

Tuesday 19th March 2024

To: All members of Woughton Community Council

Cllrs Sue Smith (Chair), Nick Scott (Vice-Chair), Eamonn Bobey, Janette Bobey, Tony Coughlan, Margaret Ferguson, Michael Ferguson, Donna Fuller, Penny Glasgow, Michael Holland, Luke Louis, Charlie Marsh, Ruth McMillan, Deanna Norris, D'Anne Mordecai, April Rennie, Liz Simpkins, Lorna Webb, Alan Williamson

NOTICE OF MEETING

You are hereby summoned to attend the Meeting of Council to be held on **Monday 25th March 2024** commencing at **6:30pm** at the **Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG**, when the business set out in the following agenda will be transacted.

Members of the public can attend in person, submit questions in advance and or watch live via www.facebook.com/woughtoncc.

Steve McNay
Council Manager

Please ensure that your mobile phone and other electronic equipment is switched to silent or is switched off completely during the meeting.

Microphones are live at all times – if you are not speaking formally within the meeting, please do keep any additional noise to a minimum and be aware that anything said within this meeting will be in the public domain.

The Calendar of Meetings can be accessed at:

<https://www.woughtoncommunitycouncil.gov.uk/council-meeting-calendar/>

AGENDA

FC 35/24 Apologies for Absence:

To receive and record apologies from members.

FC 36/24 Declaration of interests:

Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared.

FC 37/24 Minutes of the previous Full Council meeting:

To receive and approve as a correct record the minutes of the meeting held on:

- Monday 26th February 2023

(Attached)

FC 38/24 Chair's Announcement(s)

FC 39/24 Questions from the public:

To allow questions and comments from the public (maximum of 10 minutes in total).

FC 40/24 Ward Matters arising:

Information from Members on ward matters for deliberation at future meetings:

FC 41/24 Milton Keynes Council Ward Councillors report:

To give an opportunity to the Woughton & Fishermead Ward Councillors to verbally report to the meeting, on their ward activities and to raise any issues, along with their work on Milton Keynes Council and on its activities.

FC 42/24 Estate updates from councillors

To give an opportunity to all councillors to provide a brief update on activities and issues from the estates they represent.

FC 43/24 Feedback from meetings with Outside Bodies:

- a) Woughton Welfare Trust - **Cllr Maggie Ferguson**
- b) MKALC - **Cllr Ruth McMillan & Cllr Sue Smith**
- c) Parishes Forum - **Cllr Ruth McMillan & Cllr Sue Smith**

(Verbal reports)

FC 44/24 To note the minutes from the following Committees:

- a) Planning, Licencing & Development - Monday 5th February 2024
- b) Operations & Resources - Monday 12th February 2024
- c) Services and Communities - Monday 19th February 2024

(Attached)

FC 45/24 Council Manager's report:

(Report by the Council Manager attached)

FC 46/24 To consider the process, categories and delivery of the annual Chairs Awards

(Paper attached)

To bring into consideration of the Chairs Awards and what council would like to see.

FC 47/24 Consideration of MKCC transferring the lease of No 99 Jonathans to WCC

(Papers attached)

To propose the transfer of the lease, with considerations around finances and provision of services.

FC 48/24 Shared prosperity fund

(Paper attached)

To consider applications towards certain areas of the above fund, administered by MKCC.

FC49/24 Local Council Award Scheme submission proposal

(Paper attached)

To propose and ratify a decision to state that all relevant policies are in place and that a submission is made.

FC50/24 Application to the Open University 'Challenge Us' scheme

(Papers attached)

To propose a submission to the Open University for support around creating a local council approach to developing sustainability and ecology approaches.

FC51/24 Training calendar for 2024/25.

(Paper attached)

Training calendar update, with the annual calendar to be proposed and agreed.

FC52/24 Further information on 20mph zones

(Verbal update, if available)

To update council on expected response levels to evidence public support for applications to implement 20mph zones within parish estates.

FC 53/24

Date of next meeting:

Monday 29th April 2024, 6:30pm, at the Woughton Community Council Hub, The Council Chamber, the Local Centre, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

Full Council

Minutes of the meeting held on Monday 26th February 2024, 6:30pm at the Woughton Community Council Hub, Council Chamber, The Local Centre, Garraways, Coffee Hall, Milton Keynes

Present: Cllrs Sue Smith (Chair), Nick Scott (Vice-Chair), Eamonn Bobey, Janette Bobey, Tony Coughlan, Margaret Ferguson, Penny Glasgow, Michael Holland, Charlie Marsh, Deanna Norris, D'Anne Mordecai, April Rennie, Liz Simpkins, Lorna Webb, Alan Williamson

Also present:

Steve McNay (Council Manager)

FC 18/24 Apologies for Absence:

Apologies received from:

Michael Ferguson (work commitment),

Donna Fuller (meeting clash)

Luke Louis (personal)

Ruth McMillan (unwell)

RESOLVED – Noted and accepted.

FC 19/24 Declaration of interests:

The were no declarations of interest declared.

NOTED

FC 20/24 Minutes of the previous Full Council meeting:

The minutes of the meeting held on Monday 29th January 2024 were agreed as a true and accurate record.

RESOLVED

Proposed by Cllr Sue Smith Seconded by Cllr Nick Scott.

FC 21/24 Chair's Announcement(s)

The Chair noted that the Coffee Hall Meeting Place will be closed from the 15th March, reopening after the Easter break, to enable refurbishment work to be undertaken.

FC 22/24 Questions from the public:

The Council Manager read a question received requesting information about the removal of a lock from the bollard to the rear of Woodrush Close, which has resulted in people driving through this area. The Council Manager agreed to investigate and respond directly to the questioner.

FC 23/24 Ward Matters arising:

Cllr Eamonn Bobey requested the issue of the paths at the ABC park be addressed, due to the overgrowth meaning that they are becoming impassable.

RESOLVED - noted

FC 24/24 Milton Keynes Council Ward Councillors report:

Cllr Sue Smith updated the meeting on activity at the principal authority, covering budgets, precepts and similar.

RESOLVED - noted

FC 25/24 Estate updates from councillors

NF – lots of work around the refurbishment works being undertaken. Also an increase in fly tipping and contact made with the MKCC portfolio holder to try and find resolution to this ongoing issue.

TB – fly tipping an increasing issue, with one house noted as a significant offender. This property was highlighted as one with numerous issues and is being addressed. Also issues with waste collection as parking has made it hard for SUEZ to manoeuvre – no second visit has taken place, so reported. Landscaping work has helped, but public realm issues still need sorting. Initial meeting of the SHDF (housing renewal) took place.

CH – an initial meeting to try and start a new Residents Association is planned for Friday.

ES – Parking issues on Montagu and Harlans being addressed with TVP. Fly tipping is improved. Highways are working on the flooding at the pond area.

RESOLVED - noted

FC 26/24 Feedback from meetings with Outside Bodies:

a) Woughton Welfare Trust – **an initial meeting has been arranged with Cllr Maggie Ferguson. Positive movement.**

b) MKALC – **28th February is the AGM, being held in Chambers at WCC and online. All welcome.**

c) Parishes Forum – **in December, SOFEA presented. Local Transport plan and New City Plan also covered, alongside new ways of street cleansing.**

RESOLVED - noted

FC 27/24 To note the minutes from the following Committees:

a) Planning, Licencing & Development - Monday 8th January 2024

Proposed by Cllr Sue Smith, seconded by Cllr Penny Glasgow.

b) Operations & Resources - Monday 15th January 2024

Proposed by Cllr Sue Smith, seconded by Cllr April Rennie

c) Services & Communities - Monday 22nd January 2024

RESOLVED

Proposed by Cllr Nick Scott, seconded by Cllr Deanne Norris.

FC 28/24 Council Manager's report:

The Council Manager spoke to the report provided, detailing activities undertaken and the delegated decisions that have been made.

RESOLVED - noted

FC 29/24 To propose committee membership for Clls. Marsh and Webb, following co-option at the previous meeting.

Discussion took place that both new councillors would like to sit on Services Committee, with Cllr Alan Williamson withdrawing from that committee.

Proposal from Cllr Sue Smith

'That Clls Marsh and Webb are appointed to the Services and Communities Committee and that Cllr Williamson is removed from that committee'

Seconded by Cllr D'Anne Mordecai. Unanimously agreed by way of vote.

RESOLVED

FC 30/24 To propose a change of agenda item to promote time efficiency.

Following a paper from Cllr Smith, the council discussed the idea of introducing a 'sixty second update', limiting update to sixty seconds per estate. The Council Manager suggested that this may be too quick and that a 2 minute limit maybe preferred. The two options were put to the vote.

Proposal from Cllr Alan Williamson

'That the estate updates are changed to a 'two minute update' for each estate'

Seconded by Cllr Liz Simpkins and passed by majority vote.

RESOLVED

FC 31/24 To inform the council of proposals and preparation for the Annual Meeting(s) in May

The council was updated on the proposals agreed at the Operations Committee regarding the Annual Meetings, with an explanation of the way that the meetings work for the benefit of the newer councillors. Cllr Sue Smith requested that an additional document was reviewed, namely the Code of Conduct.

RESOLVED - noted

FC 32/24 To update the council on the Neighbourhood Plan review

The Council Manager update the council on the current proposals for the review, including the detailed breakdown of the proposed scheme of works from the consultants. This includes a 'walk around' on Wednesday (28th February) to assess sites for development, sites for protection, etc. Details of this were sent round by the Council Manager earlier in the month and, following further conversations, a programme for the day, enabling councillors to be part of the estates they represent, will be sent round to those involved.

There remain some gaps in non councillor representation, which it would be good to have filled.

Cllr Smith updated the meeting on the initial engagement that took place on Beanhill and the potential for this to happen elsewhere, which may help engage some residents to take on the roles needed.

Further meetings of the review working group will be arranged and, whilst not formal meetings, will form part of the council meeting calendar.

RESOLVED - noted

FC 33/24 To inform the council of the Quality Council scheme, expectations and standards needed, with a view to submission for the May 2024 round of assessment.

The Council Manager provide an overview of the scheme, with pros and cons of undertaking the assessment and application process alongside an evaluation of where they felt the gaps in current evidence are for the three (3) levels of award. After discussion around the level that should be aimed for an initial proposal was made:

Proposal from Cllr Sue Smith

‘That the council tasks the Council Manager with creating a Local Council Award Scheme submission for the Foundation level for final agreement at Full Council on 29th April, to be provided to the assessment panel on or before 3rd May 2024’

Seconded by Cllr Charlie Marsh and passed by majority vote.

RESOLVED

Following this vote, there was some further discussion around aiming higher and working towards the two (2) higher levels over the coming years.

Proposal from Cllr Tony Coughlan

‘That following awarding of the Foundation level, that the Council Manager works towards the ‘Quality’ level over the 2024/25 council year and then the ‘Quality Gold’ level in 2025/26’.

Seconded by Cllr Nick Scott. Passed by unanimous vote.

RESOLVED

FC 34/24

Date of next meeting:

Monday 25th March 2024, 6:30pm, at the Woughton Community Council Hub, The Council Chamber, the Local Centre, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

THE CHAIR CLOSED THE MEETING AT 7:11PM

Chair _____ Date _____

Woughton Community Council

Planning, Licensing & Development Committee

Minutes of the meeting held on Monday 5th February 2024, 6:30pm at the Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

Present: Cllrs Sue Smith (Chair), Eamonn Bobey, Penny Glasgow, Luke Louis, Deanne Norris, Alan Williamson.

Also present:

Steve McNay (Council Manager).

LD 120/24 Apologies:

Cllr Janette Bobey (substituted by Cllr Eamonn Bobey)

Cllr Ruth McMillan (unwell)

Cllr April Rennie (unwell)

Proposal that these absences are agreed as 'accepted' – RESOLVED by way of vote – unanimous.

LD 121/24 Declarations of Interest:

There were no declarations of interest.

RESOLVED - NOTED

LD 122/24 Questions from the public (maximum 10 minutes):

There were no questions from the public.

RESOLVED - NOTED

LD 123/24 Chairs announcements:

The Chair thanked those that attended the leaving 'do' for Brian Barton on Friday.

The Chair thanked those that attended the initial Neighbourhood Plan meeting on Beanhill on Thursday.

The Chair thanked Jillie for providing the cakes.

RESOLVED - NOTED

LD 124/24 Minutes of previous meetings:

The minutes of the meeting held on Monday 8th January 2024, were **AGREED** as a true and correct record and signed by the Chair.

**Proposed by Cllr Smith, seconded by Cllr Glasgow. All in favour.
RESOLVED**

LD 125/24 To agree submissions to Milton Keynes City Council on the Planning Application(s) received:

a) Application no: 23/02738/CLUE

Proposal: Certificate of Lawfulness for existing use of property as House in Multiple Occupation

At: 55 Waterside Peartree Bridge Milton Keynes MK6 3DE

RESOLVED - That the committee has no comment to this application.

b) Application no: 24/00079/COUM

Proposal: Variation of condition 1 (approved plans) seeking to amend approved colour to cladding panels (relating to permission ref. 23/00242/COU for the change of use of warehouse (use class B8) to a car servicing unit with ancillary car showroom and associated works (use class B2))

At: Unit 3 Core Milton Keynes Merton Drive Redmoor Milton Keynes
And

Application no: 24/00081/ADV

Proposal: Advertisement consent for the display of 1 face lit Tesla logo mounted to side of building, 1 face lit Tesla letters mounted to front of building, 1 face lit Tesla logo mounted to front of building

At: Unit 3 Core Milton Keynes Merton Drive Redmoor Milton Keynes

RESOLVED - That the committee has no comment to these applications.

c) Application no: 24/00086/DISCON

Proposal: Approval of details required by condition 4 (Landscaping), condition 6 (Lighting Plan), condition 7 (Landscape and Ecological Management Plan), condition 11 (Surface water drainage) of permission ref. 22/03184/FULM

At: Milton Keynes University Hospital Standing Way Eaglestone Milton Keynes MK6 5LD

RESOLVED - That the committee has no comment to this application.

d) Application no: 24/00092/COU

Proposal: Change of use from a dwellinghouse (Use Class C3) to a care facility for one young person (under the age of 18 but over the age of 16) (Use Class C2)

At: 4 Blisworth Tinkers Bridge Milton Keynes MK6 3DH

RESOLVED - That the committee has no comment to this application.

e) Application No: 24/00122/PRIOR

Proposal: Prior Approval of single storey rear extension, with eaves of 2.7 metres and maximum height of 2.7 metres, extending 5.4 metres from the original rear wall

At: 33 Medale Road Beanhill Milton Keynes MK6 4NA

RESOLVED - That the committee has no comment to this application.

LD 126/24 To inform the committee of decisions issued by MKCC

RESOLVED - That the committee noted the report.

LD 127/24 To consider licensing application(s), and to agree any submissions:

RESOLVED - That the committee had no concerns regarding the application.

LD 128/24 To inform the committee regarding the New City Plan publicity and proposed timeline for engagement and delivery.

RESOLVED – That the committee agrees that:

- a) That the committee agrees to WCC officers promoting engagement with this process
- b) That the council manager informs the committee as soon as the ‘parish engagement’ session dates have been agreed.

Date of next meeting:

Monday 4th March 2024, 6:30pm at the Woughton Community Council Hub, The Local Centre, Council Chambers, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

THE CHAIR CLOSED THE MEETING AT 7:02PM

Chair _____ Date _____

DRAFT

Woughton Community Council

Operations & Resources Committee

Minutes of the meeting held on Monday 12th February 2024, 6:30pm at the Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

Present: Cllrs Sue Smith (Chair), Liz Simpkins (Vice-Chair), Eamonn Bobey, Tony Coughlan, Penny Glasgow, Luke Louis, Deanna Norris, April Rennie, Alan Williamson

Also present:

Steve McNay (Council Manager)

OC 86/24 Apologies:

Cllr Donna Fuller (Other commitment)

Cllr D'Anne Mordecai (unwell)

Cllr Ruth McMillan (unwell)

All agreed and accepted.

OC 87/24 Declarations of Interest:

There were no declarations of interest.

NOTED

OC 88/24 Chairs Announcements:

The Chair reported that

- There would be a D-Day Working Group meeting prior to the Services Committee next Monday evening, please attend after 6pm if not on that group,
- That it is pancake day tomorrow (Tuesday 13th February)
- That there is an MKALC meeting on 28th February.

OC 89/24 Questions from the public (Max. 10 minutes):

No questions received.

OC 90/24 Minutes of the previous meeting:

The minutes of the Operations & Resources Committee meeting held on Monday 15th January 2024 Were **AGREED** as a true and correct record and signed by the Chair.

Proposed: Cllr Smith. Seconded: Penny Glasgow Vote: Unanimous

OC 91/24 To agree the List of Payments, Bank Reconciliations for the month of January 2024:

Due to the absence of the Responsible Finance Officer, it was proposed that the payments and reconciliations be signed outside the meeting, once the RFO returned. This was agreed.

AGREED

OC 92/24 To inform the committee of the VAT return for quarter 3 (1st October – 31st December 2023)

The paper from the RFO was spoken to by the Council Manager, who explained that the Quarter 3 return (Oct – Dec 2023) was submitted to the amount of £12,059.96, which has been agreed and paid into the WCC account by HMRC

RESOLVED – Noted by the committee

OC 93/24 Training calendar for the new council year:

Discussion from the committee around

- logging of training (Council Manager explained that all training is added to the councillor training record)
- Importance of both training and, where possible, mentoring from an experienced councillor (especially for newer members)
- Any requirement for training (nothing in law, but expectation within the Terms of Reference for some committees, e.g. Planning training for the PLaD committee and Finance training for this committee)
- Regular training 'calendar' or a set route for training for new members – whilst there isn't anything in place, there are regular sessions that should take place, such as Safeguarding and a new requirement for Anti Sexual Harassment training as part of a wider focus on this area.
- Reminder of already agreed sessions (e.g. Bystander, Modern Slavery) and details of some Met Office sessions (some sessions for the Incident Group and a session on climate change for the Green Working Group)

The pros and cons of providing specific session within the council vs 'buying in' sessions from BMKALC, etc. were also looked at, with a view that the sessions that have been provided previously in Chambers (face to face) have been more beneficial, as they focus specifically on the parish and the needs of local residents, the councillor group and WCC. The resources needed to develop and deliver these sessions was also covered, with a view that there needed to be a minimum of seven (7) attendees to make it viable.

Proposal tabled by Cllr Sue Smith:

“The councillors consider the areas that they would like to see covered in training”

Seconded by Cllr Tony Coughlan

RESOLVED BY WAY OF UNANIMOUS VOTE

Proposal tabled by Cllr Sue Smith

“That the Council Manager brings details of all training offered by relevant external organisations and potential internal training, with a minimum of seven attendees needed to allow delivery”

Seconded by Cllr Eamonn Bobey

RESOLVED BY WAY OF UNANIMOUS VOTE

OC 94/24 Annual meeting preparations and policy review

The Council Manager gave an explanation of the Annual Meetings, explaining that there has been a challenge in engaging residents in recent years and explaining the essential elements needed – election of roles, review and agreement of key

documents, etc. There was a query regarding the need to review the Code of Conduct, as this wasn't on the list attached – whilst this is NOT noted within the Standing Orders, a review can happen anyway – this would be in line with MKCC Code.

Proposal via paper

“That officers and members review the listed documents for agreement to submit to the Annual Meeting. This agreement to be at the Operations meeting due to take place on 15th April 2024.”

Proposal from Cllr Sue Smith

“That an engagement event linked to the Neighbourhood Plan be included as part of the Annual Meeting, to promote more engagement from residents”

RESOLVED BY WAY OF UNANIMOUS VOTE

OC95/24 Asset register review

The Council Manager explained the purpose and reasoning behind the Asset Register, noting that there is work to be done. He apologised for the incorrect date on the document shared, suggesting that it hadn't been updated since 2020, confirming that this was an annual review.

Proposal via the paper

“That the Council Manager is tasked with working with managers and others to ensure the register is thoroughly reviewed and updated, with a view to having the final version ratified in March, for submission within the internal / external audit processes.”

Seconded by Cllr Sue Smith

RESOLVED BY WAY OF UNANIMOUS VOTE

OC 96/24 Updated councillor allowance recommendations from the Independent Remuneration Panel:

The paper provided within the agenda pack explained that the Independent Remuneration Panel had recommended a 4.48% rise in allowances for the 2024/25 council year. Whilst the paper did not specify the amounts for Parish councils, the following was stated:

At our full Council meeting on 18 January 2023, the Council agreed an increase to the MKCC basic allowance by 4.69%. The IRP recommended that Parish / Town Councils who pay allowances should track the MKCC basic allowance, as follows:

- *Basic: Up to 10% of the MKC Basic Allowance for Quality Parish / Town Councils = £1,169 or Up to 7.5% of the MKC Basic Allowance for Non Quality Parish / Town Councils= £877*
- *Chairs: Up to 20% of the MKC Basic Allowance for Quality Parish / Town Councils= £2,338 or Up to 15% of the MKC Basic Allowance for Non Quality Parish / Town Councils= £1,753*

We are not currently registered as a 'quality council' (but may well become one over the coming year), so allowances for WCC elected members are £877 (with extra for Chair / Leader).

Based upon the updated figures (basic MKCC allowance has increased to £12,213), 7.5% of this means a WCC basic allowance of £916.

Proposal from Cllr Sue Smith:

“That WCC agrees to the recommendations made by the Independent Remuneration Panel and increases allowances in line with these”

Seconded by Cllr April Rennie

RESOLVED BY WAY OF UNANIMOUS VOTE

OC 97/24 To move and second and then to be put to the vote the following motion:

Public Bodies (Admission to Meetings) Act 1960

That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Proposed by Cllr Sue Smith. Seconded by Cllr Penny Glasgow.

RESOLVED BY WAY OF UNANIMOUS VOTE

OC 98/24 To consider various HR matters:

There was discussion around the initial proposals regarding staffing structures, in line with previous agreements, with the Council Manager presenting a first stage plan to cover the loss of the Operations Manager and the Committee and Member Services Officer. This included changes to the managers duties, with new roles being Estates Manager, Youth and Community Manager and Operations Manager. There will be further work, once these changes are implemented, to address the remaining staff, suitable roles and any changes that may be needed.

Queries were raised with regard to continuity planning and ensuring suitable cover in the event that officers are unable to work – whilst there is some in place, there are also roles that are so specific or specialist that external candidates would probably be needed. This will be further investigated by the Council Manager.

The Council Manager detailed that the managers involved had been consulted and agreed to the changes. There will be a further period of clarification with job descriptions updated, consultation with unions and then further discussions across the officer team.

Proposal from Cllr Sue Smith:

‘That the initial stage of the staffing restructure is agreed as noted above, and that the Council Manager and other senior officers continue to consider next steps in terms of other officers, roles and needs for the organisation’.

**Seconded by Cllr Tony Coughlan
RESOLVED BY WAY OF UNANIMOUS VOTE**

The second issue was around replacing an officer who has had their contract cancelled due to failure to attend, contact, or respond to requests for updates. There is currently a volunteer (PP) who is in the role, and it was suggested to promote continuity and allow 'promotion' from within. This would be unusual, as we would usually advertise, but it is suggested that this is bypassed on this occasion.

Proposal from Cllr Sue Smith

'That the committee agrees to the Council Manager undertaking the formal process to employ PP, the current landscape volunteer, without the need to put the post out to advert'.

**Seconded by Cllr Alan Williamson
RESOLVED BY WAY OF UNANIMOUS VOTE**

Date of next meeting:

Monday 11th March 2024, 6:30pm at the Woughton Community Council Hub, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

THE CHAIR CLOSED THE MEETING AT 7.55 PM

Chair _____ Date _____



Woughton Community Council

Services & Communities Committee

Minutes of the meeting held on Monday 19th February 2024 at 6:30pm
Woughton Community Council Hub, Council Chamber,
60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

Present: Cllrs Nick Scott (Chair), Jeanette Bobey (Vice-Chair), Eamon Bobey, Maggie Ferguson, Michael Ferguson, Penny Glasgow, Deanna Norris, April Rennie, Liz Simpkins, Sue Smith, Alan Williamson.

Also present:

Steve McNay (Council Manager)
Sean Perry (Community Services Manager)

SC 78/24 Apologies:

Cllr Ruth McMillan (unwell)
Cllr D'Anne Mordecai (unwell)
Cllr Donna Fuller (meeting clash)

RESOLVED - All accepted

SC 79/24 Declarations of Interest:

There were no declarations of interest

Noted

SC 80/24 Questions from the public (maximum 10 minutes):

There were no questions received.

Noted

SC 81/24 Chairs announcements:

There were no announcements.

SC 82/24 Minutes of previous meetings:

To receive and approve as a correct record the minutes of the meeting held on Monday 22nd January 2024.

With the exception of Cllr Liz Simpkins being noted as present when not, the minutes were accepted as a true record.

Proposed: Cllr Nick Scott

Seconded: Cllr Sue Smith

SC 83/24 To update the committee on issues relating to 20 mile per hour zone requests and community speedwatch programmes and training.

The Council Manager spoke to the paper that detailed the two issues:

a) MKCC requesting 'applications' for 20mph zone that show 'community involvement' and come

through parish, town or community councils, and
b) the process for applying to TVP for training and equipment around Community Speedwatch initiatives.

There were a number of issues raised by councillors, principally that there was support for 20mph zones, but that these would need to be 'policed' and concerns around the safety of speedwatch volunteers. For some estates, there was a clear view that speed restrictions would be supported but speedwatch wouldn't and that there needed to be additional elements included in any approach, including TVP support and the installation of speed bumps or similar. Those estates with 20mph limits did report that this was not a 'cure all'.

Any applications would need to be made by WCC to MKCC and would be agreed at this committee, once community support was evidenced. The Council Manager provided a sign-up form where residents could add their names to the list to support the application. It was suggested that community events (cafes, etc.) would be a good place to start with sign-ups, but for other places it might be helpful to door knock on each house to gain insight into support.

A request was made that Highways undertake a parish wide walk around to assess the situation, as things have changed significantly since the estates were built. The Council Manager agreed to suggest it to MKCC Highways department, whilst acknowledging the budget issues faced by the authority.

RESOLVED Proposal - That once petitions are provided to the committee, further action will be taken. NOTED

SC 84/24 To update the committee on the proposed donation of a van to support delivery of events, primarily linked to community food, across the parish.

The Council Manager gave a break down of the costs associated with the potential donation of a new van, via former councillor Brian Hepburn, coming from Tesco.

Councillors expressed their views that this would potentially enable additional services, such as Community Larders / Fridge on estates without buildings (PB and LH), offer additional benefits for events and similar and bring another vehicle for the councils use. It was also suggested that if the van was used for community fridge type services, it could also stock essentials and 'sell' these alongside. Councillors also stated that they would be happy to deliver these services, removing the cost of officer time.

It was noted that there would need to be a booking system to ensure that the van was used fairly and equitably.

RESOLVED Proposal - that the council agrees to take delivery of the donated van.

Proposed by Cllr Nick Soctt. Seconded : Cllr Sue Smith Vote: Unanimous

SC 85/24 To update the committee on publicity for upcoming events and other event related updates.

The Council Manager (CM) and Community Services Manager (CSM) presented the posters that have been created to advertise the upcoming events. These included D-Day, new table tennis club, the potential creation of a Residents Association for Coffee Hall and the Woughton is 50 event.

This included some further information about potential funding from the Shared Prosperity Fund towards some refurbishment of public realm resources, such as the Owl and the Pussycat Park. It was suggested that any work on public realm should include liaison with the residents association.

There was some concern that the Woughton is 50 poster was too small, but it was explained that this was only due to fitting on the committee papers, and it was the same size as the others. Concern was also noted that the poster was not as vibrant as some would like, that the Netherfield Residents Association (NRA) logo wasn't on it (it was, but very small) and that if this was an event that involved all estates, all RA logs should be included. The poster was not considered suitable and needed more 'oomph'.

RESOLVED – noted, with some further work to be done.

SC 86/24 Update on the January CCTV report from Crimewave Ltd.

The Council Manager updated the committee on the impact of the CCTV cameras. They have been useful in resolving issues and there have been thanks offered by TVP and others for the benefits that this has brought.

One camera will be moved to another area, where ASB, dog fouling and fly tipping is prevalent.

RESOLVED - noted

SC87/24 Update on the Communities and Environment grants fund for 2023/24

The Community Services Manager provided an update on the current situation with the grants fund. One change to the paper provided, with a trip being to Skegness, rather than Southend.

There remains a significant amount unspent - £6969. Any applications that are made prior to 1st March can be considered in the committee in March and, as long as awards are made at that meeting, activities can take place in the next financial year.

RESOLVED - noted

Date of next meeting:

Monday 18th March 2024, 6:30pm, at the Woughton Community Council Hub, Council Chamber, The Local Centre, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

WOUGHTON COMMUNITY COUNCIL

Full Council – 25th March 2024

FC 45/24

PURPOSE OF REPORT: To update Council on activities and delegated decisions made since last report.

RECOMMENDATION:

1. That council notes the content of the paper and delegated decisions.

MAIN ISSUES AND CONSIDERATIONS:

A busy period, but this in part due to me taking some leave (which just means more to manage once returned!).

The end of February saw a parish wide ‘walk about’ (but did include some driving!) with the consultant regarding the Neighbourhood Plan. This provided a really helpful overview of the potential within the parish for both areas that could be developed, but also the areas that should be considered ‘off limits’. From a Council Manager viewpoint, having a day which is simply about exploring the parish was really good (if a little wet at times) and reminded me of how important it is to ensure sufficient time within my week to get out and about a bit.

I attended an online session around ‘Areas of Attractive Landscape’ following an invite from MKCC – this was focused on key areas of the borough, mostly within the ‘non city’ bit and had limited, if any, value for Woughton. Useful to attend to understand the process, but irrelevant for most parishes.

I was lucky enough to be invited to the Mayors reception – this is the end of the term where the Mayor makes awards to people or groups who have done something special during their term. It took place at the hotel in the Hub. I’m sure that people enjoyed it.

I also attended the Thames Valley Police presentation of the large cheque for the funding towards CCTV, as mentioned in last months report. This took place in Thame. I’m sure that people enjoyed it.

Alongside Cllrs Smith and Coughlan, I had an online meeting with the hospital engagement officers, bringing us up to date with developments on the site. This includes the new cancer unit, imaging centre, more parking (multi story) and further details of ideas for the future. We get planning applications through for any works on the site, but having the ‘heads up’ and looking at how we might work to ensure residents are least impacted has been helpful.

Ian, Lorraine and I also met with the Big Lottery team to review the progress on the Community Garden. This seemed to go well and, with the closing date for the role on Friday, we hope that we can really get moving with the next stages. The site is looking great, with the polytunnel up, water collection happening, planting happening and early potatoes in.

We have started work on implementing the new HR system, reviewed some of the contracts that have been hanging around (some savings possible) and continue with changes with staffing – having

had a relatively settled team for some time, with recent changes, new funding and ne posts, some significant moves within the staff team.

It is worth noting that the pre-election period runs from Monday 25 March until after polls close on 2 May. This period of 'heightened sensitivity' ahead of elections is where we avoid proactive public engagement on politically sensitive topics, despite WCC NOT having elections. This is in part due to the 'double hatted' nature of some councillors, but equally because whilst we are not considered a party political council, some issues are considered to be linked to specific parties.

The only delegated decision made is to change printer providers – this follows three quotes, with the preferred provider offering a better machine, with secure printing and a lower cost.

AUTHOR

Steve McNay – Council Manager

WOUGHTON COMMUNITY COUNCIL

Full Council – 25th March 2024

Agenda Item FC 46/24

PURPOSE OF REPORT: To propose that Chairs Awards takes place, with agreement on the nomination process, specific awards, and date / venue for the event.

RECOMMENDATION:

1. That council considers whether Chairs Awards should take place.
2. That if so, consider:
 - a. what awards are suggested, whether this should be a public or council 'vote', the nomination process, etc.
 - b. whether there is a venue and / or date that is preferred
 - c. a budget towards the costs of delivering this event.

MAIN ISSUES AND CONSIDERATIONS:

Chairs Awards has been a staple of the council year, celebrating the people, organisations and events that make the parish great. Last year, the event took place at the Academy and saw awards made for:

- Partnership of the Year
- Educators of the Year
- Environmental Impact Award
- Woughton Stars of the Future
- Former Councillors
- Environmental Volunteers Award
- Young Person of the Year
- Project of the Year
- Woughton Cares Award
- Spirit of Woughton Award

The direct cost of the event was limited, as the venue was donated by the Academy. The cost of the awards is around £450, with additional money for catering (depending on type of catering, this has varied from around £600 - £1300 over the past few events).

Options for venues are limited, depending on how big an event is wanted – whilst we have several community centres, these are not as big as either the college (2022) or the Academy (2023). However, they are free and can seat around 80 people with careful table placement. They have the added advantage of being able to be 'set up' earlier in the day if necessary.

Alternatives include approaching the two venues noted (MK College or MK Academy), another education provider (St Pauls or one of the primary schools), buying in a tent of some description (although this would be expensive – for a space bigger than one of our centres, the cost would be £1000+ - see <https://www.bucksmarquees.co.uk/wedding-marquees/>, but we could look at adding a smaller option to the side of the Chamber, with seating for the awards and nibbles and social stuff in the external tent – this would be a couple of hundred pounds ish) or looking at other alternatives within the parish (although there are none that are known to the Council Manager).

Another alternative would be to have a 'hybrid' event, with a limited number of attendees and online attendance facilitated. Whilst not the same, this would be a more affordable way of managing this.

A decision regarding the different nomination options should also be made – is this for people across the parish to nominate, or for the council to make awards based upon the knowledge within the organisation? Are there specific awards that are wanted, or are the ones from last year sufficient? Are there areas that we should look at that have previously been overlooked?

Some discussion has taken place, with suggestions that other areas may be important:

- Sports / sporting activities
- Emergency services / uniformed services

It is recommended that proposals for categories can be discussed within the meeting, but any specific nominations be made when not in public, to promote the 'surprise' element.

STAFFING IMPLICATIONS:

As with all events, there is a level of officer time that is needed to make the events work – this varies from booking catering and venues, arranging the awards and turning up, to hosting and arranging online voting systems.

FINANCIAL IMPLICATIONS:

As noted above, there is a financial consideration – awards cost between £15 – 30 each (and can be more with engraving), catering can be pricey (depending on what is wanted – Dominos was £450 in 2022, with a fully catered buffet costing upwards of £15 a head for a basic provision, with drinks extra for all options). Venue hire can then add money, but MK College was only £200 and MK Academy was free.

Another suggestion is that we look at sponsorship for the event – Tesla was one suggestion as a 'newbie' to the parish, but alternative ideas welcome.

OTHER IMPLICATIONS:

The event is one that is welcomed by many and provides an opportunity to recognise the impact that local people have on the parish. The awards are celebrated by those who win and aspired to by others and are felt to be an important part of the parish year, despite a relatively small reach.

SUGGESTED PROPOSAL:

This will be dependent on the wishes of council but should include

- a) confirmation that the awards should take place,
- b) an indicative budget allocation,
- c) an idea of preferred venue, although further investigation will be needed to ensure that there is space,
- d) views on or willingness to delegate decisions around the awards to be made, and
- e) views on internal or external nomination processes.

AUTHOR

Steve McNay – Council Manager

WOUGHTON COMMUNITY COUNCIL

Full Council – 25th March 2024

Agenda Item FC 47/24

PURPOSE OF REPORT: To update the council on the possible lease agreement for No99 Jonathans (former Coffee Tots building) to run alongside the agreement for No 95.

RECOMMENDATION:

1. That council considers taking over the lease for No 99 Jonathans
2. That this lease would run alongside the existing lease for No 95 Jonathans
3. That before the end of those leases, a long-term solution is progressed with MKCC regarding the terrace as a whole.

MAIN ISSUES AND CONSIDERATIONS:

Following the closure of Coffee Tots pre-school, the building next door to the youth centre has been vacant. There have been some discussions about the potential for WCC to take this space and use to deliver services, expand delivery, and possibly share the space with other community groups and activities.

MKCC have now proposed that a lease is offered, to run alongside the existing lease for the youth building (No 95), with a suggestion that this would then be offered as a 'job lot' when lease renewals and/ or community asset transfers take place.

The building will add extra costs to the budget; whilst rent is peppercorn, rates and utilities will add further costs, there will be work needed to ensure all relevant compliance elements are in place* and likely to be additional work needed to bring the building up to standard.

* Asbestos certificate is in place, as is an Energy Performance Certificate (EPC). However, there is no gas certificate, electrical installation certificate or water systems (legionella) test. This is likely to cost around £1000.

The space is good, with large gardens and surround space and an internal layout that would provide additional options for services and other uses. This may include moving some existing provision there (e.g. advice and wellbeing sessions), offering different spaces for services (e.g. one large room in No 99 may work for meetings, RA activities, etc) and it has also been suggested that some office space within the building could be 'let' to other groups and a permanent base – this may enable some of the costs to be recouped via rental costs**

**This has been built into the proposed lease to allow 'subletting' in this manner.

The current lease on No 95 runs until 2026, so this option would allow an 18 month period to allow time to prepare a formal plan, detailed delivery approaches, costed budgets for ongoing usage, etc.

STAFFING IMPLICATIONS:

One challenge may be ensuring that officers working in the space are sufficiently supported and compliance with Lone Working policies maintained. As WCC develops and expands into the different spaces (No 95, community garden, wellbeing room, landscape depot, etc.), staffing levels in each

place reduce. This would need to be carefully managed and planned to ensure suitable levels across the piece.

FINANCIAL IMPLICATIONS:

Initial costs for this would include legal fees (£1100), compliance costs noted above (£1000ish) and any unforeseen challenges, such as urgent repairs or maintenance (it is recommended that a further £2000 is allocated for this).

Ongoing costs, based upon No 95's utility costs and other running costs are somewhere around:

- Rates £3500
- Water £400
- Gas £2000
- Electric £1500
- Repairs and maintenance £1500

This equates to around £9,000 per year.

OTHER IMPLICATIONS:

In the longer term, there is a proposal that the entire terrace, including both buildings, be transferred to WCC, either on a very long lease or via the Community Asset Transfer route. This will form part of the Woughton and Fishermead strategy that MKCC are currently working on.

BACKGROUND PAPERS:

HOT's re 97-99 Jonathans, Coffee Hall 13.03.2024 V2

lease plan 99 Jonathans

EPC-99, Jonathans, Coffee Hall, MILTON KEYNES, MK6 5DR

Coffee Tots Preschool, 99 Jonathans Coffee Hall, Milton Keynes - Asbestos survey (J955300)

SUGGESTED PROPOSAL:

'That council agrees to progress the lease for No 99 Jonathans, to run alongside the existing lease for No 95 Jonathans, with a view to a longer term agreement before the end of 2026'

OR

'That council does not consider this to be a suitable approach currently and instructs the Council Manager to inform MKCC of their wish to cease negotiations regarding a lease for No 99 Jonathans'.

AUTHOR

Steve McNay – Council Manager

Heads of Terms

Subject to contract and council approval

Transaction Type:	Full Repairing and Insuring Lease
Premises:	97-99 Jonathans Coffee Hall Milton Keynes MK6 5DR
Landlord:	Milton Keynes City Council Civic Offices Saxon Gate East Milton Keynes MK9 3EJ
Tenant:	Woughton Community Council The Local Centre Garraways Coffee Hall Milton Keynes MK6 5EG
Demise:	As per attached plan - <i>to be provided</i>
Rent:	£1 (if demanded) Payment date – 1 st day of January in each year
Rent Deposit	n/a
Guarantor/Surety:	n/a
Term:	To expire 31.03.2026
Break Options:	n/a
Security of Tenure:	Outside the Act
Rent Reviews:	n/a
Sub-letting and assignment:	Not to assign, underlet or charge the whole or any part of the premises. Not to hold on trust for another or part with possession of the premises except in accordance with the arrangements permitted by the Permitted Use provided that the short term hiring out of the

	<p>premises or part of the premises on an occasional basis for the purposes of the Permitted Use, shall not be deemed to be a breach of this covenant.</p> <p>The tenant shall advise the Landlord of the name of all organisations using the premises, prior to use by the same, and of the terms of their use.</p>
Service charge:	n/a
Statutory Compliance:	Tenants responsibility to undertake all statutory compliance responsibilities throughout the term of the lease
Repairs:	Tenant responsible for all internal and external repairs
Decoration:	Tenant – 6 months prior to lease expiry (internal and external)
Alterations:	<ul style="list-style-type: none"> • Internal non-structural and structural – subject to formal landlords approval • External structural - not permitted • External non-structural – subject to Landlords approval
Permitted Use:	<p>Community use primarily for the children and young people from the MK6 postcode area with ancillary offices including the right to hire out the premises to parties and partnership organisations which demonstrate that they are offering a service to the community on a not-for-profit basis.</p> <p><i>Currently awaiting confirmation from the Local Planning Authority regarding confirmation of the existing planning use. However, I do believe it should be Class F.1 – Learning & Non-Residential Institutions. The above use may fall under Class F.2 – Local Community. Change of use not currently applicable.</i></p>
Insurance:	<p>Landlord to insure the building and Tenant to reimburse the annual buildings insurance premium</p> <p>Tenant to obtain plate-glass insurance, public liability, employees liability insurance, and contents insurance.</p>
Rates/Utilities/other outgoings:	Tenants' responsibility

Other terms:	Terms to be similar to that included within the lease to WCC on the neighbouring property 95-97 Jonathans, Coffee Hall, MK6 5DR except for updates in law and modernisation.
Rights reserved:	Usual standard rights reserved
Rights granted:	Usual standard rights granted
Costs:	WCC to meet the Councils professional fees involved in this matter. Legal fees - £1,090 Surveyors fees - £ nil
Landlord's Solicitors:	Legal Services 1 Saxon Gate East Central Milton Keynes MK9 3ER LegalProperty@milton-keynes.gov.uk
Tenant's Solicitors:	No solicitor appointed. Draft docs to be sent to Woughton Community Council Clerk, Steve McNay Woughton Community Council Clerk steve.mcnay@woughtoncommunitycouncil.gov.uk
Tenants Acceptance:	Accepted via email




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97-99 Jonathans, Coffee Hall, MK6 5DR

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
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ASBESTOS MANAGEMENT SURVEY REPORT



Client	Milton Keynes Council
Site	Coffee Tots Preschool, 99 Jonathans Coffee Hall, Milton Keynes, MK6 5DR
Date report issued	29th November 2023
Recommended Date for Reinspection	22nd November 2024
Survey reference	J955300
Lead surveyor	Corey Walsh
Assistant surveyor	N/A
UPRN	N/A

No. of Asbestos Risks Identified	
 Category A	0
 Category B	0
 Category C	2
 Category D	9
 Areas not accessed (Presumed asbestos)	0

CONTENTS


- 1.0 INTRODUCTION & SCOPE OF WORKS
- 2.0 EXECUTIVE SUMMARY & ACTION REGISTER
- 3.0 ASBESTOS SURVEY FINDINGS FOR COFFEE TOTS PRESCHOOL
- 4.0 SAMPLE AND RISK ASSESSMENT INFORMATION

APPENDIX 1 - SURVEY METHODOLOGY, LIMITATIONS AND RISK ASSESSMENT


APPENDIX 2 - BULK ANALYSIS CERTIFICATE

APPENDIX 3 - ANNOTATED PLANS

Surveyor Signature:


Corey Walsh

Approval Signature:


Claire Binns

1.0 INTRODUCTION

Tersus Consultancy Ltd of Unit 6, Carrera Court, Church Lane, Dinnington, Sheffield received instructions from Yvonne Mullens of:

Milton Keynes Council, Civic Offices, 1 Saxon Gate East, Milton Keynes, MK9 3EJ

to undertake an asbestos management survey, to HSG 264 standard, of:

Coffee Tots Preschool, 99 Jonathans Coffee Hall, Milton Keynes, MK6 5DR

Works were carried out on-site during the period 22 Nov 2023 to 22 Nov 2023. The Lead Surveyor was Corey Walsh

Records of previous surveys by Tersus:

Job Number	Survey type	Date of survey
We have not completed any previous surveys to this building.		

The agreed scope of works included:

Management Survey throughout the property

Building notes:

Preschool

The building was not occupied during the time of the survey.

No inspection within live electrical and mechanical plant

2.0 EXECUTIVE SUMMARY

The extent of this inspection was to undertake an asbestos management survey as defined in HSG264. The purpose of this survey is to assist the client in complying with requirements of the Control of Asbestos Regulations 2012.

A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.

Information on the results of this inspection is detailed within the report, including appendices and annotated drawings. The report and asbestos register must be maintained as one document, as all sections record information on the surveyor's opinions, findings and limitations.

Within the scope of this survey the findings were as follows:

ACMs identified:

Total Number of ACMs identified:	11
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ACMs Recommendation summary:

Remove:	0
Encapsulate & Manage:	0
Manage:	11

Full details of any ACMs requiring action, can also be found summarised within the 'Action Plan'. Details of all identified, presumed and strongly presumed asbestos can be found in the 'Asbestos register'.

Non-accessed areas:

Number of non-accessed areas:	0
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Non-accessed areas are noted within the 'Non-accessible areas register'. Any areas or items not accessed must be presumed to contain asbestos until such a time as full access and inspection can be undertaken.

Tersus can assist in compiling asbestos management plans, on-going re-inspection and assisting with the management of asbestos remediation.

Action Register

The following table summarises the asbestos-containing materials (ACMs) that require action based on our assessment of the ACMs identified, strongly presumed and presumed at Coffee Tots Preschool.

The Control of Asbestos Regulations place a duty on the duty-holder, as the person with the best understanding of the building and its use, to ensure a suitable and sufficient assessment is undertaken and that a management plan is drawn-up.

The recommended actions are provided here to assist in that assessment and management plan. Actions are subdivided into the following categories: Restrict Access, Remove and Encapsulate/Repair. **Items that do not require remediation to reduce the risk are not included in this section.** Please refer to Sections 3.0 and 4.0 for details.

Building	Floor Level	Room	Item/Inspection Reference	Item Description	Risk Category	Recommended Action
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No asbestos materials observed or detected that require remediation. Refer to section 4.0 for details of ACMs that require monitoring / managing.

Definition of Recommended Actions

Remove	<p>Restrict Access / Remove (due to an immediate risk) - Restricting access and/or removal of asbestos containing materials is recommended on the basis that its condition, location could result in exposure to persons, spread of asbestos, or release to the environment.</p> <p>Remove (Refurbishment) - It may be that the identified materials need to be removed ahead of any refurbishment or maintenance works.</p>
Encapsulate/ Repair, then manage	<p>Apply encapsulant coating to the asbestos material to safely contain the fibres. Encapsulation is an alternative to removal, where reasonably safe and practicable. Manage within the asbestos management plan once repaired.</p>
<p>For the above actions, there may be a requirement to prohibit access to a location that has been identified as containing damaged asbestos materials and poses a hazard. In addition, air testing may also be recommended to help ascertain if additional control measures are required.</p>	
Manage	<p>Where asbestos is left in-situ or an area has not been accessed during the survey, the person responsible for the premises has a duty to develop and implement a management plan to help prevent accidental damage and exposure occurring. This plan should ensure that:</p> <ol style="list-style-type: none"> 1) a current record of the location, condition, maintenance and removal of asbestos-containing materials (ACMs) and/or areas of no access is kept; 2) the ACMs are maintained in a good state of repair through regular monitoring; 3) where there are areas of no access, these are presumed to contain asbestos until proven otherwise; 4) people are informed of the locations of ACMs to prevent accidental disturbance; 5) arrangements are in place to ensure that work which might disturb the ACMs, complies with the Control of Asbestos Regulations (CAR); 6) the plan is reviewed at regular intervals so that it remains relevant. <p>Regulation 4 of CAR requires known and presumed ACMs to be monitored for any deterioration in their condition. How often the ACMs need to be checked varies depending on the type of ACM, its location and the activities around it, but the frequency of monitoring should not exceed 12 months. In some situations, the labelling of ACMs can assist with monitoring and management.</p>

Non-Accessed Areas Register

The following table summarises specific areas at the property that have not been inspected as part of the survey methodology. These areas should be presumed to contain asbestos until proven otherwise.

Building	Floor level	Room	Item / Inspection Reference	Item Description	Position	Comments
All areas within the scope and limitations of this survey were accessed.						

3.0 Asbestos Survey Findings

The following table(s) list the areas included in the survey, whether asbestos was found or not and whether the area was accessible or not. For further details on room notes, the risk assessment scores, risk categorisation, recommendations and photographic records, refer to Section 4.0. Asbestos types marked with an (*) are strongly presumed to be visually consistent with other asbestos items identified at the site.

Priority Assessment undertaken?	Yes / No
	Yes


Building	Coffee Tots Preschool, 99 Johnathon's Coffee Hall								Room Notes
Floor Level	Room	Item/ Inspection Reference	Item Description	Item Location	Asbestos Type	Extent	Risk Category	Recommended Action	
External	External areas	#34	Insulating board	To soffits	No Asbestos Detected			None required	Pitched tiled roof, timber fascias, insulating board soffits, plastic rain water goods, upvc windows and doors with modern mastic, timber cladding to cable and high level walls, plastic damp proof course, polystyrene insulation behind timber cladding.
External	External areas	#35	Cement verge board	To gable	Chrysotile	10lm	D	Monitor and manage	
Ground Floor	Corridor 1	#1	Textured coating onto plasterboard	To ceiling	No Asbestos Detected			None required	Plasterboard ceiling, masonry and plasterboard walls, blue vinyl flooring.
Ground Floor	Corridor 1	#2	Blue vinyl floor covering plus adhesive	To floor	No Asbestos Detected			None required	
Ground Floor	Corridor 1	#3	Blue vinyl floor tiles plus adhesive	To floor below blue vinyl	No Asbestos Detected			None required	
Ground Floor	Water tank cupboard	#4	Brown vinyl floor tiles plus adhesive	To floor	Chrysotile	1m ²	D	Monitor and manage	Plasterboard ceiling, plasterboard walls, brown vinyl floor tiles onto concrete floor. Plastic water tank onto timber deck, foam pipe insulation to metal pipework.
Ground Floor	Water tank cupboard	#5	Insulating board	Behind left hand side plasterboard wall.	No Asbestos Detected			None required	
Ground Floor	Toilet	#6	Textured coating onto plasterboard	To ceiling	No Asbestos Detected			None required	Plasterboard ceiling, plasterboard walls, modern beige anti slip flooring. Plastic waste pipe, ceramic toilet cistern
Ground Floor	Disabled toilet				No asbestos observed			None Required	Plasterboard ceiling, plasterboard walls, modern beige anti slip flooring. Plastic waste pipe, ceramic toilet cistern, timber panel to wall, fixed timber boxings
Ground Floor	Play area	#7	Textured coating onto plasterboard	To ceiling	No Asbestos Detected			None required	Plasterboard ceiling, masonry and plasterboard walls, vinyl floor tiles to floor. Modern notice boards, 3x modern sink pads, foam pipe insulation Modern damp proof course visible below carpet to bottom of window.


Building	Coffee Tots Preschool, 99 Johnathon's Coffee Hall								Room Notes
Floor Level	Room	Item/ Inspection Reference	Item Description	Item Location	Asbestos Type	Extent	Risk Category	Recommended Action	
Ground Floor	Play area	#8	Beige vinyl floor tiles plus adhesive	To floor	No Asbestos Detected			None required	
Ground Floor	Play area	#9	Purple vinyl floor tiles plus adhesive	To floor	No Asbestos Detected			None required	
Ground Floor	Play area	#10	Red vinyl floor tiles plus adhesive	To floor	No Asbestos Detected			None required	
Ground Floor	Play area	#11	Brown vinyl floor tiles plus adhesive	To floor below carpet.	Chrysotile	14m ²	C	Monitor and manage	
Ground Floor	Play area	#12	White vinyl floor tiles plus adhesive	To floor below beige, red and purple floor tiles.	Chrysotile	40m ²	C	Monitor and manage	
Ground Floor	Media room	#13	Bitumen adhesive	To floor below carpet	Chrysotile	12m ²	D	Monitor and manage	Plasterboard ceiling, plasterboard covings, masonry and plasterboard walls, carpet onto concrete. Modern damp proof course visible below carpet to bottom of window.
Ground Floor	Corridor 2	#14	Textured coating onto plasterboard	To ceiling and beam	No Asbestos Detected			None required	
Ground Floor	Corridor 2	#15	Red vinyl floor covering plus adhesive	To floor	Chrysotile	3m ²	D	Monitor and manage	Plasterboard ceiling, plasterboard walls, red vinyl flooring. Timber panel to blocked off doorway.
Ground Floor	Childrens toilet	#16*	Textured coating onto plasterboard	To ceiling	No Asbestos Detected			None required	Plasterboard ceiling, plasterboard walls, modern beige anti slip flooring. Ceramic toilet cistern.
Ground Floor	Staff room	#17*	Textured coating onto plasterboard	To ceiling	No Asbestos Detected			None required	Plasterboard ceiling, masonry and plasterboard walls, carpet onto concrete. Modern damp proof course visible below carpet to bottom of window.

Building	Coffee Tots Preschool, 99 Johnathon's Coffee Hall								Room Notes
Floor Level	Room	Item/ Inspection Reference	Item Description	Item Location	Asbestos Type	Extent	Risk Category	Recommended Action	
Ground Floor	Staff room	#18	Bitumen adhesive	To floor	Chrysotile	12m ²	D	Monitor and manage	
Ground Floor	Kitchen	#19	Green vinyl floor covering plus adhesive	To floor	No Asbestos Detected			None required	Plasterboard ceiling, masonry and plasterboard walls, green vinyl flooring. Modern fire blanket, 2 x modern sink pads.
Ground Floor	Kitchen	#20	Brown vinyl floor tiles plus adhesive	To floor	Chrysotile	15m ²	D	Monitor and manage	
Ground Floor	Kitchen	#21	Textured coating onto plasterboard	To ceiling above plaster skim	No Asbestos Detected			None required	
Ground Floor	Store	#22*	Textured coating onto plasterboard	To ceiling	No Asbestos Detected			None required	Plasterboard ceiling, plasterboard walls, vinyl floor tiles to floor.
Ground Floor	Store	#23*	Brown vinyl floor tiles plus adhesive	To floor	Chrysotile*	2m ²	D	Monitor and manage	
Ground Floor	Corridor 3	#24	Textured coating onto plasterboard	To ceiling	No Asbestos Detected			None required	Plasterboard ceiling, masonry and plasterboard walls, carpet onto concrete. Modern caulkboard notice board
Ground Floor	Corridor 3	#25	Bitumen adhesive	To floor below carpet	Chrysotile	4m ²	D	Monitor and manage	
Ground Floor	Staff toilet	#26*	Textured coating onto plasterboard.	To ceiling	No Asbestos Detected			None required	Plasterboard ceiling, plasterboard walls, modern fixed vinyl flooring. Fixed timber boxings
Ground Floor	Boiler cupboard	#27	Insulating board	Behind left hand side plasterboard wall.	No Asbestos Detected			None required	Plasterboard ceiling, plasterboard walls, concrete floor. Plastic water tank onto timber deck, modern Heatrae water heater onto timber deck, modern Baxi boiler, plastic flu pipe.

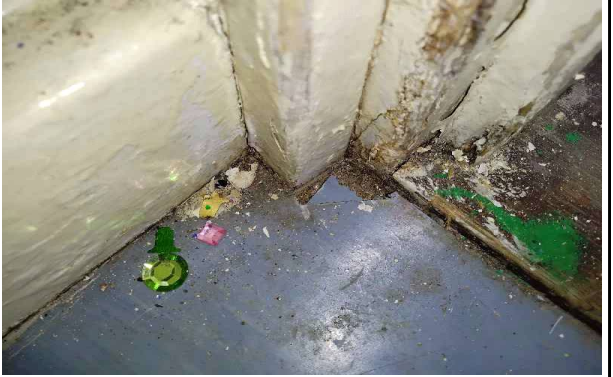
Building	Coffee Tots Preschool, 99 Johnathon's Coffee Hall								Room Notes
Floor Level	Room	Item/ Inspection Reference	Item Description	Item Location	Asbestos Type	Extent	Risk Category	Recommended Action	
Ground Floor	Boiler cupboard	#28	Insulating board	To left hand side wall at low level	No Asbestos Detected			None required	
Ground Floor	Boiler cupboard	#29	Insulating board	2x panels to ceiling	No Asbestos Detected			None required	
Ground Floor	Boiler cupboard	#30	Brown vinyl floor tiles plus adhesive	To floor	Chrysotile	1m ²	D	Monitor and manage	
Ground Floor	Externally accessed gas meter cupboard 1	#31	Insulating board	To ceiling and walls	No Asbestos Detected			None required	Insulating board ceiling and walls, concrete floor
Ground Floor	Externally accessed gas meter cupboard 1	#32	Insulating board	To underside of shelf	No Asbestos Detected			None required	
Ground Floor	Externally accessed gas meter cupboard 2	#33	Insulating board	To ceiling and walls	No Asbestos Detected			None required	Insulating board ceiling and walls, concrete floor. Limited inspection due to storage of items
Roof Void	Loft space				No asbestos observed			None Required	Modern sarking felt to underside of pitched roof, MMMF insulation throughout, plastic waste pipes, masonry walls, plastic water tank. Inspected from hatch only due to height restrictions.

4.0 SAMPLE AND RISK ASSESSMENT INFORMATION - For an explanation of the risk scoring process and risk code categorisations, please refer to Appendix 1 - Survey Methodology and Limitations.

Item / Inspection Ref:	#1	Material Assessment	Product type:		
Sample Ref:	YJ000169		Condition / Damage:		
Survey date:	22/11/23		Surface Treatment:		
Analysis date:	November 25 2023		Asbestos Type:		
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:		
Floor level:	Ground Floor	Priority Assessment	Occupant Activity:		
Room:	Corridor 1		Location:		
Position:	To ceiling		Accessibility:		
Item Description:	Textured coating onto plasterboard		Extent/amount:		
Level of Identification:	SAMPLED		Number of Occupants:		
Action:	None required		Frequency of Use:		
RISK CODE:	No Asbestos		Time in Area:		
			Maintenance activity:		
			Frequency of Maintenance:		
		Priority Score:			
		Total Score:			
Comments:	Accululative representative sample x3 Stipple effect				


Item / Inspection Ref:	#2	Material Assessment	Product type:		
Sample Ref:	YJ000170		Condition / Damage:		
Survey date:	22/11/23		Surface Treatment:		
Analysis date:	November 25 2023		Asbestos Type:		
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:		
Floor level:	Ground Floor	Priority Assessment	Occupant Activity:		
Room:	Corridor 1		Location:		
Position:	To floor		Accessibility:		
Item Description:	Blue vinyl floor covering plus adhesive		Extent/amount:		
Level of Identification:	SAMPLED		Number of Occupants:		
Action:	None required		Frequency of Use:		
RISK CODE:	No Asbestos		Time in Area:		
			Maintenance activity:		
			Frequency of Maintenance:		
		Priority Score:			
		Total Score:			
Comments:					


Item / Inspection Ref:	#3	Material Assessment	Product type:	
Sample Ref:	YJ000171		Condition / Damage:	
Survey date:	22/11/23		Surface Treatment:	
Analysis date:	November 25 2023		Asbestos Type:	
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:	
Floor level:	Ground Floor	Priority Assessment	Occupant Activity:	
Room:	Corridor 1		Location:	
Position:	To floor below blue vinyl		Accessibility:	
Item Description:	Blue vinyl floor tiles plus adhesive		Extent/amount:	
Level of Identification:	SAMPLED		Number of Occupants:	
Action:	None required		Frequency of Use:	
RISK CODE:	No Asbestos		Time in Area:	
			Maintenance activity:	
			Frequency of Maintenance:	
			Priority Score:	
		Total Score:		
Comments:	Visible in corner			





Item / Inspection Ref:	#4	Material Assessment	Product type:	1
Sample Ref:	YJ000172		Condition / Damage:	1
Survey date:	22/11/23		Surface Treatment:	0
Analysis date:	November 25 2023		Asbestos Type:	1
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:	3
Floor level:	Ground Floor	Priority Assessment	Occupant Activity:	0
Room:	Water tank cupboard		Location:	2
Position:	To floor		Accessibility:	0
Item Description:	Brown vinyl floor tiles plus adhesive		Extent/amount:	1 1m ²
Level of Identification:	SAMPLED		Number of Occupants:	0
Action:	Monitor and manage		Frequency of Use:	0
RISK CODE:	D		Time in Area:	0
			Maintenance activity:	0
			Frequency of Maintenance:	0
			Priority Score:	1
		Total Score:	4	
Comments:	Asbestos was identified in both the vinyl floor tiles and the bitumen adhesive. Any material underneath asbestos containing bitumen adhesive must be presumed to contain asbestos as the materials will not be able to be separated from the adhesive.			





Item / Inspection Ref:	#5	Material Assessment	Product type:			
Sample Ref:	YJ000173		Condition / Damage:			
Survey date:	22/11/23		Surface Treatment:			
Analysis date:	November 25 2023		Asbestos Type:			
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:			
Floor level:	Ground Floor		Priority Assessment	Occupant Activity:		
Room:	Water tank cupboard			Location:		
Position:	Behind left hand side plasterboard wall.			Accessibility:		
Item Description:	Insulating board			Extent/amount:		
Level of Identification:	SAMPLED			Number of Occupants:		
Action:	None required	Frequency of Use:				
RISK CODE:	No Asbestos	Time in Area:				
		Maintenance activity:				
		Frequency of Maintenance:				
		Priority Score:				
		Total Score:				
Comments:						


Item / Inspection Ref:	#6	Material Assessment	Product type:			
Sample Ref:	YJ000174		Condition / Damage:			
Survey date:	22/11/23		Surface Treatment:			
Analysis date:	November 27 2023		Asbestos Type:			
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:			
Floor level:	Ground Floor		Priority Assessment	Occupant Activity:		
Room:	Toilet			Location:		
Position:	To ceiling			Accessibility:		
Item Description:	Textured coating onto plasterboard			Extent/amount:		
Level of Identification:	SAMPLED			Number of Occupants:		
Action:	None required	Frequency of Use:				
RISK CODE:	No Asbestos	Time in Area:				
		Maintenance activity:				
		Frequency of Maintenance:				
		Priority Score:				
		Total Score:				
Comments:	Acculumatic representative sample x2 Bubble effect					


Item / Inspection Ref:	#7	Material Assessment	Product type:		
Sample Ref:	YJ000175		Condition / Damage:		
Survey date:	22/11/23		Surface Treatment:		
Analysis date:	November 27 2023		Asbestos Type:		
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:		
Floor level:	Ground Floor	Priority Assessment	Occupant Activity:		
Room:	Play area		Location:		
Position:	To ceiling		Accessibility:		
Item Description:	Textured coating onto plasterboard		Extent/amount:		
Level of Identification:	SAMPLED		Number of Occupants:		
Action:	None required		Frequency of Use:		
RISK CODE:	No Asbestos		Time in Area:		
			Maintenance activity:		
		Frequency of Maintenance:			
		Priority Score:			
		Total Score:			
Comments:	Accumulative representative sample x5 Stipple pattern				


Item / Inspection Ref:	#8	Material Assessment	Product type:		
Sample Ref:	YJ000176		Condition / Damage:		
Survey date:	22/11/23		Surface Treatment:		
Analysis date:	November 27 2023		Asbestos Type:		
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:		
Floor level:	Ground Floor	Priority Assessment	Occupant Activity:		
Room:	Play area		Location:		
Position:	To floor		Accessibility:		
Item Description:	Beige vinyl floor tiles plus adhesive		Extent/amount:		
Level of Identification:	SAMPLED		Number of Occupants:		
Action:	None required		Frequency of Use:		
RISK CODE:	No Asbestos		Time in Area:		
			Maintenance activity:		
		Frequency of Maintenance:			
		Priority Score:			
		Total Score:			
Comments:					


Item / Inspection Ref:	#9	Material Assessment	Product type:		
Sample Ref:	YJ000177		Condition / Damage:		
Survey date:	22/11/23		Surface Treatment:		
Analysis date:	November 27 2023		Asbestos Type:		
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:		
Floor level:	Ground Floor	Priority Assessment	Occupant Activity:		
Room:	Play area		Location:		
Position:	To floor		Accessibility:		
Item Description:	Purple vinyl floor tiles plus adhesive		Extent/amount:		
Level of Identification:	SAMPLED		Number of Occupants:		
Action:	None required		Frequency of Use:		
RISK CODE:	No Asbestos		Time in Area:		
		Maintenance activity:			
		Frequency of Maintenance:			
		Priority Score:			
		Total Score:			
Comments:					


Item / Inspection Ref:	#10	Material Assessment	Product type:		
Sample Ref:	YJ000178		Condition / Damage:		
Survey date:	22/11/23		Surface Treatment:		
Analysis date:	November 27 2023		Asbestos Type:		
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:		
Floor level:	Ground Floor	Priority Assessment	Occupant Activity:		
Room:	Play area		Location:		
Position:	To floor		Accessibility:		
Item Description:	Red vinyl floor tiles plus adhesive		Extent/amount:		
Level of Identification:	SAMPLED		Number of Occupants:		
Action:	None required		Frequency of Use:		
RISK CODE:	No Asbestos		Time in Area:		
		Maintenance activity:			
		Frequency of Maintenance:			
		Priority Score:			
		Total Score:			
Comments:					


Item / Inspection Ref:	#11	Material Assessment	Product type:	1		
Sample Ref:	YJ000179		Condition / Damage:	1		
Survey date:	22/11/23		Surface Treatment:	0		
Analysis date:	November 27 2023		Asbestos Type:	1		
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:	3		
Floor level:	Ground Floor	Priority Assessment	Occupant Activity:	1		
Room:	Play area		Location:	2		
Position:	To floor below carpet.		Accessibility:	0		
Item Description:	Brown vinyl floor tiles plus adhesive		Extent/amount:	2		14m ²
Level of Identification:	SAMPLED		Number of Occupants:	3		
Action:	Monitor and manage		Frequency of Use:	3		
RISK CODE:	C		Time in Area:	3		
			Maintenance activity:	0		
		Frequency of Maintenance:	0			
		Priority Score:	6			
		Total Score:	9			
Comments:	Asbestos was identified in both the vinyl floor tiles and the bitumen adhesive. Any material underneath asbestos containing bitumen adhesive must be presumed to contain asbestos as the materials will not be able to be separated from the adhesive., Tile and Bitumen					


Item / Inspection Ref:	#12	Material Assessment	Product type:	1		
Sample Ref:	YJ000180		Condition / Damage:	1		
Survey date:	22/11/23		Surface Treatment:	0		
Analysis date:	November 27 2023		Asbestos Type:	1		
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:	3		
Floor level:	Ground Floor	Priority Assessment	Occupant Activity:	1		
Room:	Play area		Location:	2		
Position:	To floor below beige, red and purple floor tiles.		Accessibility:	0		
Item Description:	White vinyl floor tiles plus adhesive		Extent/amount:	2		40m ²
Level of Identification:	SAMPLED		Number of Occupants:	3		
Action:	Monitor and manage		Frequency of Use:	3		
RISK CODE:	C		Time in Area:	3		
			Maintenance activity:	0		
		Frequency of Maintenance:	0			
		Priority Score:	6			
		Total Score:	9			
Comments:	Bitumen only					


Item / Inspection Ref:	#13	Material Assessment	Product type:	1		
Sample Ref:	YJ000181		Condition / Damage:	1		
Survey date:	22/11/23		Surface Treatment:	0		
Analysis date:	November 27 2023		Asbestos Type:	1		
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:	3		
Floor level:	Ground Floor	Priority Assessment	Occupant Activity:	1		
Room:	Media room		Location:	2		
Position:	To floor below carpet		Accessibility:	0		
Item Description:	Bitumen adhesive		Extent/amount:	2		12m ²
Level of Identification:	SAMPLED		Number of Occupants:	1		
Action:	Monitor and manage		Frequency of Use:	3		
RISK CODE:	D		Time in Area:	2		
			Maintenance activity:	0		
		Frequency of Maintenance:	0			
		Priority Score:	5			
		Total Score:	8			
Comments:	Any material overlaying or underneath asbestos containing bitumen adhesive must be presumed to contain asbestos as the materials will not be able to be separated from the adhesive.					

Item / Inspection Ref:	#14	Material Assessment	Product type:		
Sample Ref:	YJ000182		Condition / Damage:		
Survey date:	22/11/23		Surface Treatment:		
Analysis date:	November 27 2023		Asbestos Type:		
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:		
Floor level:	Ground Floor	Priority Assessment	Occupant Activity:		
Room:	Corridor 2		Location:		
Position:	To ceiling and beam		Accessibility:		
Item Description:	Textured coating onto plasterboard		Extent/amount:		
Level of Identification:	SAMPLED		Number of Occupants:		
Action:	None required		Frequency of Use:		
RISK CODE:	No Asbestos		Time in Area:		
			Maintenance activity:		
		Frequency of Maintenance:			
		Priority Score:			
		Total Score:			
Comments:	Accumulative representative sample x2 Stipple pattern				

Item / Inspection Ref:	#15	Material Assessment	Product type:	1		
Sample Ref:	YJ000183		Condition / Damage:	1		
Survey date:	22/11/23		Surface Treatment:	0		
Analysis date:	November 27 2023		Asbestos Type:	1		
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:	3		
Floor level:	Ground Floor	Priority Assessment	Occupant Activity:	1		
Room:	Corridor 2		Location:	2		
Position:	To floor		Accessibility:	1		
Item Description:	Red vinyl floor covering plus adhesive		Extent/amount:	1		3m²
Level of Identification:	SAMPLED		Number of Occupants:	1		
Action:	Monitor and manage		Frequency of Use:	3		
RISK CODE:	D		Time in Area:	0		
			Maintenance activity:	0		
		Frequency of Maintenance:	0			
		Priority Score:	5			
		Total Score:	8			
Comments:	Asbestos was identified in the bitumen adhesive only; however, as the floor tiles cannot be separated from the bitumen adhesive these must also be classed as being asbestos containing. Any material underneath asbestos containing bitumen adhesive must also be presumed to contain asbestos., Bitumen only					

Item / Inspection Ref:	#16	Material Assessment	Product type:		
Sample Ref:	As Sample YJ000182		Condition / Damage:		
Survey date:	22/11/23		Surface Treatment:		
Analysis date:			Asbestos Type:		
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:		
Floor level:	Ground Floor	Priority Assessment	Occupant Activity:		
Room:	Childrens toilet		Location:		
Position:	To ceiling		Accessibility:		
Item Description:	Textured coating onto plasterboard		Extent/amount:		
Level of Identification:	STRONGLY PRESUMED		Number of Occupants:		
Action:	None required		Frequency of Use:		
RISK CODE:	No Asbestos		Time in Area:		
			Maintenance activity:		
		Frequency of Maintenance:			
		Priority Score:			
		Total Score:			
Comments:	Stipple pattern				

Item / Inspection Ref:	#17	Material Assessment	Product type:		
Sample Ref:	As Sample YJ000182		Condition / Damage:		
Survey date:	22/11/23		Surface Treatment:		
Analysis date:			Asbestos Type:		
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:		
Floor level:	Ground Floor	Priority Assessment	Occupant Activity:		
Room:	Staff room		Location:		
Position:	To ceiling		Accessibility:		
Item Description:	Textured coating onto plasterboard		Extent/amount:		
Level of Identification:	STRONGLY PRESUMED		Number of Occupants:		
Action:	None required		Frequency of Use:		
			Time in Area:		
RISK CODE:	No Asbestos	Maintenance activity:			
		Frequency of Maintenance:			
		Priority Score:			
		Total Score:			
Comments:	Stipple pattern				


Item / Inspection Ref:	#18	Material Assessment	Product type:	1		
Sample Ref:	YJ000184		Condition / Damage:	1		
Survey date:	22/11/23		Surface Treatment:	0		
Analysis date:	November 27 2023		Asbestos Type:	1		
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:	3		
Floor level:	Ground Floor	Priority Assessment	Occupant Activity:	1		
Room:	Staff room		Location:	2		
Position:	To floor		Accessibility:	0		
Item Description:	Bitumen adhesive		Extent/amount:	2		12m ²
Level of Identification:	SAMPLED		Number of Occupants:	1		
Action:	Monitor and manage		Frequency of Use:	3		
			Time in Area:	1		
RISK CODE:	D	Maintenance activity:	0			
		Frequency of Maintenance:	0			
		Priority Score:	5			
		Total Score:	8			
Comments:	Any material overlaying or underneath asbestos containing bitumen adhesive must be presumed to contain asbestos as the materials will not be able to be separated from the adhesive.					


Item / Inspection Ref:	#19	Material Assessment	Product type:		
Sample Ref:	YJ000185		Condition / Damage:		
Survey date:	22/11/23		Surface Treatment:		
Analysis date:	November 27 2023		Asbestos Type:		
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:		
Floor level:	Ground Floor		Priority Assessment	Occupant Activity:	
Room:	Kitchen			Location:	
Position:	To floor			Accessibility:	
Item Description:	Green vinyl floor covering plus adhesive			Extent/amount:	
Level of Identification:	SAMPLED			Number of Occupants:	
Action:	None required	Frequency of Use:			
RISK CODE:	No Asbestos	Time in Area:			
		Maintenance activity:			
		Frequency of Maintenance:			
		Priority Score:			
		Total Score:			
Comments:					





Item / Inspection Ref:	#20	Material Assessment	Product type:	1	
Sample Ref:	YJ000186		Condition / Damage:	1	
Survey date:	22/11/23		Surface Treatment:	0	
Analysis date:	November 27 2023		Asbestos Type:	1	
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:	3	
Floor level:	Ground Floor		Priority Assessment	Occupant Activity:	1
Room:	Kitchen			Location:	2
Position:	To floor			Accessibility:	0
Item Description:	Brown vinyl floor tiles plus adhesive			Extent/amount:	2 15m ²
Level of Identification:	SAMPLED			Number of Occupants:	1
Action:	Monitor and manage	Frequency of Use:		3	
RISK CODE:	D	Time in Area:		1	
		Maintenance activity:		0	
		Frequency of Maintenance:	0		
		Priority Score:	5		
		Total Score:	8		
Comments:	1m2 visible where old washing machine was, presumed to remain below green vinyl flooring. Asbestos was identified in both the vinyl floor tiles and the bitumen adhesive. Any material underneath asbestos containing bitumen adhesive must be presumed to contain asbestos as the materials will not be able to be separated from the adhesive., Tile and bitumen				





Item / Inspection Ref:	#21	Material Assessment	Product type:			
Sample Ref:	YJ000187		Condition / Damage:			
Survey date:	22/11/23		Surface Treatment:			
Analysis date:	November 27 2023		Asbestos Type:			
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:			
Floor level:	Ground Floor		Priority Assessment	Occupant Activity:		
Room:	Kitchen			Location:		
Position:	To ceiling above plaster skim			Accessibility:		
Item Description:	Textured coating onto plasterboard			Extent/amount:		
Level of Identification:	SAMPLED			Number of Occupants:		
Action:	None required	Frequency of Use:				
RISK CODE:	No Asbestos	Time in Area:				
		Maintenance activity:				
		Frequency of Maintenance:				
		Priority Score:				
		Total Score:				
Comments:	Accumulative representative sample x3 Bubble pattern Visible where old light fitting has been removed.					


Item / Inspection Ref:	#22	Material Assessment	Product type:			
Sample Ref:	As Sample YJ000182		Condition / Damage:			
Survey date:	22/11/23		Surface Treatment:			
Analysis date:			Asbestos Type:			
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:			
Floor level:	Ground Floor		Priority Assessment	Occupant Activity:		
Room:	Store			Location:		
Position:	To ceiling			Accessibility:		
Item Description:	Textured coating onto plasterboard			Extent/amount:		
Level of Identification:	STRONGLY PRESUMED			Number of Occupants:		
Action:	None required	Frequency of Use:				
RISK CODE:	No Asbestos	Time in Area:				
		Maintenance activity:				
		Frequency of Maintenance:				
		Priority Score:				
		Total Score:				
Comments:	Stipple pattern					


Item / Inspection Ref:	#23	Material Assessment	Product type:	1		
Sample Ref:	As Sample YJ000186		Condition / Damage:	1		
Survey date:	22/11/23		Surface Treatment:	0		
Analysis date:			Asbestos Type:	1		
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:	3		
Floor level:	Ground Floor	Priority Assessment	Occupant Activity:	0		
Room:	Store		Location:	2		
Position:	To floor		Accessibility:	0		
Item Description:	Brown vinyl floor tiles plus adhesive		Extent/amount:	1		2m ²
Level of Identification:	STRONGLY PRESUMED		Number of Occupants:	0		
Action:	Monitor and manage		Frequency of Use:	0		
RISK CODE:	D		Time in Area:	0		
			Maintenance activity:	0		
		Frequency of Maintenance:	0			
		Priority Score:	1			
		Total Score:	4			
Comments:	Asbestos was identified in both the vinyl floor tiles and the bitumen adhesive. Any material underneath asbestos containing bitumen adhesive must be presumed to contain asbestos as the materials will not be able to be separated from the adhesive., Tile and bitumen					


Item / Inspection Ref:	#24	Material Assessment	Product type:		
Sample Ref:	YJ000188		Condition / Damage:		
Survey date:	22/11/23		Surface Treatment:		
Analysis date:	November 27 2023		Asbestos Type:		
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:		
Floor level:	Ground Floor	Priority Assessment	Occupant Activity:		
Room:	Corridor 3		Location:		
Position:	To ceiling		Accessibility:		
Item Description:	Textured coating onto plasterboard		Extent/amount:		
Level of Identification:	SAMPLED		Number of Occupants:		
Action:	None required		Frequency of Use:		
RISK CODE:	No Asbestos		Time in Area:		
			Maintenance activity:		
		Frequency of Maintenance:			
		Priority Score:			
		Total Score:			
Comments:	Accumulative representative sample x3 Stipple effect				


Item / Inspection Ref:	#25	Material Assessment	Product type:	1		
Sample Ref:	YJ000189		Condition / Damage:	1		
Survey date:	22/11/23		Surface Treatment:	0		
Analysis date:	November 27 2023		Asbestos Type:	1		
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:	3		
Floor level:	Ground Floor	Priority Assessment	Occupant Activity:	1		
Room:	Corridor 3		Location:	2		
Position:	To floor below carpet		Accessibility:	0		
Item Description:	Bitumen adhesive		Extent/amount:	1		4m ²
Level of Identification:	SAMPLED		Number of Occupants:	1		
Action:	Monitor and manage		Frequency of Use:	3		
RISK CODE:	D		Time in Area:	0		
			Maintenance activity:	0		
		Frequency of Maintenance:	0			
		Priority Score:	4			
		Total Score:	7			
Comments:	Any material overlaying or underneath asbestos containing bitumen adhesive must be presumed to contain asbestos as the materials will not be able to be separated from the adhesive.					


Item / Inspection Ref:	#26	Material Assessment	Product type:		
Sample Ref:	As Sample YJ000188		Condition / Damage:		
Survey date:	22/11/23		Surface Treatment:		
Analysis date:			Asbestos Type:		
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:		
Floor level:	Ground Floor	Priority Assessment	Occupant Activity:		
Room:	Staff toilet		Location:		
Position:	To ceiling		Accessibility:		
Item Description:	Textured coating onto plasterboard.		Extent/amount:		
Level of Identification:	STRONGLY PRESUMED		Number of Occupants:		
Action:	None required		Frequency of Use:		
RISK CODE:	No Asbestos		Time in Area:		
			Maintenance activity:		
		Frequency of Maintenance:			
		Priority Score:			
		Total Score:			
Comments:	Stipple effect				


Item / Inspection Ref:	#27	Material Assessment	Product type:			
Sample Ref:	YJ000190		Condition / Damage:			
Survey date:	22/11/23		Surface Treatment:			
Analysis date:	November 27 2023		Asbestos Type:			
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:			
Floor level:	Ground Floor		Priority Assessment	Occupant Activity:		
Room:	Boiler cupboard			Location:		
Position:	Behind left hand side plasterboard wall.			Accessibility:		
Item Description:	Insulating board			Extent/amount:		
Level of Identification:	SAMPLED			Number of Occupants:		
Action:	None required	Frequency of Use:				
RISK CODE:	No Asbestos	Time in Area:				
		Maintenance activity:				
		Frequency of Maintenance:				
		Priority Score:				
		Total Score:				
Comments:						


Item / Inspection Ref:	#28	Material Assessment	Product type:			
Sample Ref:	YJ000191		Condition / Damage:			
Survey date:	22/11/23		Surface Treatment:			
Analysis date:	November 27 2023		Asbestos Type:			
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:			
Floor level:	Ground Floor		Priority Assessment	Occupant Activity:		
Room:	Boiler cupboard			Location:		
Position:	To left hand side wall at low level			Accessibility:		
Item Description:	Insulating board			Extent/amount:		
Level of Identification:	SAMPLED			Number of Occupants:		
Action:	None required	Frequency of Use:				
RISK CODE:	No Asbestos	Time in Area:				
		Maintenance activity:				
		Frequency of Maintenance:				
		Priority Score:				
		Total Score:				
Comments:						


Item / Inspection Ref:	#29	Material Assessment	Product type:		
Sample Ref:	YJ000192		Condition / Damage:		
Survey date:	22/11/23		Surface Treatment:		
Analysis date:	November 27 2023		Asbestos Type:		
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:		
Floor level:	Ground Floor	Priority Assessment	Occupant Activity:		
Room:	Boiler cupboard		Location:		
Position:	2x panels to ceiling		Accessibility:		
Item Description:	Insulating board		Extent/amount:		
Level of Identification:	SAMPLED		Number of Occupants:		
Action:	None required		Frequency of Use:		
RISK CODE:	No Asbestos		Time in Area:		
		Maintenance activity:			
		Frequency of Maintenance:			
		Priority Score:			
		Total Score:			
Comments:					


Item / Inspection Ref:	#30	Material Assessment	Product type:	1		
Sample Ref:	YJ000193		Condition / Damage:	1		
Survey date:	22/11/23		Surface Treatment:	0		
Analysis date:	November 27 2023		Asbestos Type:	1		
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:	3		
Floor level:	Ground Floor	Priority Assessment	Occupant Activity:	0		
Room:	Boiler cupboard		Location:	2		
Position:	To floor		Accessibility:	0		
Item Description:	Brown vinyl floor tiles plus adhesive		Extent/amount:	1		1m ²
Level of Identification:	SAMPLED		Number of Occupants:	0		
Action:	Monitor and manage		Frequency of Use:	0		
RISK CODE:	D		Time in Area:	0		
		Maintenance activity:	0			
		Frequency of Maintenance:	0			
		Priority Score:	1			
		Total Score:	4			
Comments:	Asbestos was identified in both the vinyl floor tiles and the bitumen adhesive. Any material underneath asbestos containing bitumen adhesive must be presumed to contain asbestos as the materials will not be able to be separated from the adhesive.					

Item / Inspection Ref:	#31	Material Assessment	Product type:		
Sample Ref:	YJ000194		Condition / Damage:		
Survey date:	22/11/23		Surface Treatment:		
Analysis date:	November 27 2023		Asbestos Type:		
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:		
Floor level:	Ground Floor	Priority Assessment	Occupant Activity:		
Room:	Externally accessed gas meter cupboard 1		Location:		
Position:	To ceiling and walls		Accessibility:		
Item Description:	Insulating board		Extent/amount:		
Level of Identification:	SAMPLED		Number of Occupants:		
Action:	None required		Frequency of Use:		
RISK CODE:	No Asbestos		Time in Area:		
			Maintenance activity:		
		Frequency of Maintenance:			
		Priority Score:			
		Total Score:			
Comments:					

Item / Inspection Ref:	#32	Material Assessment	Product type:		
Sample Ref:	YJ000195		Condition / Damage:		
Survey date:	22/11/23		Surface Treatment:		
Analysis date:	November 27 2023		Asbestos Type:		
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:		
Floor level:	Ground Floor	Priority Assessment	Occupant Activity:		
Room:	Externally accessed gas meter cupboard 1		Location:		
Position:	To underside of shelf		Accessibility:		
Item Description:	Insulating board		Extent/amount:		
Level of Identification:	SAMPLED		Number of Occupants:		
Action:	None required		Frequency of Use:		
RISK CODE:	No Asbestos		Time in Area:		
			Maintenance activity:		
		Frequency of Maintenance:			
		Priority Score:			
		Total Score:			
Comments:					

Item / Inspection Ref:	#33	Material Assessment	Product type:		
Sample Ref:	YJ000196		Condition / Damage:		
Survey date:	22/11/23		Surface Treatment:		
Analysis date:	November 27 2023		Asbestos Type:		
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:		
Floor level:	Ground Floor	Priority Assessment	Occupant Activity:		
Room:	Externally accessed gas meter cupboard 2		Location:		
Position:	To ceiling and walls		Accessibility:		
Item Description:	Insulating board		Extent/amount:		
Level of Identification:	SAMPLED		Number of Occupants:		
Action:	None required		Frequency of Use:		
RISK CODE:	No Asbestos		Time in Area:		
		Maintenance activity:			
		Frequency of Maintenance:			
		Priority Score:			
		Total Score:			
Comments:					

Item / Inspection Ref:	#34	Material Assessment	Product type:		
Sample Ref:	YJ000197		Condition / Damage:		
Survey date:	22/11/23		Surface Treatment:		
Analysis date:	November 27 2023		Asbestos Type:		
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:		
Floor level:	External	Priority Assessment	Occupant Activity:		
Room:	External areas		Location:		
Position:	To soffits		Accessibility:		
Item Description:	Insulating board		Extent/amount:		
Level of Identification:	SAMPLED		Number of Occupants:		
Action:	None required		Frequency of Use:		
RISK CODE:	No Asbestos		Time in Area:		
		Maintenance activity:			
		Frequency of Maintenance:			
		Priority Score:			
		Total Score:			
Comments:					

Item / Inspection Ref:	#35	Material Assessment	Product type:	1		
Sample Ref:	YJ000198		Condition / Damage:	1		
Survey date:	22/11/23		Surface Treatment:	1		
Analysis date:	November 27 2023		Asbestos Type:	1		
Building:	Coffee Tots Preschool, 99 Johnathon's Coffee Hall		Material Score:	4		
Floor level:	External	Priority Assessment	Occupant Activity:	0		
Room:	External areas		Location:	0		
Position:	To gable		Accessibility:	0		
Item Description:	Cement verge board		Extent/amount:	2		10lm
Level of Identification:	SAMPLED		Number of Occupants:	0		
Action:	Monitor and manage		Frequency of Use:	0		
RISK CODE:	D		Time in Area:	0		
			Maintenance activity:	0		
		Frequency of Maintenance:	0			
		Priority Score:	1			
		Total Score:	5			
Comments:						

APPENDIX 1 - SURVEY METHODOLOGY AND LIMITATIONS

Methodology

Asbestos Management Survey

The purpose of this survey is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance, and to assess their condition.

This management survey is based on a visual inspection of materials at the site, confirmed by sampling and analysis. Management Surveys are non-destructive therefore it is always possible that after a survey, asbestos containing materials may remain unidentified in the property or area covered by the scope of the survey.

All inspections and sampling were carried with due diligence, in accordance with our in-house procedures, guidance publication HSG264 and our UKAS accredited quality system.

This report is based on the results of the visual inspections, sampling and analysis of suspected asbestos materials. The extent and assessment of asbestos materials was determined by physical and visual examination on site with bulk sampling and analysis for confirmation. The investigation includes primarily an evaluation of the condition and surface treatment of asbestos-containing materials (ACMs). Comments on materials that are visually similar to ACMs but are not asbestos-containing, may also be commented on in the report.

If the survey has been undertaken to specific locations, then this will be clearly stated in the body of the report.

Methods used to carry out the survey were agreed with the client prior to any works being carried out. All reasonable attempts were made to access all areas within the scope of the survey. Areas not accessed are reported in the executive summary; further details are provided in sections 3.0 and 4.0. Our surveying work is carried out in line with published guidance and our in-house procedures.

Inspection Procedure

Each room or area is inspected individually noting relevant building materials and those which may contain asbestos. All heating, ventilation, services, riser, voids etc, are accessed where reasonably practicable. Occupied areas can impose restrictions on sampling, and on the type and level of inspection that can be undertaken. Any such limitations will be noted in section 3.0.

The surveyor will not go beyond asbestos containing materials but will record substrates to decorative finishes where possible.

A management survey is not able to identify asbestos where it may be hidden by a non-asbestos material. For example, there may be residual asbestos underneath non-asbestos insulation materials that would only be accessible by causing excessive damage. Depending on the detailed scope agreed with the client, representative inspection will be undertaken where reasonably practicable in these circumstances. However, this will only be undertaken if it does not cause excessive damage. Where there is a limitation on access, this will be detailed in the report and asbestos should be assumed to be present unless proven otherwise.

Sampling

Sampling is carried in line with published guidance and in-house procedures. The number of samples collected is dependent on the extent and range of materials present and the extent of variation in those materials. In addition, the occupancy and operation of a site may also have an impact on the ability for sampling to take place safely. This being so, the surveyor will determine an appropriate and representative sampling strategy at site during the survey. Materials that are not obviously asbestos (e.g. brick, glass, wood) will not be sampled, but may be detailed in the room notes.

Findings with the survey report, including samples are referred to as follows:

Sampled items - these are identified by the following reference number format e.g. J999999#01. The item has been sampled and will have been analysed for asbestos using polarised light microscopy to determine whether asbestos is present and the type of asbestos fibre.

Strongly Presumed - these items are identified by the following reference number format e.g. As Sample J99999#01*. Such items are observed to be visually consistent with a similar material sampled within this survey.

Presumed - these items are identified by the following reference number format e.g. J999999#Presumed. Such items have not been sampled but may contain asbestos and/or it is unsafe to obtain a sample. Asbestos may also be presumed to be present in inaccessible areas.

Samples of textured coating

The sampling of textured coating is undertaken carefully, in-line with published guidance and our in-house procedures. However, the asbestos fibres in textured coating are not uniformly present and this can make the positive identification of asbestos fibres in samples difficult. Therefore, it is recommended that where a building/area is proven to contain asbestos textured coating through sample analysis, that all textured coating in that building/area is assumed to contain asbestos, irrespective of any analysis that indicates otherwise.

Samples of dust

Unless specifically requested by the client the sampling of dust has not been undertaken. Guidance in HSG248 states that sampling and analysis of asbestos in settled dust is not recommended except in specific circumstances where the spread of asbestos from a substantial recent release incident is being investigated - it should not be routine or part of a bulk sampling programme.

Sampling is not advised due to the technical difficulties (e.g. efficacy of collection methods) and surface deposit/settled dust variability (i.e. representativeness) as well as uncertainties in the statistical relevance and in the assessment and evaluation of risk that arises from the detection of low numbers of fibres.

Soil and made ground

This report does not include any sampling for asbestos in soil and/or made ground.

Inaccessible areas within scope

Although every effort was made to access all areas of the building it is possible that concealed cavities, floor voids etc will only be accessible during actual demolition. The client's management plan should include arrangements to mitigate any latent risks relating resulting from areas not accessed.

Potential asbestos containing materials or areas of the buildings that were inaccessible must be presumed to contain asbestos until proven otherwise.

Miscellaneous

All quantities given are approximated without the use of measuring aids. The quantities are for guidance purposes only and Tersus do not take any responsibility for the accuracy of the quantities.

Materials have been referred to as Asbestos Insulating Board or Asbestos Cement based on content and visual appearance alone. Water absorption tests on materials have not been carried out unless otherwise stated.

The survey report remains the intellectual property of Tersus until full and final payment has been received. On settlement, the information in this report remains the property of the client only and does not allow for or imply any collateral warranty to third parties.

LIMITATIONS & RESTRICTIONS

These are general limitations, some of which may have been unforeseen during our review of your specific requirements.

These may include concealed spaces, unknown spaces, locked rooms and high-level areas, for example.

Restrictions place constraints on the inspection process, due to the need to protect health and safety, structural stability, security and/or or weather tightness of the property, on completion of the survey.

Access limitations may trigger the need for a re-visit when the restrictions can be safely lifted and/or may require specialist contractors, or more extensive/controlled demolition. Materials, products, items and areas not identified in this report should be presumed as asbestos containing in the absence of information to the contrary. Please contact your Tersus contract team in the event additional work is required or for more advice.

Additional asbestos containing materials (ACM) may be present behind or above suspected/known ACM and so additional surveying may be required in these areas. We are unable to quantify/qualify nor report on asbestos in these areas, as follows:

- Unknown/unseen materials, where the extent and presence of these is not evident due to inaccessibility or insufficient knowledge of the structure at the time of the survey, have not been reported herein.

- Known areas within the scope which have not been accessed, for the reasons given herein, including some products and 'live' plant.

Plans

If plans of the premises to be inspected are not made available, it cannot be ascertained if all areas have been identified or accessed. Plans may be hand sketched in order to avoid misinterpretation. However, in complex premises, Tersus cannot guarantee that all areas have been identified. It is the client's responsibility to check the supplied drawing and to highlight to us any concealed or obstructed areas not shown.

Reasonable access

Furniture, fixtures or fittings shall be moved where possible during the survey. Access to areas obstructed by these items where known will be restricted and have been recorded within the survey report.

Access to voids, risers, ducts etc. was made through existing removable access hatches, panels, ceiling tiles etc. which can be replaced in the same condition. Where excessive damage is required especially in occupied areas this will be recorded as a no access.

Site conditions at the time of the survey may mean that floors under large carpeted areas have not been surveyed in their entirety; the carpeted area may be very large, have furniture placed upon it, or it may be stuck down etc.

Where materials exist at a height and these were beyond which it was reasonably practical to access the materials have been visually determined and presumptions may have been made.

Potential Access restrictions

Where known and identifiable these are documented within the survey report. Examples of these areas as follows:

Service ducts, risers, voids and cavities (concealed under floors, in voids etc.) We have not inspected flues, ducts, voids and any similar enclosed areas where access would have necessitated the use of specialist equipment or tools, or which would have caused damage to decoration, fixtures, fittings or the structure of the building.

Live mechanical and electrical services i.e. in the absence of an isolation certificate or similar.

Lift shafts, where installed.

Un-boarded or unsafe roof / loft spaces and any area at excessive height.

Internal fire proofing materials. We have not inspected fire doors internally to ascertain whether they are manufactured using asbestos materials as this would require the use of destructive sampling procedures which would destroy the integrity of the door. However, where reasonably practicable, fire doors have been visually inspected through fixings ie locks.

We have not inspected within or beneath the concrete floor slab(s) by default, as this would necessitate the use of a specialist contractor to provide access. If this provision has been supplied, then it will be reported herein.

RISK ASSESSMENT PROCESS

Material Assessment

Number scores are allocated to ACM depending on product type, extent of damage/ deterioration, surface treatment and asbestos type (which shall be scored as Crocidolite (blue) asbestos unless similar samples show otherwise or it is likely that another type of asbestos is almost always used).

ACMs with scores of 10 or more are regarded as having a high potential to release fibres if disturbed, 7- 9 medium potential, 5-6 low potential and 4 or less very low potential.

These scores and other recorded observations, which are perceived as being likely to affect the release of asbestos fibres, are then used to allocate a risk code, which provides some basic advice on how the ACM should be treated in our opinion.

Material Assessment Algorithm

Sample Characteristic	Score	Example description
Product Type	1	Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi rigid paints or decorative finishes, asbestos cement etc.)
	2	Asbestos insulating board, mill boards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.
	3	Thermal insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.
Extent of Damage (Condition)	0	Good condition: no visible damage
	1	Low damage: a few scratches or surface marks; broken edges on boards, tiles etc.
	2	Medium damage: significant breakage of materials or several small areas revealing loose fibres
Surface Treatment	0	Composite materials containing asbestos: reinforced plastics, resins vinyl tiles
	1	Enclosed sprays and laggings, asbestos insulating board (with exposed face painted or encapsulated), asbestos cement sheets etc.
	2	Unsealed asbestos insulating board, or encapsulated lagging and sprays
Asbestos Fibre Type	3	Unsealed laggings and sprays
	1	Chrysotile
	2	Amphibole asbestos excluding crocidolite
	3	Crocidolite

Priority Assessment

If specifically requested by the client, number scores are allocated to each ACM location to assess the risk of someone disturbing the ACM. Factors assessed are, Occupant Activity, Likelihood of Disturbance, Human Exposure Potential and Maintenance Activity.

The Priority Assessment scores are added to the Material Assessment scores to provide an overall risk assessment for each ACM. ACMs with scores of 19 or more are regarded as being at a high risk, 13-18 medium risk, 9-12 low risk and 8 or less very low risk.

These scores and other recorded observations, which are perceived as being likely to affect the release of asbestos fibres, are then used to allocate a risk code to assist in the prioritisation of mitigation actions to reduce the risk.

IMPORTANT: The priority assessment is based on that detailed within HSG227 - A comprehensive guide to managing asbestos in premises - 2002 and where provided, is given as an indication only. The duty-holder retains the responsibility to check that the priority assessment reflects the activities at the site and he/she should update the assessment as necessary. Should you require any further assistance with that, please contact us. Priority assessments scores (PAS) are outside the scope of our UKAS accreditation.

Priority Assessment Algorithm

Sample Characteristic	Score	Example description
Normal Occupant Activity (Repeat for secondary activities as necessary)	0 1 2 3	Rare disturbance activity (e.g. little used store room) Low disturbance activity (e.g. offices) Periodic disturbance (e.g. industrial or vehicular) High levels of disturbance (e.g. fire door with asbestos insulating board sheet in constant use)
Likelihood of disturbance <i>Location</i> <i>Accessibility</i> <i>Extent/amount</i>	0 1 2 3 0 1 2 3 0 1 2 3	Outdoors Large rooms or well-ventilated areas Rooms up to 100m ² Confined spaces Usually inaccessible or unlikely to be disturbed Occasionally likely to be disturbed Easily disturbed Routinely disturbed Small amounts or items (e.g. gaskets, fuse linings) <10m ² or <10m pipe run >10m ² to ≥50m ² or >10m to ≥50m pipe run >50m ² or >50m pipe run
Human exposure potential <i>Number of occupants</i> <i>Frequency of use</i> <i>Average time in use</i>	0 1 2 3 0 1 2 3 0 1 2 3	None 1 to 3 4 to 10 >10 Infrequent Monthly Weekly Daily <1 Hour >1 to <3 Hours >3 to <6 Hours >6 Hours
Maintenance activity <i>Type of maintenance</i>	0 1 2 3	Minor disturbance (e.g. possibility of contact when gaining access) Low disturbance (e.g. changing a light bulb in asbestos insulating board ceilings) Medium disturbance (e.g. lifting one or two asbestos ceiling tiles to gain access) High levels of disturbance (e.g. removal of numerous asbestos insulating board ceiling tiles)
<i>Frequency of maintenance</i>	0 1 2 3	ACM unlikely to be disturbed for maintenance ≤1 per year >1 per year >1 per month

Risk Category Selection

HIGH RISK (A) - 19 points or more with the Priority Assessment and Material Assessment combined, 10 points or more with only the Material Assessment.

This is the highest risk category level and ACMs in this category require urgent action to reduce the risks. Items in this category are either damaged and/or friable and may be in a position likely to cause an exposure to occupants. In most cases it would be necessary to prevent access to the area and plan for remediation. Typically, this will mean removal of the material, however in certain circumstances encapsulation or repair may be possible.

MEDIUM RISK (B) - 13-18 points with the Priority Assessment and Material Assessment combined, 7-9 points with only the Material Assessment.

This category indicates that there is a potential for asbestos fibre release to occupiers. Remediation of the ACM will normally be necessary, such as encapsulation or repair. In some cases it may be necessary to prevent access or occupation. Following remediation measures, normal management procedures should be followed (e.g. annual inspection for damage).

LOW RISK (C) - 9-12 points with the Priority Assessment and Material Assessment combined, 5-6 points with only the Material Assessment.

This category indicates that there is a low risk overall from the material due to its characteristics and/or there is a low possibility of accessing the material. Normal management procedures should be followed (e.g. annual inspection for damage).

VERY LOW RISK (D) - 1-8 points with the Priority Assessment and Material Assessment combined, 1-4 points with only the Material Assessment.

This category indicates that there is very low risk of the ACM releasing fibre into the air, or that it is so remote from the occupants that any airborne asbestos would not be present in the breathing zone. Normal management procedures should be followed (e.g. annual inspection for damage).

APPENDIX 2 - BULK ANALYSIS CERTIFICATE



For the attention of Yvonne Mullens

Client Address:

Milton Keynes Council
Civic Offices
1 Saxon Gate East
Milton Keynes
MK9 3EJ

Unit 6, Carrera Court, Church Lane, Dinnington, Sheffield, S25 2RG

www.tersusgroup.co.uk, info@tersusgroup.co.uk



REPORT OF ANALYTICAL EXAMINATION FOR ASBESTOS IN BULK SAMPLE(S)

Job number	J955300
Number of samples	30
Date sampled / received	25/11/2023
Date analysed / issued	25/11/2023, 27/11/2023
Analyst	Bailey Jackson
Sampled By	Corey Walsh
Site address	Coffee Tots Preschool, 99 Jonathans Coffee Hall, Milton Keynes, MK6 5DR
Client order number	31500055092

METHOD OF ANALYSIS

The sample(s) were analysed using Polarised Light Microscopy by the method given in HSG248, Appendix 2 and will be retained for at least six months. This is an accredited test method under ISO 17025. We disclaim responsibility for the accuracy of information provided by and sampling undertaken by the client. "Trace" is reported as defined in HSG248 where applicable. All opinions and descriptions ie. non asbestos fibre types and material types in this report fall outside the scope of our accreditation. Reports are retained for at least six years.

Sample ref. no.	Building	Floor level	Room	Position	Item	Material	Result
YJ000169	Coffee Tots Preschool, 99 Johnathon's Coffee Hall	Ground Floor	Corridor 1	To ceiling	Textured coating onto plasterboard	Textured Coating	No Asbestos Detected
YJ000170	Coffee Tots Preschool, 99 Johnathon's Coffee Hall	Ground Floor	Corridor 1	To floor	Blue vinyl floor covering plus adhesive	Lino	No Asbestos Detected
YJ000171	Coffee Tots Preschool, 99 Johnathon's Coffee Hall	Ground Floor	Corridor 1	To floor below blue vinyl	Blue vinyl floor tiles plus adhesive	Vinyl floor tiles	No Asbestos Detected

Sample ref. no.	Building	Floor level	Room	Position	Item	Material	Result
YJ000172	Coffee Tots Preschool, 99 Johnathon's Coffee Hall	Ground Floor	Water tank cupboard	To floor	Brown vinyl floor tiles plus adhesive	Vinyl Floor Tile and Bitumen	Chrysotile
YJ000173	Coffee Tots Preschool, 99 Johnathon's Coffee Hall	Ground Floor	Water tank cupboard	Behind left hand side plasterboard wall.	Insulating board	Insulating Board	No Asbestos Detected
YJ000174	Coffee Tots Preschool, 99 Johnathon's Coffee Hall	Ground Floor	Toilet	To ceiling	Textured coating onto plasterboard	Textured Coating	No Asbestos Detected
YJ000175	Coffee Tots Preschool, 99 Johnathon's Coffee Hall	Ground Floor	Play area	To ceiling	Textured coating onto plasterboard	Textured Coating	No Asbestos Detected
YJ000176	Coffee Tots Preschool, 99 Johnathon's Coffee Hall	Ground Floor	Play area	To floor	Beige vinyl floor tiles plus adhesive	Vinyl floor tiles	No Asbestos Detected
YJ000177	Coffee Tots Preschool, 99 Johnathon's Coffee Hall	Ground Floor	Play area	To floor	Purple vinyl floor tiles plus adhesive	Vinyl floor tiles	No Asbestos Detected
YJ000178	Coffee Tots Preschool, 99 Johnathon's Coffee Hall	Ground Floor	Play area	To floor	Red vinyl floor tiles plus adhesive	Vinyl floor tiles	No Asbestos Detected
YJ000179	Coffee Tots Preschool, 99 Johnathon's Coffee Hall	Ground Floor	Play area	To floor below carpet.	Brown vinyl floor tiles plus adhesive	Vinyl Floor Tile and Bitumen	Chrysotile
Tile and Bitumen							
YJ000180	Coffee Tots Preschool, 99 Johnathon's Coffee Hall	Ground Floor	Play area	To floor below beige, red and purple floor tiles.	White vinyl floor tiles plus adhesive	Bitumen Products	Chrysotile
Bitumen only							
YJ000181	Coffee Tots Preschool, 99 Johnathon's Coffee Hall	Ground Floor	Media room	To floor below carpet	Bitumen adhesive	Bitumen Products	Chrysotile
YJ000182	Coffee Tots Preschool, 99 Johnathon's Coffee Hall	Ground Floor	Corridor 2	To ceiling and beam	Textured coating onto plasterboard	Textured Coating	No Asbestos Detected

Sample ref. no.	Building	Floor level	Room	Position	Item	Material	Result
YJ000183	Coffee Tots Preschool, 99 Johnathon's Coffee Hall	Ground Floor	Corridor 2	To floor	Red vinyl floor covering plus adhesive	Bitumen Products	Chrysotile
Bitumen only							
YJ000184	Coffee Tots Preschool, 99 Johnathon's Coffee Hall	Ground Floor	Staff room	To floor	Bitumen adhesive	Bitumen Products	Chrysotile
YJ000185	Coffee Tots Preschool, 99 Johnathon's Coffee Hall	Ground Floor	Kitchen	To floor	Green vinyl floor covering plus adhesive	Lino	No Asbestos Detected
YJ000186	Coffee Tots Preschool, 99 Johnathon's Coffee Hall	Ground Floor	Kitchen	To floor	Brown vinyl floor tiles plus adhesive	Vinyl Floor Tile and Bitumen	Chrysotile
Tile and bitumen							
YJ000187	Coffee Tots Preschool, 99 Johnathon's Coffee Hall	Ground Floor	Kitchen	To ceiling above plaster skim	Textured coating onto plasterboard	Textured Coating	No Asbestos Detected
YJ000188	Coffee Tots Preschool, 99 Johnathon's Coffee Hall	Ground Floor	Corridor 3	To ceiling	Textured coating onto plasterboard	Textured Coating	No Asbestos Detected
YJ000189	Coffee Tots Preschool, 99 Johnathon's Coffee Hall	Ground Floor	Corridor 3	To floor below carpet	Bitumen adhesive	Bitumen Products	Chrysotile
YJ000190	Coffee Tots Preschool, 99 Johnathon's Coffee Hall	Ground Floor	Boiler cupboard	Behind left hand side plasterboard wall.	Insulating board	Insulating Board	No Asbestos Detected
YJ000191	Coffee Tots Preschool, 99 Johnathon's Coffee Hall	Ground Floor	Boiler cupboard	To left hand side wall at low level	Insulating board	Insulating Board	No Asbestos Detected
YJ000192	Coffee Tots Preschool, 99 Johnathon's Coffee Hall	Ground Floor	Boiler cupboard	2x panels to ceiling	Insulating board	Insulating Board	No Asbestos Detected
YJ000193	Coffee Tots Preschool, 99 Johnathon's Coffee Hall	Ground Floor	Boiler cupboard	To floor	Brown vinyl floor tiles plus adhesive	Vinyl Floor Tile and Bitumen	Chrysotile

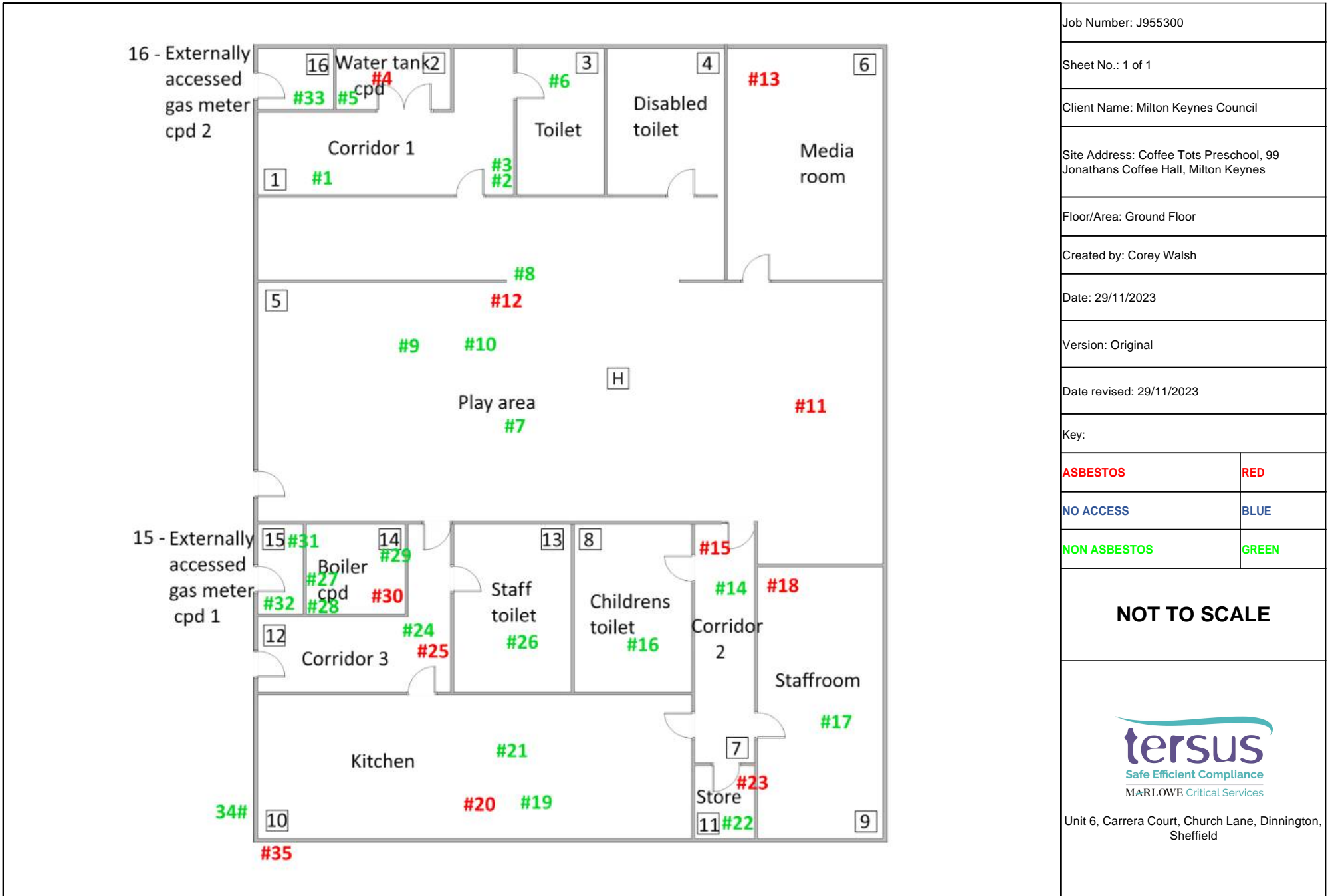
Sample ref. no.	Building	Floor level	Room	Position	Item	Material	Result
YJ000194	Coffee Tots Preschool, 99 Johnathon's Coffee Hall	Ground Floor	Externally accessed gas meter cupboard 1	To ceiling and walls	Insulating board	Insulating Board	No Asbestos Detected
YJ000195	Coffee Tots Preschool, 99 Johnathon's Coffee Hall	Ground Floor	Externally accessed gas meter cupboard 1	To underside of shelf	Insulating board	Insulating Board	No Asbestos Detected
YJ000196	Coffee Tots Preschool, 99 Johnathon's Coffee Hall	Ground Floor	Externally accessed gas meter cupboard 2	To ceiling and walls	Insulating board	Insulating Board	No Asbestos Detected
YJ000197	Coffee Tots Preschool, 99 Johnathon's Coffee Hall	External	External areas	To soffits	Insulating board	Asbestos Insulating Board	No Asbestos Detected
YJ000198	Coffee Tots Preschool, 99 Johnathon's Coffee Hall	External	External areas	To gable	Cement verge board	Asbestos Cement	Chrysotile

Authorised Signatures:

Bailey Jackson



APPENDIX 3 - ANNOTATED PLANS



Job Number: J955300

Sheet No.: 1 of 1

Client Name: Milton Keynes Council

Site Address: Coffee Tots Preschool, 99 Jonathans Coffee Hall, Milton Keynes

Floor/Area: Ground Floor

Created by: Corey Walsh

Date: 29/11/2023

Version: Original

Date revised: 29/11/2023

Key:

ASBESTOS	RED
NO ACCESS	BLUE
NON ASBESTOS	GREEN

NOT TO SCALE



Unit 6, Carrera Court, Church Lane, Dinnington, Sheffield

The drawing only includes items of asbestos, areas of no access and non-asbestos items. Non-asbestos rooms are excluded. Consequently, item reference numbers may not appear consecutive.

Energy Performance Certificate

Non-Domestic Building



99, Jonathans
Coffee Hall
MILTON KEYNES
MK6 5DR

Certificate Reference Number:
0591-9012-0130-1400-1803

This certificate shows the energy rating of this building. It indicates the energy efficiency of the building fabric and the heating, ventilation, cooling and lighting systems. The rating is compared to two benchmarks for this type of building: one appropriate for new buildings and one appropriate for existing buildings. There is more advice on how to interpret this information in the guidance document *Energy Performance Certificates for the construction, sale and let of non-dwellings* available on the Government's website at www.gov.uk/government/collections/energy-performance-certificates.

Energy Performance Asset Rating

More energy efficient

A+

Net zero CO₂ emissions

A 0-25

B 26-50

C 51-75

D 76-100

E 101-125

F 126-150

G Over 150

Less energy efficient

◀ 96 This is how energy efficient the building is.

Technical Information

Main heating fuel:	Natural Gas
Building environment:	Heating and Natural Ventilation
Total useful floor area (m ²):	144
Assessment Level:	3
Building emission rate (kgCO ₂ /m ² per year):	53.28
Primary energy use (kWh/m ² per year):	309.46

Benchmarks

Buildings similar to this one could have ratings as follows:

31	If newly built
89	If typical of the existing stock

Administrative Information

This is an Energy Performance Certificate as defined in the Energy Performance of Buildings Regulations 2012 as amended.

Assessment Software:	DesignBuilder SBEM v5.4.0 using calculation engine SBEM v5.4.b.0
Property Reference:	110450120000
Assessor Name:	Ryan Spray
Assessor Number:	EES/014947
Accreditation Scheme:	Elmhurst Energy Systems
Employer/Trading Name:	CC Ltd
Employer/Trading Address:	34 Station Road Sandiacre Nottingham NG10 5BG
Issue Date:	09 Oct 2018
Valid Until:	08 Oct 2028 (unless superseded by a later certificate)
Related Party Disclosure:	Not related to the owner.

Recommendations for improving the energy performance of the building are contained in the associated Recommendation Report - 0910-1945-0408-2110-0014.

About this document and the data in it

This document has been produced following an energy assessment undertaken by a qualified Energy Assessor, accredited by Elmhurst Energy Systems. You can obtain contact details of the Accreditation Scheme at www.elmhurstenergy.co.uk.

A copy of this certificate has been lodged on a national register as a requirement under the Energy Performance of Buildings Regulations 2012 as amended. It will be made available via the online search function at www.ndepcregister.com. The certificate (including the building address) and other data about the building collected during the energy assessment but not shown on the certificate, for instance heating system data, will be made publicly available at www.opendatacommunities.org.

This certificate and other data about the building may be shared with other bodies (including government departments and enforcement agencies) for research, statistical and enforcement purposes. Any personal data it contains will be processed in accordance with the General Data Protection Regulation and all applicable laws and regulations relating to the processing of personal data and privacy. For further information about this and how data about the property are used, please visit www.ndepcregister.com. To opt out of having information about your building made publicly available, please visit www.ndepcregister.com/optout.

There is more information in the guidance document *Energy Performance Certificates for the construction, sale and let of non-dwellings* available on the Government website at: www.gov.uk/government/collections/energy-performance-certificates. It explains the content and use of this document, advises on how to identify the authenticity of a certificate and how to make a complaint.

Opportunity to benefit from a Green Deal on this property

The Green Deal can help you cut your energy bills by making energy efficiency improvements at no upfront costs. Use the Green Deal to find trusted advisors who will come to your property, recommend measures that are right for you and help you access a range of accredited installers. Responsibility for repayments stays with the property – whoever pays the energy bills benefits so they are responsible for the payments.

To find out how you could use Green Deal finance to improve your property please call 0300 123 1234.

WOUGHTON COMMUNITY COUNCIL

Full Council – 25th March 2024

Agenda Item FC 48/24

PURPOSE OF REPORT: To inform council of application process for funding under the ‘Shared Prosperity Fund’(SPF) and request ideas for inclusion in any bid.

RECOMMENDATION:

1. That council notes the report, the associated documents (both attached and online) and the deadlines for submissions.
2. That councillors consider any projects or ideas that they feel meet the criteria and make these known to the Council Manager.
3. That if any suitable proposals are made, that an application is made to MKCC for funding under this scheme.

MAIN ISSUES AND CONSIDERATIONS:

The following is taken from the MKCC website:

‘The UK Shared Prosperity Fund (UKSPF) is a central pillar of the UK government’s Levelling Up agenda and provides £2.6 billion of funding for local investment by March 2025.

The Fund aims to improve pride in place and increase life chances across the UK investing in communities and place, supporting local business, and people and skills.

Milton Keynes City Council's plan for 2024/25 was approved by Delegated Decision on 27th February 2024, papers can be found [here](#).

How to apply?

The call for projects is now open.

Applications for grants are now open and can be submitted at any point up until 9 April 2024. All projects must be completed by 31 March 2025.’

This was further followed by an email (attached) requesting submissions under this funding. There are some considerable constraints around this, with certain areas only being delivered by MKCC internally (the papers note improvements to public realm and play areas in Woughton, but no detail of what this might be). The key areas for council to consider should fall within the following headline areas:

Communities & Place

- E12: Investment in community engagement schemes to support community involvement in decision making in local regeneration.

Supporting Local Business

- E23: Strengthening local entrepreneurial ecosystems, and supporting businesses, including through local networks.
- E29: Supporting decarbonisation and improving the natural environment whilst growing the local economy.

People & Skills

- E33 Employment support for economically inactive people

- E34 Courses including basic, life & career skills

The author of this paper is unclear as to what some of these words mean (e.g. strengthening local entrepreneurial ecosystems) but would suggest that E12 and E29 both provide opportunities for the council to deliver some schemes within this funding stream. It may also be that council would like to consider additional provision around 'People and Skills'.

Examples of opportunities may include:

- E12 – workshops and engagement events to promote involvement in Neighbourhood Planning, estate development and a wider look at the long term aspirations for the parish. This could build on some of the successful events that have taken place around other issues – dinner clubs which include talks and engagement, pop up events at local centres and other 'busy' areas (e.g. after school) and sessions to train local residents in how to develop community involvement and engagement
- E29 – provision of cycling infrastructure (e.g. bike storage at local centres, provision of pumps / tools / etc. at key interchanges), which would help reduce fossil fuel travel whilst encouraging the cycling community to include Woughton within their travels. This could link to local eateries and other businesses, promoting economic benefits.

There is the option to look at building upon the limited 'Job Club', with either direct delivery (tricky, given timescales) or through 'buying in' additional support. This might include specific sessions around interview techniques, provision (or access to an existing) of a scheme to provide interview clothes, courses that offer certification (first aid, food hygiene, etc.) or similar.

These are intended as ideas to promote discussion, rather than any definite approach and council is encouraged to consider other options, approaches, ideas for consideration.

STAFFING IMPLICATIONS:

Depending on what is wanted, there will be an amount of time needed to develop and submit any application, as well as the demands around delivery and reporting, which will, no doubt, be considerable.

FINANCIAL IMPLICATIONS:

There is the potential for some of the aspirations of the council to be met through this funding, bringing added value to the parish at no direct cost to local precept payers.

OTHER IMPLICATIONS:

BACKGROUND PAPERS:

<https://www.milton-keynes.gov.uk/UKSPF>

SUGGESTED PROPOSAL:

'That council agrees to a submission under the SPF scheme, with the decision for what is submitted delegated to the Council Manager, with the submission made prior to the cut off date of 9th April'.

AUTHOR

Steve McNay – Council Manager

Hello,

As you may be aware we are due to enter the final year of the UK Shared Prosperity Fund Programme (UKSPF).

The UKSPF is the government's domestic replacement for the European Structural and Investment Programme (ESIF) and it provides Local Authorities funding for communities, places, businesses, people and skills.

In the spirit of Levelling Up, Milton Keynes City Council has used this funding to predominantly supplement its existing Regeneration and Estate Renewal Programme.

Some of the key highlights to date include:

- Improvement of a Play Park on Fullers Slade
- Tree planting in Woughton to encourage water retention and reduce flooding
- Community Hub repair in Fullers Slade
- Support for Cost of Living through Better Housing Better Health Service
- Financial support for Estate Renewal Forum

We are also delighted to announce that the 2024/25 Grant Competition is now **live** and we will be accepting applications up until 9th April 2024.

Additional information and application Forms be found [here](#).

We will be accepting applications against the following interventions:

Communities & Place

- E12: Investment in community engagement schemes to support community involvement in decision making in local regeneration.

Supporting Local Business

- E23: Strengthening local entrepreneurial ecosystems, and supporting businesses, including through local networks.
- E29: Supporting decarbonisation and improving the natural environment whilst growing the local economy.

People & Skills

- E33 Employment support for economically inactive people
- E34 Courses including basic, life & career skills

Further information on Interventions, Objectives, Outcomes and Outputs can be found [here](#).

If you have any questions, please let us know.

Many thanks,

Lewis Campbell

Economic Development Manager

To speak with me: please use Microsoft Teams or 01908 252 840

UK Shared Prosperity Fund

Communities and Place

Intervention	Funding Allocation	Potential projects	In house (MKCC delivery) or competitive pot	Outputs & Outcomes
E1: Funding for improvements to town centres and high streets	Revenue - £55,000	Public Realm improvements to Beanhill & Whaddon Way Local Shopping Centre, Bletchley	In house	<ul style="list-style-type: none"> • Amount of public realm created or improved • Improved perception of facilities/amenities
E2 Community & neighbourhood infrastructure projects	Revenue - £230,000	Improvements to public realm and flood prevention on regeneration estates	In house	<ul style="list-style-type: none"> • Number of neighbourhood improvements undertaken • Number of properties better protected from flooding and coastal erosion • Increased number of properties better protected from flooding and coastal erosion
E3 Creation of and improvements to local green spaces	Capital - £390,000	Improvements to public realm and play areas on regeneration estates (including Fullers Slade and Woughton)	In house	<ul style="list-style-type: none"> • Amount of green or blue space created or improved • Increased footfall
E5 Built & landscaped environment to design out crime	Revenue - £30,000	Improvements to built and landscape environment on regeneration estates (including Fullers Slade and Fishermead)	In house	<ul style="list-style-type: none"> • Number of neighbourhood improvements undertaken • Improved perception of safety

Intervention	Funding Allocation	Potential projects	In house (MKCC delivery) or competitive pot	Outputs & Outcomes
E6: Support for local arts, cultural, heritage and creative activities.	Revenue - £20,000	Project to support stronger relationship between business sector and MK Gallery	In house	<ul style="list-style-type: none"> • Number of organisations receiving grants • Number of community-led arts, cultural, heritage and creative programmes as a result of support
E12 Community engagement schemes, local regeneration,	Revenue - £360,000	Projects to enhance engagement on regeneration estates (Bradville, Fullers Slade, Woughton, Lakes Estate and Fishermead)	£195,000 in house – MKCC Remaining £165,000 allocation to be available for grant competition	<ul style="list-style-type: none"> • Number of people reached • Improved engagement numbers
E14 Relevant feasibility studies,	Revenue - £117,754	TBD – to consider Regeneration feasibility Studies	In-house	<ul style="list-style-type: none"> • Number of feasibility studies supported • Increased number of projects arising from funded feasibility studies

Supporting Local Business

E23: Strengthening local entrepreneurial ecosystems, and supporting businesses	Revenue – £130,000		Allocation to be available for grant /procurement competition	<ul style="list-style-type: none"> • Number of businesses receiving non-financial support • Number of businesses with improved productivity
E29: Supporting decarbonisation and improving the natural environment	Revenue - £100,000		Allocation to be available for grant /procurement competition	<ul style="list-style-type: none"> • Number of businesses receiving non-financial support • Number of decarbonisation plans developed • Number of businesses adopting new to the firm technologies or processes

People and Skills

Intervention	Funding Allocation	Potential projects	In house (MKCC delivery) or competitive pot	Outputs & Outcomes
E33 Employment support for economically inactive people	Revenue – £380,000	Projects to enhance engagement on regeneration estates	£280,000 in house – MKCC Remaining £100,000 allocation to be available for grant competition	<ul style="list-style-type: none"> • Number of people supported to access basic skills • Number of people supported to engage in job-searching • Number of people in employment, including self-employment, following support
E34 Courses including basic, life & career skills	Revenue - £100,000		£100,000 allocation to be available for grant competition	<ul style="list-style-type: none"> • Number of people supported to engage in life skills • Increased number of people with basic skills (English, maths, digital and ESOL)

UK Shared Prosperity Fund – Scoring Framework

Gateway Criteria

Projects **must** pass all gateway criteria to be considered for selection. Applications that fail to meet any aspect of the Gateway Criteria will be rejected and will not be considered and assessed.

Question ID	Question
1	Is the applicant eligible to receive UKSPF?
2	Does the application deliver against one or more of the interventions agreed in the Milton Keynes City Council Delegated Decision dated 27/02/2024?
3	Will all outputs and outcomes be delivered by 31st March 2025?
4	Does the application deliver the outputs and outcomes relevant to the programme(s) selected, as set out in the programme description in the prospectus?
5	Has the applicant included only revenue funding? Applications which include any capital expenditure will not be considered for funding and will not pass the gateway stage.

Failure to adequately demonstrate one or more of the gateway criteria will result in project rejection.

Scoring Matrix

The following matrix will be used to score the application form.

Score	Description
No response provided Score: 0	No response provided by the applicant
Unsatisfactory Score: 1	The response provided does not meet or comply with the requirements. Insufficient information provided to demonstrate that the applicant has one or more the following: relevant ability, understanding, experience, skills, resource required to effectively deliver the project.
Poor Score: 2	Some description given, which may be unclear or inappropriate in parts, and/or information is inconsistent with the requirements of the prospectus. The response provided leads to reservations about one or more of the following criteria: the applicant's relevant ability, understanding, experience, skills, resource required to effectively deliver the project.



Satisfactory Score: 3	Satisfactory and mainly appropriate description provided and/or information is mainly consistent with the requirements of the prospectus. The response satisfactorily demonstrates some of the following criteria: relevant ability, understanding, experience, skills, and resources required to effectively deliver the project.
Good Score: 4	Full description and appropriate response, which is fully relevant to, and meets the requirements of the prospectus. The applicant evidences relevant ability, understanding, experience, skills, resources to deliver the project. The applicant identifies factors that will offer potential added value.
Exceeds Score: 5	The response provided is fully relevant to and meets the requirements of the prospectus. Exceptional evidence from the applicant of relevant ability, understanding, experience, skills, resources required to deliver the project. Response identifies factors that will offer potential added value and continuous improvement.

Scored Questions and Weighting

The following table sets out the weighting assigned to the scores for individual questions.

Application Form Question	Weighting	
Strategic Fit	40%	
2.2		
2.3		
2.4		
2.7		
Project Deliverables and deliverability	25%	
2.8		
2.9		
2.10		
2.11		
2.12		
Value for Money		20%
3.2		
3.3		
3.5		
Project Management	15%	
4.1		
4.3		
4.4		
4.6		
4.7		

UK Shared Prosperity Fund (UKSPF) Frequently Asked Questions

v. 1.1 March 2024



**LEVELLING
— UP —**



What is Shared Prosperity Fund?

Shared Prosperity Funding is part of the UK Government’s Levelling Up Programme; it is designed to:

- Boost productivity, pay, jobs and living standards by growing the private sector; especially in those places where they are lagging
- Spread opportunities and improve public services; especially in those places where they are weakest
- Restore a sense of community, local pride and belonging; especially in those places where they have been lost
- Empower local leaders and communities; especially in those places lacking local agency
- In the spirit of Levelling Up, Milton Keynes City Council will be prioritising regeneration estates

How much money will Milton Keynes City Council receive?

The total programme value for Milton Keynes is £3,007,842 and will run for 3 years, concluding on 31 March 2025.

The table below highlights how much funding will be available for each financial year.

Year	Total
Year 1 (2022 to 2023)	£365,029
Year 2 (2023 to 2024)	£730,059
Year 3 (2023 to 2025)	£1,912,754

The March 2024 grant competition will be the last opportunity to apply before the programme concludes in March 2025

Who can apply?

Any legally constituted organisation in the public (including town and parish councils), private (including sole traders, partnerships and limited companies) and community and voluntary sectors can receive funding from the Shared Prosperity Fund to deliver an approved project. An approved project is a project governed by a funding agreement between the relevant Lead Authority and the project deliverer.

Organisations located / registered outside of Milton Keynes are eligible to apply for funding however all supported activity must take place within the Milton Keynes local authority area.

What can’t be funded?

The aim of Shared Prosperity is to make a positive difference to the Milton Keynes area.



The following costs are **not** eligible for support through SPF:

- Paid for lobbying; which means using grant funds to fund lobbying (via an external firm or inhouse staff) to undertake activities intended to influence or attempt to influence Parliament, Government, or political activity; or attempting to influence legislative or regulatory action
- Using grant funds to directly enable one part of government to challenge another on topics unrelated to the agreed purpose of the grant
- Using grant funding to petition for additional funding
- Expenses such as for entertaining; specifically aimed at exerting undue influence to change government policy
- VAT reclaimable from HMRC; VAT that cannot be recovered from HMRC is an eligible cost;
- Payments for activities of a party political or exclusively religious nature
- Interest payments or service charge payments for finance leases
- Gifts, or payments for gifts or donations
- Statutory fines, criminal fines, or penalties
- Payments for works or activities which the Lead Authority, project deliverer, end beneficiary, or any member of their partnership has a statutory duty to undertake, or that are fully funded by other sources
- Bad debts to related parties
- Payments for unfair dismissal or other compensation
- Depreciation or amortisation costs
- Contingencies and contingent liabilities
- Dividends
- Costs resulting from the deferral of payments to creditors
- Costs involved in winding up a company
- Legal expenses in respect of litigation
- Costs incurred by individuals in setting up and contributing towards private pension schemes
- Payments that breach or are contrary to the funding agreement or UK legislation
- Stock to be sold on

Which interventions is funding available for?

For 2024/25, the following interventions are available for funding:

- E12: Investment in community engagement schemes to support community involvement in decision making in local regeneration
- E23: Strengthening local entrepreneurial ecosystems, and supporting businesses, including through local networks
- E29: Supporting decarbonisation and improving the natural environment whilst growing the local economy
- E33 Employment support for economically inactive people
- E34 Courses including basic, life & career skills

More information on UKSPF interventions can be found [here](#)

What will the Council judge my project on the delivery of?

Milton Keynes City Council is required to submit detailed six monthly reports to the UK government on how it is spending its UKSPF funding and what the [projects are delivering for the local area and towards the levelling up agenda.

Government has produced a comprehensive list of outputs and outcomes it expects relevant project to deliver, this can be found on the Government UKSPF website; [link here](#).

Please contact Milton Keynes City Council officers at ukspf.enquiries@milton-keynes.gov.uk for further support.

Can the project be an existing project?

The UKSPF does **not** fund business as usual activity but should be used to provide additionality and new opportunities. We are looking for a step change or significant increase in range or type of activity delivered.

Does the project need to comply with UKSPF branding?

All projects will need to comply with all UKSPF branding and publicity guidance. Government's guidance is available on gov.uk [here](#)

Who makes the decision whether applications are successful?

Officers from Milton Keynes City Council will appraise and score each application against set criteria and make a recommendation to elected Milton Keynes City Council members.

All funding decisions will be based four key criteria:

- Strategic Fit
 - Does the project align with the Milton Keynes City Council Plan and the spirit of the UK Government's Levelling Up agenda?
- Project Deliverables and deliverability
- Project Management
- Value for Money

All applicants will also need to pass the five gateway criteria which can be found in the Scoring Framework document.

The Scoring Framework document provides guidance on how proposals will be judged.



What is your appeals process?

There is no formal appeals process. If a project is unsuccessful then, providing there is another open invitation and the project can address any feedback and is eligible for the programme, the project is able to re-apply for a later deadline.

Feedback on all applications will be available on request.

WOUGHTON COMMUNITY COUNCIL

Full Council – 25th March 2024

Agenda Item FC 49/24

PURPOSE OF REPORT: To propose The Council confirms by resolution that all documentation and information is in place for a specified award, under the Local Council Awards Scheme.

RECOMMENDATION:

1. That the council confirms that the relevant documentation is in place in preparation of the submission to the Local Council Foundation Award.

MAIN ISSUES AND CONSIDERATIONS:

It was agreed at a previous meeting that a submission would be made to the Local Council Award Scheme (LCAS) at the Foundation Level, confirming that Woughton Community Council meets the criteria as a 'quality council'.

Attached as an addendum to this paper is the application form with links to the relevant online documentation (where this is publicly available). This includes:

- Standing orders, financial regulations, councillors register of interests and code of conduct, publication scheme, annual returns, council payments, calendar of meetings, one years minutes, agendas, budget and precept, complaints, accessibility statement, privacy notice, councillor contact details, **action plan for the current year**, publicity around council activities, and evidence of participating in town and country planning.

The following can be added as documents that are provided, but are on the website anyway so links included;

- Risk management scheme (including contingency planning)
- Disciplinary and grievance procedures
- Training policy

In addition, the following should be agreed as 'in place' and will be provided as attached documents;

- Register of assets
- Contracts for all staff members
- Up to date insurance policies
- Training records for staff and councillors
- A Clerk with 12 CPD points in the past year

To enable this submission to take place, we need to have a formal resolution, as detailed in the 'suggested proposal' below.

Please also note that there will need to be an updated action plan (service plan) for the coming year to be in place prior to the assessment – whilst we have a current one, this expires and so will need to be updated and / or replaced. This needs to be prioritised.

STAFFING IMPLICATIONS:

There are not felt to be any staffing implications, other than the need to update the service plan and ensure this is in place.

FINANCIAL IMPLICATIONS:

There is a small cost to submitting the application - £80, at the current levels. This is in addition to the £50 registration fee that was previously paid.

OTHER IMPLICATIONS:

As previously noted, this award is the lowest level one and shows that WCC is committed to quality. There is further work to do to achieve the Gold standard.

BACKGROUND PAPERS:

local-council-award-scheme-application-form Aug 2021

SUGGESTED PROPOSAL:

'That council confirms that all relevant documentation for the submission for the Local Council Awards Scheme – Foundation Level, is in place as detailed on the application form and / or by provision by way of submission by the Council Manager to the assessment panel'.

AUTHOR

Steve McNay – Council Manager

Council Name: Woughton Community Council

Date of application: April 2024

Award level applied for: Foundation

Local Council Award Scheme application form

This document is a resource for Local Councils taking part in the Local Council Award Scheme

My council has not registered to take part in the scheme – this document is a useful tool to map where you do meet the criteria, and to help you see what work would need to take place before you apply

My council has the relevant criteria in place and has already registered with NALC – you can complete this document and submit it to your local accreditation panel. This will help them find the necessary information and make sure they don't miss any details by mistake.

Tip – proving a web link to the exact page or document needed is important as it will reduce the risk of the panel missing any necessary information. So instead of <http://www.nalc.gov.uk> use <http://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme>

Tip – some information and documents are not required to be published online. To keep things simple email these to the panel coordinator at the same time as providing this document. That way they have all the information in one place.

Tip – Don't forget to read the full criteria in the Local Council Award Scheme guide. This form just has the summary, but there is further essential information in the guide which can be downloaded from <http://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme>

What criteria do I need to meet for each award level?

If you are applying for Foundation – just the Foundation criteria

If you are applying for Quality – both Foundation and Quality criteria

If you are applying for Quality Gold – Foundation, Quality and Quality Gold criteria

If you are unsure what criteria you are required to submit please check with your County Association.

Council Name: Woughton Community Council

Date of application: April 2024

Award level applied for: Foundation



The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published online?
1 Its standing orders		https://www.woughtoncommunitycouncil.gov.uk/_webedit/uploaded-files/All%20Files/Council%20Info%202023/Council%20Governance/Standing%20Orders%202023.pdf
2 Its financial regulations		https://www.woughtoncommunitycouncil.gov.uk/_webedit/uploaded-files/All%20Files/Official%20Documents/Financial-Regulations.pdf
3 Its Code of Conduct and a link to councillors' registers of interests		https://www.woughtoncommunitycouncil.gov.uk/_webedit/uploaded-files/All%20Files/Council%20Info%202023/Councillor%20and%20Meeting/Codeof%20Conduct%20for%20Councillors%202023.pdf and https://www.woughtoncommunitycouncil.gov.uk/council-information/who-we-are/councillors/
4 Its publication scheme		https://www.woughtoncommunitycouncil.gov.uk/_webedit/uploaded-files/All%20Files/Official%20Documents/FOI-Publication-Scheme.pdf

Council Name: Woughton Community Council

Date of application: April 2024

Award level applied for: Foundation

5	Its last annual return	https://www.woughtoncommunitycouncil.gov.uk/council-information/finance/current-year/
6	Transparent information about council payments	https://www.woughtoncommunitycouncil.gov.uk/council-information/finance/current-year/
7	A calendar of all meetings including the annual meeting of electors	https://www.woughtoncommunitycouncil.gov.uk/calendars/
8	Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	https://www.woughtoncommunitycouncil.gov.uk/council-meetings/
9	Current agendas	https://www.woughtoncommunitycouncil.gov.uk/council-meetings/
10	The budget and precept information for the current or next financial year	https://www.woughtoncommunitycouncil.gov.uk/_webedit/uploaded-files/All%20Files/202324%20budget%20ratified%20FC16323.pdf
11	Its complaints procedure	https://www.woughtoncommunitycouncil.gov.uk/_webedit/uploaded-files/All%20Files/Official%20Documents/Comments-Compliments-Complaints-Policy.pdf
12	Its accessibility statement	https://www.woughtoncommunitycouncil.gov.uk/council-information/accessibility-statement/
13	Its privacy notice	https://www.woughtoncommunitycouncil.gov.uk/privacy/
14	Council contact details and councillor information in line with the Transparency Code	https://www.woughtoncommunitycouncil.gov.uk/get-in-touch/ https://www.woughtoncommunitycouncil.gov.uk/council-information/who-we-are/councillors/
15	Its action plan for the current year	https://www.woughtoncommunitycouncil.gov.uk/services/service-plan/

Council Name: Woughton Community Council

Date of application: April 2024

Award level applied for: Foundation

16 Evidence of consulting the community		https://www.woughtoncommunitycouncil.gov.uk/news/woughton-futures-your-views-matter/
17 Publicity advertising council activities		https://www.woughtoncommunitycouncil.gov.uk/events/ or https://www.facebook.com/woughtoncc
18 Evidence of participating in town and country planning		https://www.woughtoncommunitycouncil.gov.uk/council-meetings/planning/

The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
19 A risk management scheme		https://www.woughtoncommunitycouncil.gov.uk/_webedit/uploadfiles/All%20Files/Official%20Documents/Business%20Continuity%20Plan.pdf
20 A register of assets		Held within internal systems – can be sent through.
21 Contracts for all members of staff		Held internally – can send a blank copy.
22 up-to-date insurance policies that mitigate risks to public money		Yes and displayed within all relevant buildings and stored on internal systems. Can provide details electronically.
23 Disciplinary and grievance procedures		https://www.woughtoncommunitycouncil.gov.uk/_webedit/uploadfiles/All%20Files/Official%20Documents/Disciplinary%20Procedure.pdf We also have a grievance policy, Dignity at Work and other policies
24 A policy for training and development		https://www.woughtoncommunitycouncil.gov.uk/_webedit/uploadfiles/All%20Files/Official%20Documents/Training-and-Development.pdf

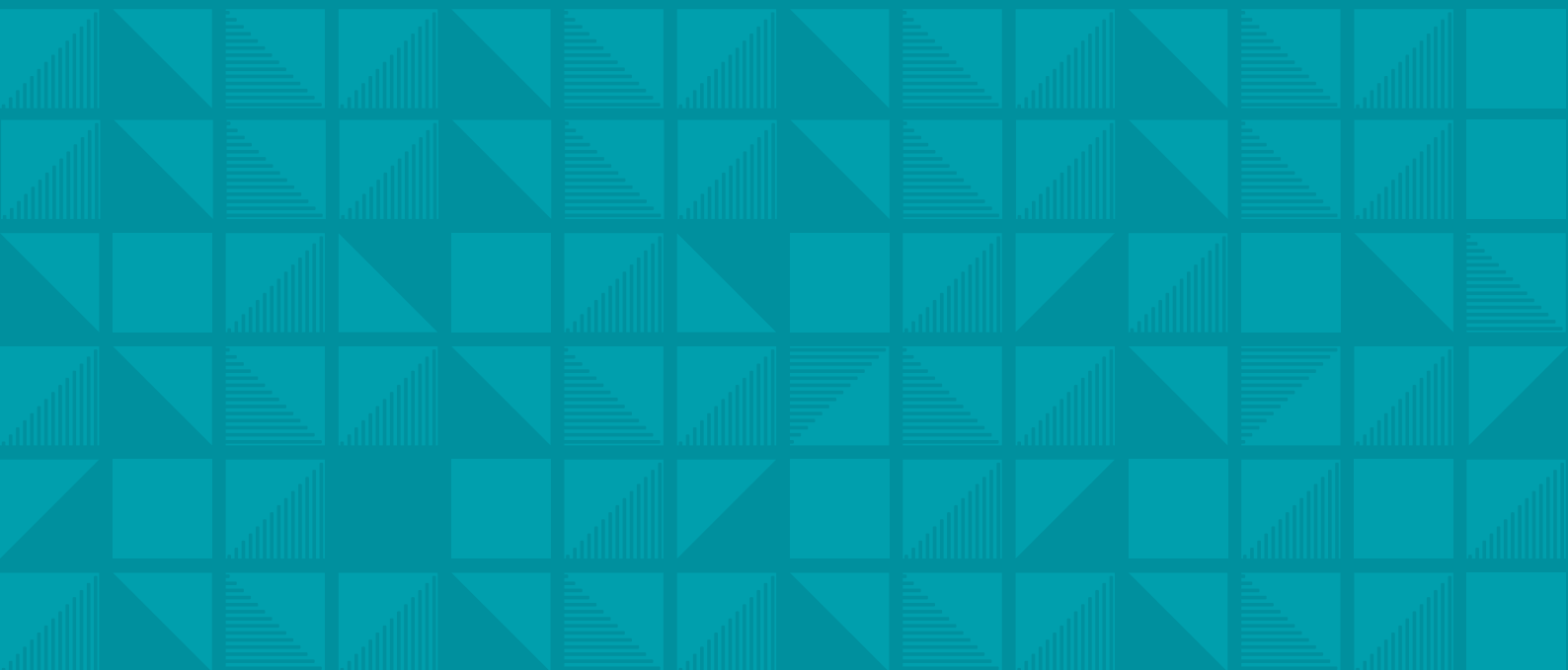
Council Name: Woughton Community Council

Date of application: April 2024

Award level applied for: Foundation

development of and councillors		
25 A record of all training undertaken by staff and councillors in the last year		This is held internally – can send details through if needed.
26 A clerk who has achieved 12 CPD points in the last year		Yes, as evidenced via the SLCC website.

A guide to the Local Council Award Scheme



THE LOCAL COUNCIL AWARD SCHEME EXISTS TO CELEBRATE THE SUCCESSES OF THE VERY BEST LOCAL COUNCILS, AND TO PROVIDE A FRAMEWORK TO SUPPORT ALL LOCAL COUNCILS TO MEET THEIR FULL POTENTIAL.

All local councils want to serve their local communities and make a real difference to the lives of the people that live there. This scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

The Local Council Award Scheme has been designed to both provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is only through the sector working together to share best practice, drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach its full potential.

The scheme was created in 2014 and is managed on behalf of local councils by the Improvement and Development Board (IDB). Councils can apply for an award at one of three levels:

The Foundation Award demonstrates that a council meets the requirements for operating lawfully and according to standard practice.

The Quality Award demonstrates that a council achieves good practice in governance, community engagement and council improvement.

The Quality Gold Award demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

The scheme sets out criteria to meet at each level covering selected aspects of the council's work. Councils can seek to progress through the tiers over time thereby raising standards. Councils of any size can aspire to an award appropriate for their budget and level of activity.

To support transparency, every award level has a requirement for certain information to be published online (plus some information that does not need to be published). In all instances the council confirms that the required documents, information and conditions are in place (whether published or not) by resolution in public at a full council meeting. For Quality Gold, councils also provide statements for submission to the panel demonstrating excellence in their activities. The panel may ask for additional information to check the accuracy of claims.

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The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of an accreditation panel.

This section outlines guidance for County Associations (CALCs) managing the process for accreditation. These are not strict rules, and CALCs can tailor this to local need in consultation with NALC.

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There are two fees:

- A registration fee paid to NALC
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

22 EVALUATION AND IMPROVEMENT

The aim of the evaluation and improvement process is to allow the sector to feel ownership of the Local Council Award Scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. This section outlines the evaluation and improvement process that will allow the scheme to be dynamic and respond over time to changes in the sector, national policy and other relevant issues.

A COUNCIL CAN REGISTER TO TAKE PART IN THE LOCAL COUNCIL AWARD SCHEME BY VISITING WWW.NALC.GOV.UK/LOCALCOUNCILAWARDScheme

THE STEP BY STEP PROCESS FOR APPLYING TO THE AWARD SCHEME CAN BE FOUND IN THE ACCREDITATION PROCESS SECTION ON PAGE 18.

THE CRITERIA IN THIS BOOKLET APPLY TO COUNCILS SUBMITTING THEIR APPLICATIONS TO THEIR LOCAL ACCREDITATION PANEL. THE CRITERIA FOR THE LOCAL COUNCIL AWARD SCHEME ARE REVIEWED ANNUALLY.

TO ACHIEVE A FOUNDATION AWARD A COUNCIL DEMONSTRATES THAT IT HAS THE DOCUMENTATION AND INFORMATION IN PLACE FOR OPERATING LAWFULLY AND ACCORDING TO STANDARD PRACTICE. THE COUNCIL ALSO HAS POLICIES FOR TRAINING COUNCILLORS AND OFFICERS AND IS BUILDING A FOUNDATION FOR IMPROVEMENT AND DEVELOPMENT.

The council confirms by resolution at a full council meeting that all documentation and information is in place for the Foundation award and where applicable, is published on its website. The council also needs to evidence it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Its standing orders	Council contact details and councillor information in line with the Transparency Code	
Its financial regulations	Its action plan for the current year	
Its Code of Conduct and a link to councillors' registers of interests	Evidence of consulting the community	
Its publication scheme	Publicity advertising council activities	
Its last annual return	Evidence of participating in town and country planning	
Transparent information about council payments		
A calendar of all meetings including the annual meeting of electors		
Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings		
Current agendas		
The budget and precept information for the current or next financial year		
Its complaints procedure		
Its accessibility statement		
Its privacy notice		

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A risk management policy		Disciplinary and grievance procedures
A register of assets		A policy for training and development of staff and councillors
Staff contracts		A record of all training undertaken by staff and councillors in the last year
Up-to-date insurance policies that mitigate risks to public money		A clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The panel seeks assurance that a council acts lawfully and according to standard practice. Unless it is a matter of law, the panel is not making a judgement on the quality of the evidence at this level; it simply confirms that the documentation and information is in place, up-to-date and complies with the guidance below. For those documents that are not posted up online, the panel may ask to see the evidence if it is considered necessary.

- All policies should comply with current legislation and guidance and note the date of the next review.
- Standing orders, financial regulations, the Code of Conduct, publication scheme, accessibility statement, privacy statement and complaints procedure are public documents tailored to the specific council. Standing orders or financial regulations explain procedures for contracts and internal controls. There should be evidence of an open media policy which does not restrict engagement with the press. For councils with an annual turnover of less than £25,000 they also demonstrate compliance with the Transparency Code for Smaller Authorities.
- The council does not need to publish the councillors' registers of interests on their own website provided that there is a working link to the complete register of all councillors' interests on the principal authority's website.
- The council's website should include the name of the clerk and contact details (address, phone, email) for the council as a corporate body.
It should also publish the names of councillors and councillors' responsibilities in compliance with the Local Government Transparency Code.
- The council posts up a scanned copy of the last annual return. The panel checks that the council has a limited assurance (unqualified) opinion from the external auditor; the opinion may contain recommendations for consideration as long as a qualified opinion is not given. The panel checks the arrangements for internal audit and internal controls. From 2017, councils with an annual turnover of less than £25,000 will not be required to submit their annual return for audit. Panels check that these councils comply with the Transparency Code for Smaller Authorities.
- Information on all payments must be transparent and in accordance with financial regulations and statutory proper practices.
- The calendar (in any format) includes the Annual Meeting of the Council and the Annual Parish/Town Meeting and both meetings must be held during the correct statutory period. The calendar also shows that the council has at least four full council meetings a year.
- Similarly, the minutes for full council meetings over the last year include the Annual Meeting of the Council. If relevant, the council also posts up the minutes of its Finance Committee to demonstrate transparency according to statutory regulations and of its Planning Committee showing that procedures for reviewing planning applications are correct. The panel checks that minutes and agendas demonstrate the lawful convening of meetings and decision-making and that all meetings allow the public to make representations to the council.

- The council can post up the current or next year's budget (or both). Budget documents would normally show columns comparing the year in question with the two previous years; they include information on income and expenditure (or receipts and payments) and show how the precept was calculated.
- The council must publish an action plan; as a minimum this is a one-page document listing the council's objectives for the current year. It is not a parish plan which is a plan for the future of the community; the council can extract objectives for action from the parish plan depending on its areas of responsibility.
- The panel seeks at least one piece of evidence from council publicity that it consults and actively serves its community. Publicity might include an annual report, web material or news bulletins. The information gives a flavour of any council activity such as lobbying principal authorities, giving grants to community groups, the provision of a service or helping with community events. For guidance, councils can refer to The Code of Recommended Practice on Local Authority Publicity. Similarly any form of consultation is suitable, including surveys, online polls, focus groups or public meetings.
- Council documents demonstrate that the council participates in the planning system by, for example, commenting on planning applications or working on a neighbourhood plan. Decisions on planning matters must be made in properly convened meetings and, if required, by delegation to a committee. Some decisions may be delegated to an officer.
- The panel may wish to check that insurance policies have been reviewed and are up-to-date and that the council recognises insurance as a way of mitigating risks to public money. The panel does not seek to judge the appropriateness of the insurance policies themselves.
- Contracts, disciplinary/grievance procedures, a risk management policy and register of assets can be based on a model but tailored to the specific council. They are not published. The contract(s) for staff can be provided in redacted format, or if there are reasons why the contract cannot be shared then the council provides a statement from a full council meeting confirming that all staff are employed under an appropriate contract. The risk management policy shows the council has considered health and safety of staff, councillors and others as appropriate.
- A training and development policy for staff and councillors can be a short statement of intent while a training record gives dates, titles and providers of development activities undertaken by named individuals in the last year, including, for example, events, online courses, learning on the job and qualifications. Councillors undertake a range of development activities such as attending conferences, undertaking training, or reading about developments in the sector. The clerk's training record includes evidence of CPD such as training, conference attendance, mentoring and studying for qualifications. CPD points are allocated according to a system published by the IDB.

TO ACHIEVE THE QUALITY AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE FOUNDATION AWARD AND HAS ADDITIONAL DOCUMENTATION AND INFORMATION IN PLACE FOR GOOD GOVERNANCE, EFFECTIVE COMMUNITY ENGAGEMENT AND COUNCIL IMPROVEMENT. THE QUALITY AWARD CRITERIA INCLUDE THE ELIGIBILITY CRITERIA FOR THE GENERAL POWER OF COMPETENCE.

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation award and all documentation and information is in place for the Quality award and where applicable, is published.

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Draft minutes of all council and committee meetings within four weeks of the last meeting	A community engagement policy involving two-way communication between council and community	
A Health and Safety policy	Councillor profiles	
Its policy on equality	A grant awarding policy	
	Evidence showing how electors contribute to the Annual Parish or Town Meeting	
	An action plan and related budget responding to community engagement and setting out a timetable for action and review	
	Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	
	Evidence of helping the community plan for its future	

The council also needs to evidence it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A scheme of delegation (where relevant)	At least two-thirds of its councillors who stood for election	A qualified clerk
	An annual report that is actively shared with the community	A formal appraisal process for all staff
	Evidence of a customer service in how the council handles correspondence with the public	A training policy and record for all staff and councillors

The council notifies the accreditation panel's co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that the criteria for the Foundation Award are in place if the award was granted more than one year ago. The exception to this is if the council received the Foundation award less than a year ago. Then the panel does not check the Foundation criteria again, but the council still confirms in a public meeting that it meets these criteria.

It then considers the additional criteria for the Quality Award.

The panel assesses the quality of documents and information with a light touch, seeking reassurance that the council is acting lawfully and according to good (rather than best) practice. The panel confirms that the documentation and information is in place and up-to-date and complies with the guidance below. For those documents that are not posted on the website, the panel may ask to see the evidence if it is considered necessary.

- All council policies should comply with current legislation and guidance and note the date of the next review.
- Draft minutes (marked Draft) of all council and committee meetings should be posted up as soon as possible after the meeting and within at least four weeks. The minutes will show that the council monitors its actions, internal controls and performance against the budget at least every three months.
- A community engagement policy demonstrates the council's commitment to hearing what people in the community think and communicating its own actions and decisions. The council also gives grants to community organisations and publishes a grant awarding policy.
- Councillor profiles normally contain a photo and reference to the ward represented (if relevant) but personal contact details are not required.
- The panel seeks evidence that the council has in place light touch policies for managing Health and Safety, including its duty of care to staff and promoting equality in compliance with legislation. For example, evidence might include employment documents or statements on agendas.
- Evidence that electors can contribute to the Annual Parish or Town Meeting can come in any form; for example, it could be an invitation to attend and participate in discussions or a record of how community groups spoke about their use of grant funding over the last year.
- The action plan (or similar forward plan) summarises findings from community engagement and sets out aims and objectives that respond to community views. The action plan includes a timetable for actions to be completed with dates for reviewing the plan. The council's budget shows how the action plan is put into practice and manages risks to public money.
- The council is expected to produce an annual report, online material and regular news bulletins throughout the year. The annual report and news bulletins must be online even if they were also distributed in hard copy such as in printed newsletters or village magazines. If the council uses social media such as Facebook or Twitter, this will be evident from the council's website. The accreditation panel will read the materials looking for evidence of community engagement, council activities and promoting democratic processes. The panel expects to see that the council consults the community in at least three different ways (such as surveys, focus groups, online or street polls and community workshops) and engages with other organisations, including community groups and the principal authority(ies). It will look for at least three positive actions for the community in the last year.

- The annual report should be actively communicated and shared with the community. It might be produced digitally and/or in hard copy. It is accepted that it cannot always be distributed to all households, but digital versions could be distributed by email and social media. Hard copies could be left at prime locations in a community, including a library, doctors' surgeries, schools, pubs, shops or residential homes.
- The panel seeks evidence from council documents and online information that it supports the community in planning for its future. This can include at least one contribution to creating, implementing or reviewing a parish or town plan, a design statement or a neighbourhood plan, holding community planning events, facilitating debate in the community about planning applications or registering community assets. The panel seeks evidence that the council has considered environmental matters as part of how it plans for the future of the community. This may be through the planning system such as considering environmental impact in neighbourhood plans, or through engagement with the community. The council might also undertake activities to engage with the community on the environment outside of the planning system, this might include tree planting, litter picking, reducing carbon and addressing climate change.
- The panel also seeks evidence of promoting elections and the value of the democratic process; this might include explaining how the system works, advising people of election dates and promoting the value of being a councillor.
- At the time of making the resolution, at least two-thirds of the seats on the council must be filled by councillors who stood for election at either the last ordinary elections or a by-election. This shows that the council represents the community through democratic processes. Councillors who stood for election, even if elected unopposed, do count, while councillors who were co-opted or appointed cannot count. If two thirds is not a whole number, then it must be rounded up to the next whole number using the table below.

Total council seats

5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

4 4 5 6 6 7 8 8 9 10 10 11 12 12 13 14

Two thirds

- The panel may wish to check that a council properly operates the delegation of decision-making to committees, sub-committees and officers (where relevant). Arrangements for delegation may be set out in standing orders or in a separate scheme of delegation.
- The panel seeks evidence of how the council handles correspondence with the public and takes a customer service approach. Evidence shows how the council plans for and manages correspondence with the public, this might include examples of the council has addressed complaints, queries and other communications in the past year. It might also include any policies or training for staff that illustrates the council's commitment to customer service.
- A qualified clerk is defined in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The clerk (and deputy clerk) should be properly remunerated with a contract in accordance with terms and conditions set out in the national agreement or in a local government scheme.
- The panel may ask to see the document setting out the formal appraisal process that must be in place for all staff. It checks that the council has a training budget and may ask to see a general training policy for staff and councillors with a detailed record of all training undertaken by staff and councillors in the last year. The panel seeks assurance that a training culture is embedded in the council. The clerk is expected to achieve at least 12 Continuous Professional Development Points every year. The CPD guidance on how points are allocated can be downloaded from NALC's or SLCC's websites.

TO ACHIEVE A QUALITY GOLD AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE FOUNDATION AND QUALITY AWARDS, AND IS AT THE FOREFRONT OF BEST PRACTICE BY ACHIEVING AN EXCELLENT STANDARD IN COMMUNITY GOVERNANCE, COMMUNITY LEADERSHIP AND PERFORMANCE MANAGEMENT.

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation/Quality awards and that all documentation and information is in place for the Quality Gold award and if applicable, is published.

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	An annual report, online material, news bulletins and other council communications with evidence of: <ul style="list-style-type: none"> – Engaging with diverse groups in the community using a variety of methods – Community engagement influencing council activity and priorities – A wide range of council activities, including innovative projects, that produce positive outcomes for the community – Co-operating constructively with other organisations 	

The council needs to evidence all criteria in the first section and also provide statements (of no more than one page each) showing the accreditation panel how it:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Ensures that the council delivers value for money	Provides leadership in planning for the future of the community	Manages the performance of the council as a corporate body
	Engages with the community on issues related to the environment and climate change	Manages the performance of each individual staff member to achieve its business plan

The council notifies the accreditation panel when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online, and the prepared statements.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that criteria for the Foundation and Quality Awards are in place if an award was assessed more than one year ago. It then considers the additional criteria for Quality Gold. The exception to this is if the council received a Foundation or Quality award less than a year ago. Then the panel does not check the criteria for that award again, but the council still confirms in a public meeting that it meets these criteria.

The panel assesses the quality of documents and information in some depth. It seeks reassurance that the council is acting lawfully and aspires to excellence. The panel also seeks evidence of councillors and officers working together as a corporate body to achieve the criteria at Quality Gold level. Complying with the guidance below, the panel confirms that up-to-date documentation and information for Quality Gold is in place. The panel may ask for further information or talk to councillors and staff. The panel will be interested to note whether the council already has a reputation for being at the forefront of best practice. Councils seeking the Quality Gold Award should be aware that the panel is a peer group applying their own standards of excellence to the criteria explained below.

- In identifying excellence, the panel confirms that the council operates within the law as explained in standard works of reference, demonstrates transparent, efficient and effective decision-making and governance and exercises sound financial management.
- The panel also seeks reassurance that the council is not experiencing destructive internal conflict or that nothing has occurred to bring the council into disrepute.
- The council works to a forward plan (or business plan) created for at least three years even if this takes the council beyond the next election. This plan explicitly responds to community engagement. It sets out the council's aims and objectives for both the council and the community and shows how they will be achieved including financial forecasts for both revenue and capital for the duration of the plan.
- The annual report, web material and news bulletins publicise the work and achievements of the council and contain substantial evidence that the council takes the lead in actively representing and serving all parts of its local community. The council therefore addresses the diversity of its community, including, for example, different age groups, service users, physical locations, housing types, language, employment status and skills.
- These sources of information also show that the council seeks out and responds to views and ideas expressed by its community. The council uses a variety of ways (at least four) of consulting and involving local people to understand their views. There should be evidence that the council identifies local needs and views through community engagement that are then addressed in constructive council action. These sources also show that the council promotes local democracy.
- The panel seeks evidence that community engagement is at the heart of determining council priorities. Evidence shows this engagement leads to actions and projects within the council that deliver positive outcomes for the community. The council is innovative; this is the case if the council undertakes actions that are still relatively new or unusual for that council. There is evidence that the council embraces new ideas and trying new projects. The panel also checks that the council is co-operating with other organisations, including community groups, its principal authority(ies) and other agencies to provide an effective service to the community. Co-operation includes but is not limited to partnerships.

- The statement on ensuring value for money explains how the council reviews the quality and costs of its activities to confirm that the costs are appropriate. This could include, for example, the cost of the clerk's role in serving the council, the purchase of computer equipment or a grass cutting contract. It may also include reference to criteria from the other award levels as a number of these criteria do provide evidence that the council offers value for money.
- The panel seeks evidence that the council has considered climate change and other environmental issues and has engaged with the community on these issues. The council will have considered how it can support or facilitate the community to take actions that could have a positive environmental impact for the local area, or more widely.
- The statement on leadership in planning for the future shows how the council engages with a range of activities that influence the planning system and facilitate community-led planning. Activities may include, for example, identifying and representing community views on planning applications and local plans, working on parish or town plans, or holding community-led planning activities such as Planning for Real® or community conferences. The statement should include the council's approach to neighbourhood planning.
- Finally, the statements on performance management explain the processes by which the performance of the council as a corporate body is constantly improved and shows how the performance, skills and knowledge of each individual in the council is managed to help the council achieve its objectives on behalf of the community. The statements also include confirming that each member of staff has their own professional development plan and that the majority of councillors participate in a member development programme that is specific to their roles and the needs of the council. It is important to show evidence that the council is a good employer.

A GUIDE TO THE ACCREDITATION PROCESS

The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of a local accreditation panel.

The aim of this accreditation process is to be as simple, efficient and flexible as possible. It also seeks to ensure that every council that wishes to take part in the scheme is able to, and is assessed in a reasonably consistent way.

REGISTRATION

1. The council registers its intention to apply for a specified award online at www.nalc.gov.uk/localcouncilawardscheme
2. Contact NALC at lcas@nalc.gov.uk or on 020 7637 1865.
3. The council pays a registration fee to NALC to cover the costs of managing the national scheme, including: administration, national online resources, quality assurance and review processes.
4. NALC provides the applicant with a template application form and the contact details of the co-ordinator of the appropriate accreditation panel.
5. NALC provides the panel co-ordinator with information of the council's application.
6. When a council is ready to make its application to the accreditation panel, its clerk notifies the panel co-ordinator that the council has passed a resolution confirming that all the documentation and information is in place for a specified award and submits a completed application form with any additional documentation required.
7. The council pays the accreditation fee which covers the costs administering the local service.
8. The local panel co-ordinator keeps a record of all applications and monitors their progress.
9. When the accreditation panel makes its decision it informs the council. It also completes an online form to allow NALC to update national records.

ONLINE CONNECTIVITY

The Award Scheme requires councils to publish certain information and documents online. In exceptional circumstances a council may not be able to put documents online because of poor digital connectivity in the local area. In this case, the council applies to the panel co-ordinator for permission to submit evidence for an award in an alternative format. The co-ordinator must be confident that poor digital connectivity is the problem rather than an unwillingness to use an online service for publishing council documents.

THE ACCREDITATION PANEL

The accreditation panel is set up by a County Association or a regional group of County Associations. The aim of any panel arrangement is to facilitate training, promote consistency and help manage the workload. Where an individual County Association is unable to support the scheme, a council will be able to submit their application

to an appropriate neighbouring or regional panel.

County Association's may adapt the accreditation process to fit local need. They are able to discuss this with the Improvement and Development Manager at NALC, for support and guidance.

The panel co-ordinator manages a pool of up to ten potential panel members, in the expectation that between three and five members are required to review each application. The panel includes experienced councillors and clerks as well as someone independent of the sector with an understanding of local government.

Panel membership should be reviewed by the panel co-ordinator every two years.

At the beginning of the accreditation process a panel is drawn together from the pool of potential members. The panel could choose a lead panellist or chair if needed to facilitate decision making.

All panel members are expected to use email or an online service to read a council's documents and also act in the spirit of a Code of Conduct; for example, they do not assess an award for their own or a neighbouring council.

The accreditation panel determines how often an accreditation process occurs, or an appropriate trigger for this to take place. For example, a panel may decide to convene every two months or may wait until the receipt of ten applications (as long as this is no later than two months after an application has been received). Panels should note that all costs of administering the panels must be met from application fees. So, to minimise costs, the panel can convene and conduct its business remotely rather than face-to-face. The resources provided by NALC will support this way of working.

The local panels have discretion over the detail of how they organise the accreditation process. In consultation with the panel co-ordinators, NALC will provide regularly updated guidance and support for accreditation panels.

THE ACCREDITATION PROCESS

The emphasis of the scheme is on encouraging and supporting the improvement of councils. The aim of the panel is therefore to help councils to achieve awards and panels are urged to be constructive.

The panel checks that the criteria for the relevant award have been met in published and/or requested information. Most documents and information will be posted on a website. Where it is not appropriate for a document or information to be on a website, the panel is permitted to ask to see electronic versions.

As all information and documents are available online or in electronic format, the panel's work can be done without meeting. Each member of the panel completes a form showing their responses to the co-ordinator. The co-ordinator reviews the completed forms from the panel which decides whether additional information or documents are required.

Panel members do not need to examine every document in detail but are advised to carry out spot-checks enabling them to make recommendations.

For Quality Gold, the panel may wish to discuss the council’s activities with councillors, or staff or visit the parish but the cost of doing so must be covered by the fee.

THE OUTCOME

When the panel is satisfied that it has seen sufficient information, the findings are presented in a report agreed by the panel. The panel makes one of three recommendations to the council:

- The Award is achieved.
- The Award is achieved but the council is advised to make some small changes.
- The Award is not achieved until specified improvements have been made.

If a council has applied for a higher award but has not achieved all the criteria, the panel can award a lower award if appropriate.

The aim of the scheme is to be supportive and help councils achieve the status they have applied for and so it is expected that achieving a lower (or no) award would be an exceptional circumstance. The panel should let the council know as soon as possible if it appears that they have omitted necessary evidence or it appears likely that they will not achieved the award, and the council should be given some time to respond to that feedback.

The co-ordinator informs the council of the outcome within two months of being notified of the application. They also inform NALC of the outcome and successful councils are included in a published list. NALC issues a certificate and provides resources to help the council celebrate and promote their achievement which is sent to the council and panel co-ordinator.

Councils and accreditation panels will be contacted by NALC for feedback on the process and the benefits of receiving the awards.

A council may appeal to the IDB (with an additional fee) if it feels that the panel’s decision is unjustified. The IDB will appoint two representatives to review the appeal and the IDB’s decision is final.

UPGRADING ACCREDITATION, RE-ACCREDITATION AND REMOVAL OF ACCREDITATION

Accreditation lasts for four years.

Applying for a higher award:

- If a council wishes to apply for a higher award, it makes a fresh registration and application.
- A council can make a fresh application for a higher award at any time. If this is within one year of the previously successful accreditation, the panel does not need to revisit evidence that was previously approved.

Re-accreditation:

- The council may seek re-accreditation at the same level after four years. If it does not achieve a new accreditation or re-accreditation before four-year end-date, it loses its award.

Removal of accreditation:

- The council is expected to maintain its reputation by meeting the criteria throughout the four years.
- Although some circumstances may change, the council will not lose its award unless a significant event such as an audit, employment tribunal, court case or police investigation demonstrates the council’s poor performance. In this case, a panel co-ordinator asks the IDB to appoint two representatives to review the situation. The IDB assesses the severity of the case before deciding whether to impose a sanction which may include the removal of all awards or returning the council to a lower award.
- The council can appeal to the IDB if the decision to remove an award is taken in which case two different IDB representatives review the case and their decision is final.

FEES

There are two fees:

- A registration fee paid to the National Association of Local Councils
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

The registration fee paid to NALC is £50 paid by all councils for each level regardless of size.¹

The accreditation fee² varies according to:

- The award applied for
- The income of the council
- The council’s accreditation history.

	ANNUAL INCOME UNDER £25,000	ANNUAL INCOME OVER £25,000
Foundation Standard	£50	£80
Quality Standard	£80	£100
Quality Gold	£100	£200

The accreditation fee covers the cost of the accreditation panel decision making process only. County Associations may charge additional costs for advice, training or support of applications. Those services and fees will be determined locally.

The IDB will review fee levels annually.

The fee is reduced by 20% if the council sought accreditation at a lower level within the previous 12 months as the checking process covering criteria for the previous award requires less work.

¹ All figures quoted are excluding VAT.

² The figures quoted are the discounted rates for members of NALC. Both the registration fee and accreditation fee are reduced by 50% for member councils. Non-member councils must pay the full fee ie double the figures quoted in this grid.

EVALUATION AND IMPROVEMENT

The aim of the evaluation and improvement process is to allow councils to feel ownership of the scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. It should also allow the scheme to be dynamic and able to respond over time to changes in the sector, national policy and other relevant issues.

QUALITY ASSURANCE

Twice a year, representatives of the IDB will check at random a small sample of awards by carrying out spot checks of documents and information posted on a council's website.

The findings will not affect a council's award but will be used to improve the training for accreditation panels and to inform regular reviews of the scheme.

EVALUATION

At the end of each accreditation process the council and the panel will be sent a short evaluation questionnaire. This will aim to gather feedback on the process, the criteria, the resources provided by NALC and how they could be improved.

One year after accreditation the council will be contacted again. The council will be encouraged to apply for the next level of award, to make use of the fee discount. The council will also be asked to describe the benefits they have felt from being accredited by the scheme and their feedback on the scheme as a whole.

IMPROVEMENT

The feedback collected will be used to inform improvements to the scheme. The whole scheme, including the content and accreditation process, will be reviewed every year.

These reviews will alternate between:

- A light touch approach only making urgent required changes where these are considered critical to the scheme.
- A wider ranging review aiming to best address collected feedback from all parties.
- The IDB will oversee all changes to the scheme.

WOUGHTON COMMUNITY COUNCIL

Full Council – 25th March 2024

Agenda Item FC 50/24

PURPOSE OF REPORT: To propose a submission to the Open University ‘Challenge Us’ programme, to support the work of the ‘Green Initiatives Working Group’ (GIWG).

RECOMMENDATION:

1. That the council considers this funding stream, that includes the potential for both financial and professional support.
2. That the Council Manager works with the GIWG to put in a proposal
3. That this proposal covers research and development of an approach for Woughton that can be replicated in other areas, focusing on developing a ‘baseline’ and action plans for creating more sustainable communities, using the ‘Donut economics’ approach.

MAIN ISSUES AND CONSIDERATIONS:

Following the initial meeting of the ‘Green Initiatives Working Group’ (GIWG), it was suggested that ‘donut economics’ may be a suitable approach – this approach looks at activities and tries to find the balance between impact on people (how we help) and impact on the environment (how we can minimise negative effects).

One of the challenges with this approach is understanding how things interact, having a ‘baseline’ in terms of where things are now and then being able to develop a plan that works to reduce the impact of WCC activities.

The Open University has launched a programme where they offer support to charities and local (MK based) businesses, utilising the research and other support. As detailed on the website:

The Open Societal Challenges Online platform aims to enable those outside the OU to connect with our researchers on society’s most pressing issues.

Challenge Us!

We are running a competition open to UK charities and Milton Keynes businesses to find the most exciting research ideas tackling real-world problems under our themes of Sustainability, Living Well and Tackling Inequalities.

This is an opportunity for WCC to apply to this programme for help with developing the baseline and creating a process that can be used to address the issues within the parish, support both WCC and the wider community to make realistic changes and by doing so, improve the environmental impact within the parish.

In the longer term, there is the opportunity to use this approach to develop a model that can be shared across the sector, enabling other local (town, community and parish) councils to undertake similar work. This project fits with all three of the ‘real world themes’ of sustainability, living well and tackling inequalities.

STAFFING IMPLICATIONS:

There will be a demand on staff time, but this would potentially help reduce this impact by provision of researchers and other support that would help minimise the time needed from officers / councillors. The time allocated would fit in with the existing demands within the GIWG.

FINANCIAL IMPLICATIONS:

There is potential for additional financial support to help with this approach, which would come via any successful application.

OTHER IMPLICATIONS:**BACKGROUND PAPERS:**

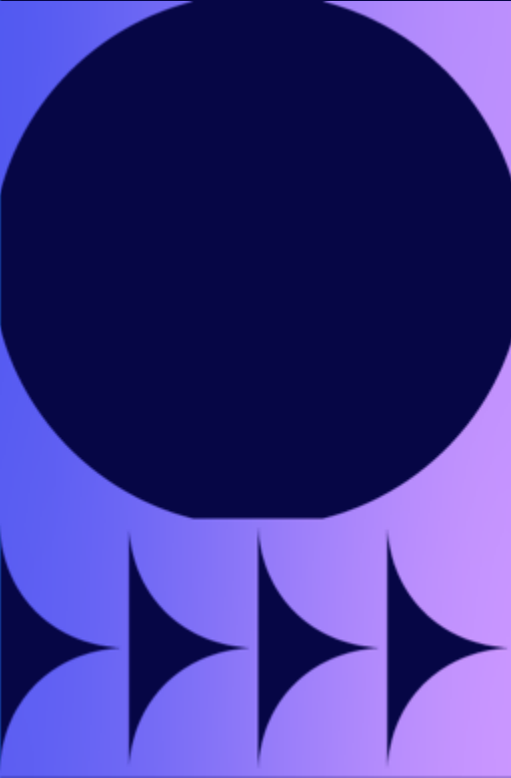
<https://societal-challenges.open.ac.uk/competitions/challenge-us>

SUGGESTED PROPOSAL:

'That council agrees to the Council Manager, in liaison with the GIWG, to submit an initial application for the Open University 'Open Societal Challenges Online' competition to support the development of an assessment and planning process to help address environmental issues'.

AUTHOR

Steve McNay – Council Manager



Challenge Us!

The Open Societal Challenges
Competition for Milton Keynes
Businesses

2024

Open for submissions from the 8th March 2024

Who We Are

The Open Societal Challenges Programme at The Open University (OU) is a research initiative that aims to tackle some of the most important challenges of our time through impact-driven research. The Programme's aim is to apply the research excellence of OU academics to some of the most pressing societal challenges facing people across the UK and worldwide to transform lives. The Programme's focus on the themes of Tackling Inequalities, Living Well, and Sustainability aligns with our mission to be open to people, places, methods, and ideas.

You can learn more about the Programme and our current Research Challenges by visiting [Open Societal Challenges](#).

Challenge Us!

We are running a competition open to Milton Keynes Businesses to find the most exciting research ideas tackling real-world problems using technology and data.

Who Can Enter

We are accepting submissions from Milton Keynes businesses. You do not need to have any research experience to enter the competition. For more details regarding eligibility, please check our [Competition Rules](#). There is also a separate competition stream for [UK registered Charities](#).



What We Are Looking For

We are looking for technology and data research ideas that aim to tackle real-world problems that are relevant for the Milton Keynes area. If you are looking for ideas of challenge-led research, you can peruse the [Open Societal Challenges](#) website to see what this can look like.

In selecting our winners from our finalists' pool, we will be looking for **entries where the expertise of OU researchers can make a difference**. To learn more about the research expertise at the OU, you can explore the Research [at The Open University](#) webpages.

Our Commitment

We will announce our finalists at the end of May 2024. Finalists will have a chance to have their entry published on the Open Societal Challenges Online Platform and may be invited to pitch their idea at a research event in the Summer.

We will select at least one winner per stream, and we will announce the winners on the 12th September 2024 at the Open University Research Awards.

The Winners

Winning Challenges will be assigned to an OU Research Team to take on the research idea and this team will receive research funding from a Prize Fund which currently stands at £50,000.

Winning businesses will be invited to co-design the specifics of the research project with the research team, and to contribute their perspective, knowledge, and experiences to the project. The winning business(es) must commit to support the Challenge either by match-funding our research work or by providing appropriate in-kind support. For more details, please consult our [Competition Rules.](#)

The Benefits

Winning challenges will benefit from working closely with researchers, to develop a long-term relationship committed to tackling the challenge. Businesses may also benefit from the following:

- Using the co-designed research to support business or individual decisions
- Supporting MK citizens and individuals in the wider context of the competition
- Investing in the competition as evidence of Corporate Social Responsibility
- Reputation building from becoming a finalist or winning the competition
- Partnering with the OU to support other development activities
- Engaging with MK:Smart and the local technology ecosystem
- Engaging with Milton Keynes City Council

How do I Enter?

You can enter the competition at any time between 8th March 2024 and 15th May 2024. You can do this by visiting our website at [Open Societal Challenges](#) and filling in the online form. Entries are limited to one entry per business.

The submission form is composed of 3-4 questions, for a total of approx. 300-400 words. We highly recommend you read through our [Competition Rules](#) before starting your submission.

We are keen to support any interested businesses with submitting an entry. If you would like to find out more about the competition and the support available, please reach out at societal-challenges@open.ac.uk.

WOUGHTON COMMUNITY COUNCIL

Full Council – 25th March 2024

Agenda Item FC 51/24

PURPOSE OF REPORT: To update council on the proposed training calendar for the coming year.

RECOMMENDATION:

1. That the council notes the dates below
2. That the council manager sends a calendar invite for each of the dates, with the heading of 'training'.
3. That councillors confirm their attendance at least a week prior to the date of delivery, to ensure sufficient numbers.
4. That if any changes are needed to accommodate external sessions, these will be communicated accordingly.

MAIN ISSUES AND CONSIDERATIONS:

Following agreement at Operations Committee, the following training programme is proposed that covers the essential and requested sessions.

April - **Domestic Abuse (MK Act)** - Wednesday 10th April 6-8pm

May - **Standards in Public Life / Code of Conduct** – Wednesday 15th May 6 – 8pm

June - **Meetings, motions and debate – how to work within Standing Orders** – Wednesday 12th June 6 – 8pm

July — **Chairing Training (BMKALC)** (if sufficient demand) - Wednesday 10th July 6 -8pm.

August – no session

September – **Safeguarding** – Wednesday 11th September 6 – 8pm

October – **Communications and Social Media** – Wednesday 9th October 6 – 8pm

November – **Modern Slavery** (45 mins) and **PREVENT** (1 hour) – Wednesday 13th November 6 – 8pm

December – no session

January – **Bystander training** – Wednesday 8th January 6 – 8pm

February – **Anti-sexual harassment** – Wednesday 12th February – 6 -8pm.

March — **GDPR and Data Protection** - Wednesday 12th March

April – TBC

First Aid also to be undertaken, depending on trainer availability.

There may be a need to swap some sessions, depending on whether external providers are able to make the dates proposed. This will be confirmed as and when feedback is provided by BALC, First Aid providers, etc.

STAFFING IMPLICATIONS:

There will be a staffing demand to prepare and deliver these sessions, where they are being delivered 'in house'. As previously agreed, a minimum of seven attendees will be required to make the session viable. This may include both councillors and officers, although most sessions will be specific to elected members.

OTHER IMPLICATIONS:

SUGGESTED PROPOSAL:

'That the list above is agreed as the training calendar for the coming year, on the understanding that there may be changes to accommodate external providers and that any changes will be communicated in a timely manner'.

AUTHOR

Steve McNay – Council Manager