

**Minutes of a Meeting of Bradfield Parish Council held on
Tuesday 7th November 2023 at 7.30pm in the Committee Room,
Bradfield Village Hall, Bradfield Southend.**

Present: Cllr. K. Dearing (Chairman)

Cllr. G. Allen

Cllr. G. Allnutt

Cllr. R. Balsdon

Cllr. K. Bishop

Cllr. A. House

Cllr. S. O'Reilly

Cllr. B. Wyatt

Mrs. H. Pratt (Clerk)

Four members of the public were in attendance.

157. **Apologies.**

Apologies of absence were received from Cllr. Wale and District Cllr. MacKinnon.

158. **Declarations of Interest.**

There were no updates to the Register of interests.

158.1 **Declaration of Interest in Agenda Items.**

There were no declarations of interest in any agenda items.

159. **Public Session.**

No matters were raised during the Public Session.

160. **Approval of Minutes of BPC meeting held on Tuesday 3rd October 2023.**

The minutes of the meeting of BPC held on Tuesday 3rd October 2023 were approved as an accurate record of the meeting and were signed by Cllr. Dearing.

161. **Planning Applications**

161.1 **Planning Applications on which BPC has been consulted by WBC:**

161.1.1 **23/02261/PASOL – Faulkers, Bradfield College.**

Application to determine if prior approval is required for a proposed: Installation of solar PV (118 panels) on the roof of Faulkner's Boarding House.

Concern was raised about possible intrusion on the Bradfield conservation area which may be caused by the panels.

161.1.2 **23/02262/PASOL – The Close, Bradfield College.**

Application to determine if prior approval is required for a proposed: Installation of solar PV (98 panels) on the roof of The Close Boarding House.

Concern was raised about the impact the panels may have on the AONB.

161.1.3 **23/02307/FUL & 23/02308/LBC – Slade Gate Cottage, Buckhold.**

Two storey side extension, replacement porch and garage, internal alterations.

The extension and replacement garage will increase the bulk and massing of the buildings on the site significantly. However, it was agreed that BPC has **no objection** to these applications subject to conditions on the garaging and accommodation above, that it must remain ancillary/incidental to Slade Gate Cottage and must not be used for commercial purposes or rented out in any way.

161.1.4 **23/02354/FUL – Main Car Park, Bradfield College.**

Temporary use of College car park as construction compound and associated structure and cabins for the period 1st April 2024 to 1st April 2027 in association with works to Army House and Sculpture and Photography Classrooms.

BPC has **no objection** to this application.

- 161.1.5 **23/02429/FUL – St. Andrew’s School, Buckhold.**
Section 73 – Variation of condition 2 (approved plans) of approved application 22/02996/FUL: External alterations to Old Hall including installation of solar panels, blocking up existing first floor windows, installation of rooflights, single storey timber canopy, air source heat pump and new external steps.
 It was agreed that BPC **supports** this application.
- 161.1.6 **23/02435/LBC – Army House, Bradfield College.**
Window repairs and associated works to louvres and vents.
 It was agreed that BPC has **no objection** to this application.
- 161.2 Planning Decisions taken by WBC:
- 161.2.1 **23/02108/CERTP – Three Firs, Cock Lane.**
Installation of Roof Windows to a dwelling house in accordance with permitted development under GDPO Part 1 Class C.
 BPC made comments on this application which has been **approved**.
- 161.2.2 **23/01814/HOUSE – 8 Heath Road.**
Single storey side extension to existing detached garage.
 BPC had **no objection** to this application which has been **approved** by WBC.
- 161.2.3 **23/01382/FUL – McVeigh Parker.**
Part retrospective external lighting scheme.
 BPC had **no objection** to this application which has been **approved** by WBC.
- 161.2.4 **23/01455/HOUSE – Brookfield Cottage, Admoor Lane.**
Single storey side extension, new rear dormer extension and alterations to main roof.
 BPC **objected** to this application on the basis of overlooking neighbouring properties from the balcony. An amendment was submitted replacing the balcony with a Juliette Balcony and the application **approved**.
- 161.3 Decisions made by the Eastern Area Planning Committee (EAP):
- 161.3.1 **22/01953/FULD – Reservoir (covered), Tutts Clump.**
Demolition of former water pumping station reservoir, associated plant and buildings, replacement with detached 5-bed dwelling with integral garage.
 BPC had **no objection** to this application which was **approved** by the EAP on the 4th October.
- 161.4 Enforcement Issues.
- 161.4.1 **Little Canaan, Tutts Clump.**
 WBC has closed the enforcement case open against this site.
- 161.4.2 **Land opposite Travellers Rest.**
 It was agreed that the Clerk would raise the newly built cowshed on this land with the WBC enforcement team.
162. **District Councillor’s Report.**
 District Cllr. MacKinnon submitted a written report with his apologies which will be circulated to BPC.
163. **Highways.**
- 163.1 **Flooding on Southend Road.**
 The flooding on Southend Road, opposite Ridgeway and extending to Heath Road when the situation is particularly bad has been reported to WBC. The contractor was instructed to carry out repairs within seven days on the 1st November.
- 163.2 **Parking on Cock Lane.**
 Concern was raised about parking at drop off and collection time on the blind bend near the primary school on Cock Lane.
 The Clerk has contacted WBC and confirmed that extending the parking restrictions is on the list to be assessed, but there are a significant number of assessments to be carried out

HP

	ahead of this one, so it is not likely to happen in the immediate future. It was questioned whether the carpark behind the school could be used for dropoff. Cllr. Dearing will have a discussion with the head teacher.	KD
163.3	<u>Conifers on Hungerford Lane.</u> The conifers on Hungerford Lane have now been cut back and reduced significantly in height. The owner of Acres Farm has also looked at the field hedge opposite Woodpecker Cottage, which has been trimmed and will be cut back when the farmer cuts his hedges in late Autumn. Damage has been reported by the owner of Acres Farm to their fence and hedge when the new footway was built between Hungerford Lane and The Avenue; they have been referred to District Cllr. MacKinnon and WBC.	
163.4	<u>WBC Community Speed Watch (CSW) Seminar and Speeding in the Parish.</u> Cllr. Dearing and Cllr. House attended the CSW seminar at WBC. There are two levels of activities which parishes can undertake to deter drivers from speeding. The first is to use SID (Speed Indicator Device) to educate drivers and to gather data of whether or not there is a real speeding issue (rather than a perceived issue). The second requires equipment and volunteers to capture six pieces of information about speeding vehicles (index no, colour, make, date, time, speed) to be recorded which then needs to be uploaded to Thames Valley Police. It was agreed that the Clerk would check what sites are registered with a view to Bradfield PC borrowing SID for a week to gather data, which would then be repeated after six weeks, in line with the advice from WBC.	HP
163.5	<u>30mph sign by Crack Willow on Cock Lane.</u> This 30mph sign is still missing after the accident earlier in the year. The Clerk will chase this up.	HP
164.	<u>Clerk's Report</u>	
164.1	<u>Remembrance Service Arrangements (Sunday 12th November).</u> An account has been set up with Sunbelt Rentals who have put up the signs for the road closure and will be manning the closure on the day. Given that the Cadets from Bradfield College form an honour guard, the event is a Public Military Event and therefore additional forms need to be completed by the unit involved. The Chaplain at Bradfield College, Peter Hansel has agreed to take the service, and provide an honour guard and bugler.	
164.2	<u>Neighbourhood Development Plan.</u> The Clerk has emailed Bryan Lyttle at WBC about talking to parishioners on a Neighbourhood Development Plan, identifying the week beginning the 5 th December as being the most suitable. A response is needed by Friday 10 th November for such a meeting to be advertised in the Parish magazine.	
165.	<u>Environment.</u>	
165.1	<u>Defibrillator Provision in Bradfield.</u> The Clerk has contacted the bursar at Bradfield College about public defibrillator provision in Bradfield. He responded with information on how the defibrillator in the reception area could be accessed, even when the reception is closed with a call to Security. Bradfield Primary School has a defibrillator which is available for installation in the community; they are also willing to fundraise for installation.	
165.2	<u>Issues with Public Rights of Way.</u>	
165.2.1	<u>The Switchbacks (Bridleway BRAD 4/1).</u> The Clerk will contact the tenant of the field adjacent to the Switchbacks about getting the hedge cut.	HP

165.3	<u>Sovereign Housing Issues.</u> District Cllr. MacKinnon is following up on the Sovereign Housing issues.	RMK
166.	<u>Bradfield Village Hall (BVH).</u> The Chair of a number of years has tendered her resignation from both the position of Chair and as a trustee. A new Chair has stepped forwards on a temporary basis. Any decisions will be made by all the trustees. Greenham Trust had agreed a match funded grant of £100,000 subject to there being £100,000 of funds paid in. The opportunity to raise the £100,000 finishes at the end of December; to date £82,000 has been raised. BVH has asked if BPC would provide the additional £18,000 from CIL funds in order to maximise the grant from Greenham Trust. Following a discussion, it was unclear what would happen to the £18,000 if the BVH project was to fail (before or after Greenham Trust makes the payment). The new Chair of BVH agreed to ask questions about this of Greenham Trust.	BVH
166.1	<u>Bradfield Village Hall Sub-Committee.</u> Cllr. House has been liaising with one of the trustees of BVH about the Terms of Reference for a BVH sub-committee to evaluate the options for the future of the hall. Responses from councillors have been collated and sent back to the trustee but standing orders have also been suggested. These need to be added. It is hoped to advertise for people interested in being on the sub-committee in the next edition of NewsLink (deadline for print 10 th November).	
167.	<u>Reports.</u>	
167.1	<u>Eastern Area Planning Committee (EAP).</u> Cllr. House reported that he had attended the EAP on behalf of BPC when planning application 22/01953/FULD was considered. Cllr. Wale and Cllr. B. Wyatt also attended with Cllr. Wale giving those present a history lesson on the site. The application was approved, despite the officer's recommendation of refusal, with only one member of the EAP voting against the application.	
167.2	<u>Englefield Estate Meeting.</u> Cllr. House and the Clerk met with Englefield Estate and were shown plans for the development of the corner of Cock Lane and Southend Road, with two x three bed semi-detached houses and one four bed house. Following advice and information from Cllr. House, Englefield Estate will be consulting the parish via NewsLink. The Estate are hoping to submit their plans before Christmas.	
167.3	<u>Pang Valley Flood Forum (PVFF).</u> There is a PVFF meeting on Wednesday 8 th November.	RB
168.	<u>Finance.</u>	
168.1	<u>Bank Reconciliations.</u> The Clerk circulated a finance report dated the 7 th November 2023 prior to the meeting showing a balance of £25,170.17 in the Treasurer's Account once all lodgements and payments have cleared. This was reconciled back to the bank statement of the 3 rd October 2023 which showed a balance of £12,294.20. The Business account had a balance of £82,699.16 on the 27 th October 2023. Cllr. Allnutt verified the finance report against the bank statements.	
169.	<u>List of payments and receipts.</u> The following payments have been made since the last meeting:	
	Autela Payroll Services	£54.58
	Salaries (October 2023).	£407.82
	Triangle Management Company Limited (Emptying of 2 dog bins Oct to Dec '23)	£126.36

CIL funds on Orchard Lodge of £4,000.29 and the second half of the precept (£10,250) have been received.

Payment of the Clerk's salary for November 2023 was approved.

170. **Round table comments.**

170.1 **Bradfield Village Hall.**

Concern was raised about the time it is taking to get the BVH sub committee set up. At the meeting BVH invited BPC to it was suggested that the report to be produced by the sub committee be ready in February 2024. Recommendations on viable options cannot be made until the foundations of the existing hall have been surveyed.

Finding people willing to stand on the sub committee is likely to be difficult. How will the Chair of the sub committee be chosen and how many people will be on the sub-committee?

A real concern was raised that the sub committee becomes a talking shop.

170.2 **Fence.**

A fence has been erected by next to Jubilee Stores Cottage which is approximately 2.4m high. It was questioned whether this needed planning permission.

171. **Potholes.**

Concern was raised about the state of Mariner's Lane. Fifty two potholes were counted between the entrance to Bradfield Hall Farm and the crossroads. If Ashampstead Road is closed, Back Lane will be destroyed unless work is carried out.

171.1 **Sovereign Flats on Southend Road.**

The bins which belong to the flats left out next to the pavement are attracting rodents.

171.2 **Licensing Application for the Village Stores.**

A licensing application has been submitted by the Village Stores to extend the hours they are allowed to sale alcohol. BPC has no objection to this proposal.

171.3 **Judge for the Xmas Lights Competition.**

The judge for the Xmas lights competition has been arranged.

172. **The meeting concluded at 9.35pm**

Next BPC meeting: Tuesday 5th December 2023 at 7.30pm in the Committee Room, Bradfield Village Hall.