CROWTHORNE PARISH COUNCIL

MINUTES OF THE MEETING OF CROWTHORNE PARISH COUNCIL (CPC) HELD AT THE MORGAN CENTRE, WELLINGTON ROAD, CROWTHORNE ON TUESDAY 1 SEPTEMBER 2026 AT 7.30PM

Present: Cllr P Wood - in the Chair
Cllr S Butterworth
Cllr J Allen
Cllr N Kilvert
Cllr Mrs G Robertson
Cllr N Robertson
Cllr E Storm
Mrs J Robertson - Assistant Clerk
0 members of the public

Apologies accepted: Cllr T McKenzie-Boyle
Cllr T Eberle
Cllr R Wade
Mrs M Saville - Clerk

Minute 81 DECLARATIONS OF INTEREST AND DISPENSATIONS
None.

Minute 82 APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING
The minutes of the meeting of the Parish Council held on 7 July 2026 as circulated, were taken as read, confirmed and signed by the Chair as a true record.

Minute 83 MATTERS ARISING FROM MEETING HELD ON 7 JULY 2026

1 Min 65.1 – Public Question Time - Hurst Lodge School change of use application

CPC supported the revised TRO proposals for a longer stretch of double yellow lines than had previously been proposed. BFC Highways have advised that they will be making a final decision on this shortly and anticipate being in a position to order the installation in the next couple of weeks.

2 Min 65.2 – Revised depot site proposals for Phase 5C at Buckler's Park

A small working group comprising Cllrs Wood and Allen, and the Project Officer and Clerk, met to discuss the plans for the recreation space on Phase 5C. BFC have now provided an outline and area image of the proposed site for management by CPC but unfortunately have not provided the dimensions.

Further clarity is required about what CALA homes are proposing as BFC have indicated that the developer will provide a grassy area suitable for kickabouts, which will be transferred to the management company for long term management as part of the developer's Biodiversity Net Gain (BNG) obligations. BFC have suggested that CPC provide a hard ball court area on the land it is to manage along with a pump track, however this is not what CPC had indicated it wished to provide as there are already hard-court surfaces on Buckler's Park, and CPC does not wish to replicate existing facilities.

CPC's Project Officer and Finance Officer are beginning the works on costing the proposals in order to respond substantively to BFC.

Minute 83 (cont)

3 Min 65.3 – Post Covid High Street, retail, and employment regeneration in Crowthorne and Banner Flags

An update on changes to shop units on the High Street/Dukes Ride was provided.

Work is underway and a date set for the combined CPC and Churches Together planning meeting for the Late Night Christmas Shopping event on Friday 4 December. The road closure application has also been submitted.

CPC's Part Time Caretaker and grounds person has been out to clean the road signs that are in easy reach as these are no longer being cleaned by BFC and were looking very dirty.

4 Min 65.4 – Crowthorne Policing

A busy Have Your Say meeting was held at Buckler's Park on 23 August where ASB concerns were raised by local residents. A short report on the meeting made it into the local news.

Details of the current Neighbourhood Team officers were shared together with dates of forthcoming Have Your Say Meetings along with local concerns and priorities as shown on the TVP website for Crowthorne.

Sadly, the Crowthorne Neighbourhood Policing Team were not on shift so did not attend the Summer of Fun event on the Morgan Rec., and no other Neighbourhood Team Officers were sent to cover the event. Fortunately, local emergency services were well represented at the event with RBFRS attending with an appliance which many children had fun exploring. South Central Ambulance Service Charity also attended and provided First Aid cover, with 4 of their crew on site in uniform.

TVP are now following up the previous decision to take no further action concerning the phone calls to Crowthorne Parish Council by young people complaining and threatening to kill staff following the removal of bike jumps at Circle Hill woods. PC Crossman has stated he will be providing the Clerk with monthly updates on the matter.

5 Min 65.5 – CROW Repair Café and planned activities

Crowthorne Repair Café continue their regular sessions on the last Saturday of each month.

CPC's Project Officer is following up the suggestions to CROW regarding any legacy projects they may wish to support as their organisation is to become dormant, although has funds it can still spend on projects which support its mission.

6 Min 65.6 – LESG Stakeholder's meeting

The invitations for the next LESG meeting on 18 September at 11am via Teams have been issued.

7 Min 65.7 - Buckler's Park and Hub

Various ASB issues and vandalism have been noted at the Pioneer Park by the Stables Café on Buckler's Park. Trinity manage the park and closed it for repairs for a period over the school summer holidays. A further update was provided under minute number 99 below.

Minute 83 (cont)

Cllr Allen, the Clerk and Project Officer all attended a guided walk at Buckler's Park SANG with BFC Rangers and other local environmental groups and organisations on 16 July. The walk and talk were very informative and showcased an incredible range of wildlife and habitats. Some of the ideas/advice have been brought back to CPC and informed the NERC projects proposal which was covered under minute number 97 below, such as the importance of cherry trees for birds.

BFC have recently released a Press Release about an award that Buckler's Park SANG has received: Buckler's Forest has been named the Land Trust's 2026 Site of the Year, recognising its value for wildlife conservation and community growing.

8 Min 65.8 - Bank Reconciliation

Cllr Allen undertakes a monthly review of the bank reconciliation. The reconciliation is prepared by the Finance Officer and emailed to Cllr Allen who reviews it and responds to either approve or raise any queries. As ever, all paperwork is available from the parish office should any other Cllr wish to inspect it.

9 Min 65.9 - Cllr Surgery

Details for the surgery rota in place for September and October were shared along with a reminder that CPC's Cllr Surgery Procedure stipulates that at least 2 Cllrs should host each Cllr surgery for their own safety. If Cllrs are due to host a Cllr surgery but cannot for any reason, it is incumbent on them to find another Cllr to attend in their place.

10 Min 65.10 – Staff leave and rota

Members were advised of annual leave/TOIL (time off in lieu) booked by staff and updated on the work from home rota.

11 Min 65.11 - Youth Work

The Wayz continue to provide their regular detached visits at the Morgan Rec. and other outdoor areas in Crowthorne.

The Wayz attended all the Summer of Fun events over the summer and ran 'spray painting graffiti style art' activities. They also ran a sports session on the Morgan Rec. on 28 August.

Following the meeting of the Circle Hill and Walter Rec. trustees on 20 July when the Trustees voted to decline the request by the Wayz for the temporary installation of bike jumps/ramps at Circle Hill, the Clerk wrote to The Wayz Manager to inform them of the decision and the reasons why the request could not be granted.

12 Min 65.12 – Pre-School extended day

The nursery wrote to inform CPC that the oven at the Parish Hall was broken and offering to replace this at the cost of the nursery. CPC's Finance Officer and Clerk agreed to the request on the proviso that the nursery ensure the appliance is PAT tested annually and that it is removed from the Parish Hall if/when nursery end their long-term hire of the facilities. Nursery have stated they understand and consent to other hall hirers using the oven.

The Clerk met with the Early Years lead, Cherry Hall, from BFC recently and BFC stated how pleased they were that CPC had managed to facilitate the nursery/early years provision on site when the old setting closed with little/no notice.

Minute 83 (cont)

13 Min 65.13 – Anti-social behaviour in parks - BFC and stakeholder Teams meetings

The group met on 3 August. Issues with drug use at the Walter Recreation Ground were reported.

The death threats relating to the removal of illegal bike jumps were discussed and BFC's Community Safety lead followed up the meeting by sending out advice about the penitential use of Body Worn Cameras in parks, open spaces and events in future.

Concerns about deliberate damage at the park on Pinefields Close are also being followed up by BFC, Abri and TVP.

14 Min 65.14 – Bus petition

No further update.

15 Min 65.15 – Crowthorne Smiles

There is no further update on the planning application for 2 x 3 bed flats at ground floor level which was refused by BFC on the BFC portal. It does not appear that the developer has submitted an appeal against the refusal.

This matter will be removed from future updates.

16 Min 65.16 – Bank balances

CPC's bank balances on 1 September 2026 were:

- Current account: £3,772.22
- Deposit account: £431,338.57
- Fixed term deposit account (1 year to 3.3.2027): £300,000

17 Min 65.17 – Planning Liaison Meeting

The Officer Planning Liaison meeting took place on 14 July. The minutes and reports from the meeting will be shared with Cllrs when they are received.

18 Min 65.18 – BFC Biodiversity Group Meeting

The Biodiversity group's summer meeting at Buckler' Park SANG had been reported at point 7 above.

19 Min 65.19 – Road Closures

The One Network remains the most up to date source of information for current and planned roadworks: Causeway one.network

20 Min 65.20 – Circle Hill and the Walter Recreation Ground Charity

A meeting of the charity trustees took place on 20 July. The draft minutes were circulated with papers for the meeting.

21 Min 65.21 – Council Matters – BFC Parish and Town Liaison (PTL)

The minutes from the BFC Parish and Town Liaison meeting were circulated with papers for the meeting.

22 Min 65.22 – Consultations

The following consultations were open on the BFC consultation portal:

- Homelessness and Rough Sleeping Strategy Consultation

Bracknell Forest Council are seeking the views of residents, stakeholders, Members and partners on the draft homelessness and rough sleeping strategy for 2027-2032.

Homelessness and Rough Sleeping Strategy Consultation - Details - Keyplan

- Dementia Strategy Survey for People with Dementia, Carers and Professionals

This survey is for people with dementia, carers, and professionals.

Dementia Strategy Survey for People with Dementia, Carers and Professionals - Details - Keyplan

Minute 83 (cont)

23 Min 65.23 – Solar tenders

No further update.

24 Min 65.24 – Parish and Town Working Group - Climate Change Action Group

These meetings continue with participation by CPC.

The Bracknell Forest Climate Summit took place on 8 July, where CPC's Project Officer presented about various climate related projects CPC has undertaken in recent years.

25 Min 65.25 – Update on Crowthorne railway station

A press release was issued by CPC relating to funding secured and works planned at Crowthorne Station stating that after a sustained campaign by Cllr Wood, supported by Cllr McKenzie-Boyle and Crowthorne Village Action Group, it has been confirmed, that £500,000 has been allocated for the restoration of Crowthorne Station.

The historical building is managed by the Arch Company on behalf of Network Rail who are responsible for leasing it out to commercial occupants. The company has been sympathetic to the need for conservation throughout. The station was built in 1861 with funding from Wellington College and was named 'Wellington College for Crowthorne' until the 1920's.

The station building has been unoccupied for the last eight years and during that time has sadly deteriorated both internally and externally. No details are available at present of the nature of the planned works.

Further to this much media coverage ensued, with Cllr Wood interviewed for the local BBC radio breakfast show.

26 Min 65.26 - Concerns about lack of green space maintenance by Metropolitan Thames Valley Housing at South Meadow

MTVH have provided information which indicates that the land and street lighting that are not being maintained adequately or at all at Cricket Field Grove on the older section were part of the land transfer to Barratt Homes. BFC have assisted CPC by providing contact details for Barratt Homes and the Clerk will continue to follow this matter up.

27 Min 65.27 – Drainage surveys

RJS Construction have provided a quotation for the installation of a SUDs drainage solution to route surface water from the front of the Morgan Centre to the lower level rear of the Morgan Centre, via underground pipes into water storage containers for CPC to use for watering plants and trees. The quote is being refined with input from CPC's Project Officer and a final quote will be brought to Council for approval in due course.

28 Min 65.28 – Crowthorne NAG meeting

The autumn NAG is scheduled for Tuesday 27 October at 7pm. Cllrs were encouraged to attend. TVP have confirmed their attendance.

29 Min 65.29 – Devolution

This will be updated via Parish and Town Liaison minutes.

30 Min 65.30 - Disposal of redundant/obsolete equipment and assets

Several items of redundant/scrap metal were disposed of via a licensed waste removal contractor over the summer. Work to dispose of other items is ongoing.

Minute 83 (cont)

31 Min 65.31 – Mango Tree

Despite the report from BFC's Planning Officer at the July CPC meeting that the planning permission for the Mango Tree site had expired and the applicant needing to apply again for permission, heavy plant and machinery has been seen on site week commencing 24 August. This has been reported to BFC's Planning Enforcement Officers and photos submitted.

32 Min 65.32 – Cycle Stakeholder's Group

No further update.

33 Min 65.33– Parish Clock

Costed proposals and options for the Parish Clock will need to be looked at as part of the budget cycle commencing this autumn.

34 Min 65.34 – Bucklers' Park – Stakeholder Update

Cllr Allen provided an update under minute number 99.

35 Min 65.35 – Carnival 2026

A request for Crowthorne Carnival to host a car boot sale has been received and responded to, agreeing in principle to accommodate such an event, subject to it being scheduled at a date and time that does not conflict with football team hires of the rec., as the football teams pay to use the pitch with associated parking and changing facilities.

36 Min 65.36 – CIL projects for updated CIL list

The updated CIL list was circulated. This has not changed since the CIL report presented to CPC at the July meeting.

37 Min 65.37 – Confidential paperwork disposal

CPC's confidential waste was collected by a secure waste disposal contractor on 26 August to comply with GDPR requirements.

38 Min 65.38 – Paper to BFC on highways matters

No further update.

39 Min 65.40 – Appointment of Breakthrough Communications – Data audit and follow up consultancy advice

The Clerk and Chair are continuing to work through the outputs from the Breakthrough Communications audit. The adoption of the Data Breach Procedure was covered under minute number 96 below as it is a legal requirement to have such a procedure since June 2026.

Training on data protection legislation and compliance will be provided to all Cllrs and staff at 5.30pm on Tuesday 6 October, before the CPC meeting the same evening, and the adoption of the associated policies and procedures will be included on the agenda for the meeting immediately following the training session.

40 Min 65.41 – Appointment of Health and Safety and HR Consultants

The Health and Safety onboarding visit with WorkNest took place on 28 July. Additional risk assessments for specific tasks were recommended and have been obtained and adapted for use by CPC Officers.

Documenting annual asbestos visual inspections, to supplement the existing asbestos records, was advised and has now been set up.

A Health and Safety Handbook has been created by WorkNest for CPC and is being reviewed by the Clerk.

Overall, the consultant was happy with CPC's approach to health and safety, and compliance record keeping.

Minute 83 (cont)

41 Min 65.41 - Review of Crowthorne Neighbourhood Plan

A Working Group meeting attended by various CPC Cllrs, the Clerk and members of the public was held on 13 July. Oneil Homer's Planning Consultant, Leani Haim, attended the meeting via a web link. Leani captured the feedback and comments from those that attended the meeting, regarding matters they felt should be included or required greater protection in the Crowthorne Neighbourhood Plan. Following the meeting, Leani issued her written advice note and this was shared with Cllrs and the working group participants. A further, in person meeting, followed on 12 August when Leani attended and took questions and further comments on her advice note. At the conclusion of the meeting, she stated that nothing that had been discussed in the second meeting changed the views/advice expressed in her previous note.

42 Min 65.43 – Events – Body Worn Cameras

BFC's Community Safety lead, Vicky Kurlus, has provided advice and draft documentation which may enable CPC to issue staff/Cllrs with Body Worn Cameras for public facing events/tasks. This is being followed up by the Clerk.

43 Min 65.43 – Community Transport meeting – 23 June

No further update.

44 Min 65.45 – Fire door works – Morgan Centre

The works will go ahead when the custom-made doors are ready.

45 Min 65.46 – Ladies' toilet taps - Parish Hall

The broken tap in the ladies' toilet at the Parish Hall has been replaced.

Unfortunately, a leak from the toilet cistern mechanism has been discovered which led to some overnight flooding in the gents' toilets in the front section of the building. Airtech have visited site and are booked to undertake the repair work.

46 Min 65.48 – Cllr training

Training has been set up for Cllrs and staff on the new WorkNest platform relating to the duty on Council to prevent harassment/sexual harassment. All staff have completed the training. If any Cllrs have not yet undertaken the training, please let the Clerk know.

47 Min 65.49 – Silver Sunday

Work to plan for the Silver Sunday event on Sunday 4 October from 3-5pm continues. Ticket allocations are progressing well. Cllrs were encouraged to attend if they are free to join in with the celebrations.

48 Min 65.50 – Project Officer's report and Men's Shed Swift Project grant

An update was provided under the Project Officer's report covered under minute number 94 below.

49 Min 65.51 – Summer of Fun – Tuesday 18 August 11am - 3pm

The Summer of Fun event was a huge success with the public attending in higher numbers than last year, most likely as the weather this year was more temperate. All CPC staff and several Cllrs worked hard setting up, delivering and clearing away for the event. Positive social media comments were noted after the event by people who had attended the event, and several 'thank yous' and compliments to CPC were received in person on the day too from people stating how much they enjoy the event each year and how thankful they are that the activities are free of charge.

50 Min 65.52 – Crowthorne Eye

The summer edition of the Crowthorne Eye can be found on the CPC website: crowthorne-eye-summer-2026.pdf

Minute 83 (cont)

51 Min 65.53 – Parish Hall fire alarm false alarms

There have been no further false alarms on either the fire or intruder alarms at either hall. The fire and intruder alarms services are programmed.

52 Min 65.55 – Public question time – Razor Wire Broadmoor

Broadmoor Hospital's application for retrospective consent for the installation of razor wire as a temporary measure to deter intruders has not yet been determined, however there are recent submissions from a heritage group and historic gardens organisation on the planning portal which Cllrs may find interesting to read.

53 Min 65.56 and 75– Play area tender

Work on the play area is scheduled to commence when the schools return in September. The mural works on the southern wall of the Morgan Centre will be carried out first. The park has been closed and signage displayed informing the public that new equipment is due to be installed along with images of play area design.

54 Min 65.57 – Community Volunteer Awards

An update was provided in the Project Officer's Report covered under minute number 94 below.

55 Min 65.58 – Visibility Splay complaint - Street Trees by Doodles

The missing Plymouth bollard outside Doodles was replaced by BFC Highways before carnival.

56 Min 65.59 – Morgan Rec/Coleridge Close broken fence

Following Cllr McKenzie-Boyle and the Clerk's requests to Abri, the fence between the Morgan Rec. and Coleridge Close was reinstated before the Summer of Fun event.

57 Min 65.60 – BFC Rights of Way Improvement Plan Consultation

No further update.

58 Mins 65.61 – Audit and AGAR process

The outcome of the external audit and AGAR process were completed successfully and the receipt and noting of the external auditor's report was noted under minute number 93 below.

59 Min 65.62 – Project Officer's Report

The Project Officer's report was covered under minute number 94 below.

60 Min 65.63 – Employee Handbook

All staff have now received a digital copy of the Staff Handbook and a copy uploaded to the WorkNest portal where it can be viewed by Cllrs and Staff. Staff have also been informed of how they can access the Employee Assistance Program.

61 Min 66.1 – BFC Corporate Peer Review

The new officers' liaison group has now been formed. The next meeting is on 10 September, and discussions are likely to focus on preparation for elections and potentially planning and customer service access. Updates will be reported to Council in due course.

62 Min 66.2 – North Downs Line Steering Group

CPC's Project Officer attended the last meeting of the North Downs Line Steering Group on 7 July to promote CPC's new Car Free Crowthorne map and encourage other representatives to share the leaflet with their 'stations'.

63 Min 66.2 – Carnival

CPC's office staff attended Carnival and distributed CPC's summer newsletter throughout the parade. The Project Officer also created and delivered an imaginative entry into the Flower Festival on behalf of CPC. The newsletter

and flower festival entry were both well received and drew lots of positive comments.

64 Min 66.2 – Duke of Edinburgh Volunteers

Revised risk assessments for volunteer D of E litter pickers have been created, which include a training briefing and help for volunteers in identifying 'hazards' such a giant hogweed.

65 Min 66.3 – Parish Hall water leak

South East Water visited site on 27 July and have now noted on their records that follow up work must be programmed outside of nursery's operational hours as the water supply will have to be cut off for the duration of the works.

66 Min 66.3 – Millennium Garden lamp column issues

An electrician has now been booked to undertake the repair works to the Millennium Garden lamp column.

67 Min 76 – Free Public Yoga session Morgan Rec.

The free yoga session took place on 22 August and was well attended.

Minute 84 CLERK'S REPORT

1 Council Matters

- BFC Woman and Girls Safety Charter: CPC Cllrs and staff were invited to the launch of the Bracknell Forest Women and Girls Safety Charter on 19 August — a joint commitment to create a borough where every woman and girl feels safe, respected, and empowered to thrive.

BFC states 'The charter is a collective vision for safer public spaces, stronger communities, and a culture where women and girls can enjoy everyday life without fear of harassment, abuse, misogyny, sexual violence and stalking. The event will shine a spotlight on the Charter's aims, explore the vital role organisations can play in driving positive change, and offer the opportunity to become one of its founding signatories. It is an opportunity to stand alongside others who believe that safety, equality, and respect should be at the heart of every community.'

The Clerk attended the launch event. A large range of guest speakers attended, including Berkshire Women's Aid and Thames Valley Police. Attendees/representatives of the various stakeholder organisations in attendance were invited to sign up to the charter.

- NJC pay rises for 2026-27: The National Joint Council and unions have now finalised the pay claim for 2026-27. All Scale Points have been increased by 3.3%. CPC's Finance Officer has calculated the back pay and this will be paid as part of the September payroll.

2 Community matters

- Rugby Club ASB reports: Volunteers from the Rugby Club contacted CPC to report that they were once again experiencing ASB at the Club. The Clerk followed this up with TVP who have now included this location on their patrols and found people using drugs in the car park.

The Rugby Club have now appointed a new Chairman, Karl Roberts, and he is keen to forge better links with the community and to have more community groups use the facilities at the Rugby Club.

- St. John's Church – Mustard Seed Project: The Church requested CPC write a letter of support for their 'Mustard Seed Project, which seeks to update their facilities making them more accessible and sustainable. The church

stated that a letter of support from the Parish Council would enable them to access additional funding streams. Following a short email consultation with Cllrs, a letter of support was submitted on behalf of CPC.

- Dementia Event: Cllrs and the community are invited to this event in the Morgan Centre on Tuesday 29 September, 7pm.

3 Council facilities

- Royal Berkshire Fire and Rescue Service - Breathing Apparatus Training: RBFRS have requested to use the Morgan Centre to undertake breathing apparatus training and to familiarise crew with the layout of local buildings where they could be called to respond. A date is now being arranged for the training visit.
- Toddler play area: A report of an injury at the toddler play area has been received. This has been reported to CPC's insurers and further advice is awaited from the insurers on next steps and any investigation.

4 Consultations

- Society For Local Council Clerks (SLCC) – Parliamentary Inquiry into the future of the nation's high streets and town centres: The SLCC is encouraging town and parish councils across England to engage with a new Parliamentary inquiry into the future of the nation's high streets and town centres and to consider submitting evidence on behalf of their communities.

Members reviewed Cllr Butterworth's draft submission as presented and agreed with its content. Cllr Butterworth agreed to send the response to the SLCC by the deadline of 7 September.

5 Professional Bodies/Organisations/Training/Networking Updates

- NALC and BALC Newsletters: The regular newsletters and updates continue to be emailed to all CPC Cllrs. Cllrs are encouraged to regularly check the BALC website for training opportunities.
- NALC Chief Executive's Bulletin: The regular NALC bulletins and updates have been emailed to all CPC Cllrs.
- SLCC: The Clerk continues to read SLCC updates and publications and attended the SLCC training days.

Minute 85 FIFTEEN MINUTE QUESTION TIME

No members of the public were present.

PLANNING MATTERS

Minute 86 PLANNING MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 7 JULY 2026

1 Min 69.1 - Licensing Act 2003 – Notification of application for a new Premises Licence: Stables Café, Goodwood Crescent, Crowthorne, RG45 6NB

As agreed, a recommendation of approval was sent to BFC Licensing on 10.7.26. A further email was sent on 16.7.26 by the Clerk as it appears the initial email had not been received. An update on the outcome of the Premises Licence application was provided by Cllr Allen under minute number 99 below.

Minute 87 TO RECEIVE AND NOTE PLANNING INFORMATION ITEMS

1 Tree Preservation Order: - TPO 1451 - Land at Circle Hill, Crowthorne

BFC has formally notified that Tree Preservation Order (TPO) 1441 lapsed on 16/07/2026 and is no longer in force, superseded by TPO 1451, a copy of which was served on the 04/08/2026. The Order took effect, on a provisional basis, on 04/08/2026. It will continue in force on this basis for a further 6 months or until the Order is confirmed by the Council, whichever occurs first. All objections and support collected from TPO 1441 will be carried over to TPO 1451. The Trustees of Walter Rec/Circle Hill were notified of this on 3.8.26.

2 The following items of information were received and noted as circulated:

- Planning applications for Crowthorne pending a decision by BFC
- Tree Preservation Orders (TPO) applications for Crowthorne

Minute 88 PLANNING APPLICATIONS AND ANY APPEALS

Council noted that Cllr McKenzie-Boyle, who is also a Borough Councillor and member of the Planning Committee, may be present when any of the following applications are considered by BFC. Although giving an opinion at the Parish Council meeting based on the information currently available, Cllr McKenzie-Boyle will reconsider any applications at the BFC Planning Committee meeting with an open mind, taking into account any additional information presented at this time.

List of delegated submissions over the summer recess:

- PA/2026/0673 – Lidl, 80 High Street,
  Recommend: Refusal*
  It was noted that this application had been withdrawn.
- PA/2026/0569 – 36 Grant Rd
  Recommend: Approval

Planning applications for determination of comments at this meeting:

- PA/2026/0650 – Edgbarrow School, Grant Rd
  Recommend: Approval*
- PA/2026/0726 – 12-14 High Street
  Recommend: Approval*
- PA/2026/0650 – 141 High Street
  Recommend: Approval*

Minute 89 TO RECEIVE AN UPDATE ON THE NEIGHBOURHOOD PLAN SCOPING REVIEW MEETING AND DETERMINE NEXT STEPS

Cllr Wood referred to his circulated paper and stated that this item will be deferred to the November meeting when a Working Group will be formed with agreed Terms of Reference to review the 12 recommendations from Oneil Homer in the context of the existing Neighbourhood Plan. It was suggested that members of the public should be encouraged to be part of this review.

Minute 90 TO RATIFY CROWTHORNE PARISH COUNCIL'S RESPONSE TO AN APPLICATION TO DESIGNATE THE SPORTS PAVILLION AT BROADMOOR AS AN ASSET OF COMMUNITY VALUE

Bracknell Forest Council consulted the Parish Council on a nomination seeking to list the Sports Pavilion at Broadmoor Hospital as an Asset of

Community Value. The nomination relied on the building's historic use and proposed future community use.

The legal test in Section 88 of the Localism Act 2011 requires evidence of an actual, non-ancillary community use that furthers social wellbeing or social interests, or evidence of such use in the recent past together with a realistic prospect of it resuming within five years.

Having reviewed the information provided, Councillors agreed that the current-use test was not met because the Pavilion appears to be unused and no evidence was provided of current community occupation, access or activity. The Council was also not provided with sufficient evidence that the building had operated as a qualifying community facility available to the wider local community in the recent past.

Any historic social benefit appeared to be linked to the Pavilion's role within the Broadmoor Hospital estate and ancillary to the hospital's healthcare, welfare and recreational functions. The Council also considered that the proposed future uses remained aspirational, with no supporting evidence of landowner agreement, funding, business planning, planning position or delivery timescales.

The response to BFC was submitted by the Clerk, under delegated powers following agreement by Councillors by email. This item ratifies the response submitted and endorses the Council's view that the Sports Pavilion does not satisfy the statutory tests for listing as an Asset of Community Value under Section 88 of the Localism Act 2011 and the application should therefore be refused.

FINANCIAL MATTERS

Minute 91 TO APPROVE THE PAYMENTS PRESENTED
The list of payments for the period 2 July to 2 September 2026 totalling £64,465.42 was presented to Council and unanimously RESOLVED.

Minute 92 TO RECEIVE AND APPROVE THE COMMUNITY INFRASTRUCTURE LEVY (CIL) TABLE INCLUDING COMMITTED PROJECT EXPENDITURE AND RECOUPMENT DEADLINES
The updated CIL table was received and approved.

Minute 93 TO RECEIVE AND NOTE THE CORRESPONDENCE FROM PK LITTLEJOHN (EXTERNAL AUDITORS) CONCERNING THE SUCCESSFUL OUTCOME OF CPC'S AUDIT FOR 2025/26
The above correspondence was received and noted.

COUNCIL MATTERS

Minute 94 TO RECEIVE AND NOTE THE MONTHLY REPORT FROM THE SENIOR PROJECTS, EVENTS, PARKS AND COUNTRYSIDE OFFICER

Members received and noted the above report with an update on project status, progress and anticipated delivery/completion. Extracts from the report are shown below.

- Circle Hill (CH) and Walter Recreation Ground (WRG) Trust: The community payback volunteers have continued to remove the bamboo and bracken and have also swept the pavement and road gutter of tree detritus built up throughout the drought, blocked a new cycle route and removed the laurel from the Walter Rec. They attend every other Thursday, 10am-3pm. Cllrs were encouraged to visit the volunteers whilst they are on site.
- Morgan Rec:
  - Accessible Play Area: Work is due to start on 7 September with the mural followed by building/demolition work on 14 September. The draft mural has been approved and features local species many of which are BAP (Biodiversity Action Plan) species. The opening event is tentatively proposed for Wednesday 21 October at 11am.
  - Football pitch: The worst drought for 50 years has not improved the condition of the football pitch. Officers are working closely with PGSD and the football teams to ensure that the pitch is used sympathetically as it recovers. Funding from the Football Foundation totalling £10,664 to assist with pitch maintenance over the next 6 years has been granted. The first tranche of £2,666 is pending.
  - Biodiversity: As suspected, there are some interesting invertebrates living in the sandy banks at the Morgan Rec. BFC officer, Alex Porter-Smith, identified pantaloon bees, digger wasps and green-eyed flower bees with ease. Officers also sighted a hummingbird hawk moth and brimstone moth this summer and recorded these with the county moth recorder. The bee square outside the Morgan Centre thrived despite the heat with regular watering by office staff. It would have provided a valuable nectar source for invertebrates.
- Millenium Garden: 5 volunteers attended on Sunday 28 June to prepare the garden for carnival. Weeding, pruning and watering were all much needed after the initial planting. Staff and volunteers have spent considerable time watering the garden during this hot spell. Thanks were extended to Sibit for the use of their outdoor tap.
- Community Awards evening, 17 November: This will be promoted in The Eye for the second time shortly. Cllrs were encouraged to nominate volunteers via the new facility on the website.
- Swift Street: After the success of the first year of this project, CPC is a leader in Swift Street set up and coordination and has been asked to advise other town and parish councils in the BBOWT area.
- Late Night Shopping: 17 stalls have already booked using the new electronic booking system on the website. Compliments have been received from stall holders remarking on its ease of use.
- Flower festival: The flower festival at St John's Church was well received along with CPC's 'cave' offering. The event made nearly £2,500 for Crowthorne First Responders.
- Silver Sunday: This popular annual event falls on Sunday 4 October. Cllrs were encouraged to volunteer for a variety of roles at this event.

- Climate Summit: The Project Officer represented CPC at the BFC climate summit, promoting all the Net Zero and biodiversity projects.

Minute 95 TO APPROVE CHANGES TO THE STAFF APPRAISAL POLICY

The current Staff Appraisal Policy states that staff appraisals are undertaken by the Clerk together with two members of the Staffing Committee, ideally the Chair and Vice Chair, and that the Clerk is appraised by the Chair and Vice Chair of the Staffing Committee. These arrangements are no longer considered to reflect current workplace appraisal practices or the arrangements commonly adopted by other parish and town councils. The proposed arrangements maintain managerial involvement and governance oversight whilst providing a more proportionate and modern approach to performance review.

It was therefore unanimously AGREED to:

1 Approve an amendment to the Staff Appraisal Policy so that all members of staff are appraised by:
   - The Chair of the Staffing Committee; and
   - The Clerk.
2 Approve an amendment to the Staff Appraisal Policy so that the Clerk is appraised by:
   - The Chair of the Staffing Committee.
3 Authorise the Clerk to update the Staff Appraisal Policy to reflect the approved arrangements in order for the new procedure to be followed during the autumn 2026 appraisal process.

Minute 96 ADOPTION OF A DATA PROTECTION COMPLAINTS POLICY

Since 19 June 2026, all data controllers, including parish councils, have been legally required to have a process for handling data protection complaints. Adoption of the attached policy is therefore necessary to ensure compliance with current law.

Crowthorne Parish Council is a data controller under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 and processes personal information relating to residents, employees, councillors, contractors and service users.

The Data (Use and Access) Act 2025 amended the Data Protection Act 2018 and introduced a legal requirement for organisations to have a process for receiving and handling data protection complaints. These provisions became mandatory on 19 June 2026.

It was therefore unanimously RESOLVED to:

1 Adopt the Data Protection Complaints Policy with immediate effect.
2 Delegate responsibility for implementation and annual review of the policy to the Parish Clerk.
3 Publish the policy on the Council's website.

Minute 97 TO CONSIDER AND APPROVE PROJECTS FOR DELIVERY USING THE NATURAL ENVIRONMENT AND RURAL COMMUNITIES (NERC) BUDGET

Biodiversity initiatives support the Council's commitments within both the Three Year Strategy Plan and the Crowthorne Neighbourhood Plan. Proposed actions include the installation of swift boxes, ongoing maintenance of the Millennium Garden, tree planting at Morgan Recreation Ground and support for High Street greening, all of which will enhance habitats for wildlife and increase biodiversity.

Swift conservation activities, including volunteer-led walks and talks in partnership with BBOWT, have generated significant community interest and will help support a threatened species. Regular volunteer maintenance of the Millennium Garden will improve its appearance and biodiversity value, while enhancing the gateway to the High Street.

The planting of cherry trees will provide food, shelter and shade, benefiting birds, invertebrates and visitors to the recreation ground. These projects also contribute to the Council's biodiversity duty under the Natural Environment and Rural Communities Act 2006 and Environment Act 2021.

In addition to environmental benefits, the initiatives are expected to enhance the attractiveness of the village centre, encourage community involvement and promote Crowthorne as a welcoming and wildlife-friendly place.

Members considered the following projects and unanimously RESOLVED to approve them as follows:

1 Grant free hall hire to BBOWT to facilitate the Crowthorne Swift Project by hosting a training session for volunteers.
2 Commit to a monthly volunteer gardening session at the Millenium Garden.
3 Plant three (wild cherry) trees on the eastern bank at the Morgan Rec with a budget of up to £900.

It was suggested that CPC also considers other areas of Crowthorne for similar initiatives.

Minute 98 TO RESOLVE TO ADOPT A BUDDY BENCH AS A PARISH COUNCIL ASSET

Buddy benches are designated benches in public or community spaces where people can sit when they feel lonely or would welcome a conversation. Sitting on a buddy bench signals to others that the person may be looking for someone to talk to. These simple pieces of outdoor furniture can help build kindness, reduce social isolation and create more inclusive communities.

Crowthorne Men’s Shed has reconditioned a bench as part of its commitment to supporting mental health and reducing loneliness. It is proposed that the bench be located on land owned by The Crow pub, or partly on The Crow’s land and partly on BFC highways land, on a site previously used for a bench and flower planter. BFC permission will be sought if any part of the bench encroaches on highways land.

By supporting the delivery of a buddy bench, CPC would also be contributing to the aims of the Government's 2018 loneliness strategy.

It was unanimously RESOLVED to adopt the bench refurbished by The Men's Shed and to locate it outside The Crow pub as part of the effort to discourage loneliness and isolation within the community.

Minute 99 TO RECEIVE A VERBAL REPORT ON ANY STAKEHOLDER MATTERS RELATING TO BUCKLER'S PARK

Cllr Allen reported that BFC had approved The Stables' premises licence following a licensing panel meeting attended by Cllr Allen, in a private capacity, together with other Buckler's Park residents.

Parking and speeding issues persist at Buckler's Park. Despite correspondence with Cala Homes and BFC Highways, the matter has reached a stalemate situation. Until the roads are adopted, neither organisation will take responsibility for parking, speeding or abandoned vehicles. The police have advised that these matters do not fall within their remit. Consequently, many Buckler's Park residents feel frustrated and unsupported.

Minute 100 REPORTS FROM REPRESENTATIVES OF OUTSIDE BODIES

None.

Minute 101 REVIEW AND NOTE INFORMATION ITEMS PREVIOUSLY CIRCULATED

None.

Minute 102 MEMBERS INFORMATION ITEMS

None.

Minute 103 ITEMS FOR INCLUSION ON FUTURE AGENDAS

None

Meeting closed: 8.20pm

Signed ……..……..

Dated ……..……

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 press and public are excluded from the meeting whilst the following confidential item is considered:

Minute 104 TO RATIFY THE APPOINTMENT OF A NEW PART-TIME CARETAKER AND GROUNDS PERSON AND TO RESOLVE TO VARY AN ASSOCIATED COMMERCIAL CLEANING CONTRACT PREVIOUSLY AWARDED BY COUNCIL

The Council's current Part-Time Caretaker and Grounds Person left employment with the Council at the end of August 2026, creating a vacancy within the facilities team.

The role was initially advertised on a like-for-like basis reflecting the existing duties and working pattern. However, this generated very limited interest, replicating the recruitment difficulties experienced when the position was last filled. The split-shift nature of the role, including multiple Saturday visits and several evening attendances each week, significantly restricts the pool of suitable candidates.

Following a review of the role by officers and the Chairman of the Staffing Committee, a revised operating model was developed which separates routine cleaning duties from caretaking and grounds maintenance responsibilities. The revised role was subsequently advertised and attracted six applicants. Following shortlisting and interviews, only one candidate was considered suitable for appointment. The candidate demonstrated a mature and responsible approach during interview, completed a practical cleaning assessment to a high standard, has confirmed his availability to commence work immediately and is suitably located to undertake the responsive and locally based elements of the role. Immediate appointment would enable an effective handover with the current postholder and assist in ensuring continuity of service provision.

Reallocating the Monday-Friday cleaning and locking of the public toilets at the Morgan Centre and the weekly clean of all facilities at the Parish Hall and Morgan Centre to Council’s existing external contract cleaner, will ensure that cleaning is carried out to a high standard and obviate the requirement for the six monthly ‘deep cleans’ at both halls. Removing these tasks from the Part Time Caretaker and Grounds Person role will make the role more attractive and easier for Council to recruit to.

It was therefore unanimously RESOLVED to:

1 Approve the revised Part-Time Caretaker and Grounds Person role at 10 hours per week.
2 Approve the transfer of public toilet cleaning and lock-up duties, together with routine weekly hall cleaning, to Council’s existing external cleaning contractor.
3 Approve the appointment of Keir Walker as Part-Time Caretaker and Grounds Person.

4 Agree that the appointment be subject to a three-month probationary period, with the option to extend the probationary period if considered necessary.
5 Delegate authority to the Parish Clerk and Chair of Staffing Committee to confirm permanent employment following satisfactory completion of the probationary period and before the six-month point of permanent employment.
6 Ratify the former approval by the Staffing Committee (made via email over Council summer break), that employment commenced on 22 August to facilitate a handover period with the current postholder before his departure.
7 Note the temporary amendment to the emergency call-out rota whereby the Parish Clerk will act as secondary responder until the employee reaches the age of 18.

Meeting closed: 8.25pm

Signed ……..……..

Dated ……..……