



Holybrook Parish Council

Serving the communities of Beansheaf Farm and Fords Farm for 20 years

Council Meeting Agenda

Date of Meeting	Monday 7 th February 2022
Location	Beansheaf Room, Beansheaf Centre, Calcot, Reading RG31 7AW
Time	7.30pm
Circulation	All Council members and District Councillors

No.	Notes
1.	<p>Open forum for members of the public</p> <p>This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting by asking questions, raising concerns or making comments on matters affecting Holybrook Parish. No decision can be taken during this session¹, but the Chairman may decide to refer any matters raised for further consideration at the next full council meeting.</p> <p>¹ Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119</p>
2.	Apologies for absence (LGA 1972 s85 (1))
3.	<p>Declarations of interest relevant to the Agenda</p> <p>Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations).</p>
4.	Approval and adoption of the Minutes of the full council meeting on Monday 10 th January 2022 (LGA 1972 sch 12, para 41(1))
5.	Past matters for report purposes only: APPENDIX 1
6.	District Councillors' report
7.	<p>West Berkshire Council: Statutory Consultation for Enhanced Partnership Plan and Scheme</p> <p>Members are asked if they would like to formulate a formal response to the Enhance Partnership Plan and Scheme as proposed by West Berkshire Council (Survey questions issued by e-mail 18/01/2022).</p>
8.	<p>Royal Berkshire Fire and Rescue: Automatic Fire Alarm Consultation</p> <p>Members are asked if they would like to formulate a formal response to the Royal Berkshire Fire and Rescue: Automatic Fire Alarm Consultation (please visit: http://www.rbfrs.co.uk/consultations for more information.</p>

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9.	<p>Planning: New applications</p> <p>a) Members to agree as response to the following planning applications:</p> <table border="1" data-bbox="185 293 1482 1003"> <thead> <tr> <th data-bbox="185 293 456 331">Planning no.</th> <th data-bbox="456 293 683 331">Applicant</th> <th data-bbox="683 293 970 331">Address</th> <th data-bbox="970 293 1482 331">Proposal</th> </tr> </thead> <tbody> <tr> <td data-bbox="185 331 456 582">21/03218/LBC2 *as adjacent Parish</td> <td data-bbox="456 331 683 582">Affordable Housing and Healthcare Group</td> <td data-bbox="683 331 970 582">Pincents Manor Hotel, Pincents Lane, Tilehurst</td> <td data-bbox="970 331 1482 582">Convert the redundant former Pincents Manor Hotel (use class C1) into 50 extra care (use class C2) apartments for the elderly with associated extensive communal facilities and landscaping. Works include demolition of the existing non-listed conference facility, hotel annexe and outbuildings.</td> </tr> <tr> <td data-bbox="185 582 456 869">21/03217/FULMAJ *as adjacent Parish</td> <td data-bbox="456 582 683 869">Affordable Housing and Healthcare Group</td> <td data-bbox="683 582 970 869">Pincents Manor Hotel, Pincents Lane, Tilehurst</td> <td data-bbox="970 582 1482 869">Convert the redundant former Pincents Manor Hotel (use class C1) into 50 extra care (use class C2) apartments for the elderly with associated extensive communal facilities and landscaping. Works include demolition of the existing non-listed conference facility, hotel annexe and outbuildings.</td> </tr> <tr> <td data-bbox="185 869 456 1003">22/00128/HOUSE</td> <td data-bbox="456 869 683 1003">Mr Brittin and Mrs King</td> <td data-bbox="683 869 970 1003">11 Knollmead, Calcot</td> <td data-bbox="970 869 1482 1003">Single storey rear extension and part garage conversion and addition of 3 Velux windows and roof lantern.</td> </tr> </tbody> </table> <p>b) Members to consider the amended plans for application 21/03074/HOUSE and agree if a further response is required: 16 Bainbridge Road, Calcot – The proposal is reduced in depth to 3 metres and extended in width to span the rear elevation.</p> <p>c) Members to consider the amended plans for application 20/02029/COMIND (as adjacent Parish) and agree if a further response is required: Reading Quarry, Berrys Lane Burghfield.</p> <p>d) Members to consider the amended plans for application 21/02708/FULMAJ and agree if a further response is required: Aldi Stores, Bath Road, Calcot – Sharps Redmore has provided a response to public comments with regard to the Environmental Noise Assessment. The Technical Note was received on 12.01.2022.</p>	Planning no.	Applicant	Address	Proposal	21/03218/LBC2 *as adjacent Parish	Affordable Housing and Healthcare Group	Pincents Manor Hotel, Pincents Lane, Tilehurst	Convert the redundant former Pincents Manor Hotel (use class C1) into 50 extra care (use class C2) apartments for the elderly with associated extensive communal facilities and landscaping. Works include demolition of the existing non-listed conference facility, hotel annexe and outbuildings.	21/03217/FULMAJ *as adjacent Parish	Affordable Housing and Healthcare Group	Pincents Manor Hotel, Pincents Lane, Tilehurst	Convert the redundant former Pincents Manor Hotel (use class C1) into 50 extra care (use class C2) apartments for the elderly with associated extensive communal facilities and landscaping. Works include demolition of the existing non-listed conference facility, hotel annexe and outbuildings.	22/00128/HOUSE	Mr Brittin and Mrs King	11 Knollmead, Calcot	Single storey rear extension and part garage conversion and addition of 3 Velux windows and roof lantern.
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10.	<p>West Berkshire Council planning decisions – INFORMATION ITEM</p> <p>21/02851/HOUSE – 40 Rushmoor Gardens, Calcot: Single storey rear extension. APPROVED.</p> <p>21/03074/HOUSE – 16 Bainbridge Road, Calcot: Single storey rear extension with rooflight. APPROVED.</p>																

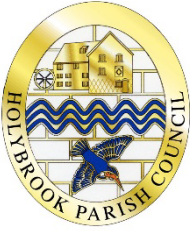
No.	Notes
11.	<p>Other Planning:</p> <ul style="list-style-type: none"> a) INFORMATION ITEM: Feedback from the Eastern Area Planning Committee meeting (19/01/2022): verbal reports Cllrs Bedwell and Tull; b) Report from Cllrs Bedwell and Tull following meeting with WBC Planning Officers. i) Following which, members to discuss the merits of meeting with MP Alok Sharma to present the Council's view on the planning system at a National Level (bearing in mind the planning system is currently being reviewed by Central Government); ii) If i) is agreed, members to also agree which Members are to try and meet with Mr Sharma. c) INFORMATION ITEM: verbal report from Cllr Tull following a meeting with Bellway Homes (Dorking Way construction) on Tuesday 25th January 2022.
12.	<p>Financial Information</p> <ul style="list-style-type: none"> a) Payments – Members are asked to authorise the payment of items listed on payment sheet 09-2021/22 b) A VAT return to the sum of £4534.95 was submitted to HMRC on 1st February 2022. c) Updated CIL Report: The CIL report published in December requires updating (enclosed). It now includes sum values returned to the District Council. Members to approve the updated report. d) Members to discuss and agree whether to approve or refuse a grant request from Sue Ryder – Duchess of Kent Hospice to the sum of £300. e) INFORMATION ITEM: Castle Water has advised that, as of 5th January 2022, the Parish Council's water bills will be reducing to the sum of £5.00 per month. <ul style="list-style-type: none"> 1) The next water meter reading is due. Members to agree who will take the next reading. f) INFORMATION ITEM: To receive a written update on Beansheaf Centre hirings (enclosed).
13.	<p>Grant applications (processes)</p> <p>Members to review and approve the following:</p> <ul style="list-style-type: none"> a) Updated standard grant policy (wording as requested by the Finance Committee) (enclosed); b) The new discount eligibility policy for reduced hire rates in the Beansheaf Centre (enclosed); c) The discount eligibility form for reduced rate in the Beansheaf Centre (enclosed).
14.	<p>Memorial Trees (reference e-mail 7th January)</p> <p>Members to answer the following:</p> <ul style="list-style-type: none"> a) What exact type of trees and trees sizes should be purchased (Note: it is approximately £200 - £300 for a 45l tree); b) The Council agreed a budget of £500 for these works. This will purchase one tree at the size quoted above. Members to confirm the purchase of one tree, stakes, soil bulbs etc; c) The bulb planting season is over. Members to confirm: <ul style="list-style-type: none"> 1) the purchase of the tree now and; 2) the bulbs to be purchased and planted in the Autumn d) Members to confirm whether they wish for the tree to be encased in a steel guard or not.

No.	Notes
15.	Clerk's Report a) INFORMATION ITEM: To receive a written report – APPENDIX 2; b) Members to agree whether or not the burnt bin on the Holymead should be replaced.
16.	Anti-dog foul actions (Assisting WBC) INFORMATION ITEM – to receive a verbal report from Clerk.
17.	Community and Environment Committee Members to agree: a) The date of the next Community and Environment Committee Meeting; b) Who at West Berkshire Council would be the most appropriate officers to open discussions on possible infrastructure improvements (suggestions include): <ul style="list-style-type: none"> - Nick Coulson (Senior Engineer, Environment Department); - Jon Winstanley (Service Director, Environment); - Jo Naylor (Devolution); - Paul Hendy (Countryside Manager) – Linear Park footpaths; - Andrew Reynolds (Highways Manager) - dropped kerbs/linking footpaths and road safety measures, cycle lanes, verge planting, speeding etc - Bob Bosley (Project Engineer). c) Rough timeline for meeting WBC Officers (suggest this is after C&E meeting so that subject matters and reports can be finalised).
18.	Feedback following West Berkshire Council's Libraries Review - Parish and Town Council's Session INFORMATION ITEM: To receive a verbal report from the Clerk.
19.	Neighbourhood Action Group INFORMATION ITEM: to receive a verbal report from Cllr Littlewood following a meeting on 20 th January 2022
20.	West Berkshire Parish Climate Forum: Wednesday 2 nd February INFORMATION ITEM – to receive a verbal report from Cllr Collard.
21.	Chairman's remarks

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of Part II.

PART 2

22. To receive a verbal report on Staff.



Past Matters for report purposes only - APPENDIX 1

February 2022

- **98/21/22: Beansheaf Centre/Linear Park facility bookings (October)**
 - 1) West Berkshire Council has been contacted regarding future bookings. **WBC has advised that they are looking into this and that they are expecting to produce a more comprehensive hirer's agreement.**
- **119/21/22: Other Planning**
 - 1) As agreed, the letter was issued to the Service Director. The letter has been acknowledged. **Formal response awaited – chased in December.**
- **139/21/22: Memorial.**
 - 1) The bench has been ordered by WBC. Installation date awaited (lead time is approximately 8 – 10 weeks).
- **151/21/22: WBC – notification of planning applications (January 2022)**
 - 1) Cllr Somner to investigate and report back **(RS)**
- **153/21/22: Appeal (18 Sandhill Way)**
 - 1) The Parish Council's response was submitted by the deadline. The appellant had until 25th January 2022 to make their representation. At the time of writing no decision had been published.
- **158/21/22: Holy Brook River**
 - 1) WBC was contacted and they have advised that they are unable to assist the Parish Council with the issuing of letters to the riparian landowners for action to be taken in maintenance of the Holy Brook River. However, WBC has provided the Parish Council with the direct contact details of the Environment Agency and a template letter which could be issued by the Parish Council to the appropriate land owners.
- **159/21/22: Nuisance & Obstruction Notices**
 - 1) WBC has been advised that the Parish Council will take over the issuing of the initial letters regarding the above. The Clerk has asked whether a Section 101 agreement is required (the official delegation of powers) and is awaiting a response.

On-going matters (listed for ease of reference):

- **79/21/22: District Councillor's Report (September)**
 - 1) Investigate the possibility of improving road signs which are either dirty or covered in overgrown foliage. **(RS) on-going**
- **88/21/22: Greening Projects and Trees (September)**
 - 1) Ownership of Leylandii trees and possible course of action. **(RS) On-going**
- **116/21/22: District Councillor's Report (November)**
 - 1) Investigate re-instatement of the road-markings on Junction 12 **(RS)**.



Holybrook Parish Council: meeting 7th February 2022

Clerk's Report – APPENDIX 2

Beansheaf Centre

21.01.2022 - Boiler service. No issues.

28.01.2022 – The 'Exit' switch in the Parish Office broke. Repair awaited.

Playgrounds

21/12/2021 – Report received that a bin on Holymead had been set alight and destroyed. The Wardens removed.

10/01/2022 – Weeds reported around steps to slide. Removed by Wardens the following day.

Staffing

The staff are booked on the following training sessions with the SLCC: Appraisal Techniques: Appraisee (Clerk and AA), - Employment: The Basics (Clerk), - Let's Talk: Appraiser (Clerk), - Minute writing and agendas (AA)

31/01/2022 – the advertisement for a new Office Support has been published on our website, in our noticeboards and newsletter, and on our Social Media outlets. It has also been issued to the local schools.

Office Redesign: Several companies have been approached. At the time of writing only two have responded positively.

Meetings/Briefing: The Clerk will be attending West Berkshire Council's Budget Briefing which is scheduled to take place on 16th February 2022 ahead of the District Council's Full Council meeting scheduled to take place on 3rd March 2022.

Sundry

06/01/2022 – On return to the office, after the Christmas break, several issues were noted in the Parish:

- Dog and general waste bins at Red Cottage Drive overflowing. Reported to One Housing and these were emptied within a couple of days;
- Mattress fly-tipped on a footpath just off Charrington Road. Reported to WBC. Awaiting collection at the time of writing;
- Increased litter on Charrington Road and Dorking Way. Removed by Wardens.

In addition:

- An abandoned car on Carters Rise has been reported to the appropriate authority.
- Street light not working in Albury Gardens has been report to WBC.
- Cycle sign had been knocked over on the Calcot Place Drive/Carters Rise junction. Reported to WBC through ELMs