

## TILEHURST PARISH COUNCIL

### Minutes of the Meeting held on-line on 11 August 2020

*An audio recording was taken of this Meeting, in order to overcome potential technical difficulties, but will be deleted as soon as the Minutes are approved in the Meeting due to be held in September.*

#### **Present:**

**Councillors -** Mr K Page (Chair), Mr C Taylor (Vice-Chair), Mr G Dennis, Mrs J Lane, Mr L Marino, Mrs R Reynolds

**District Councillors -** Mr R Jones, Mr T Linden, Mr R Somner, Ms J Stewart, Mr A Williamson

**Public -** Two

#### **20/101 Open Forum:**

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

**20/102 Apologies for absence:** Apologies for absence were received from parish councillors Ms A Foster and Mr T Marino.

**20/103 Declarations of Interest:** Mr Taylor declared an interest in Part 11 discussions.

**20/104 Approval and Adoption of Minutes:** The Minutes of the Meeting held on the 6 June 2020, having been previously circulated to Members, were taken as read. They will be signed by the Chairman in due course, after amendment by hand on the original copy to Minute (20/094) – 5<sup>th</sup> bullet point - 'Mr Dennis and Mr Taylor will look into the possibility of hiring a private security team .....'. There was no Meeting in July.

**20/105 Matters arising:** There were no matters arising from the Minutes.

#### **20/106 Clerk's Report:**

a) Notification has been received advising of a consultation currently in progress from Reading Borough Council regarding their new Local Transport Plan – The Reading Transport Strategy 2036. Whilst this is a Reading BC strategy document, the potential schemes and initiatives in some cases expand to cover the wider Reading urban area, including in some cases into parishes in the West Berkshire Council area. West Berkshire will be submitting its own formal response.

In addition, Reading Borough Council are also consulting on their Local Walking & Cycling Infrastructure Plan, which will be sub-strategy of the new Transport Strategy.

Further information on the Reading Transport Strategy 2036 and how to access the online consultation portal can be found at:

<https://consult.reading.gov.uk/dens/reading-transport-strategy-2036>

The closing date for comments is Sunday 30 August and all responses will then be taken into account before the final Reading Transport Strategy 2036 is adopted in the winter.

b) Winter Service Plan 2020/21 – Consultation. This year’s review is being based on the adopted Winter Service Plan for 2019/20, as West Berkshire Council are not proposing any changes to the carriageway and footway treatment networks subject to the consultation process. Notification of the consultation has been forwarded to all members for comment.

c) Several requests have been received from various football clubs, asking for permission to use our pitches to hold pre-season friendly matches. Aside from our formal contract advising that this Council does not permit this, requests have had to be refused as our pitches are not ready for use for a number of reasons. This includes;

- The grass is not in a suitable condition to allow play and needs to be re-cut
- The goal mouth repairs need to be redone as there are concerns around the number of stones present
- The pitches have yet to be marked
- The equipment has not as yet had its pre-season safety checks.

d) The Clerk and Maintenance Officer carried out the final safety checks on all of our play areas ahead of them being reopened following closure due to the Covid-19 outbreak. The inspection criteria used was largely based on the findings of the independent assessments, carried out by ROSPA in April and May.

The temporary signage has been agreed and is being displayed ahead of more permanent signage being made.

e) A representative from the Managing Agents overseeing the planning application for the potential development of Pincents Manor into a care home contacted the Clerk with regards to the comments made by this Council on the planning application.

The Clerk went through all of the points made and explained the reasoning behind each comment. As a final remark, the agent asked whether or not there was anything that they could do in order that the Council would revisit their observations and change it from no objection to support.

The Clerk advised that this would be unlikely as there were no objections to the development in principle. The main concerns were around the access road and traffic and, as there are no proposed changes to the road infrastructure, these comments are still justified. Additionally, the Clerk advised that the comments returned were a reflection of how the local residents felt.

f) An e-mail has been received from Zurich, the parish insurers, advising that the file relating to the claim which was made for an accident in St Michael’s churchyard, and which the parish disputed, has been closed with no payment being made and no liability accepted, as no further communication has been received from either the claimant or their Solicitor.

g) Following a petition from residents of The Ridings, in Sulham Lane, West Berkshire Council have agreed to install a footpath from the entrance to The Ridings along to the corner of Cornwell recreation ground where the stile is situated. The Clerk has discussed with WBC the possibility that their contractors could install the parish's proposed footpath in the recreation ground, along with the proposed new 'A' frame barrier (to replace the existing stile), at the same time, with the parish reimbursing the cost. Despite contacting several contractors, the Clerk has only received one quote for the new footpath in the recreation ground, with the 'A' frame to be purchased from WBC. Therefore the approach to WBC to carry out these works at the same time as installing their new footpath would be a sensible way forward.

### **Decisions taken under Delegated Authority**

Over the past month in addition to the delegated responsibilities listed within our Standing Orders, following consultation with members and discussions with the Chairman and Vice-Chairman, the following decisions have been taken;

1) This Council has agreed the Terms of Reference for the Lease for the land on which the I-College is situated. The Clerk has instructed the parish's solicitor and he is in the process of drafting the Lease between this Council and West Berkshire Council (WBC). This draft Lease will be discussed by all members before being forwarded to WBC for formal sign off.

2) As the July 2020 meeting could not take place as a quorum could not be reached, members informally discussed a request from the Westwood Farm Community Association (WFCA) for use of part of the recreation ground for additional outside seating. The WFCA were looking to re-open the following weekend which meant that a decision was required sooner rather than later.

Following the discussion, it was agreed that part of the recreation ground could be used under certain conditions. These conditions were relayed to the club and the Clerk met with the Club Steward to go through the terms of the permission and conditions set.

3) Members discussed the possibility of a mobile catering van being sited within the car park area at the Cotswold recreation ground and again, following a consultation with the WFCA, Cotswold Sports Centre and local residents, agreed that this would be permitted for a one-month trial period.

**20/107 Planning:** During the lockdown, any planning applications that have been received by the Clerk have been e-mailed to Members for their comments, before being returned to West Berkshire Council. The parish's Standing Orders allow for this under delegated authority.

- a) Eastern Area - Members will be advised if there is anything on the Agenda for the Eastern Area Planning Meeting due to be held on the 26 August, in order that the parish can be represented.
- b) Appeals - There were no Appeals
- c) Decisions - See Appendix A
- d) New applications - See Appendix B

## **20/108 District Councillors' Reports:**

### **Ms Stewart –**

- a) The monthly parish report now has a new look. A copy of the report can be found on the parish website, under Meetings, Agendas and Minutes.
- b) The next litter pick in the parish will be on either the 12<sup>th</sup> or 19<sup>th</sup> September. If anyone has any suggestions of a different area to cover, instead of Little Heath Road and Hildens Drive, please let either Ms Stewart or the Clerk know.
- c) WBC is still waiting on further updates on the Pincents Hill development.

**Mr Linden** is now the Vice-Chairman of the Governance and Audit Committee for the Berkshire Fire and Rescue Service.

### **Mr Jones –**

- a) The Annual Health and Well Being Conference will be held on the 12<sup>th</sup> September via zoom.
- b) The Clerk, having discussed several projects with the Chair and Vice-Chair of the parish, has put forward suggestions for Members' Bids, and Mr Jones advised that if there are any further suggestions the district councillors will complete the application forms on the parish's behalf, to ensure that all the relevant information is included.

**20/109 Terms of Reference for Staffing Committee:** Members had no comments to make relevant to the Terms of Reference which had been previously circulated. On the recommendation of Mr Page, Members therefore agreed to accept them as they stand. Mr Page asked for volunteers, and requested that anyone interested should advise either himself or the Clerk.

**20/110 Adoption of Financial Regulations:** On the recommendation of Mr Page, Members agreed to formally adopt the Financial Regulations, with a view to them being reviewed further once the finance working party is up and running.

**20/111 Memorial benches:** The Clerk has received two requests for memorial benches, one to be sited at Cotswold recreation ground, and one at Turnhams Farm recreation ground. Members suggested that quotes are obtained, with the costs being advised to the two families making the requests. A definitive decision over these and any further requests will be taken at a future date.

**20/112 Re-opening of community halls:** Following recent government advice, parishes are now allowed to open halls to hirers, if it is felt that the safety measures and other guidance can be met. While Members would like the halls to be opened for hirers as soon as possible, it is acknowledged that we should be cautious and that we need to adhere strictly to government guidelines. Taking into account our reduced manpower at present it would not be possible to open all three halls straight away because of the extra cleaning that would be required. The Clerk did advise that most of the regular hirers have indicated that

they would not want to return until later in the year, with only five so far wanting to start back imminently.

It was suggested that two of the halls are opened, the Calcot Centre and the Cornwell Centre, leaving Turnhams Farm Hall closed for the time being. If any user of Turnhams Farm Hall wants to return, they should be offered one of the other halls instead, if they can be accommodated. Members agreed that the Clerk should keep up to date on guidelines with regards to community buildings, so that Turnhams Farm Hall can be re-opened as soon as it is appropriate to do so.

Because of the reduced numbers allowed in the halls (15 in Calcot and Cornwell) some hirers have asked about a reduction in hall hire charges. Unfortunately this would not be financially viable for the parish, because the cost of opening a hall, taking into account the deep cleaning needed and utility charges, would be the same irrespective of the number of people using it.

Note: The Clerk has been asked to assess the running costs of each building to ascertain the amount of income required to break even.

Members agreed that we should aim on opening all three halls fully in the long term, but for the time being should open within the limitations of our current reduced resources.

#### **20/113 Anti-Social Behaviour working party:**

- The ASB working party has now had five meetings.
- CCTV and Lighting: Preferred contractors have now been identified and quotes are being requested.
- Mobile Security: Three companies have been identified and quotes requested. One quote has been received.

The working party will bring their proposals back to Full Council in due course.

**20/114 Berkshire Youth Outreach Programme:** Members, prior to the Meeting, had been sent a copy of the Programme, outlining the background and future aims.

Berkshire Youth supports youth leaders and young people aged 10 – 18 through challenging life events to help them make the right choices to mature as individuals and members of society. In May 2019 there were over 200,000 young people aged 10 – 18 in Berkshire.

With the withdrawal of statutory funding, financial assistance is required from elsewhere. Berkshire Youth would like local businesses to work with them to build a Youth Fund in order to secure the future of young people in Berkshire.

The ASB working party have been in contact with Berkshire Youth and have suggested that a meeting should be arranged with them to discuss in more detail how the parish could get involved. Members agreed that a meeting with Berkshire Youth should be arranged, and

that local parishes could also be contacted to ascertain whether any of them are getting involved, as this would mean that any costs could be shared.

**20/115 Neighbourhood Plan:** A full analysis has now been carried out on the feedback from last year's survey. It had been hoped to hold a public meeting to relay the results from the survey, but this has not been possible because of lockdown.

Flyers will be included in the next copy of the Tilehurst Directory, advising residents that the results of the survey are now available and inviting them to take part in a public zoom meeting.

Details of the first draft of the Neighbourhood Plan will be included in the zoom meeting.

**20/116 Financial Information:** Members reviewed the expenditure for June and July, which was retrospectively noted.

**20/117 Chairman's Remarks:** Mr Page thanked everyone for joining the Meeting.

**The Meeting closed at 9.55 pm**

**The next Meeting will be held on Tuesday 8 September 2020**

**Chairman**

## **PART 11**

**20/118 Staffing Matters:** The Clerk updated Members on the staffing situation, and it was agreed that a self-employed person could be taken on to assist with maintenance issues in the short term.

**20/119 Calcot Community Association:** The Clerk updated Members with the current situation at the CCA.

## APPENDIX A - DECISIONS

|                 |  |                 |
|-----------------|--|-----------------|
| 20/00995/HOUSE  | <u>8 Chaffinch Close, Tilehurst</u><br>Demolition of the conservatory and construction of a two storey rear extension.   | <b>Refused</b>  |
| 20/01033/HOUSE  | <u>24 City Road, Tilehurst</u><br>Proposed single storey extensions to front and rear.   | <b>Granted</b>  |
| 20/01034/HOUSE  | <u>24 City Road, Tilehurst</u><br>First floor side extension and single storey front and rear extensions.  | <b>Granted</b>  |
| 20/00962/HOUSE  | <u>25 Avington Close, Tilehurst</u><br>Two storey rear extension, with small single storey element.<br>Amendments to fenestration on side elevation.   | <b>Granted</b>  |
| 20/01253/NONMAT | <u>Land Adjacent to Stonehams Farm, Long Lane, Tilehurst</u><br>Non-Material amendment to approved planning permission 19/00718/RESMAJ. Amendments: Non material amendments to doors and windows, sill heights, pipework, meters, balconies and brickwork (see details for plot nos.). Changes to flat blocks 1 and 2 entrances, storage areas and floors above. | <b>Approved</b> |
| 20/01213/HOUSE  | <u>51 Fairway Avenue, Tilehurst</u><br>Conversion of existing garage into utility room and storeroom which includes raising level and renewing the roof with a flat roof.  | <b>Granted</b>  |
| 20/00669/FULD   | <u>Cartwheel Cottage, Long Lane, Tilehurst</u><br>Erection of new three bedroom dwelling.  | <b>Granted</b>  |



## APPENDIX B - NEW APPLICATIONS

20/00957/HOUSE Verdant, Greenwood Road, Tilehurst  
Alter roof structure of side single storey element together with single storey front extension.

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

20/01482/HOUSE 41 Apple Close, Tilehurst – adjacent parish  
Side and rear ground floor extension and removal of existing garage.  
Proposed new Porch.

**Whilst this Council has no objections to the proposal, we would endorse the comments made by the Highways Officer requesting further information with regards to the off-road parking provision.**

20/01514/FUL 2 Greenfinch Close, Tilehurst  
Remove trees and replace with close board fence 1m from the existing chain link fence to extend the residential curtilage.

**This Council objects to this proposal as concerns were raised over land ownership. The proposal indicates that the existing boundary fence is to be moved by approximately 1 metre onto the adjacent grass verge.**

20/01472/HOUSE 9 Gatcombe Close, Tilehurst  
Front porch and single storey side extension.

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

20/01442/COMIND Porsche, Pincents Kiln, Calcot  
Proposed new facade to existing showroom and small building extension to rear of site.

**This Council has no objections to this proposal, subject to a satisfactory response being received following concerns raised by the Highways Officer.**

**We would re-iterate the need for sufficient parking to be provided onsite for all employees and raise our concerns around an increase of traffic on an already overloaded road.**

20/01259/FUL Land Adjacent to Stonehams Farm, Long Lane, Tilehurst  
Proposed garage for plot 1

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

20/01523/HOUSE The Barn, Long Lane, Tilehurst  
Retrospective works to outbuildings including rebuilding and part raising of the roof.

**Whilst this Council has no objections to the proposal, this is a retrospective application and we can only see the “as built” plans. It would have been beneficial to have had access to the “existing” plans, before work commenced, so we can see what has been changed/added/lost. It is difficult to make a conclusive decision with the information provided.**

20/01558/HOUSE     The Brambles, Long Lane, Tilehurst  
Removal of thicket fence and reposition of new masonry front wall  
with associated gates.

**Whilst this Council has no objections to the proposal, the Highways Officer draws attention to the possibility that the repositioning may extend beyond the boundary of the Brambles. This Council requests that this be clarified, before a decision is made.**

20/01594/HOUSE     8 Chaffinch Close, Tilehurst  
Demolition of the conservatory and construction of a single storey  
rear extension.

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

20/01575/HOUSE     27 Compton Avenue, Tilehurst  
Section 73a: Variation of Condition 2 (Approved Plans) To not fit a  
garage door but window instead. Of previously approved application  
19/00481/HOUSE - Two storey side and single storey rear extensions  
and front canopy

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