

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 13th April 2026 at 7.30pm**
in the Committee Room, Memorial Hall.

Members of the public are welcome to attend.

DRAFT MINUTES

- 90/26 **Present: Chairman D Hopkins, Deputy Chair K Temple, Cllrs T Sutton, A Poppleton Fraser Pearson** **ACTION**
1 Member of the Public
- 91/26 **Apologies: Cllr L George-Barnes, Ward Cllr T Bailey**
- 92/26 **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.
- 93/26 **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.
- Update on the Bedford Estates Bike Park** – Originally an application had been made for a lawful development certificate. This has now been withdrawn and they will be applying for the correct planning permission.
- 94/26 **Minutes:** To consider the approval of the draft minutes of the last meeting of the Council held on Tuesday 17th March 2026. **Circulated – APPROVED AND SIGNED AS A TRUE RECORD**
- 95/26 **Co-opting Councillors:** To formally adopt Fraser Pearson. **CO-OPTED AND OFFICE OF DECLARATION SIGNED**
- 96/26 **Mayor's Announcements and Report: NOTED: FULL REPORT ATTACHED.**
- **EWR Consultation**
 - **MKPA session**
 - **High St Bus Stop**
 - **PCC Communities Fund**
 - **Highways Updates**
 - **TVP – Have your say meetings**
 - **Universal Studios**
 - **Proposed Youth Clubs**
 - **Community Library Boxes**

- Levante Gate
- Escooters
- LTP5
- High St Regeneration Fund

97/26 Actions from previous minutes and Clerk's report:

- I have met with an internal auditor. She is providing a report with questions that I will need to provide documentation for.
- Crimewave captured the whole incident in the Recreation Ground at the weekend and have been able to feedback to the police on this.
- Wayfinding signage fitted at the SH & SC after we were awarded S106 funding
- MKPA event was well attended. Feedback was good.
- Community Action will be joining me at the markets to give people advice on volunteering and the projects that they can get involved with.

98/26 Ward Councillors Reports:

- Cllr Tracey Bailey**
- Cllr David Hopkins**

99/26 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:

Outsource of payroll is now complete **NOTED**

b. Halls Committee Update:

Annual Fire Safety Checks completed on all halls. Details of what is needed below:

Sports Hall: Emergency Light failed in kitchen: Quote to replace: £227.10 (incl VAT)

Sports Hall: 2 x Replacement Fire Extinguishers: Quote to replace: £156 (incl VAT)

Summerlin Centre: Bulkhead failure in main hall: Quote to replace: £324.61 (incl VAT)

Sumerlin Centre: Advised CO2 extinguisher for electrical cover in the hall Quote to provide: £117.60 (incl VAT)

Memorial Hall: 2x 12v batteries need replacing in fire alarm panel: Quote to replace: £349.93 (incl VAT) **APPROVED**

CLERK

Should we provide basic cleaning products for hall hirers – look into antibacterial wipes in a dispensing unit. Recheck the terms of the hall hire and make it to hirers that the hall should be left presentable otherwise they could incur additional cleaning costs.

CLERK

c. Environment Committee Update:

d. Finance Committee Update:

To approve payments for April (**list circulated**) **APPROVED & SECONDED**

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

Annual Governance & Accountability Return (AGAR): To advise the council that the Internal Auditor is completing their review and will provide a report to the council w/c 13th April. **NOTED**

Going forward, there is no need to approve salary payments at each monthly meeting, as these are already agreed and governed by contract.

100/26 Prepare for Annual Town Meeting 12th May:

Suggested Format for Annual Meeting 7pm

1. Welcome and apologies.
 2. Chairmans opening Remarks
 3. Thame Valley Police Report (in case they need to get away)
 4. Presentation from East West Rail & Questions Reports
 5. Note 'minutes' of the 2025 Annual Parish Meeting
 6. 'Mayor/Chairmans Report
 7. Environment Committee Report
 8. Staff Committee Report
 9. Halls Management report (including Library Report)
 10. Finance Report
 11. Charities
- Any other Business
Close

Discussed points that should be raised at the meeting and to highlight the positives for the town.

- 101/26 EWR consultation/information:** Public Event planned for Saturday 25th April in the Summerlin Centre – 12pm-5pm. **ACTION: CLERK TO ADVERTISE THE EVENT** **CLERK**
- 102/26 MKCC Community Infrastructure Fund:** The closing date for 26/27 applications was 31st August 2025. Applications for 27/28 will open April 2026. **ACTION: CLERK** - Bring this back to the meeting in May when we know what can be applied for. **CLERK**
- 103/26 PCC Community Fund:** Grant of £4000 awarded to the Town Council. DH to attend the presentation. **NOTED**
- 104/26 Response to MKCC Transport Strategy Consultation:** Response submitted 27/3 and acknowledged 31/3 **NOTED**
- 105/26 New local plan (MK2050):** Levante Gate application has been submitted - The proposals include circa, 1,250 new homes, a new primary school, local centre, mobility hub, public open spaces and sports pitches.
- 106/26 Universal Studios:** Standing Item DH has written to the Vice President to ask for a meeting
- 107/26 Youth Club:** Follow up from meetings held with Pulse Youth and YMCA. Proposals re-circulated. Pulse Youth will be contacted through the GPCC. Contact Fulbrook to get rates using their facilities. Invite Tayler in again for another meeting. **CLERK**
- 108/26 Mick George Community Fund:** Application submitted naming GPCC as the contributing third party **NOTED**
- 109/26 IT Support:** Quotes have been consolidated and circulated: **CLERK**
CLOUDY IT APPROVED & SECONDED
- 110/26 2 Station Road:** Feedback from meeting held with new owners. 8 parking spaces have previously been leased by the Town Council which expired in January 2024. Parking permits are currently given to 3 high st shops. New owners will allow use of the parking area until 31st October. Community vehicle will be moved to the Summerlin car park. **ACTION:** Clerk to inform the shops they will no longer be able to use the parking area. **CLERK**

111/26	Highways Drop In – 21st May: Outstanding issues: Use the May meeting to plan the issues to be raised: <ul style="list-style-type: none"> • Awaiting MKCC to confirm that they have liaised with CBC and approached the school highlighting the safer routes to school. • FS814523985 - Theydon Ave Signage • MKCC815747220 – Wood Street potholes • MKCC815747846 – Tavistock Close potholes • MKCC815746338 – Theydon Ave potholes 	ALL
112/26	Biodiversity: Policy circulated. To be adopted at the May meeting	
113/26	High St Regeneration Fund: Clerk to speak with Lewis to find out the time limit to use the funds.	CLERK
114/26	Policy Updates: <ul style="list-style-type: none"> • IT Policy (DEFERED) Clerk to check policies that tie in to the IT Policy before formal adoption.	CLERK
115/26	Planning Applications: PLN/2026/0488: Erection of single-storey porch to front and single-storey store to side, and conversion of detached garage into habitable space at 48 ELM GROVE, WOBURN SANDS, MILTON KEYNES, MK17 8PS - https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lWS000003sYas - Comments by: 20/04/2026 - No objection reply from WSTC - ACTIONED PLN/2026/0503: The removal to ground level of Conifer (T1) and reduction in height by approximately 10m (50%) of group of 8x Leylandii (G1) at HAYDON HOUSE, 29 STATION ROAD, WOBURN SANDS, MILTON KEYNES, MK17 8RX - https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lWS000003t92X - Comments by: 17/04/2026 - No objection reply from WSTC - ACTIONED PLN/2026/0628 - Householder planning permission - 24 THE LEYS, WOBURN SANDS, MILTON KEYNES, MK17 8QF - Loft conversion with the installation of a rear dormer and rooflights: https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lWS000003zYHZ - Consultation Expiry: 2026-04-29 - No objection reply from WSTC - ACTIONED Notifications of decisions made by MKCC: PLN/2026/0368: Crown reduction of T1 Sycamore by approx. 1.5-2m in height and sides from approx. 7m at 26 STATION ROAD, WOBURN SANDS, MILTON KEYNES, MK17 8RW - https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lWS000003lQGf - APPROVED - NOTED 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 - APPROVED - NOTED	CLERK
116/26	Notification of urgent decisions made: <ul style="list-style-type: none"> • Public Footpath sign at the end of Deethe Close knocked down: likely to be when the grass was cut. Reported to MKCC. DWB that was attached to the sign has been relocated to railings - £75+VAT - NOTED 	

117/26 Correspondence to note:

Parking on entrance road to Shelton Court – write to the restaurants and ask them to make customers aware of the car park behind the shops. Find out about signage for the car park

118/26 Items for the next agenda:

Use of Art Funds creating local maps from local person – Clerk to contact

Use of Arts Funds for Bug Hotels for the town

180th anniversary of the MRL – Paul Cox, Town Band, Duke of Bedford

119/26 Date of next meeting: Monday 11th May 2026, Committee Room at the Memorial Hall

Meeting Ends: 9.00pm

Signed:

Chairman

Date: