

BROMHAM PARISH COUNCIL

MINUTES OF THE MEETING OF THE **BROMHAM MILL BOARD**
HELD ON TUESDAY 27 January 2026 AT 7PM, BROMHAM VILLAGE HALL

Attendees	William Armitage (Chair) Sian Woodfine Trevor Roff Liz Luder Anne Baker Kevin Rutter Parish Clerk/Responsible Finance Officer: Julie Betts
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		Action
	Cllr Armitage started the meeting congratulating Cllr Woodfine on her work on the Bromham Mill Planning application. Cllr Armitage formally recognised Cllr Woodfine's personal commitment and energy to the project.	Note
	Public Question Time	
	Mr MacFarlane attended the meeting to update Councillors and discuss events, see item 8/26.	Note
1/26	Apologies for Absence	
	There were no apologies for absence received.	Note
2/26	Declarations of Interest	
	As previously declared and as recorded in the minutes. Cllr. Roff declared a non-pecuniary interest as an employee of Bedford Borough Council as they were the landlord of Bromham Mill.	Note
3/26	Minutes of Previous Meeting Held on 14 October 2025	
	The meeting considered the draft minutes of the last meeting. <u>RESOLVED:</u> That the minutes of the meeting held on 14 October 2025 were approved and signed as a correct record. <i>(Proposed by: Cllr. Woodfine, Seconded by: Cllr. Baker, All in favour)</i>	Note PC

4/26	Reports		
	(a)	Bromham Conservation Group	
		An update from the Conservation Group had been circulated to Councillors prior to the meeting.	Note
		The Conservation Group reported they had cleared the Mill House garden as requested. They had reduced the cut down material as much as possible but a skip would be required to dispose of the risings. Thanks to bark provided free by The Tree People the group had started to recover paths carrying out any repairs to the borders as required. The group continue to remove drift wood and debris from the waterways.	Note
		The mill machinery group were looking into the cost of a new electric back up motor for the mill wheel.	Note
		The Mill machinery demonstrations continue and are well attended.	Note
		<u>RESOLVED:</u> That the update from Bromham Conservation Group be acknowledged and that the Group be thanked for their valuable contribution.	Note
	(b)	Bromham Nature Club	
		Cllr. Baker gave an update from the Nature Club. The next Nature Club would have a Swift specialist talking to the children about swifts.	Note
		<u>RESOLVED:</u> That the update from the Bromham Nature Club be acknowledged and that the Group be thanked for their valuable contribution.	Note
	(c)	Friends of Bromham Mill/Bromham Mill Volunteers: No update	
		No update was available from The Friends of Bromham Mill.	Note
5/26	Update on Current Issues		
	(a)	Site Management Issues	
		(i) <u>Mill Machinery:</u> All agreed work up to date. The Conservation volunteers were working on electrifying the mill wheel. This would be included in the application to the Anglian Water Authority grant funding being prepared by Cllr Hughes.	Note

		(ii) <u>Scaffolding rear of mill & Repairs:</u> The agreed contractor has replaced rotten and damaged wood to the rear of the river room and was currently working on the rotten beam below. Once finished the contractor would repaint. It was agreed once finished the scaffolding should be left to enable clearance of the grate by volunteers. Clerk to check terms of hire for scaffolding.	Note Note Clerk
		(iii) <u>Waste pump:</u> The waste pump to the front of the Mill had stopped working. Last year the Contractor had repaired the pump but the pump was not suitable for the job and required replacing. There were also issues with the electrics. Awaiting recommendations and quotations from Contractor. <u>RESOLVED:</u> That the sum of £2,000 be allocated to the replacement of the drainage pump, funded from The Mill House, Car Park and Volunteer expenses budgets. (iv) <u>Reeds in the Mill Stream:</u> A local contractor had agreed to consider removing the reeds in the Mill Stream. Awaiting quotation. (v) <u>Staircase Doors:</u> The fire doors on to the stair case at the rear of the mill had been repaired. The contractor had also added handles onto the doors to make access from the stair case possible. Cost £495.00.	Note Note Note Note
	(b)	Play Equipment:	
		(i) <u>Play Equipment:</u> It was agreed that the play equipment would need replacing in the near future. Regular checks and the ROSPA inspections deemed the equipment to be safe. It was agreed to keep under review.	Note
6/26	Bromham Mill Regeneration		
	(a)	Bromham Mill Planning Update	
		The Planning Application for Bromham Mill had been approved at the Planning Committee on 8 December 2025. A meeting had been held with PPS and David Coles Architects to discuss discharging the 21 planning conditions and next steps.	Note

		<u>Fees to discharge planning conditions/requirements of Planning & Listed Building Consent</u> Conditions priced at £0 had been included in previous quotations and had been previously agreed by Parish Council. <table><thead><tr><th>Condition</th><th>Matter</th><th>Price (Exc VAT and disbs)</th></tr></thead><tbody><tr><td>3</td><td>Archaeology</td><td>950</td></tr><tr><td>4</td><td>CEMP</td><td>1120</td></tr><tr><td>5</td><td>Ecology Enhancement</td><td>860</td></tr><tr><td>6</td><td>BNG Plan</td><td>1750</td></tr><tr><td>9</td><td>Landscape</td><td>2720</td></tr><tr><td>7</td><td>Alternative access Drawing</td><td>0</td></tr><tr><td>11</td><td>Travel Plan</td><td>750</td></tr><tr><td>13</td><td>Lighting Design</td><td>0</td></tr><tr><td>14</td><td>CCTV</td><td>0</td></tr><tr><td>17</td><td>Extraction/Ventilation</td><td>0</td></tr><tr><td>18</td><td>Extra Assessment see 17</td><td>0</td></tr><tr><td>19</td><td>Cycle Parking Facilities</td><td>0</td></tr><tr><td>20</td><td>Bin Storage Facilities</td><td>0</td></tr><tr><td>21</td><td>Details of Vehicular Access Gates</td><td>0</td></tr><tr><td>Licences</td><td>Badger License</td><td>7400</td></tr><tr><td>Licences</td><td>Bats</td><td>1548</td></tr><tr><td></td><td>Architects</td><td>0</td></tr><tr><td></td><td>Planning consultancy</td><td>720</td></tr><tr><td></td><td>Fee payment to Bedford Borough Council</td><td>383</td></tr><tr><td></td><td>Quantity Surveyor update costings</td><td>850</td></tr><tr><td colspan="2">TOTAL</td><td>18101</td></tr></tbody></table> <u>RESOLVED TO RECOMMEND:</u> That the sum of £18,101.00 be agreed to discharge planning conditions for the regeneration of Bromham Mill, funded from the Bromham Mill Reserve.	Condition	Matter	Price (Exc VAT and disbs)	3	Archaeology	950	4	CEMP	1120	5	Ecology Enhancement	860	6	BNG Plan	1750	9	Landscape	2720	7	Alternative access Drawing	0	11	Travel Plan	750	13	Lighting Design	0	14	CCTV	0	17	Extraction/Ventilation	0	18	Extra Assessment see 17	0	19	Cycle Parking Facilities	0	20	Bin Storage Facilities	0	21	Details of Vehicular Access Gates	0	Licences	Badger License	7400	Licences	Bats	1548		Architects	0		Planning consultancy	720		Fee payment to Bedford Borough Council	383		Quantity Surveyor update costings	850	TOTAL		18101	Note
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7/26	Finance & General Administration																																																																				
	(a)	2025/2026 Budget Monitoring Report: Period Ending 31 December 2025																																																																			
		The meeting considered and acknowledged the Budget Monitoring Report for the period to 31 December 2025, attached at APPENDIX A. This identified expenditure incurred and income received against the approved 2025/2026 revenue budget with no specific areas of concern or significant variances at this stage. The figures in the monitoring reports are shown net of Value Added Tax (VAT). The meeting acknowledged the need to keep the financial position under review with regular budget monitoring reports.	Note																																																																		

	(b)	Council Tax Liability	
		The clerk had written to Bedford Borough Council to request that the 300% long-term surcharge be removed as recent condition reports had been damning and had shown the Mill House was not habitable. The Clerk had also asked Bedford Borough Council what the next steps would be to remove the Mill House from the rating register as full planning permission had been granted for change of use to wellbeing hub class E(e) and offices on the first floor, class E(a). There had been no response as yet to the appeal to the Valuation Office Agency (VOA) to remove the entry in the Council Tax Register.	Note Note Note
	(c)	Funding Applications to Anglian Water Authority	
		Application to the Anglian Water Authority had not been submitted. Still awaiting quotations.	Note
	(d)	Policies & Practices – No update	
8/26	Tenant Matters		
		Mr MacFarlane, The Mill Coffee Shop attended the meeting to update Parish Council and request agreement for events 2026. <u>Millfest Dates</u>: September 4, 5, and 6, with the following schedule: Friday: 4 PM - 9 PM, Saturday: 3 PM - 10 PM, Sunday: 12 PM - 7 PM Mr MacFarlane to advertise sound checks beforehand to keep the village informed. <u>Food Truck Fridays</u>: To start on 8 May and run through to September. <u>Fireworks Display</u>: Firework Event being planned for 7 November 2026 Mr MacFarlane would update the Board with details on safety and environmental impact. <u>Signage</u>: the Mill Coffee Shop to use signage by the road not being used for Parish events. <u>Food Van Storage</u>: It was agreed that Mr MacFarlane could use the garage in the front barn to store his food van. Monthly fee to be agreed. <u>Patio area</u>: Mr MacFarlane requested permission to slab the outside area in front of the mill. It was agreed that it was not possible as to make changes would require another planning application.	Note Note Note Note Note Note

	<u>Lease Update:</u> There had been a delay finalising the lease because a lease compliant plan had been required. The correct plan had now been submitted and it was agreed to chase solicitors.	Note
9/26	Staffing Matters	
	There were no staffing matters to consider.	Note
10/26	Correspondence	
	None	Note
11/26	Date of Next Meeting	
	Meeting closed at 8.15pm. The next meeting will take place on 14 April 2025 at 7.00pm	Note

APPENDIX A**BROMHAM MILL: REVENUE BUDGET 2025-2026****Update: 31.12.25**

		Budget 2025/2026 £	To date 2025/2026 £
Sage code	<u>INCOME</u>		
	Rental Income: [Note 1]		
	Mill House	0	0
	Mill House Outhouse A [Note 2]	0	0
	Mill House Outhouse B [Note 2]	0	0
	Mill House Outhouse C [Note 2]	0	0
	Mill House Outhouse D [Note 2]	0	0
	Barn 2 (Current P3 Barn) [Note 2]	0	0
4017	Bromham Mill: Café Rent	10,000	10,238
4025	Bromham Mill: Friday Event Income	5,000	3,250
	Nature Club Barn/New Business Units	0	0
	Bromham Mill Granary Floor	0	0
4026	Electricity	0	7,978
	refund from EON		2,500
	Event Income:		
	Duck Race (biennial)	0	0
	Apple Day	8,000	7,653
4023	Other events	0	3,437
	Councillor Funding Mill Wheel	0	0
	UKSP Fund	0	0
	Commission:	0	0
	Gallery commission from Artist Network	0	0
	Commission from Workshops/Crafters	0	0
	TOTAL INCOME	23,000	35,056
	<u>EXPENDITURE</u>		
5081	Rent (Note 3)	10,000	8,813
	Maintenance/Repairs:		
5071	Museum & Gallery Complex (incl Mill Wheel)	2,000	2,721
	Mill House	1,500	495
5086	Car Park	2,000	953
5067	Grounds	2,500	2,755
5084	Toilets	500	130
5079	Cleaning Service (8 hours per week @ £12.50 x 50 weeks)	1,500	1,177
5087	Pest Control	400	200
5070	Fire/Intruder Alarm Maintenance	800	1,240
	Volunteer Group Expenses	1,000	0
5083	Play Equipment	0	0
	Running Expenses:		

	Employee Costs (Note 4)	13,500	0
5082	Rates	13,300	18,635
	Rates: Void Period Liability	0	0
	Refuse	1,500	386
5074	Water/Sewage	1,200	865
5074	Electricity	4,000	9,605
5074	Telephone/Broadband Costs	480	470
5068	Health & Safety Arrangements	1,000	1,083
5077	Marketing & Promotion	1,000	315
5063/5069	Events	2,000	6,266
5080	Printing, Stationery & Office Sundries	420	300
	Consumables	200	0
	Insurance	2,200	0
	PWLB Loan Repayment	0	0
	Contribution to Maintenance Sinking Fund (Note 5)	0	0
	Contingency for Business Losses (Note 6)	0	0
TOTAL EXPENDITURE		63,000	56,409
NET FINANCIAL POSITION (Note 7)		-40,000	-21,353

NOTES:

1. Based upon lower range "minimum" figures recommended by Kirkby Diamond for each lettable space; following project investment, rental expectations for lettable space would be increased.

2. Rental income is assumed from 1 December 2024 but, in the event of planning or construction delays affecting rent income, it is assumed that there would be a corresponding reduction in expenditure.

3. Rent to Bedford Borough Council is based upon initial rent reductions identified in the Lease (0%/33%/66%/100%).

4. Provision for Mill Estate Manager from 1 April 2024 (full time at £36,648 per annum, including known pay award, plus overheads).

5. Proposed lease terms enables transfer of up to £50,000 per annum to Maintenance Sinking Fund for larger projects; this will be relevant for consideration in future years.

6. It is expected that a contingency against business losses (e.g. tenant churn, rent arrears, event failure, inclement weather etc) will be provided in future years.

7. Lease terms requires payment of 10% of net annual profit over £50,000 to Bedford Borough Council.