

## Minutes of the Virtual Annual Meeting of Bradfield Parish Council held on

Tuesday 4<sup>th</sup> May 2021 at 7.30pm.

**Present:** Cllr. M. Ashbrook  
Cllr. R. Balsdon  
Cllr. K. Dearing (part of the meeting)  
Cllr. A. House  
Cllr. P. Isherwood  
Cllr. S. O'Reilly  
Cllr. T. Wale  
Cllr. B. Wyatt  
Mrs. H. Pratt (Clerk)

**Two members of the public were in attendance.**

1. **Apologies.**

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

2. **Election of Chairman and Vice Chairman.**

2.1 **Chairman.**

Cllr. Ashbrook proposed that Cllr. House be Chairman of BPC for the coming year; this was seconded by Cllr. Dearing and unanimously agreed. Cllr. House will sign his Declaration of Office.

2.2 **Vice Chairman.**

Cllr. Ashbrook proposed that Cllr. Dearing be Vice Chairman of BPC for the coming year; this was seconded by Cllr. O'Reilly and unanimously agreed.

3. **Declarations of Interest.**

There were no declarations of interest in agenda items or updates to the register of interests. Cllr. O'Reilly reported that he works for the company carrying out the works at Bradfield College.

4. **Public Forum.**

4.1 **Village Hall.**

A member of the public has written to members of BPC and raised concerns about the new Village Hall project.

In particular, greater community support is required to raise the funds for construction of the new village hall, at an estimated cost of £2.2M. There is a suggestion that £1.8M needs to be raised over the next 6 to 12 months for the construction contract to be awarded. The local community has never attempted fund raising on this scale. Providers of external grants/funds are understood to want a greater level of community support for the project. The Good Exchange fund raising page for the project (as of 4/5/2021) gave a total of £28,204 raised including donations from 43 local donors of £5,828.

As a result, questions were asked about why the community is not answering the request for greater support and whether the credibility of the project should be questioned, and hence the viability.

A public pledge was made that work would not start on the project until the financing had been identified, however even though the costs have increased by £1M work has started. Questions have been asked about the increase in costs, but these have gone unanswered. Given all of the above concerns BPC was asked to register the concerns with the Village Hall Committee and if they are not met with a favourable response to make a representation to the Charity Commission.

BPC will be meeting with Village Hall Committee before the next BPC meeting.

5. **Minutes of the meeting held on Tuesday 6<sup>th</sup> April 2021.**

It was resolved that the minutes of the meeting of BPC held on Tuesday 6<sup>th</sup> April 2021 were a true record of the meeting and they will be signed by the Chairman.

5.1 **Matters arising from the minutes – for information only:**

5.1.1 **Response from Bradfield Village Hall Management Committee.**

A response has been received and circulated to members of BPC.

5.1.2 **WBC Local Plan Review – Settlement Boundary.**

Comments on the settlement boundaries in the parish have been submitted to WBC.

5.1.3 **LGA Challenge on Virtual Council Meetings Dismissed.**

As a result of the challenge being dismissed, parish councils must resume physical face to face meetings from 7<sup>th</sup> May 2021. As a result, the meeting on the 1<sup>st</sup> June will be in the Village Hall.

6. **Positions on external Committees and Responsibilities:**

The following positions were agreed:

Footpath officer:	Cllr. Henwood.
Bradfield Village Hall Management Committee:	Cllr. Henwood with Cllr. Ashbrook acting as a deputy.
Incident Officer:	Cllr. Isherwood.
Pang Valley Floor Forum:	Cllr. Isherwood.
Alms Houses:	Cllr. Wyatt.
Newslink:	Cllr Isherwood and Cllr. Balsdon agreed to write the summary of the meetings for Newslink.

It was agreed that the position of NAG representative would be left vacant.

7. **Planning Applications**

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

7.1.1 **21/00857/FUL – The Village Montessori Nursery School.**

*Change of Use from Nuirseriy School (Class E) to dwelling (Class C3).*

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

*Cllr. Dearing left the meeting.*

7.1.2 **21/00763/AGRIC – Frogmore Farm.**

*Application to determine if prior approval is required for a proposed: Agricultural general purpose building.*

BPC submitted a comment on this application asking for justification for the increase in the number of buildings on site. It was agreed that BPC has **no objection** on the application.

7.1.3 **21/00985/HOUSE – Linden House, Burnt Hill (Adjacent Parish).**

*Single storey side extension to create granny annex.*

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

7.2 **Planning decisions taken by WBC:**

7.2.1 **21/00409/PACOU – Elmwood Building, South End Road.**

*Application to determine if prior approval is required for a proposed change of use from offices (Class B1a) to form 2 apartments.*

BPC commented on the parking arrangements and WBC has determined that **a full application is required.**

7.2.2 **21/00237/FUL – Travellers Rest Farm, Hungerford Lane.**

*Field currently used for horse grazing is to be used as a secure dog exercise field. No buildings will be on site. It will contain dog agility equipment, a hard standing for cars to park at the gate entrance safely off the road. Access already exists and is already in place and is a safe entrance off the Travellers Rest Farm driveway off Hungerford Lane. The field is not adjacent to any domestic housing so will not have any impact on neighbours.*

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

7.2.3 **21/00542/COND1 – Pockocks Cottage, Mariners Lane.**

*Application for approval of details reserved by condition (7) ‘manure storage/removal details’ and (9) ‘external lighting’ of previous application 20/02192/FUL: Replacement stable block enlarging equestrian facility from 2 to 6 horses.*

This application was mentioned at the last meeting and has now been **approved** by WBC.

7.2.4 **21/00347/COND4 – Land North of Stretton Close.**

*Approval of details reserved by Conditions 6 (Construction Management Plan/Construction Method Statement) and 13 (Spoil Removal) of Approved Application 17/034511/OUTMAJ: Outline application for the proposed erection of 11 no. new dwellings; layout, means of access and scale to be considered.*

This application has been **approved** by WBC.

7.2.5 **21/00130/COND1 – Speedwell, Scratchface Lane.**

*Application for approval of details reserved by condition 8 (Spoil) and 15(biodiversity enhancements) of approved application 20/01486/FULD: Demolition of existing property, garage and outbuilding and erection of a new dwelling and carport.*

This application has been **approved** by WBC.

7.3 Other Planning Matters:

7.3.1 **New boundary treatment at the Queen’s Head.**

Thanks were extended to Cllr. Ashbrook who has spoken to the landlord of the Queen’s Head about the possibility of the boundary treatment obscuring the sight lines when turning out of Cock Lane on to Southend Road. The planters are currently planted with laurel and are relatively low. The landlord is of the opinion that providing the laurel is not allowed to grow beyond the edge of the planters and not allowed to grow too tall it will not be a problem.

7.3.2 **Proposals for land behind Ash Grove.**

BPC has been invited to meet with the developer who submitted plans to develop land behind Ash Grove as part of the HELAA submissions. The proposal was for between 12 and 15 homes. It is understood that because WBC required 40 or more homes to be built on the land, the site was dismissed. Details of the proposal will be circulated to all councillors.

7.4 Planning enforcement matters:

7.4.1 **Applecroft** – The retrospective planning application for the garage doors was refused. The situation continues to be monitored.

7.4.2 **Boot Farm** – The house and barn construction continue to be monitored.

7.4.3 **Cray Cottage** – The construction is very ornate in relation to the approved planning application. The walls and openings not constructed as shown on the approved drawings. There is a veranda on two sides. The site lies within the conservation area.

7.4.4 **Elmwood Building** – Application 21/00409/PACOU has been refused. Monitoring will continue.

7.4.5 **Hewins Wood Farm** – The signage has been removed and the fencing reduced in height. There has been a discussion with the WBC enforcement team and there is an agreed plan of action. The landowner is keen to update BPC when the formalities have been completed. Cllr. Isherwood reported that the signs have been removed and the fencing at the entrance has been reduced in height.

7.4.6 **46 Southend Road** – WBC enforcement have been advised of the situation. The new construction is forward of the main dwelling by approximately 400mm and a satellite dish has been installed; both contrary to permitted development rights.

7.4.7 **The Old Travellers Rest, Hungerford Lane** – The WBC enforcement team has been advised of the issues with the construction of the garage/car port, the construction of the shed and possible encroachment on to the highway. Additional concerns have been raised

about the garage/car port including the size, the gable ends have been converted to hips, there are windows missing and new windows have appeared. WBC enforcement have visited, and it is understood that a planning application is due to be submitted.

7.4.8 **Travellers Rest Farm, Hungerford Lane** – Whilst the change of use to a dog exercise field was refused, a new secure fence has been installed.

7.4.9 **Pumping Station** – The landowner has contacted BPC and will be sending information on the proposals for the site.

7.4.10 **Speedwell, Scratchface Lane** – Concern has been raised that demolition has taken place prior to the application 21/00130/COND1 being approved; WBC enforcement have been informed.

7.4.11 **Stretton Close Development** – Parking of contractor vehicles on Stretton Close in March 2021 was contrary to planning approval. Work has now stopped at the site.

## 8. **Highways Matters.**

### 8.1 **Speeding issues in the parish.**

The deployment of the smart SID in Ashampstead Road showed the average speed of vehicles to be in the low thirties, however there were also three vehicles in excess of 80mph and one which was above 110mph. A question was asked about whether Porsche still use Ashampstead Road as part of their test run.

There is currently a smart SID outside 51 Southend Road.

A SID was set up in the 20mph zone in Bradfield which gave a smiley face to vehicles doing 23mph which raised questions.

It was agreed that speeding should be raised with the NAG.

### 8.2 **Road Closures.**

8.2.1 **Buscot Hill** – There has been no update or response from WBC about the mirror at the war memorial, one month into road closure.

The road closure notice to the east of Mariners Lane has been reinstated, blocking the site line when leaving Mariners Lane.

8.2.2 **The Avenue** – The closure of The Avenue on the 8<sup>th</sup> April was completed before 9.30am and the road reopened.

8.2.3 **NHS Rainbow signs** – Situated at the east and west ends of Southend Road, these now look a mess and need to be removed.

## 9. **Environment.**

### 9.1 **Defibrillator in Tutts Clump.**

It has been suggested that the defibrillator be installed at the Methodist Chapel rather than the vets, however on discussion it was agreed that it should be installed at the vets.

### 9.2 **Benches around the Parish and along the River.**

Three benches have been ordered which are scheduled to be delivered towards the end of June.

### 9.3 **Rights of Way in the Parish.**

Cllr. House has tried to contact John Bishop without success. It is suspected that the paths in question are permitted paths and cannot be added to the definitive map.

### 9.4 **Dog Bin Stickers for Bins emptied by Triangle.**

WBC has supplied stickers for the dog bins emptied by their contractors. It is felt that similar stickers would be useful on the other dog bins.

## 10. **To consider management of risks at Face to Face meetings.**

There was a discussion about measures to reduce risk of infection at face-to-face meetings.

The use of lateral flow tests and mask wearing were discussed.

It was agreed that the meeting on the 1<sup>st</sup> June should be as short as possible.

11. **Report from District Cllr. Ross MacKinnon.**

District Cllr. MacKinnon has sent details of the Members Bids including an application form. It was agreed that applications should be submitted for the benches (already purchased) and the defibrillator (and cabinet). He has arranged a meeting with Vodafone about the mobile phone coverage.

12. **Correspondence.**

12.1 **WBC Climate Forum – Wednesday 19<sup>th</sup> May at 1pm.**

No one was available to attend the forum on the 19<sup>th</sup> May.

12.2 **Bradfield Village Hall.**

Cllr. House responded to parishioners' concern about the Village Hall project. The letter circulated clearly states the issues, some of which have been incorrectly published in Newlink by both BPC and BVH Committee.

Cllr. House commented that there are varying amounts of work which can be done before applying for planning permission. The less work carried out in advance, the more conditions will be applied by any planning consent, each condition requiring additional work to be completed. Equally, the more work carried out in advance, the less conditions likely to be applied. Once planning permission has been obtained, some of the conditions will need to be fulfilled before building work can start. Conditions often need to be fulfilled before a meaningful tender process can be initiated. The complexity and cost of executing the conditions and mechanical and engineering drawings was unknown and this is the funding requirement for the end of 2021, when the plans go to tender.

The business plan on the hall website is very much about sustaining the new hall once it is built.

It would be helpful if a concise list of monies, backed up by balances in the bank, could be shared with interested parties. Ideally this should include a list of grants applied for, what stage these applications have reached, how much they are for and any other details. Given the level of funding required for this project it is important that there is understanding of how the necessary funds can be reached.

A greater transparency would help alleviate some hesitancy from councillors who have expressed concerns.

BPC will continue to contribute towards the maintenance and security of the hall and the playing field.

BPC is and has committed to support the BVH Management Committee in its applications to third party grant providers.

13. **Reports from meetings attended on behalf of the Council.**

13.1 **APA Update.**

Bradfield Annual Parish Assembly was held using Zoom on Tuesday 20<sup>th</sup> April. There were very few attendees of both Councillors and Public. The report given covered two years of BPC activity; 2019-2020 and 2020-2021. District Cllr. Ross MacKinnon joined the meeting as it was about to close to give his WBC report for the last year. The meeting closed at 8.10pm.

13.2 **Pang Valley Flood Forum (PVFF).**

Cllr. Isherwood reported that he had attended the meeting and there was nothing of interest to Bradfield.

13.3 **The Almes Houses.**

Cllr. Wyatt reported that there had been six or seven applications for the vacant almes house; applications were from varied applicants and had to be in by 2<sup>nd</sup> May. There is a meeting on 5<sup>th</sup> May.

14. **Finances**

14.1 **Bank Reconciliation to the 4/5/2021.**

The finance report showed a balance of £709.01 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 1/4/2021 with a balance of £3,453.76. The business account had a balance of £44,115.50 on the 26/3/2021.

14.2 **List of payments since the last meeting.**

The following cheques have written since the last meeting:

Bradfield Cricket Club	£500.00
Mrs H M Pratt	£398.88
Triangle Management Co. Ltd	£108.00
Helen Pratt (Reimbursement for 3 benches)	£1,690.88
Andrew House (Expenses)	£46.99

15. **Round table comments.**

15.1 **Letter to BVH Committee.**

Cllr. Ashbrook asked that BPC send a letter to the hall committee, signed by Cllr. House, stating that he is acting as a deputy for Cllr. Henwood.

16. The meeting concluded at 9.38pm.

**Date of Next meeting: Tuesday 1<sup>st</sup> June 2021 at 7.30pm (Bradfield Village Hall).**