



CPCC Community Hub  
Springfield Boulevard  
Springfield  
Milton Keynes  
MK6 3JS  
Tel: 01908 608559  
[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 12 May 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 10 March 2026** *Page 5*  
Committee is invited to approve the minutes of the meeting held on 10 March 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 updated information on outstanding defects to be remediated prior to the end of the retention period.
5. **Community Centre Conditions of Hire Review** *Page 9*  
Committee is invited to consider an amendment to the terms and conditions of hire to include a requirement for the hirer to produce risk assessments and proof of public liability insurance for public events.
6. **Landscape Equipment Update – Report E04/25** *Page 13*  
Committee is invited to review and consider a report from the Estates Manager detailing the current status of equipment and setting out a medium-term strategy for the replacement of road vehicles including associated funding.
7. **Council Notice Board Replacement Programme**  
Committee is invited to consider the Clerk to Council recommendation that the Council notice boards in Fishermead, Woolstone and Willen are replaced over the next three years, with the Woolstone notice board prioritised within the current financial year. Sufficient budget provision will need to be included for 2027/28 and 2028/29 to replace the notice boards in Fishermead and Willen. Replacing the notice boards will bring them into alignment with the ones purchased more recently for Oldbrook and Springfield, including CPCC name and logos.
8. **Fishermead Sports Ground Working Group Review, including Future Direction Options – Report E05/25** *Page 15*  
Committee is invited to review and consider a report from the Clerk to Council on the impact and effectiveness of the Fishermead Sports Ground Working Group to date and to outline recommendations regarding its future direction.

- 9. Woolstone Sports Ground, Temporary Trial Use by Gallacticos FC**  
Council agreed in June 2021 to the weekday evening use of Woolstone Sports Ground by Gallacticos FC for training purposes on a trial basis (see attached report for associated details). The agreement was not implemented, and no service level agreement was established. Gallacticos FC have recently confirmed that they have insufficient pitch availability to match the needs of their match and training schedule and would like to revisit the potential of using Woolstone Sports Ground. Committee is invited to agree to the request, using the 2021 Council decision as the guideline for a trial period through to October 2026 (maximum 2 weekday evening training sessions per week).
- 10. Woolstone Sports Ground Memorial Request**  
Committee is invited to consider a memorial request at Woolstone Sports Ground. Memorial to be in the form of a plaque attached to an existing bench or a newly installed bench including plaque, all costs to be met by the requester.
- 11. 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 early to mid-June. The lease on the existing vehicle will be extended if the delivery of the new vehicle is delayed.
- 12. Date of Next Meeting**  
Tuesday 14 July 2026 at 6.30pm

**BY ORDER OF THE COUNCIL**

Dominic Warner

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



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

**Minutes of the meeting of the Estates Committee  
held on Tuesday 10 March 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

**49/25**

**Apologies for Absence**

Cllr B Barton – unwell

Cllr R McCafferty – personal commitment

**50/25**

**Declarations of Interest**

None

**51/25**

**Minutes of the Meeting held on 13 January 2026**

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

**52/25**

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

None

**53/25**

**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 drainage work had been completed to address the ‘pooling’ of surface water adjacent to the Café entrance door. Committee further noted that Stenton Ohbi Architects, in conjunction with Currie Brown, would be progressing the completion of all retention period related defects prior to 02.05.26, subject to the works being completed satisfactorily a fee of £37,219 (exc VAT) will be payable by the Community Council to Steele & Bray Ltd.

**54/25 Woodland Management Plan Update – Council Owned Sites**

Committee noted that Stanton Tree Care had 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 currently required across Council owned sites, any works needed during 2026/27 will be funded by the individual tree works cost code for each of the sites.

**55/25 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 considered and agreed to 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 will deliver greater public amenity and increase biodiversity without adding to the site maintenance programme. Committee noted that the intention to expand the initiative across other Council owned sites in future years.

**56/25 Terms of Reference Review**

Committee reviewed its Terms of Reference prior to the Annual Meeting of Council in May 2026 and discussed a number of amendments, agreeing that the Clerk make the necessary changes and circulate the updated draft document (**Annex A**) to the Committee.

**57/25 Renault Kangoo Van**

Committee noted that 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 further noted 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.

**58/25 Date of Next Meeting**

Tuesday 12 May 2026 at 6.30pm

### TERMS OF REFERENCE

#### ESTATES COMMITTEE (DRAFT) May 2026

**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.

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.
3. To prepare each year, for submission to Council by the 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 new projects:

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 identify any additional tasks that may be required to achieve the outcome
12. To identify any problems and issues that may adversely affect the timely accomplishment of the project
13. To define and implement the Exit Strategy agreed by Council





**Oldbrook Centre**  
April 2025

**Note: It is important to read the conditions as they form part of your contract with the Community Council and they will be enforced**

1. Campbell Park Community Council will henceforth be referred to below as CPCC.
2. All bookings are made at the discretion of CPCC
3. All hire charges and refundable deposit must be paid one month prior to the booking, or at the time of booking if less than one month away.  
Block bookings will be invoiced at the beginning of each month.
4. Written cancellation of any booking must be made at least 72 hours prior to hire or no refund will be given. (email: [bookings@campbell-park.gov.uk](mailto:bookings@campbell-park.gov.uk))
5. The hirer will indemnify CPCC against any loss, damage, claim or expense howsoever arising, caused or occasioned during the hirer(s) use of the premises. It shall also be the responsibility of the hirer(s) to effect adequate Public Liability insurance to cover risks arising out of the use of the premises by the group/organisation and its or the hirer(s) invitees and visitors. **The hirer will provide proof of insurance when requested by CPCC.**
6. The key holder will unlock the building at the commencement of hire (If there is no one to take possession of the building within 15 minutes of the booking start time, the building will be locked and you will lose your time slot and hire fees, any return visits by our staff for lateness or other complaints will incur a minimum £50 deduction from the deposit paid).
7. The building will remain unlocked until the end of the hire period. The hirer(s) must ensure that someone is present within the building throughout this period. The key holder will also unlock exit gate from the garden areas which are used as fire exits. They will also explain to the hirer(s) the fire procedures in place in the buildings.
8. The hirer(s) should not sublet or transfer this booking to any other person or organisation.
9. No betting, gaming or lotteries shall take place on the premises except those allowed by law and the hirer(s) shall obtain any licence or certificate required, prior to booking the premises for such use.
10. The hirer(s) shall submit details of the planned activity to CPCC at the time of booking and ensure compliance with all the relevant legislation, orders and regulations, in particular that relating to music, singing and dancing and the sale and supply of alcohol. All alcohol licences must be displayed at all times during such events, and a copy passed to CPCC Administration before commencement of the event. **It shall be the responsibility of the hirer to produce (and provide when requested) a risk assessment covering their activity and use of the premises.** Failure to do so will result in the booking being cancelled.
11. Fire exits must not be obstructed in any manner at all. The hirer(s) must ensure that all the users present are aware of the fire procedures, which are displayed in the building.
12. The hirer(s) must not cause annoyance or nuisance to local residents or adjoining occupiers by the playing of loud music, parking in front of driveways etc.
13. With the exception of Assistance dogs, no animals will be allowed on the premises.
14. CPCC has a policy of no smoking in all of their buildings and associated grounds. This **MUST** be adhered to at all times. This includes electronic cigarettes.

15. For any hire the max capacity of the Centre is 70 persons, of which there should be no more than 15 persons in the Small Meeting Room.
16. All music / dancing and singing MUST **CEASE** at 11.00pm in order to comply with the Entertainments Licence. At no time must these activities be carried out on the outside areas of the Centre, and the noise level must not exceed 90 Decibels.
17. The use of fireworks is not permitted.
18. Barbecues cannot be used on the premises without written permission from CPCC. This must be requested at the time of booking.
19. All refuse must be sorted into the correct bins or taken with you at the end of the booking. Any contamination of waste in either the internal, or external bins will result in a £50 deduction from the deposit paid.
20. All CPCC equipment hired can only be used within the facility and must not be removed. The hirer(s) must leave the premises clean and tidy and all equipment and furniture should be stored away or placed tidily as required by CPCC. Cleaning and tidying up must be carried out DURING THE HIRE PERIOD. All users will be liable for a deposit for non-compliance of this clause and any other relevant clause. The hirer(s) is/are liable for the costs of any additional cleaning should this be necessary, together with damage and breakage, which may occur during the hire period. **REFUND OF ANY DEPOSITS IS AT THE DISCRETION OF CPCC.** Amounts for which the user is found liable will be deducted directly from the deposit held.
21. IN CASE OF BLOCK BOOKINGS, the hirer(s) must not leave hirer(s) or group belongings/equipment on the premises without the consent of CPCC. Any belongings left on the premises without prior agreement from CPCC will be treated as abandoned and may be disposed of by CPCC. Any items left in the building with CPCC's approval, are left at the owners risk and the responsibility for such belongings lies solely with the hirer(s). Storage is not part of the contract unless paid for separately. The provision of such storage is entirely at the discretion of CPCC.
22. If the building is not vacated promptly at the end of the hire period an additional charge of £50 will be deducted from the deposit taken, if the delay is considered too long, further deductions may be applied.
23. Prior approval is required for the use of CPCC premises by political parties.
24. The premises shall be used for community purposes only and shall not be used as the hirer(s) postal address.
25. No alterations or additions shall be made to the premises.
26. **At no time shall any item**, drawing, sketch, map etc be attached to any part of the interior or exterior of the building(s) and/or local street furniture.
27. No advertising or publicity material will be displayed inside or outside the building without the prior approval of CPCC.
28. CPCC reserves the right to cancel the booking if the hirer(s) breaks any of the above conditions.
29. CPCC reserves the right to cancel any booking at its discretion and to change or amend the terms and conditions of hire at any time without prior notice.

30. CPCC reserves the right to close the premises at any time for emergency or periodic maintenance, public elections or similar events.
31. Children must be supervised at all times whilst using the Centre. Safeguarding is of paramount importance.
32. Any deductions or penalties, or any misuse of the building, or complaints from neighbours or other users of the building may result in us refusing you further use of the building, this is solely at the discretion of CPCC
33. Any aggression, abuse or physical harassment directed towards our staff will not be tolerated. Aggressive or abusive behaviour includes language (whether verbal or written) that may cause staff to feel afraid, threatened or abused and may include threats, personal verbal abuse, derogatory remarks and rudeness – failure to comply with this condition may lead to further action by the Community Council or the appropriate authority.
34. **The Oldbrook Centre will be closed to all users on the following holiday periods, along with all statutory Bank Holidays:**  
  
**Good Friday – through until Easter Monday.**  
**Xmas Eve – through until 2<sup>nd</sup> January, unless this falls on a weekend then the Centre will open on the first Monday of the new year.**

#### **Oldbrook Centre Hire Charges – 1<sup>st</sup> April 2025 Includes VAT**

Charity Status Rate:	Large Hall	£15.55 per hour	(£150 deposit)
	Small Hall	£9.90 per hour	(£150 deposit)
Community Group:	Large Hall	£19.76 per hour	(£150 deposit)
	Small Hall	£11.30 per hour	(£150 deposit)
Standard Rate:	Large Hall	£31.06 per hour	(£150 deposit)
	Small Hall	£18.37 per hour	(£150 deposit)
Children's parties (under 12's)	£84.79 (3 hours)		(£150 deposit)
Weddings 18 <sup>th</sup> etc	£415.62 per day		(£250 deposit)
Storage Unit	£35.32 per month		

15% discount will apply to any group on the standard rate with a block booking of 10 weeks or more.

15% discount will apply to CPCC residents for any booking at the standard rate.

Any user group wishing to hire the small hall in addition to the large hall will have to pay the full amount for both halls.

The small hall will not be available to users only paying for the use of the large hall

**REPORT TO:** Estates Committee  
**DATE:** 12 May 2026  
**REPORT ON:** Landscape Equipment Update  
**REPORT BY:** Estates Manager & Estates Officer  
**REPORT NO:** E04/25

### **Purpose of report**

To update the committee on the status of equipment in use, offloaded and required for the coming year by the Landscape team, and to set out a medium-term strategy for the replacement of the road vehicles.

### **Recommendation**

Committee is invited to review the strategy for Road vehicle replacement set out in the vehicles section below.

### **Current Large Equipment**

The tractor is running well, and the servicing is up to date. We didn't hire the large tractor in the Autumn as in previous years, and this appears to have worked out well. All the winter work was completed with our own tractor, representing a saving of £1800 on previous years.

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

The mowers are both less than two years old, have been kept well serviced and are running well, we replaced the conventional tyres on one of the mowers last year with a set of 'tweels' - combined wheel and solid tyre units, to see if they would represent value for money, results so far are overwhelmingly positive. The performance is excellent, and in an average year this set up is saving us around £300 in tyres and repairs, plus 20 hours of mower down time, and 20 man hours of work to recover the mowers and deal with the repair. The tweels should last the life of the mowers, so multiply this over the 4 remaining years we anticipate having each mower and the £950 cost represents an excellent investment.

The chipper has had its regular servicing as required and is working well, when the time comes (1-3 years' time) we will hope to be able to trade this in again for a new one.

### **Vehicles**

Servicing for all three road vehicles is up to date, with no major concerns to report. However, with rising fuel and servicing costs, and no certainty on the lifespan of these vehicles, we need a medium to long term plan in place, to replace these, either in case of mechanical failure, or reaching the most opportune moment value wise.

Our current thinking is that the best strategy is to move from a three-vehicle fleet to a two-vehicle fleet. We currently have a lwb panel van, a lwb tipper and a crew cab pickup truck. We still need the two new vehicles to fulfil these functions and would ideally move towards low carbon models. With these factors in mind, I am recommending that we consider having a lwb crew cab panel van (preferably electric if suitable) and an electric utility vehicle, with a tipping function (such as the Etesia ET Lander). The servicing costs for EVs are generally lower than IC powered vehicles, combined with the lower fuel costs, should mean a good financial saving is achieved, without compromising operational functionality too much, although a thorough trial of any new vehicle type would be required to ensure this.

Although the need to change the vehicles is not immediate, suitable budgetary planning needs putting into place to ensure that clearly identified funding is earmarked to cover the cost of leasing/purchasing them. The initial earmarked funds will need to be incorporated into the 2027/28 Council budget and increased annually thereafter.

### **Small Equipment**

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

**REPORT TO:** Estates Committee

**DATE:** 12 May 2026

**REPORT ON:** Fishermead Sports Ground Working Group Review/Future Options

**REPORT BY:** Clerk to Council

**REPORT NO:** E05/25

### **Introduction**

The purpose of this report is to review the impact and effectiveness of the Fishermead Sports Ground Working Group to date and to outline recommendations regarding its future direction. The context for this review is the ongoing development of the Fishermead Sports Ground, which remains without facilities at present, and consideration of how existing facilities at Oldbrook Green and Woolstone Sports Ground might serve community needs during the period that Fishermead Sports Ground is developed.

### **Review of Working Group Impact and Effectiveness**

The impact and effectiveness of the working group have been restricted, as the Council has needed to focus its energy and resources on the development of the newly completed Community Hub in Springfield. The focus on the Community Hub has made it challenging for the working group to maintain momentum and achieve tangible outcomes. While the group has responded proactively by developing interim strategies, including securing funding to complete a feasibility study, further clarity regarding its remit and objectives remains necessary.

### **Future Options**

The Working Group is now at a strategic crossroads. One option is to maintain an exclusive focus on delivering new facilities at Fishermead, dedicating resources solely to the advancement of this project. Alternatively, the group could expand its remit to undertake a broader review, assessing how Oldbrook Green and Woolstone Sports Ground may complement the Fishermead development and enhance overall provision across the area. This wider approach would enable a more integrated strategy, potentially delivering community benefits during the lengthy Fishermead build and ensuring efficient use of existing assets. Both options require careful consideration of resource allocation, stakeholder interests, and the timeline for facility delivery. The exclusive approach offers focus and clarity, while the broader review supports adaptability and responsiveness to evolving community needs.

### **Medium-Term Community Provision**

In the absence of facilities at Fishermead, Oldbrook Green and Woolstone Sports Ground have potential to serve as interim venues for sports and community activities. Utilising these sites in the medium term would minimise disruption and ensure continuity of provision, particularly for groups currently underserved by the lack of infrastructure at Fishermead. The Working Group should assess opportunities to optimise usage, address any capacity constraints, and coordinate programming to maximise community benefit.

## **Recommendation**

It is recommended that the Fishermead Sports Ground Working Group adopt a wider review approach, extending its focus to include Oldbrook Green and Woolstone Sports Ground alongside Fishermead. This will facilitate a coordinated strategy for facility provision, address medium-term community needs, and support stakeholder engagement across all sites. The rationale for this approach is to maximise available resources, enhance flexibility, and ensure that the development process remains responsive to local priorities.

## **Financial Implications**

A broader review will necessitate additional resource allocation, including staff time for site assessments, stakeholder consultations, and programme coordination. There will be costs associated with optimising facilities at Oldbrook Green and Woolstone Sports Ground in the medium term, though these are likely to be outweighed by the benefits of sustained community provision. The exclusive focus would require concentrated investment at Fishermead but may not deliver immediate value for money given the current absence of facilities.

## **Conclusion**

In summary, the Fishermead Sports Ground Working Group has established a solid foundation for future development, though its effectiveness has been limited by infrastructural constraints. Adopting a wider review encompassing Oldbrook Green and Woolstone Sports Ground will enable the group to better serve community needs, optimise resource use, and maintain momentum during the Fishermead project. The Estates Committee is invited to endorse this approach and support the necessary resource allocation to ensure its success.