

WOBURN SANDS TOWN COUNCIL
Memorial Hall, 4 High Street, Woburn Sands, Milton Keynes, MK17 8RH
Telephone: 01908 585368 e-mail: clerk@woburnsandstowncouncil.gov.uk
www.woburnsandstowncouncil.gov.uk

Members of Woburn Sands Town Council are hereby summoned to attend the Town Council Meeting of Woburn Sands on **Monday 14th July 2025 at 7.30pm in the Committee Room, Memorial Hall.**
Members of the public are welcome to attend.

A G E N D A

145/25 **Present:**

146/25 **Apologies:**

147/25 **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.

148/25 **Visit from PCSO Tia Butler as Woburn Sands new PCSO:**

149/25 **Mayor's Announcements:**

5 mins

150/25 **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

151/25 **Minutes:**

To consider the approval of the draft minutes of the last meeting of the Council held on Monday 9th June 2025. Circulated

152/25 **Actions from Previous Minutes and Clerk's Report:**

10 mins

- Santander Bank signatories update (Clerk)
- Lantern/lamppost quotes (Clerk)
- Invoices/quotes for Sports Hall work sent to Paul Van Geete (Clerk)
- Grants policy to be updated (Cllr T Sutton)
- Gate/path checked (Clerk) and license sent to solicitors
- **Clerk** has invited Police Commissioner Matther Barber to visit Woburn Sands
- Liaised with solicitors regarding the Recreation Ground
- Attended a webinar on HR
- Followed up Internal Auditors recommendations
- Edited and liaised with printers of the Town Council newsletter
- Ensured new staff have relevant HR and pension information
- Considered/planning training for staff
- Dealt with issues arising from misuse of hall by hirer
- Reviewed Financial Risk Assessment document for councillors to approve
- Taking emergency out of hours calls from the public regarding flooding
- Receiving Garden Competition entries
- **Caretaker** update to be presented at meeting

153/25 **Ward Councillors Reports:**

5 mins

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

- 154/25 **Halls:** **10 mins**
- a. **Memorial Hall survey:** to consider work identified in the report and maintenance plan and when to be undertaken
 - b. **Summerlin Centre and The Institute:** to consider having a survey on these buildings to identify maintenance required
 - c. **To inform about booking issues in the Sports Hall:** Friday evening bookings, requests from hirers outside of usual policies, additional work for Bookings Co-ordinator,
- 155/25 **Environment:** **15 mins**
- a. **To approve the minutes from the committee meeting of 03.04.2025**
 - b. **Edgewick Farm:** to inform the council the Greensand Trust hold funds for Edgewick Farm intended for match funding if needed for any grants. This is to be handed over to the Town Council to be held for Edgewick Farm, ear marked
 - c. **Emergency Planning:** Following flooding on Sunday there has been much discussion and emails. MKCC attended and CBC have been made aware of the issues. Information on what to do in an emergency to go into the next newsletter and on the Town Council website. Writing an emergency plan postponed due to lack of councillors.
 - d. **Funding Opportunities:** Section 106, CIF and the Landfill Community Fund. Suggested WSTC apply for; noticeboards – new and additional, benches in the Recreation Ground, a carved bench by an artist in Edgewick Farm
 - e. **Planter outside of the Co-op:** a complaint this is blocking drivers' views exiting Vicarage Street junction
 - f. **Trees and summer branch drop:** to consider a Summer Branch Drop professional inspection on some trees, meanwhile Caretakers to be vigilant
- 156/25 **Staffing:** **5 mins**
- a. **To approve the Clerk's job description and advert:**
 - b. **To approve the Booking Co-ordinator join the Local Government Pension Scheme**
- 157/25 **Finance:** **10 mins**
- a. **To approve payments for July and consider payments for August** – agree which councillor available to authorise payments on 15th July and 12th August
 - b. **To delegate responsibility to Clerk for August Payments**
 - c. **To approve the bank statements**
 - d. **To note the budget report**
 - e. **To note the AGAR as submitted**
 - f. **To agree to arrange and pay for the Christmas Fayre's rubbish collection**
 - g. **To consider renewing the utility contracts for the halls**
- 158/25 **To agree to close the office:** from 4th August for one week to allow for annual admin tasks
- 159/25 **Co-opting councillors:** Update **5 mins**
- 160/25 **Policies:**
- a. **Financial Risk Assessment to be reviewed (to be circulated)** **5 mins**
- 161/25 **Planning:** **15 mins**
- a. **PLN/2025/1289** Variation of condition 1 (Approved plans) seeking to add 2 side windows, revised cladding colour and changed to non-combustible cladding (relating to permission ref. 22/01921/HOU for the Erection of a single storey rear extension, involving demolition of existing rear extension, erection of a rear box dormer, insertion of front rooflights, new door in existing opening and wood burner with external flue) at **12 THE LEYS, WOBURN SANDS**
Make any comments by: 22/07/25

- b. **PLN/2025/1246** Approval of details required by condition 14 (Boundary Treatments) of permission ref. 22/03005/REM at **Land Off Newport Road, Newport Road**. Make any comments by: 02/07/2025
- c. **PLN/2025/1103** Demolition of existing single storey store and wc and erection of new single storey extension at **17 WOOD STREET, WOBURN SANDS** Make any comments by: 04/07/2025
- d. Alleged breach: **ENF/2025/0214** Unauthorised works to external façade and pillars are encroaching the pavement. at: **31 High Street, Woburn Sands, Milton Keynes, MK17 8RB**
- e. **PLN/2025/1308** Proposed two storey front extension, two storey side extension with rooflights, single storey rear extension and installation of solar panels, and other alterations to form a mobility accessible dwelling (at ground floor level) at **52 The Leys, Woburn Sands**, Make any comments by: 25/07/2025
- f. **PLN/2025/1318** Screening request under the Environmental Impact Assessment (EIA) Regulations 2017 relating to the erection of 50 dwellings (Use Class C3), vehicular and pedestrian access, hard and soft landscaping, drainage and other associated works **at Land at Paddocks Lane, Bow Brickhill, Milton Keynes** Make any comments by: 17/07/2025
- g. **PLN/2025/1386** Alterations to boundary treatment to include walls and top rails, rail fencing to include a single rail gate between front garden and front parking area, a double railing gate at entrance to rear garden, and a single railing gate between front and rear garden at **SHELTON HOUSE, HIGH STREET, WOBURN SANDS** Make any comments by: 04/08/2025
- h. **PLN/2025/1379** Listed Building Consent for various internal works and various external works at **SHELTON HOUSE, HIGH STREET, WOBURN SANDS**, Make any comments by: 04/08/2025

162/25 **Notifications of decisions made by Milton Keynes City Council:**

- **PLN/2025/0133** The Swan APPROVED
- **PLN/2025/0940** 1 High Street REFUSED
- **PLN/2025/0599** 10 Ridgeway APPROVED
- **PLN/2025/0904** 33 Chapel Street APPROVED
- **PLN/2025/0900** 42 Theydon Avenue APPROVED
- **PLN/2025/0394** Apartments off Asplands Close REFUSED

163/25 **Correspondence to note:**

- a. A complaint about weeds in the High Street
- b. Several entries for the Garden Competition
- c. Much correspondence regarding flooding
- d. A comment about planters outside the Co-Op and outside the library potentially restricting driver's views

164/25 **Notification of urgent decisions made:**

- Minor repairs to the Memorial Hall entrance hall

165/25 **Councillors Reports and items for the next agenda:**

5 mins

166/25 **Date of the next meeting:** Monday 14th July, the Committee Room at the Memorial Hall

Signed: 

Clerk to Woburn Sands Town Council

Date: 08.07.2025