Minutes of a meeting of Great Shefford Parish Council held on Monday 06 July 2026 at 7.30pm at Great Shefford Village Hall

Present: Cllr Miranda Armstrong, Cllr Steve Bullock, Cllr Paul Carter, Cllr Tony Coard (Chairman), Cllr Jessica Copcutt, Cllr Nick Pearson and Cllr Carol Turner

In attendance: Mel Taylor (Parish Clerk)
West Berkshire District Councillor Clive Hooker (part-meeting)
2 members of public

07-2026-01 APOLOGIES FOR ABSENCE

There were no apologies for absence, all Councillors present.

District Councillor Clive Hooker had advised that he would be late joining due to a clash of meetings.

07-2026-02 DECLARATIONS OF INTERESTS

Cllr Carter declared a pecuniary interest in agenda item number 5b (minute reference 07-2026-05b) as the owner of land including the old football ground relating to planning applications 26/00036/MDOPO and 25/01800/FULMAJ.

Cllr Carter declared a pecuniary interest in agenda item number 9 (minute reference 07-2026-09) as beneficiary of a covenant on the recreation ground.

07-2026-03 MINUTES OF PREVIOUS MEETING

RESOLVED to approve the Minutes of the meeting held on 01 June 2026 as a true and accurate record.

07-2026-04 OPEN FORUM

i. A resident enquired whether the Parish Council would be consulted when West Berkshire Council prepares a new Local Plan and it was confirmed that the Parish Council would be a consultee.

ii. A resident advised that Parish Councillor declarations of interest on the West Berkshire Council website were out-of-date.
Action: Parish Clerk to liaise with West Berkshire Council

iii. **Report from West Berkshire District Councillor Clive Hooker**
Cllr Hooker was not present at this point of the meeting, and it was agreed to defer this item pending Cllr Hooker's arrival.

07-2026-05 PLANNING APPLICATIONS

i. Councillors Armstrong and Copcutt to assess planning application 26/01314/HOUSE Rose Cottage, Shefford Woodlands and agree the Parish Council's consultee response before the deadline of 16 July 2026.

ii. The following planning updates/statuses were noted:

Application No.	Address	Details	Status	GSPC response
25/01800/FULMAJ	Land to the west of Spring Meadows	Proposed 16no. dwellings, new access, public open space and landscaping	Awaiting decision	As per appendix to Minutes of meeting 06.10.2025
26/00036/MDOPO	Street Record Spring Meadows	Modification of planning obligation on approved application 87/30084/ADD – the seventh schedule section F of legal agreement dated 24th May 1988	Awaiting decision	Object – on grounds stated in Minutes of meeting 02.02.2026
26/00429/HOUSE	7 River Way	Carport to be built adjacent to main dwelling. First and ground floor extension, interior alterations, new driveway entrance and drop kerb, solar panels	Awaiting decision	No comment submitted
26/00526/LBC	Long Thatch Wantage Road	Installation of broadband telephone line involving small junction box to side of property	Awaiting decision	No comment
26/00568/HOUSE	Wood View Baydon Road Shefford Woodlands	Installation of new access, parking and driveway and replacement septic tank with new package treatment plant	Approved	No comment
26/00570/REM	Wood View Baydon Road Shefford Woodlands	Approval of Reserved Matters following outline approval 21/02594/OUTD	Approved	No comment
26/00864/FUL	Barn adjacent to Silos at Coldridge Copse	Proposed steel portal framed building extension for commercial use under class B8 storage and distribution	Awaiting decision	No objection

07-2026-06 FINANCE

A financial report for the period 01 April 2026 – 30 June 2026 was noted.

07-2026-07 PLAY AREA & RECREATION GROUND REFURBISHMENT

Cllr Pearson had circulated the residents' survey to all Councillors.
Cllr Coard advised that there had been a lot of litter and beer bottles at the recreation ground, and the grass between the goalposts would benefit from extra attention.

07-2026-08 STORAGE

Councillors considered potential storage options for Parish Council equipment. It was agreed that space should be large enough to facilitate future expansion of the items stored.

Action: Cllr Armstrong to explore storage options

07-2026-09 VILLAGE MATTERS

i. Traffic calming and speed awareness

Cllr Bullock reported that a lack of volunteer availability had resulted in only one deployment recently, highlighting the need for more volunteers. It was agreed that 30-minute sessions may be more appealing and easier for volunteers to facilitate and this reduced commitment should be supported if required by volunteers.

Action: Parish Clerk to publicise an appeal for more volunteers for Community Speedwatch

ii. Flood Alleviation Scheme and SAGLUV (Sewage Action Group for the Lambourn Upper Valley)

No updates to report.

iii. Village Events

No updates to report.

iv. Village Communications – Website, Facebook, Parish Newsletter etc

At a meeting in January 2026, the Parish Council considered a request to provide an email address on the 'greatsheffordparish.gov.uk' domain for distribution of the Parish Newsletter. This request was not supported.

The Editor of the Parish Newsletter recently advised that issues continued while using the Gmail account, and further issues had arisen during the recent transition to a new Editor.

Alongside the 'gov' domain, the Parish Council retains ownership of the domain 'greatshefford.org.uk', which is included within the Council's existing hosting package.

RESOLVED to provide an email address on the 'greatshefford.org.uk' domain for use by Great Shefford Parish News.

v. Community Maintenance and Village Pride

Cllr Carter advised that a footpath between the recreation ground and the route to Northfield Farm had recently been cleared, following a concerted effort by volunteers, a team from Allendale Farm and West Berkshire Council Public Rights of Way operatives. The response from residents had been very positive which lead to the suggestion that residents be supported and encouraged to help tidy around the village. An area of particular concern was Hungerford Hill where tree roots and branches protrude into the road.

It was acknowledged that the Parish Council has template letters endorsed by West Berkshire Council that can be sent to land and property owners requesting that encroaching vegetation etc is cut back.

Council was supportive of the initiative and endorsed Cllr Carter to take steps to establish a network of volunteers willing to help with tasks around the village.

07-2026-10 COUNCILLORS' BUSINESS

Nothing to report.

07-2026-11 MATTERS FOR FUTURE CONSIDERATION

Nothing currently.

District Councillor Clive Hooker joined the meeting

07-2026-12 REPORT FROM DISTRICT COUNCILLOR CLIVE HOOKER

Councillor Hooker advised that SUDS (Sustainable Drainage) Engineers had requested reworking of drainage documentation relating to the Spring Meadows application (25/01800/FULMAJ). There would likely be a site visit before the application is considered by the Western Area Planning Committee (WAPC).

Cllr Coard sought assurance that the Parish Council's response, compiled following public meetings with residents, would be given due consideration by the WAPC.

The separate application (26/00036/MDOPO) was to be discussed at the Western Area Planning Committee meeting on 19 August 2026 and reported that it was highly likely that the application to remove the covenant would succeed.

The government's response to Local Government Reorganisation proposals for West Berkshire was expected by 16 July 2026.

07-2026-13 DATE OF NEXT MEETING

Monday 07 September 2026, 7.30pm at Great Shefford Village Hall.

Followed by:

Mondays 05 October 2026, 02 November 2026, [no meeting in December], 04 January 2027, 01 February 2027, 01 March 2027, 05 April 2027 and May 2027 to be confirmed.

07-2026-14 EXCLUSION OF PRESS & PUBLIC

RESOLVED that due to the commercially sensitive nature of the business to be transacted, press and public be excluded from the meeting.

07-2026-15 PLAY AREA REMEDIAL REPAIRS

A quote for play equipment remedial repairs was considered, and a second quote was awaited.

RESOLVED to proceed with the repairs outlined in the quote received and that Cllr Pearson and the Parish Clerk may appoint the contractor offering best value when the second quote is received.

The meeting closed at 8.57pm.

Signed: _____ Date: _____

Minutes of a meeting of Great Shefford Parish Council held on Monday 05 October 2026 at 7.30pm at Great Shefford Village Hall

Present: Cllr Miranda Armstrong, Cllr Steve Bullock, Cllr Paul Carter, Cllr Nick Pearson
[subsequently Cllr Mark Rees]

In attendance: Mel Taylor (Parish Clerk)
5 members of public

10-2026-01 APPOINTMENT OF A CHAIR FOR THIS MEETING

In the absence of the Chairman, and with no current Vice Chairman, Councillors considered the appointment of a Chair for this meeting only.

RESOLVED to appoint Cllr Steve Bullock as Chair for this meeting only.

10-2026-02 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Tony Coard and Jessica Copcutt.

District Councillor Clive Hooker had advised that they were unable to attend.

10-2026-03 DECLARATIONS OF INTERESTS

Cllr Armstrong declared a non-pecuniary interest in agenda item number 7a (minute reference 10-2026-07a) as a neighbour of the application property.

Cllr Carter declared a pecuniary interest in agenda item number 7b (minute reference 10-2026-07b) as the owner of land including the old football ground relating to planning applications 25/01800/FULMAJ and 26/00036/MDOPO.

10-2026-04 OPEN FORUM

It was announced that a member of public was audio recording this agenda item

i. A resident read a statement requesting that an alleged comment made by District Councillor Hooker relating to planning application 26/00036/MDOPO (Street Record, Spring Meadows) at the meeting on 06 July 2026 be included in the minutes of that meeting (minute reference 07-2026-12). The resident had previously raised concerns regarding the omission at the meeting on 07 September 2026, and adoption of the 06 July 2026 minutes had subsequently been deferred.

It was confirmed that audio recording had been stopped.

ii. A member of public enquired whether it was possible to upload the map from the ‘old’ website, highlighting the Emergency Management Team areas, to the ‘new’ website.

iii. A member of public advised that Thames Valley Police were seeking feedback on matters that communities would like the Neighbourhood Policing Teams to focus on and it was agreed that speeding was a high priority.

iv. **Report from West Berkshire District Councillor Clive Hooker**
Cllr Hooker was not present.

10-2026-05 MINUTES OF PREVIOUS MEETING

RESOLVED to approve the minutes of the meeting held on 07 September 2026 as a true and accurate record.

Councillors considered the statement read by a member of public during Open Forum, as recorded under minute reference 10-2026-04i above.

Cllr Carter abstained from discussion and voting on this item

RESOLVED that minute reference 07-2026-12 of the draft minutes of the meeting held on 06 July 2026 be amended to add 'The separate application (26/00036/MDOPO) was to be discussed at the Western Area Planning Committee meeting on 19 August 2026 and reported that it was highly likely that the application to remove the covenant would succeed.' and that adoption of those minutes be deferred to the next meeting.

10-2026-06 CO-OPTION OF A PARISH COUNCILLOR

Following the resignation of Carol Turner, West Berkshire Council had confirmed that the Parish Council was able to seek to co-opt to fill the vacancy as no calls for a by-election had been received.
One application had been received and the applicant was invited to present their application to Council.

RESOLVED to co-opt Mark Rees to the Parish Council.

Mark signed the declaration of acceptance of office and took a seat at the Council table, partaking in the remainder of the meeting

10-2026-07 PLANNING APPLICATIONS

a) Council consider the following planning application:
26/02001/HOUSE – Highdown View, Church Street – proposed garage conversion, loft extension with dormer window, façade alterations, solar panel installation, floor plan redesign and all associated works.

Having declared an interest in this agenda item, Cllr Armstrong abstained from discussion and voting

RESOLVED no objection but to request that the solar panels are fitted flush to the roof to reduce the visual impact in the conservation area.

b) The following planning updates/statuses were noted:

Application No.	Address	Details	GSPC response	WBC Status
25/01800/FULMAJ	Land to the west of Spring Meadows	Proposed 16no. dwellings, new access, public open space and landscaping	As per appendix to Minutes of meeting 06.10.2025	Awaiting decision
26/00036/MDOPO	Street Record Spring Meadows	Modification of planning obligation on approved application 87/30084/ADD – the seventh schedule section F of legal agreement dated 24th May 1988	Object – on grounds stated in Minutes of meeting 02.02.2026	Awaiting decision
26/00429/HOUSE	7 River Way	Carport to be built adjacent to main dwelling. First and ground floor extension, interior alterations, new driveway entrance and drop kerb, solar panels	Nil	Awaiting decision
26/00526/LBC	Long Thatch Wantage Road	Installation of broadband telephone line involving small junction box to side of property	No comment	Awaiting decision
26/00864/FUL	Barn adjacent to Silos at Coldridge Copse	Proposed steel portal framed building extension for commercial use under class B8 storage and distribution	No objection	Approved
26/01314/HOUSE	Rose Cottage Shefford Woodlands	Proposed single storey rear/side extension	Nil	Approved
26/01474/HOUSE	Penny Cottage Wantage Road	Proposed First Floor Extension and Alterations	Nil	Awaiting decision
26/01926/CERTE	1 Northfield Cottages Northfield Farm Wantage Road	Conversion of loft space to habitable room with toilet and basin ensuite	Nil	Awaiting decision
26/02002/NONMAT	Wood View Baydon Road Shefford Woodlands	Non-material amendment to planning permission 21/02594/OUTD	Not consulted	Awaiting decision

10-2026-08 FINANCE

a) Council reviewed the External Auditor's notice of conclusion of audit and certificate for the year ended 31 March 2025.

RESOLVED to accept and note the External Auditor's report for the year ended 31 March 2025.

b) A financial report for the period 01 April 2026 – 30 September 2026 was noted.

c) The following payments due and payments made were approved:

Payee	Amount	Invoice reference / date	Due date	Date paid	Description
J Turton	£158.70 (£132.25+VAT)	I294186		21.04.2026	Defibrillator pads
SSE	£122.34 (£116.51+VAT)	IVO4314498		22.04.2026	Street lighting electricity
HMRC	£29.43	n/a		23.04.2026	PAYE
Sovereign Design Play Systems	£812.42 (£677.02+VAT)	152999		30.04.2026	Play area repairs

PJ Akers & AMD Carter	£300.00	1		30.04.2026	Allotment land rent
Fulfords Independent Traders	£881.59	GSPC2		30.04.2026	Fence repair Newbury Road
Fulfords Independent Traders	£605.40	GSPC3		27.05.2026	Fence repair Newbury Road
SSE	£108.36 (£103.20+VAT)	IVO4456720		28.05.2026	Street lighting electricity
Claire Connell	£140.00	2234		01.06.2026	Internal Audit 2025/26
SSE	£103.39 (£98.47+VAT)	IVO4545112		24.06.2026	Street lighting electricity
SSE	£95.63 (£91.08+VAT)	IVO4644741		22.07.2026	Street lighting electricity
HMRC	£248.63	n/a		23.07.2026	PAYE
Cloud Next	£9.58 (£7.99+VAT)	273222		27.07.2026	Annual registration greatshefford.org.uk
ICO	£47.00	14928288		30.07.2026	Data registration 2026/27
SSE	£100.89 (£96.09+VAT)	IVO4753253		28.08.2026	Street lighting electricity
Clear Councils	£1,129.35	LCO02377 25.09.2026	30.09.2026		Insurance Policy 01 Oct 2026 to 30 Sept 2027
Cloud Next	£59.98 (£49.99+VAT)	278841 26.09.2026	25.11.2026		Annual hosting greatsheffordparish.gov.uk

d) Council considered the following requests for funding:

i. Community Speedwatch

To purchase replacement Community Speedwatch signs for the entry gateways to the village.

RESOLVED to purchase 4 Community Speedwatch signs (portrait 600mm x 420mm) at a cost of £49.88 each, funded from the Capital Expenditure budget.

ii. Emergency Management Team

To purchase a First Aid Kit suitable for up to 50 people and a 6m replacement tow rope (to replace the rope loaned to support the village Christmas Tree and damaged). Total estimated cost of £50.00. The items would be stored with the Emergency Management Team's existing equipment.

RESOLVED to approve expenditure estimated at £50.00 for the items stated, funded from the Grants budget.

10-2026-09 PLAY AREA & RECREATION GROUND REFURBISHMENT

Cllr Pearson presented the following summary of the Village Play Area Project questionnaire feedback: There were 66 responses. The largest respondent groups were parents of children aged 5–12, senior residents and parents of under-5's. Almost half of respondents reported using the play area weekly, with the large wooden climbing unit, giant rope swing, open grass area, seating and junior swings identified as the most used features.

Overall condition and safety were rated at an average of 3.7 out of 5, while equipment for teenagers scored significantly lower at 2 out of 5. Preferred new amenities included a zip wire, upgraded climbing/assault course, adult fitness equipment, picnic tables and a skate/BMX area. Emerging themes highlighted the need for more challenging equipment for older children, inclusive accessible play and improved seating and shade.

Offers of help were received from residents for maintenance days (9), project planning (7) and fundraising (7). The most divisive issue concerned whether dogs should be permitted in the recreation ground.

The project would now move to looking at replacement equipment and funding/sponsorship.

10-2026-10 STORAGE

Cllr Armstrong offered to site a Keter storage unit in their barn for storing Parish Council owned equipment. It was agreed to provide Cllr Armstrong with details of the items needing storage to provide an indication of the size of unit required, allowing room for additional equipment to support low-level maintenance to be purchased.

10-2026-11 HIGHWAY SAFETY – HUNGERFORD HILL

Following deferral at the last meeting, Cllr Carter re-presented a proposal to engage with West Berkshire Council regarding overgrowth related safety concerns on Hungerford Hill.

RESOLVED that the Parish Clerk would submit the request to West Berkshire Council, subject to amendment to give more emphasis on the impact of the road narrowing on HGV's and school coaches.

10-2026-12 VILLAGE MATTERS

i. Traffic calming and speed awareness

Cllr Bullock reported that 3 Community Speedwatch sessions had been carried out in September, with 32 vehicles reported to Thames Valley Police. There continued to be a need for more volunteers.

ii. Flood Alleviation Scheme and SAGLUV (Sewage Action Group for the Lambourn Upper Valley)

Cllr Coard was not present to provide an update.

iii. Village Events

Christmas Tree due to be delivered during the week commencing 23rd November, with the Preschool and Primary School decorating during the week commencing 30th November, ahead of the lights switch-on event on Saturday 5th December.

The Primary School, Under 5's Group and Sports & Social Club had all confirmed their involvement in the Christmas tree decorating and lights switch on event.

iv. Community Maintenance

The following maintenance tasks around the village were noted:

- White railings from the pub, over the bridge to station road need cleaning and painting
- The entrance gateways need painting and new speed awareness signs
  The alleyway from the pub to station road needs weeding and litter picking
- The river on station road needs clearing

It was agreed to seek advice from the Lambourn Shed as to how they started and whether Great Shefford could be incorporated into their remit to help establish a local group, with a view to holding a fixed monthly maintenance day with a social at the pub afterwards.

10-2026-13 COUNCILLORS' BUSINESS

Nothing to report.

10-2026-14 MATTERS FOR FUTURE CONSIDERATION

Discussion on the possibility of requesting a speed reduction of the 40mph section of Wantage Road to 30mph and a reduction on side roads from 30mph to 20mph.

10-2026-15 DATE OF NEXT MEETING

Monday 02 November 2026, 7.30pm at Great Shefford Village Hall.

Followed by: Mondays [no meeting in December], 04 January 2027, 01 February 2027, 01 March 2027, 05 April 2027 and May 2027 to be confirmed.

The Chair closed the meeting at 9.10pm.

Signed: _____ Date: _____

Service Delivery Offers for Town and Parish Councils

Summer 2026

Working in partnership to deliver ***services we are proud of***



Improving your **Services**

West Berkshire Council



Improving Joint Working Opportunities

Over the past two years, we have made significant progress together, building a strong and collaborative approach to delivering quality services for our communities. I would like to extend sincere thanks to our Parish and Town Councils for their continued engagement, commitment, and partnership throughout this journey.

Since last year's District Parish Conference, we have further expanded the range of services available, reflecting both the trust and the shared ambition that underpin our work together. It is particularly encouraging to see our council partners already embracing new opportunities, from supporting services such as litter and dog bin provision, enabling extended library opening hours, to transfer of playgrounds and green spaces, helping to enhance local provision for residents.

Devolution of services continues to develop in a positive and constructive way, with many Parish and Town Councils demonstrating both the capacity and the willingness to take on additional responsibilities where it delivers clear local benefit. This collaborative model allows us to go beyond statutory requirements and respond more flexibly to the needs of our communities. The progress we have made is a testament to the strength of our partnerships. By working together, we are not only improving services but also empowering local councils to play an even greater role in shaping their areas. I look forward to continuing this work together, building on our shared achievements to deliver even better outcomes for our residents and communities in the years ahead.



Councillor Jeff Brooks
Leader
West Berkshire Council



Vehicle Activated Signs and School Flashing Signs

Team: Highways – Asset Management

Brief Description

Speed Indicator Devices (SIDs) and School Flashing Signs (SFSs) help improve driver awareness and encourage safer speeds, particularly near schools and vulnerable road users.

Potential Costs - Funding and ownership options

West Berkshire Council owned and funded
Reserved for high-priority sites meeting policy criteria, subject to capital funding

Parish funded (full or partial) - West Berkshire Council controlled
Parish contributions can accelerate installation or replacement where West Berkshire Council funding is limited.

Vehicle Activated Sign Type	Power source	Cost per sign
Speed Indicator Device (SID)	Solar powered	£6,155
Speed Indicator Device (SID)	Mains powered	£4,730
School flashing Sign (SFS)	Solar powered	£6,565
School flashing Sign (SFS)	Mains powered	£5,007

NEW

Active Travel - Cycle Shelter

Team: Active Travel

Brief Description

Using external grant funding, West Berkshire Council can help interested councils by sourcing and installing new cycle parking close to local amenities, benefiting local residents, visitors and businesses. The Town or Parish Council then takes on the infrastructure after installation, is responsible for its insurance and for keeping it fit-for-purpose, through regular cleaning and routine maintenance.

Potential Costs

Indicative capital cost for cycle shelter with 10 bike spaces: £12,000 (this could potentially be funded using the external grant)

For further information please contact: activetravel@westberks.gov.uk



NEW

Active Travel - Cycle Parking

Team: Active Travel

Brief Description

Using external grant funding, West Berkshire Council can help interested councils by sourcing and installing new cycle parking close to local amenities, benefiting local residents, visitors and businesses. New and upgraded cycle parking can help encourage people to cycle to local destinations. As a form of active travel, cycling can bring health benefits, save money on fuel and help the local environment, by reducing the need to drive shorter distance journeys.

Potential Costs

Basis of Offer and Indicative Costs West Berkshire Council can: · work with the Parish or Town Council on design · obtain exact costs for capital works · seek to identify capital funding; and · arrange supply and installation of the cycle infrastructure The Town or Parish Council then takes on the infrastructure after installation, is responsible for its insurance and for keeping it fit-for-purpose, through regular cleaning and routine maintenance. Indicative capital costs, including installation:

New freestanding planter with two cycle parking rails: £300

Two new cycle parking hoops (Sheffield stands): £1,100

For further information please contact: activetravel@westberks.gov.uk





Additional Library Opening Hours

Team: Culture and Libraries

Brief Description

If funded appropriately, West Berkshire Council can implement additional opening hours in selected local libraries.

For example, we have successfully agreed additional opening hours with Lambourn and Pangbourne.

Potential Costs:

Costs for additional library opening hours are determined using the actual running expenses of each venue and are reviewed annually. Rates vary by location and are calculated based on the hourly operational cost of the specific library. All charges follow a cost-recovery model and are tailored individually for each parish.



Pop-up Libraries
e.g. Using Community Centres

Team: Culture and Libraries

Brief Description

A pop-up library is a collection of 350+ books and resources made available on a regular basis to the community at a venue chosen by the parish e.g. village hall, church, community centre.

West Berkshire Council is committed to increasing access to library services in communities without a permanent library. Subject to appropriate funding, West Berkshire Council can deliver pop-up library services using existing local venues. These flexible services are designed to meet local needs and foster community engagement.

Costs:

Costs for pop-up libraries are determined using a cost-recovery model and are tailored individually for each parish according to their requirements. Indicative costs include; Staff time, travel expenses and venue hire.

There are now three pop-up libraries operating across the district at Basildon, Compton, and Leckhampstead – please see our website for details: ***westberks.gov.uk/outreach***

All have been positively welcomed by the communities and operate alongside pre-existing events at the venues to maximise effectiveness.





Community Bookshelf

Team: Culture and Libraries

Brief Description

A rotating collection of books delivered to a parish-designated venue, refreshed quarterly with new titles. Designed to increase access to reading materials in communities without a permanent library. Book stock is selected to suit local audiences and purchased at wholesale rates.

Potential Costs:

Based on staff time and book stock costs. Tailor-made cost solutions available after discussions with Library colleagues.

Case Study: Basildon Children's Community Bookshelf

Launched in April 2025, the Children's Community Bookshelf was stocked with 200 titles and refreshed in July with a new selection. The collection offers a diverse and engaging range of books for young readers. Two Storytime sessions have been held with the toddler group, both warmly received and instrumental in promoting early literacy and fostering community engagement.





GRANT



Bus Shelter Installation and Maintenance

Team: Transport Services

Brief Description

Bus shelters can help provide a safe, comfortable, accessible and pleasant environment for members of the public using local bus services. Many Town and Parish Councils deliver the maintenance service of the shelters themselves. With HM Government funding, West Berkshire Council can help interested councils with a grant and support towards installing and maintaining new green roofed bus shelters.

Potential Grant:

Shelter and installation: Average £10,000.
This will depend upon the precise specification and location of the green living roofed shelter required - from the most basic 2-bay shelters at ~£8,000, to a 3-bay shelter with full ends and solar lighting, requiring vegetation works and hardstanding as part of the installation, at a total cost of ~£12,000. Detailed costings will be sought for any parish upon inspection, design and confirmation of requirements. Grants, with accompanying Service Level Agreements, will be set accordingly.

Cleaning, maintenance and contingency support: £1,070 per shelter which is anticipated to be sufficient for ~5 years.

Gully Cleansing

Team: Highways – Asset Management

Brief Description

Effective gully cleansing is important for drainage systems, preventing backing up of sewers and mitigating local flooding risk. Participating Town and Parish Councils will receive gully cleansing services above basic statutory levels.

Potential Costs:

Programmed works - £9.58 per gully

Reactive - £32.20 per gully (over 20) - £128.71 (under 5)*

**Please note, if a Traffic Management Plan (TMP) is required to carry out the works, this will be a separate cost; TMP costs variable depending on complexity and length.*



Ditch Clearance

Team: Highways – Asset Management

Brief Description

If funded, West Berkshire Council can work with interested Town and Parish Councils to achieve additionality over and above basic statutory levels for ditch clearance.

Potential Costs:

£3.11 - £20.79 per metre*

**Please note, if a Traffic Management Plan (TMP) is required to carry out the works, this will be a separate cost; TMP costs variable depending on complexity and length.*





Converting Street Lights to LED

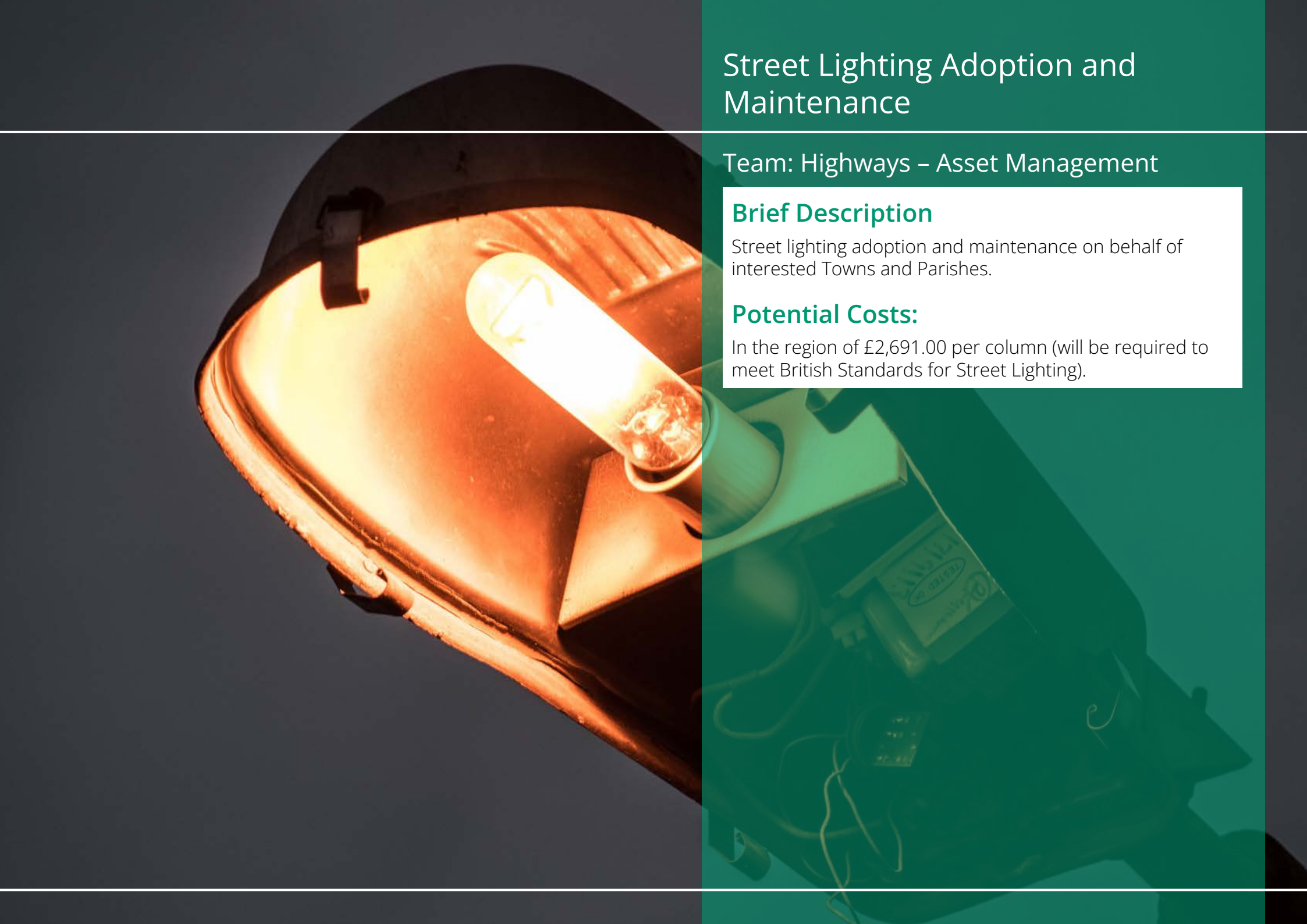
Team: Highways – Asset Management

Brief Description

Converting street lighting to LED can reduce overall energy consumption and performs better for the environment. West Berkshire Council input will be in the form of providing technical advice and access to suitably qualified installers.

Potential Costs:

In the region of £873.00 (but actual costs will vary based on site-specific variables)



Street Lighting Adoption and Maintenance

Team: Highways – Asset Management

Brief Description

Street lighting adoption and maintenance on behalf of interested Towns and Parishes.

Potential Costs:

In the region of £2,691.00 per column (will be required to meet British Standards for Street Lighting).

Sign Cleaning

Team: Highways – Asset Management

Brief Description

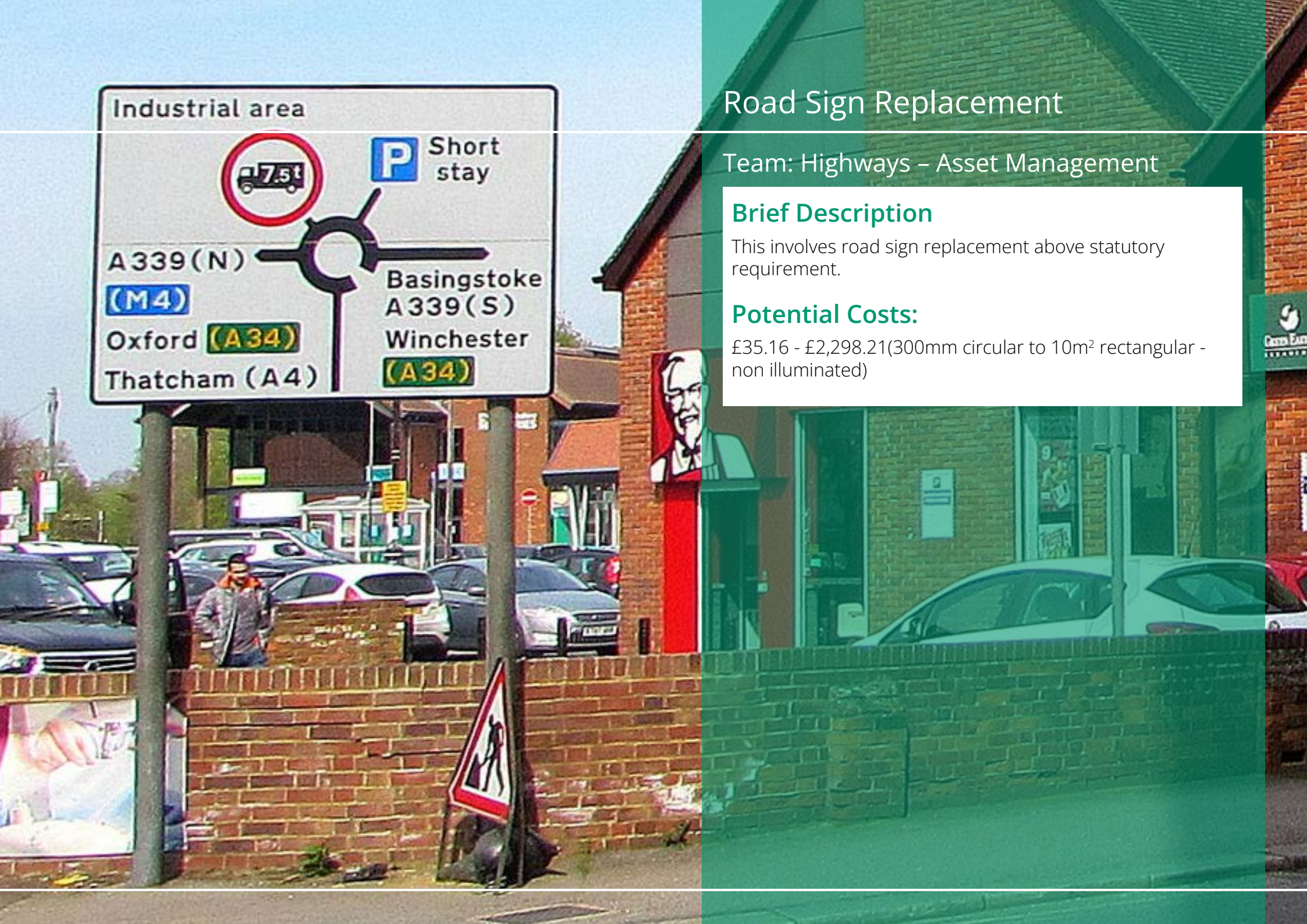
Sign cleaning is important for helping motorists and pedestrians find their way around the district. Poorly maintained signs can give an unflattering image of the local area(s). There can also be safety implications if signs are too dirty or missing characters. Additional sign cleaning above minimum statutory levels can be arranged if interested Towns and Parishes can make funding available.

Potential Costs:

£9.28 - £78.78 (up to 1m^2 - Gantry signs)

Please note, if a Traffic Management Plan (TMP) is required to carry out the works, this will be a separate cost; TMP costs variable depending on complexity and length.





Road Sign Replacement

Team: Highways – Asset Management

Brief Description

This involves road sign replacement above statutory requirement.

Potential Costs:

£35.16 - £2,298.21(300mm circular to 10m^2 rectangular - non illuminated)



Footway Improvements

Team: Highways – Asset Management

Brief Description

This involves improvement of existing footways or installation of new ones.

Potential Costs:

New footpath £77.40 - £124.03 per m^2 (100mm type 1, 40mm AC20, 20mm, edgings to one side inc excavation in soil & disposal)

Footway surfacing: Patching £54.01 - £92.24 per m^2 (40mm AC20, 20mm AC6)



Installation of CCTV for Fly-tipping Deterrence

Team: Waste team

Expression of interest

Brief Description

West Berkshire Council is exploring the option of arranging the supply and installation of additional, targeted CCTV equipment in local hotspots* to deter fly-tipping. When installed, the footage will be monitored by the Waste team. Evidence gathered could be used to enforce against offenders. Towns and Parishes can express an interest in this service, then West Berkshire can use this to inform an upcoming equipment procurement exercise. Supply and installation, and maintenance costs will be borne by interested Towns and Parishes

Potential Costs:

Costs will be confirmed after completing the procurement exercise.

** Locations subject to availability and delivery capacity.*



Playgrounds and Open Spaces Transfer

Team: Countryside

Brief Description

Parish Councils now have the exciting opportunity to take full ownership of local playgrounds, open spaces, and recreational areas previously managed by the District Council. This is your chance to shape these vital community assets to better reflect local needs and priorities — with full control over maintenance, repairs, and future improvements. This approach has already been used successfully for the transfer of Hermitage Green which we successfully passed to Hermitage Parish Council; and Kennett Heath to Thatcham Town Council. Other sites like Ramsbury Drive in Hungerford are in the process of being transferred. Parishes and Towns taking ownership of these much-loved spaces can result in improved outcomes for the local community.

Why Take the Step?

- Full control over how spaces are maintained and improved
- Faster response to local needs and feedback
- Potential for capital investment in your own community
- Cleaner, safer environments for residents and visitors
- A direct benefit to the public — with decisions made by those who know the area best

Dog Poo Bins (Devolution to Towns and Parishes)

Team: Countryside



Brief Description

The Council provides dog poo bin collection services on behalf of a number of Towns and Parishes. Some Towns and Parishes have agreed to take on these services partly because they can arrange more reliable local service providers. Continued devolution of this service is something the Council is supportive of.

Next Steps:

Towns and Parishes who are interested in taking on this service themselves are invited to contact the Council. The Countryside manager will be happy to assist as required.

Visual Tree Surveys and Report

Team: Countryside

Brief Description

The Council can expand the current service to carry out additional tree surveys, to assess risk, deal with tree care, scope and instruct a contractor and monitor works on behalf of interested Parishes. This service can include provision of advice on tree protection and deal with public enquiries about trees on land owned by Parishes.

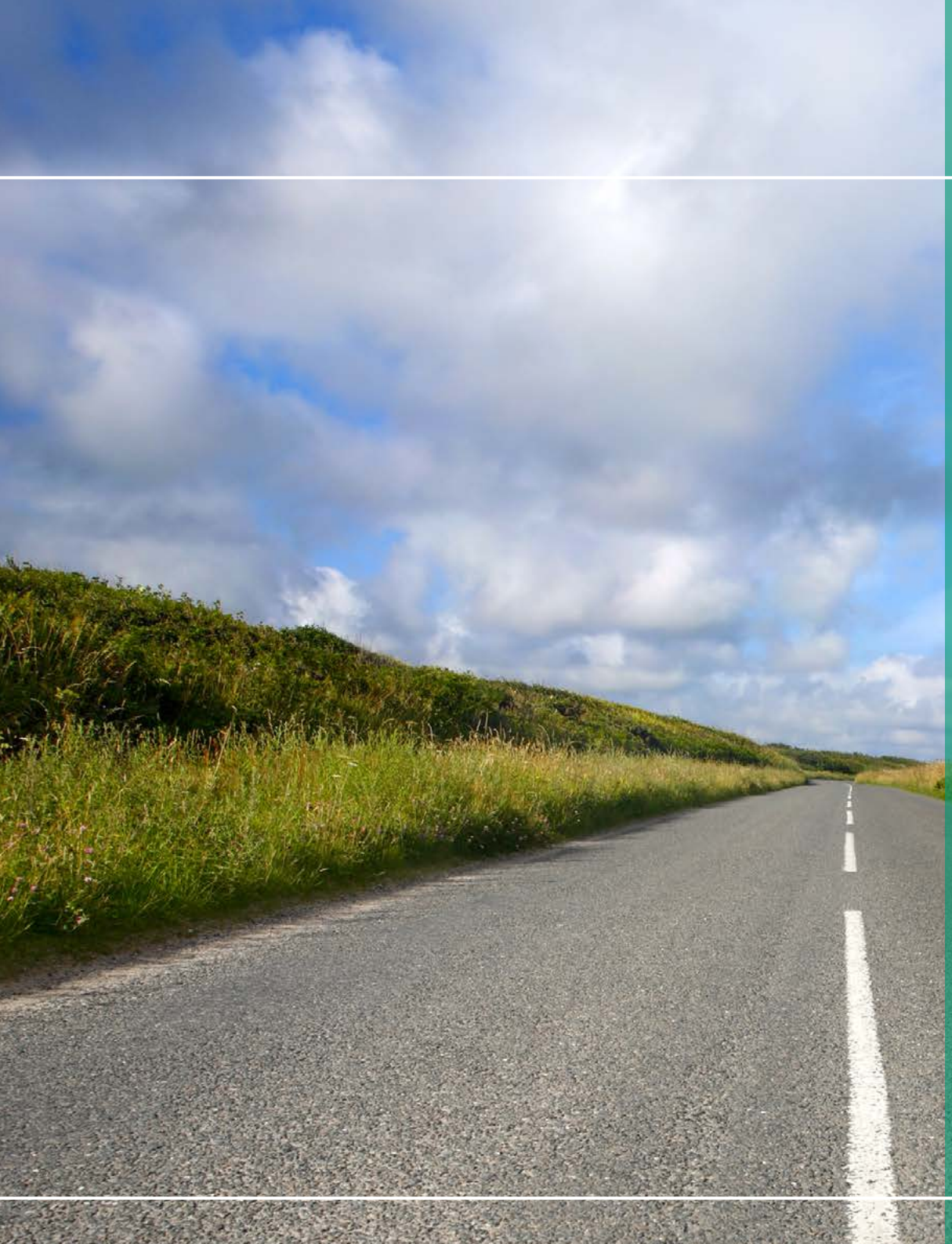
Potential Costs:

Between £717.60 and £1,315.60 per Parish for a visual tree inspection and written report. To instruct contractors and oversee works over a 3-year period, including dealing with private trees which present a public risk and drafting risk notification letters.

A minimum of 20 Parishes would need to sign up in the first 3 years in order to manage the costs of any risk over three years.







Rural Verges Management

Team: Countryside

Brief Description

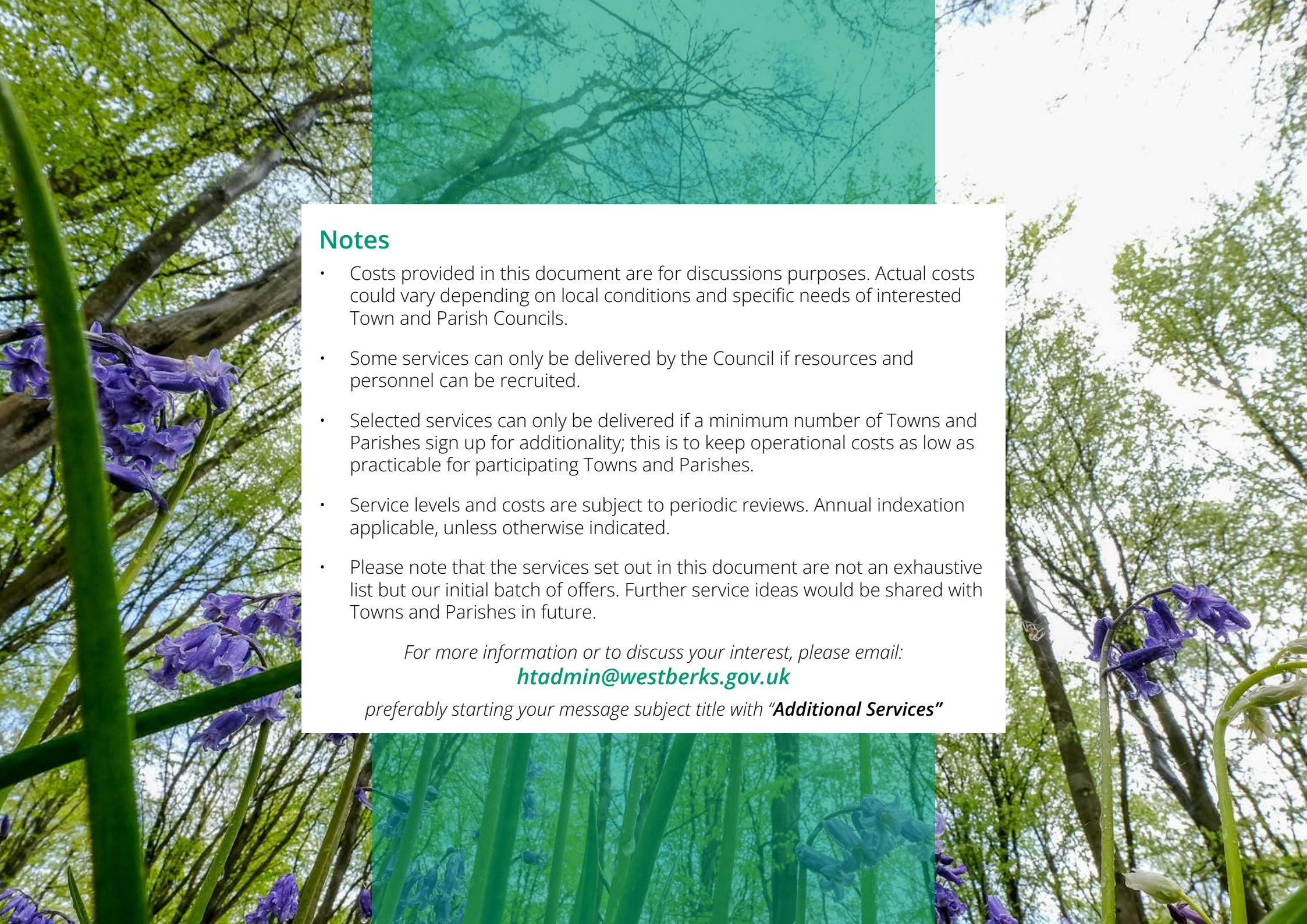
Parish Councils now have the opportunity to identify rural verges within their boundaries where they would like to fund additional grass cuts or hedge trimming. This initiative empowers parishes to enhance the appearance and accessibility of their local environment. Parishes may be better able to control the timing of rural cuts so as to promote local windflower verge diversity. By taking control of verge maintenance, Parish Councils can ensure that their green spaces are managed in a way that reflects the values and priorities of their community.

Why Take the Step?

- Tailor verge maintenance to suit local preferences and seasonal needs
- Improve safety and visibility along rural roads
- Promote biodiversity and community pride
- Respond quickly to resident feedback and environmental conditions

Costs:

Interested Parishes can contact West Berkshire Council to discuss potential costs, as there are site-specific variables.



Notes

- Costs provided in this document are for discussions purposes. Actual costs could vary depending on local conditions and specific needs of interested Town and Parish Councils.
- Some services can only be delivered by the Council if resources and personnel can be recruited.
- Selected services can only be delivered if a minimum number of Towns and Parishes sign up for additionality; this is to keep operational costs as low as practicable for participating Towns and Parishes.
- Service levels and costs are subject to periodic reviews. Annual indexation applicable, unless otherwise indicated.
- Please note that the services set out in this document are not an exhaustive list but our initial batch of offers. Further service ideas would be shared with Towns and Parishes in future.

For more information or to discuss your interest, please email:

htadmin@westberks.gov.uk

*preferably starting your message subject title with "**Additional Services**"*



WBC/ED/KA/0626

Sewage Action Group for the Lambourn Upper Valley
Update October 2026

Domestic news:
Sadly, Andrew Gorton has moved away from Eastbury so has had to resign from SAGLUV, and we thank him for his valuable contribution. However we are delighted to formally welcome James Potter to the team. James needs no introduction to Eastbury residents, nor many others, as he has played a major role as Eastbury Village Warden in flooding and sewage issues, and has in fact been associated with SAGLUV from its beginning. He will be a huge asset to the group.
We reported in our May Update, that Hamish Riddoch was replacing Martyn Wright as Flood Warden for East Garston. Due to other commitments, Hamish is now not able to take on that role, so Martyn will continue as Flood Warden until further notice. Hamish will, however, continue his membership of SAGLUV.

SAGLUV 2026 Summer Review

Further to our Spring report, issued in May, good progress continues to be made by Thames Water to resolve the sewage flooding issues in our area.

Following latest discussions with TW, we can report on the three key work streams that are being given priority in our part of the Valley:

- Sewer pipe lining
- Eastbury/EG rising main
- Wetland proposals at East Shefford STW

In addition we have some encouraging news about the operation of the EG ATAC filter unit.

Sewer Pipe lining:
Thames Water have confirmed that all TW sewers in Eastbury and East Garston have now been lined.

The next phase of work will be to CCTV the network to check on the condition of the historical lining work and to identify any points of ingress, which could include private drains. This is likely to be carried out in 2027, but has to be at a time when groundwater levels are suitable i.e. not too low and not too high!

Another piece of good news for the Valley, although out of our area, is that TW are planning to line a further 6km of their sewers in and around Lambourn. Great news for the residents, the River, and everyone downstream, including us.

Eastbury/EG rising main:
This is the main sewer pipe that runs from Eastbury and on through EG to Great Shefford.
TW are continuing their feasibility studies into the various options for improvement. These options include re-lining, replacement, and even re-routing at Eastbury to feed into the Bockhampton main which runs directly from Lambourn to the sewage treatment works.

TW are also developing a high level design to increase the flow from EG Sewage Pumping Station (EGSPS). In layman's terms, this would mean bigger pumps and pipes to enable higher volumes of sewage to be pumped down through the network, thus reducing the pressure on the EGSPS and subsequent risk of flooding. Again, a positive development with the intent of stopping spills, and could contribute to the eventual redundancy of the ATAC unit.

Wetland proposal at East Shefford Sewage Treatment Works (ESSTW)

A formal proposal for a wetland filter scheme for ESSTW has been submitted to EA who are currently trialling this approach to intervention. TW consider this type of scheme a critical part of their proposals for storm overflow, and whilst awaiting feedback from EA, TW are mobilising a design team to further develop the detail of their proposal.

Given that storm overflows are an inevitable part of sewerage systems, this approach is widely accepted as a sustainable method of dealing with the problem.

East Garston ATAC unit:

Whilst no-one wants to see the ATAC unit returning to EG, until all of the above work has been completed and tested out, it makes a lot of sense to have the ATAC in place and ready, "just in case". So, TW will be re-installing it in the coming months, but with some very significant changes to its operation, all of which is very good news indeed:

- Switch on time: TW have to be granted an EA permit to use the ATAC unit, as it means discharging filtered sewage into the river. The rules governing when it can be used are strict, and up until now the interpretation of those rules meant that TW were not able to switch the unit on until sewage actually spilled from manholes causing pollution.
  In recent meetings with EA and TW, SAGLUV representatives have argued that this is not acceptable, as some properties suffer from unusable ground floor toilets and showers, due to sewer flooding, before there are spillages from manholes. We have argued that TW should be able to switch on the unit before manhole spillage thereby alleviating the problem of unusable loos.
  TW have recently negotiated with EA and have gained agreement to be able to switch on the ATAC when sewers are surcharged, but before spilling from manholes. This will mean that TW can activate the ATAC earlier than previously, with the aim of protecting properties from the inconvenience of unusable facilities. SAGLUV are delighted with this breakthrough.
- TW will be using a new ATAC contractor this winter with some welcome operational improvements. The pumps will be fitted with telemetry which will enable the contractor and TW to be alerted to any issues that may arise such as a pump failure. Previously, they had to rely on engineer visits to check, or calls from the public reporting problems.
- A further positive development at the EG ATAC site will be the trialling of float controls that will be set up so that if a main pump stops operating for whatever reason, the float switch will automatically trigger the stand-by pump to start working.

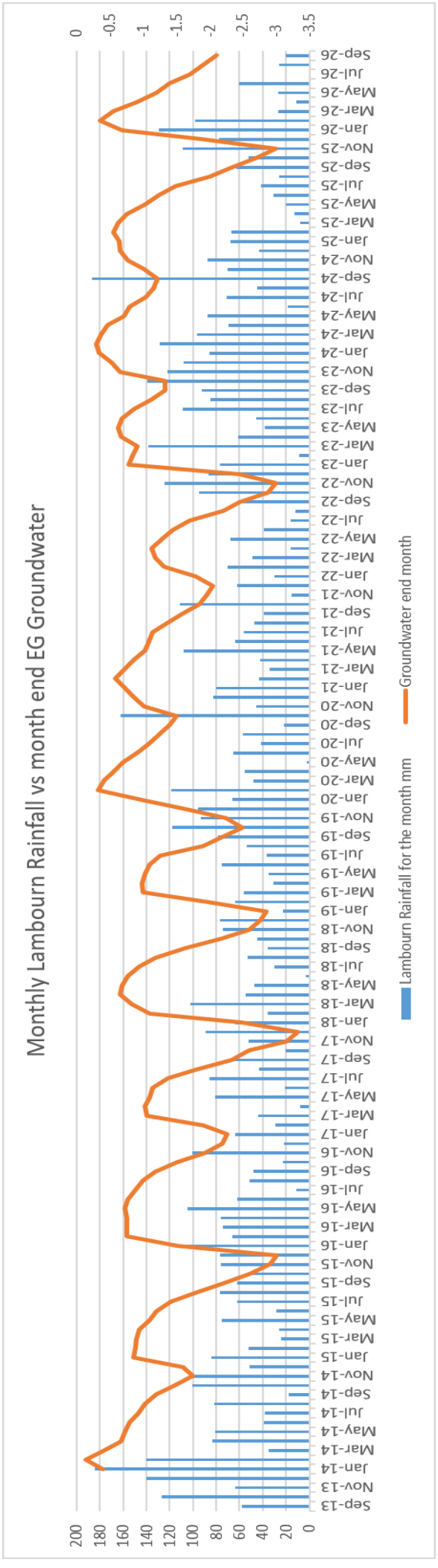
The above improvements will significantly increase the resilience of the EG ATAC system to everyone's benefit. It must be stressed that some of these operational modifications are being trialled for the first time, so there will be a bit of a learning curve to climb, and no doubt a few glitches on the way. However, we applaud TW for finding and implementing solutions to some long standing problems that we have been raising with them for some time.

Finally, a quick word about groundwater levels: At the moment, the level recorded at Longacre bore hole, up on the Lambourn Downs, is virtually the same as recorded at this time last year. It's still dropping, and the total rainfall we've had in the last 5 months has been lower than average, and some 38% lower than during the equivalent period last year. If the low rainfall continues into the winter, it could mean that we won't be troubled with groundwater anyway. But who knows?

The graph below (appendix 1) shows the Groundwater level recorded at EG against local monthly rainfall. You can see from past years, just how difficult it is to make any accurate predictions.

SAGLUV Team
October 2026

Appendix 1


Monthly Lambourn Rainfall vs month end EG Groundwater
Lambourn Rainfall for the month mm
Groundwater end month
0
-0.5
-1
-1.5
-2
-2.5
-3
-3.5
200
180
160
140
120
100
80
60
40
20
0
Sep-13
Nov-13
Jan-14
Mar-14
May-14
Jul-14
Sep-14
Nov-14
Jan-15
Mar-15
May-15
Jul-15
Sep-15
Nov-15
Jan-16
Mar-16
May-16
Jul-16
Sep-16
Nov-16
Jan-17
Mar-17
May-17
Jul-17
Sep-17
Nov-17
Jan-18
Mar-18
May-18
Jul-18
Sep-18
Nov-18
Jan-19
Mar-19
May-19
Jul-19
Sep-19
Nov-19
Jan-20
Mar-20
May-20
Jul-20
Sep-20
Nov-20
Jan-21
Mar-21
May-21
Jul-21
Sep-21
Nov-21
Jan-22
Mar-22
May-22
Jul-22
Sep-22
Nov-22
Jan-23
Mar-23
May-23
Jul-23
Sep-23
Nov-23
Jan-24
Mar-24
May-24
Jul-24
Sep-24
Nov-24
Jan-25
Mar-25
May-25
Jul-25
Sep-25
Nov-25
Jan-26
Mar-26
May-26
Jul-26
Sep-26