



PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
www.patchwaytowncouncil.gov.uk

Wednesday 27th March 2024.

Dear **Councillor R Loveridge, Councillor P Knight, Councillor P Cottrell, Councillor N Field, Councillor J James and Councillor E Martin.**

You are summoned to attend the meeting of Patchway Town Council's Parks, Open Spaces, Planning and Transport Committee on Tuesday 9th April 2024 at 8pm at Callicroft House, Patchway and the agenda is provided below.

Yours sincerely,

Jack Turner BA.Hons. Cert.CILCA. PSLCC.
Locum Clerk

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 consider any requests for dispensations for this meeting.
4. To approve the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 9th January 2024 and to note there is no Clerk/RFO report for this meeting, as all actions covered within the agenda.

Matters Pertaining to Parks and Open Spaces

5. To consider reinstating the Patchway Greenway Walk.
6. To consider restoring the Living Landmark trail and signage in Patchway.
7. To note the progress of Patchway Town Council's Local Nature Action Plan.

Matters Pertaining to Planning and Transport.

8. To consider any planning applications received:

Patchway is Twinned with Clermont l'Herault and Gauting.





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- a) Any applications received after the agenda had been issued.
- 9. To consider a back-lane clear up in the current financial year.

Updates and Reports.

- 10. To receive an update on the 'Greening the High Street' fund grant application.
- 11. To receive a Quarterly Update from users of Patchway Town Council sports facilities, allotment societies and Patchway and Charlton Hayes Wildlife Group.
- 12. To receive the Patchway Town Council's Ground Staff Report for the period from January 2024 – March 2024.
- 13. To receive an update on the Member Award Funding application for equipment for the older persons hard court at Norman Scott Park.
- 14. To note that Patchway Town Council will obtain tree saplings from The Woodland Trust.
- 15. To note that the date of the next meeting of the Parks, Open Spaces, Planning and Transport Committee will be determined at the Annual Meeting of Patchway Town Council.

Patchway is Twinned with Clermont l'Herault and Gauting.



PATCHWAY TOWN COUNCIL

Minutes of the Meeting of the Parks, Open Spaces, Planning and Transport committee held on the Tuesday 9th January 2024 at 20:00 at Callicroft House, Patchway.

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

In attendance: J Turner (Locum Clerk), J Watkins (Deputy Town Clerk and RFO), Mark King (South Gloucestershire Council StreetCare), Steve Payne (Stoke Lane FC), Alex Dommatt (Patchway and Charlton Hayes Wildlife Group), Julie French (Bristol BMX Club), Andy England (Patchway Town FC) and Claire Nicoll, Chris Nicoll and Robert (Pretoria Road Allotment Association).

Absent: None.

Members of the Public: One.

As the time was 20:00, the Chair, Cllr R Loveridge called the meeting to order and informed all participants that the meeting would be recorded in line with The Openness of Local Government Regulations 2014 (SI2014/2095) and Patchway Town Council' protocol on the filming and recording of Town Council, Committee and Sub-Committee meetings.

09/01/2024 – No 1. To receive questions from the members of the public present, with respect to business on the agenda in accordance with Standing Order 4E.

The Chairman welcomed Mark King, the head of South Gloucestershire Council Street Care, to the meeting to discuss some outdoor area maintenance issues.

Mark King spoke on the back lanes of Patchway and South Gloucestershire Council's position on the maintenance of them. Mark King confirmed that he could not see any point where they will be tarmacking the back lanes. However, any potholes should be reported and would add to a works schedule.

Due to the severe budget cuts, South Gloucestershire Council confirmed that there were no further budget for road maintenance and some roads in the area will have to shut, as the Council cannot afford to maintain the declining asset of the roads.

Mark King confirmed that South Gloucestershire Council would not be implementing any new lighting schemes either and that lights will now be reduced 25% to save money. Mark spoke of the issues of new road networks and no increase in budget to meet this.

Mark also stated that the Town Council may wish to consider funding some road/pothole fixes themselves through South Gloucestershire Council. The estimated cost of one pothole is around £50. The threshold of a pothole to be fixed is the width of a billiard ball and the size of a dinner plate. The Deputy Clerk will share the information for reporting potholes throughout the Council's communication channels.

Mark spoke on the issue of the concrete roads throughout Patchway and the issues that come with maintaining them due to their age.

The Chairman asked Mark King about the state of Rodway Road and whether the old speed humps will be removed, which he confirmed that it is on their job list to do based on their priority system.

Mark confirmed that he would ask his team to send a road condition report for Patchway, which the Locum Clerk and Deputy Clerk will circulate to all members.

Mark spoke on the section of Coniston Road where the underpass is being removed to create a new pedestrian crossing. The road will be surfaced in 2024.

The Chairman asked Mark King about the underpass and the timescales involved in the project. Mark stated that it would be the end of Spring 2024 when the underpass is complete and the road will be resurfaced after.

A resident raised a question about an abandoned vehicle with brambles going over it and Mark King asked the resident to ensure it is reported so that it can be dealt with.

Cllr N Field raised a question on street lighting in Patchway and whether it was working well. Mark King confirmed that he is happy with the lighting and the changeover to LED has benefitted South Gloucestershire Council. The issue with the street lights is the issue with the columns due to their age. Mark confirmed that Patchway has had a 100% roll-out of LED lighting.

A resident raised a question regarding the new waiting restrictions and Mark King confirmed these works were scheduled for Spring 2024.

The Chairman thanked Mark for attending and he left the meeting.

09/01/2024 – No 2. To receive any apologies for absence.

The committee noted apologies from Cllr E Martin (family reasons).

09/01/2024 - No 3. To receive any declarations of interest and to consider any requests for dispensations for this meeting.

The Chairman stated that any member having a disclosable pecuniary interest in a matter to be discussed should declare it during the meeting as specified in the Code of Conduct required by the Localism Act 2011 Section 27 and should leave the room while the matter was discussed.

09/01/2024 – No 4. To approve the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 3rd October 2023 and to note the Clerk/RFO's report for this meeting.

RESOLVED: It was unanimously agreed to approve the minutes of the meeting. The report was noted.

Matters Pertaining to Parks and Open Spaces

09/01/2024 - No 5. To consider reinstating the Patchway Greenway Walk.

The Committee noted this item is to be deferred to a future meeting, when a new Clerk is in place.

09/01/2024 - No 6. To consider restoring the Living Landmark trail and signage in Patchway.

The Committee noted this item is to be deferred to a future meeting, when a new Clerk is in place.

09/01/2024 - No 7. To elect members to a 'Pollinator Project' working group.

RESOLVED: It was unanimously agreed to elect Alex Dommett, Cllr R Loveridge and Cllr P Knight. It was agreed to ask a member of the Finance Committee to be a part of the group to.

09/01/2024 - No 8. To note the Annual Play Area inspection report for 2023.

The committee noted the report, which was very comprehensive. The Ground Staff have a programme of maintenance based on this report which is dealt with on a rolling basis. There is one medium risk item that is being looked at by an external contractor.

Matters Pertaining to Planning and Transport

09/01/2024 - No 9. To consider any planning applications received:

- a) **Any applications received after the agenda had been issued.**
 - i. **P23/03449/PNMD** - Prior notification for the change of use of ground floor from commercial (Class E) to 2 no. flats (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 as amended.
 - ii. **P23/03465/HH** - Erection of two storey side extension to form additional living accommodation.
 - iii. **P23/03458/CLP** - Installation of hip to gable roof extensions and 1no. rear dormer.

RESOLVED: It was unanimously agreed to defer this item to a decision via email.

Updates and Reports

09/01/2024 - No 10. To receive an update on the 'Greening the High Street' fund grant application.

The Deputy Clerk provided an update on the grant. Southern Brooks, supported by Patchway Town Council, have been awarded the grant of £3,200. However, there is one issue which is the unknown look of the Parade once the redevelopment has taken place. The officers are working with Bromford and South Gloucestershire Council to find a solution that works for everyone.

09/01/2024 - No 11. To receive a Quarterly Update from users of Patchway Town Council sports facilities, allotment societies and Patchway and Charlton Hayes Wildlife Group.

The committee noted an update from Stoke Lane FC, who stated that the weather has been troublesome. The team have passed their thanks onto to Patchway Town Council's staff for their work on ensuring the games are able to played. Stoke Lane FC have got a new kit sponsored by Parkdean Resorts and the old kit has been sent to children in Africa. Stoke Lane are about to submit their accreditation to become three stars and not the two they currently are.

The committee noted an update from Patchway Town FC who stated they have a backlog of fixtures due to the weather. There has been a few teething problems with the Norman Scott Park Pavilion, which are now being looked at by the Council such as the sensors in the showers. Patchway Town FC have received good feedback about the new facilities and pitches. Issues with the changing rooms at the Patchway Sports and Social Club are still prevalent and need to be sorted. The Chairman asked Andy England to take some photographs that can be passed onto the Deputy Clerk to raise with the club, for health and safety reasons. Andy confirmed that the railings around the pitch will be removed and leaving just the poles behind the goal, for the display of sponsorship banners and securing the nets. Andy raised that if the club progressed to a higher level, the club would need to work out the best solution for the perimeter railings.

The committee noted an update from Pretoria Road Allotment Society. The bonfire night, as discussed, went ahead without a bonfire on the allotment site to raise money for the site. There was a Christmas wreath workshop which was very well attended at the site. Claire Nicoll spoke about the Pollinator Grant and the society have been granted 270 saplings from the Woodland Trust which will be planted around the border of the site. Meetings have been held on site with the Office Staff and Ground Staff to look at the development of the land. The site is going well and only 1 half plot and one quarter plot available. A lot of the waste has been cleared from the site and there will be a skip being brought in to further clear up the site within the next month. There is a clearance going on to create a secondary car park on site too.

The Chairman asked whether the society would be willing to help to resurrect the Patchway Flower and Garden Show along with Patchway Town Council and Patchway Community Centre. Claire confirmed that they had a meeting where community events will be raised on their agenda.

Chris confirmed that there had been some working parties who have been working on reducing the crown on trees as well as liaising with the Ground Staff on future clear up works. The waste will be chipped or used for fencing on the plots.

The committee noted an update from Bristol BMX Club. The sessions were going well and a lot of new riders have taken up a place in the club. The season gets underway in Spring 2024. Some riders are racing in the World Championships in America. The BMX Club are hosting the regional race on Sunday 30th June 2024 and asked permission to use the field the Tumps for parking, which the Locum Clerk is dealing with under the 'Fair Use policy'. The track is holding up well since the re-surfacing. The issues with the electric bikes have ceased at present but are expected to return later in the year.

The committee noted an update Patchway and Charlton Hayes Wildlife Group. The BS34 Wildlife group is going strong on Facebook and Alex is looking forward to working with the Council and the new Clerk on resident involvement in biodiversity and land management.

The Chairman asked for the reports to be published via Patchway Town Council's channels and the Deputy Clerk will ensure that this is done.

09/01/2024 - No 12. To receive an update on the Active Travel Grant application to South Gloucestershire Council for increasing bicycle parking hoops within Norman Scott Park.

The Committee noted an update from the RFO that the bid was unsuccessful due to the high number of applications that demonstrated a demand for cycle hoops.

09/01/2024 - No 13. To receive the Patchway Town Council's Ground Staff Report for the period from October 2023 – January 2024.

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

09/01/2024 - No 14. To receive an update on the Member Award Funding application for equipment for the older persons hard court at Norman Scott Park

The Committee noted the update from the RFO. The Council are still waiting on a decision for some nets, rackets and balls. Once granted, the RFO will update the Council.

09/01/2024 - No 15. To note that Patchway Town Council will obtain tree saplings from The Woodland Trust.

The Committee noted that 420 saplings had been granted from the Woodland Trust for community use. Alex Dommett will bring the pack that the previous Clerk created for the schools.

09/01/2024 - No 16. To note that the meeting dates of the Parks, Open Spaces, Planning and Transport Committee 2023 – 2024 will be held on:

Tuesday 9th April 2024 at 8.00pm

Noted.

The meeting was closed by the Chairman at 20:57.

Project Lead: Jon Watkins – Deputy Town Clerk
 Project Team – Groundstaff and Parks, Open Spaces, Planning and Transport Committee.

Completed In progress (2024)

Project Name	Site	Description	Timeline
Hedgehog Recovery Program	Norman Scott Park	Install x 2 holes in fencing at the new nature area, rear of play area. Install x 2 log piles at the new nature area, rear of play area Install x 1 vandal proof hedgehog home, at the new nature area, rear of play area. Ensure pesticide free management going forward	Year 1
	Blakeney Road Playing Field	Install x 3 hole in boundary with Coniston Primary School (speak to school) Install x 4 hedgehog house (do with Primary School) Install x 5 log pile (do with Primary School) Ensure pesticide free management going forward	Year 2/Year 3
	Residents	Put a post on social media – explain what the holes are for, why there are little signs and link to hedgehogstreet.org Encourage residents to install hedgehog holes Organise a talk for residents about hedgehogs and hedgehog highways Set up a Hedgehog Champion to install holes and signs on residents properties – aim for x 10 gardens a year Encourage residents to pledge to go pesticide free in their gardens	Year 1 - 5
	General Notes	All holes to have Hedgehog Highway Sign All holes to be mapped on hedgehogstreet.org Produce planning statement ref hedgehogs and hedgehog highways – share with residents, Pc commit to put comment on all relevant planning applications.	Year 1 - 5

Project Lead: Jon Watkins – Deputy Town Clerk
 Project Team – Groundstaff and Parks, Open Spaces, Planning and Transport Committee.

Completed In progress (2024)

Project Name	Site	Description	Timeline
Tree Planting	Norman Scott Park	<ul style="list-style-type: none"> cut down and replace x1 deceased cherry tree in play area. Plant x100 tree saplings in new nature area in Scott Park. create a memorial tree garden in Scott Park. 	Year 1 Year 2/3 Year 5
	The Tumps / BMX Track	plant x5 Oak Trees with Forest of Avon Trust	Year 2
	Blakeney Road Playing Field	Plant x 400 new trees in association with the Woodland Trust (Callicroft Primary School, Blakeney Rd Allotments, Scott Park, silver birch potted for 2025 distribution as more established trees, awaiting response from Coniston Primary School)	Year 3
	Residents	Purchase medium sized trees (5ft to 8ft) and sell onto residents at £10 each for them to plant in their own gardens – x 10 each year (now linked to item above)	Year 2 Year 3 Year 4 Year 5
	General Notes	Start investigating SGC land and planting options Approach SGC with a planting plan on their land in our parish	Year 2-3 Year 4-5

Project Lead: Jon Watkins – Deputy Town Clerk

Project Team – Groundstaff and Parks, Open Spaces, Planning and Transport Committee.

Completed In progress (2024)

Project Name	Site	Description	Timeline	
Nesting Birds	Scott Park	Install x 5 bird boxes.	Year 3	
	Bevington Walk Play Area	Install x 5 bird boxes.	Year 3	
	The Tumps	Install x 2 fauna towers – Bird & Bat combined. Install x 5 bird boxes.	Year 3	
	Residents		Post on facebook to see who has any nesting birds on their properties – will help identify existing species	Year 1
			Organise presentation about nesting birds, threats, how to help, what type of nestboxes, where to get them or build	Year 2
			Purchase bulk order of nestboxes and sell to residents at half price – aim for x 10/year	Year 3-5
	General Notes		Provide guidance with each nest box sold on how and where to install.	
Sub-project (A Swift Recovery)		Use swift mapper and a post on Facebook to identify existing Swift colonies in the Town	Year 1	

Project Lead: Jon Watkins – Deputy Town Clerk

Project Team – Groundstaff and Parks, Open Spaces, Planning and Transport Committee.

Completed In progress (2024)

Project Name	Site	Description	Timeline
Grassland Management	Highwood Road	Investigate using wildflowers Planting bulbs in key locations Allowing grasses to grow longer on the edges of the verges (SGC LiveLab projects starts April 2024)	Year 1
	Callicroft Road Playing Field	Tall grass meadow along boundary of play equipment.	Year 2
	Pretoria Road Allotments	Tall grass meadows around the perimeter of the pathways.	Year 2/3
	Blakeney Road Allotments.	Tall grass meadows around the perimeter of the pathways.	Year 2/3
	Residents	1m meadow challenge – run a competition to get residents to set up min 1msq meadows in their garden, provide lots of advice and encouragement. Could have prizes for most pretty, most insect species, most flowers – prizes could be bird house, wild flower seed and plug plants Encourage residents to stop using pesticides Provide a talk about meadows and wildflowers in the garden	Year 1-5
	General Notes	Continue to assess the changes to grasslands and feedback received from residents Ensure plenty of consultation before these changes are made, signage on site for the first year of change Maintain amenity cut around the edges and up against footpaths, this will prevent many complaints and show the change is on purpose and being managed.	Year 1-5

Project Name	Site	Description	Timeline
Next Steps	SGC - Road Verges	Work up biodiversity options – open discussions with SGC	Year 5
	SGC – Village Green	Work up biodiversity options – open discussions with SGC	Year 5
	SGC – Woodlands Field	Work up biodiversity options – open discussions with SGC	Year 5

Deputy Clerk

From: Deputy Clerk
Sent: 09 February 2024 10:18
To: Clerk; Dayley Lawrence; Roger Loveridge; Perter Knight; Natalie Field; Elaine Martin; Jenny James; Patrick Cottrell
Subject: The Parade development plans

Dear all,

This week, I was invited to a meeting with Mark Greveson and Daniel Oldham (Assistant Investments Surveyor) from Bromford, with Liz Evans and Georgina Green of Southern Brooks on the plans for The Parade following completion of the Underpass Works by South Gloucestershire Council.

The site can be seen at <https://maps.app.goo.gl/kFLwgjbLmutys33NA>

Key points:

- Works will start on completion of the underpass works (April/May) and estimated to take 4-6 weeks. South Gloucestershire Council will carry out works for Bromford.
- Changes intended to make the space more open, welcoming and support businesses in The Parade.
- The two end shops currently shuttered will open as new businesses within 9-12 months. One will be a large Asian food stall which will cater for much of north Bristol with high footfall, 1 will be a chemist.
- Planters & hedge on the west side (adjacent to Coniston Community Centre car park) will be removed to make that access point more welcoming & open. Bollards will be installed though access for community event vehicles will be maintained.
- Planter on the north edge by Dave the Baker will be removed to provide opportunities for existing businesses to increase outdoor seating. And provide a space for public / community events.
- The NE corner planter will remain. Southern Brooks and partners can use as a growing & education planter. I suggested a link to Pretoria Rd Allotments re the Pollinator Project.
- All remaining brick walls will be removed except a small section near the Labour Club entrance.
- Grassy verges remain.
- Cycle racks to be installed.
- Whole area to be cleaned, re-paved as necessary.
- New signage will be installed, including the Council's 4th Patchway map currently in storage. Possibly a location for some of Patchway Poetry Trail initiative by the Council in 2023.
- Planting by Southern Brooks (through the Greening the High Street grant) will be low maintenance.

The site can be seen at <https://maps.app.goo.gl/kFLwgjbLmutys33NA>

Best Wishes, Jon

Jon Watkins
Deputy Town Clerk and Responsible Finance Officer (RFO)

Patchway Town Council
Callicroft House
Rodway Road
Patchway
Bristol

Groundstaff update – Parks and Open Spaces – Quarter 4 – 2023-2024

Play Areas

Only 1 medium risk still left to be completed by GB Sports at Blakeney Road Play Area which is being monitored closely by groundstaff and due to be repaired when ground allows.

All swing chains, shackles and bushes replace March/April 2024, seesaw seats replaced March/April 2024, Bevington seesaw arm replaced 2023, most areas will be repainted during 2024, 2 x ton of play bark added to Blakeney Road Play Area, springers on all parks have been looked at with parts replaced, however we have had to remove one due vandalism.

Norman Scott Park

Norman Scott Park has seen an increase in use since new equipment. All new equipment has been checked after a few issues, water damage to area causing less growth to grass.

Football and cricket

The winter weather has taken its toll on pitches and winter repairs, also loss of income due to wet weather. 3G has had over 3 tons of rubber crumb added over the past 6 months. Sockets on top pitch have been replaced March/April 2024, repairs on top pitch should recover before cricket season starts.

Allotments

On going WECA Pollinator Project with planned groundstaff help when possible due to being held back with weather conditions, planned groundwork (lightwork).

Greenway Path

Awaiting council update on greenway path plans, current plan not in use as signs damaged or broken due to wear and tear.

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

Isek is coming to end of his life which is over 15 years old.

Trees and saplings

Over 300 planted across Patchway town, tree and hedge planting with schools and Blakeney Road Allotments. 20 trees planted in pots with a view to use in 2025, we have started growing from seed to reduce cost of planters in future.