

Woughton Community Council

Services & Communities Committee

**Minutes of the meeting held on Wednesday 8th February 2023, 6:30pm,
Woughton Community Council Hub, Council Chamber, 60, Garraways, Coffee
Hall, Milton Keynes, MK6 5EG.**

Present: Cllrs Nick Scott (Chair), Jeanette Bobey, Ruth McMillan, John Orr.

Also present:

Brian Barton (Committee & Member Services Officer)
Tash Darling (Youth Manager/Safeguarding Lead)
Steve McNay (Council Manager)
Sean Perry (Community Services Manager)

In attendance:

Cllr Liz Simpkins (Via Zoom Video Call)

SC 62/23 Apologies:

Cllr Maggie Ferguson (personal)
Cllr Donna Fuller (personal)
Cllr Brian Hepburn (personal)
Cllr Amber McQuillan (personal)
Cllr Liz Simpkins (personal)
Cllr Sue Smith (personal)

AGREED

SC 63/23 Declarations of Interest:

There were no declarations of interest.

NOTED

SC 64/23 Questions from the public (maximum 10 minutes):

There were no questions from members of the public.

NOTED

SC 65/23 Chairs announcements:

There were no Chair's announcements.

NOTED

SC 66/23 Minutes of previous meetings:

The minutes of the meeting held on Wednesday 23rd November 2022 were

AGREED as a true and correct record and was signed by the Chair.

Communities and Environment Fund Application(s)

There were no funding applications for consideration.

NOTED

Reports

SC 67/23 To note the following Evaluation Forms:

- (a) Beanhill Action Group - Christmas Event
- (b) Eaglestone Residents Association – Picnic in the Park
- (c) Netherfield Residents Association – Trip to the Panto

RESOLVED

1. To provide training to help groups to fill in the application and evaluation forms.
2. That the Community Services Manager to discuss and go through the forms at the next Residents Association Forum meeting.

SC 68/23 To update the committee about upcoming youth projects or amendments to existing projects:

Under The Umbrella: The inaugural meeting has taken place, named roles have been allocated and agreed. The meetings calendar has been set for the year and the constitution has been written and agreed. The group are implementing the appropriate insurances and the group will be ready to commence service delivery from Wednesday 25th January 2023 for youth and Wednesday 1st February 2023 for parent/ carers support, in the Woughton Community Council area. No action is needed at this time from Woughton Community Council. The Council Manager and Youth Manager are implementing a written Service Level Agreement.

Free Little Library: This is a project that has been planned and ongoing by the Youth team for some time and have been collecting books since prior to Covid-19 closures. A metal cupboard is ready but concerns have been raised about condensation. So, have been looking for a wooden cupboard. Low staffing levels and the youth Manager's available hours has prevented completion but it was presented as an option for collaborative working for the Milton Keynes College community day which will release pressure on officers and enable completion of the project. The Free Little Library is a project to enable free access to books on a trust basis. The café has a book stock for adults so this project is for children and young people's books, with the hope that it will be accessed during walks to and from school and at weekends.

The cupboard will be placed outside No95 Jonathans at the front side of the property against the metal fence. Following a risk assessment. The cupboard will be purchased with allocated youth budget but all decoration and fitting will be paid for and completed by the college as part of their community day in February 2023.

No95 Jonathans Gym use: Following the committee and team's desire to utilise the gym more, consultation has begun to work with the local GP surgeries to offer social prescribing for health and wellbeing projects. The aim being that a service level agreement will be created with the community liaison practitioner, whereby they cover the cost of one (1) trained person and the youth service supports young

people through the use of the gym, during the day to improve their physical and mental health. The youth Manager will update the committee when a proposal has been fully discussed and can be implemented.

Youth Advice Café: Following the closure of the college youth drop in (due to covid-19) the loss of engagement and reduced participation of the C Card scheme has been noted as significant. At a time when signposting and referrals are very low but we are increasingly finding need is high, the Youth Manager has been exploring ways to return to delivering the weekly session. It will be impossible to run from the college again and so an opportunity has arisen to restructure the session. It is proposed to move the weekly session to No95 Jonathans. Reduce delivery time by two (2) hours of officer time (one (1) for each officer) widen the invitation to all young people aged 16yrs+ during term time, from the Woughton Community Council area. It is proposed to start this as soon as possible to maximise of the added value of the session being added to the 'Warm Rooms' offer. The Youth Officer will cover the youth based elements of youth advice and guidance: wellbeing, health, education and training, c card and healthy relationships, mental health etc and the wellbeing officer housing, benefits and access to adult services. These models will enable the youth team to support a transition into adult services.

Music Project: Milton Keynes Music Faculty agreed to start on Thursday, Milton Keynes City Council had pulled out providing this service, a pilot will be launched and will be held exclusively in the Woughton Community Council area.

It was suggested that similar to what has taken place in Woughton on the Green and Woolstone recently, that consideration is given to a shelter being installed at 95, Jonathans, Coffee Hall where books can be donated for residents to take away and read.

RESOLVED

- 1. That the Council notes the report.**
- 2. That the Youth Manager to look into a shelter being installed at 95, Jonathans, Coffee Hall where books can be donated for residents to take away and read.**

SC 69/23 To propose events for 2023, to enable planning and preparation: the budget was agreed at Full Council on Monday 16th January 2023, to include an events budget of £8,000. This is a similar level to 2022/2023 when the additional monies allocated for the Jubilee are included.

This year (2023) includes the coronation of King Charles that takes place in May. As with the Jubilee last year, this celebration includes an additional bank holiday (Monday 8th May). A variety of ideas have been suggested, including;

- funding to Resident Associations to provide estate based events
- an event on the 'green', with elements of the Jubilee event but with more activities (e.g. Lighting of the 'Beacon', with a new topper to reflect the difference of event, coronation chicken meals, music acts, etc.)
- Provision of commemorative trinkets, such as mugs, coins, etc. (costs vary from around £2 per coin, £3 for a small teddy or a tote bag, £3.50 per mug, etc.)

Due to the timing of the coronation, planning needs to start soon and so the committee is asked for consideration of what may be wanted, if anything, to commemorate.

The other pressing decision is that of the Festival. This was an annual event which was paused due to the pandemic. Prior to this, agreement had been reached that the next event would take place on Netherfield. Some early discussions have taken place around how this might happen, with one proposal being that the event incorporates the annual 'Beach Party' this would work nicely if the event was to be held on both the ABC and Jed Adderley park spaces, with the road between them being closed as hardstanding for stalls, food, etc. This road would not prevent access to any housing and could be managed relatively simply. With a proposal that the event 'launches in the summer' at the start of the holidays (around the middle of July), this could be an excellent way to bring people together in a large and diverse event.

Planning and preparation for this event if the committee is supportive, needs to commence quite soon based on previous years, a stage, children's activities, stalls for community groups, etc. and a proposal that this event includes every Residents Association in some way too.

The formal proposal submitted by the Community Team is:

PROPOSAL

A one day Woughton Festival to take place on Saturday July 15th, 2023, on Netherfield. The day will combine three events, normally held separately:

Play Rangers Beach Party

This is normally held at the end of August to wrap up the summer, but it will be used in this instance as a launch party for the Play Rangers summer activities.

Woughton Festival

This will follow a similar format to the last Woughton Festival in 2019, with a live stage, food and refreshment stalls, games, crafts and activities.

Netherfield Fun Day

Last held in August 2019.

Suggested Running Order

The day will start with a 3 hour Beach Party on the Jed Adderley Park. The reasoning behind the relatively late start is to avoid holding the Beach Party during the hottest part of the day (between 11am and 3pm). It also means a later start for set up (previous events have had to be set up very early on the day).

Once the Beach Party finishes the focus will shift to the ABC park for the remainder of the day. The space at Jed Adderley Park will then be run as a community space for picnics and play activities.

Food Vendors

We want to encourage local vendors and groups to run food stalls at the event the existing Woughton street vendors alongside faith groups and community groups. would particularly like to see Residents Associations working together to provide a range of refreshment facilities.

Financial Implications

A budget of £3,000 will be allocated as recommended by Council. Additional funding will come from the section of the Youth budget normally allocated to the Beach Party. Running a single rather than three (3) individual events has the advantage of economies of scale with regard to hiring equipment and facilities.

Staffing Implications

As with the financial implications there are advantages to running a single combined event in that it is far easier to get staff and volunteers together for one event than three (3) separate events.

Other Implications

A partial road closure will be necessary on Farthing Grove for the duration of the event. This will not affect public access to any property on Farthing Grove, and footpaths will remain open along the entire street.

It is likely that officers will be requested to work at weekends, so the sooner that can there is an agreement and support from council, the sooner to request people book the time in. Having officer, councillor and volunteer support is key to a successful event.

The Islamic Centre has proposed using the Coffee Hall Community Centre for four (4) weeks (once a week), at the community café to hold an iftar during Ramadan, which includes a games night for younger people, family yoga sessions, all for the community to come together, the committee fully supported the proposal.

RESOLVED

- 1. That the committee considers the upcoming Coronation and any activities or approaches that committee would like to see.**
- 2. That the committee agrees to restarting 'festival', with an event to take place on Netherfield in July 2023, incorporating the annual 'Beach Party'.**
- 3. That the committee considers any other events that they would like to prioritise.**
- 4. That the committee supports the proposal from the Islamic Centre.**

SC 70/23 To propose service update reports for the coming year:

Ensuring that committee members and the wider council of elected members is up to date on service provision is essential. There have been occasions where it is felt this hasn't happened, with members unaware of the range of services in place, the way that they work and the financial implications.

To try and ensure that this is more effectively communicated, it is proposed that regular updates from each service area are provided to this committee, covering a range of information that will help ensure all members, officers and the public have knowledge of what is happening.

It is proposed that the updates include:

- Details of the services provided (if anything new)
- Outputs - Information regarding numbers of attendees, demographics (where appropriate), etc.
- Any statistical information (e.g. amount of food donated, type of advice offered)
- Outcomes – any significant benefits noted, such as monies awarded as a result of advice offered, volunteers moving into other roles, young people's achievements, etc.
- Any proposed initiatives for the future
- Any compliments, complaints or challenges that the service has faced
- Anything else that the committee would like to see

It is proposed that these reports cover the main elements of current delivery, namely:

1. Landscape
2. Environment
3. Community Food
4. Youth
5. Advice and Wellbeing
6. Community Centres

With these six (6) areas and eleven (11) committees each year, it is recommended that each area provides a report every six (6) months, with an annual update from the Community Centres (shared oversight with the Operations & Resources Committee).

January	Youth
February	Landscape
March	Environment
April	Community Food
May	Advice and Wellbeing
June	Community Centres
July	Youth
August	No meeting
September	Landscape
October	Environment
November	Community Food

RESOLVED

1. That the committee receives regular updates on all aspects of the services delivered, throughout the year.
2. That these reports include outputs, outcomes, any case studies or notable achievements and any additional information that would benefit the committee to know.
3. That the committee may choose for additional information outside this programme.
4. That in the initial stages, any feedback from the 'deep dives' is also included within the reports.

SC 71/23 To propose obtaining and distributing 'Message in a Bottle' kits from within the council offices, events and similar:

The Lions, Message In a Bottle scheme is a simple idea designed to encourage people to keep their personal and medical details on a standard form and in a common location. The bottle is kept in the fridge, where the emergency services will be able to find it in the event of being called to the home two (2) labels are displayed on the inside of the front door or on the main entrance to the home and the other is for the door of a fridge.

It has been suggested that Woughton Community Council could become a distribution point for the kits these include a bottle, a form detailing the conditions relevant and door stickers to inform the relevant authorities.

There is no cost as these are provided through the Lions Club. However, it is recommended that Woughton Community Council pay for the first 100 as a trial (cost of £35) and those that can make a donation towards this cost which is a similar approach to the dog bags.

If this scheme is successful and further supplies are needed, it is anticipated that the donations from the first tranche can be used for more, making this cost neutral.

Staff will need to be aware of the scheme, know where they are stored and ensure they are available when requested this may be via reception, but can also include events and activities and as a response from phone, email or direct messaging.

RESOLVED

1. That the committee notes the report.
2. That the committee agrees to Woughton Community Council becoming a distribution point for the kits.
3. That the committee agrees to Woughton Community Council obtaining an initial batch of 100 bottles.
4. That the committee agrees that Woughton Community Council should pay for these and encourage donations towards the costs, in a similar way to the dog bags approach.

SC 72/23 To finalise the proposal for the obtaining of the Flood equipment:

Woughton Community Council was awarded a Community Infrastructure Fund (CIF) grant in April 2022 towards the costs of a storage facility and equipment to address flooding issues. This has been significantly delayed by the challenges of getting a

lease agreed and then, once that was completed, getting planning permission agreed. However, these two (2) issues now appear to be resolved and as such, formal agreements for spending are now needed for ratification.

The discussions around flood equipment have taken place previously, the equipment has previously been requested. This does not include the costs of the storage facility this will be a container, with racking and suitable storage to sit within the new multi-purpose depot site and will house the flood equipment and, if space allows, other equipment that will benefit the community (tool library, etc.).

The cost of a 40ft container is approx. £7,000 delivered. With the additional costs of fencing, security, racking, etc., it is likely that this will take approximately half the funding in place (£10,000.00p). This leaves an additional £10,000.00p for equipment.

It is recommended that the following be considered as the 'shopping list':

1. Container, security, racking	£10,000.00p
2. Waders x 6 sets	£330.00p
3. Gloves x 6 sets	£79.00p
4. Water activated flood barriers x 300 metres	£1,500.00p
5. Brooms x 10	£150.00p
6. Pumps x 4	£2,000.00p
7. Hoses, fuel cans, etc x 6	£1,200.00p
8. Dehumidifiers x 4	£1,600.00p

This leaves around £3,000.00p remaining for any contingency issues and or any further requests for additional equipment.

If the committee is happy with the initial expenditure and proposal, this equipment can be bought before year end to ensure compliance with the funding in place.

The budget for this is a 'match funded' approach, with half coming from Woughton Community Council, matched by the CIF, up to a total of £20,000.00p. There is already a budget in place for much of this, with funding allocated towards the depot and £3,000.00p allocated towards flood equipment. This means that any additional spend is limited and should not impact significantly on existing budgets.

RESOLVED

- 1. That the committee considers the report.**
- 2. That the committee agrees to the obtaining of the equipment noted, specifically:**
 - a. Storage – a container for the depot site (shared space)**
 - b. Pumps and suitable power (petrol, diesel, battery)**
 - c. Large brooms**
 - d. Barriers**
 - e. Waders, gloves and PPE**
 - f. Dehumidifiers for post flood work**
- 3. That the total cost for all storage and equipment should not exceed £20,000.00p**

SC 73/22 To bring to the Committee's attention the regulations regarding the maintenance of trees:

A request had been received by a Councillor for the Landscaping Service to undertake private tree maintenance work to individual properties.

The committee was informed that Milton Keynes City Council has contractors on a retainer and this could effect their workload, and insurance cover would need to be extended to cover such works, which would be an additional cost.

There was a concern that healthy looking trees seemed to be cut down, the type of trees need to be established as this could have a bearing on why the work is taking place, the Chair that he would investigate with Milton Keynes City Council.

The Council Manager will arrange a meeting with a senior landscaping officer to progress.

RESOLVED

That the Council Manager will arrange a meeting with a senior landscaping officer to progress on why healthy looking trees are being cut down.

Date of next meeting:

Wednesday 22nd March 2023, 6:30pm, at the Woughton Community Council Hub, Council Chamber, The Local Centre, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

THE CHAIR CLOSED THE MEETING AT 7:29 PM

Chair _____ Date _____