



**Clerk to the Council**  
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**MINUTES from Greenham Parish Council Meeting in St Marys Church Hall, New Road, Greenham RG19 8RZ on 11 December 2024**

**Councillors Present:**

Cllr Steve Jones (Chairman)  
Cllr. Julian Swift-Hook (Vice Chairman)  
Cllr. Gary Puffett  
Cllr. Phil Barnett  
Cllr. Ken Neal  
Cllr. Michael Wakelyn-Green  
Cllr. Martin Sanderson  
Cllr. Alison Blackborow  
Cllr. Pragna Hay  
Cllr. Chris Austin  
Cllr. Adrian Abbs

**Clerk:** Mrs Kim Lloyd

**Public:** 1

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**1 HEALTH AND SAFETY OF MEETING LOCATION (GP)**

No health and safety issues were raised. Cllr. Puffett reported that the fire door was open for the duration of the meeting.

The temperature of 16c was recorded by Cllr. Jones and raised as an issue that the room was too cold to hold a meeting.

**2 APOLOGIES FOR ABSENCE**

Cllr. Harrison and Cllr. Drummond sent apologies

**3 DECLARATIONS OF INTEREST ON AGENDA ITEMS**

Cllr. Abbs declared an interest in item 7.3 as the Chairman of Racecourse Residents Association.

All members declared an interest in Item 9, the Budget and Precept consideration.

**4 PUBLIC PARTICIPATION**

Mr Rob Carpenter from Newbury Photography presented the Parish with a Commemorative Photo Book of the D Day 80 Event held on June 8th 2024. Early in the year, members of

Newbury Photography Club established a project to photograph many of the D Day 80 Commemorative events, in and around Newbury. This was extended to cover a Parkway event on June 8th and the passage of the Commemorative Military Convoy (from Basingstoke to Hungerford) on June 29th.

The objective was to photograph local community activities and then create a unique record of this historical occasion of Commemoration. Thousands of local residents and visitors attended and took part in these events, recognising the importance of remembering and honouring the past.

Local fund raising and generous contributions from The Good Exchange have enabled copies of the Photo Book to be printed and these are being donated to local organisations and individuals who had some involvement in the D Day 80 activities. Greenham Parish Council being one of them.

A copy of this book is on display in the Greenham Control Tower.

## 5 PLANNING SCHEDULE

5.1 To consider the following new planning application:

**Cllr. Phil Barnett abstained from voting on planning applications because of his position as Chairman for the Western Area Planning Committee.**

- [24/02389/HOUSE](#) Lincoln House, Newtown Road, Newbury, RG14 7HA. Erection of new garage with first-floor living space.  
**Resolved:** no objections, proposed Cllr. Puffett, seconded by Cllr. Jones with all in favour.
- [24/01905/FULMAJ](#) Sandford Parade Newtown Road Newbury RG14 7EY. Phased planning application for the erection of two buildings comprising 14 no. flats and associated infrastructure and landscaping following the demolition of existing buildings.  
**Resolved:** Greenham Parish Council are supportive of the comments already submitted by other statutory consultee bodies as read on the [planning portal](#). Cllr. Jones proposed and Cllr. Blackborow seconded, with all in favour.
- [24/01531/MDOPO](#) History 3, Newbury Racecourse, Racecourse Road, Newbury.  
Modification of Planning Obligation for planning permission 09/00971/OUTMAJ - The existing Mortgagee Exclusion Clause at clause I of the second schedule is not in line with current lending standards.  
**Resolved:** no comment, proposed by Cllr. Jones and seconded by Cllr. Neal with all in favour.
- [24/02040/HOUSE](#) 36 Stroud Green Newbury RG14 7NU. Replacement of current exterior doors to more energy efficient doors. Replacing current front door due to the current one being poorly fitted with gaps and not secure. Replacing two old side doors with new more energy efficient and secure doors. Addition of French Door to the rear of the property into the garden, replacing old window and door.  
**Resolved:** supported, proposed by Cllr. Neal and seconded by Cllr. Austin with all in favour.
- [24/02498/LDO](#) Zone 3 New Greenham Park Basingstoke Road Greenham Thatcham.  
Application under Local Development Order for Development of three industrial buildings comprising 3 single storey 272 sq. mts units, 2 single storey 183 sq. mts units and 1 double height 1914 sq. mts warehouse space and office core with a service yard. 76 car parking spaces including 8 accessible.

**Resolved:** no objections, proposed by Cllr. Swift-Hook, seconded by Cllr. Puffett with all in favour.

- [24/02146/FUL](#) Electricity Sub Station Monks Lane Newbury. Relocation of an electricity substation.

**Resolved:** no objections proposed by Cllr Neal, seconded by Cllr. Abbs, with all in favour.

## 5.2 Decision notices from West Berkshire Council (WBC)

- [24/01810/HOUSE](#) 2 Kempton Close, Newbury, RG14 7RS, Erection of a single storey side extension to create a storage room and habitable room to rear and the erection of a rendered block wall with piers to side of rear garden along Goodwood Way. **GRANTED**
- [24/02067/COND](#) Newbury Racecourse, Racecourse Road, Newbury, RG14 7NZ. Approval of details reserved by Condition Nos. 3 - Partial Discharge (Archaeology), 4 (Mineral Extraction), 5 (Biodiversity Management Plan) and 6 (Landscape Scheme) of Approved Application 23/01904/FULMAJ : Detailed application for the construction of an irrigation reservoir, fencing and ancillary works. **APPROVES**
- [24/01683/COND](#) Sandleford Park East, Newtown Road, Newtown, Newbury. Application for approval of details of the Central Valley Crossing, including the design, appearance, lighting and method of construction, pursuant to Condition 25 on Outline Planning Permission (20/01238/OUTMAJ), which was allowed on appeal on 06.05.2022 "with all matters of detail reserved except for access for up to 1,000 new homes; 80 extra care housing units (Use Class C3) as part of the affordable housing provision; a new 2 form entry primary school (D1); expansion land for Park House Academy School; a local centre to comprise flexible commercial floorspace (A1-A5 up to 2,150 sq m, B1a up to 200 sq m) and D1 use (up to 500sq m); the formation of new means of access onto Monks Lane; new open space including the laying out of a new country park; drainage infrastructure; walking and cycling infrastructure and other associated infrastructure works." **APPROVES**

## 6 MINUTES

Cllr. Wakelyn-Green proposed, Cllr. Sanderson seconded with all in favour to approve the Minutes of the Parish Council meeting held on 13 November 2024.

Cllr. Abbs said a thank you to the members that attended the November meeting for their support towards the Racecourse Residents Association. Minute Item\_ 7.3\_13/11/24

### 6.1 Matters Arisen from previous minutes

- The Clerk reported that Parochial Church Council (PCC) have confirmed they would like a Tommy Memorial Statue at St Marys Church for the 2025 Remembrance. The Clerk will purchase two as approved (the other being for the Control Tower)
- Clerk will now meet in January with Toby Miles-Mallowan, Chief Executive Officer at Newbury Town Council, regarding Sandleford Working Joint Group.

## 7 FINANCE

- 7.1 (i) The December payments were approved to pay as shown in Appendix 1. Cllr. Jones proposed and Cllr. Blackborow seconded, with all in favour.

- (ii) The bank reconciliation to 1<sup>st</sup> November 2024 was proposed by Cllr. Jones and seconded by Cllr. Barnett, with all in favour.

## 7.2 **Tower Display Board**

Cllr. Jones reported that following the last Greenham Control Tower Trust meeting the matter of the role of Parish Councils work that went into re-opening the Tower must be properly acknowledged in the Tower. It was agreed in that meeting that Parish Council will pay for the cost of the materials for a display board but no rental charge for its display will be invoiced by Greenham Control Tower administration.

**Action:** The Clerk will work with Cllr. Drummond and Cllr. Swift-Hook regarding the display, once a draft format is put together this will be presented to Parish Council before requesting the wall space at the Tower.

- Cllr. Jones also confirmed the new Parish Council noticeboard proposed location was on the Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (BBOWT) land.  
**Action:** The Clerk had already spoken to Tom Hayward Senior Land Manager (Berks) at BBOWT and will now pursue further for its installation.
- Cllr. Jones confirmed to Cllr. Neal that the area proposed for the new vegetable container is also on BBOWT land and to liaise with Tom Hayward. The Clerk had already spoken to Mr Hayward about this and he is waiting for more details.  
**Action:** Cllr. Neal to pursue with BBOWT.
- A discussion regarding Greenham Control Tower Trust meeting minutes being circulated to Parish Council was raised by the Clerk and members of Council. It was reported that Nigel Manley Greenham Control Tower Manager is working on a circulated quarterly report of the Tower activities and initiatives.

## 7.3 **RACECOURSE RESIDENTS ASSOCIATION (RRA)**

Cllr. Abbs proposed (Ref: 24/25. 001) that Parish Council pay £179 towards a leaflet to help the Racecourse Residents Association grow. This grant would cover printing of a 'please join leaflet'. This proposal was made following the proposal in November and based on Councillors thoughts present in that meeting that funds should be used for promotion of RRA.

It was further agreed that the Racecourse ward (GB2) is a third of the population of the parish. The parish council agreed that they are supportive of all Residents Associations in Greenham. Cllr. Abbs reported that some of the 252 RRA members had already raised funds for the first two leaflet runs.

Cllr. Jones proposed and Cllr. Neal seconded, all in favour with Cllr. Abbs and Cllr. Hay abstaining to pay a grant of £179.

Cllr. Sanderson raised the thoughts to more funds being allocated towards RRA for future leaflet runs. No more funds were allocated at this time.

Cllr. Wakelyn-Green said on behalf of Parish Council a Thank You to Cllr. Abbs for dedicating his time to this. Cllr. Wakelyn-Green also raised the thoughts of including Greenham Parish Council news to the said RRA leaflet to work on bringing the two groups closer together.

**Action:** Clerk will request an invoice and pay Ostrich Print direct for the leaflet production.

#### 7.4 **Community Engagement Group**

A proposal was received from Cllr. Blackborow for a community gazebo for parish events. The Parish Council were in agreement to buy a branded parish council gazebo. The logistics of where it could be stored needs more thought. The Clerk said there is no room in the storage unit until the noticeboards have been erected. It was thought a more substantial gazebo needs to be investigated than the one proposed. It was agreed to look at further gazebo suppliers, and £2,500 was allocated towards one. Cllr. Jones proposed, Cllr. Abbs seconded, all in favour.

**Action:** Members were asked to give thoughts to the gazebo specification needed and the practicability of where it could be stored and transported when needed. (To note, it would probably not fit in the Clerks vehicle)

### 8 **DIAMOND BUILD**

The Clerk reported following Novembers Meeting the Clerks actions were to obtain three architects for plan quotes that could go out to tender to gauge a cost of the new build.

- [Property Design Studio](#) – (who designed Falkland Cricket Club)
- [IBC Architects based in Thatcham](#)
- [Morse Webb Architects based in Tadley](#)

Once quotes are obtained the Clerk will arrange a meeting with the Diamond Build working party to review. A report will be presented to full Councils next scheduled meeting following the Diamond Build meeting.

### 9 **BUDGET 2025/26**

Version 1 of Draft Budget for 2025-26 (presented in Novembers meeting)

The Clerk raised:

- Southern Electric (bus shelter electric) is being worked on to reduce the cost.
- West Berkshire Council Delivery Cut Cacks Consultation was reviewed by the Clerk. The litter and dog bins appeared to be the only item that affected Greenham. The Clerk reported if the Parish Council took over the waste service for the proposed 19 bins removal this could cost an additional £ 3,359 a year (basing on current contractor pricing) if Parish Council was to take them over. The Clerk will increase this budget item for consideration in January.
- It was considered to add Residents Association budget reserve to the budget.
- Cllr. Swift-Hook noted that West Berkshire are asking parishioners to use online electronic billing for their council tax. This will remove the opportunity to add the

Greenham leaflet insert in the Council tax postal bill. This might need to be budgeted if Parish Council wanted to continue to do this.

To note, the [West Berkshire Council Delivery Cut Backs Consultation](#) will be on January's agenda and Parish Council can respond to the consultation, along with individual responses.

The budget will be an agenda item in January's meeting when the tax base figure is known. If Councillors would like to make 2025-26 proposals of expenditure please send a report to the Clerk before the January meeting.

## **10 INTERIM AUDIT**

The Parish Council received the internal auditors interim report who had met with the Clerk at her home on 22/11. The auditor made no recommendations, just some suggestions and a reminder of policies to review / adopt which are listed on this agenda.

## **11 RISK ASSESSMENT POLICY**

Cllr. Puffett proposed and Cllr. Jones seconded, with all in favour to adopt the current Risk Assessment Policy for 2024-25 with minor amendments, policy shown on the Website.

## **12 GRANT GIVEN PROCEDURE**

Some Councillors concerns raised that the new policy grant given window was too long to wait for funding. Thoughts to this was that organisations could still ask for grants in between the grant window given less notice if there was an emergency. It was felt that the grant process needed to be more robust, and a proposed application form was welcomed. The policy and process will be considered more in the next meeting.

**Action:** Cllr. Puffett said he would investigate charity grant applications as a benchmark.

## **13 HOMEWORKING POLICY**

The new policy was adopted (HALC Template) to replace the current Lone Working policy  
Cllr. Jones proposed, Cllr. Abbs seconded, with all in favour.

**Action:** The Clerk will need to do a Risk Assessment to run alongside this policy.

## **14 CODE OF CONDUCT**

The policy was reviewed by Councillors and proposed by Cllr. Jones and Cllr. Neal seconded, all in favour to adopt. Next Review: 2027.

## **15 PARISH COUNCIL DEBIT CARD**

It was considered for Parish Council to hold a pre-paid debit card to purchase stationery etc instead of the Clerk using her own bank account and claiming back. This was a suggestion from the internal auditor. From looking at the Clerk 24-25 expense budget item, £48 was forecasted for the year. The Clerk said she was content to reclaim the expenses back considering a small amount. If this was to change it could be reviewed at a later date.

## 16 COMMUNITY ENGAGEMENT

The next meeting of Community Engagement is being rescheduled for January.

## 17 CLERK CORRESPONDENCE

Installation of Noticeboards are WIP. Thoughts to their locations are being considered:

- GCT, to replace the BBOWT board
- adjacent to Montague Play area
- Newbury Racecourse

## 18 CHAIRMAN REPORT

Nothing further to report.

## 19 DISTRICT COUNCILLORS REPORT

- Cllr. Abbs reported that [West Berkshire Council delivery cuts](#) is a serious issue. For one example we could expect more pot hole not being filled following a hard winter. Local authorities' services that are statutory will remain but if a service is not statutory to deliver it could be reduced or removed completely.
- Planning committees are liaising to consult on removing some consultees from planning applications, one consultee being Parish Councils.

## 20 PARISH COUNCILLORS' REPORTS (for information only)

- The Parish Council would like to pass on their sympathy to Mr Alan Agutter family. Alan sadly passed away on 5th December. Alan served Parish Council for quite some time. The Parish Council agreed to send flowers in the amount of £60 to his wife.  
**Action:** Clerk.
- Cllr. Blackborow reported that The National Trust has announced the Greener Greenham Group as one of the recipients of the 49 'Trees of Hope' Sycamore Gap saplings being gifted to individuals, groups, and organisations across the UK. Nearly 500 applications were received for the 49 saplings. The Tree of Hope sapling will be planted on Greenham Common near the Control Tower. For more information and to find out where in the country all of the 49 'Trees of Hope' saplings will go visit [www.nationaltrust.org.uk/TreesOfHope](http://www.nationaltrust.org.uk/TreesOfHope).
- 17 new trees along Greenham Road are going to be planted in January.
- Greenham Nature Corridor project instigated by the Community Engagement Group after their meeting with Susan Millington from the Nature Corridor is being worked on with BBOWT and Sovereign. The three proposed routes will be from Stroud Green to the Greenham Common.

## 21 FUTURE AGENDA ITEMS

- Parish Newsletter (begin when new Parish website live)
- Newbury Racecourse Bus Shelter funding (awaiting answer from WBC on unnamed road adoption / funding and information from Cllr. Sanderson)
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## 22 DATE OF THE NEXT PARISH COUNCIL MEETING

8 January 2025 @ 7.30pm, St Marys Church Hall

### APPENDIX 1

#### Payments to approve

Dec-24

22.10.2024	18004/From 29.11.24 to 28.12.24	Newbury Storage	95.00
18.11.2024	Bus Shelter Electriciy, IV01972624	SSE	156.51
26.12.2024	2597/Tactical Facilities Management Ltd	Dog Waste Collection	179.52
30.11.2024	Clerk Salary November	Kim Lloyd	
25.11.2024	Payroll, 2283	SME Accounting Services	12.00
30.11.2024	Clerk Pension November	Berkshire Pension	804.87
31.11.2024	Employee/er Tax /Ni Contributions	HMRC	846.83
26.11.2024	Internal Interim Audit	Auditing Solutions Ltd	612.00
30.11.2024	Bank Charges	Unity Trust Bank	6.00
1.10.2024	Diamond Build Consultation Survey Return Freepost	Royal Mail Ld	1.28

#### Receipts

11.11.2024	Interest from LloydsAccount		74.56
	<b>Total Income</b>		<b>74.56</b>