



MINUTES OF PANGBOURNE PARISH COUNCIL

Minutes of the full meeting of the Council held at Pangbourne Village Hall on Tuesday 14 April 2026 at 7.30pm.

PRESENT:

Cllrs: J. Higgs (Acting Chairman), T. Batten, C. Brewer, G. Child, N. Goodwin,
M. Male, B. Kerr-Muir, M. Rimmer, C. Roberts (from 7.45pm)
Clerk: R. Elkin (Clerk, RFO),
Members of public: 1 Member of the Public was present for all or part of the meeting
Apologies Received: None,
Absent: C. Ellis,
District Cllr: Cllr M. Shakespeare was not present

Section 1: Procedural

2270 To receive apologies for absence and declarations of interest relevant to agenda items

- No apologies were received
- Absent: C. Ellis,
- No Declarations of Interest were made relevant to items on the agenda

2271 To RESOLVE to adopt the minutes of the full council meeting held on 10 March 2026 as a true and accurate record

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

Section 2: Decision Making

Action

2272 To CONSIDER and AGREE the Annual Schedule of Meetings for 2026-27 year

- The Annual Schedule of Meetings for the coming year was **ADOPTED** with the caveat that the dates around next year's election may need to be moved (APM and AMPC) to accommodate the election schedule – tbc. The Schedule is appended to these minutes.
- The Chairman also stated that he could not attend the 9 March 2027 meeting which was duly noted.

2273 To CONSIDER and to APPROVE a grant of £5,000 to Adventure Dolphin Charity for the purposes of youth activities, holiday clubs and HAF funded provision for Spring and Summer 2026

- It was **RESOLVED** to approve a donation of £4,565 for the 2026/27 year to the Adventure Dolphin Charity for their youth services programme in partnership with Berkshire Youth using power LG(MP)A 1976 s.19(3) from reserves.
- It was, however noted that more detailed and updated information on usage figures and this year's projections has been requested and needs to be provided before the grant is paid.

2274 To CONSIDER and AGREE the final details for the Accessibility event on 15 April 2026

- The final details for the accessibility walk have now been arranged. J. Holmes will not be able to make the meeting but it is expected that J. Brookes will still be able to attend from the West Berkshire Council Executive.

- It has been arranged for several wheelchairs to be borrowed from Berkshire Mobility for the event which will set off from the village hall and navigate (or attempt to) through the village centre to illustrate the issues with poor footways, surfaces, kerbings and obstructive parking.

2275 To CONSIDER and AGREE final details for the Annual Parish Meeting including Millennium Award winners

- Final details have been made for the evening.
- The Clerk stated that she has compiled a list of those wishing to speak or have stalls.
- She has also made arrangements for this year's Millennium Award to be made to Kevin Dennis who is retiring from the Adventure Dolphin Centre and Duke of Edinburgh Awards Scheme after almost 50 years of service. Further details of the award will be noted in the Annual Parish Meeting minutes. It was agreed that Kevin was an incredibly worthy winner after his many years of service to keep the centre operating and will have helped hundreds if not thousands of young people over those years.
- The Clerk also stated that she had made arrangements for Stephen May from Collins Hardware/The Post Office to attend and receive a special award as he is also retiring after, again, almost 50 years of service in the village. The new owners of the Post Office and Collins (who are also the owners of Cheese etc) will also attend to present on their plans for the store.
- It is expected that there will be a large public turnout for both presentations and it was agreed that the Parish Council presentations should be kept to a minimum to allow this evening to be a true community celebration and night of thanks.

As the time was now 8pm, Standing Orders were suspended to allow a member of the public to speak during the Public Forum.

The Member of the Public asked about progress on looking into developing a Neighbourhood Plan. The Clerk then read out a response she had received from the Planning Dept at WBC regarding this. The key points of the response are:

Key local amenities which may be protected by a Neighbourhood plan, such as the River Meadows, Recreation Ground and River frontages already have strong protection through existing covenants, Local and National Plan policies, being a floodplain or other local designations. A neighbourhood plan would not override or duplicate these as such. It could add some additional local protections such as

Formal designation as Local Green Space:

Neighbourhood plans can designate land as Local Green Space, which provides special protection against development for green areas of particular importance for local communities. National planning policy sets criteria which must be met for a Local Green Space designation. The land must:

- *be in reasonably close proximity to the community it serves;*
- *be demonstrably special to a local community and hold particular local significance, for example, because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and*
- *be local in character and not an extensive tract of land.*
- *Any neighbourhood plan proposing Local Green Space designations must be supported by robust evidence explaining how each site meets the national policy criteria.*

Identification of non-designated heritage assets:

Neighbourhood plans can identify non-designated heritage assets, such as historical buildings, structures or landscape features that are locally important but not formally listed.

Plans can also include heritage-specific planning policies, for example:

Requiring development to conserve and enhance heritage significance.

Setting expectations for design, scale, and layout in sensitive areas.

Policies protecting setting, views, and character

Neighbourhood plans can include policies to protect important settings, views, and local character.

Design codes:

A neighbourhood plan can also include design codes to guide the form and appearance of new development so that it reflects local character. Design codes are clear, visual and written rules that focus on how development is delivered rather than whether it happens. They can address matters such as layout, scale, materials, and relationships with surrounding development and landscape.

Current position on neighbourhood plans and funding

The Government has now ended the national Neighbourhood Planning Grant and Technical Support Programme, following the recent spending review. As a result, no new grant applications or technical support have been commissioned since last summer, and only previously agreed support packages will be completed by March 2026.

Locality, the organisation that previously delivered the support programme, has confirmed that its neighbourhood planning website and associated resources will close at the end of this month. As a result, any new neighbourhood plan would need to be funded by a parish council (or jointly with neighbouring parishes, if preparing a shared plan). However, it should be noted that the cost of the independent examination and referendum is covered by the local planning authority.

Potential options for funding a neighbourhood plan include the following:

- Applying for the National Lottery Community Fund:
- Parish precept.
- Sponsorship. A local business or developer may be willing to fund specific elements.
- Non-financial support: support does not necessarily need to be financial. Local businesses and organisations may be able to offer the or provide voluntarily or reduced fee technical advice. Planning students at nearby universities may also be able to provide free assistance.

Benefits of a neighbourhood plan

- Higher share of CIL receipts
Areas with an adopted neighbourhood plan receive 25% of CIL receipts, compared to 15% in areas without one.
- Ability to designate and protect key local assets
Neighbourhood plans can formally designate valued local green spaces, protect heritage features, and include design codes to guide the character and appearance of new development.
- Greater influence over the form and quality of development
Neighbourhood plans can shape the design, density, and layout in a more locally responsive way than a local plan alone.
- Limitations and considerations
Pangbourne's physical constraints (floodplain, National Landscape, chalk escarpments, etc.) restrict the scope for significant development. In such situations, the overall quantum of new development that a neighbourhood plan can influence may be limited.

Neighbourhood planning is also resource intensive. Plans typically take three to four years to prepare, and require sustained volunteer time, technical evidence, consultation, and project management. With Government funding now withdrawn, this results in a greater financial burden for parish councils wishing to prepare a neighbourhood plan.

We have developed a neighbourhood planning resource section on the Council's website. It includes guidance for parish councils who are considering whether to prepare a neighbourhood plan: <https://westberks.gov.uk/npresources>.

Local Government Review – timing considerations

The ongoing local government reforms are not expected to affect the ability of parish councils to prepare neighbourhood plans. Local planning authorities have a statutory duty to support parish councils preparing a neighbourhood plan. Should the Ridgeway Council be established, it would take on responsibility for this support.

In parallel, the Government is progressing a new national planning regime, including new plan-making regulations and a streamlined 30-month local plan timetable. These reforms are intended to simplify and speed-up local plan-making nationally.

The Government's recent consultation on the revised national Planning Policy Framework confirms that adopted neighbourhood plans will remain part of the statutory development plan. They will therefore continue to sit alongside local plans and must still be taken into account in decision-making. However, their role is being reframed more explicitly as a positive tool to help shape development, encouraging site allocations where appropriate and focusing on design quality, infrastructure, regeneration, and environmental enhancements.

West Berkshire Council must formally commence work on a new local plan by 31 October 2026, which will then need to be prepared within the new 30-month timeframe. Despite the local government reorganisation, Government advice for now is to continue progressing local plans .

Weight of neighbourhood plans and housing targets

Once made (adopted), a neighbourhood plan form part of the statutory development plan. It is used in decision-making and retains full weight unless updated.

In circumstances where there is any conflict between policies in a made neighbourhood plan and those in a subsequently adopted Local Plan, the more recently adopted plan takes precedence when determining a planning application. This approach is set out within National Planning Practice Guidance. It is also important to note that future changes to national planning policy and guidance may influence how certain neighbourhood plan policies are applied, particularly where new national requirements differ from those in a made neighbourhood plan.

Neighbourhood plans can be updated, and the process for doing so largely mirrors that of preparing a plan for the first time, eg. consultation, independent examination, etc.

2276 To RECEIVE an UPDATE on the email outage issue and AGREE to pursue a new provider as a matter of urgency.

A discussion took place regarding the recent email outage suffered by the council and it was agreed that as issues were still ongoing a new supplier should be sought asap. This is to be looked at alongside the other IT improvements which were recently agreed.

2277 To RECEIVE an UPDATE on the next round Mend The Gap Draft Proposal and update on Management Plan

NG and the Clerk stated that they had revised and updated the grant application for the second phase of the project for £81k and are waiting for the application to go to the steering group panel at Mend the Gap.

2278 Planning:

i. To receive the list of planning applications since the last meeting

Comment

None

ii. To discuss and agree responses not already RESOLVED by Planning Committee plus any other urgent applications received before the meeting:

26/00571/HOUSE 23 Kennedy Drive, Pangbourne, RG8 7JP

Comment

26/00556/HOUSE 11 Thames Avenue, Pangbourne, RG8 7BU

No Objection

26/00681/HOUSE 70 Reading Road, Pangbourne, RG8 7JE

No Objection

2279 Finance:

i. To RESOLVE to APPROVE accounts reconciliation at 31 March 2026

ii. To RESOLVE to APPROVE the payment schedule as appended to the agenda for April 2026

i. It was RESOLVED to APPROVE accounts reconciliation at 31 March 2026 of £311,992.20

ii. It was RESOLVED to APPROVE the payment schedule as appended to the agenda for April 2026 totalling £21,923.54

2280 Policies and Procedures

To consider to RESOLVE to approve the policies previously circulated and taken as read.

None this month but note the requirement for revised policies under the AGAR.

Section 3: Updates and Progress Reports

Action

2281 Reports from committees, working parties and individual councillors

VILLAGE HALL

- Thames Water leak – ongoing
- Issues with toilets and drainage – CCTV has been undertaken

GROUNDS

- Pavilion meeting with clubs, second quote to be sought for toilets work
- Cladding has been proposed for pavilion, will require planning and need to be robust (fibre cement ideally)
- Fence replacement works for car park at recreation ground are booked for mid May
- ANPR to be followed up

2282 To receive a brief report from the Chairman

The Chairman gave a brief report on progress on Speedwatch

2283 Clerk's Report

- Bus Correspondence – WBC follow up meeting attended with JH, TB and District Cllr
- Rotary to take on planting of hall/car park wall
- Road works on Tidmarsh Road – no major queues in village BUT damage to Green Lane and Bere Court properties. WBC following up. Major tree works done at the same on the Thames Water side of the road due to health of trees and following recent falls onto the road. Also causing issues with flow of the Pang.
- Update on Heritage storage – groups to be contacted
- Update on utilities contracts – Water supply at hall now transferred. Street lights ongoing
- Update on Annual Litter Pick – all arranged for this coming weekend
- Update on Neighbourhood Plan correspondence (see above)

2284 To receive a report from the District Councillor

None – not present

2285 To answer questions from councillors, request items for next meeting or receive items for information only

- Cllrs raised issues with the works on Tidmarsh Road
- Waterside House public access was raised

2286 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.

2287 Matter relating to assorted legal works and appointment of specialist solicitor to progress. Clerk to be given authority to instruct and deal with same.

Section 5: Closure

2288 There being no further business the Chairman closed the meeting at 9.11pm

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
14 April 2026**

APPLICATION NUMBER	PROPOSAL	Recommendation
26/00571/HOUSE	Single storey side and rear extension. 23 Kennedy Drive, Pangbourne, Reading, RG8 7JP	Comment
26/00556/HOUSE	Rear Extension and alterations 11 Thames Avenue, Pangbourne, Reading, RG8 7BU	No Objection
26/00681/HOUSE	Erection of a two storey side extension with associated fenestration 70 Reading Road, Pangbourne, Reading, RG8 7JE	No Objection

PLANNING APPLICATIONS REVIEWED SINCE COUNCIL MEETING ON 10 March 2026

APPLICATION NUMBER	PROPOSAL	Recommendation

WBC DECISIONS SINCE 10 March 2026

APPLICATION NUMBER	PROPOSAL	WBC Decision
25/01498/HOUSE	2 storey side extension with single storey rear extension. Hip to gable roof extension and dormer to rear. New porch to front and driveway parking. 161 Bourne Road, Pangbourne, Reading, RG8 7JT	Conditional Approval
25/02892/HOUSE	Proposed demolition of existing conservatory and replacement ground floor rear extension. Proposed loft conversion including hip to gable conversion and insertion of new dormer windows Frilsham House, 12C Sheffield Close, Pangbourne, Reading RG8 7GD	Withdrawn
26/00078/CERTP	Conversion of existing integral garage into a habitable room. Removal of garage door, brick up opening including two new windows and internal alterations. Brookfield, Green Lane, Pangbourne, Reading, RG8 7BG	Lawful
26/00397/COND	Application for Approval of Details Reserved by Conditions (4) Tree Protection Plan and (5) Arboricultural Method Statement of planning permission 25/00774/HOUSE Coppinger, Riverview Road, Pangbourne, Reading	Approval