

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.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

88. Speeding data collected on A367

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 is 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.

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Signed **Dated**

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91. Waterside Valley

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

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.

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Signed **Dated**

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(3) Living Christmas Tree

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

(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

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Signed **Dated**