

TILEHURST PARISH COUNCIL

Minutes of the Parish Council Meeting held at 7.30pm on Tuesday 8 July 2025 in the Main Hall, Calcot

Present

Parish Councillors: Mr C Taylor (Chairman), Ms J Stewart, Mrs R Reynolds, Mr J Lally, Mr A Linden, Mr R Loaring, Mrs C Basden, Mrs H Manghnani, Mrs S Vickers

District Councillors: Mr C Taylor, Ms J Stewart

Public: Two members of the public

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

Mr Taylor welcomed everyone to the meeting, reminding them that it would be recorded for minute-taking purposes.

25/085 Open Forum

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

25/086 Apologies for absence: Apologies had been received from Parish Councillors Mr N Furlong-King, Mrs P Furlong-King, Mrs R Braine, Mr M Powers and District Councillor Janine Lewis.

25/087 Declarations of interest:

Mrs Reynolds declared an interest in respect of 25/090 b).

25/088 Approval and adoption of minutes of the Parish Council meeting held on 3 June 2025: The draft minutes had been circulated before the meeting. The minutes were taken as read and signed by the Chairman.

25/089 Matters arising: There were no matters arising

25/090 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 6 August 2025 so that the parish could be represented.

25/091 District Councillors' report: Mr Taylor and Ms Stewart had submitted written reports before the meeting – see Appendices C and D.

Ms Stewart drew particular attention to the items on the archaeology talk and the closure of the A34 for resurfacing. She also said that the new Tudor garden at Shaw House had recently been opened.

Mr Taylor said that, at the June meeting, the Parish Council had supported an application for new residential units at Little Heath Court. Since then, he had been approached by the parent of an existing resident who had raised concerns about the lack of consultation with existing residents, and the fact that the new units would mean loss of amenity and garden space which was causing distress. Following his discussions with the parent, Mr Taylor would call the application in for consideration by the Planning Committee should it be necessary.

25/092 Clerk's report: The report had been circulated before the meeting – see Appendix E.

The Clerk advised that the supplier of the Big Rig had confirmed it would replace the broken part free of charge.

Earlier in the day, the Clerk had received confirmation from West Berkshire Council that the opening of the new pitches at the Cotswold Centre would be at 4.00pm on Wednesday 16 July. She would circulate the information and anyone wishing to attend should let her know.

With regard to the recent damage to the Calcot Centre and changing rooms, the Clerk confirmed that officers continued to review the CCTV footage to try and discover what had happened. A contractor had come out to look at the damage and had confirmed it was not dangerous. A structural engineer was scheduled to carry out a survey the following morning, and another contractor was due to quote for repair work the following week. The insurance company had been notified but wanted a police crime reference number.

The previous Friday, contractors had started installing fibre cable at Greenfield House and had run it across the car park to the Calcot Centre, then around the side of the building to the back where it was closest to Greenfield House. The contractor had then attached brackets to the back of the building so as to run the new cables across between the buildings. The Clerk had stopped the work and the cabling had been taken down as it was too low and grass mowing and maintenance equipment and tractors would not be able to access the recreation ground. No permission for any work on the Calcot Centre had been requested or given. The Clerk was waiting for an update as to how the work would be completed.

25/093 Greenham Trust report: The report had been circulated before the meeting. The Clerk pointed out a small discrepancy regarding the total overspend on page 18, which had already been corrected. The report would be submitted to Greenham Trust once the outstanding invoices from Berkshire Youth had been received.

25/094 New safety surface in the play area at Cotswold recreation ground: A report had been circulated before the meeting. The Clerk confirmed that, because of the issues with the Heras fencing arriving late and then not being taken away, a credit note for the total cost of the fencing (£995.00 plus VAT) had been issued. The report would be sent to West Berkshire Council, with relevant invoices, as evidence that the work had been carried out in accordance with the Members' Bid application.

With regard to the metal fixings from old swings which had been discovered when the old surface had been removed, Ms Stewart asked if there was any recourse against the company which had left them so close to the surface. It was confirmed that the contractor had not been used again since, and the Clerk confirmed that a clear record of the issues would be available to future staff and officers. Mr Linden asked that Trading Standards and children's services be notified of the issue.

25/095 New path and DDA gate at Turnhams Farm recreation ground: A report had been circulated before the meeting. The Clerk explained that a radar gate had not been suitable for the location as it would have to open across the pavement. Instead, a different style of DDA gate had been selected. Feedback had been generally positive. The Clerk suggested that, in due course, an inhibitor was installed inside the old gate in order to prevent motorbikes accessing the recreation ground.

The report would be sent, with relevant invoices, to West Berkshire Council as evidence that the work had been carried out and the Members' Bid funds could be released.

25/096 Neighbourhood Development Plan (NDP): Mr Taylor gave a verbal update, explaining that it was now around six months since the NDP had last been discussed and it had been agreed to suspend further work for the time being. The Local Plan had recently been adopted and did include the land at Pincents Hill. Mr Taylor explained that there were three options to be considered in regard to the NDP:

- Do nothing and abandon the NDP as a great deal of work was still needed. It should be noted that, with an NDP, future CIL payments would increase from 15% to 25%;
- Engage consultants to bring the NDP up to a standard acceptable to West Berkshire Council. It was not known how much this would cost;
- Contact the steering group members to find out if any would be prepared to take on the work needed to finalise the NDP.

It was agreed that the NDP should be discussed again at either the August or September meetings, and a decision would be made as to how to proceed. It would be helpful to have information about consultants and costs.

25/097 Resolutions

25/097-1 Devolution: The note of the Devolution working group meeting had been circulated before the meeting. After discussion, it was agreed to accept the working group's recommendations and to do nothing for the time being.

25/097-2 Donation of £1,000.00 to the West Berks Foodbank for the Hungry Holidays initiative: It was unanimously agreed to ratify the decision to donate £1,000.00 to West Berks Foodbank for the Hungry Holidays initiative.

25/097-3 Football pitch allocations and charges: A report had been circulated before the meeting. The Clerk explained that there had been fewer requests for pitches for the coming season, and all be accommodated.

It was unanimously agreed that pitch allocations for the 2025/26 season would be:

Cotswold recreation ground – one 11 v 11 pitch

Allocation: (sole use) Westwood Wanderers – Saturday afternoon

Turnhams Farm recreation ground – one 11 v 11 pitch

Allocation: (pitch share) Barton Rovers adults and youths, Saturday morning, Sunday morning

Calcot recreation ground – six pitches: one 11 v 11 (adults); two 11 v 11 (small adults); two 9 v 9 pitches; and one 7 v 7 pitch

Allocation: Pitch 2 (share) Whiteknights FC, Saturday afternoon

The Bells FC, Sunday morning

Pitch 3 (share) Prospect FC, Saturday afternoon

Calcot FC, Sunday morning

No requests had been received for the junior or youth pitches.

It was unanimously agreed that the football pitch charges remain as follows:

Full sized pitch, seniors	£75 per match (with changing rooms)
Full sized pitch, juniors	£40 per match (with changing rooms)
Small sized pitch	£26 per match (without changing rooms)

24/097-4 2025/26 Youth Work Partnership Agreement with Berkshire Youth: The agreement had been updated and resubmitted to Berkshire Youth, nothing had yet been heard back.

The Clerk had recently learned, unofficially, that MNR Coaching was no longer involved with Berkshire Youth, and that Reading FC Community Trust would be involved in the sports in the park sessions. She also reminded councillors that by signing the new agreement, they would be accepting that it was £1,744.00 over budget.

Ms Stewart had met the new Berkshire Youth contact and discovered she had worked with him in the past. She felt that he would be able to resolve all the issues, although there had not yet been any improvement and invoices were still outstanding.

Ms Stewart pointed out a type in the agreement and suggested that, as Berkshire Youth had not yet responded, a corrected version should be sent to the CEO and the new contact. She would work with the Clerk to write a suitable covering e-mail to explain that the rest of the period covered by the agreement, ie to 31 March 2026, would be an opportunity for Berkshire Youth to resolve all the ongoing issues.

It was unanimously agreed to accept Ms Stewart's suggestion. It was also agreed that research should be carried out into alternative providers of youth services.

25/098 Review of financial position and payments for May and June 2025: The information had been circulated before the meeting and was noted.

25/099 Chairman's remarks: Mr Taylor said that the developer of Pincent's Hill had been in discussion with West Berkshire Council, so he thought a planning application might be received fairly soon. He also knew that West Berkshire Council was keen to discuss options for the land not being developed with Tilehurst Parish Council, and this was something which would be brought to a future meeting.

The meeting finished at 9.25pm

The next meeting would be held on Tuesday 8 July 2025

Chairman

Appendix A – Decisions

25/00684/HOUSE	<u>56 Fairford Road, Tilehurst</u> Single storey side extension	Granted
25/00916/HOUSE	<u>284 Overdown Road, Tilehurst</u> Proposed single storey front extension with canopy roof	Granted
25/00896/HOUSE	<u>16 Lucey Close, Tilehurst</u> Loft conversion consisting of two small pitched roof dormers to rear elevation and two rooflights to front elevation to form one habitable room with ensuite bathroom	Withdrawn
25/00706/HOUSE	<u>The Paddocks, Childrey Way, Tilehurst</u> Proposed 3m side extension with internal alterations	Granted
25/00963/HOUSE	<u>25 Wittenham Avenue, Tilehurst</u> Rear extension/convert back of garage to habitable space	Granted
25/00868/HOUSE	<u>39 Compton Avenue, Tilehurst</u> Second storey side extension	Granted
25/00743/HOUSE	<u>69 Little Heath Road, Tilehurst</u> Extension to existing garden room and conversion to annexe ancillary to the use of the main building	Granted

Appendix B – New Planning applications

The following applications were received on the day of the 3 June meeting, so comments were agreed remotely and submitted using the Clerk's delegated authority.

25/01236/FUL Little Heath Court, Little Heath Road, Tilehurst
Erection of four standalone supported-living units and staff facility
associated with existing care facility

This Council has no objections to the proposal

25/01221/HOUSE 3 Copse Close, Tilehurst
First floor side extension

This Council has no objections to the proposal

25/01042/HOUSE 33 Bath Road, Calcot (Out of District, RBC)
Section 73: Variation of Condition 2 (Approved Plans) of planning
permission 24/01236/HOUSE – Rear extension to the existing house.
Garden gym room. Front porch and dormer window

This Council has no objections to the proposal

New applications considered at the July meeting.

25/01087/HOUSE 34 Highworth Way, Tilehurst
Extension of an existing rear garden terrace to the detached property

This Council has no objections to the proposal

25/01284/HOUSE 12 Foxcombe Drive, Tilehurst
Proposed single storey front extension

This Council has no objections to the proposal

25/01428/HOUSE 40 Compton Avenue, Tilehurst
Two storey side and single storey rear plus front porch extension

This Council has no objections to the proposal

Appendix C – Mr C Taylor’s District Councillor’s report

I gave no proper report at the last meeting so this may cover matters going back over a month.

- I attended the Extraordinary council meeting on the local plan which was approved. I spoke at the meeting further opposing the inclusion of the Pincents Hill site in the plan and voted against adopting the plan. It was adopted by a sizeable majority though there were splits in the voting of all party groups.
- Other meetings/events I have attended in the past 2 months include:
 - o Annual Council Meeting
 - o Eastern Area Planning and site visits
 - o Children’s and Young People Scrutiny Committee
 - o Corporate Parenting Panel
 - o Planning Committee Training
 - o Licensing Committee Training
 - o Standing Advisory Committee for Religious Education (SACRE)
 - o Council Public Consultation on Council Devolution (Hungerford Session)
 - o Calcot School Governors
 - o Children’s Mental Health Task Group
 - o Knowledge Event at Shaw House, Newbury. Many Berks based charities had stalls including West Berks Foodbank, Berkshire Youth, Citizens Advice, Daisy’s Dream, Good Exchange, Upton Court. A great way to network and share information/ideas
- I have run two door knocking sessions at Garston Park with more to follow, and we are making progress in establishing a residents’ association.
- I continue to canvass in Birch Copse ward on a regular basis picking up case work.
- I have met with local residents concerned with inconsiderate parking arising from the safer streets scheme at Springfield School and particularly at the nearby pub.
- I submitted a proposal to install a zebra or similar crossing on Langley Hill following representations from several residents. It has been rejected - I may escalate.
- I am working with WBC and RBC trying to get speed restrictions in Halls Road where speeding is regularly reported to me. WBC Highways have been supportive.
- I continue to liaise with Unison, Olivia Bailey MP and other campaigners in trying to ensure a satisfactory outcome to the potential outsourcing of Greenfield House in Calcot and the other two Social Care Day Centre in West Berks.
- I continue to represent views on behalf of residents opposed to the Pincents Development just releasing a short online video clip and regularly liaising with key activists.

Appendix D – Ms J Stewart’s District Councillor’s report

Council – met on 10 July to discuss adoption of the West Berkshire Local Plan Review 2023-2041. Papers and a recording of the meeting can be found on the web site. The next meeting is on 17 July.
Exective – met on 3 July.

Leisure and Culture

Summer Reading Challenge - the Story Garden Summer Reading Challenge 2025 starts this month for 4-11 year olds.

New SEND soft play sessions - starting this week, Northcroft Leisure Centre is introducing inclusive sessions at its brand new soft play area, designed for children with additional needs, aged one and over, and their families. The sessions will run from 5.00-6.00pm on Mondays, from 1.00-2.00pm on Wednesdays, and from 3.00-4.00pm on Saturdays. Adults go free, children’s spaces are available from £3.50.

Shaw House Summer Fair – is from 11.00am to 4.00pm on Sunday 20 July. Tickets cost £2.00 for adults and £1.00 for children (entry is free for children aged 3 years and under).

Archaeology Talk – by Julian Richards from 7.00-8.00pm on Thursday 24 July at Shaw House. Tickets are £5.00 per person and the money will be donated to a charity of the speaker's choice.

Public Protection

Why Dogs need to be chipped - It is a legal requirement to microchip dogs and to keep the information up to date, failure to do so can result in a fine.

Environment

Recycling drop-in sessions - WBC will be holding drop-in sessions in July, no booking is needed.

Garden Waste due for renewal - new subscription period starts on Monday 25 August and will run until Sunday 23 August 2026. Full details can be found on the web site.

Transport

A34 Closures – resurfacing A34 northbound between Beedon and West Ilsley means weekend closure (Friday 18 to Monday 21 July) from the M4 J13 Chieveley Interchange to the A4185 Chilton Junction, near Didcot. Diversions will be in place for motorway and non-motorway traffic.

Bikeability summer holiday courses - cycle training is important as it enables children to develop the skills needed to cope with moving traffic and to become aware of other road users. There are spaces on summer sessions from 1 August to 2 September. Courses cost £20.00 and are suitable for children between 10 and 17 years old.

Current Consultations

- [Draft Pharmaceutical Needs Assessment Document 2025](#) – Closing 13 July
- [A proposal for two new unitary Councils - Oxford and Shires, and Ridgeway](#) – Closing 16 July
- [West Berkshire Bus Service Survey 2025](#) – Closing 31 August
- [Springfield Primary School - School Streets Scheme](#) – Closing 2 December

Appendix D – Clerk’s report

1.0 Background

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

2.0 Activity updates

- 2.1 Work to replace the safety surface in the play area at Cotswold recreation ground started on Monday 9 June and was completed on Friday 20 June. The play area remained closed until Friday 27 June 2025 to allow the new floor to settle and the fencing to be removed. The work was part-funded by a Members’ Bid submission, and the necessary reports and invoices to claim the £10,000.00 would be sent to West Berkshire Council.
- 2.2 Work to install a new path and DDA gate at Turnhams Farm recreation ground started on Thursday 19/Friday 20 June and finished on Monday 30 June 2025. This formed part of a Members’ Bid submission, and the necessary reports and invoices would be sent to West Berkshire Council.
- 2.3 The Clerk and Ms Stewart met with Berkshire Youth via Teams on Friday 20 June to discuss the Partnership Agreement for 2025-26. The updated Partnership Agreement would be presented to Council for approval and signing.
- 2.4 Unfortunately, the first cleaner who had agreed to cover for the absence of both maintenance officers fell through. A second was found but was not able to complete the full period of cover required as a family issue arose. A third cleaner suggested by Mrs Basden was able to help with some of the work, the rest having to be carried out by the Clerk and officers.
- 2.5 A different solicitor was consulted about the Supplemental Agreement (which sets out the requirement for the Parish Council to pay half of the deficit in costs of running Cotswold Sports Centre) with West Berkshire Council. Advice had been received, and Mr Taylor, Ms Stewart, Mrs Reynolds and Mrs Vickers would meet to discuss the matter. Their recommendations would be brought to a future meeting.
- 2.6 The Clerk continued to liaise with the solicitors over the Cotswold Sports Centre leases. The deadline for completing this has been extended to Sunday 24 August.
- 2.7 Legionella risk assessments were completed on Thursday 29 May and the reports were received on 10 June.

- 2.8 Fire risk assessments for Calcot were received. There are various actions, and it is recommended that, as there is a fire alarm in the Jubilee Annexe, this should be extended to cover the whole building. The other halls do not require fire alarms.
- 2.9 Work on refurbishing the disused tennis courts, to a 3G playing surface, had been completed. The Clerk awaited confirmation of the date of the formal opening event.
- 2.10 With work on the disused tennis courts completed, the Clerk was seeking quotations for resurfacing the uneven footpath which runs between the courts and Downsway Primary School.
- 2.11 The Council's energy contracts were due for renewal and the Clerk was working with the current supplier and a broker to find the best deals. The office had been inundated with speculative calls from other consultants and brokers, with at least five or six calls being received daily.

3.0 **Audit and Financial**

- 3.1 The External Audit for 2024/25 had been submitted to PKF Littlejohn LLP. The Clerk was waiting for confirmation of completion of the audit.

4.0 **Other matters**

- 4.1 The Clerk and an officer met with members of the Devolution Working Group on Tuesday 17 June to discuss West Berkshire Council's (WBC's) "Service Delivery Offers for Town and Parish Councils" document, and recommendations were on the agenda for consideration and agreement.
- 4.2 The Clerk and an officer attended the "Ridgeway Council" drop-in session arranged by West Berkshire Council at Beansheaf Community Centre on Wednesday 18 June.
- 4.3 The Clerk met with a representative from a company offering HR and H&S support. Proposals received would be discussed at the next Staffing Committee meeting.
- 4.4 The Clerk attended the Knowledge event in Newbury on Wednesday 25 June.
- 4.5 The Clerk met with the parish's contractor and a resident to discuss the trees in St Michaels Churchyard. The recent tree survey identified several issues, and the Clerk had requested permission to carry out the work from the Rector and Church Wardens.
- 4.6 Drug dealing in the car parks and on recreation grounds has increased steadily. The Clerk was working with the Neighbourhood Policing Team to find a solution to this.

- 4.7 Part of the Big Rig outdoor apparatus at the Calcot recreation ground had been broken. The Clerk had requested a quotation from the supplier to replace the relevant part.
- 5.0 **Priorities for July 2025** – this item gives information on upcoming priorities of the Clerk and officers over the coming month(s).
- 5.1 Updating the asset register and listing acquisitions and disposals in 2024/25 and the current financial year.
- 5.2 Cotswold Sports Centre
- Reviewing Leases for the sports centre, car park and tennis courts
 - Reviewing the supplemental agreement which forms the basis of the Parish's contribution towards the running and maintenance of the sports centre
- 5.3 Arranging a Staffing Committee meeting to finalise the facilities assistant job description so that the vacancy can be advertised.
- 5.4 Progressing repairs to the external wall of the Main Hall kitchen. Additional quotes had been received, and had been submitted to the third party's insurance company.
- 5.5 Obtaining quotations for electrical inspections of all halls.
- 5.6 Obtaining reinstatement valuations for all halls ahead of a full review of Council's insurance cover and renewal.
- 5.7 Conducting another Internal Control Audit session.
- 5.8 Reconciliation of the Q1 Berkshire Youth Partnership Agreement charges.
- 5.9 Obtaining quotations or arranging minor works for the recommendations made within the Legionella and Fire Risk Assessments.
- 6.0 Progressing works recommended by the Tree Survey.
- 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.