

Meeting Record

Leek Wootton External Transformation Community meeting 6

Date and time: 2nd October 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 (JM)
- Richard Coates Leek Wootton Parish Council (RC)
- Harry Wilson Leek Wootton Focus Group (HW)

Apologies:

Minute taker: Calum Walmsley

1.1. CW welcomed attendees and opened the meeting

1.1.1. There were no actions outstanding from the previous meeting.

Programme of works update

1.1. MH gave an overview on the progress of the project.

1.2. Works are progressing to programme and are nearing completion, and no delay was expected to the final completion date of 16th October.

1.3. Works continue to the area at the front of Woodcote House, with resurfacing completed, and the painting of parking spaces. Works continue to the gravel areas on the side of the access road with lighting being commissioned.

1.4. The commissioning of CCTV and barrier security will be completed over the next few months, as delays have been experienced.

1.5. Planting and landscaping orders are all in place the planting will commence in line with the relevant planting seasons.

- 1.6. The main contractors have performed very well, being flexible and ensuring that daily operations are not affected by the works.
- 1.7. Once the car parking is all completed on phase 1 and 2, the tennis courts will no longer be used for parking.
- 1.8. Action: The next meeting is to take place on site as walkaround to show the PC and LWFG the completed works.

Parish Council/LWFG Update

- 1.1. LWPC reported no issues for the period in relation to the current works.
- 1.2. RC asked about the application for discharge of planning conditions on the next phase of works. The CMP referred to Saturday working. MH explained this was as a back up should works need to be completed at a weekend, however it was not envisaged that this would be required.
- 1.3. Action: MH to request to remove the reference to Saturday working from the CMP for Phase 4. If any Saturday working is required, due to site requirements this was to be agreed on a case-by-case basis with the planning team as the project progresses.
- 1.4. CW gave a brief overview as to the scope of the works in Phase 4. These are in relation to the refurbishment works at the training block and the need to widen external access to the building for disability access.
- 1.5. RC raised a query regarding Japanese Knotweed on the boundary with the Golf Course. MH to raise with the FM team regarding their awareness on this.
- 1.6. HW added that there were also historical reports of Japanese Knotweed on land between East Lodge and Broome House.
- 1.7. HW stated that the ICO have issued an enforcement to Warwick District Council requesting all outstanding correspondence is published on the planning portal. The meeting noted the situation.

1.8. HW raised that there was outstanding correspondence with the OPCC for response.

CW confirmed this was the case, and FOI requests were awaiting feedback from FOI team internally. Responses would be sent next week once completed and collated.

1.9. HW advised that letters have been sent to ARK H&S in regard to the LWFG breach log that had been sent to the OPCC.

AOB

1.1. None

Action list

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
2.10.26	MH to review the CMP for phase 4 discharges to remove reference to Saturday Working.	MH	
2.10.26	Review of Japanese Knotweed on the boundary with the Golf Course	MH	
2.10.26	CW to organise an on site meeting upon completion of the project for all parties	CW	

Date and time of next meeting

To be confirmed – to be on site at Police HQ