



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

Monday 4<sup>th</sup> September 2023

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 Roger Loveridge, Cllr Elaine Martin, Cllr Angela Morey, Cllr Sam Scott, Cllr Toni Scott, Cllr Isobel Walker and Cllr Roland Walker.

You are summoned to attend the Meeting of Patchway Town Council on Tuesday 19<sup>th</sup> September 2023 at 7pm 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

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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 18<sup>th</sup> July 2023 and to receive the Clerk/RFO's report for this meeting.
5. To approve the minutes of the Meeting of Patchway Town Council held on Tuesday 22<sup>nd</sup> August 2023.
6. To approve the expenditure report for September and to authorise payments.
7. To note the External Auditor's report for the financial year ending March 2023 and to action any recommendations from this report.
8. To approve the quotation from preferred supplier, DCK accounting, to carry out payroll services for Patchway Town Council.

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





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9. To consider the motion from Cllr Peter Knight for obtaining quotes on equipment that can monitor electric usage within Norman Scott Park.
10. To consider the motion from Cllr Sam Scott on the proposed changes to Patchway Town Council meeting dates (Full Council only).
11. 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) Patchway Community Hub
    - i. To consider the scope of this project from September 2023 onwards.
  - e) Blakeney Road Allotment Society.
  - f) Concorde Community Engagement Forum.
  - g) Almondsbury Joint Burial Committee.
12. To note the date of the next Meeting of Patchway Town Council will be held on Tuesday 10<sup>th</sup> October 2023 at 7pm at Callicroft House.
13. **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.**
14. To consider the request from a resident to install a secure access gate within the boundary of Norman Scott Park.
15. To consider if Patchway Town Council wishes to review the License Agreement for the Norman Scott Park Café and if yes, the steps required to achieve this.
16. To carry out the six-monthly review of the situation with Patchway Sports and Social Club.
17. To approve the recommendations from the Personnel Committee meeting held on Thursday 14<sup>th</sup> September 2023.

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## PATCHWAY TOWN COUNCIL

### Minutes of the Meeting of Patchway Town Council held on the Tuesday 18<sup>th</sup> July 2023 at 19:00 at Callicroft House, Patchway.

**Councillors:** Cllr D Lawrence (Chairman), Cllr S Scott, Cllr J James, Cllr P Knight, Cllr R Loveridge, Cllr T Scott, Cllr D Fry, Cllr I Walker, Cllr R Walker, Cllr N Field, Cllr P Cottrell, Cllr E Martin

**In attendance:** J Watkins (Deputy Town Clerk and RFO)

**Absent:** None

**Members of the Public:** 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.

**18/07/2023 - No 1 To receive questions from members of the public present.**

None received.

**18/07/2023 - No 2 To receive any apologies for absence.**

The Council noted apologies from Cllr A Morey (other commitments), Cllr K Dando (personal reason). Cllr E Gordon (personal reason)

**18/07/2023 - 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.

**18/07/2023 - No 4 To approve the minutes of the meeting of Patchway Town Council held on Tuesday 20<sup>th</sup> June 2023 and to receive the Clerk/RFO's report for this meeting.**

**RESOLVED:** It was agreed by a majority with one against and four abstentions to approve the minutes as a true and accurate record. The report was noted.

**18/07/2023 - No 5 To note the minutes of the Finance Committee Meeting held on Tuesday 11th July 2023 and to note the quarterly accounting statements as agreed by the Finance Committee.**

The Council noted the minutes and the quarterly accounting statements.

**18/07/2023 - No 6 To note the minutes of the Parks, Open Spaces, Planning and Transport Committee Meeting held on Tuesday 11th July 2023 and to approve the following recommendations:**

The Council noted the minutes.

- a) **To approve the recommendation that Patchway Town Council purchase the roundabout for the Scott Park Play Area, from preferred supplier GB Sports and Leisure, at the cost of £6986.96 and this is financed as per the table in the minutes.**

**RESOLVED:** It was unanimously agreed to approve the recommendation.



Measles is increasing in South Gloucestershire and parents are advised to ensure children have had the MMR Vaccine.

A landlord who rents out homes in the South Gloucestershire and Bristol area including Patchway has been ordered to pay over £44,000 after a court found him guilty of a serious housing offence and for contravening a Local Government Act.

**RESOLVED:** It was unanimously agreed that Patchway Town Council would support the continuation of the bus service from Patchway to Winterbourne Academy as an essential transport link for children travelling from Patchway to the Academy.

**b) Patchway Town Council's Capital Projects.**

The Council noted that retention monies, final certificates and the certificate of making good for the Patchway Community Centre and Norman Scott Park Pavilion projects have been issued and the projects are contractually finished. Any other defects will now be dealt with as latent defects.

**c) Patchway PN Meeting.**

The Council noted the minutes. Cllr R Loveridge stated that the final version with amendments had not been forwarded by the Chair.

**d) Patchway Town Council Events.**

The report was noted on the successful Platinum Party in the Park.

**e) Friends of Patchway Twinning Group.**

The Council noted the update and the presentation of the Patchway Twinning Trophy to Stefana Bulgaru of Coniston Primary School. The holder will retain the cup for a year before another student is nominated. Cllr D Lawrence mentioned the Patchway delegation travelling to Gauting in Germany for 21 – 25 July Twinning Visit.

**f) Patchway Town Council Awards.**

The Council noted that a replacement trophy for the Alderman Scott Award had been ordered and this award will be given out in the next school year with the winner retaining the trophy for a year plus a token gift from the Council.

**g) Patchway Community Hub.**

The report was noted.

**h) Blakeney Road Allotment Society.**

The Council noted an EGM was to be held on 22 July due to the resignation of the current committee.

**i) Grants Working Party.**

- i. To consider the recommendations from the Grants Working Party meeting held on Monday 10th July.**

**RESOLVED:** It was unanimously agreed to approve the recommendations as below.

<u>Organisation</u>	<u>Funding for What?</u>	<u>Amount Applied For</u>	<u>Outcome</u>
1. Southern Brooks Community Partnerships	Diwali Workshop Funding	£500	<b>DEFERRAL to next Grants Working Party meeting.</b>

			<p>Request further information</p> <ol style="list-style-type: none"> <li>1. Where is the event being held?</li> <li>2. How many residents of Patchway will be impacted?</li> <li>3. Propose applying to Charlton Hayes PC and Stoke Lodge PC</li> </ol>
4. Patchway Cricket Club	Boundary rope for enhancement of Junior Cricket.	£500	APPROVAL of £250 subject to evidence of applications to Charlton Hayes PC and Stoke Lodge PC
5. FACE	Chill out room items.	£250	FULL APPROVAL of £250
6. Coniston Community Association	Stay and Play Group.	£500	APPROVAL of £200 based upon contribution of £10 p/family up to 20 families with expectation this is allocated to funding of the Leader.
7. North Bristol Rugby Club	Star Scheme Project.	£500	FULL APPROVAL of £500 with invitation to October Finance / Parks Committees to report on progress.

**18/07/2023 - No 11 To note the date of the next Meeting of Patchway Town Council will be held on Tuesday 29<sup>th</sup> September 2023 at 7pm at Callicroft House**

The next meeting date of Tuesday 19<sup>th</sup> September 2023 at 7pm was noted.

**The Meeting was closed 19:21**

PATCHWAY TOWN COUNCIL

**Minutes of the Meeting of Patchway Town Council held on the Tuesday 22<sup>nd</sup> August 2023 at 19:00 at Callicroft House, Patchway.**

**Councillors:** Cllr D Lawrence (Chairman), Cllr S Scott, Cllr J James, Cllr P Knight, Cllr R Loveridge, Cllr K Dando, Cllr T Scott, Cllr E Gordon, Cllr D Fry, Cllr P Cottrell, Cllr N Field, Cllr J James, Cllr E Martin, Cllr I Walker and Cllr R Walker.

**In attendance:** P Francis (Locum Clerk)

**Absent:** None.

**Members of the Public:** None.

**22/08/2023 - No 1 To receive any apologies for absence.**

The Council noted apologies from Cllr A Morey (holiday).

**22/08/2023 - No 2 To receive any declarations of interest and to consider any requests for dispensations for this meeting.**

None received.

**22/08/2023 - No 3 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 resolve to exclude the public and press for the below item.

**22/08/2023 - No 4 To appoint a candidate to the role of Town Clerk to Patchway Town Council.**

RESOLVED: It was unanimously agreed to appoint candidate 1 to the role of Town Clerk, with the terms as outlined by the interview panel.

**Meeting Closed at 19:08.**



**PAYROLL SERVICES  
QUOTATION**

Prepared for: **Patchway Town Council**

Prepared by **Lisa Hanmer on 12/07/2023**



## ABOUT US

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Originally a payroll department within the long established and well respected DCK Accounting Solutions, DCK Payroll Solutions evolved in response to continued growth, success and a desire to expand the services we offer to payroll clients. Our main focus is town & parish councils and we offer service packages to suit all sizes.

At DCK Payroll Solutions we pride ourselves on our ability to adapt our process to meet individuals clients changing needs and requirements. This means, we adapt to suit you - if you want your reports by a certain date, in a certain way, you like your payslips wording just so, then that is what we do, to the very best of our abilities and system capabilities.

Should you choose us as your payroll service provider you can rest assured that whatever changes may come up, we have the flexibility, skill and adaptability to meet those new requirements, whilst still providing an undisrupted, smooth, robust payroll service.

**We are dedicated to providing the highest level of professional service at competitive prices.**



## OUR SERVICES

Our Payroll Services are aimed specifically at Town & Parish Councils that wish to outsource for convenience, quality, audit and improved internal controls purposes. Our Standard Payroll Service includes:



- Processing payroll information including additional payments such as expenses, overtime, statutory deductions/payments
  - Pension contributions for both employee and employer
  - Submissions to HMRC
  - Retrieval and application of P6's, P9's, Student Loan notifications etc
  - Full reports including as standard: Month End Summary, Pension Summary, Payslips, P30 Summary. Others are also available at no charge, this is not an exhaustive list.
  - Reminders/advisories regarding overdue PAYE payments & cut-off dates
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- Paperless process with prompt efficient turnaround
  - Free fully encrypted & secure Employer Portal via My ePay Windows which can be used instead of email for the secure transfer of payroll information/documents.
  - Employee Portal which stores all payroll history (payslips, P60's, P45's)\*
  - Excellent customer service and attention to detail.
  - PAYE Tax Year End is charged as a standard monthly payroll and includes issue of full year end reports, P60's, P9's, HMRC submission.
  - Updates & News via Employer Portal & social media
  - Employees salary payments paid on Councils behalf via prefunded account

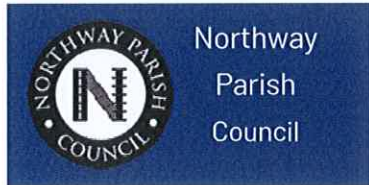
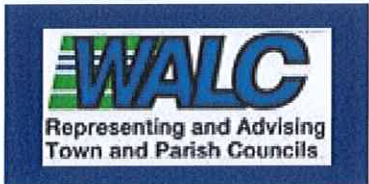
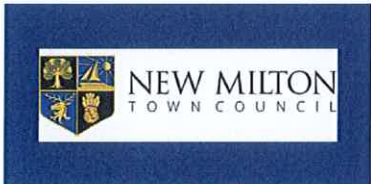


# OUR CLIENTS



## Existing Clients of DCK Payroll Solutions

Just a snapshot of some of our existing clients ranging from sole employee to 50+ We treat every client as if they are our only client - each one matters. Some like us to pay staff salaries, HMRC and pensions, others simply want a basic payroll, no frills. The choice is absolutely up to you



## CHARGES (PER MONTH)

The quotation below is based on information provided to us at this stage regarding your payroll requirement. It is higher than the number of employees currently employed, to allow for more accurate budgeting.

Standard Month 28 Permanent and 9 Casual Employees

1-4 Employees	£30.00
Each additional employee	£7.00 each
Employer Portal Unlimited document uploads/downloads	FREE
Total Basic Monthly Fee	£51.00

Current staff number (6) actual basic monthly fee would be:

£44.00

## ADD ON SERVICES + CHARGES PER MONTH

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The fees below are for additional services you may choose to add on to your basic Standard Service and are completely optional. They can also be added on/removed without incurring an admin fee.

My ePayslips	30p per person
LGPS/i-Connect submissions	£25.00
Salaries Payment Facility	£25.00*
Time Charge	£50.00 per hour. Applied only when complex/involved/time consuming calculations are required

\*Can also include LGPS payments

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## ONE OFF SET UP FEES

One off fees are based on time spent setting you up on our payroll system, registering with HMRC as your authorised agent and doing a full check on year to date information if applicable. Data import is substantially cheaper.

### MANUAL SET-UP

Client set up	£50.00
Employee set-up	£15.00 per person
Total set-up fee	£140.00

### DATA IMPORT - EARNIE

Client set up	£0.00
Employee set-up	£.00
Import and audit	£40.00

# THANK YOU!

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I hope you find this proposal of interest. You can rest assured that the excellent service we promise we deliver. Our prompt & professional service ensures your payroll process runs smoothly, saving you valuable time and resource that can be put to better use elsewhere, as well as saving you money by avoiding costly corrections and fines or penalties by HMRC or TPR.

Everyone, whatever their role and whatever their salary, wants to be paid correctly and on time. We never lose sight of that at DCK Payroll Solutions.

We are the solution to all your payroll problems.

**RECOMMENDED PAYROLL SERVICE PROVIDER BY:**



## PAYROLL SERVICES FEE LIST

Fees effective 1st April 2023



<b>Client Set Up</b>		
	One off implementation fee (new tax year start only)	£25.00
	One off implementation fee all other times	£50.00
<b>Employee Set Up</b>		
	One off implementation fee per employee (start of tax year)	£7.50
	One off implementation fee per employee (during tax year)	£15.00
<b>Payroll Services Provision</b>		
<b>Monthly</b>	Includes standard payroll & FPS Submission	
	1- 4 Employees	£30.00
	Each additional employee	£7.00
<b>Bi-Monthly</b>	Includes standard payroll, FPS & EPS Submission	
	1- 4 Employees	£34.00
	Each additional employee	£7.00
<b>Quarterly</b>	Includes standard payroll, FPS & two EPS Submissions	
	1- 4 Employees	£38.00
	Each additional employee	£7.00
<b>Annually/Bi-Weekly</b>	Please call to discuss your requirements	POA
<b>Tax Year End</b>	Includes issuing of P60's, Year End Reports & Final Submission Charged as a standard payroll fee	
<b>Additional Charges &amp; Optional Services</b>		
	Masterfile changes (new starter/leaver)	£7.00 per person
	Payroll Re-run - maximum charge	50% of payroll fee
	Dealing with HMRC on client's behalf & by agreement	£50.00 per hour
	Additional salary, holiday pay calculations, uplifts, AEO's etc	£50.00 per hour
	Other ad-hoc work as requested	£50.00 per hour
	i-Connect Submissions	£50.00 per hour
	My ePay Window (payslips, P45s, P60s, documents)	.30p per individual send
	Employer Portal	Free
	Paying of staff salaries up to 20 employees	£25.00 per month minimum charge*
	Paying of staff salaries 20+ employees	£1.00 per additional payment
	Set up/close down PAYE scheme	£50.00 per hour
	Workplace Pension set up/adjustment	£50.00 per hour

All fees effective 01st April 2023. Prices subject to VAT at Standard Rate

### Payroll Reports

Payslips, Month End Summary including gross and net pay also amounts due to HMRC  
Pension reports, P6s, Student loan stop/start notices if applicable  
Further reports for example, payroll analysis per employee, departmental reports are available on request

### Exit Fees

Three months notice of cancellation of services required. Exit fees are applied based on payroll size, frequency, data transfer requirements and if process involves scheme closure.

\* Initial set up of payments /bank detail changes may take longer and so would attract an additional time charge





**DCK**  
Payroll  
Solutions

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## **Motion/Report to Patchway Town Council/Committee**

(PTC Standing orders number 9)

**Title:** Quotes on equipment that can monitor Scott Park's electric usage.

**Author:** Cllr Pete Knight

**Status of the report:** For action / For discussion and consideration / For information-  
(delete as required)

### **1. Outline/Proposed motion.**

To include an agenda item titled 'Quotes on equipment that can monitor Scott Park electric usage' in the upcoming 'Full Council' meeting in September. The agenda item aims to explore the installation of equipment, such as CT clamps, to accurately monitor electric usage in different areas of Scott Park for enhanced data analysis.

### **2. Detail.**

The proposed agenda item seeks to address the need for more precise monitoring of electric usage within Scott Park. By installing equipment like CT clamps, which can measure electric consumption in specific areas (e.g., 3G pitch, changing rooms, café), PTC can gather real-time usage data that would be remotely accessible. This data will aid in negotiations related to rent increases, facility usage, and sports club planning.

### **3. Recommendations.**

It is recommended that the council approves the agenda item to proceed with obtaining quotes from Electrician Companies for the installation of monitoring equipment in Scott Park. Upon receiving the quotes, can bring to Parks, Open Spaces Committee for further discussion. This will enable informed decisions on the implementation of the monitoring system.

### **4. Environmental/financial /legal implications for the council.**

The installation of equipment to monitor Scott Park's electric usage will have financial implications for the council. The costs would include the installation of CT clamps or similar monitoring devices. While specific financial figures will be determined upon receiving the quotes, it is essential to consider the potential long-term benefits of accurate usage data.

**\*\* This must be submitted 10 clear days before the date of the meeting you would like it to be considered at\*\* However please note the Clerk will assess which meeting it should be considered at**

## **Motion/Report to Patchway Town Council/Committee**

(PTC Standing orders number 9)

**Title:** Review Meeting Dates

**Author:** Sam Scott, supported by Dayley, Toni, Natalie, Elaine, Dan

**Status of the report:** For action / For discussion and consideration / For information  
(delete as required)

### **1. Outline/Proposed motion.**

To consider reviewing the meeting dates of Patchway Town Council to minimise crossover with Charlton Hayes Parish Council.

### **2. Detail.**

Charlton Hayes Parish council are considering moving 50% of their meeting dates if Patchway Town Council do likewise. The SGC boundary for Charlton and Cribbs includes Patchway. We have already moved two so would only need to move 1 meeting.

Rather than propose dates it would be left to members if they are happy with the principle and on the understanding that Charlton Hayes does likewise

### **3. Recommendations.**

To consider reviewing the meeting dates of Patchway Town Council to minimise crossover with Charlton Hayes Parish Council.

### **4. Environmental/financial /legal implications for the council.**

**\*\* This must be submitted 10 clear days before the date of the meeting you would like it to be considered at\*\* However please note the Clerk will assess which meeting it should be considered at**



**FRIENDS OF PATCHWAY TWINNING**  
Callicroft House, Patchway, Bristol, BS34 5DQ

**Patchway Twinning Association**

The minutes of a meeting of the Patchway Twinning Association on Tuesday 8<sup>th</sup> August 2023 at 5.30pm at Callicroft House, Rodway Road, Patchway.

Present: Jon Watkins (Deputy Town Clerk), John Thomas, Gill Dunphy, Lucy Hamid, Sylvaine Jestin, Alex Seaman, Win Williams, Cllr Dayley Lawrence.

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**1. Welcome and Introductions.**

Jon welcomed everyone to the meeting.

**2. Apologies for absence.**

Cllr Angela Morey

**3. Summary of visit to Gauting from Patchway in July 2023**

Deputy Clerk's Report was noted. Cllr Lawrence gave a verbal report of the visit including proposals discussed at the Mayors Meeting for 6 monthly meetings between the Mayor / elected representative and Clerks of the three towns.

**4. Summary of visit to Patchway from a student from Gauting in July 2023**

Lucy Hamid updated on the visit of Emilie Seebacher from Gauting who undertook a successful programme of work experience at Coniston Primary School, and a number of cultural excursions including the SS Great Britain, Bath, Weston-super-Mare and Bristol Harbour Festival.

**5. School trip from Patchway to Gauting in Spring 2024**

Following positive meetings with David Howe, Head Teacher and Gemma Mills, Associate Assistant Headteacher & Curriculum Team Leader MFL (Modern Foreign Languages) at Patchway Community School, there are plans to provide an opportunity for 10 x Y10 (15/16 year old ) students and 2 teachers to visit Gauting in May 2024. The visit will be a combination of work experience in local industries and education plus cultural opportunities being arranged by the Gauting team.

An application to Almondsbury Charity for £1500 to support funding of air fares has been submitted by the Town Clerk which is pending a meeting of the Charity's Board.

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**FRIENDS OF PATCHWAY TWINNING**  
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**6. Visit to Patchway of student from Clermont in Spring 2024**

Following initial discussions with Pierre Kiciak from Clermont L'Hérault High School, an opportunity for 24 students (aged 13/14) and 3 teachers to visit Patchway is being discussed. A commitment to host 10 x students and 2 x teachers through the Friends of Patchway Twinning has been offered, with alternative accommodation for 16 students and 1 teacher being explored including <https://woodhousepark.org.uk/accommodation/lovell-centre/>. Cllr Lawrence and John Thomas proposed exploring if Casson Centre and Community Centre could be utilised. Dates being proposed are w/c 22 April 2024.

**7. Any other business**

Cllr Lawrence requested an update on the Friends of Twinning (Patchway Twinning Association) bank account. The Treasurer has submitted a cheque for £100 to be paid into Town Council bank account to generate a statement.

**8. Date of the next meeting.**

21 September 2023 at 6pm at Callicroft House

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## Community Engagement Forum (CEF) Virtual Meeting Concorde

Thursday 13<sup>th</sup> July 2023 at 7pm

### Present

Elaine Tayler	Co-Chair in the Chair
Cllr Darryl Collins	Co-Chair
Amy Evans	SGC, Community Engagement Officer
Alison Pilkington	SGC, Note Taker
Myles Kidd	SGC,
Stuart Corr	Avon Fire and Rescue Service (AFRS)
Chantel Knowlson	Avon and Somerset Police
Gareth Pretlove	Avon and Somerset Police
Cllr Alex Doyle	SGC, Filton
Cllr Adam Monk	SGC, Filton
Cllr Natalie Field	Charlton Hayes Town Council, Patchway Town Council and Bradley Stoke Town Council
Maisy Griffiths	Carers Support Centre
Plus 4 Residents	

### 1 Welcome, introductions and apologies

#### *Welcome and introductions*

The Community Engagement Officer, Amy Evans introduced herself and welcomed everyone to the meeting. She introduced the joint Chairs, Elaine Tayler and Cllr Darryl Collins.

The Chair, Elaine Tayler introduced herself and joint Chair, Cllr Darryl Collins. She also welcomed everyone to the meeting. Cllrs and representatives of organisations were reminded to identify themselves by signing into the 'Chat'.

*There were no apologies received.*

#### *'Chat'*

*Amy Evans, Community Engagement Officer:*

*Welcome to the **Concorde Community Engagement Forum (CEF) Virtual Meeting.***

*Thank you so much for joining us today.*

*We ask all:*

- *South Gloucestershire Council Councillors and Town and Parish Councillors to enter your name and the Ward you are representing, so we can include this in the minutes*
- *Attendees representing an organisation, please enter your name and the name of the organisation you are representing*

*The chat box will be monitored. You can use the chat function to ask any questions or ask to speak. Please be aware it may not be possible to answer all questions in the chat box during the meeting, but we will make a note of them and come back to you.*

*With the meeting link you will have received the ground rules and the privacy notice. Please ensure you have read these and always adhere to them.*

*Please be aware that the meeting will be recorded for administration purposes only.*

## **2 Agree minutes of the last meeting**

The minutes of the meeting of 1<sup>st</sup> February 2023 were agreed as a true record.

## **4 Update from Avon and Somerset Police**

PC Gareth Pretlove 1632 and colleague Chantel Knowlson, Avon and Somerset Police were present.

*Gareth Pretlove Filton reported:*

*Since February:*

- Had spike of around 135 crimes which remained similar during March and then declined afterwards to around 100 per month. So far this week we have only had 26 reported crimes so slight decrease for this time of year
- Burglaries were high during February, averaging around 15, but now reduced to around 5 per month
- Vehicle crimes also peaked around February/March but slowly reduced to an average of around 7 per month
- Theft is an issue, especially shop thefts – Filton Avenue being targeted and an average of 18-20 per month
- ASB – Regularly having problems Elm Park and Millennium Green areas. Having problems around Filton Golf Course with lighter evenings and carrying out active patrols. Also working closely with the Golf Club
- At last Town Council Meeting speeding enforcement concerns around A4174 were raised, (mainly around Station Road). Speeds in excess of 20mph in 20mph speed limit. Area still not forcible and waiting for SGC to make enforceable. More data boxes are going to be distributed
- Currently in high demand period where we are being moved to help with our Response Team and other commitments like Glastonbury. We are still making ourselves available for local Community meetings. We will be attending the Filton Town Festival and carrying out bike marking events.

*PCSO Chantel Knowlson – Patchway reported:*

- Only been in role for a couple of months
- Incidents March-June*
- Reduced from 238-232

- Burglaries – 5 during June
- Thefts – 95 in June, 100 in March but these include Cribbs Causeway
- Vehicle crime – Had spate recently where several vehicles were attacked during one evening. Reports have now been filed due to lack of evidence but is have been recorded
- ASB – Bit of an issue over last couple of months. We know who they are and are being dealt with, including incident at Vape Shop, Patchway. In a position to get some charging decisions. Others have been issued with Anti-Social Behaviour Contracts and not been around recently so positive responses from several parents have obviously helped with this
- School visits – Carrying out Crime/Consequences and E-Scooter education. We have seized some of these and provided information to parents regarding the legislation
- Carried out patrols around Scott Park which we be continued, especially with Summer holidays approaching.

Q Cllr Alex Doyle – Do you know whether there is anyone in particular from SGC that you are waiting to hear from regarding the speeding around Station Road as I can chase on your behalf?

A No, our Speed Enforcement Officer, Ian Skipp mentioned that the 20mph speed limit along there has been a regular complaint but not currently enforceable. He has referred this further up within SGC and should I get a contact name I will pass it on to you.

Q Cllr Darryl Collins – We used to have regular representatives from 'Race Relations' attend our Town Council Meetings. This hasn't happened for a very long time and these issues never get raised at CEF meetings. Is this something you monitor or just something that isn't talked about?

A PC Gareth Pretlove – We provide support if reported and arrange for relevant safeguarding/support agencies to be put into place e.g. SARI. A referral is automatically sent by us for any victim of a hate crime to provide support on our behalf. I could reach out to SARI and ask them to attend a future Town Council Meeting if you wish?

A PCSO Chantel Knowlson – I recently dealt with an incident of this nature in Patchway and referrals were put in place. I spent a lot of time with the victim to help identify his needs who was happy with the outcome. Happy to look at this in more detail if needed.

Q Cllr Natalie Field – Chantel, does the data you reported include Charlton Hayes, or is this broken down separately?

A Data covers Charlton Hayes too.

Q Cllr Natalie Field – Are there any particular patterns around Charlton Hayes?

A PCSO Chantel Knowlson – The ASB mainly, we are working our way through the group as we know who they are. We will continue with this work throughout the Summer holidays.

Comment – The Chair, Elaine Tayler – If your Clerk could chat with our acting-up Clerk to discuss starting up these meetings again. To include Liz Evans (PN) and bring to PN Meetings.



*'Chat'*

*Amy Evans – View officer details, policing priorities and events in your area. You can also contact your local Neighbourhood Policing Team who patrol your area. Access the website below and select your area and it will take you to the Beat page and will list everyone. Always better to use this website rather than an individual email address as may be off duty and this will come directly to us:*

*<https://www.avonandsomerset.police.uk/your-area/>*

*PC Gareth Pretlove – Thank you. We will sign off as have other commitments.*

*Comment – Wm Stuart Corr – I have now dialled in and can hear you.*

*Comment – Amy Evans – Thank you, the police are just giving update.*

**Action: PC Gareth Pretlove to complete**

**To pass SGC contact details regarding speeding along Station Road to Cllr Alex Doyle if available.**

**Action: Amy Evans to complete**

**To provide contact details of SARI to the Chair, Cllr Darryl Collins.**

**Action: Town Clerks to complete**

**To discuss Hate Crime together with Liz Evans (PN) and the possibility of bringing this topic to future PN Meetings.**

**Action: PCSO Chantel Knowlson to complete**

**To include the crime figures in report and to break down some specific figures for Charlton Hayes area.**

### **3 Update from Avon Fire and Rescue Service (AFRS)**

Stuart Corr, Wm, Patchway Fire Station, AFRS was present at the meeting and had sent a report prior to the meeting. He reported: (See Appendix 1, AFRS Report for further details).

*March to May 2023*

- Community Home Fire Safety Visits – 13
- School/Community visits – 0

*Fire incidents*

- Drop in deliberate and accidental fires
- Slight increase in deliberate small fires
- Increase in other fire incidents and non-fire incidents
- No change in false alarm incidents
- Increase in total incidents attended by 28
- National theme is still continuing as reported at last CEF meeting.

Q The Chair, Cllr Darryl Collins – Does AFRS still provide the service where they look at fire alarm safety etc.?

A Wm Stuart Corr – Yes that is the Home Fire Safety Visit I mentioned.

Q The Chair, Elaine Tayler – Why haven't you visited schools recently?

Wm Stuart Corr – I don't know whether there is a reason. These are planned and booked centrally and normally booked in when the schools want a visit.

'Chat'

Wm Stuart Corr – Thank you, we will sign off also.

**Action: Residents to complete**  
**If anyone would like a Home Fire Safety visit, please contact AFRS.**

## 5 Updates on issues from previous meeting

*Updates and actions from 1<sup>st</sup> February 2023*

Issue/location/action	Comments	Update
To email Marian Mussah information regarding 'Multiply' to be included in minutes.	Christopher Brodigan to complete	<i>Update provided at CEF meeting held on 13<sup>th</sup> July 2023:</i> <b>Amy Evans – Believe this has been completed</b>
To contact SGC StreetCare regarding litter problem at Charlton Hayes.	Marian Mussah to complete  <i>Update provided at CEF meeting held on 13<sup>th</sup> July 2023:</i> <b>The Chair, Elaine Tayler – Route from Patchway to Parkway Station is stopping but we do have a No 12 bus (Stage Coach) which doesn't serve Charlton Hayes but does Patchway. This has been increased by WECA and now runs on a Saturday, Sunday and Bank Holiday Monday.</b>  <b>We lost the No 73 partly due to M4 although it doesn't stop on Hayes Way.</b>	Email sent to StreetCare waiting responses.  <i>Update provided at CEF meeting held on 13<sup>th</sup> July 2023:</i> <b>Amy Evans – Need exact locations and therefore easiest way to report is via 'Report it' online:</b> <a href="https://www.southglos.gov.uk/report-it">Report it   BETA - South Gloucestershire Council (southglos.gov.uk)</a>
To contact WECA regarding the No 73 bus real timetable display at	Marian Mussah to complete	Email sent to WECA who is responsible, waiting response, will continue to chase and share when available.
To email Zaya Morris-Taylor after meeting regarding violence against women and girls for her to distribute	Alison Finn to complete	Complete

Will discuss fly tipping with Sovereign if applicable and review incident which Police highlighted.	Mark Greveson to complete	Not at the meeting to follow up
To contact SGC StreetCare regarding litter problem at Charlton Hayes.	Marian Mussah to complete	Email sent to StreetCare reply: Without a reference or a specific location, we cannot trace a record of this.
To provide Marian Mussah with an update regarding the ESOL courses to include in minutes. To also provide Mary Connolly with the information.	Christopher Brodigan to complete	Not at meeting to follow up

Q The Chair, Cllr Darryl Collins – You mentioned that Alison, Community Safety was going to come back with some information. Is there an Action for Councils to do anything?

A Amy Evans – The Violence against Women and Girls Consultation has now been completed but I can ask for us to share the feedback from it.

Q The Chair, Elaine Tayler – There has been a few Consultations recently and need to investigate how feedback from these can be fed back to residents.

A Amy Evans – I will include a link in the 'Chat' if anyone would like to sign up to receive relevant Consultations on link. We do try to keep an eye out for them if happening when CEF is due but sometimes the timings are out.

*'Chat'*

*Amy Evans – Link for current Consultations:*

*'Insert link'*

**Action: Amy Evans to complete  
To include feedback regarding the Violence against Women and Girls Consultation in minutes, if available:**

The feedback should be available in Autumn and an Action Plan is being drawn up to be presented to the SSCSP for approval.

Once this process has been completed, there should be a "You said, we did" report issued.

### ***Neighbourhood discussion***

- Planning application raise awareness of Old Filton Central Garage Development next to St Peter's Church:
  - Planning to provide accommodation for 71 student residences and although we welcome the re-use of this site, we do have concerns regarding lack of consultation and whether it aligns with SGC core strategy and housing plans
  - There are various concerns which will impact local residents i.e. privacy, lacking in green spaces, safety, road access, crime
  - Concerns that the proposed commercial unit could be used as a shop which will impact our local shop and Shield Retail Centre
  - There is a proposal that there will be no parking provision but to use the Church Road spaces which will severely impact our local businesses
  - If we as a local community acknowledge that we need more housing and in reality a combination of all types, we must push for this site to be re-purposed as a residential site which will put requirements on the application for parking and affordable housing for the future
  - If current application is approved it will restrict the site to student housing and limit any potential repurpose in the future
  - We have actively campaigned to extend the consultation period as we didn't have adequate consultation against the Town and Country Planning Act in connection with letters and signage. We were successful with this
  - We have had active engagement and support from Filton Town Council and Filton Town Council Planning Committee and I thank them for all their support
  - We have attempted to engage with the Developer throughout this process but they do not wish to engage until the decision has been made
  - Consultation has now closed and at point of closure we had 75 comments, 70 of which were in opposition and included comments from SGC, local church, students in area, UWE, GPs and Highways Agency. SGC delayed decision pending the Highways Assessment Agency as they have opposed it
  - Throughout the whole process there has been very little engagement with Developer and SGC, despite Filton Town Council requesting a site visit
  - We wish to engage with the Developer irrespective of the decision to enable us to work with them to integrate within the Community
  - On reviewing the local plan there are gaps, in particular with relation to student housing. We acknowledge that we have a very large University in our area which needs to be accommodated. There are loopholes which includes no requirements for cycle storage which I recommend SGC reviews
  - I am concerned that the process isn't being followed and the delay could open up an opportunity for the developer to Appeal any decision that is made
  - Although the deadline has been extended residents had less than 2 weeks to reply to a substantial Consultation. There was no offer of paper based or alternative methods for those with disabilities or no wife access
  - Keen to work together to get something that works for everyone
  - Please contact me if you would like to receive updates or wish to get involved with the Community Action Group as we would really appreciate your support:

Email: [rectorylanecommunity@gmail.com](mailto:rectorylanecommunity@gmail.com)

(Resident sent an email with statement after the meeting, see appendix 2 for further information):

Q The Chair, Elaine Tayler – Has a date been set for it to go to Committee?

A Resident – We need to wait for the decision to be made first and then a referral can be made.

Q The Chair, Elaine Tayler – Do we still have the process where the local Cllr is able to refer automatically.

A Cllr Adam Monk – No it cannot be referred to Committee until the Application has been determined by Officers as you don't know what the outcome of decision is. Currently awaiting for Highways Officer to make their observations regarding the application and Developer has been advised. I chased this today and provided resident with update. Once determined either myself or Alex will refer to Committee.

Q The Chair, Cllr Darryl Collins – Filton is inundated with HMOs/student lets, where is the infrastructure for looking after all these youngsters? Is there anyone within SGC that cares enough to talk with the Filton Community to build a home for these young people?

A Amy Evans – I will take that back and find an Officer best placed to answer your question.

*'Chat'*

*Amy Evans – I approached planning before the meeting and was advised:*

*'Application P23/01258/O is a major planning application that seeks permission for the construction of a 3 storey building to form 71 student bedrooms. The application was received in April with the decision due in July. Due to the complexities of the application and the number of neighbour comments received (both in favour and against the application), the decision is likely to take come considerable additional time to determine'.*

*If there are any comments or questions I can take these back to planning.*

*Resident – In addition we have the already approved business to residential flats at Church House - the importance here is can Filton cope with this population density in this area?*

**Action: SGC to complete**

**To review Local Plan in relation to student housing.**

**Action: Residents to complete**

**To offer support regarding the above application by emailing the above with any comments.**

**Action: Amy Evans to complete**

**To investigate most appropriate SGC Officer to provide support for the students in the area and to invite to next Town Council Meeting.**

## 6 Parking and the Transport Development Team

Myles Kidd, Transport and Development Control Manager, SGC introduced himself and reported the following: (See Appendix 3 for further details).

- Colleague objected to above student application due to lack of off-street parking and appreciate the difficulties in the Planning system
- Local Highway Authority is responsible for all the footways, roads and travel infrastructure in the area with the exception of the Strategic Road Network (National Highways) and railways
- West of England Combined Authority responsible for bus services although we are responsible for the infrastructure
- Consultation – If we object then this is considered by Planning Officer and balances up other needs
- We can object on:
  - Highway safety grounds
  - Severity of impact
  - Sustainability
- Residential Parking Policy does not include commercial parking as Inspector did not want their inclusion
- HMOs – Required to provide 1 space for every 2 bedrooms. If there isn't provision then an Evidence Parking Survey needs to be carried out to demonstrate use of current surrounding streets is available
- Student parking – It is often necessary to sign a covenant to prevent a car being brought to university
- We deal with dropped kerbs if they require planning although lots don't (off residential street or unclassified road). Usually there needs to be sufficient area to drive in and out of their driving space in forward gear rather than reversing in or out due to potential safety issues
- Arena and Airfield – Current application of up to 6300 dwellings plus huge amount of Commercial. The Arena is also coming forward for up to 17000 spectators. Although in Bristol City Council boundary, most of its infrastructure is accessed via SGlos. Proposing to significantly reduce the amount of parking on site and therefore we want to make sure people don't use the surrounding areas for parking. It is likely that some form of controlled parking will be introduced to make this less likely.

Q The Chair, Elaine Tayler – Some houses in Charlton Hayes would appear not to have any garages at all, necessitating parking on the street. Is it true that white vans are now appearing more and more on the streets as Companies have lost their parking spaces and therefore requiring employees to take their vans home?

A Parking standards have altered over the years – We used to have maximum parking standards and there were areas with parking issues due to this. The same happened with Commercial developments which didn't have enough parking. Public transport was meant to come forward but it didn't and therefore people drove instead. This happened in Charlton Hayes as planned busses have been delayed and people then got used to using cars. Habits are difficult to change.

We now have minimum parking standards which is dependent upon number of bedrooms in a dwelling. Garages are also included depending upon their dimensions. We carried out a survey previously which demonstrated that 70% of garages weren't used as garages which we can't do anything about, in relation to planning terms to stop this.

Q The Chair, Elaine Tayler – Is there any special design for a garage as I am led to believe that people can't get their cars into garages at Charlton Hayes?

A Current internal dimensions need to be 3x6m which accommodates all current cars. Not sure whether garage dimensions have altered over the years.

Q The Chair, Cllr Darryl Collins – You mentioned Article 4 in relation to HMOs but I feel that this is of no help with planning for HMOs in the area. Also the parking you've mentioned, is that actual or proposed.

A The parking survey for HMOs is carried out early morning, late evening and weekends. It also needs to demonstrate that there is enough on-road parking available as it isn't included off-site. We also carry out site visits ourselves if we suspect that the photos aren't representative and local members often raise issues. We only see HMOs which require planning and there are lots which don't.

Q Cllr Alex Doyle – A local resident mentioned that they had a dropped kerb Application rejected as their drive wasn't long enough. If they had tried to park the car facing the road it would have covered the pavement but they weren't proposing to park in that way. Their garden was wide enough and could therefore fit a car parallel to the road. They were trying to take a car off the road. They weren't given an opportunity to appeal either so very disappointed. What action can residents take when trying to take a car off the road?

A StreetCare have procedures/rules which must be adhered to. They aren't happy with authorising parallel or an unusual way of parking because when the current homeowner moves away, the new person will park across the footway.

Q The Chair – Elaine Tayler – If someone is constantly blocking the footpath, can anything be done about it?

A This can be reported to the Police as it is causing an obstruction of the footway and is similar to pavement parking, although this can be objective.

Q The Chair, Elaine Tayler – Is it only on the major roads that it is necessary to pay for permission of a dropped kerb?

A In order to drop a kerb you need agreement from StreetCare who normally carry out the works as they have all necessary insurance.

Q The Chair, Elaine Tayler – Are there any regulations regarding the slope of a dropped kerb?

A Yes there are maximum gradients which StreetCare will authorise. This includes drainage of water from your garden to public highway.

Q Cllr Alex Doyle – Good to see the introduction of controlled parking areas with the Arena, as parking has been a great concern for residents. What is the plan to fund this as I am assuming the burden will not be put onto residents? I

understand consultations have either gone up or will do shortly. This will be funded by the Arena and certainly no intention for residents to pay for this.

## **7 Updates from SGC Councillors**

No written reports were submitted prior to the meeting. For the benefit of the new Cllrs, The Chair, Elaine Tayler mentioned that written reports were required prior to the meeting.

*Cllr Adam Monk – SGC reported:*

- Reintroducing free school meals for children via voucher scheme over the school holidays
- Bin strike ongoing – Pay negotiations to recommence
- Consultation currently out regarding new waste collection contact
- Next SGC Meeting is this Wednesday in Kingswood.

*Cllr Natalie Field – Charlton Hayes, Patchway and Bradley Stoke Town Council reported:*

- Platinum Festival Patchway – Very successful
- Currently without Clerk but Deputy Clerk is activating up with Jackie also providing support.

*Cllr Alex Doyle – SGC and Northville Ward reported:*

- Closure of bridge at Wick Wick roundabout whilst investigative works being carried out for repairs.

*Cllr Darryl Collins – Filton Ward reported:*

- Our redevelopment is still progressing and we should be moving in during October/November. Due to open in January.

### **PN Update**

- Please see Appendix 4 for further details.

*'Chat'*

*Amy Evans – Please see link below regarding disruption with waste collections:*

[Service disruption due to strike action | BETA - South Gloucestershire Council \(southglos.gov.uk\)](#)

*We are also in process of arranging a pop-up meeting in reference to strike action and disruption with waste collections*

## **8 Any other business**

### **• Carers Breaks Services**

*Maisy Griffiths, Coordinator for Carers Support Centre introduced herself and reported: (See Appendix 5 for further details).*

- Support unpaid family carers in Bristol and SGlos
- Offer lots of support services including the Carers Break Service which is only available within SGlos for SGlos carers



- offers free support for unpaid carers either weekly or fortnightly for a break of 2-3 hours
- We find a DBS checked volunteer and match them up with the carers and the cared for person
- Encouraging people to volunteer to meet the increasing demand for the service – If you can spare a couple of hours weekly/fortnightly to spend chatting or perhaps playing some games/jigsaws please contact me
- Any suggestions on local publications or local Community Groups who may be interested in sharing opportunities more widely please let me know
- Get in touch:

Email: [cbs@carerssupportcentre.org.uk](mailto:cbs@carerssupportcentre.org.uk)

Tel: 07927399822

- Future agenda items for consideration:
  - SARI
  - Maisy to return
  - Vitamins (mental health)/Public Health
  - Social prescribing
  - Please contact Community Engagement Team with any suggestions as your comments are important to us.

Email: [communityengagement@southglos.gov.uk](mailto:communityengagement@southglos.gov.uk)

- Ukraine Update
  - Homes from Ukraine Team, SGC provided a report prior to the meeting. See Appendix 5 for further details.

Comment – The Chair, Elaine Tayler – Maisy, obviously contact the 3 Town Councils, Filton, Patchway and Charlton Hayes.

Comment – The Chair, Elaine Tayler – Noticed that Obesity Strategy is out of date on SGC website.

Q The Chair, Elaine Tayler – So we are still getting people coming into SGlos from Ukraine and are they getting jobs?

A Amy Evans – Yes we have been and the numbers have just risen again. There is a lot of support regarding employment being provided and we have held some pop-up meetings.

Q The Chair, Elaine Tayler – Do evening meetings tend to be better than daytime ones?

A Amy Evans – Generally but awaiting results of review which will be shared with CEF members when available.

'Chat'

Comment – Amy Evans – I will share the flyer reference Carers support Centre and their services with all CEF areas.

Comment – Maisy Griffiths – Thank you so much for having me - Amy has my contact details - [communityengagement@southglos.gov.uk](mailto:communityengagement@southglos.gov.uk).

For further information see flyer : [Carers Breaks VOLUNTEER Role Overview \(A4 poster\) \(southglos.gov.uk\)](#)

**Action:       Maisy Griffiths to complete**

**To contact Filton, Patchway and Charlton Hayes Town Councils regarding the Carers Break Services**

**Action:       Amy Evans to complete**

**To investigate the SGC obesity strategy on website which appears to be out of date.**

**Action:       Amy Evans to complete**

**To share results of CEF review with members when available.**

**The minutes will be available from the webpage** [Community Engagement Forums \(CEFs\) | South Gloucestershire Council \(southglos.gov.uk\)](#)

It is important to be aware that many issues can be reported online using the following link : [Report it | South Gloucestershire Council \(southglos.gov.uk\)](#). From here you can report potholes, fly tipping, litter issues and much more

You can also report Anti-Social Behaviour here:

[How to report anti-social behaviour \(ASB\) | South Gloucestershire Council \(southglos.gov.uk\)](#)

Community Engagement Forums (CEFs) | South Gloucestershire Council People in their communities know best what works for them and what their real needs are.

**Meeting closed at 8.39pm**

**Date, time and venue of next meeting – To be confirmed**

For further meeting information please visit [www.southglos.gov.uk/CEF](http://www.southglos.gov.uk/CEF)

Call 01454 868113

email: [communityengagement@southglos.gov.uk](mailto:communityengagement@southglos.gov.uk)

We want to ensure that your needs are met. If you would like this information in any other format, please contact us. For example, you may wish to receive this document in Braille, audio tape, large print, and computer disk or community languages.

Telephone: 01454 868009 Email: [equalities@southglos.gov.uk](mailto:equalities@southglos.gov.uk)

**Appendix 1 [Avon Fire and Rescue Service Report](#)**

**Appendix 2 [Notes from Resident reference Planning Application](#)**

**Appendix 3 [Parking and the Transport Development Team Presentation](#)**

**Appendix 4 [PN Update](#)**

**Appendix 5 [Homes for Ukraine Update](#)**

## Office

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**From:** Cemetery <cemetery@almondsburyparishcouncil.gov.uk>  
**Sent:** 20 July 2023 11:08  
**To:** Clerk; Deputy Clerk  
**Cc:** Clerk; Assistant  
**Subject:** Cemetery Land extension.

Dear Jack and Jon,

Update and for your future planning re expenditure –

Following your Council decision to continue with the purchase of land adjacent to Almondsbury Cemetery (without planning consent) including an equal share of the disbursements etc, I can now inform you that Almondsbury Parish Council have also made the same decision.

Therefore, the process of land purchase will begin in the near future and this will obviously result in the process of paying the fees during this journey for example land agent fees, legal fees, land purchase and the contract once land has been purchased with the CDS group to formally begin the journey to apply and meet the conditions to ensure planning consent including Tier 3 underground assessment etc.

I will at these times email both Councils for equal share of the payment of these costs when they become due and will endeavour to obtain current costs of these services and work required in advance to assist in the financial planning of the same.

I have copied the Clerk to Almondsbury Parish Council in and the RFO as the decisions made by both councils also affect them in terms of their equal financial contribution during the aforementioned process.

Kind regards

Stephen Taylor  
Clerk to AJBC