

## TILEHURST PARISH COUNCIL

### Minutes of the Meeting held on 10 March 2020 in the Committee Room, Parish Office, Calcot

**Present:**

**Councillors -** Mr K Page (Chair), Mr C Taylor (Vice-Chair), Ms P Bellis,  
Mrs R Braine, Mr G Dennis, Mrs J Lane, Mrs R Reynolds

**District Councillors -** Mr R Jones, Mr T Linden

**Public -** One

**20/041 Open Forum:**

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

**20/042 Apologies for absence:** Apologies for absence were received from Parish Councillors Ms A Foster, Mr L Marino, Mr T Marino and Mrs M Murnane; and from District Councillors Mr R Somner, Ms J Stuart and Mr A Williamson.

**20/043 Declarations of Interest relevant to the Agenda:** Mrs J Lane declared an interest in Part 11 item – Staff Salaries.

**20/044 Approval and Adoption of Minutes:** The Minutes of the Meeting held on the 11 February 2020, having been previously circulated to Members, were taken as read and signed by the Chairman.

**20/045 Matters arising from the Minutes:** There were no matters arising from the Minutes.

**20/046 Clerk's Report:**

a) Minutes 20/027 (c) and 20/033 Provision of a public footpath on Sulham Hill: The meeting that was original confirmed for Friday 6<sup>th</sup> March 2020 has now been cancelled, with the two alternative dates suggested now also being cancelled due to the non-availability of Mr Alok Sharma MP. Members will be advised of the new date, as and when it has been advised.

b) Minute 19/180 Removal of unused telephone boxes: Following a recent consultation between BT and West Berkshire Council, the telephone box previously sited outside of the shops on Hildens Drive has now been removed.

c) Minute 20/035 (e) Inappropriate parking on Long Lane: The Planning Team at West Berkshire Council advised that they were unable to assist on this matter “ *the LPA has no*

*control over such parking and cannot enforce. Unfortunately, from a planning perspective there is nothing accordingly that we can do”*

The Clerk has now contacted the Managing Director of Darcliffe Homes in order to discuss the matter further.

d) Minute 20/027 (d) District Councillors Report: As part of the monthly report provided at last months meeting, there was some advice provided by West Berkshire Council on the setting of dispensations when discussing and agreeing to the precept to be levied. The advice quotes the Localism Act 2011 S33 (1) however, there is an advisory note from the Department of Communities and Local Government (DCLG), dated September 2013, which completely contradicts the advice given by West Berkshire Council. The Clerk always felt it unnecessary to grant a dispensation for this purpose, bearing in mind the DCLG Advice, and that the setting of a precept is a statutory function of a Parish Council (Local Government Finance Act 1992, S41).

The Clerk has contacted the Hampshire Association of Local Councils (HALC) for further advice.

#### **20/047 Planning:**

- a) Appeals - There are no Appeals
- b) Decisions - See Appendix A
- c) New applications - See Appendix B
- d) Eastern Area - The Clerk will advise Members if there is anything relevant to the parish on the Agenda for the Eastern Area planning meeting on the 1 April, in order that the parish can be represented.

#### **20/048 District Councillors' Reports:**

##### **a) Rick Jones –**

- i) Parking on Long Lane – Mr Jones advised that Highways is becoming involved in the parking issues currently being experienced in Long Lane, with a view to resolving the situation.
- ii) West Berkshire Council is discussing the concerns surrounding the Covid-19 virus with other local authorities and Public Health England. As yet there is no cause for alarm.
- iii) West Berkshire Council is putting into place a playing pitch strategy, and is working with Sport England and local sports clubs in order to compile a list of all playing surfaces in the district.
- iv) Environment Strategy – There has been a good response to the recent consultation.
- v) Budgets – spending on education is being increased, especially in the Calcot and Theale areas.
- vi) The new Theale Primary School is scheduled to open in September.

**b) Tony Linden –**

Mr Linden submitted a parish report prior to the Meeting, as follows:

## **Council Meetings**

### ***Executive***

#### **Budget**

At the meeting of the Executive on 13 February, we considered a number of financial papers, including the draft Revenue Budget (more below), the Investment and Borrowing Strategy, the Medium Term Financial Strategy, and the Capital Strategy, all of which will be considered by Council on 3 March (and, as is the convention, were passed for that discussion without any comment other than technical questions). We also received a Q3 Capital Financial Performance Report, a Q3 Revenue Financial Performance Report and a mid-year Treasury Management Report.

The draft WBC revenue budget includes a council tax increase of 1.99% and a 2% rise in the Adult Social Care (ASC) precept (together raising around £4m in additional revenue), enabling the council to deliver the necessary spending with no cuts to services.

On the capital side, key investments include;

- Over £7.5m for new schools and expansion to existing schools (including Highwood Copse, Theale Primary and The Willink);
- £1.2m in large scale tree planting;
- Over £10m in improving roads and junctions around the district.

#### **Council Strategy**

The Council Strategy Delivery Plan was also adopted which sets out the key performance measures that the Executive will monitor against the priorities outlined in our Council Strategy 2019 – 2023. You will see from the appendices in the financial papers how these priorities will be financially supported either through our capital programme or revenue budget.

#### **Playing Pitch Strategy**

West Berkshire Council has been working with Sport England and local sporting bodies to develop a document to guide the investment, development and improvement of playing pitches over the next ten years. The West Berkshire Playing Pitch Strategy covers hockey, cricket and rugby as well as football.

We recognise that the local youth, ladies and adult teams require some facility improvements as they progress in their leagues. We also are aware that there is a need for more artificial playing surfaces, and better access to some pitches, particularly at schools. This strategy will help us support local high profile clubs with the most appropriate facilities.

All of the papers are available at

<http://decisionmaking.westberks.gov.uk/ieListDocuments.aspx?CId=117&MId=5123&Ver=4>

## Anti-Social Behaviour – Newbury town centre

West Berkshire Council is looking to introduce a new Public Spaces Protection Order (PSPO) for Newbury town centre. PSPOs allow the council to place restrictions on certain behaviour in an area, to make sure that everyone can feel safer and enjoy public spaces.

People who live, visit or work in Newbury town centre are being asked to take part in a consultation on the order to help reduce incidents of anti-social behaviour in the town centre.

The proposal is to put restrictions on street drinking and anti-social behaviour. Failing to comply with the PSPO is a criminal offence which could result in a Fixed Penalty Notice of up to £100 or a fine of up to £1,000 if prosecuted.

**The consultation will be live between 24 February and 6 April 2020.** The initial findings from the consultation will be taken to the Building Communities Together Partnership on 21 April 2020, for a recommendation on the final decision. It is expected that the final decision will be made by 14 July 2020. Follow the link to take part in the consultation [www.westberks.gov.uk/psponewbury](http://www.westberks.gov.uk/psponewbury)

## Peer Challenge Review Published

West Berkshire Council has received the results of a peer review held at the end of last year.

The voluntary review was requested by the council as part of its ongoing commitment to delivering high quality, efficient and effective services for residents. It was conducted by the Local Government Association over four days in November 2019 and involved eight officers and councillors from across the country.

The highlights are:

- Partners value the council for good quality delivery across a range of council services and its track record in securing external funding for the district
- Sound financial management with a good track record of delivering savings and increasing income, a £131m capital programme, £100m investment fund and a £1m Transformation fund to help deliver change in the organisation
- That there is much to celebrate but that the council is too modest - more should be done to shout about what is delivered to enable people to enjoy what has been achieved
- West Berkshire, has very good transport links with the rest of the country and has a strong and diverse local economy. Partners are keen for the council to help build on its 'place leadership' role by further raising the ambition, establishing clarity of purpose and sharpening the focus setting of a clear direction for West Berkshire into the future and influence the place it should be
- A changed Executive and managerial leadership team are having a positive impact
- There should be an additional focus on hearing the voice of residents increasingly consistently, more directly and on a wider range of issues
- Embed the new Council Strategy in all aspects of the council's business

The full report can be read via the link

<https://info.westberks.gov.uk/CHttpHandler.ashx?id=48512&p=0>

### **Veolia Respect Campaign**

The Council has been raising the profile of our Veolia waste teams in #ExpectRespect campaign through social media. It recognises that waste collection teams work in all-weather conditions and should be valued by our residents and treated with respect by highlighting some of the risks associated with their work.

### **District Parish Conference**

A reminder that the next conference is on 12 March at 17:30 (refreshments, etc) for 18:30 with a main theme of the environment- there will be a host of stands with an environmental theme.

### **Environment Strategy Consultation now closed**

The consultation on the draft is now closed and we will be reviewing the feedback to inform the Environment Strategy going forward for adoption at the Executive meeting on 30 April.

We have received considered feedback from our communities and this will be shared in further detail in due course. The next step and arguably the more significant will be the formulation of the delivery plan.

Thank you to all Parishes and individuals who took part in our recent community conversations and drop-in sessions across the district libraries. Although any consultation will be imperfect to some we have learned a lot through the process and this is certainly a conversation we know our residents want us to keep open.

### **Planning Appeal dismissed**

Appeal Ref: APP/W0340/W/19/3234882

Land at Junction with Clayhill Road and Sulhamstead Road, Burghfield, Reading, Berkshire

At a time when we are in the process of considering the HELAA (more below), the planning inspector's dismissal of an appeal against WBC's refusal of outline planning permission for the erection of 40 dwellings (24 market and 16 affordable) on land outside the Burghfield settlement boundary is to be welcomed. The inspector upheld WBC's argument that its planning policies were up to date and that it had in excess of a five year housing land supply.

It is clear from conversations with planning officers that this has been a key decision for the whole of WBC in the desire to keep the council as a policy-led planning authority.

### **Housing and Economic Land Availability Assessment (HELAA)**

We wrote at length about the HELAA last month, since when we have had the parish

engagement events at Thatcham, Calcot and Hungerford. It was good to see the parishes/neighbourhood development plan groups so well represented and hope that everyone came away with a better understanding than before.

As Sinéad O Donoghue, the Planning Policy Team Leader, has said in a recent email, keep an eye on the 'Planning Policy News' page on the WBC website -

<https://info.westberks.gov.uk/planningpolicynews> - where updates will be published.

## Comms

The Council uses a variety of communication methods to keep residents informed about the work of the Council including safety messages such as when roads are adversely affected by weather. As well as news items on our website you can also find us on Facebook and Twitter. Below are a few of our Twitter feeds:

[West Berkshire on Twitter @ WestBerkshire](#)

Our main Twitter feed, with information on news and consultations

[West Berkshire Libraries on Twitter @WBerksLibraries](#)

News and information from the West Berkshire Libraries Service on Twitter

[West Berkshire Roads on Twitter @ WBerksRoads](#)

Our Twitter feed with information about roadworks in West Berkshire

[West Berkshire Wellbeing on Twitter @ wellbeing\\_wb](#)

Our Twitter feed with information about West Berkshire Wellbeing in West Berkshire

[West Berkshire Council's Economic Development team on Twitter @ WBCecoDev](#)

News and information from the West Berkshire Council's Economic Development team on Twitter

[West Berkshire Building Communities Together team on Twitter @ BCTWestBerks](#)

Our Twitter feed with information our Building Communities Together team

[West Berkshire Public Health and Wellbeing on Twitter @WestBerksPH](#)

Our Twitter feed with information about Public Health and Wellbeing in West Berkshire

[West Berkshire Heritage on Twitter @WbHeritage](#)

Our Twitter feed of news and developments from the West Berkshire Heritage service

## Local Matters

Newbury - aerial view

Newbury is named as one of the top European Cities of the Future in a new report by the Financial Times.

The town is in the top-ten Northern European Cities of the Future and also features in the top-25 for the whole of Europe. The Financial Times looks at a range of characteristics

including economic potential, business friendliness, human capital and lifestyle, cost-effectiveness and connectivity.

In a boost to the Council's priority to be 'open for business' Newbury is also named in the top-ten Micro European Cities of the Future for business friendliness. At fifth, it is the highest-ranking place in the UK. It comes at a time when the Council is set to adopt a new Economic Development Strategy for the coming years and as planning gets underway for the redevelopment of the London Road Industrial Road Industrial Estate.

There was also good news for the Thames Valley Berkshire Local Enterprise Partnership - which aims to drive economic growth in the region. It came second in a national ranking of Local Enterprise Partnerships. The report highlighted one Newbury-based example - of Portugal-based telecommunications firm Celfinet which expanded its Newbury office creating 50 jobs and a £3m investment in the area.

## Other matters -

### Parish Spring clean

If you have not yet organised your community and need to book your litter pick tool kit please get in touch with our Customer Service Team on 01635 551111.

<https://info.westberks.gov.uk/communitylitterpick>

## Coronavirus

### Novel Coronavirus (COVID-19)

#### What is it?

Novel coronavirus (2019-nCov) is a new strain of coronavirus first identified in Wuhan City, China. As a group, coronaviruses are common across the world.

#### What are the symptoms?

Typical symptoms of coronavirus include fever and a cough. In some individuals, this may progress to severe pneumonia causing shortness of breath and breathing difficulties. However, the current evidence is that most cases appear to be mild.

Similar to the seasonal Flu, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

#### How are we responding?

There have been no cases of coronavirus in West Berkshire at the time of writing, although we are aware of cases reported nearby. However, we are planning for any eventuality and working across council teams to ensure that, should the worst happen, we are ready.

Nationally, Public Health England are leading on the health response. They are updating their website daily with the latest information, please go to [Wuhan coronavirus information for the public](#) or visit the [NHS website](#)

In the mean time we would like to stress the importance of usual winter illness prevention:

- wash your hands often - with soap and water for at least 20 seconds. Use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available. This is particularly important after taking public transport
- avoid touching your eyes, nose, and mouth with unwashed hands
- avoid close contact with people who are sick
- if you feel unwell, stay at home, do not attend work or school
- cover your cough or sneeze with a tissue, then throw the tissue in a bin. See [Catch it, Bin it, Kill it](#)
- clean and disinfect frequently touched objects and surfaces in the home and work environment
- if you are worried about your symptoms, please call NHS 111. **Do not go directly to your GP or other healthcare environment.**

The [NHS website](#) has more information about how you can reduce the possible spread of infection.

### Key Links

Latest Information and advice - <https://www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-the-public>

Guidance for British people travelling and living overseas - <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

Mr Linden also advised that –

- i) West Berkshire Council has received extra funding from central government to spend on solving the problem of homelessness and rough sleeping.
- ii) Part of the budget for road resurfacing will be used for the A4, up to the boundary with Reading Borough Council.
- iii) The proposed date for discussing the planning application for the development in Pincents Lane is the 1 April, although as additional information has been requested by WBC this date could change.
- iv) The latest round of Member's bids is up again, with the deadline for requests being the 14 May. The panel will meet on the 2 June to consider applications and make their decision.



v) Approval has been given for a new Community Fire Station in Theale, at a cost of £4m, which will replace the stations in Dee Road, Reading and Pangbourne, and will also house the admin offices.

**20/048 Maintenance Report:** See Appendix C

**20/049 Donation Requests:**

A donation request has been received from Reading Citizens Advice Bureau. Mrs Reynolds proposed that the amount donated should be £500. This was seconded by Mrs Braine, and unanimously agreed. The donation will be made under S142 of the Local Government Act 1972.

Donations of £200 each were given to Berkshire MS Therapy, Reading Age UK and Sue Ryder, under S137 of the Local Government Act 1972. This was proposed by Mr Page and seconded by Mrs Reynolds, with all Members in agreement.

**20/050 Disciplinary Procedure:** The Council's draft Disciplinary Procedure, which was circulated to Members for consideration prior to the Meeting, was adopted with minor amendments. Members discussed, and agreed to set up, a staffing committee.

**20/051 Westwood Farm Community Pre-School:** The Pre-School have requested that the date of their summer fair is changed from July to the 20 June. All Members agreed.

**20/052 Working Party Terms of Reference:** The Terms of Reference, which had previously been sent to Members, were agreed after minor changes. Members also discussed who would Chair the Anti-Social Behaviour and Security Committee (consisting of Mr Taylor, Mr L Marino, and Mr Dennis), and the Finance Committee (Mr Page, Mr L Marino, and Mr Dennis). Mr Taylor volunteered to Chair the ASB and Security Committee, and it was suggested, in his absence, that Mr Marino would be an appropriate person to Chair the Finance Committee. If he is unable to do so, then Mr Dennis has volunteered. Other Members can join either of the Committees in due course if they so wish, but there must be a minimum of three on each Committee.

**20/053 Bus shelters at Sainsbury's, Calcot:** The Clerk has contacted several contractors with a view to them taking on the cleaning and maintenance of the two bus shelters, owned by West Berkshire Council, which are situated on Sainsbury's land. None of the contractors approached are able or willing to take on this job, and Members discussed again the viability of the parish taking them over. The cleaning and maintenance cannot be carried out in-house because of the time involved, and because the cleaning would have to be carried out either late at night or early in the morning when the shelters are not being used. It was felt that the cost of using WBC's contractors was not appropriate bearing in mind that the cost would fall to Tilehurst parish residents to cover, while most of the passengers would be from outside of our parish due to the bus routes which utilise these stops. It was proposed by Mrs Lane and seconded by Mr Page that West Berkshire Council are advised that the parish would be unable to take over the cleaning and maintenance, with five Members in favour, and two abstentions.

**20/054 Neighbourhood Plan:** The public survey which was carried out before Christmas resulted in approximately 1,000 responses. Liz Alexander, working on behalf of the consultancy firm instructed by the Steering Group, has been asked to assist in analysing the data.

Two public consultations will be held, on dates to be arranged, at the Calcot Centre and the Cornwell Centre.

Members discussed, and agreed, to free use of the two halls for these consultations.

**20/055 Financial Information:** Members reviewed the expenditure for February 2020, and noted retrospective payments.

**20/056 Information Items:**

a) An e-mail has been received from Highways England with an update on closures to the M4 for the smart motorway works.

There will be regular full weekend closures of this scheme throughout this year. You can find details at their website: <http://www.highwaysengland.co.uk/m4j3to12>.

They also have an engagement platform where you can view and/or sign up for weekly closure updates: <https://m4j3to12smartmotorway.commonplace.is/news>

If you have any questions or comments and would like a response please continue to email them at [M4J3to12SmartMotorways@highwaysengland.co.uk](mailto:M4J3to12SmartMotorways@highwaysengland.co.uk) or call 0300 123 5000.

b) Drugs paraphernalia has been found in the general litter bin at Wyre Court/Condor Close, consisting of packages of both unused and used needles and syringes. This was brought back to the office and was disposed of appropriately by the parish's contractor, who is licenced to do so. Because of the large number of items found, the matter was also reported to the police.

**20/057 Chairman's Remarks:** Mr Page is meeting with West Berkshire Council next week, along with the Clerk, Mr Taylor, Mrs Reynolds and Mr L Marino, and District Councillor R Jones to discuss the length and terms of the PRU Lease.

**The Meeting closed at 10.15 pm**

**The next Meeting will be held on Tuesday 14 April 2020**

**Chairman**

## **PART 11**

**20/058 Councillor absence:** In view of her continued absence, following a discussion with the Clerk, Mrs Murnane has requested that Members give consideration to her continuing as a parish councillor in accordance with the Local Government Act 1972, Sections 85 (1) (2). Members agreed, and suggested that this should be for a period of six months.

**20/059 Badgers Hill PRU:** In preparation for the meeting with West Berkshire Council on the 16 March, Members agreed in advance on the maximum length of term for the lease, and the minimum rent that would be acceptable.

**20/060 Staffing Matters:** A further update from the Clerk on the staff member who is still off sick.

**20/061 Staff Salaries:** Members discussed the pay scales to be used for the ensuing year, but deferred a decision until the NJC (National Joint Council) had reached agreement with Unison on a national increase for 202/21. This matter will be discussed further, once an agreement has been reached and publicised.

With regards to incremental pay increases, following an update as to each staff members performance over the past year, the Clerk left the room for the discussion and resolution of this agenda item. Members discussed this and a resolution reached, for implementation from April 2020.

## APPENDIX A - DECISIONS

19/03043/HOUSE	<u>37 Skilton Road, Tilehurst</u> Two storey side and rear extension with single storey front extension	<b>Granted</b>
19/03185/FUL	<u>Sainsbury's, Bath Road, Calcot</u> The erection of a free-standing modular retail pod (Use Class A1) and installation of advertisements	<b>Granted</b>
19/03186/ADV	<u>Sainsbury's, Bath Road, Calcot</u> The erection of a free-standing modular retail pod (Use Class A1) and installation of advertisements	<b>Granted</b>
19/01826/HOUSE	<u>133 Halls Road, Tilehurst</u> New carport and store over existing parking spaces to the front garden of the existing property	<b>Refused</b>

## APPENDIX B - NEW PLANNING APPLICATIONS

20/000383/HOUSE 26 Warley Rise, Tilehurst  
Proposed partial conversion of garage to habitable space

**This Council has no objection to the proposal.**

20/00396/HOUSE 42 Cotswold Way, Tilehurst  
Front porch and roof canopy and first floor rear extension

**While this Council has no objection to the proposal, we would concur with Highways' comments regarding the paving of the front garden**

20/00476/OUTMAJ Land bounded by Hoad Way, M4 and High Street, Theale – adj parish  
Outline application for up to 20,000 sqm of commercial floorspace comprising B1(c), B2 and B8 floorspace along with associated access.  
Matters to be considered: Access

**This Council has no objection to the proposal.**

20/00305/FUL Sainsbury's, Bath Road, Calcot  
Installation of plant to roof-top

**This Council has no objection to the proposal.**

20/00575/FUL Land rear of 42-48 Long Lane, Tilehurst – adj parish  
Amendments and extensions to approval 18/03287/FULD involving the formation of private access between original plots 2 and 3, the relocation of their side garages, amended siting to original plot 3 and the addition of two detached dwellings and garages on adjoining land (part retrospective – Plot 4)

**While this Council has no objection to the proposal, we would concur with Highways regarding the standard of the proposed new road**

20/00490/HOUSE 11 Blewbury Drive, Tilehurst  
Ground floor rear extension and bedroom/ensuite first floor extension over existing garage

**This Council has no objection to the proposal.**

20/00482/HOUSE 155 Halls Road, Tilehurst  
Detached oak framed car port with external stair to home office/study above

**This Council has no objection to the proposal.**

20/00496/RESMAJ Land adjacent to Stonehams Farm, Long Lane, Tilehurst  
Section 73: Variation of condition 1 'plans approved' of previously approved application 19/00718/RESMAJ: Approval of reserved Matters following outline application 16/01223/OUTMAJ (66 residential units with access from Long Lane).  
Matters to be considered: Appearance, Landscaping, Layout and Scale.

**This Council has no objection to the proposal.**

20/00483/HOUSE     313 Overdown Road, Tilehurst

Front garage extension and conversion of the garage into habitable space

**This Council has no objection to the proposal.**

20/00012/HOUSE     42 Oliver Drive, Calcot

Proposed double storey side and part single storey rear extension

**This Council has no objection to the proposal.**

## **APPENDIX C - MAINTENANCE REPORT for February**

1. We still have a maintenance officer off sick, and are continuing to buy in temporary help, normally for two days a week, which has been invaluable. The remaining maintenance officer also had a week's well-deserved holiday in February.
2. The Cornwell Centre has been repainted following the recent remedial work which has taken place.
3. Bases have been made for five new bins, in readiness for installing when the weather has improved.