

Woughton Community Council

Wednesday 13th May 2026

To: All members of the Services & Communities Committee

Cllrs Nick Scott (Chair), Ruth McMillan (Vice-Chair), Penny Glasgow, Luke Louis, Charlie Marsh, D'Anne Mordecai, Deanna Norris, April Rennie, 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 18th May 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

18th May 2026

AGENDA

SC 01/26 Election of a Chair for the 2026/27 Council Year.

Following the appointment of the new committee and the new council year, to elect a Chair to serve for the coming year.

SC 01/26 Election of a Vice Chair for the 2026/27 Council Year.

Following the appointment of the new committee and the new council year, to elect a Vice Chair to serve for the coming year.

SC 03/26 Apologies:

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

SC 04/26 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 05/26 Questions from the public (maximum 15 minutes):

To receive questions and statements from members of the public.

SC 06/26 Chairs announcements:

To receive announcements from the Chair.

SC 07/26 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 08/26 To update provision of PPE / clothing for councillors, specifically relating to the duties undertaken and other items relating to the 'emergency incident group' equipment

To consider options for clothing for councillors when undertaking duties on behalf of the council and provide update on equipment obtained.

(Further options to be provided and budget agreed)

SC 09/26 To update on planned events

To update the committee on upcoming events and forward planning, including agreement for councillor involvement.

(Paper attached – discussion and decision).

SC 10/26 To clarify the processes regarding Resident Associations and accreditation, plus other associated issues



Following discussions at various meetings, to clarify the agreement regarding current Resident Association accreditation, as well as any proposals or plans that the committee would like explored
(Updates and discussion)

SC 11/26 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)

SC 12/26 To consider rental rates for community centres

To help inform Operations Committee, discussion and consideration of rental rates for community centres for the coming year, in line with best practice

(Comparable rates document attached – discussion only).

Date of next meeting:

Monday 15th June 2026 at

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 Committee – 18th May 2026

Agenda Item SC 09/26

PURPOSE OF REPORT: To update the committee on planned events

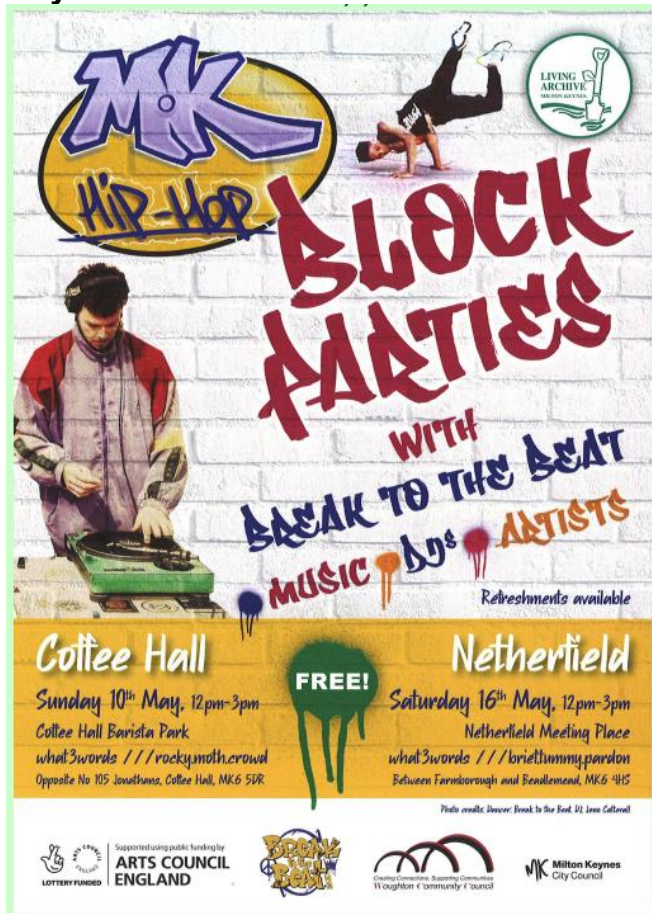
RECOMMENDATION:

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



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
AN 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

ARTS COUNCIL ENGLAND
Garfield Weston FOUNDATION
Creating Connections, Supporting Communities
Woughton Community Council
MK Milton Keynes City Council

Summertime 26

THE WHEELIE BIG PICNIC CYCLING FUN FOR ALL
IN PARTNERSHIP WITH MK CITY COUNCIL & CYCLE SAVIOURS

SPONSORED BY RIDE 2 GIVE

- 4 organised rides
- Prize Giveaways
- Pump track
- Food & Refreshments
- Entertainment
- Dr Bike : Safety checks & Repairs
- Mountain Bike Prize Raffle
- Play, Craft & Cycling Activities

DATE: 27 JUNE 26 TIME: 12 - 4 PM LOCATION: GEORGE'S PLAYING FIELD, COFFEE HALL, MK6 5DL

PEARTREE BRIDGE DINOSAUR PICNIC FAMILY FUN DAY
IN PARTNERSHIP WITH The Parks Trust

- Fairground Rides
- Inflatable Fun
- Craft Activities
- Giant Games
- Bug Hunt
- Ice Cream
- Refreshments
- Dinosaur Fossil Hunt
- Great Picnic location

DATE: 29 JULY 26 TIME: 11 - 3 PM LOCATION: DINOSAUR FIELD, PEARTREE BRIDGE, MK6 3DQ

ALONGSIDE THESE TWO GREAT EVENTS, THE YOUTH TEAM WILL BRING YOU A GREAT SUMMER HOLIDAY PROGRAMME FOR ALL

PLAY RANGERS: Multiple FREE outdoor play sessions for all ages at different play areas across the parish each week.

WEEKLY YOUTH PROJECTS: Junior & Senior Youth Groups & projects every week.

HAF: HOLIDAY ACTIVITY FUND: 4 weeks of fully funded, pre-bookable trips and sessions for families in receipt of Free School Meals.

KEEP AN EYE ON OUR WEBSITE, SOCIALS & NOTICE BOARDS OR CALL THE YOUTH TEAM FOR MORE INFORMATION
TEL: 01908 395681 / 07983 599279 E: reception@woughtoncommunitycouncil.gov.uk
www.woughtoncommunitycouncil.gov.uk

WORTHINGTON nate

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 0926a

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 09/26b

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**

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.

Update for May 2026

Following discussions at other forums (namely Full Council), it was felt that it would be useful to review this document within the Services Committee.

This paper is specifically around the accreditation and funding of ***agreed and recognised*** Resident Associations (RA's). Discussions have included the lack of RA's around the parish (there are three currently in place within Woughton), the fact that RA's are already being supported and accredited through MKCC and that there are other groups that may be better placed to deliver.

Imposition of bureaucracy was also felt unhelpful. Suggestions were made that allocating monies for estates to *create* RA's (£1000 per estate was suggested) and that ALL estates should be supported to engage with residents.

This appears to have become slightly confused – this paper was specifically in response to the discussions and requests that had been made by members of the Services Committee, over the past few months. The paper detailed the agreements that had been made at the committee and aimed to place in writing, the expectations that had been made by members of that committee.

If the committee would like to take a broader approach to this, including some of the issues that have been noted above, a review of the approach for ALL RA's, support to 'grassroots' groups within the estates, seed funding for new groups and any other issues, this would be an option for clarifying the significant issues that have been raised through recent discussions. These discussions included an idea about a Working Group to look more fully at this.

Steve McNay
Council Manager
May 2026

WOUGHTON COMMUNITY COUNCIL

Services Committee – 18th May 2026

Agenda Item SC 11/26

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

As part of the annual review of services, good practice suggests that consideration of charging for centre rental is considered. Current rates have remained static for several years, despite considerable increase in costs relating to centres.

The committee has the option to offer an opinion to the Operations Committee (who cover the money aspects of the centre, with this committee considering service delivery elements) regarding their view on currently levels.

Comparable rates for community centre rentals in neighbouring parishes.

Great Linford

Conniburrow Meeting Place

Rates

- Charity Groups / Not for Profit £24.72 per hour
- Commercial Entities / Parties £36.96 per hour

Conniburrow Community Hub

Rates

- Charity Groups / Not for Profit £16.00 per hour

Giffard Park Community Centre

Rates

- Charity Groups / Not for Profit £15.48 per hour (No VAT)
- Commercial entities / Parties £20.48 per hour (No VAT)

Marsh Drive Community Centre

Rates

- Charity Groups / Not for Profit £12.80 per hour (£15.36 inc VAT)
- Commercial Entities / Parties £21.32 per hour (£25.58 inc VAT)

Campbell Park

Oldbrook Centre

Hire charges from 1st April 2026 – including VAT

SC 12/26 – Cost Comparisons for centre rental.

Rate	Large Hall	Small Hall	Deposit
Charity Status	£16.00 / hour	£10.00 / hour	£150
Standard	£32.00 / hour	£19.00 / hour	£150
Children's Parties	£87.50 / 3 hours	n/a	£150
Weddings, 18ths etc.	£429.00/ day	included	£250
Storage Unit	£36.50 / month	£36.50 / month	

Springfield Centre

Rate	Large Hall	Small Hall	Deposit
Charity Status	£17.50/hour	£16.00/hour	£150
Standard	£35.00/hour	£32.00/hour	£150
Children's Parties	£95.00/3 hours	£87.50/3 hours	£150
Weddings, 18ths etc.	£583.50/day	included	£300
Storage Units	£73.00 per month (all 3)		

Bletchley and Fenny

Newton Leys Pavillion

Hire Charges

Sports Hall - £29.00 Per Hour Events open to the community - £24.00 Per Hour	Community Hall - £24.00 Per Hour Events open to the community - £17.50 Per Hour
Large Meeting Room - £17.50 Per Hour Large Meeting Room (community rate) - £14.00	Small Meeting Room - £8.50 Per Hour Storage Cupboard - £11.75 Per Week
Saturday Hire – Full Venue Hire only from 5pm – 11:00pm - £470.00	Sunday Hire – Full Venue Hire only from 5pm – 10.30pm - £320.00 Early Hire from 1pm – 10.30pm - £420.00

Early Hire from 1pm – 11pm - £600.00	
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Wolverton and Greenleys

Hodge Lea - £13.00 p/h

Town Hall Chamber - £15.60ph

Stacey Bushes MP - £18.00ph / £13.00ph (two halls)

All plus £15 cleaning fee

Suggested proposal:

That the committee suggests to Operations that rates should;

- *Be kept at current rates*
- *Increased to XXXX amount*
- *Other proposal.*

Steve McNay
Council Manager