

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 Meeting of the Woburn Sands Town Council on **Monday 10th March 2025 at 7.30pm in the Committee Room, Memorial Hall.**
 Members of the public are welcome to attend.

DRAFT MINUTES

TIMINGS

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50/25	Present: Cllrs G Jones, G Smitham, R Allan, W Green, K Temple, K Fisher, A Poppleton, T Sutton, D Hopkins. Clerk A Jordan. Ward Councillor T Bailey	
51/25	Apologies and approve reasons for absence:	
52/25	DECLARATION OF INTEREST: Under the localism act 2011 (section 26-37 and schedule 4) and in accordance with the Council's code of conduct Cllr D Hopkins referred to his entry in the member's register of interests https://www.milton-keynes.gov.uk/parish-register-interests/david-Hopkins	
53/25	Town Mayor's Announcements (if any): None	
54/25	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 mins each up to 15 mins total if any members of public wish to speak
55/25	Minutes: <ul style="list-style-type: none"> • To consider the approval of the draft minutes of the last meetings of the Council held on Monday 10th February 2025. Proposed by Cllr K Temple, seconded by Cllr D Hopkins • To consider the approval of the draft minutes of the extraordinary meeting of Halls Committee held on Monday 3rd March 2025. Proposed by Cllr R Allan seconded by Cllr G Jones 	APPROVED APPROVED
56/25	Clerk's Report and Actions from Previous Minutes: circulated. The report listed various activities outside of the usual tasks for the Clerk and progress from the previous meeting.	
57/25	Progress Reports and feedback (committees are standing items): <ol style="list-style-type: none"> a) Finance Committee: Nothing to report b) Environment Committee: update on the Grounds Maintenance contract see item 66/25 c. Benches due to arrive, and planters being made. c) Halls Committee: There was a discussion on the presentation by Mr Dryden-Hall of Boom7 and Andy Stewart of Kick off Sports who had been invited to meet with the council by Cllr G Smitham. Cllrs G Smitham and T Sutton met with the Shenley Brook End and Walton Parish Council Clerks to look at their halls. Cllrs G Smitham 	Clerk/Bookings Manager have been asked to look at the Shenley Brook End bookings website.

	17 th March) some land is in Woburn Sands and so he invited WS Councillors to meeting.	
59/25	<p>Councillor Training updates: Councillors have attended various training sessions including:</p> <ul style="list-style-type: none"> - Councillor Essentials, (attended by R. Allan, very good and informative). - Contracts and Handbooks Made Simple (attended by Cllr W Green) this has given Cllr Green ideas for updating some of WSTC's HR documents and recommended a Staff Handbook. - Engaging with young people (Cllr W Green) run by Breakthrough Communications, would like to see more engagement with young people in Woburn Sands. - Chairing skills (attended by Cllr W Green) local government is quite different to the private sector when chairing meetings. 	
60/25	A visitor book for the office: The council to consider Cllr K Temple's suggestion to have a visitor book for the office to record in person enquiries.	Clerk to set up with advice from Cllr K Temple
61/25	A Youth Club/Youth Cafe for Woburn Sands: following a meeting with the YMCA the council to consider support for a youth club. Cllr W Green and Cllr D Hopkins have seen two providers, Cllr D Hopkins reported Hazard Alley have approached Wavendon. Cllr Green to keep council updated could be part of Strategic Plan.	Cllr W Green
62/25	Free Fitness Classes: The Town Council has been approached by a fitness coach to subsidise classes to residents. Further information to be circulated. Council RESOLVED not to take up this offer.	AGREED not to take up the offer
63/25	<p>Policies to be reviewed this year:</p> <ol style="list-style-type: none"> a. Co-Option Policy; RESOLVED to ACCEPT proposed by Cllr G Smitham and second by Cllr D Hopkins b. Various HR policies will be considered at the Staffing Committee meeting. Cllr W Green has been looking at what is required. 	ACCEPTED
64/25	<p>Newsletters:</p> <ol style="list-style-type: none"> a. The Town Council Newsletter: to agree who will write articles, and to agree on dates for publication in the coming year (list of proposed dates to be circulated). No agreement. b. To consider another printer and delivery option for the newsletter. Clerk to circulate information with dates, above c. To agree who to write The Hogsty End article, deadline Wednesday 12th March. Cllr G Jones. 	Clerk to follow up. Cllr G Jones AGREED to write Hogsty End article
65/25	<p>VE Day: Thursday 8th May is the 80th anniversary of VE Day. This is the register of events across the country, for information: www.veday80.org.uk WSTC discussed what type of event could be held for VE Day commemoration and to ask Rev Diana about a service and if Woburn Sands Band could play.</p>	Clerk to contact Woburn Sands Band and Rev Diana
66/25	<p>Finance:</p> <ol style="list-style-type: none"> a. To consider and approve payments for March. To be circulated. b. The boiler at the Summerlin Centre has had to be replaced urgently. This was approved by an extraordinary meeting on Monday 3rd March (minutes attached) 	APPROVED APPROVED

	c. To approve Environment Committees recommendation for the Grounds Maintenance contract. Recommended Millstream Estate Services Ltd to take on the Grounds Maintenance in Woburn Sands and Marcus Young Environmental Services to continue servicing dog waste bins. RESOLVED to AGREE to these recommendations	AGREED
67/25	<p>Planning:</p> <p>a. PLN/2025/0334 pruning three Ash trees by 11m height. 28 Station Road, Woburn Sands. Date to respond 21/03/2025</p> <p>b. Cllr D Hopkins has forwarded a letter from the Drainage Board with a list of planning considerations. The Clerk will pass this on to Councillors looking at planning applications.</p>	Clerk was asked to speak to AGPC Clerk on planning decisions Clerk to circulate information
68/25	<p>Notifications of decisions made from Milton Keynes Council:</p> <ul style="list-style-type: none"> • PLN/2025/0018 tree works at 16 Weathercock Lane. APPROVED • PLN/2025/0046 non-material amendments at Swan Hill development. APPROVED • PLN/2024/2101 extensions at 49 Elm Grove APPROVED • PLN/2024/2737 ATM on High Street APPROVED • PLN/2024/2747 illuminated sign for ATM on High Street APPROVED • PLN/2025/0101 extension at 17 Wood Street prior approval REFUSED • PLN/2024/2331 1 bedroom dwelling behind 1 High Street full planning REFUSED 	
69/25	<p>Correspondence for information:</p> <ul style="list-style-type: none"> • A request for more information about the 20mph consultation • Residents asking when the Swallowfield gate will be in use • Downham Road residents would like to be informed about planters to be installed there, some wish to take on caring for the planters • The Clerk was contacted by someone with an idea for a Woburn Sands town, event but no details as yet 	
70/25	<p>Notification of Urgent Decisions that have been made:</p> <ul style="list-style-type: none"> • Summerlin boiler replaced – see item 66/25 above 	
71/25	<p>Councillor's reports and items for next agenda:</p> <ul style="list-style-type: none"> • Schedule of meetings • Section 106 information 	
72/25	<p>Date of next meeting: 7.30pm Monday 14th April Venue: The Committee Room at The Memorial Hall</p>	

Meeting ended: 9pm

Signed:

Date: