



**MINUTES OF WAVENDON PARISH COUNCIL**  
**20 APRIL 2026**  
**Held at Wavendon Parish Offices, Jubilee Hall,**  
**Walton Road, Wavendon, Milton Keynes, MK17 8LH at 7.30pm**

**Present:** Councillor David Hopkins (Chair), Councillor Steve Thomas (Vice-Chair) and Councillors Bryan Burgess, Robert Hill, Ron Jamieson, Nabeel Kasmani and Roger Penfound.

**Officers:** Lesley Sung (Clerk) and Alan Kemp (Outgoing Clerk)

**Also Present:** Ward Councillor Tracey Bailey and two representatives from Thames Valley Police

**Members of the Public:** 6

**1. CHAIR'S WELCOME AND ANNOUNCEMENTS**

Prior to the proper start of the meeting, the Chair invited representatives from Thames Valley Police and members of the public to speak in the public forum. Comments can be seen in Annex B to the Minutes.

The Chair reported on various matters and a summary is attached at Annex C to the Minutes.

**2. APOLOGIES FOR ABSENCE**

The Council received and accepted an apology for absence from Councillor Jan Flawn

**3. DECLARATION OF INTEREST**

None declared.

**4. MINUTES**

**Resolved Unanimously:** That the minutes of the ordinary meeting of the Council held on 16 March 2026, be approved and signed as a correct record of the proceedings.

**5. UNITARY AUTHORITY REPORTS**

The Council received summary reports from Ward Councillors Tracey Bailey and David Hopkins. The Council noted the report and matters raised.

**6. PARISH CLERK'S REPORT**

The Parish Clerk submitted a report detailing actions outstanding and actions taken since the last meeting.

**Resolved Unanimously:** That the report and actions taken by the Clerk, be accepted.

**7. ANNUAL PARISH MEETING 2026**

The Council considered a draft agenda for the Annual Parish Meeting, taking place on Tuesday 26 May 2026.

**Resolved Unanimously:** That the Annual Parish Meeting agenda includes:

- A report from Thames Valley Police (to be confirmed)
- Report from IFTL School Governors (Glebe Farms and St Mary's Schools)
- Report from the Chairman of the Parish Council, to include details of the Parish Council's budget and precept, the strategic priorities of the council, proposed work programmes and supported charities and organisations, including George Wells Education Charity, Mrs Robinson's Charity, and the Poor Coals Charity.
- Report from the Wavendon Volunteer Army



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- Update on new allotment sites
- Youth Provision in Wavendon
- Report from Woburn & Wavendon Football Club
- Report from EagleGlebe Cricket Club
- Walton Road 'S' Bend Consultation.

**8. NEW GOVERNANCE STRUCTURE**

The Council received an update on introduction of a new Governance structure, to commence at the start of the 2026/2027. The Governance Sub-Committee would be meeting on Wednesday 22<sup>nd</sup> May for final discussions before final proposals are submitted to the Council.

The Clerk reminded the Council that it had recently set up a Working Group to discuss all matters relating to the transfer, opening, and management of the allotments.

**9. ESTABLISHING A YOUTH COUNCIL**

The Council considered proposals to establish a Youth Council to work alongside Wavendon Parish Council as a means of engaging young people in local governance. A youth council would enable young people to contribute meaningfully, strengthen community cohesion, and help deliver visible, youth-led improvements within the parish.

The Youth Council would operate under a formal constitution and governance structure, ensuring clarity, accountability, and safeguarding compliance.

**Resolved Unanimously:**

1. That the Council commits to establishing a Youth Council and support its implementation and development, recognising the significant value of youth participation and the empowerment of young residents to contribute to an inclusive and engaged local community.
2. That the Council establishes a Youth Council Working Group to take forward the necessary steps to initiate its formation and associated governance structure, including:
  - Designating a Youth Lead (Parish Councillor) acting as liaison and a link to the parish council.
  - Governance and Administrative support from the parish council.
  - Fair and transparent elections
  - Clerk Terms of Reference
  - Clear decision-making processes and reporting mechanisms
  - Safeguarding policies
  - Monitoring and reviews
  - Allocation of funding
3. That the Council approves using the remaining funds in the Youth Provision budget to help facilitate the initial set up of the youth council.

**10. WAVENDON COMMUNITY DAY - PUBLIC ART PROJECT**

The Chair reported on the Wavendon Community Day, arranged by InterAction:MK who were leading on the public art projects. Wavendon Parish Council put up a stall at the event to promote the recent and future activities of the Council.



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**Resolved Unanimously:** That the report be noted.

**11. COMMUNITY LED INSPIRATION TO SEE CRICKET PLAYED IN THE PARISH**

The Chair reported that cricket was a popular sport in Wavendon and that the EagleGlebe cricket team was playing on a mat on the football pitch at Glebe Farm School.

There was an unused cricket table at Wavendon Recreation Ground although there would be a cost to any care and maintenance if it were to be used in the future. Woburn & Wavendon Football Club extensively use the football pitches at this site.

Wavendon Parish Council was currently campaigning for the extension to the Wavendon Recreation Ground and if successful, the site could accommodate both sports without compromise.

A meeting would be held to discuss the community sports facilities between representatives from Milton Keynes City Council, Wavendon Parish Council, Glebe Farm School, St Mary's School, Woburn & Wavendon Football Club and EagleGlebe Cricket Club.

The Parish Council had made representations to Milton Keynes City Council about the recently published Playing Pitch Strategy and its omissions regarding playability on existing playing fields. The Parish Council has requested a meeting with the responsible Cabinet member to discuss these matters.

**Resolved Unanimously:** That the report be noted.

**12. ALLOTMENTS**

The Clerk reported that that Milton Keynes City Council was ready to hand over two allotments site: the one in Glebe Farm and one of the sites in Eagle Farm South. The Glebe Farm allotment site had a total of thirty-two allotment plots, plus fourteen raised beds. The Eagle Farm site had only six plots.

The Clerk produced a table of costs and potential income, reporting a potential overspend of £2k, subject to the two allotment sites opening at the beginning of the allotment year (October).

The Council had yet to agree the contents of the tenancy agreement, the frequency of inspections, cultivation standards, wating list management, what constituted a breach of tenancy and what sanctions would be imposed for those in breach.

**Resolved Unanimously:**

1. That based on the information given in the update, the Council establishes an Allotment Working Group to consider in more detail:
  - Process for offering allotment plots
  - Cultivation standards for allotment plots
  - The Garden Allotment Tenancy Agreement
  - An inspection regime
  - A process to deal with tenants that breach their tenancy agreement
  - Setting of rents for allotment plots based on up-to-date budget.



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- Payments e.g. via BACS
- Site security, particularly in Eagle Farm, where sites are located within the estates, low fenced with little option for a high level of security.
- Procedures for water safety and supply

2. That the Council sets up a separate bank account for allotment income and deposits.

### 13. INSTALLATION OF BENCHES AT GLEBE FARM AND EAGLE FARM

Councillor Burgess and the Clerk had met with The Parks Trust about the siting of three benches on Parks Trust Land in Glebe Farm and Eagle Farm South.

Wavendon Parish Council would purchase the benches and cover the cost of installation. Under a Service Level Agreement (SLA), the Parks Trust would maintain the benches under their existing maintenance contract, but any repairs or end of life replacement would fall to the Parish Council. The Parks Trust would supply 3 Highland benches with backs (timber boards, oak planed and sanded with brown powder coated metal frame) and three bench pads excavated to match the existing footpath level with wheelchair provision to one side.

**Resolved Unanimously:** That the Council purchases and covers the cost of installation of three benches on Parks Trust land in Glebe Farm and Eagle Farm South, at a cost of £3,896.80.

### 14. IT SUPPORT

The Clerk submitted a business case for the purchase of two IT systems: Scribe Allotments and Scribe Asset Management. The Parish Council currently used Scribe for IT systems for the Council's finances and hall bookings.

Total monthly subscription across all products (Accounts, Bookings, Allotments and Asset Management) would be £243 per month, with a one-off initial payment of £158 for Scribe Allotments. All products include unlimited users, full training for existing and future staff with ongoing support at no extra cost.

**Resolved Unanimously:** That the purchase of the Scribe Allotments package and the Civic.ly Asset Management package be approved and that the cost be funded from 2025/2026 savings or reserves.

### 15. PLANNING APPLICATIONS

The Council considered submitting comments to Milton Keynes City Council (Local Planning Authority) on the following planning applications:

- (a) **PLN/2026/0668 – 1A Crow Lane, Wavendon, Milton Keynes, MK17 8AR** - Certificate of lawfulness for the proposed single storey rear extension with roof light.
- (b) **PLN/2026/0707**- Adjoining Authority Consultation - **Former Hasmead Ltd, Mill Lane, Salford, Milton Keynes, MK17 8BY** - Consultation from Central Bedfordshire Council on application ref. CB/26/00403/FULL for the change of use of land and buildings to open storage (B8) with ancillary workshops (B2) and



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offices (E(g)(i)). Changes to the external area to include external racking, drainage, landscaping, siting of storage units, a cycle store and new parking.

**Resolved Unanimously:** That the Council has no objections or comments to submit.

**16. STANDING ITEM – PLANNING UPDATES**

The Council received an updated planning report setting out the status of local planning applications, enforcements and any comments recently submitted to the Local Planning Authority.

**Resolved Unanimously:** That the report be noted.

**17. LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007 – THE MILTON KEYNES CITY COUNCIL (REORGANISATION OF COMMUNITY GOVERNANCE) ORDER 2025**

By powers conferred on it by sections 86, 98(6) and 240(10) of the Local Government and Public Involvement in Health Act 2007, Milton Keynes City Council has made the Milton Keynes (Reorganisation of Community Governance) Order 2025, which will come into force on 1 April 2026. The Order states:

“The area coloured and designated by the letter ‘A’ on the map (*set out in Annex A to the Minutes*) shall cease to be part of the parish of Walton and shall become part of the parish of Wavendon.”

**Resolved Unanimously:** That the Order be formally accepted.

**18. FINANCE**

**Resolved Unanimously:**

1. That the following payments be authorised:

D2d Distribution Ltd	Newsletter Distribution	£768.00
Lockcraft Electrical	PAT Testing	£272.60
Tickford Security Ltd	Additional CCTV	£594.00
Anglian Water Business	Water Charges	£424.56
LIW Advertising	Hogsty Article	£144.00
Lockcraft Electrical	Electrical Work at WPC Office	£2,197.20
Starboard Systems Ltd	Accounts and Bookings IT	£478.80
Vision ICT Ltd	Website Audit	£174.00
Clear Insurance Ltd	Additional Insurance (CCTV)	£16.28
Steve Deer Tree Services	Tree Work (Community Hub)	£1,920.00
SDG Electrical Ltd	Plumbing Repairs	£527.68
Alan Kemp	Expenses (Stamps)	£20.88
Safewater Environmental Ltd	Legionella Testing (WPC Office)	£342.00
Safewater Environmental Ltd	Legionella Testing (Community Hub)	£462.00
Elcam Property Maintenance	Installation of Storage Cupboards	£4,080.00
Lockcraft Electrical Ltd	Electrical Work (WPC Office)	£483.60
DCK Payroll Services	Salaries/Employer costs	£8,096.00
Tickford Security Services	Call Out Charge (CCTV)	£186.00
SDG Ltd	Plumbing	£162.00
Elcam	Library Box Installation	£132.00
Robert Hill	Expenses	£125.27
Total Ground Maintenance	Grass Cutting (Wav. Heights)	£777.60



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Total Ground Maintenance	Grass Cutting (Village)	£352.30
Elcam	Storage Solutions	£1,104.00
Alan Kemp	Expenses (Water Boiler)	£206.38
Biffa	Waste/Recycling (WPC Office)	£355.32
Biffa	Waste/Recycling (Community Hub)	£320.41
BT	Broadband (WPC Office)	£65.94
BT	Broadband (Community Hub)	£70.73
EE Mobile	Mobiles	£21.60
Eon Next	Electricity (Wav. Community Centre)	£117.51
Eon Next	Gas ((Wav. Community Centre)	£208.80
Eon Next	Electricity (WPC Office)	£521.24
Eon Next	Gas (WPC Office)	£883.32
Eon Next	Electricity (Wav. Community Hub)	£1,456.62

2. That the Council accepts the total expenditure for March as £15,307.04
3. That the Council accepts total income for March 2026 as £38.24
4. That the Council notes a transfer of £20,000 from Community Centre Account to the Community Account.
5. That the Council signs off the Council's bank reconciliations and accepts the following bank balances as of 27 March 2026:

Community Account:	<b>£96,556.69</b>
Business Saver Account (Parish Funds)	<b>£14,222.57</b>
Community Centre Account (Estimated)	<b>£25,000.00</b>
Mrs Robinson's Account	<b>£994.47</b>

6. That the Responsible Finance Officer's budget report be accepted.

**19. WAVENDON PARISH COUNCIL BANKING**

The Council considered applying for a Barclays debit card to be used for everyday purchases by the Clerk / Responsible Finance Officer.

**Resolved Unanimously:** That the Council applies for a debit card attached to the Council's Barclays Community Account.

**20. PUBLIC SPACES PROTECTION ORDER (PSPO) – DOG FOULING**

The Council received details of a Milton Keynes City Council delegated decision report regarding a process for implementing a localised PSPO in relations to additional dog controls.

**Resolved Unanimously:** That the report be noted.

**21. LOCAL GOVERNMENT (Miscellaneous Provisions) ACT 1982 – BOROUGH-WIDE STREET TRADING CONSENT**

Milton Keynes City Council invited the Council to comment on the following licensing applications for the renewal of street trading consent:

**Applicant:** Soft99Whip  
**Application Type:** Renewal



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**Details:** 1 Ice Cream Van (Reg S99 WHP) to trade brough-wide  
**Proposed Hours:** Monday to Sunday 14:00 to 19:00

**Applicant:** Mister Softee  
**Application Type:** Renewal  
**Details:** 1 Ice Cream Van (Reg: JJ92 NNV)  
**Proposed Hours:** Monday to Sunday 16:00 to 20:00

**Resolved Unanimously:** That the Council has no comments to submit to Milton Keynes City Council about the above licence renewal applications.

## 22. COUNCILLOR REPORTS

**Noticeboard at Glebe Farm:** Councillor Burgess reported that the noticeboard faces towards the school and suggested the noticeboard was turned to face the other way.

**Little Free Library at Glebe Farm School:** Councillor Burgess requested that the Council considers installing a little free library at Glebe Farm School, similar to the library recently installed at St Mary's Primary School.

**Wildwood Park, Glebe Farm:** Councillor Burgess reported that the Parks Trust would be looking into upgrading the paths in Wildwood Park.

**Bench at St Mary's Close:** Councillor Thomas reported that he had received a request from Mrs Fennemore to install a memorial bench on St Mary's Green. The Clerk would provide details to the applicant.

**Planting at Wavendon Heights –** Councillor Hill advised that Wavendon Heights required some replanting. The clay is hard and the planting will need regular watering. He said he would speak with the ground's maintenance contractor about additional watering.

**Weeds in Ponds at Wavendon Heights:** Councillor Hill reported that the Council's District Licence required the ponds at Wavendon Heights to be 50% water. The Council could ask the Wavendon Army if they would conduct part the pond works to ensure compliance with the licence.

**Wavendon Volunteer Army:** Councillor Penfound reported on works carried out by the Wavendon Army volunteers. They had worked on steps at Wavendon Heights, and planted bushes to fill in hedge gaps.

**Resolved Unanimously:** That the Council approves, in principle the siting of a memorial bench at St Mary's Green.

## 23. ITEMS FOR FUTURE MEETINGS

- Installation of a Little Free Library at Glebe Farm School

## 24. EXCLUSION OF PRESS AND PUBLIC

**Resolved Unanimously:** That, in accordance with s1(2) of the Public Bodies (Admission to Members) Act 1960, the press and public be excluded from the meeting for Agenda Items 25 (Insurance Claim), 26 (Local Government Pension Scheme) and Item 27 (Staffing Matters). These agenda items contained sensitive information relating to individuals and employees of the Council.



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- 25. INSURANCE CLAIM – DAMAGE TO HEIGHT BARRIER AT THE COMMUNITY HUB**  
The Clerk reported damage to the height barrier at Wavendon Community Hub. The Clerk had been in contact with the organisation responsible for the damage and had submitted quotes for the cost of the repairs.

**Resolved Unanimously:** That the Council notes the actions taken by the Clerk to negotiate the cost of repair with the third party responsible for the damage to the height barrier.

**26. LOCAL GOVERNMENT PENSION SCHEME**

The Council has adopted NJC Terms and Conditions of employment for all staff. The NJC contracts of employment offers employees the opportunity to join the Local Government Pension Scheme (LGPS). To date, employees had not either been eligible to join the scheme or had opted out.

LGPS is a statutory pension scheme with its own regulations set out in law, including which employers must or may participate in the scheme (Schedule 2 of the LGPS Regulations 2013). The Parish Council, under schedule 2, part 2 would be classed as a designated (or resolution) body.

The Clerk outlined the financial implications for offering the pension scheme to eligible employers, subject to employees not opting out. Based on the last evaluation, the Employer Contribution Rate for Town and Parish Council are:

- 2026/2027: 22.7%
- 2027/2028: 21.7%
- 2028/2029: 20.7%

**Resolved Unanimously:**

1. That the Council agrees to being a Fund Employer of the Local Government Pension Scheme, commencing as soon as possible.
2. That the Council offers the Local Government Pension Scheme to the Parish Clerk and the Facilities Manager.

**27. STAFFING MATTERS**

The Clerk updated the Council on staffing matters and reported that the Council had conducted interviews for the post of Deputy Parish Clerk.

**Resolved Unanimously:** That the post of Deputy Parish Clerk is offered to Dan Preston.

**Councillor Robert Hill declared that as from the end of this meeting, he would be resigning as Councillor. Councillor Hill said he would miss being a Councillor and thanked the Council for its support over the years.**

**The meeting ended at 9.50pm**

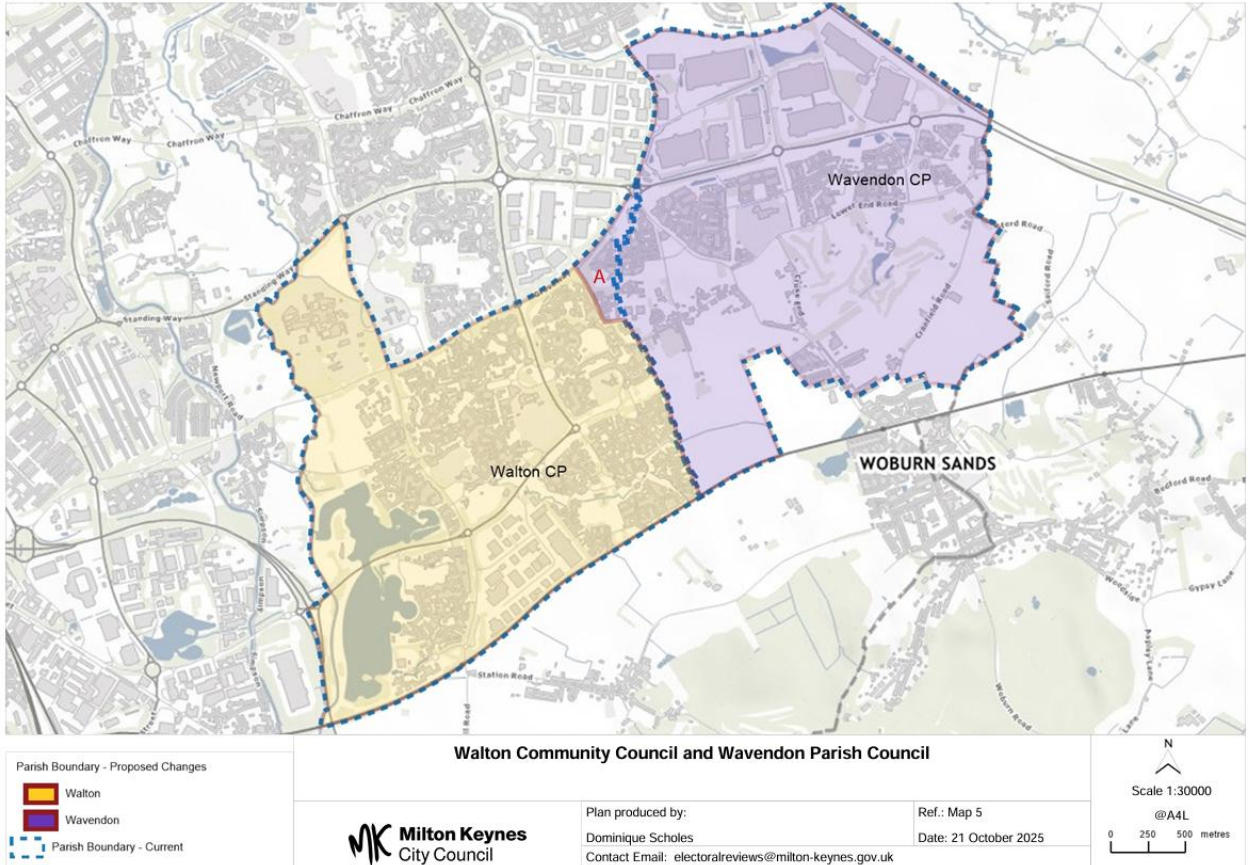
Signed \_\_\_\_\_

Date \_\_\_\_\_



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**ANNEX A TO THE MINUTES OF 20 APRIL 2026**





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**ANNEX B TO THE MINUTES OF 20 APRIL 2026**

**PUBLIC FORUM**

**Representations from Thames Valley Neighbourhood Police Team**

Two representatives from the Neighbourhood Police Team attended the meeting to inform the Council on a recent knife incident in Woburn Sands, which they reported was an isolated incident.

The Neighbourhood Police Team reported that they were aware of an anti-social behaviour incident that occurred at Wavendon Community Hub involving two youths that continued to bang on the Community Hub doors during a dance class. The police would be discussing this incident with youths involved. The Neighbourhood Police Team representatives agreed to forward local crime statistics to the Parish Council.

**Woburn & Wavendon Football Club (WWFC)**

The Chairman of Woburn & Wavendon Football Club was present at the meeting to give an overview of its working partnership with the parish council in response to an agenda item regarding the potential for introducing cricket in the Wavendon area.

The WWFC Chairman reported the club had 500 members, of which 40% were Wavendon residents. The Club had been in operation for 50 years, bringing people together through sport. Over the last 12 months, access to football pitches at Glebe Farm School had reduced and there was no access to maintained sites at St Mary's School.

The Club had been successful in acquiring grants to improve the football pitches at Wavendon Heights Playing Fields with £40K spent on the pitches over the next 4 years to improve the surfacing.

The Chairman reported that he was worried that the increased popularity in cricket could impact the football facilities at Wavendon Recreation Ground.

**Walton Road 'S' Bend Consultation**

A member of the public referred to the recent consultation on Walton Road 'S' bend and reported that 374 online responses were made, exceeding the number of residents in the directly affected Church Farm area. With one week remaining until the deadline, substantial concerns were raised about the consultation's quality, impartiality, and communication. The paper survey differed from the online version with only one of the seven questions included and option descriptions changed significantly.

The member of the public reported that early lack of postcode data limited geographic analysis and promotion through large external facebook groups risked overwhelming the views of the affected area. He added that the paper survey were distributed at unrelated community events and external organisations had encourage participation with narrow messaging.

Residents continued to report behavioural issues on Walton Road, including 'grudge driving' and a recently near-miss involving a schoolchild, reinforcing the underlying safety concerns that prompted the survey.



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The Chair of the Council agreed to provide the member of the public with a tally of geographical information in respect of paper survey responses handed in to Wavendon Parish Council

**ANNEX C TO THE MINUTES OF 20 APRIL 2026**

**SUMMARY OF CHAIRMAN'S REPORT**

- **Wavendon Community Day – 11 April 2026:** Wavendon Parish Council had a stall at the event that took place at Wildwood Park, Glebe Farm. InterAction MK hosted the event as part of the creative consultations taking place for the public art project.
- **East West Rail (EWR):** Public consultation on the latest proposals would take place between 14 April and 9 June 2026. A drop-in session was to be held at the Summerlin Centre in Woburn Sands on 25 April 2026. The consultation focussed on further design work, ongoing engagement, environmental assessments, traffic and transport analysis and feedback from the consultation that concluded in January 2025. This was intended to be EWR's final consultation before it submits the Development Consent order (DCO).
- **Arriva – The Loop and No.3 Service in Wavendon:** The Loop continues to progress well with an upturn in usage in recent weeks which helps the Loop towards being a sustainable long-term solution for the area. Regarding the No.3 the passenger demand requires additional capacity leading to the continued use of a double-decker.
- **Community Library Box at St Mary's School:** Thanks to Cllr Robert Hill, the Community Library at St Mary's School was now fixed in place.
- **New Neighbourhood Watch Scheme:** For anyone interested in joining the new scheme, a meeting is to be held with Nick King (Chair of Milton Keynes Neighbourhood Watch Association) on 29 April at 11am at Wavendon Parish Office.
- **Newport Road 30mph Speed Limit:** The speed limit is 30mph by virtue of the existing street lighting and as such no repeater signs were permitted. MKCC are looking at locations to place speed monitoring cameras in the future.
- **Wavendon Youth Club:** Discussion have taken place with Glebe Farm School to discuss arrangements for the Youth Club that will operate from September 2026.
- **Community Hub at Glebe farm School:** Arrangements are underway for a temporary portakabin building to be placed as a community space at Glebe Farm School. Discussions are taking place with MKCC to provide some form of commitment for its longer-term use.
- **Thames Valley Police:** TVP will be setting up a crime prevention stand at Woburn Sands market on Saturday 12 September and hold a 'Have Your Say' event at Walnut Tree Tesco on Saturday 25 April.
- **SEMK:** The two major 'southside' applications were agreed 'in principle' and awaiting sign-off of relevant s.106 agreements so that outline permissions can be issued. Developers will then move onto the next stage of detailing the supporting infrastructure and getting applications back to MKCC in the Autumn. The 'northside' is more heavily impacted by EWR and the Woburn Sands station proposals and there is likely to be considerable deviation from the agreed Development Framework. The EWR proposals are still evolving and MKCC do not expect to see an application for this year. MKCC are intending to proceed with the delivery of the first phase of the H10 extension with the intention to proceed with the main construction works in the late summer.
- **A421 Noise Pollution Impacting Glebe Farm and Eagle Farm South:** Reducing traffic speeds from 70mph to 50mph acts as a significant lever for environmental and



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noise improvements, with studies indicating reductions in pollution of up to 47% in specific targeted areas. It has been found that in residential areas in which the speed limit is between 20-30mph, reducing the limit by just 6mph can cut noise levels by 40%.