

Westfield Parish Council



The Oval Office, St Peter's Business Park
Westfield, BA3 3BX
Phone: 01761 410669
Email: council@westfieldparishcouncil.co.uk

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

Established 2011

All Council Meetings are open to the Public and Press

4th May 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 **Tuesday 11th May 2021 at 9.30am**, in the car park of the **Oval Office, Cobblers Way, Westfield**.

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. ELECTION OF CHAIR
2. ELECTION OF VICE CHAIR
3. TO AGREE THE MEMBERSHIP OF WORKING GROUPS
 - Climate Emergency Working Group – Cllrs G Fuller, L Mansell, B Wallbridge.

- Jubilee Green Working Group – Cllrs G Fuller and R Hopkins
- Waterside Valley Working Group – Cllrs G Fuller, J Honess, R Hopkins, E Jackson and L Mansell.

4. **APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**
Council to receive apologies for absence and, if appropriate, to approve the reasons given.

5. **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.

6. **MINUTES OF THE LAST MEETING** – To agree the minutes as a true and accurate record of the meeting held on 12th April 2021 (**Pages 1-3**)

7. **PLANNING APPLICATIONS FOR CONSIDERATION (Page 4)**

Message from Planning Officer re. 43 Welton Road - 21/00875/FUL -

I am writing to you regarding the above planning application and your consultation response.

The submitted plans are sufficient for the application to be validated and are sufficient to make a determination on the application. As this is a retrospective application I have photos of the development which I have attached. (circulated 27/4/21)

Please could you let me know whether you intend to comment on this application, otherwise I will proceed with the determination under delegated powers as set out in the council's scheme of delegation.

8. **PLANNING DECISIONS (Page 5)**

9. **RECREATION GROUND – NORTON HILL**

- Vandalism to the chain-link fence from Fosse Way to the play area gate - £290 C&R Fencing
- Disabled parking signage (**Page 6**)

10. **RECREATION GROUND – WESTHILL**

Hopscotch - low risk on the play inspection but the numbers are looking very faint - £734.63 to repaint by Wicksteed who created it. £425 plus labour per day £130 – Paul Charlton.

11. **CORRESPONDENCE FROM WESTFIELD FC (Page 7)**

12. **COMMUNITY ENGAGEMENT AND ACTION PLAN 2021 (Pages 8-11)**

Westfield Parish Council

Minutes of the Environment and Development Committee Meeting held
remotely on Zoom on
Monday 12th April 2021 commencing at 7pm

- Present:** Cllrs B Wallbridge (Chair), D Cooper, G Fuller, R Hopkins, E Jackson and P Williams
- Absent:** Cllr J Honess
- Also attending:** Lesley Close, Parish Clerk and Tracey Stephens, Admin Assistant. Mr Ellis Grubb and Mr George Saunders of Youth Connect South West

129. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

There were no apologies for absence.

130. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

131. MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 8th March 2021 were agreed as a true record and would be signed by the Chair.

132. INSPIRING SPORTS AND ARTS IN WESTFIELD

Discussion was held around the ideas that Mr Grubb had offered previously to use the Olympic Torch to encourage young people to take part in sports and arts in Westfield.

Resolved: Mr Grubb and Mr Saunders to discuss further and report to the next meeting on 10th May.

133. PLANNING APPLICATIONS FOR CONSIDERATION

There were no objections to the following applications:

21/01201/FUL	13 St Peter's Road	Erection of lean-to side extension and first floor rear extension
21/01370/CLPU	16 Glebelands	Conversion of a loft, erection of rear dormer and installation of roof lights (Certificate of lawfulness for a proposed development)
21/01545/FUL	4 Nightingale Way	Erection of a two storey and single storey rear extension, wheelchair access ramp and levelled side access

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

21/01580/TCA	Fosseway Cottages	Mature wild cherry (T1680, T1674, T1676, T1675) – crown lift to 3 metres. Mature wild cherry (T1682, T1683, T1679) – fell
21/01704/TPO	Fosseway Cottages	Lawson Cypress (Group) – crown lift outer trees to 3 metres from ground level

134. PLANNING DECISIONS

The Planning decisions were noted.

135. B&NES PLANNING CONSULTATIONS

The update from Cllr Jackson was noted.

136. RECREATION GROUND – NORTON HILL

There were no items to discuss.

137. RECREATION GROUND – WESTHILL

Buddy Board –

Resolved: to accept the quote of £135 from Greensward to remove the board, due to it being of medium risk, and make good the ground

Hopscotch – It was advised that repainting of the hopscotch was needed.

Resolved: to ask for quotes for the work and report to the next meeting.

Youth Connect Double Decker bus – a request was made by Youth Connect to site a double decker bus in the Westhill car park once a week for six weeks. The bus has facilities for cooking, which was the activity that Youth Connect intended to use it for on this site. George Saunders advised that it could lead to further support for youth work in the area. Councillors were all in support of the project.

138. SOMER VALLEY REDISCOVERED INITIATIVE OF POSTERS IN EMPTY SHOPS

An update was given on the situation with the posters. It was advised that they were not yet ready, but when finished the first point of installation should be Elm Tree Pharmacy. Should that not be available then the bus stop opposite Trinity Methodist Church would be the next choice.

139. EVENTS – 10TH ANNIVERSARY OF WESTFIELD

Resolved: To promote heavily in the next edition of the Westfield Warbler.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

140. WEST OF ENGLAND MASS TRANSIT PROJECT

There were no further updates on this project.

141. DRESSING OF WAR GRAVES

It was not clear what was expected of Westfield Parish Council.

Resolved: to invite a representative from the Royal British Legion to the next meeting to clarify the aims of the project in Westfield.

142. ALLOTMENTS DRAIN COVER IN THE ORCHARD

Cllr Fuller advised that there was a drain hole in the allotment that needed covering. This was in hand.

143. WESTFIELD WARBLER

Resolved: to increase the payment for distribution to £400 per issue due to the increase in numbers delivered.

144. ITEMS FOR THE NEXT AGENDA

Concern of residents of Lincombe Road regarding property development in the vicinity - Cllr Jackson

The meeting closed at 8:14pm

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council Planning Applications – MAY 2021

Date Rec'd	App No	Applicant	Location	Case Officer	Proposal	Response By
16.04.21	21/01781/FUL	Mr Phil Martin	26 Highfields	Angus Harris	Erection of garden room extension following removal of existing conservatory	11 th May
29.04.21	21/02041/FUL	Mr and Mrs S Wake	45 Wells Road	Angus Harris	Erection of a single storey extension to the front elevation and two storey rear extension following demolition of single storey rear extension	20 th May

Indicates application received since agenda printed

Westfield Parish Council Planning Decisions – MAY 2021

Date Rec'd	App No	Applicant	Location	Case Officer	Proposal	BANES Decision
16.04.21	21/00977/FUL	Mr Jason Thorne	70 Waterford Park	Hayden Foster	Erection of single storey side extension	PERMIT
16.04.21	21/00843/CLEU	Mr and Miss N&L Linham and Cahill	24 West Hill Gardens	Hayden Foster	Removal of garden wall. Lowering current level of the hard standing driveway. Erection of a 7x4m flat roof garage with the height of 2.5 metres (Certificate of lawfulness of existing use)	PERMIT
19.04.21	21/01370/CLPU	Smith	16 Glebelands	Angus Harris	Conversion of a loft, erection of rear dormer and installation of rooflights (certificate of lawfulness for a proposed development)	LAWFUL
26.04.21	21/00514/FUL	Mr Stuart Crane	16 May Tree Avenue	Hayden Foster	Erection of an attached 2.5 storey dwelling	PERMIT

Indicates decision received since agenda printed

Parish Clerk

From: Gareth Adams [REDACTED]
Sent: 30 April 2021 14:40
To: council@westfieldparishcouncil.co.uk
Subject: Disabled parking spaces at Westfield Rec

Good afternoon

I am a disabled driver, and my youngest child is a pupil at Westfield junior school. As you are probably aware, numerous parents use the car park to drop off, and pick their children to and from the school.

As a disabled person, it is the closest and easiest place, with dedicated disabled spaces, for me to do the same. Every day that I go to park in one of these spaces, is already in use by inconsiderate parents who park there, when there are numerous other spaces available.

Please could you put relevant signage up in these spaces, as these people cannot seem to be able to see the markings on the floor!

I look forward to hearing your response to this matter.

Kind regards
Gareth Adams

Parish Clerk

From: Geoff Fuller <geoff.fuller@westfieldparishcouncil.co.uk>
Sent: 14 April 2021 12:21
To: Parish Clerk
Subject: Fwd: Westhill Recreation Ground

----- Forwarded message -----

From: Westfield FC <WestfieldFC@live.com>
Date: Wed, 14 Apr 2021, 12:14
Subject: Westhill Recreation Ground
To: geoff.fuller@westfieldparishcouncil.co.uk <geoff.fuller@westfieldparishcouncil.co.uk>
Cc: [REDACTED]

Hi Geoff

My name is Kate and I'm the secretary for Westfield Senior football teams. We met pre Covid regarding your plans for Westhill.

At present we have Westfield A using the pitch on Saturday afternoons and we also use the area for training mid week. Kev Lansdown the manager has contacted me regarding the changing rooms and lack of toilet facilities. I am aware from Emily there was a complaint from a resident regarding players urinating in the hedge last Saturday. We weren't playing that day, but I have forwarded the email to all our managers to relay to the players.

My main reason for contacting you is regarding the changing rooms. I believe they were broken into back in December and have not been repaired as yet. Our concern as a club is if they are not repaired we will not be able to use the pitch next season. That would mean other clubs would be unable to hire the facilities from the parish council also.

I'm aware the parish council do not run Westhill club, but not sure of the situation with the changing facilities. As a club, if the repairs are minor Kev has suggested we may be able to help. We get the feeling the Westhill Club are not keen to repair the facilities. Certainly during this last lockdown it would of been an ideal time to get them sorted.

Would the council be able to help initiating the repairs? I'm sure the others teams hiring the ground will be asking the same questions shortly.

Looking forward to hearing from you.

Kind regards
Kate Maule

Secretary
Westfield FC

Community Engagement Policy and Action Plan

1. INTRODUCTION

Westfield Parish Council's Community Engagement Policy aims to outline the means of engagement with its residents and partners and how these might develop and improve over time.

In so doing it recognises that the services it provides must reflect the needs of its parishioners and the locality.

Westfield Parish Council strongly believes that its residents should be involved in decisions affecting them and their neighbourhood and in shaping the future of their Parish.

2. ENGAGEMENT WITH RESIDENTS AND PARTNERS

The Parish Council engages with its residents and partners by:

- informing, consulting and involving
- being inclusive and engaging with all of its residents and partners
- ensuring views are listened to and used to develop, enhance and improve services, the environment and the quality of life of those who live and work in Westfield.

3. OBJECTIVES

- To improve, plan and shape the future of the Parish according to local needs and priorities
- To improve the quality and delivery of services
- To use engagement to ensure decisions are fit for purpose and meet the needs of the Parish
- To be a stronger, more active and cohesive Parish

4. HOW THIS WILL BE ACHIEVED

Communication

Communicating with members of the parish will be achieved in a variety of ways to ensure all sections of the community are reached.

The Westfield Warbler, which is delivered to every house and business in Westfield. It updates local people on Parish events, invites involvement in its activities and is a vehicle for consultation when required.

The Parish website has a wealth of local information and is updated on a weekly basis. The home page consists of latest news and information to keep the site interesting. In 2020 the site was rejuvenated in compliance with Accessibility standards.

Press releases to the local press take place regularly, highlighting items which benefit from being communicated immediately.

Social media has increased in recent years and in 2020 we trialled boosting posts and using videos to increase viewings

Meetings of the Council and its Committees are open to the public and include an opportunity for members of the Parish to engage with councillors. In 2020 meetings moved to Zoom. If legislation allows, it is hoped that hybrid Zoom and face-to-face meetings will be put in place, allowing for greater community engagement.

Consultation

Consulting Parishioners on key issues is vital. It ensures those most affected are able to put forward an opinion and given an opportunity to make a difference.

Ensuring consultations include all members of the Parish by identifying the hard to reach groups such as youths, the elderly, the housebound, the disabled, ethnic minorities etc. may require establishing different engagement channels. Developing strong links with schools and other agencies to help with consultations is important.

Support

Supporting local organisations and engaging with them will assist them in meeting their own aims and objectives. The Parish Council's grant policy is an excellent means of understanding the needs and aspirations of local groups.

Supporting local projects and participating in local events will raise the awareness of the Council and its aims and objectives.

Working with the community

Working with residents and partners in finding solutions to local problems will ensure that outcomes will be accepted and fit for purpose.

Working together to carry out agreed action plans, will engage the community in working with the Council to enhance the environment and the quality of their lives. The Neighbourhood Plan is an important part of this process.

5. MEASURING SUCCESS

Success will be measured via the Action Plan by the Environment and Development Committee. The success of individual consultations will also be measured by the Committee to highlight any areas for improvements.

6. STRATEGY REVIEW

The Community Engagement Policy will be reviewed annually.

Review History	To be reviewed annually
First draft to Finance and Personnel Committee	18/3/15
Agreed by Parish Council	7/4/15
Agreed by E&D	9/5/16
Reviewed by E&D with one addition	12/6/17
Agreed by Parish Council	3 rd June 2019
Reviewed by E&D	10/5/21
To Parish Council	7/6/21
Next review	June 2022

7. ACTION PLAN

ACTION PLAN		
Activity	Action	Review details
To review the Grant making policy annually to ensure it is still relevant and funds are being spread across all aspects of Parish life.	To gather feedback on the grants made the previous year and annually review the grant making criteria to keep it relevant.	Reviewed annually by the Finance and Personnel Committee.
To raise the profile of the Parish Council at events such as the Fun Day, Christmas Lights Switch On Event, Annual Parish Meeting.	To continue to take part in these events.	For review by the E&D Committee as required.
To engage with residents on the maintenance of land at Waterside Valley, once the purchase is complete	To create a Waterside Valley Working Party for liaison and voluntary work at the site.	To review via the E&D Committee
Front Garden competition	To run the Front Garden competition annually.	To be reviewed via the E&D Committee annually.

