



Woburn Parish Council

Minutes of the Meeting of Woburn Parish Council held in the Covent Garden Suite at The Woburn on Tuesday 9th September 2025 at 6.30pm

Present: Cllrs D Jones (Chair), G Tailby, J Cowlshaw, H Fisher, B Varney, S Jamieson, the Clerk (Mrs S Bottoms), Dominic Smith Property Director of Bedford Estates, Dawn Barlow Head of Abbey Operations, PC Kerry Maxwell, CBC Cllr Baker and one member of the public.

1. **Apologies for Absence:** Cllr S Barfoot and S James.
2. **Declarations of interest in items on the agenda:**
 - i) **To receive written requests for a dispensation:** None.
 - ii) **To receive any requests for a dispensation:** None.
3. **To confirm the minutes of the meeting held on Tuesday 8th July 2025:** The minutes were signed as a true record of the meeting.
4. **Public Forum (15 mins):** PC Kerry Maxwell attended the meeting to introduce herself to the Parish Council. Discussion took place around traffic including speeding and unauthorised HGV's and the monitoring of these issues. PC Maxwell will note the future dates when speedwatch is active and will try to do a joint session. It was confirmed that parking on double yellow lines is the responsibility of CBC. CBC Cllr Baker stressed that there are only 5 enforcement officers to cover the whole of CBC and are struggling to recruit. Discussion took place regarding whether volunteers could be trained to be able to issue tickets. CBC Cllr Baker **agreed** to find out. Further discussion took place regarding the flouting of the weight restrictions by HGV's. It is not clear when there is a police presence in Woburn. PC Maxwell encouraged all to join Beds Connected. This will highlight when there will be a police presence but there is no fixed schedule. It was agreed that the Parish Council would send her specific times when a police presence would be appreciated. PC Maxwell agreed to try to attend meetings once a quarter. The Clerk agreed to send her a list of Parish Council dates. She was thanked for attending and left the meeting. **Action: CBC Cllr Baker and the Clerk.**
Surface of Fox Close: Mr Dominic Smith would deal with this matter. **Action: Mr Dominic Smith.**
Speed limit for Fox Close: Mr Dominic Smith will also deal with this. **Action: Mr Dominic Smith.**
Car Park sign adjacent to Sousters: Visitors assume this is a public car park and not a private one. The sign needs adjusting to say "private car park". Mr Smith will also deal with this matter. **Action: Mr Dominic Smith.**
Code of Practice re: Cobbles: Mr Smith agreed to look at this as soon as possible and contact Cllr Cowlshaw with his comments. **Action: Mr Dominic Smith.**
5. **Planning:**
CB/25/02389/FULL 2 Park Street, MK17 9PG. Change of use from residential back to commercial. The Parish Council had no comments or objections.

CB/25/02636/FULL 20 Pemberton Drive, MK17 9FS. Erection single storey side/rear extension. The Parish Council had no comments or objections.

CB/TCA/25/00371 38 Leighton Street, MK17 9PH. Works to trees withing a Conservation Area. The Parish Council had no comments or objections.

CB/25/02230/FULL 8 Timber Lane, MK17 9PL. Demolition of conservatory, erection of a single-storey side extension, with roof lights, and new windows and doors. The Parish Council had no comments or objections.

CB/25/02274/FULL and CB/25/02275/LB14A Bedford Street, MK17 9QB. Change of use of ground floor stairwell and first floor from retail to residential use. The Parish Council had no comments or objections.

CB/TCA/25/00312 44 George Street, MK17 9PY. Works to Trees within a Conservation Area. The Parish Council had no comments or objections.

CB/25/02497/FULL and CB/25/02498/LB. North Court, Woburn Abbey. Various works. The Parish Council had no comments or objections.

6. **Report by Central Bedfordshire Councillor:** CBC Cllr Baker reported that there were now new belisha beacons on the zebra crossing but the CBC officers were of the view that the poles did not need replacing. Parish councillors felt that the problem was the width of the road and any traffic calming needed to be at the Triumph Garage end. CBC Cllr Baker had raised the matter with highways officers but they said that the presence of the bus stop complicated matters. He has suggested to the officers that more needs to be done. Unfortunately CBC are focusing limited resources on the most dangerous roads. The Parish Council and the traders have considered locating planters which a member of the Traders will design and Woburn in Bloom will maintain the planting. CBC officers are supportive of a 40mph buffer near the Lido as the speed data has shown significant speeding in the 30mph zone with 85% of vehicles doing approximately 40mph outside the Lido. The suggestion was raised to remove the double yellow lines from outside The Woburn as the additional parked vehicles will naturally narrow the road. CBC Cllr Baker will find out what the Parish Council needs to do about getting the yellow lines removed and then the Parish Council will consult locally. **Action: CBC Cllr Baker.** CBC Baker has driven through a policy to standardise allowing parish councils to apply for VAS signs which would be maintained by CBC. There are criteria which would need to be met. The VAS would need to be funded by the Parish Council. These were felt to be very effective and the Parish Council will think about possible locations. The Clerk will put this on the October agenda. **Action: the Clerk.** Discussion took place regarding item 9iii below. CBC are proposing to discourage via signage through traffic via Sheep Lane so only for access. A consultation is underway. All parish councillors were encouraged to respond. There is concern that this would have a negative impact on Woburn with more vehicles travelling through. Duck Lane will become a rat run unless there is signage. CBC Cllr Baker was thanked for attending and left the meeting. Dominic Smith and Dawn Barlow also left the meeting.

7. **Finance:**

- i) **To approve the bank reconciliation and any accounts for payment:** **It was agreed to** accept the bank reconciliation and the accounts for payment.

BACS 29	HMRC	PAYE & NI (Aug)	£ 299.91
BACS 30	D Busby	Cleaning (Aug)	£ 250.00
BACS 31	S Bottoms	Salary & Expenses (Aug)	£ 464.50
BACS 32	D Busby	Cleaning (Sept)	£ 250.00

BACS 33	S Bottoms	Salary & Expenses (Sept)	£ 471.04
BACS 34	HMRC	PAYE & NI (Sept)	£ 260.35
BACS 35	T Hill	NAW	£ 160.07
BACS 36	UKPN	Connect 60 Leighton St	£3,716.40

ii) To note the Local Government Service Pay Agreement 2025-26: Noted.

8. **Police and Village Security**: Latest data had been circulated.

9. **Highways and Related Matters**: To consider and agree any further actions:

i) Traffic issues in the village: This had been covered under 4 above.

ii) Speedwatch: Cllr Fisher reported that there had been some new recruits. On the 16th July, 9 vehicles were noted, 3rd August, 17 vehicles were noted with the highest travelling at 57mph, 13th August a further 15 vehicles with the highest speed being 85mph (a motorbike outside Speedwell). There has been some sessions held on Saturday mornings. Well done to all involved. Reliable volunteers are required who will commit to turning up. If there were sufficient volunteers then it would be possible to have it at two locations. Consideration to be given to seeing if it was possible to borrow equipment from another parish. Cllr Fisher **agreed** to ask enforcement for data on number of visits to Woburn. **Action: Cllr Fisher.**

iii) Impact for Woburn to changes to use of Sheep Lane: Discussed under 6 above.

10. **Other Village Matters**:

i) To receive an update re: insurance claim/5 lighting columns and outside 20 Market Place: The Clerk reported that of the 3 cast iron columns, the one in Bloomsbury Close and opposite 42 Leighton Street should both be working. The one outside 60 Leighton Street will not be connected until the outstanding invoice is settled with UKPN. It was **agreed** the Clerk should settle the outstanding amount of £3716.40. With regards the reinstatement following the reconnection of Market Place, the Clerk understands that UKPN have been out to look but has received no further update. It was **agreed** that the Clerk should contact UKPN to establish what is happening and copy in Streetworks at CBC. She reported that at present she had not reported the two columns in Birchmoor to the insurance company. Andy Muskett is convinced these have been stolen by the same person as the original ones. Andy has quoted for both lanterns (£1,143 ex. VAT). Only the cast iron one will require UKPN. He has agreed to get the lantern replaced on the concrete column and get that working. He will forward the invoice to be settled (£597.60 including VAT). The Clerk further reported that there was approximately £3,444 remaining in the possession of the Parish Council from the original insurance claims. It was **agreed** that she should get a quotation from UKPN for the cast iron column in Birchmoor and inform the insurance company of the current position. **Action: the Clerk.**

ii) Gas replacement pipes work in Woburn: All has been completed.

iii) Bollards and parking on the Cobbles: Mr Dominic Smith will be reporting back on this. Cllr Jones noted that delivery lorries were back on the cobbles. Cllr Cowlshaw to investigate. **Action: Cllr Cowlshaw and Mr Dominic Smith..**

iv) Pavement Seating: Cllr Cowlshaw has drafted a document which is currently with The Estate for comment.

v) To consider action re: Community Champion: Cllr James reported that Murray and Ann received their awards over the summer. It was **agreed** that it would be appropriate for plaques to be purchased for Gill, Murray and Ann to display in the Lido and

Heritage Centre respectively. Cllr James to get quotes in the first instance. **Action: Cllr James.**

- vi) To consider and agree action re: a vision plan for Woburn: Cllr Jones reported that all the feedback had been received and it could now go on the website. **Action: the Clerk.**
- vii) Licences for WWL, Strong Fitness and the Lido: Cllr Cowlshaw will draft the licences for WWL and Strong Fitness for consideration by the Parish Council. With regards the Lido there will be a meeting arranged with Cllrs Cowlshaw and Jamieson early September. Charges for the use of the field had been considered at a previous Parish Council meeting. Before any further action, Cllr Jones will liaise with Cllr Cowlshaw and also the Village Hall. **Action: Cllr Jones.**
- viii) Woburn in Bloom: Received Gold following the July judging. Congratulations to all involved for all their hard work. Cllrs Jones and Cowlshaw to meet with Robert Croft. **Action: Cllrs Jones and Cowlshaw.**
- ix) British Legion: a new sign has arrived and Cllr Jones will forward the invoice to the Clerk. **Action: Cllr Jones.**
- 11. **Correspondence:**
Email re: parking/road safety issues opposite Pure Triumph: noted.
- 12. **Any Items for consideration at the next meeting:** None.
- 13. **Date and place of the next meeting:** 14th October 2025 at 6.30pm in **the Covent Garden Room at the Woburn** (access via the car park, through the courtyard to reception).

Signed.....Chairman 14th October 2025