

Woughton Community Council

Wednesday 15th April 2026

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 20th April 2026** 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.

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.



SERVICES AND COMMUNITIES COMMITTEE

20th April 2026

AGENDA

SC 103/25 Apologies:

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

SC 104/25 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 105/25 Questions from the public (maximum 15 minutes):

To receive questions and statements from members of the public.

SC 106/25 Chairs announcements:

To receive announcements from the Chair.

SC 107/25 Minutes of previous meetings:

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

- Monday 16th March 2026.

(Attached)

SC 108/25 To consider a grant application from Macintyre towards a sensory garden

To consider the application and supporting papers and decide on any funding award towards the proposal noted.

Paper and redacted application attached

SC 109/25 To agree to a process for the previously agreed accreditation scheme for Resident Associations

Following discussions at previous meetings, to agree to a formal process for assessing and agreeing accreditation of Resident Associations, with a view to this being part of any annual financial contribution from WCC.

(Process attached – DECISION NEEDED)

SC 110/25 To update provision of PPE / clothing for councillors, specifically relating to the duties undertaken

To consider options for clothing for councillors when undertaking duties on behalf of the council

(Further options to be provided and budget agreed)

SC 111/25 To update on planned events

To update the committee on upcoming events and forward planning

(Paper attached – discussion and decision).

SC 112/25 To further consider the Service Plan for 2026/27



A further update on the Service Plan proposals, with options to add further / remove / adjust, prior to agreement at Full Council in April.

(Plan to be provided on screen – discussion item)

SC 113/25 To consider a programme of reporting for the coming council year

To consider any regular updates or reports that the committee would like to see during the 2026/27 council year, with a view to sharing a ‘calendar’ with members and officers to plan accordingly.

(Discussion and agreement)

Date of next meeting:

To be confirmed at the Annual Meeting on 5th May

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



Woughton Community Council

SERVICES AND COMMUNITIES COMMITTEE

16th March 2026

MINUTES

Present: Ruth McMillan (Vice-Chair – Chair for this meeting), Maggie Ferguson, Michael Ferguson, Penny Glasgow, Luke Louis, Charlie Marsh, D’Anne Mordecai, Deanna Norris, April Rennie, Liz Simpkins, Sue Smith, Lorna Webb, Alan Williamson.

Also in attendance: Steve McNay (Council Manager)

SC 92/25 Apologies:

Apologies were received from Cllrs Scott and Bobey.

RESOLVED - noted

SC 93/25 Declarations of Interest:

No declarations were made.

RESOLVED - noted

SC 94/25 Questions from the public (maximum 15 minutes):

No questions were received.

RESOLVED - noted

SC 95/25 Chairs announcements:

The Chair shared details of the Tinkers Bridge Easter event. The Chair also explained that the renovations at Tinkers Bridge had been postponed, to include a wider range of changes. It was also noted that MK Act received an award from the High Sheriff of Buckinghamshire.

RESOLVED – noted.

SC 96/25 Minutes of previous meetings:

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

- Monday 16th March 2026.

It was noted that there was a missing letter in the final paragraph, which was added to the signed minutes.

Proposed by Cllr McMillan. Seconded by Cllr Rennie.

RESOLVED by way of unanimous vote.

SC 97/25 To consider an approach and any items to include within an accreditation scheme for Resident Associations (RA’s)

Following discussions at previous meetings, the committee considered an approach to accreditation, detailing specific elements that should be included within any scheme. This included links to MKCC policy around accreditation and meeting frequency.

Proposal:

That the policy should include a minimum level of meetings per year, that being a minimum of four (4) meetings, being held quarterly



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

It was suggested that there be a checklist that is assessed by an officer, with the overview then provided to this committee for oversight, ensuring that RA's are meeting the expectations laid out.

There was also discussion around the previous RA's that have previously been in place on Coffee Hall, Beanhill and Eaglestone and concerns that there may have been issues with how those RA's closed, specifically around whether this was done correctly with any resources passed over as stated in governing documents.

Proposal:

That WCC contacts MKCC to request action on 'rogue' RA's, addressing any financial issues, bank account closures and agreed closing processes.

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

It was also suggested that this issue be included in the next meeting so that the committee can monitor the situation.

Proposal:

That the list attached to the agenda, with the inclusion of a minimum of quarterly meetings, will form the basis of the accreditation process, with annual assessments undertaken by an officer, provided to the committee for formal ratification upon which any payments can be made. A formal process to be provided at the April meeting of this committee.

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

SC 98/25 To consider an approach and any funding towards provision of PPE / clothing for councillors, specifically relating to the duties undertaken

The committee considered whether funding should be allocated towards provision of clothing for councillors when undertaking duties on behalf of the council and what type of clothing and / or PPE should be obtained.

It was suggested that coats should be long, to avoid a gap between the coat and any boots. Hi viz should be work and these are branded, so coats could be unbranded. It was requested that sample options be obtained so the committee can consider all possible options.

Updating of the 'grab bags' was also highlighted as needing to be undertaken. It was also suggested that wind up radio options be explored.

Decision deferred for further research and possible 'samples'.

SC 99/25 To provide an update on KickBack Kitchens

An update regarding the funded project to provide 'cook at home' meals, including publicity and recruitment processes was provided.

RESOLVED - noted

SC 100/25 To provide an overview of the BEYOND project

The Council Manager provided a brief 'end of project' update, following the final event, covering the project and to consider future involvement and approaches. A full report will be provided to Full Council. The Schools overview was presented.



RESOLVED - noted

SC 101/25 To provide details of the OU Sustainable Food event and Hip Hop Block Parties

The committee was updated on upcoming events. It was requested that calendar invites are sent to all councillors for all events.

RESOLVED - noted

SC 102/25 To further consider the Service Plan for 2026/27

A further update on the Service Plan proposals, with options to add further / remove / adjust, prior to agreement at Full Council in April. No further suggestions were made.

RESOLVED - noted

Date of next meeting:

Monday 20th April 2026 @ 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 18:57 hours

Signed:

Date:



WOUGHTON COMMUNITY COUNCIL

Services and Communities Committee – 20th April 2026

Agenda Item SC 108/25

PURPOSE OF REPORT: To provide an overview of the grant application submitted by Macintyre for provision of a café and sensory space.

RECOMMENDATION:

1. Committee notes the report
2. Committee decides on funding

MAIN ISSUES AND CONSIDERATIONS:

This is a grant application for £800 towards the costs associated with:

“Community Coffee & Chat morning every Thursday at Macintyre Charity Day Centre, 53-56 Wastel, Beanhill and incorporating/turning the garden green area at the back into an accessible sensory/wildlife garden and to include craft workshops to help achieve this.

This would be open to residents/community to access and be part of the process.

The grant would be used to cover the specific direct costs associated with the event with the goals being community engagement, wellbeing and supporting garden activities for the sensory garden.”

The completed application form is attached.

The proposal is that the centre, based on Beanhill, will create a space which is accessible to the wider community, building stronger relationships with centre users and residents of the estates, through provision of a ‘community coffee and chat’ morning, with an attached sensory / wildlife garden.

The application details the range of equipment needed to enable this work to happen, broken in to key areas – beverage and service equipment, table setup, music, garden and activities.

Beverage and service equipment	£240.42
Table setup	£45.03
Music / atmosphere	£29.99
Garden	£467.90
Activities	£40.88
TOTAL	£824.22

The application is mostly complete, but there are some gaps, where equipment has been noted on the list, but with no cost attached. However, the costs that are stated are more than the amount requested. In addition, there are not three quotes, but this is reflective of the very small costs associated with each element. The costs proposed are very reasonable for the resources noted.

There is a good breakdown of the aims for the project, covering the proposed benefits and impact on participants. The intention is also that the project will bring in income to build sustainability in the longer term.

Please also note 'other implications' below.

STAFFING IMPLICATIONS:

None known.

FINANCIAL IMPLICATIONS:

This is the first application of the new financial year, so there is a full budget available (£8,000)

OTHER IMPLICATIONS:

The application sits outside the policy. The applicant is part of a national body that has an annual turnover of over £70 million and assets / reserves in excess of £50 million. This would usually exclude the application.

The specific project sits within the learning centre that is a local project. Whilst financial figures have not been provided (due to the nature of the charity), it is estimated that the Beanhill project would also sit outside the policy, as turnover is very likely to be above the £25,000 threshold.

Despite these issues, the project itself is one that has some value – locally focused, looking at building community, with social value, environmental and other positive factors. The amount requested is relatively small (10% of the overall grant pot) and the applicant has no previous applications over the past 8 years plus.

The applicant has provided governing documentation and an equal opportunities policy. Other documentation isn't available, due to the set up of the national charity, but much is available via the Chairty Commission website and / or the Macintyre website (e.g. safeguarding vulnerable adults is at <https://www.macintyrecharity.org/download/file/842/>)

BACKGROUND PAPERS:

Redacted application form.

SUGGESTED PROPOSAL:

This is an application for what seems like a good project that has potential to help build stronger community links within the Beanhill estate. The nature of the applicant means that this would usually be declined and, as a result, no recommendation is made from the officer oversight.

AUTHOR

Steve McNay – Council Manager



Office Use Only
Date Application Rece
Minute Number

Woughton Community Council

Communities and Environment Fund Application Form

Please read the Guidance Notes prior to completing this application form. These are available on our website or on request from our offices.

Name of Organisation: - Macintyre Charity 26/02/2026	Date of Application: -
Status of Organisation: - Charity	
State Registered Charity Number: - 250840	

Contact Information for the Organisation	
Contact Name: - Helen Robins (someone who has full knowledge of this application)	Position: - Senior Support Worker
Address: -	
Email Address: - helen.robins@macintyrecharity.org	
Website: - www.macintyrecharity.org	

In the event that your application is successful please state who the grant cheque should be made payable to / please provide bank account details so a direct payment can be made
Payable to:- Macintyre
Sort Code:-
Account Number:-

Chair		
Treasurer	Telephone / Email	N/A
Secretary	Telephone / Email	N/A

Please provide details of 2 **independent** referees (this cannot be anyone related to or living at the same address as the applicant) who has knowledge of the project. This person should be easily contactable and must agree on amounts.

Name:- Debbie Harnett

Address:-

Email Address:- Debbie.harnett@macintyrecharity.org

Telephone Number:-

Name: - Joe Hamilton

Address: -

Email Address: - joe.hamilton@macintyrecharity.org

Telephone Number: -

What are the aims and objectives of your organisation? Please provide full details of your organisation, the work you do and the outcomes you aim to achieve :-

Macintyre's core aim is to help young people, and adults with learning disabilities and/or autism live fulfilling, meaningful lives by supporting them to develop independence, contribute to their communities, and find purpose, focusing on person-centred care, celebrating individual gifts, and fostering strong relationships within the inclusive neighbourhoods.

Build on the community connections we already have within the local neighbourhood – bringing people together and focusing on activities/co-produced projects that create inclusion and benefit the whole community.

Amount Requested: £ 800

What do you require the grant for: Please provide details of the project, giving as much information as possible to enable the panel to fully assess the application?

Community Coffee & Chat morning every Thursday at Macintyre Charity Day Centre, 53-56 Wastel, Beanhill and incorporating/turning the garden green area at the back into an accessible sensory/wildlife garden and to include craft workshops to help achieve this. This would be open to residents/community to access and be part of the process. The grant would be used to cover the specific direct costs associated with the event with the goals being community engagement, wellbeing and supporting garden activities for the sensory garden.

Beverage & Service Equipment: -

Coffee Machine – (Milk frother) – Chefman Store – Espresso machine with milk frother - £74.79 – Amazon

Milkshake Maker/Ice Coffee/ frappe/Macchiato – LIVIVO - £32.99 – Amazon

Straws – Gusto – 200 coloured straws - £6.99 - Amazon.

Mugs – shine planet – 36 White Mugs - £34.76 – Amazon

(Logo/design can be printed on using the print shop at Macintyre Fletchers Mews Centre)

Teaspoons – Pleafind – 36 Teaspoons - £12.34 – Amazon

Amazon Basics Kitchen Metal 3 Tier Serving Cart - £30.63

Serving Utensils: -

Tongs – Homgaty – 8 pack - £10.99 - Amazon

Cake Cutter/Server for handling food - GoGeLi – 5 piece stainless steel - £7.99 - Amazon

Cake stand – Premier Housewares – Rotating Cake Stand – (decorating) - £8.95 – Amazon

HEFTMAN store - Wooden cake Stand with Glass Dome - £19.99 - Amazon

Table Setup: -

Napkins – Resinta – 120 - £8.99 - Amazon

Tablecloths – AKH – 2X Plastic coloured table cloths (£3.89 X 2) - £7.78 - Amazon

Flowers or banners to create a welcoming atmosphere.

Food Safety: - Blue gloves for food handling – RAP – Pack of 100 – Medium - £3.99 - Amazon

Allergen advice labels - BarBits – 100 labels – easy peel off - £3.99 – Amazon

Fridge Temperature probe – INRIGOROUS – Pack 2 - £7.29 – Amazon

Sundry: - Kinsinder - Memo Board – 8pcs hexagon heavy felt cork board – self-adhesive with push pins/clips - £12.99 – Amazon

Atmosphere & Entertainment: -

Music: -

A Bluetooth speaker – Portable –taopodo - £29.99 – Amazon

Sensory Garden Resources: -

Plants/Herbs - 6 Herb plant mix 9cm pots - £15.29 – B & Q

Shrub/ornamental mix – 10 colourful varieties 9cm pots - £44.88 – B & Q

3 Varieties ornamental grasses – 9cm pots - £16.19 – B & Q

1 Black bamboo – 12cm pot - £19.99 – B & Q

Water Feature - Teamson home garden large straight tall water fountain/waterfall - £79.99 - B & Q

Bird Bath/feeder - Happy Beaks garden bird bath feeder, planter and solar light - £34.99 - B & Q

Gardening Gloves – 4 pairs (£1.60 x4) - £6.40 – B & Q

Wind chimes – creative fish glass wind chimes for outside – £7.49 – B & Q

Mirror - Elite Brands UK Round Rainbow wall Mosaic Mirror - £36.00 - Amazon

Lighting – TECKNET – Solar fence lights – 6 pack up-down lighting – coloured -

Bark chips - 60L bag – chunky pine bark - £24.99 - B & Q

Games.

Basic garden tools – garden tool set – 10 piece stainless steel - £31.99 - B & Q
Pebbles – Charles Watson decorative mini river pebbles – 40mm - £17.99 - B & Q
Paint – fence paint – Cuprinol – Garden shades 1L – (£12.99 x 2) - £29.98 - Amazon
Art works - KASESS - 6 piece metal flower wall art - £7.59 – Amazon
OFFCUP - 4 pack metal colourful hummingbird wall sculptures - £6.79 – Amazon
3 pack tropical colourful ghecko wall sculptures - £7.22 – Amazon
Shopagift – Metal poster wall tin – “with special needs comes special powers” A4 -
£10.99 – Amazon
HPNIUB – inspirational/positive wooden wall sign - £10.99 – Amazon
GLOBLELAND – Tree of life metal tin sign - £7.69 – Amazon

Hanging baskets – DIVCHI – Metal hanging fence plant pots - assorted 10 colours -£12.49 -
Amazon
Materials for making mosaics/murals/artwork – Nicoman – 5 piece mosaic stepping stone kit -
£24.99 – Amazon
Indoor Epoxy Floor Paint – Weldphur – Marble effect 1 litre - (2 x £6.99) - £12.98 – Amazon

Materials for making Bird feeders/Insect Houses -

Baker Ross – Pack of 2 build/decorate your own insect hotels - £9.95 – Amazon
Baker Ross – Pack of 2 build/decorate your own Ladybird House - £6.95 – Amazon
FNSIGHD – 100 Pcs wooden craft shapes embellishments to paint - £3.99 – Amazon

ROBUD – Mini greenhouse plant/flower growing kit – educational - £19.99 – Amazon

Activities to be incorporating within the coffee morning session.

The grant will be used to cover the initial cost, but any future money needed to be accessed from other fundraising/enterprising projects and from the centre annual summer community fete.

How have you identified a need for the project (scoring criteria 1)? What consultation, if any, have you undertaken? How did you do this? What were the responses?

This project would serve a valuable opportunity to meet people, foster social inclusion, and gather input for the success of this venture and future community connections.

Building on a stronger more supportive local network.

By direct consultation with residents, accessing local activities and observation of social gaps – often arising from rising rates of loneliness particularly among older adults.

How will the project improve the quality of life for people who live in, work or visit the Woughton Parish area (scoring criteria 3, 6 and 7)? (Peartree Bridge, Eaglestone, Leadenhall, Coffee Hall, Beanhill, Netherfield, Tinkers Bridge, Redmoor and Bleak Hall). Please provide as much information as possible – how will this project change people’s lives? What impact will it have? What do you want the project to achieve? If applicable, how will it impact upon the environment?

This opportunity would improve their quality of life by reducing loneliness, improved mental/physical health through nature, cognitive stimulation, and a safe space for intergenerational connections - open to all ages. Sharing experiences and bringing people together to form new relationships, reducing stress, anxiety and depression by providing a calm environment.

Giving people the opportunity for people to have access to a hot drink/refreshment at a minimal cost.

Accessible calming green space open to the local community - the garden to include the 5 senses: -

SMELL: - Fragrant plant like Lavender, Jasmine, herbs – mint, rosemary.

TOUCH: - Plants with soft leaves (Lambs ears), furry textures, grasses, textured sculptures.

SIGHT: - Bright coloured flowers, - sunflowers, foliage, signage, shapes, patterns – create visual interest, mirrors, lights.

SOUND:- Wind chimes, rustling ornamental grasses, bubbling water feature, bird feeders attract pollinators – soothing sounds.

TASTE:- Edible elements like strawberries, mint, or herbs (safe for eating).

Activities range from gardening tasks to create projects/wildlife conservation – Bird feeders, bird baths, insect hotels, participate in bird watching learn about the environment.

Spreading wildlife seeds – making seed bombs from clay soil, and wildlife seeds to scatter in the garden and potentially around the local neighbourhood green spaces.

Sound mapping.

Scent identification.

Scavenger hunt.

Nature art.

Build a nature fort.

Outdoor exercise.

Look in to inviting a group from the local school.

How will you make this project sustainable in the future, to reduce dependency on grant funding (scoring criteria 2)?

Any monies made will be re invested in this project with the hope to grow/build on this and future community based activities/ideas.

Any extra funds needed will be created by fundraising and social enterprises - Community Fetes and selling handmade goods at local Craft Fayres.

For projects that focus on the environment (scoring criteria 7), please provide details of how the project will make a positive change / impact.

See note above.

When will the project / activity start and finish?

The project will start early spring and be ongoing.

Who will benefit from the grant (scoring criteria 3)?

Adults

Children

Older adults (55yrs +)

Young People (12-18yrs)

Men

Women

The whole community

BAMER communities

Isolated individuals, older adults, new residents, families, people with health concerns, and anyone seeking social connections.

How many beneficiaries of the project/activity reside or work in the Woughton Parish area?

The project will be open to all Residents/Communities that are part of the Woughton parish area and the people we support who attend the learning centre on a Thursday (approximately 12).

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How have you reached this figure? Please explain the process you used :-

Through attending local events/activities and talking to people from the local area the response has been very positive, highlighting benefits such as mental well-being, increased social connections, skill building and access to a calming green space. The feedback also emphasised a desire for a safe, welcoming space to connect with neighbours.

Researching online shows initially, an average attendance for a small/medium coffee morning at between 12 – 15 people in a specialised intimate session increasing to 20 – 30 when more established.

Woughton Community Council priority is poverty, with 3 focus strands. Please tick which is appropriate to your project (scoring criteria 6)

Youth

Food

Advice

How does your project meet the priorities identified above?

Hot drink /refreshments in a warm safe environment (helps reduce energy costs at home).

Volunteering opportunities – empowerment.

Reducing social isolation.

Connecting residents/information sharing.

Direct low-cost support.

Low-cost hot drinks/refreshments.

Reducing stigma – space where people feel heard and supported.

New relationships/friendship opportunities.

Helps reduce crime rate by providing a safe environment and tackle anti-social behaviour, by building on communication, trust and respect through improved community bonds between residents and their peers.

Project Finances (scoring criteria 5)

Please give a breakdown of the total cost of the project for which you are applying, and how much you are requesting from Woughton Community Council

Please see breakdown of the total costs applied for under the heading above - 'What you want the Grant for'		
Item	Cost	Amount requested
Beverage/Service Equipment	£240.42	£240.42
Table Set Up	£45.03	£ 45.03
Music/Entertainment	£29.99	£29.99
Sensory Garden Resources	£442.91	£442.91
Sensory Garden Activities	£40.88	£40.88
	£	£
Total	£ 799.23	£ 799.23

Do you expect the activity/project to generate an income? Yes No

If so, how much? £

How will the income be used? Any profit made will go back to be used by the people we support - into Macintyre Charity's Lifelong Learning fund.

How will you raise any outstanding balance?

Through fundraising and enterprise.

Have you made an application to any other funders for this project/activity, or do you intend to? If so, please tell us who they are, how much you have requested and when you expect a response.

Macintyre charity has not made any other applications for this project or has any future plans to do so.

Funder	Amount requested	Amount awarded	Response date
	£	£	
	£	£	
	£	£	
	£	£	

How will you know if the project has been successful? If your project is successful, you will be asked to provide an evaluation, so please consider how you will show success – testimonials, feedback forms, statistics (number of people, demographics etc) could all be used to support this.

Through participant's feedback (enjoyment, connections, and mental health improvements), high attendance, diverse engagement (ages, gender, and abilities), visible community spirit, increased time spent outdoors, positive inputs e.g. shared successful fundraising.

Repeat visits/new friendships.
 Testimonies/feedback written in the visitor's book.
 Record how many people attend.

I confirm that the information contained within this form is correct and that I have attached the required documents

Name:- Helen Robins Position:- Senior Support Worker Date:- 26/02/2026
Signature:-

Please note, you may also be asked to give a short presentation to the Services Committee or at the Chairs Awards on how the grant has benefitted the local community.

By returning this form you will have given permission under the Data Protection Act 2018 to have your details registered on the Woughton Community Council database. Woughton Community Council will only use this information to provide you with details of schemes and events which may be of interest to you. Please tick this box if you do not wish to receive this information

Accreditation scheme for Resident Associations.

Background

Woughton Community Council (WCC) is eager to support local Resident Associations (RA's) that operate within the seven (7) estates of the parish; Peartree Bridge, Eaglestone, Leadenhall, Coffee Hall, Beanhill, Netherfield and Tinkers Bridge. This support covers a range of things, including an accreditation scheme that, when completed, results in a financial contribution towards running costs (£500 annually, as of May 2026).

In addition, accreditation will ensure that the RA is 'recognised' as *the* estate based association and as such, is able to access additional support mechanisms, such as:

- Access to community venues for events and activities
- Access to training and development opportunities
- Access to equipment and resources loaned by WCC
- Space within the Gazette newsletter, website and social media channels to advertise events, activities and meetings
- Support with funding, grant applications and similar.

Accreditation elements

An accreditation scheme ensures that the RA's supported are delivering high quality support to the communities of the parish and delivering their organisation in a legal, compliant way, aspiring to best practice.

Residents Associations will need to evidence the following to be accredited by Woughton Community Council:

- That they are open and transparent in their provision, providing agendas and minutes in advance of meetings and welcoming ALL members of the public to be involved
- That they invite WCC to attend RA events
- That they *consider* requests from neighbouring RA's to borrow / rent equipment owned or managed by the named RA with guarantees / insurance for damage underwritten by WCC
- That they offer space on WCC funded trips to neighbouring RA's, if they are not fully subscribed and to consider collaborative approach to trips to provide different destinations
- That they send a representative of the RA to the WCC arranged 'RA's Forum' at least twice annually, and preferably each time
- That they communicate issues that falls under the remit of WCC to the appropriate officer / member for action. This includes (but is not limited to); fly-tipping, litter and waste issues, faulty equipment (including play parks and street lighting), anti-social behaviour and similar
- That they encourage applications from local community groups to the WCC Grant Aid programme
- That they promote inclusion, equality and diversity within all activities (except where limited by nature of event, e.g. a youth club or older persons dinner).

- That they act professionally in all aspects of delivery, promoting positive impressions of the parish and working towards the betterment of their estate(s) and the parish of Woughton as a whole.
- That they hold a minimum of four (4) meetings a year on a quarterly basis. Ra's may choose to meet more often.
- That they hold suitable insurance policies, covering public liability as a minimum

In addition to the above, the accreditation process will also include a review of financial records, to ensure these are complete and correct. This would usually be covered by an independent review and provision of a 'sign off' by that reviewer.

Process

The accreditation will be managed by an officer of WCC. This will include a request to provide evidence of the above in advance of a meeting between the officer and representative(s) of the RA. This will take place between January and March each year.

Evidence may include:

- Newsletters, websites, social media posts, etc.
- Agendas and minutes from meetings
- Details of any activities undertaken
- Provision of relevant policies and procedures (governing documents, safeguarding, equal opportunities, financial policies, etc.)
- Insurance certificates and policies
- Financial records

At the meeting between WCC and the RA, any queries will be addressed, any further evidence discussed and any gaps addressed.

A report will then be provided to the RA within 15 working days.

If accreditation has been reached, this report will be included in the next Services Committee meeting, with a view to formal ratification. If agreed, payment of the annual grant will be made, and the association will be 'recognised' by WCC for the coming year.

If there are any areas that need further work, have missing evidence or in other ways mean that accreditation has not been reached, WCC will offer further support to the RA. A further review will be agreed within one (1) month of the initial report being issued. If, at this time, the issues have been resolved, accreditation will be awarded, as above.

Appeals

If after the second review, the association has not managed to address the issues, accreditation will NOT be awarded that year. The association has the right to appeal this decision to the Services Committee, who will review the application. The decision from the committee is final and the association will not be able to reapply until the following calendar year.

WOUGHTON COMMUNITY COUNCIL

Services Committee – 20th April 2026

Agenda Item SC 111/25

PURPOSE OF REPORT: To update the committee on planned events

RECOMMENDATION:

1. That the committee notes the report and consider the proposal below

MAIN ISSUES AND CONSIDERATIONS:

The following events are taking place over the coming months. Councillors are welcome at all events and if any would like to have a more defined role at any, please contact the Council Manager for information.

May 2026

The poster is titled 'BLOCK PARTIES' in large, red, stylized letters. Below the title, it says 'WITH BREAK TO THE BEAT MUSIC DJs ARTISTS'. There are images of a DJ at a turntable and a breakdancer. Logos for 'MK HIP-HOP' and 'LIVING ARCHIVE' are visible. The event details are as follows:

Location	Date & Time	Address
Coffee Hall	Sunday 10 th May, 12pm-3pm	Coffee Hall Barista Park what3words /// rocky.moth.crowd Opposite No 105 loudhans, Coffee Hall, MK6 5DR
Netherfield	Saturday 16 th May, 12pm-3pm	Netherfield Meeting Place what3words /// brietlummy.pardon Between Farmborough and Beullemant, MK6 4HS

Additional text on the poster includes 'FREE!' with a paint splatter graphic, 'Refreshments available', and logos for 'LOTTERY FUNDED', 'ARTS COUNCIL ENGLAND', 'Milton Keynes City Council', and 'Woughton Community Council'.

As part of the wider Living Archive project, recognising and documenting the role that Hip Hop has played within the city, Woughton will be hosting two (2) block parties during May.

These will include music, dance, street art, with refreshments available.

LET'S TALK FOOD, COMMUNITY & THE FUTURE

Sustainable Food Futures

An Open Day on Sustainable and Healthy Food

The Open University is partnering with Woughton Community Council to explore how we can make future food both sustainable and healthy.

We warmly invite you to drop-in for a day filled with conversations, arts reflections, lived experiences and academic insights.

Please come and share your views and help shape future thinking about the future of food.



Come and join us on Wednesday, 20th May 2026

Anytime between 1 pm and 7 pm

Together, we can explore how food connects environment, health and community.

- Share your experiences & hopes about food
- Discuss challenges around sustainability
- Explore ideas for healthier food systems
- Connect with OU university researchers
- Help shape future research and initiatives

Location: Eaglestone Activity Centre, Harrier Court, Eaglestone, MK6 5BZ

Cake and coffee: all day
Lunch: 1 - 2 pm
Dinner: 6 - 7 pm

- All welcome – free to attend
- All collected data will be anonymised

For more information or to register interest with WCC: reception@woughtoncommunitycouncil.gov.uk or 01908 395681
Your contact at the OU: Dr Maria Nita, m.nita@open.ac.uk

Working with the Open University, this event aims to reflect upon what food means to people, explore views on sustainability of food, look at how food 'systems' could be healthier and help shape the work being undertaken on this project in the future.

All are welcome and there will be food (see poster).

Also note that the initial version of the new Trails App will be 'soft' launched during May, with a view to updating and improving over the coming months.

June 2026

We Live Here Beneath the Surface
WOUGHTON COMMUNITY GARDEN
SATURDAY 13 JUNE | 11AM-4PM
*BETWEEN 102-104 ROCHFORDS, COFFEE HALL, MK6 5DJ

Join us for this art and nature based event exploring the hidden world 'Beneath the Surface' at the Woughton Community Garden.

What lives below our feet, underground-within the soil? From the earthworms that work the soil, to the microbes and fungi that break compost and leaf litter down, we explore what lives below our feet creating fertile soil in which to grow food.

Fun for the whole family

- GIANT BUGS BY ALICE BOLAND-RHODES
- AR EXPERIENCE BY STUDIO SAM
- WILDLIFE ID
- BUG HUNT
- PLANT YOUR OWN SEED
- NATURE SURVEYING
- COMPOST DEMO
- AND MORE...

FREE

To book go to miltonkeynesartscentre.org or call 01908 608108

Milton Keynes Arts Centre



Working with MK Arts Centre, this event covers a range of activities up at the Community Garden. Suitable for the whole family, this looks like a great event (especially if the sun shines!).

In addition, Wheelie Big Picnic will take place on Saturday 27th June, between 12 noon and 4pm. With loads of rides, activities, partner organisations, food, music and a 'festival' atmosphere, this event will build on the really positive feedback from the past couple of years events, with something even bigger!

For EVERYONE in the community to join in with – further publicity to come shortly, once all partners agreed and in place.

July 2026

29th July – 11am – 3pm

Peartree Bridge Picnic. Working with the Parks Trust, this will build upon the previous two years of activity with this event, bring more 'stuff' to the field and encourage more residents to attend.

August 2026

Summer programme – details TBC

September 2026

Saturday 5th September – FESTIVAL.

It is suggested that this remains similar to the previous two years, based on Netherfield and taking a similar approach (stalls, stage, inflatables, etc.). If the committee considers an alternative would be preferable, please propose alternatives to enable sufficient time to plan accordingly.

December 2026

Santa Sleigh to take place on the week of 14th December. It is suggested that any estate based activities are considered as early as possible, to enable suitable planning and delivery of any WCC expectations and to ensure project plans are in place by end of October.

Additional

As agreed previously, both listening events and outdoor estate based activities are in the process of being agreed. Attached are two (2) papers prepared by the Community Development Officer, covering these proposals. Committee is invited to comment and agree / suggest any alternative approaches.

STAFFING IMPLICATIONS:

These activities are all within the agreed plans and reflect staffing capacity. Involvement of councillors within the estate based activities (listening and picnics) was previously agreed by council.

FINANCIAL IMPLICATIONS:

Currently working within the agreed budgets and sourcing any additional funding that may be available. This will include any sponsorship opportunities, grant funding and donations in kind / partner involvement.

BACKGROUND PAPERS:

Resident Listening Assemblies in Woughton
Outdoor Community Events

SUGGESTED PROPOSAL:

That the committee offers any views on the proposals for outdoor events and listening assemblies and that work commences on a formal programme.

AUTHOR

Steve McNay – Council Manager

SC 111/25a

Proposal: Outdoor Community Events “Picnic in the Park” – Community-Led Events Across Woughton

1. Purpose

This paper proposes a programme of simple, community-led “Picnic in the Park” events across all seven estates in Woughton during spring/summer 2026.

The aim is to:

- create informal spaces for residents to come together
- build relationships at neighbourhood level
- identify and support emerging community leaders
- provide a natural entry point into **Resident Listening Assemblies**

This approach aligns with the role of parish councils as the first tier of local government, supporting residents to shape their communities.

2. Approach

These are not traditional, fully programmed events.

They are **light-touch, resident-facing spaces** that WCC enables rather than delivers.

At minimum, each event is simply:

“Picnic in the Park – bring food, bring a blanket, bring yourselves.”

From this starting point, activity can grow depending on resident involvement.

3. Delivery Model (Scalable)

Each estate event will sit at one of three levels:

Level 1 – Basic Picnic (Default)

- WCC co-ordinates initial meetings with interested parties/potential stakeholders, sets date and promotes
- Residents attend informally
- Minimal staff presence (1–2 officers)

Outcome: visibility, initial engagement, informal conversations

Level 2 – Supported Community Picnic

- Residents and councillors help shape the event
- WCC provides light infrastructure (e.g. gazebo, games, tea/coffee)

Outcome: early ownership and participation

Level 3 – Resident-Led Event

- Residents take a lead role in organising elements (food, music, activities)
- WCC supports with permissions, equipment, and small-scale logistics

Outcome: genuine community leadership and foundation for ongoing activity

4. Locations (Indicative)

Events will take place in accessible green spaces within each estate:

- Beanhill
- Coffee Hall
- Eaglestone
- Leadenhall
- Netherfield
- Peartree Bridge
- Tinkers Bridge

Final locations will be confirmed with local knowledge and resident input.

5. Timeline

April 2026 – Preparation and Engagement

- Identify and speak with active residents and local connectors
- Engage councillors in a facilitative (not directive) role

- Promote the idea informally through existing networks (cafés, schools, faith groups, community fridge users)
- Confirm initial dates and locations

May – July 2026 – Delivery

- Roll out events across all estates.
- Start with **Coffee Hall and Eaglestone** as initial pilots
- Adapt approach based on learning from early events

At Events

Focus is on:

- conversation
- relationship-building
- identifying residents who want to be involved

Avoid over-programming. Keep structure minimal.

Post-Event

- Capture light contact information where appropriate
- Follow up with residents who show interest
- Directly invite participants into **Listening Assemblies**

6. Roles and Responsibilities

Woughton Community Council (WCC)

- coordinate overall programme
- provide light infrastructure and support
- remove barriers (permissions, equipment, insurance where required)
- connect residents and partners

Councillors

- act as connectors and encouragers
- support engagement within their estates
- avoid directing or dominating activity

Residents

- attend and participate
- shape and develop activity where willing
- take increasing ownership over time

7. Link to Resident Listening Assemblies

The Picnics act as a **precursor and feeder** to Listening Assemblies.

They:

- build trust and familiarity
- create low-pressure entry points
- identify individuals interested in shaping local priorities

Residents engaged through picnics will be invited into:

- estate-based Listening Assemblies, and/or
- wider Woughton-level conversations

8. Measures of Success

Success will be assessed qualitatively rather than purely numerically. Indicators include:

- new residents engaged
- visible interaction between neighbours
- identification of 2–5 engaged residents per estate
- progression from basic picnics to more resident-led activity
- attendance and participation in subsequent Listening Assemblies

9. Practical Considerations

- Keep costs low and proportionate
- Use existing WCC equipment where possible (e.g. gazebo, trailer)
- Maintain a light-touch approach to risk (informal gatherings where appropriate)
- Ensure flexibility (events remain valuable even with low turnout)

10. Recommendation

That WCC:

1. Approves the delivery of a **Picnic in the Park programme across all seven estates**
2. Supports an **April engagement phase**, with delivery from May onwards
3. Endorses a **resident-led, scalable approach** rather than a fully programmed model
4. Uses the programme to support the rollout of **Resident Listening Assemblies**

Summary

This proposal offers a simple, low-cost way to:

- reconnect communities at neighbourhood level
- build resident leadership
- create a clear pathway into deeper engagement

Its strength lies in its simplicity.

If kept light, local, and resident-led, it provides a strong foundation for sustained community participation across Woughton.

SC 111/25b

Proposal: Resident Listening Assemblies in Woughton

Pilot in Coffee Hall and Eaglestone

1. Purpose

This paper proposes a pilot of Resident Listening Assemblies in Coffee Hall and Eaglestone as a structured approach to community engagement.

Parish councils play a vital role in engaging residents and shaping local communities. This proposal sets out a practical model to strengthen that role through resident-led participation.

Listening Assemblies aim to:

- Create safe spaces for residents to speak openly
- Identify shared priorities and local issues
- Support the development of resident-led activity
- Build long-term community leadership

They form the first stage of a wider community development process, leading to stronger networks and locally driven solutions.

2. What is a Listening Assembly

A Listening Assembly is:

- A facilitated, resident-centred conversation
- Open to all residents
- Focused on listening rather than presenting
- Supported by neutral facilitation

Assemblies may be delivered in person and online to maximise accessibility.

The purpose is participation, not consultation.

3. Pilot Proposal

Locations

- Coffee Hall
- Eaglestone

Rationale

- No active Residents Association structures
- Existing community venues
- Opportunity to support new resident-led activity
- Suitable scale for piloting

Running pilots in two estates allows the council to test and refine the approach before wider rollout.

4. Delivery Approach and Timeline

The pilot will follow a three-stage model, beginning immediately.

Stage 1 – Community Engagement and Relationship Building (April–September 2026)

- Deliver a programme of community picnics and outdoor events across estates
- Use events to engage residents in informal conversations
- Promote the Listening Assembly process
- Engage local partners:
 - Schools
 - faith groups
 - community organisations
 - Identify and invite key community contacts
 - Recruit facilitators (staff, councillors, volunteers)

Key milestone:

- Summer Festival – Saturday 5 September 2026

Focus:

Build awareness, trust, and relationships, creating a strong foundation for assemblies.

Stage 2 – First Listening Assemblies (Mid-September – October 2026)

- One initial assembly in each estate (from mid-September)
- Structured format:

Issues → Solutions → Feedback

Hybrid delivery (in person + Zoom where possible)

This may be two separate sessions (or more) as opposed to a single combined hybrid session

Outputs:

- Clear list of local priorities
- Initial ideas for solutions
- Identification of engaged residents

Stage 3 – Follow-up and Second Assemblies (October – December 2026)

- 1:1 follow-up conversations with participants
- Ongoing engagement and communication
- Second round of assemblies in each estate

Focus:

- Move from identifying issues → to action
- Support formation of resident-led working groups

5. Facilitation and Governance

Assemblies must be neutral, inclusive and well-facilitated.

Facilitators

- Community Development Officer
- Trained staff and volunteers

Councillor Role

- Attend as participants
- Not to lead or steer discussions
- Option to undertake facilitation training

This ensures residents feel able to speak openly and builds trust in the process.

6. Engagement Approach

To maximise participation:

- Door-to-door engagement and conversations
- Posters in local venues and shops
- Direct outreach via:
schools

- faith groups
- community networks
- Personal invitations to key local figures

Messaging will focus on:

- “Have your say”
- “Local residents shaping local priorities”

A combination of broad promotion and personal engagement will be used.

7. Expected Outcomes

By early 2027, the pilot is expected to deliver:

- Increased resident participation
- Clear understanding of local priorities
- Stronger relationships between residents
- Emergence of resident-led working groups
- Foundations for ongoing community development
- Identification of potential future community leaders (including potential parish councillors)

8. Resource Implications

The pilot can be delivered largely within existing resources.

Requirements include:

- Officer time (engagement, facilitation, follow-up)
- Venue use (existing community spaces)
- Facilitator training (half-day session)
- Basic communications and outreach

9. Risks and Mitigation

Risk	Mitigation
Low attendance	Use of summer events as feeder + personal invites
Dominant voices	Skilled facilitation
Perception of political influence	Clear neutral ground rules

Risk	Mitigation
Lack of follow-up	Built-in 1:1 engagement
Loss of momentum	Second round of assemblies

10. Next Phase (Optional)

Following the pilot, the council may wish to consider:

- A Woughton-wide Listening Assembly
- Expansion to additional estates
- Ongoing support for resident-led groups

11. Recommendation

Council is invited to:

- 1. Approve a pilot programme of Resident Listening Assemblies**
- 2. Begin engagement immediately (April 2026) through community events**
- 3. Use summer events as a feeder into the Listening Assembly process**
- 4. Hold first assemblies from mid-September 2026**
- 5. Deliver facilitator training during the engagement phase**
- 6. Run two rounds of assemblies per estate**
- 7. Review outcomes in early 2027**

WOUGHTON COMMUNITY COUNCIL

Services Committee – 20th April 2026

Agenda Item SC 113/25

PURPOSE OF REPORT: To agree a programme of reports and / or set agenda items for this committee for the coming council year.

RECOMMENDATION:

1. That the committee notes the report and the proposal noted below

MAIN ISSUES AND CONSIDERATIONS:

To try and ensure this committee is kept informed of all information wanted and in response to some comments made regarding 'invitations' to events and knowledge of service provision, it is suggested that committee may wish to agree to a calendar of reports and / or some set agenda items for the committee over the upcoming year.

There are a variety of service areas that this committee oversees; landscaping, environment, community food, youth, wellbeing, advice, events, elements of community centres, community development, grants, etc. Whilst some parts of this provision are relatively static (e.g. landscaping deliver against a set contract), other services can be quite varied and every changing to the needs of the parish.

Committee has previously had a programme of updates from the different service areas and it is suggested that this may be of benefit over the coming year. This may include any aspects of service provision, with information as requested by committee, such as:

- Outputs and outcomes
- Any new elements
- Things going well
- Any challenges
- Proposals for changes
- Compliance with funding regimes
- Demographic information
- Budgetary reporting

Given the diversity of service provision, it may also be that committee feels that there are some elements that should be included within all agendas, such as:

- Events reports
- Engagement activities
- Grant applications and feedback
- CCTV updates
- Public realm updates

With this in mind, it is suggested that committee considers what the priorities are for the committee over the coming year and suggests elements that may become standing items, whether service update papers are required and if so, the frequency that these may be provided to the committee (e.g. quarterly, twice annually, monthly).

STAFFING IMPLICATIONS:

Service Managers will need time to provide any additional information required by the committee, but if planned and within an agreed calendar, this can be managed successfully.

FINANCIAL IMPLICATIONS:

None noted

OTHER IMPLICATIONS:

This approach, whilst may appearing to be resource heavy and additional work, will enable a more planned and proactive approach to information provision, ensuring that the committee has sufficient information and knowledge to suitably guide delivery.

BACKGROUND PAPERS:

SUGGESTED PROPOSAL:

Whilst it is recommended that a more structured approach may be beneficial, the specifics of what is wanted should be defined and decided by committee members. They may feel that this is something that can be discussed with a view to provision of a formal decision at the next meeting (post annual meeting, where they may be new committee members).

AUTHOR

Steve McNay – Council Manager