

## PATCHWAY TOWN COUNCIL

### Minutes of the Meeting of the Parks, Open Spaces, Planning and Transport committee held on the 23<sup>rd</sup> June 2020 at 19:00 by video link (Go to Meeting Application)

Due to Government Advice on COVID-19, this meeting was held in exceptional circumstances via conference call.

**Councillors:** R Loveridge (in the chair), P Cottrell, K Dando, E Martin and J Butler (Sub for Cllr T Scott)

**In attendance:** Cllr B Hopkinson (19:14), L Squire (Clerk), J Turner (Deputy Clerk), Peter Knight (ReACH), Tina Brice (Patchway Community Association), John Thomas, Andrew England (Patchway and Charlton Hayes Community Sports Association)

**Absent:** Cllrs T Bathe-Taylor and E Gordon.

**Members of the Public:** None

As the time was 19:00, the Chair, Cllr R Loveridge called the meeting to order.

#### **23/06/2020--No 1 To elect a Chairman to the Parks, Open Spaces, Planning and Transport Committee for the ensuing year.**

Cllr R Loveridge was proposed and it was seconded.

**RESOLVED:** It was unanimously agreed that Cllr R Loveridge would be the Chairman.

#### **23/06/2020--No 2 To elect a Vice-Chairman to the Parks, Open Spaces, Planning and Transport Committee for the ensuing year.**

Cllr T Scott was proposed but this was not seconded. Cllr E Martin and this was seconded.

**RESOLVED:** It was unanimously agreed that Cllr E Martin would be the Vice-Chairman.

#### **23/06/2020--No 3 To receive and consider apologies for absence and decide whether to accept them.**

No apologies were received.

#### **23/06/2020--No 4 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.

#### **23/06/2020--No 5 To consider the Terms of Reference for the Parks, Open Spaces, Planning and Transport Committee for 2020/2021 and agree to recommend to Full Council for adoption.**

**RESOLVED:** It was unanimously agreed to recommend that the Terms of Reference be adopted by the Full Council. It was noted that Financial Regulations would have to be amended to change the authorisation on spend from £5000 to £7500.

#### **23/06/2020--No 6 To co-opt Cllr Jon Butler to this committee.**

**RESOLVED:** It was unanimously agreed to co-opt Cllr Jon Butler onto the committee.

#### **23/06/2020--No 7 To co-opt the members of the Patchway and Charlton Hayes Community Sports Association to this committee.**

**RESOLVED:** It was unanimously agreed to co-opt Paul Thompson, John Thomas and Andrew England onto the committee.

**23/06/2020--No 8 To co-opt a member of Patchway Community Association to this committee.**

**RESOLVED:** It was unanimously agreed to co-opt Tina Brice onto the committee.

**23/06/2020--No 9 To co-opt a member of ReACH (Residents Association of Charlton Hayes) to this committee.**

**RESOLVED:** It was unanimously agreed to co-opt Peter Knight onto the committee.

**23/06/2020—No 10 To approve the minutes of the Parks & Open Spaces Committee meeting held on 25th February 2020 and to note any issues.**

Cllr J Butler provided an update on the Scott Park Pavilion project. It was noted that the elevations had been sent to all Councillors for their comments ahead of the pre-planning stage.

**RESOLVED:** To unanimously agree the minutes as a true and accurate record.

**a) To consider the revised quotation for Goalposts, Nets and Corner Flags from preferred supplier GB Sports and Leisure, in relation to (Parks and Open Spaces Meeting) item 25/02/20--No 4 and agree to recommend to Full Council to earmark an amount for 'Sports Equipment Purchase and Maintenance'.**

**RESOLVED:** It was unanimously agreed to recommend to Full Council that the sum of £1205.18 be Earmarked towards the cost of new goal posts, nets and corner flags for the Main Pitch. It was noted that this would be Earmarked from the Council's general reserves. Richard Ashley had sent through some grant information from the FA regarding this type of equipment which the RFO would look into.

**23/06/2020—No 11 To approve the minutes of the Planning & Transport Committee meeting held on 25th February 2020 and to note any issues.**

**RESOLVED:** To unanimously agree the minutes as a true and accurate record.

**23/06/2020--No 12 To consider the three-year budget plan and agree any actions.**

The RFO talked the committee through the document.

**a) Centre 320 – Rodway Road**

It was agreed that code 5330 would be renamed to 'Planter and/or Tree Maintenance'.

**b) Centre 330 – Charlton Hayes**

Peter Knight raised concerns over the tree line on Hammonds Road and that he would be penning a letter to the Town Council for Patchway Town Council to discuss maintaining that land. It was agreed that the budget for 5330 'Planter and Tree Maintenance be increased by £1000 for each year.

It was agreed that costings for cleaning street furniture at Rodway Road, Charlton Hayes, Scott Park and The Parade would be looked into and added into the budget under the respective cost centres.

**c) Centre 340 – The Parade**

The committee made no comment on this centre and would review this further next month.

**d) Centre 500 – Scott Park**

The committee noted the importance of a map in Scott Park detailing all of the assets in the park. Accurate quotations would be got for the next meeting and worked into the budget.

**e) Centre 510 – Patchway Sports and Social Club**

The committee noted this centre as the rent levels cannot be changed.

**f) Centre 600 – Allotments**

The committee made no comment on this centre and would review this further next month.

**g) Centre 700 – The Tumps**

The committee made no comment on this centre and would review this further next month.

**h) Centre 710 – Play Area's**

The committee made no comment on this centre and would review this further next month.

**i) Centre 720 – Open Spaces**

The committee noted that the residents would like signs so others can locate the wonderful open spaces in Patchway. Accurate quotes for the budget would be obtained for the next meeting.

**j) Centre 800 – Street Furniture**

The committee agreed to expel the budget code 5475 'LED Lighting Across Patchway' as it wasn't too long to wait before the upgrade to LED from South Gloucestershire Council.

**k) Centre 900 – Capital and Projects**

It was agreed that the idea of an artificial pitch at Scott Park was not feasible and would preclude any other activities on the field such as Patchway Festival. It was agreed to expel this budget heading but transfer £25,000 towards the Scott Park Pavilion project increasing the budget to £100,000.

**l) Centre 910 – Professional Fees**

The committee made no comment on this centre and would review this further next month.

**23/06/2020--No 13 Football Season 2020/2021:**

**a) To consider the Terms and Conditions for Pitch Hire and agree to recommend to Full Council.**

The committee agreed that training would be allowed on all pitches as long as the weather isn't deeming it unplayable and the pitches are in good condition. It was agreed to trust the teams to use their common sense when it comes to training.

**RESOLVED:** To recommend to Council that the terms and conditions are adopted for the ensuing season.

**b) To consider the Pitch Allocation for the 2020/2021 season and agree any actions.**

It was noted that Patchway Town FC would not be fielding a ladies team this season. It was agreed that Cllr R Loveridge would assist with the pitches on the weekend ensuring they are fit to play and calling games off if necessary. It was agreed to allocate pitches when the fixtures come out, but the preference was that Patchway Town use the Main Pitch for all fixtures and that the other pitches would be rotated between teams. The committee will review the fixtures when they are released.

**c) To consider the quotation from Ecosolve to carry out repairs to the Football Pitches at Scott Park and agree to recommend to Full Council.**

The committee noted that Cllr R Loveridge and Andrew England attended a site visit with Ecosolve to assess the condition of all three pitches at Scott Park. It was noted that all this work would be within the Sports Pitch Maintenance budget.

**RESOLVED:** It was unanimously agreed to approve part two (£335) and part three (£589) of the quotation and have the work commence as soon as possible. It was further resolved that part one (£8887) of the quotation should be recommended to Full Council for approval as soon as possible.

**23/06/2020—No 14 To consider the Blakeney Road Basketball Facility funded by S106 monies and agree any actions.**

It was agreed to defer this to the meeting next month to discuss in detail about the size of the facility and what kind of surface the Council wanted.

**23/06/2020--No 15 To consider the quotations for maintaining the planters around Patchway and agree any actions.**

**RESOLVED:** It was unanimously agreed to approve the quotation from Just Plants Bristol (£1708.60) to plant the flowers into the planters on Rodway Road, Patchway Roundabout and the Welcome to Patchway Signs. It was noted that the Patchway Town Council ground staff would be responsible for maintaining the planters.

**23/06/2020--No 16 To consider the quotations for security at Scott Park as delegated by Full Council on 16th June 2020.**

**RESOLVED:** It was unanimously agreed to recommend to Council to approve the quotation of £1736. The quote would ensure that National Security Group provide a stationed guard in Scott Park between 11pm and 3am every evening in July for a one month basis only. It was noted that the Council should earmark this from general reserves and maintain the budget for this year rather than use it on this occasion.

**23/06/2020--No 17 To consider applying to maintain the following aspects of The Parade:**

- a) The Planters
- b) Hanging Baskets

It was agreed that more information was needed, and this would be deferred until the next meeting.

**23/06/2020--No 18 To consider the quotations for a new bin for the junction near Waterside Drive due to resident complaints.**

**RESOLVED:** It was unanimously agreed to purchase the bin from Broxap for £134.

**23/06/2020—No 19 To consider entering an agreement with Patchway Town Football Club regarding the use of the 3G pitch, in light of the work done by Jason Franklin, to help progress the project and agree to recommend the agreement to Full Council.**

**RESOLVED:** It was unanimously agreed to recommend to Full Council that Patchway Town can use the 3G pitch two evenings a week for one hour free of charge indefinitely.

**23/06/2020—No 20 To consider entering an agreement with Patchway Cricket Club regarding the use of the Cricket Nets, in light of the work done by Paul Thompson, to help progress the project and agree to recommend the agreement to Full Council.**

**RESOLVED:** It was unanimously agreed to recommend to Full Council that Patchway Cricket Club can use the cricket nets free of charge during the season and outside of the season as long as times and dates are provided to the office in advance. The Clerk would ask Paul Thompson for times and dates that they would use the facility.

**23/06/2020--No 21 To consider the correspondence relating to the Charlton Hayes Linear Park and agree any actions.**

The Deputy Clerk explained that a resident had brought this to the attention of the Council. It was noted that this park was part of the planning conditions for Charlton Hayes and Bovis should look to complete this.

**RESOLVED:** It was unanimously agreed that the Deputy Clerk would write to Bovis and South Gloucestershire Council around this matter to see what progress can be made.

**23/06/2020—No 22 To consider the locations for the 'Happy to Chat' bench signs and agree any actions. RESOLVED:** It was unanimously agreed that an online survey would be held to allow the residents to choose where they want the signs put.

**23/06/2020—No 23 To consider any Planning Applications received.**

The applications were circulated to the three councillors as delegated by Full Council. It was noted that the applications would come to the committee from the next meeting onwards.

**23/06/2020--No 24 To consider the email from the Reverend at St Chads Church relating to a Memorial for those who have lost their lives due to the COVID-19 pandemic.**

**RESOLVED:** It was unanimously agreed to support this idea with the planting of a tree and the purchase of a bench for the memorial garden at Scott Park. It was agreed that a plaque would also be displayed. It was also agreed to look into the planting of a tree of the croquet lawn at Mansell Road in Charlton Hayes. The Clerk would feed these ideas back to Howard Jameson.

**23/06/2020—No 25 To receive an update on the Play Area Strategy.**

The Deputy Clerk provided an update. It was agreed to review progress in six months time.

**23/06/2020--No 26 To receive an update on the installation of fitness equipment in Scott Park.**

Cllr R Loveridge provided an update on this. The location would be near the running track on the Pretoria Road side of the Park on the grass so it is not in the way of the cricket net development or any wayward balls from the football teams. The committee were happy with this location and every effort should be made to get it installed as soon as possible.

**23/06/2020--No 27 To note that the next meeting will be on Tuesday 28<sup>th</sup> July at 7pm.**

Noted.