

**Fullers Slade Resident Steering Group Meeting  
MINUTES**

Wednesday 27 May 2020 8.00pm – 9.30pm  
**Virtual meeting**

**ATTENDEES**

**Residents**

Sylvia Airs (SA) Chair	Weavers Hill	Council Tenant
Heather Jones (HJ) Vice-Chair	Moorfoot	Council Tenant
Teresa Mackenzie (TMcK)	Shepherds	Council Tenant

**Milton Keynes Council (MKC)**

Mim McConachie (MMC)

**PPCR**

Christina Byrne (CB)

**Apologies:** Ivy Little, John Seymour, Sheriden Jones, and Louise Jones

1.	<b>Introductions and Apologies</b>	
1.1	<p>SA welcomed all to the meeting.</p> <p>Apologies were received and noted above. SA stressed that the attendance was a critical issue for the RSG, and numbers are well below the quorum. It was noted that one member was ill, 3 were working different hours due to Covid-19 and 1 has not made any contact for several months. SA added that the priority will be to get new residents to join after the restrictions are removed. Members agreed that 10 was the quorum, and this may need to be reviewed as part of the TOR review.</p>	
2.	<b>Agree to ToR and CoC</b>	
2.1.	All present agreed to the Terms of Reference and Code of Conduct.	
3.	<b>Matters Arising from April 2020 minutes</b>	
3.1	<p><u>Minutes of April RSG meeting</u></p> <p>MKC provided the following comments on the April minutes as an up to date reflection of the project. CB apologised that the minutes were only received today, this was due to them having to be reviewed by senior officers. For future meetings, minutes will be sent at least 7 days in advance of the meeting.</p>	

## **5. Design Team**

### Update 25 March 2020

In terms of securing funding for the design team to progress a planning application, MKC are progressing a START document to secure funding for the design team through the internal approval boards at MKC.

### **Procurement**

#### Update 25 March 2020

MKC will be seeking a delegated decision to appoint the design team. This will agree the procurement route MKC take to appoint the design team.

#### Update 21 April 2020

MKC reviewing potential consultancy frameworks available.

### **Park Hub - Generator**

#### Update 25 March 2020

MKC requested progress from Mears on the removal of the generator and fencing at the porta cabin. MKC are working to get the necessary licenses in place for the crane and arranging the temporary road surface across the verge.

#### Update 21 April 2020

Mears are only completing urgent works at present; due to covid-19 restrictions this may take longer than usual. MKC will check to see whether work can still go ahead if contractors can evidence, they can adhere to latest government guidelines with regards to social distancing.

**6.** A timetable of proposed drop-ins and meetings was provided to SA, HJ and PPCR on 12<sup>th</sup> March 2020 by MMC.

Management of the portacabin will be reviewed and agreed after the new Head of Delivery starts in May 2020.

Portacabin opening: No plans are currently in place at this time until the pandemic is over.

### Fareshare – Community fruit & Veg

Fareshare/Sofea is a collaborative project with RSG, Rowan's Family Centre, Men in Sheds, Fareshare, and MKC.

### Minutes format

	<p>The actions log will be for RSG internal purposes only and will not be published online with the minutes.</p> <hr/> <p>The minutes of the 29 April were agreed a true and accurate record.</p>	
<b>4</b>	<b>PPCR Update</b>	
4.1	<p>CB provided a verbal update.</p> <p><u>PPCR workplan</u></p> <ul style="list-style-type: none"> <li>• CB has agreed the June workplan with MKC following a meeting this week with AB and MMC</li> </ul> <p><u>RSG membership</u></p> <ul style="list-style-type: none"> <li>• HC has resigned from the RSG with immediate effect</li> <li>• An email has been sent to another member who has not attended the meeting for some time, however, no response has been received.</li> </ul> <p><u>RSG contact</u></p> <ul style="list-style-type: none"> <li>• Regular contact has been maintained with chair and vice chair over the past month to look at minutes, and agenda for meetings</li> </ul> <p><u>Training</u></p> <ul style="list-style-type: none"> <li>• A training needs analysis has been sent out to all members to completed. It was also agreed that any training would not commence until after current government guidelines are removed.</li> </ul> <p><b>Action:</b> CB to telephone all members who haven't returned the training needs analysis form by next week so all training needs can be identified.</p> <p><u>Terms of Reference</u></p> <p>CB has sent a revised version to AB and MMC and awaiting their comments.</p> <p><b>Action:</b> CB to send a revised version of the TOR for comment to RSG chair and vice chair before it can be presented to the full RSG.</p>	<p>CB</p> <p>CB</p>
5.	<b>MKC update</b>	
5.1	MMC attended the first 30 minutes of the meeting.	

	<p>MMC presented this update on behalf of MKC and explained that due to Covid-19 there has been disruption to MK Council's usual approval procedures and also its contractors however, MK Council is working hard to keep to a proactive timeline.</p> <p><u>Generator at The Park Hub:</u>  A Highways permit to authorise the use of a crane to collect the generator has been applied for and awaiting Council approval. Once this is approved MKC will be able to process the removal of the generator.  SA asked why this could not be completed during this period when construction sites have re-opened and this may not require several people to remove.</p> <p>MMC explained that staffing is also an issue with some contractors' staff being furloughed. SA stated that Mears were not on site when the generator got delivered and couldn't see why they were required to be on site to remove it.  CB stated that this would not be seen as an urgent repair or project as MKC are currently only dealing with essential repairs like all local authorities currently are, and that this may be the reason that this has not been completed.</p> <p><b>Action:</b> MMC agreed to confirm the date once known by MKC.</p> <p><u>Planning and Procurement:</u>  Work is taking place in regard to the framework of the procurement approach for a design team. Once this is confirmed and approved then the tendering process and appointment of consultants can begin.  MMC confirmed that she has requested to be kept updated with any timelines in order to let the RSG know.</p> <p><u>Small improvements project:</u> Funding has been applied for and is subject to approval. A Walkabout took place on the estate with Michael Kelleher. SA added that some of improvements were fencing, landscaping, works to the small roundabouts to prevent unauthorized parking.</p>	MMC
6.	<b>Post lockdown plan</b>	
6.1	<p><u>Park Hub Projects</u>  The RSG were assured last year that they would manage the Hub however; officers have now confirmed that the Council would manage the facility. Members agreed that the resource will encourage more residents to get actively involved.</p>	

	<p><b>Action:</b> HJ to locate cabinet report where it stated that RSG would manage the Hub.</p> <p>MMC has provided a list in March and again for this meeting of the activities to be undertaken by MKC. This have been noted by members.</p> <p>SA informed the meeting that the HUB had been broken into and reported this to Mears who secured the premises on the day. MMC has posted a notice on the front entrance advising residents to report any issues of vandalism to Mears via their telephone number. SA noted that the address of the portacabin needs to be provided on the notice as the address is not known by residents.</p> <p><b>Action:</b> MMC to amend the notice with add the full postal address.</p> <p><u>RSG membership</u> TMCK suggested that a message be posted on Facebook asking residents to register their interest in being part of the RSG.</p> <p><b>Action:</b> SA to draft an article and send to CB and MMC for review.</p> <p><u>Community Food</u> SA informed the meeting that she has been approached by Claire Walton from Community Action MK group to discuss potentially using the Hub to distribute food parcels with Bianca assisting. SA informed her how she felt it could work under current social distancing measures. SA to follow up with Bianca, chair of FS RA who has been doing a lot of work for food banks.</p> <p><u>Local Lettings Policy</u> SA agreed that this was a priority for the RSG and that a separate RSG meeting to look at the draft Lakes policy can be undertaken in June with PPCR.</p> <p><b>Action:</b> CB to set up a Zoom meeting on Wednesday 10 June at 8pm and sent draft Lakes policy to all.</p>	<p>HJ</p> <p>MMC</p> <p>SA</p> <p>CB</p>
7.	<b>AOB</b>	
7.1	<p><u>Timing of meetings</u> It was agreed that on occasions the vice chair could start the meeting earlier and SA will join in following caring commitments. It was noted that it was important that no</p>	

	member felt excluded due to timings of meetings and that all members contributions were valuable.	
8.	<b>Dates of next meetings</b>	
8.1	<ul style="list-style-type: none"> <li>• 24 June 2020</li> <li>• 29 July 2020</li> <li>• 26 August 2020</li> <li>• 30 September 2020</li> </ul>	