

Tuesday 14<sup>th</sup> January 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 20<sup>th</sup> January 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 185/24 Apologies:**

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

**SC 186/24 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 187/24 Questions from the public (maximum 10 minutes):**

To receive questions and statements from members of the public.

**SC 188/24 Chairs announcements:**

To receive announcements from the Chair.

**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.

**(Attached)**

**Communities and Environment Fund Application(s)**

No applications received.

**SC 190/24 To note exclusion of groups who have failed to report on funded activities (For information only – paper attached)**

**Reports**

**SC 191/24 Proposal regarding ‘free’ trials at Community Centres (Paper attached – deferred from 2024)**

**SC 192/24 CCTV update from Crimewave and request for future sites. (Paper attached)**

**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 (Paper attached)**

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

*a) MKCC Housing Engagement*

*b) BMO Eventz Limited*

**(Paper attached)**

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

*a) Neighbourhood Watch*

*b) Community Speedwatch*

*c) Litter wardens / enforcement*

**(Papers attached – information only)**

**SC 196/24 Update on Advice Service delivery and future plans  
(Paper to follow – information only)**

**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.



## **Woughton Community Council**

### **Services & Communities Committee**

**Minutes of the meeting held on Monday 21<sup>st</sup> October 2024 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), Michael Ferguson, Maggie Ferguson, Penny Glasgow, Luke Louis, Charlie Marsh, D'Anne Mordecai, April Rennie, Sue Smith, Alan Williamson.

**Also present:**

Steve McNay (Council Manager – via online)  
Tash Darling (Youth and Communities Manager)

**SC 174/24 Apologies:**

Cllrs Eamonn Bobey, Liz Simpkins. All apologies were accepted by the committee.  
**RESOLVED – apologies accepted.**

**SC 175/24 Declarations of Interest:**

No declarations were made.  
**RESOLVED - Noted**

**SC 176/24 Questions from the public (maximum 10 minutes):**

No questions were received  
**RESOLVED - Noted**

**SC 177/24 Chairs announcements:**

- The Chair thanked all involved in the Remembrance Events, both the Sunday 10<sup>th</sup> event and the larger, Children's Parade that took place on Monday 11<sup>th</sup> November. With around 500 children in attendance, it was an event that was well received.
- The Chair also passed on information via the Council Manager regarding the Buckinghamshire and Milton Keynes Association of Local Councils Annual General Meeting, that is taking place on Friday 29<sup>th</sup> November. There is a further space if anyone would like to attend.

**RESOLVED – noted.**

**SC 178/24 Minutes of previous meetings:**

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

- Monday 21<sup>st</sup> October 2024.

**Cllr Scott proposed that these were an accurate record of the meeting. Seconded by Cllr Michael Ferguson.**

**RESOLVED by way of unanimous vote**

## **Communities and Environment Fund Application(s)**

### **SC 179/24 To receive feedback forms from previously funded activities**

Feedback forms from two (2) Tinkers Bridge Resident Association activities were shared, with the feedback being positive and agreement that further learning would be taken in terms of planning ahead.

**RESOLVED – noted.**

## **Reports**

### **SC 180/24 Update on the agreement with the Boxing Club at EAC**

**(Paper attached)**

***Continuation of SC 158/24 and SC167/24 – Proposal that and agreement is made with MK Boxing ABC regarding use of the space and rental agreement***

The Council Manager spoke to the paper, updating the committee on the information provided by the club, covering the three (3) issues that had been requested:

- Governance documentation and clarity about charitable / other structure
- Details of attendees (this simply needs to be number on and off parish)
- Social value statement – why should WCC subsidise any provision?

The committee had a variety of comments, with some concerns noted about the apparently low levels of usage from parish residents (somewhere around 20%, based on the limited information received). Concerns were also noted that the support offered to this club may be seen by others as a benchmark, with the expectation that they should also have that level of subsidy. A variety of suggestions were made around supporting the group to become more realistic and sustainable in the way they operate:

- Giving a set amount of time to enable the group to formalize their structure, with a view to becoming a registered charity.
- Working with the group to help create a more sustainable approach, encouraging them to approach neighbouring councils who have residents accessing the sessions for additional funding
- Acknowledging that the group does some very positive work and that there is a social value to this.

As a result, a combination of the suggested proposals were suggested, with the following formal motion:

#### **Proposal:**

*That the committee agrees to continue to provide the affordable levels of rental to the club for a period of three (3) months, whilst the Community Development Officer works with the club to develop a more sustainable model (i.e. a formally constituted group, grant applications, etc) and that at the end of that period, the group is moved to the acknowledged rate, be that the charitable rate or the business rate, dependent on the outcome of the above work.*

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

**RESOLVED by way of unanimous vote.**

### **SC 181/24 CCTV update from Crimewave.**

The Council Manager updated the committee on the two CCTV resources, with recent moves included. The new placements were in response to requests from councillors and TVP. Feedback was that when cameras are in place, problems reduce, but when removed, they often restart.

**RESOLVED – noted.**

### **SC 182/24 Proposal regarding potential warm room funding**

The Council Manager and Youth and Community Manager explained that there is the possibility of some funding via public health at MKCC, for up to £4,000 towards provision and support of warm rooms over the coming months. Some ideas and proposals have already been discussed, that link to the over-arching aims of the department (these include healthy weight, smoking cessation, substance misuse, young people mental health and similar). Additionally, a focus on No 99 has also been suggested – the funding proposal came as a result of discussions into the new ‘Hub’.

Ideas proposed to this point include:

- Linking some warm food to existing sessions on Netherfield (e.g. before the monthly RA meeting, or bingo session) and building a regular weekly session around this
- Linking to the people at the Eaglestone provision who are those that stay, rather than the ‘coming through and grabbing food’ group.
- Linking warm rooms to the consultations that WCC is looking at currently – the accessible play space, the forest gardens, the creation of the estate champions, youth council, etc. Lots happening and this could link together nicely.
- No 99 – whole parish approaches, as noted above. 2 x 6 weeks of chair yoga or similar (with then food and warmth), tea and toast (link to tea and tech) for people struggling with technology, provision of an after school session, with a walking bus from New Chapter and something around working with the Alcohol Recovery service.
- Support to existing sessions (e.g. games night) and contribution to the costs of opening (gas / electric / etc.). It was noted that TB Warm Room has been funded for six months through an alternative fund.

Next stage is that a formal proposal is made to MKCC.

#### **Proposal:**

*That the officers continue to work up a proposal and submit to MKCC, reporting back to this committee as and when agreement is reached.*

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

**RESOLVED by way of unanimous vote.**

### **SC 183/24 Discussion with regard to the ‘Together we Can’ document, prior to feedback at Full Council**

The Council Manager introduced the document, explaining that this is the ‘agreement’ between Milton Keynes City Council (the principal authority) and the 48 town, parish and community councils in the borough. The intention is that this underpins the dealings from every department of the principal authority, but some comments were made that this is not always the case. The document is currently under review and comments are welcomed from local councils.

Feedback regarding the document to be sent to Cllr Sue Smith or Cllr Ruth McMillan, the parishes forum representatives, before the next meeting which takes place on 5<sup>th</sup> December.

**RESOLVED – noted.**

### **SC 184/24 Update on the winter programme for Landscaping**

The Council Manager updated the committee on the winter programme for the landscape team, explaining that the winter hours have now started and that the programme takes a

'clockwise' approach to the parish. This means that the winter work (cutting back, hedges, shrubbery, etc.) will start on Coffee Hall, moving then to Beanhill, Netherfield, Tinkers Bridge, Peartree Bridge, Eaglestone and then Leadenhall.

If there are any urgent issues (safety, sightlines, etc.) then these should continue to be reported to the landscape team as usual. It was also noted that issues around leaf litter fall under the waste and recycling service and should be reported to MKCC.

**RESOLVED – noted.**

**Date of next meeting:**

Monday 16<sup>th</sup> December 2024, **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 18:55hrs.

Signed:

## **WOUGHTON COMMUNITY COUNCIL**

**Services and Communities Committee – 20<sup>th</sup> January 2025**

**Agenda Item: SC 190/24**

### **PURPOSE OF REPORT:**

To update the committee on Moorfriends Community and Environment Fund Application

### **RECOMMENDATION:**

- 1. That the Committee notes the report.**
- 2. That the Committee agrees 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)**

### **BACKGROUND**

In 2024 Woughton Community council approved an application from Moorfriends for a coach trip to Wicksteed Park on 28<sup>th</sup> September 2024 (agenda item SC 138/24). The Communities and Environment Fund Guidance Notes state that:

“For successful Applications, we require a completed evaluation form with copies of receipts within six weeks of the project/event/purchase. If we have not received your completed evaluation form within four weeks, we will issue a formal written reminder. Failure to return the completed evaluation form within the designated time will automatically make your group ineligible to reapply for any further funding with us for a 12-month period from the date of closure of the evaluation”.

Despite sending several reminders (the latest being 07<sup>th</sup> January 2025) we have not received a completed evaluation form.

### **STAFFING IMPLICATIONS**

None.

### **BACKGROUND PAPERS:**

None.

### **AUTHOR**

Sean Perry, Operations Manager.

## How can we increase the use of our community centres?

### 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 the **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."

#### 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 organizing group activities.
  - Marketing and promotion within the community.
  - Navigating administrative requirements, such as registrations, licences, or insurance.
- **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 attract diverse groups, ensuring that WCC's community centres become vibrant, inclusive spaces where all voices are heard and valued.
4. **Building a Resilient Local Economy:** Encouraging groups to thrive within WCC spaces increases footfall and activity in community centres, leading to the potential generation of sustainable income and employment opportunities.

### Impact on Community Centres

- **Increased Utilization:** By offering a free trial, WCC can maximize the use of underutilised spaces. With additional activities, the centres will become more dynamic hubs of community interaction.
- **Enhanced Reputation:** This initiative reinforces WCC's commitment to its motto of "creating connections, supporting communities." The centres will be seen as inclusive, accessible, and essential parts of the local infrastructure.
- **Revenue Growth:** While the first three months are free, the program will serve as a catalyst for groups that continue to book space beyond the trial period, leading to sustained revenue growth.

### Suggested Implementation Plan

1. **Promotional Campaign:** Launch a targeted marketing campaign across WCC's communication channels to promote the free trial offer. This could include:
  - Flyers and posters in community centres.

- Social media outreach.
  - Email newsletters to local residents.
  - Engagement with schools, churches, and other local organisations to reach potential group leaders.
2. **Application Process:** Interested individuals can apply online through the WCC website or by visiting one of the community centres. Applications should include basic information about the proposed group (focus, expected size, preferred centre, etc.).
  3. **Selection Criteria:** To ensure alignment with WCC's values, groups that promote social cohesion, wellbeing, inclusivity, and sustainability should be prioritised.
  4. **Regular Monitoring and Support:** The Community Development Officer will work closely with group leaders throughout the trial period, providing feedback and advice on how to expand or enhance their group's impact.
  5. **Post-Trial Transition:** Groups that succeed and wish to continue beyond the free trial will be offered a smooth transition into paid hires, with potential discounts or flexible payment plans for those that need additional support.

## **Conclusion**

This proposal offers a proactive approach to energising Woughton's community centres by encouraging the formation of new groups while staying true to WCC's mission of creating connections and supporting communities. By offering a 3-month free trial and providing professional support, WCC can foster a thriving ecosystem of local groups, enhance the usage of its facilities, and generate long-term revenue.

# UPDATE: NOVEMBER 2024

## Woughton Community Council



### Cameras currently deployed:

- **Langland Road, Netherfield**
- **Tandra, Beanhill**

## November Findings:

### Langland Road, Netherfield:

Install date: 17th October 2024

#### Reason for install:

This camera is in place due to reports of anti-social behaviour.

#### Reports/Identified incidents:

We are liaising with the local Neighbourhood Policing team and reviewing large amounts of footage to pass on intelligence on activity in the area.

#### Outcomes:

There are no outstanding outcomes for this location.

#### Status:

We are continuing to review this camera regularly.

#### Redeploy?:

N/A

## **Tandra, Beanhill:**

Install date: 29th October 2024

### Reason for install:

This camera is in place due to ASB and drug issues.

### Reports/Identified Incidents:

There were no reported incidents during the month of November.

### Outcomes:

There are no outstanding outcomes for this location.

### Status:

We are continuing to review this camera regularly.

### Redeploy?

N/A

# WOUGHTON COMMUNITY COUNCIL

Services and Communities Committee – 20<sup>th</sup> January 2024

Agenda Item SC 193/24

**PURPOSE OF REPORT: To update on events, proposals and external groups.**

**RECOMMENDATION:**

1. Committee notes the report and considers any response / events / agreements.

**MAIN ISSUES AND CONSIDERATIONS:**

**a) NALC calls on parish and town councils to support COVID-19 Day of Reflection 2025**

The secretary of state for culture, media and sport, Lisa Nandy MP, has announced a UK-wide [COVID-19 Day of Reflection](#) on 9 March 2025. This event will commemorate the fifth anniversary of the pandemic, providing a solemn opportunity for communities to reflect on the lives lost and the impact of the global crisis. In a letter addressed to our chair, Cllr Keith Stevens, Lisa Nandy MP has encouraged parish and town councils to participate actively in the observance. She highlighted the pivotal role of local government in fostering community engagement, urging councils to promote the event, support community-led initiatives, and consider hosting their public events. I echo her words and encourage parish and town councils to participate and continue to create creative and meaningful ways to unite communities.

*Committee is encouraged to consider whether they would like to do anything related to this proposal and, if so, what sort of approach they would like to take. The 9<sup>th</sup> March is a Sunday and as such, it is likely that community centres will be in use, but this may be something that could happen within the garden of remembrance or another venue (Chambers, No 99, etc.)*

**b) Coffee Beans Events would like to work with WCC to hold a World Book Day event on**

Saturday 8th March, at Coffee Hall Community Centre. We have already booked the hall from 10am to 3pm.

The aim of World Book Day is to read books, fall in love with the words and go on an adventure without leaving your home, however there are people of all ages that may struggle with this and may not be aware of the additional support that can be provided, we would like to open this event to not just showcase books but to also provide signposts of local/national support groups, charities and educational classes that can assist with getting the parish reading.

We were unaware that Woughton has a public library; by holding this event we will be able to showcase a library on our doorstep. We will also be approaching local charities and support groups as well as MK College and schools to see if they are able to attend and to provide information that may help others in seeking support.

We would love to work with WCC and to also reach out to the Residents Associations within the Parish who would like to also be involved.

We look forward to hearing back as to whether the Services Committee would like to participate.

*This group approached the Council Manager with this proposal and as a result, it is coming to committee. This is an idea that would bring focus around literacy, the library (notable that the*

*group were unaware of there being a Woughton library) as well as a potentially fun event. The 8<sup>th</sup> is a Saturday, so officer cover may be needed.*

- c) Bingo at Coffee Hall. Please see the attached project plan – given the monies involved, it is considered that this simply be seen as an additional booking and the group manages this and the delivery independently and that WCC supports via publicity.
- d) The annual calendar of events (attached) is for consideration, addition and agreement as the basic delivery for the year. Whilst this doesn't exclude any other events being delivered, this can be considered as the minimum that WCC will provide over the coming year, allowing preparation, planning and publicity to take place.

### **STAFFING IMPLICATIONS:**

There are staffing implications with any event and the first two (Covid and World Book Day) are both weekend dates, meaning either additional hours / TOIL or limited officer involvement.

### **FINANCIAL IMPLICATIONS:**

Unclear at this time, other than venue costs (book day) and officer commitment (unknown until clearer proposals in place).

### **OTHER IMPLICATIONS:**

### **BACKGROUND PAPERS:**

### **SUGGESTED PROPOSAL:**

That committee agrees to support these events, with a view to formal proposals and costings being agreed in February, with delegated authority for up to £500 per event passed to Council Manager and to the calendar of events being ratified as the basis for the coming years events.

Or

Committee agrees to support the following events (delete as appropriate)

- World Book Day\*
- Covid Remembrance\*

and to the calendar of events being ratified as the basis for the coming years events.

Or

Something else.

### **AUTHOR**

Steve McNay – Council Manager

## **SC 193/24a Annual Events calendar – 2025**

No 99 Open Day – Jan (TBC)

Valentines Café – Feb 13<sup>th</sup> ?

National Book Day – March 8<sup>th</sup>

Covid Day of Remembrance – March 9th

Easter events – April (18<sup>th</sup> – 21<sup>st</sup>)

VE Commemoration – May 8<sup>th</sup>

Chairs Awards – May 23<sup>rd</sup>?

World Music Day event – June 21<sup>st</sup>

Peartree Picnic – July

New playpark opening – July

Wheelie Big event – August (may be earlier)

Festival – Sept 6th? TBC

Apple Day – September 27<sup>th</sup>

Halloween – October 31<sup>st</sup>

Remembrance Parade – November (7<sup>th</sup> or 14<sup>th</sup>?)

Santa Sleigh – December (17<sup>th</sup> – 20<sup>th</sup>)

## Draft Project Plan for Weekly Bingo at Coffee Hall Community Centre

### Key Details

#### 1. Bingo Format

- 7-game book charged at £7 per attendee.
- Existing stock of bingo books and a bingo machine sufficient for the first year.

#### 2. Financial Structure

- **Expenses:**
  - Hire of the community centre: £15/hour.
  - Public liability insurance: 10% of hire fees.
- **Surplus Use:** Funds generated after covering costs will go towards a group trip for attendees.

#### 3. Venue Management

- Residents will manage the space, including refreshments.
- Self-sustaining with no external staff required for operation.

#### 4. Promotion

- WCC Community Development Officer to design and promote the event.
- Posters and social media announcements will be used to attract participants.

#### 5. Community Centre Utilisation

- The centre has been unused on Mondays for over a year.

### Projected Costs and Income

#### • Costs:

- **Hire Costs:** £15/hour. Assuming a 2-hour session, weekly cost = £30.
- **Public Liability Insurance:** 10% of hire costs = £3/week.
- **Total Weekly Costs:** £33.

#### • Income:

- Estimated attendance of 40 players per session at £7 each = £280/week.
- **Surplus per week:** £280 - £33 = £247.
- **Annual Surplus (52 weeks):** £247 x 52 = £12,844.

#### • Allocation of Surplus:

- To fund a group trip for attendees and cover unforeseen expenses.

## Benefits

- **Community Engagement:** Encourages social interaction among residents, especially the elderly.
- **Active Space Utilisation:** Fills a previously unused slot at the community centre.
- **Self-Sufficiency:** The group manages operations independently.
- **Enhanced Fundraising Capacity:** Increased attendance allows for greater surplus funds to support community activities.

## Consideration for Free Hire of Community Centre

WCC could consider offering free hire of the community centre for the following reasons:

- **Community Benefit:** Promotes social inclusion and engagement.
- **Not-for-Profit Initiative:** Surplus funds are reinvested into the community.
- **Low Utilisation of the Centre:** Monday afternoons have been vacant for over 12 months.
- **Minimal Financial Impact:** Waiving the £15/hour rate would have negligible financial implications for WCC compared to the community value generated.

## Next Steps

1. **Community Development Officer**
  - Finalise poster design and begin promotions in January 2025.
2. **Organising Team**
  - Confirm all operational details (refreshments, schedule, supplies).
3. **Venue Agreement**
  - Confirm hire agreement with WCC, including potential fee waiver.
4. **Launch Event**
  - Plan a special opening session on February 3, 2025, to attract attendees.

# WOUGHTON COMMUNITY COUNCIL

Services and Communities Committee – 20<sup>th</sup> January 2025

Agenda Item SC 194/24

**PURPOSE OF REPORT: Requests from outside agencies for Woughton Community Council support and / or involvement.**

**RECOMMENDATION:**

1. That committee notes the communication and additional information and considers a suitable response.

**MAIN ISSUES AND CONSIDERATIONS:**

There have been a couple of requests for WCC to support external agencies / organisations with events and / or engagement. These are:

**1. BMO Family Eventz (sic) request**

I am writing to formally request the opportunity to host a **Family Playground Carnival at a venue managed by Woughton Community Council**, ideally between the 25th of July and 10th of August 2025.

As a group of local community members dedicated to bringing families together, we believe that Woughton offers the perfect environment for such an event. Our vision for the carnival is to create a day of fun and connection for families, with activities designed to foster community spirit and provide lasting memories. The carnival will feature a wide range of activities, including:

- Thrilling games and inflatable attractions
- Delicious food and refreshments
- Live performances and entertainment
- Face painting and arts & crafts
- A raffle with exciting prize giveaways

We are confident that this event will offer great value to the local community, providing a fun and engaging experience for families in the Woughton area.

To ensure the event's success and safety, we are committed to working closely with you and the Woughton Community Council team to develop a comprehensive event plan, which will address all necessary safety measures, including crowd management, emergency procedures, and insurance coverage.

We would greatly appreciate your support in identifying a suitable venue for the carnival and would be happy to meet with you to discuss the proposal further.

*The council manager responded to the initial email asking for further information, as this is a group that we have not previously had contact with. The following was provided in response to the queries raised:*

**1. Company Structure:**

*BMO Eventz Limited operates as a private limited liability company, founded in 2013 and registered in the UK in 2022.*

**2. Insurance Coverage Levels:**

*We will secure comprehensive public liability insurance for the event. Additionally, all participating vendors are required to provide their own insurance to ensure full risk coverage.*

**3. Venue and Space Requirements:**

*We are seeking an outdoor venue suitable for accommodating 500-1,000 attendees per day. Initially, we aimed to host the event at Campbell Park, Milton Keynes, due to its spacious, family-friendly atmosphere and ample space (approximately 45,000 to 55,000 square meters). However, this venue is currently unavailable for our use, and alternative arrangements are being explored.*

**4. Previous Events Delivered:**

*Our experience includes organizing large-scale family and corporate events in Africa, such as the Christmas Family Playground, Children’s Summer Festival, and Corporate Family Day, which attracted thousands of attendees. In the UK, we successfully delivered a smaller, charity-focused event at MK City Sports & Social Club, which served as a stepping stone toward our larger ambitions.*

**5. Website and Social Media Links:**

*Website: [www.bmofamilyplayground.com](http://www.bmofamilyplayground.com) (under development)*

*Social Media: Instagram/Facebook - @bmofamiliycarnivalplayground*

*It is unlikely that this is something that WCC will be able to assist with, as the council doesn’t own / control any suitable land. However, the committee may choose to work with BMO Eventz to identify suitable areas and deliver a collaborative event.*

**2. MKCC Housing Department**

Message via Anita Sutton – Housing Officer

*Our management team want to launch housing surgeries in local community buildings where residents will be able to discuss issues affecting them with their Housing Officer, ASB Officer or Mears. I have suggested the coffee morning held at WCC starting on Thursday 17 April, and then every other month thereafter. Is this okay with you?*

*This is extended by a request from Mears to use Tinkers Bridge Meeting Place a couple of mornings a week to provide advice and information to residents undergoing the SHDF works.*

**STAFFING IMPLICATIONS:**

Unclear for the potential event – this would need to be agreed if any agreement is reached. For Mears, Cllr Rennie has agreed to open / close TBMP if agreed for Mears.

**SUGGESTED PROPOSAL:**

That the committee supports / does not support working with BMO Eventz to identify suitable premises and land within the parish for an event

That the committee agrees / does not agree to MKCC and / or Mears having access to venues to provide services to residents.

**AUTHOR**

Steve McNay – Council Manager

# WOUGHTON COMMUNITY COUNCIL

Services and Communities Committee – 20<sup>th</sup> January 2025

Agenda Item SC 195/24

**PURPOSE OF REPORT: To provide updates from outside agencies**

**RECOMMENDATION:**

1. That committee notes the communications from outside agencies.

**MAIN ISSUES AND CONSIDERATIONS:**

There have been some messages sent by external groups that are related to this committees aims and terms of reference.

The first is a message from Thames Valley Police (see attached newsletter) regarding Community Speedwatch. This covers a whole range of issues relating to speeding, community groups and similar.

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The following message was received via Kay Petit at MKCC (please also see attached poster).  
*Dear Town/Parish Councillors and Clerks*

***Encouraging Safer Communities through Neighbourhood Watch***

*Firstly, I would like to wish you and your colleagues a safe and healthy new year. I hope a good opportunity to join together as best we can to promote Neighbourhood Watch across your parish. It often strikes me that many members of the public think Neighbourhood Watch is of a bygone era and may not exist nowadays. I can understand that. For one reason, there are a good many old, damaged, faded street-signs out there, sending the wrong message! It's only recently that the Association has re-established itself; developed a small committee and band of loyal volunteers, and ramped up our professionalism and brand image. It is beginning to pay off. We have a more active partnership with the Police, including pop-up shops and leafleting to promote new as well as existing Watches and the all-important sign-ups to the Police Alert messages. This means we are now more visible, in more areas. If you can help us, I hope we can also help you:*

*(1) Please use the attached new poster. If you can find space to pin up on your notice-boards that will be excellent, as well as using copy to include in your printed or online newsletters. We have a few pre-printed copies of the poster ideal for notice-boards, so do email me if you prefer these.*

*(2) Steve our Secretary is also a wiz at producing seasonal Crime Prevention messages. These are ideal for newsletters and if you would like copy, please be in touch.*

*(3) If you wish us to attend a Full Council meeting or an Annual Parish meeting then let us know? We are always keen to engage with Councillors and parish residents to tell them more about how we can encourage Safer Communities. You can get in touch with me via [chair@mknhwa.org.uk](mailto:chair@mknhwa.org.uk) Wishing you well for 2025, kind regards*

Nick  
chair, Milton Keynes Neighbourhood Watch Association  
NEIGHBOURHOOD WATCH NETWORK

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And finally, the following message from Sean Grieg

For the last few years, MKCC has contracted WISE to deploy uniformed litter wardens to take action against those who drop litter and fail to pick up after their dog has fouled on land, in the open air, that the public has access to. They have the power to issue Fixed Penalty Notices to offenders and provide a visible presence to make people think twice about offending.

Currently, they focus on high footfall areas, but we are aware that other areas around the City would benefit from this service.

If you have certain areas within your Parish that you feel would benefit from their attention, please contact the Environmental Crime Unit at [SCU.enforcement@milton-keynes.gov.uk](mailto:SCU.enforcement@milton-keynes.gov.uk) with details of the problem and the location.

Shaun Greig  
Team Leader  
Environmental Crime Unit

**STAFFING IMPLICATIONS:**

None noted.

**FINANCIAL IMPLICATIONS:**

None noted.

**BACKGROUND PAPERS:**

SC19524a CSW newsletter 6 2025  
SC19524b Poster 5 Reasons 2 Join NW

**SUGGESTED PROPOSAL:**

For information only.

**AUTHOR**

Steve McNay – Council Manager

# Decelerate.

## Community Speedwatch

### Newsletter # 6

Welcome to the 6th newsletter from your TVP Community Speedwatch co-ordinator for;

*Berkshire, Buckinghamshire & Oxfordshire. (TVP)*



Hi everyone.

Firstly, Happy New Year to you all.

CSW has become, for many, a part of community life. Since the start of the online platform, interest continues to grow. Within the Thames Valley Policing area there are 2350+ volunteers who have joined the CSW community. Over 1700 authorised sites located across the 3 counties, building a substantial network.

I personally thank you all, for your time and dedication given to your communities.



The CSW platform gives individual groups the ability to retrieve statistics, for those who are involved or have an interest. Your statistics are available from within the individual group platform.

Yes, we have seen a great take-up of the platform, with 318 groups now registered on the system. We still have a little way to go.

Thames Valley work alongside Hampshire and the Isle of Wight Constabulary in an operations capacity. However, the two police forces do not run off the same platforms for CSW.

## Equipment

The PCC, Matt Barber continues funding, enabling loan kits for new groups. These will now be available on a permanent loan basis. The individual group must show use of the equipment within a rolling 6 month period, otherwise they will be reclaimed and distributed to another group. Once loaned you cannot request to loan a second device. There are many new devices coming onto the market and we are trying to keep abreast of these. However, I must stress that should your group wish to purchase any new devices, would you kindly make contact with me in the first instance. Some devices are NOT sanctioned for TVP CSW use. Your intended purchase may therefore be a costly outlay when the device cannot be used.

Only **NON HOME OFFICE APPROVED** devices can be used. The likes of Laser LTI 20/20 and SPEEDAR devices are **NOT** to be used within the scheme. An example of such an approved device, and there are others, would be a Bushnell 101911 radar gun, which is currently selling for around £160-£200 online. The likes of Sentinel from Unipar and ASWC from Westcotec are sanctioned for use with the Thames valley Police area. There is however one caveat, the use of a device called **pocket radar** will not be sanctioned. This is due to the increased ability of operators to misuse the equipment.

## Where are we now!



### New letter processing system.

Many of you have raised the question of how long does it takes for the letter to be raised and sent out. This, in the past has been a long and laborious process with each letter taking approximately 10 minutes to produce. As you can imagine in the peak of the summer and with an average of 600 returns per day, letter production was dragging behind.

We now have a new system that went live on the 01<sup>st</sup> December 2024, after many false starts and a few hiccups ironed out, we are now on the correct rails. The new server is capable of checking and producing a letter as fast as the operator can work. All letters will now be produced within a maximum of 14 days from the individual groups uploading. During the leaner month's there will be an active target to reduce this rate to 7 days.

The CSW system will still show the words 'reported to TVP', this is due to TVP not using the lettering system of CSW online. However, we will be looking at this area in the next few months to see if there is any link that can be fed back into the CSW platform to update the letter status.

To find out roughly how many letters have been sent from your returns please follow; Campaigns - local council report. Change the dates in which you wish to check and click update. The first number will be those uploaded from your checks and the DVLA valid will be the letters sent. However, often there are a few that cannot be sent for many a reason.

Please enter the Report Date range

Start Date (YYYY-MM-DD)	<input type="text" value="2024-12-01"/>
End Date (YYYY-MM-DD)	<input type="text" value="2024-12-31"/>
Show Sites	<input type="checkbox"/> Do NOT include Group sites report
Long Term Report	<input type="checkbox"/> Do NOT show Long Term report
Show Operator Names	<input type="checkbox"/> No
Show Sessions with Zero Speeders	<input type="checkbox"/> No
	<input type="button" value="Update"/>

Summary for this Period	
Number of Sessions this period	= 53
Total Vehicles exceeding limit	= 677
DVLA Valid vehicles	= 668
Accuracy	= 98%
Maximum Speed recorded in 30 limit	= 62 mph(+106%)



### TVP roadside documents.

When you open the system and your co-ordinator books a session, the TVP roadside form will now be available as a pdf file at the bottom of the page. I am sorry that this has taken a while to establish. The CSW online document, has been superseded with TVPs official document. It is different from the old one. However, it is set out in evidence procedure (importance) in which the data has to be collected.



### Thames Valley Speedwatch protocols.

TVP has just had its third full year of the platform, still a learning curve for us all, the CSW platform is subscribed to by TVP. However, TVP has its own protocols, as does every other Police force across the country. They are not all the same but do have similar characteristics.

The protocols are posted in the TVP platform of CSW online. Their exact Location Within is; 'Help'-'Documents'-'Policies'-Briefings and Protocols'.



### TVP insurance cover

Providing each scheme has signed up on the system and have undergone the relevant online training, only then will the TVP insurance will be in place. This has a liability of £50M, far higher than that of a small parish being able to obtain. On the new scheme the platform will enable each location to be certified and thus creating a service level agreement to the group. There has recently been talk of a sliding scale of cover that relates to the age of the community operator, this is being looked into. I will update you all as soon as I have a firm answer from the force insurance team.

**The insurance is only in place once CSW activities are in progress and providing that the group has pre- booked using the websites calendar system.  
It does Not cover the equipment whilst it is stored.**



### Community Speedwatch signs, mandatory or advisory!

The signage, under all CSW rules state that this MUST be in place during the CSW period of monitoring. As per the newsletters #2 onwards, the siting of fixed signage falls to either the local parish or the county highways division.



### Tally counters to record all vehicles.

Recording the amount of vehicles going through the CSW location at the time enables the percentage of excess speed to be analysed. Should you only record excess speed you would show that 100% of all vehicles are offending when the true offenders may only be 1 or 2%. Should this be the case it would therefore be inappropriate to have officers and parishioners thinking that the issue is worse than it really is, or visa-versa.



### Letter procedure.

In terms of the operation, a motorist can receive three graduated letters over a rolling six month period; following a third transgression it will lead to a visit by a Roads Policing Officer to discuss driving behaviour. If a motorist is 50% over the specified limit, they will automatically receive an Excess 50% letter, explaining potential police action if the speeding occurrence had been carried out by a Police Officer. If the motorist is detected at twice the specified speed limit, it will be flagged for a Roads Policing visit as soon as possible.



Having access to a copy of one of the letters.

A sanitised copy of a letter can be requested from me via email. However, with the new letters being produced from the new processing system, can I please ask that you refrain from requesting for a 3 month period. This will enable us to receive feedback on the letter content from those motorists who receive any of the graduated letters.

The incorrect way to do this is by registering your own vehicle as going through a speed monitoring session. This has many implications. It is against the law to furnish Police with false information. We, the police have a duty of retaining data under GDPR regulations. If we hold incorrect data this puts the integrity of the whole system under scrutiny, we simply cannot be put in this position. Upon finding this had occurred, sanctions were applied to the individuals and any further breaches will result in those individuals being removed from the platform.



Speedwatch in 50mph limits.

Community speed watch has always had safety at the forefront of its operations. Should a vehicle be travelling at speeds above 50mph the likelihood of the index number being gathered correctly greatly reduces. Taking into account the mandatory allowance of 10%+2, vehicles would not be recorded until 58mph. In addition, being at the roadside with speeds of this nature, operators are susceptible to the backdraft of a vehicle, which in turn would pull the operator in the direction of the carriageway itself. I am sorry but there will not any authorised 50mph locations.



Previous



New

Some of you may be aware that Thames Valley Police has changed its corporate logo. I can confirm to you all that this does NOT invalidate any signage already purchased or erected within your communities. A mixture of old and new are excepted should you have to purchase additional.

I have been informed, prices have increased, however being kept to a minimum. These signs are available from, Sign Wizzard, Aylesbury, who are authorised to use the TVP logo. Please make contact with them direct for current prices and lead time for delivery. There are **Other** sign makers in the Thames Valley area.

**AUTHORISATION MUST BE SOUGHT FROM YOUR LOCAL AUTHORITY OR PARISH PRIOR TO PURCHASING, REGARDING FIXING TO EXISTING ROADSIDE FURNITURE.**

## A FEW TVP SPEEDWATCH RESULTS

PEOPLE WHO HAVE JOINED NEW TVP CSW SCHEME.	= 2,352
SITES APPROVED ACROSS TVP	= 1,738
ROADSIDE SESSIONS IN HOURS (2024)	= 4,122
OPERATOR HOURS ACROSS TVP (2024)	= 11,451
LETTERS SENT (2024)	= 42,718
VEHICLES PASSING THROUGH CSW SYSTEM (2024)	= 504,470
VEHICLES REPORTED TO DVLA FOR NO TAX (2024)	= 1,025
Percentage of NON re-offenders after receiving 1 <sup>st</sup> letter	= 95.32%

THANK YOU ALL FOR YOUR TIME AND EFFORT. 😊

### The Vision.

All community speed watch activities across Thames Valley Police are aligned in the implementation and administration of the scheme.

All community speed watch activities are carried out in accordance with Policy, procedure and the best intentions of the community volunteers.

Members of the community are happy with the education process and potential targeting of persistent offenders.

**CHECK  
YOUR  
SPEED**  
CHILDREN  
LIVE HERE!!

Kind Regards

PC 3146 Lee Turnham.  
Community Speedwatch Co-ordinator  
Citizens In Policing (CIP) in conjunction with Roads Policing  
Aylesbury Police Station.  
Wendover Road, Aylesbury  
HP21 7LA  
lee.turnham@thamesvalley.pnn.police.uk  
Non Emergency Police number 101

**IT'S NOT WORTH THE RISK**





# NEIGHBOURHOOD WATCH

## Top 5 reasons to join

1

Get local **Police Alerts** via email. **Alerts** are official, accurate and timely, and include updates about criminal activities in your area. You can reply directly back to the author of an Alert. **Alerts** can also include crime prevention tips and valuable advice to protect you, your family and your belongings. Note: **Alerts** are not mis-information sometimes generated by social media.

2

Join a **Neighbourhood Watch scheme** near you. Use the website's postcode search **Find my local scheme**. If nothing near you, apply to start one up and we can help.

Registered **schemes** have access to **FREE Neighbourhood Watch** stickers, leaflets, crime prevention information and hi-viz street-signs. They help act as a deterrent to crime and anti-social behaviour.

3

Being neighbourly is a good way to look out for each other. **Scheme** members can feel more secure and safe, for a better quality of life. These factors play an important part in building safer communities.

4

**Schemes** and members build direct links with their local **Police** team and help identify local crime and anti-social behaviour. Having confidence and reporting direct to the **Police** is encouraged.

5

Insurance companies and suppliers of locks and crime prevention equipment welcome membership of **Neighbourhood Watch**. **Discounts** may apply.



# JOIN

[ourwatch.org.uk](http://ourwatch.org.uk)

Make this a better place to live. Together