

Meeting Record

Leek Wootton External Transformation Community meeting 2

Date and time: 06 May 2026

Chair: Calum Walmsley, Head of Estates and Assets

Attendees:

- Calum Walmsley, Head of Estates and Assets (CW)
- Mandy Harvey, Estates Manager (MH)
- Richard Coates, Leek Wootton Parish Council
- Joy Morgan, Leek Wootton Parish Council

Apologies: None

Minute taker: Calum Walmsley

1. Introductions and apologies

1.1. CW welcomed everyone to the meeting. CW outlined that the meeting agenda could be followed however was to act as an aide to prompt discussions.

1.2. Previous actions closed included:

1.2.1. Deliveries have been advised to avoid peak hours.

1.2.2. It was confirmed that the previous project the contractors worked on was the Shugborough Estate

1.2.3. MH is continuing to monitor access to the site

1.2.4. CW had arranged the 2nd meeting.

2. Programme of Works

2.1. MH provided a summary copy of the programme of works for May 2026.

2.2. In summary, site set up was completed W/C 27TH April with a commencement of works from w/c 4th May.

2.3. There was discussion on the detail of the programme and it was agreed that at monthly meetings in the future this one month look ahead would be provided.

3. Communications and Points of Contact

- 3.1. Discussion was held as to the letter drop that occurred notifying of the start of the works. It has been decided that immediately neighbouring properties were notified of the start of the works.
- 3.2. No contacts had been made to date.
- 3.3. Recent correspondence received by the OPCC had suggested that site signage was not installed. CW outlined that the site set up was required firstly to establish the site signage.
- 3.4. It was confirmed that communications should be processed via the Warwickshire Police portal to ensure that these were dealt with effectively and were auditable.
- 3.5. Parish Councillors suggested that the letter drop with the contact details of how to report issues is delivered wider to Woodcote Lane, Quarry Close and Waller Close. It was agreed that WP would look into this to provide the "contact us" address.

4. Parish Feedback

- 4.1. A report had been received by the Parish that there was a number of deliveries yesterday (5/05) that had entered the site via the Anchor Junction. Details of this had not been sent to WP.
- 4.2. MH requested that the information from this report was sent to enable an investigation into the delivery. Signage had been provided to Woodcote Lane to direct deliveries.
- 4.3. A discussion took place with the suggestion of a sign being installed on or around the Anchor Junction to direct deliveries into Kenilworth to follow the route of the Construction Management Plan. Action for WP to look into this to ensure deliveries follow the correct route.
- 4.4. MH advised that deliveries could be traceable and would be dealt with if reports were received.
- 4.5. The report had been submitted to the local and county councillors, and they would be attending a Parish Council meeting on the evening of 6th May.
- 4.6. It was requested that the PC provide any feedback from the meeting to WP and OPCC.
- 4.7. MH and CW said they would provide feedback to the Parish Council to provide to residents on this and how it will be managed going forwards.
- 4.8. Reassurance was given by OPCC and WP as to the management of the traffic as per the Construction Management Plan.

5. Planning Considerations

- 5.1. CW advised that all planning conditions had been discharged relevant to the stage of the works. This included the lighting layout. Therefore, the development that was being implemented meets the legal requirements and works will continue.

6. AOB

- 6.1. None

Action list

Date	Action description	Action owner	Status
01. 06.05.26	MH to look into the deliveries coming to site via the anchor junction	MH	
02. 06.05.26	MH/CW to explore providing additional signage at Anchor Junction to re-direct deliveries.	MH/CW	
03. 06.05.26	MH to explore letter drop to surrounding residents with the contact us information for reporting issues.	MH	
04. 06.05.26	Parish Council to share the contact us details with Parish at the meeting on 6 th May.	PC	

Date and time of next meeting

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