



Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

Full Council Meeting of Holybrook Parish Council

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

Date of Meeting Monday 15th January 2024

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, Moore, Salau, and Somner. Residents: 3 residents attended the meeting. Officers: Pam Kirkpatrick (Clerk) and Andrew Adair (Office Support)
Circulation	All Council members and District Councillors

Open forum for members of the public

Resident 1 attended the meeting to raise concerns regarding the Bourne Close development, which he described as being like a shanty town that had been the bane of his life for the past 5 years. He spoke vehemently about the issues he had experienced and had supplied photos highlighting the works that were made available to Councillors for their perusal. He relayed his interactions with the Parish Council Clerk and District Councillors Somner and Oloko and read out the reply from the Enforcement Officer that District Councillor Oloko had shared with him following his intervention on the resident's behalf. He directed various questions at Cllr Tull regarding who the owners of the site were, whether Holybrook Parish Council (HPC) had received Community Infrastructure Levy monies for the development, and what action HPC were planning to take regarding this matter. Cllr Tull explained that HPC were not a planning authority and that building work within the Parish is therefore not under the control of the Parish Council so that they did not have any powers to take action against developers. Any complaints regarding building sites should be directed to West Berkshire Council's planning enforcement team, which the Clerk had initiated on the resident's behalf previously.

Resident 2 attended the meeting to make a request for several pieces of information from HPC.

Resident 3 attended the meeting but did not wish to speak.

District Councillors' Report

- District Councillor Somner provided a verbal report and informed Members that it had been a quiet period over Christmas and the New Year, with the main activity being the ongoing consultation with the public regarding the proposed cuts to West Berkshire Council's (WBC) services.
- WBC's Environment and Grounds Maintenance Teams had been especially busy in recent weeks dealing with flooding and fallen trees, and gritting of roads was now taking place in preparation for the cold snap of weather.

20:20 EXIT RESIDENTS 1, 2 & 3.

Council Meeting Minutes – Monday 15th January 2024

Announcement of Public Session and Evacuation Process

No.	Notes	Action
125/23/24	<p>Apologies received for absence</p> <p>Apologies were received and acknowledged from Cllr Mistry.</p> <p>Cllrs Sharma and Oloko were absent from the meeting.</p>	
126/23/24	<p>Declarations of interest relevant to the agenda</p> <p>Cllr Somner – non-pecuniary: Item 4</p>	
127/23/24	<p>Approval and adoption of the minutes</p> <p>Members reviewed the minutes of the Full Council Meeting on Monday 18th December 2023 which were APPROVED and ADOPTED. Proposed by Cllr Somner and seconded by Cllr Lenaghan.</p>	

Council Decisions/Ratification of Committee Recommendations

128/23/24	<p>Planning</p> <p>a) New applications: Members debated the following planning application and proposed the Council's response:</p>							
<table border="1"> <thead> <tr> <th>Application no</th> <th>Address</th> <th>Proposal</th> </tr> </thead> <tbody> <tr> <td>23/02210/HOUSE</td> <td>20 Hanbury Drive, Calcot, Reading, RG31 7EJ</td> <td>Planning amendment: Amendment Summary: Side extension has been shifted back to allow for second parking space at the front of the property.</td> </tr> </tbody> </table>			Application no	Address	Proposal	23/02210/HOUSE	20 Hanbury Drive, Calcot, Reading, RG31 7EJ	Planning amendment: Amendment Summary: Side extension has been shifted back to allow for second parking space at the front of the property.
Application no	Address	Proposal						
23/02210/HOUSE	20 Hanbury Drive, Calcot, Reading, RG31 7EJ	Planning amendment: Amendment Summary: Side extension has been shifted back to allow for second parking space at the front of the property.						
<p>NO OBJECTIONS</p>								
128/23/24 cont.	<p>b) The Filberts: Members reviewed the response from WBC Highways and AGREED to DELEGATE to the Clerk to go back to WBC's Principal Development Control Engineer and the Inspectorate to make the following points: (i) that it was the view of HPC that WBC Highways had failed the local community by stating that parking at the Care Home was sufficient. (ii) that the demolition of the original building and excavation of a new one had led to complaints from local residents that the scale of the works had caused them to be adversely affected, with the foundations of their homes rocking from the foundations. Members acknowledged that District Cllr Oloko is monitoring the site.</p>	Clerk						
129/23/24	<p>Financial decisions</p> <p>Members APPROVED payment sheet 09-2023/24.</p>							
130/23/24	<p>Hearing Loop System, Beansheaf Centre</p> <p>Members reviewed information and quotations on hearing loop systems and AGREED to DELEGATE to the Clerk to go back to the companies who had quoted for a full static system to request a separate quote for a mobile wiring system which, it was felt, would be more appropriate for the Council's requirements.</p> <p>Members AGREED with Cllr Moore's suggestion that the Clerk investigate whether WBC would be willing to provide HPC with a historic mobile system they no longer used.</p> <p>Ideally, the system will be in place in time for the Annual Parish Assembly meeting on Monday, 25th March, but Members acknowledged that this was optimistic.</p>	Clerk Clerk						

131/23/24	<p>Parish Council logo</p> <p>Members reviewed the updated Parish logo which, whilst retaining its original character, had been simplified and digitalised. Members:</p> <p>a) APPROVED the design. b) AGREED that the designer should receive an honorarium payment of £50 in Amazon vouchers for their work and receive a letter of thanks from Cllr Tull. Members acknowledged this was a considerable saving on using a professional design company.</p>	Clerk & Cllr Tull
132/23/24	<p>Community and Environment – approval of recommendations</p> <p>Members heeded a verbal report from Cllr Croal in which he advised that, following the Community and Environment meeting held on Monday 15th January, it had been agreed that all winners of the Holybrook Community Spirit Awards 2024 would receive an inscribed glass trophy and a £50 gift voucher of their choice.</p> <p>Honorary Freemen, or Freewomen, will receive a framed scroll.</p> <p>An honorary roll board of existing and past Chairmen of Holybrook Parish Council will be installed in the Beansheaf Centre outer lobby. The exact design is yet to be agreed, but it will include the whole name of the Council Chairmen and their dates of service.</p> <p>Members RATIFIED that HPC pursue solar panels for the Beansheaf Centre and that the Community and Environment Committee can meet with WBC on HPC's behalf to progress this.</p>	Clerk
133/23/24	<p>Consultations</p> <p>Members were asked if they would like to propose a formal response to the following consultations:</p> <p>a) West Berkshire Schools Term Dates for 2025/26 (https://www.westberks.gov.uk/draft-term-dates).</p> <p>Members were happy with the proposed dates and AGREED not to submit a formal response.</p> <p>b) Government Consultation on Street Vote Development Orders (https://www.gov.uk/government/consultations/street-vote-development-orders-consultation/street-vote-development-orders#scope-of-street-vote-development-orders).</p> <p>Members AGREED to DELEGATE to the Clerk to respond, where appropriate, to the questions raised in the survey.</p>	Clerk
134/23/24	<p>Linear Park Flooding – balancing ponds</p> <p>Members discussed ownership, and the lack of clarity of WBC's role in the on-going maintenance, of the balancing ponds, noting the ponds' importance in helping to prevent flooding of Linear Park.</p> <p>Members AGREED to DELEGATE to the Clerk to write to Caroline Booth, WBC's Grounds Maintenance Officer, to establish responsibilities for the maintenance of the balancing ponds, copying in District Cllr Somner, who will then take this up at WBC.</p>	Clerk & Cllr Somner

Information Items/Reports

Monday 15th January 2024

Chairman's Initial of loose-leaf page _____

135/23/24	<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. APPENDIX 1.</p> <p>Cllr Somner informed Members that he had just received apologies from Cllr Oloko for his non-attendance at today's meeting.</p>	
136/23/24	<p>Residential Complaints</p> <p>a) Members were advised of the following complaints and of the actions taken to date:</p> <p>i. Condition of the Bourne Close Development: the resident has been responded to, our district councillors have been informed and West Berkshire Planning Enforcement contacted. A response is awaited.</p> <p>Members AGREED to DELEGATE to the Clerk to write to the resident who complained to update him.</p> <p>ii. Development Vibrations, The Filberts: No action taken as the demolition company has taken ownership of the issue and has contacted the resident directly.</p> <p>iii. Formal Complaint about the Parish Council: A resident considers the Parish Council 'Dysfunctional and not fit for Purpose and, in particular, referenced an overgrown hedge next to the bus link at Carters rise/Underwood Road. The resident has advised that they will be contacting the Local Authority Ombudsman). The resident has been provided with West Berkshire Council's report a problem page. Further information was requested, and this too has been provided to the resident. Of note, the resident also copied WBC personnel into their complaints. Members noted that the problematic hedge has now been cut back and the item has been discharged by WBC.</p> <p>iv. Closure of Centre due to flooding: The customer of a regular hirer had been responded to.</p> <p>b) Members heeded updates on the following previous complaints:</p> <p>i. Linear Park Noise: Cllr Tull provided Members with a verbal report following a meeting she and the Clerk had with WBC's Countryside Department on Monday 8th January 2024. Members noted Cllr Tull's confidence that the measures agreed by WBC at the meeting would help to resolve the issue of noise in Linear Park from events held there.</p> <p>Members AGREED with Cllr Tull's suggestion that she write to the complainants highlighting the outcome of the meeting and the proposed next steps.</p> <p>ii. Bellway Developments in Holybrook: Members noted the written response from Lee Rowley MP, Minister of State for Housing, Planning and Building Safety as provided by Sir Alok Sharma and AGREED to DELEGATE to the Clerk to request permission to publicise the response. APPENDIX 2.</p> <p>The Clerk informed Members that she has a meeting scheduled with Caroline Booth, WBC's Grounds Maintenance Officer, on 25th January at which she will check if the issues highlighted previously have now been rectified by the Developer.</p>	<p>Clerk</p> <p>Cllr Tull</p> <p>Clerk</p>

137/23/24	<p>Information Report</p> <p>Members received a written report (APPENDIX 3) with details on the following information:</p> <ol style="list-style-type: none"> 1) Financial Information. The Clerk advised Members that the tax bases had not yet been received from WBC and she would share by email once received. 2) West Berkshire Council Planning Decisions. 	
138/23/24	<p>Chairman's remarks</p> <p>CLr Tull informed Members that the dropped kerbs project will start on 25th January.</p>	
<p>There being no other business, the meeting closed at 21:39.</p>		

Signed: Dated:

Minutes prepared by:	Andrew Adair, Office Support
Minutes dated:	16 th January 2024

APPENDIX 1

Full Council Meeting: Monday 15th January 2024

Clerk's Written Report:

Monday 15th January 2024

Beansheaf Centre/Parish Office

Maintenance:

23/1/2023 – Scrub and polish of Linear Hall, lobby, kitchen and stairs complete plus the cleaning of The Keep and lobby carpets. Super job completed. This will now become regular, annual maintenance for the Centre and will, going forward, also include the Beansheaf Room floor.

Deep clean of Centre completed between Christmas and New Year.

03/01/2024 – new window cleaning schedule commenced.

10/01/2024 – Shutter repairs due (moved to 17th January 2024 due to car park flooding).

Other:

04/01/2024 – First signs of flooding crept into the Linear Park car park but nothing significant.

05/01/2024 – on arrival at the Centre, the car park was almost completely flooded with one strip of walking area available in the middle and roughly three spaces available in the main car park and a few in the overflow car park. However, the water levels at this point were not deep. Hirers were advised of the situation and allowed to make a choice as to whether to attend or not. All hirers for the Saturday were warned too. However, within about two hours the water levels had risen and the car park was becoming inaccessible.

06/01/2024 - By Saturday morning, the caretaker advised that the car park had become inaccessible. Saturday evening I visited the car park to assess the situation and the flooding was severe. It was clear that the water levels would not recede to a safe level before Monday and therefore the decision was taken to close the Centre for the remainder of the weekend and at least the Monday.

07/01/2024 – I attended the car park again to check the water levels. There had been some minor receding but the decision to close on Monday was confirmed. All hirers for Tuesday were contacted to be advised of the potential for closure and they would be formally advised at 15:00 on Monday. They were given the opportunity to cancel their session if they did not want to wait for a formal decision.

08 – 10 /01/2024 – Centre to remain closed. Being assessed on a daily basis.

Parish:

03/01/2024 – Resident contacted to advise that a '45ft' tree had fallen from their garden into the corner of the Underwood Road playground. They will be organising removal. Once removed the park will be assessed for any damage caused.

03/01/2024 – Cllr Lenaghan reported fly-tipping in the alley next to Kennet Valley School. This has been onward reported to WBC.

04/01/2024 – Resident reported fly-tipping in Low Lane. This has been onward reported to WBC.

04/01/2024 – leaves on footpath next to Kennet Valley School and on Underwood Road have been reported to WBC as potential fall hazard.

08/01/2024 – Fly-tipping on Sharnwood Drive footpath/A4 reported to WBC.

Other:

08/01/2024 – Clerk attended meeting with Chairman and WBC Countryside department regards Linear Park noise complaints and WBC on-going commitment to find a workable balance.

APPENDIX 2



Department for Levelling Up,
Housing & Communities

Lee Rowley MP

Minister of State for Housing, Planning and
Building Safety
2 Marsham Street
London
SW1P 4DF

Your reference: AS86646

Our reference: MC2023/00051

Rt Hon Sir Alok Sharma MP
House of Commons
London
SW1A 0AA

8 January 2024

Dear Sir Alok,

Thank you for your email of 29 September on behalf of your constituent, Pam Kirkpatrick, Clerk of Holybrook Parish Council, regarding the planning conditions on two developments. I am responding as this matter falls within my ministerial responsibilities, and I apologise for the delay.

Thank you for raising this matter on behalf of the Council and I am sorry to hear about the challenges that they have highlighted. The Government is absolutely clear that effective enforcement is important to tackle breaches of planning control which would otherwise have an unacceptable impact on the amenity of an area. We have given local authorities a wide range of enforcement powers, with strong penalties for non-compliance, to tackle such situations. We are also strengthening those powers in the Levelling-up and Regeneration Act. For example, we are increasing the maximum fine for non-compliance with a breach of condition notice to unlimited. However, enforcement is at the discretion of individual local planning authorities and it is for them to decide what, if any, action to take, depending on the particular circumstances of each case.

The Government wants to see homes built faster and to higher standards. We expect house builders to do their part, submitting proposals for high quality developments, meeting local needs and preferences, and building them as quickly as possible once permission is granted.

Local authorities are accountable to their electorate. Where a person is unhappy with the way their authority has handled a particular matter, their recourse is through the authority's formal complaints procedure. If, having been through that process, they remain dissatisfied, they can ask the Local Government and Social Care Ombudsman if it will investigate the matter. The Ombudsman is charged by Parliament with investigating complaints by individual citizens that they have suffered injustice arising from maladministration by local authorities. Further information on the Ombudsman can be found on its website: <http://www.lgo.org.uk/>.

Thank you again for writing in on this important matter, and my thanks again to the Council.

Yours ever,

LEE ROWLEY MP

APPENDIX 3

Full Council Meeting: Monday 15th January 2024

Monday 15th January 2024

Chairman's Initial of loose-leaf page _____

'Information Items' - Written Report

1) Financial Information

West Berkshire Council is due to share the tax bases by Friday 12th January. Therefore, the Parish Council's agreed budget, including the tax bases, will be available to view at the meeting.

2) Planning

a) West Berkshire Council Planning Decisions – Information Item:

23/01780/HOUSE: 28 Tithebarn Grove, Calcot, Reading, RG31 7YX – Extending our boundary wall to move beyond our new back door which is to be created on the side of our building. The extension of the wall will ensure the new door location is secure and private. The amendments will be within our property line. In addition to this, we will be converting our garage and removing the partition wall to create a larger dining room kitchen space. **GRANTED.**

23/02157/FUL: Street Record, Charrington Road, Calcot, Reading – S73a Variation of Condition 5 - Function Hours of approved application 92/37425/ADD (137425): Community building, meeting hall, changing rooms, maintenance/service unit. **GRANTED.**

23/01972/HOUSE: 29 Calbourne Drive, Calcot, Reading, RG31 7DB – Part Retrospective: Proposed new double garage set back within side flank garden, PV Panels, expansion of hard standing (part retrospective) internal remodelling and integral garage conversion. **GRANTED RETROSPECTIVELY.**

23/02355/HOUSE: 4 Bainbridge Road, Calcot, Reading, RG31 7BE - two storey side extension. **APPROVED**

23/02377/CERTP: 1 Holymead Calcot Reading RG31 7BP - 3m deep single storey extension in the rear garden with 2 rooflights. **REFUSED.**

23/02713/COND: Kennet Valley Primary School, Carters Rise, Calcot, Reading - Approval of details reserved by Condition (3) Construction Method Statement, of approved application 23/01325/REG3: 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. **APPROVED.**

3) Other

Fire Safety Legislation for Non-Residential properties has had legislative changes. There are changes that affect the Council and the running of the Beansheaf Centre. Whilst the Council already adheres to many of the requirements, the Clerk will be working, over the coming months, to ensure that all of the requirements are met namely a specific fire risk assessment, ensuring that fire safety testing measures are sufficient and assessing whether it is necessary to have a fire marshall/warden for our business type.