

Tuesday 11<sup>th</sup> February 2025

To: All members of the Services & Communities Committee

**Cllrs Nick Scott (Chair), Ruth McMillan (Vice-Chair)**, Eamon Bobey, Maggie Ferguson, Michael Ferguson, Donna Fuller, Penny Glasgow, Luke Louis, Charlie Marsh, D'Anne Mordecai, April Rennie, Liz Simpkins, Sue Smith, Lorna Webb, Alan Williamson.

## Notice of Meeting

You are hereby summoned to attend a meeting of the **Services & Communities Committee** to be held on **Monday 17<sup>th</sup> February 2025** commencing **6:00pm** at the **Woughton Community Council Hub, Council Chamber, The Local Centre, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG**, when the business set out in the following agenda will be transacted.

**Members of the public can attend in person, submit questions in advance and or watch live via [www.facebook.com/woughtoncc](http://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/>

Steve McNay  
Council Manager

**Please ensure that your mobile phone is switched to silent or is switched off completely during the meeting.**

**AGENDA**

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**SC 197/24 Apologies:**

To receive and accept apologies from members unable to attend the meeting.

**SC 198/24 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.

**SC 199/24 Questions from the public (maximum 10 minutes):**

To receive questions and statements from members of the public.

**SC 200/24 Chairs announcements:**

To receive announcements from the Chair.

**SC 201/24 Minutes of previous meetings:**

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

- Monday 20<sup>th</sup> January 2025.

**(Attached)**

**SC 202/24 Update regarding ‘free’ trials at Community Centres**

To clarify the proposal submitted to the previous meeting, with confirmation on definitions and proposals. Further agreement on any ‘charging’ needed or whether this remains a ‘free’ trial.

**(Paper attached – deferred from previous meeting)**

**SC 203/24 CCTV update from Crimewave and request for future sites.**

Update on meeting with Crimewave, options for camera usage and agreement for proposals for quarterly moves on each resource, with specific proposals for immediate provision.

**(Paper attached)**

**SC 204/24 Events planning, with clarity around VE Day and Covid Day of Remembrance, plus agreement on location for Festival 2025**

Agreement needed for what committee would like to see included in the previously agreed events (VE Day and Covid Remembrance), plus a proposal that the annual festival remains on Netherfield OR agreement for the location for 2025.

**(Verbal Update)**

**SC 205/24 Gazette publication dates and content agreement**

To agree the proposed publication dates for the two (2) editions of the Gazette for 2025, with discussion around the content wanted within each edition

**(Paper attached)**

**Date of next meeting:**

Monday 17<sup>th</sup> March 2025, 6:00pm, at the Woughton Community Council Hub, Council Chamber, The Local Centre, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.



## Woughton Community Council

### Services & Communities Committee

Minutes of the meeting held on Monday 20<sup>th</sup> January 2025 at 6:00pm  
Woughton Community Council Hub, Council Chamber,  
60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

**Present: Nick Scott (Chair)**, Ruth McMillan (Vice Chair), Eamonn Bobey, Michael Ferguson, Maggie Ferguson, Penny Glasgow, Luke Louis, Charlie Marsh, D'Anne Mordecai, April Rennie, Liz Simpkins, Sue Smith, Lorna Webb.

**Also present:**

Steve McNay (Council Manager)

Tash Darling (Youth and Communities Manager)

**SC 185/24 Apologies:**

Cllr Alan Williamson. All apologies were accepted by the committee.

**RESOLVED – apologies accepted.**

**SC 186/24 Declarations of Interest:**

No declarations were made.

**RESOLVED - Noted**

**SC 187/24 Questions from the public (maximum 10 minutes):**

No questions were received

**RESOLVED - Noted**

**SC 188/24 Chairs announcements:**

- The Chair wished everyone a Happy New Year and stated that they hoped that the year would be a good one.

**RESOLVED – noted.**

**SC 189/24 Minutes of previous meetings:**

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

- Monday 18<sup>th</sup> November 2024.

It was noted that the minutes had the incorrect date on, despite being the correct minutes. This was changed on the minutes and, with this alteration, Cllr Marsh proposed that these were an accurate record of the meeting. Seconded by Cllr Mordecai.

**RESOLVED by way of unanimous vote**

### Communities and Environment Fund Application(s)

**SC 190/24 To note exclusion of groups who have failed to report on funded activities**

The Council Manager spoke to the paper, explaining that the Moorfriends group had, despite a number of 'chase up' messages, failed to report back on the expenditure from the grant awarded to

them last year (SC 138/24 – the event took place on 28<sup>th</sup> September 2024). As a result and in line with the grant agreements, the Operations Manager proposed that they should be excluded from the grants programme for a period of 12 months from the date of closure of the evaluation (9<sup>th</sup> October 2024).

The committee discussed the proposal, suggesting that compliance with the policies should be emphasised and that other previously agreed grants to be checked for the same issue. The Council Manager agreed to liaise with the Operations Manager about this (the grant awarded to the Scouts was mentioned as a possible breach).

**Proposal:**

*That Moorfriends are ineligible to apply for funding through the Communities and Environment Fund for a period of 12 months from 9<sup>th</sup> October 2024 (six weeks from the date of closure of the evaluation)*

**Proposed by: Cllr Scott. Seconded by: Cllr Simpkins**

**RESOLVED by way of unanimous vote.**

**Reports**

**SC 191/24 Proposal regarding ‘free’ trials at Community Centres**

The Council Manager spoke to the paper that had been prepared by the Community Development and Events Officer (CDO) in 2024. The paper and a decision has been deferred due to budget setting process and decisions around the use of community centres and, with those issues now resolved, the paper was presented to committee.

There were a number of clarifications requested by councillors, including the definition of a ‘new’ group, how long any free sessions may last (i.e. a maximum of X hours per week / a maximum of X days per week), whether there was a maximum number of groups that could be offered ‘free’ trials, either at a specific centre or across the four, safeguards against a group having three months free trial, then closing and setting up another ‘new’ group to take advantage again and similar queries.

There was also a question of whether offering a free trial, with no expectation of any payment and the potential for groups to simply stop after three months was posed, with the view that there is a cost to any group using the centre (e.g. utilities, caretaker cover, etc.).

An alternative view was that these issues would be managed through the support element of the proposal, insofar as the CDO would work with groups to maximise success and identify anything that seemed to be advantage taking.

To try and clarify some of the concerns noted, it was suggested that further work be prepared for the committee, including a draft of any agreement and proposals around the possibility of this NOT being free, but that there is an expectation that the first three months are free but the group is then liable for 3 / 6 / 9 months of payments.

**Proposal:**

*That this item is deferred for further work by the officer team.*

**RESOLVED – deferred.**

**SC 192/24 CCTV update from Crimewave and request for future sites.**

The Council Manager presented the report – the situation remains much the same as in recent months with one camera having no reports and one continuing to provide ‘intelligence’. It was noted that the cameras that are paid for by WCC are mainly being used to support external

agencies and councillors were again encouraged to provide proposals for where cameras should be placed to the Council Manager.

**RESOLVED – noted.**

### **SC 193/24 Events update, including proposals for weekly bingo at CHMP, National Book Day event, Covid Remembrance event and an annual events calendar update**

The Council Manager spoke to the paper, giving details of two proposals and an updated calendar of events. The committee discussed both proposals and the dates for the annual Festival, suggesting that discussion around the location for festival be deferred as previous discussions included the suggestion that the festival should move round estates, whilst officers suggested that following the success of the site at Netherfield and the potential to build upon this, the fixed site would be an alternative option.

#### **Proposal:**

*That the committee agrees to support the approach from Coffee Beans Events to provide a World Book Day event on March 8<sup>th</sup> 2025*

**Proposed by: Cllr Scott. Seconded by: Cllr Louis**

**RESOLVED by way of majority vote.**

*That the committee agrees to the council delivering an event on Covid 19 Day of Reflection on March 9<sup>th</sup> 2025.*

**Proposed by: Cllr Louis. Seconded by: Cllr Bobey**

**RESOLVED by way of majority vote.**

*That the committee agrees to the festival taking place on 6<sup>th</sup> September 2025, but defers a decision on the location of festival for further discussion*

**Proposed by: Cllr Michael Ferguson. Seconded by: Cllr Maggie Ferguson.**

**RESOLVED by way of unanimous vote.**

### **SC 194/24 Requests from outside agencies for activities and to decide on agreement or otherwise:**

**a) BMO Eventz Limited**

**b) MKCC Housing Engagement**

The Council Manager spoke to the paper, explaining that there have been two approaches by external agencies for support with events and activities.

The first is BMO Eventz Ltd, a private company who requested use of council facilities to deliver a festival. As WCC has no suitable facilities and there are concerns about the viability of the company to deliver, this was not felt like a proposal that committee wanted to continue with.

#### **Proposal:**

*That the Council Manager responds to the company declining to get involved*

**Proposed by: Cllr Smith. Seconded by: Cllr Maggie Ferguson**

**RESOLVED by way of majority vote.**

The second was a request from MKCC Housing Officer to hold a session within the café on Thursday mornings, to include housing officers, ASB officers and Mears. Concerns were noted about the suitability of the space, the focus on Coffee Hall, the lack of coverage of other estates and the lack of joined up approach – Cllr Ferguson has also been approached and suggested that

the café on Netherfield may be a suitable choice, but there hasn't been contact with WCC directly around this.

As a result of the discussions, a series of motions were raised and moved on from with new discussions taking place. This culminated in the following:

**Proposal:**

*That the Council Manager responds to the Housing Officer explaining that the committee would prefer to see a parish wide approach to the proposed sessions before agreeing to them.*

**Proposed by: Cllr Smith. Seconded by: Cllr Scott.**

**RESOLVED by way of unanimous vote.**

**SC 195/24 Updates from outside agencies**

**a) Neighbourhood Watch**

**b) Community Speedwatch**

**c) Litter wardens / enforcement**

The Council Manager shared the most recent Speedwatch newsletter whilst discussing the communication from Neighbourhood Watch (NW) and information about the Litter Warden approach from the principal authority. Cllr Simpkins noted that some residents of Eaglestone had registered for NW and would check to see what the outcome of that approach has been.

**Proposal:**

*That the Council Manager invites both the NW group and the litter wardens to attend different Services Committee meetings to see what benefits there may be for the council to become more involved.*

**Proposed by: Cllr Scott. Seconded by: Cllr Simpkins**

**RESOLVED by way of unanimous vote.**

**SC 196/24 Update on Advice Service delivery and future plans**

The Youth and Community Manager (YCM) spoke to the paper, giving an overview of the service, the challenges and the preparations and plans for the coming year.

- People often attend the service feeling that they need 'help' but unclear about what this may be
- Communications need to be improved in terms of publicity and making people aware of what is on offer
- Safeguarding is a growing issue, with the average safeguarding case taking 13 sessions to resolve, against an average of around 2.5 for a benefits case. The number of safeguarding cases is also rising, both with WCC and more widely in the city.
- The PLINTH data management system is helping with data, whilst continuing to be developed to do exactly what is wanted.
- Some excellent, life changing outcomes for some who have accessed the service.
- Contingency planning and building a more robust approach to the services is taking place – the addition of a new advice worker has helped and the replacement for the recently left worker will continue that work
- No 99 is now open and operating, with the first session having taken place last week. More groups are likely to start there this month, with considerable work being undertaken to further engage and deliver within the new setting.

There was discussion around the increase in safeguarding and queries as to whether this was a seasonal 'blip' or a more consistent increase. The YCM suggested that the three month period that the report covered suggested that this was something more than the Christmas period, whilst acknowledging that there are highs and low across the year, with key events often leading to

higher rates of domestic abuse in particular. Further reports where a longer period of reporting is covered may provide more detail.

**RESOLVED – noted.**

**Date of next meeting:**

Monday 17<sup>th</sup> February 2025, 6:00pm, 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 19:05hrs.

Signed:

# WOUGHTON COMMUNITY COUNCIL

*Services and Communities Committee – 17<sup>th</sup> February 2025*

*Agenda Item SC 202/24*

**PURPOSE OF REPORT: To update the committee on the ‘free’ community centre proposals, deferred from previous meeting**

**RECOMMENDATION:**

1.

**MAIN ISSUES AND CONSIDERATIONS:**

Following discussions at the last Services Committee meetings, some queries were posed regarding the proposal submitted to promote community centre usage. The following changes were included in response to those queries:

**Summary of New Points Added:**

**1. Definition of a "New Group":**

- A group that **is not a current hirer and with whom WCC does not have an existing relationship.**
- The initiative is focused on **building community and fostering new connections.**

**2. Session Limits & Booking Terms:**

- Each group can hold **up to 2 sessions per week.**
- **Max session length:** 2 hours.
- **Additional 30-minute set-up/clear-up time** negotiable at the council manager’s discretion.
- **No cap on the number of groups**—subject to venue availability.

**3. Start-Up Challenges & Sustainability Focus:**

- Acknowledges that **many new groups may not last**, similar to start-up businesses or residents’ associations.
- The goal is to **support, mentor, and build long-term sustainable groups.**
- These groups can act as **seedbeds for future community leaders, councillors, and local initiatives.**

**4. Opportunities for Growth & Venue Usage:**

- The initiative **encourages new ideas and groups**, particularly given the **low current take-up of community centre hire.**
- It presents an opportunity to **maximise the use of WCC venues** while fostering a **vibrant community environment.**

There was also discussion around the level of ‘free’ and whether there should be an expectation that groups have to pay for 3 / 6 / 9 months after the ‘free’ taster. Whilst it is hoped that the groups become sustainable and long lasting, this initiative is aimed to provide opportunities for people to try things – having any ‘contract’ that states that payment is due whether successful or not would prevent this from happening.

**STAFFING IMPLICATIONS:**

There may be some impact on caretaker time, but this will be assessed as and when demand becomes apparent. There is some current flexibility within the team and, with the support offered within this initiative, other officers may also be in attendance to provide advice, etc.

**FINANCIAL IMPLICATIONS:**

There is currently low take up of space within the community centres, with overall 'occupancy' at around 10%. Whilst there may be some additional costs associated with this initiative, if this leads to longer term, sustainable group use of centres, this will have longer term benefits for all involved.

**OTHER IMPLICATIONS:****BACKGROUND PAPERS:**

Updated Proposal Community Centres free trial

**SUGGESTED PROPOSAL:**

*That committee agrees to the proposal contained within the initial paper, namely that three-month free trials are offered to new groups, with a view to increasing use of the community centres. This to include regular updates to this committee on take up, impact, outcomes and other relevant information.*

**AUTHOR**

Steve McNay – Council Manager

## **Proposal: 3-Month Free Trial Period for New Community Groups at WCC Community Centres**

### **Overview**

This proposal aims to offer new community groups a **3-month free trial period** at any of Woughton Community Council's (WCC) four community centres: Coffee Hall Community Centre (CHMP), Eaglestone Activity Centre (EAC), Netherfield Meeting Place (NFMP), and Tinkers Bridge Meeting Place (TBMP). During this period, groups will receive support from a **Community Development Officer** to help them establish and grow. The initiative seeks to encourage the creation of new groups, increase the usage of community centres, generate long-term revenue, and align with WCC's commitment to **“creating connections, supporting communities.”**

### **Definition of a "New Group"**

A **new group** is defined as a group that **is not a current hirer and with whom WCC does not have an existing relationship**. The goal is to bring in fresh initiatives that enhance the community by fostering new connections and engagement.

Preference will be given to groups that:

- Promote social inclusion, diversity, and accessibility.
- Focus on health, wellbeing, education, or skill development.
- Support underrepresented or disadvantaged communities.
- Offer intergenerational or youth-focused activities.
- Encourage cultural, creative, or recreational engagement.

### **Objectives**

1. **Encourage Formation of New Groups:** Lower the barrier to entry for individuals who want to start their first community group.
2. **Increase Centre Usage:** Populate the four WCC community centres by attracting diverse activities and gatherings.
3. **Generate Long-Term Revenue:** By offering a free trial period, groups will have the chance to build momentum and eventually transition into paying customers.
4. **Strengthen the Community:** Foster an inclusive environment where residents can connect, share skills, and enhance local social cohesion.

### **Free Trial Details**

- **Duration:** 3 months of free usage.
- **Eligible Spaces:** Coffee Hall Community Centre (CHMP), Eaglestone Activity Centre (EAC), Netherfield Meeting Place (NFMP), Tinkers Bridge Meeting Place (TBMP).
- **Available Support:** Each group will receive guidance and mentoring from a **Community Development Officer**, who will help with:

- Planning and organising group activities.
- Marketing and promotion within the community.
- Navigating administrative requirements, such as registrations, licences, or insurance.
- **Session Limits:** Groups can hold up to **two sessions per week**, with each session lasting up to **two hours**. An additional **30-minute set-up and clear-up time** may be negotiated at the discretion of the council manager.
- **No Cap on Applicants:** There is no set limit to the number of groups that can apply, apart from the physical constraints of available rooms and venues.
- **Trial to Paid Transition:** At the end of the 3-month period, groups can continue to hire the centre at the standard rates, with ongoing support from the WCC team to ensure success.

## Rationale

### Benefits for Individuals Starting New Groups

1. **Risk-Free Opportunity:** The free trial eliminates financial risk for those uncertain about starting a group, allowing them to explore an idea without upfront costs.
2. **Skill Development:** Organising a group provides opportunities for personal growth, including leadership, event planning, and networking skills.
3. **Support and Mentorship:** Individuals starting their first group may feel overwhelmed. The dedicated support of a Community Development Officer will guide them through the process, offering advice and resources to ensure success.
4. **Social Connection:** Many people may have a passion, hobby, or cause but lack the social structure to share it. A community group provides a platform for residents to connect with like-minded individuals.

### Benefits for the Wider Community

1. **Enhanced Social Cohesion:** Creating more spaces for local interaction strengthens community bonds and fosters a sense of belonging.
2. **Health and Wellbeing:** Community groups offer a wide range of activities that improve both physical and mental health, such as exercise, learning new skills, or social interaction.
3. **Promoting Inclusivity:** The initiative will encourage participation from diverse groups, ensuring that everyone has access to community resources, regardless of background or financial means.
4. **Sustainability of Community Centres:** Increased usage of WCC venues will lead to more bookings, ultimately making them more financially sustainable and vibrant community hubs.

5. **Developing Future Leaders:** These groups serve as seedbeds for future community leaders, councillors, and organisers, fostering local engagement and long-term civic participation.

### **Considerations and Challenges**

- **High Failure Rate of Start-Ups:** Many new groups, like start-up businesses, may not last. However, WCC's expertise and structured support aim to improve their sustainability.
- **Limited Venue Availability:** While there is no cap on applications, space constraints will determine how many groups can participate at any given time.
- **Maintenance of Standards:** Groups will be required to follow guidelines to ensure proper use of facilities, including tidiness, noise control, and adherence to agreed session times.

### **Conclusion**

This initiative represents a unique opportunity to grow WCC's role in fostering strong, connected communities. By offering a **risk-free trial period**, providing structured support, and ensuring a smooth transition to paid bookings, WCC can encourage the formation of long-lasting community groups while also boosting revenue and engagement at its centres. With the right approach, this programme will serve as a catalyst for sustainable community development and greater local participation.

# WOUGHTON COMMUNITY COUNCIL

Services and Communities Committee – 17<sup>th</sup> February 2025

Agenda Item SC 203/24

**PURPOSE OF REPORT: To update committee on discussions with Crimewave and propose a plan for CCTV use for 2025**

**RECOMMENDATION:**

1. That committee notes the report and information from Crimewave.
2. That the committee considers the proposed approach from the Council Manager and immediate proposals regarding placement.

**MAIN ISSUES AND CONSIDERATIONS:**

Following discussions at the previous meetings, the Council Manager met with Mr Turner from Crimewave – he has recently been appointed to act as a liaison and ensure that the provision is meeting the needs of customers.

The following is a brief summary of the meeting:

*Broadly speaking we are happy with the service, but the Council feels that it is a large outlay and that they expect a greater return for the money spent. You told me that you were proposing to have moved each camera every 3 months or so, meaning that between the 2 cameras, roughly speaking, 8 areas would be covered a year. This isn't an unreasonable expectation and is something that we will look to achieve for you in the remaining 20 months or so of the service.*

*We discussed TVPs use of the cameras and, in particular, the one that they have had exclusive use of since October 23. It has produced a good result in the way of a closure order, but the feedback to both WCC and Crimewave isn't good enough and I will speak to them regarding the cameras current locations and advise them that unless they have a specific need for it still to be there, it will be moved.*

*Regarding TVP's wider use, you are happy to support them, and a close working relationship is vital, but the camera is funded by the Parish, ultimately, and they shouldn't view it as 'theirs' to use. These are conversations that I will have with them, and I will work to target their use of the cameras to achieving tangible results, such as the closure order, and not simply using it as an intelligence gathering tool. We also discussed whether they could they cover the removal and installation costs, and this is something that I will discuss with them, also.*

*With regards to future locations your Councillors have highlighted drug dealing issues in XXX and they would like to see them in the wider XXX areas for fly tipping and other Environmental crimes. We discussed the limitations of this but also that covert options are available, and these will be explored and options fed back to you.*

*We also discussed the options of collaborating your resources with say, the ECU at MKCC, if there are any areas where 2 cameras would achieve the desired outcome. This could be one covert and one deployable unit and, where practicable, this is something you would be open to, especially if your provided resource is the covert option, therefore negating installations costs.*

*We also discussed the use of the cameras for traffic studies and school parking surveys etc and the reports that we generate from the footage. This is of particular interest in Coffee Hall where there are issues from parking on Lloyds on Fridays and the school on Chapter. These can be implemented anytime, and Luke and I will have a look this week at some potential locations to achieve the desired outcomes, here.*

There were other issues discussed, but this gives a fair overview of the conversation that took place. Please note that there is some redaction where appropriate from a crime prevention viewpoint.

There are a number of areas that should be highlighted:

- The proposal that each camera is placed for three months and then reviewed. If not achieving what is wanted, it is moved. This would provide eight (8) sites annually. It is recommended that this is agreed by the committee to get best value from this relatively expensive service.
- The partnership with TVP and the costs associated with supporting them in their crime reduction efforts. As noted, there has been a camera on NF since the contract started, which has covered only two sites, both upon request from TVP for this resource to be used. There has now been a further request for a move elsewhere on NF which is a valid request. However, committee should note the feedback above and the request that TVP contribute to the costs of moving.
- Traffic management / traffic surveys is a new option and one that committee may wish to consider using a resource for. This could include the two sites noted on CH (Lloyds and Chapter) to provide evidence of the impact at both ends of the estate but may also be felt helpful in other areas.

#### **STAFFING IMPLICATIONS:**

None noted.

#### **FINANCIAL IMPLICATIONS:**

The cost of moves is one to be considered. Each move is £225, meaning that if we move each camera four times annually, an extra £2k per annum will be needed. This adds 18% to the overall cost of the cameras. However, without these moves, the impact of the £12k per annum cost of the cameras will be extremely limited. Negotiations will continue with MKCC / TVP regarding any contribution towards these costs, where moves are on their request.

#### **SUGGESTED PROPOSAL:**

*That committee agrees to the regular move proposal, to include traffic survey work, crime and ASB and consideration of requests from TVP partners.*

*That committee provides details of areas that they would like a camera to be placed for three (3) months to enable a calendar to be developed and moves to be planned.*

#### **AUTHOR**

Steve McNay – Council Manager

# WOUGHTON COMMUNITY COUNCIL

Services and Communities Committee – 17<sup>th</sup> February 2025

Agenda Item SC 205/24

**PURPOSE OF REPORT: To consider publication of The Gazette for 2025, including agreement on content**

## **RECOMMENDATION:**

1. That the committee considers this report
2. That the committee considers what it would like to have included within the Gazette, either as a 'one off' or as ongoing articles.

## **MAIN ISSUES AND CONSIDERATIONS:**

Following previous discussions with regard to the Gazette, the Council Manager has agreed the following dates with the publisher and distribution partners for the two (2) editions of the magazine that are planned for 2025:

1<sup>st</sup> to go out mid May 2025, with an editorial cut off of 25<sup>th</sup> April.

2<sup>nd</sup> to go out October, with an editorial cut off of 19<sup>th</sup> September.

Agreement for content remains unclear – whilst the Council Manager has, to this point, been responsible for agreeing content, council has more recently wished to see certain elements included within the magazine, alongside some commentary regarding things that they would prefer NOT to be included.

### **Inclusion:**

- Each estate to have ½ - 1 page within the magazine for estate specific information.
- Updates on services from WCC
- Updates on events from WCC
- Limited content from external groups (charities) where space allows
- Up to date contact information from all councillors
- Annual survey (2<sup>nd</sup> edition only)
- Summer activities pull out (1<sup>st</sup> edition only)

### **Exclusion**

- Any business advertising
- Too many external or non parish specific 'adverts'

Based on a 16 – 20 page edition, this breaks down to something along the lines of:

1. Front cover
2. Councillor details on the rear
3. Estate pages x 7
4. 4 pages for centre pull out
5. Chairs words (usually one page)

This leaves either 2 or 6 pages for general updates, information, services and events. With a specific article in most editions, this is tight, but manageable.

It would be extremely helpful to have ideas of the type of information that committee would like to have included. We have previously covered flooding, waste and bins, flooding (again!), rats, parking, etc. alongside the service updates (some more detailed than others) and feedback.

It would also be great if committee would agree, with buy in from all, that an estate update twice annually is reasonable or, if not, that we continue to publish with information from those that provide it and not from those that don't. It should be noted that this may be seen by some as unfair.

### **FINANCIAL IMPLICATIONS:**

As previously agreed, publication and distribution are covered within the planned budget. Additional resources are primarily officer time, with this paper an attempt to ensure sufficient planning and time is allowed to ensure the highest quality possible.

### **OTHER IMPLICATIONS:**

This year will see a wholesale review of the Gazette, with procurement around both the creation of and distribution of the magazine. However, for 2025, the importance a paper copy, twice a year, of the Gazette was noted by council and as such, this proposal is for the coming year only.

### **BACKGROUND PAPERS:**

Committee may wish to look back through previous editions, which are available on the council website at <https://www.woughtoncommunitycouncil.gov.uk/council-information/woughton-gazette/>

### **SUGGESTED PROPOSAL:**

*That the committee agrees to the proposed publication dates and encourages each estate to consider what information they would like to have included in any specific page.*

*That the committee agrees to submit any ideas or suggestions for other articles, information or similar to the Council Manager at least a week prior to the editorial cut off dates noted above.*

### **AUTHOR**

Steve McNay – Council Manager