

Minutes of a Meeting of Bradfield Parish Council held on

Tuesday 7th December 2021 at 7.30pm in Bradfield Village Hall.

Present: Cllr. A. House (Chairman)
Cllr. M. Ashbrook
Cllr. P. Henwood
Cllr. P. Isherwood
Cllr. S. O'Reilly
Cllr. R. Wyatt
Mrs. H. Pratt (Clerk)

There were three members of the public in attendance.

102. **Apologies.**

There were apologies of absence from Cllr. Balsdon, Cllr. Dearing, Cllr. Wale and District Cllr. MacKinnon.

103. **Declarations of Interest.**

Cllr. O'Reilly declared that he works for a company carrying out works at Bradfield College.

104. **Public Forum.**

104.1 It was noted that the draft minutes of the November 2021 meeting referred to one Business Plan for the proposed new Village Hall, when there had in fact been two separate documents; one produced in 2019 and one in 2020. The 2019 version included users who stopped using the hall in the autumn of 2019 and this information was not updated in the 2020 version. One of these users was a significant user of the hall. It is not clear whether the income from the new users balances with the income lost.

105. **Minutes of meeting held on Tuesday 2nd November 2021.**

It was resolved that the minutes of the meeting of BPC held on Tuesday 2nd November 2021 were an accurate reflection of the meeting and they were signed by Cllr. House.

106. **Matters arising from the minutes.**

106.1 **Hedge Cutting.**

It was noted that the hedge in front of Lavender House, Cock Lane is growing out across the pavement, Cllr. House will contact the residents.

107. **Planning Applications**

107.1 **Planning Applications which WBC has consulted BPC on:**

107.1.1 **21/02839/FUL – Ground Floor, Elmwood Building.**

Change of use of part of ground floor from storage to E(g)(i) (offices) use.

It is believed that the existing plans are incorrect and don't reflect the layout. The existing plans only show six parking spaces which is insufficient for nine offices, an increase of 50% on the existing office space. The proposals don't include any disabled facilities. Recent applications for this site have been based around conversion of the building or parts of it into residential units. It was questioned why there is a need to convert the storage space into more offices when there appears to be insufficient demand for offices unless this application is one step to obtaining residential use.

It was agreed that BPC **objects** to this application on the grounds of insufficient parking and the lack of need.

107.1.2 **21/02841/HOUSE – Lime Trees, Buckhold.**

Rebuilding of rear bay window and insertion of pitched roof dormer.

It was agreed that BPC has **no objection** to this application.

107.1.3 **21/02768/FUL – Church of St. Andrew.**

Conversion of Church from D1 to C2 Use Class (as part of Bradfield College Campus) and associated external alterations, demolition of existing Gray School plant room; erection of link building to Gray School and new plant room; installation of subterranean fuel tank; surface water and foul drainage; removal of tree works to retained trees, removal of hedgerow and associated hard and soft landscaping works. Section 73 application to vary condition 2 (approved plans) of approved application 20/01307/FUL.

It was agreed that BPC has **no objection** to this application.

107.1.4 **21/02771/LBC2 – Church of St. Andrew.**

Section 19 – Remove/vary conditions 2 ‘approved plans’, 3 ‘parapets’, 4 ‘materials’, 9 ‘no works to belfry’ and 12 ‘lighting contour map’ of approved application 20/01380/LBC2: Works associated with the conversion of the Church comprising internal and external alterations and building fabric repairs; removal, relocation and adaption of internal fixtures; partial demolition of south transept south façade and existing Gray School plant room; erection of link building to Gray School and new plant room; complete reroofing, works to basement, installation of staircase within south transept, raise floor, mezzanines, spiral staircase, internal ramp, tiered seating, glazed screens within arches, wall panelling, bookcases, ventilation, heating and lighting, WC’s, reception and refreshments counters and acoustic rafts; repairs to boundary walls and railings, replacement of southern boundary wall, new fencing and associated hard and soft landscaping works.

It was agreed that BPC has **no objection** to this application.

107.1.5 **21/02895/FUL – Bradfield College.**

Temporary change of use from C2 to construction compound, for use during the building operations to St. Andrew’s church associated with the change of use to a study centre, for the period 1 April 2022 to 1 April 2024.

It was agreed that BPC has **no objection** to this application, but that if WBC is minded to approve it, there should be a condition that either this proposal or that of 21/02501/FUL can proceed but not both. The site in this application is preferred because it will have less impact on parishioners and students.

107.1.6 **21/03029/HOUSE - The Paddock, Bishops Road, Tutts Clump.**

Renewal of planning permission 18/02642/HOUSE for a single storey extension.

It was noted that the application states that the site is to the east of Bishop’s Road which is incorrect; the site is to the west of Bishop’s Road.

Whilst BPC agreed to **no objection** to the application, a condition that the extension and modified garage must remain ancillary to the dwelling should be included in any approval.

107.2 Planning decisions made by WBC:

107.2.1 **21/01390/HOUSE - The Old Travellers Rest, Hungerford Lane.**

Section 73A variation of condition 2 (approved Plans) of approved 20/00852/HOUSE – Demolition of three unsafe timber outbuildings, construction of a replacement timber car port/garage, two single storey extensions to the rear of the building, single storey extension to the side of the building and alterations including modifications and replacement of windows.

BPC **objected** to this application which was **approved** by the Eastern Area Planning Committee.

107.2.2 **21/01471/HOUSE - Shannonwood, Rotten Row Hill, Tutts Clump.**

Two storey side and rear extension, single storey side extension and detached outbuilding.
BPC had **no objection** to this application which has been **approved** by WBC.

107.2.3 **21/01851/HOUSE - Oak Cottage, Cock Lane.**

A prefabricated garden room of wooden construction with rubber roof, placed on a decking base underlaid by concrete. Dimensions 3.05 x 3.05 x 2.3m.

BPC had **no objection** to this application. An amendment was submitted moving the garden room to the rear garden and the application was then **approved** by WBC.

107.2.4 **21/02208/HOUSE - No3 Southend Cottages, Southend Road.**

Proposed single and two storey rear extension.

BPC had **no objection** to this application which has been **approved** by WBC.

107.2.5 **21/02419/COND2 - Fishers Copse House, Rotten Row.**

Application for approval of details reserved by condition 11 (Samples of materials) of approved 20/01876/FULMAJ – Erection of a replacement dwelling with associated parking, turning, landscaping and private amenity space following the demolition of existing dwelling house. Installation of ground source heat pump coils involving the excavation and reinstatement of existing ground.

BPC was not consulted on this application which has been **approved** by WBC.

107.2.6 **21/02652/NONMAT - No1 Oakfield Cottages, Cock Lane.**

Non-Material amendment to planning permission 19/01900/HOUSE: Double storey side and rear extension. Amendment: The approved planning consists of an overhang of the first floor. It is requested that we don't proceed with an overhang but take the extension walls straight up.

BPC was not consulted on this application which has been **approved** by WBC.

107.3 Enforcement Issues.

107.3.1 **Applecroft, Tutts Clump.**

There has been no update.

107.3.2 **Boot Farm.**

Monitoring of the house and barn continue.

107.3.3 **Cray Cottage.**

No response has been received from the enforcement officer.

107.3.4 **Elmwood Building.**

Planning application 21/02839/FUL has been received to convert the storage space to offices.

107.3.5 **Land behind The Beacon.**

Lorries have been delivering materials in quantity which will be altering the contours of the land. There is no knowledge of a waste license for any such activities. Materials are understood to have been going into the site for several months at a low level, but during late November, early December this increased to hourly during the working day. It was agreed that the Clerk would report this to enforcement.

107.3.6 **46 South End Road.**

No response has been received from the enforcement officer.

107.3.7 **Travellers Rest Farm.**

A planning application for the change of use of the field to a dog walking field was refused on appeal. New secure fencing has been installed and the hard standing area has increased in size. It was agreed that use of the field would be monitored.

107.3.8 **Pumping Station Site.**

Any works undertaken by the new owners will be monitored.

107.3.9 **Stretton Close Development.**

Parishioners have raised concern regarding lorries parked in Southend Road, awaiting access to the development site.

108. **District Councillors Report.**

The Clerk will circulate District Cllr. MacKinnon's report.

109. **Budget.**
There was a discussion about the draft budget produced by the Clerk. Grants and donations will be generalised so that they don't refer to particular groups (with the exception of the grant for maintenance of the Village Field).
110. **Bradfield Village Hall.**
Cllr. O'Reilly was thanked for reporting a survey being carried out by Brightwell-cum-Sotwell Village Hall Committee. It was noted that a similar survey was carried out in Bradfield in 2008.
It was agreed that a meeting with the Village Hall Committee would be pursued in early 2022.
111. **Platinum Jubilee.**
The Working Group are planning to meet in January 2022 and discuss plans. Bradfield Primary School has been contacted and a coin would be the preferred option for any memorabilia for pupils. It was also suggested that a tree be planted for or by each, of the approximately 130 pupils at the school.
112. **Highways.**
- 112.1 **Remembrance Sunday.**
The road closure went to plan, despite contractor issues. There were over 50 people in attendance. Bradfield College provided an honour guard and bugler. Seven wreaths and four crosses were laid. A retiring collection was taken for the Royal British Legion.
- 112.2 **Survey of Union Road.**
The right people within WBC are now aware of the issues with Union Road. The Highway Maintenance Team deal with the existing signage and whether it is still reaches the required standards. Once the existing signage has been checked, the road will be reviewed to identify whether any additional signage or road markings are needed.
- 112.3 **Replacement Signage at the junction of Common Hill and Union Road.**
Whilst there is still no replacement sign at the junction of Union Road and Common Hill the damaged sign has been removed.
- 112.4 **Southend Road Drainage.**
To date there have been no issues with the drainage on Southend Road since the drain was jetted.
- 112.5 **Flooding on Buscot Hill and at the junction of Cock Lane and Bishops Road.**
No works have been undertaken on Buscot Hill whilst the road was closed for the College roofing/repairs and there has been no work at the junction of Cock Lane and Bishops Road. The Clerk will contact Stuart Clark (at WBC) and ask for an update.
- 112.6 **Warning signage outside Broadwood Lodge, Southend Road.**
WBC engineers arrived outside Broadwood Lodge to install a "skid warning" sign; after a conversation, no sign was installed. It was noted that there are skid warning signs on the Avenue and at the War Memorial, both warning of the potential of a slippery surface for 2.5 miles.
113. **Environment.**
- 113.1 **Dog Bins.**
Cllr. House and the Clerk have identified the preferred site for a new dog bin on the footpath opposite Wellington Gardens (BRAD 3/1). The landowner has verbally agreed (this needs to be obtained in writing). WBC rights of way and countryside departments have been contacted. The Clerk will obtain a quote for installing the bin and write to the landowner.
It was agreed that a new bin could be installed for up to £500.

- 113.2 Defibrillators.
The new defibrillators and cabinets have all arrived. One cabinet and defibrillator has been delivered to Bradfield Cricket Club to install (this defibrillator will remain the property of Bradfield PC). Cllr. Isherwood will ask his electrician to quote to install the other defibrillator at the Valley Veterinary Practice in Tutts Clump.
- 113.3 Bench by the river.
The new bench by the river has been installed.
- 113.4 Blossom into Spring Cherry trees.
The three trees are scheduled to be arriving on Thursday 9th December and will be planted on the edge of the Cricket Field at the junction of Heath Road and New Way.
- 113.5 Village Hall Security.
It has been noted that the broken bollard between the New Way and the Playing field has not been replaced, enabling vehicles to potentially come onto the playing field. The Village Hall Committee are taking responsibility for rectifying the situation.
- 113.6 Litter Picking.
A Duke of Edinburgh volunteer from Hungerford Lane will be litter picking around the parish.
114. **Correspondence.**
- 114.1 TPOs served in the parish.
A TPO has been placed on all the trees on the site of planning application 21/02507/OUTD for the land east of Jennets Wood, Tutts Clump.
It was agreed that TPO's should be discussed at the next meeting.
- 114.2 Lorry issues re Stretton Close development.
Concern has been raised about the lorries parked in Southend Road waiting to access the Stretton Close development. They have been parked in a line with no spaces for vehicles to pass and have nearly caused an accident.
- 114.3 Street Safe notification.
Thames Valley Police are supporting a national initiative to encourage residents to report areas where they feel unsafe due to lighting, dark buildings etc.
- 114.4 Local Plan Review.
WBC has launched a request for sites for offices, for the next Local Plan.
- 114.5 NAG meeting.
No questions or points were raised for the NAG meeting.
- 114.6 Sovereign Community Team.
Rachel Peters from the Sovereign Community Team has contacted BPC to introduce herself. The Community Team is in place to help support Sovereign residents in the Community.
- 114.7 Greenham Common Trust.
Greenham Common Trust celebrates 25 years in 2022 and is keen to talk to community groups and share how they support local neighbourhoods. Their talk can be as short as 15 minutes or longer (depending on the time available).
It was felt that if the talk needed to be more than 15 minutes, it should be a separate meeting.
115. **Finance.**
- 115.1 Bank Reconciliation to the 7/12/2021.
The finance report showed a balance of £9,010.99 in the Treasurers account once all cheques and lodgements have cleared. The finance report showed a reconciliation to the current account bank statement dated the 3/11/2021 with a balance of £10,696.09. The business account statement showed a balance of £44,118.44 on the 26/11/2021.

115.2 List of payments since the last meeting.

The following payments have been made since the last meeting:

Triangle Management Co. Ltd (dog bin emptying)	£120.00
A. Plant (road closure management and signage)	£674.40
Salaries and expenses to 31/11/2021	£441.82
Poppy Appeal	£50.00

Payments of the Clerk's salary and Chairman's allowance for December were approved.

115.3 Donation for the West Berkshire Foodbank.

A donation to West Berkshire Foodbank of £250 was agreed.

116. Dates for meetings in 2022 are:

Tuesday 4th January
Tuesday 1st February
Tuesday 1st March
Tuesday 5th April
Tuesday 3rd May
Tuesday 7th June
Tuesday 5th July
Tuesday 2nd August
Tuesday 6th September
Tuesday 4th October
Tuesday 1st November
Tuesday 6th December.

The Annual Parish Meeting will be held on Thursday 21st April.

117. Round table comments.

117.1 Christmas lights judge.

It was agreed that the Clerk would be the judge for the Bradfield Christmas lights competition.

117.2 WBC Flood Wardens Meeting.

There has been a flood wardens meeting, but there was nothing to report.

117.3 Access to the Churchyard at St. Andrew's.

People are parking in the churchyard driveway, such that pedestrians cannot enter. Mr. Powell commented that the PCC will put up a notice requesting that the driveway is kept clear.

117.4 Footway from Cripps Farm to Hungerford Lane.

It was noted that the surface of the footway from Cripps Farm to Hungerford Lane is becoming more and more uneven and concern was raised that someone will injure themselves. The Clerk will raise this with WBC.

118. The meeting concluded at 9.30pm.

Date of Next meeting: Tuesday 4th January 2022 at 7.30pm (Bradfield Village Hall).