



Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

Meeting of Holybrook Parish Council's Community and Environment Committee

Date of Meeting Monday 16th June 2025

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 10 th February 2025.
4.	Underwood Road Playground – overgrown foliage To receive a verbal report from the Clerk. a) Motion: That it is approved the Clerk to write to all houses surrounding Underwood Road Playground regards potential overgrown foliage and a new plan is initiated with the new Council contractor.

5.	<p>West Berkshire Council – footpath and road improvement proposals</p> <p>a) Traffic Signs from M4 J12 to Ikea</p> <p>Motion: to review, and resolve to approve, the following proposal by West Berkshire Council (drawings enclosed):</p> <p><i>‘To replace two existing signs adjacent to the A4 on the eastbound approach to the signalised junction. In order to coordinate with the new signs, some of the existing road lettering will also need to be altered to reflect what movements/locations are permitted in either lane’.</i></p> <p>b) Angus Close to Graham Close Footway Improvements</p> <p>Motion: to review, and resolve to approve, the following proposal by West Berkshire Council (drawings enclosed):</p> <p><i>‘The existing footway will be fully reconstructed and new concrete edgings laid throughout. The existing private hedge will be cut back to the public highway boundary.’</i></p>
6.	<p>Events 2025/26</p> <p>a) MacMillan Big Coffee Morning – Saturday 27th September</p> <p>Motion: that Members agree whether this event will go ahead as originally planned and, if so, agree the following:</p> <ul style="list-style-type: none"> i) Who will lead the event and who will support on the day ii) Budget iii) Times iv) Advertising <p>b) Silver Anniversary Events</p> <p>Motion: to agree some minor events, spread through the year, to celebrate the Council’s Silver Anniversary e.g.</p> <ul style="list-style-type: none"> - Holybrook’s Blooming Beauties: <i>Celebrating the Parish’s Prettiest Gardens & Window Boxes.</i> - Photography Competition: including categories such as: Our Parish Through Young Eyes: <i>A special category for children/teenagers to submit what they see as beautiful or meaningful in their surroundings, Hidden Gems of Our Parish:</i> <i>Encouraging participants to highlight lesser-known but beautiful places—nooks, alleyways, gardens, and local landmarks.</i> <p>If events are agreed to set: 1) A budget, 2) a lead 3) time-frame 3) Possible prizes.</p> <p>c) Christmas Jumper Day</p> <p>Motion: that it is approved the council will again support Save the Children’s Christmas Jumper Day by wearing Christmas Jumpers to the December full Council meeting.</p> <p>d) Annual Assembly – Monday 30th March 2026</p> <p>Motion:</p> <ul style="list-style-type: none"> i) that the Community Spirit Award categories and prizes remain the same as previous years. ii) that a nomination form insert can go in the February newsletter with the additional cost to come from ‘Events’ EMR. iii) that a theme for the Annual Assembly is agreed and if an appropriate keynote speaker should be invited.

7.	<p>Local Heritage Listings</p> <p>Motion: that an order of priority is agreed for possible Local Heritage Listings based on the list produced by Beth Asbury (list enclosed).</p> <p>Motion: that it is agreed who from the committee and/or staff meet with Sue Ellis (West Berkshire Heritage Forum) regards the agreed list and to gather information on completing the forms. Possible dates: afternoon of 24/6, morning of 25/6, all day 26/6, or afternoon 27/6.</p>
8.	<p>Collaborative Projects – Friends of Linear Park</p> <p>Motion: that the enclosed list of current Friends of Linear Park projects are heeded and members agree which of the projects it would, potentially, like to be involved in/support.</p>
9.	<p>Cosier Homes Service</p> <p>Mover: Cllr Croal (email dated 30th May 2025: enclosed for reference)</p> <p>Motion: to agree to help Holybrook Parish can provide to the Cosier Homes service.</p>

Information Items Only

10.	<p>Ridgeway Council – public consultation</p> <p>To be advised that West Berkshire Council is holding a public engagement session on its proposal to create two new unitary councils for Oxfordshire and West Berkshire to tackle the government's plans to replace all two-tier council areas and to upsize existing smaller unitary councils.</p> <p>The dates are as follows:</p> <ul style="list-style-type: none"> • Beansheaf Community Centre, Calcot - Wednesday 18 June between 11am to 3pm • Newbury Library - Thursday 19 June between 11am to 3pm • Hungerford Library - 25 June between 11am to 2pm
11.	<p>Emergency Planning</p> <p>To receive a verbal update report from the Clerk.</p>
12.	<p>Terrorism (Protection of Premises) Act 2025 (Martyn's Law)</p> <p>To receive a written overview report on the Terrorism (Protection of Premises) Act 2025 in preparation for new duties.</p>