



25
2000 - 2025
Years

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 16th June 2025

Location

The Keep, Beansheaf Community Centre, Charrington Road, Calcot RG31 7AW

Present

Chairman: Cllr Charles Croal

Also present: Cllrs Somner (vice-chairman) and Tull and Pam Kirkpatrick (Clerk)

Open Forum for the Members of the public:

One number of the public was present who raised the following questions (summarised):

- 1) Could the gym equipment in the new Fairfield development be advertised regularly in the Parish newsletter?
- 2) Could a cycle route be signposted through Liner Park, as it is possible to ride from Mill Lane to Dorking Way without using the roads?
- 3) Could the map of Linear Park be updated to include all new features, for example, walking/cycling routes and fitness equipment.

No.	Notes	Action
CE01-25/26	Apologies received for absence Apologies were received and ACCEPTED from Cllrs Albanese and Bedwell.	
CE02-25/26	Declarations of Interest relevant to the Agenda None.	
CE03-25/26	To approve and sign as correct record the minutes of the Community and Environment Committee meeting on Monday 10th February 2025 APPROVED. Proposed by Cllr Somner and seconded by Cllr Tull.	
CE04-25/26	Underwood Road Playground – overgrown foliage AGREED: Clerk to write to all houses surrounding Underwood Road playground regards potential overgrown foliage and that a new cutback plan is initiated with the Council's current contractor.	Clerk

CE05-25/26	West Berkshire Council – footpath and road improvement proposals a) APPROVED: West Berkshire Council's proposal as follows: <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> b) APPROVED: West Berkshire Council's proposal to improve the Angus Close to Graham Close footway as described: <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>	
CE06-25/26	Events 2025/26 a) MacMillan Big Coffee Morning – Saturday 27th September AGREED, the event will not go ahead as planned and the Lessee of The Garage to be asked if they would like to run an event with the support of the Council. b) Silver Anniversary Events The following events were AGREED to take place during the Council's silver anniversary year: i. Holybrook's Blooming Beauties (celebrating the Parish's Prettiest Gardens and Window Boxes). a. Residents to submit targeted photos of their own garden showing off elements such as the spring garden (February – April) or the autumn garden (to be decided), or bio-diversity encouraging plants. b. The event to be launched in the October newsletter. c. Top prize of tickets to a garden show and £50 voucher. 2nd prize £50 voucher. 3rd Prize £30.00 voucher. Vouchers to be for local gardening centre. d. Winners to be announced at the Silver Anniversary Event which is being held on Monday 4th May 2026. ii. Photography Competition a. To include categories: Our Parish Through Young Eyes (a special category for children/teenagers to submit what they see as beautiful or meaningful in their surroundings) and Hidden Gems of Our Parish (encouraging participants to highlight lesser-known but beautiful places including nooks, alleyways, gardens and local landmarks). b. To be launched in the October newsletter. c. Winners to be announced at the Annual Assembly where the photos will be displayed. d. Prizes: £50 voucher	Clerk Clerk Clerk Clerk

CE06-25/26 cont.	Events 2025/26 continued c) Christmas Jumper Day The Council confirmed its continued support for this initiative in 2025. For 2026, the Council requested that the feasibility of introducing a 'Chairman's Charity of the Year' be investigated. It was suggested that funds for the Chairman's Charity could potentially be raised through voluntary donations from prospective stall holders at the anniversary event. d) Annual Assembly – Monday 30th March 2026 i. AGREED: the Community Spirit Award categories and prizes will remain the same as in the previous year (glass trophy and £50 voucher of winners' choices). ii. AGREED: that a nomination form and information on the Sprit Awards/Annual Assembly go on a separate A4 insert in the February newsletter. The additional costs to be borne from EMR Events. iii. AGREED: the theme for the Annual Assembly will be photography and a photography expert will be invited to be a keynote speaker giving hints and tips on how to take a good photo. They key-note speaker should be limited to 30 minutes. In addition, the following, possible, improvements for the Assembly were noted: • Number of speakers to be limited to ensure that the event remains engaging and stays on-time • Residents will be encouraged to submit their questions in advance of the Assembly to improve time efficiency • If a photography key-note speaker is present, ask them to judge the photos • Linear Hall to be closed to hirers from the close of pre-school on the day of the Assembly to ensure there is sufficient setting up time. • Bottles of water to be bought for efficiency. • 5-minute break offered after the speakers and before the awards. A spring bulb planting event was mentioned but no details were confirmed at this time.	Clerk Office
CE07-25/26	Local Heritage Listings a) AGREED: that tree groups, such as the Covid Memorial Trees and the 20-Tree Orchard are listed first. With the 'formally grade II listed' buildings next. b) AGREED: that the Clerk and Cllr Croal meet with Sue Ellis (West Berkshire Council Heritage Forum) regards the agreed list and to gather information on completing the forms. Clerk to liaise with Cllr Croal on dates.	Clerk & Cllr Croal
CE08-25/26	Collaborative Projects – Friends of Linear Park Cllr Croal advised members that some of the projects on the Friends of Linear Park's list had already been completed by the Friends. For example, a raised vegetable planter next to The Garden, and that the Friends had been turned down by Thatchers Cider for 20 fruit trees. There are other projects which are already under investigation with West Berkshire Council such as the Pump Track and yellow car park markings, and some of which are near delivery such as the footpath to Otter Drive.	

CE08-25/26 cont.	Collaborative Projects – Friends of Linear Park continued There are other projects which are already under investigation with West Berkshire Council such as the Pump Track and yellow car park markings, and some of which are near delivery such as the footpath to Otter Drive. Therefore, members focussed discussion on the outstanding dog dips work on the Holy Brook. It was ultimately AGREED that a meeting should be arranged with, ideally, the following representatives present: Friends of Linear Park, West Berkshire Council Countryside, Action for River Kennet and Reading District Angling. Members noted again that the Holy Brook has several landowners, as well as West Berkshire Council, and Action for River Kennet had previously tried to contact these with no luck. It was suggested that the Parish Council could publish an advert asking for legal help in trying to contact these landowners.	Clerk Clerk
CE09-25/26	Cosier Homes Service AGREED: Cosier Homes Service to be added to the Council website and posted on socials. As well as information in the newsletter.	Office

INFORMATION ONLY ITEMS

CE10-25/26	Ridgeway Council – public engagement session Members acknowledged that West Berkshire Council is holding a public engagement session on its proposal to create two new unitary councils for Oxfordshire and West Berkshire. The dates are as follows: • 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	
CE11-25/26	Emergency Planning The Clerk advised that a preliminary, verbal conversation had been held with Tilehurst and Theale Parish Council clerks but that this needed to be followed up with formal correspondence which would be completed this week. In the meantime, the Clerk to reach out to West Berkshire Council on the provision of Emergency supplies such as candles, blankets, wind-up radios etc. Councillors will be updated when both councils have responded formally.	Clerk
CE12-25/26	Terrorism (Protection of Premises) Act 2025 (Martyn's Law) Members heeded the information enclosed with the agenda which highlighted the main points of the new law. Of particular note is that there are two years in which to be compliant with the law and that the Beansheaf Centre does fall under the Standard Duty premises. Events being held in the Park would come under the second tier of 'Enhanced Duty' premises.	
	There being no other business, the meeting closed at 21:28	

Signed: **Dated:**

Minutes prepared by	Pamela Kirkpatrick (Clerk)
Minutes dated	24 th June 2025