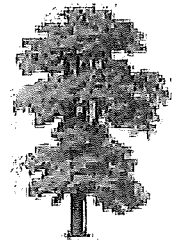


Westfield Parish Council



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

Chairman: Cllr P Wilkinson Parish Clerk: Ms L J Close FSLCC

Established 2011

All Council Meetings are open to the Public and Press

28th November 2023

TO: (a) All Members of the Environment and Development Committee
Cllrs Diana Cooper (Chair), James Cradock, Geoff Fuller, Ron Hopkins (Vice Chair),
James Honess, Eleanor Jackson, Paul Millard, 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 11th December 2023 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 14th November 2023 (**Pages 1-4**)
4. **Neighbourhood Plan Review Working Group** Verbal update
5. **Planning applications for consideration (Page 5)**
6. **Planning decisions (Page 6)**
7. **Recreation Ground – Norton Hill**

Moss clearance on the tennis court – this was done a few years ago and is in need of treatment again. To receive a quote and to consider putting this on the grounds maintenance specification as an annual treatment.

Finger trap in the gate at Norton Hill Recreation Ground (as raised in the Play Inspection Report) – to clarify how to rectify this issue (**Page 7**)

Vandalism at the Recreation Grounds – Dogs on Leads signs (Page 8)

Signs on the gates at the play area – to consider adding a sign to the play area gate which currently has no sign, to replicate the sign on the other gate.

8. **Recreation Ground – Westhill**
 - Changing Rooms – verbal update
9. **Waterside Valley**
 - Coppice of Trees (**Cllr Millard**)
 - Update on the Somer Valley Rediscovered meeting (**Page 9**)
10. **Parking on the Westfield Industrial Estate (Cllr Jackson) (Pages 10-11)**
11. **Hedge at Lincombe Road (Pages 12-17)**
12. **Events**
 - Christmas Lights Switch On – feedback
 - Grant Presentation Event – 12th December 2023 6.30pm
 - Christmas Lights Competition – 15th December 2023

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.

13. **Quotes**

- (1) Scrub Clearance at Waterside Valley – to receive the recommendation following the opening of tenders.
- (2) Changing Rooms at Westhill (a) Topographical Survey (b) Asbestos Survey and (c) Condition Survey

Westfield Parish Council

**Minutes of the Environment and Development Committee Meeting held in the
boardroom at the Oval Office, Cobblers Way, Westfield on
14th November 2023 commencing at 7pm.**

Present: Cllrs Diana Cooper (Chair), James Honess, Geoff Fuller, Ron Hopkins (Vice Chair), Eleanor Jackson, Pat Williams and Phil Wilkinson

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

Absent: Cllrs James Cradock and Paul Millard

82. Apologies for absence and to consider the reasons given

Apologies were received from Cllrs Cradock and Millard and accepted.

83. Declarations of interest and dispensation

There were no declarations of interest.

84. Minutes of the last meeting

Resolved: The minutes of the last meeting held on 9th October 2023 were agreed as a true record and signed by the Chair.

85. Neighbourhood Plan working group

Cllr Hopkins gave a report on the progress of the Neighbourhood Plan review. Discussions with B&NES continue in relation to creating a policy allocating affordable housing to people with a connection to Westfield.

86. Planning applications for consideration

There were no objections to the following:

App no	Location	Proposal
23/03513/FUL	Whitehaven Residential Home	Erection of extension to dining room following demolition of existing
23/03807/FUL	Whitehaven Residential Home	Extension of 1 st floor to create 2no. new en-suite bathrooms and associated works

87. Planning Decisions

The planning decisions were noted.

88. Speeding data collected on A367

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

It was noted that a grant of £5,000 had been applied for from the Avon Police Road Safety fund. The balance to be paid, if the grant application is successful, would be £2,293.

Resolved: to bring to the next meeting.

89. Recreation Ground – Norton Hill

(1) New Office – the revised costing for the new office was brought to the meeting. The cost of materials has increased dramatically over the year, meaning that the quotation a very much above the original estimate. Given the forthcoming construction project at Westhill, running both projects would not be feasible and would create a cash flow issue.

Resolved: to shelve indefinitely the building of a new office

(2) Cutting of grass – Greensward had quoted £70 per cut to continue cutting the grass as it was, unusually, still growing because of the conditions.

Resolved: to advise Greensward that the Parish Council would prefer not to cut the grass due to the very wet condition of the football pitch.

(3) Play area – Greensward had quoted for the work recommended by the play inspection.

Resolved: to accept the quote of £285 from Greensward to rectify the risks.

(4) Vandalism – Two benches had been uplifted and put in different places.

Resolved: To accept the quote from Greensward for £55 to bolt the benches back in place.

90. Recreation Ground – Westhill

Changing Rooms – verbal update given. A meeting had been held with MJW Architects to record the boundary lines for Land Registry. A quote was received from MJW Architects for the work to prepare the plans for the changing room.

Resolved: to waive Financial Regulation 11 regarding procurement and accept the quote from MJW architects for preparing plans for the changing rooms and CDM work, given their existing work on site and familiarity with the grounds.

91. Waterside Valley

(1) Bridges – it was noted that two of the grants applied for had been turned down.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

Resolved: to put the work on hold temporarily.

(2) Scrub clearance – The Clerk reported that she is coordinating the tenders for the work on scrub clearance for each of the Somer Valley sites. Miriam Woolnough of Somer Valley Rediscovered was meeting with potential tenderers on site.

92. Events

- **Christmas Lights Switch On** – 30th November 6.30pm – agreed to accept the £1m public liability insurance of Soundcat.
- **Grant Presentation Event** – 12th December 2023 6.30pm – a verbal update given
- **Christmas Lights Competition** – a verbal update given.
- **Wreath for D-Day** – it was noted that the British Legion had advised that a wreath would be available for the Parish Council to lay on D-Day.

93. Community Engagement Policy and Action Plan

Resolved: To recommend the Community Engagement Policy and Action Plan to Parish Council.

It was resolved 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.

94. Draft Specifications for approval to go out to tender

(1) Norton Hill Recreation Ground

Resolved: to accept the wording of the spec for tender for ground maintenance at Norton Hill.

(2) Westhill Recreation Ground

Resolved: to accept the wording of the spec for tender for ground maintenance at Westhill.

(3) Living Christmas Tree

Resolved: to accept the wording of the spec for tender for inspection of the living Christmas tree.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

(4) Flowers in Public Places

Resolved: to remove the itemisation of plants required and replace stating that the planters should be densely planted with bright colours. With this amendment, to accept the wording of the spec for Flowers in Public Places.

95. Quotes

Tree Works – three quotes were received.

Resolved: to accept the quote from B&NES of £566.30 for Westhill and £5,571.3.2 for tree work at Norton Hill.

The meeting closed at 8:11pm

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council Planning Applications – DECEMBER 2023

Date Rec'd	App No	Applicant	Location	Case Officer	Proposal	Response By
15/11/23	23/04204/FUL	Mr Dean Broadway	1 Valley View Upper Court Westfield Bath And North East Somerset BA3	Kirsty Smith	Erection of single storey side extension and associated work.	6/12/23 – extension to 12/12 requested via email 15/11. Extension agreed 16/11/23.
15/11/23	23/03968/FUL	Miss Alison Hillman	46 Wells Road Westfield Radstock Bath And North East Somerset BA3	Kirsty Smith	Creation of dropped kerb access.	6/12/23 – extension to 12/12 requested via email 16/11. Extension agreed 16/11/23.
27/11/23	23/04286/FUL	Mr R Thorner	Avemore Fosseway Westfield Bath And North East Somerset BA3	Isabel Daone	Proposed residential development of 6no. new dwellings with garages and associated parking spaces with adapted highway access, and alteration of the existing dwelling at Avemore (Resubmission)	18/11/23
28/11/23	23/04088/FUL	Bath College	Norton Radstock College Wells Road Westfield Radstock Bath And North East Somerset BA3	Kirsty Smith	Erection of temporary classroom on following removal of existing greenhouse	19/11/23

Indicates application received since agenda printed

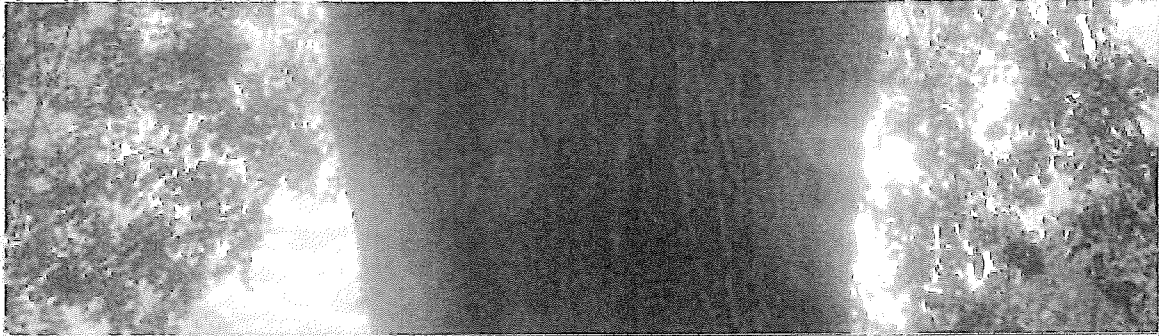
Westfield Parish Council Planning Decisions – DECEMBER 2023

Date Rec'd	App No	Applicant	Location	Case Officer	Proposal	BANES Decision
15/11/23	23/03485/OUT	MIR MIKE HILL	60 Wells Road Westfield Radstock Bath And North East Somerset BA3 3US	Danielle Milsom	Erection of single dwelling on land to west of existing dwelling (Outline Application with All Matters Reserved).	PERMIT

Indicates decision received since agenda printed



Westfield Parish Council's post



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2 comments 2 shares

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Comment

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Most relevant



Westfield Parish Council just out of curiosity is there a Public Spaces Protection order in place for these sites? Don't let my dog off lead up there for safety reasons anyway but I am just curious if it's official in that regard

20 h Like Reply Send message Hide Edited



While I don't agree with the act, I do think this shows the view of the people using the park. Time and time again, several of us have asked for clarification or an alternative and been ignored. The majority of people who allow their dogs off lead are responsible and have their dogs under control. There has been no official consultation on furthering this and your outdated policies leave several members of the dog community disadvantaged.

Maybe a public meeting regarding this which is widely advertised with some viable options of alternatives would be better.

19 h Like Reply Send message Hide



Write a comment...



Parish Clerk

From: Parish Clerk
Sent: 22 November 2023 08:30
To: Diana Cooper; Eleanor Jackson; Geoff Fuller; James Cradock; James Honess; Pat Williams; Paul Millard; Phil Wilkinson; Robin Moss; Ron Hopkins
Cc: Deputy Clerk; Admin Assistant
Subject: Update on the Somer Valley Rediscovered Green Spaces Steering Group meeting

Dear All

Please find below an update on yesterday's meeting:

1. Somer Valley Rediscovered (SVR) are going to talk to the Avon Wildlife Trust about the omission of Westfield in their press release about their Next Door Nature project – they were very apologetic. I shall also email Rhea at Avon Wildlife Trust directly about this and ask her to re-issue the posters with the amendment.
2. There is a Forest School setting up and looking for an outdoor place to meet. I suggested the wooded area behind the Westfield surgery. This is being considered along with suggestions from others around the table.
3. Habitat Management
 - o The Scrub Clearance is out to tender and we hope the work will start January/February.
 - o The Bristol and Avon Rivers Trusts is doing a survey of the watercourses, which will be complete in January
 - o The written advice on grass management at Waterside Valley is awaited – when we met the advice was to top the grass in early spring and leave to mulch, then do an annual cut and bale in early autumn/ late summer. In the medium term we might like to look at the Countryside Stewardship Scheme – I shall gather some more info on this. And long term, grazing was suggested – but this obviously brings in other difficulties.
4. Staddlestones update – a Boules court is being established at the request of local residents
5. Events -Foraging, natural dying of fabric, wildflower identification, bat walks, scything workshops
6. Volunteering – I have contacted the 40 people who have expressed an interest in volunteering at Waterside Valley and suggested they register with SVR – that way they can access events, workshops and volunteering opportunities which are being organised by the SVR Volunteer Co-ordinator.
7. Green Social Prescribing – the EcoWild six week courses are very successful at Waterside Valley.
8. Comms and Marketing – There is filming at Waterside Valley to promote EcoWild – I shall try to get a copy.
9. Greenway from Radstock to MSN - Radstock TC is arranging an event or series of events to promote the greenway – this might encompass music, artwork, a trail. We talked about the possibility of it stretching into MSN and Westfield.

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.

Parish Clerk

From: Eleanor Jackson (Cllr) <eleanor_jackson@bathnes.gov.uk>
Sent: 07 November 2023 10:32
To: [REDACTED] Parish Clerk
Cc: James Cradock; Deputy Clerk; Admin Assistant; Kris Gardom; Robin Moss (Cllr)
Subject: RE: Westfield Industrial Estate.

Dear Lesley and Paula

Is it possible to discuss this at E and D ? The situation has clearly changed since the meetings we had in 2016, when it was a private estate. Then and subsequently I think it was only the exits and entrances to First Avenue which were of concern. Starting with the Biggs management is a good idea, because they will have issued contracts to their tenants. BANES and VPC have only been involved in planning applications concerning access, location, and design, and I can't recall questions of parking, only of deliveries. In respect professional advice is needed. The other question is enforcement. Mr Gardom can advise, and photos will be most useful

With best wishes

Eleanor

From: [REDACTED]
Sent: 07 November 2023 07:45
To: 'Parish Clerk' <parishclerk@westfieldparishcouncil.co.uk>
Cc: 'James Cradock' <James.Cradock@westfieldparishcouncil.co.uk>; 'Deputy Clerk' <deputyclerk@westfieldparishcouncil.co.uk>; 'Admin Assistant' <adminassistant@westfieldparishcouncil.co.uk>; Kris Gardom <Kris_Gardom@BATHNES.GOV.UK>; Eleanor Jackson (Cllr) <eleanor_jackson@bathnes.gov.uk>; Robin Moss (Cllr) <robin_moss@bathnes.gov.uk>
Subject: RE: Westfield Industrial Estate.

Good Morning Lesley,

Many thanks for your response and assistance in passing this on.

I will start to take photographs to show the gravity of the situation and will again contact Nick Biggs at Ken Biggs Contractors who we lease our building from and I believe manage quite a few premises on the estate.

Kind regards

[REDACTED]

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From: [REDACTED] <[REDACTED]@westfieldparishcouncil.co.uk>

Sent: Friday, November 3, 2023 12:38 PM

To: James Cradock <James.Cradock@westfieldparishcouncil.co.uk>

Subject: Westfield Industrial Estate.

Good Afternoon,

I have been told that Westfield Industrial state comes under Radstock Town Council – Westfield Ward. I wonder if someone can help me with regard to issues on the trading estate or indeed point me in the right direction if it is BANES councillors that I need to contact.

We have extensive issues with on-road parking on the trading estate that is in our opinion a danger and would like to find out who we can contact about the possibility of yellow lines at least at the corners of the avenues here. I notice that there are double yellows on both sides of the road as you enter the trading estate, but they do not stretch the length of the first avenue. Pulling out of our road onto First Avenue is highly dangerous – cars do not adhere to the speed limit on the trading estate and there have been many near misses. Coupled with this, there are many incidents of large HGV lorries not having the turning space required to come in and out of the avenues. I think we have several garages locally with limited parking and they are using the road to park vehicles as some of them just don't move!

I understand from our Landlord (Nick Biggs) that the road has now been adopted by BANES so we would like to figure out who we can express our concern to.

Many thanks

[REDACTED]

21 NOV 2023
111008

[REDACTED]

Worfield.

For the collection of 17. 11. 23

Cllr G Fuller

Cllr E Jackson

Dear Councillors

to Helge at No 5 Lincombe Rd.
some 10 days ago I had a phone call
from BANES Highway Dept to inform me
that the site had been inspected and
that the decision was that "no
action would be taken to get the hedge
cut back to the boundary - this

occurs a) It was in a "Green

Residential Area

b) if cut back too far it

would kill the hedge

e it would require the hedge on
the opposite corner to be cut back

I understood that they would
send me a letter to advise me of
the above. I asked that the letter
be copied to Cllr Jackson.

To date I have not had the letter.

May I suggest that the Canal
ask BANCS for a written statement
of the decision. This will

a put on record the decision should
there be an incident caused by the
hedge

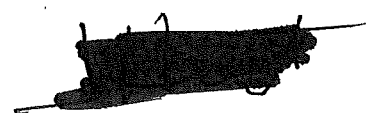
b allow the Ombudsman to be
asked for his consideration

At 92 this will not be my problem
for much longer but the Canal should

have a record

apologies for poor writing

I have ASDM.D.

Your Sincerely


Parish Clerk

From: Deputy Clerk
Sent: 28 November 2023 13:26
To: Admin Assistant; Parish Clerk
Subject: FW: Overgrown hedge at 5 Lincombe Road, Westfield
Attachments: IMG_4313.jpeg; IMG_4310.jpeg

Just realised you didn't get this!!

Tracey

Tracey Stephens
Deputy Clerk

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

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

Please note my normal working hours are Monday 9 – 4:30, Tuesday 8:30 – 2, Wednesday 11 – 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: George Bottin <George_Bottin@BATHNES.GOV.UK>
Sent: 27 November 2023 17:18
To: Eleanor Jackson (Cllr) <Eleanor_Jackson@BATHNES.GOV.UK>
Cc: Highways <Highways@BATHNES.GOV.UK>; Craig Jackson <Craig_Jackson@BATHNES.GOV.UK>; Tracey Stephens <tracey.stephens@westfieldparishcouncil.co.uk>; Phil Wilkinson <phil.wilkinson@westfieldparishcouncil.co.uk>; Manda Rigby (Cllr) <Manda_Rigby@BATHNES.GOV.UK>; Robin Moss (Cllr) <Robin_Moss@BATHNES.GOV.UK>
Subject: RE: Overgrown hedge at 5 Lincombe Road, Westfield

Hi Eleanor

I trust you are well. Sincere apologies for not responding sooner. I have previously spoken to the resident who raised the complaint regarding the concerns with a neighbours boundary vegetation. There is no argument that the vegetation is growing over the public footpath. As Highway Authority we have to make a judgement at each site as to when we feel it is necessary to intervene/engage with home/land owners regarding such matters. We have previously written to the resident/s concerned at Lincombe Road and they have responded by cutting the boundary vegetation back. The issue is that over time the width of the hedge although neat is growing into

the path. When I spoke to the complainant we had surveyed the locations and felt at that time that whilst there is an encroachment there is still a sufficient width of path for pedestrians to pass safely. (pictures attached)

I have arranged for a further letter which will be going to the owners of two residents in this street where their fir trees encroach upon the public highway. I am conscious that in order to restore the available width of footway this will implicate the health of the trees and potential result in an unsightly length of bare vegetation. The Councils arborist has confirmed the tree/s will not likely recover so will potentially require complete removal. Whilst I accept there is an encroachment and this does present a level of risk I am endeavouring to be pragmatic about our approach. Furthermore, and as an observation to your email. From a Highways intervention perspective there are no potholes present at this location. A carriageway pothole is defined as a sharp edged depression equal to or greater in depth by 40mm and equal to and greater in length by 300mm.

Regards,
George

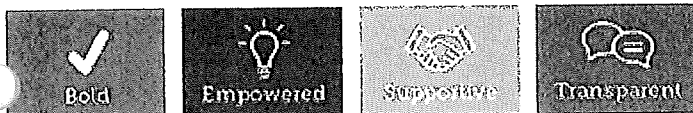
Cc Highways Maintenance Manager & other recipients previously cc'd for info.

George Bottin Bsc (Hons), FIHE
Principal Engineer
Highway Maintenance
Bath & North East Somerset Council

Tel: 01225 395129
Email: george_bottin@bathnes.gov.uk

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Improving People's Lives



Please consider the environment before printing this email

From: Eleanor Jackson (Cllr) <Eleanor_Jackson@BATHNES.GOV.UK>

Sent: 23 October 2023 12:35

To: Highways <Highways@BATHNES.GOV.UK>

Cc: Tracey Stephens <tracey.stephens@westfieldparishcouncil.co.uk>; Phil Wilkinson <phil.wilkinson@westfieldparishcouncil.co.uk>; Manda Rigby (Cllr) <Manda_Rigby@BATHNES.GOV.UK>; Robin Moss (Cllr) <Robin_Moss@BATHNES.GOV.UK>

Subject: Overgrown hedge at 5 Lincombe Road, Westfield

Dear Colleagues

This is a long running saga and unfortunately I thought from the last round of emails, that a decision had been made to contact the property owner, and require a reduction in the hedge so that it does not block the pavement. More recently there has been an orange Volkswagen parked there, so that there is no way to get round

