

WOBURN SANDS TOWN COUNCIL

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Members of Woburn Sands Town Council are hereby summoned to attend the Meeting of the Woburn Sands Town Council on **Monday 10th July 2023 at 7.30pm in the Committee Room, Memorial Hall.**

Members of the public are welcome to attend.

DRAFT Minutes

388/23	Present: Cllr Mayor J Green; Cllrs G Brooke, T Sutton, G Jones, A Poppleton, M Wathen, S Mills, S Green; Clerk A Jordan Two members of the public, Swallowfield School Governors	
389/23	Apologies and approve reasons for absence: Cllr K Temple	
390/23	Co-option of Councillors: Simon Green was co-opted and introduced himself to the council.	
391/23	<p>Town Mayor's Announcements (if any): Mayor J Green attended:</p> <ul style="list-style-type: none"> • The SERFCA Oxfordshire & Buckinghamshire Armed Forces Briefing on 13th June • MKCC Highways Q&A: they could not answer about having a planter at the top of Downham Rd; Cllr Green asked about new benches; the 20mph petitions which were handed in, the MKCC officers didn't know about them. The Clerk has a 1-2-1 with Highways on 13th July and will address safety of the High Street pedestrian crossing. Regarding replacing car parks lighting to be insect friendly, Andrew Dixon will contact the Clerk. Cllr Poppleton asked them to look at parking issues especially at the top Chapel Street. • Cllr J Green is planning a social gathering for all Cllrs and staff • The WS Music Festival and WS Band concert are on Aug Bank Holiday • Next year is the 50th anniversary of being a town, can Cllr J Green have some suggestions on how to celebrate. Suggests weekend dates in mid/end of July 2024 	
392/23	<p>DECLARATION OF INTEREST: Under the localism act 2011 (section 26-37 and schedule 4) and in accordance with the Council's code of conduct, all members must declare any interests which they may have in any of the items under consideration at this meeting.</p>	No declarations
<p>The meeting will be adjourned for 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. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire. 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. The Governors from Swallowfield addressed the council. Notes were taken separately.</p>		
393/23	Minutes: To consider the approval of the draft minutes of the last meeting of the Council held on Monday 12 th June 2023.	APPROVED

<p>394/23</p>	<p>Progress Reports:</p> <p>a. Halls and Library Report: update on visit to look at Summerlin kitchen to consider refurbishment (will need to be budgeted for in November) and replacing the gas hob/oven with electric. The Halls Committee also visited the Sports Hall to look at issues. The Cllrs agreed the Summerlin kitchen doesn't need total upgrade, but does need a new commercial electric hob and oven, and a hot water heater. Flooring in vestibule needs replacing, it in this year's budget so can get replaced soon with laminate or similar.</p> <p>b. Environmental Report and Edgewick Farm: Memorial Green tree, Garden Competition. Judging date is 20th July. Cllr Brooke kindly offered to judge if one of the others couldn't do so. Frosts offered a member of staff.</p> <p>The Memorial Green Beech Tree: weather conditions caused branch fall, the tree has been made safe and damaged footpath repaired. We need to be aware of weather conditions that could cause this to happen again.</p> <p>Footpath maps sent out to Cllrs who expressed an interest in walking the paths in WS. There are no Definitive footpaths through SEMK, i.e. not on the Definitive footpath map. SPD (MKCC plans for the SEMK development) maps do not show all the footpaths according to Cllr Poppleton, Cllrs A Poppleton, M Wathen and S Mills offered to walk footpaths.</p> <p>c. Futures Panel: update – Attended by Cllrs M Wathen, Cllr Sutton (as a resident rather than as a Cllr.) Cllr Brooke (also not representing the council) and Cllr K Temple. The discussion was mostly about medical facilities and the green buffer zone. In the meeting it was stated that Nicky from Asplands put together the questionnaire which has gone out to residents. Briefly explained for the benefit of new councillors the Futures Group and the background to setting it up. There is a perception that it has the authority of the Town Council, but as this is not a Town Council group we cannot impose on the Futures Panel. WSTC discussed if starting a parish plan would be appropriate. It was noted that the Futures Panel has no terms of reference and doesn't take minutes.</p> <p>d. East West Rail update: Cllr J Green thanked Cllrs T Sutton, G Jones, S Mills and A Poppleton and K Temple for attending the EWR drop-in with her. They found out the platform might not have to be moved. But if it is in the SEMK plans to move it then WSTC should be talking with MKCC. There is a long timetable and EWR have not yet put together a business proposal or plan. The passing loop will be near Stewartby or Ridgemont so not impact Woburn Sands. Cllrs agree it is vital for WSTC to be clear what we want, there followed a discussion about when to approach EWR with WSTC's views. Cllr A Poppleton is to join the EWR online forum in place of Cllr J Green.</p> <p>e. Clerk's Report: circulated. Additional points; a broken door at the Summerlin Centre needs repairing or replacing. There is a Community Infrastructure Fund Q&A session on 3rd August. Discussion about Section 106 applications, it is not clear exactly how much is available for our Town Council, e.g. MKCC, the NHS, and schools and colleges can all claim funding earmarked for Woburn</p>	<p>The Clerk to get quotes for kitchen/oven/ water heater and Summerlin Centre hall floor</p> <p>Cllrs A Poppleton, S Mills and M Wathen to walk paths. The Clerk to send info on applying to have a definitive footpath</p> <p>Cllrs A Poppleton and M Wathen to research Parish Plans</p> <p>Clerk to send Cllr M Wathen info on CIL Q&A</p> <p>Cllr J Green and M Wathen to meet to put a bid together</p>
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	<p>Sands. The Clerk and Cllr J Green met with Community Action: MK representatives and heard there are more funds we did not know about from the Asplands development. Community Action: MK can help with community engagement. Cllr G Brooke has found a wood carver who can create and design a bench/es. There is some money still left from the ARG amount WSTC were allocated. Cllr G B would like to see a 'happy to chat' bench outside the library. The Chair stressed Cllrs assistance welcome but must be transparent and all communications to go through the office</p> <p>f. Unitary Councillor Report: with updates from MKCC. None sent.</p>	<p>for shared prosperity fund Clerk to send out list to Cllrs T Sutton and A Poppleton for S106 funds that are available</p>
<p>395/23</p>	<p>Committees: to finalise which Councillors are sitting on which committees to include all new councillors. Already agreed are:</p> <ul style="list-style-type: none"> a. Planning – all councillors led by Cllr J Green b. Finance and staffing – Cllrs T Sutton, G Jones, A Poppleton S Green c. Halls – Cllrs J Green, G Brooke, G Jones, T Sutton d. Environment – Cllrs J Green, M Wathen, A Poppleton, K Temple, S Green e. Communication – Cllrs J Green, M Wathen, G Brooke, Cllr A Poppleton, S Mills. Cllr G Jones approached Aspley Guise Parish Council about contributing towards the WS newsletter so it can be delivered to homes in Aspley Guise. Can we also approach Aspley Heath? Cllr J Green explained what is required to produce the newsletter and Hogsty End article. Cllr M Wathen will discuss with Cllr J Green taking on the Hogsty End, Cllr S Mills expressed an interest in Facebook f. Christmas Fayre – Cllrs T Sutton, K Temple g. Danesborough Forum and Cross Boundary Parishes Liaison - Cllrs M Wathen, A Poppleton h. Community Market/WSBA - Cllr T Sutton i. SEMK Stakeholders meetings - Cllrs J Green, A Poppleton and G Jones j. Futures Panel - Cllrs A Poppleton, M Wathen k. EWR Representatives Group – Cllrs J Green to forward to Cllr A Poppleton l. Parish Forum – The Clerk and any Councillors as appropriate 	
<p>396/23</p>	<p>Finance:</p> <ul style="list-style-type: none"> a. To consider and approve payments for July and August. To be circulated. There was a discussion on the value for money of the CCTV. There have been issues with the cleaning company and WSTC have asked for the next invoice to be amended to reflect the lack of cleaning done recently. The Clerk asked for discretionary powers to deal with finance during August. b. Quarterly budget report. Circulated 	<p>APPROVE July and August payments, and Clerk's discretionary powers for August. Clerk to ask Crimewave for presentation on CCTV</p>
<p>397/23</p>	<p>Planning:</p> <ul style="list-style-type: none"> a. 23/01257/HOU erection of a single storey front extension 34 Drayhorse Crescent. WSTC have objected to this application. 	

	<p>b. 23/00378/FUL demolition of a building and building two with garages. 75 Newport Road WSTC has no objection provided trees and hedge are protected</p> <p>c. 22/00053/FUL WSTC have been notified of a window to be enlarged at 8 Maple Grove. No response is necessary</p> <p>d. 23/01290/HOU erection of two storey side extension. 11 Deethe Close WSTC no objection.</p> <p>e. 23/01298/DISCON WSTC have been notified of an archaeological field evaluation on the Swan Hill site. No response is necessary</p> <p>f. CB/TRE/23/00262 crown reduction of an oak tree 35 Weathercock Lane WSTC no objection</p> <p>g. 3/00735/COU continued change of use from agricultural field to car sales / car storage Indus Motors, Woburn Sands Rd, Bow Brickhill WSTC objects. Cllr A Poppleton suggested information from MKCC planning enforcement would be useful.</p> <p>h. 23/01449/TCA tree works to a Silver Birch and Hawthorne 19 Theydon Avenue WSTC suggest discuss with neighbour</p> <p>i. 23/01500/DISCON notification only, window detail relating to application 23/00498/FUL 8-10 High Street</p> <p>j. 23/01483/HOU loft conversion 28 Russell Street no objection</p>	Clerk to contact Planning Enforcement
398/23	Notifications of decisions made from Milton Keynes Council: 23/01172/TCA no objection to the crown reduction of two trees at 29 Station Rd.	
399/23	Sports Hall: To decide what action to take in regard to Taylor Wimpey issues. Still waiting for a meeting which was proposed by Taylor Wimpey.	Clerk to speak to Taylor Wimpey
400/23	Past Councillors: to agree on an event, Monday 31 st July has been suggested and using the Mayor's Allowance. Advertise widely for all to attend.	Date agreed if past Cllrs available
401/23	Shared prosperity fund: To look at applying, and what projects we can apply for. The deadline for applications is Friday. Cllrs M Wathen, J Green to consider the applications. Cllr A Poppleton asked can we look at funding for transport? WSTC received positive feedback about the new MUGA.	Cllr M Wathen and Cllr J Green to meet to discuss Cllr M Wathen will look at the forms
402/23	Community planning: To consider ideas for community improvements. Cllr G Jones presented a list of various ideas to make improvements. <ul style="list-style-type: none"> • Speedwatch: there is a Theydon Avenue group and a Bow Brickhill Rd group, they can and have joined to cover a larger area. • Posters: local groups are putting up posters on benches, this needs to be discouraged • War Memorial: to be cleaned, a quote has been accepted and a date for work to be arranged. • Greg Rutherford jump needs cleaning, our grounds maintenance company should be able to do this • Yellow lines and zebra crossing need looking at: they were re-painted last year so unlikely MK Highways will repaint already but will ask about extending along the top of Chapel Street 	Clerk/Assistant to the Clerk to remind hirers not to fly post Clerk to speak to RTM regarding the G Rutherford jump

	<ul style="list-style-type: none"> Residents hedge cutting on Newport Rd during bird nesting season – this is in Wavendon, not WSTC Speed Indicator Devices: plans from MKCC to install two on Station Road and Newport Road, the WSTC SID can then be moved to Bow Brickhill Road where it has been requested Hedge trimming needed: not along rec yet, due to birds nesting, but maybe in Mowbray Green as nesting might have finished. This is RTM's duty. Pot holes are MKCC responsibility, anyone can report to MKCC WSTC website: can something be on first page to say what is on? Can we find out the 'click rate' of the website? Clerk will investigate Clarity of EWR information: there was the recent drop-in event Parish Wardens /caretaker/community warden. A post to be considered in the next budget. <p>Cllr G Jones suggested a work plan to develop contacts in MKCC and other parishes to achieve a tidier town. Cllr A Poppleton would like to engage with more residents by a meeting or event in a hall and having a market stall.</p> <p>There followed a discussion on how to get residents to take part in community activities and the need for more community engagement.</p> <p>Community not-for profit scheme: perhaps the Station building could be used for a community project – e.g. coffee shop. This is a long term project which would need investigating.</p>	<p>Clerk to contact RTM</p> <p>AGREED need to increase community engagement.</p> <p>WS Market Cllr stall 12/08/23 Cllr A Poppleton and M Wathen – to hand out flyers to advertise a community meeting.</p> <p>Cllr G Jones to email J Green about not-for profit idea</p>
<p>403/23</p>	<p>Staffing: there have been no applicants for the caretaker job-share post. One suggestion is to contact other neighbouring parishes and school for Caretaker 'sharing'. Look at increasing hours, but this has budget implications.</p> <p>Appraisals: Chair and Head of Finance to appraise Clerk Clerk and Head of Finance to appraise the Bookings Manager, Finance Officer and Caretaker.</p>	<p>Clerk to contact Wavendon and Bow Brickhill to see if their Caretakers might job share with WSTC.</p> <p>Dates for appraisals to be agreed</p>
<p>404/23</p>	<p>Correspondence</p> <ul style="list-style-type: none"> A complaint that children's play equipment and railings are scruffy, also the adult exercise equipment. Asks if this can be removed or replaced - to be addressed in the GPCC meeting. A Newport Rd resident has complained about the application to remove trees on Newport Rd and to remove the hedge by Swan Hill. The application was opposed by WSTC. The pavement outside the Recreation Ground entrance was damaged when the fair left. They informed me and said they would pay for repairs, Highways have been informed and repairs now complete. A request we ask MKCC to paint double yellow lines on the entrance road into the Russell Street car park, cars are parking on the corner A complaint the grass cutting in Parklands is not very good 	<p>Cllr S Green suggested a community event to paint railings – Clerk to ask MKCC Officer Phill Snell</p> <p>Clerk – Highways 1-2-1</p>

	<ul style="list-style-type: none"> • A complaint that the trees in parklands need trimming and look 'wild'. The Clerk explained the natural look around the ponds is to encourage wildlife and these trees are not routinely trimmed. Landscaping is under MKCC so any problems with the trees would be dealt by them. 	
405/23	<p>Notification of Urgent Decisions that have been made:</p> <ul style="list-style-type: none"> • Broken thermostat in the sports hall needs repairing – can this be taken out? Seems sensible as there is no purpose to heating a store room. • The CCTV connection with the office lap top had to be reset by Tickford 	
406/23	<p>Councillor's reports and items for next agenda:</p> <ul style="list-style-type: none"> • Code of conduct policy to be reviewed • Publication Scheme/Freedom of Information policy to be reviewed • GPCC information will be circulated before the meeting • AGENDA format – another column to set a date for actions 	<p>Clerk to circulate all docs</p> <p>Clerk - agenda Add date for actions</p>
407/23	<p>Date of next meeting: Monday 11th September 2023 Venue: The Committee Room at The Memorial Hall</p>	

Meeting ended 10.05pm

Signed:

Date:

DRAFT