

WOBURN SANDS TOWN COUNCIL

Memorial Hall, 4 High Street, Woburn Sands, Milton Keynes, MK17 8RH

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Monday 12th July 7.30pm Greens Court Community room

74/21	Present: Apologies and approve reasons for absence:	<u>Present Councillors:</u> Jan Rae (Chairperson), Peter Skelton (Deputy), Paul Farrant, Jo Green, David Hopkins, Jacky Jeffreys, Clive Cowmeadow Town Clerk Alison Jordan <u>Apologies:</u> Michael Geddes, Richard Lanyon-Hogg	
75/21	Town Mayor's Announcements (if any)	On the 23 rd June the Mayor visited Swallowfield to see Mr Robert Plumbly awarded a Pearson National Teaching Award. It was a very nice occasion, much appreciated.	
76/21	DECLARATION OF INTEREST	a. 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 b. Cllr Green declared an interest in a 2 Downham Rd licensing application.	
77/21	The meeting was adjourned for Public Question Time		
78/21	Minutes:	Cllr Skelton updated the council about the Horse Chestnut tree at the entrance of Sandy Court which appears in poor health. Planning Officer Stephen Arber will check if there was planning permission for the work that possibly damaged tree.	
79/21	Progress Reports: a. Clerk's Report b. Halls and Sports Centre update c. Environment Report d. Young Environmentalist	a. Circulated. b. The cleaning tenders higher than WSTC paid before and more than expected, the temporary cleaning resolution is working well, the council are happy with the quality of cleaning and will ask the cleaners to consider continuing cleaning the halls. See Committee Hall minutes. The Clerk wrote to Nigel Holland, a senior manager at TW. Regarding the delays to the Sports Centre. Can the TC agree to release £20,000 from reserves for The Institute windows. AGREED. The application date for CI funds is Friday 27 th August. c. Can also apply to CI Funds for barn roof, a parish can put in up to three different applications. The broken kissing gate: MKC are trying to find out who owns it as it is not clear. Contact James Walsh (Assistant Rights of Way Officer) to suggest he speaks to Bedford Estates to see if they own it. d. Cllr Rae and the Clerk met Fulbrook Headteacher Sam Clancy regarding the Young Environmentalist project the Mayor is launching this year. Mrs Clancy said when asked what improvements they would like to see at school, her pupils wanted to do something with gardens/green. Mrs Clancy sounded very supportive. We were given contacts at the school to follow up this idea but other things going on at the school have meant it is difficult for Fulbrook to commit to taking part.	Cllr Skelton to forward bio information to go on the council website. The Clerk to circulate the Halls Committee meeting minutes to everyone. Cllr Skelton to look at applying for CIF for Edgewick Farm barn roof. Cllr Rae and Cllr Skelton to discuss further how to move forward Cllr Rae and Clerk to discuss
80/21	Unitary Councillor Report	Cllr. Hopkins was circulated. • Cllr Hopkins attended a Community of Woburn Sands (COWS) meeting with Cllr Skelton. He reported that it was an interesting meeting and it is great to have active	Cllr Hopkins and Cllr Skelton to liaise with COWS and attend

		<p>residents groups. They wish to monitor EWR and SEMK plans and the Government planning bill.</p> <ul style="list-style-type: none"> • WSTC were sent a copy of notes from their inaugural meeting, but were disappointed that WSTC were not specifically on the list of groups COWS liaises with. The Councillors are supportive of residents groups, and hope COWS will continue to include councillors and liaise with them. It was noted COWS is a pressure group but as a council we cannot be a pressure group, although we can help them and point them to who to approach. • Cllr Cowmeadow suggested we could invite a residents group to draw up the neighbourhood local plan when the time comes. • The wide use of social media was discussed as a difference between the way a Town Council operates and a community/residents group. The TC must have a level of transparency which is difficult with social media. WSTC are happy to advise the group. • Cllr Farrant met with the Friends of Parklands new leader. It was a positive meeting and she is happy to work with us. • Local Planning Advisory Group moving on with new local plan to take up to 2024 	meetings when possible
81/21	Cleaning contract	See point 79/21 b. above. Clerk explained the difficulties with the cleaning companies, we have four buildings already and the new Sports Hall. The TC doesn't know what the demand and potential income for the Sports Hall will be, and so, how much to budget for cleaning. Cllr Jeffreys offered the names of companies Greens Court are looking at for their cleaning.	Cllr Jeffreys
82/21	<p>Finance:</p> <p>a. Staff costs</p> <p>b. Quarterly budgets</p> <p>Accounts</p>	<p>Cllr Cowmeadow and the Clerk compared other parishes spending on staff with WSTC spending. We sit within, but at the top end of, the usual amount spent. Additional hours for the Clerical Assistant would take the TC higher, but this work the Clerical Assistant is putting into managing and promoting the halls will increase income and potentially cover the extra salary and costs. Job role has grown and the Clerical Assistant is very pro-active in selling halls. But halls never going to be fully self-funding, WSTC runs the Halls to cover running costs, not for profit, and then subsidises any maintenance. The TC is not experienced at running a Sports Hall though, and we need to be wary of undercutting other sports operations such as those using local school facilities. WSTC will look at this again in September.</p> <p>There are still problems with NatWest delaying the change of bank mandate and access to online banking. Quarterly budgets can't be produced yet and some payments did not go out last month due to NatWest problems preventing payment. Creditors have been contacted.</p>	
83/21	Staff appraisals	Cllr Rae sent out amended staff appraisal documents, which were APPROVED.	
84/21	Meeting with Director of Planning	A meeting has been organised for Monday 19 th July, in the Memorial Hall to allow for social distancing. WSTC invited Paul Thomas, the Director of Planning and Placemaking, and Jon Palmer, Head of Planning to attend. Cllr Skelton's	Clerk

		document regarding Asplands development to be sent as an attachment to MK Planning attendees. WSTC want the meeting to look at overall problems and the relationship between MKC Planning and WSTC.	
85/21	Planning	<p>a. 21/01851/FUL Improvement to Hogsty End (historic Quaker burial ground) including the creation of new pedestrian access from Hardwick Road, seating and landscaping. Friends Meeting House, Hardwick Road <i>WSTC concerned this might add to parking problems on Hardwick Rd. A lovely scheme and would be a fabulous addition to WS but could encourage unwanted visitors. Could suggest they have a key pad entrance but that would deny access to others in WS.</i></p> <p>b. 21/01901/FUL Single storey rear extension and conversion of garage (Adaption of approved roof from 21/00681/FUL) 22 Russell Street <i>WSTC have no objection</i></p> <p>c. 21/01923/FUL Single storey rear extension and loft conversion including rear dormer and front rooflights. 48 Drayhorse Crescent <i>WSTC have no objection</i></p> <p>d. *21/01774/TPO Reduce height of a Sycamore; two Yew trees and pruning the trees 31a Station Road <i>WSTC consider this work excessive and request the opinion of a Tree Officer</i></p> <p>e. *21/01775/TCA Reduce height of a Yew and fell a Horse Chestnut 31a Station Road <i>WSTC query the necessity of felling an apparently healthy tree and request the opinion of a Tree Officer</i></p> <p>f. *21/01732/FUL Single storey rear extension <i>WSTC have no objection.</i> 4 Plysu Way <i>WSTC have no objection.</i></p> <p>g. *21/01767/FUL two storey rear extension 1 Downham Road <i>WSTC have no objection.</i></p> <p>h. New Premises Licence Application for The Barbershop Brewhouse. The applications request authorisation for the sale and supply of alcohol for consumption on and off the premises: Monday to Sunday 11:00 to 22:00 (off sales from 07:00) 2 Downham Road <i>They have not applied for planning permission, this is separate from Licensing but it looks likely they would need planning permission.</i> <i>WSTC are opposed to this application.</i></p>	
86/21	Notification of decisions made	<ul style="list-style-type: none"> 21/01621/TCA Fell 3 Norway Spruce trees, Ash tree to be reduced Sandy Court NO OBJECTION 21/01260/DISCON Signage attached to application 20/03319/FUL Frosts 	7

	<p>APPROVED</p> <ul style="list-style-type: none"> 21/01406/FUL 1st floor extension over garage Elm Grove <p>PERMISSION GRANTED</p>	<p>61</p> <p>Cllr Skelton sent round information regarding the Asplands development. Gemma Davies, the Planning Officer, referred it to planning enforcement and land ownership.</p> <p>Cllr Rae thanked Cllr Green for taking on planning, her work is appreciated.</p> <p>*21/01614/FUL a two storey extension to the south of the front block. <i>This application arrived after the agenda went out, WSTC still to consider.</i></p> <p>Burlington hall, Station Road</p>	
87/21	<p>Parking</p> <ul style="list-style-type: none"> a. Hardwick Road b. Nonnas c. Station Road restrictions 	<p>Cllr Geddes sent note in absence.</p> <ul style="list-style-type: none"> Parking could be alleviated with end of Covid with Nonnas carpark freed up again. When approached, Nonnas have pointed out that other businesses do not have parking on their premises. Before Covid MKC proposed banning parking on Station Rd, which WSTC opposed. However, MKC has no obligation to consult WSTC about parking restrictions they put in place, a situation WSTC think unsatisfactory. Cllr Geddes suggests we approach the Head of Transport to discuss parking. Woburn Sands needs a comprehensive parking survey and strategy linked to a wider transport study. A resident is campaigning for double yellow lines all along Hardwick Rd. around the corner to Edgewick Farm. There followed discussion on whether parking here is a problem or perceived problem; and how yellow lines could have unintended consequences such as moving the problem to other streets or encouraging pavement parking. There is no simple solution as the volume of traffic increases. WS is a 'key settlement', people are attracted in by social establishments. Russell St carpark does have enough capacity but people choose not to park there. Can we consider a time limit on free parking at the carpark? Should we look at the use of permit parking on the street for residents. Removal of barriers on the High Street: the queuing space is used but barriers could be removed from 19th July. Allocated permit parking to go ahead for shop workers at Barclays carpark. The broken fence and overgrowth by the entrance needs to be tidied, a MKC issue. 	<p>Clerk to approach Head of Transport for meeting regarding parking restrictions</p> <p>Clerk to action permits for the Barclays carpark Clerk to check barriers will be removed. Clerk to contact MKC regarding repairs to fence and overgrowth</p>
88/21	<p>East West Rail</p>	<p>Following up the Zoom meeting with residents who have contacted WSTC to offer advice. WSTC to contact the Managing Director and Operations Director as suggested by them. Clerk to draft a letter to express concern, and suggest a cutting/tunnel as a new idea. It was noted that Central Beds Council are very proactive in support of Liddlington who have a similar issue.</p>	<p>Clerk to draft a letter to EWR MD & OD</p>
89/21	<p>Communications</p>	<ul style="list-style-type: none"> a. The Clerical Assistant has researched how others promote their halls by adding value, e.g. advertising 	

	<p>a. Halls advertising</p> <p>b. Councillor and Staff webpage</p>	<p>hirers events/activities. We should prioritise community use over commercial, will promote hirers events but not sell on behalf of companies. WSTC needs to refresh the website with better photos and up to date information</p> <p>b. Councillors were reminded to send in photos and info for the website</p>	<p>Clerk/Clerical Assistant to action</p> <p>All Cllrs to send photos and info</p>
90/21	Community Infrastructure Grant	<p>This is a grant for infrastructure we can apply for, the money would have to be matched by WSTC and the closing date is Friday 27th August. Cllr Skelton has suggested applying for Edgewick Farm barn roof , he will liaise with the Farm Volunteer group regarding this. The Council could also apply to have the windows replaced in the Institute. The Clerk and Caretaker will get quotes for the work.</p>	<p>Cllr Skelton</p> <p>Clerk/Caretaker</p>
91/21	Correspondence	<p>Cllr Farrant offered his resignation as Councillor due to personal reasons. Cllr Rae thanked him, he has given so much to WS and has great deal of involvement in whole town, his advice and opinions have been invaluable. The Council was reminded Councillors are entitled to request a sabbatical and then followed a discussion about the process of the co-option of another councillor.</p> <p>a. A copy of a new lease between MKC and WS Angling Club has been forwarded to us from our solicitor. Cllr Skelton wants MKC to ensure conservation area protected, the lease makes maintenance the Angling Club's responsibility. MKC need to check it is maintained properly.</p> <p>b. The owner removed rendering as it was falling off and is now repairing.</p> <p>c. This is not a Town Council issue</p>	<p>Clerk to check procedure for co-opting another Councillor - Sept agenda.</p> <p>Clerk to contact MKC to ensure they are aware the conservation area by the pond will need protected.</p>
92/21	Notification of Urgent Decisions that have been made	None.	
93/21	Councillor's reports and items for next agenda	<ul style="list-style-type: none"> Website: key documents are not prioritised on website as they should be, this needs amending. In general the website needs updating Parking and traffic to go on the agenda in September There has been no further news on the O&H Homes application for SEMK The Church Farm application has outline planning permission but no progress so far WSTC should consider its aims and intentions/priorities to help promote our work to WS residents 	Clerk/Clerical Assistant to update the website

Meeting ended at 10pm

Next meeting to be held on Monday 13th September, 7.30pm venue to be arranged.

Chairperson: