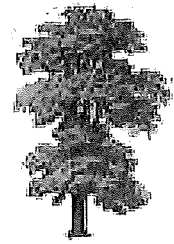


Westfield Parish Council



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

6th 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 **Tuesday 14th November 2023 at 7pm at the Board Room, Oval Office, Cobblers Way, Westfield BA3 3BX. Please note the change of date**

The meeting will consider the items set out below.

A handwritten signature in black ink, appearing to be 'L J Close'.

Ms L J Close
Parish Clerk

Before the meeting there will be a 15-minute public session to enable residents of Westfield to ask questions, and make comments.

AGENDA

- 1. Apologies for absence and to consider the reasons given** Council to receive apologies for absence and, if appropriate, to approve the reasons given.

2. **Declarations of interest and dispensations** Members to declare any interests they may have in agenda items, in accordance with the requirements of the Council's Code of Conduct. The Parish Council may consider agreeing a dispensation, providing the request is put in writing and the dispensation is allowed on the grounds set out in s.33 of the Localism Act 2011.
3. **Minutes of the last meeting** – To agree the minutes as a true and accurate record of the meeting held on 9th October 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. **Speeding data collected on A367**
An application for funding from the Avon Police Road Safety Fund for two Speed Indicator Devices has been submitted in the maximum amount of £5,000. The total cost is £7,293, meaning, if successful the Parish Council would be asked to meet the balance of £2,293.
8. **Recreation Ground – Norton Hill**
 - New Office – verbal update
9. **Recreation Ground – Westhill**
 - Changing Rooms – verbal update
10. **Waterside Valley**
 - Bridges (**Pages 7-8**)
 - Scrub Clearance – update on procurement
11. **Events**
 - Christmas Lights Switch On – 30th November 6.30pm
 - Grant Presentation Event – 12th December 2023 6.30pm
 - Christmas Lights Competition – 15th December 2023
 - Wreath for D-Day 6th June 2024 (**Page 9**)
12. **Community Engagement Policy and Action Plan (Pages 10-13)**

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. **Draft Specifications for approval to go out to tender**
 - Norton Hill Recreation Ground (**Pages 14-21**)
 - Westhill Recreation Ground (**Pages 22-25**)
 - Living Christmas Tree (**Page 26**)
 - Flowers in Public Places (**Pages 27-29**)
14. **Quotes**
 - (1) Tree works – advice from B&NES (**Page 30**)

Westfield Parish Council

Minutes of the Environment and Development Committee Meeting held in the boardroom at the Oval Office, Cobblers Way, Westfield on 9th October 2023 commencing at 7pm.

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

Also attending: Tracey Stephens, Deputy Clerk, Caitlin Brown, Admin Assistant

Absent: Cllr James Honess

69. Apologies for absence and to consider the reasons given

No apologies were received.

70. Declarations of interest and dispensation

Cllr Jackson declared an interest in item 5 – planning application 23/03485/OUT as she is a member of the adjacent church.

71. Minutes of the last meeting

Resolved: The minutes of the last meeting held on 11th September 2023 were agreed as a true record and signed by the Chair.

72. Neighbourhood Plan working group

Cllr Hopkins gave a report on the progress of the Neighbourhood Plan review. There has been ongoing correspondence with B&NES and he is in the process of arranging a meeting. Most of the work on the original form has now been done.

73. Planning applications for consideration

There were no objections to the following:

Date Rec'd	App No	Applicant	Location	Case Officer	Proposal	Response By
21/9/23	23/03485/OUT	Mr 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).	12/10/23

Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council

21/9/23	23/03512/TPO	M H Landscaping	1 Fosseway Cottages Somerville Road Radstock Bath And North East Somerset BA3 3TX	Jane Brewer	8no. Conifer, fell, roots believed to be affecting house foundations	12/10/23
29/9/23	23/02927/FUL	Motor Fuel Group Limited	Elm Tree Filling Station Wells Road Westfield Radstock Bath And North East Somerset	Owen Hoare	Erection of single storey rear extension to existing sales building following removal of Jet wash bay. Installation of new EV Chargers and Canopy.	20/10/23
06/10/2023	23/03745/FUL	Mr Michael Wise	44A Longfellow Road	Kirsty Smith	Erection of single storey rear extension	27/10/2023

The Deputy Clerk advised of changes to the below application which we have previously provided a comprehensive response to.

2022/0614/OUT | Application for Outline Planning Permission for erection of up to 180 dwellings with all matters reserved except for access (amended info. rec'd 26.07.2023). | Land South Of Fossefield Road Fosse Way Stratton On The Fosse Shepton Mallet Somerset

Resolved: to resubmit original comments made in January

74. Planning Decisions

The planning decisions were noted.

75. Speeding data collected on A367

An update was given. Quotes for two speed devices and installation have been received. There would be an additional charge if the devices were solar powered.

Potential location sites along the A367 were discussed.

Resolved:

- (1) Use existing posts adjacent to Highfields (Northbound) and the corner of Westhill Road (Southbound).
- (2) The Clerk to continue investigating grant funding options.

Minutes subject to approval at the next meeting.

Signed **Dated**

76. Recreation Ground – Norton Hill

- **New Office** – verbal update was given by Cllr Cooper. Quotes had been received. A meeting with the builder is being arranged to look at costings and to see where savings can be made.
- **Tree Report** – the Ash trees all have Ash dieback and therefore it has been recommended and agreed that they will be felled.

Resolved:

- (1) To obtain quotes for the felling of the Ash trees, asking that a stump is left in place to encourage regrowth.
- (2) To put an article in the Warbler explaining why the trees are to be felled.

77. Recreation Ground – Westhill

- **Changing Rooms** – verbal update given by Cllr Cooper. There is a meeting arranged with the Architect on site to establish the new boundaries and plans for the building.

Resolved:

The Parish Clerk will look at funding options once the estimated cost has been established.

- **Tree Report** – it was noted that the Ash tree has Ash Dieback

Resolved: The Ash tree with Dieback to be felled leaving a stump to encourage regrowth.

- **Verbal request for a shelter** – this was been declined as the removal of it initially had been on the advice of the police.

78. Waterside Valley

- **Bridges** – verbal update given by Cllr Cooper. Grant funding is being investigated.

79. Bath Urban Treescape

Verbal information and leaflets handed out by Cllr Jackson. Cllrs passed on their thanks for Cllr Jackson's continued work in this area.

80. Events

- **Christmas Lights Switch On** – 30th November 6.30pm – verbal update given by Admin Assistant Caitlin Brown. Planning is coming along well.
- **Grant Presentation Event** – 12th December 2023 6.30pm - verbal update given by Deputy Clerk Tracey Stephens. Cllr Jackson will send a list of invitees in respect of the Westfield in Bloom awards.
- **Christmas Lights Competition** –
Resolved: to go ahead this year on Friday 15th December, led by Cllr Cooper and Cllr Wilkinson. Judging and presenting of awards will take place in the same evening.

Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council

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.

81. Quotes

Resolved: to delegate authority to Cllr Wilkinson and Cllr Hopkins in respect of quotes obtained for a consultant to work on the Housing Needs Survey.


The meeting closed at 8:30pm

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council Planning Applications – NOVEMBER 2023

Date Rec'd	App No	Applicant	Location	Case Officer	Proposal	Response By
10/10/23	23/03513/FUL	Mr Rajah	Whitehaven Residential Home Fosseway Westfield Radstock Bath And North East Somerset BA3 4AU	Angus Harris	Erection of extension to dining room following demolition of existing.	31/10/23 – extension until 14/11 requested by email 10/10 – it has been requested that we get back to them prior to our next meeting so I have emailed to Cllrs and asked for any comments by 24/10.
10/10/23	23/02448/FUL	Mr Alan Broadway	Oval Estates (bath) Ltd The Oval Office Cobblers Way Westfield Radstock Bath And North East Somerset BA3 3BX	Danielle Milson	Conversion of office building into 9 apartments.	31/10/23 – Extension until 14/11 requested by email 10/10
12/10/2023	23/03807/FUL	Mr Rajah	Whitehaven Residential Home, Fosseway	Angus Harris	Extension of 1 st floor to create 2mo. new en-suite bathrooms and associated works	9 th November – extension requested to 14 th November

 Indicates application received since agenda printed

Westfield Parish Council Planning Decisions – NOVEMBER 2023

Date Rec'd	App No	Applicant	Location	Case Officer	Proposal	BANES Decision
26/10/23	23/03512/TCA	M H Landscaping	1 Fosseyway Cottages Somervale Road Radstock Bath And North East Somerset BA3 3TX	Jane Brewer	8no. Lawson cypress - , fall, roots believed to be affecting house foundations	No Objection

Indicates decision received since agenda printed

Parish Clerk

From: Mike Johnson <Mike.Johnson@southglos.gov.uk>
Sent: 26 October 2023 16:52
To: Parish Clerk
Cc: craig_jackson@bathnes.gov.uk; eddie_procter@bathnes.gov.uk; Deputy Clerk; Admin Assistant; simon_worlock@bathnes.gov.uk
Subject: RE: Footbridges on the Rights of Way at Waterside Valley

Lesley,

Craig Jackson has asked us to assist with your query. I work for South Gloucestershire Council and we are providing technical advice and assistance to Bath and North East Somerset Council.

From the emails I have seen, you have obtained quotations to repair the brick bridge at the North end of Waterside Valley and to replace 2 timber bridges further south in the valley.

For the brick bridge, the quotation you have obtained seems appropriate. I would ask that the contractor provides the following for us to review a minimum of two weeks prior to the work starting:

- Method Statement on how the work will be carried out, including how debris and pollution will be prevented from reaching the watercourse. Method statement also to detail the temporary access platforms that will be used when working over the watercourse.
- Risk assessment that covers the activities
- Pedestrian (and cyclist if appropriate) management plan. Is the path to be closed temporarily during the work.
- Specification on the mortar to be used for the works including the constituent materials. Contractor to consider using Lime mortar.
- Specification on the replacement bricks that will be used.
- Clarification on whether the works will include to the arch barrel or just the parapet walls and spandrel walls.

For the replacement timber bridges:

- The Bison quotation indicates that the bridge will be 0.8m wide. I suggest that this is not acceptable and should be at least 1.0m wide, preferably 1.5m wide to allow better access for those with mobility issues.
- Detail of the foundation is required
- Bison Bridges to provide full construction drawings for the bridges
- Specification to be provided for all the materials. To include steel grade, protection of steelwork (galvanised, painting, etc)
- Confirmation that the brown recycled plastic deck boards for the second bridge are non slip
- Confirmation on the loading that the bridges can carry. Normal requirement is 5kN/m²
- Confirmation on the design working life of the bridges.
- Confirmation on what the finished parapet height will be above deck level.

I assume that if the paths do need to be closed to carry out the works that the Parish Council will apply for formal closure order to the BathNES public rights of way team. I am not clear on whether the watercourse is main river or an ordinary watercourse. If it is main river you will also need to check with the Environment Agency whether they will require a permit to be in place. If it is Ordinary Watercourse you will need to confirm that the Lead Local Flood Authority in BathNES Council do not have any conditions they need you to comply with.

I am on leave tomorrow and Monday but if you need to discuss further then please contact me next week.

Mike Johnson
Structures Manager

Department for Place
South Gloucestershire Council
Tel: 01454 864529
www.southglos.gov.uk

From: Parish Clerk <parishclerk@westfieldparishcouncil.co.uk>
Sent: Wednesday, September 13, 2023 1:12 PM



From: Parish Clerk
Sent: 23 August 2023 12:24
To: Dale Mynett <Dale_Mynett@BATHNES.GOV.UK>
Cc: Deputy Clerk <deputyclerk@westfieldparishcouncil.co.uk>; Admin Assistant <adminassistant@westfieldparishcouncil.co.uk>
Subject: RE: Footbridges on the Rights of Way at Waterside Valley

Hi Dale

Following our procurement process, tenders for works to the bridges at Waterside Valley were opened today. I would be happy to share the full tenders and analysis with you. To summarise though,

Brick Bridge – The preferred tender was Springfield Road Surfacing Co in the amount of £3,800+VAT to inspect bridge for missing bricks or mortar. Replace damaged parts and repoint to finish. Excavate a path from the kissing gate to bridge and across. Dispose of all waste and install tanalised timber to form perimeter to excavated path. Supply, lay and consolidate type 1 hardcore to form finished surface.

Wooden bridges – to remove all three wooden bridges and replace with one recycled plastic bridge by Bison Bridges spanning 16m. The preferred tender is M Watts in the amount of £28,535+VAT to remove old bridge, supply and install 16m bison bridge in recycled plastic. £1,000+VAT to remove two wooden bridges.

Would Rights of Way kindly look at part funding these works with the Parish Council?

Thank you for your help and I look forward to hearing from you.

Kind regards

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

Twitter: @westfield_pc

www.facebook.com/westfieldparishcouncil

Parish Clerk

From: geoffwilson.msnttbl@gmail.com
Sent: 18 October 2023 12:26
To: Parish Clerk
Subject: RE: Wreaths for D-Day June 2024

Good afternoon Lesley

I can certainly order you a wreath. Not sure if the RBL will provide one with a dedicated centre. I will find out, but either way, I will ensure you have a wreath for D-Day. Do you know what actual date you will be laying it as the 6th June is a Thursday?

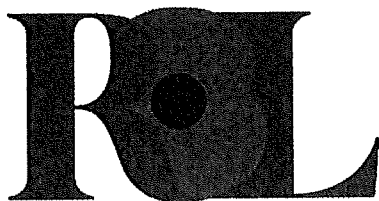
Stay safe

Kind regards



Geoff Wilson
Branch President and Secretary
Midsomer Norton & Radstock Branch

T 0792 166 8009
E geoffwilson.msnttbl@gmail.com



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This message is confidential. It may also be privileged or otherwise protected by legal rules

From: Parish Clerk <parishclerk@westfieldparishcouncil.co.uk>
Sent: 18 October 2023 12:00
To: geoffwilson.msnttbl@gmail.com
Cc: Deputy Clerk <deputyclerk@westfieldparishcouncil.co.uk>; Admin Assistant <adminassistant@westfieldparishcouncil.co.uk>
Subject: Wreaths for D-Day June 2024

Morning Geoff

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. We post regularly on Facebook and in 2023 we opened an Instagram page to post photos showing how visually stunning Westfield can be. We have created two new hashtags – On Facebook #Respect Westfield and on Instagram #Wake up to Westfield

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.

Being part of wider Groups – We work closely with Somer Valley Rediscovered to share expertise and knowledge on public open spaces.

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. 2023 saw a well-attended Coronation Celebration at Westhill Recreation Ground hosted by the Parish Council.

We have also arranged community bulb planting events.

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 in 2023 came under Review, having been five years since it was agreed by referendum.

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
To E&D	14/11/23
To Parish Council	4/12/23
Next review	December 2024

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 continue to work with groups such as Somer Valley Rediscovered, Active Way, EcoWild and CPRE to promote voluntary work on site	For review by the E&D Committee as required.
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.
Christmas Lights Decorations competition	To run the Christmas Lights competition annually	To be reviewed via the E&D Committee annually.
Neighbourhood Plan Review 2023	To continue to work on the five yearly review of the Neighbourhood Plan.	On-going reporting to E&D.

Westfield Parish Council - Norton Hill Recreation Ground Maintenance Specification 2024-28

Location/Description	Task	Periodicity	Instructions/Comments
1. Football pitch.	1.1 Mark out pitch with approved product such as Bowgrass Super White Line Marker.	Weekly from mid-August to early May, preferably on Fridays.	Contractor should be an approved Football Foundation contractor. Contact the Parish Clerk to confirm the end and start dates of the football season
	1.2 Cut grass.	Weekly between April and October inclusive.	
	1.3 Spray playing area with a herbicide that is approved for use on football pitches.	Once in July.	
	1.4 Remove, clean, paint and effect any necessary repairs to the goalposts and put into storage.	At the end of the football season (usually mid-May).	Contact the Parish Clerk to confirm the end and start dates of the football season. Store goalposts in the garage adjacent to the Pavilion.
	1.5 Roll the pitch before the start of the season when the ground is dry.	August	
	1.6 Goalmouths & centre circle: Re-seed bare areas and fill the holes in the ground where the goal posts come out.	Immediately at the end of the football season (usually mid-May).	
	1.7 Erect goalposts.	Before the start of the football season (usually mid- August).	
	1.8 Verti-drain the pitch	Annually in November	
2. Grassed areas surrounding the football pitch.	2.1 Cut grass.	Weekly between April and October inclusive.	
3. Fenced children's play area.	3.1. Cut grass.	Weekly between April and October inclusive.	

Westfield Parish Council - Norton Hill Recreation Ground Maintenance Specification 2024-28

	<p>3.2 Inspect, check safety of, and clean each piece of play equipment.</p>	<p>Weekly.</p>	<p>Ensure all staff conducting tests are adequately trained Keep records of all checks in the format prescribed by the Parish Council and attached here as <i>Appendix A</i>. If repairs are required, notify the Parish Clerk and detail the work needed. Send records to the Parish Clerk every week on the day of testing.</p>
	<p>3.3 Inspect, check safety of, and clean the two pieces of equipment just outside the fenced play area</p>	<p>Weekly</p>	<p>Ensure all staff conducting tests are adequately trained Keep records of all checks in the format prescribed by the Parish Council and attached here as <i>Appendix A</i>. If repairs are required, notify the Parish Clerk and detail the work needed. Send records to the Parish Clerk every week on the day of testing.</p>
	<p>3.4 Inspect 3 benches and 2 picnic tables.</p>	<p>weekly</p>	<p>As above</p>
	<p>3.5 Clean 3 benches and 2 picnic tables.</p>	<p>quarterly</p>	
	<p>3.8 Inspect the youth shelter</p>	<p>weekly</p>	<p>As above</p>
	<p>3.9 Clean the youth shelter</p>	<p>quarterly</p>	
	<p>3.10 Inspect fence for damage.</p>	<p>quarterly.</p>	<p>As above</p>

Westfield Parish Council - Norton Hill Recreation Ground Maintenance Specification 2024-28

4. Grass banks abutting the football pitch and children's play area.	4.1 Cut/strim grass.	Weekly between April and October inclusive.	
5. Grass bank between tennis and boules courts	5.1 Cut/strim grass.	Weekly between April and October inclusive.	
6. Road leading to Norwest Bowls Club car park.	6.1 Cut back vegetation on right hand side of path and dispose of all trimmings.	In May and August.	
7. Hedge adjacent to Norwest Bowls Club.	7.1 Trim top and both sides and dispose of trimmings.	August.	
8. Hedge adjacent to tennis court	8.1 Trim top and side adjoining tennis court in its entire length, including the section at the rear of the garage and pavilion, and dispose of trimmings.	August.	
9. Pavilion	9.1 Sweep and clean floors and all surfaces of changing rooms including toilets and showers and re-stock toilet rolls and hand towels as required from the Parish Council's stock which are kept in the adjacent garage. 9.2 Carry out health and safety checks of building in the formats provided with this specification (<i>Appendices B and C</i>)	Each Monday during the football season. (September to May). Plus 3 extra cleans in August to accommodate the friendly matches. Weekly.	Inform the Parish Clerk when stocks of toilet rolls and hand towels are down to 5 packets. Keep records of all tests, maintenance, cleaning, disinfections and de-scaling in the formats provided with this specification (<i>Appendices B and C</i>). Ensure all staff conducting tests are adequately trained. Legionella tests are to be compliant with HSE regulations and ACoP guidelines, as set out in the checklists attached to this specification. Send records to the

Westfield Parish Council - Norton Hill Recreation Ground Maintenance Specification 2024-28

			Parish Clerk every week on the day of testing.
	9.3 Check the intruder alarm system and strobe.	Weekly.	As above
	9.4 Check the emergency lighting systems.	Weekly during the football season.	As above
	9.5 Check disabled toilet and operation of emergency alarm and strobe.	Weekly during the football season.	As above
	9.6 Disinfect and descale the taps and shower heads as per ACoP guidelines and record <i>(Appendix C)</i>	Quarterly	As above
	9.7 Check the hot and cold water temperatures in taps and showers as per the guidelines in the attached form. Record the hot water temperature in the tank by reading the external thermometer <i>(Appendix C)</i>	Monthly	As above
	9.8 Flush through the hot and cold water taps as per the attached System Flush Through Record Form.	Weekly and a complete flush through of the system before the start of the football season, as outlined in the attached System Flush Through Record Form <i>(Appendix C)</i>	As above
	9.9 Weed kill, clear and tidy the area behind the Pavilion and garage	Once a year in July	
	9.10 Safety check of defibrillator	weekly	As per defibrillator checklist

Westfield Parish Council - Norton Hill Recreation Ground Maintenance Specification 2024-28

	As per defibrillator checklist
<p>9.11 Report defibrillator safety check on WebNos system</p>	<p>weekly on the day of testing</p>
<p>10. Other benches and picnic tables</p>	<p>weekly.</p>
<p>10.1 Inspect bench under tree adjacent the garage/tennis court.</p>	<p>quarterly</p>
<p>10.2 Clean bench under tree adjacent the garage/tennis court.</p>	<p>Weekly</p>
<p>10.3 Inspect three picnic tables adjacent to the boules court, under the trees</p>	<p>quarterly</p>
<p>10.4 Clean three picnic tables adjacent to the boules court, under the trees</p>	<p>weekly</p>
<p>10.5 Inspect two benches and picnic table located just outside the fenced play area</p>	<p>quarterly</p>
<p>10.6 Clean two benches and picnic table located just outside the fenced play area</p>	<p>Weekly</p>
<p>10.7 Inspect four benches located adjacent to the football pitch</p>	<p>quarterly</p>
<p>10.8 Clean four benches located adjacent to the football pitch</p>	<p>Once a year in March</p>
<p>11. Boules and basketball courts</p>	<p>weekly</p>
<p>11.1 Roller Boules Court</p>	<p>quarterly</p>
<p>11.2 Inspect the table tennis table</p>	<p>weekly</p>
<p>11.3 Clean the table tennis table</p>	<p>quarterly</p>
<p>11.4 Inspect four benches</p>	<p>weekly.</p>
<p>11.5 Clean four benches</p>	<p>quarterly</p>

Westfield Parish Council - Norton Hill Recreation Ground Maintenance Specification 2024-28

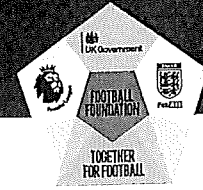
	11.8 Kill and clear all weeds in gravel area behind basketball fence	Once a year in July	
	11.9 Check integrity of fence and basketball net	quarterly	As above
12. Tennis court	12.1 Check integrity of fence	quarterly	If repairs are needed, notify the Parish Clerk.
	12.2 Check condition of net and playing surface.	Weekly between April – October.	If repairs are needed, notify the Parish Clerk and put up the spare tennis court net if required.
13. Litter bins	13.1 Empty and dispose of contents.	Twice weekly and three times a week between July-September One of which should be a Monday	Contractor to be registered with the Environment Agency as appropriate, and/or dispose of waste via a licensed waste operator and have documented evidence to demonstrate this.
	13.2 Supply and fit new bin liner.	As above / as necessary.	
14. Dog waste bins	14.1 Empty and dispose of waste.	Weekly. One of which should be a Monday	Contractor to be registered with the Environment Agency as appropriate, and/or dispose of waste via a licensed waste operator and have documented evidence to demonstrate this.
	14.2 Supply and fit bin liners.	As above / as necessary.	
15. Litter.	15.1 Pick up litter on the recreation ground, play area, sports courts, drive from road to Norwest Bowls Club and car park and dispose.	Twice weekly and three times a week between July-September. One of which should be a Monday	Contractor to be registered with the Environment Agency as appropriate, and/or dispose of waste via a licensed waste operator and have documented evidence to demonstrate this.
16. Trees.	16.1 Inspect the condition of all trees.	Quarterly.	Send a quarterly tree report to the Parish Clerk and, if any tree requires attention, notify the

		Parish Clerk and detail the work required.
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Football Foundation additional works required and funded through FF grant

Additional work outlined on page 3 of the attached Pitch Power Report		These items to be invoiced separately in the following amounts as per the grant 24/25 - £2,666 25/26 - £1,778 26/27 - £1,778 27/28 - £888

Overview



If funds allow carrying out all the maintenance activities will achieve the best result. If the budget doesn't allow this the priority activities are decompaction, there are a lot of weeds so an application of a selective herbicide if weeds in the spring, over-seeding, goal mouth repairs (this would be include in the over-seeding and dressing if that was carried out) and an application of fertiliser. If funds are available top dressing will help with drainage out to smooth out any unevenness over time. If the club the club can take advantage of a 75% machinery grant to purchase the package, I have recommended the club would have more versatile kit to improve the pitches. having a tractor with three-point linkage enables implements to be attached to the tractor such as a mower, groomer, slitter soil sampler etc. if the club had their own groomer this would enable the club to groom the pitch regularly, this will help to reduce the thatch levels and prevent its build up. Please be aware if funding is awarded 2 members of the club must complete a GMA online winter pitches course and two Pitchpower submissions must be submitted each season.

Maintenance

Attention required in these areas:

- Application of selective herbicide (weed treatment) >
- Surface Grooming >
- Decompaction >
- Overseeding (Out of season renovation) >
- Top Dressing (Renovation) >
- Application of fertiliser >

Equipment

Attention required in these areas:

- Compact tractor (with cutting deck) >
- Combination turf grooming tool >
- Soil Sampler >

Westfield Parish Council - Westhill Recreation Ground Maintenance Specification 2024-28

Location/Description	Task	Frequency	Instructions/Comments
1. Main Football pitch	<p>1.1 Mark out pitch with approved product such as Bowgrass Super White Line Marker.</p>	Weekly from mid-August to early May, preferably on Fridays.	Contractor should be an approved Football Foundation contractor.
	1.2 Cut grass.	Weekly between April and October inclusive	Contact the Parish Clerk to confirm the end and start dates of the football season.
	1.3 Spray playing area with a herbicide that is approved for use on football pitches.	Once in July	
	1.4 Remove, clean, paint and effect any necessary repairs to the goalposts and put into storage.	At the end of the football season (usually end May).	Store goalposts in the storage area adjacent the pavilion at Norton Hill Recreation Ground.
	1.5 Roll the pitch before the start of the season when the ground is dry.	August	
	1.6 Goalmouths & centre circle: Re-seed bare areas and fill the holes in the ground where the goal posts come out.	At the end of the football season (usually end of May).	
	1.7 Erect goalposts.	Before the start of the football season (usually mid-August)	
	1.8 Verti-drain the pitch	Annually in November	
2. Small football pitch	2.1 Re-seed the small goal mouths at the same time as the large ones (item 1.6 above), leaving the small goals in situ.	At the end of the football season (usually end of May)	
	2.2 Repair, clean and paint the small goal posts	At the end of the football season (usually mid to end of May)	

Westfield Parish Council - Westhill Recreation Ground Maintenance Specification 2024-28

<p>3. Grassed areas surrounding the football pitch and the children's football pitch.</p>	<p>3.1. Cut grass.</p>	<p>Weekly between April and October inclusive.</p>	
<p>4. Fenced children's play area.</p>	<p>4.1. Cut grass.</p>	<p>Weekly between April and October inclusive.</p>	
	<p>4.2. Inspect, check safety of, and clean each piece of play equipment.</p>	<p>Weekly</p>	<p>Ensure all staff conducting tests are adequately trained. Keep records of all checks in the format prescribed by the Parish Council and attached here as <i>Appendix A</i>. If repairs are required, notify the Parish Clerk and detail the work needed. Send records to the Parish Clerk every week on the day of testing.</p>
	<p>4.3. Inspect one bench and two picnic benches</p>	<p>weekly</p>	<p>As above.</p>
	<p>4.4. Clean one bench and two picnic benches</p>	<p>quarterly</p>	
	<p>4.5. Inspect fence for damage.</p>	<p>quarterly</p>	<p>As above.</p>
<p>5. BMX track</p>	<p>5.1. Cut/strim grass on side banks.</p>	<p>Fortnightly between April and September.</p>	
	<p>5.2. Inspect the track for hazards</p>	<p>Weekly</p>	<p>Ensure all staff conducting tests are adequately trained. Keep records of all checks in the format prescribed by the Parish Council and attached here as <i>Appendix A</i>. If repairs are required, notify the Parish Clerk and detail the work needed. Send records to the Parish Clerk every week on the day of testing.</p>
	<p>5.3. Inspect, check safety of, and clean the pick-up-sticks play equipment.</p>	<p>Weekly</p>	<p>As above</p>
<p>6. Running track and outdoor gym equipment</p>	<p>6.1. Inspect the running track surface for hazards</p>	<p>weekly</p>	<p>Ensure all staff conducting tests are adequately trained. Keep records of all checks in the format prescribed by the</p>

Westfield Parish Council - Westhill Recreation Ground Maintenance Specification 2024-28

			Parish Council and attached here as Appendix A. If repairs are required, notify the Parish Clerk and detail the work needed. Send records to the Parish Clerk every week on the day of testing. As above
	6.2 Inspect, check safety of, and clean each of the 11 pieces of gym equipment	Weekly	
7. Hedge that abuts the car park.	7.1 Trim to height of fence on car park side, trim both sides and dispose of all trimmings.	August	
8. Hedges that abut private properties on the perimeter of the ground.	8.1 Trim top and sides adjoining recreation ground and dispose of all trimmings.	August	
9. Hedges that abut public footpath on the perimeter of the ground (Beech Terrace end).	9.1 Trim top and both sides and dispose of all trimmings.	August	
10. Litter bins	10.1 Empty and dispose of contents.	Twice weekly and three times a week between July-September.	Contractor to be registered with the Environment Agency as appropriate, and/or dispose of waste via a licensed waste operator and have documented evidence to demonstrate this.
	10.2 Supply and fit new bin liner.	As above / as necessary.	
11. Dog litter bins	11.1 Empty and dispose of waste.	Weekly	Contractor to be registered with the Environment Agency as appropriate, and/or dispose of waste via a licensed waste operator and have documented evidence to demonstrate this.
	11.2 Supply and fit bin liners.	As above / as necessary.	

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<p>12. Litter</p>	<p>12.1 Pick up litter on the recreation ground, play area and in the car park and dispose.</p>	<p>Twice weekly, and three times a week between July-September. One of which should always be a Monday.</p>	<p>As above.</p>
<p>13. Benches (9 in no.)</p>	<p>13.1 Inspect five picnic benches and four benches on the recreation ground</p>	<p>weekly</p>	<p>Keep records of all checks in the format prescribed by the Parish Council and attached here as Appendix A. If repairs are required, notify the Parish Clerk and detail the work needed. Send records to the Parish Clerk every week on the day of testing.</p>
<p>14. Trees.</p>	<p>13.2 Clean five picnic benches and four benches on the recreation ground 14.1 Inspect the condition of all trees at the recreation ground.</p>	<p>Quarterly Quarterly.</p>	<p>Send a quarterly tree report to the Parish Clerk and, if any tree requires attention, notify the Parish Clerk and detail the work required.</p>

Westfield Parish Council - Grounds Maintenance Specification 2024-28 – Christmas Tree

Location/Description	Task	Periodicity	Instructions/Comments
Living Christmas trees at the top of Elm Tree Avenue	Inspect the condition of the Christmas Tree located at the top of Elm Tree Avenue.	Quarterly.	Send a quarterly tree report to the Parish Clerk along with the reports on the trees at the two recreation grounds. If any tree requires attention, notify the Parish Clerk and detail the work required.

Westfield Parish Council - Flowers in Public Places Specification 2024-25

Flower Displays

Location/Description	Task	Periodicity	Instructions/Comments
1. "Norton Hill Pit" flower tub located on the green at the junction of Ruskin Road with the A367.	1.1. Replace plants in tubs and ground level around the base, adding sufficient new compost to bring the level up to the planter top.	April/May - Oct/Nov Plus weeding where required.	Coal Truck 6' x 4'. Truck will have - 5 x large specimen plants (for example canna and dahlias) 94 x bedding plants (for example geraniums/petunias and marigolds) 28 x trailing plants (some ivy already there) (for example geraniums/bacopa/bidens) Keep the displays watered as required in the dry weather using the auto-watering system - check its efficiency regularly. The tubs may need extra watering in dry weather and when plants are getting established.
2. "Wellsway Pit" flower tub located on the green in front of Westfield Terrace on the A367.	2.1. Replace plants in tubs and at ground level around the base, adding sufficient new compost to bring the level up to the planter top.	April/May - Oct/Nov Plus weeding where required.	Coal Truck 6' x 4'. Truck will have - 5 x large specimen plants (for example canna and dahlias) 94 x bedding plants (for example geraniums/petunias and marigolds) 28 x trailing plants (some ivy already there) (for example geraniums/bacopa/bidens) Keep the displays watered as required in the dry weather using the auto-watering system - check its efficiency regularly. The tubs may need extra watering in dry weather and when plants are getting established.
3. Four round beds encircling the small trees on Jubilee Green	3.1 Feed the beds with compost twice yearly 3.2 Beds to be filled with hardy drought resistant perennials or shrubs	April/May - Oct/Nov Plus weeding where required.	Keep the beds watered as required during the dry weather (no auto-watering system, but tap available). Keep the Cineraria Silverdust well-trimmed and add a drought resistant perennial in contrasting colour.

Westfield Parish Council - Flowers in Public Places Specification 2024-25

<p>4. Two circular stone beds on the green space adjacent to Westfield Methodist Church. Below the hanging basket tree.</p>	<p>3.3 Prune the four silver birch trees lightly annually</p> <p>4.1 To plant up and maintain. Planters to include:</p> <ul style="list-style-type: none"> • 3 x large specimen plants in the large circle (can be a shrub or perennial) • 1 x large specimen plant in the small circle • 66 x bedding plants • 24 x trailing plants or equivalent <p>Top up the planter with soil and compost.</p>	<p>April/May - Oct/Nov Plus weeding where required.</p>	<p>To ensure they remain at a constant height.</p> <p>Keep the planter well-watered. The automatic watering system can be used - check its efficiency regularly. The flowers may need extra watering in dry weather and when plants are getting established.</p> <p>Feed the planter to optimise the display.</p>
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Hanging Basket Displays

Location/Description	Task	Periodicity	Instructions/Comments
<p>5. Westfield shops at the top of Elm Tree Avenue: hanging flower baskets on 4 x two-arm "trees"</p>	<p>5.1. Supply and maintain 8 baskets at least 18 inches (46cm) in diameter, planted up with compost and large vigorous bright plants.</p> <p>5.2. Take down 8 baskets, dispose of compost and plants.</p>	<p>May-Sept</p> <p>Sept / Oct</p>	<p>Before hanging any baskets check the weight tests have been completed satisfactorily by the Parish Council.</p> <p>Keep the hanging baskets well-watered using the automatic watering system and checking its efficiency regularly.</p> <p>Feed the hanging baskets to optimise the display.</p>
<p>6. Westfield Methodist Church (Trinity Methodist): hanging flower baskets.</p>	<p>6.1 Supply and maintain 5 baskets at least 18 inches (46cm) in diameter, planted up with compost and large vigorous bright plants.</p> <p>6.2 Take down 8 baskets, dispose of compost and plants.</p>	<p>May-Sept</p> <p>Sept / Oct</p>	<p>Before hanging any baskets check the weight tests have been completed satisfactorily by the Parish Council.</p> <p>Keep the hanging baskets well-watered using the automatic watering system and checking its efficiency regularly.</p> <p>Feed the hanging baskets to optimise the display.</p>

Westfield Parish Council - Flowers in Public Places Specification 2024-25

7. Hanging basket tree consisting of 6 baskets located at Nightingale Way, Westfield.	7.1 Supply and maintain 6 baskets at least 18 inches (46cm) in diameter, planted up with compost and large vigorous bright plants.	May-Sept	Keep the hanging baskets well-watered using the automatic watering system and checking its efficiency regularly. Feed the hanging baskets to optimise the display. Keep the gravel area immediately under the hanging basket weed free.
	7.2 Take down the 6 baskets, dispose of compost and plants	Sept / Oct	
8. Hanging basket tree consisting of 6 baskets above the circular stone planter on the green space adjacent to Westfield Methodist Church.	8.1 Supply and maintain 6 baskets at least 18 inches (46cm) in diameter, planted up with compost and large vigorous bright plants.	May-Sept	Keep the hanging baskets well-watered. The baskets can be watered using the automatic watering system - check its efficiency regularly. Feed the hanging baskets to optimise the display.
	8.2 Take down the 6 baskets, dispose of compost and plants	Sept / Oct	

Other General Requirements

9. Two raised herb beds adjacent to the Pharmacy at the local shops at the top of Elm Tree Avenue	9.1 Add sufficient new soil/mulch in April and October to prevent the plants from sinking. Retain the healthy perennial herbs and fill in the spaces with a selection of vigorous, fragrant herbs. Maintain the beds so that they are weed and disease free.	April/May - Oct/Nov	Keep the herb beds watered if required in the dry weather. Keep the herbs trimmed so that they retain their constant height.
10. To take water meters readings	10.1 Read the five water meters at: Jubilee Green, Elm Tree Avenue, Wesley Ave, Ruskin Road, Nightingale Way	Two-monthly throughout the year: Jan, March, May, July, Sept, Nov	Report readings to the Finance Officer every two months.
11. To weed the paved area around the time capsule/memorial plaque and living Christmas Tree	11.1 Remove the weeds with a hand tool (not chemicals), sweep and remove.	Three times a year in April, June and October	

Parish Clerk

From: James Nash <James_Nash@BATHNES.GOV.UK>
Sent: 18 October 2023 09:34
To: Parish Clerk
Subject: RE: Bi-annual tree inspections at Norton Hill Recreation Ground, Westhill Recreation Ground and the living Christmas Tree Elm Tree Ave - Wells Road

Hi Lesley

To address your query about regrowth. Ash dieback disease is caused by a fungus called *Hymenoscyphus fraxinea*. The fungus is spread by microscopic spores which are widely distributed by wind, and may travel for up to 30 miles. Due to the large number of ash trees the spores are likely to be present within an area containing ash trees, which are very common.

So the answer is, it would be possible to cut the stumps high to encourage regrowth, but coppice growth is likely to soon be affected by the disease, which will still be in the area, and young ash plants and regrowth appears to be more vulnerable to ash dieback than established trees.

I have always been particularly fond of ash trees, and do not gratuitously recommend wholesale removal due to the possibility of mature trees exhibiting resistance.

However the risk to the public must ultimately be controlled in a cost effective way, and this usually means removal of affected trees before they become a danger to both the public and to the operatives charged with their removal. Retention of ash trees may necessitate remedial works to control risk and lead to greater costs associated with removal due to difficulty in removing affected trees.

Kind regards

James Nash

Tree Inspector
Parks and Greenspaces
Bath & Northeast Somerset Council
Telephone 01225 396861
James_nash@bathnes.gov.uk

Bath & North East Somerset Council

Improving People's Lives



From: Parish Clerk <parishclerk@westfieldparishcouncil.co.uk>
Sent: 17 October 2023 13:20
To: James Nash <James_Nash@BATHNES.GOV.UK>
Cc: Deputy Clerk <deputyclerk@westfieldparishcouncil.co.uk>; Admin Assistant <adminassistant@westfieldparishcouncil.co.uk>
Subject: RE: Bi-annual tree inspections at Norton Hill Recreation Ground, Westhill Recreation Ground and the living Christmas Tree Elm Tree Ave - Wells Road