



CPCC Community Hub  
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**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