



WOUGHTON COMMUNITY COUNCIL

The Council Hub, Local Centre, Garraways, Coffee Hall, MK6 5EG
www.woughtoncommunitycouncil.gov.uk 01908 359681

FULL COUNCIL

Tuesday 21st October 2025

To: All members of **Woughton Community Council**

Cllrs Sue Smith (Chair), Nick Scott (Vice-Chair), Eamonn Bobey, Tony Coughlan, Margaret Ferguson, Michael Ferguson, Donna Fuller, Penny Glasgow, Michael Holland, Luke Louis, Charlie Marsh, Ruth McMillan, Stacey Munkley, 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 27th October 2025** commencing at **6:00pm** 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.

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.

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

Please be aware that this meeting is being recorded and broadcast live. 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 full Calendar of Meetings can be accessed from the following link on the website:

<https://www.woughtoncommunitycouncil.gov.uk/calendars/>



AGENDA

FC 88/25 Apologies for Absence:

To receive and record apologies from members.

FC 89/25 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 90/25 Minutes of the previous Full Council meeting:

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

- Monday 22nd September 2025

(Attached)

FC 91/25 Chair's Announcement(s)

FC 92/25 Questions from the public:

To allow questions and comments from the public (maximum of 15 minutes in total).

FC 93/25 Milton Keynes Council Ward Councillors report:

An update on relevant information from Cllrs Fuller / Smith, regarding MKCC

FC 94/25 2 minute 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 95/25 Feedback from meetings with Outside Bodies:

- a) Woughton Welfare Trust - **Cllr Maggie Ferguson**
- b) MKALC - **Cllrs McMillan, Cllr Rennie & Cllr Smith**
- c) Parishes Forum - **Cllrs McMillan & Cllr Smith**
- d) Sustainable MK - **Cllrs Ferguson and Rennie**

(Verbal reports)

FC 96/25 To note the minutes from the following Committees:

- a) Planning, Licensing and Development 1st September 2025
- b) Operations and Resources 8th September 2025
- c) Services and Communities 15th September 2025

(Attached – information only)

FC 97/25 Council Managers report

Information about activities and spending since the last meeting of Full Council.

(Paper attached – information only)

FC 98/25 Preparation for 2027 Election

With a view to promoting the democratic process and ensuring WCC is prepared for the next election in May 2027, proposals around actions to take over the coming months

(Paper attached. Decision on actions and approach to be made)



FC 99/25 Christmas preparations and proposals

With the festive season fast approaching, a review of proposals, plans and closures for the council, activities, services and similar.

(Paper attached – information only)

FC 100/25 Budget update (via Operations)

An update of the recent budget proposal made to Operations Committee for comment and any further input from wider council, prior to November's budget proposal.

(Budget proposal sheet attached – information only).

FC 101/25 Service Plan ideas – initial discussion

An initial opportunity for councillors to contribute to the development of the 2026/27 Service Plan, focusing on delivering activities during the coming council year.

(Current service plan attached – information only)

FC 102/25 Update on Canal and River Trust attendance at Full Council

Following recent tragedies, update on the request to CRT to attend a meeting to explore options.

(Email response from CRT attached. Decision re: follow up to be made).

Date of next meeting:

Monday 24th November 2025, to commence at 6.00pm. Held at Council Chambers, The Local Centre, Garraways, Coffee Hall, Milton Keynes, MK6 5EG



Woughton Community Council

FULL COUNCIL

22nd September 2025

MINUTES

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

Also present:

Steve McNay (Council Manager)
Five (5) members of the public

FC 75/25 Apologies for Absence:

No apologies were received.

NOTED

FC 76/25 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.

No declarations were made.

FC 77/25 Minutes of the previous Full Council meeting:

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

- Monday 28th July 2025

Cllr Smith proposed that the minutes were a true and accurate record of the meeting.

This was seconded by Cllr Norris.

RESOLVED by was of unanimous vote.

The minutes were signed by the Chair.

FC 78/25 Chair's Announcement(s)

The Chair noted the following points

- A reminder that there is a meeting (informal) to look at the Neighbourhood Plan on Monday 29th. The Chair encouraged feedback and consideration of what might be included in advance of the meeting.
- That the picnic in the Community Garden on Sunday was good and they passed thanks to the staff involved, especially James who managed the event.

FC 79/25 Questions from the public:

Questions were asked within the item FC 86/25 and form part of the minutes within that item.

There were no further questions.

RESOLVED – noted.



FC 80/25 Milton Keynes Council Ward Councillors report:

Cllr Smith provided a brief update:

- The bus strike that was due to take place on Thursday has been cancelled.
- Ward Councillors continue to be busy, with lots of work around housing issues and similar.

RESOLVED – noted.

FC 81/25 2 minute Estate updates from councillors

BH – Moorfriends have a table top sale this weekend and are planning a Halloween event, details to be shared once clear. Fly tipping is an increasing issue and consideration of use of a CCTV camera was mentioned. Parcel thefts also on the increase. Concerns about parking issues, especially on the ‘turns’ at the end of the cul-de-sacs – David Ellis is the Housing Officer and may be able to assist. Landscaping dealing with issues quickly.

Residents have requested some work on Wastel small playpark to bring back into use – **Council Manager will discuss with Landscape Team.** Community Gardens on Beanhill would benefit from some additional volunteers to help keep on top of things.

CH – Kids are using conkers inappropriately (throwing around and into gardens) and have also accessed the new play park site over the weekend – this could be dangerous so parents encouraged to keep an eye, where possible.

ES – James and the Landscaping Team have done some nice work on the estate. Some recent issues with young people having some conflicts with other community members. Parcel theft also an issue on Eaglestone.

LH – The Leisure Centre has been subjected to some racist graffiti – whilst MKCC cleaned this quickly, it returned. Traffic is getting more challenging as the schools return.

NF– Fly tipping increasing – potentially linked to the SHDF work and people clearing out stuff. Bingo on Friday – more attendees needed to make it worthwhile, so please share.

ASB at the shops continues to be an issue – people being rude, aggressive, etc.

Suggestion that this is getting worse. May be linked to garage break ins nearby, where forced entry is used to provide somewhere to sleep.

PB – Road closure (Marlborough Street) over the weekend caused some difficulties. Poor signage.

TB – SHDF continues – they have reached the final road. Lots of fly tipping (again, linked to SHDF?) and dumping on Community Gardens – all reported. Housing Officer Drop In planned for 3rd October at the meeting place. ASB and break ins happening on the estate by known individuals, but residents are fearful of involvement. This follows a situation where it was suggested that when attending court, residents had to share their addresses in public and are now worried about reprisals. Drains / potholes remain unaddressed – four different email addresses tried with no response from any of them.

RESOLVED – noted.

In agreement with the meeting, the Chair proposed moving item FC 86/25 forward, to enable members of the public to contribute at an earlier stage, allowing them to leave once completed. This was followed by the following motion:

FC 81a/25 – To suspend standing orders to allow discussion of item FC 86/25 with public participation.

Under Standing Order 10, a, xiv, specific Standing Orders can be suspended, with a formal motion, agreed by a majority vote. This motion was proposed, to suspend Standing Orders 3f and 3g, to allow members of the public to speak to the item, without time constraints and outside the usual ‘public participation’ session.



Proposal:

To suspend Standing Orders 3f and 3g, for the duration of the discussion regarding item FC 86/25

Proposed by: Cllr Smith. Seconded by: Cllr Marsh
RESOLVED by way of unanimous vote

FC 86/25 To discuss planning application PLN/2025/1688 - Proposed change of use from Use Class C3 (dwellinghouse) to Use Class C4 (house in multiple occupation) to accommodate up to four unrelated individuals at 22 TRUBYS GARDEN, COFFEE HALL, MILTON KEYNES, MK6 5HA

Due to timing and cutoff date for comments, council was invited to consider the above application and provide any comments to the authority prior to 1st October 2025. The Council Manager shared some pictures that had been sent by local residents, that provided clear measurements of the space around the property in question. There is only one parking space allocated to the property and no space elsewhere for additional parking. It was explained by a member of the public that the main space is in fact a private road, not owned by MKCC.

It was reported that the property is currently being used as an 'Air BnB' property, with the associated challenges this brings. This includes parking but also damage caused by vans parking and breaking sewers, leading to smells and effluent being present.

Concerns were also raised regarding the planning statement that was part of the application, as this was incorrect in many places.

Proposal:

That the council objects to this application, based upon failure to comply with parking standards and negative impact on locale. The council also requests that this application is heard by the Planning Committee, rather than being an officer decision and tasks the Council Manager with responding accordingly'.

Proposed by: Cllr Smith. Seconded by: Cllr Williamson
RESOLVED by way of unanimous vote.

There was then the following motion:

Proposal:

To unsuspend Standing Orders 3f and 3g

Proposed by: Cllr Smith. Seconded by: Cllr Michael Ferguson
RESOLVED by way of majority vote

FC 82/25 Feedback from meetings with Outside Bodies:

- a) Woughton Welfare Trust - **Cllr Maggie Ferguson** – No update
- b) MKALC - **Cllrs McMillan, Cllr Rennie & Cllr Smith** – No update
- c) Parishes Forum - **Cllrs McMillan & Cllr Smith**

Cllr McMillan provided an overview of the issues discussed within the Parishes Forum:

- Update from MK Hospital regarding new units and other hospital based issues. Also noted that the hospital AGM takes place on 6th October.

- DAFS also gave a presentation on the services and support they offer to families of people using drugs and / or alcohol.

- Gary from MKCC gave an update on Family Help and Family First Partnerships – this is a service that sits between Family Centres and the MASH, for families with mid-level needs.

- Presentation from Bletchley and Fenny Stratford Town Council on Landscaping services.



d) Sustainable MK - Cllrs Ferguson and Rennie

Partners meeting due over the next month or so, following an official launch that took place on Saturday.

RESOLVED – noted.

FC 83/25 To note the minutes from the following Committees:

- a) Planning, Licensing and Development 7th July 2025
- b) Services and Communities 21st July 2025

RESOLVED – noted.

FC 84/25 Council Managers report

The Council Manager gave an update on activities and spending since the last meeting of Full Council. This covered the summer period, where events and delivery has taken place which was presented at Services Committee, plus updates on new staff members and recruitment processes for new staff.

RESOLVED – noted.

FC 85/25 To provide detail of the completed External Audit and the completed AGAR process

The Council Manager updated council on the feedback regarding the external audit from PKF Littlejohn and provided the finalised AGAR, alongside details of the public inspection timings and compliance.

Proposal:

That council acknowledges the successful conclusion of the external audit and thanks the RFO for their hard work in the submission and delivery of this and the AGAR’.

Proposed by: Cllr Smith. Seconded by: Cllr Rennie.

RESOLVED by way of unanimous vote.

FC 86/25 was moved to earlier in the meeting – see above for details.

FC 87/25 To consider the new ‘Councillors Statement of Assurance’ and whether this should be introduced within the council.

Following a recent update from umbrella bodies and the publication of a new statement, for council to consider whether this is something that WCC should adopt. The statement sits alongside the already agreed statements regarding code of conduct, standards, the Officer and Member protocol and others, all relating to behaviour expectations from councillors. Queries were raised regarding the effectiveness or otherwise of another piece of paper signed, where there remain no actual sanctions that can be taken in the event that behaviours standards slip. As a result, no motion was proposed, and the form can be signed by individual councillors if they choose so to do.

A further point was raised in so far as councillors who are subjected to complaints may benefit from support whilst navigating the standards board and any investigation. With some WCC Councillors having recently been subjected to complaints (dismissed) and having felt that they didn’t have sufficient support, it was suggested that MKALC may wish to consider whether a mentoring / support person scheme may be helpful.

Date of next meeting:

Monday 27th October 2025, to commence at 6.00pm. Held at Council Chambers, The Local Centre, Garraways, Coffee Hall, Milton Keynes, MK6 5EG



THE CHAIR CLOSED THE MEETING AT 7:07PM

Chair _____ Date _____



PLANNING, LICENSING AND DEVELOPMENT COMMITTEE

Minutes of the meeting held on Monday 1st September 2025, 6:00pm at the Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

Present: Cllrs Sue Smith (Chair), Deanna Norris (Vice Chair), Penny Glasgow, Michael Holland, April Rennie, and Liz Simpkins (non voting – ES second).

Also present:

Steve McNay (Council Manager).

LD 28/25 Apologies:

Apologies were received from:

- Cllrs Eamonn Bobey (NF) Alan Williamson, and Ruth McMillan.

RESOLVED - noted

LD 29/25 Declarations of Interest:

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.

No declarations were made.

RESOLVED – noted

LD 30/25 Questions from the public (maximum 10 minutes):

To receive questions and statements from members of the public.

There were no questions from the public.

RESOLVED - noted

LD 31/25 Chairs announcements:

To receive announcements from the Chair.

- The Chair reminded all present that Saturday 6th September is the date for the annual Woughton Festival and councillor attendance is expected.

RESOLVED - noted

LD 32/25 Minutes of previous meeting(s):

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

- Monday 7th July 2025.

Cllr Smith proposed that the minutes were a true and accurate representation of the meeting.

This was seconded by Cllr Glasgow.

RESOLVED by way of unanimous vote.

LD 33/25 To update the committee on activity over the summer

The Council Manager provided a brief update on applications and responses over the summer break, in line with the delegated decisions agreement

RESOLVED – noted.

LD 34/25 To review the ‘Design Codes’ document, provided by AECOM



Following the initial draft provision, the committee considered the document, offering further feedback with a view to ensuring the document meets the needs of the Neighbourhood Plan process.

The following comments were made:

- Woughton Parish Council to be changed to Woughton Community Council
- Parking is an issue across the parish
- New developments need to be broader in terms of photos and clarify what was infill and what wasn't
- PB - No capital M (page 17 on Modern) and some grammar issues, but otherwise good.
- LH – suitable as is.
- ES ~~would like to~~ 'remains' the centre of medical provision and would like acknowledgement and management to help support the residential area. Also need to note that ES West should be acknowledged as a separate area.
- CH – Should mentioned bungalows. Currently states family, but bungalows mean that this should be considered as an *'inclusive estate, accessible to all'*. Remove medical and keep 'facilities' (page 19).
- MK Hospital, needs to acknowledge the existing housing.
- BH – 'as one of the accessible' (page 21)
- NF – happy as is, but HMO's are an issue and replacement for Buckland Lodge also wanted to be noted (page 22)
- TB – would like some pictures of improved houses in the document. Concerns about the separation between the estate and Holmfield / Marshworth, especially due to the changes that have happened with Marshworth recently.

Other comments included:

- Page 43.
- Page 45 – Mention ES West, as only notes ES main
- Page 46 – need to include Ambridge, Troutbeck, etc.
- Page 50 – maintain the roofline across the estate where possible, especially if 'infill' within the existing estate is undertaken (less important on edges)
- Page 51 – Hatton, not Halton.

RESOLVED - noted and will be fed back to AECOM

LD 35/25 To provide an update on the Grand Union Canal (GUC) transfer

The Council Manager provided an update to the committee on the proposals to use the GUC to transport water between areas. Comments were made regarding the potential for this project to mean that the canals maintain a higher level (currently unable to traverse some parts, due to low water levels).

It was suggested that inviting the Canal and Rivers Trust to a meeting in the future may be useful, preferably at Full Council.

RESOLVED - noted

LD 36/25 To provide an update on the MKCC Transport Strategy

Following a recent presentation from the MKCC team, an update on progress and plans for coming years was provided and the Council Manager spoke to the presentation, with discussion around moving to a more sustainable approach (reduced cars, increase in public transport / sustainable travel), a new Mass Rapid Transport system and some of the challenges that the city faces over the coming years.

RESOLVED - noted

LD 37/25 To consider Neighbourhood Plan progress and next steps.



The plan was to review the updated Neighbourhood Plan (NP), following recent work, and consider next steps, but due to the level of work that is needed, it was suggested that a separate meeting be held to go through the document in detail. As there is a five Monday month, the final Monday evening was suggested, with a view that all councillors are invited to contribute.

Proposal:

That there is an additional meeting held on Monday 29th September at 6pm to go through all aspects of the Neighbourhood Plan and that the Council Manager invites all members of the council to attend.

Proposed by: Cllr Smith. Seconded by: Cllr Norris

RESOLVED by way of unanimous vote.

Date of next meeting:

Monday 6th October 2025 @ 6.00pm

Woughton Community Council Hub, The Local Centre, Council Chambers, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

THE CHAIR CLOSED THE MEETING AT 7:22PM

Chair _____ Date _____



OPERATIONS AND RESOURCES COMMITTEE

Minutes of the meeting held on Tuesday 9th September 2025, 6:00pm at the Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

Present: Cllrs Deanna Norris (Chair), Sue Smith (Vice Chair) (left 18.26), Eamonn Bobey, Tony Coughlan, Penny Glasgow (left 18.26), Charlie Marsh, Ruth McMillan, D'Anne Mordecai, April Rennie, Alan Williamson.

Also present:

Steve McNay (Council Manager)

Marta Sobis (Responsible Finance Officer – RFO)

OC 14/25 Apologies:

There were no apologies received.

RESOLVED - noted

OC 15/25 Declarations of Interest:

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.

There were no declarations received.

RESOLVED - noted

OC 16/25 Questions from the public (maximum 10 minutes):

There were no questions received.

RESOLVED - noted

OC 17/25 Chairs announcements:

The Chair noted that the Festival had taken place on the previous Saturday and members offered positive feedback regarding the day.

RESOLVED - noted

OC 18/25 Minutes of previous meeting(s):

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

- Monday 9th June 2025.

One change was noted at OC 02/25, in that Cllr Sue Smith was elected as Vice Chair, as opposed to Cllr Norris, who had been stated in the draft minutes. With this adjustment the minutes were agreed as an accurate representation of the meeting.

Proposed by: Cllr Norris. Seconded by: Cllr Mordecai.

RESOLVED by way of unanimous vote

OC 19/25 To review and approve the bank reconciliation and payments made during the months of May / June / July 2025

Cllrs Smith and Norris checked the papers prior to the meeting, ensuring all complete and accurate.

Proposal:

That the committee approves the bank reconciliations and payments made during May – July 2025, in line with the financial procedures and policies.

Proposed by: Cllr Norris. Seconded by: Cllr McMillan

RESOLVED by way of unanimous vote.

OC 20/25 To review and approve the following policies:

- Training and Development Policy
- Councillor Training Policy Statement
- Procurement Policy
- Officer Code of Conduct

The Council Manager spoke to the paper, explaining that there were some changes within the policies, but these were mainly a matter of language / grammar, rather than any change in policy. A few further spelling and grammatical changes were noted from councillors and with these issues resolved, the committee was happy with the changes.

The committee also suggested that it would be helpful to have a single policy that covers training for all within the council, rather than the two noted above, tasking the officers with developing an over-arching policy for next time the ratification process was needed. It was also suggested that the Officer Code of Conduct should be checked against other policies, to ensure that it isn't a policy for the sake of a policy but includes elements that are necessary and not covered elsewhere.

Proposal:

That the committee ratifies the policies with agreed changes and that the Council Manager / officer team will work on creation of an overarching training policy and check the Code of Conduct for suitability, prior to the next ratification.

Proposed by: Cllr Coughlan. Seconded by: Cllr McMillan

RESOLVED by way of unanimous vote.

OC 21/25 To consider current budget (five-month review) and initial discussions regarding the 2026/2027 budget

The RFO spoke to the paper, with a view to reviewing the budget for the current year and start considerations of the 2026/27 budget, plus three-year projections.

The five month mark for the current budget showed a healthy budget, with 40% of spend against a 41% of year gone – on target for the year. The RFO gave further details of issues of note (stated within the paper) and introduced the initial budget for the coming year.

This initial document showed that, based on early work, a balanced budget would be possible with a small, inflation-based precept increase (3%). This is a result of previous savings and staffing efficiencies, plus smaller reductions for the coming year in key areas (e.g. allowances). Councillors were encouraged to start considering the budget and would be able to get a good overview of finance issues for local councils at the training session on the 17th September.

RESOLVED - noted

OC 22/25 To consider any refurbishment works on Chambers, including replacement flooring, furniture and IT installation

The Council Manager spoke to the paper, with an aim to gain clear guidance on committee's views on refurbishment, including contractual obligations, with a view to further works and actions to prepare more fully. There was discussion around the priorities and agreement that flooring and chairs were needed, with a view that some 'samples' of both flooring and chairs for the committee to consider would be helpful. The Council Manager explained that the chair options provided were from an online provider, so this may prove tricky, but would try and gather a range of chairs for committee members to trial. In addition, further quotes for flooring would be required to comply with



the financial regulations, so this will also be completed. Checking the weather strips on the chamber doors was also suggested, to try and reduce water ingress.

Proposal:

That the Council Manager gets additional quotes for flooring and, where possible, provides samples for the committee to consider options for flooring and seating, bringing information back to this committee at the next meeting in October.

Proposed by: Cllr Rennie. Seconded by: Cllr Bobey.

RESOLVED by way of unanimous vote.

OC 23/25 To agree the procurement of a Fire Safety contract

The RFO spoke to the paper which included three (3) quotes with a proposal that we appoint the local, well regarded provider, as the prices offered were within a very small margin.

Proposal:

That the committee appoints Company 2 to provide the servicing and support for the fire and emergency lighting systems across the council.

Proposed by: Cllr Norris. Seconded by: Cllr Marsh

RESOLVED by way of unanimous vote.

OC 24/25 To move and second and then to be put to the vote the following motion:

Proposal:

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 Norris. Seconded by: Cllr Mordecai

RESOLVED by way of unanimous vote.

OC 25/25 To discuss and agree issues relating to Human Resources

The Council Manager spoke regarding the HR issues that are current, specifically regarding the Operations Manager post, which has become vacant. The committee agreed that an appointment to this type of role was needed, suggesting that the job description provided within the papers pack was reflective of what was needed. It was suggested that the position could be offered on a part time or full-time basis, with the possibility of any additional hours being used to appoint an administrator.

Proposal:

That the Council Manager is tasked with advertising and recruiting to the agreed role, with a view that part time OR full-time hours would be possible (with a minimum of 3 days per week / 22.5 hours being needed).

Date of next meeting:

Monday 13th October 2025 @ 6.00pm

Woughton Community Council Hub, The Local Centre, Council Chambers, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

THE CHAIR CLOSED THE MEETING AT 7.16PM

Chair _____ Date _____



Woughton Community Council

SERVICES AND COMMUNITIES COMMITTEE

15th September 2025

MINUTES

Present: Cllrs Nick Scott (Chair), Ruth McMillan (Vice-Chair), Maggie Ferguson (from 6.15pm), Michael Ferguson (from 6.15pm), Penny Glasgow, Luke Louis, Charlie Marsh, D'Anne Mordecai, Deanna Norris, April Rennie, Sue Smith, Lorna Webb and Alan Williamson.

Also in attendance: Steve McNay (Council Manager), and Tash Darling (Youth and Communities Manager)

SC 35/25 Apologies:

Apologies were received from Cllrs Liz Simpkins, Donna Fuller, and Eamonn Bobey.
RESOLVED – noted.

SC 36/25 Declarations of Interest:

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.

No declarations were made

RESOLVED – noted.

SC 37/25 Questions from the public (maximum 15 minutes):

No questions were received.

RESOLVED – noted.

SC 38/25 Chairs announcements:

The Chair noted that there are two events coming up – Apple Day on 27th September at the Community Garden between 11 – 3, and Remembrance Parade on 11th November. The Chair also thanked all involved in the delivery of the festival last weekend.

The Chair also noted that the MKU Hospital AGM takes place on 6th October at 17:00 hrs. In the Academic Centre at the hospital.

RESOLVED – noted.

SC 39/25 Minutes of previous meetings:

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

- Monday 21st July 2025.

Proposed as a true and accurate record by:

Cllr Scott. Seconded by: Cllr McMillan.

RESOLVED by way of unanimous vote.

SC 40/25 To update the committee on the proposal to place nursery provision within the community centres



Following discussions at the previous meeting, the Council Manager provided an update on actions and proposals to this point, with the understanding that these negotiations would continue, based upon the previous agreement of this committee (namely, that any provision should not negatively impact the existing community provision).

RESOLVED - noted

SC 41/25 To update the proposal to reinstate carnival for 2027, to coincide with the 60th birthday of Milton Keynes

The Council Manager updated the committee on actions to this point, feedback from initial consultation, contact with wider carnival community locally and to propose next steps. The committee agreed that the initial feedback via the festival consultation was positive and that if sufficient 'buy in' was clear by April 2026, then proceeding with the event would be supported. Fact finding to other carnivals was also suggested, although these were limited to those that are easily accessible.

Cllrs Williamson, Marsh, Ebb, Smith and Glasgow all agreed to form a working group to explore the idea, with officer support.

RESOLVED - noted

SC 42/25 To update the committee on activities that have taken place over the summer, including Festival and youth activities.

The Council Manager and Youth and Community Manager provided an update on activities within the youth, community and events teams over the summer period. These were seen positively, with high levels of engagement and attendance (with the exception of the 'grown up' film at The Academy – Driving Miss Daisy was not popular!).

The Chair thanked the Youth and Community Team for all their hard work over the summer, noting that without the input of them, there would be much less activity for local young people.

RESOLVED - noted

SC 43/25 To update the committee on the closure of the Coffee Hall Post Office

Following formal notification from Post Office Ltd, the Council Manager provided details of the upcoming closure and potential next steps. Councillors commented that there was a notice regarding the closure, but that this was small and hard to see, suggesting that we could and should use our communication methods to ensure local residents are aware of the situation.

Proposal:

That the committee agrees to publicise the upcoming closure and investigate options for support to local residents with managing the loss of the local provision

Proposed by: Cllr Scott. Seconded by: Cllr Glasgow

RESOLVED by way of unanimous vote.

SC 44/25 CCTV Updates

Information was shared relating to the CCTV cameras over the past months and consideration of any future use and long-term proposals for the Crimewave contract. Some councillors agreed to provide the Council Manager with details of spaces where they felt a camera may be of use and queries regarding the cost of moves (and the occasional delay in moving as a result of this) were addressed.

RESOLVED - noted



SC 45/25 Update on upcoming events

Information and updates on Apple Day, Remembrance and Santa Sleigh plans, alongside potential HAF provision over the Christmas period was shared with the committee, who agreed to attend where possible and consider any estate based Santa Sleigh approaches.

RESOLVED - noted

SC 46/25 Proposal for a Kickback Kitchen pilot

The Council Manager spoke to the paper, which looked to consider a proposal for a new project, Kickback Kitchen, to be held within the parish, utilising the existing infrastructure in place. This project has funding attached (which may or may not be used to support additional hours for existing officers) and has all funding needed for direct delivery for a year (18 months where 'set up' time is included).

The project uses kitchens that are otherwise not in use (e.g. community centres, schools, etc.) to create 'heat at home' meals, on a 'give what you can' basis with an aim to make a sustainable model (enough money is given to cover the costs) in the longer term.

Proposal

That Woughton Community Council:

- 1. Approves the 12-month Kickback Kitchen pilot in Woughton Parish.*
- 2. Allocates the designated kitchen facility.*
- 3. Agrees management of project and local staff recruitment.*
- 4. Endorses partnership with Hubbub/Kickback Kitchen for funding, toolkit access and ongoing project support.*

Proposed by: Cllr Scott. Seconded by: Cllr Smith

RESOLVED by way of unanimous vote.

SC 47/25 Ideas regarding a Community Energy programme for Woughton

The Council Manager explained the proposal, whilst acknowledging that this item could have been pulled from the agenda, due to the money all having been allocated by MKCC. There was some unhappiness expressed regarding this situation, with committee members clear that this approach would be welcomed by many in the parish (drop-in support sessions to access government funding for energy efficiency adaptations to privately owned properties). As a result, the initial proposal was agreed, with a view to looking into this in the future:

Proposal:

That the committee agrees to support these sessions and tasks the Council Manager to liaise with MKCE to organise and deliver them.

Proposed by: Cllr Scott. Seconded by: Cllr Rennie

RESOLVED by way of unanimous vote.

Date of next meeting:

Monday 20th October 2025 @ 6.00pm

Woughton Community Council Hub, The Local Centre, Council Chambers, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

The Chair closed the meeting at: 18:54 hours

Signed:



WOUGHTON COMMUNITY COUNCIL

Full Council – 27th October 2025

Agenda Item FC 96/25

PURPOSE OF REPORT: To update the council on actions and delegated decisions made since the previous council meeting.

RECOMMENDATION:

1. The council notes the report

MAIN ISSUES AND CONSIDERATIONS:

I have based this paper on the stuff that has happened since last Full Council in September.

A busy period, with new officers being inducted and supported through their early period with the new roles, advertising for further posts and the usual 'post summer' activity.

Councillor training in September covered council finances – well attended and useful session. Thanks to the facilitator for this and to Marta for getting it organised.

The new cohort of MK College students had their opening tour, prior to them starting their year with us, volunteering within the café / fridge. Excited, enthusiastic and a nice bunch of young people. I am optimistic about the impact that they will be likely to have.

I attended a Sexual Harassment session, online, organised by BMKALC. Whilst useful, I don't think as helpful as 'in person' sessions, tailored to individual councils or covering the issues that are pressing for WCC (third party harassment, risk management, etc.). Covered further in the new policy and assessment that was agreed at Operations Committee and the training sessions held with councillors and officers – I feel confident that we exceed the expectations of the new legislation and, with ongoing focus on this, regular reviews and keeping it current, we can help avoid any negative behaviours and support any issues that arise.

Recruitment for the new Operations / Deputy Clerk post is happening – working with an external agency, we have a full and complete application pack which has already resulted in some strong applications. Closing date approaching and interviews planned for second week of November.

A useful Neighbourhood Planning session took place, with a review of the existing plan policies and a review that will enable WCC to go back to the consultants to tidy up, clarify any outstanding issues and, I hope, create a new proposal for examination and agreement.

I attended the Community Action AGM at Camphill – a useful couple of hours, with some inspiring stories and good contacts solidified and created. I also popped over to the opening of Station Square after work on the 2nd October – I suspect this will be loved by some and hated by others, but it is certainly a vibrant space to welcome people from the station!

Marta and I attended the online 'Scribefest' conference with a series of sessions covering a diverse range of local council issues, including a session from Jackie Weaver. Some useful bits, but a long

day. Being held online enabled others to pop in for specific sessions (as well as allowing work to be done whilst listening).

I also attended the Society of Local Council Clerks National Conference which again, was two days of sessions covering everything from promotion of Clerks wellbeing to clustering of parishes in France. This conference enabled other WCC officers to also attend, meaning that a wider engagement was possible and some further 'strategic' links and knowledge were developed. Whilst it is two days of officers out of the office, on balance, the experience and learning were sufficient to justify this. I remain of the view that the Practitioners Conference is a better overall event. It was also noteworthy that of the 200+ attendees and 14+ workshops and seminars, there was only one person of colour in attendance, and none presenting a session.

The first BEYOND event, in partnership with the Open University and Parks Trust took place on 16th October and was very well attended and feedback was positive from the young people in attendance. An excellent start to this exciting project. More to come if councillors are interested in being involved.

I also attended the first MK Cycling Symposium at Unity Place. A really good event with a focus on encouraging more sustainable travel, an increase in cycling and looking to the future of travel more broadly. We have been invited to join an umbrella group looking at cycling as a parish that has promoted this for some time now.

Parks Trust Apple Day happened – a busy day (really busy!) and excellent links to Old Woughton, Parks Trust and others. Thanks again to all involved.

FINANCIAL IMPLICATIONS:

No delegated spend has taken place - all within agreed budgets or prior agreements.

SUGGESTED PROPOSAL:

Information only.

AUTHOR

Steve McNay – Council Manager

WOUGHTON COMMUNITY COUNCIL

Full Council – 27th October 2025

Agenda Item FC 98/25

PURPOSE OF REPORT: To consider and agree to an approach for council to work towards 2027 elections.

RECOMMENDATION:

1. That the council notes the report.
2. That the council considers the proposal below.

MAIN ISSUES AND CONSIDERATIONS:

Woughton Community Council has elections every four (4) years, with councillors serving from the time they are elected or co-opted, until such time as a new election is held. The next elections are due to take place in May 2027, approximately 18 months from now. There have been some ideas around actions that are needed in preparation for this, and this paper aims to formalise these ideas and get agreement to proceed.

In addition to the election, council has also been talking about a Ten (10) Year Plan for a considerable time. Whilst much of the work has been done, ensuring that a clear view from each councillor with regarding to the estates they represent, has been much harder to achieve. Given this, some of this paper links to the need to find space to gain agreement on future plans for the council that sit outside the specifics of the election.

Councillor engagement

One of the major issues for consideration is that of ensuring that we have sufficient candidates for the election, preferably with contested elections in every ward. This gives far greater democratic validation to the decision making processes of the council, as well as encouraging candidates to consider the role carefully, be clear about the expectations of being a councillor and to engage with the electorate before being elected.

As part of the council's commitment to equality, diversity and inclusion, council may also wish to consider whether specific efforts to engage with the diverse communities within the parish is an area that should be prioritised. With a population that is diverse in terms of age, background and ethnicity, the current council chamber is not representative of the parish.

It is suggested that we hold some events (community meals, invites to existing events, training sessions, etc.) and specifically target community members that represent the diversity of the parish. There is some existing funding in place to do this, as part of a 'community development' approach which, alongside a review of the annual events programme, will provide a more diverse range of activity for people to get involved in.

Current councillors

To ensure that current councillors can direct activities over the coming year(s), it is also proposed that there are opportunities to sit and discuss individual development within the council. This might cover issues such as specific training, attendance at events, option to step into different roles within the council, ideas and proposals for estate based AND parish wide activities or services, etc. This will

work to ensure that our current councillors are able to be clear about what they would like to see happen within the parish, contribute to the 10 year plan and for the council to effectively plan for the future. This should be seen as a councillor development approach, which has been much spoken about without any formal approach – this aims to formalise this, within a structure (see below).

It is suggested that an individual meeting is arranged with each councillor and the Council Manager, alongside the Leader of the Council (responsibility for Corporate Strategy) and / or the Chair of Council (responsible for Constitutional Matters), using the suggested 'prompt sheet' attached.

Whilst we cannot be sure about what might happen at any election, we can be as prepared as possible to ensure sufficient elected members to meet General Power of Competence (GPoC).

STAFFING IMPLICATIONS:

Whilst this proposal is primarily around supporting councillors, officers will be available to support activities where necessary and provide back up to any councillors who wish to undertake further activities.

FINANCIAL IMPLICATIONS:

As noted, there is some funding to support the community engagement elements noted above.

The councillor '1 to 1' sessions will be covered by existing officers / other councillors and there should be no direct financial impact.

OTHER IMPLICATIONS:

There is a risk to doing nothing, due to the need to prioritise elections, whether contested or otherwise. Whilst contested shows a vibrant

BACKGROUND PAPERS:

See below for suggested format for councillor meetings. This is an outline to help support discussion, but it is felt likely that conversations will be two-way, with councillors determining the priorities as they see them.

SUGGESTED PROPOSAL:

Council agrees to the holding of individual councillor sessions to explore specifics, in line with the proposed format included within this paper

Council agreed to a series of engagement events during 2026 to promote inclusion within the democratic process, help ensure sufficient candidates for contested elections and to encourage a more diverse range of candidates within the council at the next election, specifically representing the diversity of the parish.

AUTHOR

Steve McNay – Council Manager

Prompt sheet – Councillor ‘1 to 1’ meetings

Election 2027 Plans

- Planning on standing in 2027?
 - o If not, anything we should know as to why? Anything that could be different in future?
- Planning on remaining in current ward in 2027?
 - o If not, which ward would you like to stand in?
- Do you feel confident in completing any relevant paperwork and getting sufficient support from your community (someone to propose and someone to second your nomination?)
- Are you sure that you meet the qualification for standing
 - o be at least 18 years old¹
 - o be a British citizen, an eligible Commonwealth citizen, a citizen of the Republic of Ireland, a qualifying EU citizen or an EU citizen with retained rights²and meet at least one of the following four qualifications:
 - o You are, and will continue to be, registered as a local government elector for the parish in which you wish to stand from the day of your nomination onwards.³ More information is set out in our guidance ‘Being a registered local government elector’.
 - o You have occupied as owner or tenant any land or other premises in the parish area during the whole of the 12 months before the day of your nomination and the day of election.⁴ More information is set out in our guidance ‘Occupying as owner or tenant any land or other premises in the local authority area’.
 - o Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the parish area.⁵ More information is set out in our guidance ‘Your main or only place of work is in the local authority area’.
 - o You have lived in the parish area or within three miles of it during the whole of the 12 months before the day of your nomination and the day of election.⁶ More information is set out in our guidance ‘Living in the parish area (or within three miles of it)’.

Achievements and aspirations

- Are there things that you have done during your time as a councillor that you are especially pleased about? They might be things that you have done yourself, things that you have been part of or things that council has done where you have helped make the decision, deliver an event or a service or made a proposal that led to action.
- Of the things that the council does, which are the things that matter most to you? This might be a service, an event, actions that the council takes or something vaguer, like being a democratic voice.
- Are there things that WCC has previously done, but that have stopped more recently, that you think are a loss to the parish?
- What would you like to see WCC do over the coming year(s)? Are there areas that you would like to see greater focus on?
- What would you like to do as a councillor?
 - o Are there any areas that you have a special interest in?
 - o Would you like to take a Chair or Vice Chair position?
 - o Are there other development opportunities that you would like to have access to? Would you like to do more training? Attend more conferences? Become involved with MKALC or BMKALC? Parish Forum? Similar?

- And from a ward perspective, what would you like to see happen on your estate?
 - o Do you think that you and your fellow councillors provide sufficient access to residents? If not, is there something that we can do to help with this (e.g. officer support to hold councillor surgeries?)
 - o Are there particular priorities that you (and your fellow councillors) have for the estate? Any activities or actions that you would like to see happen?

General

- What do you enjoy about being a councillor?
- What are the biggest challenges about being a councillor?
- What can WCC do to help support you more?
 - o Is there any equipment or access to equipment that would be useful?
 - o Would having direct officer support (one person that acts as a councillor liaison) be helpful?

- What would be helpful for us to know for any new councillors?
 - o What would have helped you when you first started?
 - o What ongoing support would be helpful?
 - o What training have you found useful? What do you think would be good for newbies?

Conclusion

- Is there anything that you think we should do better?
- What else do you think it would be good to consider for the future of WCC?
- Are there any particular threats or opportunities that you see coming?
- Are there any specific issues that you have experienced which you feel would benefit from any further discussion, action or support?

- Any other comments, views or considerations?

WOUGHTON COMMUNITY COUNCIL

Full Council – 27th October 2025

Agenda Item FC 99/25

PURPOSE OF REPORT: To provide details of suggested delivery over the festive period

RECOMMENDATION:

1. That the committee notes the report.

MAIN ISSUES AND CONSIDERATIONS:

Although it is October, preparations for the festive period are already underway and this paper aims to ensure that sufficient notice is given, to allow full planning and preparation.

Christmas Opening Hours

As has previously been agreed by council, the offices and services close over the festive period and so the proposed closures for 2025/6 are:

22nd / 23rd December – open as usual, including all services, cafes, fridges, etc.

24th December (Christmas Eve) – open as usual. The offices usually close at midday on Wednesdays and this will happen as usual.

25th December – 1st January – all services are closed.

2nd January – return to normal. This is a Friday, so likely to be minimal activity and potential for some officers to book leave to extend the festive break. The office will be open as usual between 9am – 4pm.

Christmas meals / events / etc.

Whilst there remain some confirmations to come in, the proposals for festive meals within the cafes currently are:

- Mears Christmas Dinner at Coffee Hall Café – 16th December
- Christmas meal at Netherfield Café – 22nd December
- Festive offer at Eaglestone Café – 17th December

It is understood that there will be some provision over the festive period within the ‘warm rooms’ or ‘games night’ provision – this will be confirmed as and when possible.

Pantomime is planned for Friday, 2nd January, with numbers and the full proposal dependent on HAF funding, which has yet to be agreed.

Santa Sleigh is agreed, with the programme being that Santa, (alongside the Grinch this year), will visit:

- Wednesday 17th December – Netherfield and Eaglestone
- Thursday 18th December – Peartree Bridge and Beanhill
- Friday 19th December – Leadenhall and Coffee Hall

- Saturday 20th December – Tinkers Bridge.

Full timings and routes will be published nearer the time, alongside details of any other activities that are taking place alongside the sleigh.

Other events

There are other events that are being held across the parish by other groups – all are invited to provide details of these events so that a leaflet / poster can be created and details shared across our website, social media, and notice boards.

STAFFING IMPLICATIONS:

None noted – all are sufficiently covered through officer and councillor involvement, but all are welcome to be involved, either through attending or volunteering at the events.

SUGGESTED PROPOSAL:

For information only.

AUTHOR

Steve McNay – Council Manager

2025/26 Budget

be amended. Yellow cells will show different figures depending on inflation and precept rates selected from the drop down lists

Inflation rate:

2.0%

3.0%

3.0%

3.0%

Precept increase:

9%

6%

3%

7%

	2025/26	2026/27	2027/28	2028/29
EXPENDITURE - Democracy and Governance				
Cllr Ward Initiatives Fund	£ 3,800.00	£ 3,800.00	£ 3,800.00	£ 3,800.00
Communities and Environment Fund	£ 8,000.00	£ 8,000.00	£ 8,000.00	£ 8,000.00
Grant Aid - Res Associations	£ 2,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00
Member Allowances and Expenses	£ 27,379.00	£ 27,931.00	£ 29,940.00	£ 29,940.00
Democracy and Governance Total	£ 41,679.00	£ 41,231.00	£ 43,240.00	£ 43,240.00
EXPENDITURE - Whole organisational services				
Meeting and hospitality costs	£ 500.00	£ 515.00	£ 530.45	£ 546.36
Insurance Inc Vans	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,500.00
HQ - Building Costs (regulars)	£ 30,600.00	£ 30,000.00	£ 30,900.00	£ 31,827.00
Vehicles	£ 6,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00
Uniforms	£ 500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00
Branding and engagement	£ 500.00	£ 500.00	£ 500.00	£ 500.00
CCTV	£ 12,000.00	£ 12,000.00	£ -	£ -
Whole organisation services total	£ 60,100.00	£ 59,515.00	£ 48,430.45	£ 49,873.36
EXPENDITURE - Organisational Management				
Affiliations and Professional Services	£ 12,500.00	£ 12,500.00	£ 12,500.00	£ 12,500.00
Audit Fees	£ 3,100.00	£ 3,100.00	£ 3,100.00	£ 3,100.00
Capital Loan Repayment	£ 26,818.00	£ 26,818.00	£ -	£ -
Newsletters, Websites and Communications	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00
Stationary and Amenities and services - HQ	£ 4,000.00	£ 4,000.00	£ 4,000.00	£ 4,000.00
I.T (previously included broadband and Members IT)	£ 30,000.00	£ 30,000.00	£ 30,000.00	£ 30,000.00
Training, Development and Conferences	£ 6,000.00	£ 6,000.00	£ 6,000.00	£ 6,000.00
Organisational Management Total	£ 87,418.00	£ 87,418.00	£ 60,600.00	£ 60,600.00
Organisational Costs Total	£ 189,197.00	£ 188,164.00	£ 152,270.45	£ 153,713.36
Staffing Costs - increments included				
HQ Staffing	£ 233,627.93	£ 236,742.38	£ 245,028.36	£ 254,829.50
Youth Staffing	£ 141,621.15	£ 128,944.41	£ 133,457.47	£ 138,795.76
Community Staffing	£ 129,780.82	£ 143,830.32	£ 148,864.38	£ 154,818.95
Landscape and Environment Staffing	£ 292,910.91	£ 319,648.29	£ 330,835.98	£ 344,069.42
Meeting Places Staffing	£ 101,597.00	£ 67,067.50	£ 69,414.86	£ 72,191.46
Staffing Total	£ 899,537.81	£ 896,232.89	£ 927,601.04	£ 964,705.09
Landscape - Building costs	£ 5,000.00	£ 5,150.00	£ 5,304.50	£ 5,463.64

Landscape - Services Budget	£	38,000.00	£	38,000.00	£	38,000.00	£	38,000.00
Landscaping machinery replacement fund	£	5,000.00	£	5,000.00	£	5,000.00	£	5,000.00
Youth and Community - Building Costs (Nos 95 & 99)	£	13,000.00	£	13,000.00	£	13,000.00	£	13,000.00
Youth - Services Budget	£	9,000.00	£	10,000.00	£	10,000.00	£	10,000.00
Environment - Services Budget (inc dog bins)	£	11,000.00	£	10,000.00	£	10,000.00	£	10,000.00
Flood equipment updates and replacements	£	1,000.00	£	1,000.00	£	1,000.00	£	1,000.00
Community Food - Services Budget	£	2,000.00	£	2,000.00	£	2,000.00	£	2,000.00
Community Development - Services Budget (incl events)	£	15,000.00	£	15,000.00	£	15,000.00	£	15,000.00
Meeting Places (Costs)	£	69,810.00	£	70,000.00	£	72,100.00	£	74,263.00
Service Plan Delivery	£	15,000.00	£	15,000.00	£	15,000.00	£	15,000.00
Emerging priorities	£	5,000.00	£	5,000.00	£	5,000.00	£	5,000.00
Replacement of notice boards and gazebos	£	4,000.00	£	4,000.00	£	-	£	-
Transfer to property reserves	£	12,500.00	£	12,500.00	£	25,000.00	£	25,000.00
Community Centre improvements	£	20,000.00	£	35,000.00	£	20,000.00	£	50,000.00
Services Delivery Total	£	225,310.00	£	240,650.00	£	236,404.50	£	268,726.64
EXPENDITURE TOTAL	£	1,314,044.81	£	1,325,046.89	£	1,316,275.99	£	1,387,145.08
INCOME								
Bank and Investment Interest	£	15,000.00	£	18,000.00	£	18,000.00	£	18,000.00
MKC LTRS Grant / Deprivation grant	£	105,353.45	£	105,353.45	£	105,353.45	£	-
Hire of Meeting Places	£	60,000.00	£	60,000.00	£	60,000.00	£	60,000.00
Landscape Grant	£	195,423.85	£	199,332.32	£	205,312.29	£	211,471.66
Landscape additional								
Precept	£	886,837.08	£	940,047.30	£	968,248.72	£	1,036,026.13
Grants income (agreed)	£	18,333.00	-		£	-	£	-
MKCC Funding - Comm Centres and CIF								
Additional Income Generation	£	30,000.00	£	10,000.00	£	10,000.00	£	10,000.00
Grant funding (to be confirmed - priority for Comm Centres)								
Income Total	£	1,310,947.38	£	1,332,733.08	£	1,366,914.47	£	1,335,497.80
SURPLUS / DEFICIT	-£	3,097.43	£	7,686.18	£	50,638.47	-£	51,647.29

Woughton Community Council Service Plan 2025/2026

The Woughton Community Council Service Plan is the document that details the focus of specific work to be undertaken over the coming 'council year' (May – April). This document lays out the specific items, projects, services and initiatives that the council commits to working on over the coming year and should work alongside the operational plans, that detail the 'day to day' delivery, such as existing services and ongoing commitments. The plan is a combination of officer and member suggestions and feedback from the community, via those routes and the annual survey, engagement activities and general conversations, showing a commitment to both listening too and acting upon resident feedback.

As with previous year, this document is separated into colour coded committee responsibilities, showing the officers and members who have overall leadership on delivering this plan. Whilst all are involved, ownership and accountability are detailed as follows:

- Items in **ORANGE** are Services and Communities Committee
- Items in **BLUE** are Operations and Resources Committee
- Items in **GREEN** are Planning, Licencing and Development Committee

There are some items which sit across either a few committees (e.g. where a project impacts both service provision and financial income) or should be a whole council approach. These items have been left blank.

This plan should be considered as a 'living document', updated and altered as the landscape changes, things are completed or where circumstances change. As was seen in 2020, a plan needs to be flexible and respond to both known and emerging priorities. This is reflected in the budget that has been agreed for this year, with budgets allocated towards Service Plan items, whilst also having an amount that is allocated to those issues that emerge over the year. There are times where this flexibility is what makes the local council sector so valuable to its residents – the ability to move quickly.



Item No	Description	Objective	Details and key issues	Approximate costings	Lead Officer/Member	Committee responsible
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Introduction

Many of the elements noted in this plan link to an overarching approach that aims to take a different approach within the council and wider parish. Over the past decade, the approach with the council has been focused on the issue of poverty, with this being the theme of grant policies, service delivery and much of the discussion within meetings, committees and consultations. This was increased with the ‘cost of living’ crisis, the impact of the pandemic and the ongoing pressures on finances within all levels of government. Whilst poverty remains a significant issue for many within the parish and services and support remains a major part of the council’s delivery, it is also felt important that aspiration and encouragement is prioritised. Supporting the view that the parish has much to offer and is not just poverty and disadvantage, is a focus within this plan and the wider council and community.

As a result, the issues of pride in the parish, building skills and resilience, improving public realm and supporting aspirational approaches run through this document. Creating estates that are attractive, well maintained and designed to provide great community facilities supports this approach. The housing improvements taking place on Netherfield, Tinkers Bridge and Beanhill support this too, as does the work that has been done to improve public spaces (refurbishment of the ABC park, the renewal of the Barista Park, public realm improvements across the parish have all happened over the past year). But it isn’t just about place, it’s about people. Supporting residents to develop new skills, to try new activities, to lead healthier, happier and more active lives. And, most importantly, to expect and aspire to more.

The items noted below cover a wide range of approaches, from one off events to ongoing services. Physical spaces to aspirational thoughts. And all should be considered against a backdrop of

‘What is best for the people of the parish?’

And the only way to know this, is to talk to people. To meet people where they are. To ask questions. To consult on decisions. To increase the democratic involvement and encourage new, innovative ways of doing things, even when these may be scary. And these conversations need to take place at all levels – much feedback comes from occasional conversations where a caretaker, a landscaper, a café volunteer or a councillor hears an idea, a viewpoint or a comment that can help shape the parish. We can take these, as well as the views collected through more formal routes, and help work together to build a parish that thrives, that succeeds and that builds upon the strengths of our community.

This plan underpins the work that will happen over the coming year. But we will also continue to deliver the ongoing services and support that made Woughton the ‘Council of the Year’ – services that focus on the people of the parish.

This is aspirational and a different approach to previously. Some things will work, some may not. But all will help us build understanding, learn from the experience and continue to move forward.



Woughton Community Council Service Plan 2024/25

Item No	Description	Objective	Details and key issues	Approximate costings	Lead Officer/Member	Committee responsible
1	Continued refurbishment of Meeting Places	To provide a better-quality experience for renters and users and to try and improve occupancy rates within the centre	Taking a priority approach and working within reasonable budgets, the continued improvements to community centres is a key part of delivering quality spaces to the local population. To this end and following a programme of change over the past few years, work will continue to develop the centres. This may include: new kitchen at TBMP, replacement ceiling and lighting at CHMP, new windows at No 95, upgraded toilet facilities at NFMP and accessibility issues better managed at No 99.		Estates Manager (works) Council Manager (funding)	Operations Committee
2	Library of Things	To provide access to range of equipment that may be useful for residents at low or no cost.	With the initial launch having taken place in 2024/25, building upon this work is the focus for the coming year. This to include a publicity push, events and activities to drive membership and usage, increasing the range of equipment available and working with other existing resources within the city (e.g. repair cafes) to offer an increased range of activities.	Within existing budgets	Estates Manager / Environment Team	Services
3	No 99 Jonathans	To develop a space that helps provide a 'Health and Wellbeing' space for the parish	Following the successful delivery of the building, the focus is now on creating a diverse, sustainable approach that provides a range of services and support to the residents of the parish. This may include applying for longer term funding for development work as well as developing an initial programme, focusing on the needs of the population, specifically around positive health outcomes, skills development, aspiration development and social interactions. As noted above, some further work is needed to ensure the building is accessible and useable by all.	TBC – some budget may be needed, but any major works will be investigated via grant funding (e.g. SPF)	Council Manager	Full Council – delegated to Services (delivery) and Operations (finances)
4	Public Realm improvements	A visible and impactful approach to making changes to the parish, bringing unloved spaces back into use and improving the appearance of the parish.	Identify key spaces on each estate to provide projects for Payback and potential community approaches. This could include play parks (e.g. the mosaics at Two Halls Play area), utility spaces (such as the old 'pocket parks' on Beanhill and other estates), areas subject to ASB (the 'ends' of the garages in Netherfield) or simply focusing on an area for litter picks, painting bollards, cutting back, path edging, etc. This will not only provide a very visible example of works being undertaken but also provide opportunities to build upon successful 'multi agency' events that have happened previously (e.g. tree planting).	Costs are going to vary, but are likely to be minimal, other than use of tools (already in place) and potentially paint, etc.	Estates Manager / Environment Team	Services
5	Community Arts	Building a programme and approach, making use of the 'Artist in Residence' and other resources locally.	Create a programme of work, events and activities, utilising the community artist and other local resources to build a wider art focus within the parish, linked to public realm, community activities, schools, older people, etc. with a view to provision of exhibitions, creation of resources, etc.	TBC, but support offered from MKCC with funding attached.	Whole team, dependent on approaches agreed	Services



Woughton Community Council Service Plan 2024/25

Item No	Description	Objective	Details and key issues	Approximate costings	Lead Officer/Member	Committee responsible
6	Communications from WCC	Improvements to the Communications of the council, including a review of the communications policy	Due to changes with budgets and staffing structures, the appointment of Communications Officer didn't happen and is unlikely (but not impossible) within the current year. Given this, a different approach is needed, with officers within the current structure taking both individual and collective responsibility for publicity. Work has started with some basic website training for key officers, but further work needed to ensure responsibility and accountability with key officers. This work to include a focus on the policy, with links to all aspects of social media, website, posters and newsletters, branding, publicity, etc.	None identified, other than officer time and potentially some software licenses.	Operations Manager	Operations
7	Woughton is 50 – building upon the successes	To continue to focus on the heritage and history of the parish, building a lasting legacy and archive.	Legacy work continuing from the initial events during 2024/25. The successes of this work, such as the refurbishment of the community art on Netherfield, to be shared and continued, with a view to this approach spreading around the parish to other areas (links to item 4, above).	Within existing or grant funding	Youth and Community Manager / Community Development	Services
8	Neighbourhood Plan Review	Updated plan, reflecting current views	Updating the Neighbourhood Plan to reflect the changes that have taken place since 2017, when the current plan was made. Work has started on this with consultants, but further work to undertake over the coming year.	£15,000 budgeted for the coming year	Council Manager	Planning
9	Environmental, biodiversity and carbon neutrality plan	To have an extended, considered and long term plan for the approaches that WCC will take around the 'green' agenda, including carbon neutrality, biodiversity and other environmental initiatives.	The Green Initiatives Working Group (GIWG) to continue the work in this area, building upon the initial document provided via Operations Committee. To include a wider approach, covering issues broader than the 'biodiversity' focus provided to this point, and linking to service delivery, investment and procurement, policy, practice and any funding / grant applications. May link in with external partners (e.g. Donut Economics, Open University) for support and further applications to the Carbon Neutrality Fund and other grant givers for additional infrastructure projects.	TBC	Council Manager Environment Team Green Working Group	Operations, but links to all.
10	New community space on Peartree Bridge	Investigate the potential and viability of provision of a community building on Peartree Bridge	To include potential use, costs, planning concerns, charitable status, funding bids, etc. with a view to being able to make a considered and evidence based decision on whether another building is needed, wanted, going to be suitable, etc.	Unclear at this point, but officer / councillor time in the first instance	Council Manager / PB councillors	Operations
11	Lease agreements, asset transfers and long term plans	Ensuring that robust, timely and manageable agreements are in place for all buildings / resources	Working with MKCC and others to clarify ownership / management of community buildings and spaces, ensuring suitable investment and management in place and ensuring best value for residents. The initial focus on Eaglestone Activity Centre (currently no formal agreement in place), and the 95 – 99 Jonathans terrace, with a view to asset transfer to ensure long term provision of youth / community initiatives. This will enable investment in solar, sustainable building models, long term investment	Some legal costs may be needed, but limited (usually around £2k per lease, where needed)/ Longer term investment planning	Council Manager / Estates Manager	Full Council



Woughton Community Council Service Plan 2024/25

Item No	Description	Objective	Details and key issues	Approximate costings	Lead Officer/Member	Committee responsible
			strategies and income / expenditure balance, whilst ensuring access to suitable spaces and resources across the parish.	to come at a later stage.		
12	Local Government Award Scheme	Continue to evidence the benefits of the work undertaken by WCC.	Build upon the initial achievement of Foundation Quality Council, continue to develop, with work towards Silver accreditation (following a change in the scheme) with the associated work needed to evidence the way that council consults with and engages with local residents and the wider community.	£100 submission fee for the silver award	Council Manager	Full Council
13	Healthy food initiatives	Broaden the food offer and consider health impacts linking to healthier communities	Within the cafes, youth provision, events and other places where food is offered, look at alternative options (e.g. culturally diverse, vegan / vegetarian, etc.) and the balance of food offered, especially around healthy foodstuffs. To be balanced alongside the use of donations and ensuring that it remains enticing and enjoyable.	Within existing budgets and donation costs	Food Coordinator	Services
14	Cycle Culture	Cycling initiative to encourage more use of bikes and sustainable transport.	Building on the work undertaken in 2024, inclusion of the 'Wheelie Big Picnic' in the annual events calendar and continuing to investigate opportunities to support skills development, cycling infrastructure and sustainable transport approaches.	Within existing	Youth and Community Manager	Services
15	Living Archive and Arts & Heritage Trails	Building on the existing 'Love Exploring' trail, celebrating the arts and heritage of the parish	After initial work leading to the Tinkers and Netherfield Trail, celebrating the 'street art' and other community installations, the 50 th Anniversary year is a really good time to launch this for the whole parish and build further options. <ul style="list-style-type: none"> • Look at our existing art and repair as necessary. • Get some new art onto the parish. • Document what we have, what's happened here, who has lived here and still does and what they have to say. • Develop the trails properly. • Work on the podcasting idea previously discussed. 	Work with MKCC and others to create project and identify funding possibilities.	Youth and Community Manager	Services
16	Play Parks	To review all parks within the parish, identify urgent works and develop a collaborative approach with other stakeholders to improve them.	Refreshing play parks and looking at settings that are suitable for both younger children (e.g. under fives) and those with disabilities <i>as well as general use and spaces for older children.</i>	No specific funds attached.	Environment Team / Youth and Community Manager	Services / Planning
17	Food	Create a local 'street food' festival	Following positive responses to the idea of a food festival on parish, and with a link to the 'pride in place' theme and building aspiration within the locale, delivering a food festival, using local providers (e.g. RA's, faith groups, local producers) and building this into an event that includes a market of Woughton based creatives.	Space, officer time and potentially some funding for rental of some equipment.	Community Development / Youth and Community Manager	Services



Woughton Community Council Service Plan 2024/25

Item No	Description	Objective	Details and key issues	Approximate costings	Lead Officer/Member	Committee responsible
18	Advice and wellbeing	Development of new approaches and a more 'joined up' way of working	Making best use of staffing resources and partnerships, to develop group approaches, workshops, upskilling, careers fairs, etc with the aim of building resilience, personal development and happier, healthier communities. Working with community members to create activities and approaches that work for and with them.	Within existing model, with grant funding where appropriate.	Youth and Community Manager	Services

This programme of works should be considered as the 'base' from which work is undertaken. This doesn't mean that things not noted cannot be undertaken (there is a specific 'emerging priorities' line within the budget) but that these are the priorities for the council over the coming year (and in some cases, longer).

The plan will form the basis of work with officers (through 1:1 meetings, appraisals, etc.) and with councillors to focus the approach of the council and work to achieve the aspirations noted.

It is likely, as in previous years, that some items will be fully met, others will be discarded as priorities change, and some will be partially completed and roll over into future plans. This is not a 'score sheet' as such, but a direction of travel that provides the basis for service delivery.

This plan will be uploaded to the website, provided to all officers and councillors and forms part of any submission to external bodies, in terms of forward plans.



WOUGHTON COMMUNITY COUNCIL

Full Council – 27th October 2025

Agenda Item FC 102/25

PURPOSE OF REPORT: To update council on communications with the Canal and River Trust and to consider any further actions.

RECOMMENDATION:

1. That the committee notes the report.
2. That the committee considers any further actions that may be appropriate, considering the suggested proposal noted below.

MAIN ISSUES AND CONSIDERATIONS:

Following recent events, where there has been a loss of life as a result of issues in and around the canal that runs through the parish, the Council Manager was asked to invite the Canal and River Trust (CRT), the body who is responsible for the canal, to attend a Full Council meeting to discuss the issues, the issues of safety and to look at what changes may be necessary in the future.

Following a series of emails between the Council Manager and the CRT, the following response was received:

Thank you for the invitation to join your meetings. Unfortunately, our regional teams do not currently have availability to attend meetings held after 18:00 hours.

Please be assured that we take safety matters very seriously and are committed to addressing any concerns raised. We welcome written enquiries via our Customer Service team, and we will ensure that any issues are thoroughly reviewed by the most appropriate team, and a full response provided.

We encourage you to write to our enquiries address below with any specific questions or concerns, including safety concerns and future water transfer plans. These will be carefully considered, and a comprehensive reply will be given.

Thank you again for inviting a member from the Trust; we hope we can provide the information you require upon receipt of your questions and concerns.

Kind regards,

Given this response, council may feel that further options should be explored:

- A detailed written series of questions that the CRT can respond to, in line with the suggestion above.
- A further invite for a daytime meeting, sitting outside the formal meeting schedule, which can then be reported back to the council via a report
- Other ideas, as seen as useful by council.
- No further response.

SUGGESTED PROPOSAL:

That Council invites a representative of the CRT to attend a daytime meeting, with councillors from the wards that border the canal, alongside any other interested parties (e.g. ward councillors) to discuss the issues at hand.

That council provides a detailed written response to the email received above to enable the CRT to respond to the specific issues of concern.

That council provides a written response to the email noted above, with a request that a representative attends a daytime meeting to respond to the concerns noted.

AUTHOR

Steve McNay – Council Manager