

# Westfield Parish Council



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Chairman: Cllr G Fuller Parish Clerk: Ms L J Close FSLCC

Established 2011

## All Council Meetings are open to the Public and Press

1st February 2021

**TO: (a) All Members of the Environment and Development Committee**  
Cllrs Brian Wallbridge (Chair), Diana Cooper (Vice Chair), Geoff Fuller, Ron Hopkins, James Honess, Eleanor Jackson, Pat Williams

**(b) All other Members of the Council for information**

Dear Councillor,

You are summoned to attend a meeting of the **Environment and Development Committee** of Westfield Parish Council on **Monday 8th February 2021 at 7.00pm**, online via Zoom.

Westfield Parish Council is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/96768631321?pwd=VzZKVVBREFLdnV0eUF3SmRXNVpQZz09>

Meeting ID: 967 6863 1321

Passcode: 572276

Or dial in by phone 0203 481 5240, using the Meeting ID and Password above when prompted.

The meeting will consider the items set out below.

Ms L J Close  
Parish Clerk

**Before the meeting there will be a 15-minute public session to enable residents of Westfield to ask questions, and make comments.**

# AGENDA

1. **APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**  
Council to receive apologies for absence and, if appropriate, to approve the reasons given.
2. **DECLARATIONS OF INTEREST AND DISPENSATIONS** - Members to declare any interests they may have in agenda items, in accordance with the requirements of the Council's Code of Conduct. The Parish Council may consider agreeing a dispensation, providing the request is put in writing and the dispensation is allowed on the grounds set out in s.33 of the Localism Act 2011.
3. **MINUTES OF THE LAST MEETING** – To agree the minutes as a true and accurate record of the meeting held on 11th January 2021 (**Pages 1-3**)
4. **PLANNING APPLICATIONS FOR CONSIDERATION (Page 4)**
5. **PLANNING DECISIONS** There were no planning decisions to note at the time the agenda was circulated.
6. **RECREATION GROUND – NORTON HILL**
7. **RECREATION GROUND – WESTHILL**
8. **LOCAL PLAN PARTIAL UPDATE OPTIONS CONSULTATION** As circulated at the last meeting. Deadline for comments - 18th February 2021
9. **JUBILEE GREEN** To consider the transfer of this land to the Parish Council. Feedback on the meeting of 19th January.
10. **DAMAGE TO GREEN SPACE AT 3 RUSKIN ROAD** Assurance from Craig Jackson of Highways that they have this on the plan to address the issues.
11. **SOMER VALLEY REDISCOVERED INITIATIVE OF POSTERS IN EMPTY SHOPS** Feedback on the meeting of 14th January.
12. **WESTFIELD IN BLOOM** (Cllr Jackson)
13. **LIVEABLE NEIGHBOURHOODS** (Cllr Jackson) (**Pages 5-6**)
14. **WESTFIELD PARISH COUNCIL'S 10TH ANNIVERSARY**
15. **WESTFIELD FUN DAY** To consider postponing this event.
16. **WESTFIELD SNOW WARDEN SCHEME** Update on the gritters (**Page 7**)
17. **RENEWAL OF THE YOUTH CONNECT CONTRACT 2021/22 (Pages 8-11)**

**Westfield Parish Council**

**Minutes of the Environment and Development Committee Meeting held  
remotely on Zoom on  
Monday 11<sup>th</sup> January 2021 commencing at 7pm**

**Present:** Cllrs B Wallbridge (Chair), G Fuller, J Honess, E Jackson and P Williams

**Absent:** Cllrs D Cooper and R Hopkins

**Also attending:** Lesley Close, Parish Clerk and Tracey Stephens, Admin Assistant.

**82. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Apologies were received and accepted from Cllrs Cooper and Hopkins.

**83. DECLARATIONS OF INTEREST AND DISPENSATIONS**

There were no declarations of interest.

**84. MINUTES OF THE LAST MEETING**

The minutes of the last meeting held on 14<sup>th</sup> December 2020 were agreed as a true record and would be signed by the Chair.

**85. PLANNING APPLICATIONS FOR CONSIDERATION**

***21/00074/FUL - Erection of detached garage and store (retrospective)***

The committee objected to this application due to the overdevelopment of the site, negative impact on neighbours and that the building should be subservient in size to neighbouring properties.

**86. PLANNING DECISIONS**

The Planning decisions were noted.

**87. RECREATION GROUND – NORTON HILL**

There were no items to discuss

**88. RECREATION GROUND – WESTHILL**

- An email had been sent asking for a pathway from the play area alongside the club to the running track in order to access the track from the play area without walking on the grass.

**Minutes subject to approval at the next meeting.**

**Signed ..... Dated .....**

## Westfield Parish Council

**Resolved:** to respond advising that there were no funds to complete this and that there were pathways to various areas of the track from the other entrances to the site.

- The play inspection report had highlighted a low risk issue with the spring mechanism of the buddyboard. Quotes received had indicated that repair of this would be £1017. This is not thought to be a popular item.

**Resolved:** not to repair the item, but to use it until it becomes medium risk, then remove it.

### 89. LOCAL PLAN PARTIAL UPDATE OPTIONS CONSULTATION

The options consultation was discussed.

**Resolved:** Councillors to study the consultation and bring thoughts to the next meeting.

### 90. JUBILEE GREEN

The meeting on 19<sup>th</sup> January was noted. Cllr Fuller invited all Councillors to the meeting.

**Resolved:** Clerk to distribute the link for the Zoom meeting to all Councillors

### 91. WATERSIDE CARNIVAL CLUB OFFER REGARDING DEFIBRILLATORS

The offer from Waterside Carnival Club was warmly received.

**Resolved:** to contact the Carnival Club to suggest the Westhill Car Park and if feasible, to then contact Westhill Club and establish whether a unit could be attached to the wall of the club by the car park, with use of their electrics.

### 92. CLIMATE EMERGENCY

The next meeting on Tuesday 2<sup>nd</sup> February was noted

### 93. SOMER VALLEY REDISCOVERED INITIATIVE OF POSTERS IN EMPTY SHOPS

The meeting on Zoom on Thursday 14<sup>th</sup> January at 10am was noted. Councillors were asked to consider where posters could be situated in Westfield.

### 94. ALLOTMENTS

The delay of the WAGS Annual General meeting for six months was noted.

**Minutes subject to approval at the next meeting.**

**Signed .....** **Dated .....**

**Westfield Parish Council**

**95. ITEMS FOR THE NEXT AGENDA**

- Westfield in Bloom – Cllr Jackson
- Local Plan Update
- 10 year anniversary of Westfield Parish Council

It was agreed to exclude the press and public on the grounds that in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

**96. NATURE TRAIL AT SHAKESPEARE AVENUE**

The draft letter from the registered valuer to the owners of the land required, was accepted.

**97. QUOTE FOR REPAIRS TO HANGING BASKETS AT ELM TREE AVENUE**

The quote from Gary Maundrill of £350 + VAT to make necessary repairs to the hanging basket trees was accepted.

The meeting closed at 7:56pm

**Minutes subject to approval at the next meeting.**

**Signed .....** **Dated .....**

**Westfield Parish Council Planning Applications -- FEBRUARY 2021**

Date Rec'd	App No	Applicant	Location	Case Officer	Proposal	Response By
14.01.2021	21/00068/VAR	Mr Daryl Emery	12 Milton Road	Chloe Buckingham	Variation of condition 7 (Plans List) of application 19/01114/FUL (Erection of two storey, 3 bed dwelling attached to existing property at 12 Milton Road).	09.02.2021
26.01.2021	21/00318/FUL	Mr Daniel Cornish	19 Westfield Terrace	Ben Burke	Erection of single storey garage following demolition of existing	16.02.2021
28.01.2021	21/00167/FUL	Westfield Surgery	51 Waterford Park	Chloe Buckingham	Extension and alteration to existing doctors' surgery to provide additional consulting rooms, a wheelchair accessible toilet and improvements to the parking areas	18.02.2021

Indicates application received since agenda printed

**Eleanor Jackson (Cllr)**

Mon, 18 Jan,  
12:01

to Westfield

Is there an area of Westfield we should consider for this? I am thinking of the St Peter's road – Longfellow Road stretch. I was up there on Friday morning. Can't believe how much traffic there is on the A367.

Best wishes  
Eleanor

**From:** Leader & Cabinet Office <[Leader&\\_CabinetOffice@BATHNES.GOV.UK](mailto:Leader&_CabinetOffice@BATHNES.GOV.UK)>  
**Sent:** 15 January 2021 13:31  
**To:** \_Template Councillor; >  
**Subject:** Liveable Neighbourhoods

Dear Members

Following Cabinet's decision to approve the three Liveable Neighbourhood strategies on 10<sup>th</sup> December 2020 (subject to minor amendments to be published this month) we are now inviting applications for liveable neighbourhoods, residents' parking zones and electric vehicle parking within your respective wards.

The liveable neighbourhood strategies (Low Traffic Neighbourhoods; Residential Parking Strategy; and On Street Electric Vehicle Charging Strategy) were the subject of public consultation between 9<sup>th</sup> September and 18<sup>th</sup> October 2020. The responses demonstrated overwhelming public support for the council's approach and proposed measures. Many respondents did express concerns regarding how the proposed measures might affect them, so we must work with the community, enabling them to have a bigger say in shaping our services.

We welcome expressions of interest from all Members to bring forward proposals within their wards. For wards with two Members, we recommend that they work together and submit a single application. Proposals within parished wards will ultimately need the support of the respective town or parish council, but they don't need to have passed a supportive resolution at this stage. We recognise that some ward Members and their respective communities will already have a clear idea of what they want to achieve, whereas others will only be starting their journey. Please be assured that Liveable Neighbourhood now forms a long term strategy for the whole district and there will be ample opportunity to submit proposals in the future.

Liveable neighbourhoods are part of our toolkit to tackle the climate and ecological emergency, act on our Health and Wellbeing Strategy and ensure social justice. All schemes will require changes in travel behaviour by residents, commuters and visitors alike. Many schemes will require reductions in general on-street parking provision in order to provide for sustainable travel, modal filters and electric vehicle

charging. Readjusting travel behaviour and car ownership levels will be difficult in the short term, but the rewards will be so significant that, in the future, very few people will want to return to the way we organise travel now. This is what happened in Waltham Forest where, 5 years after implementation, opposition to the schemes is now in the order of 1% of the local population.

Existing highway legislation provides a powerful and cost-effective tool to reduce the dominance of vehicles in our communities and prioritise active travel and public transport. Schemes will need to maintain vehicle access to homes and businesses and should be designed to assist disabled people and other people with restricted mobility. The aim is to reduce overall vehicle use, rather than divert traffic elsewhere. Successful schemes will be those that: improve the local environment for residents; increase capacity, safety and convenience for sustainable travel on main corridors; and foster conditions whereby residents reduce their reliance on private cars, making their local trips by walking, cycling, e-bikes or bus.

The introduction of liveable neighbourhoods has the potential to make huge improvements to people's lives, enabling our communities to improve their health, wellbeing and equality of opportunity.

Please submit expressions of interest using the attached form to [LNConsultation@bathnes.gov.uk](mailto:LNConsultation@bathnes.gov.uk) by 12th February 2021. A second round of expressions of interested is invited by 5th May and a third round by 5th August 2021. We are currently developing a prioritisation methodology to assess the applications received and will publish a shortlist of schemes that are considered to offer the greatest potential and worthy of detailed investigation and development within one month of each deadline date. We will also produce answers to a series of frequently asked questions to aid understanding of all issues relating to Liveable Neighbourhoods.

We hope that you will grasp this opportunity to work with our communities and demonstrate that the council is able to make a positive contribution to peoples' lives.

Kind regards

Cllrs Joanna Wright & Neil Butters  
Joint Cabinet  
Members for Transport

Cllr Richard Samuel  
Cabinet Member for  
Resources

Bath and North East Somerset Council  
01225 395025

[www.bathnes.gov.uk](http://www.bathnes.gov.uk)  
[www.twitter.com/bathnes](https://www.twitter.com/bathnes)

**Improving People's Lives**



## **Update report on the gritters for snow wardens**

I recently met with a resident who has been helping to maintain the gritters.

We have three large yellow gritters and one smaller black one. One of the yellow gritters is kept at the home of our one snow warden and the others are in the garage at Norton Hill.

Having spoken at length to someone at Glasden, the suppliers, it would appear that the yellow gritters are the most suitable for the work that we need doing. The black one is considerably cheaper and more lightweight, but clearly states that it will not work with damp or wet salt, which could be a problem as the bags of salt in the garage are almost all pretty damp.

As the other two are kept in the garage the damp air, combined with any excess salt that has been left on the machines, is causing rust and decay. Of the two yellow, more industrious, gritters one of them is jammed up completely and will need some new parts to maintain. The other one needs just one part that can be taken from the more damaged one. The deterioration is mainly down to the fact that quite a lot of maintenance is required to keep the parts in working order.

Our volunteer is prepared to do the work to get one of the yellow gritters working. That would mean two working gritters plus the smaller one that would really only be of use for a small area.

Tracey



## **Youth Connect South West**

### **Service Level Agreement For period 1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022**

#### **Agreement between Youth Connect South West Ltd and Westfield Parish Council**

##### 1.1

This document sets out the Service Level Agreement between Youth Connect South West (known in this document as YCSW) and Westfield Parish Council (known as WPC in this document).

##### 1.2

This is a Service Level Agreement for the delivery of 1X 2 hour session/week of Youth Work by YCSW on behalf of WPC over 44 weeks (1 year service). Any other activities require additional funding.

#### **2. Service Provision**

##### 2.1

The Youth Work provided will be delivered in line with YCSW curriculum and quality standards, policies, procedures and practices.

##### 2.2

Unless otherwise negotiated the age range is 11 – 19 years.

##### 2.3

Outcomes from the sessions will be reported on quarterly basis to WPC for discussion to meet the needs of young people and the village. Attendance will also be reported.

##### 2.3

The Youth Work session provided by YCSW on behalf of WPC will aim to provide young people with opportunities for social and personal development. Opportunities are based on the Youth Work Curriculum and would include informal education approaches. The outputs/outcomes will be reported through quarterly reports and will be reported at the parish council meetings as requested.

##### 2.4

Westfield Methodist hall or another suitable venue will be used, the cost of which sits outside the contract. The Youth Mobile may occasionally be used.

##### 2.5

YCSW staff will undertake driver training before they are able to drive the youth bus, the youth bus will be insured, MOT, taxed and serviced as part of a service contract. The youth bus is checked before each delivery session for any issues or faults and will not be used if there are any issues.

##### 2.6

The Youth Work session will be 2 hours in delivery with 1 hour for planning and debrief, this ensures the youth work sessions are of high quality and engage young people well in the programs.

It is planned that young people will begin to feed into Cluster and Parish youth work meetings as appropriate.

2.7  
YCSW will attend Cluster and Youth Sub Group meetings 4 times per year and provide a quarterly report. Additional information can be requested for reports and to enable fundraising activities to be undertaken by WPC with a reasonable lead time.

### **3. Staffing**

3.1  
YCSW staff will consist of a lead Senior or Youth Support Worker and 2 Assistant Youth Workers.

3.2  
Recruitment for all staff will be carried out using a fair selection and recruitment procedure; references will be sought and approved, DBS checks undertaken. Staff can start work before their DBS is received providing they are supervised by a senior member of staff and a safer risk assessment has been undertaken.

3.3  
YCSW staff will be paid in line with JNC (Joint Negotiating Committee) terms and conditions of employment.

3.4  
All YCSW staff in line with JNC and regardless of their role is entitled to 6 or 7 weeks (with 5 years' service) annual leave. The cost off the leave is built in to the annual costs of the SLA, YCSW will endeavour to cover the sessions affected by staff leave to minimise disruption but they are under no obligation to do this. Staff will take 2 weeks leave at Christmas and 2 weeks leave in the school holidays, the other 2 weeks will be agreed with their line manager and it is this leave which will be covered if possible.

3.5  
Staff sickness – staff are paid when off sick, if a staff member is sick YCSW will endeavour to cover the session wherever possible. If the session has to be cancelled young people will be notified as quickly as possible. The remaining staff may visit the area to inform young people, but staff are not allowed to lone work.

3.6  
Volunteers will be recruited to work on youth work sessions. All volunteers will be recruited by a fair selection and recruitment process, references sought and approved and a DBS undertaken. Volunteers can start work before their DBS is received providing they are supervised by a senior member of staff and a safer risk assessment has been undertaken.

3.7  
Staff training, all staff are expected to attend induction training and this is built into the SLA contracts, staff are also required to attend training during the YCSW annual training week.

### **4. Service Provision Standards**

4.1  
YCSW has public liability insurance of £10 million, this covers all work provided by YCSW.

4.2

Immediate suspension of the Service will occur where either YCSW or WPC have concerns regarding a significant breach of either Safeguarding or Health and Safety Standards.

#### 4.3

Liability lies with YCSW to comply with current legislation in regard to safeguarding, health and safety, insurance, data protection, and governance. Policies and risk assessments can be viewed on request.

#### 4.4

YCSW has a range of policies, procedures and risk assessments that apply to youth work delivery, staff behaviours and conduct and they can be viewed at request.

### 5. Termination of Contract

#### 5.1

This agreement can be terminated by YCSW or WPC with 3 months' notice, this is the amount of time required to give staff notice of redundancy.

#### 5.2

In the event of either party becoming aware of any breach of the agreement, which doesn't constitute a risk to life or health, the party shall immediately notify the other in writing of the breach and specify a period of time during which the breach is to be rectified.

5.3 Disputes and complaints. In all incidences complaints will be made to the Operational Manager who will respond to the dispute and complaint within 10 working days. If the complaint /dispute is unresolved then it should be escalated to the Chief Executive who will investigate. If it is not resolved the complaint will be further escalated to the Board of Trustees.

### 6. Cost and Delivery

#### 6.1

##### **Budget**

Total cost of delivery is £10,462.17 this includes all costs including management fee.

#### 6.2

##### **Youth Work Sessions**

- Contract length – **1<sup>st</sup> April 2021 – March 31<sup>st</sup> 2022**
- 44 weekly session (half year, delivery periods as agreed)
- Breaks at Christmas and 2 weeks during the school summer holidays, 2 weeks to be agreed at other times (over a year)
- Tuesdays 7pm – 9pm, (changes through consultation with parish council and young people)
- If additional funding is found for trips and residential offered to young people, these events will count towards sessions delivered
- Young people will be signposted and referred to specialist agencies including YCSW Targeted Services, if required.
- Staffing:
  - 1 Senior Youth Worker/ Youth Support Worker – 6 hours
  - 2 Assistant Youth Workers – 2.5 hours

##### **Additional Duties**

- Management of the Mobile Bus
- Planning and recording of each youth work session
- Quarterly report
- Management and supply of resources for the delivery of sessions

- Reporting of safeguarding and other issues concerning young people to the Line Manager
- Development of risk and assessments as required
- Consideration of other activities, depending on interest and further funding

6.3  
 Invoices are to be raised and paid in advance of each quarter April 1st, July 1st, October 1st and January 1st of each year, amounts will correspond to projected delivery for that quarter.

Signed on behalf of Westfield Parish Council

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Print Name .....

Position in organisation.....

Address.....

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Date .....

Signed on behalf of Youth Connect South West

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Print Name .....

Position in organisation.....

Address.....

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Date .....

