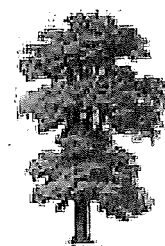


Westfield Parish Council



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

26th March 2024

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 8th April 2024 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 11th March 2024 (**Pages 1-5**)
4. **Neighbourhood Plan Review Working Group** Verbal update on the Housing Needs Survey Report.
5. **Planning applications for consideration (Page 6)**
6. **Planning decisions (Page 7)**
7. **Recreation Ground – Norton Hill**
8. **Recreation Ground – Westhill**
Changing Rooms (**Page 8**)
Suggestions for fencing around the football pitch (**Page 9**)
9. **Waterside Valley** – Verbal update
10. **Highways**
Speed indicator devices – verbal update
11. **Hanging basket and flag/Christmas Tree poles – weight testing** – verbal update
12. **Events**
 - D-Day 6th June 2024 at 2pm – risk assessment (**Pages 10-11**)
 - Easter Egg hunt – March/ April – verbal update
 - 30 Days Wild – June – verbal update
 - Love Parks week – July/ August – verbal update
13. **Creating Town or Parish Nature Action Plan** – Draft for consideration (**Pages 12-13**)

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.

14. **Quotes**

Westfield Parish Council

Minutes of the Environment and Development Committee Meeting held in the boardroom at the Oval Office, Cobblers Way, Westfield on 11th March 2024 commencing at 7pm.

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

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

Absent: Cllrs James Cradock and James Honess

139. Apologies for absence and to consider the reasons given

Apologies were received from Cllr Cradock.

140. Declarations of interest and dispensation

Cllr Fuller declared an interest in item 5, Planning Applications, as he was aware of the background of one of the applications.
Cllr Jackson declared an interest in item 5 Planning Applications, due to being on the B&NES Planning Committee.

141. Minutes of the last meeting

Item 129, Planning applications for consideration – 24/00294/VAR. The minutes did not show the address, 13 St Peters Road.

Resolved: With the above correction the minutes of the last meeting held on 12th February were agreed as a true record and signed by the Chair.

142. Neighbourhood Plan Review working group

Cllr Hopkins reported that the Housing Needs Survey Report was due to be sent to us shortly and that there would be more to report after that.

143. Planning applications for consideration

There were no objections to the following applications:

24/00572/TCA	56 Welton Road	2no. Ash – reduce to the height of approx. 3m. 2no. Leylandii and Sycamore – remove
24/00728/FUL	20 Longfellow Road	Erection of a garage and utility space, to follow demolition of existing garage (Retrospective)

Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council

24/00845/FUL	85 Wesley Avenue	Construction of a new vehicular access and driveway with dropped kerb, following removal of grass in front garden
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24/00662/FUL – Demolition of nos26 and 28 Orchard Vale and development of 60 new homes with open space, landscaping and all associated infrastructure (Cross Boundary application with Somerset)

Resolved: to reiterate comments made for the previous applications:

“Whilst this is a cross border planning application, it is recognised that the highways implications will be most severe within B&NES. This is true not just in the immediate vicinity of the application, but also within the wider highways infrastructure. In particular, Westfield Parish Council is concerned about the impact of this application on traffic on the A367. The Parish Council asks that this is examined in detail. The additional 60 houses will place an undue burden on this road which already suffers severe congestion and high levels of air pollution through the Westfield community. Committee also commented that there would be considerable extra pressure on local services.

Mendip Local Plan – an email had been received from Somerset Council Council inviting comment on the Mendip Local Plan.

Resolved: to respond reiterating comments made in previous editions of the Mendip Local Plan after discussion with Cllr Moss.

Meeting with Paul Garrod – a verbal update was given outlining Mr Garrod’s suggestions to prevent crossing of the verge by vehicles to 3 Ruskin Road.

Resolved: to ask to see the finality of his comments before responding.

144. Planning Decisions

The planning decisions were noted.

145. Local Plan Options Consultation

The Local Plan consultation from B&NES included an exploration of options for development at a later date in Westfield. The Plan was considered in the light of a suggested Rural Exemption Site, which is being explored within the Neighbourhood Plan Review. Suggestions were invited for any other plots in Westfield.

Resolved: (1) to respond with a copy of the Housing Needs Survey Report, requesting that the needs of Westfield outlined in the Report be incorporated within the Local Plan.
(2) to invite George Blanchard to an appropriate meeting to discuss this further.

Minutes subject to approval at the next meeting.

Signed **Dated**

146. Recreation Ground – Norton Hill

Replanting on the bank abutting the A367 following the removal of the Ash trees in May – discussion was held around what would be planted on the bank to replace the Ash trees once they were removed.

Resolved: (1) to wait until the trees had been removed to see the what effect that has on the vista and to ask Mark Cassidy at B&NES for some suggestions.
(2) To request that the dead Silver Birches be removed in May.

Use of Norton Hill Recreation Ground by Bath College.

A lecturer from Bath College had made enquiries about using Norton Hill Recreation Ground for classes/practical tests for sports courses.

Resolved: to delegate authority to Cllrs Cooper and Wilkinson to give permission once more information had been obtained.

147. Recreation Ground – Westhill

Changing Rooms – Verbal update on the meeting with the football clubs

A verbal update was given on the meeting with the football clubs about the plans for the changing rooms.

The plans were circulated around the Committee and there were no further comments.

Asbestos removal – it was noted that Safe Environment had been contracted to remove the asbestos at the cost of £1,370+VAT. Authority had been delegated to Cllrs Hopkins and Wilkinson. Work to be undertaken 18/3/24.

148. Waterside Valley

Management of the grassland and Management of the overgrown hedge:

Resolved: (1) to meet with Miriam Woolnough of Somer Valley Rediscovered for advice.
(2) to bring these items back to Committee.

Permissive access, meeting with the church: an update was given on the meeting with Revd Ian Rousell of St Nicholas Church. The church are happy for contractors' vehicular access, where needed, to continue and ask that they are given notice in advance. It was reported that Somer Valley Rediscovered would be installing a removal bollard to prevent constant, unauthorised access.

Minutes subject to approval at the next meeting.

Signed Dated

Request for eco-friendly benches:

Resolved: to request more information about installation and whether that was part of the initiative as well as the creation of the furniture.

149. Speed indicator devices on the A367

It was reported that permission had been received from B&NES to use the lamppost on the corner of Westhill Road. This means that the Christmas Light will need to be moved to another lamppost, which will need to be adapted for that purpose.

Permission had been sought to connect to the electricity connected to the posts on the Northbound side at Highfield. Once received, the SIDS would be ordered.

150. Events

D-Day – 6th June: Silhouette of a soldier – Suggestions so far for commemorating D-Day:

- Royal British Legion have suggested a wreath laying ceremony at the memorial stone
- Revd Ian Rousell has confirmed that he would like to be involved.
- The Silhouette is to be placed by the side of the memorial stone and to be placed there each year at Remembrance
- To ask Westfield Primary School whether the children could write poems and the winners to read them at the service.

Easter Egg Hunt, March /April – Councillors were consulted on an idea to have an Easter Egg hunt at Westhill Recreation Ground where clues would be left in strategic places and people asked to collect them and send the answers to the Parish Council office, where a winner would be selected at random to receive an Easter Egg. This was agreed.

30 Days Wild – This was a national initiative from the Wildlife Trust which is a challenge to people to do one wild thing each day in June. Suggestions were invited for ideas of things to do.

Love Parks Week – it was reported that the Parish Council will be undertaking small initiatives to support the national initiative ‘Love Parks Week’ at the end of July.

Annual Licence fee – noted that this is due in the amount of £70. It can lapse for a year and then pay double, or, if left longer than two years the licence expires.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

151. Creating Town or Parish Nature Action Plan

Resolved: to reply advising that we are satisfied that we meet the criteria for this initiative with our work on the Waterside Valley, a full Management Plan for which is in place.

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.

152. Quotes

There was nothing further to discuss on this item.

The meeting closed at 8:22pm

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council Planning Applications – APRIL 2024

Date Rec'd	App No	Applicant	Location	Case Officer	Proposal	Response By
12.03.24	24/00877/FUL	Mr Lewis	Lilliput House Fosseway	Paige Moseley	Erection of garage/ workshop for domestic use only	02.04.24 – req extension until 09.04 via email



Indicates application received since agenda printed

Westfield Parish Council Planning Decisions – APRIL 2024

Date Rec'd	App No	Applicant	Location	Case Officer	Proposal	BANES Decision
21/03/24	24/00180/FUL	Mr Mark Durham	15 Cherry Tree Close	Angus Harris	Erection of single storey rear extension	PERMIT

 Indicates decision received since agenda printed

Parish Clerk

From: Michael Williams <michael@mjwarchitects.com>
Sent: 21 March 2024 14:42
To: Parish Clerk
Cc: Deputy Clerk; Admin Assistant; Phil Wilkinson
Subject: RE: Changing Room Design Considerations

Hi Lesley

Ok.

To define the specifications and estimate a cost we have a few questions:

1. We believe the building needs to be insulated to meet the current Building Regulation requirements. This would mean insulation to the roof and walls and floor. Do you agree?
2. The floor is in a poor condition, broken in places. In addition, the existing plank floor is liable to movement and may not be strong enough to take an appropriate floor coving such as tiling or vinyl. We recommend a new floor. Do you agree?
3. The existing flat roof is not in a good condition and is constructed of cheap roofing felt. Whilst we do not know if it leaks, we question its longevity and we recommend it is replaced with a higher quality membrane roof that is insulated. Do you agree?
4. The external upvc wall cladding is in a fair condition but ideally it would be replaced to improve longevity and the appearance of the building. Would you like new external cladding? Or to save costs repair the existing cladding?
5. The changing room layout has been designed around the existing window openings with low benches running below the windows rather than tall and enclosed showers and toilets. The existing upvc windows whilst in fair condition are unsightly and are very likely to have poor thermal performance. We recommend the windows are replaced with new windows and / or timber wall cladding. Besides, new door openings will be required replacing at least 4 of the windows. Do you agree?
6. We recommend the new glazing be toughened glass and obscure to improve security and privacy. Do you agree?
7. To provide heating and hot water we recommend a new gas boiler [ideally it would be an air source heat pump but its position would be difficult]. Do you agree?

We look forward to hearing from you.

Kind regards

Michael

Michael J Williams ARB RIBA

mjwarchitects

The Old Chapel Mendip Road Stoke St Michael Somerset BA3 5JU

01749 840180

www.mjwarchitects.com

From: Parish Clerk <parishclerk@westfieldparishcouncil.co.uk>
Sent: Thursday, March 21, 2024 12:57 PM
To: Michael Williams <michael@mjwarchitects.com>
Cc: Deputy Clerk <deputyclerk@westfieldparishcouncil.co.uk>; Admin Assistant <adminassistant@westfieldparishcouncil.co.uk>; Phil Wilkinson <phil.wilkinson@westfieldparishcouncil.co.uk>
Subject: RE: Changing Room Design Considerations

Hi Michael

From: Deputy Clerk <deputyclerk@westfieldparishcouncil.co.uk>
Sent: 18 March 2024 14:50
To: Westfield FC <westfieldfc@live.com>; Abbie Mitchell <westfieldfcsec@gmail.com>
Cc: Parish Clerk <parishclerk@westfieldparishcouncil.co.uk>; Admin Assistant <adminassistant@westfieldparishcouncil.co.uk>
Subject: RE: Westhill

Great! Thanks Simon

And we'll have a look at the fencing/barriers idea and come back to you on that.

Many thanks again

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: Westfield FC <westfieldfc@live.com>
Sent: 18 March 2024 14:37
To: Deputy Clerk <deputyclerk@westfieldparishcouncil.co.uk>; Abbie Mitchell <westfieldfcsec@gmail.com>
Cc: Parish Clerk <parishclerk@westfieldparishcouncil.co.uk>; Admin Assistant <adminassistant@westfieldparishcouncil.co.uk>
Subject: Re: Westhill

Hi Tracey

Yes, no problem. I will do that. We are definitely interested in playing at Westhill. Although Norton Hill Rec has served us well, we would prefer to play at Westhill.

Would it also be worth looking to the Football foundation for fencing and barriers? That might be an option and our club may be in a position to help with the financial outlay.

I will look to do this in the next day or so.

Risk Assessment – D-Day Commemoration 6th June 2024

Westfield Parish Council

Activity: Small memorial service to mark D-Day		Assessment Date: 14/3/24		Review Date: n/a		
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level Likelihood x impact	Target date & by whom
Virus in a pandemic precautions	Public, Staff and Councillors		To follow government guidelines at the time of the event		MEDIUM (2X2)	
Accidents to the public	Public		There are no stewarding arrangements, first aid or barriers arranged. Numbers are expected to be low.		LOW (1X2)	
Electrical Cabling: risk relating to fire and trips from electrical equipment and electrical cable.	Public		No electrics expected on site		LOW (1X2)	
Food and drink: Food poisoning	Public		No food and drink expected on site		LOW (1X2)	
Fire Hazard – gas bottles: electrical overload	Public		No bottled gas or electrics expected on site		LOW (1X2)	
Crowd control – risk of crowds being pushed into the road	Public		No stewards because numbers are expected to be very low. If, however, there are larger than expected numbers, arrangements would be made on the day with 4 councillors / staff to keep people away from the road.		LOW (1X2)	
Lost Children	Public		Taking place during school hours. All children to be accompanied by an adult.		LOW (2X1)	
Safeguarding	Children and vulnerable people		All children to be accompanied by an adult.		LOW (1X2)	

Assessor's signature:

Date:

Clerk's signature

Date:

		Priority of Risk Management		
Likelihood of occurrence	Highly Likely (Score 3)	Medium (3x1)	High (3x2)	Very High (3x3)
	Possible (Score 2)	Low (2x1)	Medium (2x2)	High (2x3)
	Unlikely (Score 1)	Very Low (1x1)	Low (1x2)	Medium (1x3)
		Negligible (Score 1)	Moderate (Score 2)	Severe (Score 3)
				Impact

Westfield Nature Action Plan

Background and introduction

March 2021 saw Westfield Parish Council declare a Climate Emergency, along with a list of objectives which are embodied within the work of its Environment and Development Committee, which meets monthly. Enhancement of our green spaces is a key element of the work of this Committee.

Strategic Context

The key green spaces in Westfield are outlined in detail in our Neighbourhood Plan which was adopted in 2018. Five years later we are conducting a review of the Neighbourhood Plan.

<https://www.westfieldparishcouncil.co.uk/council/neighbourhood-plan/>

Following the purchase of Waterside Valley in 2021, the Parish Council researched, created and consulted on the Waterside Valley Master Plan and Management Plan, which was published in October 2022.

<https://www.westfieldparishcouncil.co.uk/community/waterside-valley/>

Our plans for preserving and enhancing the watercourse, trees, grassland, hedges, flora and fauna are all addressed in this document.

Alongside this, we are working with Somer Valley Rediscovered on delivering the action points in the Waterside Valley Management Plan. <https://somer valleyrediscovered.co.uk/>

Aims and objectives

Our aim is to create a thriving natural environment in our parish.

To do this we will

- continue to implement the actions in the Waterside Valley Management Plan
- increase community engagement and involvement in nature

Partnership

Somer Valley Rediscovered	Guidance, funding, working together	Miriam_woolnought@bathnes.gov.uk
B&NES Council	Guidance	Nature_recovery@bathnes.gov.uk
Waterside Valley Focus Group	Consultation, volunteering	Contacted via Westfield Parish Council council@westfieldparishcouncil.co.uk

Love Parks Week	The Parish Council actively participates annually.	https://www.keepbritaintidy.org/get-involved/support-our-campaigns/love-parks-week
30 Days Wild	The Wildlife Trusts' annual challenge event, where everyone involved does one wild thing a day throughout the month of June. The Parish Council promotes and takes part in the challenge.	https://www.wildlifetrusts.org/30dayswild

