

22nd December 2022

Minutes of the Community Projects Committee Meeting
held on **Wednesday 2nd November 2022 at 10.30am**
at Stantonbury Parish Office, 126 Kingsfold, Bradville, MK13 7DX

Minutes

44/22	Chair's Welcome and Introduction to meeting.	Actions
45/22	<p>Present: Cllr L Morgan (LM)-Chair Cllr C Northwood (CN) Cllr S Kennedy (SK) Cllr A Anwar (AA) Cllr P McGahan (PMc) Cllr P Kirkham (PK) Cllr A Ronaldson (AR) Cllr G Davison (GAD) – Late arrival at 10.35am. Mrs D Moore (DM) Mrs K Fane – KF-Minute-Taker Mr D Outram-(DO) Mr N Cousins-(NC)</p> <p>Representative of Astco Clothing Bank (AH).- joined via zoom link.</p>	
46/22	<p>Apologies for Absence: Cllr J Kite – Agreed by 7 votes for. Cllr E Seaborne – Agreed by 7 votes for.</p> <p>Cllr S Agintas – No apologies received.</p>	
47/22	<p>To discuss Cllr Kite apologies for the Community Project meeting on the 5th of October 2022. Agreed to accept by 7 votes for.</p>	
	<p>LM asked those present to propose and second Item 52/22 Astco Clothing Bank to this point of the meeting. Proposed by SK, Seconded by CN.</p>	
	<p>Cllr Davison joined during agenda item 52/22.</p>	
52/22	<p>Presentation: Astco clothing bank – Astco gave presentation and answered the questions from the Committee. Chair thanked Astco for joining the meeting. AH left meeting 10.40am</p> <p>Chair asked Committee to vote to place a clothing bank at the Community Hub. 7 votes for, 1 abs.</p>	

Signature: Date:

48/22	<p>Public forum for members of the public to speak: Public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the Chair of the meeting. Each member of the public shall not speak for more than (3) minutes in accordance with standing order 3(g). None.</p>	
49/22	<p>Chair's Remarks: Linford Wood Skip - Will go ahead Chair is in discussions with site Manager. Date to be confirmed. Halloween Packs - 30 packs bought in total, these were very popular with the residents. Houses of Parliament Trip. ST updated the committee on the day, all good comments received by residents. Over 65's Christmas Lunch - Chair requested volunteers. Councillors who volunteered are CN / SK / PMc / PK / AR / LM / JK / DO. Chair requested Councillor Kirkham to organise transport.</p>	
50/22	<p>Declarations of Interest: - None.</p>	
51/22	<p>Minutes: To approve and sign the Minutes of the Community Projects Committee meeting held on 5th October 2022. Agreed by 8 votes for.</p>	
53/22	<p>Newsletter: Committee to discuss and decide when to issue the next newsletter. ST advised KF now taken over Newsletters. Committee agreed next newsletter will be for Spring 2023.</p>	KF
54/22	<p>Resident Survey: Chair to update Committee reference the resident survey responses – See backing paper. Committee advised only 17 responses to date. Staff and Councillor to help get more returns.</p>	ALL
55/22	<p>Citizen Advice Report: Committee to discuss / review report received Chair queried report figures and advised needed looking at closer to verify. Vote taken to go back and verify report before deciding on how to continue. Agreed by 8 votes for.</p>	DM/JH
56/22	<p>Crimewave Committee to discuss and recommend to Full Council how many CCTV cameras to hire for 2023-2024.</p> <p>a) No cameras b) One camera c) Two cameras d) Three cameras</p> <p>Chair received an email from Councillor Seaborne to read out to the committee. Following conversation, Councillor Davison suggested</p>	

Signature: Date:

	<p>writing a letter to residents and create a list of who would be willing the share their CCTV footage.</p> <p>Committee discussed and considered having another meeting with Crimwave. Committee feels no need. Agreed by 8 votes.</p> <p>Committee voted to make recommendation to Full Council for 3 cameras. Agreed 8 votes for.</p>	
57/22	<p>Parish Rangers Committee to note the Parish Rangers will be painting the Community Hub, which will divert them from their normal duties.</p> <p>Chair asked committee did they have anything against the suggestions, discussion took place, and it was agreed Rangers will paint Community Hub.</p> <p>Agreed by 8 votes for.</p>	DO/NS
58/22	<p>Oxford Christmas Market-Thursday 8th December 2022 Committee to confirm which 2 Councillors will volunteer to be Coach Leaders. Chair requested coach leader volunteers for Christmas Market. - Volunteers were: PMc and LM.</p>	

Meeting Closed at 11.30 am.

Signature: Date:

The Community Hub
Mercers Drive
Bradville
MK13 7AY

Terms & Conditions of Hire

It is important to read the conditions as they form part of your contract with Stantonbury Parish Council.

1. Stantonbury Parish Council will hereafter be referred to below as SPC.
2. All bookings are made at the discretion of SPC.

The Hirer shall not transfer or sub-let the booking to a third party.

Under the Milton Keynes Council Entertainments Licence, functions must end no later than:

Sunday – Thursday 8.30am – 11.00pm

Friday – Saturday 9.00am – 11.00pm

The hall has a maximum capacity of 80 persons.

The Hirer shall ensure that there is present a responsible adult person aged 21 years or more in charge throughout the period of hire.

3. All hire charges and refundable deposit must be paid in full no later than **one month** prior to the booking, or at the time of booking if less than one month away. Block bookings are invoiced a month in advance at the beginning of the month. If the payment has not been made, the booking will be cancelled and no access to the Hub will be allowed.

Cancellation of any booking must be made in writing.

(email: info@stantonburyparishcouncil.org.uk). The following charges may apply:

- 1 month's notice – no charge
- More than 7 days notice – 50% of charge
- Less than 7 days no refund

4. The hirer will indemnify SPC against any loss, damage, claim or expense howsoever arising, caused or occasioned during the hirer(s) use of the premises. It will be the responsibility of the hirer(s) to effect adequate Public Liability insurance to cover risks arising out of the use of the premises by groups or organisations. Proof of Public Liability insurance is required when booking.

Note: The key holder will unlock the building at the commencement of hire. The building will remain unlocked until the end of the hire period. The hirer(s) should ensure that someone is present within the building throughout this period. They will also explain to the hirer(s) the fire procedures in place in the buildings. The key holder will remain at the building for a maximum of 15 minutes after the commencement of the hire period, the key holder will then lock the building if the hirer has not arrived. No refund will be given.

5. No betting, gaming or lotteries shall take place on the premises except that allowed by law and the Hirer(s) shall obtain any licence or certificate required, prior to booking the Hall for such use.
6. The hirer(s) shall submit details of the planned activity to SPC at the time of booking and ensure compliance with all the relevant legislation, orders and regulations, in particular that relating to music, singing and dancing and the sale and supply of liquor. No intoxicating liquor will be supplied by SPC. All liquor (if required) must be supplied by the Hirer. It is the Hirer's responsibility to ensure that local licensing laws are complied with.
7. The hirer(s) must not cause annoyance or nuisance to local residents or adjoining occupiers by the playing of loud music, parking in front of driveways etc.
8. With the exception of assistance dogs, no animals will be allowed on the premises, or in the existing caged area behind the building.
9. SPC has a policy of **no smoking** in all of their buildings and associated grounds. This MUST be adhered to at all times. This includes electronic cigarettes.

10. **SAFETY**

All hirers must read and be aware of the SPC Fire Evacuation Procedure and the SPC Fire Safety Policy.

A system of emergency lighting is installed in the Hall and must not be interfered with. Fire exits and signs and doors must **not** be obstructed in any manner at all. The hirer(s) must ensure that all the users present are aware of the fire procedures, which are displayed in the building. Tables and chairs must be arranged such that free access is possible at all times to all internal doors and fire exits.

The firefighting equipment must not be removed from the designated fire points and shall only be used for the purposes for which it is installed.

Users must not interfere with the boiler and heating system installed in the Hall.

No form of cooking apparatus may be used inside the hall, other than the standard equipment provided in the kitchen.

Fireworks are not permitted to be used either inside the hall or in the hall grounds for safety reasons and due to the close proximity of neighbouring houses.

Barbecues are not permitted. Outside caterers such as hog roasts can be used with written permission from SPC. This must be requested at the time of booking.

11. All refuse must be removed from the building by the Hirer. Black sacks are available.
12. All SPC equipment can only be used within the facility and must not be removed. The hirer(s) must leave the premises clean and tidy, and all equipment and furniture should be stored away or placed tidily as required by SPC. Cleaning and tidying up must be carried out DURING THE HIRE PERIOD. The hirer(s) is/are liable for the costs of any additional

cleaning should this be necessary, together with damage and breakage, which may occur during the hire period. **REFUND OF ANY DEPOSIT IS AT THE DISCRETION OF SPC.**

13. In case of block bookings, the hirer(s) must not leave hirer(s) or group belongings/equipment on the premises without the written consent of SPC. Any items left in the building with SPC's approval, are left at the owners' risk and the responsibility for such belongings lies solely with the hirer(s). Any belongings left on the premises without prior agreement from SPC will be treated as abandoned and may be disposed of by SPC and will be disposed if after one month. Storage is not part of the contract. The provision of such storage is entirely at the discretion of SPC. Hirer(s) must not use unallocated storage space nor overfill allocated space.
14. If the building is **not** vacated promptly at the end of the hire period an additional charge of 1 hour hire will be deducted from the deposit.
15. The premises shall be used for community purposes only and shall not be used as the hirer(s) postal address.
16. No advertising or publicity material will be displayed inside or outside the building without the prior approval of SPC.
17. Any aggression, abuse or physical harassment directed towards our staff will not be tolerated.
18. SPC reserves the right to cancel the booking if the hirer(s) breaks any of the above conditions.
SPC reserves the right to cancel any booking at its discretion and to change or amend the terms and conditions of hire at any time without prior notice.

The Community Hub will be closed to all users on bank holidays and statutory holidays unless prior agreement has been made with SPC.

The Community Hub Hire Charges

Charge per hour

Deposits

Charity Status
Residents of the Parish
(proof will be required on booking)

Children's parties (under 12's)

Non-residents
Community Groups

Commercial Hire

Day Hire
(8.00am – 11.00pm)

Please note all tables and chairs (50) are included in the hire charge

An invoice will be raised once the booking form has been received

Data Protection: By signing this declaration, you agree to Stantonbury Parish Council storing your data in line with our data protection policy. Information you give us about yourself will be held on computer or manual record, which you have a right to see and check. Information may be shared with organisations we work with to provide services to you. Information may also be used in connection with the prevention and detection of crime and fraud. Full details of our privacy policy can be seen on our website or upon request.

PLEASE NOTE TICKING 'I AGREE TO TERMS AND CONDITIONS' BOX WHEN SUBMITTING A PROVISIONAL BOOKING DECLARES YOUR UNDERSTANDING AND COMPLIANCE TO ALL OF THE TERMS AND CONDITIONS CONTAINED IN THIS DOCUMENT.

Signed Print Name
Date.....
(Hirer)

Stantonbury Parish Council
126 Kingsfold
Bradville, Milton Keynes, MK13 7DX
Telephone: 01908 227201
Website: www.stantonbury-pc.org.uk
Email: info@stantonburyparishcouncil.org.uk

Document No: CH-FSP010223



The Community Hub
Mercers Drive, Bradville, Mk13 7AY

Fire Safety Policy

Signed:
The Chair of Community Projects Committee

Date:

Signed:
The Chair of Stantonbury Parish Council

Date:

Document History

Created	23.01.23
Reviewed by CP Committee	01.02.23
Adopted & Signed off at the Main Meeting	15.02.23

1. General Policy

In managing The Community Hub, and in compliance with the Regulatory Reform (Fire Safety) Order 2005, our general policy on Fire Safety is:

- To provide means of safe evacuation of people from the premises in the event of fire
- To safeguard occupants of the building
- To provide or limit any outbreak of fire
- To provide sufficient, suitable, and specific fire-fighting equipment
- To install and maintain suitable systems for fire detection, fire alarm, call panels, emergency lighting etc.

2. Fire Risk Assessment

Overall, the site carries a Medium Risk, to reflect the high standard of fire precautions installed (particularly automatic fire detection and emergency lighting), a high standard of housekeeping and a relatively short travel distance forming the escape routes. The risk assessment for the site will be reviewed at least annually.

Overall and final responsibility for fire safety rests with the Parish Council. Day-to-day responsibility for ensuring that this policy is put into practice is delegated to the Parish Council.

Any employee, or hirer, must:

- Co-operate with Stantonbury Parish Council on fire safety matters
- Not interfere with anything provided to safeguard fire safety
- Take reasonable care whilst on site to prevent fire
- Report all fire safety concerns directly to the Parish Council

3. Emergency Plan and Evacuation

Please refer to the separate Emergency Plan and Evacuation document, which forms part of your Terms and Conditions of Hire. All hirers must familiarise themselves with this document and their obligations in relation to protection of themselves, the premises and their guests during their hire period. A further copy of this document is provided on the noticeboard in the entrance of the main building.

Signage displaying the location of fire-fighting equipment, emergency exits, fire call points, fire panel and first aid assistance is provided in both the entrance hall and main hall. Please note that there is wi-fi but no landline telephone facilities at the Hub. Hirers must always have a mobile phone with them to summon assistance in the case of an emergency.

All regular hirers should regularly practice fire evacuation, at least annually. When agreeing to the Terms and Conditions of Hire you confirm that you carry out these fire drills.

4. Training

The Council recommends that all regular hirers also have a nominated Fire Warden trained in Fire Safety to ensure safe evacuation of the building in the event of an emergency during your hire period.

5. Testing

- Hirers should check all exit routes are clear at the start of their hire period and remain clear.
- The fire alarm system is tested weekly.
- We have installed an automatic fire detection and alarm system, which is monitored externally 24/7. It will be serviced 6 monthly by a competent servicing company.
- The emergency lighting system is tested monthly and annually.
- Portable firefighting equipment is serviced yearly.
- Electrical installations are tested every five years in accordance with BS 7671.
- Portable Appliance Testing is carried out for smaller electrical items every two years.

6. Provision for vulnerable users

The Community Hub is a single storey building with disabled/pushchair access exits both front and rear via ramps. All rooms are accessible by wheelchairs/pushchairs. Hirers should however be mindful of any disabled guests and ensure that your appointed fire warden provides these guests with additional assistance in the event of an emergency. It is possible that lone workers will be present on site e.g. council office staff or cleaning staff. All staff to receive training in Fire Safety and evacuation routes. No use should be made of the community building without this training. A wheelchair is located in the main hall to assist disabled guests.

7. Information for fire-fighters

Vehicle access for the fire service is available via Mercers Drive at the front car park. The fire alarm panel and fire log are located on the noticeboard in the entrance hall. A floor plan is displayed under the fire panel in the entrance hall.

The gas cut off is in the ladies' toilets in the end cubicle and the electricity emergency cut off can be found under the electric cupboard in the first entrance hall.

8. Risk of Ignition

CCTV and alarm systems have been fitted to reduce the risk of arson. Wheelie bin stores have been located away from the building frontage and fencing. External areas must be kept clear of combustible materials. Electrical appliances are PAT tested and in good condition.

A strict no smoking/no vaping policy is in place throughout the building and grounds.

Furniture was newly installed in 2022. The blinds on site conform to BSI Standards.

The Community Hub is a single storey detached building located away from other premises in the locality, with parking to the side.

9. Safeguards in Place

A single stage automatic fire detection and alarm system is installed along with manual call points by the exits. Systems are tested weekly.

Emergency lighting is provided throughout. Systems are tested monthly.

Structural compartmentation between areas of the building.

Fire resisting self-closing doors to community room and kitchen.

Portable fire-fighting equipment including extinguishers and a fire blanket is provided in accordance with BS5306. Serviced annually.

Fire action notices, equipment labels and fire door notices erected. Electrical hazard notice erected to next to electric cupboard. Premises plan showing location of fire-fighting equipment, emergency exits displayed by fire panel.

Travel distances for escape routes satisfactory. Visual access via door vision panels acceptable throughout the premises.

Disabled ramp access provided to front and rear.

Please read this policy in conjunction with the associated Fire risk Assessment.

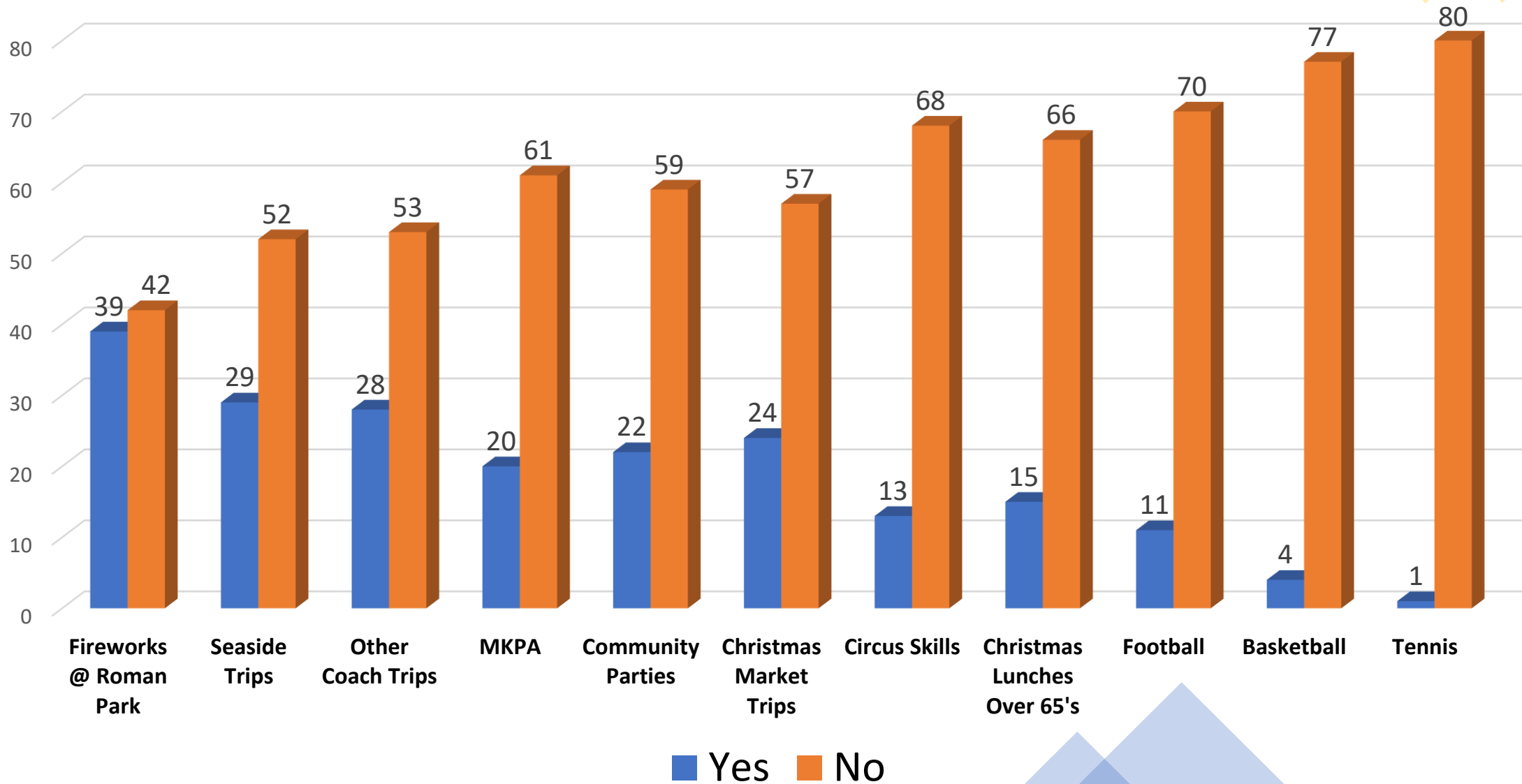


STANTONBURY
PARISH
COUNCIL

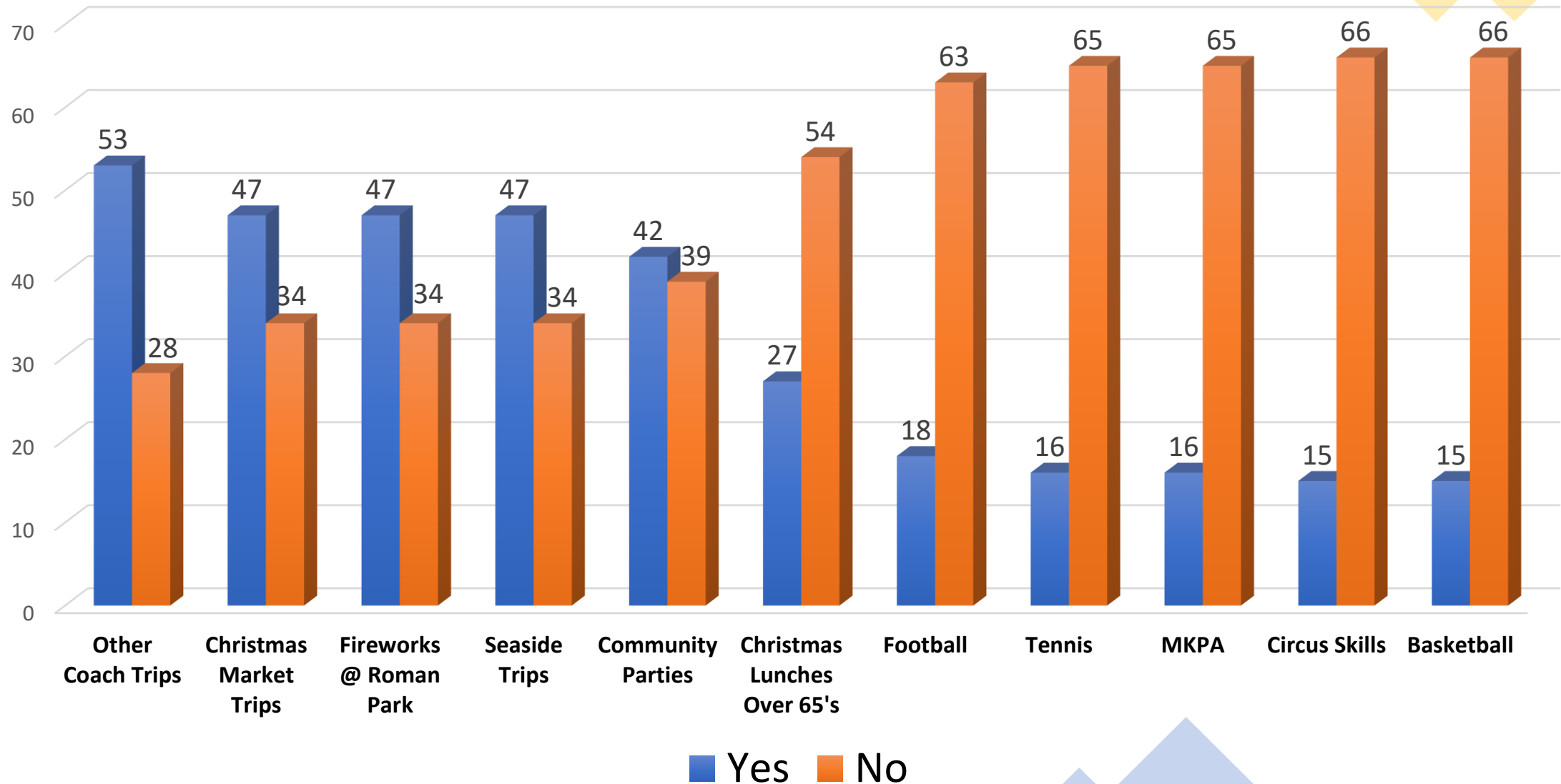
Residents Survey December 2022

RESULTS
81 RESPONSES

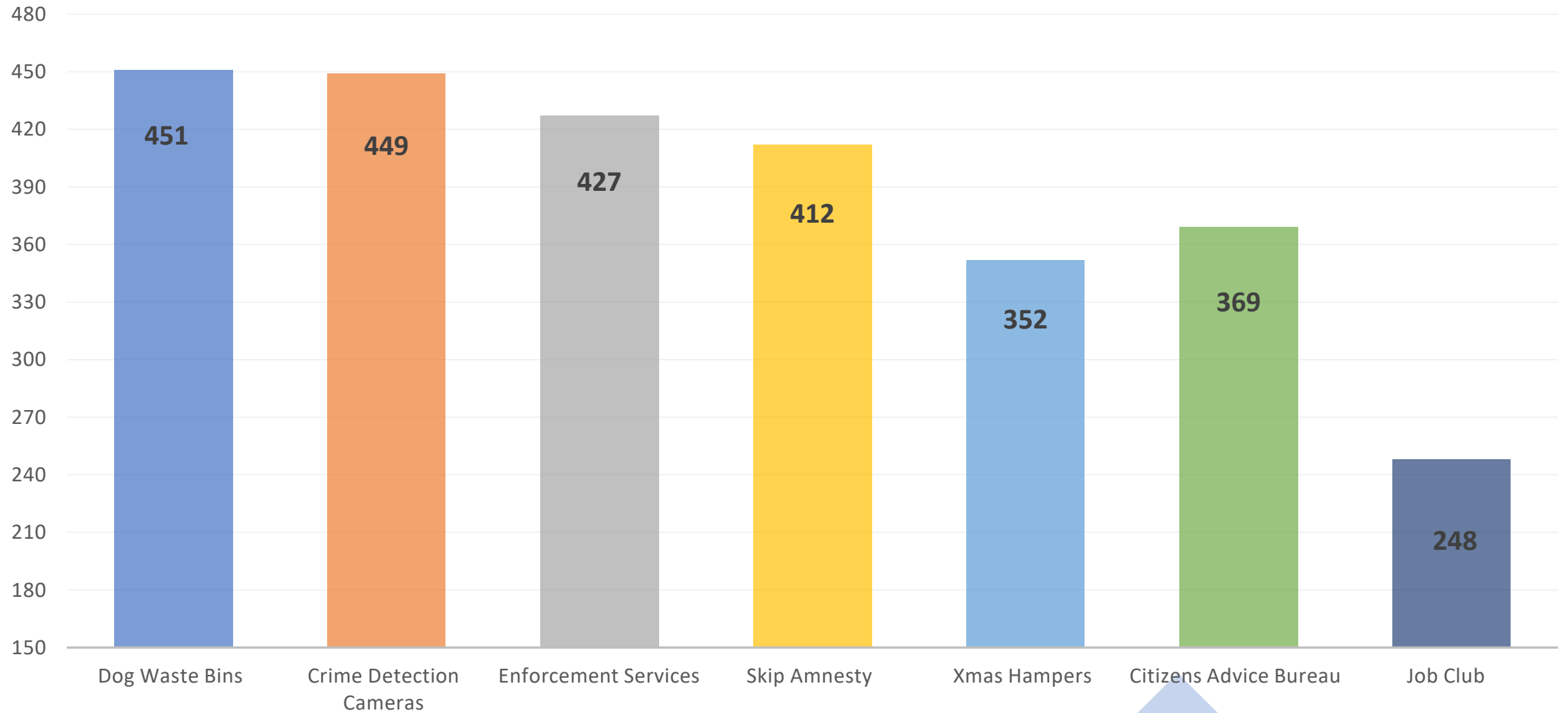
PARISH EVENTS USED IN THE PAST



PARISH EVENTS WOULD USE IN THE FUTURE



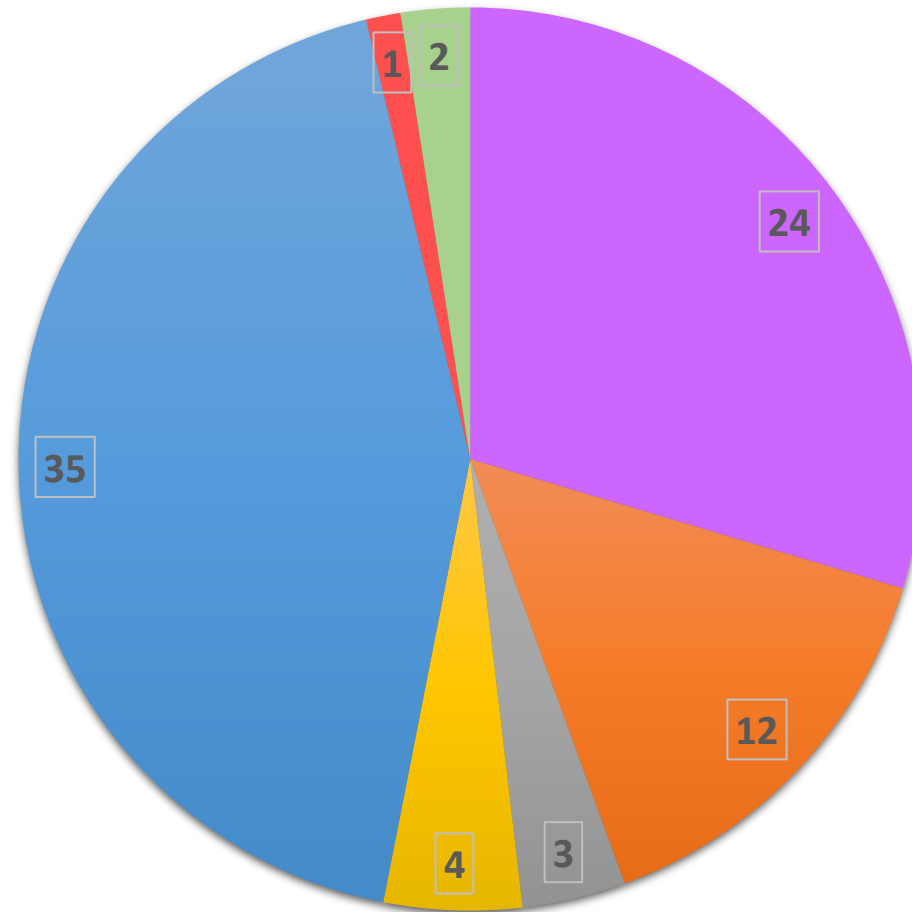
SERVICES RATED MOST IMPORTANT TO LEAST IMPORTANT



Feedback / Suggestions from Residents

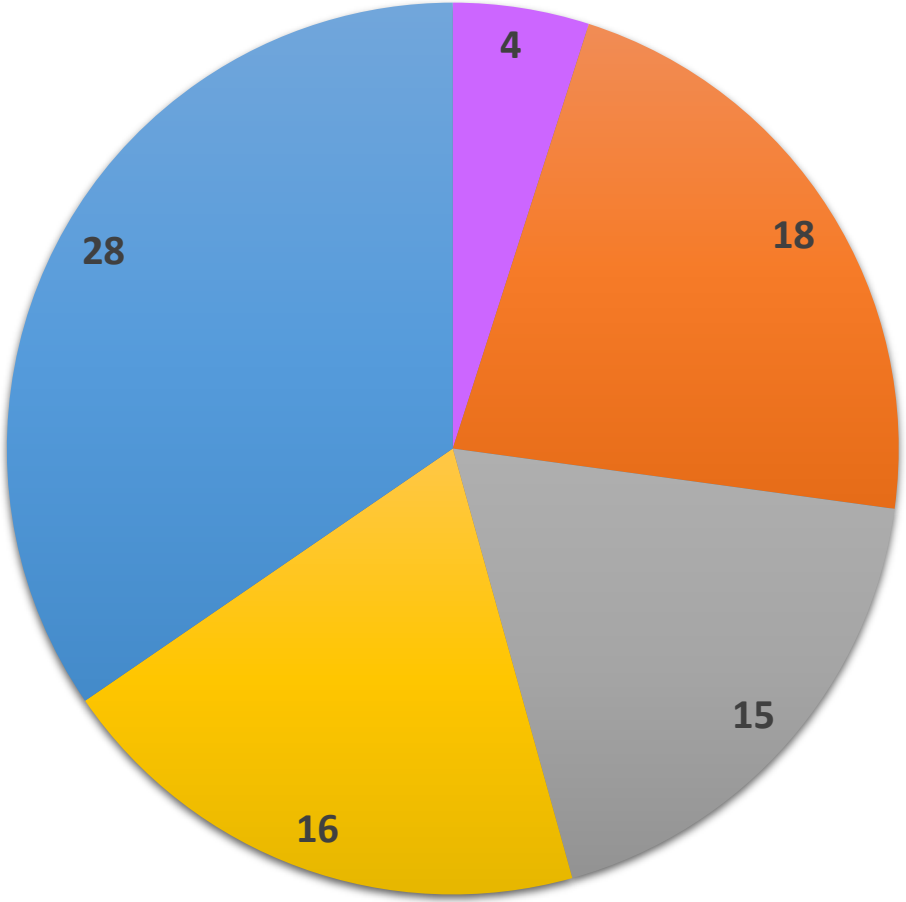
- **Community Hub up and running**
- **Path clearing so buggies are able to walk on the path, Also some tlc on park equipment.**
- **Food bank, Local shop, Local café, Free yoga, More litter bins**
- **More regular events like cake sales, coffee mornings, guided walks etc.**
- **More litter bins**
- **Trips to open gardens. Art classes.**
- **More children's clubs at the community hub and a food bank**
- **More police patrolling the area**
- **Exercise classes - all levels, Walking group**
- **Drop in cafe/ information place for all ages**
- **I like the idea of possible Groups/Services at Community Hub. IT Clinic, Cycle Repairs, Café, Dementia**
- **Mobile Library, Book Club, Social Cafe and Play Group for children.**
- **Keeping our streets clean tidy and safe**
- **Security on the street, more cameras around the windmill and surrounding bridge area. Drug dealing, littering and attacks on local houses need addressing.**
- **Local park clean**
- **Regular grounds maintenance. Maybe daffodils on the roundabouts**
- **Parties for children, Arts fairs for kids.**
- **Someone to shift the abandoned e-scooters littering up the Redways; they're at best a nuisance, and on occasion an actual hazard. I'd also like to see people who fail to pick up after their dog fined.**
- **Some trimming of the greenery that seems to grow over red ways.**
- **Potholes being filled properly, Shrub/tree maintenance**
- **Fireworks @ The Hub**
- **affordable child care & services**
- **More Environmental Enforcement**
- **More Skips**
- **More activities for disabled people**
- **Book swap, Plant/Seed Swap, Afternoon Teas/dances**
- **BBQ for residents**
- **Days Out**
- **Permanent Cameras, Clear pond in Bancroft Park, Adult exercise equipment**
- **Bus Shelter opposite Woodend School**
- **Council Reps for Home repairs**
- **Back parks fixed and useable**

ESTATE SUMMARY – Number of Responses



■ Bradville ■ Bancroft ■ Bancroft Park ■ Blue Bridge ■ Stantonbury ■ Linford Wood ■ Oakridge Park

AGE RANGE – Number of Responses



■ 25 - 34 ■ 35-44 ■ 45 - 54 ■ 55 - 64 ■ 65+