

Meeting Record

Leek Wootton External Transformation Community meeting 3

Date and time: 08 June 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

1.1. CW welcomed attendees and opened the meeting.

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

1.1.2. WP issued the “contact us” information to residents in Woodcote Lane, Waller Close and Quarry Close. This action is closed.

1.1.3. LWPC provided the OPCC with written details of the traffic incidents raised previously. Responses have been issued and the action is closed.

1.1.4. WP reviewed the provision of additional signage at Anchor Junction for delivery drivers. Additional signage was installed on the route to and from Anchor Junction to the A46. A further update is included later in these minutes.

Programme of works update

1.2. MH circulated a summary programme of works for June 2026, which had already been shared with LWPC by email.

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

1.4. The archaeological investigation, undertaken under specialist supervision, identified nothing that would prevent works from continuing.

OFFICIAL

- 1.5. The main contractor continues to work proactively with the project team and no concerns have been identified regarding performance.
- 1.6. MH outlined the key issues arising during the past month.
- 1.7. A health and safety incident occurred when a member of the public stepped in front of a delivery vehicle in order to film the driver, thereby obstructing the delivery. The incident was reported by the main contractor and has been investigated by MH in their capacity as health and safety lead. LWPC requested a copy of any available photographic evidence.
- 1.8. Following installation of directional signage on the nearby access road to Leek Wootton, WP was contacted by WCC Highways and instructed to remove the signs following complaints that they constituted advertising. All parties noted that the signage had been introduced in response to local feedback and was important in reducing the risk of delivery drivers failing to follow the approved CMP.
- 1.9. Work is ongoing with WCC Highways to secure approval for reinstatement of the signage. Support from County Councillor Ben Edwards is also being sought by the OPCC to help resolve the matter without delay.
- 1.10. WP has also received reports from the main contractor that contractor vehicles have been followed into and out of the site, and that staff are beginning to feel harassed. This matter will continue to be monitored closely.
- 1.11. In relation to the recent incident involving an HGV becoming stuck at Anchor Junction, O'Brien Contractors reviewed the matter and attended the location. They confirmed that the vehicle was not connected to site deliveries.
- 1.12. A concern was raised in the last month regarding the removal of heavy plant from site outside normal operating hours. MH explained this was undertaken to minimise traffic disruption on surrounding roads. Although the activity was not considered a planning breach, it has been agreed that future movements of this nature will take place within normal site operating hours in recognition of the impact on neighbouring residents. However it was noted that this may impact traffic on surrounding roads.

- 1.13. No planning enforcement notices have been issued in relation to any matters raised. Where requested, full evidence-based responses continue to be provided to the planning authority.
- 1.14. Neither WP nor the OPCC is aware of any further substantiated reports of construction traffic failing to follow the CMP.
- 1.15. The main contractors are enforcing the CMP routing, and recording all vehicles entering site. Various measures have been implemented to manage deliveries.
- 1.16. LWPC was asked to reiterate to residents that both the OPCC and WP want the project completed as quickly as possible while keeping disruption to a minimum.

Parish Council Update

- 1.17. LWPC reported that there had been limited feedback in regards to the construction works to the Parish Council since the previous meeting.
- 1.18. Damage reported at Ivy Cottage was discussed. WP confirmed that this was not related to construction traffic associated with the project. LWPC agreed that this was the case.
- 1.19. LWPC confirmed that a letter had been sent to operational policing regarding road safety issues associated with the 7.5 tonne restriction. CW confirmed awareness of the correspondence and advised that operational policing had been informed that the matter was unrelated to the construction works.
- 1.20. LWPC requested that it be informed if any future reports of HGV issues are known to relate to the Headquarters site, where those issues do not involve construction traffic. This would help in terms of identifying the number of vehicles using the lane as a cut through.

Planning Considerations

- 1.21. All required planning discharge approvals have been issued.
- 1.22. No planning breaches have been recorded. Any queries raised by the Local Planning Authority continue to be addressed on a case-by-case basis.

AOB

1.23. None

Action list

Date	Action description	Action owner	Status
8.06.26	WP to issue information/photographs to LWPC.	MH	
8.06.26			
8.06.26			

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.