

**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 9<sup>th</sup> February 2026 at 7.30pm in the**  
**Committee Room, Memorial Hall.**  
Members of the public are welcome to attend.

**DRAFT MINUTES**

**ACTION:**

- 33/26 Present: Chairman D Hopkins, Cllr T Sutton, K Temple, L George-Barnes, A Poppleton, Ward Cllr T Bailey, Town Clerk - J Farrant**  
**3 Members of the Public**
- 34/26 Apologies:**
- 35/26 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.
- 36/26 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.
- 37/26 E-Bikes & E-Scooters:** Awaiting confirmation of attendance at the April meeting
- 38/26 Minutes:** To consider the approval of the draft minutes of the last meeting of the Council held on Monday 12th January 2026. **Circulated**
- 39/26 Co-opting Councillors:** Applications received. **ACTION:** Clerk to co-ordinate meetings with Chairman and councillors.
- 40/26 Mayor's Announcements and Report:** Key points below. Full report attached:
- Appointments: Civic reception – 27<sup>th</sup> Feb / Annlouise Taylor from Dementia Readiness
  - Royal Mail Deliveries
  - Theydon Ave
  - The future role of Parish & Town Councils in MK
  - MK Vital Signs Report
  - SEMK expansion are update
  - EWR Meeting
  - H10 Extension

**CLERK**

- TVP
- E-bikes and Scooter
- Community Library Boxes
- Aspley Hill Flood Water
- New Local Plan – MK2050
- CAB Sessions
- Meet the Mayor – 14<sup>th</sup> Feb
- 2 Station Rd
- MKCC Pesticides Management Policy
- Road Works and Repairs
- Bucks & MK Fire
- Merger of Local Academy Trusts

**41/26 Actions from previous minutes and Clerk's report:**

**CLERK**

- Paxton Software now back up and running – The system has been streamlined to work better for us.
- I have received some great feedback on the newsletter.
- We have managed to help quite a few of the groups that were using the Hall at the Catholic Church by finding them space in our halls.
- Issues with scribe and stripe and reconciling are now resolved and the system is up to date.
- Dates have been booked in with TVP for Have your Say event and Market dates.
- We would like to order some fleece jackets for staff for when we have meetings and visit the local businesses - APPROVED
- Scribe has been updated with new pricing for Halls for the next financial year. The bookings coordinator & finance asst have decided on the dates for invoicing to bring bookings in to line.
- I have met with Annelouise from Dementia Readiness and will arrange with Lesley at Wavendon a good time for a Dementia Friends Awareness Session for Councillors and staff.

**42/26 Ward Councillors Reports:**

**a. Cllr Tracey Bailey**

- Tavistock roadworks – are due in this financial year
- Theydon Ave - BB end potholes have now been reported – They are considered low risk but are on the schedule to be completed
- Asplands House management parking in front of gate
- Fishing restrictions at parklands - there are none
- There is no recognised right of way alongside the Redrow development.
- It was reported that the Bus stop at top of high street looking tatty – Clerk to action
- Milton Keynes turns 60 in 2027, with the official 60th anniversary falling on January 23, 2027, marking its designation as a New Town in 1967.
- MK has been praised for its adult social care services, ranked in the top 10 nationally by the Care Quality Commission

- Applied for city of culture
- A new, permanent statue of Jennie Lee, the Open University pioneer, is being created for Milton Keynes city centre by renowned sculptor Andy Edwards. The statue, planned for the Station Square area, celebrates her role in establishing the OU and is expected to be completed later in 2026 to coincide with the 60th anniversary of her White Paper.
- Tiger Duggan – Gofundme page for local family whose son had a motorbike accident in Thailand

**b. Cllr David Hopkins:** Key points below. Full report attached.

- LTP cons underway new document published
- New Highways officer in place at MKCC
- Levante Gate
- Vital Signs
- E-bikes and Scooters
- EWR
- Countdown to 60
- NPPF Webinar
- Bin Collections
- Winter Phishing
- Reg 19 MK City Plan 2050
- Centre for Ageing Better. Friendly Town and Parish Councils
- Universal
- London Northwestern Railway and West Midlands Railway services

**43/26 Invitation to TVP:** TVP will host their Have your Say Event in the Memorial Hall on Tuesday 31<sup>st</sup> March 7pm-8pm. They will also have a stand at the community market on 14<sup>th</sup> February, 14<sup>th</sup> March, 11<sup>th</sup> April, 9<sup>th</sup> May, 12<sup>th</sup> September, 10<sup>th</sup> October.

**44/26 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:**

- Payroll will be outsourced for the new financial year

**b. Halls Committee Update:**

- 27<sup>th</sup> Jan – New Hall rates were decided

**c. Environment Committee Update:**

- Vicarage Street Litter – Ongoing
- CCTV Monitoring of the High Street for parking and deliveries
- Theydon Ave issues – The cabinet member has agreed to attend a meeting in Theydon Avenue at 9am on March 5<sup>th</sup>
- Potholes reported – KT raised that existing ones are not sealed

**d. Finance Committee Update:**

To approve payments for January (**list circulated**) **APPROVED**

To approve bank reconciliation (**circulated**) **APPROVED**

45/26	<b>EWR consultation/information:</b> Feedback from Meeting on 4 <sup>th</sup> February: Attached to the Minutes.	
46/26	<b>Royal Mail Update:</b> Parts of MK have no problems. This is far wider than MK. 13 people too short. Brinklow is trailing the every other day deliveries. Glen McDougall met with CEO who said they are not prioritising parcels despite what delivery people are saying. Full report attached to the minutes.	
47/26	<b>Annual Town Meeting:</b> The meeting will be Tuesday 12 <sup>th</sup> May 7.00pm in the Memorial Hall. The Clerk will invite groups to attend.	CLERK
48/26	<b>MKCC Community Infrastructure Fund:</b> Submit a bid to the MKCC Community Infrastructure Fund for a SID for Theydon Ave and High St and any other bids? – For 2026/27 the Closing Date was 31 <sup>st</sup> August 2025 to be on the 26/27 budget.	
49/26	<b>PCC Community Fund:</b> Additional CCTV / traffic warden – Closing Date Monday 23 <sup>rd</sup> February. Clerk to source quotes and submit the application.	CLERK
50/26	<b>Response to MKCC Transport Strategy Consultation:</b> Chair, D Hopkins to draft a response for Cllr Temple to amend. Murray will be attending the Little Brickhill, March meeting Invitation to all councillors.	DH/KT
51/26	<b>New local plan (MK2050):</b> Six week consultation period, runs until 16 February 2026. No objections to the plan	
52/26	<b>Universal Studios:</b> Standing Item – Anglian Water raised concerns to the impact on the sewerage system. Concerns about the traffic. This is an important project for the government.	
53/26	<p><b>Youth Club:</b> 2 responses to the tender. Pulse Youth &amp; YMCA:</p> <p>Arrange to meet with the YMCA as soon as practicable to understand their proposals in greater detail and meet with marco from pulse youth <a href="mailto:marco@pulseyouth.co.uk">marco@pulseyouth.co.uk</a> to discuss the practical aspects of his organisation operating a local youth club.</p> <p>Chairman and Vice Chairman take a delegated responsibility to meet with both organisations and return to Council in April with a series of final recommendations for consideration. <b>Clerk to organise meetings</b></p>	
54/26	<b>Mick George Community Fund:</b> Town Clerk has met with Nicky from the Library. Quotes will be sourced and funding application submitted by 25 <sup>th</sup> February.	CLERK
55/26	<p><b>Website:</b> Quotes have been sourced for new website: Summary report circulated separately</p> <p><b>Aubergine: APPROVED</b></p>	
56/26	<b>IT Support:</b> Contract with current IT Support company has expired. Quotes are being sourced for a new contract.	CLERK
57/26	<p><b>2 Station Road:</b> Standing Item – Town Council Parking Space located at the rear of 2 Station Road. Email sent to MKCC for a update on the sale:</p> <p>David's replacement is called Kevin Cassidy. He is working closely with the purchasers of Station Rd to get the deal over the line – as we anticipated, everyone is scratching their heads on how to deal with the sale condition around parking provision for the Town Council.</p> <p>We have suggested that a 1-year lease is offered to the TC and during that time, both parties discuss future options. That would at least get the sale moving, but I am sure you will feel uncomfortable about the lack of a secure deal.</p>	

However, we can't allow the parking issue to delay the sale, which I would like to have completed by the end of March.

I am sure the purchasers will be in touch at the right time.

**58/26 Crossing for the schools on Station Road:** Awaiting feedback from Rachel with regard to her previous email:

The MKCC Transport team will look at the safe routes to the school for pedestrians/cyclists and we'll link up with our CBC counterparts to look at promoting the safe walking routes to the school and its pupils. They can also look at what routes pupils are currently taking to see where this can be improved with some additional education and engagement. Should there be any key safety issues highlighted by both teams, our road safety engineers can look at what additional measures we can consider here based on the current built environment.

**59/26 Community Market:** Space in the library booked for 14<sup>th</sup> February & stall outside.

**60/26 Planning Applications:**

PLN/2025/2739: Proposed conversion of existing double car port with a side extension and new roof to a ground floor accessible bedroom along with a new replacement double car port **at** OAK VIEW, 89 NEWPORT ROAD, WOBURN SANDS, MILTON KEYNES, MK17 8UN - <https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lWS000003HZkP>- **Comments by: 10/02/2026 - No objection reply from WSTC - ACTIONED**

PLN/2025/2723: Proposed change of use from a pottery studio to a Dog Groomers (Sui Generis use) **at** 71 HIGH STREET, WOBURN SANDS, MILTON KEYNES, MK17 8QY - <https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lWS000003GqQj>- **Comments by: 16/02/2026 - No objection reply from WSTC - ACTIONED**

PLN/2025/2247: Demolition of existing rear outbuilding and erection of proposed rear extension **at** 6 THE LEYS, WOBURN SANDS, MILTON KEYNES, MK17 8QF - <https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lWS000002oKbt> - **Comments by: 18/02/2026 - No objection reply from WSTC - ACTIONED**

PLN/2026/0109: Advertisement consent for the display of one externally illuminated fascia sign and one non-illuminated projecting sign **at** 71 HIGH STREET, WOBURN SANDS, MILTON KEYNES, MK17 8QY- <https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lWS000003Sy17> - **Comments by: 27/02/2026 - No objection reply from WSTC - ACTIONED**

PLN/2026/0167: Proposed first floor side extension and single storey rear extension **at** 1 THE LEYS, WOBURN SANDS, MILTON KEYNES, MK17 8QF - <https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lWS000003YGIN> - **Comments by: 03/03/2026 - No objection reply from WSTC - ACTIONED**

**Notifications of decisions made by MKCC:**

PLN/2025/1962: Proposed extension to existing garage **at** ST HILARY, 46 WEATHERCOCK LANE, WOBURN SANDS, MILTON KEYNES, MK17 8NY - <https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lWS000002PRa9>. - **APPROVED**

PLN/2025/2505: Erection of first floor side extension and single storey rear extension **at 1 THE LEYS, WOBURN SANDS, MILTON KEYNES, MK17 8QF** - <https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lWS0000032iZV>. - **APPROVED**

PLN/2025/2501: Approval of details required by condition 6 (Implementation and Maintenance of Railway Fencing) for development stage 2D of application ref. TWA/18/APP/04 relating to the Network Rail (East West Rail Bicester to Bedford Improvements) Order 2020 **at Land Between Bletchley And Woburn Sands Associated With The Route Corridor of The East West Rail Project** - <https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lWS0000032gkb>. - **APPROVED**

PLN/2025/1386: Alterations to boundary treatment to include walls and top rails, a double railing gate at entrance to rear garden, a single railing between front and rear garden, wall mounted railings to lower walls in front garden (max height of 0.7m), and a rail fence (1.8m high) along the north and western rear boundaries. **at SHELTON HOUSE, HIGH STREET, WOBURN SANDS, MILTON KEYNES, MK17 8SD** - <https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lQH000003L1tp>. **APPROVED**

PLN/2025/1379: Listed Building Consent for internal works including 6no. new door openings (2no. ground floor and 4no. first floor), infilling of 1no. existing doorways (ground floor), infilling of 1no. Archway (first floor), a new double door in an existing archway on the ground floor, wall to be removed on ground floor, repairs to ceiling and ceiling laths over the atrium, and repairs to ceilings and walls where necessary. External works to include installation of leaf guards to rainfall outlets / hoppers, gutters, replacement of UPVC rainwater goods with Georgian style black UPVC gutters, repointing of brickwork where required, repair to windows and frames throughout, roof repairs (slates replacement and repair loose tiles), repair and restore of parapet bay window roof and repair and restore portico roof. Alterations to boundary treatment to include walls and top rails, rail fencing to include a double railing gate at the entrance to rear garden, a single railing between front and rear garden, wall mounted railings to lower walls in front garden (max height of 0.7m) and a rail fence (1.8m high) along the north and western rear boundaries. **at SHELTON HOUSE, HIGH STREET, WOBURN SANDS, MILTON KEYNES, MK17 8SD** - <https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lQH000003KdUv>. **APPROVED**

PLN/2025/2666 - Erection of a single storey rear and side extension **at 20 DRAYHORSE CRESCENT, WOBURN SANDS, MILTON KEYNES, MK17 8GU** - <https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lWS000003Dqgb>. **APPROVED**

**61/26 Notification of urgent decisions made:**

**62/26 Correspondence to note:**

Email Received: Yellow lines in Summerlin Drive – Email sent to MKCC for update  
Emails received for white lines and potholes at Greens – Quotes being sourced for repairs  
Email received: Street Lighting Vicarage/High St – Escalated with MKCC

**63/26 Items for the next agenda:**

**64/26 Date of next meeting:** Monday 13<sup>th</sup> April 7.30pm

**65/26 Part 2 of the Agenda – Confidential HR Issues:** It is recommended that the Press and Public be excluded from the meeting during consideration of the item in Part II of the

Agenda, as it involves the likely disclosure of exempt information relating to information which is likely to reveal the identity of an individual; information in respect of which a claim to legal professional privilege could be maintained in legal proceedings; and information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime, as defined in Paragraphs 2, 5 and 7 respectively of Part 1 of Schedule 12A of the Local Government Act 1972 (amended).

**Meeting Ends: 8.30pm**

**Signed:**  
**Chairman**

**Date:**