

## TILEHURST PARISH COUNCIL

### Minutes of the Annual Parish Council Meeting held at 7.30pm on Tuesday 10 September 2024 in the Main Hall, Calcot

#### Present

**Parish Councillors:** Mr C Taylor (Chairman), Ms J Stewart, Mr R Loaring, Mr F Royal, Mrs H Manghnani, Mr N Furlong-King

**District Councillors:** Mr C Taylor, Ms J Stewart, Ms J Lewis

**Public:** Two members of the public were present

**In attendance:** Miss J Major (Clerk), Mrs C Steele (minutes)

Mr Taylor opened the meeting by welcoming everyone present and explaining that the meeting would be recorded for minute-taking purposes. He thanked the councillors present for attending, especially those who had changed their arrangements at short notice, as there had been serious concern that there would not be a quorum.

He also explained that there would be a change to the agenda. Item 24/100-4 would be moved up the agenda and would be discussed as the last item under Planning.

#### **24/090 Open Forum**

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

**24/091 Apologies for absence:** Apologies had been received from Parish Councillors Mrs R Braine, Mrs S Vickers, Mrs R Reynolds and Mrs P Furlong-King, and District Councillor Mr R Somner

**24/092 Declarations of interest:** None relevant to the agenda

**24/093 Approval and adoption of minutes of the Annual Parish Council meeting held on 13 August 2024:** The draft minutes had been circulated before the meeting. The minutes were taken as read and signed by the Chairman

**24/094 Matters arising:** Ms Stewart had an update on the situation regarding the green space at Garston Crescent. She had written to the relevant head of department at West Berkshire Council who had responded to say that, unfortunately, there was very little resource at the moment so they had not been able to pursue this. He did agree that the opportunity was worth exploring until it became clear it was not viable. Ms Stewart would continue to follow the matter up to see if it could be progressed.

#### **24/095 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 9 October 2024 so that the parish could be represented

**24/100-4 Possible inclusion of Pincents Hill site in West Berkshire Council's Local Plan:**

Mr Taylor explained that, earlier in the year, WBC had tried to withdraw its Local Plan but the government had prevented it from doing so. The matter then went to examination by a government Planning Inspector who had found that WBC had not provided for enough housing. WBC had been asked to suggest some additional sites for possible development and one of these was Pincents Hill. He also said there would be a public meeting involving the Member of Parliament, Olivia Bailey, to discuss this in two days' time. The purpose of the current discussion was to agree whether the Parish Council wished to make any comments or to make an objection to the proposal that the site be included in the Local Plan.

Historically, the Parish Council had opposed potential development of Pincents Hill, largely because of traffic issues and because the site was outside the settlement boundary. The last application had been discussed by the Eastern Area Planning Committee which had unanimously rejected it, and by the District Committee which had overwhelmingly voted to reject the application.

Access to the site continued to be difficult. Nearby commercial units at Turnhams Green which were previously empty were now occupied which significantly increased the volume of traffic and also caused problems as the units had limited car parking so vehicles were parked on the highway.

Additionally, it was noted that the repurposing and redevelopment of Pincents Manor Hotel into residential units for the over 55 year-olds had been approved and this too would lead to increased traffic movements along the lane.

There were further issues as the access to the site would have to go past Ikea, and there had already proven to be serious congestion there, particularly at bank holidays and weekends.

Mr Taylor invited a member of the public who had attended the meeting specifically for this item to speak. The member of the public read a prepared statement.

**24/096 District Councillors' report:** Ms Lewis said she received around three e-mails each week in regard to issues with people on two-wheeled vehicles. Sulham Estate was badly affected, but there were problems on recreation grounds, on the streets and pavements, etc, as well. She asked what could be done collectively to ensure the problem was tackled. Mr Taylor explained there was awareness of the problem, it was regularly discussed by the Youth and Community Safety working group, but not much could be done. Anyone seeing an incident should be reported to the police. The law in regard to sales of electric bikes and scooters needed to be changed.

Ms Stewart had been contacted about road markings on City Road which had completely disappeared. Unfortunately, WBC's Highways team had said there was no money to rectify this and it was not a high priority, but Ms Stewart would continue to follow up on this.

Ms Stewart and Mr Taylor had both attended the school clawback meeting as representatives of Springfield.

Tilehurst Litter Pickers would be meeting at 10.00am on Saturday 5 October at Turnhams Farm hall.

Mr Taylor said he was still spending a great deal of time on case work, particularly relating to Sovereign Housing. Recently, he had been given more support by the Labour Party and this was helping him move things forward.

The route of the number 15 bus through Calcot had been changed without any feedback being given on consultation responses. However, some bus drivers were continuing to use the old route as they apparently did not realise it had been changed and this was causing further confusion.

Issues were being raised about verges not being cut.

There had been a public meeting with residents of Garston Park, Olivia Bailey MP and WBC and progress was being made on some very complex issues.

**24/097 Clerk's report:** The report had been circulated before the meeting – see Appendix C.

The Clerk said the new floor had been laid in the hall, and the walls and skirting would be painted at some stage soon.

Mr Taylor thanked the Clerk for making good progress on the issues at Hildens Drive, explaining that someone had volunteered to help by opening and locking the gates each day. This should alleviate some of the recent problems of antisocial behaviour.

Mr Taylor sought clarification about the visit from a WBC Licencing officer. The Clerk explained that it was routine (it was not in response to any complaint), and he was checking everything was in place. It had turned out that not all the necessary paperwork for the Premises Licences was in place, and the Clerk was working to address this.

**24/098 Maintenance report:** The report had been circulated before the meeting. The Clerk explained that preparing for the start of the football season had taken priority and a great deal of the maintenance officers' time. Bad weather had also meant that the officers had been doing more indoor than outdoor jobs. There was a full programme of work to be carried out over the next few months, and this would be included in the report.

**24/099 Solicitor's letter to West Berkshire Council:** The letter sent to WBC was circulated before the meeting. It confirmed that permission had not been given to remove the fencing around the tennis courts at Cotswold recreation ground.

Mr Taylor gave an update, saying that he, Ms Stewart and the Clerk had met with WBC to discuss the tennis courts. Some external funding had become available to WBC which would enable the courts to be made usable again. However, WBC wanted to convert the courts to football pitches which would be available to hire via the sports centre. The deadline for completion was March/April 2025.

## **24/100 Resolutions**

**24/100-1 CIL Fund bid application:** The application had been circulated before the meeting and Mr Taylor thanked Mr Furlong-King for suggesting installing gym equipment at Calcot recreation ground. It was generally agreed that the application had been well worded.

With one minor change, the application was unanimously agreed.

**24/100-2 Amendment to Partnership Agreement with Berkshire Youth:** The Amendment had been circulated before the meeting and there were no questions or comments.

The Amendment was unanimously agreed and was signed by the Chairman and the Clerk.

**24/100-3 Government consultation on National Planning Policy Framework:** Mr Taylor explained that the Neighbourhood Plan group had met to discuss this, and Mr Page would be submitting comments by the deadline.

One of the proposals was to make it much easier for homeowners to build up, rather than out, i.e. to add extra floors to a property. This would apply to purpose-built flats as well as to houses, and Mr Taylor suggested there should be conditions, particularly in regard to flats.

**24/100-4 Possible inclusion of Pincents Hill site in West Berkshire Council's Local Plan:** This item was discussed under 24/095 Planning.

**24/101 Review of financial position and payments for August 2024:** The information had been circulated before the meeting and was noted.

**24/102 Chairman's remarks:** Mr Taylor again thanked everyone for attending, particularly those who had to change their arrangements. He said progress was being made on the potential co-option of a further two councillors which would make it easier to achieve a quorum.

He went on to say that the first session of the new youth club for the older age group had been held in the Jubilee Annexe that evening, and there had been no noise from it at all. He commented that the success, or otherwise, of the Sports in the park sessions over the summer would need to be reviewed. Mr Taylor had volunteered to help at one session which had turned out to be on the hottest day of the year. He also continued to volunteer for detached youth work, and would be helping with a session the following day.

He reminded everyone of the public meeting to discuss Pincents Hill on Thursday evening.

Tom Marino, a former Parish Councillor, had recently married and Ms Stewart was asked to pass on the Parish Council's best wishes.

**The meeting finished at 9.15pm**

**The next meeting would be held on Tuesday 8 October 2024**

**Chairman**

## Appendix A – Decisions

24/00825/HOUSE	<u>23 Stoneham Park, Tilehurst</u> Building of a single storey out-building in the garden 3x3m	<b>Granted</b>
24/00329/COND	<u>Pincents Manor Hotel, Pincents Lane, Tilehurst</u> Application for approval of details reserved by condition 14 (SuDs) of approved 21/03217/FULMAJ – 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	<b>Approved</b>
<i>Note: This was not sent to the Parish Council for comment</i>		
24/00921/HOUSE	<u>48 Skilton Road, Tilehurst</u> Single storey rear extension with associated internal alterations	<b>Granted</b>
24/00736/HOUSE	<u>7 Clay Close, Tilehurst</u> Single store flat roof rear extension	<b>Granted</b>

## Appendix B – New Planning applications

24/01581/HOUSE      17 Conifer Drive, Tilehurst  
A new single-storey side and rear extension with rooflight to the side and internal reconfiguration to form a larger kitchen/dining room and a separate shower and utility room at ground floor. At first floor to reconfigure the internal layout in order to add a new en suite bathroom to the master bedroom. To convert the existing garage into a garden room

**This Council has no objections to the proposal**

24/01655/HOUSE      20 Stoneham Park, Tilehurst  
Alteration to existing fence and new garden room/office

**This Council has no objections to the proposal**

24/01700/HOUSE      39 Longworth Avenue, Tilehurst  
First floor side extension and garage conversion

**This Council has no objections to the proposal but supports the comments from Highways.**

24/01672/HOUSE      Crevan, Beals Lane, Tilehurst  
Proposed garage to the front garden

**This Council has no objections to the proposal but notes that the appearance of the garage will alter the street scene.**

24/01764/HOUSE      22 Oregon Avenue, Tilehurst  
Proposed single storey side extension to form new garden room, and associated alterations. Internal alterations to garage to form new shower room with roof light over

**This Council has no objections to the proposal provided there is sufficient off-road parking space available.**

24/01262/FUL      36-38 Langley Hill, Calcot  
Demolition of 36 Langley Hill to be replaced with an annexe building to serve 38 Langley Hill, these will be attached by a two-storey link. Minor internal and external alterations are proposed to 38 Langley Hill

**This Council objects to the proposal as the design of no. 36 will be out of keeping with the more traditional bungalows in the road and the street scene will be significantly altered. If this application were to be granted, a plan will need to be put in place for the delivery of materials during construction.**

24/01667/TPW

Land east of Pincents Lane, Tilehurst

Step 1. Installation of new fencing around field margins and PRow routes within the RPAs of TPO trees. Step 2. Methodology and design for upgraded footpath along the central tree lined and hedgerow section of PRow and within the RPAs of retained trees. Stage 3. Design methodology and construction of proposed drainage improvements of existing ditches within the RPAs of retained trees

**This Council objects to the proposal as it considers that the safety of users of the public rights of way would be compromised. With fencing surrounding the routes, if a member of the public felt unsafe there would be no easy means of escape. The proposal will also restrict use of this much used space, particularly during inclement weather when the original paths are known to become impassable.**

**The proposed works would have a detrimental effect on the existing wildlife and will disrupt their natural environment and habitats, as already seen during previous clearance works. Concerns were also raised over potential damage to the remaining trees particularly those already afforded protection under tree preservation orders.**

**This Council questions the suitability and size of the fencing to be used.**

24/01843/FULMAJ

St Paul's Catholic Primary School, City Road, Tilehurst

Retrospective planning application for fencing along school boundary

**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 monitoring of noise from the MUGA at the Cotswold recreation ground was due to be carried out from Wednesday 14 to Friday 16 August, with the equipment being set up in the complainant’s garden. As the complainant was concerned there had not been enough noise, the acoustic contractor agreed to leave the equipment in situ until noon on Monday 19 August. The report has been received, however, some major amendments have been requested so it has been sent back to the contractor.
- 2.2 The flooring in the Main Hall at Calcot has been replaced. The work started on Monday 19 August and was scheduled to take two weeks but was completed in one, although a few finishing items had to be completed in the second week. The contractor is going to be asked to come back again to rectify a few snagging issues. The feet on the tables/chairs used in the hall were very worn out which could damage the new floor, so they have all been replaced by the maintenance officers. They will also paint the skirting around the hall to make it look cleaner.
- 2.3 As a result of the leaflet drop, a Foxcombe Drive household has volunteered to open and close the gates to Hildens Drive play area. Cover will be arranged for times they are not available and the honorarium has been discussed with them.
- 2.4 The application to the CIL Fund for match funding to cover the cost of installing a Big Rig on Calcot recreation ground was drafted and, once approved by Council, will be submitted by the deadline of 16 September. The Clerk has been liaising with the solicitor over the Covenant and whether a Big Rig would be permitted on the land. The Admin Assistant has checked with WBC Planning to confirm that planning permission would not be required.
- 2.5 Some of the remedial work in the Jubilee Annexe is scheduled to be carried out in the week commencing 23 September, and the internal fire door damaged by the youth club will also be replaced at a cost of £859.00 plus VAT. This has to be done as the severity of the damage means it no longer functions as a fire door. The Clerk continues to liaise with the solicitor on the best course of action to in regard to the work carried out by original contractors.
- 2.6 A supplemental agreement with Berkshire Youth has been drafted to cover the funding received from Greenham Trust. It has been circulated for comments and will be signed as soon as possible.

### 3.0 **Other matters**

- 3.1 An inspector from WBC visited unexpectedly to discuss the premises licence. Some actions arose from the meeting and are being progressed by the Clerk.
- 3.2 The Clerk attended a Youth and Community Safety Working Party meeting which was also attended by representatives of Thames Valley Police and Berkshire Youth. The issues discussed included the increase in anti-social behaviour and drug dealing around parish-owned recreation grounds, and the use of electric bikes.
- 3.3 West Berkshire Council is inviting residents from across the district to share their views on proposed changes to on-street parking rules. The proposed changes include adjustments to on-street parking fees, as well as updates to the days and hours charges will apply. The consultation will close at midnight on Friday 13 September 2024 and may be found via the following link:  
<https://www.westberks.gov.uk/draft-on-street-parking-amendments>
- 3.4 West Berkshire Council has advised that the Bath Road/M4 junction 12 roundabout is to be closed while structural maintenance is carried out on the bridges. Each closure is to take place separately and there will be some slip road closures as well.

Work will begin on Monday 16 September and finish by Saturday 30 November. The closures are expected to be in place on week nights from 9.00pm to 6.00am. There will be a full weekend from 9.00pm on Friday 11 October to 6.00am on Monday 14 October. There might be a further weekend closure from 9.00pm on Friday 18 October to 6.00am on Monday 21 October.

The alternative route for all eastbound journeys is via A4, A340, A339, A33, A4155, A4. Westbound vehicles will use the reverse route. The closures will take place only as necessary and blue light access will be maintained wherever possible. A map of the closure can be found on [One Network's web site](#)

- 3.5 As a result of solicitor's advice, no further work on renewal of the leases for the Cotswold Sports Centre, tennis courts and overflow car park has been carried out. This will not be progressed until the situation in regard to the tennis courts and fencing has been resolved.

### 4.0 **Audit and Finances**

- 4.1 Work on adapting the new model Financial Regulations has yet to be finalised largely due to the number of changes made to the model document and high workloads currently being experienced. It is hoped to present the updated document for adoption at the October meeting.
- 4.2 Completion of the limited assurance review for the year ended 31 March 2024: Section 3 of the Annual Governance and Accountability Return (AGAR) has now been signed off with no matters arising or actions to be taken and returned by PKF

Littlejohn LLP. The Notice of Conclusion of Audit has been completed by the Clerk and is displayed on the noticeboard at the parish office and has been uploaded to the parish council's website, as required.

- 5.0 **Priorities for September 2024** – this item gives information on upcoming priorities of the Clerk and officers over the coming month(s).
- 5.1 Updating the facilities assistant job description and advertising the vacancy.
- 5.2 Writing required reports on use of grants received from Police and Crime Commissioner (PCC) and the Greenham Trust for youth work. Berkshire Youth is very slow in sending information on activities so this is proving very time-consuming.
- 5.3 Continuing to carry out work highlighted in RoSPA reports.
- 5.4 Preparing the grass cutting and ground maintenance specifications ready to put the work out to tender. The contract will again run for three years.
- 5.5 Continuing to progress corrective works in the Jubilee Annexe.
- 5.6 Starting to investigate 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.