## 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 10<sup>th</sup> March 2025 at 7.30pm in the Committee Room, Memorial Hall.**Members of the public are welcome to attend.

DRAFT MINUTES TIMINGS

50/25	<b>Present:</b> 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 <a href="https://www.milton-">https://www.milton-</a>	
	keynes.gov.uk/parish-register-interests/david-Hopkins	
53/25	Town Mayor's Announcements (if any): None	
54/25	Public Question Time:	3 mins each up to 15
	The time allocated is at the discretion of the Council/Chairman.	mins total if any
	Residents are invited to give their views and question the Town Council	members of public
	on issues on this agenda or raise issues for future consideration at the	wish to speak
	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.	
55/25	Minutes:	
	To consider the approval of the draft minutes of the last meetings of	
	the Council held on Monday 10 <sup>th</sup> February 2025. Proposed by Cllr K	APPROVED
	Temple, seconded by Cllr D Hopkins	
	To consider the approval of the draft minutes of the extraordinary	
	meeting of Halls Committee held on Monday 3 <sup>rd</sup> March 2025.	APPROVED
	Proposed by Cllr R Allan seconded by Cllr G Jones	
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):	
	a) Finance Committee: Nothing to report	
	b) <b>Environment Committee</b> : 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	Clerk/Bookings
	Dryden-Hall of Boom7 and Andy Stewart of Kick off Sports who had	Manager have been
	been invited to meet with the council by Cllr G Smitham.	asked to look at the
	Cllrs G Smitham and T Sutton met with the Shenley Brook End and	Shenley Brook End
	Walton Parish Council Clerks to look at their halls. Cllrs G Smitham	bookings website.

and T Sutton visited Shenley Brook End Clerk and requested WSTC Clerk asked to look at their bookings site with the Bookings Manager. The Halls Committee were asked to look at how WSTC can either continue to run the Sports Hall or whether it is worth outsourcing.

Halls Committee to write a proposal for the council to consider.

- d) Staffing Committee: Next meeting on 27.03.252
- e) **WSTC Action Plan Working Group:** met on 27.02.25 where they agreed 3 year plan. They propose starting with a public presentation at the Town Meeting and hold a consultation. First they plan an 'away day' for councillors to gather ideas and thoughts on strategic plan. The group intends to involve local schools' pupils, through various media (newsletters etc.).

To set date for the away day by email.

- f) **Emergency Flood Meeting:** Chaired by Ward Cllr T Bailey. Cllr D Hopkins has circulated notes to councillors. The main points:
  - A lack of residents volunteering which may prevent the Emergency Group formation
  - Concern that residents are not reporting flood incidents, but if not reported then MKCC cannot identify areas requiring support
  - Cllr T Bailey contacted Central Beds Council but they have not respond yet.
  - A meeting is being arranged with council officers, Anglian Water, etc. discussion on how to get volunteers and move forward
- g) **Edgewick Farm:** a donation has been offered towards completing the boardwalk; and ICEAW, a Milton Keynes company have approached the council wishing to have a 'volunteering day' for their staff.
- h) GPCC update: Swallowfield gate still waiting for Central Beds Council to action; GPCC is making an annual donation to WSTC for services; the zipwire in the recreation ground is still missing in MKCC storage and football goalposts not yet erected. MKCC looking into this.
- i) Meeting with Parks Trust re. Parklands Ponds: Cllr W Green and R Allan met with Lewis Dickens from the Parks Trust to discuss how to look after the ponds in Parklands.

Clerk to introduce ICEAW to Edgewick Farm

## 58/25

## Ward Councillors' reports:

- a. Ward Cllr Tracey Bailey. Attended the Emergency Flooding meeting; updated on the 20mph zone. Various communications with residents including about a potential collapsing drain on Station Rd, which has now been reported. A street clean of Wood Street took place. Cllr T Bailey to ask Highways to clean other streets in a more formal way, e.g. with signs on lampposts and leaflets. 21.03.25 06.04.25 is the Great British Spring Clean where many communities organise litter picking.
- b. Ward Cllr David Hopkins. Circulated report tells us MKCC's local plan is moving to the next stage in September. Redrow will be presenting to Wavendon at their meeting next week (7pm Monday

	17 <sup>th</sup> March) some land is in Woburn Sands and so he invited WS	
	Councillors to meeting.	
59/25	Councillor Training updates: Councillors have attended various training	
	sessions including:	
	- Councillor Essentials, (attended by R. Allan, very good and	
	informative).	
	<ul> <li>Contracts and Handbooks Made Simple (attended by Cllr W</li> </ul>	
	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.	
	<ul> <li>Chairing skills (attended by Cllr W Green) local government is</li> </ul>	
	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	Clerk to set up with
	suggestion to have a visitor book for the office to record in person	advice from Cllr K
	enquiries.	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	Cllr W Green
	council updated could be part of Strategic Plan.	
62/25	Free Fitness Classes: The Town Council has been approached by a	AGREED not to take
	fitness coach to subsidise classes to residents. Further information to	up the offer
	be circulated. Council RESOLVED not to take up this offer.	
63/25	Policies to be reviewed this year:	
	a. Co-Option Policy; RESOLVED to ACCEPT proposed by Cllr G Smitham	ACCEPTED
	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.	
64/25	Newsletters:	
	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 follow up.
	Clerk to circulate information with dates, above	Cllr G Jones AGREED
	c. To agree who to write The Hogsty End article, deadline Wednesday	to write Hogsty End
	12 <sup>th</sup> March. Cllr G Jones.	article
65/25	<b>VE Day:</b> Thursday 8 <sup>th</sup> May is the 80 <sup>th</sup> anniversary of VE Day. This is the	
	register of events across the country, for information:	Clerk to contact
	<u>www.veday80.org.uk</u> WSTC discussed what type of event could be	Woburn Sands Band
	held for VE Day commemoration and to ask Rev Diana about a service	and Rev Diana
	and if Woburn Sands Band could play.	
66/25	Finance:	
	a. To consider and approve payments for March. To be circulated.	APPROVED
	b. The boiler at the Summerlin Centre has had to be replaced urgently.	
	This was approved by an extraordinary meeting on Monday 3 <sup>rd</sup>	APPROVED
	March (minutes attached)	

	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	Planning:	Clerk was asked to
	<ul> <li>a. PLN/2025/0334 pruning three Ash trees by 11m height. 28 Station Road, Woburn Sands. Date to respond 21/03/2025</li> <li>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.</li> </ul>	speak to AGPC Clerk on planning decisions Clerk to circulate information
68/25	Notifications of decisions made from Milton Keynes Council:	
	<ul> <li>PLN/2025/0018 tree works at 16 Weathercock Lane. APPROVED</li> <li>PLN/2025/0046 non-material amendments at Swan Hill development. APPROVED</li> </ul>	
	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	Correspondence for information:	
	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	Notification of Urgent Decisions that have been made:	
	Summerlin boiler replaced – see item 66/25 above	
71/25	Councillor's reports and items for next agenda:	
	Schedule of meetings	
	Section 106 information	
72/25	Date of next meeting: 7.30pm Monday 14 <sup>th</sup> April	
	Venue: The Committee Room at The Memorial Hall	

Date:

Meeting ended: 9pm		

Signed: