

TILEHURST PARISH COUNCIL

Minutes of the Parish Council Meeting held at 7.30pm on Tuesday 8 September 2026 in the Main Hall, Calcot

Present

Parish Councillors: Mr C Taylor (Chairman), Mr R Loaring, Mrs H Manghnani, Mrs C Basden, Mr J Lally, Mr A Linden, Mr F Royal
District Councillors: Mr C Taylor, Ms J Lewis
Public: Four members of the public
In attendance: Miss J Major (Clerk), Mrs C Steele (minutes)

Mr Taylor opened the meeting by welcoming those present and saying the meeting would be recorded for minute-taking purposes.

26/091 Open Forum

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

26/092 Apologies for absence: Apologies had been received from Parish Councillors Ms J Stewart, Mrs S Vickers, Mrs R Braine, Mrs P Furlong-King, Mr M Powers, and District Councillor Mr B Oloko

26/093 Declarations of interest: None relevant to the agenda

26/094 Approval and adoption of minutes of the Parish Council meeting held on 14 July 2026: The draft minutes had been circulated before the meeting and were taken as read and signed by the Chairman

26/095 Matters arising: There were no matters arising

26/096 Co-option of Councillors: Three potential candidates for co-option had recently been interviewed by Mr Taylor, Mr Loaring and the Clerk, and two were in attendance. Mr Taylor explained that the third was not present as he had had an accident at work, but it was hoped he would attend the October meeting.

- a) Mr Taylor invited each of the candidates for potential co-option to introduce themselves.
- b) It was resolved, without notice, to exclude the public and press. To resolve that, in view of the confidential nature of the business about to be transacted, pursuant to the Public Bodies (Admission to Meetings) Act 1960, section 2(1) that the public and press be excluded and asked to withdraw for item 26/096 c) on the agenda.
- c) Members discussed each of the candidates. It was unanimously agreed to co-opt Ken Deeks (Tilehurst North Ward) and Penny Oderberg (Tilehurst Central Ward) to the Council.

- d) The meeting was re-opened to the public and the Press and the Chairman advised the candidates that they had been co-opted.
- e) The new Parish Councillors signed Declarations of Acceptance of Office.

The two new councillors joined the meeting.

26/097 Planning:

- a) Decisions – see Appendix A
- b) New applications – see Appendix B
An additional application for solar panels at Pincent's Kiln had been received by Mr Taylor and Ms Stewart and would be circulated for information.
- c) Appeal – APP/TPO/W0340/11376 made against refusal of application 26/00943/TPW at land adjacent to Fieldview, Long Lane, Tilehurst, would be determined on the basis of a Hearing. West Berkshire Council had refused to grant permission to carry out work on a tree protected by a Tree Preservation Order.
- d) Eastern Area – the Clerk would advise if there was anything relevant on the agenda of the meeting on 7 October so that the parish could be represented.

26/098 District Councillors' reports: Ms Stewart had submitted a report to the August meeting which was not held as there was no quorum on the day – see Appendix C. Mr Taylor had submitted reports for August and September – see Appendix D.

The Clerk would forward Mr Taylor's September report to the new councillors.

Ms Lewis was invited to introduce herself to the new councillors, and she gave a brief report including an update on Local Government Reorganisation which had been paused for legal reasons.

Mr Linden raised the changes being made to the Planning system and there was discussion as to how they would affect district councillors. Mr Taylor would give a more detailed report after he had attended training.

Mr Linden also asked about the proposed changes to speed restrictions on the A4 Bath Road. Mr Taylor gave some further information, and Mr Lally gave additional background.

26/099 Clerk's report: The report had been circulated before the meeting – see Appendix E.

The gates at Calcot had been damaged when a car was driven into them over the previous weekend, and the Clerk had arranged for a contractor to come out as soon as possible. The driver's details were known and the police and insurance company were informed.

Westwood Wanderers Football Club was arranging a fundraising event on 18 September at Westwood Farm Community Association. The event was sponsored by the Coriander Club and a late request had been received for permission to have a food stand. The Clerk had said there would be no issue provided the food stand was on hard standing not the grass. The Coriander Club had provided insurance information and would provide a risk assessment. The Clerk was aware of what licences the restaurant held.

After the long, dry summer, the football pitches were not ready for matches. The Sunday League had postponed the start of the season to the weekend of 3 and 4 October but now wanted to bring it forward. The Clerk had refused as the ground was still very hard and not safe to play on, and the pitches were still vulnerable to damage.

In response to a question, the Clerk explained that the damage to the Calcot Centre's wall was being dealt with and three quotes had been provided to the insurer.

Ms Lewis asked what she could do to help progress the work on the Cotswold Sports Centre lease. The Clerk would copy Ms Lewis when she chased up the letter to the Leader of West Berkshire Council.

26/100 Summer newsletter: The latest newsletter had been circulated before the meeting and was noted.

26/101 Resolutions

26/101-1 2026-27 Berkshire Youth Partnership Agreement: The draft agreement had been circulated before the meeting, and the Clerk explained that the draft document had been sent to Berkshire Youth but, despite repeated chasing, there had been no response as yet. This meant that the Parish Council could agree the content and wording but the agreement could not be signed until Berkshire Youth's input had been received. It also meant that the youth club would restart in two days' time without an agreement being in place.

Mr Taylor offered to contact Sarah Emery at Berkshire Youth, and it was agreed that he would call her the following morning.

Concern was expressed about Berkshire Youth's poor admin and the lack of responses, particularly given the involvement of young people. It had not yet been possible to arrange a meeting of the working group because of holidays, but it was agreed that this should now be a priority.

26/101-2 Kicks sessions: Reading Football Club could deliver one Kicks session per week during term time at a cost of £100.00 per session under a direct contract with Tilehurst Parish Council. Mr Taylor explained that the sessions had been very successful until late 2025 when attendance dropped and the sessions were stopped in early 2026.

After discussion, it was unanimously agreed to engage Reading Football Club to run weekly Kicks sessions at Cotswold Sports Centre on a trial basis. The sessions would start once the Clerk had put a Service Level Agreement in place with the football club.

26/101-3 Suspension of Standing Order 9(a): It was unanimously agreed to suspend Standing Order 9(a) for the duration of item 26/101-4 to enable the Parish Council to reconsider a previous resolution in light of updated information received since the original decision was made.

26/101-4 Heads of Terms for service provision at Greenfield House: The updated proposed parking layout/draft Heads of Terms had been circulated before the meeting and the Clerk gave further background. Of the two car parking options, Greenfield House preferred option 2 as it provided one extra space, but the Parish Council preferred option 1 as it allowed slightly more space at a pinch point.

Mr Taylor declared an interest and would not vote as he was a district councillor and Greenfield House was run by West Berkshire Council.

After lengthy discussion, it was agreed (one abstention) to agree in principle to the car parking option one and the signing of the Heads of Terms subject to a Deed of Variation being agreed before any further work is carried out.

26/101-5 Donation to Children in Care event: It had already been agreed by e-mail to donate £500.00 to West Berkshire Council to help with the cost of the Children in Care Celebration event taking place later in the year, and it was unanimously agreed to ratify the decision.

26/101-6 Letter of Engagement with Auditing Solutions Limited for 2026-27: The Letter of Engagement had been circulated before the meeting, and the Clerk gave some further background, explaining that the auditors' independence and competence needed to be formally minuted.

The Parish Council considered the personal, professional and financial independence of Auditing Solutions Limited, and its competence to undertake the role of internal auditor, and was satisfied that these requirements had been met.

It was unanimously agreed to sign the Letter of Engagement for 2026-27 with Auditing Solutions Limited.

26/101-7 Members' Bid for Tilehurst Birch Copse: A report was circulated before the meeting and, after discussion, it was unanimously agreed to award the contract to Koolplay Ltd at a cost of £16,772.30 (sixteen thousand, seven hundred and seventy two pounds and thirty pence).

26/102 Review of financial position and payments for July and August 2026: The July information had been circulated before the meeting and was noted. The Clerk asked for the August information to be deferred to the next meeting as month end had been completed only that afternoon.

26/103 Chairman's remarks: Mr Taylor said he had been invited to the AGM of the 95th Scout group and he had been astonished that 60 or 70 people had attended. He also explained that the August Parish Council meeting had not taken place as there had not been a quorum and there had been concern that attendance might be low again this month. He asked that everyone responded to the Clerk to confirm attendance when the summons was sent out.

The meeting finished at 9.20pm

The next meeting would be held on Tuesday 13 October 2026

Chairman

Appendix A – Planning decisions

26/01211/HOUSE	<u>127 Fairford Road, Tilehurst</u> Construction of a single storey rear extension to provide a dining space to the rear of the existing semi-detached dwelling house	Granted
26/01484/COND	<u>Pincent's Kiln Industrial Park, Calcot</u> Application for approval of details reserved by condition 13 "Drainage maintenance and management plan" of planning permission 25/01718/FUL: 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	Approval
26/01260/COND	<u>Pincent's Kiln Industrial Park, Calcot</u> Application for approval of details reserved by condition 10 (BREEAM water efficiency credits) of planning permission 25/01718/FUL	Refused
26/00786/HOUSE	<u>22 Dark Lane, Tilehurst</u> A householder's planning application for a first floor rear extension, including external aperture alterations. Proposed ground floor front extension to the existing integral garage	Granted
26/01475/PASSHE	<u>24 Longworth Avenue, Tilehurst</u> Proposed single storey rear extension up to 5m depth with a gable roof and roof lights. Measurements: extend beyond the rear wall – 5m, height – 3.80m, and height at the eaves – 2.30m	Prior approval not required
26/01169/REG4	<u>Springfield Primary School, Tilehurst</u> Canopy installation for the purpose of outside education and play in all weather conditions	Granted
25/02763/FUL	<u>15 Royal Avenue, Calcot</u> Three bedroom house to the side with access passage, dropped kerb and rear 3m extension	Granted
26/01285/CERTE	<u>Calcot Park Golf Club, Calcot</u> Application for a Lawful Development Certificate for an existing use: Replacement, upgrade and renewal of existing irrigation and drainage infrastructure as identified in attached drawings	Refused
26/01378/HOUSE	<u>26 Blewbury Drive, Tilehurst</u> Two storey side and rear, single storey rear extensions	Granted

Appendix B – New Planning applications

The following application was circulated after the July meeting and comments were agreed remotely, to be ratified at the August meeting.

26/01285/CERTE Calcot Park Golf Club, Calcot
Application for a Lawful Development Certificate for an Existing Use: Replacement, upgrade and renewal of existing irrigation and drainage infrastructure, as identified in the attached drawings

This Council does not feel it has enough information, background or knowledge to comment on this application

Applications discussed at the September meeting.

26/01748/HOUSE 2 Blagrove Rise, Tilehurst
First floor side extension

This Council has no objections to the proposal

26/01788/HOUSE 11 Blagrove Rise, Tilehurst
Gable end roof extension, loft conversion, formation of rear box dormer, formation of 2no front dormer windows

This Council has no objections to the proposal

26/01805/FUL 9 Clay Close, Tilehurst
Conversion of existing double garage into granny annexe with a new single storey pitched roof double garage to front of existing garage. S73 application to vary condition 5 (Use) of planning permission 21/02703/HOUSE

No formal application form appears to be available on the planning portal, with the main information provided consisting of photographs of the interior of the converted garage. Given the limited information available, Members felt unable to comment and asked that I enquire as to whether an application form has been submitted.

We can see that the application seeks to vary Condition 5 (Use) of planning permission 21/02703/HOUSE; however, it does not state the specific reason for seeking the variation.

Condition 5 of planning permission 21/02703/HOUSE states:

The granny annexe hereby approved shall be used only as an integral part of the existing dwelling known as '9 Clay Close', and for residential purposes incidental to the enjoyment of the occupiers of that dwelling. It shall not be used as a separate dwelling unit, nor shall it be sold, let, rented or otherwise separately occupied, or disposed of, and no separate curtilage shall be created. Reason: The creation of a separate unit of accommodation is inappropriate for the site, and would be detrimental to the amenities of the area and therefore would be contrary to the provisions of Policy CS14 of the Core Strategy 2006-2026.

In light of the above, we would request an extension for this application, so that the exact nature of the proposed variation can be established, and Members can consider and submit an appropriate response

26/01848/HOUSE

163 Chapel Hill, Tilehurst

Proposed garage conversion with new pitched roof above

This Council has no objections to the proposal

Appendix C – Ms Stewart’s District Councillor’s report for August 2026

Council – met on 16 July to discuss: Annual Scrutiny Report 25/26; Health and Wellbeing Board Annual Report 25/26; Monitoring Officer's Annual Report 25/26 and Governance Statement; Community Governance Review Request; Constitution Changes; 26-27 Council Strategy Refresh. The next meeting is on 15 October.

Executive – met on 2 July to discuss: 25/26 Financial Performance: Provisional Outturn; 26-27 Council Strategy Refresh; 25/26 Performance Report Q4; Automatic Fire Suppression; Response to Resources and Place Scrutiny Committee Task and Finish Group Report; Thames Valley Spatial Development Strategy Development and Governance; A Whole System Prevention Approach
An Extraordinary Meeting was held on 23 July to discuss Corporate Transformation Programme 2026
The next meeting is on 24 September.

Local Government Reorganisation – the government has confirmed the creation of a new Ridgeway Council formed from West Berkshire with most of South Oxfordshire and Vale of the White Horse. No changes to the border with Reading are proposed.

Transport – throughout August, there will be free bus travel around West Berkshire for young people aged five to 15 years.

Environment

Heat pump grants - households using heating oil or liquefied petroleum gas (LPG) may be able to get extra support to switch to a heat pump. Residents are eligible if: they own the property; it is not connected to the gas grid; they currently use heating oil or LPG. Further information may be found at [Microgeneration Certification Scheme \(MCS\) installer](#), and the government’s [heat pump checker tool](#) will show if a heat pump could be suitable for a property.

Free recycling session – social group leaders, teachers and parents can book a free session for schools/children’s groups. To find out more, email recycle@westberks.gov.uk

Garden waste collection – subscriptions for 2026-27 are now open

Public Safety – the risk of wildfires remains very high and caution is advised when using flames, eg cigarettes and barbecues, disposing of litter, and camping. If there is a fire, do not attempt to tackle it. Move to a safe location and call 999, giving as much information as possible about the location.

Culture – over the summer, West Berkshire Libraries is running the West Berks Book Challenge for teenagers and adults, and the Read to the Beat Reading Challenge for children.

Current consultations

- [West Berkshire Council Day Centres feedback survey 2026](#) – Closes 16 August
- [Draft All-Age Autism Strategy 2026-2029](#) – Closes 23 August
- [New West Berkshire Local Plan Scoping Consultation](#) – Closes 4 September

Parish matters

Parking at St Birinus Church – Revd Fr Marius Picu of the Orthodox Christian Parish of St Stylianos and St Catherine has e-mailed to ask if there have been any recent concerns when services are taking place. If residents’ concerns are received, please contact Cllr Stewart with the details.

Appendix D – Mr Taylor’s District Councillor’s report for August and September 2026

Meetings attended in July:

- Full council meeting – formation of a new Ridgeway Council was confirmed with effect from May 2028. However, in September the government announced that Local Government Reorganisation for many new councils (including Ridgeway and West Berkshire) had been suspended while the best way to proceed was reconsidered. This may mean that next year’s elections will be for the existing West Berkshire Council after all. More on this next month as I hope the picture will become clearer. I had started to make contact with councillors in Oxfordshire but this will be suspended for the time being.
- Eastern Area Planning committee and site visits for two developments for large single houses, one in Streatley, the other in Upper Basildon, both “called in” due to objections. The Streatley application was deferred for legal reasons and to enable reports to be updated. The Upper Basildon application was approved although I and one other councillor voted against.
- Highways Improvement Group’s first meeting – the group will oversee and comment on highway improvements across West Berks, although with no decision-making power, and will incorporate the speeding review panel (I was already a member). There was discussion of the need to “speed up” the time taken to review petitions and requests for speeding restrictions to be introduced. It was revealed that only two speed limit panels had met since May 2023. I raised concerns that the focus of officer reporting had been on road surface repairs (usually WBC’s responsibility) as opposed to road closures and repairs caused by third parties, eg Thames Water, and that we should also seek to influence the speed and efficiency with which 3rd party repairs are carried out. I intend raising questions on this, with specific Tilehurst examples, at a forthcoming Scrutiny meeting which Thames Water is attending.
- Extraordinary meeting of the Children and Young People Scrutiny – call-in of ID4816 Educational Neglect Policy and Section 19 Policy Statement was considered. These documents, recently approved by Executive, had led to considerable concern by councillors and affected parents. I raised questions about the benchmarking of our policies against those of other councils and how our policy could reduce timescales for processing complaints. Some parents had years of waiting for resolution, as acknowledged by a recent government statement. After debate the call in was approved and the documents referred back for amendment taking on board parent and committee feedback.
- Disability Access Forum’s first session – very well attended by disabled members of the public. A number of charities presented and many concerns were expressed. A very worthwhile forum which I hope will continue.
- Calcot Schools Full Governors Meeting – support was given to seek speed restriction to at least 30mph and other safety measures on the A4 at the rear of the school. A petition is expected to be launched shortly.

Meetings attended in August:

- Eastern Area Planning and two site visits. The first application in Mortimer was for 30+ housing units for senior citizens plus an extended outdoor area for a primary school and a private dentist surgery. This was approved though I voted against as there was no affordable housing and as I felt the height of some of the buildings exceeded that permitted by the Mortimer Neighbourhood Development Plan. The 2nd application was for change of use of land in open countryside near Aldermaston to allow for extensive holding of storage containers. This was refused as the storage area was not well defined and there were traffic safety concerns.

- Public meeting of residents at Turnham's Farm Hall arranged by Olivia Bailey MP at which a wide range of issues were raised. I am pursuing a number of issues relating to West Berks Council including extending parking restrictions in City Road at the bend west of the Hilden's Drive roundabout, extending verge cutting to include litter picking and the maintenance of an overgrown hedge causing issues to less mobile residents. Complaints were made at the meeting regarding the removal of dog waste bins where I explained the Parish Council's position.

Other matters:

- WBC Highways approved further bollard installation in City Road to reduce off-road parking near St Pauls School. The question is whether we can finance early installation. I am working on this.
- Alongside Citizens Advice, Newbury, dealing with a further Calcot resident's complaint against a social housing provider.
- Engaged in considerable discussion with residents and WBC officers regarding ongoing tree works at Calcot Park Golf Club.
- Passed Labour Party vetting and suitability interview and expect in the coming weeks to go to a selection meeting for Tilehurst Birch Copse for next year's election to Ridgeway Council.
- After a two-year campaign, Garston Park residents voted to form a residents' association and elected a committee to manage gaining site recognition. A major achievement.
- There are some significant changes to the way planning applications are decided, and I am due to attend updated planning training later this week. My understanding is that parish councils will still be consulted but the ability for councillors or residents to "call-in " applications, ie refer to a planning committee of elected councillors, will be restricted. I will advise further next month.
- I continue to be involved in considerable ongoing case work which includes Sovereign Housing complaints, M4 junction closures without advance warning, Warborough Avenue pothole repairs (near Birch Copse school) – now completed, speed restrictions and road safety improvements on the A4 and on-going tree felling at Calcot Golf course.

Appendix E – Clerk’s report

1.0 Background

- 1.1 This report provides information about activities undertaken by the Clerk and other officers and gives updates on matters relevant to the Council.

2.0 Activity updates

- 2.1 On 31 July, the Clerk had a virtual meeting with West Berkshire Council (WBC) to discuss proposed changes to parking arrangements at Calcot. Before the meeting the Clerk discussed the revised plans with the Parish Council's grounds maintenance and grass-cutting contractors to assess operational implications. Following the meeting WBC provided updated parking plans. Revised Heads of Terms have yet to be received.
- 2.2 Following issues with the Members’ Bid application for Tilehurst and Purley Ward, the Clerk has now received confirmation that the application submitted to WBC for £10,000.00 was successful. Quotations for installation of a new disabled access gate at Cornwell recreation ground and resurfacing the footpath at Cotswold recreation ground will be presented to a future meeting.
- 2.3 The Wi-Fi network covering the Jubilee Annexe and Calcot Centre went live on Monday 3 August. Coverage in the Jubilee Annexe is good but is inadequate in the Calcot Centre. The Clerk is investigating ways to improve the signal, including installation of Wi-Fi boosters or a data extension cable.
- 2.4 The Clerk has reviewed the lease for the Cotswold Sports Centre and returned it to the Council's legal advisors for further consideration. WBC has yet to provide previously requested information, and this is delaying progress. As agreed, the Clerk wrote to Councillor Jeff Brooks about the delays and substantial costs incurred by the Parish as a result. To date, no acknowledgement or response has been received.

It is anticipated that the draft lease will be presented to Members shortly, with the intention of submitting it to WBC to resume negotiations. It is also expected that the Section 25 Notice will need to be extended again at a further cost.

- 2.5 The Clerk recently met with three contractors to discuss quotations for installation of a bus shelter on City Road, Tilehurst. The quotations will be included for discussion and a contractor will be appointed at a future meeting.

3.0 Other matters

- 3.1 On 9 July, Mr Taylor and the Clerk met Ricky O'Brien to discuss proposed changes to the rooms in the Cotswold Sports Centre that house his boxing gym equipment. The proposed alterations require removing an internal storage area and a toilet, and Mr O'Brien explained the reasons for the changes and outlined the details of his proposal. The meeting included discussion of the scope of the works, permissions which may be required, and associated costs.

It is understood that the building may contain asbestos. The Clerk has written to WBC seeking clarification on this and several other issues that arose during the meeting. A response from WBC is awaited.

- 3.2 Regular attendees of the Youth Clubs were taken to McDonald's during the final sessions in July. The trip was funded using a proportion of the entry fees collected throughout the year. These funds are used to support a range of activities, including materials for arts and crafts, ingredients for cooking, and other sessions.
- 3.3 The Clerk attended an SLCC Branch Training Event on 8 July.
- 3.4 The Clerk spent a considerable amount of time collating information required by the Council's insurance providers following an initial report that may result in a claim against the Council's liability insurance cover.
- 3.5 On 3 September, Mr Loaring, Mr Taylor and the Clerk held informal interviews with three potential candidates for co-option.

4.0 Audit and financial

- 4.1 Following the July meeting, a full application was submitted to Unity Bank. Additional information requested has since been provided and it is anticipated that the new bank account will be opened by mid-September.
- 4.2 Mrs Manghnani and the Clerk met on 17 July to carry out the first Internal Control Audit for 2026-27. During the session, the current Internal Control checklist was reviewed, and it was recommended that additional items be incorporated into the ongoing review process. Some of the proposed changes arose from Assertion 10 of the Annual Governance and Accountability Return (AGAR).

The rest of the session focused on the processes for preparing, reporting, and submitting VAT claims, together with a review of the Financial Regulations, Standing Orders, and Governance and Risk Management. The interim Internal Control Audit report will be presented to Full Council at its October meeting.

- 4.3 The Clerk and the Council's accountants have been discussing the current Option to Tax in relation to the Calcot Centre. The 2025-26 VAT partial exemption calculations are currently being prepared and once they are completed, the matter will be reviewed in greater detail.
- 5.0 **Priorities for October** – this item gives information on priorities for the Clerk and officers over the coming month(s).
- 5.1 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
 - The Clerk and an Officer to meet with Everyone Active and West Berkshire Council to discuss how to improve the Energy Performance rating.
- 5.2 Obtaining quotations and conducting a full review of the Council's insurance cover
- 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.