



Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

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 10th February 2025

Location	Beansheaf Room, Beansheaf Community Centre, Charrington Road, Calcot RG31 7AW
Present	Present: Cllrs Albanese, Bedwell, Croal (Chairman), Somner (vice-chairman) and Tull and Pam Kirkpatrick (Clerk)

Open Forum for the Members of the public: None.

No.	Notes	Action
CE30-24/25	Apologies received for absence None.	
CE31-24/25	Declarations of Interest relevant to the Agenda None.	
CE32-24/25	To approve and sign as correct record the minutes of the Community and Environment Committee meeting on 7th October 2024. APPROVED. Proposed by Cllr Tull and seconded by Cllr Somner.	
CE33-24/25	Events a) VE 80 – Monday 5th May 2025 i) Members APPROVED the following events: <ul style="list-style-type: none">- Beansheaf Pre-School to run a bar- Silver Tones Choir (30 minute set)- Kennet Valley Free Church to provide music (30 minute set)- Hire of giant Jenga, Connect4 and skittles- Possible attendance of Classic Cars (providing permission is sought from WBC)- Sacks and Egg & Spoon race equipment- Minute Silence to honour the occasion- Ice-cream van- Fish and Chip van- Hospital Radio Reading – to be approached- Friends of Linear Park – to be approached- Junk Drumming.	KA

CE33-24/25 cont.	Events continued	
	<p>TENS licence required. PRS/PPL Licence required.</p> <p>Relyon to be approached for costing to provide cleaning and caretaking services on the day of the event.</p> <p>In addition, Cllr Albanese is to reach out to the local schools (Kennet Valley and Calcot School) to see if they would like to be involved.</p> <p>Members REJECTED a coffee van stating that The Garage may be open in time for this event and whomever is running The Garage should be afforded the opportunity to be open for the event.</p> <p>ii) AGREED: event times of 14:00 until 17:00.</p> <p>iii) A maximum budget of £1,800.00 was set for the event. All purchases and event invoices should be made through the Parish Office. Cllr Albanese to send the Clerk links to required decorations for ordering.</p> <p>iv) The following roles for the day were confirmed:</p> <p>i) Poster creation: Office ii) Erection of bunting: Cllr Tull iii) Car parking: Cllr Croal</p> <p>It was noted that more car parking signage is required.</p> <p>b) Annual Assembly – Monday 31st March 2025</p> <p>i) Members AGREED the following activities:</p> <ul style="list-style-type: none"> - Keynote speaker on the history of Holybrook Parish - Display of artifacts related to Holybrook Parish - Drinks and tables cloths on tables for award nominees <p>ii) AGREED: maximum budget of £1,000</p> <p>iii) AGREED: the style and design of the Community Spirit Awards will be the same as the previous year.</p> <p>iv) AGREED: an enamel badge featuring a kingfisher will be awarded to Councillors and staff for service of 10, 20 and 30 years.</p> <p>v) AGREED: all Councillors should arrive half an hour before the event start time for 'meet and greet' and help setting up.</p> <p>vi) AGREED: Office Support to attend Reading Library to access material for compiling information on the History of Holybrook.</p> <p>c) Covid-19 Day of Reflection – Sunday 9th March 2025</p> <p>AGREED: that a low-key event will be held to plant snowdrops around the memorial trees which were planted on Underwood Road. The event to take place at 12:00mid-day.</p>	<p>Clerk</p> <p>Clerk</p> <p>KA</p> <p>KA/Clerk</p> <p>Office CT CC</p> <p>Clerk</p> <p>All Cllrs Office</p>

CE34-24/25 cont.	<p>Projects update continued</p> <p>Street nameplates including Holybrook logo: West Berkshire Council has approved the locations and design (provided by Thames Valley Signs – West Berkshire Council's preferred provider). Members APPROVED the design and the cost of £2,948.76 + VAT. This is below the earmarked funds for this project and, therefore, no community infrastructure levy monies will be used towards the project.</p> <p>Paint refresh to Centre: Lobby, Keep and Beansheaf Room complete.</p> <p>Replacement carpets, Centre: The Keep and outer lobby completed. Inner lobby due for completion in April 2025. Members ACCEPTED that, due to the age of the old carpets and residual condition of the lobby and Keep floors, latex was required at an additional cost £470.16 + VAT.</p>	
CE35-24/25	<p>Condition of the Holybrook River</p> <p>During discussion it was considered that the Holybrook is not thriving and has poor wildlife, and that a bio-diversity study of the banks would be a good idea.</p> <p>It is believed that the river is silted.</p> <p>AGREED: that the condition of the river is to be kept on the 'to do watch list' and that Cllr Croal reach out to the West Berkshire Council Climate Forum for help.</p> <p>It was re-iterated that Action for River Kennet (ARK) surveyed the river a few years ago and, at the time, they were satisfied with the condition of the river bar a few eroded banks and whether the mill was passable for fish. It was suggested, at that time, a few purpose-built dog dips would be beneficial. The Clerk put ARK in contact with the appropriate department at West Berkshire Council and with Friends of Linear Park. Information on the Mill was also shared.</p>	CC
CE36-24/25	<p>Bio-diversity – Citizen Science Initiative</p> <ul style="list-style-type: none"> a) AGREED that a maximum budget of £500 can be used for outreach materials, training workshops and survey equipment for donations to local schools and pre-schools. b) AGREED: All to survey green spaces. AGREED: All local schools and pre-schools be encouraged to survey their own green spaces. c) The bio-diversity Citizen Science Initiative is to be launched on Tuesday 1st April 2025 at 10:00am in conjunction with Beansheaf Community Pre-school. The Chairman of the Council will join them on this event. d) Further partnerships will be sought after the initial launch. e) The resident/group questionnaire enclosed with the agenda was REJECTED. Cllr Tull provided a proposed tick sheet (with various types of flora, insects, birds and animals) listed. It was noted the Cllr Tull had undertaken a trial survey of her garden, a verge, a woodland/copse area and a meadow/park area on 29th January 2025. 	All cllrs
CE37-24/25	<p>West Berkshire Town and Parish Climate Forum (WBTPCF) Feedback</p> <p>Members heeded a verbal report during which they were advised that, at the Forum, there was a speaker from the Living Rainforest who advised that they are keen to be involved with schools.</p>	

CE37-24/25 cont.	West Berkshire Town and Parish Climate Forum (WBTPCF) Feedback continued Information on the reimagining for the Kennet and Avon Canal to promote leisure and tourism with the first section earmarked for improvement being Burghfield Road to Theale. The next forum meeting is scheduled for 26 th February 2025 at 12:30.	
CE38-24/25	Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 Members resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the next item. No members of public or press were present.	
CE39-24/25	Friends of Linear Park (FoLP) Meeting minutes Members heeded the minutes of the most recent FoLP meetings which included their AGM. It was noted that there is now a new Chairman of the Group. AGREED: that a representative for FoLP is invited to the next Community and Environment Committee meeting so that some of the projects on the Group's list can be discussed in more detail with a view to possible collaboration.	
	There being no other business, the meeting closed at 21:10	

Signed: **Dated:**

Minutes prepared by	Pamela Kirkpatrick (Clerk)
Minutes dated	26 th February 2025