

**WOBURN SANDS TOWN COUNCIL**  
**Memorial Hall, 4 High Street, Woburn Sands, Milton Keynes, MK17 8RH**  
**Telephone: 01908 585368 e-mail: [clerk@woburnsandstowncouncil.gov.uk](mailto:clerk@woburnsandstowncouncil.gov.uk)**  
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Members of Woburn Sands Town Council are hereby summoned to attend the  
Town Council Meeting of Woburn Sands on **Monday 13<sup>th</sup> April 2026 at 7.30pm**  
**in the Committee Room, Memorial Hall.**

Members of the public are welcome to attend.

**AGENDA**

**90/26 Present:**

**91/26 Apologies:**

**92/26 DECLARATION OF INTEREST:** Members to declare any disclosable pecuniary interests, or personal interests (including other pecuniary interests), they may have in the business to be transacted, and officers to disclose any interests they may have in any contract to be considered.

**93/26 Public Question Time:** The time allocated is at the discretion of the Council/Chairman. Residents are invited to give their views and question the Town Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Town Council meeting itself. A Councillor with a prejudicial interest in a particular issue may address the Council on the issue during Public Question Time subject to the Councillor leaving the room in the event of an exchange of the issue between the public and the Council during this period. 3 minutes per person if public wish to speak, or at the Chair's discretion.

**94/26 Minutes:** To consider the approval of the draft minutes of the last meeting of the Council held on Tuesday 17th March 2026. **Circulated**

**95/26 Co-opting Councillors:** To formally adopt Fraser Pearson

**96/26 Mayor's Announcements and Report:**

**97/26 Actions from previous minutes and Clerk's report:**

**98/26 Ward Councillors Reports:**

- a. Cllr Tracey Bailey
- b. Cllr David Hopkins

**99/26 STANDING ITEM – REPORTS FROM CHAIRS OF THE COMMITTEES AND WORKING GROUPS**

To receive reports from Chairs of Committees (Staffing Committee, Halls Committee, Environment Committee, Finance Committee) and Trustees of the Gravel Pit Charity and any Working Groups

**a. Staffing Committee Update:**

**b. Halls Committee Update:**

Fire Safety Checks completed on all halls. Details of what is needed below:

Sports Hall: Emergency Light failed in kitchen: Quote to replace: £227.10 (incl VAT)

Sports Hall: 2 x Replacement Fire Extinguishers: Quote to replace: £156 (incl VAT)

Summerlin Centre: Bulkhead failure in main hall: Quote to replace: £324.61 (incl VAT)

Sumerlin Centre: Advised CO2 extinguisher for electrical cover in the hall Quote to provide: £117.60 (incl VAT)

Memorial Hall: 2x 12v batteries need replacing in fire alarm panel: Quote to replace: £349.93 (incl VAT)

Should we provide basic cleaning products for hall hirers?

**c. Environment Committee Update:**

**d. Finance Committee Update:**

To approve payments for April **(list circulated)**

To approve bank reconciliation **(circulated)**

Annual Governance & Accountability Return (AGAR): To advise the council that the Internal Auditor is completing their review and will provide a report to the council w/c 13<sup>th</sup> April.

**100/26 Prepare for Annual Town Meeting:**

**101/26 EWR consultation/information:** Public Event planned for Saturday 25<sup>th</sup> April in the Summerlin Centre – 12pm-5pm.

**102/26 MKCC Community Infrastructure Fund:** The closing date for 26/27 applications was 31<sup>st</sup> August 2025. Applications for 27/28 will open April 2026.

**103/26 PCC Community Fund:** Grant of £4000 awarded to the Town Council. DH to attend the presentation

**104/26 Response to MKCC Transport Strategy Consultation:** Response submitted 27/3 and acknowledged 31/3

**105/26 New local plan (MK2050):**

**106/26 Universal Studios:** Standing Item

**107/26 Youth Club:** Follow up from meetings held with Pulse Youth and YMCA. Proposals re-circulated.

**108/26 Mick George Community Fund:** Application submitted naming GPCC as the contributing third party.

**109/26 IT Support:** Quotes have been consolidated and will be circulated.

**110/26 2 Station Road:** Feedback from meeting held with new owners.

**111/26 Highways Drop In – 21<sup>st</sup> May: Outstanding issues:**

- Awaiting MKCC to confirm that they have liaised with CBC and approached the school highlighting the safer routes to school.
- FS814523985 - Theydon Ave Signage
- MKCC815747220 – Wood Street potholes
- MKCC815747846 – Tavistock Close potholes
- MKCC815746338 – Theydon Ave potholes

**112/26 Biodiversity:**

**113/26 High St Regeneration Fund:**

**114/26 Policy Updates:**

- IT Policy (**CIRCULATED**)

**115/26 Planning Applications:**

PLN/2026/0488: Erection of single-storey porch to front and single-storey store to side, and conversion of detached garage into habitable space at 48 ELM GROVE, WOBURN SANDS, MILTON KEYNES, MK17 8PS - <https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lWS000003sYas> - **Comments by: 20/04/2026**

PLN/2026/0503: The removal to ground level of Conifer (T1) and reduction in height by approximately 10m (50%) of group of 8x Leylandii (G1) at HAYDON HOUSE, 29 STATION ROAD, WOBURN SANDS, MILTON KEYNES, MK17 8RX - <https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lWS000003t92X> - **Comments by: 17/04/2026**

[PLN/2026/0628](https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lWS000003zYHZ) - Householder planning permission - 24 THE LEYS, WOBURN SANDS, MILTON KEYNES, MK17 8QF - Loft conversion with the installation of a rear dormer and rooflights: <https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lWS000003zYHZ> - **Consultation Expiry: 2026-04-29**

**Notifications of decisions made by MKCC:**

PLN/2026/0368: Crown reduction of T1 Sycamore by approx. 1.5-2m in height and sides from approx. 7m at 26 STATION ROAD, WOBURN SANDS, MILTON KEYNES, MK17 8RW - <https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lWS000003lQGf> - **APPROVED**

PLN/2026/0167: Proposed first floor side extension and single storey rear extension at 1 THE LEYS, WOBURN SANDS, MILTON KEYNES, MK17 8QF - <https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lWS000003YGIN> - **APPROVED**

**116/26 Notification of urgent decisions made:**

- Public Footpath sign at the end of Deethe Close knocked down: likely to be when the grass was cut. Reported to MKCC. DWB that was attached to the sign has been relocated to railings - £75+VAT

**117/26 Correspondence to note:**

**118/26 Items for the next agenda:**

**119/26 Date of next meeting:** Monday 11<sup>th</sup> May 2026, Committee Room at the Memorial Hall

Signed:



Clerk to Woburn Sands Town Council

Date: 08/04/26