



PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
www.patchwaytowncouncil.gov.uk

Wednesday 3rd July 2024.

Dear **Councillor Patrick Cottrell, Councillor Natalie Field, Councillor Jenny James, Councillor Denise Lansdown, Councillor Dayley Lawrence and Councillor Keith Walker.**

You are summoned to attend the meeting of Patchway Town Council's Parks, Open Spaces, Planning and Transport Committee on Tuesday 9th July 2024 at 8pm at The Lewis Gray Boardroom, Callicroft House, Patchway and the agenda is provided below.

Yours sincerely,

Jack Turner BA.Hons. Cert.CILCA.
Locum Clerk

AGENDA

1. To elect a Chairman to this Committee for the ensuing year.
2. To elect a Vice Chairman to this Committee for the ensuing year.
3. To receive questions from the members of the public present, with respect to business on the agenda in accordance with Standing Order 4E.
4. To receive any apologies for absence.
5. To receive any declarations of interest and to consider any requests for dispensations for this meeting.
6. To note the Terms of Reference for this committee
7. To approve the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 9th April 2024 and to note there is no Clerk/RFO report for this meeting, as all actions are covered within the agenda.

Matters Pertaining to Parks and Open Spaces

8. To consider reinstating the Patchway Greenway Walk.
9. To consider restoring the Living Landmark trail and signage in Patchway.

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10. To receive an update on the 'Greening the Parade' initiative.
11. To receive an update on South Gloucestershire Council Environmental Enforcement relating to dogs in Norman Scott Park.
12. To receive an update on technical and vandalism issues affecting the Jason Franklin 3G MUGA facility at Norman Scott Park.

Matters Pertaining to Planning and Transport.

13. To consider any planning applications received:
 - a) P24/01489/F - 124 Gloucester Road Patchway South Gloucestershire BS34 5BP - Part change of use of building from commercial (Class E) to a small house of multiple occupancy (Class C4) with 5 no. bedrooms for up to 6 no. occupants (Class C4) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).
 - b) P24/01495/F - Demolition of existing garage. Erection of 1 no. detached bungalow with access parking and associated works.
 - c) Any applications received after the agenda had been issued.

Updates and Reports.

14. To receive a Quarterly Update from users of Patchway Town Council sports facilities, allotment societies and Patchway and Charlton Hayes Wildlife Group (verbal updates limited to 5 minutes).
15. To receive the Patchway Town Council's Ground Staff Report for the period from April 2024 – June 2024.
16. To note that the meeting dates of the Parks, Open Spaces, Planning and Transport Committee 2024 – 2025 will be held on:
Tuesday 8th October 2024 at 8.00pm
Tuesday 14th January 2025 at 8.00pm
Tuesday 8th April 2025 at 8.00pm

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Terms of Reference - Parks, Open Spaces, Planning and Transport Committee

Composition: Six (6) Elected members (Voting)

Quorum: Three (3) members

Chairmanship: Chairman & Vice-Chairman to be elected by Members at the first committee meeting held in each Council year.

Meetings: Quarterly in line with Financial Year quarters, on the second Tuesday of the month. Meetings to be held in July, October, January, April.

Timing: 8pm

Venue: The Lewis Gray Board Room, Callicroft House, Rodway Road, Patchway.

Reports to: Full Council

Administration: Clerk/ Deputy Clerk/RFO

Legal Status: General Data Protection Regulations Governance & Accountability for Local Councils 2018 VAT regulations Adopted Code of Conduct 2012 Adopted Standing Orders Adopted Financial Regulations Localism Act 2011 Local Government Act 2003 Local Government Act 1972 Public Bodies (Admissions to meetings) Act 1960

Terms of Reference & Matters Delegated to the Committee

1. To consider such matters as may be delegated by the Council from time to time.
2. To consider budget proposals specific on committee related centres as directed by the RFO. To make recommendations for future budgets in line with the five-year strategic plan.
3. To review and make recommendations to Council on the provision of expenditure that is not within the budget for this committee.
4. To set out and enforce the terms and conditions for all sports bookings.
5. Responsible for ensuring all Parks and Open Spaces are well maintained and safe for the public.
6. To respond on behalf of the Town Council to all Planning Applications received.

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Adopted: 21st May 2024.

Review: May 2025.



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7. Authorisation of expenditure within the budget provided that payment is made within the limit previously approved by Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds must be authorised by Full Council.

(The Parks, Open Spaces, Planning and Transport Committee may incur expenditure up to £20,000 per transaction subject to there being sufficient funds in the Budget to meet such expenditure).

8. To consider the recommendations of any Sub-Committees or Working (Advisory) Groups under the control of the Parks, Open Spaces, Planning and Transport Committee.

9. Pursuant to Standing Order 11 A xi, Councillors who are not elected to the committee, may only speak at a meeting of the committee, if the presiding Chairman allows for this to happen. Councillors who are not elected to the committee can not propose, amend or put forward any resolutions to the committee members.

10. Pursuant to Standing Order 5 D v, any member who confirms to the Proper Officer that they're unable to attend a meeting, by 12 noon on the meeting date, may appoint a substitute Councillor. This Councillor will have the same rights as the Councillor that they're temporarily replacing.

11. To review all strategies and plans developed under the remit of the committee and report to Council.

12. Make recommendations to the Council on all matters not within existing policy.

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Adopted: 21st May 2024.
Review: May 2025.

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of the Parks, Open Spaces, Planning and Transport committee held on the Tuesday 9th April 2024 at 20:00 at Callicroft House, Patchway.

Councillors: Cllr R Loveridge (Chairman), Cllr P Knight, Cllr P Cottrell, Cllr N Field and Cllr J James.

In attendance: J Turner (Locum Clerk), J Watkins (Deputy Town Clerk and RFO), Julie French (Bristol BMX Club), Claire Nicoll, Chris Nicoll and Robert Martinique (Pretoria Road Allotment Association) and Dean Woods, Stuart Rummell (Patchway Sports and Social Club).

Absent: None.

Members of the Public: None.

As the time was 20:00, the Chair, Cllr R Loveridge called the meeting to order and informed all participants that the meeting would be recorded in line with The Openness of Local Government Regulations 2014 (SI2014/2095) and Patchway Town Council' protocol on the filming and recording of Town Council, Committee and Sub-Committee meetings.

09/04/2024 – No 1. To receive questions from the members of the public present, with respect to business on the agenda in accordance with Standing Order 4E.

None received.

09/04/2024 – No 2. To receive any apologies for absence.

The committee noted apologies from Cllr E Martin (holiday), P Thompson (Patchway Cricket Club), S Payne (Stoke Lone AFC), A England (Patchway Town FC), S Dickinson (Blakeney Road Allotments Society) and A Dommett (Patchway and Charlton Hayes Wildlife Group).

09/04/2024 - No 3. To receive any declarations of interest and to consider any requests for dispensations for this meeting.

The Chairman stated that any member having a disclosable pecuniary interest in a matter to be discussed should declare it during the meeting as specified in the Code of Conduct required by the Localism Act 2011 Section 27 and should leave the room while the matter was discussed.

09/04/2024 – No 4. To approve the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 9th January 2024 and to note there is no Clerk/RFO report for this meeting, as all actions covered within the agenda.

RESOLVED: It was unanimously agreed to approve the minutes of the meeting.

Matters Pertaining to Parks and Open Spaces

09/04/2024 - No 5. To consider reinstating the Patchway Greenway Walk.

The Committee noted this item is to be deferred to a future meeting, when a new Clerk is in place.

RESOLVED: It was unanimously agreed to defer this item.

09/04/2024 - No 6. To consider restoring the Living Landmark trail and signage in Patchway.

The Committee noted this item is to be deferred to a future meeting, when a new Clerk is in place.

RESOLVED: It was unanimously agreed to defer this item.

09/04/2024 - No 7. To note the progress of Patchway Town Council's Local Nature Action Plan.
The Deputy Clerk spoke on the plan. Good progress has been made and ties up well with other projects.

Matters Pertaining to Planning and Transport

09/04/2024 - No 8. To consider any planning applications received:

- a) **Any applications received after the agenda had been issued.**
None received.

09/04/2024 - No 9. To consider a back-lane clear up in the current financial year.

The Deputy Clerk spoke on this item. The Officers are recommending inviting South Gloucestershire Council Officers to look at the back lanes with the Chairman and Vice-Chairman of this committee.

CLLr P Knight stated that the amnesties that have been held over the last few years which have been localised for one day with a number of volunteers. CLLr P Knight proposed getting some quotations for clearing the rubbish within the back lanes.

CLLr R Loveridge raised his concerns on the new processes around waste and recycling being brought in by South Gloucestershire Council with the three-weekly black bin cycle as well as restrictions on the 'Sort-It' centres.

CLLr P Cottrell spoke on the area's within the lane in which the dumping of rubbish would be considered as fly-tipping and the size of the boundary's between private and public land.

RESOLVED: It was unanimously agreed to arrange a site visit with South Gloucestershire Officers and the Chair and Vice-Chair of this committee to assess the issues. An invite will also be extended to the South Gloucestershire Council Ward Councillors.

RESOLVED: It was unanimously agreed to obtain quotations for the clearance of rubbish from the back lanes from private waste companies along with some monitoring or assessment of the amount of fly tipping and the frequency of this.

Updates and Reports

09/04/2024 - No 10. To receive an update on the 'Greening the High Street' fund grant application.

The Deputy Clerk provided an update on the grant. Work was ongoing between South Gloucestershire Council and Bromford at The Parade and as part of this Southern Brooks will be contributing towards the landscape works from this grant.

09/04/2024 - No 11. To receive a Quarterly Update from users of Patchway Town Council sports facilities, allotment societies and Patchway and Charlton Hayes Wildlife Group.

The committee noted an update Pretoria Road Allotment Society. The allotment site is doing well and only have two raised beds vacant. Numbers on the waiting list are expected to rise. The society passed on their thanks to the Ground Staff for the assistance with maintenance work on the site. The Easter Egg hunt was well attended and a lot of families from Patchway enjoyed the event. The Pollinator works, under the WECA grant, has been halted due to the bad weather. Hopefully the weather clears so that the large ground works can start. Some saplings have been planted in a bed and are ready to plant further. A meeting with local schools has been held about how they can be involved within the allotment site and how the site can benefit them once the space has been enlarged. The society are working with the local schools to ensure the future site is fit for purpose. Rob has been undertaking some talks on soil and no-digs which have been very well attended, providing vital information to the community.

The committee noted the report from Bristol BMX Club. A very successful AGM has been held and there is a good mix of new and old committee members. The Club have been working hard on promotion in the local area and have now re-opened membership which is currently higher than last year's membership. The Club have been awarded a grant of £500, from Access Sport, which will be put towards helmets for young riders. There is a hope for future funding. The Club are running a first aid course for their members. Wednesday gate nights have been well attended by local residents as well as all over the South-West. Regular beginner coaching sessions are also going well on a Tuesday. Racing season has started, which there are 10 of this year, alternated with gate nights. Regional racing has started and the Patchway event is being held on 30th June 2024. National season has also started and the experienced club riders have been travelling the UK to compete as well as three riders attending the European heats. Three riders are also attending the World Championships in May. The Club are attending the Throwback Festival in July at Norman Scott Park. The Club have asked for clarity on their responsibility of maintenance within the outside of the gates and whether they could have advertising within the track to ensure the public know about the Club.

The committee noted the report from Patchway Sports and Social Club. The club have been experiencing some financial difficulties and have culminated in the last month. There is a renewed committee for the Club to become a part of the community and the committee are making good progress towards ensuring the club can perform successfully for the residents. The new committee have been running a large number of events to increase footfall and membership within the club, which is currently down on last year. The Officers of the Club want to keep communication lines open and want to further embed themselves within the community. The Club will have some volunteers to cut back the garden area and the Deputy Clerk with the Ground Staff and a working party of committee members will visit to give advice on the area.

The committee noted a written report from Patchway Cricket Club. The Club will have a lot more youth teams this season and they are grateful for the grant from Patchway Town Council for the boundary rope. There are now some junior players ready to make the leap into the first team which is a testament to the facilities at Scott Park.

The committee noted a written report from the Patchway and Charlton Hayes Wildlife Group. The group has quietened down and is now awaiting further instruction on nature projects when a new Town Clerk is in post. The BS34 Wildlife Facebook group is still going strong.

The committee noted a written report from Patchway Town Football Club. The third team had to be dissolved and the other two men's teams are fighting off relegation and a major sponsor has withdrawn from funding the club which has provides a few difficulties. The Under 18's are pushing for promotion and made the League Cup semi-final.

The committee noted a written update from Stoke Lane Football Club. The club has achieved two-star FA accreditation and is working towards three-stars. Thanks was given to the Ground Staff for ensuring the facilities remain in good condition despite the weather. Stoke Lane are looking to re-introduce some more sides into Norman Scott Park.

09/04/2024 - No 12. To receive the Patchway Town Council's Ground Staff Report for the period from October 2023 – January 2024.

The Committee noted the report from the Ground Staff detailing what work they have carried out in the last quarter across all of Patchway Town Council's land and facilities.

09/04/2024 - No 13. To receive an update on the Member Award Funding application for equipment for the older persons hard court at Norman Scott Park

The Committee noted the update from the RFO. The funding of £1000 had been spent on pickle ball and short tennis equipment and when the weather clears up, the facility and equipment will be available to all residents especially those who are older.

09/04/2024 - No 14. To note that Patchway Town Council will obtain tree saplings from The Woodland Trust.

The Committee noted that 420 saplings had been granted from the Woodland Trust for community use. These have been distributed between various community groups and schools. The Ground Staff have been heavily involved in the planting.

09/04/2024 - No 15 To note that the date of the next meeting of the Parks, Open Spaces, Planning and Transport Committee will be determined at the Annual Meeting of Patchway Town Council.

Noted.

The meeting was closed by the Chairman at 20:44.

DRAFT

Groundstaff Update: Parks and Open Spaces 2024 – 2025 – April to June 2024

Play Areas

All Medium Risk items have been resolved, play area checks are ongoing monthly, Deputy Lead Groundsperson Steve Liddiatt undertakes training in July for Operational Checks which are needed by law every 3 months, annual inspection is done out of house.

Some areas in Norman Scott Park are showing signs of age with a few items that will require being replaced over the next few years or where possible.

Issued raised with trees in Norman Scott Park play area.

Some areas of play areas have issue with rubber safety flooring and will require work over the next 2 years.

Norman Scott Park

Increase of activity of people bring dogs, however in June we have had a dog warden on site from South Gloucestershire Council with the hope that it will decrease over time.

We have had an increase in anti-social activity with the skate park being targeted with large amounts of graffiti.

Running track

Patchway had its first 10k run in April, this was very successful, we have seen an increase in usage, however our signs/posts and running signs are showing signs of age and starting to wear away from the running track, it would be grateful if this can be renewed in preparation for next years event and the winter 5k fun run.

Football and cricket

Winter repairs have taken well and are looking promising for start of football season, plans are in place for additional pitch (9v9) youth pitch, increase in use of all 3 football pitches, hoping winter this year will not be as wet however with the extra use means more care during winter.

Last winter we lost about 20% of bookings due to bad weather or water logged pitches, this is due to being unable to spike/slit to allow drainage with no working compact tractor. Investigation into new machinery to allow more games meaning a better income for council.

3G To be FA tested June 2024, this will increase usage and income as will be used during winter months, this will increase weekly duties to maintain standards.

Cricket season is now underway with no issues to report.

Allotments

On going project (WECA), light works on digger was completed in May, with more work required when possible.

Greenway Path

Awaiting council update on Greenway Path plans, current plan not in use as signs damaged or broken due to wear and tear.

Open spaces around Patchway

All of Patchway's open spaces have been kept clean and tidy with wildlife, all ponds and footpaths have been well kept and are used daily by residents.

Machinery

Isek is has come to the end of his life with age not on its side (15 years old).

Plans are in place for update and renewal.

Trees and saplings

Planning has started for tree work in Norman Scott Park for September (outside of nesting season) with Norman Scott Park play area to be looked at also and the Patchway Sports and Social Club trees to be reduced by 30%.

Live Labs

Project is now under way and most of South Gloucestershire Council areas now under this scheme, this will cause some areas of Patchway looking a little long and overgrown due to this being cut less often, awaiting map of areas this will cover.