



## Public Notice and Summons to a Meeting of the Projects Committee on:

**Tuesday 7<sup>th</sup> July 2020, 7.30 pm**

This will be a 'virtual' meeting using Video Conferencing  
(In accordance with the \*Coronavirus Act 2020)

Attendance by Press and public is welcome. Those wishing to attend are asked to contact the Town Clerk ([office@stonystratford.gov.uk](mailto:office@stonystratford.gov.uk) or 01908-566726) who will provide details of how to access the meeting remotely.

All Members of **Stony Stratford Town Council Projects Committee** are summoned to remotely attend a Meeting of Projects Committee, at **7:30 pm on Tuesday 7<sup>th</sup> July**.

Signed.....Date: 1<sup>st</sup> July 2020  
Lynne Compton, Clerk to the Council

### Admission of the public and media

The Council welcomes members of the public to its meetings in accordance with the Public Bodies (Admission to Meeting) Act 1960. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda (SSTC Standing Orders 3e).

Remote Meeting guidance: please ensure that you make yourself known when entering the meeting and then put your audio to mute. In the event that broadband causes a poor connection, the meeting will close briefly, a single attempt made to re-connect. If this fails, the meeting will be re-scheduled.

### Mobile Phones

Please ensure that your mobile phone is switched to silent or is switched off completely during the meeting.

### Agenda

Agendas and reports for the majority of the Council's public meetings can be accessed via the Internet at: <http://www.stonystratford.gov.uk/town-council-meetings>

### Recording of Meetings

The proceedings at this meeting may be recorded for the purpose of preparing the minutes of the meeting. In accordance with the Openness of Local Government Bodies Regulations 2014, you can film, photograph, record or use social media at any Council meetings that are open to the public. If you are reporting the proceedings, please respect other members of the public at the meeting who do not want to be filmed. You should also not conduct the reporting so that it disrupts the good order and conduct of the meeting. While you do not need permission, you can contact the Council's staff in advance of the meeting to discuss facilities for reporting the proceedings and a contact is included on the front of the agenda, or you can liaise with staff at the meeting.

Guidance from the Department for Communities and local government can be viewed at the following link: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/343182/140812\\_Openness\\_Guide.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/343182/140812_Openness_Guide.pdf)

There follows a list of the business to be transacted (Agenda)



## Projects Committee Agenda Tuesday 7<sup>th</sup> July 2020, 7.30 pm

### 'virtual' meeting using Video Conferencing

1. QUESTIONS AND CONTRIBUTIONS FROM THE PUBLIC (15 mins)
2. DECLARATIONS OF INTEREST IN RESPECT OF RELEVANT ITEMS OF BUSINESS ON THE AGENDA;  
In accordance with the Localism Act 2011 S29 (1) Committee to receive and note
3. REQUESTS FOR DISPENSATION in accordance with the Localism Act 2011 s33.  
Committee to consider and make resolution
4. APOLOGIES FOR ABSENCE to consider and make resolution
5. GENERAL SERVICES attached  
Committee to note the report.
6. PROJECTS UPDATE attached  
Committee to note updated items and consider the recommendations
7. MK PLAY ASSOCIATION (MKPA) SUMMER PLAY SESSION DRAFT PROPOSAL attached  
Committee to consider options in draft proposal and make recommendations.
8. COMMUNITY INFRASTRUCTURE FUND (CIF) MKC SUCCESS: attached  
8.1 RE-VAMPING OF GREEN SPACE TO REAR OF MAGDALEN CLOSE  
8.2 EGMONT AVENUE VERGE REPLACEMENT  
Committee to note MKC changes to original applications and make decisions and recommendations
9. NEW EVENTS FOR THE COMMUNITY IN 2020 attached  
Committee to note the report and make recommendations to Full Council.
10. FREE SEEDS FROM THE WOODLAND TRUST AND THE TREE COUNCIL attached  
Committee to note the report and make recommendations to Full Council.
11. OUTDOOR ONE DAY ART CLASSES attached  
Committee to note the proposal and report and make recommendations in principle
12. POTENTIAL NEW DEFIBRILLATOR SUPPLIER attached  
Committee to note information from potential supplier and make recommendations.
13. EVENTS WORKING GROUP  
Committee to receive verbal report.

*Lynne Compton, Clerk to the Council*

DATE 1<sup>st</sup> July 2020

DATE OF NEXT MEETING: 1<sup>st</sup> September 2020



General Services Report

Project Committee 7<sup>th</sup> July 2020

Agenda Item: 5

- |  |                                    |
|--|------------------------------------|
| 1. Allotments: Income & services updates | 7. Litter picking equipment/events |
| 2. Farmers Markets                       | 8. Dog and litter bins             |
| 3. Landscape maintenance                 | 9. Defibrillators                  |
| 4. Play areas                            | 10. Best Kept Village scheme       |
| 5. Play Sessions                         | 11. Public Toilets                 |
| 6. Recycle & Reward Schemes              | 12. Foam stream machine            |

#### 1. Allotments: Income & services updates

##### Occupation levels:

##### *Empty plots:*

Both sites are now fully tenanted.

##### *New/Prospective tenant notes:*

Waiting list: n = 5 (for Wolverton Road)

##### Tenant issues:

*COVID 19:* WR tenants wish to bring a photographer on-site to photograph The Orchard and other plots (as agreed by each participating tenant) for a virtual Stony Opens Gardens event. Organisers have been advised this goes against the current National Allotment Association guidelines (no non-plot holders on site) and they must work with the DTC to risk assess the venture.

##### Unpaid Work Team:

Team visits recommenced on Monday 1<sup>st</sup> June. Operational differences mean there are now two to four service users (previously there were eight) and the team use their own vehicles (previously there was a communal van). So far, they have worked at Boundary Crescent strimming overgrown plots and working along the strip in-between the back of the plots and the boundary fence.

##### Allotment maintenance issues:

##### *Tree works on Wolverton Road allotment site:*

RTM Landscapes removed the fallen branches at the Wolverton Road site (see June Projects papers: General Services report) on Monday 1<sup>st</sup> June at a cost of £160 +VAT.

##### *Rubbish pile on Boundary Crescent allotment site:*

Prior to lockdown, arrangements had been made to have the rubbish pile removed. As per Projects Committee recommendation, the TC approved, by Delegated Decision, the preferred contractor of the TC and the PCO (Projects Committee minutes, March 2020). Due to Covid 19 movement restrictions this removal could not go ahead. The contractor is once again operational and has been invited to view the current rubbish pile to ascertain if the original quote still stands. Arrangements to be made with DTC.

##### *Portaloos*

WR loos: Had not been cleaned during the last two scheduled visits. The contractor stated there was an issue with key access. DTC checked the site lock and key, and the bollard lock and key (the contractor enters via the gap in the houses at Queen Street/King Georges Crescent). Both were fine. Contractor office identified the likely problem as the ground operator using too big a vehicle to access with the removal of just one bollard (only one bollard can be removed at Queen Street/King Georges Crescent).

The contractor has now advised that, from now on, a smaller vehicle will be used. Portaloos have been cleaned.

## 2. Farmers Market

Covid 19 Risk Assessment for Farmers Market: see Appendix 1

Date of Market	£ Total	No of Stalls	Stall holders attending	Additional notes
26/06/2020	£70.00	7	Natures Farm fruit & veg, Debbie's Home Cooked Meals (& Caked in Bread), Crayfish Capers, Really Good Sausages and Burgers, Gerry's Pantry, Olive stall, Pastures Farm shop	Sunny day. Busy. Crowd management worked.

## 3. Landscape maintenance

- In addition to standard maintenance works Serco are undertaking a programme of pruning back tree epicormic growth (i.e. young branches growing from base of tree trunk). This should be completed by early July.
- Clarification of responsibility for tree branch maintenance, from MKC and Serco SSTC contract:

	Responsibility of SSTC	Responsibility of MKC
Tree branches over highway/roads	Up to 5m high	Over 5m high
Tree branches over footpaths	Up to 2m high	Over 2m high
Tree branches over redways	Up to 3m high	Over 3m high
Epicormic growth	Up to 4m high	Over 4m high

### *MKC Landscape/furniture:*

Two MKC benches on riverside walk were vandalised (displaced, fixings sheared off, memorial plaque stolen). These were fixed back into position and refurbished by MKC. MKC will also replace the plaque. Note from MKC Landscape Services Officer: if this happens repeatedly, it might be more economical to remove the benches.

### *MKC Landscape: weeds*

The parish is becoming increasingly weedy and TC raised the issue with MKC (26.06.20). Questions asked:

- When is the next single weed-spray due: when was the last one carried out in 2019?
- Any suggestions for a way forward e.g. SSTC to pay for a one off top up service (subject to cost)

Response from Kevin Wilson, (Waste Services Officer) stated the department is struggling to keep on top of everything (refuse and recycling collections, cleaning issues and now weeds) and are working to sort out the backlog of work.

TC will seek an update in two weeks (15<sup>th</sup> July 2020).

## 4. Play areas

Play areas currently remain closed. This may change as Central Government guidelines have changed.

## 5. Play Sessions: Summer

- Milton Keynes Play Association*  
Have suggested several options in order to provide summer play sessions. See Agenda item 7.
- MK Dons:*  
MK Dons are unable to commit to, or provisionally agree dates due to the current uncertainty (DTC to seek update).

- *London Lions Basketball team*  
London Lions are unable to commit to, or provisionally agree dates due to the current uncertainty (DTC to seek update)

## 7. Litter picking equipment/events

There are no current litter picking events.

Residents have been made aware via Facebook that litter picking kits are available at the SSTC offices.

## 8. Dog and litter bins

The dog and litter bins in the Mill Field, Ousebank Way and Mortimer Park. are still experiencing very heavy usage:

SSTC Empty date	Collection day	SSTC Bin	No extra bags	Cost (£2.20+VAT per extra bag)
25.05.20	Monday	Ousebank Way, Calverton car park	1	£2.20 +VAT
28.05.20	Thursday	Ousebank Way, Calverton car park	2	£4.40 +VAT
01.06.20	Monday	Ousebank Way, Calverton car park	8	£17.60+VAT
04.06.20	Thursday	Ousebank Way, Calverton car park	2	£4.40 +VAT
15.06.20	Monday	Ousebank Way, Calverton car park	2	£4.40 +VAT
22.06.20	Monday	Ousebank Way, Calverton car park, Mortimer Park*, Millfield dog bins.	5	£11+VAT
25.06.20	Thursday	Ousebank Way, Calverton car park, Mortimer Park*, Millfield dog bins.	14	£30.80+VAT
29.06.20	Monday	Calverton car park (2.5), Millfield dog bins (1), Ousebank Way (5.5)	9	£19.80 +VAT

\*Mortimer Park bin has now been added to the SSTC schedule.

### *Current situation:*

- The current SSTC contractor is contracted to empty bins; however, they do also take away extra accumulated rubbish (see table above). During the current situation the contractor has advised SSTC that if excessive amounts of rubbish overflowing and surrounding bins occur on a regular basis, they cannot agree to take it, it must be reported to MKC as fly tipping.
- The MKC bin at Mill Field is regularly reported to MKC. The Mortimer Park bin (new SSTC bin) is regularly reported to MKC as having fly tipped rubbish surrounding it. Both bins are emptied/fly tipped rubbish cleared by MKC in response. This appears to occur within a few days.
- The current standard schedule for MKC bins in Stony Stratford is every eight weeks.

### *Way forward:*

TC has emailed MKC Departments (30.06.20: Public Realm, Waste Services) to ask for assistance and enquire as to any Government funds available for Covid-19 assistance that SSTC or MKC can access to try and alleviate the problems before they turn into a Public Health issue, especially in the leisure areas such as Mortimer Park and Caterpillar Park e.g. to pay for a Ranger, additional litter picking.

Also suggested to MKC Departments: a joint meeting with the relevant parties to discuss the issues. Whilst SSTC understand that this is a borough-wide issue, the situation in Stony Stratford needs addressing before the start of the 'summer' holiday's (17<sup>th</sup> July 2020).

### *Bin stickers; "Walk your rubbish home":*

Keep Britain Tidy provide open access, 'Walk Your Rubbish Home,' images for posters etc. However, these specify, 'Covid 19,' and, 'front line workers,' in the text. SSTC sought permission from KBT to modify the images (remove the Covid 19 references) to increase the relevance and longevity of any bin

stickers made from the images, to after the pandemic has finished. This was not given, however, KBT advise that non-specific open access images will be available in the next few weeks.

#### *Current contract with DNH Contracts*

The contracts between SSTC and DNH Contracts (Formally AH) is due to end on 31<sup>st</sup> March 2021. TC will organise Tenders using the LGSS online Procurement portal. This process is overseen by the Finance & HR Committee.' Current contract: see Appendix 2 (Members Only).

#### 11. Public Toilets

Reports for June have not yet been received. Arrangements were made in February for DTC to receive 'real time' reports of issues reported by the public to the contractor. No issues have been received by the DTC since February.

#### 12. Foam Stream Machine

There is currently no operator for the machine. Any new operator will need to be trained by the Wolverton and Greenleys Foam Stream operator (i.e. their caretaker), who is undertaking essential work only. On 26.06.20 TC emailed Penny Fletcher at MKC to ask for guidance on the way forward. *Please note:* The SSTC caretaker de-weeded around the library and the public toilets but cannot do what is necessary parish-wide without specialist equipment.

Committee is ASKED to NOTE the report  
Karen Hiser, Deputy Town Clerk to the Council  
01/07/2020

## Risk Assessment Form

Location/Dept: Market Square		Date Assessed: 26 <sup>th</sup> June 2020			Assessed by: Debbie Grant (Market Manager), DTC		
Task/ Activity: Farmers Market		Review Date: 31 <sup>st</sup> July 2020			Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Operating the Farmers Market during the Covid 19 pandemic	Transmission of Covid 19 Coronavirus	Market stall traders. Customers. DTC	Safety guidance issued to stallholders prior to and at event.  Feedback questionnaire on stallholder safety arrangements issued prior to, or if not possible, at event.	5	2	10	Safety measures on social distancing, hygiene, market layout to be regularly reviewed by Market Manager and DTC. in line with Govt. guidelines.  Control measures will be reviewed in line with the latest Government guidelines.
Working on a market stall	Coming into contact with people who may carry, or be suffering from Covid 19	Market traders	DISTANCE: Traders have been advised to keep 2m from customers as much as possible. Where this is not possible use additional measures, e.g. Facemask and/or screen.	5	2	10	
Working on a market stall	Coming into contact with people who may carry, or be suffering from Covid 19	Market traders	HYGIENE: Traders have been advised to wash their hands for 20 seconds or hand sanitise regularly and avoid face touching.	5	2	10	
Visiting the farmers market	Coming into contact with people who may carry, or be suffering from Covid 19	Customers.	Signs instructing customers to keep 2m apart.  Stall layout encouraging distancing between customers of each stall.  Hand sanitiser on some stalls – available to all  Possession of tape for markings on the ground to direct customers and discourage congestion, if needed.	5	2	10	

Working on a market stall	Showing symptoms of Covid 19 Coronavirus	Market traders	Traders have been instructed not to attend the market if they show symptoms	5	3	15	
Working on a market stall	Coming into contact with contaminated cash	Market traders Customers	Traders encouraged to use contactless payment rather than cash. Traders advised to regularly wash hands/ use sanitiser and avoid face touching. Hand sanitiser on some stalls – available to all	5	3	15	
Working on a market stall	Coming into contact with surfaces possibly infected with Covid 19	Market traders Customers	Traders encourages to keep surfaces clean. Traders take their own rubbish and materials home with them. Hand sanitiser on some stalls – available to all	5	2	10	

## Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so





Agenda item 7. MKPA summer sessions proposals.

Project Committee 7<sup>th</sup> July 2020

Milton Keynes Play Association are aware that, under current Covid 19 Government Guidelines their play sessions cannot be run in the same manner as in previous years. Nevertheless, they still wish to provide children of the parish with summer activities and are seeking ways to do so whilst keeping within social distancing and hygiene guidelines. To this end they have put together a number of proposals (attached below).

The Committee is asked to consider the options and make suggestions and recommendations. The Committee is also asked to consider the approval of these sessions in principle.

Some key suggestions to consider:

*Type of session*

- All day sessions rather than 2.5-hour sessions.
- Age specific groups in different time slots, or age specific groups in the same time slots.
- Volunteers required: encourage parish councillors, community officers, and other local community groups. (To note: a poster detailing this has already been posted on Facebook).

Costs

- Potentially likely to follow the same pricing structure.

*Activity areas*

- Plan 1 and Plan 2, below.

*Managing numbers*

- Scheduled appointments.
- 1 hour slots: 15 minutes in between booked slot to enable clean up
- Queues 2m apart.

*Managing crowding on the day*

- Signs indicating it is booking only. Leaflets indicating how to book.
- Cordoning off play area and coning off queue area.
- Chalk spray areas.

*Managing 'no shows'*

- Ask for a refundable £1 deposit.

*Rubbish control*

- Provide families with bags/ ask Council to provide bags and take rubbish.

*Trial Week/taster session.*

## Parish Play Session Draft Proposal

1. Type of Session
2. Activity Areas
3. Managing Numbers
4. Managing 'No-Shows'
5. Risk Assessments
6. Trial Week
7. Advertising

### Type of Session

MKPA have proposed to deliver full day sessions rather than 2.5 hour sessions to help with crowd control, event set-up (extra measures) and regular sanitation.

- Proposed time would be 10 or 10:30 to 4pm. We would need to see how long it would take to set up a field (diagram in next section)
- *Suggestion?* – We could provide 2 morning and 2 afternoon slots for under 6's?
  - Would this be an issue if siblings wanted to go together (one above 5yrs).
    - Or, do a family session then others for other specific ages?
  - It would help the playworkers provide more suitable play activities for the ages
  - Alternatively, we have one activity group for one age group, the other group for older children (6+).
- Would this affect the number of sessions we are able to provide?
  - Depends on the total number of parish groups involved/accept this plan
  - Depends on the number of teams available to deliver sessions.
  - Number of staff per team would depend on how many children per activity (see below).
  - We would break the sessions down into hours (total hours originally proposed) and create a structure/schedule that way.
  - If there have been changes to funding due to COVID-19, please let us know as soon as possible.
- How many staff needed per session?
  - Current guidelines – groups of 6. Therefore, we propose groups of 5 children with 1 active playworker (ideally 2), 1 supervisory playworker (to supervise both groups).
  - Two staff members to supervise the craft space (1 family in, 1 family out)

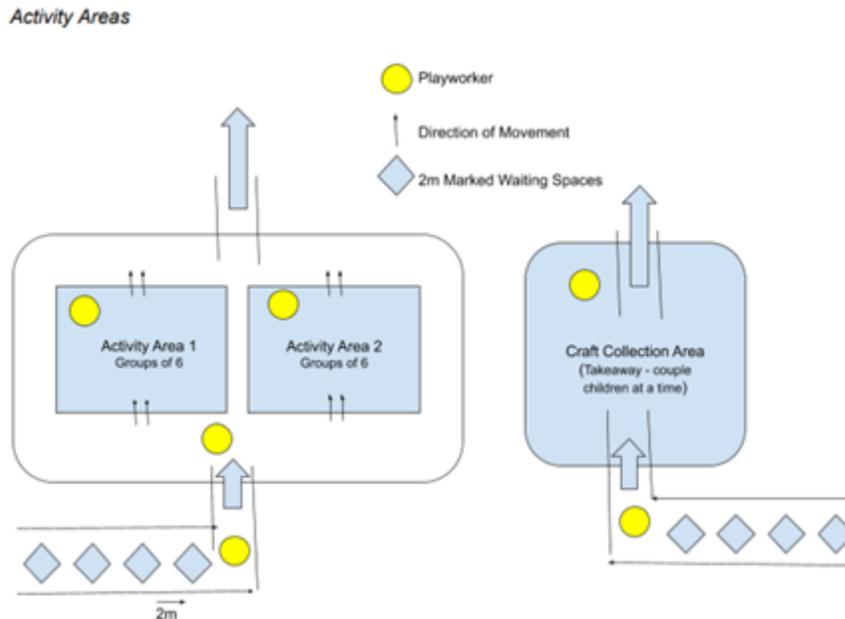
- One playworker to manage the line to get into the activity space (checking bookings)
- 2+ volunteers to help manage line queues in-between sessions.
- Extra volunteers to help with field/crowd control. We would like to encourage parish councilors, community officers, and other local community groups to take it as an opportunity to not only help crowd control but to engage with the community.
- Cost per session?
  - We have taken on board the removal of the bouncy castle and petrol costs incorporated.
  - We could use this expense to invest in other materials that we will need a lot of, for example, 'disposable resources (for us)' including, paint, PVA etc. We will need to rely on large donations or money from the budget to buy these materials in.
    - We have enough cups, trays, sponges etc. to supply each child with their own pack of supplies (see more under 'craft area'.)
  - Potentially, depending on your budget, number of staff required and cost of these 'disposable materials', it is likely to follow the same pricing structure.

## Activity Areas

### Plan 1

- This structure separates the 'booking only activity space' and the 'no booking required craft area'
  - Activity area is for bookings only which will be done through a scheduling website.
  - Craft area does not require a booking as this is an activity that families can take back to their spot on the field (more info in 'activities')
    - Craft area is a 'pick up zone' only. One family at a time enter into the zone, pick up ready organized crafts/making/games packs (potentially already bagged), and take away to their spot in the field. We would manage the materials so there are little or no contact areas, playworkers could even pack the bags for the children.
    - We could encourage families to bring their own bag (Grocery bags would be perfect) to take crafts to their spot and to later take home.
  - Playworkers will manage the queues with the help of volunteers
  - Activity sessions duration – We are open to ideas but I would say 20-30 minute activities would be long enough. That would be roughly 10 slots > 5 children each group > 2 groups >100 children throughout the day.

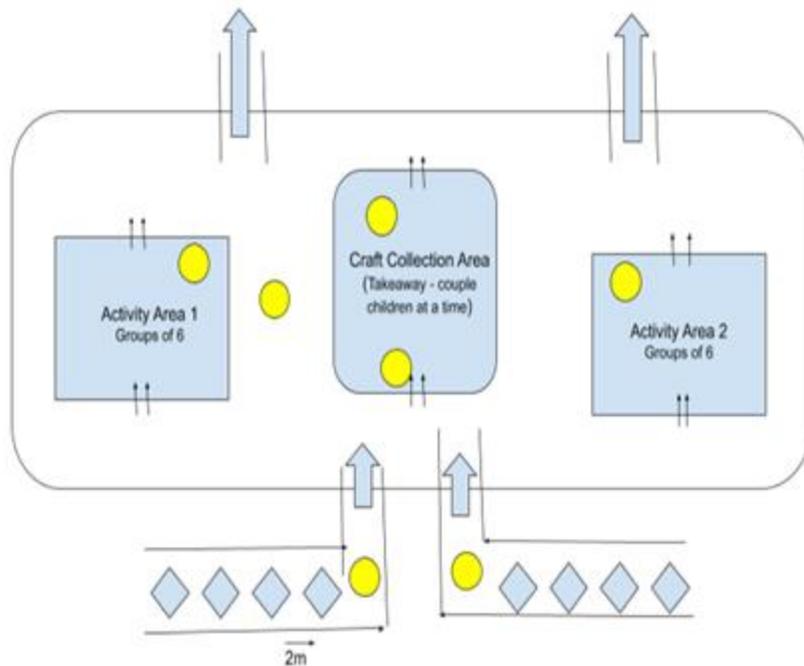
- 25 minute sessions would allow a 5 minute changeover and short break for playworkers.



## Plan 2

- This structure has a 'booking only activity space and craft area' (same key applies on diagram).
- This layout would enclose all activities, limiting the number in there at any time. However, it would require more staff and planning to help separate the three areas. Activity Area 2 and Craft area could swap to make it easier for playworkers however, the craft area in the middle provides more distance between the two groups. The craft area would only ever have one family/household in at a time.
- Same activity duration as earlier suggested (see Plan 1).
- More help from volunteers to compensate more playworkers needed.
- As the craft area is not booked, the area will need signs to reduce queuing and advise that there are plenty of resources. "We have plenty of craft, making and games activities, no need to queue"
- Or potentially have times in which they can come and collect craft packs?

*Welcome to your feedback – please leave your feedback throughout this document by leaving comments. Go to Review > Add comment.*



## Activities

*Craft Area* activities include 'takeaway' crafts, making and games. For example, Craft packs: Plywood circles/squares, Jellyfish making (shower caps and streamers), bubble wand making, fabric painting, Paper Mache etc. Making packs: small bags of scrap and other materials for making (potentially have a competition for most creative, have themes etc.), storyboards, make a car from scrap and race it in the activity area'. Games pack: We can make a printable board game on card for the family to part-take, scavenger hunt around the area.

- We would provide small takeaway pots of paint, PVA, sticky tacks etc. for activities.

*Activity Area* activities include a lot of group games, for example, playground games that require no equipment. Using their handmade bubble wands and dipping it into a large pool of bubble mixture. Bringing their story board to the games area. Potentially crafts from crafting area.

## Managing Numbers

- Scheduling appointments for activities
  - Multiple calendars will be needed for different sites.
  - There will be a cost involved in purchasing the subscription for the scheduling site (£50 for a month), split between packages (very small cost). We have been using acuityscheduling for our scrapstore and it

has been very user friendly, easy to understand and can have multiple calendars.

- We may also be able to use our MKPA website to schedule at no extra cost. Will look into this.
- Playworkers will need to be able to receive regular updates, check appointments live. We are working on finding a grant or donation to be able to purchase tablets and data sims. If you know any contacts who may be able to help, please let us know.
- Messages to the public
  - “Please aim to arrive as close to your booked activity time as possible. We will be unable to let you into the play session until the time slot.”
- How do we manage queues?
  - Social distancing to be reduced to 1m. However, we will stick to 2m as it is likely parents will wait with their children meaning more people queuing.
- What happens if we feel the surrounding area is too crowded? Technically, it is an open park (most areas). Therefore, can we ask them to leave?
  - Scenario 1: Out in the public field  
Signage up and messages for families
    - - “We are carrying out a play session activity and whilst we would love to welcome you, we are only able to take bookable appointments to meet social distancing guidelines.”
    - “If you would like to book an activity please visit our website - or call.
    - Measures we would take: Cones marking out a queue then a cordoned off area where the play session takes place. Having barriers around the cordoned off area and tape will allow for further distancing  
If people come over, we would have someone talk to them to apologize and hand out a bit of paper advertising the next play sessions and how to book.
  - Scenario 2: If we feel that the surrounding open play spaces will be too hard to manage, we suggest a second approach.
    - 1 Hour slots with 15 minutes difference to the next slot to allow stragglers to leave and early birds to wait. Also, to clean and set up for the next slot.
    - We will be specific on instructions:  
“Due to Covid-19 and under government guidelines we will have one-hour time slots for you to come and enjoy our play session.

After 50 minutes of fun we will ask everybody to start packing up. This will allow everyone to leave safely with social distancing measures in place. We will then clean up the area for the next booked play session.”

### Managing ‘No-Shows’

- Since opening the scrapstore, we have noticed people not showing up for their appointments, meaning others have missed out on the opportunity to attend.
- There is a very likely possibility that this will happen in play sessions. Not sure how easy it would be to control this - if they are 5 minutes late, do we let others join in? If we do this, how does a playworker choose who to let in? Would this encourage crowding in this area?
- If we don’t allow this but people miss their appointment, other children who attended would miss out slightly in game situations as they are in smaller groups. We would have smaller group games to compensate for this.
- Therefore, could we introduce a ‘deposit’? When you book, you would have to deposit £1 per appointment. When you arrive on the day, they can either choose to take back their deposit (by giving them a £1 coin) or donate to the charity. Hopefully this would discourage people from just booking a slot ‘just in case’ and also to encourage them to still attend.
- Message for the public: “Due to limited numbers of available slots, we are asking for a one pound refundable booking fee to secure your time slot. This ensures that everyone who books attends and that everyone gets a chance to join a play session. Your pound will be returned to you upon your attendance to your booked session, alternatively you can choose to waiver the return of the pound which we donate back into the charity.”
- We would have a lockable float - with the schedule of every person attending on the day and £1 for each person (plus extra). We would anticipate them all asking for it rather than not having the £1 to give.
  - A register marking them in and a tick for donate or x for return.
- Messages to the public: “We will use your donations to buy more/different supplies for the coming weeks”
  - Giving back to the community
- My next question was, “Would this deposit be a barrier to some families, e.g. what if they don’t have a debit card? What if they don’t have the money? We understand it has been a very difficult time for a lot of families.”
  - No Debit card? - Paypal accounts can be easily set up and most people can access them.

- “Alternatively, if you are unable to deposit a £1 through either of the options available please call MKPA...”
- No access to the internet to view our website and scheduling site? We can put posters up, provide a number to call for us to book (but we want to minimise this as we have limited staff for this type of admin – unless we can refer them to parish clerks to help out?)
  - No funds to be able to provide a deposit? “If you are unable to deposit £1 due to experiencing hardship please contact our friendly team.”
  - How else could we manage people from just booking ‘just in case’? We want all children to have the opportunity for play. There are restrictions that can be put in place on the scheduling site to limit the number of times one person can book.
    - If we release the bookable slots on a weekly basis then this should be restricted to 2 bookable slots per person. Some childminders may rebook every week with different children so this will be one of the risks associated with this.
    - Maybe if this was the case, we could ask them to ring up to arrange something else?
    - What if they don’t have access to the website?
    - Or they don’t have the money in the first place? A lot of families have struggled with kids not being in school.
  - How else could we manage people from just booking ‘just in case’? We want all children to have the opportunity for play. There are restrictions that can be put in place on the scheduling site to limit the number of times one person can book.

## Risk Assessments

- What to consider...
  - How to deal with touch points
  - Rubbish control? Do we collect the rubbish or provide families with bags?
    - Ask the council to provide bins and bin liners? We wouldn’t be able to take all the rubbish back to base.
  - Taping activity area off - there will be two circles of tape to protect the activity space from the crowd outside.
  - Chalk spray paint for marking areas on grass (biodegradable)
  - Staff protection

- Hand sanitizer (Most of the school staff are not wearing any of the PPE. We would encourage playworkers and families to use hand sanitiser as they enter upon and leaving the play areas.
  - Hand washing facilities (we have large plastic containers to bring water and soap)
- Minimal equipment, disposable when possible or encouraging families to reuse at home.
- Two small groups for activities

## Advertising

- Messages for the public
  - “We are currently setting up plans to welcome you back to our play sessions this summer. We will be carrying out activities in: XYZ (Name locations of where we are planning to go). We will be holding play sessions for 25 minutes (Scenario 1) or one hour (Scenario 2) to a maximum of (5 children at a time). ***Note for parishes, hopefully we will be able to increase this number depending on guidelines.*** The play sessions will be a bookable time slot (**only**) (then guide them on how to book when decided).
- An idea we had was to ask the public to complete a form to ‘express their interest’. This would help us to prepare for the number of families who may attend. This would not be a booking. This can be easily distributed using Google Forms.
 

“In the meantime, please complete this form to express your interest in attending a play session and we can add you to our mailing list.”
- Ideally, we need a full schedule of set dates by the 10th of July. We manage expectations by communicating honestly -
 

“Please see our planned list of activities for the summer. Please note if any of our play workers have symptoms of COVID-19, under government guidelines we will have to cancel the session at short notice. In the event that this happens we will communicate to you at the earliest convenience.”
- Communication with parents - “If you or a family member have had symptoms of a cough or fever, please do not attend the play session. Please call us to reschedule an alternative slot” (Will copy in government advice at the time).

## Trial Week?

- Another proposal we have is to deliver a ‘trial week’ to help manage expectations to the public. We would not let the public know that this is a trial week but as a taster session. We can then gather feedback and learn what

we can do better for coming weeks. Trial weeks would follow the same structure as the rest of the summer.

- To help manage numbers, we could do a trial day in a public space which would not be heavily advertised to test our plan (maybe just the parish page advertised?)

### Equipment needed (and potentially need donation/to buy)

- Tape and pig irons for taping off the surrounding areas
  - We could post on social media channels to reach out to local businesses to donate these materials.
- Paint, PVA, paper, other craft and games materials
- Hand sanitiser
- Chalk Spray paint for marking areas on grass (biodegradable)
- Tablets for updated schedules (and data SIM)
- 'Takeaway bags for families to bring crafts home (encourage families to bring their own)
- Signage – we have some wood to make our own signs but need hinges to make A-frames' (see below example of a sign'





Agenda item 8. CIF funding success for:  
8.1 Magdalen Close.  
8.2. Egmont Avenue

Project Committee 7<sup>th</sup> July 2020

The two applications for Community Infrastructure Funds have been successful. These are:  
8.1 Magdalen Close: tidy up the area to the rear of Magdalen Close.  
8.2 Egmont Avenue: install verge protections at the corner of Egmont Avenue.  
(see MKC letters below).

Committee to note the following:

#### 8.1 Magdalen Close

Following recommendations from the MKC tree officer, the total cost is £12,000.00. This is a Town Council contribution of £6,000. The original costs, as approved by Full Council were £9,500 (£4,750 SSTC contribution).

In March, MKC requested essential tree works form part of the CIF application, which increased the total cost from £9k to £12k (SSTC contribution £4,500 to £6k). Full Council agreed on 17.03.20.

Council agreed that the costs of Magdalen Close improvements should come from the Landscaping Fund, (TC confirmed is currently £12,555.22). It should be noted that the works must be started and completed within the 2020-22 financial period.

The Committee is asked to CONSIDER proceeding with the works on 8.1 Magdalen Close within the 2020-21 Financial year.

#### 8.2 Egmont Avenue Corner

The cost of the project to the Town Council is £2,350 (total project costs are £4,500).

The TC confirmed that there is currently £10,412 in the Civic Initiatives Budget set aside for:  
Foam stream hire - £3192.

Street sweeper - £2220

MKC joint project to be determined - £5000.

Committee is asked to CONSIDER making a recommendation on which fund the costs of the Egmont Corner works should come from:

- 1) the Civic Initiatives budget in the 2020/21 Financial year, or
- 2) recommend to Full Council the funds be precepted for in the 2021-22 financial year?

It should be noted that the works must be started and completed within the 2020-22 financial period.

Highways Department  
Highway Liaison

Reply to Highways Liaison Team  
Tel 01908 252241  
E-mail [highways.liason@milton-keynes.gov.uk](mailto:highways.liason@milton-keynes.gov.uk)



8.2 Egmont Avenue corner

Lynne Compton  
Stony Stratford Town Council  
5-7 Church Street  
Stony Stratford  
Milton Keynes  
MK11 1BD

25 June 2020

Dear Lynne,

Re: Community Infrastructure Fund (CIF) 2020-2022

I am pleased to inform you that your application to the CIF for clearing unkempt area, Magdalen Close has been successful following a Delegated Decision on 24 March 2020.

The total cost of your project comes to £12,000.00

However, following a feasibility study carried out by an MK Council officer there are changes to the original application you requested. You MUST let us know if you are happy to proceed with this amended project in your acceptance of the CIF grant.

These changes are:

1. The cost of the project is slightly higher than what you have quoted on your application
2. This is following recommendations from MK Council's Arboriculture Officer.
3. Please contact Bob Widd on [Robert.widd@milton-keynes.gov.uk](mailto:Robert.widd@milton-keynes.gov.uk) or 07957211461

Your parish has been awarded £6,000.00 \* from the CIF as MK Council's contribution. The remainder £6,000.00 will be your parish contribution and you will need to raise a Purchase Order for this amount if you wish to proceed. This will be invoiced by MK Council on completion of the project.

\*The CIF grant is made on the following conditions:

1. There are no ongoing maintenance costs to MK Council.
2. Your project must be started and completed within the 2020-22 financial period.
3. There are no further changes to the approved project as set out in the application form other than those highlighted by the feasibility study.
4. You agree to acknowledge the CIF contribution in any publicity about the project.
5. Other specifics e.g. meeting UK regulations/wording/land ownership.

What you need to do now:

If you wish to proceed with the project including the changes following the feasibility study, please contact the Highway Liaison team by email on [highways.liaison@milton-keynes.gov.uk](mailto:highways.liaison@milton-keynes.gov.uk) by 5pm on 17 July 2020 to confirm that you want to go ahead, and the conditions are satisfactory.

The CIF Guidance and Criteria can be read in full on the Parish, Town & Community Councils page, under the [Parish Grants Programme](#) on Milton Keynes Council's website [www.milton-keynes.gov.uk](http://www.milton-keynes.gov.uk)

Thank you for your application and I hope that this project will benefit your local community now and in the future.

Best wishes,

Cllr Emily Darlington  
Cabinet Member for Public Realm

Covid-19 Statement

MK Council's Highways officers are classed as key workers under the guidance issued by the UK Government during the Covid-19 pandemic and all employees have been issued with a key worker letter proving their key worker status. This also includes Ringway employees, our highways service provider and Serco, our environment service provider.

We are following the current UK Government guidance on social distancing so that any work being carried out by our employees is done in accordance with these guidelines wherever possible

Synergy Park, Chesney Wold, Bleak Hall, Milton Keynes, MK6 1LY

#### **Highways Data Protection Privacy Statement**

We collect and use information about you so that we can provide you with Highway services under the relevant Legislation. Full details about how we use this data and the rights you have around this can be found at <https://www.milton-keynes.gov.uk/highways-and-transport-hub/highways-privacy-notice> . If you have any data protection queries, please contact the Data Protection Officer at [data.protection@milton-keynes.gov.uk](mailto:data.protection@milton-keynes.gov.uk)

Highways Department  
Highway Liaison

Reply to Highways Liaison Team  
Tel 01908 252241  
E-mail [highways.liaison@milton-keynes.gov.uk](mailto:highways.liaison@milton-keynes.gov.uk)



Lynne Compton  
Stony Stratford Town Council  
5-7 Church Street  
Stony Stratford  
Milton Keynes  
MK11 1BD

25 June 2020

Dear Lynne,

Re: Community Infrastructure Fund (CIF) 2020-2022

I am pleased to inform you that your application to the CIF for Verge Protection Egmont Avenue/Claremont Avenue has been successful following a Delegated Decision on 24 March 2020.

The total cost of your project comes to £4,500.00

However, following a feasibility study carried out by an MK Council officer there are changes to the original application you requested. You MUST let us know if you are happy to proceed with this amended project in your acceptance of the CIF grant.

These changes are:

1. After undertaking the feasibility, the Highway officer recommended that we use GRASSCRETE to protect the verge instead of the cobbles you applied for in your application. The quote given is based on the use of GRASSCRETE.
2. Please can you contact Gino Tartaglia to discuss the scheme before deciding if you wish to go ahead. He will be able to give you information on his proposal. Gino can be contacted on 01908 254576 or [Gino.Tartaglia@Milton-keynes.gov.uk](mailto:Gino.Tartaglia@Milton-keynes.gov.uk)

Your parish has been awarded £2,250.00 \* from the CIF as MK Council's contribution. The remainder £2,250.00 will be your parish contribution and you will need to raise a Purchase Order for this amount if you wish to proceed. This will be invoiced by MK Council on completion of the project.

\*The CIF grant is made on the following conditions:

1. There are no ongoing maintenance costs to MK Council.
2. Your project must be started and completed within the 2020-22 financial period.
3. There are no further changes to the approved project as set out in the application form other than those highlighted by the feasibility study.
4. You agree to acknowledge the CIF contribution in any publicity about the project.
5. Other specifics e.g. meeting UK regulations/wording/land ownership.

What you need to do now:

If you wish to proceed with the project including the changes following the feasibility study, please contact the Highway Liaison team by email on [highways.liaison@milton-keynes.gov.uk](mailto:highways.liaison@milton-keynes.gov.uk) by 5pm on 17 July 2020 to confirm that you want to go ahead, and the conditions are satisfactory.

The CIF Guidance and Criteria can be read in full on the Parish, Town & Community Councils page, under the [Parish Grants Programme](#) on Milton Keynes Council's website [www.milton-keynes.gov.uk](http://www.milton-keynes.gov.uk)

Thank you for your application and I hope that this project will benefit your local community now and in the future.

Best wishes,

Cllr Emily Darlington  
Cabinet Member for Public Realm

Covid-19 Statement

MK Council's Highways officers are classed as key workers under the guidance issued by the UK Government during the Covid-19 pandemic and all employees have been issued with a key worker letter proving their key worker status. This also includes Ringway employees, our highways service provider and Serco, our environment service provider.

We are following the current UK Government guidance on social distancing so that any work being carried out by our employees is done in accordance with these guidelines wherever possible

1. Background: The Stony Stratford Town Council Big Lunch was cancelled due to the Covid-19 pandemic and most other events have been cancelled e.g. Riverside Fair. It is unlikely there will be many activities for residents during the holidays (due to start Friday 17<sup>th</sup> July) plus many people who would normally be on holiday, will not be able to go due to current restrictions or fears about the experience due to restrictions. This could have a major impact on the health and well-being of residents.
2. Ideas for events:
  - i) Since 15<sup>th</sup> June, Drive-in Cinemas have been allowed to re-open (normal cinemas are not allowed to reopen until 4<sup>th</sup> July). This article from The Metro gives locations and companies who provide Drive-in Cinema services <https://metro.co.uk/2020/06/11/where-can-find-nearest-drive-cinema-need-car-visit-128>. Stony's Scala Cinema, Vintage Open-Air Cinema and MK Independent Cinema could be approached for costs. They would then organise the running of the event.
  - ii) Drive-in Open-Air Theatre: I am not aware that anyone is providing this but there are numerous companies that provide Open Air Theatre who could be approached, this could be run on the same lines as the Cinema. StonyWords and Stony Theatre company could also be approached.
  - iii) Socially distanced sporting/fun sport events: could be run by volunteers: perhaps the Stony Stratford Covid-19 support group, Residents' Associations and the SSTC Events Working Group might like to be involved. Activities such as egg and spoon races could be held for young and old alike at a safe distance (1 m from 4<sup>th</sup> July).
3. Stony Stratford Town Council Priorities: Whilst usually the Council acts as an enabler for events other than those it usually runs, it is in a unique position as one of the main community leaders to look into the provision of an event/programme of events during the continued restrictions to help support the health and well-being of its residents. One of the Council's overarching principles also gives the Council a mandate:
  - *Facilities and Activities: To encourage and support the provision of facilities and activities for younger and older people and, via the Projects Committee, to keep under review the provision of community facilities. To support and encourage cultural activities*
4. Challenges:
  - i) At present MKC are not allowing events on their land (email from Euan Darling and see <https://www.milton-keynes.gov.uk/leisure-tourism-and-culture/parks-and-open-spaces/public-open-space-for-events>.)
  - ii) Costs: if item (i) is overcome and the Council provided the event free of charge, there is no charge for use of the land by MKC, otherwise it is £317.75
  - iii) Notice period: MKC require four weeks-notice. The earliest an event could be run is 2<sup>nd</sup> week of August if MKC adheres strictly to its regulations.
  - iv) Risk Assessment: a robust risk assessment would be needed. If run by a commercial provider, this would be their responsibility. If run by SSTC, this would be the Council's responsibility
  - v) Insurance: MKC requires minimum of 5m public liability which SSTC has.
  - vi) Costs: the costs could be met from the Big Lunch Budget (£1500), Youth Club budgets (c£2,000 saved due to the Youth Clubs not running), Floral Features budget (c£5,000 saved due to a much smaller display). Virements from these budgets would need to be agreed at the next Full Council in July (21<sup>st</sup>)

Committee is asked to CONSIDER the report and

- a) Whether it AGREES in principle to a new event/events?
- b) If in agreement, the following actions will be necessary:
  - i) MKC to be petitioned to open-up use of its Open Spaces for communities to hold events – *for action by the TC.*
  - ii) Agreement on which events to be investigated further
  - iii) Agree on location(s) e.g. Mortimer Park, Wolverton Rec, Fullers Slade, Galley Hill
  - iv) Check what other local organisations are doing e.g. York House Centre so dates can be set which do not clash.
  - v) Who will be designated organiser e.g. SSTC Events Committee with the DTC
  - vi) How to restrict participation for a non-commercially organised event (commercial events will be by ticket only) and keep social distancing in accordance with the Government restrictions
  - vii) Costs
  - viii) Insurance: Insurers will need to be notified and list of volunteers (if any) provided/kept
  - ix) Risk Assessment
  - x) Recommendations will need to be approved at the July meeting of Town Council

1<sup>st</sup> July 2020

Lynne Compton, PSLCC, CertHE

Clerk to the Council



Agenda item 10. Tree seedling offers 2020.

Project Committee 7<sup>th</sup> July 2020

Committee to consider the free trees offers from the two organisations below and recommend:

1. Whether SSTC should apply directly or support local organisations in their applications.
2. Preferred Location(s).
3. How to achieve community engagement.

Committee to note:

- Who will be responsible for the maintenance of these trees when they mature? Currently large, mature trees are maintained by MKC.
- MKC Permissions and advice: in principle MKC are happy to support applications. Proposals should be forwarded to Robert Widd with details of location, size and types of trees being looked at. Robert Widd is also happy to provide advice on parameters.

Details of tree and hedge seedlings offers, possible locations, considerations.

Organisation	Details of offer	When?	Actions taken so far	Ordered yet?
Woodland Trust	Free Trees for Schools and Communities <i>Funding:</i> Free packs. <i>What:</i> tree and/or hedgerow packs for schools, resident associations, sports clubs, parish councils, scouts, guides etc. <i>Restrictions:</i> Must be on publicly accessible land (or school land if school is applying).	<i>For applications:</i> now.  <i>Delivery:</i> November 2020	Lions Club <sup>1</sup> interested in placing an order. Asked for details of need from SSTC first (location, type, number).  Riverside Parks Group have put in an application: 30 saplings, 1 hedge pack.	No: waiting for SSTC  Yes
The Tree Council	Branching Out Fund: Grant Funding to plant trees with young people. <i>Funding:</i> 100% (ex VAT) of projects between £300 - £1,500. <i>What:</i> Planting trees or hedgerows. Aimed at schools and community Groups. <i>Restrictions:</i> Young people up to the age of 21 must be involved in planting.	<i>For applications:</i> now.  <i>For planting:</i> National Tree week 28 <sup>th</sup> Nov – 6 <sup>th</sup> Dec <sup>2</sup>	May: circulated via SSTC website, Facebook page and noticeboards.  11.06.20 IO forwarded to schools and community groups  Kate Shaw of Yo-Yos play group is willing to take a lead, supported by SiB.	??  ??  No: Waiting for SSTC

<sup>1</sup>Brian Kite, President, Milton Keynes (Stony Stratford) Lions Club.

<sup>2</sup>If a funded project cannot go ahead at any time this winter due to social distancing restrictions, then the delivery deadline of the grant will be extended to

## 1) Location ideas

### Trees:

- Mortimer Park: the saplings should be planted close to one another, along the far side where currently there is a bed with some bushes and shrubs.
- Mortimer Park: apple trees.
- Replacement of mature cherry trees around Egmont/Claremont/Milford/Blenheim Avenues? The mature trees have wide branches that spread over the roads and are therefore knocked off by oncoming lorries. They have become lopsided and unattractive. I don't know if this qualifies for replacement.
- Bennett Park: could take some more trees.
- Galley Hill: There is a grass area running eastwards from the Caterpillar Park to the grass walkway that runs parallel to the A5, that might be suitable for additional trees. The centre of this area would be far enough away from houses and paths, not to cause any problems with roots (see picture, right).



### Hedging:

- Mortimer park: some of the hedging along the road needs replacing, and
- Mortimer Park: maybe near the little building that is to do with Anglian Water.

Who will be responsible for maintenance in the coming years?

19.06.20 DTC emailed MKC Landscapes Officer (Euan Darling) and MKC Tree Officer (Robert Widd) to clarify this. Awaiting response.

How to achieve community engagement

- Invite parishioners to plant a tree (similar to the National Forest model <https://www.nationalforest.org/get-involved/plant-a-tree/>).
- Invite experts from The Parks Trust or Wildlife Trusts to give open air talks on the different tree species (their requirements, how fast they grow, the species they support etc).

<https://www.woodlandtrust.org.uk/plant-trees/schools-and-communities/>

<https://www.woodlandtrust.org.uk/plant-trees/schools-and-communities/frequently-asked-questions/>

[https://treecouncil.org.uk/take-action/grants-for-](https://treecouncil.org.uk/take-action/grants-for-trees/#:~:text=The%20Tree%20Council%20Branching%20Out,hear%20when%20applications%20open%20here.)

[trees/#:~:text=The%20Tree%20Council%20Branching%20Out,hear%20when%20applications%20open%20here.](https://treecouncil.org.uk/take-action/grants-for-trees/#:~:text=The%20Tree%20Council%20Branching%20Out,hear%20when%20applications%20open%20here.)

Agenda item 11. Outdoor one-day art classes.

Project Committee 7<sup>th</sup> July 2020

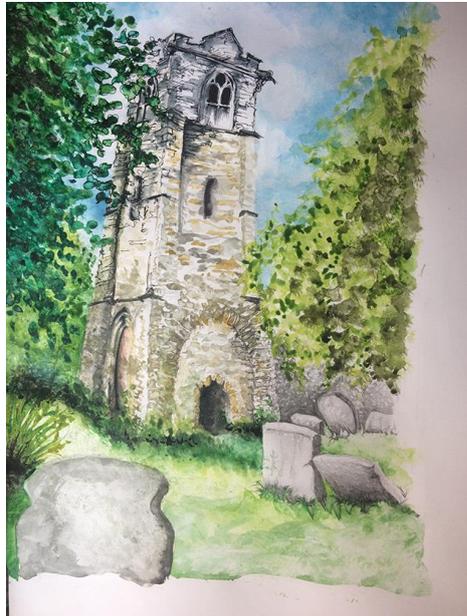
Parishioner proposal: to host a one-day, outdoor art class on 13/14<sup>th</sup> July 2020 (details below).

Committee to note:

- Permission must be sought from Milton Keynes Council Landscapes Department (parishioner application process is via the MKC website).
- At this current time MKC is not allowing gatherings or events on their land and is not accepting applications.
- Costs: free to enter events attract no charge from MKC. This is not a free event.

The Committee is asked to consider approval for this event in principle, although it is unlikely it will take place on 13/14<sup>th</sup> July 2020.

### **Outdoor Art Day Events With Debra Danu Matthews**



**Proposed date** 13/14<sup>th</sup> July 2020

I will be offering a series of outdoor art classes for beginners, improver's and the hobbyist exploring watercolour painting, drawing, line-work and pastels in and around Stony Stratford. Ongoing it will be based at York House and using the excellent facilities in the future.

Taking place as a one-day event, incorporating a packed lunch from a local cafe outlet with a hot drink that attendees will pick up on route.

All classes will fall into line with COVID-19 guidelines with strict social distancing, materials used and equipment all cleansed and protected for each attendee.

Once restrictions are lifted or reduced, these art classes will then also be held indoors at

York House and ranging from still life and life drawing to other craft workshops, depending on interest.

### **Outline Of the Day**

The day will be split over two sessions exploring landscape art as the theme and watercolour and pastels as the media.

Beginning with a technique demonstration and overview of how you approach the subject and planning to attendee's undertaking their own work as I go person to person offering advice and outlining techniques and methods.

During the lunch break we share and discuss the work created that morning.

Afternoon the session will be the same format, though exploring perspective more with different method and technique methodology with a sharing of work and discussion at the end of the the session before people leave.

### **Schedule For The Day**

Attendee's will be asked to meet and park at York House car park as a meeting place, we will walk down to The Tower of Mary Magdalene churchyard where our first session will begin. If any attendees have difficulty walking there is a council car park at the cricket club to reduce the walking distance to the first site.

Once the morning session is complete we will walk back up the High Street collecting lunch on the way and make our way to York House to eat lunch in the garden area.

After lunch we will then walk to Horse Fair Green for an afternoon session before returning to York House for the end of the event.

### **How Many**

Starting with up to 5 attendee's and growing up to 10 once restrictions are lifted.

If there is more interest than 5 and we are still limited on numbers I may add the following day as an option.

### **Debra Danu Matthews**

My name is Debra Danu Matthews and I am an professional artist/illustrator who lives in Stony Stratford, Milton Keynes.

With a varied career in the multifaceted arts and media fields, I possess a wide skill set and now also teach in these areas to various students on either a one to one or workshop based format, plus I have also worked as an arts foundation lecturer.

It has become a stronger passion of mine over the past couple of years and I have thought of establishing an informal arts school and undertaking these type of art event days for people who wish to improve their skills, beginners wanting to see if they can take their skills further and for the hobbyist to enjoy time with like-minded folk, learning so new trick while sharing knowledge and experience.

During lock-down, I have really missed the teaching side to my work and did look into undertaking classes via web methods but it does detach you from your student or students and it is harder to pass on skills remotely in this fashion.

Now we can meet in larger groups outside this felt like a good time to launch the outdoor events and offer people something very positive following on from what has been a long stay confined at home.

## **York House**

As a long time supporter and volunteer for York House, it was always my intention to run some of my classes from this venue so even though the initial events will not be within the building as it remains closed due to Covid-19, I would still like to establish this link with York House community centre and that they benefit from my events, initially with a donation and moving forward in rent for room hire.

## **Cost**

Between £40-£50 depending on materials used and lunch costs, attendee's can also bring their own lunch and materials if they wish for a reduced rate, but there will be basic materials included within the base cost for any additional needs of the desire to try something new. (During the restrictions I will encourage own kit or the materials will only be available if pre-booked so they can be sanitised – see notes below Covid-19 section).

## **COVID-19 Outline:**

All attendees will bring their own portable chair/blanket and easel if they wish to use one but sanitised drawing boards will be available for all.

Attendee's will be encouraged to bring their own materials and attend at a reduced rate to cover this cost.

Attendee's who wish to have materials provided will be given a sealed bag containing materials they will need that are fully sanitised and pre-prepared at least 72 hours prior to event to assure safety.

Gloves and masks will provided for attendee's free of charge and gloves used at all times and changed regularly.

Social distancing to be practised and monitored at all times and where attendee's choose to work from will be away from all public footpaths and pedestrian traffic.

Attendee's numbers to be limited to current government guidelines for events.

Packed lunch will be provided by a local cafe under their own COVID-19 rules to ensure food safety.

Public toilets are available in the town centre and attendee's will be made aware of their location and sanitising upon their return.



Agenda item 12 New defibrillator supplier proposal

Project Committee 7<sup>th</sup> July 2020

Committee is asked to review email received below and consider the installation of another defibrillator.

Committee to note:

- SSTC currently has one defibrillator in the Town Council library, installed by the Community Heartbeat Trust.
- Other defibrillator locations are:
  - Conservative Club
  - London Road petrol station (although this one has been deactivated due to lack of upkeep).
- For comparison: costs of SSTC installation, taken from Projects Committee papers January 2016, Agenda item 4:

The South Central Ambulance Service (SCAS) worked with Olney Town Council with the selection and use of the machines. Olney TC use an IPAD SP1, a discounted price is available from the suppliers for those who are buying for community use. They will reduce the retail cost of £1,295 + VAT to £841.75 + VAT provided there is an endorsement from SCAS to confirm its use.

The defibrillator is supplied by Wel Medical from Aldershot. It arrives with a seven year warranty, 2 sets of chest pads, 2 rescue packs and a hard carry case.

The cabinet is also supplied by Wel Medical and again they will reduce the price for those being used in the community to £540 + VAT.

The cabinet is for external use and needs to be plugged into an electrical supply. The cabinet has a small heating element to keep the defib warm in the winter to prevent the battery depleting.

These costs do not include the cost of the physical attachment to a wall.

From: Kym LloydOwen  
Sent: 08 June 2020 10:58  
To: Subject: Parish and Town Council £200 Defibrillator Grant



Dear Sir/Madam

My name is Kimberley and I am the Operations Manager of a Heart Charity (Charity Number 1180901) that supplies and procures defibrillators and cabinets using our grants all across England.

We would like to work with your Parish Council to place more life saving defibrillators. We currently work with lots of other Parish Councils all across England to whom we have agreed a heavily discounted special package in order to assist and support them in obtaining this life saving equipment even more so no bearing in mind the affects the current COVID19 pandemic.

Also as a direct result of this, Ambulance response times which are normally 8-10minutes are now unfortunately much longer.

A heart defibrillator used within 3-5 minutes of a cardiac arrest increases the chance of survival from 6% to 74%

Contact us at London Hearts now to discuss defibrillator provision of life saving equipment and take advantage of our £200 parish council grant. CPR/Defibrillator training for the community is free.

Equipment is available now and can be dispatched in a matter of days.



You can contact me directly [kym@londonhearts.org](mailto:kym@londonhearts.org) or 02070432493 or follow link to apply <https://www.londonhearts.org/apply-online>

I look forward to hearing from you. Kind Regards,

K imberley