

WOBURN SANDS TOWN COUNCIL
Memorial Hall, 4 High Street, Woburn Sands, Milton Keynes, MK17 8RH
Telephone: 01908 585368 e-mail: clerk@woburnsandstowncouncil.gov.uk
www.woburnsandstowncouncil.gov.uk

Members of Woburn Sands Town Council are hereby summoned to attend the
Town Council Meeting of Woburn Sands on **Monday 8th June 2026 at 7.30pm**
in the Committee Room, Memorial Hall.

Members of the public are welcome to attend.

DRAFT MINUTES

116/26 Present:

ACTION:

Chairman D Hopkins, Deputy Chair K Temple,
Cllrs T Sutton, H Lewis, F Pearson, A Poppleton and Town Clerk – J Farrant
2 MOP

117/26 Apologies: Cllr Lee George-Barnes

118/26 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.

119/26 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.

120/26 Minutes: To consider the approval of the draft minutes of the last meeting of the Council held on Tuesday 11th May 2026. **Circulated – Resolved to Approve**

121/26 Mayor's Announcements and Report: Points below, complete report uploaded separately.

- Mayoral Update
- Library boxes
- MKCC Highways Drop-in
- Town Council response to EWR Consultation
- Anglian Water – Meeting with Grant and parishes
- Cabinet Structure
- Senior Management structure at MKCC
- Universal Studios
- Youth Club/Youth Council
- Bow Brickhill Bypass
- Snippets

122/26 Actions from previous minutes and Clerk's report:

Highways Meeting – 21st May:

- White line markings for the High St have been logged on their system
- Safer routes to schools: Warning signs will be put up to warn drivers that children could be crossing.
- Signs on Theydon Ave/The Leys: Will be completed by 30th June
Potholes on Tavistock Close: Scheduled for Oct/Nov
- Theydon Ave Potholes: The response was that they would be done soon. They have since been and done some patchwork but not yet completed.
- Summerlin Drive - Double Yellow Lines: Application has been submitted with correspondence from residents.
- 20 mph for Downham Road is in place and all signage has been completed.
- Drains and gulleys to be cleared on Newport Road within this year

I will attend the next meeting on 9th July for an update on the above and any additional points that need to be raised.

The plants have arrived for the town, I have sent an email to the subscribed mailing list asking for volunteers to join me on Sunday 14th June to help with the planting. New hanging baskets have been put up through the town.

An update on 2 Station Road – signs have been removed, permit parking etc, shops that previously had permits have been advised that they can no longer park there. Correspondence has been sent to the new owners of 2 Station Road to advise them that the council no longer has any need to use those spaces.

123/26 Ward Councillors Reports:

a. Cllr David Hopkins – main points below. Full report uploaded separately

- Reporting graffiti to the Council
- SUEZ named the new operator of MK Waste Recovery Park
- Universities Merge
- Universal

b. Cllr Johnny Luk - Apologies

124/26 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:

b. Halls Committee Update:

c. Environment Committee Update:

Arrange a meeting within next two weeks

d. Finance Committee Update:

Arrange a meeting within next two weeks

To approve payments for June **(list circulated) Approved**

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

125/26 To approve Standing Orders: (Circulated) Reviewed and Agreed

126/26 To approve Financial Regulations: (Circulated) Reviewed and Agreed

127/26 To approve the Annual Governance and Accountability Returns

a. Audit 2025 – 2026 - Internal Audit Report. Circulated – Received and Noted

Report from the Internal Auditor – Finance Committee meeting to be organised and a plan

organised for the points raised.

b. Audit 2025 – 2026 - Section 1: Annual Governance Statement. Circulated

To agree AGAR Statement Boxes 1 – 9 – Resolved to Agree

c. Audit 2025 – 2026 - Section 2: Accounting Statement.

To approve section 2 the Accounting Statement supporting papers – Resolved to Approve

Formally moved by the Chairman D Hopkins and seconded by the Deputy Chair K Temple

The Exercise of Public Rights will be 11th June-22nd July. This will be published on the website and on the noticeboards – Announcement date 9th June.

128/26 EWR Consultation: To agree the town council response to the EWR consultation.

Completed response sent to EWR on 9th June 2026 – Copy uploaded to the website.

129/26 Community Infrastructure Fund 27/28: Deadline to apply is 31st August 2026. Would we like to apply for Solar Panels for the Sport Hall with this. It was also mentioned last year that we would purchase SIDs for Theydon avenue. Are we doing this independently or would we like to do it through this fund. SIDs for Theydon Ave and one for BB Road as you are leaving WS: Agreed to apply for SIDs for Theydon Avenue and Bow Brickhill Road.

**CLERK TO
MAKE
APPLICATION**

130/26 New local plan (MK2050): Standing Item – Planning inspector review will be towards the end of Autumn.

131/26 Universal Studios: Standing Item.

132/26 180th Anniversary of the MRL: Hoping to have the exhibition in the library

133/26 IT Policy: To formally adopt the IT Policy. Circulated Formally moved by Chairman D Hopkins & seconded by Deputy Chair K Temple

**CLERK TO
UPDATE ON
WEBSITE**

134/26 Privacy Policy: To formally adopt the Privacy Policy. Circulated Formally moved by Chairman D Hopkins & seconded by Deputy Chair K Temple

**CLERK TO
UPDATE ON
WEBSITE**

135/26 Garden Competition: To suggest a deadline date for entries and dates for judging.

Blue Diamond will be sponsoring the Garden Competition for 2026.

There are four categories: Hanging baskets, Best front garden, Best back garden, Community and business award.

Set the dates for the deadline to enter, deadline for judging, invite judges

**CLERK TO SET
DATES,
CREATE
POSTER AND
CIRCULATE**

Look at the competition for next year and change the dates to end of May beginning of June to be more in line with open garden events.

- 136/26 To discuss recent issues in neighbouring communities relating to Anglian Water:** Grant Tufts - Senior Policy and Public Affairs Lead - would be happy to meet with the local councils.
- 137/26 Memorial Clock Repairs:** Following the repair from Smith of Derby last year, they noted that the units currently fitted to the clock are due for replacement. The cost for them to supply and install new movements, along with suitable hands, will be £3,375.00 *net* + VAT. This would also include washing down the dials and installing a new backup unit (ARU) to automatically adjust for BST/DST changes. This was budgeted for when budgets were finalised for this financial year. **APPROVED**
- 138/26 Planning Applications:**
- PLN/2026/0862: Use of existing home office/gym outbuilding to ancillary annex with associated work (Retrospective) at 17 Wood Street, Woburn Sands, MK17 8PH - <https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lWS000004H7xF> – Comments by 26/06/2026 - Comments 26/06/2026 - A response to the application will be made.
- PLN/2026/0796: Replacement windows and doors to front and side elevation at 1A Russell Street, Woburn Sands, MK17 8NU - <https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lWS000004Dlhx> – Comments by 26/06/2026
- PLN/2026/0646: Certificate of lawfulness for proposed erection of outbuilding for use as a garage at 95 NEWPORT ROAD, WOBURN SANDS, MILTON KEYNES, MK17 8UN - <https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lWS0000040MXh> - Comments by 15/06/2026
- PLN/2026/0924 - Approval of details required by Condition 12 (Ecology) for development stage 2D of permission ref. TWA/18/APP/04 relating to The Network Rail (East West Rail Bicester to Bedford Improvements) Order 2020 at The Route Corridor of The East West Rail Project, Milton Keynes - <https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lWS000004LZwX> - Comments by 15/06/2026
- PLN/2026/0956 - Approval of details required by Condition 6 (Implementation and Maintenance of Railway Fencing) for development stage 2D of permission 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/a0lWS000004NcLd> - Comments by 15/06/2026
- PLN/2026/1030 - Approval of details required by Condition 15a (Highways) for development stage 2D of permission 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/a0lWS000004RXDh> - Comments by 15/06/2026
- PLN/2026/1102 - Approval of details required by Condition 11 (Contaminated land) for development stage 2D of permission ref. TWA/18/APP/04 relating to The Network Rail (East West Rail Bicester to Bedford Improvements) Order 2020 at Land between Bletchley and

CLERK TO
LIASE WITH
GRANT AND
ARRANGE A
SUITABLE
MEETING

HL TO
CONSIDER A
REPLY. CLERK
TO SUBMIT

Woburn Sands associated with The Route Corridor of The East West Rail Project
- <https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lWS000004UwKP> - Comments by
15/06/2026

Notifications of decisions made by MKCC:

PLN/2026/0628: Loft conversion with the installation of a rear dormer and rooflights at 24
The Leys, Woburn Sands, MK17 8QF – Approved

PLN/2026/0359: The whole crown reduction of Norway Maple tree by up to 2.5m at 1A
Russell Street, Woburn Sands, MK17 8NU – Approved

PLN/2026/0503: The removal to ground level of conifer (T1) and reduction in height by
approx. 10m (50%) of group of Leylandii (G1) at Haydon House, 29 Station Road, Woburn
Sands MK17 8RX – Approved

ENF/2025/0226: Unit 9, Pristine Business Park, Newport Road, Woburn Sands, Milton
Keynes, MK17 8UD – Case Closed

139/26 Notification of urgent decisions made:

140/26 Correspondence to note:

- Complaints about the event at Nonnas – May bank holiday weekend – CBC
licencing Committee / environmental health MKCC.
- Fly tipping at Mowbray Green, reported to MKCC

141/26 Items for the next agenda:

- Safety access for the town council office

142/26 Date of next meeting: Monday 13th July 2026, Committee Room at the Memorial Hall

Meeting ends: 8.40pm

Signed Chairman:

Date: 13/07/26