

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**

6th June 2022

TO: (a) All Members of the Environment and Development Committee
Cllrs Bryan 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 13th June 2022 at 7pm at the Board Room, Oval Office, Cobblers Way, Westfield BA3 3BX.**

The meeting will consider the items set out below.

A handwritten signature in black ink, appearing to read 'LJ Close'.

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 9th May 2022 (**Pages 1-4**)
4. **Planning applications for consideration (Page 5)**
5. **Planning decisions** – there were no decisions to note at the time of the agenda
6. **The Shambles** (Cllr Jackson)
7. **Recreation Ground – Norton Hill**
8. **Recreation Ground – Westhill**
 - Mobile CCTV at Ash Tree Court update
 - Medium Risk on Play Inspection – fence is damaged allowing children unrestricted access to the car park – quote is being sought.
 - Medium Risk on Play Inspection – At the BMX Track install a second safety sign that is visible to users from the footpath side of the area. Costings so far - £95+VAT for the sign, £12.50 for a 4x4 wooden post, £55+VAT to set the pole in concrete.
 - Medium Risk on Play Inspection – Pick up Sticks – Timbers decayed and upright post vandalized, insert caps missing. Replace all damaged, decayed timbers and all missing caps – quote from GB Sport and Leisure £1,085.33 + VAT.
 - Litter/dog Bin Audit at Westhill/Norton Hill (**Page 6**)
9. **Planter at Wesley Avenue** – The timbers around the planter are decaying. To consider options to replace (**Pages 7-8**)
10. **Noticeboards at Elm Tree Avenue and Nightingale Way** are in need of maintenance (**Pages 9-11**)
11. **Waterside Valley**
12. **Climate Emergency**
 - **Re-wilding request at Cobblers Way (Pages 12-13)**
 - **Grass cutting of verges in Westfield (Pages 14-15)**
14. **Allotments** - update on meeting with the College 13/6/22 at 6.30pm
15. **Events**
 - **Fun Fair.** Letting Agreement attached for review (**Pages 16-17**)
 - **Christmas Lights** – extending the lighting display – update

16. Condition of Lincombe Road (Cllr Jackson)

To resolve that, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.

17. Westhill Club (Pages 18-22)

Westfield Parish Council

Minutes of the Environment and Development Committee Meeting held in the boardroom at the Oval Office, Cobblers Way, Westfield on 9th May 2022 commencing at 7pm.

Present: Cllrs Bryan Wallbridge (Chair), Geoff Fuller, James Honess, Ron Hopkins, Eleanor Jackson and Pat Williams

Absent: Cllr Diana Cooper

Also attending: Lesley Close, Parish Clerk, Tracey Stephens, Admin Assistant. 2 members of the public.

The members of the Public were invited to speak at the start of the meeting. Concerns were raised over parking at St Peter's Road.

1. Election of Chair

Cllr Wallbridge was nominated by Cllr Jackson and seconded by Cllr Williams. Vote was unanimous

Resolved: Cllr Wallbridge elected as Chair of Environment and Development Committee

2. Election of Vice Chair

Cllr Cooper was nominated by Cllr Fuller and seconded by Cllr Jackson. Vote was unanimous.

Resolved: Cllr Cooper elected as Vice Chair of Environment and Development Committee on confirmation of her acceptance of the role.

3. To confirm the membership of the Climate Emergency Working Group

Westfield Parish Council had declared a Climate Emergency and it was felt that as Climate Emergency is a very important topic then items raised should be discussed in full Committee, who will take on responsibility.

Resolved: (1) to add Climate Emergency as a recurring agenda item for this Committee
(2) to dissolve the Climate Emergency Working Group

4. Apologies for absence and to consider the reasons given

Apologies were received from Cllr Cooper and accepted.

Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council

5. **Declarations of interest and dispensation**

Cllr Hopkins declared an interest in item 7, Planning Applications as Vice Chair of Somer Valley Forum

6. **Minutes of the last meeting**

The minutes of the last meeting held on 11th April 2022 were agreed as a true record and signed by the Chair.

7. **Planning applications for consideration**

There were no objections to the following application:

22/01743/VAR	12 Milton Road	Variation of condition 3 (Materials) of application 21/00068/VAR (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).)
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22/01488/FUL – 13 St Peter’s Road, erection of dwelling (resubmission)

The Committee reiterated its concerns from the original planning application – 21/05150/FUL:

The Committee objected to this application on the grounds that:

- It was not in keeping with the street scene
- It is overlooking and significantly overshadows the neighbouring property, meaning loss of residential amenity for the neighbour
- It does not comply with Policy 1 of the Westfield Neighbourhood Plan in that it does not reflect the character of the surrounding area and protect the amenity of neighbours. It does not reinforce the uniformity of the street by reflecting the scale, mass, height and form of its neighbours

- **A consultation on draft Planning Obligations Supplementary Planning Document and Draft Sustainable Construction Checklist Supplementary Planning Document, was noted.**

- **Somer Valley Enterprise Zone**

A consultation on new commercial development in the Somer Valley had been circulated.

Resolved: to respond to the consultation with the following concerns:

Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council

- (1) This proposal will be hugely detrimental to Westfield Industrial Estate, which will see organisations moving to the Enterprise Zone, where rents charged will be roughly half. The adverse impact this will have on the economy of Westfield, which does not benefit from the same kind of subsidies, is huge. The impact on the High Street, Midsomer Norton should also be taken into consideration for the same reasons.
- (2) Environmentally this will be a disaster in terms of pollution on our already overcrowded road network.
- (3) A distribution centre requires sound supporting infrastructure – the road links on the A362 to the A37 are not adequate for this purpose.

8. Planning Decisions

The Planning decisions were noted.

9. Recreation Ground – Norton Hill

There were no items to discuss.

10. Recreation Ground - Westhill

- **Mobile CCTV at Ash Tree Court update**

The Clerk reported that she was still trying to establish the brand and make of the camera in order to get permission to use it on the lamppost.

- **Westhill Club**

The Club had communicated to say that it had been advised that it could register as a Charitable Community Benefit Society.

Resolved: to ask advice from the solicitor to confirm that would be acceptable.

- **Anti-social behaviour**

Committee was advised of several communications letting us know of anti-social behaviour at the Recreation Ground and that the police had been informed, with a request for a more frequent presence.

11. Waterside Valley

There were no items to discuss.

12. Allotments – update on meeting with college

A meeting had been arranged with Jayne Davis of Bath College on Monday 13th June at 6:30pm at the Oval Office, prior to the next E&D meeting.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

13. Flowers in Public Places

Resolved: to accept the quote for £260 from Rob Wicke for the pruning of the Silver Birch trees at Jubilee Green

14. Westfield Parish Council Action Plan

The Action Plan was noted.

The Committee was advised of the confirmation of the PROW CL24/41 at the Upper Pit Path.

Also noted was that the Funfair had paid the invoice and sent the documentation required in relation to rides and stalls. However, some advice was requested in relation to the documentation required for the catering unit,

The meeting closed at 8:14pm.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council Planning Applications – JUNE 2022

Date Rec'd	App No	Applicant	Location	Case Officer	Proposal	Response By
12.05.2022	22/01681/FUL	Mr David Wright	Integrity Print, First Avenue	Angus Harris	Siting of 4 x 40ft containers and 3 x 20ft containers for long term storage on an existing gravel area.	14th June
25.05.2022	22/02096/TC5	David Mullins	5 Lincombe Road	Jane Brewer	Unknown tree – fell	15th June



Indicates application received since agenda printed

Parish Clerk

From: Andy Boyce <andyboyce@ymail.com>
Sent: 01 June 2022 14:27
To: Tracey Stephens
Cc: Parish Clerk
Subject: Re: Litter bins

Hi Tracey,

I would suggest that there are a total of 5 bins that either have broken locks (not repairable), have rusted out or are missing lids that form a part of the bin.

I would be replacing them using the large black 100L lidded bins with locks. These are similar to the one in the childrens play area at Westhill.
Cost would be £175.15 each plus vat.

I would think that over the next few years, a good aim would be to have all the bins like this, as they are larger, lockable, have a wider opening and look much neater.

Regards

Andy Boyce
Mobile: 07972 630518
Tel: 01225 722814
info@greenswardsports.co.uk



On Wednesday, 1 June 2022, 14:14:33 BST, Tracey Stephens <tracey.stephens@westfieldparishcouncil.co.uk> wrote:

Hi Andy

Have you had any joy with the analysis of the litter bins at the recreation grounds please?

We want to put it to committee which meets a week on Monday.

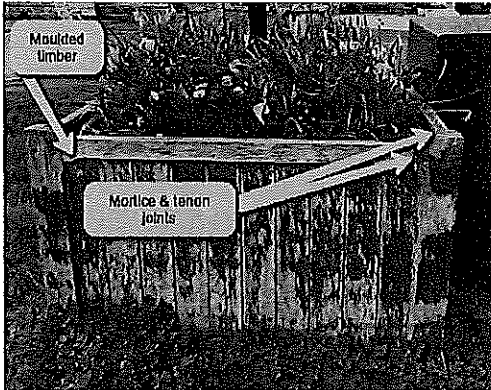
Thank you – have a good bank holiday weekend 😊

Best regards

Parish Clerk

From: mike@foundationsup.co.uk
Sent: 12 May 2022 08:54
To: Tracey Stephens
Cc: Parish Clerk; 'Joe Sloane'
Subject: RE: Notice boards

Hi Tracey,



Spoke to the Joiner this morning. An actual like-for-like structure, in hardwood, with the joinery features like tongue and grooved joints and moulded frame would leave you no change from about £5,000 (installed) and even then, if not maintained regularly it would deteriorate pretty quickly as the base is in constant contact with the wet ground.

The Planter itself has to be made in sections which are then fitted around the plastic container. This makes the joints more vulnerable and leads to a quicker decay than a structure made in one piece and placed on site.

We could make a cheaper version for about £3,500 (all prices plus VAT). It would still look good, but the joints would be simpler and the moulding detail would be replaced by square edged timber. The real problem is that in our climate it really doesn't take long for these things to start to look tatty as the expansion and contraction of timber in the hot and cold weather variations, open up the joints. They need almost quarterly maintenance to keep them looking pristine. Over three years a timber planters capital cost can be trebled.

For your, and the committees information, a brick structure, in a similar style to the one below, would cost £4,500 plus VAT

I have found an interesting site for planters you may want to look into. We can provide the labour to install but it struck me as something a little bit different which is always a good thing to get people talking! <https://www.woodblocx.co.uk/kits/raised-beds-and-planters/wooden-garden-planters/octagonal-raised-bed?options=cart>

Hope this helps.

Mike

Mike Edwards
Project Manager

Foundations Up Construction Ltd & DIY Doctor
The Workshop, Newbury Works
Coleford, Somerset
BA3 5RX

TEL: 01373 813438
MOB: 07881497014

Tracey Stephens
Admin Assistant

Westfield Parish Council
The Oval Office
Cobbler's Way
Westfield
BA3 3BX

Tel: 01761 410669
Email: tracey.stephens@westfieldparishcouncil.co.uk
Facebook: www.facebook.com/westfieldparishcouncil
Twitter: @westfield_pc

Please note my normal working hours are Monday 9 – 4:30, Tuesday 9 – 1:30, Wednesday 12 – 4:30

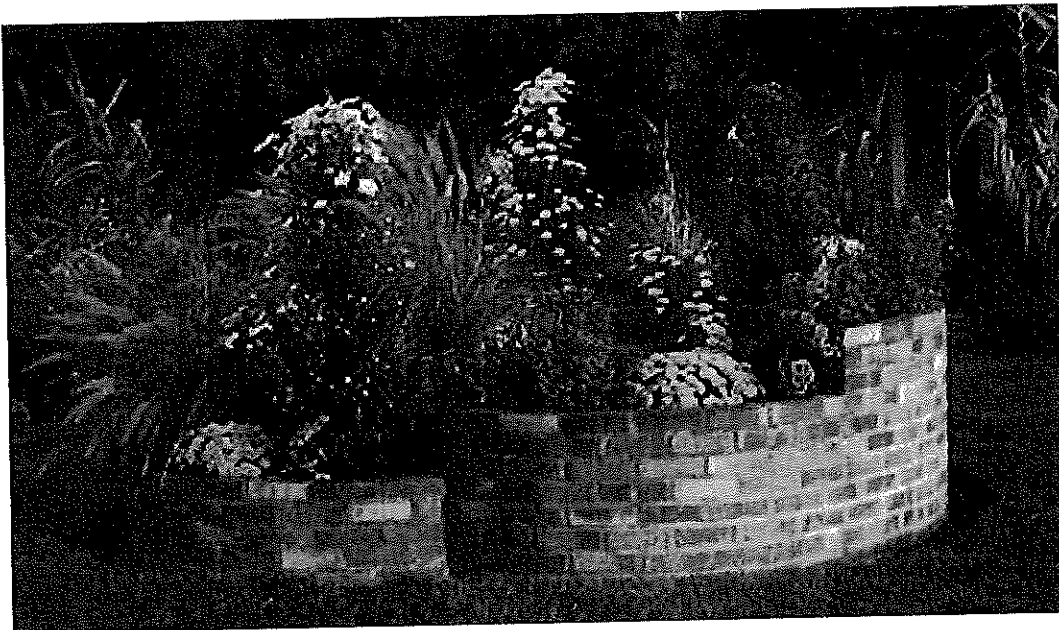
The views and comments expressed in this email are confidential to the recipients and should not be passed on to others without permission.

From: mike@foundationsup.co.uk <mike@foundationsup.co.uk>
Sent: 11 May 2022 08:00
To: Tracey Stephens <tracey.stephens@westfieldparishcouncil.co.uk>
Subject: RE: Notice boards

Hi Tracey,

I was thinking of something like this. <https://www.readingprecast.com/products/planters/>

You would need to empty the existing plastic container into it rather than build round it. It would then be a stand-alone, maintenance free planter. If the container HAS to stay there, then I guess building another timber structure is the best bet unless you fancy doing it in brick- example below.



I guess, as with everything else, it comes down to budget in the end but the timber planter would cost almost as much as the brick one. Both/either, could be built round the plastic container if that HAD to be there.

Decorators:-

~~John Gill... highly recommended... housing... 01653001~~

Parish Clerk

From: Tracey Stephens
Sent: 10 May 2022 13:12
To: Parish Clerk
Subject: FW: Notice boards

Had this from Mike at Foundations Up.

Tracey

Tracey Stephens
Admin Assistant

Westfield Parish Council
The Oval Office
Cobbler's Way
Westfield
BA3 3BX

Tel: 01761 410669
Email: tracey.stephens@westfieldparishcouncil.co.uk
Facebook: www.facebook.com/westfieldparishcouncil
Twitter: @westfield_pc

Please note my normal working hours are Monday 9 – 4:30, Tuesday 9 – 1:30, Wednesday 12 – 4:30

The views and comments expressed in this email are confidential to the recipients and should not be passed on to others without permission.

From: mike@foundationsup.co.uk <mike@foundationsup.co.uk>
Sent: 10 May 2022 12:01
To: Tracey Stephens <tracey.stephens@westfieldparishcouncil.co.uk>
Cc: joe@foundationsup.co.uk
Subject: Notice boards

Hi Tracey,

I trust you received the notice board keys which we put back through your letter box.

Joe has had a good look at the notice boards and planter. The notice boards are just in need of a good rub down and application of suitable protection in the form of stain and varnish. There is a small piece of rot on the back of one of the notice boards but this will be easily overcome with some external filler by the Decorator.

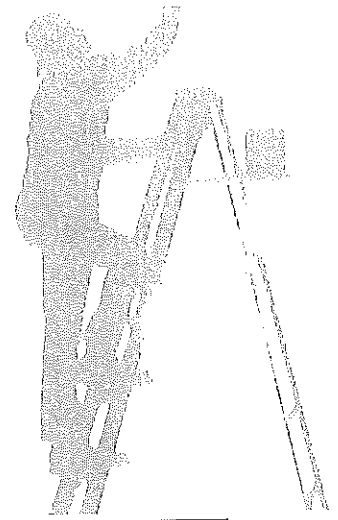
The planter however is absolutely well past its sell-by date and needs replacing. The photos below show only two corners, all four are like this and the vertical timbers are rotting out also.

J.G Decorators

34 Wells RD
Chilcompton
BA3 4EX

Tel: 01761 753427 Mobile: 07791655001

Email: jody@jgdecorators.com



23/05/22

Quotation

Tracy
Westfield Parish Council
The oval office
Cobblers way
BA3 3BX

Tracy.stephens@westfieldparishcouncil.co.uk

Job details – Redecoration of 2 notice boards.

Prepare the timber notice boards, washing them off and sanding down. Fill any defects.

Apply 2 coats of Polyurethane exterior varnish.

Materials £ 45
Labour £ 400

Total £ 445

**Many thanks,
Jody Gillick,
J.G.DECORATORS**

LWK Decorating
Midsomer Norton
Radstock
Somerset
BA3 2PB
07800524435
lukekingman@icloud.com



Estimate

ADDRESS

Westfield Parish council
The Oval Office
Cobblers Way
Westfield
BA3 3BX

ESTIMATE NO. 1065

DATE 26/05/2022

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Paint noticeboards in Westfields	fully prepare and paint noticeboards. - sand and fill where required and apply 3 coats of woodstain to 2 noticeboards . quote includes materials and paint to complete job. wet paint signs and barrier tape will be put in place to make sure public is safe.	1	750.00	750.00

TOTAL

£750.00

Accepted By

Accepted Date

Parish Clerk

From: Jen Gregory [REDACTED]
Sent: 24 May 2022 11:41
To: Council
Subject: Rewilding..... Cobblers Way/Upper Court patch
Attachments: Bee Pollinating 1.jpg; Bee Pollinting 2.jpg

Dear Westfield Council

Saw this pilot in Mendip and thought this would be a great idea in the local area. The "green" in Upper Court just off Cobblers Way would be a prime pilot area to create that sustainable habitat for wildlife and provide corridors for pollinators with the Waterside valley just at the back. It obviously has benefits in the council and any pledge for becoming carbon neutral.....

Id be happy to be involved in planting/maintaining.....

Regards

Jen Gregory

[REDACTED]

From: media <media@mendip.gov.uk>

Sent: 24 May 2022 10:12

Subject: [OFFICIAL] MEDIA RELEASE Trial launched for communities to rewild Mendip land

MEDIA RELEASE

24.05.2022

With pics

Trial launched for communities to rewild Mendip land

Mendip District Council has launched a pilot project in Wells to unlock pockets of land for community groups to re-wild.

As part of its *Greener and Cleaner* priority, the Council is identifying green spaces in Mendip to increase biodiversity and allow nature to thrive. They will be known as *Mendip Ecological Areas* (MEAs) and will be clearly marked as such.

Mendip are looking for individuals, groups or organisations willing to take on wildflower planting, eco-cutting and other activities in the MEAs to create sustainable habitats for bees, butterflies and other wildlife, to enhance habitats and create corridors for pollinators.

Some of the MEAs in Wells are located at the entrance to Jocelyn Drive from Glastonbury Road and plots of land on the Portway estate. If you're interested in a piece of land in your area, please get in touch by emailing neighbourhoodservices@mendip.gov.uk and then we can assess whether it would be suitable as an MEA.

The project will run for one year and if successful, the rewilding of other suitable green areas will be rolled out across the district.

Clr Heather Shearer, Portfolio Holder for Community Health & Services said: "We are hopeful this project will sow the seeds for many other MEAs and create wildlife havens across the district.

"It will provide an opportunity for communities to work together to create spaces for wildlife to thrive in, and for locals to enjoy.

"If you live in and around the Wells area, and want to make a difference in your community, whilst supporting important pollinators, please email neighbourhoodservices@mendip.gov.uk to express interest in this exciting project."

The Wells MEAs will be managed and maintained by volunteers from the local community and organised by local environmental group, Sustainable Wells, who are partners with the District Council in the scheme, alongside Somerset Wildlife Trust.

If you would like to take part in this trial, please get in touch by emailing neighbourhoodservices@mendip.gov.uk.

In 2019, Mendip declared a Climate and Ecological Emergency and made a commitment to take care of the environment, leaving it in a good condition for generations to come and lead the way for Mendip to be carbon neutral.

-ENDS-

Media contact:

Please email: media@mendip.gov.uk

Jade Chant, Marketing and Communications Officer
Tel: 01749 341494

Mendip District Council is on social media:

Facebook: www.facebook.com/mendipcouncil
Twitter: www.twitter.com/MendipCouncil
LinkedIn: linkedin.com/company/mendip-district-council

From: ~~Marilyn Bl...~~

Sent: 16 May 2022 15:34

To: Tracey Stephens <tracey.stephens@westfieldparishcouncil.co.uk>

Subject: Re: Grass cutting at Wesley Avenue

Hi Tracey

No it's not the case. There are no daffodils in the area I'm talking about. It is the large areas of grass outside the flats at the bottom of Wesley Avenue so as you turn into Wesley Avenue from the main road it's directly at the bottom. There has been no proper grass cutting there for a few months apart from skimming around the outside by the pavement. I saw a worker there Saturday morning attempting to do something but then gave up and left. I just think it looks awful and is not a good reflection of Westfield. It upsets me every time I look at it to think what it's come to.

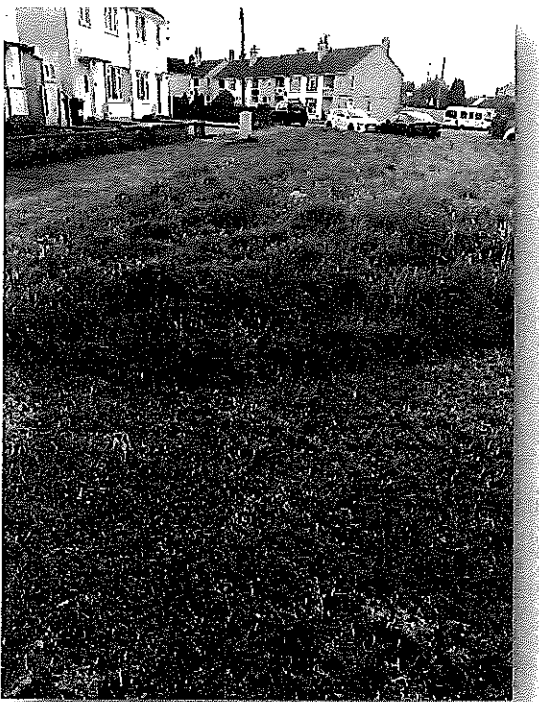
From: ~~Marilyn Bl...~~

Sent: 16 May 2022 14:17

To: Council <council@westfieldparishcouncil.co.uk>

Subject: Grass cutting at Wesley Avenue

I feel I have to write this complaint about the state of the grass at Wesley Avenue. I spoke to a couple of workers awhile ago who informed me the idea is to cut this grass a couple of times a year to encourage wildlife! I grew up living at Wesley Avenue and my parents still live there now and I can't think how anyone would think looking at this shameful mess out of their front window is acceptable. The only wildlife it is likely to encourage is rats. Since it's been left uncut it has become a dog exercise and fouling site and dumping ground for rubbish. Every time I visit which is on a daily basis I pick up dropped bottles cans and some form of dropped waste. It makes a mockery of Westfield in bloom! Why would anyone want to make an effort when they have to look at a wasteland everyday from a front window. Maybe Westfield councillors would like to take a look and seriously consider if this is what residents who have a pride in living in Westfield all there life should have



WESTFIELD PARISH COUNCIL



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Phone: 01761 410669 Email: Council@westfieldparishcouncil.co.uk

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

Established 2011

Name & Address of Hirer:

Dates Required: 15th May – 23rd May 2022 inclusive (18th-22nd May inclusive being the operational days)

The Hirer agrees:

- (1) mats must be used on entering, leaving and parking all vehicles on the field, at all times, whatever the weather;
- (2) no excavation of any type on site and all risk of oil spillage to be carefully assessed and avoided;
- (3) no goldfish to be given as prizes;
- (4) the water ride is not allowed;
- (5) no posters at all in the conservation area of Radstock and Westfield (map to be provided);
- (6) that posters outside the conservation area are on wooden boards tied to lampposts and are fully removed immediately after the fun fair;
- (7) no posters to be glued or taped to any infrastructure;
- (8) that set up and take down does not go on beyond 9pm and does not start before 8am due to noise nuisance;
- (9) that the fun fair operates for a maximum of **five** days
- (10) that the fun fair rides close each operating day at **9pm** at the latest
- (11) the posters accurately reflect these agreed operating day and start and finish times;
- (12) to ensure that dogs are kept on leads at all times on site;
- (13) to supply the Parish Council with a copy of the Hirer's Public Liability, licences, Insurance Policy and safety certificates for all equipment to be emailed/sent/ or brought on site by **25th April 2022**. This to include a master list of **all** rides and stalls on site. Each ride/stall to be numbered on the master list. Insurance documents and safety certificates/ licences to be copied per ride/stall and numbered to correlate with the number on the master list. All numbered documents to be provided with the master list. Any anomalies to be rectified by **3rd May 2022**.
- (14) The master list to include **all** rides/stalls, regardless of whether they require safety certificates. Those without safety certificates to be provided with a completed risk assessment.
- (15) To pay the Norton Hill Recreation Ground Trust the hire charge of **£1,160** by **25th April 2022** by bank transfer (invoice attached);
- (16) To pay the Norton Hill Recreation Ground Trust the bond of **£1,300** to be held against damages by bank transfer by **25th April 2022**. Should the Parish

WESTFIELD PARISH COUNCIL



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Council be satisfied that no damage has been caused the bond will be returned in full.

(17) the bond does not represent the limit of the liability which the fun fair holds and if damage exceeds the value of the bond, the fun fair accepts its liability;

(18) to have a meeting on site with a representative of Westfield Parish Council when arriving on site and on leaving the site;

(19) to accept that the Parish Council reserves the right to cancel the fun fair due to non compliance with these terms, or due to unforeseen events such as unusual weather conditions.

Signed:.....

On behalf of the Hirer

Date:

Please return to the address as detailed above.