

TILEHURST PARISH COUNCIL

Minutes of the Parish Council Meeting held at 7.30pm on Tuesday 12 August 2025 in the Main Hall, Calcot

Present

Parish Councillors: Mr C Taylor (Chairman), Ms J Stewart, Mr R Loaring, Mr F Royal,
Mr J Lally, Mrs R Reynolds, Mrs S Vickers, Mrs C Basden

District Councillors: Mr C Taylor, Ms J Stewart

Public: Three members of the public

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

Mr Taylor welcomed everyone present and reminded them that the meeting would be recorded for minute-taking purposes.

25/100 Open Forum

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

25/101 Apologies for absence: Apologies had been received from Parish Councillors Mr N Furlong-King, Mrs P Furlong-King, Mrs H Manghnani, Mrs R Braine, Mr A Linden and District Councillors Mr B Oloko and Ms J Lewis

25/102 Declarations of interest: None relevant to the agenda

25/103 Approval and adoption of minutes of the Parish Council meeting held on 8 July:

The draft minutes had been circulated before the meeting and were taken as read and signed by the Chairman.

A member of the public arrived.

25/104 Matters arising: There were no matters arising

25/105 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 3 September so that the parish could be represented.

25/106 District Councillors' report: Mr Taylor had submitted a report before the meeting – see Appendix C. Ms Stewart would send her written report following the meeting – see Appendix D. She drew particular attention to the item on the new electrical reuse scheme being piloted from 1 to 29 August at Household Waste Recycling Centres in Newtown Road and Padworth.

25/107 Clerk's report: The report had been circulated before the meeting – see Appendix E.

The Clerk had been asked to give a brief update on the situation regarding the damage to the changing rooms at the Calcot Centre. She explained that she had met the loss adjuster, and she was awaiting quotes from two contractors who had inspected the damage. She now had a police crime reference number, but the incident had not yet been found on CCTV. Officers continued to view the footage but it was very time consuming and had to be fitted in with other work.

Mr Royal asked if Berkshire Youth had provided the necessary reports and invoice for Q1 2025. The Clerk confirmed nothing had yet been received. Ms Stewart asked the Clerk to forward the last request sent to Berkshire Youth so that she could follow-up.

In response to a question from Mr Taylor, the Clerk confirmed that staff salary reviews would be on the agenda of the next Staffing Committee meeting.

25/108 Resolutions

25/108-1 Request to install Streetpod cycle racks at Cotswold Sports Centre: West Berkshire Council's letter setting out the request, had been circulated before the meeting. The Clerk gave some additional background, explaining that the Parish Council needed to decide if it was happy with the proposal and if any extra wording should be included in the new lease to set out ongoing responsibility for maintenance.

After discussion, it was unanimously agreed to give permission to install up to ten Streetpod cycle racks at locations A(i) and B(i) as per the preference of Everyone Active's Director.

It was unanimously agreed that a clause should be added to the Cotswold Sports Centre lease to say that, once installed, the Streetpod cycle racks would be the responsibility of the sports centre operator (Everyone Active and their successors) who would maintain them and keep them fit for their intended purpose.

25/108-2 Request for permission to resurface the overflow car park at Cotswold Sports Centre using concrete: A report had been circulated before the meeting. The Clerk said that she understood a new concrete pad would be installed under the recycling bins; the rest of the car park would not be resurfaced. She also pointed out that the lease stated any resurfacing had to use the same material as existing.

It was not clear where responsibilities lay for the overflow car park. It was assumed that Everyone Active carried out day-to-day clearing and maintenance, while West Berkshire Council was responsible for the recycling bins, emptying them, and clearing up around them, but confirmation was needed.

There was concern that it had not been agreed that the recycling bins were permanent and, if it was decided to remove them, the concrete pad would be left. It was felt that concrete was not a material which met environmental requirements and that, if the existing surface was left in the rest of the car park, lorries emptying the recycling bins would be likely to cause damage in other areas. It was agreed that not enough notice had been given for the Parish Council to understand and consider the proposal fully.

After discussion, it was unanimously agreed that it was not clear how extensive the damage was or exactly what work was planned. The Clerk would contact West Berkshire Council's Senior Waste Officer to ask that work be deferred pending an on-site meeting with appropriate representatives to determine what was being proposed.

25/108-3 Cotswold Sports Centre recharge: A report setting out the working group's recommendations was circulated before the meeting.

It was unanimously agreed that the following actions would be taken:

- The Parish Council would pay 50% of each of the outstanding recharge amounts, ie £8,642.50 (2023/24), and £12,159.68 (2024/25);
- No further payments would be made until all financial information requested had been received; and
- The legal advisor would write to West Berkshire Council to explain the position and to confirm that the existing supplemental agreement would expire when the new lease was signed. The cost for this would be capped at £750.00 plus VAT.

25/108-4 Extension of Section 25 Notices relating to the Cotswold Sports Centre: It was unanimously agreed to ratify the decision to extend the deadline to 31 October 2025.

25/108-5 Parish Council newsletter: The newsletter had been circulated before the meeting. As circulation of the hard copy newsletter was likely to be delayed, the heading would be changed from "Summer" to "Autumn".

Ms Stewart thanked Miss Williams for all the work she had done putting the newsletter together, saying it looked really good and the content was just right for the first one.

It was unanimously agreed to set a budget of up to £1,500.00 for printing and distribution and to give the Clerk delegated authority to progress the work.

25/108-6 Replacement safety flooring and swings at Cornwell recreation ground: A report had been circulated before the meeting. The Clerk said District Councillor Lewis had now confirmed she would be happy to use her Members' Bid to support the project.

After discussion, it was unanimously agreed that the contract to replace the wet pour safety flooring and swing at Cornwell recreation ground be awarded to Koolplay Ltd at a cost of £10,414.70 plus VAT, and that a Members' Bid application would be submitted to help with funding the project.

25/108-7 Neighbourhood Development Plan (NDP): A report setting out the options and some additional information had been circulated before the meeting. The Clerk had contacted a consultant with regard to costs but had not yet heard back.

It was unanimously agreed to defer making a decision on how to proceed with the NDP until there had been a meeting with the consultant and likely costs were known.

25/109 Review of financial position and payments for July 2025: The information had been circulated before the meeting and was noted.

The Clerk explained that the total bank balance would decrease significantly this month and next as there had been some high-cost bills to pay, for example for resurfacing the Cotswold play area.

Ms Stewart asked about councillor training, and the Clerk confirmed BALC/NALC courses were still free but there would be a charge from next year.

25/110 Chairman's remarks: Mr Taylor thanked everyone for attending and closed the meeting.

The meeting finished at 8.50pm

The next meeting would be held on Tuesday 9 September 2025

Chairman

Appendix A – Decisions

25/01164/CERTP	<u>36 Compton Avenue, Tilehurst</u> Existing garage to be converted into new study and storage. Replace existing rear extension, roof to be pitched and add new rooflights	Lawful
25/01246/CERTP	<u>45 Devonshire Gardens, Tilehurst</u> Creation of new driveway to side of property with associated dropped kerb, plus new gravel driveway and parking areas	Lawful
25/00890/HOUSE	<u>103 Devonshire Gardens, Tilehurst</u> Installation of air source heat pump on owned land by the front door	Granted
25/01236/FUL	<u>Little Heath Court, Little Heath Road, Tilehurst</u> Proposal: Erection of four standalone supported living units and staff facility associated with existing care facility	Withdrawn
25/00504/HOUSE	<u>18 Vicarage Wood Way, Tilehurst</u> Retrospective single storey rear extension	Granted
25/00926/HOUSE	<u>103 Fairford Road, Tilehurst</u> Single storey front, side and rear extensions following the demolition of the existing conservatory and garage	Granted
25/01087/HOUSE	<u>34 Highworth Way, Tilehurst</u> Extension of an existing rear garden terrace to the detached property	Granted

Appendix B – New Planning applications

25/01557/HOUSE 25 Compton Avenue, Tilehurst
Proposed games room

This Council has no objections to the proposal

25/01492/HOUSE 4 Skilton Road, Road
Proposed front porch, single storey rear infill extension, first floor side over and rear extension with internal alterations to fenestration

This Council has no objections to the proposal

25/01473/HOUSE 61 Hildens Drive, Tilehurst
Single storey rear extension

This Council has no objections to the proposal

25/01426/HOUSE 50 Lamorna Crescent, Tilehurst
Retrospective: Application for part-conversion of existing garage to provide office accommodation ancillary to existing dwelling

This Council has no objections to the proposal

25/01613/HOUSE 122 Fairford Road, Tilehurst
Front porch

This Council has no objections to the proposal

25/01470/HOUSE 150 Long Lane, Tilehurst
Proposed new detached garage to front of existing dwelling

This Council has no objections to the proposal

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

A quieter month as we enter the school holidays, but I have attended the following meetings:-

July and August Eastern Area Planning meetings and site visits. I was the only councillor to attend all three site visits. In August, I voted against planning officers’ recommendations on two applications (neither in Tilehurst), but also proposed an amendment, which was defeated, which might have enabled approval of a storage container application in Midgham.

Licensing Committee - the main item was the Annual Licensing report. Several councillors raised questions around whether licensing enforcement was uncovering any illegal immigrants. It seemed not but related police action has on occasions, this had been publicised. I questioned the limited number of times checks were made on sale of alcohol and tobacco to minors. The stats cover only a 3-month period due to new partnership arrangements with other councils and were further limited by cost. A new film categorisation policy was reviewed as the council did not have such a policy. I queried the circumstances under which WBC might have to classify a film and this has been clarified since the meeting.

Full Council - various reports were reviewed and all were accepted or adopted including Scrutiny, Health and Wellbeing, Conduct and Ethics. The Transport Plan was also adopted, but did cause considerable debate and comment which strayed into comments about local government reorganisation. The meeting was shortly after RBC had announced a proposal to extend boundaries to include five West Berkshire wards covering Tilehurst, Calcot, Purley, Theale and Pangbourne. I spoke in favour of adopting the transport plan but did make some criticism over parking issues arising from safer school schemes and of poor communication of the ongoing M4/A4 road closures at Junctions 12 and 13. On the local govt reorg I spoke as someone who had lived in both RBC and WBC for many years and overall had enjoyed both. I hoped there could be constructive debate from both sides. However, I think it’s very clear that the overwhelming majority of West Berks Councillors favour the "Ridgeway" proposal.

Yesterday, Tony Vickers, Chairman of WBC, organised a public meeting in Newbury to reflect on VJ Day and, in particular, the 2nd atomic bomb on Nagasaki which brought WW2 to a close. It was quite a moving combination of presentations and discussion on how to prevent such events happening again, with contributions from Japan and UK as well as authors, journalists, councillors, and representatives of the armed forces. Parish Cllr Linden made a thought-provoking contribution.

I have received quite a number calls and e-mails from residents worried about 3 weekly black bin collections. When door knocking, I have also met some residents who favour the change. One Birch Copse resident has conducted quite detailed analysis of the situation and how the public consultation has been handled, and I have raised concerns with senior Lib Dem councillors. There is also a separate issue with residents who share recycling services between RBC and WBC which I am trying to help resolve.

I continue to receive concerns about inconsiderate parking arising from the safer schools scheme at Springfield school and had to remind WBC officers to amend signage for the school holidays. I am, along with others, including Cllr Stewart, trying to get a meeting arranged to agree other parking arrangements at least for a trial period.

On other planning matters I am pleased to see that 2 recent planning applications I called in have now resulted in a new revised application in one case which I believe overcomes the previous objection and the grounds for refusal. In the other case the application has now been withdrawn and I am hopeful that a revised and acceptable application will be made.

I continue to liaise closely with Unison full-time officers representing staff of the 3 Day Centres, including Greenfield House, at risk of change/closure, and I have agreed to present their petition to the Executive of the Council on 25 September (date has moved back a week). I understand further developments in relation to the future of these centres may be presented at the same meeting.

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

Council - met on 17 July to discuss: Local Transport Plan 4; Monitoring Officer's Annual Report 2024/25 - Conduct and Ethics; Health and Wellbeing Board Annual Report 2024/25; and Annual Scrutiny Report 2024/25. Papers and a recording of the meeting can be found WBC’s web site. The next meeting is on 16 October.

Executive - met on 3 July to discuss: Capital Financing Report Outturn Financial Year 2024/25; 2024/25 Revenue Financial Performance: Provisional Outturn; 2024/25 Performance Report Q4; Voluntary and Charitable Sector Memorandum of Understanding; Motion Adopting Open Space in New Development; Healthcare in New Developments; Contract for Award: 9 Month Block Beds 'Bupa UK'; Commercial Property Disposal - Units 1 and 2 Cleveland Gate Retail Park, Guisborough. There was also a special Executive meeting on 17 July to discuss a contract award for critical services. Papers and a recording of the meetings can be found on WBC’s web site. The next meeting is on 25 September.

Environment

Free Soil Conditioner delivery – WBC and Veolia are running a pilot offering free deliveries of locally produced soil conditioner to eligible community groups and councils. The pilot runs on weekdays from 1-29 August, contact recycle@westberks.gov.uk for a delivery.

Electrical reuse scheme launches at recycling centres – WBC and Veolia have teamed with Green Machine Computers to launch an electrical reuse scheme at Household Waste Recycling Centres in Newtown Road and Padworth. The scheme will make reusable items available at low cost or free of charge to charities and people in need.

Health

Improving access to healthcare in Berkshire - University of Reading, NHS and local organisations have launched the Surveying Health Access and Resource Equity (SHARE) study to understand better obstacles people face when trying to get care they need. The online survey looks is quick to complete, and gives valuable insight - <https://app.onlinesurveys.jisc.ac.uk/s/reading/surveying-health-access-and-resource-equity-in-berkshire-study->.

Public Protection

BBQ Disposal - Help keep everyone safe by ensuring BBQ or firepit ashes are completely cool before putting them in the bin. Even warm embers can reignite and cause fires in bins or collection vehicles.

Buying pets from licensed breeders - ensuring pet breeders are licensed is a vital step in promoting animal welfare and responsible pet ownership. Licensed breeders are inspected regularly and are held to strict standards. If you think someone may be breeding or selling pets without a licence, please contact: licensing@westberks.gov.uk

Current Consultations

- [Springfield Primary School - School Streets Scheme](#) - Closes 2 December 2025
- [West Berkshire Bus Service Survey 2025](#) - Closes 31st August 2025

Parish Matters

Tilehurst Litter Pickers – it is hoped to hold the next litter pick on Saturday 13 September, venue to be confirmed – if you know of an area that needs some TLC please contact joanne.stewart68@gmail.com

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 The Partnership Agreement was updated and sent to Berkshire Youth on 16 July and was returned, signed, in early August. The Clerk has asked Berkshire Youth to change the date as it currently shows a date prior to 16 July.
- 2.2 Berkshire Youth has not yet provided written activity reports and an invoice for Q1.
- 2.3 The day after the July Parish Council meeting, Berkshire Youth sent the Clerk a “corrected” invoice for Kicks sessions held in April and May 2025. Fortunately, the Clerk knew the previous invoice had been correct so was able to sort things out quickly and submission of the final report to the Good Exchange was not delayed.
- 2.4 The formal opening of the 3G playing surface at Cotswold Sports Centre was at 4.00pm on Wednesday 16 July. It was attended by the Clerk, parish and district councillors.
- 2.5 The Clerk received the first draft of the lease for the Cotswold Sports Centre and responded setting out changes to be made. The deadline for agreeing and signing the lease will be discussed at the August meeting as West Berkshire Council has requested a further extension of the Section 25 Notices to 31 October 2025.

When received from the solicitor, the updated lease will be circulated and discussed at a future meeting before being submitted to West Berkshire Council.

- 2.6 The Big Rig at Calcot recreation ground was repaired by the contractor. As the equipment was so new, the work was carried out free of charge.
- 2.7 An Internal Control Audit session was carried out Wednesday 16 July. It covered the internal and external audits and accounts, including VAT returns. The next session has been scheduled for Friday 5 September, when the processing of the month end accounts closedown will be examined. The internal control report will then be brought to a meeting before the interim internal audit is carried out.
- 2.8 The Council’s energy contracts were reviewed and have been renewed for two years. The new charges are within the budgets already agreed.

3.0 **Audit and Financial**

- 3.1 The 2025/26 Members' Bid funding round was recently announced, the closing date for applications is 13 October 2025. Consideration will be given to suitable projects which meet the criteria, and the Clerk and officers will work with relevant District Councillors to complete the forms before bringing them to a meeting for approval before they are submitted.

4.0 **Other matters**

- 4.1 The maintenance officer who had been off work following surgery at the end of May has returned for light duties. It will be around two months before he is able to carry out any heavier work.
- 4.2 The NJC pay negotiations for 2025/26 have been concluded. As all staff members are on the model contract, the increases apply to all and will be included in the August pay run. The staffing committee has been made aware of this.
- 4.3 Whilst watching CCTV footage, it was noticed how many people drive to the Calcot Centre specifically to put household rubbish in the parish's litter bins. This is a concern, particularly as household waste collections are to reduce to one every three weeks from Monday 22 September, so the problem is likely to worsen significantly.

Our maintenance team has also noticed a significant increase in fly-tipping over the past few weeks. Items including a microwave and a car tyre have been removed.

- 4.4 The Clerk met representatives of Greenfield House Resource Centre and West Berkshire Council to discuss changes being made to use of part of the building, and alterations being made to the outside of the building. Under the terms of the Lease, these changes require Tilehurst Parish Council's permission. West Berkshire Council has confirmed that a formal request will be made within the next few weeks.
- 4.5 The Clerk met a loss adjuster regarding damage recently caused to the Calcot Centre. The Clerk is seeking quotations for the repairs detailed in the structural report. Officers continue to review the CCTV footage but, so far, have not found the cause of the damage.

5.0 **Priorities for August 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 Calcot Centre repairs
- Progressing repairs to the Main Hall kitchen wall. Additional quotes have been received and submitted to the third party's insurance company
 - Seeking quotes and progressing repairs to the changing room end of the building
- 5.4 Arranging a staffing committee meeting to finalise the facilities assistant job description so that the vacancy can be advertised.
- 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 Reconciliation of the Q1 Berkshire Youth Partnership Agreement charges.
- 5.8 Carrying out recommendations made in the Legionella and Fire Risk Assessments.
- 5.9 Progressing works recommended in the tree survey.
- 5.10 Obtaining quotations for resurfacing the uneven footpath which runs between the courts and Downsway Primary School.
- 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.