

Westfield Parish Council



The Oval Office, St Peter's Business Park
Westfield, BA3 3BX
Phone: 01761 410669
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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**

8th November 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 **Tuesday 15th November 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 be '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 10th October 2022 (**Pages 1-4**)
4. **Planning applications for consideration (Page 5)**
5. **Planning decisions (Page 6)**
6. **Recreation Ground – Norton Hill**
 - Quotes for the gap in wetpour around the carousel (concrete surround) - The Clerk has confirmed that the previous two quotes were given on a like for like basis – the lowest being £1,309+VAT. However, in the meantime a more permanent solution to prevent this gapping from occurring in future has been raised. (**Page 7**)
 - Household waste is being put into the bin at the entrance from Upper Court making it very full and heavy for emptying. I have written to the households adjacent to the entrance about this, but household food waste continues to be put in the bin.
7. **Recreation Ground – Westhill**
 - Westhill Club update
 - BMX Track -The Play Inspection requires, as an item of medium risk, to reinstate the soil turf over the round reinforcing mesh. This has been done 3 or 4 times now. The cost to do it again is £225. It would be best done in the Autumn when the weather is better suited to this work. In response to the suggestion for Artificial grass, Greensward has said: Unfortunately, it wouldn't be possible to neatly and safely lay artificial grass on such an uneven and shaped surface as the BMX bank.
8. **Mobile CCTV – (Page 8)**
9. **Proposed addition to the coal truck planters** – awaiting meeting with Bath College. Have chased by email and phone.
10. **Waterside Valley**
11. **Community Engagement Policy and Action Plan (Pages 9-12)**
12. **Westfield Parish Council Action Plan** As discussed at F&P 19/10/22 (**Pages 13-17**)
13. **Annual Review of the Snow Warden Scheme** We are down to 2 Snow Wardens and 4 gritting machines.
14. **To consider a Review of the Westfield Neighbourhood Plan (Pages 18-23)**

15. **Events**

- **Christmas Lights Switch On** -Thursday 24th November. Verbal update.
- **Christmas Trees 2023** – (1) to consider changing to artificial trees at the local shops, church etc for 2023. If this is agreed we can look for trees in the January sales. This would avoid the annual difficulty in reducing the width of the stem to fit the bracket which often weakens the tree and would be more cost efficient; (2) the living Christmas Tree has reached the highest point at which it can be decorated without the use of a cherry picker. To consider regular tree work to keep it at this height.
- **Outside Home Decorations Competition**
- **To consider planning for 2023:** (1) Remembrance Event on 11th November at the top of Elm Tree Avenue; (2) an Awards Evening to present the Westfield Grant cheques and the Westfield in Bloom certificates; (3) Summer events at the Trust Grounds.

Westfield Parish Council

Minutes of the Environment and Development Committee Meeting held in the boardroom at the Oval Office, Cobblers Way, Westfield on 10th October 2022 commencing at 7pm.

Present: Cllrs Diana Cooper (Vice Chair in the Chair), James Honess, Ron Hopkins, Eleanor Jackson and Pat Williams

Absent: Cllrs Geoff Fuller and Bryan Wallbridge

Also attending: Cllr Paul Millard
Lesley Close, Parish Clerk, Tracey Stephens, Deputy Clerk.

47. Apologies for absence and to consider the reasons given

Apologies were offered by Cllrs Fuller and Wallbridge and accepted.

48. Declarations of interest and dispensation

Cllr Jackson declared an interest in 22/03532/OUT – 34 St Peters Road – Erection of detached dormer bungalow. She did not vote:

49. Minutes of the last meeting

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

50. Planning applications for consideration

22/03532/OUT – 34 St Peters Road – Erection of detached dormer bungalow

There were no objections to the application, on the condition that (1) the conditions set by Highways were adhered to; and (2) the decision takes into account the Planning Inspector's Judgement on 13 St Peters Road.

51. Planning Decisions

The planning decisions were noted.

52. Planning Appeal decision – The Vicarage, St Peter's Road

The planning appeal decision on The Vicarage, St Peter's Road was noted.

53. Public consultation on Local Plan partial update

Cllr Jackson gave an overview of the updates.

Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council

Resolved: no response from the Parish Council was required. In respect of the new Local Plan, it was noted that representatives from the Parish Council were required to attend a workshop in January.

Resolved: that Cllrs Diana Cooper and Ron Hopkins represent the Parish Council, with alternates if the date of the workshop is not convenient.

54. Recreation Ground – Norton Hill

- **New swings**

Resolved: to accept the quote from Kompan for £23,312.61 + VAT. £15,000 is met from grant funding and the balance from Parish Council reserves.

- **Wetpour around carousel**

Resolved: The Clerk to check that both quotes were like for like. And, if they are, then to accept the lowest quote from GB Sport and Leisure in the amount of £1,309 + VAT to fill the gap in the wetpour around the carousel.

- **Wetpour around multi play**

Resolved: to accept the quote from Greensward for £275+VAT to build the grass turf up to the edge of the wetpour around the multi play.

55. Recreation Ground - Westhill

- **Corrosion to the Carousel Bowl**

Resolved: To accept the quote from GB Sport and Leisure for £704.80+VAT for repair of the carousel bowl.

- **Westhill Club update**

Councillors were advised that the club had received its constitution and we were waiting for a copy.

Resolved: to delegate authority to Cllrs Cooper, Moss and Wilkinson to check the document, in conjunction with Harris and Harris, to allow work to go ahead between meetings.

- **BMX Track**

In the annual review the damage to the turf around the track was highlighted as medium risk. A quote had been received for £225 to returf the area but it was noted that this was a regular occurrence.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

Resolved: to investigate the possibility of artificial turf being more robust.

- **Benches in the play area**

Resolved: to remove the wooden benches in the play area, highlighted as a concern in the play inspection.

56. Mobile CCTV

The mobile CCTV purchased by the Police and shared between Westfield, Midsomer Norton and Radstock was currently being used in Midsomer Norton. The cost of moving it to Westfield was shown as being £1,527.

Resolved: to look for quotes to purchase a CCTV camera to be positioned to the left of the Trinity Methodist Church on Wells Road, after confirming with the police that it would be a suitable location.

57. Proposed addition to the coal truck planters

Cllr Mansell had requested discussion be held around adding the names of the miners that perished in the Wellsway Pit disaster in 1849 to the coal truck dedicated to that pit.

Resolved: To ask the college if they would be interested in designing a plaque to be attached to the side(s) of the planter and speak to a local company for the laser printing on the plaque.

58. Waterside Valley

The results of the consultations with members of the public were circulated and noted.

59. WECA Pollinator Fund

It was felt that there weren't any areas in Westfield suitable for pollinator rich habitats, other than the Waterside Valley, which already has significant funding to increase bio-diversity.

Resolved: to respond to Paul Pearce thanking him for his interest in Westfield, but advising that the residents of Westfield would prefer to have the grass verges cut.

60. Events

Midsomer Norton Carnival – 14th November

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

Resolved: to change the date of the Environment and Development meeting to Tuesday 15th November to avoid a clash with the carnival.

Remembrance Sunday.

Cllr Jackson outlined events that were being prepared by the two churches, Trinity Methodist and St Peters, on 11th November and Sunday 13th. Wreaths from Westfield Parish Council will be laid at the memorial stone in Westfield, in Midsomer Norton and in Radstock.

The Clerk asked if either of these were Parish Council events because if so risk assessments, insurance etc would need to be arranged. The Committee confirmed that neither of these events are Parish Council events.

Christmas Lights Switch On Thursday 24th November.

An update was given on arrangements for the event.

Household outside decorations competition

Resolved: to do the competition again this year and to award the prize on the same night as the judging.

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.

61. Planter at Wesley Avenue

Two quotes had been received to build the new planter at Wesley Avenue.

Resolved: (1) to seek references for Roma Construction
(2) pending good references for Roma Construction to delegate authority to Finance and Personnel to accept their quote for £4,733

The meeting closed at 8:51pm

Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council Planning Applications – NOVEMBER 2022

Date Rec'd	App No	Applicant	Location	Case Officer	Proposal	Response By
14.10.2022	22/03861/FUL	Miss Laiana Lautieri	9 Carpenters Way	Angus Harris	Part conversion of a residential garage to commercial/business/service (Use Class E)	4 th November – extension requested
24.10.2022	22/04180/FUL	Lesley Close	Norton Hill Recreation Ground	Ed Allsop	Extension to existing pavilion to provide meeting room and office for Westfield Parish Council, following demolition of existing storage building	15 th November

Indicates application received since agenda printed

Westfield Parish Council Planning Decisions – NOVEMBER 2022

Date Rec'd	App No	Applicant	Location	Case Officer	Proposal	BANES Decision
11.10.22	22/03013/FUL	Mr Admirant Mezini	3 Jubilee Road	Dominic Battrick	Erection of a workshop/storage building in rear garden following removal of existing shed and fence	PERMIT
31.10.22	22/03532/OUT	Mr Darren Fleming	34 St Peters Road	Owen Hoare	Erection of a detached dormer bungalow	REFUSE

Indicates decision received since agenda printed

Wetpour around the carousel at Norton Hill Play Area

1. Background

The wetpour surface has shrunk away from the concrete edging, creating a medium risk trip hazard. I have been out to tender for the cutting back of the shrunk edging and infilling up to the concrete edge. However GB Sport and Leisure has pointed out that a more long term solution is to re-surface the entire area around the carousel and go over the concrete edging into the ground.

2. Tenders so far

For cutting back and infilling

	Net cost
GB Sport and Leisure	£1,309.00
Caloo	£2,764.00
Kompan – providing it is done at the same time as the swings installation	£3,931.29

3. For decision

I am awaiting an indication of the cost of re-doing the entire area under the carousel, going over the concrete edging and into the ground. This should help the Committee to decide whether to go ahead with the infill or re-do the entire area.

To give an idea of how long it takes for the wetpour to shrink from the concrete edging, the last time the surfacing under the carousel was done was July 2017.

Parish Clerk

From: Mark Graham <Mark.Graham@avonandsomerset.police.uk>
Sent: 30 October 2022 09:09
To: Parish Clerk
Subject: RE: CCTV on lampposts

Hi Lesley

I have looked at the lamp post.
There are three posts one next to the crossing and one further down the other side of the church.
There are pros and cons for each post.

1. Crossing Post;

Pros

You will capture the grassed area but would see the front of the shops

Cons

You won't capture the crossing as it is virtually above it.

2. Post other side of Church;

Pros

Would capture both grassed area and crossing.

Cons

None

3. There is a third option with the post directly outside the Pharmacy.

Pros

A lot closer to the grassed area which will give far better images.

If there is an option to have three fixed cameras. You could capture the fronts of all the shops as well as the grassing area.

Cons

You will only capture the grassed area

My first choice would be option 3 if you could get the three camera.
However, if not with the three camera's then option 1.

Hope this helps

Kind Regards

Mark Graham
Beat Manager, Midsomer Norton / Radstock

Avon and Somerset Police
Radstock Police Station, Wells Road, Westfield, Radstock BA3 3SG

Tel 01278 645733 | Ext 45733

Mobile 07889656407

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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.

Forming Focus Groups – In 2022 we formed a Waterside Valley Focus Group of people with specific knowledge and enthusiasm for this land. Their specific input helped shape the Waterside Valley Management Plan.

Consultation

Consulting Parishioners on key issues is vital. It ensures those most affected are able to put forward an opinion and are 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 and is due for review in 2023..

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	11/5/21
To Parish Council	7/6/21
To E&D	15/11/22
To Parish Council	5/12/22
Next review	December 2023

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 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.	COMPLETE
Front Garden competition	To run the Front Garden competition annually.	To be reviewed via the E&D Committee annually.
Inspirational Citizen Award	To run the Inspirational Citizen Award annually	To be reviewed Parish Council annually.
Neighbourhood Plan Review 2023	To set up a Working Group for the five yearly review of the Neighbourhood Plan.	

Westfield Parish Council Action Plan 2022 at October 2022

Item	Details - Aims and objectives arising from community engagement	Target date	Link to budget code	Current details and progress	Update October 2022
Lights along the Pit Path	Concern had been expressed by local residents about the lack of lighting along the newly tarmacked part of the Pit Path. B&NES has costed the work at approximately £28k. The Council has put aside £8000 and has a further £8000 in the 2021-22 budget.	Completed	4918/199 S106 and B&NES funding plus capital reserve s if necessary	B&NES have agreed to use s106 funds to re-direct the public footpath to the newly tarmacked path thus bringing it under the umbrella of Public Rights of Way for maintenance. COMPLETE	B&NES has competed the work with no cost to the Parish Council.
Christmas Lights switch-on event	The event continues to be successful and well attended. ON-GOING	Annual event	4223/202	The Switch On event 2021 was better attended than ever. Agreed to install extra lights towards the College. Permission from Street lighting is still awaited. The tree lights were tested in the January 2022 PAT tests.	Temporary Event Notice is no longer required due to change in B&NES criteria. 3 new lampposts successfully added to the display for 2022.
Fun Day	Successful annual event now fixed in the Parish calendar as first Sunday in June. It is organised by an ever-decreasing number of volunteers and more are always welcome. As the event grows so do the costs which now include Premises Licence, security, St John Ambulance. Fun Days 2020 and 2021 cancelled as a result of COVID-19	No longer running	4232/202	A decision was made not to run a Fun Day in 2022. The Premises Licence was suspended, to be ceased if the Fun Day does not go ahead next year due to lack of volunteers. COMPLETE	

Westfield Parish Council Action Plan 2022 at October 2022

	pandemic. And 2022 Fun Day was not held due to lack of volunteers.				
Nature trail to link to the proposed park in Westfield	This suggestion was raised at the Neighbourhood Plan consultations. This is being considered by the Green and Open Spaces Working Group. In Dec/Jan 2020/1 the services of a surveyor were undertaken to establish land value and an approach was made to the landowner who declined the offer of £10,000.	ongoing	4912/1 99 S106 / CIL	As it would appear that the landowner is not willing to sell at the moment, this project is on hold and has been somewhat replaced for the time being by the planned purchase of a section of the Waterside Valley. ON HOLD	
Westfield Inspirational Citizen Award	2018: John Reynolds of Westfield 2019: Martin Bates of WAGS 2020: Catherine Cooper for Terracycle collection 2021: three winners – Debbie Maggs, Mike Chivers, Nigel Swift 2022: Eddie and Rachael Liddiard	Annual	4102/1 02	ON-GOING	
Stand-alone Pavilion at Westhill Recreation Ground	The Neighbourhood Plan supported a proposal for the development of a parish facility in Westfield to meet the social, recreational and cultural needs of the community. s106 funds have been obtained for a feasibility study which has now formed the basis of a Planning Application which is currently under consideration with B&NES.	ongoing	4928/1 99	Many funding pots closed as a result of the pandemic and the project has therefore been put on hold for the time being. To consider re-looking at this when time allows in terms of funding a small building via Parish Council reserves. Discussion commenced with Westfield Club to regularise ownership and to use part of the premises for changing rooms. An	Westhill Club has almost completed its work to become a Co-operative and thus have a legal constitution. The constitution confirms the land is in the ownership for public recreation for perpetuity. When this is complete the land will transfer to them and then a lease swap giving some land for patio use to the Club and changing rooms to the Parish Council.

Westfield Parish Council Action Plan 2022 at October 2022

	Multiple funding sources were investigated. Sperring Trust have pledged £5000.			Architect has been selected to design and manage the works once the legal ownership is confirmed. ON-GOING	
Youth provision in Westfield	The Parish Council is actively involved in the Cluster Group and supporting Youth Connect SW to deliver services. The Parish Council budgets to fund these services for Westfield.	ongoing	4237/2 02	YCSW have worked throughout the lockdowns meeting young people outside. They send regular updates on their work. The Parish Council has signed a two-year contract for their services through to March 2023. ON-GOING	
Climate Emergency	Following the declaration of a climate emergency at Parish Council on 2 nd March 2020 a working group was formed. There is opportunity for the Working Group to report to each Parish Council meeting.	n/a		Although held up by the COVID pandemic, the Working Group has now had 4 meetings. Press releases have been published to encourage non-Councillor members to join the group. Ideas include car charging stations, tree planting, encouraging energy efficiency at home, free wildflower seed distribution, to be added as separate items as and when they take shape. ON-GOING	Items of a Climate Emergency are considered under the remit of E&D.
Office space and storage in the light of Covid	Parish Council explored the options to allow the staff to return safely to work. It was agreed to hire the office next door to increase space for social distancing and storage.	October 2020	4013/1	The offices were closed during periods of National lockdown in November and Jan-March but are being used when permitted. ON-GOING	The one year contract for the second office expired October 2021 and is now used on a month by month basis with 2 month notice to vacate.

Westfield Parish Council Action Plan 2022 at October 2022

Purchase of Waterside Valley	Government guidance and the increase/decrease of Covid in the area is monitored weekly.	May 2021	4930/199	<p>ON-GOING</p> <p>The Parish Council's offer of £90,000 was accepted subject to searches, consultation, contract etc.</p> <p>The public consultation received many comments, all of them positive, many containing additional helpful information.</p> <p>A section 106 grant of £93,000 has been secured to cover purchase and legal costs.</p> <p>ON-GOING</p>	<p>The first office tenancy is due to expire December 2022.</p> <p>Plans have been drawn up for a new office at Norton Hill Recreation Ground.</p> <p>Further land is being purchased to the value of £20,000 plus legal fees up to £850.</p>
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Review History	To be reviewed twice a year
Agreed by Finance and Personnel	20/5/2015
Reviewed by Finance and Personnel	23/09/2015
Reviewed by Finance and Personnel	19/05/2016
Reviewed by Finance and Personnel	19/10/2016
Reviewed by Finance and Personnel	19/04/2017
Reviewed by Finance and Personnel	18/10/2017
Reviewed by Finance and Personnel	18/04/2018
Reviewed by Finance and Personnel	17/09/2018
Reviewed by Finance and Personnel	17/04/2019
Reviewed by Finance and Personnel	23/10/2019

Westfield Parish Council Action Plan 2022 at October 2022

Reviewed by Finance and Personnel	22/04/2020
Reviewed by Finance and Personnel	21/10/2020
Reviewed by Finance and Personnel	22/04/2021
Reviewed by Finance and Personnel	20/10/2021
Reviewed by Finance and Personnel	19/10/22
Date of next review	April 2023

Parish Clerk

From: George Blanchard <George_Blanchard@BATHNES.GOV.UK>
Sent: 20 October 2022 13:43
To: Parish Clerk
Cc: Geoff Fuller; Deputy Clerk
Subject: RE: Review of the Westfield Neighbourhood Plan

Hi Lesley

Good to hear from you.

The requirement to update plans every 5 years is mainly for local plans prepared by Local Planning Authorities. There is no requirement to review or update a neighbourhood plan. However, policies in a neighbourhood plan may become out of date; or where a policy has been in force for a period of time, other material considerations may be given greater weight in planning decisions as the evidence base for the plan policy becomes less robust.

I have included a [link to Locality guidance on reviewing and updating NDPs](#). This guidance includes a checklist of factors to think about when considering a review and also goes through the statutory process that would be needed.

Hope this helps, happy to discuss more with you.

Thanks

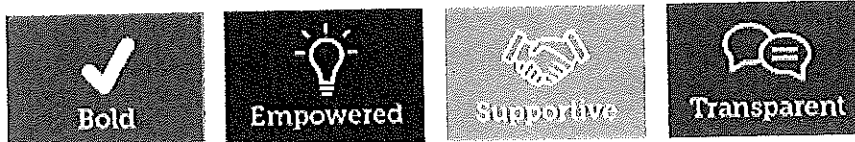
George

George Blanchard
Planning Officer - Planning Policy
Bath and North East Somerset Council
Tel. 01225 477684
Email: george_blanchard@bathnes.gov.uk

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Improving People's Lives



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From: Parish Clerk <parishclerk@westfieldparishcouncil.co.uk>
Sent: 20 October 2022 09:27
To: George Blanchard <George_Blanchard@BATHNES.GOV.UK>
Cc: Geoff Fuller <geoff.fuller@westfieldparishcouncil.co.uk>; Deputy Clerk <deputyclerk@westfieldparishcouncil.co.uk>
Subject: Review of the Westfield Neighbourhood Plan

Morning George

It seems like a long time ago that you helped us in finalising our Neighbourhood Plan. Please may I ask your advice?

Our Neighbourhood Plan came into being on 12th November 2018, it is reviewed every five years until 2036. So the first review date is 12th November 2023.

My question is – does the review commence in November 2023, or is that the date in which we would aim to complete the review?

Any advice in this is much appreciated.

Best wishes,

Lesley

Lesley Close
Parish Clerk
Westfield Parish Council
The Oval Office
Cobblers Way
Westfield BA3 3BX

01761 410669

Please note my working hours are Monday to Thursday 9am to 2pm.

www.westfieldparishcouncil.co.uk
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Checklist: reviewing plans - summary of factors to consider

Effectiveness: Consideration of the effectiveness of the existing plan may be assessed through monitoring of planning decisions. Where a neighbourhood plan is not having the desired effect, then this may indicate a need for redrafting of policies or introduction of additional policies.

National Legislation and Policy: There tends to be frequent amendments to planning legislation and national policy and guidance. These should be monitored, as stated previously. Such changes may have a positive or negative impact on the policies of the neighbourhood plan. National policy may be a 'material consideration' that may justify a departure from certain neighbourhood plan policies.

Local Policy: As with changes to national policy, changes to local policy through revision of the local plan or strategic plan may have an impact on certain neighbourhood plan policies. Where local plan and neighbourhood plan policies differ on non-strategic matters, the later plan carries more weight. So the impact of adoption of local plan documents after the making of a neighbourhood plan would need to be considered carefully.

Local Circumstances and Evidence: Changing local circumstances could include economic, social or environmental changes. New evidence should be taken into account to identify and assess the impact of local changes.

Local opinion: Continuing community and stakeholder engagement may highlight local issues or concerns that may influence a decision on whether or not to revise the neighbourhood plan.

What is involved in revising the neighbourhood plan?

To prepare for revision of the neighbourhood plan, the following steps should be taken:

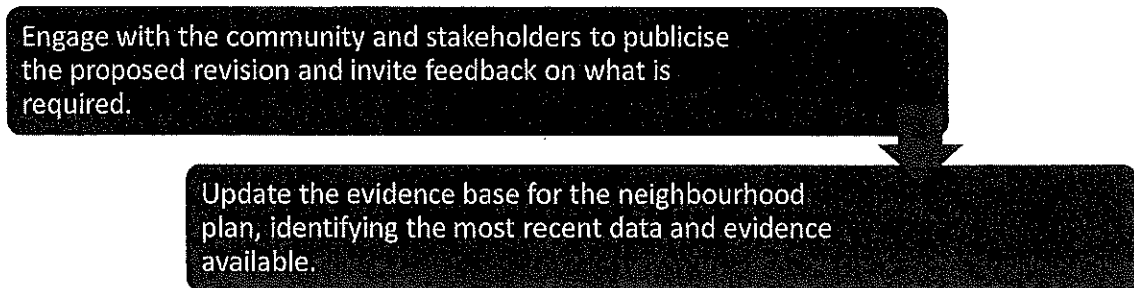


Figure 9: Preparing to amend a neighbourhood plan.

Updating the neighbourhood plan document will involve the following steps:

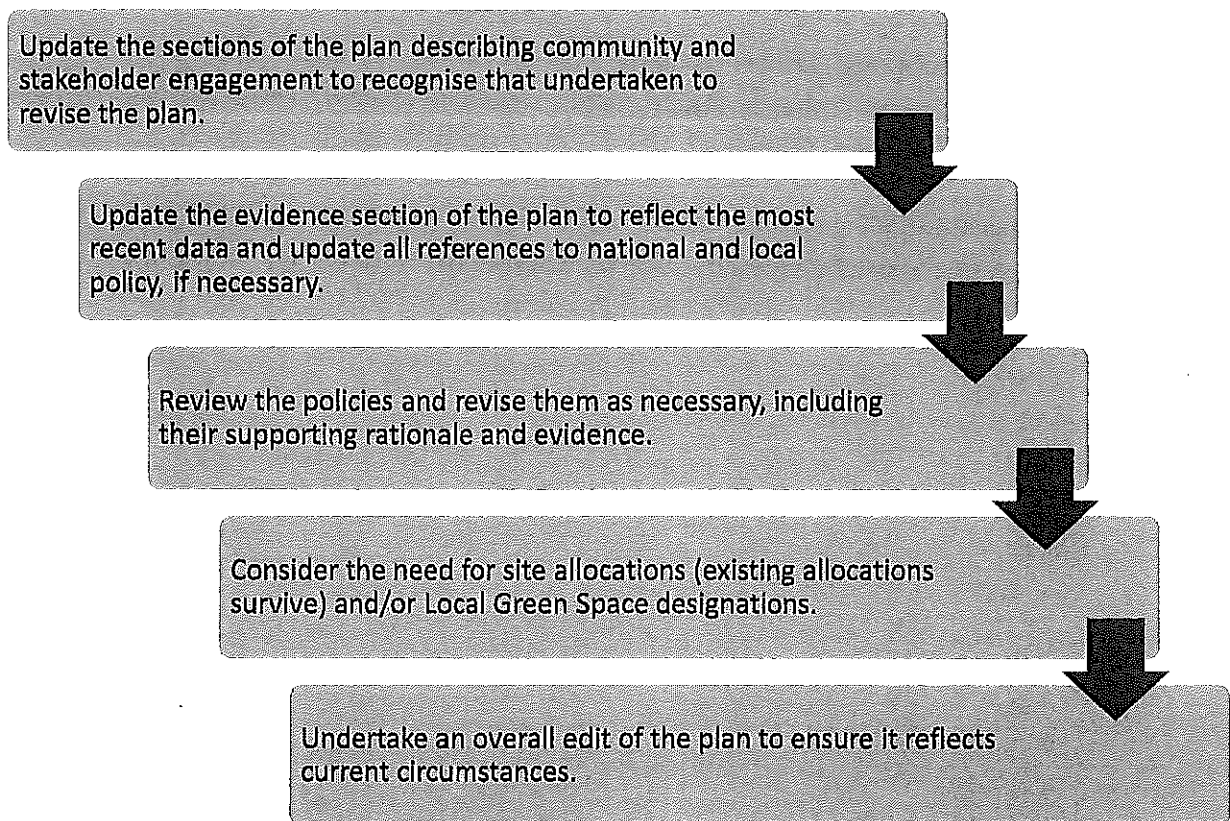


Figure 10: Amending a neighbourhood plan document.

Statutory process - options

Where a neighbourhood plan is proposed to be revised, there are certain options in terms of statutory process, depending on the extent of that revision.

Minor (non-material) updates that would not materially affect policies may be made by the LPA, with consent from the neighbourhood planning group. In these circumstances, there is no need to repeat Regulation 14 consultation, examination and the referendum. Similar provisions exist for correcting errors in a plan, though this will probably have been done already, as part of the examination process.

If a group wish to make modifications that do materially affect the policies in the neighbourhood plan, the plan would need to go through the later stages of the statutory process, from pre-submission consultation (Regulation 14) onwards, although a referendum may not be required (this is explained later in this section).

If updates are proposed by a group that would materially affect policies, there are certain additional requirements. These are:

- at the Regulation 14 consultation stage (pre-submission) the group must state whether it believes that the modifications are so significant or substantial as to change the nature of the plan, giving reasons;
- when sending the plan to the independent examiner, the LPA must state whether it believes that the modifications are so significant or substantial as to change the nature of the plan, giving reasons. A copy of the original plan must also be submitted to the independent examiner;
- the examiner will then decide whether the modifications proposed change the nature of the plan and the group must decide whether to proceed with the examination.

A referendum is not required if an examiner decides that the modifications are not so significant or substantial as to change the nature of the plan and would meet the basic conditions (with modifications if necessary). In this circumstance, an LPA must make the plan within 5 weeks of receiving the examiner's report (or as agreed with the group).

However, if the examiner finds that proposed modifications do change the nature of the plan, the LPA would need to publicise and consider the examiner's report in the same way as for a new neighbourhood plan and a referendum would be required.

5. Conclusions

Although this toolkit is focused on the period after a neighbourhood plan is made, it is likely to be helpful at the plan preparation stage, in particular in understanding how policies will be used.

Positive **implementation** is useful, to ensure that the neighbourhood plan is being used properly and to ensure delivery of its aims.

Continual **monitoring** helps to better understand how the plan is being used and how effective it is. Monitoring may also identify changes to national or local policy and guidance or changes to local circumstances.

Like all planning policy documents, **review and revision** are an integral part of the process, if policies are to remain relevant and effective. Neighbourhood plans will erode over time, as changes in policy and local circumstances occur. Or monitoring of planning decisions may identify a need for policies to be revised, to make them more effective.