

TILEHURST PARISH COUNCIL

Minutes of the Parish Council Meeting held on 14 March 2023 in the Main Hall, Parish Office, Calcot

Present:

Parish Councillors - Mr K Page (Chairman), Mr C Taylor (Vice Chairman), Mrs T Downes, Mrs R Reynolds, Mrs J Slevin, Mrs R Braine, Mr N Furlong-King, Ms A Foster

District Councillors - None

Public - Two members of the public were present

Mr Page welcomed those present, reminding them that the meeting would be recorded for minute-taking purposes, and that anyone wishing to speak should raise their hand.

23/049 Open Forum

- a) Members of the public – there were no comments or questions.
- b) Councillors – Mr Furlong-King asked if the council had any plans to introduce any warm spaces in the parish. Mr Page confirmed this had been discussed and the council had agreed in principle to set up warm spaces although the opportunity had not yet arisen to do so. Mr Furlong-King had applied to WBC for funding and would forward the information on this to the council.

23/050 Apologies for absence: Apologies were received from Parish Councillors Mr G Dennis, Mrs S Vickers, Parish and District Councillor Mr T Marino, and District Councillors Ms J Stewart, Mr R Jones and Mr B Oloko.

23/051 Declarations of interest: Mr Taylor declared an interest in respect of Tilehurst Junior Youth Club (minute 23/058 on donations).

23/052 Approval and adoption of minutes of the Parish Council meeting held on 14 February 2023: The draft minutes had been circulated before the meeting. The minutes were taken as read and signed by the Chairman.

23/053 Matters arising: There were no matters arising from the minutes of the meeting held on 14 February 2023.

23/054 Planning:

- a) Decisions – see Appendix A
- b) New applications – see Appendix B
- c) Eastern Area – the Clerk would advise members if there was anything relevant on the agenda for the meetings on 5 April or 26 April in order that the parish could be represented.

23/055 District Councillors' report: The report had been circulated shortly before the meeting.

There were no District Councillors present but Mr Page asked if there were any questions to be passed on.

Mrs Downes said she would have liked to ask Ms Stewart for an update on a parking enforcement issue but would do so the next day as they would be meeting up on another matter.

Mr Taylor would have liked Ms Stewart's input and advice on any agreement from WBC in relation to the clearance of land on Pincents Hill.

23/056 Clerk's report: The report had been circulated ahead of the meeting – see Appendix C. The Clerk had nothing to add.

23/057 Maintenance report: The report had been circulated before the meeting and was noted. The Clerk explained that there had been a spate of incidents – damage and graffiti – at the Hilden's Drive play area recently and she was considering keeping the gates locked for a time to try to prevent it continuing. Although it was not possible to install CCTV at the site, it was suggested that fake cameras might be a deterrent.

23/058 To consider requests received for financial donations and resolve awards: A report had been circulated before the meeting.

Two members of the public arrived near the start of the discussion.

It was noted that a request from Brookfields School could not be considered until it had been submitted correctly, and it was agreed that the application should be discussed when the valid request had been received.

It was unanimously agreed that the £1,000 allowed for donations to youth projects be split equally between Tilehurst Junior Youth Club and Westwood Wanderers.

It was unanimously agreed that £1,000 each be donated to Age UK Reading and Reading Welfare Rights under S137 of the Local Government Act 1972 and that any funds needed to enable this be moved to the S137 budget as necessary.

23/059 To review and adopt the Governance and Risk Management Scheme: The draft Risk Register had been circulated before the meeting. It was commented that the new format was clearer and easier to follow, and it was unanimously agreed to adopt the document with possible future changes to be agreed as necessary.

23/060 To review and adopt the Financial Regulations: The draft document had been circulated before the meeting. It was unanimously resolved to adopt the Financial Regulations with the changes shown.

23/061 To review the Tilehurst Youth Work Project Partnership Agreement with Berkshire Youth: The document had been circulated before the meeting. Mr Page suggested that in section 4, financial and contractual arrangements, “and Clive Taylor” be changed to “and the parish council’s nominated representative”.

With that amendment it was agreed that the agreement should be accepted and signed on behalf of the council.

23/062 To receive the draft Youth Development Plan: The document had been circulated before the meeting and it was agreed that the Tilehurst Parish Council Youth Development Action Plan 2023/24 be adopted.

23/063 To consider Calcot Cricket Club’s request to hold cricket matches at Calcot recreation ground between April and September each year: A report had been circulated before the meeting.

It was agreed that, because of timings, it would not be possible for any matches to be held at Calcot in the 2023 season which started in April. It was also agreed that there was not enough information, particularly on costs of setting up and maintaining a cricket square, to make a decision on future years. The Clerk would be investigating these costs and presenting them to council in the near future.

23/064 To consider changing the date of the Annual Parish Council meeting from 9 May to 16 May 2023: After discussion, it was resolved to move the date of the annual meeting to Tuesday 16 May 2023.

23/065 To review the financial position and retrospectively note payments for February 2023: Expenditure was reviewed and retrospectively noted.

22/066 Chairman’s remarks: Mr Page observed that there had been large quantities of e-mails on various subjects, and said he was impressed by the high level of engagement by councillors. He commented that the arrangements for the coronation events seemed to be progressing well, and reminded members of the staffing committee about the meeting to be held from 9.00pm.

Mr Page noted that two members of the public had arrived during the meeting. He was aware that they were attending in regard to a controversial local matter and invited them to make a statement.

The member of the public explained that there was a great deal of upset over events on privately owned land at Pincents Hill. Quad bikes had been ridden on the land without permission, and the landowner had reacted by having a contractor clear areas of trees and plants. Damage had been caused by both parties, and it was important that things did not continue to escalate, and that fencing was put in safely so that it did not endanger wildlife any further. Mr Page explained that the landowner was having a meeting on site the following week, after which there would be a meeting with parish council representatives.

The council would then give an update and feedback to the local community. He said the council was also looking into WBC input/agreement with the landowner.

The meeting finished at 8.30pm

The next meeting would be held on Tuesday 11 April 2023

Chairman

Appendix A – Planning decisions

22/03147/CERTP	<u>14 Empress Road, Calcot</u> The garage is to be converted. We are looking to convert this into additional space for the children as a study and play room. We are replacing the existing garage door with a window	Refused
23/00131/TELE28	<u>Street Record, Blewbury Drive</u> The Electronic Communications Code (Conditions and restrictions) Regulations 2003 (as amended) – Regulation 5 Notice of Intention to install fixed line broadband apparatus	Refused
22/02842/REG3	<u>Icollege Intervention, 22 High View, Calcot</u> Application for variation of a condition 2 [approved plans] following grant of planning permission – 1/01575/REG3 Regulation 3: the construction of a new Pupil Referral Unit to replace the existing facility	Granted
22/03091/HOUSE	<u>1 Kirkfell Close, Tilehurst</u> Single storey side and rear extensions, conversion of existing garage to habitable space and new front porch with canopy	Granted
22/03048/HOUSE	<u>345 The Meadway, Tilehurst</u> Section 73: Variation of condition 2 (approved drawings) of previously approved application 22/00946/HOUSE: New extension and renovation works	Granted
22/02998/HOUSE	<u>14 Dark Lane, Tilehurst</u> Two-bay detached garage/carport	Refused
23/00070/CERTP	<u>4 Bath Road, Calcot</u> Revised proposals for garden outbuilding (larger footprint)	Lawful
23/00060/PASSHE	<u>1 Causmans Way, Tilehurst</u> Application to determine if prior approval is required for a proposed: single storey rear extension to 6m depth with a flat roof and roof lights. Six metres beyond rear wall x 3.50m maximum height x 3.00m at eaves	Unlawful
23/00058/TELE56	<u>Telecom Cabinet 1, City Road, Tilehurst</u> Application to determine if prior approval is required for a proposed telecommunications mast and equipment comprising the installation of 18m high slimline monopole supporting 6 no antennae, 1 no wraparound equipment cabinet at the base of the monopole, 2 no equipment cabinets, 1 no electric meter cabinet and ancillary development thereto including 1 no GPS module	Withdrawn

Appendix B – New Planning applications

23/00353/HOUSE 69 Highworth Way, Tilehurst
First floor side extension over existing

This Council has no objections to the proposal

23/00375/HOUSE 26 Vicarage Wood Way, Tilehurst
Garage conversion

This Council has no objections to the proposal

23/00272/FUL 207 Halls Road, Tilehurst
Change of use from class E to sui generis

This Council has no objections to the proposal

23/00254/HOUSE 24 Vicarage Wood Way, Tilehurst
New double garage and entrance gates to front driveway. New two-storey extension to front and single storey extension to rear. Roof to be raised and loft conversion added

This Council has no objections to the proposal but supports the comments from Highways in regard to the lack of information in the plans about the proposed gates

23/00476/TELE56 Telecom Cabinet 1, City Road, Tilehurst
Application to determine if prior approval is required for a proposed telecommunications mast and equipment comprising the installation of a 15m high slimline monopole supporting 6 no antennae, 1 no electric meter cabinet, and ancillary development thereto, including 1 no GPS module

This Council objects to the proposal as a 15m mast would have almost the same impact on the street scene as an 18m mast, and the residential location is not suitable for the proposed equipment

Appendix C – Clerk’s report

1.0 Background

1.1 This report provides the council with information about activities undertaken by the Clerk and other team members, and gives updates on other matters of relevance to the council.

2.0 Activity updates

2.1 The Invitation to Tender for design, supply and installation of a new Multi Use Games Area (MUGA), outdoor gym and social area for young people was finalised and put on Contracts Finder on Tuesday 21 February.

2.2 Mrs Downes and the Clerk met with representatives from 4 play equipment providers, at the Cotswold recreation ground, as part of the Invitation to Tender process.

2.3 The Terms of Reference for the Over 50s Coffee Club had been reviewed by the Clerk and another meeting is to be called to discuss these further.

3.0 Other matters

3.1 The Clerk attended a training session, organised by the Hampshire Association of Local Councils, on 1 March 2023. This session concentrated on the upcoming annual audit process and legislation updates.

3.2 The Clerk met with the grounds maintenance contractor on 1 March 2023 to discuss ongoing issues with the works being carried out.

3.3 The Council’s maintenance staff was alerted to the presence of a rough sleeper just beyond the parish boundary near Starlings Drive. It was reported that the tent was full of used needles and upon investigation this was found to be accurate. Due to the high number of needles found, we were unable to remove them. The Police was advised of the situation and Officers attended and have subsequently arranged for the needles to be removed.

3.4 The Clerk received notification that the Council’s funding submission to Thames Valley Police, under the Community Fund, has been unsuccessful.

3.5 The Clerk and Officers continue to support the work of the King’s Coronation Working Party and Berkshire Youth.

3.6 Following the resolutions made at the Full Council Meeting held on the 14 February 2023, the Clerk submitted comments for West Berkshire Council’s Draft Council Strategy 2023-2027 and West Berkshire Council’s Local Plan Review Regulation 19 Consultation. Comments returned under the latter consultation also included feedback from the Tilehurst Neighbourhood Development Plan Steering Group.

4.0 Further reports

4.1 The Clerk will provide further updates at the meeting should this be necessary.

4.2 Members are asked to note this report.