



**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, Nabeel Kasmani and Joseph Sweeney (observing)

Officers: Dan Preston (Deputy Council Clerk), 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

Apologies for absence were received on behalf of Councillor Njideka Ike

Resolved: That the apologies 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 meeting of the HCAC.

HCAC006 WAVENDON COMMUNITY HUB AND WAVENDON HEIGHTS – GAPS IN DELIVERY

The Committee received a report on issues at Wavendon Community Hub and Wavendon Heights, 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 playing fields were now the main issue.

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 it was stated that the Council were seeking costs for the reinstatement of the cricket square. It was also noted that the issues with the Wavendon Heights football pitches would



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need to be addressed to ensure that any loss of football provision at the Recreation Ground would 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 resolved in Minute HCAC006. There were also other issues caused by the dry summer. Trees planted in January 2026 were not surviving and grass areas around the trees, which had been left to grow longer were a 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

The Committee received the budget for the HCAC.

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 relevant Scribe / Civic.ly systems.

HCAC012 DEVELOPMENT OF A STRATEGIC PLAN

The Committee considered the need for strategic plan for both community centres and playing fields. The Council was planning to formulate an overall strategic plan, and it was noted that any plan would need to be in line with the Council's overall strategic plan.

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. The existing set up had the main front door locked, with the inner lobby door unlocked. The Nursery had a locked door that meant that it was not possible to access the storeroom or the Jubilee Hall during active nursery hours. It was noted that it was preferable that the front doors of the building be open when the Parish Office was open, which would need the inner lobby doors to be locked. It was noted that the nursery required 2 sets of locked doors for safeguarding so access to the storeroom corridor would need a new set of doors to be installed for the nursery.

Resolved: That a costed proposal to allow the front doors to be open 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 the need to purchase new office furniture for the Parish Office. The furniture in the room used by the Parish Council as an office was still the old furniture that was left behind when St Mary's School relocated, and that the office was not currently fit for purpose, for either the current or future staff set up of the Council.

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. As with the Parish Office, the furniture in the classroom was left behind when the school relocated. The tables and chairs were all designed for small children so replacing them would allow more flexibility for the use and hire of the room. The potential for the room to be used for Council meetings was discussed.

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 taking over the maintenance in October. The Committee discussed the plan to add the allotment maintenance to the overall landscaping contract in March 2027. With the first 6 months of the contract being in the winter and little maintenance being required it was decided not to make a decision on the quote received but to seek a third quote and to make a decision about adding the allotment maintenance to the overall contract at a later date.

The Meeting ended at 9:25pm



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Signed

Dated

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