



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

Tuesday 8<sup>th</sup> April 2025

Dear Cllr Dayley Lawrence, 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 Steve Rummels,  
Cllr Sam Scott, Cllr Toni Scott & Cllr Keith Walker.

You are summoned to attend the Meeting of Patchway Town Council on Tuesday 15<sup>th</sup> April 2025 at 7pm at Callicroft House, Patchway and the agenda is provided below.

Yours sincerely,

**Suzanne Howard** Cert.HE., CiLCA. MSLCC.  
Town Clerk

**Public Participation** - To enable members of the public to make comment or ask questions for a period not exceeding 15 minutes with no more than 3 minutes per individual, dependant on the number wishing to speak.

#### 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> March 2025 and to receive 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 8<sup>th</sup> April 2025.

*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 8<sup>th</sup> April 2025.
8. To note the minutes of the Events Working Group meeting held on Monday 14<sup>th</sup> April 2025.
9. Patchway Town Council Finance:
  - a) To approve the expenditure report for April 2025.
  - b) To note the bank reconciliation, bank statements, income, expenditure and monthly summary of account reports for March 2025.
  - c) To confirm that Patchway Town Council has no conflicts of interest with the External Auditor, BDO LLP.
10. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.
  - a) Friends of Patchway Twinning Group.
  - b) Almondsbury Joint Burial Committee.
  - c) Former social club building.
  - d) South Gloucestershire Council partnership working.
  - e) Improving the Parade.
  - f) Public safety updates
  - g) Residents' communications.
  - h) Youth provision.
  - i) Patchway Community Larder.
  - j) S106 Monies awarded for Pretoria Road Allotments.
11. To note the date of the Annual Assembly Meeting of Patchway Town Council will be held on Tuesday 29<sup>th</sup> April 2025 at 6.30pm at Callicroft House.
12. To note the date of the Annual Statutory Meeting of Patchway Town Council will be held on Tuesday 20<sup>th</sup> May 2025 at 7.00pm 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 conclusion of the probationary period for the Town Clerk.

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## PATCHWAY TOWN COUNCIL

### Draft Minutes of the Meeting of Patchway Town Council held on the Tuesday 18<sup>th</sup> March 2025 at 19:00 at Callicroft House, Patchway.

**Councillors:** Cllr D Lawrence (Chair), Cllr K Dando, Cllr D Fry, Cllr J James, Cllr P Knight, Cllr D Lansdown, Cllr E Martin, Cllr S Rummels, & Cllr K Walker.

**In attendance:** S Howard (Town Clerk) & J Watkins (Deputy Town Clerk and RFO).

**Absent:** None

**Members of the Public:** None present

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.

**18/3/2025 - 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.**

There were no questions from the public.

**18/3/2025 - No 2. To receive any apologies for absence.**

The Council noted apologies from Cllr N Field (another meeting), Cllr E Gordon (personal commitment), Cllr A Morey (personal commitment), Cllr R Loveridge (personal commitment) Cllr S Scott (another meeting) & Cllr T Scott (personal commitment).

**18/3/2025 - No 3. To receive any Declarations of Interest and to approve any 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.

Cllr K Dando declared an interest in agenda item 11d as he was a member of the former Patchway Sports and Social Club.

**18/3/2025 - No 4. To approve the minutes of the Meeting of Patchway Town Council held on Tuesday 18<sup>th</sup> February 2025 and to receive the Clerk/RFO's report for this meeting.**

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

**18/3/2025 – No 5. To note any unreported decisions made under the scheme of delegation or delegated authority, under Financial Regulations for this current financial year.**

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.

**RESOLVED:** that the Council noted there were two items to report under the Scheme of Delegation that were submitted to members prior to the meeting.





**18/3/25 – No.9 To consider Patchway Town Council’s response to South Gloucestershire Council’s Consultation on the Local Plan concerning Regulation 19 publication**  
<https://beta.southglos.gov.uk/new-local-plan/>

The Council members noted South Gloucestershire Council’s Consultation regarding the Local Plan and the Regulation 19 publication. Cllr Knight commented that the historical approach of receiving opinion(s) and pulling in comment(s) does not always mean that the District Council supports all ideas.

**18/3/2025 – No. 10 To consider a motion from Cllr Rummels: How do we ensure that any opportunities coming down the track in the region at which Patchway sits in the heart of, puts the people of Patchway first in line to benefit.**

Cllr Rummels stated that as a new Councillor he wished to ensure that where there are opportunities to support the community by seeking funding from large employers and government backed investments, that the Town Council is in line for any opportunities as and when they arise.

**RESOLVED:** that Cllr Rummels contacts businesses in the Patchway vicinity to ascertain what is available to the local community and to encourage companies to attend Council meetings to provide further information and potential sponsorship and opportunities.

**18/3/25 – No. 11 To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.**

**a) South Gloucestershire Councillors report on items relating to Patchway.**

No updates to report.

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

The Deputy Town Clerk confirmed that work was continuing in relation to the planned visits and excursions with the Twinned Towns in the coming months.

**c) Almondsbury Joint Burial Committee.**

Cllr Dando advised that during an Almondsbury Joint Burial Committee (AJBC) meeting held on 27<sup>th</sup> February 2025, concern had been raised that Patchway Town Council had requested a ‘pause’ on the cemetery land acquisition. Cllr Dando stated that if the Town Council did not act quickly, then the land sale could fall through should the seller pull out, coupled with changes to capital gains tax from April 2025. The Town Council could see themselves liable for Solicitor charges too.

Also, if the Town Council renege on the proposal, then the Patchway residents will need to pay more for burial plots as they will become ‘out of Parish’ which attracts a higher fee.

The Chairman of Council commented that during the Council meeting on the 18<sup>th</sup> February 2025 that members had approved to ‘pause’ on the land purchase, as although money had been secured for the land purchase, the Town Council needs to understand the full extent of future costs to support the many stages of the project over the coming years.

The Deputy Town Clerk confirmed that a meeting had been held with DCK Accounting to seek advice and guidance as to how the Council can forecast and budget for future years, and a budget from AJBC was requested, which does not exist. The more significant costs are to be incurred towards the end of the project and the Council needs to be sure that it can afford all stages of the new cemetery site before proceeding.

A report from DCK Accounting is awaited before the Council can make an informed decision.

An Extra-Ordinary Meeting of the Council to discuss this item further, can be called as required, possibly a joint meeting with AJBC if necessary.



Cllr Dando advised that he had informed the Council at the time of the land acquisition that there would be further costs to be incurred with the project, but that figures were not known at the time.

Cllr Dando also confirmed a complaint had been received concerning a collapsed grave. The matter is being dealt with between AJBC and a Solicitor.

**d) Former social club building.**

The Clerk confirmed that a report had been circulated to members prior to the meeting.

Both the Clerk and Deputy Town Clerk met with the Council Solicitor on the 17<sup>th</sup> March 2025 to seek clarification of the actions taken by the Council since the closure of the Patchway Sports & Social Club (PSSC) on the 30<sup>th</sup> October 2024.

The Clerk confirmed that although a ballot was held by some members, the Council Solicitor also views the non-payment of rent and handing back the keys as clear actions of surrender and a forfeit of the lease.

Within the lease document between the PSSC and Town Council following the forfeiture, the land and building become the responsibility of the Town Council and actions to insure the property and support the utility bills going forward have now been completed.

The Solicitor also confirmed that now the building has been abandoned, the Council is permitted to go out to tender with the view of reletting the building.

Concern has been raised by those who have lost their jobs at the PSSC. The Council Solicitor confirmed that the Town Council did not employ them. The matter lies between the PSSC and the employee. Due to there being no incorporated status on the club, there is not a requirement for the building to be liquidated, and the term 'liquidation' only refers to limited companies. The Council Solicitor will seek advice from an employment specialist within the firm to see if any further support can be provided.

Cllr Rummels would like the report prepared by the Clerk to be précised by the Solicitor to ensure that the report agrees with what was said during the meeting held at the Solicitor's offices to support the Council to be able to move forward.

The Council Solicitor was asked if they were confident that the Council could defend the actions taken in court, if challenged, to which the Solicitor answered, Yes.

A full survey of the building has been completed, as agreed by Council on the 18<sup>th</sup> February 2025, and the report is awaited.

**RESOLVED:** that a Steering Group be set up by the Town Council and to invite residents of Patchway that are interested residents in providing suggestions and ideas as to what they do/do not want the building to become, moving forward.

Feedback from the Steering Group meeting will help guide the tendering process.

The commencement of the tender process was also **APPROVED** by Council members.

**e) South Gloucestershire Council partnership working.**

No updates to report.

**f) Improving The Parade.**

**Car Parking charges**

Cllr Knight stated that the Town Council should keep a watchful eye on the potential impact the new charges will have on The Parade car park once the new controls are in place. Will there be a drop in numbers of people using the Community Centre, the local shops and clubs.

There will be further meetings with South Gloucestershire Council as there are still questions that need to be answered, as follows.

- When do the parking charges come into force.
- How many parking spaces have a restricted parking time of 1 hour.
- There are rumours that there is to be a machine at the Doctor's surgery where you can enter your car registration number to support your appointment at the treatment centre.

**New Pharmacy**

Cllr Walker confirmed that the access licence required for the property has been rushed through so that the shop fitting can start. The Pharmacy opening is scheduled for the 31<sup>st</sup> March 2025.

**g) Public Safety updates.**

No updates to report.

**h) Residents' communications.**

No updates to report.

**i) Youth provision.**

No updates to report.

**j) Patchway Community Larder.**

Cllr Lansdown confirmed that the larder had been used heavily in recent weeks. Cllr Lansdown gave a vote of thanks to local residents for their continued support and kind donations.

**k) S106 Monies awarded for Pretoria Road Allotments.**

The Clerk confirmed that a Project Management Plan was being completed to support the latest S106 award from South Gloucestershire Council.

**l) Patchway Town Council Community Grant Review 2024/25.**

The Deputy Town Clerk confirmed that two reports from grant recipients are awaited.

All groups to be invited to the Annual Assembly Meeting on the 29<sup>th</sup> April 2025 to provide a verbal report as to how the grant money received has benefitted their project(s).

**18/3/2025 – No 12. To note the date of the next Meeting of Patchway Town Council will be held on 15<sup>th</sup> April 2025 at 7pm at Callicroft House.**

The date of the next Council meeting was noted.

The Clerk to check that the meeting can go ahead in case we are in purdah measures due to the local West of England Authority elections in the area.

**18/3/2025 – No. 13. To note the date of the Annual Assembly Meeting of Patchway Town Council will be held on Tuesday 29<sup>th</sup> April 2025 at 7pm at Callicroft House.**

The date of the Annual Assembly meeting was noted. It was agreed to start the meeting at 6.30pm.

**The meeting was closed by the Chairman at 8.01pm**



## PATCHWAY TOWN COUNCIL

### Minutes of the Finance committee meeting held on Tuesday 8<sup>th</sup> April 2025 at 19:00 at The Lewis Gray Boardroom, Callicroft House, Patchway.

**Councillors:** Cllr K Walker (Chair), Cllr S Scott (Vice Chair), Cllr J James, Cllr D Lawrence, Cllr T Scott  
**In attendance:** J Watkins (Deputy Clerk & RFO)

**Members of the Public:** None

**Absent:** Cllr E Gordon

As the time was 19:00, the Chairman, Cllr S Scott 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.

**08-04-2025-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.

**08-04-2025- No 2. To receive any apologies for absence.**

None received.

**08-04-2025-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.

None received.

**08-04-2025-No 4. To approve the minutes of the Finance Committee held on 14<sup>th</sup> January 2025 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 unanimously agreed to approve the minutes.

**08-04-2025-No 5. To consider the summary of accounts, bank statements and bank reconciliations for January 2025 and February 2025.**

**RESOLVED:** It was unanimously agreed to approve the summary of accounts, bank statements and bank reconciliations for January 2025 and February 2025.

**08-04-2025-No 6. To note the report on Patchway Town Council's Income Streams for the current financial year.**

The Committee noted the report. Cllr Scott asked if the 2025/2026 income budget was too cautionary. The RFO noted the £31,500 WECA Pollinator Grant and £23,743 CIL grants were significant income, and though the Council would be hopeful of successful grant applications in 2025/2026, it cannot be guaranteed.

**08-04-2025-No 7. To consider a report from DCK Accounting Solutions regarding the proposed cemetery extension at Almondsbury Cemetery**

This item was deferred to Full Council on 15<sup>th</sup> April 2025 due to the report not being received.

**08-04-2025-No 6. To note the date of the next Finance Committee meeting will be determined at the Annual Meeting of Patchway Town Council.**

The Committee noted the next meeting of the Finance Committee will be determined at the Annual Meeting of Patchway Town Council.

**The meeting was closed by the Chairman at 19.06**



## PATCHWAY TOWN COUNCIL

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

**Councillors:** Cllr Natalie Field (chair), Cllr Jenny James, Cllr Dayley Lawrence, Cllr Keith Walker

**In attendance:** Jon Watkins (Deputy Clerk and RFO), Doug Blackwell (Pretoria Road Allotment 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.

**08/04/2025 – 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.

**08/04/2025 – No 2. To receive any apologies for absence.**

The committee noted apologies from Cllr Angela Morey (family commitment), Paul Thompson (Patchway Cricket Club), Will Todd and Sheila Dickinson (Blakeney Road Allotments) and Andy England (Patchway Town FC).

**08/04/2025 - 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.

None received.

**14/01/2025 – No 4. To approve the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 14<sup>th</sup> January 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.

### Matters Pertaining to Planning and Transport

**08/04/2025 - No 5. To consider the following planning application received:**

- a) None received.
  - i. P25/00797/HH |Erection of a two storey and single storey rear extension to form additional living accommodation. Installation of a hip to gable roof extension and rear dormer to facilitate loft conversion. 61 Durban Road Patchway South Gloucestershire BS34 5HG  
The Committee raises no objection to this application.
  - ii. P25/00742/O | Erection of 4no. industrial/warehousing buildings (Classes E(g)(iii), B2, B8) with ancillary office floorspace; creation of new vehicular access; parking and landscaping and other associated works (outline) with access to be determined, all other matters reserved. Land At Hempton Court Aztec West Almondsbury South Gloucestershire  
The Committee raises no objection to this application.

## Updates and Reports

**08/04/2025 - No 8. 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 noted a report from **Blakeney Road Allotment Society:**

I am pleased to report that Blakeney Road Allotments is at full occupancy, which hasn't been the case for several years. We also have persons on the waiting list.

This was established as the number one priority when I took over as Chairman and with the help from the current Treasurer, Secretary and Committee members it has been achieved well before target. This has enabled us to monitor activity on plots and as of 5th April, 6 letters have been sent to plot holders who have not done sufficient work on their plots, reminding them this is a condition of their tenancy.

We have organised several Saturday Clear Up mornings (with coffee and cake!) which have tidied communal areas including the area by the composting area in the North West corner of the site. The next phase is to build a container wall from pallets which will ensure a tidier and more efficient use of the space. Arrangements have been made for a team of volunteers from MOD to build the structure.

Future projects may be to redecorate and modernise the cabin in conjunction with Men In Sheds. We have held regular committee meetings and intend to do so on a monthly basis.

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

Allotment site almost at full capacity for plot holders. Lots of interest with the spring and nice weather. Fruit trees on plots have been trimmed over winter (stone fruits in late summer after fruiting) to bring into alignment with guidelines. Trimmed wood is being used for dead hedging around site and on plots for bean poles etc.

Many thanks to the Council Estates team for cutting the grass. Dry weather has meant the ground is solid which is very different to this time last year, we've put up multiple new rain collection stations which will help with long term goals in reducing our mains water consumption.

We have a meeting with the Clerks next week to go over a few things, including repairs to the council owned storage unit and an update on the near availability of our no dig beds. No dig beds - as part of the pollinator project, have been completed and should be ready to be advertised in the near future. We have started renting out benches to plot holders in the polytunnel to allow folks to get a headstart on seedlings. This will be going into a separate pot to allow for repairs and maintenance of the polytunnel coverings.

Also big notice - this coming weekend is our annual easter egg hunt. There will be a bonnet parade, easter eggs, cake and bacon rolls. I believe you should have received a poster already.

Grants: We've been very lucky to have been awarded a few grants for the site:

S106 Grants from South Gloucestershire Council - there are two recent grants that will help transform the council owned building into a learning space. The first part of the grant has meant better insulating of the roof. We will be looking next at updating the seating, and electrics as we go through the year. Many thanks to the Clerks for their hard work in helping us with the bid.

A grant awarded last year by Southern Brooks meant we could buy a gazebo which will provide a sheltered space for both outdoor learning and socialising even in wet weather. We have laid the



foundations for that in the past fortnight. Some further money was available from them which we will use for ongoing wellbeing activities throughout the next year.

Asda grant- we have been awarded a £3,000 grant from Asda community fund. Our bid was based on providing an all weather, accessible path which will link up the new features of the allotment after the pollinator grant changes on site.

All in all, we're really pleased with what's going on at the allotment and our members are looking forward to the start of the growing year.

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

The Club has had a good start to the season after a successful 2024. The Club has started £7000 up following successful fundraising activity. The Club has purchased a fleet of new bikes that have been branded. The track is in a good condition. The Club have invested in 50 x transponders for the bikes. The Club has received a £500 grant from Access Sport for new helmets and gloves; and got into partnership with Crucial Bikeshop on helmets.

The Club have beginner sessions running on Mondays & Tuesdays, and have been held as a model club with 4 track nights, and beginner to World Championship level riders.

Stil some issues with electric bikes and remote controlled vehicles 'ragging' the track though the increased track nights has reduced this. Sponsorship from Future Networks of £1k received for the Summer Series.

Regional sessions have started including at Patchway on 20<sup>th</sup> July. A number of riders are at the national championships in Manchester; and 5 riders are heading to the world championships in Denmark.

The club would like to tarmac the area in front of the pens to create a level area for sprint training. The Deputy Clerk advised the club should contact the Clerk with a formal request.

Councillors thanked the Club for the hugely positive update and progress the club is making.

The Committee noted a written update from **Patchway Cricket Club**:

Patchway CC are gearing up for the coming season.

Players are taking advantage of the fine weather to utilise the external nets

We are grateful for the Councils assistance in getting water to the square, in the current dry period.

We are running U15, U13 and U11 teams this year, but unfortunately have had to drop All Stars and Dynamos owing to a lack of Administrators

**08/04/2025 - No 7. To receive an update on the Pollinator Fund grant application.**

The committee noted the report from **Pretoria Road Allotment Society**:

The funding has been utilised (£31,250) and the final details and receipts have gone to WECA [*Note – the Council has received the full grant from WECA*].

We have made some modifications to the pond and it appears to be holding water now. We have installed a hardstanding area, all the benches and picnic tables have been made up for a lovely communal space.

Over 700 bulbs, whips and trees have been planted

- orchards are in with heritage fruit varieties

- mature native trees have now almost all been planted. A massive thank you to the volunteers who have spent a HUGE amount of time and energy \*daily\* to prepare, plan and plant all of these trees. The effort has been herculean getting these planted before the spring.

Wildflower area is being scarrified and ready to sow the wildflower meadow. Amongst items to discuss with the Clerks is to now set a date for an official opening and celebration of the work.

### **08/04/2025 - No 8. To receive the Patchway Town Council's Ground Staff Report for the period from January to March 2025.**

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. The report is below:

#### **Estates team update: Parks and open spaces 2024– 2025 Q4**

##### **Play Areas**

Play area repairs are ongoing, Gorse Covert play area holes repaired by estates team, more work required to install new footpath. Handles and footpegs replaced on play rockers, zip line adjusted. Zip line requires new brakes due to wear and tear. Some issues will require financial planning for next 3-5 years.

##### **Norman Scott Park**

Norman Scott Park play area has had a new swing seat installed for disabled use, matting is to be installed around the new play area equipment before summer holidays. Fence removed and replaced at rear of former club building however there is a gap allowing cars to enter field which will require solving in the future. Tree work planned for September 2025.

##### **Running track/Events**

Patchway 10k/half marathon event on Sunday 6<sup>th</sup> April, looking forward to another successful event with over 500 runners.

##### **Football and cricket**

Football pitch repairs have started on top pitch, plans are in place for main pitch as there is a hump on goal line, plan is to move goal line by 8m to allow standard pitch length of 100m and allow more users as currently too big for standard women or youth team matches.

Cricket season is fast approaching with work already underway to allow a smooth start to the season.

##### **Allotments**

On going project at Pretoria Road Allotments – WECA Pollinator Project.

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

##### **Areas within Patchway**

An increase of bins being used by households has meant an increase in collection. Some bins have been removed for safety reasons as they are too heavy due to types of materials being deposited.

A location map is in progress with a view to replan how many bins and locations we need across the town.

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**

Currently hr300 front deck mower has issues and awaiting its return, all other machines have been serviced and are checked before use.

##### **Trees and saplings**

Planning of tree trimming is to be looked at during summer.

##### **Live Labs Project**

See latest update from South Gloucestershire Council and on Patchway Town Council website.



Councillors commended the Estates team on the sterling work they do to keep Patchway's open spaces and play areas in excellent and safe condition, making the open spaces great places for residents and visitors to visit.

**08/04/2025 - No 9. To that the date of the next Parks, Open Spaces, Planning and Transport Committee meeting will be determined at the Annual Meeting of Patchway Town Council.**

The Committee noted the next meeting of the Parks, Open Spaces, Planning and Transport Committee will be determined at the Annual Meeting of Patchway Town Council.

**The meeting was closed by the Chairman at 20.39**

DRAFT

Payments for April 2025

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
South Gloucestershire Council	Business rates - Casson Centre 2025/2026	£ 1,097.80	£ -	£ 1,097.80	04-25-010
Zurich Insurance	Annual premium for vehicle insurance	£ 2,542.14	£ -	£ 2,542.14	04-25-011
Soltech IT Ltd	Microsoft Basic Business licences x 9 - May 2025	£ 103.40	£ 20.68	£ 124.08	04-25-012
Soltech IT Ltd	Microsoft Exchange kiosk licences x 13 - May 2025	£ 23.01	£ 4.60	£ 27.61	04-25-013
Soltech IT Ltd	SaaS Backup for Microsoft 365	£ 16.00	£ 3.20	£ 19.20	04-25-014
SWAP Internal Audit Services	External report fee	£ 5,450.83	£ 1,090.17	£ 6,541.00	04-25-015
Davies & Partners Ltd	Legal advice & services re former club building	£ 442.50	£ 88.50	£ 531.00	04-25-016
HMC Patchway	New tyre for Council Vauxhall Combo van	£ 52.00	£ 10.40	£ 62.40	04-25-017
Avon Local Councils Association	Annual subscription to ALCA / NALC	£ 1,237.87	£ -	£ 1,237.87	04-25-018
Simply Washrooms	Sanitary units for Council premises	£ 177.63	£ 35.53	£ 213.16	04-25-019
Prolific South West Ltd	Photocopying charges - March 2025	£ 66.96	£ 13.39	£ 80.35	04-25-020
Rialtas Business Solutions Ltd	Omega Cashbook Annual Support & Licence	£ 824.00	£ 164.80	£ 988.80	04-25-021
Rialtas Business Solutions Ltd	Making Tax Digital for VAT Submission annual subscription	£ 116.00	£ 23.20	£ 139.20	04-25-022
Lucy Hartland-Mann	Fire entertainers for Fireworks to Music - 1/11/2025	£ 600.00	£ -	£ 600.00	04-25-023
AI Mowers	Engineer oil pressure sensor - HR300	£ 136.28	£ 27.26	£ 163.54	04-25-024
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
	<b>Total for April 2025</b>	£12,886.42	£1,481.73	£14,368.15	



Suzanne Howard  
Patchway Town Council

20 March 2025

**By E-Mail only:**

[deputyclerk@patchwaytowncouncil.gov.uk](mailto:deputyclerk@patchwaytowncouncil.gov.uk)  
[clerk@patchwaytowncouncil.gov.uk](mailto:clerk@patchwaytowncouncil.gov.uk)

Dear Suzanne

**Re: Patchway Sports and Social Club (PSSC)**

Thank you for coming in to see me on Tuesday in order to discuss the issues arising following the decision by PSSC to close for business. The purpose of this letter is to confirm my advice and to also address the outstanding questions.

1. I am satisfied that PSSC has surrendered the lease dated 6<sup>th</sup> December 1979. It has stopped paying rent and has returned the keys to the club building. As previously advised, these are unequivocal acts of surrender, which the Town Council has accepted.
2. I attach a copy of the lease plan. Hopefully you will be able to make out the area edged red. Under the terms of the lease, the area edged red on the plan was demised to the tenant, namely the then Trustees of PSSC. The demise also included PSSC's right to use and enjoy the premises and any buildings from time to time erected on it. I am satisfied this means PSSC did not own the club building but only had the right to use and enjoy it, and this right was given up when the lease was surrendered.
3. Following PSSC's surrender of the lease, the demise reverts to the Town Council. Therefore, there is nothing to prevent the Town Council carrying out necessary work to the building or using it for its own purposes. Similarly, there is nothing to prevent the Town Council from letting the club building to another tenant.
4. As far as I am aware, PSSC was an unincorporated association run by its members for the benefit of its members. Ultimately, the members decided the club should close. In these circumstances the members, usually in the form of its committee, should manage the closure dealing with any creditors, suppliers and members of staff. If the club had a constitution or a set of rules, it is possible these provided the steps the Committee should take following a decision to close the club. As an unincorporated association, there is no legal process to wind the club up and therefore this is not a situation where an external liquidator would be appointed. In the event the club closed down leaving behind debts, the organisations owed money could potentially pursue the club's members individually.

**OFFICES ALSO AT:**

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5. In relation to staff employed by the club, they are not the Town Council's responsibility, as the Council did not employ them. Instead, they should look at their Terms of Employment, or Contracts of Employment, or even payslips to establish the identity of their employer and pursue that person or group of individuals for confirmation that their employment has been terminated by virtue of the club's closure. I do not see that there is anything else the Town Council can do in this unfortunate situation.
  
6. In order to deal with any other questions, it would be useful to know whether the club had a constitution or a set of rules, and if so, I would like to review either document to see what it says in relation to closure of the club. Subject to the terms of the constitution or the rules, my view is that the club members bear responsibility for the club's outstanding debts and liabilities. However, the chances of them being pursued are likely to be limited.

If you can obtain any further information for me to review, then please send it over. Additionally, if there are any more questions then please do not hesitate to get in contact.

Yours sincerely

[REDACTED]

[REDACTED]

**Davies and Partners Solicitors**

[REDACTED]

c.c. Jon Watkins