



CPCC Community Hub  
Springfield Boulevard  
Springfield  
Milton Keynes  
MK6 3JS  
Tel: 01908 608559  
Clerk: [clerk@campbell-park.gov.uk](mailto:clerk@campbell-park.gov.uk)

**Meeting of the**  
**ESTATES COMMITTEE**  
**Will be held at the**  
**CPCC Community Hub, Springfield Boulevard, Springfield**  
**on**  
**Tuesday 10 March 2026 at 6.30pm**

**AGENDA**

**Committee Members:**

Cllr L Adura

Cllr D Kendrick

Cllr B Barton

Cllr B Macharia

Cllr R Golding (Chair)

Cllr R McCafferty

Cllr B Greenwood

Cllr D Pafford

Cllr J Howard

Cllr M Petchey

## **MEETING PROTOCOL**

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

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

The Chair may stop the meeting and ask the person to leave the meeting if they feel there has been a breach of the above protocol.

## **IN CASE OF EMERGENCY**

In the event of a fire use the nearest exit to evacuate the building.

Proceed to the designated fire assembly point which is located on the patio area adjacent to the pedestrian entrance and await instructions from emergency personnel.

## AGENDA

1. **To Receive:**  
Apologies for Absence  
Declarations of Interest
2. **Minutes of the Meeting held on 13 January 2026** *Page 5*  
Committee is invited to approve the minutes of the meeting held on 13 January 2026, previously circulated and therefore taken as read.
3. **Public Involvement – Deputations, Petitions and Questions**  
Members of the public may make representations in respect of the business on the agenda.
4. **Community Hub – Working Group Update**  
Committee 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. Committee is further invited to receive a verbal update on the completion of any works associated with the retention period which concludes on 02.05.26, subject to the works being completed satisfactorily a fee of £37,219 (exc VAT) is payable by the Community Council to Steele & Bray Ltd.
5. **Woodland Management Plan Update – Council Owned Sites**  
Committee is invited to note Stanton Tree Care has removed 25 trees identified as diseased or dangerous at Oldbrook Green, Fishermead Sports Ground and Woolstone Pond. The trees were removed to maintain public safety and to prevent the spread of further disease - total cost £2,000 exc VAT. Replacement trees will be planted over the next 12-months to ensure biodiversity levels across the sites. No further tree works are required across Council owned sites at the present moment. Any works needed during 2026/27 will be funded by the individual tree works cost code for each of the sites.
6. **Bulb Planting on Council Owned Sites, Including the Allocation of Associate Budget Expenditure**  
Further to Cllr Martin Petchey allocating £1,000 from his MKCC Ward Based Budget to carry out bulb planting on the periphery of the woodland areas on Oldbrook Green, Committee is invited to consider the suggestion from the Estates Manager that the 2026/27 Woodland Management Programme budget of £4,000 is used to expand the initiative across wider areas of Oldbrook Green. Expanding the initiative would deliver greater public amenity and increase biodiversity without adding to the site maintenance programme. If supported, the intention would be to expand the initiative across other Council owned sites in future years.

**7. Terms of Reference Review**

**Page 9**

Committee is invited to review its Terms of Reference prior to the Annual Meeting of Council in May. Amendments will be considered at the Annual Meeting.

**8. Renault Kangoo Van**

Committee is invited to note the arrangements for the delivery of the new lease vehicle are being progressed, it is anticipated that it will be delivered at the beginning of June, with Council decals added thereafter. Committee is invited to note that Officers are giving consideration to the creation of a long-term vehicle strategy for all Estates vehicles. The need for the strategy is not immediate, but will need development as the vehicles owned by the Council approach the end of their viable lifespan.

**9. Date of Next Meeting**

Tuesday 12 May 2026 at 6.30pm

**BY ORDER OF THE COUNCIL**

Dominic Warner

**D Warner  
Clerk to Council  
5 March 2026**



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**Minutes of the meeting of the Estates Committee  
held on Tuesday 13 January 2026 at 6.30pm  
at the CPCC Community Hub, Springfield Boulevard, Springfield**

**This meeting was open to the public**

**Members Present**

Cllr L Adura

Cllr R Golding (Chair)

Cllr B Greenwood

Cllr J Howard

Cllr B Macharia

Cllr D Pafford

Cllr M Petchey

**In Attendance**

D Warner, Clerk to Council

**38/25**

**Apologies for Absence**

Cllr B Barton - unwell

**39/25**

**Declarations of Interest**

Cllr Petchey declared an interest in agenda item No.5 as a Trustee of the Trinity Centre, Fishermead.

**40/25**

**Minutes of the Meeting held on 14 October 2025**

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

**41/25**

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

None

**42/25**

**Campbell Park Community Council (CPCC) Community Centres**

**i. Terms & Conditions Review**

Committee noted that an extensive terms and conditions review was completed and agreed by Council in March 2025. Committee accepted

the recommendation from the Clerk that the terms and conditions are treated as a 'live document' and reviewed as the need arises in the future.

**ii. Hall Hire Fees – Annual Increase Review**

Committee reviewed current hall hire fees of all community centres and resolved to recommend to Council that they be increased by 3.2% with prices rounded up/down to the nearest 50p per hour from April 2026 onwards.

**43/25 Community Centre Lead Member Report – Community Centres within CPCC Wards**

Committee received and considered a report from the community centre lead member relating to community centres within CPCC wards, resolving to recommend the following actions to Council:

- To continue to develop the Hub and to congratulate Officers for the work to date
- To hold a 'watching brief' in relation to Willen Pavillion and to let MKCC know that under certain conditions, we might be interested in an Asset Transfer.

**44/25 CPCC Annual Resident Consultation 2026-27**

Committee reviewed the results of the Annual Resident Consultation 2026/27. Committee asked that the Finance, Administration Policy Committee consider the inclusion of open questions in future consultations.

**45/25 1 Pencarrow Place – End of Lease Dilapidations**

Committee noted that a final claim figure of £4,622 inc VAT has been agreed and paid to the landlord. The Committee further noted that all other invoices have been paid and that CPCC no longer have an interest in the property. The Committee commended the Estates Manager for successfully managing the dilapidation works.

**46/25 Community Hub – Working Group Update**

Committee received 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. The Clerk confirmed that that issues related to water ingress appeared to have been resolved and that work to install additional air conditioning would be completed in the next week. The Clerk also confirmed any further issues would be resolved prior to payment of the 12-month retention figure in May 2026.

**47/25 Woodland Management Plan Update – Council Owned Sites**

Committee noted that tree thinning, crown lifting and removal is being undertaken as part of the winter landscape programme across all CPCC sites, with Members invited to email suggested work\* for inclusion in the programme to the landscape reporting account.

\* work will not include MKCC controlled sites.

**48/25**

**Date of Next Meeting**

Tuesday 10 March 2026 at 6.30pm



## TERMS OF REFERENCE

### ESTATES COMMITTEE

May 2025

**General Purpose:** The Estates Committee is responsible to Council for overseeing the delivery of all matters pertaining to the buildings, property and land, owned and leased by the Community Council and in particular progressing the development of a new Council Office.

1. To manage and direct the use of all buildings, property and land within the Council's portfolio. To ensure the best possible use of them by/for the community, consistent with the Business Plan.
2. To be responsible for maintenance/improvement programmes of all Council property portfolio. All programmes to be forwarded to the Finance, Administration & Policy Committee for financial management (Note: the financial management of the property portfolio is the responsibility of the Finance, Administration & Policy Committee to whom any requests for repairs and/or improvements outside the agreed annual budget should be directed)
3. To prepare each year, for submission to Finance, Administration & Policy Committee, by end of October, a detailed draft budget covering all project expenditure for the coming financial year and the following 4 financial years.

Any projects not included in the budget for that financial year, must be forwarded to the Finance, Administration & Policy Committee for direction.

4. To review annually the Terms of Reference prior to the Annual Meeting of Council
5. The Estates Manager to present a 6 monthly report on the overall condition of all buildings, any issues of note or urgency to be reported to the next Committee meeting.
6. The Estates Manager to present a 6 monthly report on the overall condition of all land controlled by the Community Council, any issues of note or urgency to be reported to the next Committee meeting.

With regard to the new Community Hub:

7. To identify and present the options available to Council
8. To define the scope of the project for Council approval
9. To define the tasks, activities, timeline, processes and resources required to accomplish the delivery of the project for approval of Council

10. To report to Council the progress against the tasks defined
11. To monitor the budget and report back to the Finance, Administration & Policy Committee
12. To identify any additional tasks that may be required to achieve the outcome
13. To identify any problems and issues that may adversely affect the timely accomplishment of the project
14. To define and implement the Exit Strategy agreed by Council
15. The Committee will appoint a Chair to preside over its meetings
16. The Committee will appoint a Lead Member
17. The Committee may invite other people to attend and participate in its meetings should it be considered that their input would be beneficial
18. The quorum of the Committee shall be 3 members

#### Committee Meetings

19. Committee will meet monthly
20. The Committee will produce an agenda that will include  
Monitoring progress against set tasks  
Issues / Risks
21. An agenda will be produced and issued to Members at least three working days prior to each meeting
22. Minutes of each meeting, including action points and owners will be circulated to all participants not later than one week after the meeting
23. The meeting clerk will be responsible for producing and circulating the agenda and minutes