

TILEHURST PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held at 7.30pm on Tuesday 9 July 2024 in the Main Hall, Calcot

Present

Parish Councillors: Mr C Taylor (Chairman), Ms J Stewart, Mr R Loaring, Mrs S Vickers, Mrs R Reynolds, Mrs H Manghnani, Mr N Furlong-King and Mrs P Furlong-King

District Councillors: Mr C Taylor, Ms J Stewart

Public: No members of the public were present

In attendance: Miss J Major (Clerk), Miss S Williams (minutes)

Mr Taylor opened the meeting by welcoming everyone present and explaining that the meeting would be recorded for minute-taking purposes.

24/066 Open Forum

- a) Members of the public – there were no comments or questions
- b) Councillors – there were no comments or questions

24/067 Apologies for absence: Apologies had been received from Parish Councillor Mr F Royal, Mrs R Braine and District Councillors Mr B Oloko and Mr R Somner

24/068 Declarations of interest: None relevant to the agenda

24/069 Approval and adoption of minutes of the Annual Parish Council meeting held on 11 June 2024: The draft minutes had been circulated before the meeting. The minutes were taken as read and signed by the Chairman

24/070 Matters arising: There were no matters arising from the minutes

24/071 Planning:

- a) Decisions – see Appendix A
- b) New applications – see Appendix B
- c) Eastern Area – the Clerk would advise if there was anything relevant on the agenda of the meeting on 7 August 2024 so that the parish could be represented

24/072 District Councillors' report:

Ms Stewart and Mr Taylor explained that the last month to six weeks had been dominated by the elections so things had been quiet. Ms Stewart had been to an adult social care event held by a member of the sensory needs team in the district council offices and had seen equipment available for loan to patients. Mr Taylor had attended a Licensing meeting and would be at an Eastern Area Planning meeting the following day.

24/073 Clerk's report: The report had been circulated ahead of the meeting – see Appendix C.

Information had been circulated about the closure of Little Heath Road and would also be put on the web site.

The BALC newsletter had also been circulated, and the Clerk strongly encouraged councillors to make use of the training opportunities offered, particularly as sessions were likely to be cancelled if the uptake was low. She also said to let her know if other courses would be of interest so that she could feed it back to BALC.

24/074 Maintenance report: The report had been circulated before the meeting and was noted.

24/075 Resolutions

24/075-1 Bus shelters: The Clerk had circulated information before the meeting. The two sites were discussed separately.

Sainsbury's: Most councillors present agreed that responsibility for the bus shelters at Sainsbury's should not be taken on by the Parish Council as they were not primarily used by parishioners. It was felt that, as the businesses on the site benefitted from bus access, they should be asked to contribute towards the costs of maintaining the shelters. Additionally, the shelters were regularly vandalised, repairs and maintenance were costly, there was no budget for this, and taking on the extra work would impact negatively on the office and maintenance staff.

Long Lane: It was felt that the proposed location was not suitable for a bus shelter as it was very narrow and installing anything would block the pavement, possibly forcing pedestrians to use the road rather than the pavement. Instead, it was suggested that WBC be asked to instal a new bus shelter outside Calcot Priory retirement housing on the Bath Road where there was plenty of space and there would be clear benefit to residents.

24/0075-2 Noise complaint: A report had been circulated before the meeting. The Clerk explained that she and Mr Taylor would be visiting the complainant the following afternoon.

After discussion, it was unanimously agreed that an independent, accredited sound engineer should be appointed to carry out a survey and provide a written report.

24/075-3 Parish newsletter - budget: Mr Taylor gave some background, saying there was around 6,000 properties in the parish and explaining that, although most of the deliveries could be made by a company, councillors and staff would need to distribute newsletters to roads which were split between parishes/districts. He estimated the cost of printing and distributing a four-page A4 newsletter to 6000 homes would be in the region of £1,600.

It was unanimously agreed that a budget of £1,600 be allocated to preparing and delivering a newsletter.

24/076 Review of financial position and payments for May 2024: The information had been circulated before the meeting and was noted.

24/077 Chairman's remarks: Mr Taylor said that the application to The Good Exchange had been successful and a new youth club would be set up in the Jubilee Annexe from September. As the funding would not run over the full three years, it would be necessary to submit another application for year two.

He thanked everyone for attending and closed the meeting.

The meeting finished at 8.45pm

The next meeting would be held on Tuesday 13 August 2024

Chairman

Appendix A – Decisions

24/00884/COND	<u>90 Warborough Avenue, Tilehurst</u> Approval of details reserved by Condition No 4 (surfacing of access) of approved application 22/00964/HOUSE: Demolition of car port and two storey side extension <i>Note: This application did not come to the Parish Council</i>	Granted
24/00251/HOUSE	<u>Meadowsweet, Beals Lane, Tilehurst</u> Single storey and two storey rear and side extensions and roof extension	Granted
24/00852/CERTP	<u>1 Shipton Close, Tilehurst</u> Proposed side extension to existing kitchen <i>Note: This application did not come to the Parish Council</i>	Lawful
24/00673/HOUSE	<u>88 Old Bath Road, Calcot</u> Side and rear garden extension to create a four-bedroom home with an open plan living space with new single garage and entrance porch	Refused
24/00415/HOUSE	<u>55 Blewbury Drive, Tilehurst</u> Single storey rear extension	Granted
24/00440/HOUSE	<u>181 City Road, Tilehurst</u> Two storey rear extension to form kitchen/dining room. First floor bedroom and bathroom with side dormer	Granted
24/00389/FULMAJ	<u>Stoneham Grove Care Home, Long Lane, Tilehurst</u> Section 73a: Variation of Conditions 1 (Approved Plans), 16 (Approved Landscaping) and 19 (External Lighting) of previously approved application 23/01660/FULMAJ: Section 73aA Variation of Condition 20 (Approved Plans) of previously approved application 21/01216/COMIND: Demolition of existing structures, and erection of a 64-bed care home (Class C2) with associated works including one access, parking, services, and landscaping	Granted
24/00837/CERTP	<u>43 Cotswold Way, Tilehurst</u> Conversion of existing garage into a utility and shower room. Also, the existing flat roof over the front section of the garage is to be raised by 200mm, but this is still much lower than the existing pitched roof to the rear of the garage <i>Note: This application did not come to the Parish Council</i>	Lawful
24/00337/HOUSE	<u>172 Long Lane, Tilehurst</u> Construction of new two-bay timber frame carport structure to front driveway area	Granted

24/00386/LBC	<u>Pincents Manor Hotel, Pincents Lane, Tilehurst</u> Granted Section 19: Variation of Condition 4 (Windows/Doors) of previously approved application 21/03218/LBC2: Convert the redundant former Pincents Manor Hotel (Use Class C1) into 50 extra care (Use Class C2) apartments for the elderly with associated extensive communal facilities and landscaping. Works include demolition of the existing non-listed conference facility, hotel annexe and outbuildings
24/00511/HOUSE	<u>7 Fairford Road, Tilehurst</u> Granted Proposed single storey rear extension with a tiled, pitched roof and rooflights, bifold doors, windows and a new side door entrance to new utility. Realigned top four treads of existing staircase to create improved layout for existing bedroom and repositioned rear bedroom window
24/00548/HOUSE	<u>63 Longworth Avenue, Tilehurst</u> Granted Two storey side and rear extension including garage conversion

Appendix B – New Planning applications

24/00863/FUL Unit 1, Savacentre, Bath Road, Calcot
Change of use of Unit 1 to allow unrestricted use within Class E(a)
including the sale of both non-food and food and drink products

This Council has no objections to the proposal but has concerns about possible implications for traffic and parking, although it is difficult to assess this without knowing what type of business will be in the unit

24/01117/HOUSE 45 Bath Road, Calcot (adjacent parish - Holybrook)
Part single storey rear, side and front extension

This Council has no objections to the proposal

24/01151/HOUSE Elm Cottage, Calcot Park
Two-storey extension with porch and installation of solar panels

This Council has no objections to the proposal

24/01209/HOUSE 26 The Birchwoods, Tilehurst
First floor side extension and part garage conversion

This Council has no objections to the proposal

24/01175/HOUSE 137 Long Lane, Tilehurst
Proposed erection of detached single storey annexe building

This Council has no objections to the proposal

24/01236/HOUSE 33 Bath Road, Calcot (adjacent parish – Holybrook)
Rear extension to the existing house. Garden gym room

This Council has no objections to the proposal

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 first invoice for funding from the PCC had been issued. The Clerk has asked Berkshire Youth for an update on the additional detached youth work carried out during the period April to June so that the next report can be prepared.
- 2.2 The remaining £2,519 of Greenham Trust funding has been awarded, meaning the full £10,019 has been achieved. Part of the funding has, however, been given specifically to support the Kicks sessions at Cotswold. As the Parish Council had already agreed to fund this, the agreement with Berkshire Youth will have to be amended, and the Clerk is working with Berkshire Youth on this.
- 2.3 There has been little progress on making good the problems in the Jubilee Annexe as quotes for the work have been requested but not yet received. The Clerk has also contacted the solicitor and is waiting to hear back with advice on next steps.
- 2.4 The Parish Council’s Annual Report has been finalised and is available on the web site.
- 2.5 It is hoped that work to replace the floor in the main hall will be carried out in August although the date has yet to be finally agreed. The contractor is going to bring some samples of the planks in so that they can be seen in situ in the hall.
- 2.6 After the last meeting, the Clerk contacted West Berkshire Council to advise that the recycling bins at Cotswold recreation ground could not be moved to the main car park, and to suggest they be moved to the other side of the sport centre’s overflow car park instead. Nothing has been heard back.

3.0 Other matters

- 3.1 There have been reports of antisocial behaviour at Hildens Drive during the day time. Two residents have contacted the Clerk about swearing, bottle smashing and drug use, and the Clerk has passed the information to Berkshire Youth and the police. A pattern is emerging to show the worst problems occurring after school, so both TVP and Berkshire Youth are going to make routine visits at that time.
- 3.2 The manager of Cotswold Sports Centre contacted the Clerk to say that the fencing around the disused tennis courts will be taken down because people keep breaking through it and having the area open would be considered safer (the Parish Council’s

goal post storage will also have to be moved). The Clerk has concerns about the proposal so has arranged a meeting with the manager to discuss the matter.

- 3.3 Councillor training has been booked with places reserved on “Introduction to Planning” and “Community Engagement” sessions.
- 3.4 It had been intended to have a larger, more formal event to launch the new fitness equipment, MUGA, etc, at Cotswold recreation ground. As there have issues of vandalism – for example, the cycle racks have been pulled out twice – and there is an ongoing complaint about noise from the MUGA, it has been decided that a launch event would not be appropriate at this time.
- 3.5 The Parish Office had to close early one day because one member of staff had to take immediate leave for personal/family reasons, the Clerk was on holiday and the two other office staff, neither of whom normally work on Friday, were unable to cover the whole day at short notice.

4.0 **Audit and Finances**

- 4.1 The unaudited accounts have been submitted to the appointed auditors and will be reviewed after the public rights of inspection period concludes on Friday 12 July.

5.0 **Priorities for July 2024** – this item gives information on upcoming priorities of the Clerk and officers over the coming month(s).

- 5.1 Amending the agreement with Berkshire Youth, and issuing a supplemental agreement to cover the funding from Greenham Trust.
- 5.2 Preparing for the start of the football season in September. This includes getting signed contracts with teams in place, carrying out an audit of equipment and carrying out repairs/replacing as necessary.
- 5.3 Continuing to carry out work contained in the RoSPA reports.
- 5.4 Preparing the grass cutting and ground maintenance specifications ready to put the work out to tender. The contract would again run for three years.
- 5.5 Continuing to progress corrective works within the Jubilee Annexe.
- 5.6 Start investigating the possibility of installing fire alarms at other halls.

6.0 **Further reports**

- 6.1 The Clerk will provide further updates at the meeting as necessary.
- 6.2 Members are asked to note this report.