

**Minutes of the Meeting of Bradfield Parish Council held on Tuesday 4<sup>th</sup> February 2025  
at 7.30pm in Bradfield Village Hall Committee Room, Bradfield Southend.**

**Present:** Cllr. K. Dearing (Chair)  
Cllr. G. Allen  
Cllr. G. Allnutt  
Cllr. R. Balsdon  
Cllr. K. Bishop  
Cllr. B. Wyatt  
Mrs. H. Pratt (Clerk)  
Four members of the public were present.

16. **Public Forum.**
- 16.1 **Scratchface Lane.**  
Residents of Scratchface Lane raised concerns about it becoming a “rat run” during the prolonged closure of Ashampstead Road. The road is single track, and the verges are already in a terrible state.  
During the closure, the official diversions will be clearly signposted, however, this won’t prevent motorists looking for other alternative routes. Mariners Lane, Back Lane and other smaller routes will all suffer from the same issues.
17. **Apologies.**  
Apologies for absence were received and accepted from Cllr. House, Cllr. O’Reilly, Cllr. Wale and District Cllr. MacKinnon.
18. **Declarations of Interest.**  
There were no updates to the Register of interests.
- 18.1 **Declaration of Interest in Agenda Items.**  
There were no declarations of interest in any agenda items.
19. **Approval of Minutes of the BPC meeting on Tuesday 7<sup>th</sup> January 2025.**  
The minutes of the BPC meeting held on Tuesday 7<sup>th</sup> January 2025 were agreed as a true record of the meeting and signed by the Chairman.
20. **Matters arising from the minutes not covered elsewhere (for information only).**
- 20.1 **Public Works Loan (PWL).**  
Further work is needed on the mechanics, parameters, timescales and cost of running for a PWL.
21. **Planning Applications**
- 21.1 **Planning Applications on which BPC has been consulted by WBC:**
- 21.2 **24/02799/LBC – Army House Bedsit, Bradfield College.**  
*Section 19 – Application for Variation of Condition 2 (Approved plans) following Grant of Planning Permission 23/01869/LBC – Reroofing, replacement of rainwater goods, external repairs, replacement of single glazed rooflight with double glazed conservation rooflight, replacement ventilation, installation of replacement sanitary ware, reconfiguration and refurbishment of boarding rooms and redecoration of boarding house including new M&E infrastructure and replacement suspended ceilings and associated temporary scaffolding.*  
It was agreed that BPC has **no objection** to this application.
- 21.3 **24/00089/HOUSE – 1 Buscot Copse.**  
*New detached garage building.*  
It was agreed that BPC **objects** to this application on the basis that it is not subservient to the main house and has a very large footprint for a garage. It was also noted that the original garage has been converted into an annexe (with planning permission).

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- 21.4 **25/00104/HOUSE – 1 Stretton Close.**  
*Single storey rear extension and partial garage conversion to create home office.*  
 It was agreed that BPC has **no objection** to this application.
- 21.5 **25/00129/CERTE – The Cottage at Hewins Wood House.**  
*Certificate of Lawful Use for Self Contained Dwelling for Pond Cottage at Hewins Wood House, Ashampstead Road, Bradfield, Reading. RG6 6DH.*  
 BPC has **no comments** to make either in support or against this application for existing use.
- 21.6 Planning Decisions taken by WBC:
- 21.6.1 **23/02307/FUL & 23/02308/LBC – Slade Gate Cottage, Buckhold.**  
*Two storey side extension, replacement porch and garage, internal alterations.*  
 BPC had **no objection** to these applications which have been **refused** by WBC.
- 21.6.2 **24/02229/FUL & 24/02230/LBC – Bradfield College.**  
*Installation of roof mounted solar panels.*  
 BPC had **no objection** to these applications which have been **approved** by WBC.
- 21.6.3 **24/02485/CERTP – 1 Stretton Close.**  
*Single storey rear extension and internal alterations.*  
 BPC made **no comment** on this application which has been **refused** by WBC.
- 21.6.4 **24/02469/COND – Army House Bedsit, Bradfield College.**  
*Application for approval of details reserved by Condition 5 (Condition Survey and Repair) and 7 (Details of Specific Features) of planning permission 23/01869/LBC – Reroofing, replacement of rainwater goods, external repairs, replacement of single glazed rooflight with double glazed conservation rooflight, replacement ventilation, installation of replacement sanitaryware, reconfiguration and refurbishment of boarding rooms and redecoration of boarding house including new M&E infrastructure and replacement suspended ceilings and associated temporary scaffolding.*  
 BPC made **no comment** on this application which has been **approved** by WBC.
- 21.6.5 **25/00011/COND – 1 Buscot Copse.**  
*Application for Details Reserved by Condition 5 (Ecological enhancements) of planning permission 24/00351/AGRIC2 – Application to determine if prior approval is required for a proposed: New building for woodland tool and machine store with wood drying lean-to for forestry purposes.*  
 This application has been **refused** by WBC.
- 21.7 Enforcement Issues.
- 21.7.1 **Hillside, Southend.**  
 BPC raised concerns about an annexe which had been given planning permission with an adjoining door which was not included in the annexe development. The annexe is now being let as a separate dwelling.  
 It is understood that the enforcement case relating to this has been closed, but any resulting action is unknown.
- 21.7.2 **Orchard Lodge.**  
 Questions continue to be asked about the development of the attic space around fire risk and additional CIL funds (the original having been based on development of the ground and first floors only).
- 21.7.3 **49 Southend Road.**  
 Concern has been raised to councillors about the development of a timber outbuilding across the whole of width of the garden of 49 Southend Road. The outbuilding is understood to contain a kitchen and bathroom, and to be a self-contained unit. It is further understood that family members will be living in the outbuilding which increases the

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	number of vehicles needing parking at the front of the property. It was agreed that this matter would be raised with WBC Enforcement team and Sovereign Housing Association.	HP												
22.	<b><u>District Councillor's Report.</u></b>													
22.1	There was no District Councillors report.													
23.	<b><u>Finances.</u></b>													
23.1	<b><u>Bank Reconciliation dated 4<sup>th</sup> February 2025.</u></b> The Clerk had circulated a bank reconciliation dated the 4 <sup>th</sup> February 2025 prior to the meeting. This reconciled the balance to the Treasurer's Account (current account) on the 3 <sup>rd</sup> January 2025 with a balance of £17,746.81. Once all cheques and credits have cleared, the balance in the Treasurer's Account will be £15,948.54. The balance in the Business account on the statement dated the 27 <sup>th</sup> January 2025 was £73,845.49. Cllr. Bishop verified the finance report against the bank statements.													
23.2	<b><u>List of payments and receipts.</u></b> The following payments have been made since the last meeting: <table border="0" style="width: 100%;"> <tr> <td>Salaries/HMRC (January 2025)</td> <td style="text-align: right;">£577.85</td> </tr> <tr> <td>Bradfield Village Hall (Rent for January, February &amp; March PC meetings)</td> <td style="text-align: right;">£138.60</td> </tr> <tr> <td>Engraving of the Christmas lights trophy</td> <td style="text-align: right;">£10.00</td> </tr> <tr> <td>123Reg (Renewal of the bradfieldpc.org domain)</td> <td style="text-align: right;">£22.79</td> </tr> <tr> <td>Emptying of Tactical bins (January 2025)</td> <td style="text-align: right;">£70.72</td> </tr> <tr> <td>Hugofox (Bradfield-pc.gov.uk domain &amp; website)</td> <td style="text-align: right;">£143.86</td> </tr> </table>	Salaries/HMRC (January 2025)	£577.85	Bradfield Village Hall (Rent for January, February & March PC meetings)	£138.60	Engraving of the Christmas lights trophy	£10.00	123Reg (Renewal of the bradfieldpc.org domain)	£22.79	Emptying of Tactical bins (January 2025)	£70.72	Hugofox (Bradfield-pc.gov.uk domain & website)	£143.86	
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23.3	<b><u>Clerk's Salary.</u></b> Payment of the Clerk's salary for February 2025 was approved.													
24.	<b><u>Highways.</u></b>													
24.1	<b><u>Report from Cllr. Allnutt's meeting with WBC.</u></b> There was a short discussion about speeding. It was agreed that the Clerk would submit a grant application to the Police and Crime Commissioner for PPE equipment to be used during speed watch operations. Cllr. Allnutt will draft a list of the required equipment.	HP GeA												
25.	<b><u>Clerk's Report.</u></b>													
25.1	<b><u>Communications.</u></b>													
25.1.1	<b><u>Storage Container.</u></b> The Community Shop has asked the Village Hall Committee if a storage container could be put on Village Hall land for storage for the shop. Currently a nearby garage is being used which, whilst it works is not a satisfactory arrangement going forwards. BPC noted that a storage container would need planning permission and would run the risk of setting a precedent. BPC also consider that the suggested location would be inappropriate. The garage nearest the shop, which is believed to hold trestle tables was suggested as an alternative, but concern was raised about storing food products in such buildings/containers.													
25.1.2	<b><u>Emergency Plan.</u></b> Cllr. Allnutt produced a high-level plan, however, it needs to be community led and needs volunteers. There was a discussion about how to engage with volunteers, one suggestion was via Neighbourhood Watch Coordinators. WBC are planning to hold some sessions on writing Emergency Plans.	HP												
25.1.3	<b><u>Recycling.</u></b> WBC has extended the kerbside recycling to include a much greater range of plastic products and now includes cream pots, clear yogurt pots and clear fruit punnets etc.													

26. **Environment.**
- 26.1 **Installation of Commemorative Plaques.**  
The plaques will be installed when confirmation has been received from Bradfield Village Hall Committee on the exact location where the plaques are to be installed.
- 26.2 **Installation of replacement Benches.**  
This is waiting for Bradfield Village Hall Committee to make arrangements to transport and install the benches in their new locations at the Play Area and the Village Field. It is understood this will be done when the weather has warmed up.
27. **Bradfield Village Hall (BVH).**
- 27.1 **Bradfield Village Hall Development Committee (February).**  
Donations, grants received, and pledges total just over £180,000 with £121,000 currently available. Greenham Trust have agreed to match £25,000 of personal donations, which have currently reached £11,000.  
A grant application for £10,000 from the Rural England Prosperity Fund is progressing with WBC and a decision is expected shortly. Supporting evidence is needed for some other grants. An application is currently in progress to the National Lottery. Following work by the Clerk of BPC, it was noted that a Business Case is needed for a Public Works Loan.  
Work is ongoing to produce a Communications Plan, however whilst a volunteer has been found to advise the subgroup, there is no owner for this area.  
In terms of the project, a volunteer has come forwards who has offered to act as project manager for the implementation phase, at no cost to the project. It has been agreed to include the electrical rewiring and refurbishment of the wooden hall floor in Phase 1A. Three quotations have been received for the roof replacement and solar work, which have been reviewed and are to be discussed with potential contractors.  
Full progress will be reported at the joint BPC, Village Hall and Development Committee meeting on the 24<sup>th</sup> February.  
It was noted that there has been the suggestion of BPC purchasing materials which can then be donated to the Hall Committee and VAT be reclaimed. The Clerk will explore this suggestion.
28. **Round table comments.**
- 28.1 **Mobile Phone Signal.**  
It was noted that the short range signal system being used in Beenham, discussed at the last meeting, is experimental and not currently available elsewhere.
- 28.2 **Potholes.**  
There is a large pothole forming to the west of Cripps Farm in the eastbound carriageway. It is currently marked by a cone.
- 28.3 **Heath Road.**  
The southern end of Heath Road is scheduled to be resurfaced.
29. **The meeting concluded at 9.10pm.**  
**BPC meeting: Tuesday 4<sup>th</sup> March 2025 at 7.30pm in the Committee Room, Bradfield Village Hall.**

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