



PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
www.patchwaytowncouncil.gov.uk

Tuesday 5th July 2022

Dear Cllr Roger Loveridge, Cllr Elaine Martin, Cllr Pete Knight, Cllr Brian Hopkinson, Cllr Ken Dando, Cllr Dayley Lawrence and Cllr Eric Gordon.

You are summonsed to attend the meeting of Patchway Town Council's Parks, Open Spaces, Planning and Transport Committee on Tuesday 12th July 2022 at 8pm at Callicroft House, Patchway and the agenda is provided below.

Yours sincerely,

Jack Turner BA,Hons. Cert.CILCA. PSLCC.
Town Clerk and Responsible Finance Officer

AGENDA

1. To receive questions from the members of the public present.
2. To receive any apologies for absence.
3. Declarations of Interest.
4. To consider and approve any dispensations for this meeting.
5. To approve the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 14th June 2022.
 - a) To note the Clerk/RFO's report for this committee meeting.
6. To carry out a progress review of Patchway Town Council's Three Year Plan, focusing on 2022/2023:
 - a) Outside Areas.
 - b) Planning in Patchway.

Matters Pertaining to Parks and Open Spaces

7. To consider installing benches in key open spaces in Patchway in light of the public consultation.

Patchway is Twinned with Clermont l'Herault and Gauting.





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8. To consider the quotation from Wotton Tree Consultancy for a Tree Survey to be carried out at The Tumps and the BMX Track.
9. To consider setting up a Local Nature Action Plan Working Group with Councillors and members of the community.

Matters Pertaining to Planning and Transport.

10. To consider any planning applications received (Click on the agenda item to view the planning application)
 - a) [P22/03283/F - Erection of a semi-detached dwelling with associated works. - Land At 2 Southsea Road Patchway South Gloucestershire BS34 5DR.](#)
 - b) [P22/03413/ADV - Display of 1 no. freestanding sign and 1 no. externally illuminated sign and vinyl to south and east elevations. - 150 Park Avenue Aztec West Almondsbury South Gloucestershire BS32 4UB.](#)
 - c) [P22/03439/HH - Installation of front porch. Erection of single storey side and rear extensions to provide additional living accommodation. - 1B Southsea Road Patchway South Gloucestershire BS34 5DR.](#)
 - d) [P22/03532/CLP - Installation of hip to gable loft conversion with rear dormer. - 48 Durban Road Patchway South Gloucestershire BS34 5HQ.](#)
 - e) [P22/03471/CLP - Installation of rear dormer to facilitate loft conversion. - 92 Pretoria Road Patchway South Gloucestershire BS34 5PX.](#)
 - f) [P22/03591/HH - Erection of single storey side extension to form annexe ancillary to the main dwelling. - 75 Bradley Road Patchway South Gloucestershire BS34 5HP.](#)
 - g) [P22/03596/ADV - Display of 2no. built up internally illuminated logo signs, 2no. mounted post signs, 2no. single sided wall mounted sign, and 16no. various parking signs. - 720 Waterside Drive Aztec West Almondsbury South Gloucestershire BS32 4UD.](#)
 - h) Any applications received after the agenda had been issued.
11. To consider the quotations for Christmas Lights in Patchway for the purchase or the hire of lights.

Updates and Reports.

12. To receive an update on The Norman Scott Park Pavilion Redevelopment project.
13. To note that the date of the next Parks, Open Space, Planning and Transport Committee meeting will be held on Tuesday 13th September 2022 at 8pm.

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PATCHWAY TOWN COUNCIL

Minutes of the Meeting of the Parks, Open Spaces, Planning and Transport committee held on the Tuesday 14th June 2022 at 20:00 at Callicroft House, Patchway.

Councillors:	R Loveridge (in the chair), P Knight, E Gordon, K Dando, D Lawrence, E Martin.
In attendance:	J Turner (Town Clerk and RFO), Andy England (Patchway Town FC), Paul Thompson (Patchway Cricket Club), Alex Dommett (Patchway Conservation Group)
Absent:	None
Members of the Public:	Three.

As the time was 20:00, the Chair, Cllr R Loveridge called the meeting to order and informed all participants that the meeting would be recorded in line with The Openness of Local Government Regulations 2014 (SI2014/2095) and Patchway Town Council' protocol on the filming and recording of Town Council, Committee and Sub- Committee meetings.

14/06/2022 - No 1 To elect a Chairman to the Parks, Open Spaces, Planning and Transport Committee for the ensuing year.

Cllrs R Loveridge and E Martin were both proposed and seconded.

Upon being put to the vote, Cllr R Loveridge had three votes in favour and Cllr E Martin had three votes in favour. Cllr R Loveridge used his casting vote to vote in favour of himself.

RESOLVED: Cllr R Loveridge was elected as Chairman to this committee for the ensuing year.

14/06/2022 - No 2 To elect a Vice-Chairman to the Parks, Open Spaces, Planning and Transport Committee for the ensuing year.

Cllrs P Knight and E Martin were both proposed and seconded.

RESOLVED: It was agreed that with three votes in favour that Cllr P Knight should be elected as Vice-Chairman for the ensuing year. Cllr E Martin had two votes in favour.

14/06/2022 – No 3 To receive any questions from members of the public present.

A group of residents raised concerns over the WECA masterplan and the proposed bus route through the Tumps. The Chairman informed the residents that the committee would consider this tonight as part of the business.

A resident asked about the development at Epney Close/Elmore Road. The Clerk confirmed that he had spoken to the planning department and they were waiting for the developer to feed back some information to them.

A resident asked whether or not residents would be invited to a meeting and to form part of a group that take on the Local Nature Action Plan. The Chairman confirmed this would be a good idea and would be added to the next agenda.

Cllr P Knight raised a question on behalf of residents in Charlton Hayes regarding the bus gate on Charlton Boulevard. The Chairman asked Cllr Knight to raise this at the Full Council meeting for the three district Councillors to answer.

14/06/2022 - No 4 To receive any apologies for absence.

The committee noted apologies from Cllr B Hopkinson (prior engagement)

14/06/2022 - No 5 Declarations of Interest.

The Chairman stated that any member having a disclosable pecuniary interest in a matter to be discussed should declare it during the meeting as specified in the Code of Conduct required by the Localism Act 2011 Section 27 and should leave the room while the matter was discussed.

14/06/2022 – No 6 To consider and approve any dispensations for this meeting.

None received.

14/06/2022 - No 7 To review the Terms of Reference for the Parks, Open Spaces, Planning and Transport Committee.

RESOLVED: It was unanimously agreed to recommend Full Council to adopt the terms of reference for this committee.

14/06/2022 - No 8 To consider who to invite for co-option onto this committee.

Three letters for co-option were received from Andy England of Patchway Town FC, Paul Thompson of Patchway Cricket Club and Alex Dommatt of Patchway Conservation Group.

RESOLVED: It was unanimously agreed to co-opt these persons onto the committee.

14/06/2022 - No 9 To approve the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Wednesday 27th April 2022.

RESOLVED: It was unanimously agreed to approve the minutes of the meeting.

14/06/2022 - No 10 To carry out a progress review of Patchway Town Council's Three Year Plan, focusing on 2022/2023.

- a) Outside Areas
- b) Planning in Patchway

RESOLVED: It was unanimously agreed to note the progress being made as below.

	Outside Areas	Planning in Patchway
Timescale for Implementation	Parks and Planning	Parks and Planning
2022/2023		
	Tree Planting	Bus Shelters
	Wildflower Meadows	Christmas Lights
	Tree Pruning in Patchway	Road Surfacing
	Open Area Signage	Benches for Charlton Hayes
	Tree Survey for all areas	
	Tree giveaway project.	
	Local Nature Action Plan	

Matters Pertaining to Parks and Open Spaces

14/06/2022 - No 11 To consider installing benches in key open spaces in Patchway.

RESOLVED: It was unanimously agreed to go out to public consultation to see where residents would like to see more benches and seating areas. This would be brought back to the next meeting. Cllrs R Loveridge and E Martin will go and take a look at possible areas within Gorse Covert for the installation of more benches, as per residents' requests.

14/06/2022 - No 12 To consider the quotation from preferred supplier, GB Sports and Leisure, for the repair works to the zip wire at Gorse Covert.

RESOLVED: It was unanimously agreed to approve the quotation of £509.25 for the works.

14/06/2022 - No 13 To consider the quotation from preferred supplier, KT Properties LTD, for the installation of an access gate in Scott Park (car park side).

RESOLVED: It was unanimously agreed to approve the quotation of £1800 for the works.

14/06/2022 - No 14 To consider the quotation from preferred supplier, CR Fencing, for the installation of high ball netting across the bottom pitch in Scott Park.

RESOLVED: It was unanimously agreed to recommend to Full Council, that the quotation of £2039 is approved.

Matters Pertaining to Planning and Transport.

14/06/2022 - No 15 To consider any planning applications received:

- a) **P22/02491/PAAB - Prior notification of the erection of 1 no. additional storey to create 2 no. dwellings - 102 - 104 Rodway Road Patchway South Gloucestershire BS34 5PG.**
- b) **P22/02922/HH - Conversion of integral garage to form additional living accommodation - 4 Brick Hill Way Patchway South Gloucestershire BS34 5UY.**
- c) **P22/02711/HH - Erection of a single storey detached garage - 5 Hazeldene Road Patchway South Gloucestershire BS34 5DT.**
- d) **Any applications received after the agenda had been issued.**
 - i. **P22/03125/HH - Erection of two storey side & rear extension to form additional living accommodation. - 2 Southsea Road Patchway South Gloucestershire BS34 5DR.**
 - ii. **P22/03123/HH - Extension to existing vehicular access point onto Callicroft Road (a class C highway) and enlargement of existing parking area. - Land At And Adjacent To 43 Callicroft Road Patchway South Gloucestershire BS34 5BU.'**

RESOLVED: It was unanimously agreed to raise no objections to any of the planning applications.

14/06/2022 - No 16 To review the West of England Combined Authority's consultation on 'A Vision for the North Fringe'.

The committee noted that there had been a lot of residents who have questioned the bus route through the Tumps as shown on WECA's illustration for Aztec West. The committee further noted that a Facebook action group as well as posters have been put up by residents to oppose this. The committee noted that the Council made a response to the consultation and that this is just the first stage of public consultation and a more detailed plan should arrive in the future. The committee voiced that they would oppose a bus route going through the nature reserve due to the variety of species as well as protected species in that area.

RESOLVED: It was unanimously agreed to ask South Gloucestershire Council for the air quality report for Patchway and Cribbs Causeway and to also ask Coniston Medical Practice, if a poor air quality has had an impact on residents' health. It was further resolved unanimously that quotations for a detailed ecology report for The Tumps and BMX Track be gathered. The Patchway Conservation Group were

willing to help towards funding this report. It was further resolved unanimously to invite a member of the highways team at South Gloucestershire Council to the next meeting of this committee.

14/06/2022 - No 17 To consider the hire of Christmas Light motifs in Patchway and the locations for these to be installed.

RESOLVED: It was unanimously agreed to gather a quotation for hire and for the purchase of lights. The Clerk would also look into the electrical box for Patchway roundabout as agreed last year with South Gloucestershire Council lighting department.

Updates and Reports.

14/06/2022 - No 18 To receive an update on The Norman Scott Park Pavilion project.

The Clerk provided an update. The committee noted that the project was around 14 days behind schedule but work was being done to bring this time back down. There had been some issues with the quality of bricks however these would be rectified on site. The committee noted that the Patchway and Charlton Hayes Community Sports Association had already discussed plans for the opening. The Clerk will contact them to see what the plans were.

14/06/2022 - No 19 To receive a quarterly update from the user groups of Patchway Town Council's Facilities.

The committee noted updates from Patchway Town FC, Patchway Cricket Club and Stoke Lane FC.

14/06/2022 - No 20 To note that the date of the next Parks, Open Space, Planning and Transport Committee meeting will be held on Tuesday 12th July 2022 at 8pm.

Noted.

The meeting was closed by the Chairman at 20:51.



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Town Clerk and Responsible Finance Officer's Report

Actions from the meeting of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 14th June 2022.

14/06/2022 - No 11 To consider installing benches in key open spaces in Patchway.

The public consultation went out onto Facebook and residents would like to see benches in the following locations:

- The Tumps – By the new trees.
- The green at Bevington Walk.
- Eagle Meadow.
- Scott Park Play Area.
- Motorway Bund at Bevington Walk.

14/06/2022 - No 12 To consider the quotation from preferred supplier, GB Sports and Leisure, for the repair works to the zip wire at Gorse Covert.

The order has been placed. Waiting on a date for install.

14/06/2022 - No 13 To consider the quotation from preferred supplier, KT Properties LTD, for the installation of an access gate in Scott Park (car park side).

The order has been placed. Waiting on a date for install.

14/06/2022 - No 14 To consider the quotation from preferred supplier, CR Fencing, for the installation of high ball netting across the bottom pitch in Scott Park.

The order has been placed. Waiting on a date for install.

14/06/2022 - No 16 To review the West of England Combined Authority's consultation on 'A Vision for the North Fringe'.

Ecology Report quotations will be brought to the September meeting.

14/06/2022 - No 17 To consider the hire of Christmas Light motifs in Patchway and the locations for these to be installed.

Quotations to be considered for hire and purchase in July meeting.

The cost of an electrical box on roundabout for lights for a Christmas tree is **£950**. The cost of installing Christmas Lights is **£154** per unit. The Council have been given a quotation for the purchase of 40 units plus have 31 LED rope lights and 3 motifs. The cost to install these would be **£11,396**. The cost of hiring the 40 units of lights is **£4181.04** per year and the cost to purchase outright is **£9411.20**.

It is recommended that the Council purchase outright the lights and only budget for installation costs moving forwards. The total sum would be: £20,807.20. The budget currently is **£22,500**.

Jack Turner
Town Clerk and Responsible Finance Officer
Patchway Town Council
Callicroft House
Rodway Road
Patchway
Bristol
BS34 5DQ

Date : 27th June 2022
Our Ref :
Enquiries to : Phil Dye
Office: 01453 520147
Mob: 07835 444 675
Email: info@wtreec.co.uk

Dear Jack,

RE: Tree condition surveys at Scott Park and The Tumps, Patchway

Further to your request for a quote for a survey of trees at the above sites, I am pleased to furnish you with my fee proposal to undertake a tree condition survey and necessary works recommendations. This will comprise of the following:

1. Identification of defects and diseases noted at time of inspection.
2. Detailed risk assessment of prominent trees with obvious defects in high target areas using Quantified Tree Risk Assessment (QTRA).
3. Recommended tree works to reduce any risk posed by the trees to an acceptable level as defined by the HSE.
4. Tree management plan to encompass both present and future management.
5. All trees digitally plotted on a base plan of the site.

- Scott Park - £250.00 + VAT
- The Tumps - £300.00 + VAT

My fixed price for the above service is **£550 + VAT**

If you require any additional information or clarification of any points, do not hesitate to contact me.

Yours sincerely



Phil Dye
Director (WottonTree Consultancy Ltd)

BSc (hons) Arboriculture, MArborA, Cert Arb L4 (ABC), BA(hons)



Arboricultural
ASSOCIATION
Professional Member



Licensed User

Terms and Conditions of Engagement

1. Acceptance of Instructions

On acceptance of instructions, Wotton Tree Consultancy will undertake to work in a competent manner and in accordance with the brief set out by, or agreed with, the client. It will be assumed that the individual providing the instruction to proceed with a project is authorised to do so by the client and will therefore be the individual responsible for ensuring that payment of the invoice, following completion, is received by Wotton Tree Consultancy (see 2 below), unless otherwise stated. These arrangements will be confirmed prior to the commencement of any work.

2. Payment Terms of Contracts

Wotton Tree Consultancy's payment terms are strictly net 30 days from the date of invoice. There will be a 10% charge if payment is not made within 30 days. This is irrespective of whether or not the instructing party has been paid by their principal or client.

3. Fee Quotations

Fee quotations will normally be for a fixed price for a particular job or at an hourly rate, as appropriate. Quotations remain open for acceptance for two months (unless otherwise stated in the fee quotation), after which Wotton Tree Consultancy reserve the right to resubmit if necessary. Quotations will normally include travel and other associated expenses and disbursements, but advice and reports from other specialists will normally be charged as additional items.

4. Amendments

Amendments to these Terms and Conditions of contract must be made in writing.

5. Complaints

Any complaints, which may arise from work carried out, must be raised within 7 days of the invoice date, unless agreed otherwise in writing.

6. Insurance

All work is covered by professional indemnity and public liability insurance to a limit of indemnity of £2,000,000 and £5,000,000 respectively.

7. Liability

No liability is accepted for advice given on the basis of unverified information supplied by a clients or a third party.

8. Tree Inspections

Except where stated otherwise, reports are based on visual tree inspection from ground level.

9. Confidentiality

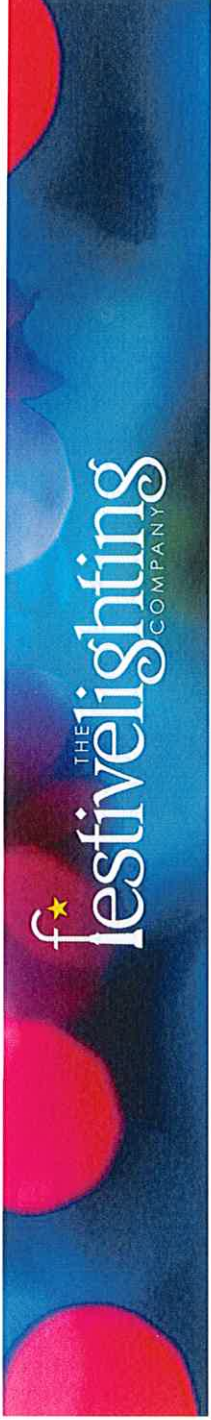
Reports and other documents will be treated as confidential between Wotton Tree Consultancy and the client unless agreed otherwise. However, Wotton Tree Consultancy cannot accept liability for unsolicited material sent.

10. Jurisdiction

Wotton Tree Consultancy undertake to work in accordance with the code of ethics of the Institute of Chartered Foresters and its code of conduct for consultants or such other professional body relevant to the nature of the contracts. The law of England and Wales shall govern contracts and any disputes arising from them unless otherwise agreed.

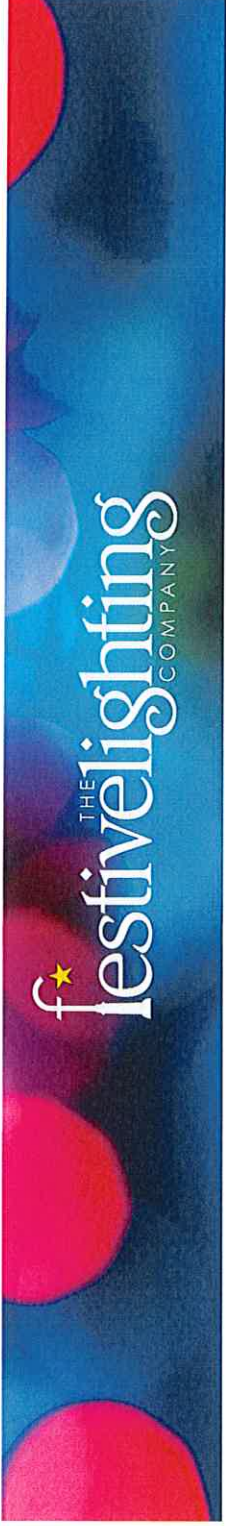
11. Health and Safety

A fee quotation will be based on information provided by the client or client's representative prior to attending site unless otherwise stated. Additional hazards may be identified prior to commencement or during projection operations which have not been considered within our generic risk assessment measures for surveying. Where Wotton Tree Consultancy was not made aware of such hazards by the client or client's representative prior to providing a fee quotation and where the appropriate identified control measures involve additional costs, Wotton Tree Consultancy reserve the right to amend the fee quotation.



Customer Name:	Patchwat Town Council	Quotation No:	RH-240622 3 year hire
Contact Name:	Jack Turner	Quotation Date:	24/06/2022
Account Manager:	Rob Hollingworth	Contact No:	07808 654 403

Lighting Scheme Products									
Area	Code	Product Description	Power (watts)	Quantity	Unit Price	Total Cost	2022 Hire Charge	2023 Hire Charge	2024 Hire Charge
	123539.B2.200.R23.S1F	2m Holly & Berries	28w	10	£179.00	£1,790.00	£805.50	£805.50	£805.50
	123540.B2.200.R1.S2	2m Star Weave	42w	10	£260.00	£2,600.00	£1,170.00	£1,170.00	£1,170.00
	124014.B2.200.R1.S2	2m Bauble Banner	51w	10	£255.00	£2,550.00	£1,147.50	£1,147.50	£1,147.50
	12727.B2.225.R.S14-E27-NEW	2.25m Mimbubulb Spray with FTs	26w	10	£170.00	£1,700.00	£765.00	£765.00	£765.00
	FLC2206	Column Mounting Bracket		20	£14.75	£295.00	£132.75	£132.75	£132.75
	TAM130	Tamtorque Stainless Steel Banding - 100mm-130mm		80	£4.35	£348.00	£156.60	£156.60	£156.60
	TAMBIT	Power Tool Bit		2	£4.10	£8.20	£3.69	£3.69	£3.69
Product Totals							£4,181.04	£4,181.04	£4,181.04



Customer Name:	Patchway Town Council	Quotation No:	RH-240622
Contact Name:	Jack Turner	Quotation Date:	24/06/2022
Account Manager:	Rob Hollingworth	Contact No:	07808 654 403

Lighting Scheme Products

Area	Code	Product Description	Power (watts)	Quantity	Unit Price	Total Cost
	123539.B2.200.R23.S1F	2m Holly & Berries	28w	10	£179.00	£1,790.00
	123540.B2.200.R1.S2	2m Star Weave	42w	10	£260.00	£2,600.00
	124014.B2.200.R1.S2	2m Bauble Banner	51w	10	£255.00	£2,550.00
	12727.B2.225.R.S14-E27-NEW	2.25m Minibulb Spray with FTs	26w	10	£170.00	£1,700.00
	FLC2206	Column Mounting Bracket		20	£14.75	£295.00
	TAM130	Tamtorque Stainless Steel Banding - 100mm-130mm		80	£4.35	£348.00
	TAMBIT	Power Tool Bit		2	£4.10	£8.20
		Delivery		1	£120.00	£120.00
					Product Totals	£9,411.20

Quotation Assumptions

All local electrical and physical infrastructure associated with the installation of the products being supplied is compliant with current regulations and fit for use.
All prices quoted are exclusive of VAT and are valid for 60 days.