

TILEHURST PARISH COUNCIL

Minutes of the Parish Council Meeting held at 7.30pm on Tuesday 9 September 2025 in the Main Hall, Calcot

Present

- Parish Councillors:** Mr C Taylor (Chairman), Ms J Stewart, Mrs P Furlong-King, Mrs R Braine, Mr A Linden, Mr R Loaring, Mr F Royal, Mr J Lally, Mrs R Reynolds, Mrs S Vickers, Mrs C Basden, Mr M Powers
- District Councillors:** Mr C Taylor, Ms J Stewart
- Public:** Two members of the public
- In attendance:** Miss J Major (Clerk), Mrs C Steele (minutes)

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

25/111 Open Forum

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

25/112 Apologies for absence: Apologies had been received from Parish Councillors Mr N Furlong-King, Mrs H Manghnani, and District Councillor Ms J Lewis

25/113 Declarations of interest: None relevant to the agenda

25/114 Approval and adoption of minutes of the Parish Council meeting held on 12 August: The draft minutes had been circulated before the meeting and were taken as read and signed by the Chairman.

25/115 Matters arising: There were no matters arising

25/116 Planning:

- a) Decisions – see Appendix A
- b) New applications – see Appendix B
- c) Enforcement – an Enforcement Notice had been served on Land at 1 Causman's Way, Tilehurst, for erection of a boundary fence over 1 metre high adjacent to the highway and installation of solid metal vehicular access gates. A retrospective application for the fencing (23/00979/HOUSE) had been refused on 15 August 2023. There had been no appeal, and no application had been submitted for the gate. If no appeal was made by 24 September, the property owner would be required to remove the fencing and gate by 24 November 2025.
- d) Appeal – an Appeal (APP/W0340/D/25/3360555) made against the refusal of application 24/10672/HOUSE at Crevan, Beals Lane, Tilehurst, had been dismissed. The main issue was that the proposed detached garage to the front of the property was deemed to be out of character, dominant and too close to the lane.

- e) Eastern Area – the Clerk would advise if there was anything relevant on the agenda of the meeting on 8 October so that the parish could be represented.

25/117 District Councillors' report: Mr Taylor and Ms Stewart had submitted reports before the meeting – see Appendices C and D. There were no comments or questions.

25/118 Clerk's report: The report had been circulated before the meeting – see Appendix E.

The crosses of St George painted on the crossing at the end of Highview had been reported to West Berkshire Council.

As discussed at the last meeting, the solicitor had sent a letter about the Cotswold Centre recharge to West Berkshire Council's Head of Legal. Payment of 50% of the outstanding recharges would not be made until West Berkshire Council confirmed receipt of the letter.

The maintenance officers had been installing the bins and benches near the new footpath and gate at Turnhams Farm recreation ground. When work was complete, the Clerk would contact West Berkshire Council to claim the Members' Bid funding.

With regard to item 2.2 of the Clerk's report, as invoices and activity reports were still outstanding, Mr Royal asked if Berkshire Youth should be invited to attend a meeting to discuss the situation. The Clerk confirmed none of the data requested for Q1 had yet been received. She agreed that, as Q2 was nearly completed, it would be a good time to invite Berkshire Youth to a meeting for a regular update as set out in the partnership agreement.

In response to a query from Mr Linden about item 3.1 on the Emergency Plan, the Clerk confirmed that clerks had requested the training as their buildings had been registered as respite/emergency centres. Parishes to the north and west would also have been invited to the training. Theale, Holybrook and Tilehurst clerks would meet after the training to discuss concerns about what would happen if there was an accident on the M4.

25/119 Maintenance report: The report had been circulated before the meeting and was noted. The Clerk explained that one of the maintenance officers had fabricated the racks in the goal storage at the Cotswold recreation ground. He had also been able to repair bins and recycle broken chairs into window protectors. The fact he was able to do this work saved a great deal of time and money as, without him, external contractors would have to be found. The Parish Council's formal thanks to the maintenance officer were noted.

25/120 Number 15 bus service: A brief report had been circulated before the meeting. Mrs Furlong-King confirmed that, in discussion with Olivia Bailey MP and Stuart Gourley, portfolio holder for Environment and Highways at West Berkshire Council, Robert Williams, CEO of Reading Buses, had again said it would cost £80,000 per year to reinstate the service through Calcot estate. Olivia Bailey had agreed to write to businesses on the Pincents Kiln estate, including Sainbury's, Dunelm, Ikea, to ask if they would be willing to contribute to the service. There would be a further update when responses had been received.

Mr Taylor pointed out that, as per his District Councillor's report, Readibus did not provide any community service to the Royal Avenue/Garston Crescent area as there was an ongoing financial dispute between Readibus and West Berkshire Council. He hoped to be able to resolve the issues over the coming weeks. He also said that Carebus had a resourcing problem. It could provide a service but the cost of over £20.00 for a trip to Reading town centre was prohibitive.

25/121 Resolutions

25/121-1 Temporary resurfacing of overflow car park at Cotswold Sports Centre: The Clerk had circulated an e-mail from West Berkshire Council saying the situation had become urgent. Most councillors had agreed to a temporary, gravel surface being put down to reduce the risks, so the Clerk had confirmed this to West Berkshire Council, stipulating that the temporary surface must be as described in the e-mail, and the gravel must be removed when the whole car park was resurfaced.

It was unanimously agreed to ratify the decision to give West Berkshire Council permission to put down a temporary gravel surface as necessary to make the overflow car park safe.

25/121-2 Insurance cover: There had been e-mail discussion of the situation before the meeting. The Clerk confirmed it would not be possible to change insurance provider this year as it was the third year of a three-year agreement, but the Standing Orders required evidence that the Parish Council had looked at and was happy with the cover.

There had been some debate about self-insuring play areas and a quote for £1,269.88 to include them had been circulated. Given the level of reserves and the fact there had been no major vandalism for a few years, the Clerk recommended the play areas be self-insured this year. Including them in the cover would be looked into next year when three quotes would have to be sought.

It was unanimously agreed to approve the cost of renewing the insurance cover with Zurich and to continue to self-insure the play areas for another year.

25/121-3 Neighbourhood Development Plan: Mr Taylor explained that no real progress had been made. The Clerk had been in contact with the consultant who had worked with Hungerford Town Council, but it had not yet been possible to arrange a meeting.

It was unanimously agreed to defer discussion of how to proceed with the Neighbourhood Development Plan until after there had been a meeting with the consultant.

25/121-4 Members' Bid: The draft Members' Bid application for a new swing and surfacing at Cornwell recreation ground had been circulated before the meeting. District Councillor Lewis was fully behind the bid but the Clerk had not yet heard back from West Berkshire Council's Countryside Officer who also needed to support the application.

It was unanimously agreed that the draft wording be approved and that the Members' Bid application be submitted to West Berkshire Council.

25/121-5 Local government reorganisation: A letter had been received from District Councillor Brooks, Leader of West Berkshire Council, giving assurances that the five parishes in the east of the district had been included in the “Ridgeway Council” proposal, and offering to attend a Parish Council meeting. The September meeting was not possible as he was attending Pangbourne Parish Council’s meeting but two other dates, Monday 22 or Wednesday 24 September, had been offered for an Extra Ordinary or a public meeting. The Clerk said a general public meeting would be more suitable than the structure of a formal meeting, however, so far, only one resident had raised any concerns or questions over the proposals, so there might be little or no interest. An alternative approach might be for any interested Tilehurst residents to attend Holybrook’s meeting on Monday 13 October which would be attended by the Leaders of both West Berkshire and Reading Borough Councils, although there would be no debate.

After discussion, it was unanimously agreed that West Berkshire and Reading Borough Council Leaders should be invited to attend a joint meeting on either 22 or 24 September, and that West Berkshire Council’s offer of a pre-meeting with the Chairman and Clerk should be accepted.

25/122 Review of financial position and payments for August 2025: The information had been circulated before the meeting and was noted. The Clerk apologised for the lateness of the reports, explaining that month end processing had been used as part of the Internal Control Audit.

25/123 Chairman’s remarks: Mr Taylor suggested that, as all four members of the Staffing Committee were present, it would be a good opportunity to set a date for a meeting. He thanked everyone for attending and closed the meeting.

The meeting finished at 8.30pm

The next meeting would be held on Tuesday 14 October 2025

Chairman

Appendix A – Decisions

25/01221/HOUSE	<u>3 Copse Close, Tilehurst</u> First floor side extension	Granted
25/01284/HOUSE	<u>12 Foxcombe Drive, Tilehurst</u> Proposed single storey front extension	Granted
25/01428/HOUSE	<u>40 Compton Avenue, Tilehurst</u> Two storey side and single storey rear extension plus front porch	Granted
25/01509/CERTP	<u>8 Devonshire Gardens, Tilehurst</u> Single storey rear extension plus loft conversion <i>Note: This application is for a Certificate of Lawfulness, the Parish Council was not consulted</i>	Refused
25/01473/HOUSE	<u>61 Hildens Drive, Tilehurst</u> Single storey rear extension	Granted
25/01426/HOUSE	<u>50 Lamorna Crescent, Tilehurst</u> Retrospective: Application for part conversion of existing garage to provide office accommodation ancillary to existing dwelling	Granted retrospectively
25/01492/HOUSE	<u>4 Skilton Road, Tilehurst</u> Proposed front porch, single storey rear infill extension, first floor side over and rear extension with internal alterations and fenestration	Granted
25/01896/CERTP	<u>121c Langley Hill, Tilehurst</u> Erection of rear roof dormer extension with the addition of two rooflights to the front roof slope <i>Note: Tilehurst Parish Council was not consulted on this application</i>	Lawful
25/01613/HOUSE	<u>122 Fairford Road, Tilehurst</u> Front porch	Granted
25/01557/HOUSE	<u>25 Compton Avenue, Tilehurst</u> Proposed games room	Granted

Appendix B – New Planning applications

25/01718/FUL

Pincents Kiln Industrial Park, Calcot

Change of use from a telecommunications switch centre to Use Class B2/B8, associated external alterations to the building, addition of car park to the south and erection of a mounted AC unit on the south elevation, and associated works

[25/01718/FUL | Pincent's Kiln Industrial Park Pincent's Kiln Calcot Reading RG31 7SD](#)

This Council objects to the proposal because; change of use of the existing unit would increase the trip rate of cars and HGV's; vehicles will be pulling out into a road which is a bottleneck and already congested; there is a lack of information regarding flood risks and traffic assessments; and there are concerns over water drainage. This Council supports the recommendation for a flood assessment to be carried out.

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

A quiet month in terms of formal council meetings so this report covers local issues I’ve been dealing with.

ReadiBus and Carebus Services: I was contacted by an 85 year old resident who had just reached the point where it was impossible to walk to the bus stop. She contacted Carebus – they have resource problems but could offer transport to a central Reading social club for over £20. The resident can not afford this each week. She contacted ReadiBus who said WBC did not allow use of WBC bus passes and it was not funded to provide services to West Berks residents. On investigation, I found that ReadiBus has been in dispute with the current administration for over two years. I have discussed this with the Manager of ReadiBus and will be taking it up with WBC as elderly and disabled residents are being let down and are becoming housebound. I will give an update next month.

Glass recycling: with Cllr Stewart’s support, I resolved a dispute/misunderstanding between RBC and WBC as to how recycling was handled at Pegasus Court (off Park Lane) where some properties are in Reading and others in West Berks. The resident affected is delighted.

Three-weekly black bin collections: I have been advising a resident who is very concerned about the change to three-weekly bin collections from 22 September. This has resulted in detailed exchanges between the resident, the portfolio holder and councillors involved with council scrutiny. I attended a councillor briefing held on this issue, which answered some of my own concerns. There is no doubt this change will go ahead but I believe it will have sufficient scrutiny and review over the coming months to see if it needs fine tuning or even reversal.

Safer School scheme - Springfield: over the summer, I have been trying to have meetings arranged with Little Heath School and other interested parties to see if alternative parking/drop off points can be established to resolve issues on City Road and Birds Estate arising from the scheme closing Barton Road. No meeting has yet been arranged but I will keep trying.

Garston Park Residents’ Association: it is taking longer than expected but I continue to contact Garston Park residents about forming a residents’ association along with two very keen residents. We are edging towards a majority but not there yet.

City Road Closure: City Road was closed for over a week due to a significant water leak. Several residents contacted me, and I chased for reopening before the school term started. I contacted WBC and the contractors directly. The work did overrun but I believe my actions speeded up resolution.

Local government reorganisation: I attended RBC’s drop-in session at Tilehurst Triangle last week and was impressed by the numbers attending, rather more than I had seen at similar WBC events. Generally, I am finding views to be very mixed views. I will attend more of these events over the coming weeks whether RBC , WBC or Parish Council arranged.

Greenfield House Day Centre: I will present the Unison petition concerning the potential closure and/or by transfer to a third party of three Social Care Resource Day Centres including Greenfield House in Calcot to WBC's Executive Meeting on 25 September. WBC has indicated it will be reporting on its progress on this matter at the same meeting.

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

Council – There was no meeting this month, the next planned meeting is on 16 October. An Extraordinary Full Council meeting will be held on 11 September.

Executive – There was no meeting this month, the next meeting will be on 25 September.

Environment

Town and Parish Climate Forum – WBC has organised a Teams meeting from 12.30-1.30pm on 10 September which local community groups and individuals are invited to attend. This forum is an opportunity to hear updates from WBC on its work to tackle the Climate and Ecological Emergencies, to share ideas and to hear from each other and guest speakers. Anyone wishing to receive invitations should e-mail environment@westberks.gov.uk

Caddy liner giveaway – from 1 to 30 September, WBC residents can collect a free roll of compostable food waste caddy liners. They are available from WBC libraries and offices, and from Tilehurst Parish Council. The offer is open only to West Berks residents.

Soil conditioner giveaway – the seventh giveaway will be held from 10.00am to 4.00pm on Saturday 4 and Sunday 5 October at Padworth Integrated Waste Management Facility. No appointment is needed but proof of address (eg utility bill) will be required.

Public Protection

Fire alarms – should be fitted in every home and be tested every week.

Scam warning – HMRC is urging Self Assessment customers to be vigilant as there are scams claiming to be from that department. Phishing attempts can be reported to HMRC by forwarding emails to phishing@hmrc.gov.uk, reporting scam phone calls via GOV.UK, or forwarding suspicious texts to 60599.

Leisure and Culture

Craft workshops – The Kennet Valley Guild of Weavers, Spinners and Dyers is running a series of workshops at West Berkshire Museum. Booking is not required.

Current Consultation

- [Springfield Primary School - School Streets Scheme](#) - Closes 2 December 2025

Parish Matters

Tilehurst Litter Pickers – will be holding a community litter pick from Turnhams Farm Hall between 10.00am and 12.00pm on Saturday 13 September. The group will be using new kit, purchased and donated by WBC in recognition of the work done to keep litter to a minimum. This kit will be stored in the Tilehurst Parish Council office for anyone to request to borrow so they can tackle areas of greatest need.

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 Clerk has contacted 11 local building firms about the repairs to be carried out to the changing rooms at Calcot. Three have visited the site but, so far, only one has provided a quote. The Clerk has chased the others as the anticipated cost of the work requires three quotations to be submitted to the insurance company. The Clerk has liaised with the Loss Adjustor over the best way to move this forward.

Staff continues to review the CCTV footage but have not yet found the incident so it is not known what happened.

- 2.2 Berkshire Youth has still not provided written activity reports and an invoice for Q1. As we are nearing the end of Q2, the Clerk has chased for the outstanding data and requested the statistics from recently delivered Sports in the Park sessions.
- 2.3 The Clerk received the updated draft of the lease for the Cotswold Sports Centre and responded to request further changes. It is hoped that the amended draft will be ready to circulate to members within the next two weeks.
- 2.4 Mr Taylor and the Clerk met representatives of Everyone Active and West Berkshire Council to discuss proposed repairs/changes to the surface of the overflow car park at the Cotswold Sports Centre following damage caused by vehicles emptying the recycling units. Details of the amended proposals have been circulated to members for discussion at tonight’s meeting.
- 2.5 An admin officer has been through the list of addresses and postcodes provided by the company which will distribute the newsletter. There was quite a few discrepancies (for example postcodes wrongly included or excluded), and the distributor has been advised and will provide a corrected list.

3.0 Other matters

- 3.1 The Clerk will attend Emergency Plan Training organised by West Berkshire Council. A meeting will then be held with clerks from Holybrook and Theale Parish Councils to discuss the alignment of our plans, after which the Clerk will start drafting an updated plan for the parish.

- 3.2 The Clerk recently attended a meeting with representatives of Reading Borough Council following its announcement that it intended to apply to the Government to ask for boundary changes as part of the Local Government Reorganisation.
- 3.3 West Berkshire Council is holding another giveaway of compostable liners for food caddies during September, and the Parish Office is again a collection point. The bags are proving very popular with a steady stream of residents requesting them.
- 3.4 The company which donated some furniture a few years ago made contact to ask if a team of around eight staff could come and help with some jobs as part of its Corporate Social Responsibility Day on Thursday 18 September. Arrangements have been made for the team to carry out some of the RoSPA work (cleaning algae off play equipment, repainting items, etc).
- 3.5 The Clerk is to host and attend an SLCC branch meeting in the Main Hall at Calcot on Thursday 18 September.
- 4.0 **Priorities for September 2025** – this item gives information on upcoming priorities of the Clerk and officers over the coming month(s).
- 4.1 Cotswold Sports Centre
- Reviewing Leases for the sports centre, overflow 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
- 4.2 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
- 4.3 Carrying out recommendations made in the Legionella and Fire Risk Assessments.
- 4.4 Progressing works recommended in the tree survey.
- 4.5 Obtaining quotations for resurfacing the uneven footpath which runs between the courts and Downsway Primary School.
- 4.6 Obtaining quotations for the printing and distribution of the Council's newsletter.
- 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.