newsletters.

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

The Stage 1 costs covered by the £1,500 CPCC funding request are essential to ensure that the Ujhasuma Africa Music Workshops can start safely, legally, and inclusively. They cover mandatory safeguarding requirements (DBS checks, accredited safeguarding training, and a safeguarding policy), insurance for public activities, and initial outreach to recruit participants through promotional materials. They also contribute towards the fees for a lead facilitator and a second facilitator for the first 6 bi-weekly sessions, ensuring high-quality delivery, smaller group support, and inclusion of children and vulnerable participants. Without these initial compliance and set-up costs being met, the project cannot proceed to later phases. Nevertheless, with only this cost and no batch funding available as planned, the project can run smoothly with adjustments made. and intermediate and endpoint activities scaled down.

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

A supporting letter for acceptance of free use and for batch funding.

DECLARATION : I certify that:

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

I am authorised to make this application on behalf of: Ujhasuma Africa CIC

Name of Group: Ujhasuma Africa CIC

Signature: redacted

Date:09/08/2025

Print Name: THIERRY OBASE-ABOLI NAMOLONGO MASANGO

Position in Group: DIRECTOR/CO-ORDINATOR

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

Name of Group: UJHASUMA AFRICA CIC

Signature: redacted

Date: 09/08/2025

Print Name: NGONYEMB EMILIE SANDRINE NGEMBU

Position in Group: Operations Manager

Is your Application complete?

Have you completed all questions? **Yes**

Have you provided a copy of your Organisations Accounts **Yes**

(income under £5,000 – 1 years accounts/income over £5000 – 3 years accounts) Is the application form signed in all the required places **Yes**

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

- bank statement/s **Yes**
- The groups adopted Constitution **Yes**
- A Business Plan or similar **Yes**

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

- Evidence of recent DBS checks for all Adult Leaders **Yes**
- Evidence of attendance on Safeguarding Training for all Adult Group Leaders **Yes**
- Safeguarding Policy **Yes**
- Evidence of Membership with Youth Organisations* **Yes**

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Grant Reference No: _____ Committee Mtg Date: _____

Ratification required by Council? Y N Council Mtg Date: _____

Applicant: _____

Previous Applicant? Y N Date: _____ Monitoring Form Returned? Y N

CPCC support acknowledged on marketing material & copies supplied? Y N

Standard Grant requested: £ _____ Grant awarded: £ _____

Start Up Grant requested: £ _____ Grant awarded: £ _____

Payment Profile:

1:£ _____ Date: _____ 2: £ _____ Date: _____ 3:£ _____ Date: _____

Criteria Met Y N Date: _____ Criteria Met Y N Date: _____ Criteria Met Y N Date: _____

Power: _____

Grant Application Form

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

Return completed applications to:
Campbell Park Community Council
CPCC Community Hub, Springfield
Milton Keynes, MK6 3JS or e-mail: community@campbell-park.gov.uk

STANDARD GRANTS:

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

COMMUNITY START UP GRANTS:

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

ACCEPTANCE OF FUNDING

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

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

STANDARD CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

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

DECLARATION

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

On behalf of MK XMAS PARTY FOR THE ELDERLY (name of project or organisation)

I (name) NEIL CHAMBERS accept the above conditions in respect of the award made by Campbell Park Community Council

Position held within organisation: COMMITTEE MEMBER

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

Signed:  Date: 12/10/25

1. Date of application: 14/10/25

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

MILTON KEYNES CHRISTMAS PARTY FOR THE ELDERLY

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

Name: NEIL CHAMBERS

Address:

Post Code:

Email address:

Telephone No's: Daytime:

Mobile:

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

Registered Charity X

Community Interest Company

Voluntary or Community Group

Other (please state)

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

Charity Number: 1176046

Company Number:

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

5. What date did your organisation/company start? 1981

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

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

Amount received £

Date:

Title of Project:

Amount received £

Date:

Title of Project:

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

Yes: X

No:

Name of Bank:

NATWEST

Organisations Full Name on the Account:

MKCDPE

Name of Signatories: 1.

2. X

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

Bank Account Number:



Sort Code:



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

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

- (a) aims
- (b) timescales including proposed start date
- (c) groups or organisations you may/will be working with
- (d) what particular need will this project will meet
- (e) how the need been identified (f) any further information that will bring the project to life.

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

WE ARE A SMALL COMMITTEE THAT WORK ALL YEAR TO RAISE MONEY TO PROVIDE A XMAS DAY MEAL WITH ENTERTAINMENT A THREE COURSE MEAL, DRINK AND A SMALL PRESENT AT THE DOBBIE TAFE HILTON FOR OLDER GUESTS WHO WOULD BE ON THEIR OWN OTHERWISE ON XMAS DAY. THEY ENJOY THE ABOVE BUT MOST OF ALL THE COMPANIONSHIP OF LIKE MINDED PEOPLE FOR THIS SPECIAL DAY. WE HAVE UP TO 50 VOLUNTEERS ON THE DAY TO LOOK AFTER THEM & DRIVE THEM TO THE VENUE & BACK.

Project Start Date: WE WORK ALL YEAR FUNDRAISING

Project End Date: 25/12/25.

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

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

Yes please provide details

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

ALTHOUGH NOT BASED IN YOUR PARISH THERE WILL BE SEVERAL GUESTS FROM WITHIN THE AREA OF YOUR PARISH.

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

Fishermead X

Willen X

Woolstone X

Oldbrook X

Springfield X

Other: _____

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

OLDER PEOPLE WHO OTHERWISE WOULD BE ON THEIR OWN ON XMAS DAY.
AT LEAST 100 PEOPLE WILL ATTEND AND FROM PREVIOUS ATTENDANCE AT LEAST 5 AND POSSIBLY 10 FROM YOUR PARISH.

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

POSSIBLY UP TO 10%

15. Grant amount requested: £ 500

16. What percentage of your income would this grant represent: 5 %

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

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

VOLUNTARY DONATIONS FROM BUSINESS AND PRIVATE QUARTERS
OTHER PARISH COUNCIL.

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

20. If not received, when is it expected? BY 25/12/25

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

If yes, state conditions:

/

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

/

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

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

Item:	Detail	Cost (please provide quotes if possible)
HIRE OF HOTEL & FOOD COSTS	XMAS MEAL DRINK & PRESENT	8k-9k
INSURANCE		1k
XMAS MEAL FOR VOLUNTEERS ON DAY		500-750 ROOFTS
Total Cost		£11,000

24. How do you plan to publicise your project?

WE HAVE PRINTED FLYERS FOR BUSINESS DONATIONS. RADIO STATION INVOLVEMENT WORD OF MOUTH AND GENERAL HARD WORK!

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

ANY AMOUNT YOU CAN HELP WITH WOULD BE AMAZING. AFTER THE EVENT WE POST PICTURES ON THE WEBSITE FOR YOU TO SEE THE JOY OF THE GUESTS

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

/

DECLARATION : I certify that:

☒ The information in this application is correct.

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

I am authorised to make this application on behalf of:

Name of Group: MKCPE

Signature: [REDACTED] Date: 14/10/25

Print Name: NEIL CHAMBERS

Position in Group: COMMITTEE MEMBER

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

Name of Group: MKCPE

Signature: [REDACTED] Date: 14/10/25

Print Name: REBBELCA SEABROOK,

Position in Group: FOUNDER COMMITTEE MEMBER

Is your Application complete?

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

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

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

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

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

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

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

FOR OFFICE USE ONLY

Grant Reference No: _____ Committee Mtg Date: _____

Ratification required by Council? Y N Council Mtg Date: _____

Applicant: _____

Previous Applicant? Y N Date: _____ Monitoring Form Returned? Y N

CPCC support acknowledged on marketing material & copies supplied? Y N

Standard Grant requested: £ _____ Grant awarded: £ _____

Start Up Grant requested: £ _____ Grant awarded: £ _____

Payment Profile:

1:£ _____ Date: _____ 2: £ _____ Date: _____ 3:£ _____ Date: _____

Criteria Met Y N Date: _____ Criteria Met Y N Date: _____ Criteria Met Y N Date: _____

Power: _____

Grant Application Form

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

Return completed applications to:
Campbell Park Community Council
CPCC Community Hub, Springfield
Milton Keynes, MK6 3JS or e-mail: community@campbell-park.gov.uk

STANDARD GRANTS:

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

COMMUNITY START UP GRANTS:

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

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

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

Application Guidance

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

Beneficiaries:

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

Applicants must:

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

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

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

Who can apply:

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

We cannot fund:

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

Allocation:

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

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

Frequency of applications:

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

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

ACCEPTANCE OF FUNDING

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

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

STANDARD CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

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

DECLARATION

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

That the budget represents a true cost or nearest estimate and the proposed project could not proceed without the financial assistance requested.

On behalf of Awake To Know Africa CIC (name of project or organisation)

I (name) Vicky Mensah accept the above conditions in respect of the award made by Campbell Park Community Council

Position held within organisation: Director

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

Signed: Vicky Mensah Date: 24/09/2025

1. **Date of application:**

2. **Name (Full Name) of the organisation making the application:** Awake To Know Africa-CIC

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

Name: Vicky Mensah

Address:

Post Code:

Email address: awaketoknowafricainfo@gmail.com

Telephone No's: Daytime:

Mobile:

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

Registered Charity 7108755

Community Interest Company x

Voluntary or Community Group

Other (please state)

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

Charity Number:

Company Number:

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

5. **What date did your organisation/company start?** 18/12/2009

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

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

Amount received £

Date:

Title of Project: Cultural Harmony- then Campbell Park Parish Council sponsored different projects by Awake To Know Africa. Both in schools and summer time project within the community. Cllrs, Mr Thomas Fraizer and Elizabeth Fraizer, Cllr John Goss etc.

Amount received £

Date:

Title of Project:

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

Yes: X

No:

Name of Bank: Barclays

Organisations Full Name on the Account: Awake To Know Africa

Name of Signatories: 1. Vicky Mensah 2. Adwoa Adutwumwaa Frempong

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

Bank Account Number:



Sort Code:



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

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

(a) aims

(b) timescales including proposed start date

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

(d) what particular need will this project will meet

(e) how the need been identified (f) any further information that will bring the project to life.

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

Project Start Date: October 2025

Project End Date: December 2025

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

Awake To Know Africa creates meaningful community awareness through cultural education and storytelling highlighting African values of harmony with nature, respect for the land, and sustainable living. These tra encourage environmentally conscious behaviours within the community. Our projects are primarily arts-k performances, workshops, storytelling, and exhibitions which naturally carry a lower carbon footprint cor to resource intensive activities. We also promote sustainable practices by encouraging participants to use transport, car share, and minimise waste at gatherings. By embedding sustainability into cultural experie Awake To Know Africa not only preserves heritage but also inspires eco-friendly choices that contribute positively to climate goals.

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

Yes please provide details Yes, we will deliver 4 weeks project within Campbell Park Parish

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

Yes, we will deliver this project within Campbell Park Parish.

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

Fishermead X

Willen X

Woolstone X

Oldbrook X

Springfield x

Other: _____

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

This project will engage 80–100 children and young people (ages 6–16) in Campbell Park Parish through storytelling and basic drumming, building confidence, teamwork, and cultural awareness. Around 60–80 families will also benefit indirectly, with the wider impact reaching over 200 pupils through schools and youth groups. The activities promote wellbeing and community cohesion in a parish where over 30% of residents are from minority ethnic backgrounds. Importantly, the project will also strengthen community cohesion in Campbell Park Parish, where over 30% of residents are from minority ethnic communities (Census 2021). Participation in arts and drumming activities is well evidenced to support mental health and wellbeing, which is especially significant

14. Where will the project be delivered? given that over 20% of young people in Milton Keynes report feeling low or anxious (MK Health & Wellbeing Strategy 2022). With grant funding, we can cover facilitators, instruments, and materials, at a cost of £100 delivering excellent value for money.

15. Grant amount requested: £ 1,000

16. What percentage of your income would this grant represent: 1%
17. Is the request for part or full funding of the project? Full Full X Part

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

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

20. If not received, when is it expected?

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

N/A

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

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

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

Item:	Detail	Cost (please provide quotes if possible)
African drum	Set of drums for beginners	£299.00
Materials	materials/stationary, ink etc	£60.00
Costumes	African colorful Costumes for participants	£ 100.00
Staff	Staff cost	£381.00
Flyer	Flyer Design and printing	£80.00
Volunteer Cost	Volunteer expenses for 4 weeks	£ 80
Total Cost		£ 1000.00

24. **How do you plan to publicise your project?**

We'll be promoting the project in a few different ways so that as many people as possible hear about it. We'll use the Parish Council's own channels like newsletters, social media, and noticeboards, as well as posters in community spaces. We'll reach out directly to local schools, youth groups, and community organisations to ensure families and young people know what's happening. Also, we'll share updates through social media and groups like Facebook and tiktok, which helps spread the word quickly. Finally, we'll work with community leaders and partners who already have strong links with residents, and make sure all publicity is welcoming, inclusive, and accessible to all.

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

No

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

We are open to discussion as we have other projects that will benefit the community.

DECLARATION : I certify that:

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

I am authorised to make this application on behalf of:

Name of Group: Awake To know Africa-CIC

Signature: Adwoa Adutwumwaa Frempong Date: 24/09/2025

Print Name: Adwoa Adutwumwaa Frempong

Position in Group: Secretary

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

Name of Group: Awake To Know Africa

Signature: Vicky Mensah Date: 24/9/2025

Print Name: Vicky Mensah

Position in Group: Chairperson

Is your Application complete?

Have you completed all questions? Yes / No Yes

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

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

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

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

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

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

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

on Monday 3 November 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)

Cllr B Macharia

In attendance

T Jones, Committee Clerk

43/25

Apologies for Absence

Cllr K Kavarana – work commitment

44/25

Declarations of Interest

None

45/25

Minutes of the Previous Meeting

The minutes of the meeting held on 6 October 2025, having been previously circulated were approved as a correct record and signed by the Chair.

46/25

Public Involvement – Deputations, Petitions and Questions

Members of the public may make representations in respect of the business on the agenda.

47/25 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 will be considered will be published on the day of the meeting on the Campbell Park Community Council website.

a. Planning Applications

i. PLN/2025/2099

External alterations to building

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

Deadline: 12 November

Planning Officer: Nathan Makwana

Committee resolved to make no comment.

ii. PLN/2025/2045

Change of Use from (Class C3) dwelling to a (Class C2) Family Assessment Centre
at 22 FALCON AVENUE, SPRINGFIELD, MILTON KEYNES, MK6 3HJ

Deadline: 14 November

Planning Officer: Sonia James

Committee resolved to make no comment.

Notifications:

iii. PLN/2025/2046

Prior approval for the removal of the the existing antennas on lamppost to be replaced with a proposed 15m high street works pole with wrap around cabinet. Proposed 9no. antennas. Proposed 1no. GPS node. Proposed 2no. cabinets. Proposed 12no. ER's and ancillary upgrades thereto

at Land at Dansteed Way, Willen, Milton Keynes, MK15 8JD

Deadline: (30 October)

Planning Officer: Gabriel Kenyon

Committee resolved to note the proposal.

iv. PLN/2025/1426

Certificate of Lawfulness for the existing use of a residential garage as a home-based beauty treat room

at 44 PATTISON LANE, WOOLSTONE, MILTON KEYNES, MK15 0AY

Deadline: (21 October)

Planning Officer: Yu Ling Wong

Committee resolved to note the proposal.

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

v. **PLN/2025/1719**

Certificate of Lawfulness for the erection of a rear outbuilding
At 8 THE BOUNDARY, OLDBROOK, MILTON KEYNES, MK6 2HA

Comments by 10 November 2025

Planning Officer: Helen Pinder

Committee resolved to make no comment.

vi. **PLN/2025/1945**

Listed building consent for the installation of solar panels to the roof of existing out building and main building
At HOSPICE OF OUR LADY AND ST JOHN, MILTON ROAD, WILLEN, MK15 9AB

Comments by 25 November 2025

Planning Officer: Gabriel Kenyon

Committee resolved to make no comment.

vii. **PLN/2025/1591**

The retention of change of use of 4-bedroom C3 residential dwelling to 5-bedroom C4 HMO and replacement of a garage door to a window (retrospective)
At 25 BRIDGEFORD COURT, OLDBROOK, MILTON KEYNES, MK6 2NA

Comments by 26 November 2025

Planning Officer: Yu Ling Wong

Committee resolved to object to this application on the basis that the necessary parking requirements and standards are not met. There is a high concentration of HiMO's in this location creating an increased demand, from personal and business vehicle users, on the very limited parking spaces in the vicinity of this property. This area regularly sees cars left in non-designated parking spaces and leaving no visitor parking available.

viii. **PLN/2025/2268**

Consultation on draft Statement of Community Consultation (SoCC) under s.47(2) Planning Act 2008
At Grand Union Canal, Milton Keynes

Comments by 12 November 2025

Planning Officer: Tamlin Barton

Committee resolved to note the consultation.

ix. **PLN/2025/2270**

The erection of a side and rear extension to the existing garage with rooms contained within the roof space above with dormers and garden facing balcony

At 4 WILFORD CLOSE, WOOLSTONE, MILTON KEYNES, MK15 0HA

Comments by

1 December 2025

Planning Officer: Sonia James

Committee resolved to make no comment.

b. **Licensing**

i. **Willen On Ice - 2nd Licence, V10 Brickhill Street, Willen Lake, MK15 0DS ref: 176067**

The above application for a premise in your area was received by Milton Keynes Licensing Authority on 22/10/2025.

Application Details:

Supply of Alcohol on the premises Monday to Sunday 1100 – 2200hrs

Regulated entertainment (recorded music) indoors and outdoors Mon to Sun 1100- 2200hrs

Opening hours: Mon to Sun 1100 – 2200hr

Full details of the application can be viewed via the Licensing Register at the Civic Offices of the Council. This is accessible Mondays to Thursdays between the hours of 9.00 am to 5.00 pm, and Fridays 9.00 am to 4.00 pm (excluding Bank Holidays).

A copy of the application is also available to view online at:- <https://elicensing.milton-keynes.gov.uk/elr/start.aspx>

Any person or business can make representation both for and against the proposal within 28 days of the date the application was made. The Parish / Town Council may make a representation as the Parish Council or as a body representing persons who live in your area. Regulatory Services Reply to Licensing Ref: 176067 E-mail licensing@milton-keynes.gov.uk The Parish / Town Council should note that they may be asked to demonstrate that this is the case.

Please note that any representation must relate to one or more of the Licensing Objectives and will be sent to the applicant. Representations requesting personal details be withheld from the applicant will only be considered in exceptional circumstances. Anonymous representations will not be accepted. The Licensing Act 2003 does state that it is an offence to knowingly or recklessly make a false statement in connection with this matter.

Committee resolved to note the application.

c. **Update on Past Consultations**

The Committee noted the outcome of the following applications.

Permitted/Approved:

i. PLN/2025/1727 - Charlestown House, Snowdon Drive, Winterhill MK6 1BU

ii. PLN/2025/1594 - 4 SOUTHFIELD CLOSE, WILLEN, MILTON KEYNES, MK15 9LL

Refused:

iii. PLN/2025/1761 - Winterhill House, Snowdon Drive, Winterhill, MK6 1AP

iv. PLN/2025/2062 - Childs Way, V8 To Overgate, Springfield, Milton Keynes

d. Appeals

- i. Committee noted that an appeal has been lodged with the Planning Inspectorate in respect of the application below and the decision of the Council to refuse permission. The appellant's appeal form and grounds of appeal have been published on the planning register.

The Inspectorate will now check the appeal for validity and assign a suitable procedure for considering the appeal.

Appeal Reference: AP-3765

Proposal: Demolition of the existing rear conservatory and the erection of a single storey rear and side extension with roof lights. First floor side and rear extension above existing garage with roof lights

At: 2 CARTERET CLOSE, WILLEN, MILTON KEYNES, MK15 9LD

PINS Reference: APP/Y0435/D/25/3374551

e. Planning Enforcement

The Committee received reports relating to Planning Enforcement.

48/25 General Consultations

None

49/25 Date of Next Meeting

Monday 1 December 2025 at 6:30pm

**Minutes of a Meeting of the Personnel Committee of
Campbell Park Community Council
held on Tuesday 4 November 2025 at the
CPCC Community Hub, Springfield Boulevard, Springfield**

Members Present

Cllr R Golding
Cllr B Greenwood
Cllr R McCafferty

Cllr F Mangan
Cllr D Pafford

In Attendance

D Warner, Clerk to Council

24/25

Apologies for Absence

Cllr K Kent – personal commitment

25/25

Declarations of Interest

None

26/25

Minutes of the extraordinary meeting of Committee held on 14 October 2025

The minutes of the extraordinary meeting held on 14 October 2025, were approved as a correct record and signed by the Chair.

27/25

Staff Review

- i. Re-evaluation of job description – Committee considered and agreed a draft updated job description for the Estates Manager. The Clerk confirmed that a job advert and person specification would be needed in addition to the job description if it became necessary to recruit an Estates Manager. The Committee agreed that should the need arise, the recruitment would need to be advertised across a range of platforms, including MKCC, NALC, SLCC, LinkedIn and an industry specific website.
- ii. Recruitment of Temporary Landscape Operative – Committee received a verbal update from the Clerk confirming the recruitment and start date of the temporary landscape operative.
- iii. Committee received, considered and agreed a report from the Clerk recommending the recruitment of additional staff resources to support and promote the increasing range of Council community services. Specifically,

Committee agreed that a part-time (15-20 hours per week) Communications Officer is recruited in the first quarter of 2026.

28/25

Date of Next Meeting

Tuesday 6 January 2026 at 6.30pm

Campbell Park Community Council

Internal Audit Report 2025-26: Interim

Adrian Shepherd-Roberts

*For and on behalf of
Auditing Solutions Ltd*

Background

All town and parish/community councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR). Auditing Solutions Ltd has provided this service to Campbell Park Community Council since 2006-07.

This report sets out the work undertaken in relation to the 2025-26 financial year to date, during our initial review of the Council, which was completed on 12th November 2025. We have undertaken our first review for the year and we wish to thank the Clerk and Responsible Finance Officer in assisting the process, providing all necessary additional documentation to facilitate completion of our review for the year to date which will enable us to sign off of the Internal Audit Certificate at the end of the financial year. We have ensured that governance and financial controls remain effective.

Internal Audit Approach

In undertaking our review for the year to date, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/AGAR. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's AGAR, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We are pleased to conclude that, in the areas examined to date, the Council continues to have effective systems in place to help ensure that transactions are free from material misstatement and that they will be reported accurately in the Annual Return and detailed Statement of Accounts for the financial year. We would again like to thank the Clerk and the Responsible Finance Officer for the organisation and the quality of the documentation produced to assist in the completion of the audit report.

We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council has now implemented the Rialtas Omega accounting software and continues to operate two primary bank accounts with Unity Bank for its day-to-day transactions, together with the placement of surplus funds in a separate account with the CCLA.

Our objective in this area is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have:

- Verified that an appropriate cost centre and nominal ledger structure remains in place;
- Checked and agreed the opening Trial Balance for 2025-26 to the closing Financial Statements for 2024-25 to ensure that all the detailed balances have been accurately rolled forward;
- Checked and agreed all transactions for April and September 2025. Also verified the accuracy of bank reconciliations for the current deposit and CCLA accounts to September 2025.

Conclusions

We are pleased to report that no issues have been identified in this area of our review. We will undertake further work at our final review.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We have: -

- Noted that the Standing Orders and Financial Regulations have been reviewed and re-adopted by the Council on 20th May 2025;
- Also noted that the Code of Conduct was reviewed on 20th May 2025 by Full Council.

Commenced our examination of the minutes of Full Council and its Standing Committees (with the exception of Planning) to July 2025.

We wish to advise the Council that Assertion 10 is to be included in the AGAR (Annual Governance and Accountability Return) for 2025-26.

The key requirements are:

Council-owned domain names for websites and emails, including Councillors
Website accessibility compliance with WCAG 2.2 AA

IT policies

The policy should cover:

- Email usage and management
- Website responsibilities
- Social media guidelines
- Data storage and backup procedures
- Adherence to GDPR and data processing
- Cybersecurity protocols
- BYOD (Bring Your Own Device) rules
- Proper data protection practices

Conclusions

We are pleased to record that no issues arise in this area. We will undertake further work at our final review.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budget;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All potential prompt payment discounts have been identified and taken;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery and that submissions have been returned in a timely manner.

We have commenced our review of payments for compliance with the above criteria, selecting a sample of payments processed to September 2025 including a sample of those individually in excess of £4500, excluding salaries.

We are pleased to record that sound control continues over the authorisation and approval of payments to trade creditors and other similar expenditure with appropriate consideration being given to the monthly payment schedules for approval and the establishment of appropriate signatories and authorisations.

We have ensured the appropriate submission of periodic VAT return and have verified the accurate disclosure of the VAT return to September 2025.

Conclusions

There are no issues in this area of our review. We will undertake further work at our final review.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

- We note that a Corporate and Financial Risk Assessment will be reviewed and subsequently approved in December 2025;
- We have examined the Council's insurance policy schedule with Zurich and consider that the key levels of cover afforded therein, namely Public Liability at £12 million and Employer's Liability at £10 million with Fidelity Guarantee at £2 million, are more than adequate to meet the current needs of the Council.

Conclusions

No issues have been identified in this area warranting formal comment or recommendation.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

The Council will commence consideration of the 2026-27 budgetary requirements later this year and we shall consider the action taken and outcomes, together with the approved level of precept at a future visit.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

Conclusions

We have been advised that the Council are to formally consider and finalise its budget and precept requirements for 2026-27 later in the financial year. Consequently, we shall review this area further at our final visit, also examining the year's budget outturn, following up any significant variances and obtaining appropriate explanations: we shall also consider the appropriateness of retained reserves to meet the Council's ongoing revenue spending requirements and any development aspirations.

Review of Income

We aim in this area of our review process to ensure that all income due to the Council is identified, recovered and banked within a reasonable time period, although only relatively

limited sources of income over and above the precept exist currently, namely, allotment rentals, Oldbrook Centre and Springfield Centre hire fees and bank interest. Consequently: -

- At this interim visit we reviewed the controls in place over the identification and recovery of income from allotments together with the management controls and the receipt of the fees; and We also note that members have increased the fees for the allotments for 2025-26.
- We have also reviewed the accounting controls for both the Oldbrook and Springfield Centres. We have reviewed the invoicing and ensured that the appropriate fees have been charged and that they are correctly posted to the nominal ledgers.
- We have also reviewed the Sales ledger to ensure that there are no long outstanding debtors of which the Council are unaware.

Conclusions

No issues arise from work undertaken in this area. We will undertake further work at our final review ensuring that the income is correctly reported in the Annual Return.

Petty Cash Account and Debit Cards

The Internal Audit Report in the AGAR requires us to form an opinion on the soundness of controls in relation to the operation of the Council's petty cash account. Our aim, consequently, is to ensure that appropriate controls are in place, that expenditure incurred is supported by appropriate trade invoices or till receipts; that the expenditure is appropriate for the Council's requirements; that VAT has been separately identified for periodic recovery and that cheque encashments from the main cashbooks to retain a maximum float of £250 are properly recorded. From the information that we have been provided we consider that it continues to operate effectively.

The Council also operates four credit cards for various purchases in order to obtain best value, a combined monthly maximum expenditure limit of £4,000 being in place for the four cards. Again, we aim to ensure that only appropriate expenditure is incurred and that all such expenditure is monitored and approved accordingly, albeit retrospectively. We will undertake a review of the credit card statements at our final review.

Conclusions

We are pleased to record that no issues arise in this review area. We will undertake further work at our final review.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1st April 2023 in relation to employee percentage bandings. We have: -

- Reviewed the payment of salaries for September 2025 against the approved staff establishment and grade detail:
- Noted that the Council now completes the payment of salaries directly to staff together with the settlement of Tax, National Insurance and pensions payable to HMRC and Buckingham County Council respectively;
- Checked and agreed for all staff, by reference to copy payslips for September 2025, the appropriate payment and deduction respectively of all gross salaries, PAYE, NIC and LGPS deduction rates.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process.

Investments and Loans

We are pleased to note the continuation and adoption of a formal “Investment Strategy”. Notwithstanding this, the Council currently has no long-term investments requiring separate disclosure, some “surplus” funds being held in a Unity Instant Access account and the CCLA deposit. We have examined the relevant supporting documentation relating to the deposits for the current year confirming the value of such “investments” and the appropriate recording of interest earned.

We noted that the Council reviewed its Investment Strategy in May 2023 at the Annual meeting.

We also note that the Council still retains an Endowment fund initially of £163,000, which is held in reserve. This was transferred to the Council when it assumed responsibility in 2003 for managing the Oldbrook Centre: this has approximately 33 years remaining of a 59-year term lease, from Milton Keynes Parks Trust Limited.

The Council have an approved PWLB loan that has been drawn down.

Conclusions

No significant matters have been identified in this area. We will undertake further work at our final review.

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: Estates Committee

Project Title: Fishermead Sports ground facility preliminary work

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: Summer 2026	Duration of Project: 1-2 months
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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.

This proposal is to engage a consultant to liaise with MKC planning and come up with a rough building specification, and schedule of accommodation for this facility which would be both permissible to the planning authority and would meet the needs of a sports organisation that might take stewardship of the facility in the medium to long term. The starting points would lead to a pre-planning application which is the starting point in terms of detailed design, full planning permission, and the pathway to external funding.

While I have had some initial conversations with consultants about taking the work on, exact quotes are impossible to produce at this time, therefore the figure quoted is an average of the top end figures mentioned by these potential consultants.

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 **20-30 hours (est)**

Item	Detail	Cost £	Quotes Enclosed Yes / No
Consultants fee	As per proposal description	c. £7500	No

Total Cost of Project: £ 7500

CPCC Funding Required: £ 7500

External Funding if Required: £ n/a

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)

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: Community & Communications

Project Title: Community Wellbeing Programme

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 x 2027/28 x 2028/29 x 2029/30 x 2030/31 x

Project Location: *(tick all applicable)*

Fishermead x Oldbrook x Springfield x Willen x Woolstone x

Start Date: April 2026 **Duration of Project:** 5 years (with review after 1st year)

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.

To extend the current wellbeing programme for residents to include new activities, opportunities and experiences, delivered in locations around the CPCC area to include, but not limited to;

Yoga for Health programmes and beginner yoga classes to enable continue their practice

Sound Healing & guided meditation

Art & craft sessions/clubs/experiences encouraging mindfulness

Mind your Mind programmes – Dementia Prevention

Dance / exercise classes

Working with partners to deliver a varied programme and accessing a range of funding opportunities

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
Yoga for Health	10 week programme offered annually	£1500	
Yoga Classes	Weekly classes (subsidised by CPCC with participants paying £3-£5 per class)	£50 per class	
Sound Healing & Guided Meditation	Monthly/Quarterly session Approx. 20 participants per session (subsidised by CPCC with participants paying £5-£10 per session)	£300 per session	
Arts & Craft Sessions	MK Arts sessions 'On the Road' 3 sessions per programme – delivered twice a year at different locations around the CPCC area	£500 per programme + venue hire	
Arts & Craft Sessions	Commissioning of adhoc art/craft sessions	TBA + venue hire	
Mind your Mind - Dementia Prevention	Repeat programme once a year	£240 per session	
Dance/Exercise Classes	Weekly classes (subsidised by CPCC with participants paying £3-£5 per class)	£30-50 per class + venue hire	

Total Cost of Project: £5500 (estimated, as the actual cost of the subsidised classes will vary)

CPCC Funding Required: £5500

External Funding if Required: £ External Funding to be sought to support project costs where possible

Completed forms to be submitted to the RFO as soon as possible but no later than Friday 31 October 2025.

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)

Forward Budget Detail - By Centre

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
901 Earmarked Reserves							
9001 Earmarked Oldbrook Centre		12,500	20,000	20,000	20,000	20,000	0
9006 Earmarked 3 month running		200,000	220,000	230,000	240,000	250,000	0
9018 Earmarked Election Costs		4,000	4,000	4,000	4,000	4,000	0
9022 Earmarked New Office HQ		294,032	50,000	0	0	0	0
9027 Earmarked Comm. Property		7,500	20,000	30,000	40,000	50,000	60,000
9044 Earmarked Play Area Maint.		45,000	50,000	50,000	50,000	50,000	0
9047 Earmarked Depot		0	10,000	0	0	0	0
9050 Earmarked L/scape		10,330	25,000	25,000	25,000	25,000	0
9051 Earmarked Pavilion Gable		12,500	12,500	0	0	0	0
9052 Earmarked CAT Contingency		10,000	10,000	10,000	0	0	0
9053 Earmarked Electric Van Costs		5,000	6,000	0	0	0	0
9054 Earmarked Retention		66,694	33,347	0	0	0	0
9055 Earmarked Solar Panels SFC		750	0	0	0	0	0
9056 Earmarked Allotments Infra		610	15,000	0	0	0	0
Total Overhead Expenditure		668,916	475,847	369,000	379,000	399,000	60,000
Net Income over Expenditure		(668,916)	(475,847)	(369,000)	(379,000)	(399,000)	(60,000)
Total Budget Income		0	0	0	0	0	0
Expenditure		668,916	475,847	369,000	379,000	399,000	60,000
Movement to/(from) Gen Reserve		(668,916)	(475,847)	(369,000)	(379,000)	(399,000)	(60,000)

