



**MINUTES OF WAVENDON PARISH COUNCIL
HALLS & COMMUNITY ASSETS COMMITTEE, 27 JULY 2026
Held at Conservatory, Wavendon Parish Office,
Walton Road, Wavendon, Milton Keynes, MK17 8LH at 7:30pm**

Present: Councillors David Hopkins, Steve Thomas, Bryan Burgess and Nabeel Kasmani.

Also present: Councillor Joseph Sweeney (observing)

Officers: Dan Preston (Deputy Council Clerk) and Robert Hill (Facilities Manager)

Members of the public: None

HCAC001 ELECTION OF A CHAIR

Resolved: That Cllr Steve Thomas is elected Chair of the Halls & Community Assets Committee (HCAC) for 2026/27

HCAC002 APPOINTMENT OF A VICE-CHAIR

Resolved: That Cllr Bryan Burgess is appointed Vice-Chair of the HCAC for 2026/27

HCAC003 APOLOGIES FOR ABSENCE

Resolved: That an apology for absence from Councillor Njideka Ike, be accepted.

HCAC004 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None received

HCAC005 COMMUNITY HALLS SUB COMMITTEE

The Committee received notes on the February meeting of the Community Halls Sub Committee. No minutes had been circulated for the meeting, and it was

Resolved: That input on the notes and actions from the meeting be gathered from Officers and actions be brought back to the September HCAC.

HCAC006 WAVENDON COMMUNITY HUB AND WAVENDON HEIGHTS – GAPS IN DELIVERY

The Committee received a report about Wavendon Community Hub and Wavendon Heights, highlighting issues that had been raised with Milton Keynes City Council (MKCC) and rectified by Wavendon Parish Council (WPC), issues raised with MKCC and not yet solved, and issues not raised with MKCC. WPC had incurred considerable costs to rectify issues, and it was reported that the building was not the main issue anymore, rather the condition of the playing fields was now the main concern.

Resolved: That a meeting be set up with MKCC to seek to solve outstanding issues and progress the transfer of the freehold to WPC.

HCAC007 SPORTS PROVISION AT WAVENDON RECREATION GROUND

The Committee received a verbal report on a meeting that had taken place between WPC, Wavendon and Woburn Football Club and Eagle Glebe Cricket Club to explore the possibility of reinstating the cricket square at Wavendon Recreation Ground. The meeting was described as 'positive' and that the Council would be seeking costs for the reinstatement of the cricket square. It was also noted that the issues with the Wavendon Heights football pitches would need to



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be addressed to ensure that any loss of football provision at the Recreation Ground could be offset by provision at Wavendon Heights.

HCAC008 WAVENDON HEIGHTS – GROUND CONDITIONS

The Committee received a report on the ground conditions at Wavendon Heights. The football pitch conditions were well documented and would form part of the meeting referred to in Minute HCAC006. The dry summer had caused some ground problems and many trees planted in January 2026 had not survived. Longer grassed areas were now a potential fire hazard.

HCAC009 CONTRACT AND PREFERRED SUPPLIERS

The Committee received a report on current suppliers to the Council, with a view to identifying which suppliers could become part of a 'preferred suppliers' list and to determine the end dates of currently rolling Council contracts.

Resolved: That input on the suppliers list be sought from the Facilities Manager and the item be brought back to the September HCAC.

HCAC010 HALLS AND COMMUNITY ASSETS COMMITTEE BUDGET

Resolved: That the budget be accepted.

HCAC011 HEALTH AND SAFETY COMPLIANCE

The Committee discussed health and safety compliance and staff training.

Resolved: That all staff undertake training on the newly introduced Scribe / Civic.ly systems.

HCAC012 DEVELOPMENT OF A STRATEGIC PLAN

It was noted that any strategic plan for the Halls & Community Assets Committee would need to be in line with the Council's overall strategic plan, yet to be formulated.

Resolved: That draft strategic plans for playing fields and community halls be formulated and brought back to future HCAC meetings for review and approval.

HCAC013 WAVENDON PARISH OFFICE – ACCESS DOORS

The Committee discussed changes to the layout of the access doors at the Parish Offices. Currently, the main entrance door was locked and the inner lobby door unlocked. A locked door leading to Little Oaks Nursery meant that it was not possible for staff to access the storeroom or the Jubilee Hall during active nursery hours. The Committee would prefer that the entrance doors were open during Parish Office opening hours and the inner doors locked for safety reasons. The nursery required 2 sets of locked doors for safeguarding so access to the storeroom corridor would require installation of a new set of doors.

Resolved: That a proposal to allow the entrance door to be open during parish office open hours and allow access to the storeroom corridor, be costed and brought back to HCAC in September.



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HCAC014 WAVENDON PARISH OFFICE – OFFICE FURNITURE

The Committee considered a proposal to purchase new office furniture for the Parish Office. The office set up was not fit for purpose for either the current or future staff set up. The furniture used in the Parish Council was the old furniture left behind when St Mary's School relocated to another area.

Resolved: That a costed proposal for new office furniture be brought back to HCAC in September.

HCAC015 WAVENDON PARISH OFFICE – CLASSROOM

The Committee considered the purchase of new furniture for the 'classroom' in the Parish Office building. The furniture in the classroom was left behind when St Mary's school relocated to another area. The tables and chairs were all designed for nursery aged children and adult sized replacement furniture would allow more flexibility for the use and hire of the room. The refurbished room could also be used for Council meetings.

Resolved: That a costed proposal for new furniture for the 'classroom', to allow use for Council meetings, be brought back to HCAC in September.

HCAC016 ALLOTMENTS – RECOMMENDATIONS FROM ALLOTMENTS TASK AND FINISH GROUP

The Committee received a batch of draft documents for the management of the Council's upcoming allotment sites. These documents were

- Tenancy Agreement
- Cultivation standards
- Inspection criteria
- Termination Process
- Waiting list management
- Pricing structure and payment methods, including rent for 2027/28
- Animal policy

Resolved: That the draft documents, as presented, are approved, aside from the addition of a clause to the Fowl Policy regarding the handling of excess chicken manure.

HCAC017 ALLOTMENT – MAINTENANCE

The Committee received an update on maintenance of the allotment sites. The Deputy Clerk had met with 2 contractors, the current contractor for MKCC and the Council's landscaping contractor. A quotation had been received from the MKCC contractor for the cost of maintaining the allotment site from October 2026. The first 6 months of the contract would cover the winter months where little maintenance was required. The Committee discussed adding the allotment maintenance contract to a new overall landscaping contract commencing in March 2027.

The Meeting ended at 9:25pm