



Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

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Meeting of Holybrook Parish Council's Community and Environment Committee

Date of Meeting Monday 9th February 2026

Location	Beansheaf Community Centre, The Keep
Time	7.30pm
Circulation	Cllrs Croal (Chairman), Albanese, Bedwell, Somner (Vice-Chairman) and Tull.

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 arising on the following agenda¹.

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

Community & Environment Committee Meeting Agenda

Announcement of Public Session and Evacuation Process

No.	Notes
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).
3.	To approve and sign as correct record the minutes of the Community & Environment Committee Meeting on Monday 6 th October 2025 Motion: that the minutes of the Community and Environment Committee meeting, held on Monday 6 th October 2025, are approved and adopted as true record of that meeting.

4.	<p>Chairman's Charity Appeal</p> <p>Written report enclosed.</p> <p>Motion: that it is agreed, at the current time, a Chairman's Charity Appeal will not be pursued because of the legislative and practical application implications.</p>
5.	<p>Annual Assembly</p> <p>Written report enclosed.</p> <p>a) Motion:</p> <ol style="list-style-type: none"> i. that it is clarified what advertising boards the Committee requires, based on the agreement of the previous meeting (CE17-25-26) and email from the Clerk 21/02/2026), for the Annual Assembly and the purpose of each board. ii. Once, clarified, Members to adjust the budget appropriately to accommodate the requests made. <p>b) Motion: That the 'actions' in the enclosed report are agreed and/or assigned.</p>
6.	<p>Silver Anniversary Event</p> <p>To receive a verbal report from Cllr Albanese on the event planning progress to date including stall holder bookings, food and drink, organised events. Following which:</p> <p>a) Motion: that the enclosed stall holder booking form is agreed.</p> <p>b) Motion: that it is agreed that a sub-committee is formed to hold a meeting in mid-April to approve the Risk Assessment, site plan and any other last-minute details for the Silver Anniversary Event.</p>
7.	<p>Council Mission and Vision Statements, Values and Objectives</p> <p>a) Motion: that the following mission statement is approved for full council ratification:</p> <p><i>'Holybrook Parish Council works on behalf of residents to represent local views, manage community assets responsibly and support projects that improve the quality of life in the parish. We aim to make decisions openly and fairly, use public money wisely and work with other organisations for the benefit of our community'.</i></p> <p>b) Motion: that the following vision statement is approved for full council ratification:</p> <p><i>'To be a thriving, inclusive, and connected parish where all residents feel welcomed and supported, local biodiversity is protected and enhanced, and everyone has access to safe, enjoyable and sustainable spaces within the community'.</i></p> <p>c) Motion: that the following core values are approved for full council ratification:</p> <ul style="list-style-type: none"> • Community: We put residents at the heart of our decisions. • Transparency: We make decisions openly and communicate clearly. • Sustainability: We protect the environment and promote biodiversity. • Accessibility: We strive to ensure everyone can enjoy and benefit from parish resources. • Partnership: We work with local authorities, organisations and volunteers for the common good. <p>d) Motion: that the enclosed objectives are approved for full council ratification.</p>

8.	<p>Litter Pick Events</p> <p>Following a verbal report on litter and litter picks:</p> <p>Mover: Cllr Croal</p> <p>Motion:</p> <p>a) That possible options to help reduce litter a Aldi/Holmwood Avenue are discussed and a solution is agreed including the possibility that a dual bin can be installed.</p> <p>b) That it is discussed, and a way forward is agreed, to enable future litter picks in Fords Farm.</p>
9.	<p>Events Programme for 2026/27</p> <p>Report enclosed.</p> <p>Motion: that the enclosed list of possible events is reviewed and each event is either accepted or rejected.</p>

REPORTS FOR INFORMATION ONLY

10.	<p>West Berkshire Town and Parish Climate Forum (WBTPCF) feedback – Cllr Croal</p> <p>To receive a verbal report following the WBTPCF meeting held on Wednesday 28th January 2026.</p>
11.	<p>Emergency Planning</p> <p>To receive a verbal update from the Clerk.</p>
12.	<p>Local Heritage Listings – update</p> <p>To receive a verbal report from the Clerk.</p>
13.	<p>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 item: 14.</p>
14.	<p>Memorials</p> <p>Motion: that, following the Council resolution in December regards memorials, more formal plans are discussed and agreed.</p>