

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of the Parks, Open Spaces, Planning and Transport committee held on the Tuesday 8th July 2025 at 20:00 at The Lewis Gray Boardroom, Callicroft House, Patchway.

Councillors: Cllr N Field (Chair), Cllr J James, Cllr P Knight, Cllr D Lawrence & Cllr K Walker

In attendance: S Howard (Town Clerk) & J Watkins (Deputy Clerk & RFO). Will Todd & Sheila Costello (Blakeney Allotments), Claire Nicoll, Chris Nicoll & Doug Blackwell (Pretoria Road Allotments Society) & Julia French (Bristol Jets BMX Club).

Absent: None.

Members of the Public: None.

As the time was 20:00, the Chair, Cllr Natalie Field 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.

08/07/2025 – No. 1. To elect a Chair to this Committee for the ensuing year.

Cllr Natalie Field was proposed and this was seconded. No other nominations were received.

RESOLVED: It was unanimously agreed to elect Cllr Natalie Field as the Chair to this committee.

08/07/2025 – No. 2. To elect a Vice Chair to this Committee for the ensuing year.

Cllr Dayley Lawrence was proposed and this was seconded. No other nominations were received.

RESOLVED: It was unanimously agreed to elect Cllr Dayley Lawrence as Vice-Chair to this committee.

08/07/2025 – No 3. 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.

08/07/2025 – No 4. To receive any apologies for absence.

Apologies were received and approved from Cllr S Rummels (another commitment), Steve Payne – Stoke Lane Football Club & Andy England – Patchway Town Football Club.

08/07/2025 - No 5. 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.

None received.

08/07/2025 – No. 6. To note the Terms of Reference for this committee.

The Terms of reference were noted which were adopted in May 2025.

08/07/2025 – No 7. To approve the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 8th April 2025 and to note there is no Clerk/RFO report for this meeting.

RESOLVED: It was unanimously agreed to approve the minutes as a true and accurate record.

Natalie Field.
07/10/2025

Matters Pertaining to Parks and Open Spaces

08/07/2025 - No 8. To consider a memorial wall in Norman Scott Park to support plaques in memory of loved ones.

The Clerk advised members that the Memorial Garden at Norman Scott Park has many dedication benches and trees and there is little room for more. The Estates Team suggested the idea of a Memorial Wall to support plaques in memory of loved ones.

Members embraced the idea but agreed that further work between the Committee, Estates Team and Officers will be required to identify a location for a memory wall or similar. Consideration for tree roots, positioning near the sports pitch would need to be taken into account.

Matters Pertaining to Planning and Transport

08/07/2025 – No. 9. To consider any planning applications received:

- a) P25/01572/HH - 1 Swallow Drive, Patchway – Erection of first floor rear extension to provide additional living accommodation.

RESOLVED: that members **APPROVED** the planning application being submitted.

- b) P25/01553/PNMD - 65-67 Gloucester Road, Patchway – Prior notification for the change of use from 2no. commercial units (Class E) to 2no. dwellings (Class C3) as defined in the Town & Country Planning (Use Classes) Order 1985 as amended.

RESOLVED: that members **REFUSED** the planning application being submitted. Members raised concern that the former shop units being converted to residential properties will have an impact on the surrounding neighbourhood. That there could be a mismatch with the surrounding housing, over-intensification, increased vehicle ownership, impact on traffic calming measures, increased noise, waste management, lack of privacy to nearby properties.

Updates and Reports

08/07/2025 - No 10. To receive a Quarterly Update from users of Patchway Town Council sports facilities, allotment societies and Patchway and Charlton Hayes Wildlife Group (verbal updates limited to 5 minutes or written reports in advance).

The Committee received an update from **Bristol Jets BMX Club:**

Julia French advised members that the Bristol Jets are going from strength to strength. A team of Dads have worked hard to obtain sponsorship. The Club bikes and equipment are now adorned with the supporting businesses livery. They have also received a grant for £3,000 and have refurbished a fence. The track is also looking good. The last of the Summer Series is approaching, but the club has seen visitors from Cardiff and Birmingham who have ridden the track.

The Regional race will attract around 200-300 people and there will be Club riders going to Denmark to participate in the World Championships.

There are other exciting competitions taking place in Croatia and Brisbane.

The Bristol Jets currently have just under 80 regular members. New people are always trickling through, and the club has equipment that can be borrowed if anyone wants to have a go on the track.

The 30th July 2025 there will be an end of season race that will commence from 12pm at The Tumps, all welcome.

The Committee noted a report from **Blakeney Road Allotment Society:**

Will Todd advised the Committee that the site has seen a busy Spring and Summer season so far. They had two aims; one to have full occupancy on the site and the second to improve the overall site. The first aim has been met, the plots are all allocated, and they have a small waiting list.

Natalie Field

The second is work in progress, with support from volunteers and local businesses. The MOD recently supported the site by creating a new compost area and they are keen to keep in touch with them for future projects.

Some plot holders that have not cultivated their allotment gardens were sent a letter due to their plots being below standard required. This has seen some tenants relinquish their gardens, allowing new tenants to come onboard. This is seen as a major policy change being adopted by the Allotment Association.

The Patchway Men's Shed structures are now complete, which do look huge. They are very busy with many projects going on.

It was noted that as the Patchway Men's Shed operate from the allotment site, which is regularly accessed by plot holders, volunteers and occasionally children, that a formal risk assessment is required.

The water usage continues to be a long-standing problem with the known water leak. A rota is still in place to support turning the water off on a daily basis. The site is looking into ways of maximising water collection. The Association could look into water collection from the Patchway Men's Sheds new roof structure.

The Allotment Association would appreciate a visit from the Council as that hasn't happened in a while.

A special thanks was given to the Estates Team for the grass cutting that they do on site.

The Committee received an update from **Pretoria Road Allotment Society**:

Claire Nicoll declared that the Pollinator Project held a ribbon cutting event that coincided with the Super Sonic Festival on Norman Scott Park. The event was attended by the Local MP, Claire Hazelgrove, the Mayor Cllr Dayley Lawrence, Clerk, Committee members and plot holders. The event was to celebrate and give thanks to all those who contributed in the achievements into making the project a huge success. The site is now adorned with two tunnels that have received school visits, hundreds of tree whips, heritage fruit trees, pond, seating area and a bog garden. The two year project has seen a complete transformation to the site. Chris Nicoll gave special thanks to Claire for leading the vision on the project.

Cllr Lawrence commented that thanks were given by the new Mayor of the West of England Combined Authority, Helen Godwin. She was sorry that she could not attend but is keen to visit the site at a later arranged date.

The Committee noted a written update from **Stoke Lane Football Club**:

Due to being in the closed season, the club is encouraging the sign on of players league, the Club AGM, and awaiting fixtures for the new season.

The Committee noted a written update from **Patchway Town Football Club**:

Due to being in the closed season, the club was carrying out some pre-season training.

08/07/2025 - No 11. To receive the Patchway Town Council's Estates Team Report for the period from April to June 2025.

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

Natalie Field.
07/10/2025

Estates team update Parks and Open Spaces 2025-2026 Q2

Play Areas

Play area repairs are ongoing with monthly checks, due to the recent weather play area surfaces are cracking and shrinking. There is one piece of equipment that is out of order in Norman Scott Park, and we are awaiting quotes for repair. Ongoing planning for future improvements is underway.

Scott's Park

Planning is underway for tree work on play area and external fence line. 3G issues has dropped on both cricket and football. CCTV- Some cameras are not working and there are areas of Norman Scott Park that are not covered, we feel that they can be relocated to cover all areas.

Running track/Events

Running track has issues with ground cracking, we are monitoring and will repair where we can.

Football and cricket

Cricket season is underway and due to dry conditions is causing ground to crack and open up, this has also cause issues with pitch repairs and new growth. Some football sockets will need to be replaced next year as we are unable to find a supplier for socket covers and causing concern for safety as may cause harm.

Allotments

Plan for 2025 is fortnightly cuts of grass or when weather permits.

Areas within Patchway

Grass cutting now in progress across the town.

Open spaces around Patchway

All of Patchway's open spaces have been kept clean and tidy with wildlife, all ponds and footpaths have been well kept and are used daily by residents.

Machinery

We will require a shredder to reduce green waste and generate our own mulch.

Trees and saplings

Nothing to report

Live Labs

See latest update from South Gloucestershire Council.

Bins

Bin location map and conditions of bins is now live, with a view of reducing amount of waste collected and reduce cost to council.

Waste has increased over the last few months with areas being abused.

Areas of South Glos care

On Tuesday 2nd July we had a meeting with South Gloucestershire Council regarding areas they cover and an updated map of green sites.

Cllr Lawrence remarked that whilst at the Super Sonic Festival that the play area was looking really tidy and in good condition which is a credit to the Estates team on the work they do to keep Patchway's open spaces and play areas in excellent and safe condition.

Cllr Lawrence continued that the Committee would like to support a visit with the Estates Team and Officers to understand how the spaces could be further improved. A form of 'root and branch' analysis to understand where future projects and funds could be supported.

Cllr James also stated that more support needs to be given to the Nature Area. Cllr James has mentioned previously that there aren't any bug hotels, wildflowers or anything to attract anyone to this area.

Cllr James would like to see a 'Friends of Open Spaces' group formed that would encourage tree walks around the park to study the flora and fauna and create activities too.

The Committee **APPROVED** Cllr James idea of the 'Friends of Open Spaces' be created and link up with Alex Dommett from the Patchway Wildlife Group. Cllr Field also suggested that this includes the Patchway Greenway trail, that both Cllr Field and the Clerk are to explore further this Summer.

08/07/2025 - No 12. To note the meeting dates of the Parks, Open Spaces, Planning and Transport Committee 2025/2026 will be held on:

Tuesday 7th October 2025 at 8.00pm, Tuesday 13th January 2026 at 8.00pm and Tuesday 7th April 2026 at 8.00pm.

The Committee noted the dates of the meetings to support 2025/26.

The meeting was closed by the Chair at 8.45pm.

Natalie Field.