



MINUTES OF WAVENDON PARISH COUNCIL MEETING - HELD AT 7.30 PM ON THE 17 FEBRUARY 2025 AT WAVENDON COMMUNITY CENTRE.

Present: Cllr's D Hopkins, A Braddish, R Hill, M Levermore, S Thomas, Ward Councillor T Bailey, S Worrell (Aldemans) and 11 residents. Clerk was in attendance.

1. To receive apologies for absence:

Cllr's R Jamieson & J Goss, Ward Cllr V Hopkins.

1.1 - Following the resignation last month of Cllr L van den Berg the Clerk has informed MKCC and advertised the vacancy accordingly. MKCC have confirmed that the fourteen-day period within which an election can be called will expire on Friday 21 February 2025 and will let us know shortly after this time whether a request is received or if you can co-opt the vacancy. **Two residents have expressed an interest in being considered for the vacancy.**

1.2 - Notification received that Cllr J Wilkinson had resigned as a Parish Council. Clerk will inform MKCC and advertise the vacancy accordingly.

1.3 - A discussion was held regarding the difficulties Cllr J Goss has attending meetings. Clerk was asked to make contact and report back at the March 2025 Parish Council meeting.

2. Public Open Session:

2.1 – Church Farm – Residents raised concerns regarding the destruction of the hedgerows by the developer on Pheobe Lane and the Bridleway and asked the Parish Council for help in preserving as many of the hedgerows. It was noted that the Parish Council have reported this to MKCC (Planning Enforcement Team) to investigate whether any planning conditions have been breached.

A resident again raised concerns about promised re-planting. See minute reference 6.10. He also mentioned that it was disappointing that a 40-year-old Ash Tree would be cut down at the emergency entrance from Walton Road.

A resident raised a concern about access to the development site (other than for emergencies) from Walton Road. It was noted that no access from Walton Road was included as a condition by the planning inspectorate.

2.2 – Gigaclear – A resident asked if the Parish Council had received any updates / commitments regarding the fulfilment of the installation of their broadband services to several parts of Wavendon. Parish Council Chair has emailed Gigaclear again requesting when the parts of the village will be installed and promised to update the resident when a response had been forthcoming.

2.3 – Walton Road – Residents asked why there is a continued delay by MKCC in undertaking a further consultation on the options for improving road safety on the road. The Parish Council have received the following response from MKCC.

- We have now received two alternative proposals from traffic technology suppliers for intelligent 'light-up' signage using vehicle and pedestrian detectors that we'd like to share with you, to gauge your views.
- To this end, I wonder if you could indicate your availability for a short Teams call – say 30 mins – later this week or next? This is for Ward Councillors only.

2.4 – Anti-social Behaviour – Cllr S Thomas asked if there had been any further evidence of any further anti-social behaviour at the bus shelter at St Marys Green. A resident responded to advise that there does not appear to be any evidence of any further incidents.

2.5 – Newport Road Lay-by – A resident ask for clarification on a school bus picking up / dropping off in the Lay-by causing problems for residents accessing their properties and long-term parking issues. The Parish agreed to contact MKCC for advice and guidance on this.

2.6 – Various issues in Eagle Farm and Glebe Farm – It was noted that the Clerk and a residents walked round these developments today (17/02/2025) and the following issues were identified.

- There are a lot more trees that require replacing.
- Several parts do not appear to be on the grass cutting schedule - Outside Glebe Farm School (road side) and many other areas. One side of the underpass at Kingston Roundabout is maintained beautifully but the Glebe Farm side is overgrown.
- There are a least 3 areas where the Redways are not connected.
- Some of the paths require maintaining.
- Overhanging trees on the Redways in Wavendon towards Kingston Roundabout. Clerk has reported this to MKCC (18/02/25) under reference number MKCC688768843.
- Many Street Lights not working in the areas awaiting adoption.
- There is a need for many more dog bins in Eagle Farm and Glebe Farm.

Clerk will discuss these issues with MKCC as soon as possible.

2.7 - Stuart Worrell from Worrell Homes attended the meeting to discuss a revised planning application that should be submitted to MKCC at Wavendon Fields within the next 1-2 weeks.

A brief update was given on the development of the site, and they believe that they have addressed all the reasons for refusal of the planning application last year. Included in the proposal is a commitment to provide funds for a tennis court to be installed in Wavendon.

The Chair thanked Stuart for attending the meeting and explained that the Parish Council cannot make any comments until receipt of revised planning application.

2.8 – Condition of Fields – Residents are concerned about the condition of two fields on Newport Road as you exit the footpath from the recreation ground. The Parish Council agreed to investigate.

3. Declaration of interest:

3.1 - ‘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’

3.2 – Cllr R Hill declared an interest in minute reference **16.1** and left the room whilst this topic was discussed.

3.3 – Cllr D Hopkins declared an interest in minute reference **16.2** and left the room whilst this topic was discussed.

4. Chairs Announcements:

It was noted that a copy of the Chairman’s Report was circulated to Parish Councillors via email before the Parish Council meeting. A copy will be available to view on the Parish Council website and are appended to these minutes.

5. Approval of Minutes:

The minutes of the meeting of 20 January 2025 were approved and signed as a true record.

6. Matters Arising:

	ACTION
<p>6.1 - Email received 10/10/23 from MKCC regarding Second Winter Plan – funding for Parishes. The balance after expenditure purchase of the dishwasher at £329.00 is £718.88.</p> <p><u>Clerk has still got to order the dishwasher, and both schools have been asked if there are any further projects for the funding balance to be used.</u></p>	<p>Clerk</p>

<p>6.2 – (item 21.3 of minutes 17/07/23) - Cllr R Hill advised that there is a school sign on Walton Road that requires a repair or removal. Clerk has reported this issue again to MKCC on the 10 January 2024 under reference FS579111705.</p> <p><i>As no responses have been received the Clerk has registered a formal complaint on the 15 February 2025 under reference CU687883220.</i></p>	
<p>6.3 - (item 22.2 of minutes 20/11/23) – Illuminated Sign on the M1 – Cllr J Goss asked if Highways England could be contacted to highlight again a very bright sign on this road that is causing some problems for residents in Eagle Farm. <u>Clerk has started discussions with MKCC on this issue.</u></p> <p><i>Clerk has received further information from Cllr J Goss to identify the properties that are affected and will progress this issue with MKCC at a meeting on the 28 February 2025.</i></p>	Clerk
<p>6.4 - (item 21.3 of minutes 18/12/23) – CPR Training – Cllr R Jamieson asked if any first aid training sessions could be arranged for Wavendon residents to be invited to attend. Clerk has received confirmation that a resident from Little Brickhill has agreed to host an event in Wavendon. <u>In response to the advert that was included in the Winter edition of the Newsletter, 27 residents have expressed an interest in attending a CPR training event.</u></p> <p><i>Clerk is consulting with the Hall Manager for suitable dates for the training. The person that has agreed to complete the training is looking to reserve the necessary equipment.</i></p>	Clerk
<p>6.5 - (item 21.6 of minutes 18/12/23) - Stockwell Lane – Cllr R Hill advised that the verges had been damaged by the refuse vehicle and that he had asked the Clerk to report this to MKCC. Clerk has reported this issue again to MKCC on the 10 January 2024 under reference MKCC579110841.</p> <p><i>MKCC have complete some repairs, but the condition of the road is still of a concern. To be monitored over the next few months.</i></p>	
<p>6.6 - (item 23.1 of minutes 15/01/24) – Cllr L van den Berg advised that he had noticed that some trees in Eagle Farm looked that they were dying. Clerk and Cllr L van den Berg met on the 23 July 2024 on this issue. Clerk has reported this to MKCC including the same issues in Glebe Farm. Clerk met with a representative from MKCC on the 11 November 2024 in Eagle Farm and Glebe Farm regarding how to resolve this issue. MKCC will check who is responsible for replanting (The Parks Trust, Developer or MKCC) and provide a response as soon as possible. <u>Clerk advised that he had contacted MKCC, and a site meeting will be arranged in the Spring with MKCC Highways Team and others to identify all the trees that require replacing before the areas are formally adopted.</u></p> <p><i>Clerk will progress this issue with MKCC at a meeting on the 28 February 2025.</i></p>	Clerk
<p>6.7 - (item 12.5 of minutes 20/05/24) – Email received 20/05/24 from a resident regarding A421 & MI sound pollution at Eagle Farm South.</p> <p>It was noted that Cllr D Hopkins has raised this issue with MKCC planning, highways and Environmental Health for advice on how to respond to this issue.</p> <p><u>Response received form Environmental Health.</u></p> <ul style="list-style-type: none"> <u>The Environmental Protection Act 1990 gives environmental health powers to investigate noise emitted from premises which may be prejudicial to health or a nuisance. However, the provision does not apply to noise made by traffic, this is excluded from action (s79 (6A)). Environmental Health will therefore be unable to assist.</u> <p><i>No responses received yet from MKCC (planning and highways).</i></p> <p><i>Clerk contacted the resident on the 18 October 2024 and provided a brief update.</i></p> <p><u>Update – Clerk will progress this issue with MKCC at a meeting on the 28 February 2025.</u></p>	Clerk

<p>6.8 - (item 23.2 of minutes 15/07/24) – Music Events – Cllr L van den Berg advised that he attended a Networking Event for the Music Industry last week at High Wickham Campus. He explained that the Arts Council England offer funding grants to support grassroots music endeavours and asked if we should consider if there is a requirement within Parish of Wavendon for any events.</p> <p>It was agreed to establish if any other Councils hold any music events. Cllr D Hopkins stated that he would be arranging meeting with the representatives who organise the Woburn Sands Festival. <u>Ongoing.</u></p>	
<p>6.9 - (item 24.5 of minutes 21/10/24) – Cllr S Thomas advised that some of the speed watch signs on Walton Road require replacing.</p> <p><u>Clerk has obtained the price of signs following communication with Cllr S Thomas. It was noted that the cost for 10 signs of a better quality would be £243.30 and the Clerk given authority to purchase the signs.</u></p>	Clerk
<p>6.10 - (item 2.2 of minutes 21/10/24) – A resident attended the meeting (21/10/24) to ask for Parish Council support now that preliminary work had started on the Church Farm development site. The chair was handed over to Cllr R Hill for this item. The developer has cut down saplings and scrub near his property and asked the Parish Council if they could monitor this and highlight any breaches of planning conditions to MKCC.</p> <p><u>The following further correspondence has been received from Stephen Coles.</u></p> <ul style="list-style-type: none"> • <u>I wonder if I might speak to the Parish Council prior to your meeting on Monday night. Since I last spoke, things have not gone well. The developer has not respected the 5-metre buffer, and the area is a waste land.</u> • <u>I did write to Paul Thomas at the Planning department. He did not respond himself, but I did get some sort of reply from one of his staff. The most they accepted was that the developer might have been 'a little zealous' but had not exceeded their planning permission. That hardly covers the carnage of grubbed up hedges and unnecessary damage which has ensued. It certainly illustrates how feeble the Council has been in putting any duties on the developer to act in a responsible manner.</u> • <u>Gone are the days when sensitive and sustainable planning attempted to integrate new development with existing villages like Milton Keynes village. Now it is 'slash and burn' and ram the new development up against the boundaries (or beyond!).</u> • <u>Perhaps I can at least forewarn the Parish Council as to what is to come!</u> <p><u>This was discussed in the Public Open Session under minute reference 2.1.</u></p>	
<p>6.11 - (item 2.1 of minutes 18/11/24) – Gigaclear – Residents attended the meeting to voice concerns that Gigaclear had not fulfilled their commitments for installation of their broadband services to several parts of Wavendon. The Parish Council agreed to support efforts to achieve this objective with Gigaclear and Milton Keynes City Council.</p> <p><u>Parish Council Chair has emailed again Gigaclear requesting when the parts of the village will be installed and promised to update the resident when a response had been forthcoming.</u></p> <p><u>This was discussed in the Public Open Session under minute reference 2.2.</u></p>	
<p>6.12 - (item 2.3 of minutes 18/11/24) – Litter Picking Events – Following the request from a resident in the Public Open Session Cllr M Levermore suggested that to support litter picking events in the Parish that we should try and establish several a litter picking champions. This was accepted by all present and ways to achieve this would be investigated.</p> <p><u>Cllr D Hopkins will include an article in the Spring 2025 issue of the Newsletter.</u></p>	Cllr D Hopkins
<p>6.13 - (item 22.2 of minutes 16/12/24) – Cllr S Thomas advised that residents have raised concerns about anti-social behaviour taking place at the bus shelter on St Marys Green and have suggested that it should be demolished. <u>It was agreed to monitor this and discuss again at future Parish Council meetings.</u></p> <p><u>This was discussed in the Public Open Session under minute reference 2.4.</u></p>	

<p>6.14 - (item 2.2 of minutes 20/01/25) – Connecting the Redways – A resident asked if there had been any process in connecting to the Redway in Eagle Farm from Lower End Road. <u>Parish Council Chair responded and promised to write to MKCC to ask for an update.</u></p> <p>The following response has been received from MKCC (Paul Van Geete).</p> <ul style="list-style-type: none"> • I will start by having a discussion with Highways and make sure we have this issue logged. I know we have been talking to our colleagues in CBC about redway connectivity across Cranfield Road, but it was not in this location. This looks like a longer and trickier connection so it might need a bit of a study to develop proposals and then of course the lobbying for the funding! • Phil Caves is away at present so it might be a couple of weeks before I can get back to you on this one. <p><u>Clerk will progress this issue with MKCC at a meeting on the 28 February 2025.</u></p>	Clerk
<p>6.15 - (item 2.3 of minutes 20/01/25) – Traffic Concerns on Cranfield Road and Lower End Road – A resident raised concerns about continual speeding along this road.</p> <p>Cllr S Thomas advised that he would be able to provide the data from the SID on Cranfield Road and that Community Speed Watch Sessions could be arranged if suitable site could be identified.</p> <p><u>Clerk has emailed MKCC requesting access for the SID data for the two devices installed on Lower End Road.</u></p> <p>Parish Council Chair agreed to write to Thames Valley Police to ask if they would be willing to undertake occasional speed watch monitoring.</p> <p><u>Response received from TVP.</u></p> <ul style="list-style-type: none"> • <u>As far as I can see there is not a safe place along lower end road to conduct speedwatch. If there are a group of residents who would like to set up a community speedwatch they can contact Community Speedwatch Online who will make an assessment on whether it is safe.</u> • <u>I will look to pass this onto our speed enforcement as a suggested area, although I am unsure whether there is a location that is possible for them to park up to do the speed enforcement.</u> 	Clerk
<p>6.16 - (item 2.4 of minutes 20/01/25) – Walton Road Traffic Concerns – A resident asked if any progress had been made in obtaining an update from MKCC (Highways) with proposals for this Road. <u>The Parish Council responded to confirm that they continue to chase MKCC (Highways) for an update and will provide an update to residents as soon as possible.</u></p> <p><u>This was discussed in the Public Open Session under minute reference 2.3.</u></p>	
<p>6.17 – (item 2.6 of minutes 20/01/25) – Pheobe Lane / Bridleway along Wavendon Fields – A resident was concerned about how disappointing how the hedgerows had been decimated on the Church Farm development site and asked for reassurances that Phoebe Lane will be protected.</p> <p><u>This was discussed in the Public Open Session under minute reference 2.1.</u></p>	
<p>6.18 - (item 2.7 of minutes 20/01/25) – Litter Problems – A resident highlighted a litter problem whilst walking from Stockwell Lane to the Redway near the Waitrose Warehouse. It was noted that Cllr D Hopkins had reported this to MKCC (Waste Management Services Team) requesting for a litter collection to be undertaken.</p> <p>This has now been completed by MKCC. <u>Item closed.</u></p>	
<p>6.19 - (item 2.8 of minutes 20/01/25) – Caravan – A resident advised that a caravan had been left near the apartments near Stockwell Lane and the Community Hub. <u>The Parish Clerk will report this to MKCC.</u></p> <p><u>Clerk has reported this to MKCC under reference FS687177956.</u></p>	

<p>6.20 - (item 8.2 of minutes 20/01/25) – Emails received from two separate residents regarding safety issues at St Marys School, Eagle Farm, at school drop off / pick up times. We are still waiting for confirmation from MKCC on a date when the safety review can be completed. MKCC have emailed a draft plan for a pedestrian crossing to be installed before the road is adopted that was emailed to Parish Councillors before this meeting. <u>Following discussion, a question was asked if any areas will have yellow lines installed as part of the scheme. MKCC will be contacted for a response.</u></p> <p><u>MKCC have been approached to confirm if any yellow lines are part of the system.</u></p>	
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7. To discuss Wavendon Parish Council Priority Work programme for 2024/2025:

It was noted that the document had been update (issue 6) and emailed to all Parish Councillor prior to the February 2025 Parish Council meeting.

To be reviewed again in April 2025.

8. Correspondence:

	ACTION
<p>8.1 - Email received 23/01/25 from MKCC advising of a Community Governance Review taking place from Thursday 23 January 2025 to Friday 28 March 2025.</p> <p><u>Several suggestions were made on how to respond to this consultation. Discuss again at the next Parish Council meeting on the 17 March 2025.</u></p>	
<p>8.2 - Letter received 27/01/25 from the Founder of Covid19 families UK inviting Parish Councillors to a National Day of Reflection on Sunday 9 March 2025 at 2.00 pm taking place at Willen Lake Peace Pagoda.</p> <p><u>This was noted; no further actions are required.</u></p>	
<p>8.3 - Letter dated 31/01/25 from Citizens Advice advising of the Services they provide and asking for a financial donation to help them continue supporting the residents of Milton Keynes.</p> <p><u>This was noted; no further actions are required.</u></p>	
<p>8.4 - Email received 05/02/25 from MKCC advising that Milton Keynes City Council is working collectively to better understand the current and future provision of outdoor sports facilities and have commissioned management consultancy Knight, Kavanagh & Page (KKP) to carry out a needs assessment in the area, which will result in the production of an Authority wide strategy. It will involve carrying out a comprehensive assessment of the supply and demand issues relating to outdoor sports facilities. Deadline for responses is 1 March 2025.</p> <p><u>Cllr R Hill gave a brief update on how the Parish Council should respond to this consultation and following discussion was it agreed by all present. Cllr R Hill agreed to complete this action.</u></p>	Cllr R Hill
<p>8.5 - Notice received 06/02/25 from MKCC that on the 04 February 2025 that a Traffic Regulation Order was made, under the Road Traffic Regulation Act 1984 (reference: TRO-415). The general effect of the made Order will be to revoke the existing 40mph speed restriction on Newport Road in Wavendon, Milton Keynes and introduce a 30mph speed restriction by virtue of street lighting.</p> <p><u>This was noted; no further actions are required.</u></p>	
<p>8.6 - Notice received 30/01/25 from MKCC of a Statutory Consultation - Proposed Prohibition of Entry (Except Buses and pedal cycles) on part of Elmswell Road, Wavendon (Reference: TRO-423). Deadline for responses is 28 February 2025.</p> <p>In general, the Parish Council support the proposed scheme but are concerned about there being only one entry and exit out of the development for the residents. Therefore, we ask that another entry and exit should be explored via Balderstone Road. <u>Clerk to response to MKCC.</u></p>	Clerk

9. Planning:

	ACTION
<p>9.1 – EWR Consultation closing date 31 January 2025.</p> <p>A draft response prepared by Cllr D Hopkins that was emailed to all Parish Councillors prior to this meeting was discussed and following discussion it was agreed that it represented a good response to this consultation. <u><i>It was suggested that before the Clerk responds officially to this consultation that we ask a resident for some feedback before submitting our response.</i></u></p>	
<p>9.2 - 23/02904/FUL at Wavendon Fields</p> <p>Clerk confirmed that he had contacted the applicant and that they will be resubmitted a new planning application shortly and that they will attend the Parish Council meeting on the 17 February 2025. <u><i>See minute reference 2.7.</i></u></p>	
<p>9.3 - PLN/2025/0168 - Approval of details required by conditions 3 (external materials), 7 (landscape works), and 8 (boundary treatments) of permission ref. 21/02541/FUL at Land to the North of Eagle Farm, Cranfield Road, Wavendon.</p> <p><u><i>No issues were raised.</i></u></p>	
<p>9.4 - PLN/2025/0177 - The expansion of existing parking facilities to provide 105 additional car parking spaces, with associated landscaping works at Wavendon Business Park, Ortensia Drive, Wavendon Gate, Milton Keynes.</p> <p><u><i>Concerns were raised on increased traffic movements and impact of any loss of trees and hedgerows. Clerk to respond to MKCC.</i></u></p>	Clerk
<p>9.5 - PLN/2025/0223 - The crown reduction by 1m and reduction of large overextending limb by approx. 2.5m of T1 (Horse Chestnut) protected by Milton Keynes Council Tree Preservation Order no. PS/540/15/423 at 9 Cross End, Wavendon.</p> <p><u><i>No issues were raised.</i></u></p>	
<p>9.6 - PLN/2025/0270 – The reduction of all epicormic growth up to a height of 4 meters on the main stem, reduce foliage/branches growing towards phone lines and provide 1.5-meter clearance by reducing crown around phone lines by 1.5 meters of T1, T2 & T3 (Oak Trees) protected by Milton Keynes Council Tree Preservation Order no. PS/540/15/110 at 67 Newport Road, Wavendon.</p> <p><u><i>No issues were raised.</i></u></p>	
<p>9.7 – PLN2024/2634 - Proposed single storey rear and side extension following demolition of existing side porch at Sandalwood Cottage, 9 Crow Lane, Wavendon.</p> <p><u><i>Notification received 28/01/25 from MKCC that household planning permission had been approved.</i></u></p>	
<p>9.8 – PLN-2024/2099 - The erection of a single storey rear extension with rooflights, polycarbonate canopy to the rear elevation and erection of a carport at 13 Ravi Way, Glebe Farm, Milton Keynes.</p> <p><u><i>Notification received 28/01/25 from MKCC that household planning permission had been approved.</i></u></p>	
<p>9.9 – 24/02048/REMM - Variation of condition 1 (approved plans) seeking to amend elevations, site plans and plan layouts due to technical requirements (relating to permission ref. 22/00385/REM Application for approval of reserved matters (appearance and landscaping) pursuant to outline planning permission 20/02188/OUT for the demolition of existing storage shed and the erection of a 96 bedroom care home with parking and associated development) at Woburn Sands Emporium, Newport Road, Wavendon,</p> <p><u><i>Notification received 22/01/25 from MKCC that removal / variation of conditions had been approved.</i></u></p>	

<p>9.10 – PLN/2024/2698 - Advertisement consent for the display of 3 no. information signs and 1 no. accessible parking sign at Wavendon Service Area, Newport Road, Wavendon.</p> <p><u>Notification received 07/02/25 from MKCC that advertising consent had been approved.</u></p>	
<p>9.11 – PLN/2024/2771 - Proposed erection of a single storey front porch extension at 13, Ravi Way, Glebe Farm, Milton Keynes.</p> <p><u>Notification received 07/02/25 from MKCC that household planning permission had been approved.</u></p>	
<p>9.12 – PLN/2024/2681 - Installation of an EV Hub with associated equipment, and 3 x information signs and 1 x accessible parking sign at Wavendon Service Area, Newport Road, Wavendon.</p> <p><u>Notification received 07/02/25 from MKCC that full planning permission had been approved.</u></p>	
<p>9.13 – PLN/2024/2235 - Alteration to front driveway pier and wall at Black Horse House, 2 Canfield Road, Wavendon.</p> <p><u>Notification received 11/02/25 from MKCC that household planning permission had been approved.</u></p>	
<p>9.14 – PLN/2024/2119 - non-material amendment seeking to update conditions 5, 7, 10, 12, 14, 15, 16, 17, 18, 20, 27, 28, 30, 31 and 38 to relate to information already approved as part of planning process (relating to permission ref. 24/01285/OUTM) at Land at Glebe Farm, South of A421, Newport Road, Wavendon,</p> <p><u>Notification received 11/02/25 from MKCC that non-material amendment had been approved.</u></p>	
<p>9.15 – 24/01781/DISCON - Approval of details required by conditions 5 (foul water strategy), 12 (finished floor levels), 14 (noise), 17 (site management), 18 (external materials), 27 (storm water drainage), 30 (LEMP), 32 (species survey report) and 35 (biodiversity opportunities) of permission ref. 13/02382/OUTEIS at Land at Glebe Farm, South of A421, Newport Road, Wavendon.</p> <p><u>Notification received 12/02/25 from MKCC that details required by condition had been approved.</u></p>	
<p>9.16 – PLN/2024/2085 - Approval of details required by conditions 10 (site arrangements in relation to trees), 22 (boundary treatments) and 38 (lighting plan) of permission ref. 24/01285/OUTM at Glebe Farm Sustainable Urban Extension, Newport Road, Wavendon.</p> <p><u>Notification received 12/02/25 from MKCC that details required by condition had been approved.</u></p>	
<p>9.17 - 24/01334/HOU - The erection of a proposed first floor extension over existing garage / carport to create a guest bedroom / study annexe to include the replacement of an existing mono-pitched asbestos sheet roof with dual pitched plain tiled roof to match existing dwelling at 78 Walton Road, Wavendon.</p> <p><u>Notification received 11/02/25 from MKCC that household planning permission had been approved.</u></p>	
<p>9.18 – ENF/2025/0025 – Notification received 29/01/25 of a breach of planning control at Land adjacent to 6 Selby Gardens, Eagle Farm South regarding removal of part of hedge to construct hardcore parking.</p>	

9.19 – APP/Y0435/C/24/3355926 – Notification of an appeal 11/02/25 at 13 Brosse Crescent, Glebe Farm regarding an alleged breach - Without planning permission, the unauthorised change of use from a private dwelling house (Use Class C3) to a short-term commercial let/Airbnb (Sui Generis) ('the Unauthorised Change of Use').	
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10 To discuss 106 Tariff Projects / Funding:

Walton Road Community Centre / Security / Safety / Other / Allotments

Grant of £24,500.00 received from MKCC in September 2024 to fund the following.

- **CCTV and Intruder Alarms – Community Centre.**

Completed in September 2024 with changes to the front and internal door – Completed December 2025.

- **New Fence and tree / hedge work on the Recreation Ground in Wavendon.**

Site meeting with the Church and Allotment Committee to agree the fence details was completed on the 11 February 2025. Revised quotations being obtained for the fence and tree work.

Play Equipment / Gym Equipment

- Wavendon Recreation Ground to add small play items - (Match funding) – Clerk has started the process of obtaining three quotations to submit a grant application to FCC Community Foundation. This will include the re-installation of the tennis table at the hub and installation of a disabled bench on the Recreation Ground. Applications open on the **26 February 2025 and closes on the 14 May 2025.** Clerk has obtained updated quotations.

Arts Funding

- Cllr D Hopkins advised that there is a considerable amount of 106 funds are available to the Parish.

MKCC are committed to a meeting, but this is likely not to be held until the next budget year (2025/2026).

Heritage Projects – We may have to look for other options for funding of the items below: Can any of this be completed using monies from the Art Project 106 funding?

- Repair and include artwork to the Boundary Wall – St Marys Close. The resident has asked the Parish Council for a date when the wall will be repaired (or replaced). Clerk to respond to the resident confirming that other funding options are being explored.
- Village History Boards
- Replacement benches at St Marys Green

11 Task & Finish Committee for a working group working with Inspiring Futures Through Learning Trust (IFTL) on community issues.

Confirmation received from MKCC (Legal Team) that the agreement is out for signing and will be completed shortly.

12 To receive a progress report on the existing and new Community Facilities.

Community Centre Committee meeting held on Monday 27 January 2025 (Clerk to issue the minutes by the end of February 2025). Next meeting will be arranged for the 28 April 2025

12.1 - New Community Hub progress update:

- **Legal update** – A meeting was held with our Solicitor on the 9 January 2025 and these issues were raised, Contract status, Electric Charging Points, District Licence, Charity Status. Response received from our Solicitor that is currently being evaluated. Brief update was given at the Parish Council meeting.

- **Maintenance Contracts** – Clerk thanked Cllr R Hill who is currently obtaining quotations for all the items in the Hub that require regular annual maintenance. We do have a maintenance contact in place that has been extended by Ambivent Facilities Management Limited for 6 Months (FOC) until February 2025. Service completed on the Heat Source Pump on the 16th & 17th September 2024. This has highlighted remedial work at a cost of ££1,974 +VAT. Clerk has placed the order as the amount is covered in the 2024/2025 budget. Work was completed in December 2024. Maintenance contact received from Ambivent Management Facilities for maintenance from the calendar year 2025 at the same costs as last year £2.580 + VAT. Additional quotations are being sought.
- **Charity clothing bin** at one of our Community Centres. We have received an offer for consideration of installing a clothes recycling bin for the Fire Service and they have now completed a site survey (at the Hub) and made some location recommendations. It was noted that we are unable to agree to this until we have taken on the Freehold of the building and the Clerk has updated the Fire Service on this. No change.
- **Solar Panels:** Clerk stated that there was an issue with the National Grid regarding the registration of the site with them. This has now been resolved and should enable the registration of the Solar Panels. Still to be actioned by the Clerk.
- **Banners** – Cllr R Hill advised that a hirer had installed a banner at the Hub and asked if this was acceptable and should we have a policy on this. Several good suggestions on how to control this issue have been forthcoming. Discuss at future Community Centre meetings.
- **Car Park Usage** - (item 24.6 of minutes 21/10/24) – Cllr R Hill highlighted that there still some instances at the Community Hub with vehicles being stranded in the car park when hirers have locked up. Clerk agreed to contact our Security Company to enquire if they offer a call-out service. Discuss at future Community Centre meetings.
- **Loft Lighting** – Cost is £686.00 + VAT. Consider expenditure in April 2025.
- **Tree issue** – Email received from a resident requesting replanting on the boundary of St Marys Close. Following discussion Cllr D Hopkins agreed to response to the resident.
- **Re decorating** – Quotation received and being evaluated.
- **Tap issue** – Cllr R Hill advised that a problem has occurred with two taps that cost £750 each to replace and as they are believed to have a 5-year guarantee, he is seeking advice from MKCC on this issue.

12.2 – Walton Road Community Centre:

- **Conservatory Roof** - Cllr R Hill has obtained three quotations for consideration to have the conservatory roof insulated. They are £5,200 + VAT, £6,500, and £18,000 - £22,000. Clerk confirmed that he had included this in the budget for 2025/2026.
- **Dishwasher** – We will have to replace the dishwasher. Clerk has suggested a replacement dishwasher and is consulting with the Hall Manager before placing the order. No change.
- **Electric Charging Points** - Clerk is seeking permission from MKCC regarding having an electric charging point installed in the car park. Draft sub-lease agreement (24 pages) received from MKC that requires the Clerk to review / complete. For information this will mean that we will lose two car parking spaces at the front of the Community Centre. We are still waiting for MKCC to send an agreement to our solicitor. Solicitor has promised to chase MKC for an update. No change.
- **Asbestos Survey Results** – The recent asbestos annual survey has highlighted significant changes that will require remedial action to be completed and the cost for this to be completed will be £7,875.00 + VAT. Now that we have an Asbestos Management Plan there is not an immediate need to complete the work. We were advised to put a lock on the loft access point so that unauthorised access cannot be made to the roof. This has been completed, thanks to Cllr R Hill. Clerk confirmed that he had included this in the budget for 2025/2026.
- **Internal Notice Board** – A replacement is required. MKCC have been asked if they have any surplus of notice boards, awaiting a response. No Change.
- **Electric Meters** – Clerk is consulting with EoN for a convenient date to have smart meters fitted. Scheduled date of 3 January 2025 had to be postponed, new dates to be arranged. No change.
- **Small tables** – There is a requirement to support hirers with the availability for some more tables. Clerk was asked to investigate purchasing a quantity of 10. Quotations being obtained by the Clerk. No change

13 To discuss un-authorised use of the outdoor Community Facilities:

Problem with a professional organisation using the Recreation Ground and damaging parts of the grass. It is also creating car parking issues at the Community Centre for regular hirers and residents attending Church services. This has been referred to our solicitor for advice. It was felt that we should ask our Solicitor to write a letter on behalf of the Parish Council and the Clerk asked to contact them accordingly.

There has also been some un-authorised use at the Community Hub, that seems to have stopped.

14 To discuss Climate Change Initiatives:

A review of the Climate Action Planning document will be reviewed in April 2025.

15 To receive Financial Statements:

15.1 – Bank Statement: Balance as of 17 February 2025:

Community Account as of 31 January 2024:	£75,965.45
Less Cheques to be cashed	(£5,176.90)
Less New Cheques + S/O's & D/D's	(£12,767.29)

Total £58,021.26

Business Saver Account (Parish Funds) **Total £14,049.08**

Business Saver Account (Mrs Robinsons Account) **Total £610.27**

Cheque No.	Payee	Amount
S/O	Alan Kemp – February 2025 Salary	£1,563.20
S/O	Robert Hill – Caretaker Salary – February 2025	£547.50
S/O	Susan Hopkins – Hall Manager – February 2025	£1,005.80
101897	Alan Kemp – Salary Arrears – February 2025	£60.00
	Set of Sauce Pans & Oven Gloves – Community Hub	£39.00
	10 x Folders, 5 x Expanding Folders, and 3 x Highlighter Pens - Administration	£17.93
	Credit for portable heaters – Community Centres	-£25.86
	Voucher for former Councillor – Administration	£30.00
	Metal Stand for Defibrillator for Cross End	£208.99
	101898	Susan Hopkins – Salary Arrears – February 2025
101899	Robert Hill – Salary Arrears – February 2025	£27.50
	Robert Hill – Community Centre Repairs	£5.00
101900	HMRC – Tax & NI for Staff	£839.89
101901	Aegis Support Services – Community Hub – Call Out Charge	£25.02
	Aegis Support Services – Community Hub - Lock up charge	£19.14
101902	Anglian Water – Community Hub	£195.91
101903	ISE Fire Products & Services – Community Hub	£360.00
	ISE Fire Products & Services – Walton Road CC	£328.20
101904	Total Ground Maintenance Ltd – Hub Grass Cutting	£777.60
101905	Oracle Solutions Asbestos Ltd - Walton Road CC	£434.40
101906	Safewater Environmental Ltd - Community Hub	£936.00
	Safewater Environmental Ltd - Walton Road CC	£336.00
101907	LIW Advertising Ltd – Hogsty Article	£72.00
	LIW Advertising Ltd – Hogsty Article	£144.00
101908	Vision ICT – Email Hosting	£120.00
D/D	Biffa – Waste & Recycling	£182.54
D/D	Biffa – Waste & Recycling – New Hub	£248.88
D/D	BT – Walton Road Community Centre	£68.33
D/D	BT – New Community Hub	£71.93
D/D	EE Mobile Bill	£8.40
D/D	EoN Next – Walton Road Community Centre – Electric Charge	£99.97
D/D	EoN Next – Walton Road Community Centre – Gas	£217.36
D/D	EoN Next – Walton Road Former School – Electric Charge	£543.64
D/D	EoN Next – Walton Road Former School – Gas	£1,374.20

D/D	EoN Next – New Community Hub – Electric Charge	£1,849.62
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This expenditure was proposed, seconded, and carried unanimously.

15.2 – Receipts

Business Premium Account – Parish Council – Transfer from Community Centre	£20,000.00
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15.3 – Banking for the Parish Council:

Clerk advised that unfortunately there has been another delay by Barclays Bank in completing the new bank mandate. It was noted that Cllrs D Hopkins and R Hill have contact the bank. Clerk has received confirmation that the mandate changes should be completed by the 18 February 2025.

15.4 - (item 27.1 of minutes 20/05/24) – Cllr R Hill reported that there had been some damage to benches on the recreation ground with at least one beyond repair. Consider expenditure in April 2025.

16 To review / agree Staff Remunerations for 2025/2026:

16.1 – Caretaker:

Cllr R Hill was asked to leave the room when this item was discussed.

Clerk explained that the workload for the caretaker had increased now that we have two successful Community Centres. The current paid hours are 10 hours per week. Following discussion, it was agreed unanimously to increase the hours for the Caretaker to 20 hours per week (SCP7 scale) at £13.26 per hour from the 1 April 2025. Should there be a requirement for any additions hours these will be paid on the same hourly rates but must be agreed in advance. The Clerk was authorised to complete the necessary paperwork and confirm everything in writing.

16.2 – Hall Manager:

Cllr D Hopkins was asked to leave the room when this item was discussed, and the Chair was handed over to Vice-Chair Cllr M Levermore.

Clerk explained that the workload for the Hall Manager had increased now that we have two successful Community Centres. The current paid hours are 20 hours per week. Following discussion, it was agreed unanimously to increase the hours for the Hall Manager to 24 hours per week (SCP12 scale) at £14.36 per hour from the 1 April 2025 and the Clerk was authorised to complete the necessary paperwork and confirm everything in writing.

16.3 – Clerk:

It was noted that the Clerk would be retiring this year and no adjustment to salary for 2025/2026 would be necessary. Discussions on obtaining a replacement would be continued in the current Governance review.

The salary rates are as per the agreed budget for 2025/2026.

17 To progress the outstanding Procedural Documents together with the Development of an Emergency Plan for Wavendon:

The following still require completing.

- New - social media Policy – Still to complete.
- New – Expenses Form / Policy – Still to complete.
- New – Grant Application Policy – Still to complete.
- New - Emergency Plan – It was agreed that we do require a plan for Wavendon that will take a few months to prepare.
- New - Parish Councillor Co-option Policy – To be completed.

18 To progress Future Staffing arrangements and Governance as the Parish grows:

Sub-committee meeting held on Monday 13 January 2025 and the staff cost requirements have been included in the draft budget for 2025/2026. A further meeting will be held on the 24 February 2025 when all employees have been invited to attend. A full progress update will be given at the Parish Council meeting on the 22 April 2025.

19 To discuss any Highway Issues:

- Walton Road – progress towards public consultation on options for the Road – **See Chairs report.**
- Burney Drive, adoption and 20 MPH implementation
- Yellow lines and other parking restrictions outside Glebe Farm School
- School crossing on Burney Drive outside Wavendon St Marys.
- Junction of Elmswell Road and Groveway (safety improvements).
- Entry (Except Buses and pedal cycles) on part of Elmswell Road, Wavendon. **Agenda item.**
- Improvements to Kingston Roundabout (timeframe)
- Newport Road Speed Reduction – **Agenda item.**
- Stockwell Lane further repairs.
- Bus stops on Burney Drive

20 Clerks Report / Local Issues:

19.1 – Defibrillator Cross End:

Clerk will take the metal post and a defibrillator cabinet to agree with the resident if the proposed location is acceptable as soon as possible.

19.2 – Recommendation from BALC for moving to Gov.UK Domains for websites and Email to provide more security.

Our web provider has been asked to complete the changeover and should now be completed within the next two weeks for the Clerk and Website. When this has been successfully completed the Clerk will request new email addresses to be created for Parish Councillors.

19.3 – Consideration of initiating a Community Champion Award within the Parish of Wavendon. The proposal from Cllr D Hopkins is noted below:

- The award to be given to show the Council's appreciation of a resident or group that has done a lot of excellent work within the community.
- The recipient would be awarded an engraved rose bowl, funded for the first award by a Ward Councillor grant and subsequently from Parish Council funds thereafter. This would be included as part of the annual village meeting.

Parish Councillors were asked to present suggestions for nominees for consideration at the March 2025 Parish Council meeting.

19.4 – Walton Road Pavement – It was noted that the Clerk had received confirmation from MKCC (Highways Team) that this pavement does not meet the criteria for a repair and have promised that it is inspected / monitored on a regular basis. Clerk has emailed MKCC (15/09/24) requesting that someone inspect this pavement and provide evidence that the pavement is being inspected by MKCC on regular basis and reasons why this cannot be included in the work schedule for repairs. Response received from MKCC 18/11/2024 under reference No FS663249057. Clerk to contact MKCC on this issue again by the end of February 2025.

19.5 – Dog Bins – We have six dog bins in store. Clerk has identified sites for installation of three bins and is currently seeking permission from MKCC to install. No change.

21 To discuss the management of allotments located in the new development areas.

118 residents have expressed an interest in renting an allotment.

Actions required.

- Arrange a meeting with MKCC to progress handover in the month of February 2025
- Agree Hire Fees.
- Work out monthly costs that the Parish Council will incur to reflect in hire fees. (Path and hedge maintenance etc.
- Order booking / accounting system from Scribe at £180 + VAT plus £100 + VAT set up fee. Clerk confirmed that following an online training session the package will be useful.
- Make sure that Anglian Water installs Water meters.
- Draft Hire Agreements to include erection of sheds and greenhouses etc.
- Need a separate bank account.
- **We need to consider employing a staff member to manage and complete all tasks.**
- Need a separate email address specifically for management of the allotments.
- Others?

22 Unitary Reports:

A copy of the Ward Councillor's reports to Wavendon Parish Council for February 2025 are available to view on the Parish Council website and are appended to these minutes.

Cllr T Bailey advised that she has received correspondence / concerns from residents on the flood lights at Glebe Farm School, Road Safety (at drop off and pick up times), lack of activities (coffee mornings etc.). It was suggested that we should better promote what activities are available to residents on the Parish Council website and other social media outlets. Clerk to try and complete this task over the next couple of months.

23 Councillor Reports:

None.

24 To agree items for forthcoming agendas:

- Representative from Redrow to discuss proposals for land east of Newport Road and the Country Park – March 2025.
- Risk Assessment Review – March 2025.
- VE Celebrations – March 2025.

25 Future Meetings:

The next two meetings of the Parish Council will take place on **Monday 17 March 2025 at Walton Road Community Centre** commencing at **7.00 PM** and **Tuesday 22 April 2025 at Walton Road Community Centre** commencing at **7.30 PM**.

There being no further business the meeting closed 9.25 pm.