

Tuesday 15<sup>th</sup> October 2024

To: All members of the Services & Communities Committee

**Cllrs Nick Scott (Chair), Ruth McMillan (Vice-Chair),** Eamon Bobey, Janette 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 21<sup>st</sup> October 2024** 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

### **SC 162/24 Apologies:**

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

### **SC 163/24 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 164/24 Questions from the public (maximum 10 minutes):**

To receive questions and statements from members of the public.

### **SC 165/24 Chairs announcements:**

To receive announcements from the Chair.

### **SC 166/24 Minutes of previous meetings:**

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

- Monday 16<sup>th</sup> September 2024.

**(Attached)**

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

No applications received.

## **Reports**

### **SC 167/24 Update on the agreement with the Boxing Club at EAC**

**(Verbal update only)**

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

### **SC 168/24 CCTV update from Crimewave.**

**(Verbal update – information only)**

### **SC 169/24 Update on Remembrance Parade and options for additional resources**

**(Email attached)**

***Proposal around any additional bunting, flags or other resources for the parade and associated events***

### **SC 170/24 Request from MKALC and MKCC regarding ‘free food’ provision in the parish and a decision as to whether this information should be shared**

**(Paper attached)**

***Proposal around provision or not of information to the wider city around Woughton based food provision.***

**SC 171/24 Proposal to promote additional use of community venues**

**(Paper from Community Development Officer attached)**

***Proposal around whether to consider alternative approaches to the creation of new community groups through use of community venues***

**SC 172/24 Discussion regarding items for 2025/26 Service Plan and inclusion in**

**2025/26 budget planning**

**(Verbal report)**

***Information only, but committee members are requested to provide details of projects, provision or services that could be included in planning for the coming year.***

**SC 173/24 Clarification of dates / times / estates for the Santa Sleigh events**

**(Verbal update and request that ALL estates provide preference)**

***Proposal to agree the specific route, days, times for Santa Sleigh, to allow sufficient planning and publicity.***

**Date of next meeting:**

Monday 18<sup>th</sup> November 2024, **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 16<sup>th</sup> September 2024 at 6:00pm  
Woughton Community Council Hub, Council Chamber,  
60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

**Present: Ruth McMillan (Vice Chair)**, Michael Ferguson, Maggie Ferguson, Penny Glasgow, April Rennie, Liz Simpkins, Sue Smith, Lorna Webb.

**Also present:**

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

One (1) member of the public

**SC 149/24 Apologies:**

Cllrs Eamonn and Janette Bobey, Luke Louis, Nick Scott, and D'Anne Mordecai. All apologies were accepted by the committee.

Cllr Charlie Marsh was in attendance via Zoom, but not considered present in law.

**RESOLVED – apologies accepted.**

**SC 150/24 Declarations of Interest:**

No declarations were made.

**RESOLVED - Noted**

**SC 151/24 Questions from the public (maximum 10 minutes):**

No questions were received by an email was sent relating to SC 157/24, which it was agreed would be noted within that item.

**RESOLVED - Noted**

**SC 152/24 Chairs announcements:**

- Apple Day takes place a week on Saturday (28<sup>th</sup> September) at the Community Garden to the rear of 70-104 Rochfords.
- The Chair stated that the festival had been a success and positive feedback received.
- The Annual 'Priorities' survey is live (the Council manager shared the link on screen)
- There is a consultation event regarding the New City Plan 2050 at The Christian Centre on Oldbrook on Wednesday 18<sup>th</sup> September between 9.30 – 4.30.

**RESOLVED – noted.**

**SC 153/24 Minutes of previous meetings:**

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

- Monday 15<sup>th</sup> July 2024.

**Cllr McMillan proposed that these were an accurate record of the meeting. Seconded by Cllr Smith.**

**RESOLVED by way of unanimous vote**

**SC 154/24 Friends of Coffee Hall Café application to support a trip to the Black Country Museum.**

The Council Manager spoke to the paper.

**Proposal:**

*That the funding applied for (total of £400) is awarded to Friends of Coffee Hall Community Cafe*

**Proposed by: Cllr McMillan      Seconded by: Cllr Smith**

**RESOLVED by way of unanimous vote.**

**SC 155/24 Review of the Communities and Environment Fund process**

The Council Manager spoke to the paper, explaining that following some confusion and feedback from committee members, clarity around the funding process and how papers should be presented should be made clear. There was some discussion around the options with a view that an overview, with full application, including financial details (e.g. bank statements, etc.) was sufficient. It was also requested that in the event that other funding is applied for and not received, that the committee is given feedback regarding this.

**Proposal:**

*That the current guidance is suitable and that the committee receives an overview paper, plus the complete but redacted application submission for each application.*

**Proposed by: Cllr Smith      Seconded by: Cllr Simpkins**

**RESOLVED by way of unanimous vote.**

**SC 156/24 CCTV update from Crimewave.**

The Council Manager gave an overview of the two months of feedback from Crimewave. Cllr Webb requested a camera move to Beanhill and agreed to provide further detail to the Council Manager. Cllr Simpkins asked if any further information around charges for moving had been forthcoming – the Council Manager stated that there has been no further information about the charges or the use for traffic monitoring.

**RESOLVED – noted.**

**SC 157/24 Correspondence received regarding food provision at the Community Café**

The Council Manager explained that part of his role is to share 'correspondence' with the council, where appropriate. Whilst most is dealt with under delegated powers, he had received three anonymous letters regarding the provision of food at the café, which he shared with the committee. This led to discussion around the purpose of the café, whether meat should be served at every session, the issue of choice and ensuring that there are at least two options. There were also concerns expressed that curry is not suitable for all and as such, other options should be in place. The discussion also covered issues around healthy eating and whether charges should be applied. Alternative approaches were proposed, with other similar projects sharing their approach.

The Council Manager also shared the feedback noted in SC151/24 above, namely that another visitor to the café had shared their view on the meal in question which was more positive and may lead to some additional funding for healthy eating projects.

A further comment was made that people within the café are unaware of the new Food Coordinator as he hasn't introduced himself.

**Proposal:**

*That the café ensures that there is always two choices (the second may be soup, beans on toast or similar), with the priority for meals remaining that the 'waste' food from the community fridge is utilised.*

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

**Proposal:**

*That people within the café are informed of the ethos of the café, whilst being introduced to the new Food Coordinator.*

**Proposed by: Cllr McMillan      Seconded by: Cllr Michael Ferguson**  
**RESOLVED by way of unanimous vote.**

**SC 158/24 Discussion regarding the Boxing Club at Eaglestone and approach to charging / supporting**

The Council Manager spoke to the paper, giving an overview of the situation and clarifying some queries from members. The club has grown since the original agreement and clarification around whether the current level of charging is reasonable or not is needed from the committee, following a meeting between representatives of both organisations.

**Proposal:**

*That the committee requests that the renter provides the following to enable a clear decision to be made:*

- 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?

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

**SC 159/24 Initial discussion around budgets for 2025/26 and proposals from the committee for inclusion in early planning**

The committee was asked to begin to consider any items that they may wish to see included in the budget for the coming year, such as new gazebos, notice boards, etc (both these were noted by the Council Manager as items that would be helpful to renew. It was suggested that notice boards with 'edible beds' underneath have worked well elsewhere.

**RESOLVED – noted.**

**SC 160/24 Events feedback and upcoming events**

The Council Manager gave an overview of events that have taken place and requested further clarification for some coming up. Cllr Smith expressed concerns that the Peartree Bridge event run in partnership with the Parks Trust was not an event for the local community, as visitors from outside were much higher in number. This was echoed by Cllr McMillan who stated that it was a Woughton event, rather than a Peartree Bridge event. The Youth and Community Manager explained that the event did include a wider reach but providing it on Peartree Bridge aimed to make use of the space, encourage people onto parish and that every home on the estate was leafletted to try and ensure local involvement. Parks Trust have agreed to hold an event to 'kick off' the summer provision each year, working with WCC to deliver this. Concerns were also expressed about the suitability of the space, due to proximity to a main road and boggy conditions.

Further discussion took place around the White Ribbon Campaign (no conclusion), VE Day (register for the beacon lighting), Remembrance (a meeting to be arranged asap) and Santa Sleigh, which it has been suggested moves to the week directly before Christmas. No formal decisions were made.

**RESOLVED – noted.**

**SC 161/24 An update on youth and community activity over the summer.**

The Youth and Community Manager spoke to the paper and detailed the work that Youth and the Advice / Wellbeing team has been doing.

Cllr Simpkins raised the issue of engaging with estates where there is no Resident Association, linked to the Forest Schools. It was agreed by others that whilst this project is not taking place on Eaglestone, consideration of how best to engage with communities where RA's don't exist is a challenge. The Council Manager explained that there is a small amount of funding that can be used to ensure that local voices are heard – more details will come regarding this.

**RESOLVED – noted.**

**Date of next meeting:**

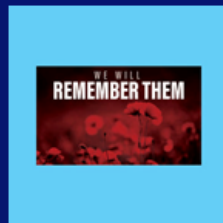
Monday 21<sup>st</sup> October 2024, **6:00pm**, at the Woughton Community Council Hub, Council Chamber, The Local Centre, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

The Chair closed the meeting at 19.54hrs.

Signed:

## REMEMBRANCE DAY PRODUCTS

In November it is Remembrance Day. A day to reflect, remember and celebrate those who made the ultimate sacrifice.



Remembrance Day poppy flag - Design 2

Shop now



Remembrance Day Synthetic Bunting - A4 Triangles - Design 1

Shop now

Here are just a few of the many Remembrance Day products we have available currently, please visit our website - [www.flagsandflagpoles.co.uk](http://www.flagsandflagpoles.co.uk) to see the full collection.

For more information on our remembrance day products or any of our other Bunting, Flag and Flagpole products please call us on **01509 501 180** or email [sales@flagsandflagpoles.co.uk](mailto:sales@flagsandflagpoles.co.uk).





# WOUGHTON COMMUNITY COUNCIL

*Services and Communities Committee – 21<sup>st</sup> October 2024*

*Agenda Item SC 170/24*

**PURPOSE OF REPORT: To provide details of communications regarding the ‘free food’ provision that is provided within the parish and to clarify WCC approach.**

## **RECOMMENDATION:**

1. That the committee considers the issues noted within the paper
2. That the committee decides on an appropriate approach, considering the legislation around precepts and residents and General Power of Competence (GPoC).

## **MAIN ISSUES AND CONSIDERATIONS:**

The Council Manager has received communications from MK Association of Local Councils (see attached), plus a phone call from MKCC Officers, requesting that we provide information of any ‘free food’ provision within the parish, with a view to creating a city-wide directory.

At the current time, the Council Manager has suggested that this may not be an approach that WCC chooses to take, due to the nature of the funding in place to support much of the food provision – this is provided utilising a range of sources, including precept income. As committee is aware, the spending of precept income on outside areas is not encouraged but is allowed (due to GPoC).

The Community Fridge usually redistributes all donated food by 1pm. The cafés at Coffee Hall are usually completed by 1pm and often have finished the available food at that point.

The cafes at Netherfield and Eaglestone are well used, with Eaglestone especially busy (to capacity at times).

The café / fridge at Tinkers Bridge is managed entirely by the Residents Association.

The fridge at Netherfield is managed entirely by the team at the Grand Union Vineyard.

Beanhill provision is managed by a variety of groups, non of whom are WCC.

## **OTHER IMPLICATIONS:**

This links to a wider issue of support provision for ‘out of parish’ people. By advertising on a city-wide website or similar, there is a chance that people will attend from a wider geographical area (as happened previously with similar provision), meaning that the WCC provision will be supporting those from elsewhere in the city. Whilst council may choose to enable this, there may be a knock on impact in terms of additional resources needed to manage any such increase.

## **BACKGROUND PAPERS:**

Letter from MKALC

**SUGGESTED PROPOSAL:**

*That the committee tasks the Council Manager to collate and share the relevant information with all interested parties*

OR

*That the committee tasks the Council Manager with responding to the various contacts explaining that the council chooses not to share the details more widely, due to capacity and the need to prioritise Woughton residents.*

**AUTHOR**

Steve McNay – Council Manager

**Sent:** 20 September 2024 13:42

**Subject:** Re: Advice- free food within the community/parish

Dear Clerk / Councillor,

I have been approached by Milton Keynes City Council who are in the process of compiling information on where residents can access free food.

Obviously as you know your community best. I thought you would be able to advise me what groups in your area offer free food to residents. Whether that is activities run by community groups. Or indeed community fridge / foodbank sessions and community cafe, run by your Parish & Town Council from your own venues.

I would be grateful if you can come back to me with details of the organisation running the service / venue / dates and times.

I look forward to hearing from you, and thank you in advance for your help in this matter.

Kind Regards

Brian Barton

Secretary

Milton Keynes Association of Local Councils

c/o 

Email:

Telephone: [REDACTED]

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# WOUGHTON COMMUNITY COUNCIL

*Services and Communities Committee – 21<sup>st</sup> October 2024*

*Agenda Item SC 171/24*

**PURPOSE OF REPORT: To make proposals regarding increasing use at Community Centres**

**RECOMMENDATION:**

1. That the committee considers the paper and proposals from the Community Development Officer

**MAIN ISSUES AND CONSIDERATIONS:**

The following paper has been prepared by the Community Development Officer, with a view to improving occupancy levels at the community centres managed by Woughton Community Council.

**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.

## **STAFFING IMPLICATIONS:**

At the current time, there is capacity within the agreed caretaker team to manage a gradual increase in bookings, but if these reach higher levels, there may be some additional staffing costs.

## **FINANCIAL IMPLICATIONS:**

At the current time, budget discussions for the coming year (and three years) are ongoing and as such, it may be that this paper needs to be reconsidered once those discussions have concluded. There will be additional resource implications with this approach (utilities, caretaking duties, etc.) and this committee needs to decide whether the potential income increase after the initial period is likely and, if so, whether the financial risk is tolerable.

## **SUGGESTED PROPOSAL:**

The Council Manager, whilst supportive of the proposals included within the paper, would recommend that this decision is postponed until such time as budgets and provision is agreed for the coming year(s).

If this proposal is agreed, the Council Manager would recommend that a 12month pilot scheme is agreed to, the outcome of which then contributes to any longer terms planning, decision making and provision.

## **AUTHOR**

Main issues and considerations - Kevin Vickers (Community Development Officer)  
Remainder of the paper - Steve McNay – Council Manager