

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 14th July 2025 at 7.30pm in the Committee Room, Memorial Hall.**
Members of the public are welcome to attend.

MINUTES

- 145/25 **Present:** Mayor D Hopkins, Cllrs K Temple, A Poppleton, T Sutton, Clerk A Jordan. Member of the public Mr L George-Barnes.
- 146/25 **Apologies:** Cllr K Fisher. Accepted.
- 147/25 **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>
- 148/25 **Visit from PCSO Tia Butler as Woburn Sands new PCSO and PCSO Tracey Jones:** postponed.
- 149/25 **Mayor's Announcements:**
- Resignation of Clerk – I was saddened to receive the resignation of the Town Clerk in June. Alison's dedication and commitment have meant the council has continue to function efficiently through what have been some very challenging times. Work is well underway regarding preparation of a Job Specification and suitable advertisements. Alison will be working through till the end of September so hopefully there will be a period of comparatively seamless handover.
 - Bookings Coordinator - I am pleased however to report that Rachel Marchant has accepted the permanent position of bookings coordinator, effectively starting a full-time contract on 1 July 2025.
 - Lesley Geddes – It was with great sadness that we learnt of the passing of Leslie Geddes, the wife of long-time town councillor, Mike Geddes in late June. I have written to Mike on behalf of the council expressing our condolences at this difficult time.
 - Flag Raising – As Mayor of Woburn Sands I attended the Armed Forces Flag Raising at the Civic offices in CMK on 23 June.
 - Invitation to Burlington Hall – Thanks to the initiative set by Cllr Keith Temple I have been invited as Mayor to visit the residents of Burlington Hall in September.
 - Flooding – I know colleagues will have been very concerned when we had another deluge of rain on 6th July and I know we have all been working with and visiting residents impacted by floods and I can confirm that I have been in contact with various officers at MKCC and the Internal Drainage Board regarding the consequences of the flooding and seeking a way forward to prevent future flooding or at least reduce the impacts of such flooding locally. Thanks of course to local resident Lorraine Hearn for her tireless efforts during these challenging circumstances.
 - Invitation extended to Matthew Barber Police & Crime Commissioner – I have written on behalf of the Town Council to invite the Thames Valley Police, Police and Crime Commissioner to visit the town for a walk through of the issues we face locally.
 - Music Festival – work is well underway regarding the preparation for the Annual Music festival in August and the information concerning the festival that has been posted on social media is reproduced below <https://www.woburnsandsfestival.org/>
 - I am now registered as a signatory for the Unity Trust Bank Account.
 - I have signed the agreement with CBC regarding the licence relating to the Swallowfield Gate access.

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. **none**

151/25

Minutes:

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

152/25

Actions from Previous Minutes and Clerk's Report:

- Santander Bank signatories update (Clerk) Councillors who agreed to be signatories have forms to complete (see minutes of Finance Meeting 25.06.25)
- Lantern/lamppost quotes (Clerk) Delegate to Clerk to make a decision by e-mail
- Invoices/quotes for Sports Hall work sent to Paul Van Geete (Clerk to contact Paul)
- Grants policy to be updated (Cllr T Sutton) to add a new point to asking how many people benefit from work of group. AGREED
- Gate/path checked (Clerk) and license sent to solicitors.

Clerk's Report:

- has invited Police Commissioner Matther Barber to visit Woburn Sands, and Cllr D Hopkins
- 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 – Word & Excel, Risk Assessment: Cllrs T Sutton A Poppleton offered to help training, Clerk to talk to Bookings Co-ordinator to arrange
- 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 Report:

- Union Jack flags for High Street for V.E Day. Paint all poles black and finials gold. Replace worn and damaged flags
- Pressure wash all paths and kerb stones around the Summerlin Centre
- Repaint lines in Summerlin Car Park
- Repaint side gate to Summerlin
- Fit new 'push here' sign to emergency exit door
- Repair/replace roof smoking shelter behind Summerlin Centre
- VAX clean 100 hall chairs at Summerlin
- Remove old soap dispensers and repair back splashes. Fit wash your hands signs Summerlin
- Reset the new bench on the High Street after it was hit by a vehicle
- painted the bottoms of all the lamp posts from the Summerlin Centre to Mowbray Green
- Fill new planters in High Street with compost and plant with ivy and lavender
- Weed library car park
- Commence weekly fire alarm tests at Library and monthly emergency lighting tests to support Librarian
- Fit new leg to Library sofa
- Deep clean Perspex door canopy Sports Hall

- Fit anti-glare film to Sports Hall fire escape glass door
- Repaint lower wall in Sports Hall with extra durable eggshell paint. Wall was heavily soiled. Rest of hall to be painted in due course

153/25 **Ward Councillors Reports:**

- a. Cllr David Hopkins:
 - Plan MK Local Plan – proposals for 3000 more homes on land east of Newport Road (in addition to the 4000 dwellings in the current plan forming SE MK expansion area)
 - Issues connected with recent flooding in parts of the town
 - Addressing Parking issues
 - Recent fire alert on the Ridge
 - The report expected sometime in July from the New Towns Taskforce
 - The government's decision to abolish Healthwatch England including the Milton Keynes Healthwatch
 - The government's decision to remove funding to assist with the preparation of local Neighbourhood Plans
 - Planned Highways works by MKCC in Woburn Sands through 2025 and 2026.
 - How to report e-bike issues
 - Campaign to reinstate the Surface Water Management Group at which MKCC, MK Highways Department, the Environment Agency, Anglian Water, the Inland Drainage Board and the Parks Trust used to meet to discuss local flooding and other related matters.
 - Presentations from the local parishes Forum Meeting
 - Road closure due in Deethe Close
 - Raising the flag for Armed Forces Week
 - Keeping MK Green & Tidy
 - East West Rail update
 - The Universal Theme Park update
 - Is MK set to joint CBC, Bedford Borough and Luton in having a joint Directly Elected Mayor managing some local matters including planning and transport issues
 - MK Council providing more than 25,000 activity sessions for children over the holidays
 - Reports from a Place Shaping Conference in Aylesbury
 - Hot weather Health Alert
 - Does the proposed Bedford & MK Waterway initiative have a future?
 - Local Planning update
- b. Cllr Tracey Bailey – apologies; in her absence the Clerk noted Cllr Bailey attended the flood emergency, and has looked at parking issues in the town.

154/25 **Halls:**

- a. **Memorial Hall survey:** to consider work identified in the report and maintenance plan and when to be undertaken. The Clerk asked to write to The Swan about the boundary wall and possible damage from ivy.
- b. **Summerlin Centre and The Institute:** to consider having a survey on these buildings to identify maintenance required. One building per year, AGREED to budget for Institute next as this is the oldest building.
- c. **To inform about booking issues in the Sports Hall:** There have been some queries from hall hirers regarding bookings, e.g. groups would like to block book Friday evenings, the council has agreed previously to leave Friday evenings available for individuals to hire, allowing residents to book. Clubs already have Monday to Thursday and Saturday and Sunday

mornings limiting residents to Sat and =Sunday afternoons and Friday evenings. Weekday daytimes still remain clear with no one requesting bookings apart from holiday club enquiries. There have been requests from hirers outside of usual policies which makes additional work for Bookings Co-ordinator. Suggested a Halls Committee meeting during the day to meet with Bookings Co-ordinator. Cllrs T Sutton, A Poppleton, D Hopkins to meet informally with Bookings -Co-ordinator.

155/25 **Environment:**

- a. **To approve the minutes from the committee meeting of 03.04.2025** - APPROVED.
- 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. **Clerk** to contact GT.
- 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. MKCC and CBC are the flood authorities, Ward Councillors working with them and Bedford Estates on flood prevention. MKCC are going to produce a report and the TC can consider what they can do when this report is complete.
- d. **Funding Opportunities:** Section 106, CIF and the Landfill Community Fund. The Clerk 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. Has been removed, only low level planting there from now on.
- f. **Trees and summer branch drop:** to consider a Summer Branch Drop professional inspection on some trees, meanwhile Caretakers to be vigilant. RESOLVED to approve a quote for the Beech tree on Memorial Green to be inspected at £325.00 + VAT.

156/25 **Staffing:**

- a. **To approve the Clerk/RFO (Responsible Financial Officer) job description and advert:** Advert on noticeboards, Post Office and WS Convenience Store; WSTC Website, SLCC, and NALC adverts. The Council RESOLVED to approve SLCC 'Gold' level of advertising for four weeks, plus NALC advert for 'standard' four weeks. Also, MKCC website and a full page in Hogsty End. Closing date for applications to be 17th August.
- b. **To approve the Bookings Co-ordinator join the Local Government Pension Scheme:** Complying with the Pensions Act 2008 it was RESOLVED to approve membership of the LGPS for Rachel Marchant, the Bookings Co-ordinator backdated from her start date at Woburn Parish Council.

157/25 **Finance:**

- a. **To approve payments for July and consider payments for August** – agree which councillor available to authorise payments on 15th July and 12th August. APPROVED.
- b. **To delegate responsibility to Clerk for August Payments:** RESOLVED to approve.
- c. **To approve the bank statements:** An issue with Stripe fees meant the statements are not reconciled. Clerk to send to councillors as soon as issue resolved.
- d. **To note the budget report.** Noted
- e. **To note the AGAR as submitted.** Woburn Sands TC has a turnover above £200,000 which means different submission requirements apply. The Clerk was contacted by PKF and has sent further information as requested.
- f. **To agree to arrange and pay for the Christmas Fayre's rubbish collection.** RESOLVED to approve.

- g. **To consider renewing the utility contracts for the halls.** Information on this was circulated before the meeting, councillors decided to consider in September meeting.

158/25 **To agree to close the office:** from 4th August for one week to allow for annual admin tasks
RESOLVED to agree.

159/25 **Co-opting councillors:** Update. Clerk contacted those unsuccessful from previous co-options, there is one who may be interested in volunteering with the council but not standing as councillor. A member of the public has come forward to express an interest.

160/25 **Policies:**

- **Financial Risk Assessment to be reviewed (circulated):** to be considered at September's agenda.

161/25 **Planning:**

- 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** Woburn Sands Town Council request any neighbours' concerns are taken into account otherwise no comment.
- 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** Application noted.
- 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** Application noted.
- 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 Cllr A Poppleton** to look, the response should recommend taking the neighbours' concerns into account.
- 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** authority delegated to **Cllr A Poppleton** to respond on behalf of the council in Clerk's absence.
- 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** authority delegated to **Cllr A Poppleton** to respond on behalf of the council.
- 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** authority delegated to **Cllr A Poppleton** to respond on behalf of the council

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 complaint about weeds in the High Street
- Several entries for the Garden Competition
- Much correspondence regarding flooding
- 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:** Clerk job applications. Councillors D Hopkins, A Poppleton, T Sutton, and K Temple agreed to be on the interview panel

166/25 **Date of the next meeting:** Monday 8th September the Committee Room at the Memorial Hall

Meeting ended: 9.30pm

Signed:

Date: