



# Holybrook Parish Council

*Proudly serving the residents of Holybrook Parish since 2000*

## Full Council Meeting of Holybrook Parish Council

This meeting is open to the press and public (subject to room capacity) (Public Bodies (Admission to Meetings) Act 1960)

**Date of Meeting** Monday 17<sup>th</sup> July 2023

**Location** Beansheaf Room

Beansheaf Centre, Charrington Road, Calcot, Reading RG31 7AW

**Time** 7.30pm

**Circulation** All Council members and District Councillors

### 7.30pm Open forum for members of the public

Questions and comments from members of the public (limited to 15 minutes in total)

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 session<sup>1</sup>, but the Chairman may decide to refer any matters raised for further consideration at the next full council meeting.

<sup>1</sup> 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)

### 7.45pm District Councillors' Report

District Councillors are invited to give short verbal reports on matters affecting Holybrook Parish.

## Council Meeting Agenda

Announcement of Public Session and Evacuation Process

No.	Items
1.	To receive apologies for absence (LGA 1972 s85 (1))
2.	Declarations of interest relevant to the agenda  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).

3.	Approval and adoption of the minutes  <b>Members to review and approve as accurate record the minutes of the Full Council meeting which took place on 22<sup>nd</sup> May 2023.</b>
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### Council Decisions/Ratification of Committee Recommendations

4.	Financial decisions  a) Payments – <b>Members are asked to approve payment sheet 04-2023/24</b>																			
5.	Planning Information/ Decisions:  a) Members to receive feedback from Councillors Bedwell and Croal following Tilehurst Parish Council's Extra Ordinary meeting which took place on 27 <sup>th</sup> June 2023 with regards planning application 23/01080/FULMAJ.  b) <b>Members to debate the following planning application and agree the Council's response:</b>																			
<table><tr><td>Application no</td><td>Applicant</td><td>Address</td><td>Proposal</td></tr><tr><td>23/01080/FULMAJ</td><td>Bewley Homes</td><td>Calcot Park Golf Club, Calcot Park, Calcot, Reading, RG31 7RN</td><td>Proposed redevelopment of the existing clubhouse to provide a new, enlarged clubhouse, reconfigured car park, reconfigured external spaces and associated landscaping (Site A), supported by enabling residential development, with associated landscaping, vehicular access and parking (Site B).</td></tr><tr><td>23/01325/REG3</td><td>West Berkshire Council</td><td>Kennet Valley Primary School, Carters Rise, Calcot, Reading, RG31 7YT</td><td>Construction of a single storey building to provide a Special Education Needs (SEN) facility for a maximum 12 children together with associated car parking, hard/soft landscaping and other related works.</td></tr><tr><td>23/01513/HOUSE</td><td>Ms Laura Smith</td><td>9 Camden Place, Calcot, Reading, RG31 7AF</td><td>Single storey rear/side extension and conversion of existing single car garage to a habitable room.</td></tr></table>					Application no	Applicant	Address	Proposal	23/01080/FULMAJ	Bewley Homes	Calcot Park Golf Club, Calcot Park, Calcot, Reading, RG31 7RN	Proposed redevelopment of the existing clubhouse to provide a new, enlarged clubhouse, reconfigured car park, reconfigured external spaces and associated landscaping (Site A), supported by enabling residential development, with associated landscaping, vehicular access and parking (Site B).	23/01325/REG3	West Berkshire Council	Kennet Valley Primary School, Carters Rise, Calcot, Reading, RG31 7YT	Construction of a single storey building to provide a Special Education Needs (SEN) facility for a maximum 12 children together with associated car parking, hard/soft landscaping and other related works.	23/01513/HOUSE	Ms Laura Smith	9 Camden Place, Calcot, Reading, RG31 7AF	Single storey rear/side extension and conversion of existing single car garage to a habitable room.
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	c) Introduced by Cllr Tull: <b>Council to review planning decision 23/00847/COND and 22/01864/COND9 and agree a formal response to West Berkshire Council's Planning Department.</b>  i. <b>Council to also consider conditions not fulfilled by Bellway at sites within Holybrook Parish and agree to write to West Berkshire Council with suggested action for remedy.</b>  d) <b>Members to review e-mail received from West Berkshire Council's Highways Department in relation to questions raised regards the A4 Bath Road/Dorking Way and agree the response/next steps.</b>																			
6.	Finance Committee – Cllr Tull  a) To receive a written (draft minutes enclosed) and verbal report from the Finance Committee meeting which took place on Monday 3 <sup>rd</sup> July 2023.  b) <b>To ratify the following recommendations of the Finance Committee:</b>																			

6. cont	<p>Finance Committee – Cllr Tull continued</p> <ul style="list-style-type: none"> <li>i. <b>Purchase of one transportable Vehicle Activated Sign (subject to WBC approval);</b></li> <li>ii. <b>Programme of works for wildflower planting and associated costs (will be provided by the Finance Committee).</b> NOTE: details enclosed of possible source of grant funding.</li> <li>iii. <b>The replacement of the principal fire doors in the Beansheaf Centre: Office to lobby, Beansheaf Room entrance, double door into lobby, kitchen entrance, Linear Hall double entrance door and The Keep entrance. We are awaiting updated quotation but estimated costs is £11,693.46 ex VAT. To be funded from the EMR ‘Beansheaf Refurbishment’.</b> <ul style="list-style-type: none"> <li>a. <b>In addition to the above the Clerk recommends that the fire door hatch to the Beansheaf room is replaced at an additional cost of £2,310.11 ex vat.</b></li> </ul> </li> </ul>
7.	<p>Welcome to Holybrook Gates – Cllrs Bedwell, Lenaghan and Littlewood</p> <ul style="list-style-type: none"> <li>a) Members to receive feedback on ‘Welcome’ to Holybrook gates following working party meeting with West Berkshire Council on Monday 10th July 2023.</li> <li>b) Members to agree what, if any, next steps should be taken.</li> </ul>
8.	<p>Linear Park Accessibility Gates</p> <p>The FoLP have stated that the current RADAR gate access is not sufficient to the park. Approximate cost per gate (materials only) is approximately £600 – £1000/gate. But, with labour, more like £3k per gate. Ideally 3 – 4 main entrance gates should allow for proper RADAR access. Although some work has been done it is not yet good enough.</p> <p>HPC has earmarked £1,000 towards the improvement to the gates in Linear Park already.</p> <p>WBC has stated that, if the full funding is found the Hawkesbury Drive entrance could be completed before the end of this summer.</p> <p><b>Members are to consider the above information and agree:</b></p> <ul style="list-style-type: none"> <li>a) <b>Whether further funding can be provided to support this project and, if so,</b></li> <li>b) <b>The source of funding.</b></li> </ul>
9.	<p>Accessibility: Council Meetings</p> <p><b>Following a letter received (e-mailed to councillors on 30<sup>th</sup> May 2023), Members are asked to consider options to improve the sound quality at meetings:</b></p> <p>(<a href="https://www.hearingloop.co.uk/shop/?swoof=1&amp;product_cat=roger-systems">https://www.hearingloop.co.uk/shop/?swoof=1&amp;product_cat=roger-systems</a>, <a href="https://www.dsavtld.co.uk/#ABOUT">https://www.dsavtld.co.uk/#ABOUT</a>, <a href="https://commercialaudiosolutions.com/brands/bosch-public-address-voice-alarm/bosch-conference-discussion-system/bosch-ccsd-dl-conference-discussion-microphone.html">https://commercialaudiosolutions.com/brands/bosch-public-address-voice-alarm/bosch-conference-discussion-system/bosch-ccsd-dl-conference-discussion-microphone.html</a>, <a href="https://www.soundproofingstore.co.uk/how-to-reduce-echo-with-sound-absorption">https://www.soundproofingstore.co.uk/how-to-reduce-echo-with-sound-absorption</a>).</p>

## Information Items/Reports

10.	<p>Delegated Tasks Register (enclosed) – Information Item</p> <p><b>Members to provide update on delegated tasks only.</b> These items are not for debate.</p>
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11.	<p>Clerk's Report</p> <p>Members to receive a written report from the Parish Clerk to inform Members of Parish business not already included on the agenda or delegated tasks register.</p>
12.	<p>Planning Committee – Cllr Lenaghan</p> <p>To receive a written report (draft minutes enclosed) following a planning committee meeting which took place on Monday 19<sup>th</sup> June 2023.</p>
13.	<p>Community Litter Pick - Cllr Croal</p> <p>To receive a verbal report on the community litter pick which took place on Saturday 3<sup>rd</sup> June 2023 and to receive the date of the next event which will take place in Fords Farm.</p>
14.	<p>Neighbourhood Action Group – Cllr Littlewood</p> <p>To receive a verbal report following the Neighbourhood Action Group meeting which took place on Thursday 6<sup>th</sup> July 2023</p>
15.	<p>Deaf Awareness Session – Cllr Moore</p> <p>To receive a verbal report following the Deaf Awareness Session which took place on Thursday 1<sup>st</sup> June 2023</p>
16.	<p>Members to receive a written report with details on the following information (enclosed):</p> <ol style="list-style-type: none"> <li>1) Financial Information;</li> <li>2) West Berkshire Council Planning Decisions;</li> <li>3) Other.</li> </ol>
17.	Chairman's remarks
18.	<p>Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 Members are asked to resolve that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of items: 19. – 21.</p>
19.	<p>Street Traders – Verbal report, Clerk</p> <p><b><i>Members to heed the information provided and agree, if appropriate, the next steps.</i></b></p>
20.	<p>Correspondence</p> <p><b><i>Members to review the enclosed confidential correspondence received and agree, if appropriate, any next steps.</i></b></p>
21.	<p>The Garage</p> <p><b><i>Members to review the enclosed information received from a commercial business in relation to The Garage.</i></b></p>

Yours sincerely

Pamela Kirkpatrick  
**Clerk**  
Holybrook Parish Council