

Minutes of a Meeting of Bradfield Parish Council held on

Tuesday 6th September 2022 at 7.30pm in St. Peter's Church Hall, Bradfield Southend.

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

There were five members of the public in attendance.

82. **Apologies.**

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

83. **Declarations of Interest.**

There were no updates to the register of declarations or interests in any agenda items.

84. **Public Forum.**

84.1 **Planning Application 22/01953/FULD for The Reservoir, Tutts Clump.**

The agent and applicant for this application commented that amendments had been made to the refused application (22/00697/FULD) to accommodate the comments made by BPC and WBC. It was noted that the site is considered as a brown field site by those present.

84.2 **Bradfield Village Hall Management Committee (BVHMC).**

The BVHMC are upset that they haven't received a formal response to the letter written to BPC requesting the reasons for non-support.

Questions were asked about whether BPC realises why BVHMC are asking for BPC's support. Three grant applications are currently being completed, but all want to know about community support. As soon as funds are raised work on the development can start, to date nearly £750,000 has been raised or pledged. Implications of the project not going ahead were considered to be horrendous.

85. **Minutes of meetings held on Tuesday 2nd August 2022.**

It was resolved that the minutes of the meeting of BPC held on Tuesday 2nd August 2022 were an accurate reflection of the meeting, and they were signed by Cllr. House.

86. **Matters arising from the minutes.**

86.1 **Community Asset.**

Investigations into whether the village hall can be made a Community Asset are ongoing.

86.2 **Obstruction at the Queen's Head.**

A letter to the landlord of the Queen's Head about the advertising boards on the pavement is in hand.

86.3 **McVeigh Parker Planning conditions.**

Investigation into the McVeigh Parker planning application approved on appeal about tree planting is being explored.

86.4 **Dog bin.**

There has been no progress with the dog bin opposite Wellington Close.

86.5 **Bradfield Alms Houses.**

An update from Bradfield Alms Houses Trust on their constitution is awaited.

- 86.6 Grass cutting in New Way.
The grass has still not been tided/cut between New Way and the cricket field.
- 86.7 Blossom into Spring Cherry trees.
Daily watering of the cherry trees by Cllr. House and a parishioner has continued. Another Heath Road parishioner stepped in to help when holiday dates overlapped in August.
- 86.8 Agricultural tie on Merryfields.
Investigations into the agricultural tie are ongoing.
- 86.9 Car parked on South End Road.
The car parked on South End Road without insurance or MOT has not been removed.
87. **Planning Applications**
- 87.1 Planning Applications on which BPC has been consulted by WBC:
- 87.1.1 **22/01905/HOUSE – Appledene, Rotten Row.**
Outbuilding positioned in rear garden. Primarily to be used for home office, small workout area and garden store.
It was agreed that BPC has **no objection** to this application.
- 87.1.2 **22/01842/LBC2 – Church of St. Andrew.**
Section 19 – Application Variation of Condition 2 (approved plans) following Grant of Listed Building Consent of approved application 20/01308/LBC2: Works associated with the conversion of the Church comprising internal and external alterations and building fabric repairs; removal, relocation and adaptation of internal fixtures; partial demolition of south transept south façade and existing Gary 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 raised floor. Mezzanines, spiral staircase, internal access ramp, tiered seating, glazed screens within arches, wall panelling, bookcases, ventilation, heating and lighting, WCs, reception and refreshment 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.
- 87.1.3 **22/01874/FULD – Orchard Lodge.**
Demolition of existing house, rear and side outbuildings, erection of replacement dwelling and cycle store.
Whilst it was agreed that BPC has **no objection** to this application, it will be requested that permitted development rights for any roof lights and for any further development of the site be removed, and that a lighting plan is submitted.
- 87.1.4 **22/01953/FULD – Reservoir (covered), Tutts Clump.**
Revised application for demolition of former water pumping station reservoir, associated plant and buildings, replacement with detached 5-bed dwelling with integral garage.
It was agreed that BPC has **no objection** to this application.
- 87.1.5 **22/01948/COMIND – Brewery Fields Farm.**
The development of an exercise track for equestrian use in a field already approved for equestrian use.
It was agreed that BPC has **no objection** to this application subject to there being no lighting of the track and it only being for use of horses stabled at Brewery Fields Farm during daylight hours.
- 87.1.6 **22/01677/HOUSE – Broadwoods, Heath Road.**
Garage conversion.
It was agreed that BPC **objects** to this application on the grounds that the application form states it is for disabled accommodation, yet the proposal does not include wide enough doorways and the toilet is not large enough for wheelchair use.

87.2 Planning decisions made by WBC:

87.2.1 **22/01682/NONMAT – Stretton Close.**

Application for a Non-Material Amendment Following a Grant of Planning Permission 20/92410/RESMAJ: Approval of reserved matters following Outline Permission 17/03411/OUTMAJ: Outline application for the proposed erection of 11 no. new dwellings; layout, means of access and scale to be considered. Matters seeking consent appearance and landscaping. Amendments: This application seeks approval for alterations to the design of plots 8 and 9.

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

87.2.2 **22/01604/LBC2 – Bradfield College.**

Floor strengthening works to existing first floor office.

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

87.2.3 **22/01379/HOUSE – Steepwood, Tutts Clump.**

Changes to fenestration on outbuilding to include 4 new rooflights.

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

87.2.4 **22/01249/OUTD – Gables, Maidenhatch.**

Outline application with all matters reserved for two storey detached house and detached garage on new divided plot of 1,140m².

BPC **objected** to this application which was **refused** by WBC.

87.2.5 **22/01383/HOUSE & 22/01384/LBC2 – Frogmore Farm.**

Alterations to the elevation of North facing roof section including the removal of 4 velux windows and replacement with 4 dormers. Repositioning of a chimney in the modern elevation to the West, and internal alterations within the modern extension.

BPC had **no objection** to these applications which have been **refused** by WBC.

87.2.6 **22/01345/FUL – Fishers Copse House.**

Erection of garden room and garage with storage above following demolition of stables and erection of solar panels.

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

87.2.7 **22/00962/FUL 22/00963/LBC2 – Cray Cottage, Church Road.**

Revisions to previous application for extension to garage and new garden room/boiler room. Installation of new roof light to rear roof slope and connection of garage to public sewer.

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

87.2.8 **21/02839/FUL – Elmwood Building.**

Change of use of the Elmwood Building from sui generis to E(g)(i) (Offices) use to form one single planning unit.

BPC **objected** to this application which has been **approved** by WBC.

87.3 Enforcement Issues.

There are no updates on any enforcement issues.

88. **District Councillor's Report.**

District Cllr. MacKinnon had sent his apologies and not submitted a report.

89. **Highways.**

89.1 Drains on South End Road.

Following an email from District Cllr. MacKinnon, WBC has agreed to carry out a through clean of the drains (which was previously done in both 2020 and 2021) and a CCTV survey within the next 28 days.

89.2 Footway from Wellington Close to Hungerford Lane.

Parts of the existing footway from Wellington Close to Hungerford Lane have been resurfaced, but it is generally thought to be a very inadequate repair and will be raised with

District Cllr. MacKinnon. In particular it was noted that the footway opposite the gateway to Boot Farm is cracked and has large holes in it.

89.3 Footway from Hungerford Lane to The Avenue.

Works have started on the installation of the new footway from Hungerford Lane to the Avenue. The end of Hungerford Lane is being used as a works compound during the construction phase necessitating the closure of Hungerford Lane, and traffic lights are in use on South End Road.

89.4 Union Road.

After District Cllr. MacKinnon spoke to WBC about the inspections of Union Road, a gully defect has been found and it has been noted that the road markings are fading. As a result, both will be rectified by WBC. There was no reference to warning signs about horses on the road.

89.5 South End Road footway.

It was noted that the footway by the Old Bakery has gone very “spongy” and needs attention. The Clerk will report this to WBC.

90. **Clerk’s Report.**

90.1 5 Admoor Lane.

After much discussion with WBC and Sovereign Housing Association, BPC advertised the vacancy of 5 Admoor Lane for a two week period. The advert specifically stated that it was open to anyone on the WBC housing list who had a local connection (whether they have or currently live in the parish, whether they work in the parish and whether they have family association with the parish). Applicants needed to give details of the local connection which were verified. Details of applicants, who gave their permission for their details to be passed to Sovereign and had a local connection, were passed to Sovereign with a score relating to the strength of their local connection. It was then up to Sovereign and WBC to determine who should be offered the accommodation.

There were twelve applications for the property, of which nine had a connection to the parish and gave their permission for their details to be passed to Sovereign.

90.2 Rowan Cole – WBC Engagement Officer.

Rowan Cole, the WBC Engagement Officer is willing to come out and have a discussion with BPC prior to the BPC meeting on Tuesday 4th October at 7pm. He is working to improve how parishes and WBC engage with each other, particularly about planning. Stanford Dingley parish councillors will be invited to attend the session with Rowan Cole.

90.3 Trees on Heath Road.

The cedar tree at the junction of Heath Road and South End Road has been reported to WBC. They have confirmed that it is dead and will be felling it.

WBC have also looked at the oak trees on Heath Road and recommended that dead wood over 5cm in diameter should be removed.

90.4 Picnic Benches.

The Bradbourne and Tansley picnic benches have been delivered. The disabled access Tansley bench is to be installed on the hard standing in the play area. The Bradbourne bench was to replace the broken bench on the field near the tennis courts, but this bench has now been repaired. Both benches will remain the property of BPC.

Delivery to the site needs to be organised.

90.5 Certificate in Local Council Administration (CiLCA).

Cllr. House reported that the Clerk submitted all the work required for the qualification by the end of August and awaits the results.

91. **Bradfield Village Hall.**

A letter from a parishioner about the Village Hall development had been circulated to Councillors before the meeting.

The process to determine BPC's position of non-support of the Village Hall development will be determined at a meeting on Tuesday 20th September. Councillors are requested to send their own reasons for non-support to the Clerk by Monday 12th September. A consolidated and anonymised list of reasons will then be circulated to all Councillors before the meeting on the 20th September. At the meeting, there will be a public forum where comments will be taken from the floor. This will be followed by a discussion (amongst Councillors) of the reasons expressed from the floor, followed by a discussion of the anonymised list, which will result in a refined list of the reasons for non-support which can be incorporated into a letter to BVHMC.

92. **Remembrance Sunday – 13th November.**

A service will take place at the War Memorial on Sunday 13th November at 3pm. It was agreed that Peter Hansell from Bradfield College be asked to lead the service and that the College be asked to provide an honour guard and a bugler. The facilities at Bradfield Social Club will be used for parking and refreshments after the event, Cllr. Wyatt will organise this with the Social Club. The WI president has already been asked about providing refreshments. The Clerk will update the risk assessment for the event. Cllr. House will contact Sunbelt Rentals about the signage for the road closure and the Clerk will correspond with WBC.

93. **Environment.**

93.1 **Defibrillators.**

No progress has been made with training for use of the defibrillators.

93.2 **Platinum Jubilee Shield.**

Sovereign Housing Association have given their permission for the Jubilee Shield to be installed on the front of the Village Shop. Cllr. O'Reilly will carry out the installation.

93.3 **Tree Preservation Orders (TPOs) in the Parish.**

Photographs of the oak tree in The Garden House have been received from a parishioner.

93.4 **Sovereign Housing Footway from New Way to South End Road.**

The footway between New Way and South End Road is very untidy with lots of vegetation. It was agreed that it would be reported.

93.5 **Hedge on South End Road, west of Heath Road.**

The hedge flopped out obstructing the pavement, resulting in pedestrians having to walk into the road. This was reported to WBC and has been cut back and dealt with.

94. **Reports from meetings attended on behalf of BPC.**

94.1 **BVHMC.**

Cllr. O'Reilly reported that he had attended a meeting of BVHMC and that they (the committee) couldn't understand why they had to wait until the 20th September to understand why BPC could not support the development project. They had also questioned why BPC were maintaining ownership of the new benches.

95. **Correspondence.**

95.1 **Small Authorities Audit Appointments (SAAA).**

Every five years the SAAA appoints the external auditor for small authorities. Parish Councils have the option to appoint their own external auditor or use the one appointed by the SAAA.

It was resolved that BPC would remain part of the SAAA sector led appointment scheme.

95.2 **Cost of Living Support Allowance.**

Councillors were supplied with information about the Cost of Living Support Allowance available for anyone they thought might be in need.

95.3 **St. Peter's Preschool.**

A letter of appreciation has been received from St. Peter's preschool for the grant awarded to them at the end of the last financial year.

96. **Finance.**

96.1 **Bank Reconciliation to the 6/9/2022.**

The finance report showed a balance of £43,346.46 in the Treasurers account once all cheques and lodgements have cleared. This reconciles to the current account bank statement dated the 3/8/2022 with a balance of £45,106.13. The business account statement showed a balance of £42,122.74 on the 26/8/2022.

96.2 **List of payments and receipts since the last meeting.**

The following payments have been made since the last meeting:

Salaries for August 2022	£398.88
Ink cartridges	£77.65

The following receipts have been received:

WBC Members bid (for the 2 picnic benches)	£698.66
Funds raised from selling the extra jubilee medals	£261.64

Payment of the Clerk's salary and the Chairman's allowance for September 2022 was approved.

97. **Round table comments.**

97.1 **30mph Signs on approaching Bradfield Southend from the War Memorial.**

The 30mph signs have been turned through 90°. Cllr. Henwood will try to turn them back.

97.2 **Back Lane, between bridleway BRAD 18/9 to Great House Woods and Back Lane.**

This section of Back Lane needs to be reported to WBC because it is dangerous to cyclists.

97.3 **Police 'Have your Say' session – 14th August.**

No one attended the half hour session during which the Police were in the parish to hear about any concerns and issues.

97.4 **Dumped/abandoned vehicles on the highway**

Cllr. House commented on the number of cars which appear to be abandoned around Bradfield Southend (New Way and South End Road) and asked whether this was something BPC should have a view on.

97.5 **Dumping of items in South End Road:**

A number of items have recently been dumped along South End Road, including a washing machine, a pressure washer and a free-standing living room fire.

97.6 **Scarecrow Trail.**

Cllr. Dearing reported that she is organising a scarecrow trail around the village on the theme of children's books. Funds raised will be used by the Bradfield Primary School to update their reading scheme.

98. **The meeting concluded at 9.40pm.**

Next meetings:

Extraordinary meeting: Tuesday 27th September 2022 at St. Peter's Church

**Tuesday 4th October 2022 at 7.30pm in St. Peter's Church,
Bradfield Southend.**