



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 17th July 2023

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

Present **Chairman:** Cllr Tull

Vice Chairman: Cllr Bedwell

Also Present: Cllrs Croal, Lenaghan, Littlewood, Marshall, Moore, Salau and Sharma.

Residents: 8 residents and District Councillor Oloko signed the visitor record.

Officers: Pam Kirkpatrick (Clerk) and Andrew Adair (Office Support)

Circulation All Council members and District Councillors

Open forum for members of the public

Three members of the public who attended the meeting expressed their opposition to the planning application made by Calcot Park Golf Club (**agenda item 40/23/24 b) Application no: 23/01080/FULMAJ**), a summary of the main points are included below:

- Infrastructure concerns: it was felt that there is no capacity to accommodate the increases required for schools and doctors in the local area.
- Impact on the environment and local wildlife: there were concerns expressed about the loss of green space for residents and habitat for local wildlife and the stated intention in the proposal to fell protected trees.
- Increase in traffic and noise: it was anticipated that the development would lead to greater congestion on roads in the local area and noise pollution.
- It was felt that the application was contrary to West Berkshire Council's (WBC) social affordable housing recommendation as only 20% of the housing on site is earmarked to be affordable social housing, whereas WBC recommends 40%.
- The development was felt to not be supporting the wider community as there was no discernible benefit in the proposal for local residents.
- The development was deemed to be out of character.

District Councillors' Report

Cllr Oloko provided a verbal report to Members, the main points of which were as follows:

- WBC has so far collected the equivalent of two double decker buses worth of food waste (2,500 tonnes) since separate food waste collections commenced. 'No Food Waste' stickers have recently been put on West Berkshire residents' black bins to act as a reminder not to use them for food waste.
- A new 10-year leisure contract 'Everyone Active' has been agreed by WBC focussing on community outreach and helping sporting champions achieve their full potential. In answer to Cllr Croal's suggestion that the contract seemed aimed at Newbury residents and query regarding the provision of leisure facilities for Holybrook residents, Cllr Oloko replied that he was unsure.

Council Meeting Minutes – Monday 17th July 2023

Announcement of Public Session and Evacuation Process

| No. | Notes | Action |
|----------|---|--------|
| 36/23/24 | Apologies received for absence Apologies were received and acknowledged from Cllr Somner. Councillor Mistry was absent from the meeting. | |
| 37/23/24 | Declarations of interest relevant to the agenda None. | |
| 38/23/24 | Approval and adoption of the minutes of the: Full Council meeting on Monday 22 nd May 2023: Proposed by Cllr Bedwell and seconded by Cllr Littlewood. APPROVED. | |

Council Decisions/Ratification of Committee Recommendations

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| 39/23/24 | Financial decisions a) Members APPROVED payment sheet 04-2023/24. | |
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Planning

- a) Members received feedback from Councillors Bedwell and Croal following their attendance at Tilehurst Parish Council's Extra Ordinary meeting which took place on 27th June 2023 with regards planning application 23/01080/FULMAJ.

Cllr Bedwell noted that 15 people attended the meeting. Concerns were raised about the impact on the environment and local wildlife and the anticipated increase in traffic and noise.

A question was raised about what would happen to the site if the golf club closed.

Cllr Croal observed that a representative from Opus Development attended the meeting to answer questions.

A leaflet outlining the key concerns in opposing the planning application has been delivered to most Calcot households.

Tilehurst Council objected to the proposal.

- b) **Members debated the following planning applications and agreed the Council's response:**

| 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). |

Cllr Lenaghan recommended that Holybrook Parish Council (HPC) should support Tilehurst Parish Council in objecting to the planning application. Members discussed the proposal and outlined HPC's concerns on the following grounds:

- Infrastructure – the lack of capacity to accommodate the increases required for schools and doctors in the local area.
- The development is not felt to be supporting the wider community.
- The increase in traffic congestion and noise pollution.
- The application was contrary to West Berkshire Council's (WBC) social affordable housing recommendation as only 20% of the housing on site is earmarked to be affordable social housing, whereas WBC recommends 40%.
- The loss of natural habitat for local wildlife and destruction of protected trees.

OBJECTION.

20:10 EXIT MR WILLETT

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| 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. |
|---------------|------------------------|---|---|

Clerk

Cllr Tull attended an open evening a few months ago designed to gauge support for the proposal. The proposal was supported by Kennet Valley Primary School's (KVPS) Executive and was felt to be good for the school and the local area because of the high demand for special education needs (SEN). The proposal would ensure greater continuity of SEN provision in the local area for families with children using the facilities. The Head Teacher of KVPS explained that the provision of SEN at the school would not have any impact on facilities for other children at the school.

SUPPORTED.

20:12 EXIT MR COLLARD

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| 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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NO OBJECTIONS.

- c) Cllr Tull introduced a review by Members of planning decision 23/00847/COND and 22/01864/COND9 in order to agree a formal response to West Berkshire Council's Planning Department. Cllr Tull stated that the issue of increased traffic that WBC's Highway Development Control Officer said would not occur needed to be brought up, as well as the issue of a lack of pedestrian crossings. Members also considered conditions not fulfilled by Bellway at sites within Holybrook Parish and **AGREED** to write to West Berkshire Council with suggested action for remedy. Members **AGREED** that the conditions Bellway was committed to fulfil needed to be applied and verified as soon as possible.

- d) Members reviewed the e-mail received from WBC's Highways Department in relation to questions raised regarding the A4 Bath Road/Dorking Way and disagreed with a number of the statements made, namely:

- There being ample time to cross the Bath Road at the Sainsbury's traffic light junction.
- That there is sufficient time in the signal staging when the A4 eastbound and right turn into Dorking Way.
- That the signage at the approach to the junction clearly identifies Dorking Way being for Local traffic only and that the 'getting in lane' signs are not too late to prevent Heavy Goods Vehicles from inadvertently turning into Dorking Way.
- That the junction markings clearly show that vehicles exiting Dorking Way must give way to enter the A4.

Members **AGREED** that the Clerk should draft a response WBC's Highways Department on behalf of HPC outlining their concerns and their disagreement with the findings. This draft will be circulated to Councillors for feedback and comment before being formally submitted to WBC.

Cllr Bedwell felt that a representative from WBC's Highways Department needed to come to Holybrook to see the issues for themselves to have a fuller appreciation of the concerns being raised by HPC.

20:20 EXIT MS SMITH, MR MUSA, MR GUYLATE, MR MOORE, MR FLAEGER & MR BALAKIAN

Clerk

Clerk

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| 41/23/24 | <p>Finance Committee</p> <p>a) Members received both a written and verbal report following the Finance Committee meeting which took place on Monday 3rd July 2023. Cllr Tull pointed out that the recommendations made by the Committee, if approved by HPC, would still require the approval of WBC, despite the funds being readily available.</p> <p>Bookings for the Beansheaf Centre are up on the previous year with year-to-date income from hire fees for room bookings ahead of budget in the current financial year.</p> <p>The total cost of the Sharnwood Drive footpath project, at £14,357.75, was below the earmarked reserve of £40,000 meaning £25,642.25 can be released for other projects.</p> <p>Cllr Croal observed that the new footpath at Mill Lane, which had been well received by Councillors, had been funded entirely by WBC along with the road signs. Members AGREED with Cllr Croal's recommendation that HPC should express thanks and appreciation to WBC for this work.</p> <p>b) Members RATIFIED all the following recommendations of the Finance Committee.</p> <ul style="list-style-type: none"> i. The purchase of one transportable Vehicle Activated Sign (subject to WBC approval). ii. A programme of works for wildflower planting and associated costs, up to a maximum budget of £500 earmarked for the purchase of a few hundred bulbs. Locations for planting suggested included Brookside, Fords Farm by Kennet Valley School, and possibly parts of Charrington Road and Dorking Way. It was suggested that a local garden centre should be asked to give HPC a deal and local businesses (Aldi, Lidl, B&M and Englefield Garden Centre) should be approached for either a donation, a reduction in the price charged for the bulbs, or help with the planting, which could be advertised to residents in October's newsletter. iii. 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. Estimated costs are £11,693.46 ex VAT, to be funded from the EMR 'Beansheaf Refurbishment'. The company approached can do the works at the beginning of November over 7 working days and will add kick boards to the fire doors at no additional cost. <ul style="list-style-type: none"> a. Members AGREED the recommendation by the Clerk that the fire door hatch to the Beansheaf room is replaced at an additional cost of £2,310.11 ex VAT. | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |
| 42/23/24 | <p>Welcome to Holybrook Gates</p> <p>a) Members received feedback from Cllrs Lenaghan and Littlewood on the proposal to introduce 'Welcome to Holybrook' gates in the parish following the working party meeting with WBC on Monday 10th July 2023. Councillors were advised that WBC had outlined at the meeting that installing 'Welcome to Holybrook' gates would not be possible. Cllr Tull expressed her dissatisfaction with this, stating that nobody knew they lived in Holybrook, and residents needed to feel a sense of place in order to identify with their locality.</p> <p>The Clerk advised Members that WBC has since confirmed that, at the Dorking Way, Charrington Road and Mill Lane entrances, speed limit markings will be added due to the change of speed from the A4.</p> <p>b) Members AGREED for the Clerk to respond to WBC thanking them for their reconsideration but reiterating the request of HPC for 'Welcome to Holybrook' signs</p> | |

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| | for the reasons outlined above and indicating that this proposal was backed by HPC's District Councillors. | Clerk |
| 43/23/24 | <p>Linear Park Accessibility Gates</p> <p>The Friends of Linear Park have stated that the current RADAR gate access to Linear Park is not sufficient. Approximate cost per gate (materials only) is £600 – £1000, but this is likely to rise to more like £3000 with labour costs. Ideally 3 – 4 main entrance gates should allow for proper RADAR access. Although some work has been done it is not yet deemed to be 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>Members considered the above information and AGREED:</p> <p>a) To increase the overall funding to £3,000 to support the Hawkesbury Drive project.</p> <p>b) To use HPC's Community Infrastructure Levy monies as the source of the additional £2,000 funding.</p> | Clerk |
| 44/23/24 | <p>Accessibility: Council Meetings</p> <p>Following a letter received, Members considered options to improve the sound quality at meetings and AGREED that the Clerk research the costs for a roving microphone and hearing loop system and circulate to Members for consideration.</p> | Clerk |

Information Items/Reports

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| 45/23/24 | <p>Delegated Tasks Register</p> <p>Members acknowledged the updates on the delegated tasks register.</p> | |
| 46/23/24 | <p>Clerk's Report</p> <p>Members received a written report from the Clerk informing them of Parish business not already included on the agenda, or delegated tasks register. APPENDIX 1.</p> <p>In addition, Members were advised that WBC's Planning Department had been contacted regarding the proposed care home development at Dorking Way and had confirmed that there is no intention to remove the chicane as proposed by the developer.</p> <p>Cllr Croal advised Members that children had been digging up the green space at Low Lane. Caroline Booth of WBC was aware of this and was dealing with the issue.</p> <p>Cllr Croal raised the ongoing issue of the non-emptying of dog bins by WBC following the change of contractor. The Clerk advised Members that the Parish Office was receiving daily complaints about this from residents, and that the Countryside Department at WBC was in the process of arranging a meeting with the contractors, which Parish Councils would be invited to attend, where they could outline the issues they were experiencing. Members AGREED that a note should be included on HPC's website to update residents on the current issues with the emptying of dog bins.</p> | Clerk |
| 47/23/24 | <p>Planning Committee</p> <p>Members received a written report following the planning committee meeting which took place on Monday 19th June 2023.</p> | |

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| 48/23/24 | Community Litter Pick <p>Members received a verbal report from Cllr Croal on the community litter pick which took place on Saturday 3rd June 2023, and attracted 17 participants with lots of rubbish cleared in and around Beansheaf and Fairfields. Cllr Croal outlined that the next litter pick was planned to be held on Saturday, 9th September at the Fords Farm end of the parish with, subject to their approval, Kennet Valley Free Church hosting the event. The plan was to hold another one at Beansheaf before the end of the year, at a date yet to be confirmed.</p> | Office Support |
| 49/23/24 | Neighbourhood Action Group <p>Members received a verbal report from Cllr Littlewood following the Neighbourhood Action Group (NAG) meeting which took place on Thursday, 6th July 2023.</p> <p>Main points:</p> <ul style="list-style-type: none"> The last NAG meeting was well attended and included two new residents who have started a Neighbourhood Watch group at Fairfields. A resident had experienced two separate incidents at his home where metal ball bearings were fired at one of his upstairs windows causing damage to the double glazing. In the second incident in June, a metal ball bearing lodged in between his double glazing. This incident was reported to the police. | |
| 50/23/24 | Deaf Awareness Session <p>Members received a verbal report from Cllr Moore following the Deaf Awareness Session which took place on Thursday 1st June 2023. Both Cllr Moore and the Clerk, who also attended, felt that course had been very instructive in promoting greater awareness and understanding of the challenges faced by the deaf community.</p> <p>Cllr Moore encouraged Members to consider the installation of a hearing loop, as this would help users of hearing aids to pick up speech sounds more clearly, as it helps to cut out background noise.</p> <p>The Clerk informed Members that she would share the slides from the session with them, but these were not intended to be shared with a wider audience.</p> | |
| 51/23/24 | Information Report <p>Members received a written report (APPENDIX 2) with details on the following information:</p> <ol style="list-style-type: none"> 1) Financial Information. 2) West Berkshire Council Planning Decisions. 3) Other. | |
| 52/23/24 | Chairman's remarks <p>Cllr Tull commented on the excellent job HPC's warden had done cutting back overgrown foliage on Mill Lane and suggested thanking him and requesting that he carried out more of this work, where required, in the parish.</p> | Clerk |
| 53/23/24 | <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> <p>21:20 EXIT MR OLOKO</p> | |
| 54/23/24 | Street Traders <p>Members received a verbal report on street traders in the parish, covering legislation and licensing and WBC's position on this.</p> | |

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| 55/23/24 | Correspondence Members reviewed the confidential correspondence received, discussed the matter and AGREED next steps. | |
| 56/23/24 | The Garage Members reviewed the information received from a commercial business in relation to The Garage. Cllr Tull shared with Members the observations of the Finance Committee on the proposal. Members AGREED that the Clerk should respond to the request as discussed and recommended. | Clerk |
| | There being no other business, the meeting closed at 21:40. | |

Signed: **Dated:**

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| Minutes prepared by: | Andrew Adair, Office Support |
| Minutes dated: | 25 th July 2023 |

APPENDIX 1

Full Council Meeting: Monday 17th July 2023

Clerk's Written Report:

Monday 17th July 2023

Beansheaf Centre/Parish Office

Monday 17th July 2023

Chairman's Initial of loose-leaf page_____

Maintenance:

01/06/2023: Electrical power in the Linear Hall sockets failed again. Electrician could not locate where the error in the system had occurred. A new circuit has been created to enable a repair.

Minor repair works completed: door handle (Linear Hall), fire door release magnet (Linear Hall).

The hand towel dispenser in the ladies' toilet was broken so replaced.

The magnet holding the Linear door and the two magnets holding the Beansheaf serving hatch were broken. All repaired although the Beansheaf Hatch is a temporary repair as the magnet holder is also broken.

21/06/2023: Outside general waste bin lid was broken off. New lid ordered and this has now been replaced.

Parish:

22 – 27th May: Various reports of children digging up green spaces in the Parish to make cycle ramps were reported to WBC.

02/06/2023: Report of a further dog on dog attack in Linear Park was reported. The Dog Wardens and Countryside Department of WBC have been alerted. The Dog Warden is to contact the person directly and I have asked them to provide an article for our newsletter on responsible dog ownership.

21/06/2023: Received a complaint from a resident regards an overflowing skip on the Bellway site. Bellway contacted; skip removed.

- Dorking Way road repairs and noticeboard removal chased again. Bellway are awaiting the 278 works licence from West Berkshire Council. Cllr Somner has been asked to chase WBC on our behalf. Update awaited.

Noticeboard outside the Beansheaf Centre has been repaired.

The lock on the noticeboard at Albury Gardens has been repaired.

03/07/2023 – 08/07/2023: Construction of the footpath continuation from Mill Lane to Deerhurst Close was completed by WBC.

04/07/2023: Received a complaint that foliage was being fly-tipped in the ditch behind the Bellway site. Bellway has been contacted. Fly-tipping removed.

Overflowing dog bins have been continuously reported to West Berkshire Council.

Overgrown foliage at 'The Dip' (Carters Rise), Cow Lane, Charrington/Blackwater Rise, Charrington Road, Ledbury Drive, bus sump and Calbourne Drive have been reported to the wardens for cutbacks.

Playgrounds:

20/06/2023: Complaint received regards the length of the grass at the Underwood and Holymead playgrounds. Complaint submitted to our contractor and this was rectified.

Additionally, the foliage was overgrown in the Underwood playground. This was also raised with the contractor.

Quote accepted for the replacement of the Underwood Road bargeboards. Old, broken perimeter wire fencing removed.

Other:

We welcomed a work experience student from The Willink school from 10th July until 13th July.

Clerk attended Community Buildings Summit which included information such as solar panels (insurance) and legionella and the Clerk and Bookings Clerk attend the Deaf Awareness Course.

20/06/2023: Clerk attended a customer feedback survey session for Unity Bank. As a 'thank you' for attending the course a gift voucher to the sum of £60.00 was awarded.

The Clerk is attending a Clerk's Forum meeting on Wednesday 19th July 2023.

The Clerk is on leave from 24th July to 9th August.

APPENDIX 2

Full Council Meeting: Monday 17th July 2023

'Information Items' - Written Report

1) Financial Information

- a) Castle Water has advised that, moving forward the Council will be billed in arrears for its water consumption at the Beansheaf Centre. In May this will be £30.13. This sum will vary month to month depending on consumption. This is an increase from £5.00/m the Council has been paying.
- b) The bin on Dorking Way and the lectern at the 20-trees anniversary orchard have been added to the Council's insurance incurring £0 increase in premium.

2) Planning

West Berkshire Council Planning Decisions – Information Item:

23/00983/COND: 6 Fairlop Close, Calcot, Reading, RG31 7EF – Application for approval of details reserved by condition 5 (Surfacing of access) of approved 23/00319/HOUSE – Double storey side extension.

APPROVED.

23/00943/HOUSE: 6 Fairlop Close, Calcot, Reading, RG31 7EF – Loft conversion with rear dormer.

GRANTED.

23/00768/HOUSE: 1 Greencroft Gardens, Calcot, Reading, RG30 3PL - Single storey rear extension with tiled lean to roof. Widened parking area on driveway at rear of property, with ramped access to property.

GRANTED.

23/00513/HOUSE: 57 Calbourne Drive, Calcot, Reading, RG31 7DB - Erection of a single storey garage in front of the property. **GRANTED.**

23/00820/HOUSE: 7 Calshot Place, Calcot, Reading, RG31 7DA - Single storey rear extension with kitchen. Enclose front porch and W/C. **GRANTED.**

23/00851/PASOL: Dunelm Mill, Pincent's Kiln, Calcot, Reading, RG31 7SD - Application to determine if prior approval is required for a proposed: The PV system is comprised of 248 x 410 W panels with a total output of 101.68 kWp. Panel dimensions: 1722 x 1134 x 30 mm.
Prior Approval is **REQUIRED** and **GRANTED**.

23/00407/FUL: Gower Cottage, Mill Lane, Calcot, Reading, RG31 7RS – Retrospective subdivision of a dwelling house to two separate units (resubmission). **REFUSED**.

22/01864/COND9: Land at Junction of Mill Lane, Bath Road, Calcot, Reading – Confirmation of compliance of planning permission 16/01759/FULEXT: Full planning application for the erection of 45 dwellings (including affordable housing) with public open space, hard and soft landscaping, and the creation of a new vehicular access from The Chase with associated pedestrian improvements. **APPROVED IN PART and REFUSED IN PART**.

23/00847/COND: Land at Junction of Mill Lane, Bath Road, Calcot, Reading – Confirmation of compliance of planning permission 16/01759/FULEXT: Full planning application for the erection of 45 dwellings (including affordable housing) with public open space, hard and soft landscaping, and the creation of a new vehicular access from The Chase with associated pedestrian improvements. **APPROVED IN PART and REFUSED IN PART**.

3) Other

The Groundworks surveys have been received from WBC for the installation of the noticeboard and bin on Underwood Road. The Clerk needs to review these in consultation with the installer.