



# Holybrook Parish Council

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## Minutes of Holybrook Parish Council's Community and Environment Committee

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

**Date of Meeting** Monday 12<sup>th</sup> February 2024

<b>Location</b>	The Keep, Beansheaf Community Centre, Charrington Road, Calcot RG31 7AW
<b>Present</b>	<b>Chairman:</b> Cllr Charles Croal <b>Vice Chairman:</b> Cllr Andrew Lenaghan  <b>Also present:</b> Cllrs Bedwell, Somner and Tull, and Pam Kirkpatrick (Clerk)
<b>Circulation</b>	All Council members

**Open Forum for the Members of the public:** None.

No.	Notes	Action
CE17-23/24	<b>Apologies received for absence</b>  None.	
CE18-23/24	<b>Declarations of Interest relevant to the Agenda</b>  None.	
CE19-23/24	<b>To approve and sign as correct record the minutes of the Community and Environment Committee meeting on Monday 15<sup>th</sup> January 2024.</b>  <b>APPROVED.</b> Proposed by Cllr Tull and seconded by Cllr Somner.	
CE20-23/24	<b>Community Emergency Plan</b>  Members reviewed the Community Emergency Plan Template and associated toolkit as provided by West Berkshire Council. <b>AGREED:</b>  a) An Emergency Plan to be pursued. However, this will be a large piece of work that will take time. Potential emergency situations for Holybrook Parish could involve: AWE, flood/drowning, rail, fire/gas, highways (including M4), petrol stations. And, more minor, water shortages and utility outages.  b) Pending full council approval; Clerk to commence the document with each member of the Committee to add to the document in turn. Once complete, the document is to go for first draft full council review before external agencies are contacted for their involvement. These agencies may include local schools and church for example.	<b>Clerk</b>

<b>CE21-23/24</b>	<p><b>Unused/abandoned garages</b></p> <p>Members heeded a verbal report from the Clerk and acknowledged that District Councillor Oloko is currently investigating whether there are any viable options to address unused/abandoned garages in Holybrook that are in a, potentially, dangerous state of disrepair.</p>	
<b>CE22-23/24</b>	<p><b>Memorials</b></p> <p>Members heeded a verbal report from the Clerk and acknowledged that the Countryside Department at West Berkshire Council (WBC) is gathering information on possible option for memorials in Linear Park (other than benches). Members <b>AGREED</b> that a Mulberry Tree 'with realistic steel weathered branches and granite leaves' was a good option. However, WBC should ensure that, if this option is taken, it is sited thoughtfully to reduce the risk of vandalism.</p>	
<b>CE23-23/24</b>	<p><b>Community Speed Watch</b></p> <p>Members reviewed the information provided by Thames Valley Police's Community Speed Watch (CSW) Co-ordinator and <b>AGREED</b> the following:</p> <ul style="list-style-type: none"> <li>a) Pending full council approval, the Clerk to be the office based CSW co-ordinator and that Cllr Lenaghan will be the off-site co-ordinator. Members acknowledged that Cllr Lenaghan is attending training, on the use of the CSW equipment, on Thursday 22<sup>nd</sup> February 2024.</li> <li>b) Permanent signage to be purchased and, subject to approval from the appropriate authority, be sited, minimum, at the entrances to the Parish and, ideally, the following locations: Dorking Way x 1, Charrington Road x 2, Mill Lane x 1, Calcot Place Drive x 2, Underwood Road x 2 and at both bus gates.</li> <li>c) TVP's equipment to be used in the first instance and, if enough volunteers come forward, the Council to purchase its own equipment.</li> </ul>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<b>CE24-23/24</b>	<p><b>Holybrook Signage: investigate the current road signage and see if more is required/could be better placed</b></p> <p><b>DELEGATED:</b> Cllr Tull to co-ordinate a project assessing the current road signage in the Parish with all committee members providing feedback to Councillor Tull. Findings to be presented to full council for review and agreement on next steps.</p>	<b>Cllr Tull &amp; Members</b>
<b>CE25-23/24</b>	<p><b>Events</b></p> <p>Members heeded a written report enclosed with the agenda on the current status of each planned event. Members also heeded a verbal report from Cllrs Tull and Bedwell following engagement with Calcot School and Kennet Valley School. Following which the following were <b>AGREED</b>:</p> <ul style="list-style-type: none"> <li>1) Litter Picks: <ul style="list-style-type: none"> <li>a) Bags of litter collected from the Fords Farm litter picks to be collected by Tactical after the event at a cost of £2.33 + VAT per bag. The budget used for 2023/24 will be 'Wardens' and in 2024/25 the new budget heading of 'Litter Picking' is to be used.</li> <li>b) Following a health and safety request from the litter picking volunteers, a fold-away (for ease of storage) trolley to be purchased at a cost of not more than £100.00.</li> </ul> </li> </ul>	<p><b>Office</b></p> <p><b>Clerk</b></p>

<p><b>CE25-23/24 cont.</b></p>	<p><b>Events continued</b></p> <p>Members further <b>AGREED</b> that, in areas where the residents have made no attempt to keep their own environment tidy, no further organised litter picking will take place by volunteers. Members <b>AGREED</b> that, where relevant, housing associations to be contacted to encourage community engagement.</p> <p>2) Liaison with local primary schools</p> <p>Members to continue to have/seek positive engagement with the schools and particularly, the encouragement of enhancing and monitoring bio-diversity and participation in the Council's D-Day event.</p> <p>3) D-Day</p> <ul style="list-style-type: none"> <li>- Friends of Linear Park (FoLP) to be offered to run an old-fashioned game stall. The Committee will fund the equipment and the FoLP to retain the proceeds. Committee to also provide the prizes for a spotters trail.</li> <li>- A maximum of £50 to be used to purchase poppy seeds for the 'flooding' of the field. FoLP to be asked to plant the seeds with the assistance of the Council.</li> <li>- Tommy to be unveiled on D-Day (Thursday 6<sup>th</sup> June) and marked with the reading of 'The Tribute'.</li> <li>- Cllr Tull to investigate possible merchandise for the event and organise housing the D-Day map provided by Cllr Bedwell.</li> <li>- Junk Drumming at a cost of £280.00.</li> <li>- TENS Licence application to be completed by the Clerk.</li> <li>- Risk Assessment and site plan to be updated from the King's Coronation event. Cllr Moore to be asked to assist with this.</li> <li>- On-day parking attendant will be Cllr Croal and one other volunteer.</li> <li>- Cllr Tull will organise the erection and removal of the bunting.</li> </ul> <p>4) Annual Parish Assembly</p> <ul style="list-style-type: none"> <li>- Frame for Freeman scroll to be purchased from Frames Direct in Theale.</li> <li>- Royal Blue satin material to be purchased to cover the trestle table to display the trophies at a cost of no more than £20.00.</li> <li>- Small acrylic stands to be purchased to display the trophies at a cost of no more than £20.00</li> </ul>	<p><b>Members</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Cllr Tull</b></p> <p><b>Office Clerk</b></p> <p><b>Clerk</b></p> <p><b>Cllr Croal</b></p> <p><b>Cllr Tull</b></p>
<p><b>CE26-23/24</b></p>	<p><b>Linear Park new footpaths</b></p> <p>Members heeded a verbal report from the Clerk following a site visit of the Linear Park with the Countryside Department of West Berkshire Council (WBC) which took place on Thursday 8<sup>th</sup> February 2024. WBC propose to install a new footpath from the Linear Park car park to the edge of the sports fields (over the culvert). The path that Holybrook Parish Council would be funding will connect to this at the culvert.</p>	

<p><b>CE26-23/24 cont.</b></p>	<p><b>Linear Park new footpaths continued</b></p> <p>The Parish Council has already agreed the proposed footpath in principal. However, the exact location of the end point is to be decided. Members <b>AGREED</b> that the original location proposed by WBC (into the new Bellway site) is not currently suitable and that it would be preferred to have the footpath linked to the existing entrance from Bainbridge Road. It is acknowledged that the current Bainbridge Road entrance is too steep and uneven, and the kissing gate is damaged.</p> <p>Pending full council approval, the Clerk to advise WBC of the proposed decision acknowledging that a revised quotation will be required.</p>	<p><b>Clerk</b></p>
<p><b>CE27-23/24</b></p>	<p><b>Community Payback Scheme</b></p> <p>Members heeded a verbal report from the Clerk on the Community Payback Scheme and acknowledged the benefits to the community and the requirements of the service which include use of toilet facilities, running water and a space to have refreshments. I was further noted that the preference of the Service is to work a whole day.</p> <p>West Berkshire Council's Countryside Department has approved Holybrook employing this service which will be beneficial to the Parish.</p> <p>a) Members <b>AGREED</b>, pending full council ratification and Beansheaf Pre-School approval, that this service should be adopted. The main works to include, but not limited to, leaf blowing, litter picking and foliage cutbacks. The outside toilets and Garage will be used to provide facilities and the ideal working day will be the first Thursday monthly between the hours of 09:30 and 15:00.</p> <p>b) <b>DELEGATED</b>: pending full council ratification, Clerk to manage the scheme with feedback from WBC Countryside, FoLP and Parish Councillors.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<p><b>CE28-23/24</b></p>	<p><b>Portrait of King Charles III</b></p> <p>Members <b>AGREED</b> that a free portrait of King Charles III should be applied for.</p> <p>a) Members <b>DECLINED</b> to purchase a frame as it has now been confirmed that the picture will arrive framed.</p> <p>b) <b>AGREED</b>: the portrait should be sited in the inner lobby of the Beansheaf Community Centre, adjacent to the Beansheaf Room.</p>	<p><b>Clerk</b></p>
<p><b>CE29-23/24</b></p>	<p><b>Updates (information Item)</b></p> <p>a) Members heeded a written report APPENDIX 1.</p> <p>b) Members heeded a verbal report on:</p> <ul style="list-style-type: none"> <li>- Balancing ponds: WBC does know who own the ponds so, if maintenance is required, they can contact the appropriate person.</li> <li>- Hawkesbury Drive Kissing Gates which are now on order.</li> <li>- Refund for the poorly serviced dog bins; a refund is due by the end of February 2024.</li> </ul>	
<p><b>There being no other business, the meeting closed at 21.25</b></p>		

**Signed:** ..... **Dated:** .....

<p><b>Minutes prepared by</b></p>	<p><b>Pamela Kirkpatrick (Clerk)</b></p>
<p><b>Minutes dated</b></p>	<p>14<sup>th</sup> February 2024</p>

**APPENDIX 1**

# Projects Update Report

Community and Environment Committee Meeting: 12<sup>th</sup> February 2024

## 1) Solar Panels

The solar panel roof survey report has been shared with West Berkshire Council's Environmental Team. We are awaiting their 'next steps' proposals for this site as it will have to be a joint project.

## 2) The Garage

A Pre-Planning Advice application was submitted on Thursday 31<sup>st</sup> January 2024 following which we were duly informed that it was the wrong application type and that a Permitted Development Application would need to be submitted instead. I have also been advised that the 50% application discount does not apply to pre-planning advice. I have responded to advise that it was the planning department who stated we would require pre-planning advice. A response is awaited at the time of writing.

## 3) Welcome to Holybrook Gates

The Senior Engineer (Traffic) has been e-mailed again stating that the Parish Council is dissatisfied with their response on the Welcome Gates and alternative, compromise wording has been suggested of: Speed limited, Welcome to i.e. Fords Farm, Parish of Holybrook.

The Parish will need locations identified for the erection of the Community Speed Watch signs too.

Response awaited.

## 4) Dropped Kerb Project

At the time of writing the dropped kerb project was well underway with around half the work completed. To date, the work appears to have gone smoothly and looks to be to a good standard.