

# Meeting Record

## Leek Wootton External Transformation Community meeting

**Date and time:** 04 February 2026

**Chair:** Calum Walmsley, Head of Estates and Assets

**Attendees:**

- Calum Walmsley, Head of Estates and Assets (CW)
- Nathan Moore, Head of Business Operations (NM)
- Mandy Harvey, Estates Manager (MH)
- Radhika Mawby, Business Support Assistant (RM)
- Lucy Stanley, DSA Consultants (LS)
- Harry Wilson, Leek Wootton Parish Council
- Richard Coates, Leek Wootton Parish Council
- Joy Morgan, Leek Wootton Parish Council
- David Keirnan, Leek Wootton Parish Council

**Apologies:** None

**Minute taker:** Radhika Mawby, Business Support Assistant

### 1. Introductions and apologies

1.1. CW welcomed everyone to the meeting and introductions completed.

### 2. Project Overview

2.1. CW advised the purpose of the meeting to provide an overview of the imminent Leek Wootton External Transformation works.

2.2. A brief overview of phase 1 and 2 planned works was provided including:

2.2.1. Construction of new car park

2.2.2. Carpark enhancement works

2.2.3. Lighting upgrades

2.2.4. Security enhancements

2.2.5. The works would be for phase 1 and 2 only at this current time

### 3. Programme of Works and Working Hours

3.1. CW outlined the following:

3.1.1. Site clearance including vegetation removal are to commence on 9th February 2026.

3.1.2. Currently finalising the contract for the main works – delay in this due to lining all parts up. Contractor will be O'Briens who have experience in this area of works, and have also worked on National Trust Properties.

3.1.3. Estimated commencement of excavation and construction works will be during March 2026

3.1.4. Anticipated programme of 20 weeks for the entirety of the project, 12 weeks for phase one and 8 weeks for phase two.

3.1.5. CW confirmed that contractors have been instructed to work between 07:30am – 05:00pm, Monday – Friday only. CW explained that it is not anticipated that work will go ahead on weekends or Bank Holidays during the planned period of work time. It was highlighted that deliveries will take place during these hours too and LS advised that deliveries generally tend to take place in the mornings but not on weekends or Bank Holidays.

#### 4. Site Access and traffic management

4.1. A map was shown of the proposed site entrance and exit and a discussion took place around the traffic management.

4.2. CW highlighted that careful consideration was given to reducing the access via Anchor Junction and instead it has been agreed for contractors to drive via Rouncil Lane onto Woodcote Lane. A wider discussion took place around this and Parish Council representatives were assured that there would be constant monitoring of this agreement, seeking to work with the contractors on this accordingly. RC noted and welcomed the use of the Rouncil Lane route and CW reiterated the intention to avoid using Anchor Junction given the concerns raised previously.

4.3. JM queried whether the contractors envisage any weight concerns over the bridge on Woodcote Lane, and it was confirmed that this has been considered but the contractors do not foresee any concerns around load/weight going across this bridge.

4.4. The Parish Council raised concerns around cars and pedestrians and the manoeuvring of vehicles, and NM confirmed that there will be a one-way traffic system, entering from the East Lodge opening and exiting via the North Lodge opening, therefore also avoiding the need for vehicles to have to manoeuvre to turn around. A further discussion took place around the deliveries being received and it was noted to liaise further with the contractors to avoid peak travel times where/if possible. **Action: LS to liaise with delivery contractors to attempt to avoid peak travel times when delivering items.**

4.5. It was clarified that bigger contractor machinery will be dropped off and left onsite for the duration of the works and a space has been identified within the grounds for contractor day to day vehicles to be parked on, in order to prevent parking in the village or on Woodcote Lane.

4.6. DK raised concern around the ability for construction vehicles to turn adequately into Woodcote Dive from Woodcote Lane. It was confirmed that contractors envisaged no issue with this however, monitoring of the deliveries would be undertaken by site staff to ensure minimal disruption. If required a banksman would be provided to guide the vehicles into the site.

#### 5. Tree Protection Works

5.1. CW highlighted that The construction works will be delivered in compliance with the approved arboricultural method statement (AMS) and tree protection plan (TPP).

5.2. A further programme of pruning and pollarding the one-way route through the site will commence after the project, upon receipt of necessary approvals from the tree officer.

5.3. It was noted that Contractors have been liaised with regarding the trees and assurances have been provided that trees will not be damaged during the duration of the works underway

due to the size of the vehicles conducting deliveries. A TPO is due to be applied for as a separate application following these works being completed.

## 6. Planning Considerations

- 6.1. Parish Council members were advised that the lighting layout has been amended from the original design put forward, to consider:
- 6.2. Lighting has been designed to be heritage sensitive in design
- 6.3. It is using dark sky approved light fittings
- 6.4. Lighting is on timers for car parking areas but consideration has been given to other areas in Leek Wootton to accommodate those working 24 hour shift patterns.
- 6.5. Minimised the number of columns yet meet British Standards
- 6.6. The Parish Council will have been notified of this as statutory consultees on the discharge of the condition.

## 7. Health and Safety Arrangements

- 7.1. CW confirmed that the project will be notifiable under the Construction (Design and Management) Regulations, and a client-appointed CDM Consultant will be overseeing the works on site.
- 7.2. LS provided assurance that the contractors are experienced in working with National Heritage Sites and have recently come off a site prior to commencing Leek Wootton. **Action: LS to confirm which National Heritage site the contractors have recently completed.**

## 8. Communications and Points of Contact

- 8.1. It was advised that during the duration of the works, any issues, concerns or questions should be reported online via Warwickshire Police's online portal: [Contact us | Warwickshire Police](#) by choosing "Something else" twice and using the free text box accordingly. The Parish Council members were assured that this link can be used by all members of the public and it was confirmed that the force's OCC team have been liaised with and are aware that reports will be made to them. It was explained that by using this method of reporting with regards to the works means there is an audit trail record and a mechanism for lessons learnt to be taken from this process and works.

## 9. Future meetings and updates

- 9.1. CW put forward a proposal for a monthly meeting to take place with Parish Council members, LWFG, OPCC, Force to discuss feedback, progress and any concerns or queries. This was agreed. CW advised that a date will be put forward in due course and these monthly meetings will commence in March 2026 once contractor works officially begins. CW clarified that a meeting will take place between the force, OPCC and contractors separately to the meetings to take place with Parish Council Members and LWFG.
- 9.2. CW requested an option for these meetings to take place offsite and RC proposed the use of the Village Hall. This was agreed. Action: CW to contact the Parish Clerk to organise the meeting and suggest dates.

## 10. AOB

10.1. CW thanked everyone for joining the meeting and took questions and other points of note.

10.2. A further concern was raised regarding the entrance, public footpath and footfall traffic. MH advised that she will be monitoring this for the duration of the works accordingly. **Action: MH to monitor the entrance to Leek Wootton for the duration of the planned works.**

10.3. HW raised several points regarding the plans and applications. HW was advised that Warwickshire Police/ OPCC have satisfied Warwick District Council's planning department and have received all planning discharges. CW advised HW that any further concerns should be raised directly with Warwick District Council as the appropriate authority.

### Action list

Date	Action description	Action owner	Status
01. 04.02.26	LS to liaise with delivery contractors to attempt to avoid peak travel times when delivering items.	LS	
02. 04.02.26	LS to confirm which National Heritage site the contractors have recently completed.	LS	
03. 04.02.26	MH to monitor the entrance to Leek Wootton for the duration of the planned works.	MH	
04. 04.02.26	CW to contact the Parish Clerk to arrange the next meeting	CW	

### Date and time of next meeting

To be confirmed, to be held at the Leek Wootton Village Hall.