

**WOBURN SANDS TOWN COUNCIL**  
**Memorial Hall, 4 High Street, Woburn Sands, Milton Keynes, MK17 8RH**  
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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> July 2026 at 7.30pm**  
**in the Committee Room, Memorial Hall.**  
Members of the public are welcome to attend.

**AGENDA**

**143/26 Present:**

**144/26 Apologies:**

**145/26 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.

**146/26 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.

**147/26 Minutes:** To consider the approval of the draft minutes of the last meeting of the Council held on Monday 8th June 2026. **Circulated**

**148/26 Co-opting Councillors:** To formally adopt Anne Bircham

**149/26 Update from TVP:**

**150/26 Mayor's Announcements and Report:**

**151/26 Actions from previous minutes and Clerk's report:**

**152/26 Ward Councillors Reports:**

- a. Cllr David Hopkins
- b. Cllr Johnny Luk

**153/26 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:**  
Not yet met
- b. **Halls Committee Update:**  
Not yet met

Floor in Memorial Hall is damaged in three places. Quote to fix the floor, sand and varnish the whole floor: £2975+VAT

**c. Environment Committee Update:**

**Update from Environment Committee Meeting:**

Obtain quote from Cute Maps/Wayfinding project and look into S106 arts funding for the project: **Clerk**

Progress CCTV relocation to High Street: **Clerk**

Decide on a working group for 2027 for the High St Event, funded by the £5000 regeneration fund: **Council**

Establish Youth Club on Fridays 5:30pm–8:30pm: **Clerk/Pulse Youth**

Continue investigation of costs for emergency exit in the office: **Clerk**

Explore parking and traffic management measures: **Clerk/Committee**

**d. Finance Committee Update:**

**Update from Finance Committee Meeting:**

The committee is taking appropriate steps to address audit recommendations and strengthen financial controls. The main priority before the next meeting is to complete the outstanding governance policies and implement the transparency and reporting improvements identified by the Internal Audit. **ACTIONS:**

Draft Debit Card Use Policy / Draft Reserves Policy: **Clerk**

Source Investment Strategy template: **Clerk**

Record spending powers in minutes and Scribe: **Clerk**

Include bank balances in minutes: **Clerk**

Publish transparency information on website – Budgets, Asset Register, large payments: **Clerk**

Add Cllr T Sutton as Co-op signatory: **Clerk/Bank**

Quarterly reconciliation sign-off process: **Chair of Council & Chair of Finance**

Payment list sign-off at Full Council by the **Chair of Council and Chair of Finance**

Review insurance provision: **Finance Committee - Next meeting – 5<sup>th</sup> October**

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

To approve bank reconciliation (**circulated**): Bank Balances will be added to the minutes.

To note expenditure against budget for Q/E 06/26

To approve authorisation of August Payments via email as there is no meeting.

**154/26 To agree to close the office:** from 3<sup>rd</sup> August for one week to allow for annual admin tasks.

**155/26 New local plan (MK2050):** Standing Item

**156/26 Universal Studios:** Standing Item

**157/26 180<sup>th</sup> Anniversary of the MRL:**

**158/26 To adopt the biodiversity policy (circulated):**

**159/26 Planning Applications:**

PLN/2026/1167: Demolition of existing conservatory and the erection of a single storey rear extension

and a garage conversion **at** 6 KILN DRIVE, WOBURN SANDS, MILTON KEYNES, MK17 8FE - [Planning Application: PLN/2026/1167](#) – **Comments by 24.07.26**

PLN/2026/1110: Retention of an open lattice timber trellis installed above an existing timber boundary fence (retrospective) **at** 87 DRAYHORSE CRESCENT, WOBURN SANDS, MILTON KEYNES, MK17 8GW - [Planning Application: PLN/2026/1110](#) – **Comments by 20.07.26**

PLN/2026/1175: Remove basal epicormic growth from the group. Sever stem ivy at 1 metre and pull away from the stem. Reinspect the lower stems of the group. Selectively reduce northern lateral branches by 2 metres. Remove all deadwood branches exceeding 5cm in diameter of Common Lime (G2). **at** Rear of 68-78 Station Road, Woburn Sands - [Planning Application: PLN/2026/1175](#) – **Comments by 21.07.26**

**Notifications of decisions made by MKCC:**

- Various applications from EWR: PLN/2026/0924 / PLN/2026/0956 – Approved with conditions
- Spring Grove: PLN/2026/0824 – Approved with conditions
- Sandy Court: PLN/2026/0626 - Approved with conditions
- Shelton House: PLN/2026/0884 - Approved
- Elm Grove: PLN/2026/0488 - Approved
- Deethe Close: PLN/2026/0675 - Approved
- Fulbrook School: PLN/2026/1255 – No objections raised

**160/26 Notification of urgent decisions made:**

- Wall behind library to be repaired - £295+VAT

**161/26 Correspondence to note:**

**162/26 Items for the next agenda:**

**163/26 Date of next meeting:** Monday 14<sup>th</sup> September 2026, Committee Room at the Memorial Hall

Signed:  Clerk to Woburn Sands Town Council

**Date: 08/07/26**