

# Westfield Parish Council

The Oval Office, St Peter's Business Park  
Westfield, BA3 3BX  
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Email: [council@westfieldparishcouncil.co.uk](mailto:council@westfieldparishcouncil.co.uk)

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



Established 2011

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

30<sup>th</sup> August 2022

TO: All Members of Westfield Parish Council

Dear Councillor,

You are summoned to a Meeting of Westfield Parish Council, on **Monday 5<sup>th</sup> September 2022 at 7pm at the Oval Office Boardroom, Cobblers Way, Westfield.**

Ms L Close  
Parish Clerk

*Before the meeting there will be a public session of up to 15 minutes to enable residents of Westfield to ask questions, and make comments on items on the agenda. Members of the Public are asked to restrict their comments, and/or questions to five minutes.*

## AGENDA

- 1. Apologies for absence and to consider the reasons given**  
Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given.
- 2. Co-option to the Parish Council**
- 3. 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.

4. **Minutes of the Parish Council meeting – 6<sup>th</sup> June 2022**  
To confirm and sign as a correct record the minutes of the Parish Council Meeting. **(Pages 1-2)**
5. **To welcome the Chair of B&NES, Councillor Shaun Stephenson-McGall**
6. **Committee and Working Group reports**  
To note the minutes of the Committees and Working Groups below:
  - **Environment and Development – 11th July 2022 (Pages 3-6)**
  - **Finance and Personnel – 20<sup>th</sup> July 2022 (Pages 7-13)**
7. **Approval of any items over £5,000 and consideration of any virement**
8. **Application for a silhouette and noticeboard on CURO Land.** Support was given at the last meeting. These items would be a gift from Somerset District miners Welfare Trust to the Parish Council. The Parish Council would be responsible for insurance (items valued at £700) and maintenance since they would be in its ownership. Forms for CURO attached for consideration **(Pages 14-17)**
9. **Annual Review of the Health and Safety Policy -**  
<https://www.westfieldparishcouncil.co.uk/wp-content/uploads/2022/01/Westfield-Parish-Council-Health-and-Safety-Policy-2021.pdf>
10. **Annual Review of any links with the Internal Auditor**  
To check with councillors annually that there are no professional, financial or personal links with the Internal Auditor, Stuart Pollard of Auditing Solutions.
11. **Waterside Valley – update on progress with the Bio diversity Net Gain Funding route and to confirm the moving to the next stage, which involves putting together costings for grassland management over the next 30 years. (Pages 18-19)**
12. **Outside Bodies reports – for reporting only**  
**Visit to Frome Town Council to capture their experiences on regeneration –** to nominate a councillor to accompany Cllr Hopkins, who is attending in his capacity of Chair of Somer Valley Forum. **(Page 20)**
13. **Creating Community identity – for reporting only**
14. **Chairman’s report - for reporting only**
15. **Bath and North East Somerset Councillors’ reports – for reporting only**

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.

16. **Westhill Club** To review whether any rights of way over Westhill Club are required (**Pages 21-23**)
17. **Fun Fair Review** Overview of a telephone call from the HSE (**Page 24**)

## WESTFIELD PARISH COUNCIL

Minutes of the Meeting of the Council held at the Oval Office  
Monday 4<sup>th</sup> July 2022 commencing at 7.00pm

**Present:** Chair: Cllr G Fuller

Cllrs: D Cooper, R Hopkins, E Jackson, R Moss, B Wallbridge,  
P Wilkinson and P Williams

**Attending:** Lesley Close, Clerk;

**Absent:** Cllrs: J Honess and L Mansell

Neighbourhood Police Sgt Lee Humphries attended the meeting with PCSO's Lana and Olga. He gave an overview of policing in Westfield and answered questions in relation to attempted burglaries, anti-social behaviour and Police liaison with CURO.

**47. Apologies for absence and to consider the reasons given**

Apologies for absence were received and accepted from Cllr Mansell who is unwell.

**48. Declarations of interest and dispensations**

There were no declarations of interest.

**49. Minutes of the Parish Council meeting – 6<sup>th</sup> June 2022**

**Resolved:** the minutes of 6<sup>th</sup> June 2022 were agreed and signed as a correct record.

**50. Committee and Working Group reports**

**(a) Environment and Development Committee – 13<sup>th</sup> June 2022**

**Resolved:** That the Minutes of the Environment and Development meeting held on 13<sup>th</sup> June 2022 be noted.

**(b) Finance and Personnel Committee – 22<sup>nd</sup> June 2022**

**Resolved:** That the Minutes of the Finance and Personnel meeting held on 22<sup>nd</sup> June 2022 be noted, with the amendment of Cllr Williams who was not present and sent her apologies.

**51. Approval of any items over £5000 and consideration of any virement**

Minutes are draft until agreed at the next meeting.

Signed ..... Dated .....

## Westfield Parish Council

There were no items over £5,000

### 52. Outside Bodies reports

**Walking Festival 10<sup>th</sup> and 11<sup>th</sup> September** – Cllr Moss agreed to lead a walk in Westfield.

**Somer Valley Enterprise Zone Consultation** – the Parish Council had been offered a meeting to discuss this further.

**Resolved:** To invite a representative from the Somer Valley Enterprise Zone to the September meeting of the Parish Council.

**Mardons** – It was noted that the upper floors are being sold for office space.

**Radstock Museum** – It was noted that the Dementia Café is up and running with artefacts to trigger memories. The History of Methodism Exhibition starts 1<sup>st</sup> September.

### 53. Creating Community Identity

**South West In Bloom** – the Judges are visiting the following day.

### 54. Chairman's report

The Chair was approached regarding a miner's silhouette and plaque. This matter is on the Environment and Development agenda for the following week.

### 55. Bath and North East Somerset Councillors' reports

Cllr Moss reported that local buses, including subsidised routes, had been saved for a further six months.

Cllr Jackson reported on a Local Government Association conference and gave an overview of contentious planning enforcement issues.

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.

### 56. Purchase of land at Waterside Valley

**Resolved:** To go ahead with the purchase of land at Waterside Valley in the amount of £20,000 and to delegate authority to Cllrs Fuller, Cooper and Hopkins to come to a decision in relation to the limit of legal costs it would pay.

The meeting closed at 8:05pm

Minutes are draft until agreed at the next meeting.

Signed ..... Dated .....

**Westfield Parish Council**

**Minutes of the Environment and Development Committee Meeting held in the boardroom at the Oval Office, Cobblers Way, Westfield on 11<sup>th</sup> July 2022 commencing at 7pm.**

**Present:** Cllrs Bryan Wallbridge (Chair), Diana Cooper, Geoff Fuller, James Honess, Eleanor Jackson and Pat Williams

**Absent:** Cllr Ron Hopkins,

**Also attending:** Lesley Close, Parish Clerk, Tracey Stephens, Deputy Clerk.

The Chairman welcomed Richard Holden, Operations Manager, B&NES who gave a presentation on the Somer Valley Enterprise Zone.

**31. Apologies for absence and to consider the reasons given**

Apologies were received from Cllr Hopkins and accepted.

**32. Declarations of interest and dispensation**

There were no declarations of interest.

**33. Minutes of the last meeting**

The minutes of the last meeting held on 13<sup>th</sup> June 2022 were agreed as a true record and signed by the Chair.

**34. Planning applications for consideration**

***22/02438/FUL – 20 Elm Terrace, Erection of a new detached house on a plot to the rear of no. 19***

Committee objected to this proposal on the basis of the Westfield Neighbourhood Plan, Policy 1:

Proposals should reflect the character of the surrounding area and protect the amenity of neighbours. It should reinforce the uniformity of the street by reflecting the scale, height and form of its neighbours. Proposals that would lead to over-development of a site will be resisted.

Councillors also raised concerns regarding the access to the property, which is very narrow and increasingly busy.

**35. Planning Decisions**

The planning decisions were noted.

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

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

Westfield Parish Council

36. Planning Appeals

22/00045/RF - Erection of a dwelling, The Vicarage, St Peter's Road

22/00043/RF - Installation of hard standing driveway with drop kerb access

The Planning Appeals were noted.

37. Recreation Ground – Norton Hill

Rugbytots – to allow a banner advertising the classes.

**Resolved:** If Rugbytots is a commercial enterprise to advise the owner of the business that the Parish Council does not allow advertising on the Recreation Ground for advertising.

**Proposed office space**

The draft plan was noted.

**Resolved:** To highlight the need for more storage space if possible along the back of the pavilion and to request an estimate of the costs.

38. Recreation Ground - Westhill

- **Mobile CCTV update**

The Clerk advised that she is now in receipt of the information required by B&NES in order to install the camera, and has passed this information on to B&NES but that she is still waiting for confirmation from B&NES Street Lighting. The total cost of moving the mobile CCTV and re-installing it is £1,527.

**Resolved:** To continue to chase B&NES for permission to install the mobile CCTV and to ensure the camera is in place for at least one year once it is installed

- **Play inspections**

The medium risk item on the play inspection, regarding the fence damage, was noted. It was felt that the fence repair would not last as when it was repaired recently it was almost immediately damaged again.

**Resolved:** to contact the Inspectors to query the level of risk as access to the car park through the regular gate has the same impact.

Minutes subject to approval at the next meeting.

Signed ..... Dated .....

**Westfield Parish Council**

- **Westhill Club update**

The update was given by the Clerk and noted.

**39. Planter at Wesley Avenue**

**Resolved:** to accept the quote from Foundations Up for a brick construction of £6,822 plus VAT.

**39. Tree planting on Lincombe Road**

**Resolved: (1)** to advise the resident that permission needs to be sought from B&NES to plant fruit trees on the land and to express support for this project.

**(2)** Cllr Jackson to contact B&NES to offer support.

**40. Request to put up a silhouette of a miner**

**Resolved: (1)** to accept the offer from the Somerset Miners' Welfare Trust to erect a silhouette of a miner close to the coal truck at Elm Tree Avenue with a noticeboard with information on coal mines in the local area.

**(2)** to advise they need permission from CURO, the owners of the land

**41. Waterside Valley**

- **Request for letter of support for funding**

**Resolved:** to send a letter of support for Somer Valley Rediscovered

**42. Climate emergency**

**Climate and Biodiversity Festival**

The information on the festival was noted.

**43. Clean and Green Radstock and Westfield**

Contact has been made from B&NES advising of extra cleaning operatives in Westfield during the week of 8-12<sup>th</sup> August and asking if there were any areas in Westfield that they should concentrate on.

**Resolved:** to respond advising of areas that Councillors felt would benefit from this initiative.

**44. Pharmaceutical needs assessment**

**Resolved:** to respond to the consultation with strong support for Westfield Pharmacy.

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

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



**Westfield Parish Council**

**45. Traffic lights at Cobblers Way**

Complaints had been made to Westfield Parish Council and to B&NES regarding problems with the timings on the lights, making it dangerous for pedestrians crossing. B&NES Highways had responded with a report after time observing the traffic lights and mitigation offered, which was noted and accepted.

**46. Events**

Cllr Jackson reported on the judging day for Westfield in Bloom, which she said was very successful. Thanks were offered to Cllrs Jackson and Hopkins for assisting.

Cllr Jackson advised on Christians Together plans for Remembrance Sunday – November 13<sup>th</sup>.

**Resolved:** to add Remembrance Sunday to the next agenda

The meeting closed at 8:24pm

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

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

# WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting  
held at The Oval Office on Wednesday 20<sup>th</sup> July 2022 at 10am

Present: Cllr Phil Wilkinson (Chair), Cllrs Diana Cooper, Geoff Fuller, Ron Hopkins  
Robin Moss.

Absent: Cllrs Lesley Mansell and Pat Williams

In Attendance: Lesley Close, Clerk

### 30. Apologies for absence

Apologies were received from Cllrs Geoff Fuller, Ron Hopkins and Lesley Mansell.

### 31. Declarations of interest and dispensations

There were no declarations of interest.

### 32. Minutes

**Resolved:** that the Minutes of the Finance & Personnel meeting held on 22<sup>nd</sup> June 2022 be agreed and signed as a correct record.

### 33. Monthly Accounts

**Resolved:**

- a) that the June monthly statement for the Current Account be agreed.
- b) that the June monthly statement for the Corporate Treasury accounts be agreed;
- c) that the June monthly statements for the Business Savings account be agreed;
- d) that the summary of debit card transactions since the last meeting (Appendix 1) be agreed.
- e) that it be noted there had been no petty cash spending since the last meeting.

### 34. Budget Variation Update

The Budget Variation report at 30<sup>th</sup> June was noted. Two grant payments wrongly allocated to the Chairs Allowance budget will be transferred to the Grants budget. It was noted that the grants from the Chairs Allowance were paid in April for the previous year. This budget heading will therefore show another £600 later in the year.

It was further noted that the legislation stopping the use rebated fuel on playing fields might put up the cost of grass cutting when we go out to tender next year.

**Resolved:** To write a letter of support to NALC highlighting the cost the council.

The excessive increase in the insurance premium was noted.

**Resolved:** To contact the Insurance Company for an explanation.

Minutes are draft until agreed at the next meeting.

7 Signed ..... Dated .....

**Westfield Parish Council**

**35. Schedule of payments requiring authorisation**

In accordance with item 5.2 of the Financial Regulations, the updated schedule of payments was considered at the meeting.

**Resolved:** (1) that the schedule of payments due be agreed (attached as Appendix 2), that the invoices and the BACS authorisation sheet be signed accordingly and that the BACS payments be made by two councillors remotely via online banking.  
(2) that since the cost of the planter is higher than anticipated, ie over the £3,000 threshold, then we should go out for quotes in sealed tenders.

**36. Schedule of payments due on a regular basis**

In accordance with item 5.6 of the Financial Regulations, an updated list of payments which arise on a regular basis as a result of a continuing contract, statutory duty or obligation was considered at the meeting.

**Resolved:** that the schedule of payments be agreed (attached as Appendix 3) and that the invoices and the BACS authorisation sheet be signed accordingly. That the BACS payments be made by two councillors remotely via online banking.

**37. Payments in August**

**Resolved:** (1) that authority be delegated to the Committee Chair and Vice Chair to authorise the payment of the August invoices, for ratification by the Committee in September.  
(2) Noted that work is progressing on Waterside Valley and over the summer Somer Valley Rediscovered is putting in a grant to WECA which would see £100,000 funding for Waterside Valley. To support the grant bid it was agreed to amend the letter of support from the Parish Council to include £10,000 match funding should the WECA bid be successful.  
(3) Over the summer the Clerk will look at alternative lampposts for the mobile CCTV following confirmation from BANES that the one at Ash Tree Court was not strong enough. The mobile CCTV is owned by Westfield, Radstock and Midsomer Norton and this has been reflected in the Fixed Asset Register and Insurance schedule.

**38. CIL / S. 106 Funds**

The report was noted.

**Resolved:** that, following confirmation from B&NES, the cost of the planter at Wesley Avenue and the costs relating to the new office be paid from CIL funds.

**39. Football Hire Letting Agreement**

The Committee considered the Letting Agreement and the need to tighten up arrangements for the goal posts before the start of the season so as not to overuse the goal mouths before the start of the football season.

Minutes are draft until agreed at the next meeting.

Signed ..... Dated .....

**Westfield Parish Council**

**Resolved:** that Item 1 on the Letting Agreement is amended to state that The Football Season starts no before the last Saturday in August and ends no later than the first Sunday in May inclusive. The goalposts will go up two weeks before the start of the season and Friendlies can be played during this fortnight.

**(2) keys will be retrieved at the end of the season and re-allocated** at the start of the next season. A deposit will be charged for keys.

The Committee discussed the request from Mini Athletics Bath to use the site.

**Resolved:** that this Franchise is welcome on site, but for security and insurance purposes the toilet facilities in the pavilion will not be available. This group might be better off using Westhill Recreation Ground where the adjacent Club might be willing to offer toilets.

It was noted that the Health and Safety Executive had been in contact regarding the Waltzer ride which the Fun Fair had confirmed in writing was cancelled because it did not have ADIPS. The Committee expressed concern and agreed this should be reported to Parish Council in September when more information is known.

**40. Grants Feedback**

The Grants Feedback 2021/22 was noted.

**41. Office premises update**

The Architect's revised drawings were received.

**Resolved:** (1) that option 3 with the largest storage area (including a manhole cover) be selected and that the final plans should separate out the area of storage for Parish Council archives from the storage of items currently kept in the garage. A door from the archive storage area into the office would be useful.

(2) to not go out to tender for an Architect for this work because, in accordance with NALC guidelines, "Standing orders made by a local authority with respect to contracts for the supply of goods or materials or for the execution of works shall include provision for securing competition for such contracts and for regulating the manner in which tenders are invited, but may exempt from any such provision contracts for a price below that specified in standing orders and may authorise the authority to exempt any contract from any such provision when the authority are satisfied that the exemption is justified by special circumstances." The special circumstances are that MJW Architects has specialist knowledge of the PC's requirements that no other architects possess gained from working with the Parish Council on the Pavilion / Changing Rooms at Westhill Recreation and specialist knowledge of working within local council procurement legislation having delivered projects for other local councils.

(3) to go ahead and arrange the next steps of this project, with authority delegated to the Chair and Vice Chair until September to make any required decisions.

Minutes are draft until agreed at the next meeting.

Westfield Parish Council

42. **Administrative Assistant**

Arrangements for recruitment were discussed.

**Resolved:** that the Interview Panel be given delegated authority to make the appointment and consists of Cllrs Cooper, Wilkinson and Williams.

The meeting closed at 11.15am.

Minutes are draft until agreed at the next meeting.

Signed ..... Dated .....





## Westfield Parish Council

## APPENDIX 3

## Schedule of regular payments 2022-23 (All amounts are NET)

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February	March	TOTAL TO DATE
Avon Pension Fund (BACS monthly)	Superannuation	£837.60	£780.33	£794.75	£988.95									£3,401.63
GPS Telecoms (DD monthly)	Telephone and broadband	£75.35	£70.51	£68.45	£67.80									£282.11
Greensward (BACS monthly)	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58	£2,121.58									£8,486.32
HMRC (BACS monthly)	PAYE and NI	£341.95	£507.64	£537.18	£808.05									£2,194.82
Oval Commercial (SO-£587.70) the rest BACS -	Office Rental	£839.75	£839.75	£839.75	£839.75									£3,359.00
Oval Commercial (BACS)	Use of Boardroom	£60.00	£60.00	£60.00										£180.00
Net Salaries (and expenses) (BACS monthly)	Office staff	£2,652.80	£2,344.00	£2,370.46	£2,865.69									£10,232.95
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00	£0.00	£0.00	£0.00									£0.00
Ricoh (BACS quarterly)	Photocopier	£188.00	£0.00	£0.00										£358.20
Southern Electric (DD - quarterly)	NH Pavilion	£0.00	£0.00	£118.55	£0.00									£118.55
Southern Electric (DD quarterly)	Christmas Tree	£252.54	£0.00	£28.29	£0.00									£280.83
SoVision IT (BACS monthly)	IT Support	£169.20	£169.20	£169.20										£676.80
Total Gas & Power (DD - quarterly)	NH Pavilion	£99.54	£110.57	£0.00	£0.00									£210.11
Water2Business (DD six mnthly)	Auto-watering systems	£91.41	£0.00	£0.00	£0.00									£91.41
Water2Business (DD six monthly)	NH Pavilion	£0.00	£0.00	£0.00	£0.00									£0.00
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00	£0.00	£40.00								£40.00
Zoom subscription (DD - monthly)	Meeting space	£11.99	£11.99	£11.99	£0.00									£35.97
<b>Monthly Total</b>		<b>£7,741.71</b>	<b>£7,015.57</b>	<b>£7,120.20</b>	<b>£8,031.22</b>	<b>£40.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	

Minutes are draft until agreed at the next meeting.

Signed ..... Dated .....



# Application for Landlords Consent

Please answer all of the following questions

## 1. GENERAL INFORMATION

- (a) Full name: Westfield Parish Council.....  
(b) Address: The Oval Office, Cobblers Way, Westfield BA3 3BX.....  
(c) Home number: 01761 410669.....  
(d) Mobile number: n/a.....  
(e) Email address: council@westfieldparishcouncil.co.uk.....  
(f) Are you a (please tick): n/a      Tenant       Owner       Leaseholder

## 2. PROPERTY INFORMATION

- (a) Type of property (e.g. 2 bed house, ground floor flat): ...n/a .....  
(b) Does the property contain two or more flats?    YES       NO       N/A x  
(c) Description of consent proposal. Please provide as much information as possible:  
Working with the Somerset District Miners Trust, Westfield Parish Council would like to have a silhouette of a miner installed on CURO green space, shown on the attached plan. And also a noticeboard next to it giving information about the mining heritage in Westfield, please.  
.....  
(d) Will the proposed works affect neighbouring properties and/or residents? YES     NO x  
If yes please state how: .....  
(e) Will the proposed works involve touching any electrics? YES     NO x    DO NOT KNOW   
(f) Will the proposed works involve touching any gas? YES     NO x    DO NOT KNOW   
(g) Do you have a copy of the most recent Asbestos Survey of the property? YES     NO   
n/a  
(h) Are the proposed works likely to affect any known asbestos in the building? YES     NO   
DO NOT KNOW     n/a  
(i) Have you applied to the Council for Planning Permission? YES     NO     N/A x  
(j) Please attach a copy of the Planning Permission approval and Building Regulation permission

## 3. CONTRACTOR INFORMATION

- (a) Name of the company: Somerset District Miners Welfare Trust are arranging the works.....  
(b) Full registered address: The Treasurer is Mo Duery, 23 Robin Close, Westfield.....  
(c) Number: 07789 633700 – Mo Duery.....  
(d) Email address: moduery@btinternet.com.....  
(e) Please attach a copy of their Public Liability Insurance - to be forwarded once agreement is given and this artwork work is commissioned.

#### 4. SKETCH PLAN

If necessary you should sketch a plan which will help to show what you propose to do

(a) What are the dimensions? Silhouette is 6ft tall and 2ft wide. Noticeboard is 2ft x 2ft.....

(b) What materials will be used? Steel.....

Please see attached photo

- Separate application forms must be completed for different types of work you wish to carry out
- This application form can be completed by any tenant of Curo or those who own an ex-council/Curo property who wish to carry out any external or internal work to the property. All works are to be carried out at the residents own expense.
- It remains the responsibility of the resident to obtain separate consent from the local council where necessary, this must be done before work commences.
- The relevant sections of the form should be completed and if necessary a sketch showing the proposed works should be indicated in the space provided on the final sheet.
- The completed form should be returned to the Home Improvement Team, Asset Management, Curo, The Maltings, River Place, Lower Bristol Road, Bath, BA2 1EP or to [Home.Improvements@curo-group.co.uk](mailto:Home.Improvements@curo-group.co.uk)
- Please note that your property has not been inspected. If necessary Curo will arrange for a Tradesman to call to inspect the proposed works as explained on this application form. It is advisable that you supply us with enough information to avoid this happening as this can affect the time it takes for Curo to process your application.
- Receipt of this form does not grant you permission to carry out the works, your proposal will be considered and you will be sent a letter advising you of the outcome. If permission has been granted there will be a list of conditions of which you must adhere to; if it has been refused you will be provided with a full explanation for the reason for refusal.
- Irrespective of the result of this application form, you may also need to seek Planning Permission and/or approval under Building Regulations Legislation. You are therefore advised to notify your local council Building Control Service of your proposal.
- Landlord's Consent is necessary should you wish to make any alterations to your home as stated in the terms and conditions of your Tenancy Agreement. Failure to inform Curo of any alterations could lead to a breach of your Tenancy Agreement.



*Proposed location a silhouette and notice board*

### Westfield

BATH and North East Somerset: District Online

BANES ownership hatched red; Curo ownership hatched blue; adopted highway colored blue; adopted highway colored blue



## **Waterside Valley and Bio Diversity Net Gain Funding**

To progress the possibility of funding for Waterside Valley through Bio Diversity Net Gain (BNG), I met a member of the Bristol Avon Catchment Market (BACM) along with Andrew Pearce from B&NES at Waterside Valley on 17<sup>th</sup> August 2022.

BACM is the interface between the developers who need to purchase BNG credits for their planning purposes and the landowners who would receive funding to manage their land to increase bio diversity. BACM will use the Ethos BNG baseline survey to make a decision as to whether they can progress this, but their comment was that the management of the grassland at Waterside Valley has huge potential for an increase in bio diversity. You may remember the Ethos Survey said the same thing.

As you know, this is a new element of the planning process and is in very early stages still, so it is a big learning curve. But the process will involve BACM writing a spec for the management of the grassland. The Parish Council would take this out to tender in order to get costings, essentially to put a value on the BNG credits for Waterside Valley. BACM would put this on the market to see if there is a fit for a developer looking to purchase the credits.

I asked about risk to the Parish Council because, after all, this is a 30 year scheme. Bristol Water's organisation EnTrade is the second part of the interface between the developer and the landowner. So in the same way that BACM is working with the landowner, EnTrade is working with the developer. If the developer was to go into liquidation, then EnTrade would meet the costs they have committed to the scheme.

In terms of timing, if the BNG credits were purchased, then the work would be put in place to start Autumn 2023.

Finally, whilst on site I had a look at the land which the Parish Council is proposing to purchase. Timing does not allow for it to be included with the larger parcel of land for grassland management. However, at this time of year it was striking to see a wide swathe of green vegetation caused by the natural spring, amidst the rest of the brown grassland. BACM commented that it would be a great place to create a pond mosaic going down to the river.

## Parish Clerk

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**From:** Caitlin Coombs <Caitlin.Coombs@avonwildlifetrust.org.uk>  
**Sent:** 18 August 2022 15:39  
**To:** Parish Clerk  
**Subject:** RE: Waterside Valley BNG Calculation

Lesley,

Thanks for your email and for meeting me yesterday. It was great to see the site and to think about what potential it has to support such a large area of wildflower-rich grassland!

You asked if I could suggest any local examples of successful grassland enhancement projects. See here:

- [Magnificent Meadows](#)
- [Farming in Protected Landscapes Case Studies • Northumberland National Park](#)
- [Case study: Reversion of arable land to lowland chalk grassland - Farm Wildlife](#)
- Scientific evidence for habitat creation and restoration: [WCCC-863-794 \(warwickshire.gov.uk\)](#)

About the costings. Andrew asked - what happens if it gets to a stage where a landowner can't afford management anymore because they misjudged costings? This is not my area really, but we will be running a webinar aimed specially for questions like this. In essence though, I believe it is your risk to take on, and there would be repercussions if you couldn't keep up with the management (eg. payments stopped).

To remind you of other dates: I will work on a plan for grassland enhancement of the whole site (minus a buffer area by the river). This information will form part of the 'Landholder Pack' which I will send to you on the 2<sup>nd</sup> September, which will have information on project implementation and maintenance, which will help you draw up costings.

As a reminder, we encourage you to consider the following when drawing up costings:

- o Capital costs (cost of establishment)
- o Maintenance costs on as an annual fee
- o Land value (average land use rent for example)
- o Reporting and compliance time (time for site checks, reporting on the app, etc)

*This should be based on the information given in your Landholder Pack (mapping of project proposal with dimensions/areas etc and the management/maintenance table pulled from the relevant project specs)*

You will be sent a newsletter/email on 5th September, formally notifying you of other events and the 'next steps' for project registration. The provisional dates for these, however, are:

We are hoping to hold a webinar for sellers on the 19th September (for questions/ legal queries etc) and the project registration period will open from 23rd September to 3rd October.

I hope this all makes sense!

Please send me the BNG calcs when you can.

All the best,

Caitlin

**Caitlin Coombs**  
**Bristol Avon Catchment Market Delivery Manager – Avon**  
Full time (Monday-Friday)

Lynda, Ron, Chris,

When we met in June we agreed that it would be helpful for us to get in touch with Frome to see if they would facilitate a visit for us to learn more about the approach Frome town council has taken to regenerating the town over the last 10-15 years.

I'm pleased to say that Simon and I have managed to make contact with our counterparts and they were enthusiastic about hosting a visit for us all – meeting the councillors and officers and having a look around what they've done.

If you are still happy to go ahead, Lisa will take a look for a date for the trip. Please let us know if there is anyone else you think should join us from your councils.

We also agreed at our last meeting that we would write a short briefing paper about this work that you could share with your council meetings by way of update. My apologies that we haven't managed to do that yet. With your agreement, my suggestion is that we go on our trip to Frome and then the paper can also update on the learning picked up from that visit. Does that work?

Finally, you should know that we will be launching work on the new Local Plan in September, alongside thinking on a refreshed Health and Wellbeing Strategy. These are timetabled for discussion at the Area Forums this Autumn and are obviously closely linked to the discussions we've been having.

Very best wishes,

Sophie

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