

WESTFIELD PARISH COUNCIL

Minutes of the Environment and Development Committee Meeting held at the Oval Office, St Peters Business Park, Westfield on Monday 31st October 2011 commencing at 7pm

Present: Chair of the Committee: Cllr R Baber
Chair of the Council: Cllr R Appleyard (Vice Chair of the Committee)
Councillors: G Fuller, E Newman, S Russell and P Wilkinson.

In Attendance: Joyce Pickard, Standards and Support Officer and Dave Dixon, Stronger Communities Officer, BANES for item 14, Neighbourhood Plan.

Mrs L J Welch (Parish Clerk)

10. Apologies for Absence

There were no apologies for absence.

11. Declarations of Interest

There were no declarations of interest.

12. Minutes of the last meeting

The minutes of the meeting held on 27th September 2011 were agreed as a true record and signed by the Chairman.

13. Matters arising

There were no matters arising from the minutes.

14. Neighbourhood Plan

The Chairman welcomed Joyce Pickard and Dave Dixon who attended to talk about Community Plans, how to embark on this process and the reasons for doing so. As a new Council this is an opportunity to talk to the community, the questionnaire going to all 2,400 properties in the Parish. It would challenge the Parish Council's assumptions of what is wanted in the community and the resulting Action Plan would be a clear mandate from the residents for the

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Signed Dated

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future of the Parish. With Westfield and Radstock having been allocated a total of £100,000 per year for the next 10 years in lottery funding, this would be an excellent means of ensuring its spending is led by the community.

There are five main areas of expenditure: questionnaire production, distribution, collection, collation and printing of the final plan. For a Parish this size expenditure is likely to be between £3,000 and £5,000. However there is no reason why the Parish Council can not apply for release of the allocated lottering funding for this purpose.

Questions could be sectioned to match the BANES core areas, so that the entire process can be supported by the appropriate BANES departments. The Action Plan can then be divided into actions for the Parish Council, for BANES, the Police and other Partners. A two year timescale for this project was not unreasonable.

Dave Dixon circulated 'A Guide to Community Planning in your area', a copy of which would be forwarded by the Clerk to those Councillors not at the meeting.

Resolved: That the Committee unanimously recommends to the Parish Council that it agrees to a Community Plan for Westfield, and commences this process.

15. Calendar of Meetings

Members were asked to consider and agree a Calendar of Meetings.

Resolved: (1) That this Committee next meets on 28th November 2011 at 7pm.

(2) That the December meeting be cancelled and that any comments on the December planning applications be forwarded to the Clerk for confirmation by the Chair.

(3) That from January 2012 onwards the Committee meets on a Monday evening, to be clarified at the November meeting.

16. Planning Applications for Consideration

Resolved: (1) That no objections be made to the following planning applications:

| | | |
|-------------|-------------------------|-------------------------|
| 11/04345/TC | Fell Sycamore tree | Green Gables, Wells Rd |
| 11/04460/TC | Fell Corsican Pine Tree | Rookery House, Wells Rd |

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(2) That in respect of the amended plans for the Alcan site, a comment be made to the Case Officer stating, should the applicant return asking for more units on site, the percentage of affordable housing should remain the same for the entire project.

17. Planning Decisions

The Planning Decisions by BANES were noted.

18. Local Westfield Shops

18.1 *Landscaping of the area outside the local shops*

Noted: That, as part of a BANES led initiative, Cllr Appleyard and Cllr Moss were meeting John Crowther of BANES on site to put together some initial ideas, to be put into a plan for public consultation. The Parish Council would also be a consultee.

18.2 *Liason with the shops and businesses for a Living Christmas Tree*

Resolved: To agree the draft letter and send it to the top 10 businesses in the Parish and the local Westfield Shops, informing them of the living Christmas Tree and inviting contributions. The names of those contributing would appear on a plaque on a stone plinth next to the tree.

18.3 *Time Capsule*

Resolved: To agree the draft letter to local schools and voluntary organisations inviting them to contribute items for a time capsule, to be buried under the stone plinth next to the living Christmas Tree.

19. South West in Bloom

Resolved: To agree the draft letter inviting Westfield Primary School and Fosseway School to grow the plants for the hanging baskets in the summer.

20. Newsletter

Resolved: To go ahead with the Newsletter on A4, folded to A5, with Spectrum being the lowest tenderer for printing and DPDS for distribution.

21. Logo Competition at Norton Radstock College

Noted: That the Chairman of the Council and the Clerk had met the Principal of Norton Radstock College and arranged for the Art

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and Design Students to undertake a competition to design a logo for the Parish Council. The three best designs would be put for public vote next year.

22. Allotments

Resolved: (1) That due to the anomaly in the draft lease with BANES which does not allow WAGS to fully manage the allotment site, the draft lease is not signed at this time.

(2) That in the meantime a partnership arrangement be set up with WAGS, setting out the parameters under which they manage the site. The Parish Council to undertake insurance and validate any new tenancies and Notices to Quit. WAGS to pay the Parish Council £100 per year and to administer the waiting list, receive the tenancy income and undertake the maintenance on site. A representative from WAGS to be invited to the Environment and Development Committee on a six monthly basis to report back.

23. Items for the next agenda

There were no new items highlighted.

24. To receive quotes for the printing and distribution of the newsletter

This item had been covered earlier in the agenda.

The meeting ended at 8.45pm.

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Signed Dated