

Meeting Record

Leek Wootton External Transformation Community meeting 4

Date and time: 14th July 2026

Chair: Calum Walmsley, Head of Estates and Assets

Attendees:

- Calum Walmsley, Head of Estates and Assets (CW)
- Mandy Harvey, Estates Manager (MH)
- Joy Morgan, Leek Wootton Parish Council
- Adam Smith Leek Wootton Parish Council
- Harry Wilson Leek Wootton Focus Group

Apologies: Richard Coates, Leek Wootton Parish Council

Minute taker: Calum Walmsley

1.1. CW welcomed attendees and opened the meeting, with introductions.

1.1.1. The following actions from the previous meeting were confirmed as discharged:

1.1.2. WP to issue any photographs of incidents to LWPC – Not required

Programme of works update

1.1. MH spoke to the programme of works issued via email to the LWPC for July 2026, which had already been shared with LWPC by email.

1.2. Works are progressing to programme and no material delay has been identified.

1.3. The first phase car park will be open for use by 24th July if all remains on programme. This will not be completed with planting and security, but parking will be available to use and will be utilised to offset any impact on parking from the commencement of phase 2 parking amendments. LWPC and LWFG agreed this was a sensible approach.

1.4. The entirety of the project is currently on target to be completed in October 2026.

- 1.5. Discussion was held on the realignment of some car parking spaces on phase 2 following archaeological find of a historical ditch. A minor amendment has been submitted to the planning authority and has been approved.
- 1.6. MH outlined the key issues arising during the past month as per the below:
- 1.7. The O'Briens banksman situated at the entrance to the site has been subjected to verbal abuse from local residents. No car number plates had been recorded for these incidents.
- 1.8. Local residents, despite new fencing being installed are still entering the site past the signs warning of trespass. Due to the risks associated with training operations on the site, residents are requested to not do this as it will be treated as trespass.
- 1.9. It was confirmed that O'Briens have been instructed that they are not to get involved with HGVs that are not associated with their site.
- 1.10. No planning enforcement notices have been issued in relation to any matters raised and the OPCC/WP continue to have dialogue to work with the planning team in regards to complaints received.
- 1.11. MH advised there had been several instances reported that tankers not related to the works were passing up and down Woodcote Lane. O'Briens were monitoring this to ensure records were kept when in relation to site works should there be any complaints to the planning enforcement team.
- 1.12. MH noted that the signage at the Anchor Junction showing a 7.5t weight limit (Except for access) was no longer there. HW outlined that the entire village has 7.5t (Except for access) weight limit. MH acknowledged this however advised that the lack of signage for drivers passing through may challenge this.

Parish Council Update

- 1.1. LWFG raised the following queries and concerns:

- 1.1.1. There have been delivery vehicles arriving as others are leaving site, causing traffic issues. MH outlined that deliveries were being planned to avoid this, however there is a chance that there would be instances where this occurs, however this is being managed well by the banksman from O'Briens if there had been a clash in deliveries. The O'Briens banksman is situated on the entrance for all deliveries.
- 1.1.2. HW suggested that vehicles are held in the layby at Rouncil Lane until called onto site. MH explained that this was not a requirement of the Construction Management Plan and to avoid further reported breaches of the CMP deliveries would continue as per the plan. The scheduling of deliveries for Tarmac has meant that due to the temperatures of materials they had to be one after another. The tarmacing of this phase is nearing completion so volume of deliveries will reduce. MH was satisfied that O'Briens had been following the CMP adequately to manage the situation and no variation from this will be undertaken.
- 1.1.3. LWPC queried whether the OPCC/WP had been consulted on the possible restriction of vehicles entering Woodcote Lane from Rouncil Lane to reduce the volume of traffic as part of other developments occurring in the area. CW and MH confirmed that they were not aware of this.
- 1.1.4. HW asked the OPCC why letters had not been responded to from January 2026 onwards. CW confirmed that all correspondence is now being handled centrally and would seek reasons as to this.
- 1.1.5. HW asked why minutes of meetings were not sent to Dan Charles the planning officer for Warwick District Council. CW advised as they were not an attendee then they would not be on the distribution list. Minutes were published via the LWPC website for community visibility.
- 1.1.6. HW asked if a dilapidations survey had been conducted on Woodcote Drive as potholes were appearing. MH confirmed that the potholes had been noted and any making good would be completed to the road as part of the completion of the

project. *Post meeting clarification: A pre-start dilapidations survey has been undertaken prior to project commencement.*

1.1.7. HW queried where the location of the vehicle transporter turning point was. CW and MH explained that a loading area had been included on the plan as highlighted and that the vehicle would use the exit at North Lodge. Large vehicle tracking has been completed prior to the works and highways were satisfied with the turning from the exits on site as signed off as part of planning permission being granted.

1.1.8. HW queried if a complaints log was held. MH and CW confirmed that all letters received had been logged. No contacts had been received by MH or CW via the contact us portal. HW advised that he knew of residents submitting complaints via the portal. MH requested that details be provided so that this could be checked.

1.1.9. HW asked if a CDM consultant had been appointed for the project. It was confirmed that yes, a CDM consultant was appointed on behalf of the OPCC/WP as a requirement of the project. HW requested their details. MH confirmed that contact details would not be shared due to data protection.

1.1.10. HW raised a query about the securing of Biodiversity Net Gain via a S106 for the site. MH and CW advised the site was not subject to a S106 agreement. The BNG improvements had been secured via a planning condition. A phased approach to discharging this had been agreed with the Local Authority as only implementing phases 1 and 2 currently. Should future car parking be implemented further phases would be applied for discharge. BNG planning conditions for phases 1 and 2 have been approved to date. HW provided a hard copy of a letter to MH and CW. MH and CW agreed they would go away and review the letter. MH confirmed that any complaints about the discharge of conditions or queries on the planning approval should be raised with the Local Authority.

1.2. Discussion took place between all attendees as to the recent issues with Utilities companies closing Rouncil Lane and the incorrect diversion they had in place. LWPC confirmed that County Councillor Ben Edwards had been involved in the re-routing.

CW confirmed that communication has taken place with Ben Edwards as to this issue so that reactive actions could be taken to minimise impact.

Planning Considerations

- 1.3. All required planning discharge approvals have been issued and there was nothing outstanding currently.
- 1.4. No planning breaches have been recorded. Any queries raised by the Local Planning Authority continue to be addressed on a case-by-case basis.
- 1.5. LWPC advised that a community meeting was taking place on the 21st August at 7.30pm at the LW sports club to discuss local traffic management, WCC would be in attendance. MH asked if WP could be invited as a neighbour also to understand the impact on HQ. MH to provide contact details for this to LWPC.

AOB

- 1.6. None

Action list

Date	Action description	Action owner	Status
8.06.26	WP to issue information/photographs to LWPC.	MH	Discharged
14.07.26	CW to look into why letters quoted had not been responded to.	CW	
14.07.26	HW to provide contact details of residents who had submitted complaints to portal to MH and CW	HW	
14.07.26	Review letter provided at the meeting by the LWFG	CW/MH	
14.07.26	MH to provide contact details to LWPC for the invites to community meeting.	MH	
14.07.26	Send invite to OPCC/WP for the Parish Meeting on planning issues in August	LWPC	

--	--	--	--

Date and time of next meeting

To be confirmed, CW to contact the Clerk to arrange and to be held at the Leek Wootton Village Hall – this would be mid to late August due to annual leave.