



25
Years
2000-2025

Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

Full Council EXTRA Ordinary Meeting of Holybrook Parish Council

Due to the confidential nature of the business to be conducted, this meeting is NOT open to the press and public (Public Bodies (Admission to Meetings) Act 1960)

Date of meeting: Monday 5th October 2026

Location: The Linear Hall, The Beansheaf Centre, Charrington Road, Calcot, RG31 7AW

Time: 19.00

Council Meeting Agenda

No.	Items
1.	To receive apologies for absence (LGA 1972 s85 (1))
2.	To receive 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).

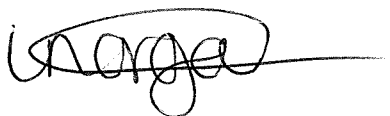
Items for consideration and decision

3.	Planning Application No: 26/01934/ HOUSE Conversion of a garage to create a bedroom with a new entrance 36, Hawkesbury Drive, Calcot, Reading, RG31 7ZR Response to WBC required by 13th October
4.	Martyn's Law Introduction and Overview presentation Cllr Griffin <i>It is recommended that councillors view the statutory document prior to the meeting: https://www.gov.uk/government/publications/the-terrorism-protection-of-premises-act-2025</i>

5	Designated Senior Individual (DSI) Role and responsibilities Mover: Cllr Griffin Decision required: to elect a DSI in accordance with the role and responsibilities outlined.
6	Comment on the implication of Martyn's Law in respect of Community and Environment Cllr Croal
7	Comment on the implication of Martyn's Law in respect of Human Resources Cllr Moore
8	Actions required and to be carried out by 31st March 2026 Mover: Cllr Griffin Completion and use of the Government Home Office Check List including but not limited to: i) Assessment to establish what events and premises fall within the scope of the law. ii) Review of occupancy levels/ square footage of the Beansheaf Centre (includes the kiosk). Amendments to be made to the Bookings Procedure, Terms & Conditions of Hire. **Implications on the occupancy level will have an impact on the centre's income iii) Notification of exceptions iv) Security. Implications on making the centre more accessible with automated door systems and the need to have invacuation, evacuation procedures in place.
9	The implications of Martyn's Law in respect of other HPC/ community assets:The Holybrook Centre and The Garage Kiosk, our neighbouring parishes, WBC and large events in Linear Park Mover: Cllr Tull

	Decisions required: How the council will liaise with community leaders/ managers/ trustees. <i>Eg Set up a working party with terms of reference. Cllrs to be involved</i> Who will liaise with community leaders/ managers/ trustees/ neighbouring parishes and WBC <i>Clerk to be delegated to contact and arrange as appropriate</i> Timetable for implementation Resources to be allocated
8	Chairman's Remarks

Yours sincerely



Laura Norgate

Clerk to the Council

