

HOUGHTON CONQUEST PARISH COUNCIL

Affiliated to Bedfordshire Association of Town & Parish Councils

Clerk of the Council – Jo Graves

5th March 2026

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Jo Graves

I hereby give notice that a Meeting of Houghton Conquest Parish Council will be held in Houghton Conquest Village Hall Committee Room on 12/03/26 at 7.30pm after the Annual Parish Meeting at 7pm. All Parish Councillors are summoned to attend.

Urban & Civic will be attending to give an update on Wixams Town Centre.

- 01:03/26 To receive apologies for absence.**
- 02:03/26 To receive declarations from members in relation to any new Pecuniary Interests* Members are reminded that a new declaration of interest form must be submitted within 28 days of taking office.**
- 03:03/26 Public questions and comments (maximum of 15 minutes in total, with 5 minutes allocated per person)**
- 04:03/26 Minutes of Meeting**
To confirm and adopt the minutes of the meeting of Houghton Conquest Parish Council held on Thursday 12th February 2026.
- 05:03/26 Clerk's report and reports upon matters from the last meeting (for info only)**
- 06:03/26 Unitary Councillor Report**
- 07:03/26 Correspondence** (circulated with agenda)
a) To consider whether there is a suitable position for planting an oak tree offered by CPRE as part of their centenary.
b) Following a question raised at the February meeting, to consider writing to the owner of the Royal Oak public house to enquire about plans for the site.
c) To consider correspondence received from website provider and other requirements concerning Assertion 10.
- 08:03/26 Planning Matters**
Applications received for comment:
a) **CB/26/00288/FULL** – Change of Use from (C3) to Children's Home (C2). – **26 Meadow Road, Wixams, Houghton Conquest, MK45 3GJ.**
b) **CB/26/00517/FULL** – Erection of a manufacturing building, solar panels, associated infrastructure, access road, service yard, drainage, landscaping and other ancillary works – **Reddings Wood, Hazelwood Lane, Ampthill, Bedford, MK45 2HD**
c) **CB/25/04024/RM** - Reserved Matters: following Outline Application CB/11/02182/VOC (Variation of Condition: Variation of Condition 20(i) on planning permission MB/99/01694/OUT dated 2 June 2006 to read "the total net retail sales floor area of the foodstore hereby permitted shall not exceed 5,500sqm provided that no more than 2,500sqm of the net retail sales area is to comprise comparison goods floorspace.) Approval of access, Appearance, Landscaping, Layout and Scale for the car park. – **Land and buildings at Elstow Storage Depot (now Wixams development), Ampthill Road, Houghton Conquest.** To consider submission of further comments following the presentation from Urban and Civic.

Planning Appeal Notification
d) **CB/25/03110/FULL** – Change of use of dwelling (Class C3) to a 5-bed family assessment centre (Sui Generis). – **25 Rectory Lane, Houghton Conquest, MK45.3LD**

Planning Decisions
e) **CB/25/03445/FULL** – Erection of a single storey rear and side extension, installation of window to side elevation, rooflights – **8 Heather Mead, Stewartby, MK43 9TD – Granted**
- 09:03/26 Financial matters and accounts for payment** (circulated with Agenda)
Bank Reconciled 28/02/26 - £187,866.00
a) To approve accounts for payment.

- b) To receive and approve updated Asset Register, noting amendments during financial year 2025/2026
- c) To receive, agree and sign the grass cutting service level agreement from Central Bedfordshire Council.

10:03/26 Purchase of Laptop and IT Support

- a) To consider quotations for the purchase of a laptop for the Clerk and IT support package.

11:03/26 Play Area and Skatepark

To receive an update and consider any items requiring action.

- a) To receive quarterly playground inspection report.
- b) To discuss ideas for accessible play equipment project.
- c) Update on skatepark project.

12:03/26 Highways Matters – Cllr Ross

To receive report and consider any items requiring action.

- a) To discuss installing measures to prevent verge parking in Wixams.

13:03/26 Sports Field/Football Pitches (to be circulated by PCllr Lovell)

To receive update and consider any items requiring action.

- a) FA Grant update, including appointing contractor.

14:03/26 Wixams

To receive an update and consider any items requiring action.

- a) GP update.

15:03/26 Policy Documents

To review and approve the following policies:

- a) Equality Policy.
- b) Privacy Notice
- c) Privacy Notice (Internal)
- d) Model Publication Scheme/Freedom of Information Policy

16:03/26 Youth Engagement

- a) To receive update on Parkour and Treasure Trail event.

- b) To discuss ideas for future events.

17:03/26 Representatives' reports

To receive reports and consider any items requiring action.

- a) Allotments - Cllr Lovell. To receive update on S106 application for allotment track.
- b) Outdoor Gym Equipment – Cllr Lovell.
- c) Jubilee Orchard – Cllr Lovell
- d) Village Hall – Cllr Ashcroft
- e) Newsletter – Cllr Sharpe and Clerk
- f) Social Media – Cllr Sharpe and Clerk
- g) Police – Cllr Ashcroft
- h) East West Rail – Cllr Taylor
- i) Universal – Cllr Taylor
- j) Any other representatives reports

18:03/26 To set the date and time of the next meeting of the Parish Council 09/04/26, 7.30pm Village Hall.

--End of Agenda--

** Any new Pecuniary Interests should be declared. They must then be added to the register within 28 days. Existing pecuniary interests already registered do not need to be declared. Members cannot take part in any discussions or vote on matters in which they have a pecuniary interest.*