

Meeting Record

Leek Wootton External Transformation Community meeting 5

Date and time: 28th August 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
- Richard Coates Leek Wootton Parish Council
- Harry Wilson Leek Wootton Focus Group

Apologies:

Minute taker: Calum Walmsley

1.1. CW welcomed attendees and opened the meeting

1.1.1. The following actions from the previous meeting were discussed:

1.1.2. WP to issue information/photos to LWPC – Discharged as no longer required

1.1.3. CW to look into why letters had not been responded to – To be discussed outside of the meeting

1.1.4. HW to provide contact details of residents who had not had a response to the complaints on the portal – Outstanding

1.1.5. CW MH to review letter provided by the LWFG – Discharged – CW and MH satisfied that the BNG had not been secured via a S106 agreement and was via a planning condition. The phased approach to the site has been approved by the LPA and discharge has been provided. Any concern around the implementation of this is to be reported to the LPA.

1.1.6. MH to provide contact details to LWPC regarding the invites to community meeting – Discharged

1.1.7. LWPC – Send invites to the Parish meeting on traffic issues – Discharged.

Programme of works update

- 1.1. MH gave an overview on the progress of the project.
- 1.2. Works are progressing to programme, and no delay was expected to the final completion date.
- 1.3. The first phase car park has been opened for use whilst the phase 2 parking amendments are taking place. There have been no parking or capacity issues reported since the opening of the new car park. It has been well managed in terms of process, and the new parking is appreciated by staff.
- 1.4. The project will be completed in the entirety by the end of October 2026. This will include barriers and lighting.
- 1.5. RC asked if any demolitions were planned – MH confirmed that no demolition works were planned on the estate.
- 1.6. CW confirmed that only phase 1 and 2 of the project currently have funding and approval to proceed with installation. This includes the lighting and barriers to the entire site.
- 1.7. MH confirmed that no issues had been raised during the period with deliveries or access to the site.

Parish Council Update

- 1.1. LWPC reported no issues with deliveries or community concerns about the project.
- 1.2. LWFG confirmed that there have been no issues to report.
- 1.3. Discussion took place around the surrounding road diversions that has been in place over the past few weeks. MH advised that deliveries were having to follow the diversions but had not experienced any issues with this.

1.4. LWPC advised the meeting with the community in regards to the traffic issues in the village had gone well. MH was in attendance at this meeting as the representative from WP as a neighbour. Actions had been taken from this meeting and were being dealt with.

AOB

1.5. 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	Discharged
14.07.26	HW to provide contact details of residents who had submitted complaints to portal to MH and CW	HW	Outstanding
14.07.26	Review letter provided at the meeting by the LWFG	CW/MH	Discharged
14.07.26	MH to provide contact details to LWPC for the invites to community meeting.	MH	Discharged
14.07.26	Send invite to OPCC/WP for the Parish Meeting on planning issues in August	LWPC	Discharged

Date and time of next meeting

To be confirmed