



**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

Tuesday 9<sup>th</sup> April 2024

Dear Cllr Dayley Lawrence, Cllr Patrick Cottrell, Cllr Ken Dando, Cllr Natalie Field, Cllr Daniel Fry, Cllr Eric Gordon, Cllr Jenny James, Cllr Pete Knight, Cllr Denise Lansdown, Cllr Roger Loveridge, Cllr Elaine Martin, Cllr Angela Morey, Cllr Sam Scott, Cllr Toni Scott and Cllr Keith Walker.

You are summoned to attend the Meeting of Patchway Town Council on Tuesday 16<sup>th</sup> April 2024 at 7pm at Callicroft House, Patchway and the agenda is provided below.

Yours sincerely,

**Jack Turner** BA.Hons. Cert.CILCA.  
Locum Town Clerk

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### AGENDA

1. To receive questions from the members of the public present, with respect to business on the agenda in accordance with Standing Order 4E.
2. To receive any apologies for absence.
3. To receive any Declarations of Interest and to approve any dispensations for this meeting.
4. To approve the minutes of the Meeting of Patchway Town Council held on Tuesday 19<sup>th</sup> March 2024 and to note the Clerk/RFO's report for this meeting.
5. To note any unreported decisions made under the scheme of delegation or delegated authority, under Financial Regulations for this current financial year.
6. To note the minutes of the meeting of the Finance Committee held on Tuesday 9<sup>th</sup> April 2024 and to approve the following recommendations:
  - a) To approve the recommendation to adopt the five-year strategic financial plan for Patchway Town Council.
  - b) To approve the recommendation that Patchway Town Council would provide funding for youth work to FACE, if the bid to the National Lottery was unsuccessful.

*Patchway is Twinned with Clermont l'Herault and Gauting.*





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7. To note the minutes of the Parks, Open Spaces, Planning and Transport committee meeting held on Tuesday 9<sup>th</sup> April 2024.
8. Patchway Town Council Finance.
  - a) To approve the expenditure report for April 2024.
  - b) To note the bank reconciliation, bank statements, income, expenditure and monthly summary of account reports for March 2024.
  - c) To consider the quotation report for Polytunnels for the Pollinator Project.
  - d) To consider the quotation report for the purchase of Mayoral Robes.
9. To consider the quotation report for the works at Norman Scott Park Pavilion.
10. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.
  - a) South Gloucestershire Councillors report on items relating to Patchway.
  - b) Patchway Town Council Events.
  - c) Friends of Patchway Twinning Group.
  - d) Almondsbury Joint Burial Committee.
  - e) Holding South Gloucestershire Council to account (Strategic Plan Outcome).
  - f) Improving the Parade (Strategic Plan Outcome).
  - g) Improving CCTV in the local area (Strategic Plan Outcome).
  - h) Communication with all households (Strategic Plan Outcome).
  - i) Youth provision and safety (Strategic Plan Outcome).
  - j) Annual Town Assembly – Monday 29<sup>th</sup> April 2024.
11. To note the date of the next Meeting of Patchway Town Council will be the Annual Meeting of Patchway Town Council to be held on Tuesday 21<sup>st</sup> May 2024.
12. **To resolve that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations, the public and press be excluded during consideration of the following agenda items.**
13. To receive an update on issues pertaining to a lease agreement and to take any actions required from this update.
14. To receive an update on the lease agreement between Patchway Town Council and South Gloucestershire Council for the land at Blakeney Road Allotments.

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15. To consider the requirement for Locum Clerk support services from the start of the new Town Council Year (W/C. Monday 27<sup>th</sup> May 2024).

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## PATCHWAY TOWN COUNCIL

### Minutes of the Meeting of Patchway Town Council held on the Tuesday 19<sup>th</sup> March 2024 at 19:00 at Callicroft House, Patchway.

<b>Councillors:</b>	Cllr D Lawrence (Chairman), Cllr R Loveridge, Cllr J James, Cllr K Dando, Cllr N Field, Cllr A Morey, Cllr P Cotterell, Cllr P Knight, Cllr D Fry and Cllr K Walker.
<b>In attendance:</b>	J Turner (Locum Town Clerk) and J Watkins (Deputy Town Clerk and RFO)
<b>Absent:</b>	None.
<b>Members of the Public:</b>	None.

As the time was 19:00, the Chair, Cllr D Lawrence 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's protocol on the filming and recording of Town Council, Committee and Sub-Committee meetings.

#### **19/03/2024 - No 1. To receive questions from members of the public present.**

None received.

#### **19/03/2024 - No 2. To receive any apologies for absence.**

The Council noted apologies from Cllr E Martin (personal reasons), Cllr E Gordon (other commitment) Cllr S Scott (working), Cllr T Scott (holiday) and Cllr D Lansdown (holiday).

#### **19/03/2024 - No 3. To receive any declarations of interest and to consider any requests for dispensations for this meeting.**

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.

Cllrs K Dando and D Fry declared their interest in Patchway Sports and Social Club, as they are members of the club.

**RESOLVED:** It was unanimously agreed to approve dispensations for both Councillors.

#### **19/03/2024 - No 4. To approve the minutes of the Meeting of Patchway Town Council held on Tuesday 20th February 2024 and to note there is no Clerk/RFO's report for this meeting.**

**RESOLVED:** It was agreed by a majority with one abstention to approve the minutes as a true and accurate record.

#### **19/03/2024 - No 5. To note any unreported decisions made under the scheme of delegation or delegated authority, under Financial Regulations for this current financial year.**

There was no report to note.

19/03/2024 - No 6. Patchway Town Council Finance.

a) To approve the expenditure report for March 2024.

**RESOLVED:** It was unanimously agreed to approve the expenditure report and authorise payments as below.

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
Murray Hire Centres	Clearing saws and equipment for Pretoria Allotments clearance (WECA project)	£ 168.00	£ 33.60	£ 201.60	03-24-009
Murray Hire Centres	Saw chains for clearing saws (WECA project)	£ 38.32	£ 7.68	£ 46.00	03-24-010
Murray Hire Centres	Safety boots / Safety Gloves for groundstaff	£ 58.99	£ 1.80	£ 60.79	03-24-011
Raycox Turf Ltd	Bark for play areas & topsoil	£ 350.00	£ 70.00	£ 420.00	03-24-012
Murray Hire Centres	Safety boots / gloves / shoes for groundstaff	£ 117.48	£ 1.50	£ 118.98	03-24-013
Murray Hire Centres	Equipment / cat detector for Callicroft Courtyard fencing	£ 81.80	£ 16.36	£ 98.16	03-24-014
St John Ambulance	Emergency First Aid training for Assistant Groundsperson	£ 185.00	£ 37.00	£ 222.00	03-24-015
Living Wage Foundation	Annual employer accreditation	£ 66.00	£ 13.20	£ 79.20	03-24-016
Advanced Plumbing & Heating	Inspection, supply and installation of heating valve to Social Club showers	£ 1,360.50	£ 272.10	£ 1,632.60	03-24-017
Advanced Plumbing & Heating	Annual servicing of Callicroft / Casson Centre boilers	£ 154.81	£ 30.96	£ 185.77	03-24-018
Lister Wilder	Maintenance of mower	£ 185.00	£ 37.00	£ 222.00	03-24-019
Anthony Buckley & Company	Fire extinguisher servicing at Callicroft / Casson / Pavilion / Garage	£ 325.20	£ 63.04	£ 388.24	03-24-020
Amazon Business	Intumescent firestop for Casson Centre	£ 23.74	£ 4.75	£ 28.49	03-24-021
Amazon Business	Primer & undercoat for Casson Centre gas meter box	£ 6.46	£ 1.29	£ 7.75	03-24-022
Amazon Business	Heat proof paint for Casson Centre gas meter box	£ 14.24	£ 2.85	£ 17.09	03-24-023
J&Sons Electrical Services	Replacement light (PIR) in Callicroft House toilet	£ 113.00	£ -	£ 113.00	03-24-024
Prolific Solutions (SW) Ltd	Photocopying charges - February 2024	£ 53.42	£ 10.68	£ 64.10	03-24-025
Advanced Security Systems Ltd	Replacement of 4 x smoke detectors to heat detectors at NSP Pavilion	£ 196.00	£ 39.20	£ 235.20	03-24-026
Advanced Security Systems Ltd	Annual intruder and fire alarm monitoring/maintenance at NSP Pavilion	£ 573.00	£ 114.60	£ 687.60	03-24-027
Advanced Security Systems Ltd	Annual intruder and fire alarm monitoring/maintenance at Callicroft House	£ 315.00	£ 63.00	£ 378.00	03-24-028
Simply Washrooms Ltd	Sanitary bins / bambina unit at Callicroft / Casson / Pavilion	£ 880.00	£ 176.00	£ 1,056.00	03-24-029
SafetyMatters Ltd	Fire risk assessments for NSP Pavilion and Garage	£ 285.00	£ -	£ 285.00	03-24-030
Amazon Business	Easter eggs funded through Blakemore Foundation donation	£ 26.66	£ 5.34	£ 32.00	03-24-031
Society of Local Council Clerks	Annual membership fee for Deputy Clerk	£ 288.00	£ -	£ 288.00	03-24-032
Society of Local Council Clerks	Job vacancy advertising (June 2022 invoice)	£ 335.00	£ 67.00	£ 402.00	03-24-033
Society of Local Council Clerks	Job vacancy advertising (May 2022 invoice)	£ 498.00	£ 99.60	£ 597.60	03-24-034
Society of Local Council Clerks	Job vacancy advertising (October 2023 invoice)	£ 324.00	£ 64.80	£ 388.80	03-24-035
Amazon Business	Fire safety signs (ref Fire Risk Assessment) for NSP Pavilion/Garage	£ 7.41	£ 1.49	£ 8.90	03-24-036
Amazon Business	Fire safety sign (ref Fire Risk Assessment) for NSP Pavilion/Garage	£ 7.04	£ 1.41	£ 8.45	03-24-037
Soltech IT Ltd	ICT Business support - 2/3/24 - 1/6/24	£ 262.50	£ 52.50	£ 315.00	03-24-038
Soltech IT Ltd	Microsoft 365 business licenses / online kiosks	£ 189.36	£ 37.87	£ 227.23	03-24-039
DCK Accounting Solutions Ltd	Accounting support - February 2024	£ 292.50	£ 58.50	£ 351.00	03-24-040
Amazon Business	Paper for office	£ 29.96	£ 6.00	£ 35.96	03-24-041
Net World Sports	Football pitch ground sockets & lids x 2	£ 265.80	£ 53.16	£ 318.96	03-24-042
Rob Hainey Signs	Updated signs for CCTV at Rodway Rd and Scott Park	£ 244.00	£ -	£ 244.00	03-24-043
Jon Watkins	Deputy clerk expenses for eye test / office supplies	£ 39.23	£ 0.85	£ 40.08	03-24-044
Avon Local Councils Association	Year End and Audit training	£ 30.00	£ -	£ 30.00	03-24-045
Amazon Business	High pressure hose cleaning kit for Scott Park drains	£ 33.32	£ 6.67	£ 39.99	03-24-046
Amazon Business	Lawn levelling rake for Scott Park pitch maintenance	£ 58.32	£ 11.67	£ 69.99	03-24-047
GB Sport & Leisure	Repair of head casting and making good of Blakeney Rd Play Area swing	£ 449.00	£ 89.80	£ 538.80	03-24-048
GB Sport & Leisure	Play Area spare parts inc shackles, bushes, chains, seat and paint	£ 1,205.30	£ 241.06	£ 1,446.36	03-24-049
Thornbury Autocentre	MoT for Council truck	£ 70.50	£ -	£ 70.50	03-24-050
Concord Homecare Ltd	Initial deep clean of Casson Centre	£ 150.00	£ 30.00	£ 180.00	03-24-051
Concord Homecare Ltd	Initial deep clean of Callicroft House	£ 120.00	£ 24.00	£ 144.00	03-24-052
Jack Turner	Locum clerk services - March 2024 + additional hours w/c 18/2/24 - 11/3/24	£ 3,870.00	£ -	£ 3,870.00	03-24-053
Advanced Plumbing & Heating	Servicing of 2 x commercial boilers at NSP Pavilion	£ 190.00	£ 38.00	£ 228.00	03-24-054
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
	<b>Total for March</b>	<b>£14,536.86</b>	<b>£1,886.33</b>	<b>£16,423.19</b>	

b) To note the bank reconciliation, bank statements, income, expenditure and monthly summary of account reports for February 2024.

The Council noted the financial statements for February 2024.

Cllr P Knight raised a query on the payment to EasyJet which the RFO confirmed it was to amend the flight dates at a cost to Patchway Community School, who have been invoiced.

Cllr R Loveridge raised a query on the payment for International Women’s Day. Cllr N Field confirmed that resources were purchased for the educational purpose of the event, using the Member Award Funding grant that was given to the Town Council.

Cllr P Cottrell raised a query on the payment to a Professional Photographer and asked if it was necessary expenditure. The Chairman confirmed that this contractor had undertaken this work for a number of years and capturing the events.

**RESOLVED:** It was agreed by a majority with one abstention to note the reports.

**c) To consider the quotation report for groundworks for the Pollinator Project.**

The Council considered all three quotations that had been presented for approval to be spent from the West of England Combined Authority Pollinator grant. This quote formed stage one of the works.

**RESOLVED:** It was agreed by a majority with two abstentions to approve the quotation of £3000 from SJ Ward Agriculture contractor.

**d) To consider the quotation report on the emergency call out service.**

The Council noted that two quotes had been received but a third quote has not been received prior to the meeting, despite the Officer's asking the company on a number of occasions.

**RESOLVED:** It was unanimously agreed to approve the quotation of £1200 from Limitless Security for a one-year period from 1<sup>st</sup> April 2024.

**e) To consider the quotation report for the upholstering of chairs at Callicroft House.**

The Council considered all three quotations that had been presented for approval. The item was debated at length by the Councillors present.

Cllr N Field proposed proceeding with the cheapest quotation, which was seconded.

Cllr P Knight proposed an amendment to this resolution, that this item should be re-evaluated in May and this was seconded. Cllr R Loveridge stated that we would have a clearer picture of the Council's Finance's in May, hence why he was supporting the amendment.

**RESOLVED:** Upon being put to the vote, this proposal was not voted in favour of by a majority of Councillors.

**RESOLVED:** It was agreed by a majority, with four abstentions, to approve the quotation of £1239.45 from Phoenix Upholstery Services.

**f) To consider the quotation report for the purchase of Mayoral Robes.**

The Council considered all three quotations that had been presented for approval and debated the item in great detail. Cllr D Fry proposed that this item is deferred to the next meeting.

**RESOLVED:** It was agreed by a majority with 2 abstentions that this item should be deferred to the next meeting.

**g) To consider the report on 'Youth Working Financing' and agree any actions in relation to this report.**

The Council noted the report and that FACE were still awaiting the outcome of their National Lottery bid. The report detailed that extra budget could be utilised for youth work and the situation should be monitored until the outcome of the bid is known. The Council noted that the youth work provision could be removed on certain evenings if no funding is forthcoming from either the National Lottery or another source. This item will be re-visited at the next meeting.

**19/03/2024 - No 7. To approve the terms and conditions of hire for 2024/2025:**

- a) The Casson Centre.
- b) The Jason Franklin 3G Facility.
- c) The Cricket Pitch.
- d) Grass Pitch Hire.
- e) Twin-Lane Cricket Facility.

**RESOLVED:** It was unanimously agreed to approve the terms and conditions of hire.

**19/03/2024 - No 8. To receive the results of the community consultation on the Norman Scott Park Pavilion lift and any actions required as a result of this consultation.**

The Council noted findings of the public consultation, which were that most residents would like to see the lift removed and a ramp installed. The Officers will now liaise with contractors who have carried out the original works, to get an idea of associated costs with this project. The advice given that the current ramp is not compliant for disabled users and would need to be amended. The Architect, Tom Partridge, had provided a quotation for drawing up a design and this fee would be £750.

**RESOLVED:** It was agreed by a majority, with one against, to approve the fee of £750 for the design and to defer this to the Finance Committee in April.

**19/03/2024 - No 9. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.**

- a) **South Gloucestershire Councillors report on items relating to Patchway.**  
Cllr S Scott provided a written update which included drawing attention to South Gloucestershire Council's consultation for their 'Council Plan'. Cllr Scott also updated on the consultation about waste and recycling with a potential move to a reduced collection service.
- b) **Patchway Town Council Events.**  
The Council noted a verbal update from the Deputy Clerk. The event planning was underway and most of the items quoted for have been booked in. The Locum Clerk is working on the event plans and risk assessments for all events. This should be complete by April 2024. All events are on budget and income streams are being driven for all events, such as applying for the WECA Community Event grant for the Throwback Festival. The Finance Committee will review the budget tracker at the next meeting.
- c) **Friends of Patchway Twinning Group.**  
The Deputy Clerk updated Councillors on approaching plans for the visit of Clermont students to Patchway on 27<sup>th</sup> March, and from Gauting in May 2024. The minutes of the last meeting were noted.
- d) **Almondsbury Joint Burial Committee.**  
The Council noted the minutes of the last meeting. Cllr K Dando provided an update on the meeting and looking at the health and safety aspects of the burial grounds, which would now be considered by Almondsbury Parish Council. The land acquisition is still ongoing and there is now a pipe that there has been found through the site. The advert for the gardener has now gone live.
- e) **Holding South Gloucestershire Council to account (Strategic Plan Outcome).**  
The Deputy Clerk provided an update on the works to the underpass at The Parade.
- f) **Improving the Parade (Strategic Plan Outcome).**  
The Council noted the recent report circulated and received a verbal update from the Deputy Clerk regarding redevelopment of The Parade following the completion of the Coniston Road Underpass works by South Gloucestershire Council in April. The planting should take place soon and the crossing be installed too. There will be more works on the Parade by Bromford after the conclusion of the road works, including some removal of walls to make an event space at The Parade. The officers will continue to keep residents informed.
- g) **Improving CCTV in the local area (Strategic Plan Outcome).**  
The Deputy Clerk updated Councillors that the CCTV on Rodway Road had now been upgraded and was much better than it previously was, providing reassurance to residents

and business owners. All of the emergency services have been informed and new signage is being erected. There is also remote access to the CCTV system at the Office.

**h) Communication with all households (Strategic Plan Outcome).**

The Deputy Clerk reminded Councillors that communications are available in online and offline formats with the Town News now being regularly delivered by hand across the town by officers and Councillors.

**i) Youth provision and safety (Strategic Plan Outcome).**

The Council noted that an emergency 'Bleed Kit' had been installed, which had been donated by a local business, on the Norman Scott Park Pavilion. The Deputy Clerk is arranging an awareness session for training and all of the emergency services have been informed. The kit is designed for anyone to use, regardless of training.

**j) Live Labs 2 (Greenprint) Project**

The Council noted the update from the meeting and how South Gloucestershire Council intend on rolling out the plan on their land in Patchway. The scheme is South Gloucestershire Council's cut and collect project to re-use the grass cuttings. A meeting has been held with officers and a meeting was set up for Councillors to attend, which sadly wasn't taken up. It was confirmed that this would not be at a cost to the Town Council.

**19/03/2024 - No 10. To note the date of the next Meeting of Patchway Town Council will be held on Tuesday 16<sup>th</sup> April 2024 at 7pm at Callicroft House**

The next meeting date was noted.

**19/03/2024 - No 11. To resolve that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations, the public and press be excluded during consideration of the following agenda items.**

**RESOLVED:** It was unanimously agreed to exclude the public and press for the below item.

**19/03/2024 - No 12. To receive an update on issues pertaining to a lease agreement and to take any actions required from this update.**

The Council noted the report from the Locum Clerk with the lessee is currently in breach of their lease. The Officers are working on a repayment plan and no further action is needed at this stage. The situation will be monitored by the Officers, with regular reports to Full Council.

**RESOLVED:** It was unanimously agreed to delegate authority to the Clerk and Deputy Clerk/RFO to draw up a plan of action.

**The Meeting was closed by the Chairman at 20:10.**





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**Town Clerk and Deputy Clerk & Responsible Finance Officer's Report**

**Actions from the Meeting of Patchway Town Council on Tuesday 19<sup>th</sup> March 2024.**

**19/03/2024 - No 6. Patchway Town Council Finance**

**e. To consider the quotation report for the upholstering of chairs at Callicroft House.**

At the Full Council on 19th March 2024, it was resolved to approve the £1239.45 quote from Phoenix Upholstery Services for upholstery of the Boardroom chairs.

This quote had been the lowest and included the usage of existing vinyl sourced through the Council. On further inspection of the existing vinyl, it has been deemed unsuitable for use due to damage sustained in storage. The updated final total of £1555.00 from Phoenix Upholstery Services is still £429.00 less than the second lowest quote of £1984.00 from Bristol Upholstery.

The further £316.10 has been approved in order to progress the works in a timely manner, under Financial Regulation 4.1.

**19/03/2024 - No 6. Patchway Town Council Finance**

**g. To consider the report on 'Youth Working Financing' and agree any actions in relation to this report.**

After speaking to the Director of FACE, it has become apparent that a funding agreement may need to be in place to safeguard the service to Patchway residents. A funding request has been submitted to Patchway Town Council's Finance Committee.



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**Report of any decisions made under the scheme of delegation  
or delegated authority, under Financial Regulations**

Under the Patchway Town Council Scheme of Delegation and Regulation 4.1 of the Financial Regulations, the Clerk and Chairman have authorised expenditure items below due to the nature of these transactions being required in a timely manner for reasons of project delivery.

**Item 5 – 16-04-2024 – Purchase of fruit trees at Pretoria Road Allotments for WECA Pollinator Project**

£480 + Vat has been approved for fruit trees from Lodge Farm for the West of England Combined Authority (WECA) Pollinator Project at Pretoria Road Allotments. Three quotes were received (see Appendix 1). The fruit trees need to be ordered in advance to arrive at the prime time for planting out.

Lodge Farm Trees are a local nursery supplying rare and traditional fruit trees and took part in the South Gloucestershire Tree Week as a supplier in 2024. They sell many varieties that are local to this area and are able to support conserving local heritage varieties. As locally based at Rockhampton, Gloucestershire, this quotation offers a low carbon footprint.

The budget is fully funded through the WECA Pollinator Grant successfully granted in 2023 with zero cost to Patchway Town Council.

**Item 5 – 16-04-2024 – Purchase of petrol scythe mower at Pretoria Road Allotments for WECA Pollinator Project**

£699.99 + Vat has been approved for a Zipper BM 870-ECO Petrol Scythe Lawn Brush Mower for the West of England Combined Authority (WECA) Pollinator Project at Pretoria Road Allotments. Three quotes were received (see Appendix 2). The mower is required immediately for site preparation. The Amazon option has been selected due to Robert Dyas no longer having offer availability.

The third stage of the project is planting and completion of the project. The flower meadows need cutting between end August and late November leaving the cuttings to dry on the surface for several days before raking and removing to compost.

The budget is fully funded through the WECA Pollinator Grant successfully granted in 2023 with zero cost to Patchway Town Council.

**Item 5 – 16-04-2024 – Purchase of wildflower seed at Pretoria Road Allotments for WECA Pollinator Project**

£198.73 + Vat has been approved for 500g native wildflower mix for clay soil and 300g yellow rattle seed Mower for the West of England Combined Authority (WECA) Pollinator Project at Pretoria Road Allotments. Three quotes were received (See Appendix 3). The seeds are required immediately for freezing ahead of sowing.

The third stage of the project is Planting including wildflower seed required to help suppress grass and create our wildflower meadow. The area to be covered is 250 – 400m<sup>2</sup>.



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The budget is fully funded through the WECA Pollinator Grant successfully granted in 2023 with zero cost to Patchway Town Council.

**Item 5 – 16-04-2024 – Purchase of Upholstery of Callicroft House Boardroom Chairs**

At the Full Council on 19<sup>th</sup> March 2024, it was resolved to approve the £1239.45 quote from Phoenix Upholstery Services for upholstery of the Boardroom chairs.

This quote had been the lowest and included the usage of existing vinyl sourced through the Council. On further inspection of the existing vinyl, it has been deemed unsuitable for use due to damage sustained in storage. The updated final total of £1555.00 from Phoenix Upholstery Services is still £429.00 less than the second lowest quote of £1984.00 from Bristol Upholstery.

The further £316.10 has been approved in order to progress the works in a timely manner.



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## Appendix 1

### Quotation for fruit trees at Pretoria Road Allotments for WECA Pollinator Project

Patchway Town Council officers have secured a Pollinator Grant from West of England Combined Authority (WECA) for £31,500 to create pollinator habitats on the Pretoria Road Allotment site working with the Allotment Society.

The project has been split into three phases:

1. Groundworks (earth moving, new pond, trenches, paths)  
*Estimated costs £6000*
2. Polytunnel installation (two polytunnels with external associated works)  
*Estimated costs £10,000*
3. Pond, planting and completion (new pond, wildflowers, shrubs, trees, fences, benches)  
*Estimated costs £15,000*

The third stage of the project is Planting including expansion of the orchard with local and heritage variety fruit trees. This will also provide a range of different tree blossoms and habitats for pollinators and insects. In the autumn it is intended to hold apple pressing days for the community.

Council officers have invited three quotes for fruit trees from:

1. Lodge Farm Trees
2. Walcot Organic Nursery
3. Frank P Matthews

#### 1. Lodge Farm Trees

- Mixture of 31 fruit trees including traditional apple, pear, crab apple, plum, Mirabelle, cherry, damson, mulberry.
- Mixture of Maiden and Half Standard
- All prices are subject to VAT

**Total = £480.00 + Vat**

#### 2. Walcot Organic Nursery

- Mixture of 31 fruit trees including traditional apple, pear, crab apple, plum, Mirabelle, cherry, damson, mulberry.
- All prices are subject to VAT

**Total = £435.00 + Vat**



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**3. Frank P Matthews**

- Mixture of 31 fruit trees including traditional apple, pear, crab apple, plum, Mirabelle, cherry, damson, mulberry.
- All prices are subject to VAT

***Total = £556.00 + Vat***

The officers recommendation is for the Lodge Farm Trees quotation.

Lodge Farm Trees are a local nursery supplying rare and traditional fruit trees and took part in the South Gloucestershire Tree Week as a supplier in 2024. They sell many varieties that are local to this area and are able to support conserving local heritage varieties.

As locally based at Rockhampton, Gloucestershire, this quotation offers a low carbon footprint.

The budget is fully funded through the WECA Pollinator Grant successfully granted in 2023 with zero cost to Patchway Town Council.



**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

## Appendix 2

### Quotation for petrol scythe mower at Pretoria Road Allotments for WECA Pollinator Project

Patchway Town Council officers have secured a Pollinator Grant from West of England Combined Authority (WECA) for £31,500 to create pollinator habitats on the Pretoria Road Allotment site working with the Allotment Society.

The project has been split into three phases:

4. Groundworks (earth moving, new pond, trenches, paths)  
*Estimated costs £6000*
5. Polytunnel installation (two polytunnels with external associated works)  
*Estimated costs £10,000*
6. Pond, planting and completion (new pond, wildflowers, shrubs, trees, fences, benches)  
*Estimated costs £15,000*

The third stage stage of the project is planting and completion of the project. The flower meadows need cutting between end August and late November leaving the cuttings to dry on the surface for several days before raking and removing to compost.

Council officers have invited three quotes for a petrol scythe mower from:

4. Robert Dyas
5. Amazon
6. Westcountry Machinery 4 Wood

#### 1. Robert Dyas

- Zipper BM 870-ECO Petrol Scythe Lawn Brush Mower | 870mm.
- Cutting width 2.7Kw
- All prices are subject to VAT

**Total = £666.66 + Vat**

#### 2. Amazon

- Zipper BM 870-ECO Petrol Scythe Lawn Brush Mower | 870mm.
- Cutting width 2.7Kw
- All prices are subject to VAT

**Total = £699.99 + Vat**

#### 3. Westcountry Machinery 4 Wood

- Zipper BM 870-ECO Petrol Scythe Lawn Brush Mower | 870mm.
- Cutting width 2.7Kw
- All prices are subject to VAT



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*Total = £766.65 + Vat*

The officers recommendation is to purchase the mower through Robert Dyas where it is currently on offer (27 March 2024) or Amazon if the offer expires.

The budget is fully funded through the WECA Pollinator Grant successfully granted in 2023 with zero cost to Patchway Town Council.



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### Appendix 3

#### Quotation for wildflower seed at Pretoria Road Allotments for WECA Pollinator Project

Patchway Town Council officers have secured a Pollinator Grant from West of England Combined Authority (WECA) for £31,500 to create pollinator habitats on the Pretoria Road Allotment site working with the Allotment Society.

The project has been split into three phases:

7. Groundworks (earth moving, new pond, trenches, paths)  
*Estimated costs £6000*
8. Polytunnel installation (two polytunnels with external associated works)  
*Estimated costs £10,000*
9. Pond, planting and completion (new pond, wildflowers, shrubs, trees, fences, benches)  
*Estimated costs £15,000*

The third stage stage of the project is Planting including wildflower seed required to help suppress grass and create our wildflower meadow. The area to be covered is 250 – 400m<sup>2</sup>.

Council officers have invited three quotes for wildflower seed from:

7. Meadow Mania
8. Landlife Wildflowers
9. John Chambers

#### 1. Meadow Mania

- 500g – 100% native wildflower mix for clay soil
- 300g yellow rattle seed
- All prices are subject to VAT

**Total = £222.50 inc Vat**

#### 2. Landlife Wildflowers

- 1kg heavy clay soils wildflower seeds
- 300g yellow rattle seeds
- All prices are subject to VAT

**Total = £265.00 inc Vat**

#### 3. John Chambers

- 500g – 100% native wildflower seed mix
- 100g yellow rattle seed
- All prices are subject to VAT





**PATCHWAY TOWN COUNCIL**

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*Total = £492.00 inc Vat*

The officers recommendation is for the Meadow Mania quotation.

The quotation is the most reasonably priced, and customer service and advice was helpful in selecting the right seed mix for the soil type at the allotment.

The budget is fully funded through the WECA Pollinator Grant successfully granted in 2023 with zero cost to Patchway Town Council.

## PATCHWAY TOWN COUNCIL

### Minutes of the Finance committee meeting held on Tuesday 9<sup>th</sup> April 2024 at 19:00 at Callicroft House, Patchway.

<b>Councillors:</b>	Cllr D Lawrence (Chairman), P Cottrell, N Field, J James and E Gordon.
<b>In attendance:</b>	Cllr R Loveridge, Cllr P Knight, J Turner (Locum Clerk) and J Watkins (Deputy Town Clerk & RFO)
<b>Members of the Public:</b>	None.
<b>Absent:</b>	None.

As the time was 19:00, the Chair, Cllr D Lawrence 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's protocol on the filming and recording of Town Council, Committee and Sub-Committee meetings.

**09/04/2024-No 1. To receive questions from the members of the public present, with respect to business on the agenda in accordance with Standing Order 4E.**

None received.

**09/04/2024- No 2. To receive any apologies for absence.**

The committee noted apologies from Cllr S Scott (unwell).

**09/04/2024-No 3. To receive any declarations of interest and to consider any requests for dispensations for this meeting.**

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.

**09/04/2024-No 4. To approve the minutes of the Finance Committee held on 9th January and to note there is no Clerk/RFO's report for this committee meeting as all actions are covered within the agenda.**

**RESOLVED:** It was agreed by a majority with one abstention to approve the minutes and to note the report.

**09/04/2024-No 5. To receive and consider the Financial Reports for December 2023 and Quarter 4 of the current financial year.**

**RESOLVED:** It was unanimously agreed to note the Financial Reports for December 2023, January 2024 and February 2024. The reports for March 2024 will be considered at the next meeting.

**09/04/2024-No 6. To consider the proposed five-year budget plan and agree to recommend this to Full Council as the basis for budgeting for the next five years to ensure a stable precept for residents and the Town Council.**

The Committee considered the strategic plan, drafted by Officers, keeping a consistent Council Tax Precept for all residents. The plan is a basis for the Council's financial planning and has been populated by Officer's in line with estimated projects and income/expenditure.

**RESOLVED:** It was unanimously agreed to recommend the adoption of this strategic plan to Full Council.

**09/04/2024-No 7. To note the report on Patchway Town Council's Income Streams for the current financial year.**

The report highlighting the growth in income streams was noted and reported good progress across all income cost centres.

**09/04/2024-No 8. To note the event report for all of Patchway Town Council's events within the current financial year.**

The committee noted the report and noted this would be a standing item across these committee meetings. The report gave the estimated, quoted and actual positions for all large Council run events.

**09/04/2024-No 9. To consider the quotation report for the works at Norman Scott Park Pavilion as delegated by Full Council in March 2024.**

**RESOLVED:** It was unanimously agreed to defer this quotation to the Full Council meeting in 7 days' time as the quotations had not been forthcoming. Cllr R Loveridge asked that if there had been consideration given to installing a roller shutter door across the lift to secure the unit.

**09/04/2024-No 10. To consider the rates for Community Sponsorship for the 2024/2025 financial year.**

**RESOLVED:** It was unanimously agreed to approve the rates for the 2024/2025 financial year.

**09/04/2024-No 11. To consider the requests for funding for the 2024/2025 financial year.**

**a) Patchway Community Association.**

The RFO spoke on this item and discussed the contents of the letter within the agenda pack.

**RESOLVED:** It was agreed by a majority, with one abstention, to award a grant of £5000 to Patchway Community Association towards costs associated with maintaining the building.

**b) FACE Charity.**

The RFO spoke on this item and discussed the contents of the letter within the agenda pack.

**RESOLVED:** It was unanimously agreed to recommend to Full Council, that the Town Council would provide funding for youth work, if the bid to the National Lottery was unsuccessful with the finer details being brought to the Youth Working group for a further recommendation to Full Council. The funding would be provided by savings on the Admin Staff Salary budget, as per the Clerk's report in March 2024.

**c) South Gloucestershire Playscheme.**

The RFO spoke on this item and discussed the contents of the letter within the agenda pack.

**RESOLVED:** It was agreed by a majority, with one abstention, to award South Gloucestershire Playscheme £2500 towards the cost of running their Summer Playscheme.

**09/04/2024-No 12. To note that the date of the next Finance Committee meeting will be determined at the Annual Meeting of Patchway Town Council.**

Noted.

The meeting was closed at 19:30.



Patchway Town Council  
Strategic Five Year Budget Plan

This should be used as the key budget setting tool. Once agreed, it will form the main budget. The Council should stick to this plan as it was allow them to financially forecast for any given situation.

Precept Variance	AGREED	DRAFT	DRAFT	DRAFT	DRAFT
23/24	24/25	25/26	26/27	27/28	28/29
£ 540,271.00	£ 501,638.00	£ 501,638.00	£ 501,638.00	£ 501,638.00	£ 501,638.00
£ 540,271.00	-£ 38,633.00	-£ -	-£ -	-£ -	-£ 0.00
Variance as a Percentage	-7%	0%	0%	0%	0%

Amount of Precept Required

Council Tax Base (Estimated)	23/24	24/25	25/26	26/27	27/28	28/29
£/annum	3993	2333	2333	2333	2333	2333
Difference (£/annum)	135.30	£ 215.02	£ 215.02	£ 215.02	£ 215.02	£ 215.02
Difference (£/month)	-6.31	£ 79.72	£ -	£ -	£ -	£ -
As a percentage (£/annum)	0.53	£ 6.64	£ -	£ -	£ -	£ -
	3.3%	59%	0%	0%	0%	0%

Centre Code	Centre Name	23/24	24/25	25/26	26/27	27/28	28/29
		AGREED	DRAFT	DRAFT	DRAFT	DRAFT	DRAFT
100	Income	-£ 8,668.00	-£ 12,000.00	-£ 12,240.00	-£ 12,485.00	-£ 12,735.00	-£ 12,990.00
110	Establishment	£ 303,776.00	£ 312,767.00	£ 298,924.00	£ 312,339.05	£ 329,481.10	£ 346,000.46
120	Civic and Democratic	£ 10,250.00	£ 4,700.00	£ 7,000.00	£ 6,000.00	£ 9,000.00	£ 5,000.00
200	Callicroft House	£ 16,300.00	£ 13,045.00	£ 14,420.00	£ 15,114.00	£ 15,843.00	£ 16,608.00
210	The Casson Centre	£ 4,700.00	£ 260.00	£ 682.00	£ 748.00	£ 818.00	£ 894.00
220	Burials	£ 3,326.00	£ 3,326.00	£ 3,326.00	£ 3,326.00	£ 3,326.00	£ 3,326.00
300	Patchway Community Centre	-£ 2.00	-£ 2.00	-£ 2.00	-£ 2.00	-£ 2.00	-£ 2.00
310	Coniston Community Centre	£ 21,938.00	£ 20,523.00	£ 20,332.28	£ 19,524.28	£ 18,714.06	£ 17,910.49
320	Rodway Road	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00
400	Youth and Community	£ 7,500.00	£ 15,000.00	£ 25,000.00	£ 25,000.00	£ 25,000.00	£ 25,000.00
410	Grants	£ 7,500.00	£ 5,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00
500	Scott Park	-£ 18,200.00	-£ 9,660.00	-£ 5,445.00	-£ 6,561.00	-£ 7,490.00	-£ 8,737.00
510	Sports and Social Club	-£ 11,840.00	-£ 11,840.00	-£ 11,840.00	-£ 11,840.00	-£ 11,840.00	-£ 11,840.00
600	Allotments	£ 2,000.00	£ 1,700.00	£ 660.00	£ 618.00	£ 574.00	£ 528.00
700	Tumps and BMX Track	£ 720.00	£ 720.00	£ 720.00	£ 720.00	£ 720.00	£ 720.00
710	Play Area	£ 3,100.00	£ 3,100.00	£ 10,100.00	£ 10,100.00	£ 10,100.00	£ 10,100.00
720	Open Spaces Administration	£ 26,630.00	£ 25,750.00	£ 27,303.00	£ 28,401.00	£ 29,548.00	£ 30,746.00
800	Street Furniture and Transport	£ 500.00	£ 500.00	£ 525.00	£ 551.00	£ 579.00	£ 608.00
900	Capital and Projects	£ 93,900.00	£ 134,421.00	£ 122,500.00	£ 108,500.00	£ 55,000.00	£ 45,000.00
	Movement T/F General Reserve	£ 79,341.00	-£ 3,252.00	-£ 11,827.28	-£ 9,915.33	£ 23,501.84	£ 20,766.05
	Precept Required	£ 540,271.00	£ 501,638.00	£ 501,638.00	£ 501,638.00	£ 501,638.00	£ 501,638.00

Used to balance to previous year using a commitment from general reserve or adding to general reserve. Minus represents taking it from GR and positive represents adding to GR.

The precept remains steady whilst expenditure has reduced due to PwLB loans ending, the Council can build their general reserve, allowing for any unforeseen circumstances. This keeps it consistent for residents and the Council.

3<sup>rd</sup> April 2024

Dear Patchway Town Council,

I am writing to request the council again consider funding towards the costs of providing professional youth work in Patchway.

As you will be aware, Patchway currently has 2 nights allocated youth work funding to FACE through the South Glos Council Youth Activities Offer (YAO) commitment to priority neighbourhoods. All other non-priority neighbourhood areas within South Glos are only included within the YAO delivered through the South Glos Youth Work Partnership if their town and parish councils contribute towards youth work provision.

From April 2024 a new fixed 5-year YAO contract has started; this will provide the vital Monday night detached and outreach session currently at the 3G pitch, the Tuesday senior night at the youth centre, plus the additional provision towards costs of providing an inclusive Duke of Edinburgh's award group at the youth centre.

As you are also aware, the South Glos Youth Work Partnership has submitted a Lottery Community Fund grant to complement the YAO, in which FACE has included a bid to support 2 existing additional sessions of youth work in Patchway. The application is for just over £28K. This currently supports the junior night on a Thursday, monthly LGBTQ group, plus other project work and schools' outreach. The new provision would include these areas of work, plus the weekly youth café session recently started which has been thriving.

FACE feel that we have turned around the youth work provision in Patchway during the past 18 months, into an active and responsive service for young people living in Patchway. The senior night youth club is now bursting at the seams with up to 50 young people attending each week and we have had to put in an extra staff member to meet this demand and maintain a safe environment.

Great relationships have been developed with the police, Violence Reduction Partnership, Patchway Community College, Pathways Learning Centre, PTC, Twinning, and other VCSE groups in the area; all of which are contributing to a wider offer of support, signposting and community engagement for the more disengaged young people of Patchway outside of the evening youth club nights.

As the Council could hopefully see from the youth services meeting we had in February with the National Youth Agency and South Glos Council commissioners as part of the NYA's audit of youth work partnerships in South Glos, the relationship we have with both PTC and SGC work really well for the development of rich youth work provisions in the Patchway area. As the NYA outlined, these rely heavily on commitment from all parties to make them work. Sadly, costs are never going down for this work.



THE FOUNDATION FOR ACTIVE  
COMMUNITY ENGAGEMENT

[www.facecharity.org.uk](http://www.facecharity.org.uk)

REGISTERED CHARITY NO. 1156904

FACE, Youth Centre, Elm Park, Filton, BS34 7PS  
0117 9691938 / [info@facecharity.org.uk](mailto:info@facecharity.org.uk) / [www.facecharity.org.uk](http://www.facecharity.org.uk)



We would love to open a second senior night to improve the offer for local teenagers, however funds will not stretch to this without the town council's support.

As outlined in my letter from May 2023, a 'typical' night of senior youth work costs around £18K including all resources, staffing, building, overheads, admin, IT, and management costs.

Any regular funding contribution Patchway Town Council could make would be much appreciated and better underpin the ongoing commitment to local teenagers.

If you have any other queries I would be happy to talk further. I will also be attending the town assembly on 29<sup>th</sup> April if contact there would be helpful.

Many thanks,

Debbie Teml  
Charity Director



THE FOUNDATION FOR ACTIVE  
COMMUNITY ENGAGEMENT

[www.facecharity.org.uk](http://www.facecharity.org.uk)

REGISTERED CHARITY NO. 1156904

## PATCHWAY TOWN COUNCIL

### Minutes of the Meeting of the Parks, Open Spaces, Planning and Transport committee held on the Tuesday 9<sup>th</sup> April 2024 at 20:00 at Callicroft House, Patchway.

**Councillors:** Cllr R Loveridge (Chairman), Cllr P Knight, Cllr P Cottrell, Cllr N Field and Cllr J James.

**In attendance:** J Turner (Locum Clerk), J Watkins (Deputy Town Clerk and RFO), Julie French (Bristol BMX Club), Andy England (Patchway Town FC) and Claire Nicoll, Chris Nicoll and Robert (Pretoria Road Allotment Association) and D Woods, S Rummell (Patchway Sports and Social Club).

**Absent:** None.

**Members of the Public:** None.

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.

**09/04/2024 – No 1. To receive questions from the members of the public present, with respect to business on the agenda in accordance with Standing Order 4E.**  
None received.

**09/04/2024 – No 2. To receive any apologies for absence.**  
The committee noted apologies from Cllr E Martin (family reasons), P Thompson (Patchway Cricket Club), S Payne (Stoke Lone AFC), E England (Patchway Town FC), S Dickinson (Blakeney Road Allotments) and A Dommett (Patchway and Charlton Hayes Wildlife Group).

**09/04/2024 - No 3. To receive any declarations of interest and to consider any requests for dispensations for this meeting.**  
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.

**09/04/2024 – No 4. To approve the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 9th January 2024 and to note there is no Clerk/RFO report for this meeting, as all actions covered within the agenda.**  
**RESOLVED:** It was unanimously agreed to approve the minutes of the meeting.

#### Matters Pertaining to Parks and Open Spaces

**09/04/2024 - No 5. To consider reinstating the Patchway Greenway Walk.**  
The Committee noted this item is to be deferred to a future meeting, when a new Clerk is in place.  
**RESOLVED:** It was unanimously agreed to defer this item.

**09/04/2024 - No 6. To consider restoring the Living Landmark trail and signage in Patchway.**  
The Committee noted this item is to be deferred to a future meeting, when a new Clerk is in place.  
**RESOLVED:** It was unanimously agreed to defer this item.

**09/04/2024 - No 7. To note the progress of Patchway Town Council's Local Nature Action Plan.**  
The Deputy Clerk spoke on the plan. Good progress has been made and ties up well with other projects.

#### **Matters Pertaining to Planning and Transport**

**09/04/2024 - No 8. To consider any planning applications received:**

- a) **Any applications received after the agenda had been issued.**  
None received.

**09/04/2024 - No 9. To consider a back-lane clear up in the current financial year.**

The Deputy Clerk spoke on this item. The Officers are recommending inviting South Gloucestershire Council Officers to look at the back lanes with the Chairman and Vice-Chairman of this committee.

Cllr P Knight stated that the amnesties that have been held over the last few years which have been localised for one day with a number of volunteers. Cllr P Knight proposed getting some quotations for clearing the rubbish within the back lanes.

Cllr R Loveridge raised his concerns on the new processes around waste and recycling being brought in by South Gloucestershire Council with the three-weekly black bin cycle as well as restrictions on the 'Sort-It' centres.

Cllr P Cottrell spoke on the area's within the lane in which the dumping of rubbish would be considered as fly-tipping and the size of the boundary's between private and public land.

**RESOLVED:** It was unanimously agreed to arrange a site visit with South Gloucestershire Officers and the Chair and Vice-Chair of this committee to assess the issues. An invite will also be extended to the South Gloucestershire Council Ward Councillors.

**RESOLVED:** It was unanimously agreed to obtain quotations for the clearance of rubbish from the back lanes from private waste companies along with some monitoring or assessment of the amount of fly tipping and the frequency of this.

#### **Updates and Reports**

**09/04/2024 - No 10. To receive an update on the 'Greening the High Street' fund grant application.**

The Deputy Clerk provided an update on the grant. Work was ongoing between South Gloucestershire Council and Bromford at The Parade and as part of this Southern Brooks will be contributing towards the landscape works from this grant.

**09/04/2024 - No 11. To receive a Quarterly Update from users of Patchway Town Council sports facilities, allotment societies and Patchway and Charlton Hayes Wildlife Group.**

The committee noted an update Pretoria Road Allotment Society. The allotment site is doing quite well and only have two raised beds vacant. Numbers on the waiting list are expected to rise. The society passed on their thanks to the Ground Staff for the assistance with maintenance work on the site. The Easter Egg hunt was well attended and a lot of families from Patchway enjoyed the event. The Pollinator works, under the WECA grant, has been halted due to the bad weather. Hopefully the weather clears so that the large ground works can start. Some saplings have been planted in a bed and are ready to plant further. A meeting with local schools has been held about how they can be involved within the allotment site and how the site can benefit them once the space has been enlarged. The society are working with the local schools to ensure the future site is fit for purpose. Rob has been



undertaking some talks on soil and no-digs which have been very well attended, providing vital information to the community.

The committee noted the report from Bristol BMX Club. A very successful AGM has been held and there is a good mix of new and old committee members. The Club have been working hard on promotion in the local area and have now re-opened membership which is currently higher than last year's membership. The Club have been awarded a grant of £500, from Access Sport, which will be put towards helmets for young riders. There is a hope for future funding. The Club are running a first aid course for their members. Wednesday gate nights have been well attended by local residents as well as all over the South-West. Regular beginner coaching sessions are also going well on a Tuesday. Racing season has started, which there are 10 of this year, alternated with gate nights. Regional racing has started and the Patchway event is being held on 30<sup>th</sup> June 2024. National season has also started and the experienced club riders have been travelling the UK to compete as well as three riders attending the European heats. Three riders are also attending the World Championships in May. The Club are attending the Throwback Festival in July at Norman Scott Park. The Club have asked for clarity on their responsibility of maintenance within the outside of the gates and whether they could have advertising within the track to ensure the public know about the Club.

The committee noted the report from Patchway Sports and Social Club. The club have been experiencing some financial difficulties and have culminated in the last month. There is a renewed committee for the Club to become a part of the community and the committee are making good progress towards ensuring the club can perform successfully for the residents. The new committee have been running a large number of events to increase footfall and membership within the club, which is currently down on last year. The Officers of the Club want to keep communication lines open and want to further embed themselves within the community. The Club will have some volunteers to cut back the garden area and the Deputy Clerk with the Ground Staff and a working party of committee members will visit to give advice on the area.

The committee noted a written report from Patchway Cricket Club. The Club will have a lot more youth teams this season and they are grateful for the grant from Patchway Town Council for the boundary rope. There are now some junior players ready to make the leap into the first team which is a testament to the facilities at Scott Park.

The committee noted a written report from the Patchway and Charlton Hayes Wildlife Group. The group has quietened down and is now awaiting further instruction on nature projects when a new Town Clerk is in post. The BS34 Wildlife Facebook group is still going strong.

The committee noted a written report from Patchway Town Football Club. The third team had to be dissolved and the other two men's teams are fighting off relegation and a major sponsor has withdrawn from funding the club which has provided a few difficulties. The Under 18's are pushing for promotion and made the League Cup semi-final.

The committee noted a written update from Stoke Lane Football Club. The club has achieved two-star FA accreditation and is working towards three-stars. Thanks was given to the Ground Staff for ensuring the facilities remain in good condition despite the weather. Stoke Lane are looking to re-introduce some more sides into Norman Scott Park.

**09/04/2024 - No 12. To receive the Patchway Town Council's Ground Staff Report for the period from October 2023 – January 2024.**

The Committee noted the report from the Ground Staff detailing what work they have carried out in the last quarter across all of Patchway Town Council's land and facilities.

**09/04/2024 - No 13. To receive an update on the Member Award Funding application for equipment for the older persons hard court at Norman Scott Park**

The Committee noted the update from the RFO. The funding of £1000 had been spent on pickle ball and short tennis equipment and when the weather clears up, the facility and equipment will be available to all residents especially those who are older.

**09/04/2024 - No 14. To note that Patchway Town Council will obtain tree saplings from The Woodland Trust.**

The Committee noted that 420 saplings had been granted from the Woodland Trust for community use. These have been distributed between various community groups and schools. The Ground Staff have been heavily involved in the planting.

**09/04/2024 - No 15 To note that the date of the next meeting of the Parks, Open Spaces, Planning and Transport Committee will be determined at the Annual Meeting of Patchway Town Council.**

Noted.

The meeting was closed by the Chairman at 20:44.

DRAFT



**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

### **Quotation for polytunnels at Pretoria Road Allotments for WECA Pollinator Project**

Patchway Town Council officers have secured a Pollinator Grant from West of England Combined Authority (WECA) for £31,500 to create pollinator habitats on the Pretoria Road Allotment site working with the Allotment Society.

The project has been split into three phases:

1. Groundworks (earth moving, new pond, trenches, paths)  
*Estimated costs £6000*
2. Polytunnel installation (two polytunnels with external associated works)  
*Estimated costs £10,000*
3. Pond, planting and completion (new pond, wildflowers, shrubs, trees, fences, benches)  
*Estimated costs £15,000*

The second stage of the project is for two polytunnels and associated works. One polytunnel will be for exclusive school and community use to grow and learn about the food cycle. The second polytunnel will be made available for plot holders to be able to over winter seedlings or provide covered growing spaces for smaller plants before planting out.

Council officers have invited three quotes for the supply and installation of two polytunnels on the site. Quotes have been received from:

1. First Tunnels
2. Ferryman Polytunnels
3. Premier Polytunnels

#### **1. First Tunnels**

- 2 x 12ft x 25ft steel frame polytunnels including guttering and staging.
- Full installation on site.
- All prices are subject to VAT

**Total = £5620.33 + Vat (includes 20% discount – full price £6744 + Vat)**

#### **2. Ferryman Polytunnels**

- 2 x 12ft x 25ft steel and timber polytunnels.
- Excludes guttering (extra cost)
- Full installation on site.
- All prices are subject to VAT

**Total = £4900.00 + Vat**



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### 3. Premier Polytunnels

- 2 x 12ft x 25ft steel frame polytunnels including guttering and staging.
- Full installation on site.

*Total = £9181.67 + Vat*

The officers recommendation is for the First Tunnels quotation.

This company has worked extensively within the area and works with education situations. They are able to offer the full set up is required and are able to install fully on site. By selecting a fully metal frame as opposed to metal / wooden combination will mean longevity of the structure.

First Tunnels quotation is equivalent to the Premier Polytunnels quotation though the 20% discount makes it more financially viable.

The budget is fully funded through the WECA Pollinator Grant successfully granted in 2023 with zero cost to Patchway Town Council.



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### Quotation for the Purchase of Mayoral Robes

Patchway Town Council has had an elected Mayor since 1997, when it became a 'Town Council'. Since then each person to hold the title has brought their own style and flair to the proceedings.

The current Mayor since 2022, Cllr Dayley Lawrence, has brought a certain 'character' to the public facing role of Mayor and the public have been captivated by seeing such a presence (and outfit!) in public. The robes that are currently worn by the Mayor of Patchway have been borrowed specifically from a personal friend and have not cost the Council any money. These robes now need to be returned and to carry on the expectation that has been set, we have gathered quotations for a new set of Robes.

In 2022, Patchway Town Council were gifted £500 towards Civic Regalia, including the purchase of robes.

Mayoral Robes are a bespoke item and there are only a few companies that specialise in them across the country. We have liaised with the Society of Local Council Clerks and the National Association of Local Council's to ensure that all companies that have been invited to quote are reputable. We have based all quotations off of the current robes that are worn.

The following companies have quoted for this work and the prices can be seen below.

1. Walters-Oxford – £1,125
2. Ede & Ravenscroft - £3,400
3. Michaels Civic Robes - £1,850 to include embroidered coat of arms.

#### Financing the project:

If Councillors were to agree any quotations, the officer recommendation would be to go for the lowest price option as all companies had been sent the same specification.

**The budget for this project will come from the 2024/2025 financial year as below:**

- EMR Civic Regalia - **£500**
- Civic Fund - **£625**

# ANNUAL TOWN ASSEMBLY

Monday 29th April 2024  
6pm

You are invited to attend the Annual Town Assembly of Patchway. The meeting will be held at Callicroft House, Rodway Road, BS34 5DQ and chaired by the Mayor of Patchway, Cllr Dayley Lawrence.

This is not a Town Council meeting and is a chance for all residents to have their say on what they would like to see happen in Patchway.

**Minutes of the Annual Assembly of Patchway held on 23rd April 2023**

**Dedication of Honour to the late Lew Gray**

**Parishioner questions regarding Patchway and residents' ideas and suggestions.**

**Date of next year's Town Assembly**

**Memorial Tree dedication at Norman Scott Park**

