



MINUTES OF PANGBOURNE PARISH COUNCIL

Minutes of the full meeting of the Council held at Pangbourne Village Hall on Tuesday 10 March 2026 at 7.30pm.

PRESENT:

Cllrs: J. Higgs (Acting Chairman), T. Batten, C. Brewer, G. Child, C. Ellis, N. Goodwin, M. Male, B. Kerr-Muir, M. Rimmer,
Clerk: R. Elkin (Clerk, RFO),
Members of public: 0 Members of the Public were present for all or part of the meeting
Apologies Received: I. Walker (Chairman),
Absent: C. Roberts,
District Cllr: Cllr M. Shakespeare was not present

Section 1: Procedural

2253 To receive apologies for absence and declarations of interest relevant to agenda items

- Apologies were received from: I. Walker (Chairman),
- Absent: C Roberts
- No Declarations of Interest were made relevant to items on the agenda

2254 To RESOLVE to adopt the minutes of the full council meeting held on 10 Feb 2026 as a true and accurate record

Having been previously circulated and taken as read, the minutes of the meeting of 10 Feb 2026 were approved and signed as an accurate record with no amendments

Section 2: Decision Making

Action

2255 To AGREE to APPROVE the Cemetery and Allotment fee amendments as discussed and recommended by the Grounds Committee

- Having previously been circulated, it was **RESOLVED** to approve the amended fee proposals for Pangbourne Allotments and Pangbourne Hill Cemetery.
- As allotment legislation requires 12 months notification for amendments to tenancy fees, these will become effective from 1 April 2027. This will be the first increase in several years and is relatively modest but reflects increases in costs, in particular water, tree works and skip hire.
- Cemetery Fee amendments will become effective for any new requests from 1 April 2026. These apply to in parish fees only and out of parish fees remain unchanged. Again, apart from some minor amendments, this is the first increase for over 5 years.
- Details of the new fees are appended to these minutes.

2256 Receive an UPDATE and agree any actions in relation to the call for sites as part of the Local Plan Review Process

- Following a recent Town and Parish Council update from WBC on the Local Plan Review, the Clerk had previously circulated slides outlining the key points of note. Namely that :
- The current Local Plan Review (LPR) was adopted in June 2025.
- The LPR sets out the strategy for distributing development within West Berkshire and the policies for protecting, conserving and enhancing the natural, built and historic environment.
- Common for 10-year gaps between adoption of plans.

- However, the Government is transitioning to a new plan-making system and recently published details about this:
- A new local plan system will launch this year which introduces a 30-month process.
- Process includes three gateway checkpoints to monitor progress and resolve issues early.
- Government has indicated it may use intervention powers if Councils do not meet the required timelines.
- Although West Berkshire has a recently adopted Local Plan, preparation of a new local plan must officially begin by 31 October 2026. This is due to transitional requirements in national planning policy.
- Work is now starting on preparing the evidence base needed to support the new Local Plan, alongside preparation of a new Minerals and Waste Local Plan
- The new Local Plan and new Minerals and Waste Local Plan will set out policies to help meet the district's future development needs, including through site allocations.
- As they progress work on these plans, they will build a clearer picture of the district's future needs, for example housing (including affordable housing), employment land, infrastructure, and other uses too. To do this, they will prepare a range of evidence studies and work closely with stakeholders.
- To help understand what land may be available to meet these needs as they are identified, they have launched a Call for Sites.
- The Call for Sites gives landowners, site promoters, communities, and others with development interests the opportunity to put forward potential sites.
- It is an important early stage in preparing local plans. It allows local planning authorities, such as West Berkshire, to gather information about land that may be suitable for future development.
- Sites can be promoted for any use, including but not limited to:
 - Residential (market housing, self and custom build, rural exception)
 - Employment
 - Retail
 - Minerals and waste
- Can be within or outside of settlement boundaries, however, sites proposing fewer than 10 dwellings within settlement boundaries should not be submitted.
- Sites from anywhere in the district can be promoted.
- Current Local Plan identifies a spatial strategy and requires development to follow the district-wide settlement hierarchy.
- This spatial strategy and settlement hierarchy will be reviewed as part of work on the new Local Plan.
- It is also worth noting that one of the aims of the Council's Strategy is to help ensure villages remain vibrant in the long term.
- However, it's recognised there are a significant number of constraints across the district, all of which will be carefully considered when assessing promoted sites.
- Submitting a site:
 - **does not** guarantee it will be allocated for development in the new Local Plan or new Minerals and Waste Local Plan; or
 - **does not** guarantee it will be granted planning permission.
- **How can Parish and Town Councils support the Call for Sites?**
- Promote local awareness:
 - Widens the reach of the Call for Sites.
 - Increases the likelihood of receiving a diverse mix of submissions, not just from large landowners but smaller landowners, community groups and individuals who may be unaware of the process
 - Parish and Town Councils are familiar with local constraints, aspirations, and community identities. Can help us by identifying local priorities and opportunities:
 - May be aware of land in parish that should be considered? If so, please make the landowners aware of the Call for Sites.
 - Do you have any land that you would like to promote?
 - We would be interested to know of any possible sites, particularly for rural exception housing.
 - The Call for Sites process presents the opportunity to identify land that could be used for rural exception sites.
- Defined in national planning policy as:

“Small sites used for affordable housing in perpetuity where sites would not normally be used for housing. Rural exception sites seek to address the needs of the local community by accommodating households who are either current residents or have an existing family or employment connection. A proportion of market homes may be allowed on the site at the local authority’s discretion, for example where essential to enable the delivery of affordable units without grant funding”

- A mechanism for delivering affordable housing on small plots of land in areas adjacent to rural settlements that would not otherwise be granted planning permission for housing development.
- Their purpose is help address local housing need and sustain rural communities.
- An exception site is literally an exception in planning terms. It allows for planning permission to be granted on land that would not normally be granted planning permission, for example it is adjacent to a rural settlement and located within a National Landscape.
- Parishes will need to work with Connecting Communities in Berkshire if the local community is interested in rural exception sites.
- Parish Councils represent the views of their local communities and can play an important role in identifying and highlighting unmet housing needs.
- They can:
- Work with Connecting Communities in Berkshire to help identify potential locations for rural exception sites and suitable housing association partners.
- Support West Berkshire Council by sharing insight into local priorities and helping to identify land that may be suitable for rural exception site development.
- Communicate the benefits of affordable rural housing to residents, including sustaining local services and enabling families to remain within the parish, helping to ensure rural communities remain sustainable and vibrant.
- **What happens after the Call for Sites ends?**
- Following the end of the Call for Sites on 30 March 2026, we will assess all the sites promoted through the preparation of a Housing and Economic Land Availability Assessment (HELAA).
- **What is the HELAA?**
- A technical study required by national planning policy.
- It will form part of the evidence bases for the new Local Plan and new Minerals and Waste Local Plan.
- It assesses the availability, suitability and achievability of sites for housing, employment, and other uses.
- It will provide a starting point for site selection work that will determine what sites should be allocated.
- It does not allocate sites or influence planning decisions.

Councillors agreed that this was an important development and although planning opportunities were limited by natural geography in the village , it was important to keep informed once the HELAA was available.

2257 Receive an UPDATE and agree a response in relation to the consultation on the Local Government Review Process

- It was agreed that the Parish Council should support the Ridgeway proposal

2258 To AGREE to submit the next round Mend The Gap Draft Proposal and update on Management Plan

- The Clerk and Cllr NG stated that they had continued to work with Mend the Gap to look at a possible future round of funding for works at the meadows and recreation ground.
- They stated that they had submitted an application for works of approx. 70k and are awaiting further updates. These included community engagement plans, bird and bat projects ,info boards, haymeadow works and possible car parking /access works.

2259	<u>Planning:</u>		
	i. To receive the list of planning applications since the last meeting		<u>Comment</u>
		None	
	ii. To discuss and agree responses not already RESOLVED by Planning Committee plus any other urgent applications received before the meeting:		
	26/00005/WR	8 High Street, Pangbourne, Reading, RG8 7AB	Previous objection stands
	appeal against refusal of 25/02308/FUL		
	26/00399/FUL	27 Shooters Hill, Pangbourne, Reading, RG8 7DZ	No Objection

- 2260** **Finance:**
- i. **To RESOLVE to APPROVE accounts reconciliation at 28 February 2026**
 - ii. **To RESOLVE to APPROVE the payment schedule as appended to the agenda for March 26**

- i. It was RESOLVED to APPROVE accounts reconciliation at 28 February 2026 of £294,244.04
- ii. It was RESOLVED to APPROVE the payment schedule as appended to the agenda for March 26 totalling **£22,679.88**

- 2261** **Policies and Procedures**
To consider to RESOLVE to approve the policies previously circulated and taken as read.

- Risk Assessment- RESOLVED to re-adopt

Section 3: Updates and Progress Reports

Action

- 2262** **Reports from committees, working parties and individual councillors**

VILLAGE HALL

- Thames Water leak-ongoing
- Carpark resurfacing has taken place . New lining outstanding tbc
- New social media account for the hall advertising classes and events

GROUNDS

- Rec Carpark Fencing -on order
- Pavilion Kitchen works -complete
- MTG-ongoing
- Tennis electricity- contribution for 2025-26 paid in full

2263 To receive a brief report from the Chairman

- None

2264 Clerk's Report

- Update on Post Office and other village businesses
- Update on carpark resurfacing
- Update on wall rebuilding- now complete and re planting taking place by Rotary
- Bus correspondence- WBC
- Waterside House /the Wharf- closure of public access to private garden
- Final first stage MTG grant received
- IT update

2265 To receive a report from the District Councillor

- None -not present

2266 To answer questions from councillors, request items for next meeting or receive items for information only

- MR raised a matter regarding the lack of suitable parking for a running event

2267 Correspondence:

- None not already circulated

Clerk

Section 4: Confidential Session

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is 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 items detailed below.

- 2268** • Matter relating to land at Pangbourne Meadows

Section 5: Closure

2269 There being no further business the Chairman closed the meeting at 20.55pm

The next scheduled meeting will be held on Tuesday 12 May 2026 at 7.30pm.

_____ Chairman

_____ Date

**PLANNING APPLICATIONS TO BE REVIEWED AT OR BEFORE PARISH COUNCIL MEETING ON
10 March 2026**

APPLICATION NUMBER	PROPOSAL	Recommendation
26/00005/WR appeal against refusal of 25/02308/FUL	Change of Use from Barber Shop (Use Class E) to Takeaway Shop (Hot Food Takeaway - Use Class Sui Generis) 8 High Street, Pangbourne, Reading, RG8 7AB	No further comment (original objection stands)
26/00399/FUL	To use first and second floors as offices, use class B1(a). Section 73a application remove Condition (3) Use Restriction of planning permission 03/00558/FUL. 27 Shooters Hill, Pangbourne, Reading, RG8 7DZ	No objection

PLANNING APPLICATIONS REVIEWED SINCE COUNCIL MEETING ON 10 February 2026

APPLICATION NUMBER	PROPOSAL	Recommendation

WBC DECISIONS SINCE 10 February 2026

APPLICATION NUMBER	PROPOSAL	WBC Decision
25/02893/CERTP	Construction of a single-storey rear infill extension which will protrude 1.125m from the existing rear elevation. All building materials will be to match existing, as shown in submitted elevations. 2 Croft Drive, Pangbourne, Reading, RG8 8AN	Lawful

Allotment Rates										
2018	Full	with "25%" prompt payment discount	with 10% pensioner discount	with both discounts		... to nearest 50p	Full	with 25% prompt payment discount	with 10% pensioner discount	with both discounts
Whole	£40.00	£30.00	£36.00	£27.00		Whole	£40.00	£30.00	£36.00	£27.00
Half	£20.00	£15.00	£18.00	£13.50		Half	£20.00	£15.00	£18.00	£13.50
Third	£13.50	£12.00	£12.00	£10.00		Third	£13.50	£10.00	£12.00	£10.00
Quarter	£10.00	£10.00	£10.00	£10.00		Quarter	£10.00	£10.00	£10.00	£10.00
2019	Full	with 25% prompt payment discount	with 10% pensioner discount	with both discounts		... to nearest £1	Full	with 25% prompt payment discount	with 10% pensioner discount	with both discounts
Whole	£44.00	£33.00	£39.60	£29.70		Whole	£44.00	£33.00	£40.00	£30.00
Half	£22.00	£16.50	£19.80	£14.85		Half	£22.00	£17.00	£20.00	£15.00
Third	£14.67	£11.00	£13.20	£10.00		Third	£15.00	£11.00	£14.00	£10.00
Quarter	£11.00	£10.00	£10.00	£10.00		Quarter	£11.00	£10.00	£10.00	£10.00
2023 (check when this came in)	Full	with 25% prompt payment discount	with 10% pensioner discount	with both discounts						
Whole	£44.00	£33.00	£40.00	£30.00						
Half	£24.00	£18.00	£22.00	£16.00						
Third	£15.00	£11.00	£14.00	£10.00						
Quarter	£13.00	£10.00	£12.00	£10.00						
2024	Full	with 10% hardship discount	Admin Charge for late payment			remove pensioner discount	add hardship discount	remove prompt payment discount	add admin charge for late payment	
Whole	£35.00	£32.00	£15.00							
Half	£20.00	£18.00	£15.00							
Third	£12.00	£11.00	£15.00							
Quarter	£10.00	£10.00	£15.00							
Proposed 2027	Full	with 10% hardship discount	Admin Charge for late payment							
Whole	£37.00	£33.00	£18.00							
Half	£21.00	£19.00	£18.00							
Third	£12.50	£11.00	£18.00							
Quarter	£10.50	£10.00	£18.00							

	Pangbourne Hill Cemetery (current)			Pangbourne Hill Cemetery (proposed)			
	In Parish	Adjoining with no Cemetery	Out of Parish	In Parish	Adjoining with no Cemetery	Out of Parish	cash value variance
Burial Plot	£350	£2,800	£3,500	£420	£2,800	£3,500	£70
Cremation Plot	£175	£1,400	£1,750	£210	£1,400	£1,750	£35
Burial (full)	£175	£1,400	£1,750	£210	£1,400	£1,750	£35
Burial (CR)	£105	£840	£1,050	£125	£840	£1,050	£20
Headstone	£175	£700	£875	£210	£700	£875	£35
Flat full stone	£175	£700	£875	£210	£700	£875	£35
Kerb set	£175	£700	£875	£210	£700	£875	£35
Headstone & kerbs	£210	£1,000	£1,250	£250	£1,000	£1,250	£40
Tablet	£50	£200	£250	£60	£200	£250	£10
Vase	£50	£200	£250	£60	£200	£250	£10
CR memorial	£105	£420	£525	£125	£420	£525	£20
Additional inscription	£35	£70	£70	£35	£70	£70	
Additional notes							