

Minutes of a meeting of Cold Ash Parish Council held on Tuesday 14.7.2026 at 7.15pm in the Committee Room of Acland Memorial Hall

Present: Councillors Adams (PA), Murray (PM/Vice-Chair), Codling (HC arrived 8.21pm) Hanks (RH),

In Attendance: Rosie Jardine (Clerk & RFO)

Absent: Councillors McArdle (IM/Chair), Riley (JR), Maini (VM), Silsby (DS) and Pemberton (JP)

26.109 Apologies for Absence

Apologies were received and accepted from Councillors McArdle (IM/Chair), Riley (JR), Maini (VM) Pemberton (JP) and Silsby (DS) and District Councillor Dick (PD)

26.110 Declarations of Interest

HC declared that they are a District Councillor, that they will act in the best interests of the Parish and set aside any interest in the District Council during this meeting.

26.111 Minutes

RESOLVED to approve and sign minutes of the meeting held on 23.6.2026.

26.112 Planning Matters

A Applications - RESOLVED the following consultee responses to planning applications:

^{PM} Appeal 6006420 - 25/02851/OUT Sylvan House, Fishers Lane (Deferred 23.6.2026) Outline application for Serviced self-build plot at land adjacent to sylvan house, Fishers Lane, Cold Ash matters to be considered Access Landscaping and Layout (CAPC last objected 27.1.2026)

Members received an update on the appeal lodged following West Berkshire Council's (WBC) refusal of the latest application for Sylvan House. The applicant has submitted amendments to the original scheme together with additional technical information. CAPC agreed that the changes are material and should be considered through a new planning application with full public consultation, rather than being dealt with solely via the appeal process. If the appeal is nevertheless determined, the Council's original objection will stand, to be updated to reflect the minor amendments now submitted.

RESOLVED: to write to the Planning Inspectorate and Planning Officer to request that the appeal be treated as a new application because of the material changes and new evidence submitted; that, should the appeal proceed, CAPC's previous objection is reaffirmed and will be updated to address the revised plans and time should be allowed for this to happen.

ACTION: PM to adjust the draft comment and submit (Appendix 1).

B NOTED Decision Notices

GRANTED 24/00348/FUL Coley Farm, Stoney Lane, Ashmore Green - Erection of 6 dwellings with associated access, car parking and landscaping.

GRANTED 26/00935/HOUSE Delmar Collaroy Road - Conversion and alterations to existing garage to add pitched roof and single-storey extension to rear aspect with internal alterations. Addition of entrance porch and enhancing appearance of property.

26.113 Project Updates

To receive updates from Project Leads and to consider and resolve actions, if appropriate:

A – West Berkshire Local Plan: IM & PM

IM and PM liaising regularly with WBC Leader Jeff Brooks and other local parish council representatives.

Concern remains that much of the programme is still at a 'plan to plan' stage, with limited detail on infrastructure (transport, education, health, etc.) and uncertain delivery timescales. WBC has indicated that the Local Plan timetable may be extended, with adoption now expected around 2029/30.

B – Bringing the NDP alive: IM & PM

As above but also to plan for a refresh in response to the new emerging WB Local Plan and NE Thatcham Masterplan.

C - Data & Resource Sharing: PM

One Councillor still yet to access CAPC emails. Once resolved, SharePoint can be rolled out for document sharing.

D - Traffic and Transport (road safety, 20mph, SID's, etc): VM

In the absence of VM, PA presented a draft survey entitled "Road safety & selective 20mph speed limits in Cold Ash Parish", designed to gather the views of the parish. Those present suggested altering the wording to manage the expectations of those completing the survey; the results will inform a formal representation to

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WBC, but that this does not guarantee implementation. Distribution channels were discussed. Paper copies should be available but online completion via Microsoft Forms preferred. Given the school summer holidays, members agreed that a closing date (towards the end of September/early October) would be realistic, with results to be considered at the 13.10.2026 meeting.

ACTION: PM to liaise with VM regarding revised introductory wording (strengthening the Council's stated position and managing expectations about outcomes), a later closing date, and the use of Microsoft Forms, and that the final draft survey is circulated to all members before publication.

E – Anti-Social Behaviour (Hermitage Road car park, CCTV and other): DS

PM reported that the Finance & General Purposes (F&GP) Committee reviewed the project spend to date which will exceed the designated budget. Further expenditure is likely to be required for operational issues.

ACTION: PM to contact DS regarding resumption of project.

F – Community Engagement: HC and Clerk

F&GP has suggested a new project to promote CAPC's Community Grants.

G – Sculpture Trail: IM

H – Upper Stone Rise play area and adjacent Waller Drive Recreation Ground: HC & IM

The Clerk advised that the next step will be to engage legal representation - enquiries will be submitted soon.

26.114 Councillors Reports & Questions

To receive reports and questions from Parish and District Councillors.

HC1 - the on-street parking restrictions outside St Mark's School, opposite the Church, have been completed by WBC contractors.

HC2 – a refresh of line marking has been carried out on local roads by WBC contractors.

HC3 – the outcome of the Local Government Review will be know by Thursday 16.7.2026 – she will share news when available.

RH1 – please add the Hermitage Road play area refurb project to the Project Updates list. He and JR have met with one of the major play area suppliers to work on a specification for the project.

PA1 – liaising with Cold Ash Boys & Girls FC regarding car parking and siting of moveable goals on the Recreation Ground.

PA2 – who owns the moveable goals on the Recreation Ground? CAPC does.

PM1 – HC, are there any updates on the various ongoing planning applications potentially impacting Cold Ash? Nothing to report.

PM2 – Does CAPC have a role or requirement to act following National Government's recent amendments to the National Risk Register? Clerk to investigate.

26.115 Finance

A Grants – RESOLVED the following decisions relating to the award of grants:

- i) to DEFER consideration of an award to Cold Ash Pre-School until submission of an application.
- ii) to AWARD £155 from the Community Grants (\$137) budget to Life Education Wessex & Thames Valley (recommended by F&GP Committee) to subsidise provision of health and wellbeing workshops to approximately 190 children at Cold Ash St Mark's CE School.
- iii) to AWARD £150 from the Community Grants (\$137) budget to Berkshire Vision (recommended by F&GP Committee) to support parishioners in receipt of support from the Charity's social clubs, tech support service and Sight Loss Support Officer.

B Items for Payment – APPROVED items of expenditure totalling £5,979.17

	Supplier	Description	Date	Net	VAT	Total	Invoice/Order No	Tender
75	SSE Energy Solutions	Street Lighting	22/06/2026	28.53	5.71	34.24	IV04532135	DIRDEBIT
76	Tactical Facilities Mgt Ltd	Bin emptying	15/07/2026	-125.62	25.12	-150.74	CREDIT 325	ONLINE
77	Power Bee	CCTV	16/06/2026	91.66	18.33	109.99	1000128933	CARD
78	Craig Little	Cemetery Fees	15/07/2026	90.00	0.00	90.00	2306	ONLINE
79	Lebara Mobile Limited	CCTV	17/06/2026	3.75	0.75	4.50	54633127	CARD
80	Safety Signs 4 Less	CCTV	16/06/2026	50.84	10.17	61.01	4855236 and 4855237	CARD

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81	Acland Memorial Hall	Venue hire	15/07/2026	24.75	0.00	24.75	AMH-1863	ONLINE
82	Argos Limited	Parish office - supplies	17/06/2026	91.66	18.33	109.99	Order 6775889178	CARD
83	BT plc	Office - phone/broadband	23/06/2026	37.95	7.59	45.54	GP012208860291	DIRDEBIT
84	West Berkshire Council	Community Grants	15/07/2026	100.00	0.00	100.00	Children in Care Celeb.	ONLINE
85	British Gas	Parish Office - utilities	03/07/2026	40.23	2.01	42.24	802642257	DIRDEBIT
86	EnG Property Services	Asset management	15/07/2026	126.74	0.00	126.74		ONLINE
87	Microsoft Limited	Microsoft Subs	26/06/2026	10.08	2.02	12.10	TI2603073092	CARD
88	Scofell Landscapes Ltd	Grass Cutting	15/07/2026	244.33	48.87	293.20	39590	ONLINE
89	CJ Morris Services Ltd	Play area repairs	15/07/2026	1188.00	237.60	1425.60	3278	ONLINE
90	ARD Playgrounds	Play area inspection	15/07/2026	78.00	15.60	93.60	37555	ONLINE
91	ARD Playgrounds	Play area repairs	15/07/2026	77.00	15.40	92.40	37563	ONLINE
92	Information Comm. Office	Membership subscription	15/08/2026	52.00	0.00	52.00	ref Z6908438	DIRDEBIT
93	ION Systems	IT Support	15/07/2026	58.50	11.70	70.20	17636	ONLINE
94	HMRC	Payroll	06/07/2026	524.38	0.00	524.38	July payroll	ONLINE
95	Rosie Jardine (Parish Clerk)	Payroll	09/07/2026	1686.01	0.00	1686.01	July payroll	ONLINE
96	NEST	Payroll	06/07/2026	184.30	0.00	184.30	July payroll	DIRDEBIT
97	Barlow & Sons Ltd	Asset management	15/07/2026	27.45	5.49	32.94	0001/10053793	ONLINE
98	Grundon Waste Ltd	Bin emptying	15/07/2026	43.93	8.79	52.72	PSI-1525097	ONLINE
99	John Hauxwell	Litter picking	15/07/2026	100.00	0.00	100.00	June litterpicks	ONLINE
100	Tactical Facilities Mgttd	Bin emptying	15/07/2026	479.44	95.89	575.33	303	ONLINE
101	Autela Payroll Services Ltd	Payroll	15/07/2026	92.00	18.40	110.40	17305	ONLINE
102	BT plc	Office - phone/broadband	22/07/2026	37.95	7.59	45.54	GP012208860301	DIRDEBIT
103	SSE Energy Solutions	Street Lighting	09/07/2026	25.16	5.03	30.19	IV04644108	DIRDEBIT
				5,469.02	510.15	5,979.17		

C Bank Reconciliation – APPROVED the bank reconciliation to 30.6.2026 with balances:

1. Co-Operative Bank Current Account: £ 13,122.67
2. Co-Operative Savings Account: £68,565.67
3. Hinckley & Rugby 45-day Notice: £42,500
4. Hinckley & Rugby 90-day Notice: £42,500

D Finance & General Purposes Committee Update

PM reported his reelection as Committee Chair. A target calendar has been agreed for the year ahead with 2027-2028 budget prep completed by the end of this calendar year. The Committee has noted contractor price rises, largely due to fuel costs. Banking has been reviewed and the budget-to-date looks as it should with no issues to report.

E Budget – REVIEWED 2026-2027 budget spend to 30.6.2026

26.116 Clerk's Report

- Grit bin at Collaroy Road/Cold Ash Hill – resolved as per 9.6.26 minute 26.103 to go ahead. Clerk raised PO and advised WBC 11.6.2026. Awaiting fulfilment of request and invoice.
- Liaise with WBC Libraries regarding CAPC funding towards extended Thatcham opening hours on Saturdays – resolved as per 9.6.2026 minute 26.102 to go ahead. Clerk requested next steps from WBC – chased 14.7.2026.
- Correspond with Ash Terrace representative regarding financial support for road surface as per 9.6.2026 minute 26.93 – support denied. CAPC response was acknowledged and thanks expressed for consideration.

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- Repairs to the Parish Office bin store fence and gate have been completed and debris cleared.
To receive updates from the Clerk/RFO
- A number of glass containers are in use at the Glebeland Cemetery, some of which are broken, causing both health and safety and fire hazards. The Clerk will put up a notice and remove glassware for collection.

26.117 Policies

ADOPTED the Complaints Policy subject to removal of “within 20 working days” from pages 1 and 2.

26.118 WBC Winter Service Plan

Having noted no changes to the primary or secondary gritting route for Cold Ash,

RESOLVED not to submit a response to consultation on the WBC Winter Service Plan for 2026-2027.

26.119 Play Areas

The Clerk reported that CJM Services have satisfactorily completed repairs of the overhead wire system at Southend Ball Court as approved by minute 26.97 (meeting of 9.6.2026).

NOTED the play area inspection reports for Southend Junior and Toddler play areas.

ACTION: Clerk to seek quotes for wet pour repair at Southend Toddler play area.

There being no further business, the meeting closed at 8.52pm

Chair Date

Parish Office, Hermitage Road, Cold Ash RG18 9JH
T: 01635 860004 E: clerk@coldashparishcouncil.gov.uk

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Appendix 1

Dear Sir / Madam,

Planning Appeal Reference: 6006420

Application Reference: 25/02851/OUT

Site: Sylvan House, Fishers Lane, Cold Ash, Thatcham RG18 9NG

F.A.O Planning Officer

Cold Ash Parish Council wishes to make a further representation in relation to the above appeal.

Following advice received from West Berkshire Council's Principal Planning Officer, CAPC understands that the Planning Inspectorate's guidance is clear that the appeal process should not normally be used to evolve a scheme, and that what is considered at appeal should be essentially the same scheme as was considered by the Local Planning Authority and interested parties at the application stage.

CAPC is concerned that the appellant's appeal statement appendices and/or additional material may seek to supplement, amend or repair elements of the refused application, including matters that were not before West Berkshire Council, CAPC, consultees or local residents during the original consultation and determination process.

This is particularly important in this case because the application has a significant planning history and has generated substantial local interest and public representation. CAPC therefore wishes to ensure that all interested parties, including residents, consultees and the Parish Council, are given a proper and informed opportunity to comment on the proposal actually being considered.

CAPC's concern is not simply that further information has been submitted. The concern is that, if the material seeks to alter the proposal, overcome reasons for refusal, or introduce technical information that should reasonably have been submitted with the original application, the appeal process is being used to determine what may in substance be an amended scheme.

CAPC therefore respectfully asks the Inspector to consider whether the additional material satisfies the Planning Inspectorate's guidance, including the relevant substantive and procedural fairness tests referred to in the Wheatcroft / Holborn principles.

In particular, CAPC asks the Inspector to consider whether the additional material:

- materially alters the proposal considered by West Berkshire Council;
- seeks to overcome the reasons for refusal by introducing information that should reasonably have been submitted with the original application;
- introduces new technical evidence or amended details that were not available for scrutiny by consultees, CAPC or local residents; and
- would cause procedural unfairness if accepted without further consultation.

CAPC's position is that, where the appeal material seeks to evolve, amend or repair the refused scheme, it should not be accepted or relied upon in the determination of the appeal.

If the Inspector is minded to consider the material, CAPC submits that fairness requires all interested parties to have a proper opportunity to review and comment on it. Where that is necessary because the material changes or repairs the refused scheme, CAPC's position is that the appropriate route would be a new or revised planning application, rather than the appeal process being used to determine an amended proposal.

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CAPC also notes West Berkshire Council's stated intention to highlight the new evidence and/or additional technical data in its Statement of Case and to request that it should not be considered in the determination of the appeal. CAPC supports that position.

Accordingly, CAPC respectfully requests that the Inspector excludes the new or amended material from consideration, or alternatively gives it no weight where it was not part of the application originally considered by the Local Planning Authority and interested parties.

P Murray, Vice Chair CAPC