

# Woughton Community Council

## SERVICES AND COMMUNITIES COMMITTEE

15<sup>th</sup> September 2025

### AGENDA

Tuesday 9<sup>th</sup> September 2025

To: All members of the Services & Communities Committee

**Cllrs Nick Scott (Chair), Ruth McMillan (Vice-Chair)**, Eamonn Bobey, Maggie Ferguson, Michael Ferguson, Donna Fuller, Penny Glasgow, Luke Louis, Charlie Marsh, D'Anne Mordecai, Deanna Norris, 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 15<sup>th</sup> September 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](https://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.**



**SC 35/25 Apologies:**

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

**SC 36/25 Declarations of Interest:**

Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared.

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

To receive questions and statements from members of the public.

**SC 38/25 Chairs announcements:**

To receive announcements from the Chair.

**SC 39/25 Minutes of previous meetings:**

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

- Monday 21<sup>st</sup> July 2025.

**(Attached)**

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

Following discussions at the previous meeting, to provide an update on actions and proposals to this point, with further agreement on committee preferences.

**(Recent communications attached / verbal update)**

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

To update the committee on actions to this point, feedback from initial consultation, contact with wider carnival community locally and to propose next steps.

**(Paper attached).**

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

To provide an update on activities within the youth, community and events teams over the summer period

**(Paper attached)**

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

Following formal notification from Post Office Ltd, to provide details of the upcoming closure and potential next steps.

**(Letter from Post Office attached)**

**SC 44/25 CCTV Updates**

Information relating to the CCTV cameras over the past months and consideration of any future use and long term proposals for the Crimewave contract

**(Updates attached)**

**SC 45/25 Update on upcoming events**



Information and updates on Apple Day, Remembrance and Santa Sleigh plans, alongside potential HAF provision over the Christmas period  
**(Paper attached)**

**SC 46/25 Proposal for a Kickback Kitchen pilot**

To consider a proposal for a new project, Kickback Kitchen, to be held within the parish, utilising the existing infrastructure in place  
**(Paper attached)**

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

To discuss the proposal of holding some 'drop in' sessions within the parish regarding energy efficiency measures and access to funding for home improvements  
**(Paper attached)**

**Date of next meeting:**

**Monday 20<sup>th</sup> October 2025 @ 6.00pm**

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



# Woughton Community Council

## SERVICES AND COMMUNITIES COMMITTEE

21<sup>st</sup> July 2025

### MINUTES

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

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

#### **SC 21/25 Apologies:**

Apologies were received from Cllrs Deanna Norris, Donna Fuller, and Eamonn Bobey.  
**RESOLVED – noted.**

#### **SC 22/25 Declarations of Interest:**

Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared.

No declarations were made

**RESOLVED – noted.**

#### **SC 23/25 Questions from the public (maximum 15 minutes):**

No questions were received.

**RESOLVED – noted.**

#### **SC 24/25 Chairs announcements:**

The Chair noted that there are two events coming up – Peartree Bridge Picnic on 30<sup>th</sup> July and Wheelie Big Picnic on 20<sup>th</sup> August.

**RESOLVED – noted.**

#### **SC 25/25 Minutes of previous meetings:**

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

- Monday 16<sup>th</sup> June 2025.

The minutes were considered as a true and accurate record of the meeting.

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

**RESOLVED – by way of unanimous vote.**

#### **SC 26/25 To consider the following grant applications to the Communities and Environment Fund:**

To assess the applications from local resident associations, against the criteria included within the Communities and Environment Fund application rules and decide on whether to award funding.

**a) Pheonix Performing Arts**



An application for funding towards the cost of radio microphones, to support the performances of the charity. The committee discussed the application and considered two (2) options: the awarding of the full amount requests (£1200) or a reduced amount of funding towards this (£900).

**Proposal:**

*That the committee awards the amount of £900 toward this application*

**Proposed by: Cllr McMillan. Seconded by: Cllr Marsh**

There was a counter proposal:

**Proposal:**

*That the committee awards the amount of £1200 toward this application*

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

These votes were tied, with six (6) votes for each, with one abstention on both.

**RESOLVED by way of majority vote, with a casting vote from the chair to award £1200.**

**SC 27/25 To consider the approach to be taken with the Community Food provision.**

To consider any changes that may be wanted / needed with regard to the community food provision, with a view to appointing a new coordinator, considering the changes to community fridge, changing numbers and any other issues.

The Council Manager spoke to the paper, giving an overview of the various food offers that the council provides. This included Netherfield (NF), Eaglestone (ES) and Coffee Hall (CH), whilst also acknowledging the work that is undertaken on other estates. There was significant discussion, including a long exploration around donations and levels being received, with a suggestion that the café volunteers could remind everyone before serving that the café relies on donations.

The new Moorlands café on a Thursday lunchtime was also considered, especially with regard to the lower numbers attending CH on that day.

There was also discussion around the need to do a full evaluation of the food provision across the parish, including both WCC and other organisations, to ensure that there isn't duplication, that it works collaboratively and that it meets the needs of residents.

There was also discussion around the employment of a new Food Coordinator and it was agreed that this should happen, on the same basis as previously, but with the understanding that they would be undertaking the full and complete review as part of this role. It was also stated that the Coordinator should be empowered to undertake the role independently, with oversight via line management / committee.

**Proposal:**

*That the Netherfield Café reduces to 12 – 2 each week, with one café per estate provided and that the Coordinator is recruited.*

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

**RESOLVED by way of majority vote (one abstention).**

**SC 28/25 To consider payments to local Resident Associations (RA's) and agree an approach for 2025/26**

To discuss payment of the 'running costs' payment to RA's, in line with previously agreed processes, specifically the need to be accredited by MKCC.

The Council Manager spoke to the paper, explaining that this was brought to the attention of the committee, as they have previously agreed that 'running cost'



payments should only be paid to RA's that have been accredited by MKCC. At the time of writing, based on information from MKCC, it appeared that there was only one (1) RA that met that criteria, that being Tinkers Bridge. The association of Leadenhall (LH) was unable to be accredited by MKCC, due to the lack of MKCC tenants within that estate. Netherfield RA has also been accredited since the information was received. It was suggested that LH could have their payment agreed, as they are unable to be accredited by the Cllr for the estate was against this proposal, suggesting that they have sufficient money and don't deliver any activities. One suggestion was that LHRA could attend a meeting to make the case for them receiving the payment. There was also a suggestion that, given the challenges that the committee felt the LHRA faces in terms of numbers, that they could 'join up' with CHRA.

There was also a suggestion that there could be an expectation from WCC to RA's that they need to meet to receive funding. This has previously been discussed but the committee suggested revisiting this.

**Proposal:**

*That the committee doesn't hold up payment for those accredited, but that monies for LHRA are 'held' and they request monies toward running costs as and when they need it.*

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

**RESOLVED by way of majority vote (one abstention)**

**(Paper attached).**

**SC 29/25 To inform the committee of the Blue Light Hub Walk in Sessions for Armed Forces**

The Council Manager shared details of the sessions for 2025, taking place at the Blue Light Hub on West Ashland. This is for serving, veterans and reservists only.

**RESOLVED noted.**

**SC 30/25 To consider the proposal to reinstate carnival for 2027, to coincide with the 60<sup>th</sup> birthday of Milton Keynes**

Cllr Williamson proposed the reinstatement of a carnival for 2027, explaining the ideas that he has had. Some videos from the Hunstanton Carnival were shared, to give a flavour of what was being considered.

The idea is a smaller event than previously, with limited road closures needed, and having different starting points each time. Carnival Kings / Queens, etc. Get schools, businesses involved. Different starting points were discussed, following the issues with Festival and the limited spaces available for this type of event.

**Proposal:**

*To create a working group to investigate the potential for a carnival in 2027, seeing if there is sufficient support locally, alongside costs and other issues.*

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

**RESOLVED by way of majority vote (2 abstentions).**

**SC 31/25 To receive an update regarding Remembrance and consideration of opening the Café on the morning of Tuesday 11<sup>th</sup> November.**

To consider actions to this point regarding the Children's Parade from Cllr Scott, alongside consideration of how WCC would like to approach the opening of the café on the morning of Remembrance. Cllr Scott proposed that given the need for the



community centre for young people to access refreshments, that it would be best to close the café on that day.

**Proposal:**

*Café is closed on Tuesday 11<sup>th</sup> November.*

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

**RESOLVED** by way of unanimous vote

**SC 32/25 To update the committee on activities taking place over the summer holiday period**

The Youth and Community Manager provided an update on activities within the youth, community and events teams over the summer period

**RESOLVED - noted**

**SC 33/25 To confirm agreement for branding for resources (cards and gazebos).**

There was discussion around options for business cards and gazebos, with agreement reached on the preferred options for councillors and officers. This included provision of double sided cards, with 'notes' on the rear for councillors and 'maps' on the rear for places like Community Garden and No 99.

The committee also confirmed their preferred options for gazebos – blue / green with a purple band with the web address on and a variety of sizes / sides.

The business cards and gazebos will now be ordered, with the branding agreed.

**RESOLVED - noted**

**SC 34/25 To update the committee on Festival preparations**

The Council Manager gave an update on preparations to this point. Suggestions were made that certain things are included: tug of war was very popular last year, that councillors will staff a stand on a rota basis and that there will be a 'fill in our consultation' to receive a voucher for free food for completed forms (this will be vouchers for the family and may help ensure that people don't abuse the free food option). The councillors would like their 'stall' to be near the food stands.

It was also agreed that the transfer of the unspent money from the RA payments budget would be transferred to support the festival and ensure all is free

**Proposal:**

*That the committee agrees to transfer unspent monies from the RA running cost budget to the events budget*

**Proposed by: Cllr McMillan. Seconded by: Cllr Marsh**

**RESOLVED** by way of unanimous vote

**Date of next meeting:**

**Monday 15<sup>th</sup> September 2025 @ 6.00pm**

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

**The Chair closed the meeting at: 19.51**

**Signed:**



# WOUGHTON COMMUNITY COUNCIL

Services and Communities Committee – 15<sup>th</sup> September 2025

Agenda Item SC 40/25

**PURPOSE OF REPORT:** To update the committee on the proposal to place nursery provision within the community centres

**RECOMMENDATION:**

1. That the committee notes the report and offers any views

**MAIN ISSUES AND CONSIDERATIONS:**

Following discussions at the previous committee meeting, negotiations have continued with the nursery provider over the summer, including visits to centres and ongoing conversations. The most recent email sent by our Bookings and Reception Officer covers the current situation and was sent following the visits to Tinkers Bridge and Eaglestone Centres:

---

---

*Good afternoon. It was a pleasure meeting the four of you this morning.*

*Thank you for taking the time to visit the potential sites we have for you to begin your business as a Nursery.*

*To confirm: After viewing the Tinkers Bridge Meeting Place (TBMP) and the Eaglestone Activity Centre (EAC) it was concluded that due to there being no office space available along with Fridays being unavailable to you at TBMP, this venue is not suitable for your business and no longer meets your needs.*

*Upon viewing EAC, it was decided that this venue would be better suited despite not being available until 6pm. This decision was based on having the option to hire the meeting room at the back of the building alongside your main hall bookings and 5 days a week 7.30am – 4pm.*

*I have looked into the availability for EAC and the venue is not available until 4pm each day. Please see the availability below along with some rough pricing.*

**Main hall and Kitchen Availability:**

<i>Mondays 7.30am – 4pm</i>	<i>= £170.00 for 8.5 hours</i>
<i>Tuesdays 7.30am – 4pm</i>	<i>= £170.00 for 8.5 hours</i>
<i>Wednesday 7.30am – 12pm</i>	<i>= £90.00 for 4.5 hours</i>
<i>Thursdays 7.30pm – 2.30pm</i>	<i>= £130.00 for 6.5 hours</i>
<i>Fridays 7.30pm – 6pm</i>	<i>= £210.00 for 10.5 hours</i>
<b><i>Total: £770.00 (Including discount)</i></b>	

**Meeting Room Availability:**

<i>Mondays 7.30am – 6pm</i>	<i>= £157.50 for 10.5 hours</i>
<i>Tuesdays 7.30am – 4pm</i>	<i>= £127.50 for 8.5 hours</i>
<i>Wednesday 7.30pm – 6pm</i>	<i>= £157.50 for 10.5 hours</i>

Thursdays 7.30pm – 2.30pm = £97.50 for 6.5 hours  
Fridays 7.30pm – 6pm = £157.50 for 10.5 hours  
**Total: £697.50 (Ordinary hire rate before any potential discount)**

**Grand Total: £1467.50 per week**

*I understand you are seeking further discount based on the number of hours you are looking to hire along with the hire of an additional room. This is something I will discuss with our Council Manager who will discuss with Council. I am they would like confirmation of the times and dates you would be looking to hire so that an informed consideration could be made. As above, the availability is not as expected.*

*You asked if you could have a discount if you were to enter a secured contract for 12 months. This is something I will also discuss; however, we will first look at the hourly rate and how we may be able to reduce this.*

*With regards to the EAC venue, you have expressed that you would like for the fence in the garden to complete the full perimeter, as the highest wall drop area is open. You have also enquired about a larger storage container. These too will be discussed with our Council Manager along with the possibility of having our access system replaced with a system that allows you to obtain an access fob to the main hall via the maglock entrance.*

To summarise:

- 5 days a week hire at EAC, Main Hall and Meeting Room:

- **Availability:**

*Mondays 7.30am – 4pm*

*Tuesdays 7.30am – 4pm*

*Wednesday 7.30am – 12pm*

*Thursdays 7.30pm – 2.30pm*

*Fridays 7.30pm – 6pm*

- *Woughton Community Council require confirmation of hire times and if this is term time only or including school holidays.*
- *Further discount on Hourly rate to be discussed*
- *Issues to be discussed with Council Manager as above*
- *Council Manager must liaise with Council (Our Councillors) for final decisions to be passed.*
  - ***If you can get the confirmation to us early next week then the Council Manager can have these addressed through Councillors as soon as 15<sup>th</sup> September at our Council Services Meeting. Failing this, further delays are likely to take place.***

*If I have missed anything or there is anything else you think of, please do not hesitate to contact me.*

*We would like to take this opportunity to thank you for your time. We hope we can work together to reach a mutually beneficial agreement.*

---

---

As can be seen from the above, there is not a simple resolution possible, as no individual centre can accommodate their request without negatively impacting on the existing community delivery, which committee was clear that they wished to maintain.

In addition to the issues noted above, there would also potentially be additional work needed at EAC to make the space suitable (changes to the 'fob' system, potentially some work with the 'wet pour' in

the courtyard, etc.) and some repairs may also be needed, following a small leak during the recent heavy downpours.

At this time, the ball remains in the nursery court to decide whether there is a suitable solution or otherwise.

### **FINANCIAL IMPLICATIONS:**

As can be seen, there is potentially a significant income possible from having a nursery provision in place - £1000 per week would be a reasonable sum for this provision (based upon a community group cost for the main hall and half price use of the meeting room). It is unclear whether any provision would be year-round or term time only, but £40k per year would be a reasonable estimate.

### **SUGGESTED PROPOSAL:**

*That the committee agrees to wait for further information from the nursery as to whether the current availability is suitable.*

This doesn't need to be a formal proposal, as long as committee is happy with this – essentially, the motion is to do nothing more at this point.

### **AUTHOR**

Steve McNay – Council Manager

# WOUGHTON COMMUNITY COUNCIL

*Services and Communities Committee – 15<sup>th</sup> September 2025*

*Agenda Item – SC 41/25*

**PURPOSE OF REPORT:** To update the proposal to reinstate carnival for 2027, to coincide with the 60<sup>th</sup> birthday of Milton Keynes

**RECOMMENDATION:**

1. That the committee notes the report and considers membership of a Carnival Working Group

**MAIN ISSUES AND CONSIDERATIONS:**

Following agreement at the previous meeting that we would start work of an evaluation of whether carnival would be a realistic proposition for 2027, some initial work has taken place to see whether this would be supported, realistic and affordable.

As summer has meant no access to schools, no work has yet taken place on engaging with them. However, attendees at the recent Festival were asked and all were in favour of this taking place, with people suggesting that they would be happy to be involved, either in an organising, taking part or attending capacity.

The Council Manager was also approached by a local CIC (Community Interest Company) – Carnival Arts Development, who have, after discussion, provided the attached document that provides some ideas of how they may be able to help support development. Whilst this is in its initial stages, it does suggest that there is a will to see this type of provision within the city (and, given that there isn't currently an MK Carnival, no reason that this shouldn't become that!).

Whilst council is looking to 2027 for carnival to happen, it is essential that work starts early on this and to that end, it is recommended that committee agrees membership of any working group, including councillors and / or officers, other external agencies, etc. and that there is an initial meeting prior to Christmas to define a work programme. In the view of the Council Manager, if there is insufficient 'buy in' noted by April 2026, further work is unlikely to be undertaken, as without community will, community engagement and other organisations committing to being involved, there is the potential for significant resources to be expended on an event that is unsupported.

**STAFFING IMPLICATIONS:**

A decision should be made in terms of officer involvement in the Working Group and the amount of time that it is reasonable to expect from the officer team in the development of this project – whilst festival is an annual event, it is relatively straightforward (repeats previous years). A carnival has far more organisation to manage and will take significant time to get right.

**FINANCIAL IMPLICATIONS:**

As noted, it is likely that any provision will come with significant costs and as such, clarity early on would enable time for any funding to be agreed, fundraising to take place, grants to be applied for, etc.

**OTHER IMPLICATIONS:**

**BACKGROUND PAPERS:**

Carnival Arts Development MK Proposal

**SUGGESTED PROPOSAL:**

*That the committee agrees to a working group that will include the following members of this committee and / or the following officers.*

**AUTHOR**

Steve McNay – Council Manager



**CARNIVAL ARTS DEVELOPMENT**

**M I L T O N   K E Y N E S**

**Proposal (First Draft):**

Partnership Between Carnival Arts Development Milton Keynes and Woughton Community Council

**Submitted by:**

Carnival Arts Development Milton Keynes

Director & Project Manager: Ian Nicholas

E-mail: [info@carnivalartsmk.co.uk](mailto:info@carnivalartsmk.co.uk)

## **1. Introduction**

Carnival Arts Development Milton Keynes (CADMK) is a not-for-profit organisation dedicated to developing, promoting, and sustaining Carnival Arts across Milton Keynes.

Through our delivery partner, the Carnival Arts Masquerade Foundation (CAMF), we can deliver high-quality workshops, skills development programmes, and carnival events that celebrate creativity, cultural diversity, and community pride.

We are delighted to explore a partnership with Woughton Community Council to help revive and reimagine a local Carnival Parade.

## **2. The Opportunity**

Woughton Community Council have expressed an interest in bringing back the community's carnival tradition.

The revival of the Carnival Parade offers a unique opportunity to:

- Reconnect with local heritage and identity.
- Engage residents across generations and backgrounds.
- Provide creative, inclusive, and fun activities for young people and families.
- Strengthen Woughton's reputation as a hub of cultural and community celebration in Milton Keynes.

## **3. What CADMK Can Deliver?**

### **A. Community Workshops**

Costume & masquerade making, dance, music and storytelling

### **B. Skills Development**

Training local volunteers in event production, design, and parade coordination.

Leadership opportunities for young people to take ownership of creative projects.

Creative, organisational, and teamwork skills.

### **C. Event Production Support**

Guidance on parade planning, route design, logistics, and health & safety.  
Creative direction for themes, music, and performance.

Partnership building with schools, community groups, and local businesses.

#### **4. Why Partner with CADMK?**

Expertise: Experience in carnival planning, event coordination, and community engagement > Strong ties with Friends of the Caribbean Charity (FOTC) and Carnival Arts Masquerade Foundation (CAMF).

Locality: Based in Milton Keynes for local partnerships.

Network: Relationships with other cultural & arts organisations.

Inclusive Approach: Engaging people of all ages, abilities, and cultural backgrounds.

#### **5. Benefits to Woughton**

Revives a community tradition after 10 years.

Builds community pride, cohesion, and sense of belonging.

Offers young people positive, creative outlets and leadership opportunities.

Attracts visitors and increases local economic activity.

Strengthens Woughton's cultural profile within Milton Keynes.

#### **6. Proposed Next Steps**

Commission CADMK to deliver an initial programme of Carnival Arts Workshops in 2026.

Explore opportunities for jointly working with Bletchley & Fenny Stratford Town Council (amongst other councils) for a shared carnival celebration.

Establish a Carnival Working Group/Committee (with community representatives and CADMK support).

Develop a timeline for workshops, rehearsals, events, and parade production etc.

#### **7. Call to Action!**

We propose that Woughton Community Council commissions CADMK to:

- Deliver Community Carnival Arts Workshops.
- Provide creative and organisational support to revive and develop the Woughton Carnival Parade.
- Work in partnership with neighbouring councils to build a Milton Keynes-wide celebration of culture, creativity, and community pride.

CADMK is ready to begin discussions on timelines, budgets, and delivery models to ensure that this vision becomes a successful reality.

## **8. Multicultural Carnival Arts Centre – Milton Keynes**

A long-term, visionary project to create a vibrant, inclusive hub celebrating global carnival arts including music, dance, costume design, and performance.

The centre is proposed as a future cultural landmark.

### Key Activities

**Arts Education:** A wide variety of cultural related workshops

**Community Engagement:** Year-round performances, exhibitions, and cultural celebrations reflecting Milton Keynes' diversity.

**Youth & Family Programs:** Mentorship, projects, and creative opportunities.

**Central Hub:** Organisational base for a future Milton Keynes multicultural carnival and central hub for partners.

### Benefits

Celebrate diversity and strengthen community cohesion.

Provide creative opportunities for young people and families.

Encourage cross-cultural understanding and pride in heritage.

Attract visitors, supporting local tourism, retail, and hospitality.

Generate employment in arts, event management, and cultural programming.

Offer practical and accredited learning opportunities in carnival arts.

Workshop studios for music, dance, and costume creation.

Exhibition galleries for carnival arts and cultural displays.

Community rooms for meetings, rehearsals, and social activities.

## **9. Suggestions**

As this initiative is in an early phase, please feel free to make suggestions for anything that could help develop and benefit it.

# WOUGHTON COMMUNITY COUNCIL

Services and Communities Committee – 15<sup>th</sup> September 2025

Agenda Item 42/25

**PURPOSE OF REPORT:** To update the committee on activities that have taken place over the summer, including Festival, cinema and youth activities.

**RECOMMENDATION:**

1. That the committee notes the report.

**MAIN ISSUES AND CONSIDERATIONS:**

**Festival 2025**

Festival took place on Saturday 6<sup>th</sup> September and was, on the whole, a successful and very well attended event. With a full programme of stage activities, youth service provision for children (games, arts and crafts, etc), inflatables (x3, PLUS the youth service bouncy rings), more community stalls (and additional 10 from last time), food and drinks, etc. the event saw four figure attendance (estimated to be between 2,000 - 3,000 over the course of the day, with some popping in and some staying all day!). The event also incorporated the Beach Party, which is a well loved part of the event, alongside a giant deck chair (lent to us for the day and WCC branded), which provided some lovely photo opportunities.

The inclusion of a 'fill in a survey to get free food' led to over 100 completed surveys – these should be analysed prior to the meeting, but at time of writing, only around 20 have been looked at. The feedback regarding the festival was very positive (based on these initial ones), and support for carnival was also strong. You will be pleased to hear that most respondents also felt that WCC was doing 'a good job'.

**Youth Provision**

HAF- WCC secured £ 11,474.00 funding to deliver 540 spaces on HAF sessions over the 4 week HAF period, with an offer of family sessions and sessions just for children and young people to attend alone.

Activities offered were:

- 2 family trips to Gullivers
- 1 family trip to Whipnade
- 1 family trip to Emberton Country Park
- 2 C&YP sessions at Climbquest
- 2 Phoenix Arts summer camps
- 2 Under the Umbrella LGBTQ+ summer camps
- 3 Music camps
- 2 bikeability sessions

Funding also supported the Wheelie Big Picnic

Gullivers and The Zoo were massively oversubscribed as was Phoenix Arts. Attendance was good at most although the bikeability was not as well attended as hoped, with our lowest turnout. That said the outcomes were excellent.

WCC booked 544 places in total on HAF and attendance (officially) was 450. However, we filled spaces for folks that cancelled and didn't show up on the day with non HAF / local families quite successfully so that the only sessions that were not to over 95% capacity were Bikeability and the lunches for Wheelie Big Picnic.

Aside from HAF, the Youth team offered 4 Play Ranger sessions a week throughout the 6 weeks in Tinkers Bridge, Coffee Hall, Beanhill and Netherfield. Beanhill and Netherfield were as usual the best attended. Tinkers Bridge uptake was very poor.

Eaglestone youth clubs both continued every week throughout the holidays too and were very well attended.

We also delivered 3 events:

- Peartree Bridge Picnic, which was excellent and really well attended, growing on last years success and an excellent piece of partnership work with The Parks Trust
- Wheelie Big Picnic, which was a great event and well received but marred by weather and not as well attended as we would have liked. Some work needs to be done on this as event has real value to Woughton and our place within the wider city. Officers are looking at this before planning next year.
- Community Garden Family Picnic- a really lovely event, quite low key but well attended and was excellent to introduce new families to the garden and the Garden Coordinator.

Overall, the Youth and Communities Manager thinks uptake is lower due to the masses on offer with HAF, more so for Woughton as we have two family centres offering HAF programmes locally too. However, the value of open access Play Rangers was still evident as plenty of our families are either not eligible or do not book onto HAF.

It was a 'full on' summer and the team youth team managed really well. Having a larger team did really help. There were fewer sessions that the senior staff needed to be physically in but the level of oversight and organisation required for this level of offer was huge.

Summer is hard work, but feedback and engagement with children, young people and their families was incredibly positive, and we know, without doubt, that the WCC offer is massively appreciated.

## **Community Cinema**

The community cinema saw two films shown over the summer break – one family film and one more 'grown up' orientated. The two films were Sonic Three and Driving Miss Daisy.

The family film (Sonic) was well attended, with around 70 attendees. Driving Miss Daisy was not well attended, meaning that further exploration as to whether there is a demand for this type of film is there and whether or not something a little more engaging may go down better.

## **STAFFING IMPLICATIONS:**

All the events that took place had a level of officer engagement and, during September, there will be 'debriefs' to review and reflect upon the events, what went well, what could have been better and any lessons that need to be learned.

**FINANCIAL IMPLICATIONS:**

All events delivered within budget.

**SUGGESTED PROPOSAL:**

For information only.

**AUTHOR**

Steve McNay – Council Manager

# WOUGHTON COMMUNITY COUNCIL

Services and Communities Committee – 15<sup>th</sup> September 2025

Agenda Item SC 43/25

**PURPOSE OF REPORT:** To provide details of the Coffee Hall Post Office closure

**RECOMMENDATION:**

1. That the committee notes the report.

**MAIN ISSUES AND CONSIDERATIONS:**

The following has been received by the Council Manager:

---

---

**Overview**

***Important information about Coffee Hall Post Office - Garroways, Coffehall, (sic) Milton Keynes, MK6 5EG***

Dear Customer,  
Branch Unplanned Closure  
Coffee Hall Post Office

Garroways, Coffehall, (sic) Milton Keynes, MK6 5EG

We are writing to inform you that, regrettably, following the resignation of the postmaster, the above branch will be closing on Saturday 15 November 2025 at 12:30.

I would like to assure you that we are working hard to keep any period of closure to a minimum and we are currently investigating the options available which will enable us to reinstate a Post Office service to the local community. In exploring this, it is important that any future service is sustainable for the person operating the service, and for Post Office Limited.

If you have any questions you would like to raise about this matter, please write to me via the National Consultation Team at the address shown at the end of the letter. Please note that your comments will not be kept confidential unless you expressly ask us to do so by clearly marking them "In Confidence".

Any future changes to service provision would be handled in line with our Principles of Community Engagement. An extract relating to Notification is available at the end of this letter.

We will display posters in the branch to inform customers.

If you are a local representative, it would be helpful if you could share this information through your social media channels and with any local groups or organisations that you know within the community, for example on noticeboards, local charities and in GP surgeries, to help our customers and your constituents understand what is happening to the Post Office in the local community. If you would like a supply of posters, please let us know.

We apologise for the inconvenience the closure may cause. We hope that our customers will continue to use Post Office services and details of possible alternative Post Office branches in the area are shown at the end of this letter. The latest available branch information can be found on our website, [www.postoffice.co.uk/branch-finder](http://www.postoffice.co.uk/branch-finder)

If you are a local representative, we will write to you again once we have any news about our plans for future service provision.

Yours faithfully,  
Anthony Bayley  
Area Change Manager

---

---

There is a full copy of the letter attached as a 'background paper', which include all relevant additional detail.

It is noteworthy that this is not 'unplanned', as this has been under discussion for many months and has included WCC investigating the potential of taking over (dismissed as unrealistic).

It appears increasingly likely that there will not be any replacement service offered, due to a lack of suitable space, a resistance from people to take on a service like this (especially without the wider 'convenience store' add on) and negative publicity from recent post office actions. Given this, consideration should be given to publicising this closure and working to see how best access to Netherfield and / or Eaglestone, or support in setting up online options can happen for local residents.

**BACKGROUND PAPERS:**

Coffee Hall MK6 5EG - Information letter 1

**SUGGESTED PROPOSAL:**

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

**AUTHOR**

Steve McNay – Council Manager



Dear Customer,

**Branch Unplanned Closure**

**Coffee Hall Post Office  
Garroways, Coffehall, Milton Keynes, MK6 5EG**

We are writing to inform you that, regrettably, following the resignation of the postmaster, the above branch will be closing on Saturday 15 November 2025 at 12:30.

I would like to assure you that we are working hard to keep any period of closure to a minimum and we are currently investigating the options available which will enable us to reinstate a Post Office service to the local community. In exploring this, it is important that any future service is sustainable for the person operating the service, and for Post Office Limited.

If you have any questions you would like to raise about this matter, please write to me via the National Consultation Team at the address shown at the end of the letter. Please note that your comments will not be kept confidential unless you expressly ask us to do so by clearly marking them "In Confidence".

Any future changes to service provision would be handled in line with our Principles of Community Engagement. An extract relating to Notification is available at the end of this letter.

We will display posters in the branch to inform customers.

If you are a local representative, it would be helpful if you could share this information through your social media channels and with any local groups or organisations that you know within the community, for example on noticeboards, local charities and in GP surgeries, to help our customers and your constituents understand what is happening to the Post Office in the local community. If you would like a supply of posters, please let us know.

We apologise for the inconvenience the closure may cause. We hope that our customers will continue to use Post Office services and details of possible alternative Post Office branches in the area are shown at the end of this letter. The latest available branch information can be found on our website, [www.postoffice.co.uk/branch-finder](http://www.postoffice.co.uk/branch-finder)

If you are a local representative, we will write to you again once we have any news about our plans for future service provision.

Yours faithfully,

*Anthony Bayley*

**Anthony Bayley  
Area Change Manager**

How to contact us:

comments@postoffice.co.uk  
postofficeviews.co.uk  
FREEPOST Your Comments

## Alternative branches

There are times our branches may need to make changes to their opening hours. The latest available branch information, including any additional possible alternative Post Office branches in the area, can be found on our website [www.postoffice.co.uk/branch-finder](http://www.postoffice.co.uk/branch-finder)

For additional information about product availability call 03457 223344.  
For details of maximum value of transactions, please speak to the branch postmaster.

We sell Royal Mail and Parcelforce Worldwide services.  
Postage services from other companies are also available in selected branches.

Netherfield Post Office		Services available
23 Farthing Grove Netherfield Milton Keynes MK6 4NN		Offers the same services, with the addition of a comprehensive range of Travel Money, Vehicle Tax, Passport Check & Send and On Demand Travel Insurance.
Opening times		Access
Mon - Wed	08:30 – 17:30	Access is level at the entrance to the premises.
Thu & Fri	09:00 – 17:30	
Sat	09:00 – 15:00	
Sun	Closed	
Getting there		
Approximately 0.6 miles from Coffee Hall Post Office branch, along varied terrain. There is a customer car park, with disabled bays, available outside the branch. There is no direct bus service between Coffee Hall Post Office and this service.		

Harrier Court Post Office		Services available
Premier 2 Harrier Court Eaglestone Milton Keynes MK6 5BZ		Offers the same services.
Opening times		Access
Mon - Sat	07:00 – 21:00	Access is level via a ramp at the entrance to the premises.
Sun	08:00 – 20:00	
Getting there		
Approximately 0.8 miles from Coffee Hall Post Office branch, along varied terrain. There is a customer car park, with disabled bays, available outside the branch. There are local buses serving the surrounding area.		

To get this information in a different format, for example, in larger print, audio or braille call  
03452 66 01 15 or Textphone 03457 22 33 55.

## **Principles of Community Engagement on changes to the Post Office network (extract)**

A full version of this document is available on our Consultation Hub - [postofficeviews.co.uk](https://postofficeviews.co.uk)

**We are committed to engaging and supporting our customers and their representatives as we make changes to the Post Office network. The following Principles will be adopted when communicating about changes to your local Post Office branch.**

We will **Notify** - where we are informing customers of changes around:

- Opening hours
- Unplanned closure<sup>1</sup>/ planned service interruption
- Re-opening of a closed branch in the same site
- Opening a new branch unrelated to a previous closure
- Location used by a Mobile Post Office within a community
- Franchising of a Directly Managed branch in its existing site where there are no changes to access to the Post Office serving point

We will display a poster in branch (or nearby if appropriate) to notify customers of the above changes, aiming to provide four weeks' notice. Four weeks' notice may not be possible for an unplanned change, and in these instances, we will provide notice as soon as we are able to. For closures we will include details of the nearest alternative Post Offices and our customer helpline/textphone.

We notify locally elected representatives including but are not restricted to the Member of Parliament, Scottish Parliament, Welsh Parliament, or Northern Ireland Assembly, Local Authority Chief Executive, Ward Councillors, Parish or Community Council, selected charities, local Citizens Advice, Age UK, Northern Ireland's Disability Action and Northern Ireland's Rural Community Network. They are also encouraged to share all information additionally with local groups and organisations who they believe have an active interest in changes to their local Post Office.

**These Principles have been agreed with Citizens Advice, Consumer Scotland and the General Consumer Council for Northern Ireland, the independent statutory consumer advocacy bodies.**

What to do if you feel these Principles haven't been followed:

Please get in touch so we can investigate your complaint. We'll explain in our reply whether we believe we have followed our Principles of Community Engagement and will provide you with the contact details for the relevant consumer advocacy body (Citizens Advice, Consumer Scotland, or the Consumer Council for Northern Ireland) if you're not satisfied with our response. The consumer advocacy body will independently assess whether we have followed the Principles of Community Engagement process (rather than the decision itself) and recommend any actions with respect to the complaint.

**Postofficeviews.co.uk**

**[Comments@postoffice.co.uk](mailto:Comments@postoffice.co.uk)**

**FREEPOST Your Comments**

**Call: 03452 66 01 15**

**Textphone: 03457 22 33 55**

<sup>1</sup>Where the closure is unplanned, the service provision in the area will be reviewed based on current usage, modelling and availability of any suitable replacement or alternative service model. A commercial decision will be made if to actively seek to replace the closed service and will not be subject to public consultation.

# UPDATE: JULY 2025

## Woughton Community Council



### Cameras currently deployed:

- **Lloyds, Coffee Hall**
- **Marshworth, Tinkers Bridge**

## July Findings:

### Lloyds, Coffee Hall:

Install date: 13<sup>th</sup> March 2025

#### Reason for install:

This camera is in place due to reports of parking issues.

#### Reports/Identified Incidents:

We received a request to review footage regarding an incident on the 15<sup>th</sup> July 2025. We supplied this footage to Thames Valley Police.

On the 30<sup>th</sup> July 2025, we received a request from a member of the public regarding a suspected hit and run involving their vehicle. We reviewed the footage and advised on this.

#### Outcomes:

There are no outstanding outcomes for this location.

#### Status:

We are continuing to review this camera regularly.

#### Redeploy?

N/A

## **Marshworth, Tinkers Bridge:**

Install date: 13<sup>th</sup> March 2025

### Reason for install:

This camera is in place due to reports of ASB.

### Reports/Identified Incidents:

We received a request to review footage regarding a serious road traffic collision on the 15<sup>th</sup> July 2025. We supplied this footage to Thames Valley Police.

### Outcomes:

There are no outstanding outcomes for this location.

### Status:

We are continuing to review this camera regularly.

### Redeploy?

N/A

# UPDATE: AUGUST 2025

## Woughton Community Council



### Cameras currently deployed:

- **Lloyds, Coffee Hall (Taken Down)**
- **Marshworth, Tinkers Bridge (Taken Down)**
- **Barnfield Drive, Netherfield**

## August Findings:

### Lloyds, Coffee Hall:

Install date: 13<sup>th</sup> March 2025

#### Reason for install:

This camera is in place due to reports of parking issues.

#### Reports/Identified Incidents:

There were no reported incidents during the month of August.

#### Outcomes:

There are no outstanding outcomes for this location.

#### Status:

N/A

#### Redeploy?:

This camera has now been taken down.

## **Marshworth, Tinkers Bridge:**

Install date: 13<sup>th</sup> March 2025

### Reason for install:

This camera is in place due to reports of ASB.

### Reports/Identified Incidents:

There were no reported incidents during the month of August.

### Outcomes:

There are no outstanding outcomes for this location.

### Status:

N/A

### Redeploy?

This camera has been taken down.

## **Barnfield Drive, Netherfield:**

Install date: 7<sup>th</sup> August 2025

### Reason for install:

This camera is in place due to reports of ASB.

### Reports/Identified Incidents:

We received a request to review footage for the 12<sup>th</sup> August 2025 regarding an incident in the area. We supplied the footage to Thames Valley Police for review.

### 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 – 15<sup>th</sup> September 2025*

*Agenda Item SC 45/25*

## **PURPOSE OF REPORT:**

## **RECOMMENDATION:**

1. That the committee notes the report.

## **MAIN ISSUES AND CONSIDERATIONS:**

Following the recent events over summer, this paper looks forward to the forthcoming events, namely the Apple Day(s), Remembrance Events and Santa Sleigh provision.

### **Apple Day**

Saturday 27<sup>th</sup> September 2025, taking place at the Community Garden. This event will be similar to previous years, with children supported to collect apples / pears from the local area, bring them back to the garden where they can be washed, scrapped, squeezed and juiced. There will be other events that run alongside within the garden and this will provide an opportunity for people to visit the space, talk to councillors and officers and enjoy the juice that is made. There will also be a BBQ with a sausage sizzle (vegetarian and vegan options available).

There is a further event planned for Saturday 18<sup>th</sup> October, which is the Parks Trust Apple Day in eth Woughton on the Green orchard. This is a chance to further extend our reach (and equipment!) into our neighbouring parish, where we see many Woughton parishioners as well as supporting the Parks Trust.

### **Remembrance**

The Children's Parade will be taking place as usual, on Tuesday 11<sup>th</sup> November this year. Preparations are well underway, with agreement that we will close the café that day and that the usual café volunteers will, instead, support the provision of the refreshments to the attendees. We should also consider whether we need to move the timings of the community fridge for that day. A fuller update will be provided at the meeting, as a further gathering of the partners is due between the writing of this paper and this meeting.

### **Santa Sleigh**

The 'sleigh' is booked for the week of 15<sup>th</sup> – 20<sup>th</sup> December with the Saturday currently the only day that it is booked (to visit Tinkers Bridge, as usual, from around 4pm). As previously agreed, WCC will make arrangements with Santa to drive around each estate, but he is unable to provide elves or presents (due to industrial action and the new tariffs imposed) so any additional elements will need to be covered by councillors / resident associations / external groups. Some councillors have previously helped fund this type of support through their allowance (£200 each per year), so you may choose to try this. To ensure that all goes smoothly and that everything is in place (risk assessments, plans, staffing, etc.) everything will need to be agreed and in place by 1<sup>st</sup> December. Anything proposed after this date will not happen.

## **STAFFING IMPLICATIONS:**

There will, as usual, be officer support to all these events, which is agreed and in place.

**FINANCIAL IMPLICATIONS:**

All events are covered within existing budgets, but if additional bits are wanted for estates with regard to Santa visits, these will need to be budgeted elsewhere.

**SUGGESTED PROPOSAL:**

For information only, but councillors are encouraged to attend events and provide preferences for Santa visits, so preparations can be made.

**AUTHOR**

Steve McNay – Council Manager

# WOUGHTON COMMUNITY COUNCIL

Services and Communities Committee – 15<sup>th</sup> September 2025

Agenda Item – SC 46/25

## **PURPOSE OF REPORT: Proposal for a Kickback Kitchen pilot**

### **RECOMMENDATION:**

1. That the committee notes the report

### **MAIN ISSUES AND CONSIDERATIONS:**

## **Kickback Kitchen Proposal**

### **Purpose**

To seek approval for launching a 12-month pilot of Kickback Kitchens during an 18 month period for a new sites in Wolverton, Woughton / Coffee Hall and Great Linford / Conniburrow, delivering just, good food for all through self-financing community meal hubs.

### **Our Purpose**

Kickback Kitchen provides Just, good food for all, via 'Chip-in-what-you-can' meals cooked in under-utilised kitchen spaces, keeping money within the neighbourhood and redistributing food wealth with dignity.

### **What is Kickback Kitchen?**

Kickback Kitchen is an innovative, community initiative tackling poor nutrition and its root cause: poverty. Local, paid cooks prepare nutritious, ready-to-reheat meals in under-used kitchen spaces which are available free to collect. Users are then invited to 'chip in what they can', based on the actual costs we share, via private email and phone messages

### **Our proposal**

To unlock measurable social impact from your under-utilised community kitchens by developing self-financing community meal hubs.

### **Why It Matters**

13.9% of UK households are currently experiencing food insecurity, increasing to 31.1% amongst single-parent families\*. At the same time, more than 64.5% of adults are obese\*\*, and one in three children leaving primary school is overweight or living with obesity, with one in five classified as obese\*\*\*. These are symptoms of the same issue - poverty.

Kickback Kitchen's self-financing model provides paid work to the local community, reduces domestic energy use through centralised cooking, by cross-subsidising healthy meals within the community without inducing stigmatisation. The aim is to provide nutritious meals whilst simultaneously addressing the underlying cause - poverty.

The pilot's proof-of-concept in Ilfracombe:

- served 670+ meals to 57 active families
- 69% of Kickbackers contributed at or above the ready-to-reheat meal's cost, generating a financial surplus against the costs of ingredients, labour, packaging and energy
- utilised 35kg (14%) of circular ingredients
- generated £34 energy cost savings for families\*,
- reduced carbon footprint by 370kg CO2e through central cooking\* (\*estimates based on published data)

*A Mum with a daughter who has cerebral palsy said:*

*"It's amazing. Thank you so much. I've had to take on 2 evening jobs to help with the rise of everything and this will really help us. With their clubs and Leah's therapy classes it just takes the stress away a little bit. So thank you."*

Our intention in Milton Keynes is to also include single older adults and integrate metrics in relation to isolation and community cohesion. The fact that Kickbackers in Ilfracombe christened the service 'Lasagne Tuesdays' suggests that by engaging the whole community, it can be a unifying force.

## **Why Now?**

The first Milton Keynes service launches at Glebe Farm School in September 2025, serving 15 families and expanding school-wide by the end of Autumn term 2025. This proposal is one of three additional sites within the MK Community Fridge Network that we want to rollout. Through conversations with community stakeholders, we would love to work with your organisation as one of these expansion sites, with strong interest already shown by Helen Innes, Steve McNay and Tommy Hayes.

**Whole project duration (three new sites):** 18 months

**Proposed launch:** January 2026–June 2027

**Funded by:** Hubbub & Innovate UK

## **Benefits to Your Community**

Kickback Kitchen delivers:

- A free-at-point-of-collection revenue-generating meal service, funded through a cross-subsidy model within the community
- Paid roles for local coordinators and cooks, boosting job skills and community resilience.
- Stigma-free access that strengthens neighbourhood connections (e.g., Ilfracombe's popular "Lasagne Tuesdays").
- Uses spare capacity in under-used community kitchens, reducing waste, carbon emissions and household energy costs.
- Use surplus ingredients that lower costs and minimise food waste.
- Partnerships with trusted local organisations to improve uptake and outreach.

## **Kickback Kitchen and Hubbub will provide:**

Funding, an operational toolkit, recipes optimised for cost, nutrition and the community, branded promotion templates, IT systems for financial management and impact reporting, and ongoing project support via the Community Fridge Network.

## **Expectations of Your Organisation**

- Manage the site budget, recruit and employ local staff and oversee project delivery.
- Provide a kitchen facility and ensure it has appropriate insurance.
- Engage the community to recruit 'Kickbackers' using the operational system provided
- Oversee the collection of ready-to-reheat meals
- Engage and promote the project to ensure it becomes a locally owned and embedded initiative.

## **Budget Per Site**

Kickback Kitchen and Hubbub have secured £30,000 per site for delivery in Wolverton and Greenleys Parish, Woughton Parish and Great Linford Parish. This funding is sufficient for the 12-month pilot and requires no additional funds from the organisation.

The funding includes forecast consideration for costs based on the following assumptions:

- Staff costs\*
- Overheads - training £75,
- Insurance - £200
- IT - £120
- Additional kitchen equipment needed for preparing meals - £250
- Additional storage needed for dedicated project use (freezer/fridge) £2500
- Local marketing - £250
- Packaging - £0.20 per meal
- Ingredients - £1.50 per meal
- Energy - £0.39 per meal

This funding is intended to enable your organisation to evaluate what your kitchen/community needs and to manage them accordingly within this budget to deliver project success. Funds must be ringfenced for this project. We appreciate there will be existing costs e.g. staff time, energy, insurance, overheads etc. included within existing operations that need to be accounted for from this funding.

\* staffing assumptions:

- Project Manager – £35k p.a, 25% indirect cost of employment, 11% FTE (0.5 days/week)
- Project Coordinator – £24k p.a., 25% indirect cost of employment, 40% FTE (2 days/week)
- Chef – £19 per hour, output of 60-meals per hour

These forecast costs are based on the assumption that income will be generated for the service via the contributions.

As part of developing the Kickback Kitchen model, at least one of the planned 3 new sites in Milton Keynes will operate as a collection only site and funding will adjust accordingly.

## **Job Descriptions:**

### **Project Manager**

Responsible for overseeing the delivery and development of the Kickback Kitchen programme at the location. Duties include managing kitchen operations, supervising staff and volunteers, coordinating logistics, and ensuring compliance with food safety standards. The role also involves monitoring financial performance, maintaining records, and contributing to programme evaluation and strategic planning.

### **Key Responsibilities:**

#### **1. Operational Oversight**

- Manage weekly meal preparation and distribution
- Ensure food safety compliance and kitchen hygiene standards
- Ensure allergy labelling is up to date and clearly marked up on meals
- Coordinate ingredient sourcing and stock management
- Supervise catering staff and volunteers

#### **2. Programme Coordination**

- Liaise with school staff, suppliers, and community partners
- Ensure external communications are regularly delivered
- Support resident engagement and communications
- Ensure smooth delivery of the “chip-in” contribution model
- Troubleshoot operational issues and maintain service continuity
- Liaise with families/residents

#### **3. Monitoring and Evaluation**

- Track ingredient costs, resident contributions, and budget performance
- Maintain records and produce simple reports
- Collect feedback and contribute to programme improvement
- Support planning for future expansion to additional locations

### **Project Coordinator**

Responsible for coordinating the weekly ready-to-reheat meal service at the location. Duties include managing communications with participating families, supporting kitchen operations, and maintaining basic records to support programme delivery and evaluation.

### **Key Responsibilities:**

#### **1. Resident Engagement and Communications**

- Facilitate sign-up and participation in the meal service
- Respond to queries via email, messaging, and in person
- Collect and relay feedback from families

#### **2. Operational Support**

- Oversee weekly meal distribution from the school collection point

- Deliver regular communications to maintain regular sign-ups.
- Assist catering manager with ingredient availability
- Participate in food preparation as required (training provided)

### **3. Monitoring and Reporting**

- Record ingredient costs and related expenses
- Track resident contributions and ensure cost balance
- Maintain simple reports and notes to support programme improvement

#### **Chef**

Responsible for preparing and delivering ready-to-reheat meals. Duties include planning menus, managing ingredient use (including surplus and seasonal items), maintaining food safety standards, and supporting the operational team to ensure timely and efficient meal service.

#### **Key Responsibilities:**

##### **1. Meal Preparation and Service**

- Prepare weekly ready-to-reheat meals in line with programme guidelines
- Ensure meals are cooked safely, consistently, and to a high standard
- Support meal distribution and presentation at the collection point

##### **2. Kitchen Management**

- Maintain food hygiene and safety standards in accordance with regulations
- Manage stock levels and ingredient availability, including surplus sourcing
- Coordinate with suppliers and support staff to ensure smooth kitchen operations

##### **3. Programme Support and Improvement**

- Contribute to menu planning with flexibility for seasonal and surplus ingredients
- Record ingredient usage and support cost tracking
- Provide feedback on kitchen processes and support continuous improvement

#### **Expected Outcomes by the end of the 18-month period per site:**

- 300 households signed up to a regular service
- Circa 600 portions prepared each week
- A tested, refined toolkit for scaling to new locations

#### **Summary**

Kickback Kitchen transforms under-utilised kitchens into community hubs that deliver nutritious, affordable meals, reduce carbon emissions, and tackle poverty at its root. The Ilfracombe pilot's success proves the model's impact and financial sustainability.

“The Ilfracombe pilot demonstrated how under-utilised kitchens can become vibrant community hubs—cutting food waste, lowering carbon emissions, and strengthening local ties. Armed with our refined toolkit, we're ready to scale this proven model to new locations and continue tackling poverty at its root.”

— Chris Holmes

“Milton Keynes residents’ generosity is already proven through their support of community food projects across the city. Kickback Kitchen enables local people to create and access nutritious meals that build stronger communities and improve resilience”

— Helen Innes

### **Suggested Proposal**

That Woughton Community Council will:

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

### **AUTHORS**

Steve McNay – Council Manager

Helen Innes - Local Project Lead

## **Annex 1 - Main issues and considerations**

### **1. Risks & Dependencies**

#### **Labour Markets:**

- Risk: Challenges in recruiting trained food-service staff, especially cooks and chefs,  
Mitigation: Leverage relationships with community volunteer groups and local civic organisations to identify aspiring cooks

#### **Venue & partners:**

- Risk: Consistent availability of community kitchen spaces and suppliers  
Mitigation: Establish multi-year framework agreements with primary venues, maintain a vetted roster of backup kitchens, and negotiate tiered supplier contracts to guarantee supply continuity.
- Risk: ongoing stakeholder support  
Mitigation: Roll out a structured engagement plan featuring quarterly briefings, transparent impact dashboards, community open-house events, and a local ambassador network to sustain buy-in and advocacy.

#### **Self-Financing Model:**

- Risk: Insufficient User Contributions  
Mitigation: Our pilot validated the behavioural pricing model (69% paid at or above cost). Behavioural optimisation of the 'chip-in' process. Community "twinning" to pair more affluent communities with less.
- Risk: Food inflation  
Mitigation: Menu agility through flexible base recipes (e.g. lasagne ragu) allows substitution based on seasonal or surplus availability. Monitored quarterly using inflation trend data with support from Chartwells (Kickback Kitchen partner)

#### **Food supply**

- Risk: Food supply variability  
Mitigation: Staggered integration of 'lost', leftover, and local (LLL) ingredients begins with established supply relationships (e.g., Fareshare/SOFEA community food membership and Food Connect MK). Traditional wholesalers provide balancing stability.

#### **Community Sensitivities**

- Risk: Stigmatisation of low income families  
Mitigation: Kickback Kitchen is explicitly a whole community service, positioned as 'A night off...' to be universally appealing. The ready-to-reheat meals are free at the point of collection and the 'chip in what you can' process is managed through private and confidential channels (email/ SMS)
- Risk: Inclusivity  
Mitigation: A process, 'Grandma's Grub' is used to engage the community in expressing their favourite meals, which then form the basis of Kickback Kitchen's meal selection,

addressing diverse dietary and cultural needs. These recipes are then optimised to balance nutrition, cost and ease of assembly whilst still delivering tastes households love.

## **Logistics & Compliance**

- Risk: Food safety  
Mitigation: working with established kitchens and their HACCP processes, certified staff, and necessary permits/licences.
- Risk: Poor storage & waste management  
Mitigation: cold-chain logistics and recycling contracts.
- Risk: Insurance & safeguarding  
Mitigation: public liability cover, DBS checks.
- Risk: Accessibility  
Mitigation: Kickback Kitchen collection points will be in existing community locations offering step-free access, clear exits, and parking considerations.

## **Equality, Diversity & Inclusion (EDI)**

- Risk Cultural Sensitivity:  
Mitigation: Menus will be co-designed with local community representatives to reflect diverse dietary customs. Promotional materials and digital prompts can be translated into key local languages.

## Annex 2 - References

\*Food Foundation (2025) Food Insecurity Tracker: Round 16 – January 2025. Food Foundation. Available at: <https://foodfoundation.org.uk/food-insecurity-tracker> (Accessed: 1 September 2025)

\*\*NHS Digital (2025) Obesity profile: short statistical commentary, May 2025. GOV.UK. Available at: <https://www.gov.uk/government/statistics/obesity-profile-may-2025-update/obesity-profile-short-statistical-commentary-may-2025> (Accessed: 1 September 2025)

\*\*\*Office for Health Improvement and Disparities (2025). Obesity, physical activity and nutrition. Fingertips, Department of Health and Social Care. Available at: <https://fingertips.phe.org.uk/profile/obesity-and-health-behaviours> (Accessed: 1 September 2025)

# WOUGHTON COMMUNITY COUNCIL

*Services and Communities Committee – 15<sup>th</sup> September 2025*

*Agenda Item SC 47/25*

**PURPOSE OF REPORT: To discuss ideas regarding Community Energy programme for Woughton**

**RECOMMENDATION:**

1. That the committee notes the report.

**MAIN ISSUES AND CONSIDERATIONS:**

Following an approach from MK Community Energy (MKCE), the Council Manager had an online meeting with Jane Grindley and Kirsty Forshaw from that organisation, to discuss potential options for Woughton. The following is an overview of the meeting:

---

---

The discussion focused on the development of a pilot project aimed at providing energy advice through a pop-up service, targeting homeowners / tenants in Woughton. Jane Grindley outlined the challenges faced by residents, particularly those from diverse socioeconomic backgrounds, in navigating energy efficiency upgrades and grant applications. She advocated for a supportive service that offers independent guidance to help build confidence among applicants.

Steve McNay highlighted the success of retrofitting initiatives in the parish and suggested that a trial of the proposed pop-up service could address the needs of both social renters and private homeowners, particularly in areas like Woughton.

The pair explored strategies to enhance community engagement for energy efficiency events, proposing the use of community cafes and the wellbeing hub as venues for the pop-ups. They discussed upcoming local events that could serve as platforms for outreach and emphasised the importance of marketing the Warmth Home grant effectively to ensure eligible homeowners are informed. The conversation also addressed funding challenges, with Jane Grindley noting reduced financial support from Milton Keynes Council. They agreed on the necessity of organising engagement events outside traditional working hours and proposed potential dates for these events in November, aiming to maximise participation and involve local councillors in the initiative.

---

---

The purpose of this paper is to inform the committee of this option – to provide ‘drop in’ sessions where local residents can come, find out what funding there is (up to £35k for some) and the improvements that can be made using this funding. There is no cost (other than some minor time commitment) from WCC and MKCE will provide the expertise.

**STAFFING IMPLICATIONS:**

Potentially some time to attend / support the events, but these can, initially, be part of existing programmes, such as cafes, etc.

**FINANCIAL IMPLICATIONS:**

None noted.

**OTHER IMPLICATIONS:**

With the recent upgrades to MKCC homes, this would be a good time to enable private owners / renters to see what they can access to make similar improvements to their homes in terms of energy efficiency.

**SUGGESTED PROPOSAL:**

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

**AUTHOR**

Steve McNay – Council Manager