



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

Tuesday 1st April 2025

Dear Councillor Natalie Field (Chair), Councillor Dayley Lawrence (Vice-Chair),
Councillor Jenny James, Councillor Angela Morey, Councillor Keith Walker.

You are summoned to attend the meeting of Patchway Town Council's Parks, Open Spaces,
Planning and Transport Committee on Tuesday 8th April 2025 at 8pm at The Lewis Gray
Boardroom, Callicroft House, Patchway and the agenda is provided below.

Yours sincerely,

Suzanne Howard MSLCC, Cert.CILCA
Town Clerk

AGENDA

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.

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 14th January 2025 and to note there is no Deputy Clerk/RFO report for this meeting

Matters Pertaining to Planning and Transport.

5. To consider the following planning application received:
 - a) No applications to consider.
 - b) Any applications received after the agenda had been issued.

Patchway is Twinned with Clermont l'Herault and Gauting.





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

Updates and Reports.

6. 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).
7. To receive an update on the Pollinator Project at Pretoria Road Allotments.
8. To receive the Patchway Town Council Estates Team Report for the period January to March 2025
9. To note 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.

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 14th January 2025 at 20:00 at The Lewis Gray Boardroom, Callicroft House, Patchway.

Councillors: Cllr Natalie Field (chair), Cllr Jenny James, Cllr Dayley Lawrence.

In attendance: Sue Howard (Town Clerk); Jon Watkins (Deputy Clerk and RFO), Claire Nicoll (Pretoria Road Allotment Association).

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.

14/01/2025 – 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.

14/01/2025 – No 2. To receive any apologies for absence.

The committee noted apologies from Cllr Keith Walker (personal reasons), Cllr Angela Morey (training), Paul Thompson (Patchway Cricket Club), Will Todd and Sheila Dickinson (Blakeney Road Allotments), Steve Payne (Stoke Lane FC), and Andy England (Patchway Town FC)

14/01/2025 - 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 8th October 2024 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 Parks and Open Spaces

14/01/2025 - No 5. To note the Annual Play Area inspection report for 2024

The Committee noted the Annual Play Area Report for 2024. The Committee also commended the Council Groundstaff team for their dedication and expertise in ensuring the Council's play areas are safe and well-maintained throughout the year.

Matters Pertaining to Planning and Transport

14/01/2025 - No 6. To consider the following planning application received:

- a) [P24/02826/HH | Installation of rear dormer and alterations to roof of two storey side extension to facilitate loft conversion \(retrospective\)\(resubmission of P24/02187/HH\) | 92 Bradley Road Patchway South Gloucestershire BS34 5HS](#)

The Committee recommended refusal of this retrospective application due to concerns that the proposed height is very overpowering and out of place with surrounding

properties. It would appear that the adapted/amended plans still do not meet building guidelines and officer's satisfaction.

b) Any applications received after the agenda had been issued.

[P25/00022/HH | Erection of a single storey detached outbuilding to form annexe accommodation. | 219 Gloucester Road Patchway South Gloucestershire BS34 6ND](#)

The Committee raises no objection to this application.

14/01/2025 - No 7. To receive and consider any feedback regarding the Western Gateway draft Strategic Investment Plan Consultation concerning the local transport network.

The Committee noted the consultation and the shared opportunities to attend further online consultation on the strategic progress of the Western Gateway Strategic Investment Plan.

Updates and Reports

14/01/2025 - 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).

The committee received a verbal update from Pretoria Road Allotment Society including 95% occupancy of the plots; December storms had caused minor damage though the site had been relatively unscathed; the new Council funded roof had kept the education room dry.

The committee noted a written update from Stoke Lane Athletic Football Club:

With no games over festive period and postponements both prior and post the Christmas/new year, not been a great amount of football played

The club would just add thanks to Groundstaff who have tried their best to get games on but unfortunately the weather has been the winner, also add thanks to office for their support as postponed games created extra work.

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

The season is progressing. Leading up to Christmas it was a bit of a stop/start season with a mixture of weather and no fixtures. Looks like we are full steam ahead now from now until the end of April. Hopefully, the weather will be kind to us.

On the pitch the season has not really got going for us with both of our teams near the bottom of our respective leagues. However, performances have greatly improved either side of Christmas so hopefully we can push on and move up our respective leagues.

The pitches are still reaching their excellent standards set by the Ground Staff. The main pitch especially as it was perfect last Saturday even after a few frosts overnight in the week leading up to the Saturday. Thank you, Ground Staff.

Patchway Labour Club have kindly agreed to host us for a couple of hours after our Saturday matches as Patchway Sports & Social Club has now closed. This is a big thing for the football club as the social side is a very important part of the club for current players and trying to attract new players. Thank you, Patchway Labour Club.

14/01/2025 - No 9. To receive an update on the Pollinator Fund grant application.

The committee noted the report from the Deputy Clerk & RFO, and a verbal update from Pretoria Road Allotment Society. The project is progressing well with the majority of grant spending now done, and significant infrastructure and groundworks completed.

14/01/2025 - No 10. To receive an update on the plans for the equipment for the older persons hardcourt at Norman Scott Park.

The Committee noted an update from the Town Clerk that plans are being progressed to launch the hardcourt for pickleball and short tennis from the spring.

14/01/2025 - No 10. To receive the Patchway Town Council's Ground Staff Report for the period from October to December 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. The report is below:

Groundstaff update parks and open spaces 2024 – 2025 Q3

Play Areas

Annual inspection was done on Friday 4th October, with no high or medium risk items due to the amount of effort the team have put in to maintaining the high standards they set.

Issued raised with trees in Norman Scott Park Play Area are to be dealt with in 2025.

Some areas of play areas have issue with rubber safety flooring and will require work over the next 2 years, this will need to be budgeted for as cost will increase.

All timber steps replaced in October 2024.

On going maintenance is always being done to maintain standards.

Norman Scott Park

Trees trimmed in club garden, increased amount of rubbish and glass.

Running track

Patchway Santa Run second running event has also been as successful as the first, with over 170 runners from all different ages completed a 5k or 10k fun run. Running track has been treated for moss with more work planned for 2025 within budget.

Football and cricket

Due to storms and extreme wet weather, matches have been affected during November and December, ongoing repairs and drainage work throughout the winter months.

An all-weather full size football pitch would increase income and promote local area.

Allotments

On going Pollinator Project (WECA)

Areas within Patchway

An increase in bins being abused with household rubbish, ongoing issue due to amount of bins around Patchway.

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 is awaiting new financial year for repair.

Trees and saplings

Trees trimmed by social club, more planned for 2025 in scotts park.

Live Labs

See latest update from South Gloucestershire Council.

14/01/2025 - No 11. To note that the meeting dates of the Parks, Open Spaces, Planning and Transport Committee 2024 – 2025 will be held on:

Tuesday 8th April 2025 at 8.00pm

The Committee noted the next meeting of the Parks, Open Spaces, Planning and Transport Committee

The meeting was closed by the Chairman at 20.35



Patchway Town Council
Callicroft House
Rodway Road
Patchway
South Gloucestershire
BS34 5DQ

Contact: Customer Service Centre
Tel: 01454 868004
Our ref: COM/23/0684/OD/1
(Please quote at all times)
Date: 1st April 2025

**TOWN AND COUNTRY PLANNING ACT 1990
APPEAL UNDER SECTION 174**

Dear Mr Turner

LOCATION: Land At 92 Bradley Road Patchway Bristol South Gloucestershire BS34 5HS

DESCRIPTION OF BREACH: Appeal against without planning permission, alterations to the roof, including the raising of the ridge and installation of a rear dormer.

ENFORCEMENT REFERENCE: COM/23/0684/OD/1
PLANNING REFERENCE: P24/02826/HH

DOE APPEAL REFERENCES: APP/P0119/C/25/3361438 & 3361207

APPELLANT'S NAME: [REDACTED]

I am writing to inform you that an appeal has been lodged with the Planning Inspectorate against an Enforcement Notice issued by this Council in respect of the above.

The Council considers it expedient to issue the Enforcement Notice for the following reasons:

It appears to the Council that the alleged breach of planning control has occurred within the last four years.

The property is a semi-detached residential dwelling that was previously granted permissions for a single storey rear and 2 storey side extension (P21/00360/F and P20/18977/F respectively), however, it is noted that significant deviations have occurred when implementing the 2-storey side extension. The ridge of the roof is not set down from ridge height of the host dwelling, resulting in the extension not being sufficiently subservient to the host dwelling, and the front roof slope is not sufficiently set back from front roof slope of the host dwelling exacerbating the lack of subservient and creating an irregular, obtrusive valley feature within the roofscape of the property. The ridge to the original dwelling has also been raised. The works to roof facilitate the installation of a rear dormer that spans across the original dwelling and side extension.

The additional volume of the roof space, created by the 2 storey side extension (if built in accordance with the plans) is estimated to be 49 cubic metres, bringing the additions to the property to the limitation set out in Schedule 2, Part 1, Class B(d) of the Town and Country Planning (General Permitted Development) Order 2015 before considering the additional volume of the dormer window. Furthermore, it appears that the dormer window extends above the ridge line of the original dwelling, which does not accord with Schedule 2, Part 1, Class B(b). On this basis, the dormer window does not constitute Permitted Development and therefore requires planning permission.



The Council's adopted Householder Design Guide provides the following guidance on acceptable designs for box dormer windows: "Be aligned with and in proportion to the host building in terms of fenestration arrangements; be sited 300mm below the main ridge; be sited 300mm from the roof verges or sides; be sited 500mm above the eaves and be set back from the principal elevation."

The dormer window is full width of the dwelling and side extension, and does not respect the roof form of the dwelling by extending past the 'hip' onto the side roof slope of the extension, extends above the ridge height of the host dwelling and side extension and does not attempt to reflect the size or layout of the windows below. As such, the dormer window is considered to be out of proportion for the dwelling, creating an overly dominant feature which is highly prominent in views from Arlingham Way, and results in a significantly detrimental impact to the overall design of the host dwelling and the character of the locality.

On the above basis, it is considered that the dormer window and roof of 2 storey side extension, where it has deviated from the approved plans, do not demonstrate the highest quality of design and are of inappropriate design to respect or enhance the character and design of the host dwelling and surrounding area. It is therefore considered that the dormer window and roof of the extension result in a detrimental impact to the character and visual amenity of the locality. On this basis, the development conflicts with the objectives of Policies CS1 (High Quality Design) the South Gloucestershire Council Core Strategy (adopted December 2013), PSP1 (Local Distinctiveness) and PSP38 (Development within Existing Residential Curtilages) of the South Gloucestershire Council Policies, Sites and Places Plan (adopted November 2017), and the Household Design Guide SPD (adopted March 2021).

The appellant appealed against the Enforcement Notice on the following grounds:

(g) The time given to comply with the notice is too short.

Both parties have agreed that the appeal should be dealt with by way of **Written Representations**. The procedure to be followed is set out in the Town and Country Planning (Enforcement) (Written Representations Procedure) (England) Regulations 2002. The Council considers that you may be affected by the alleged breach of planning control and should, therefore, be given an opportunity to comment thereon.

If you have any representations to make you can do so on the Appeals Casework Portal at <https://acp.planninginspectorate.gov.uk> or you should submit three copies to Jeremy Richards, The Planning Inspectorate, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN quoting the above reference. Please note that any representations you submit to the Planning Inspectorate will be copied to the appellant and this local planning authority and will be considered by the Inspector when determining the appeal.

Any representations submitted after the deadline will not usually be considered and will be returned. The Planning Inspectorate does not acknowledge representations. **All representations must quote the appeal reference.**

The Planning Inspectorate will not acknowledge your letter unless you specifically ask them to do so. They will, however, ensure that your letter is passed onto the Inspector dealing with the appeal. Please ensure that any representations which you wish to make on this appeal, are received by the Planning Inspectorate within six weeks of 27th March 2025, otherwise there is a risk that your representations will not be considered.

If you submit comments and then subsequently wish to withdraw them, you should make this request to the Planning Inspectorate within six weeks of the date above.



The decision will be published on the Planning Portal, however, the Planning Inspectorate will send a copy of the decision letter to you provided you specifically ask for one.

Yours sincerely

Technical Support Team Leader





Patchway Town Council
Callicroft House
Rodway Road
Patchway
South Gloucestershire
BS34 5DQ

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P25/00750/HH
(Please quote at all times)
Your ref:
Date: 1st April 2025

PLANNING APPLICATION

Dear Mr Turner

LOCATION: 92 Bradley Road Patchway South Gloucestershire BS34 5HS
DESCRIPTION: Installation of rear dormer and alterations to roof of two storey side extension to facilitate loft conversion (retrospective)
Installation of render to existing extensions (resubmission of P24/02187/HH and P24/02826/HH)
REFERENCE NO: P25/00750/HH

We have received details of an application submitted in respect of the above proposal.

The application documents should be viewed via your consultee in tray at <https://developments.southglos.gov.uk/online-applications/>. **All planning comments should be submitted through the consultee access facility, where you may also attach a separate document detailing your response.**

The Planning Authority has only a limited period of time within which to determine applications, and I should be grateful therefore, to receive any comments, which your Council may have on this proposal within 21 days of the date of this letter. Alternatively, any comments your Council may wish to make can be made online. In order to assist the Council in considering your response, I would be grateful if you could clearly state whether your response is either a formal objection to the proposal, no objection is raised, or you wish to make comments to be taken into account in determining the application. If no reply is received at this office within this period, the application will be considered by the Planning Authority on the assumption that your Council does not wish to make any comments.

Any comments received will be made available to members of the public and the applicant, including via the Council's website. If the application is referred to the Planning Committee, your comments will be summarised in the officer's report.

If this is a major application, you will find enclosed a Site Notice. In such a case I would be grateful if you could display the Notice on your Parish Notice Board.

If you have any questions regarding this letter, please initially contact the Customer Services Centre on the above number. For your information, the Case Officer for this application is Sam Brown

Yours faithfully



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 6th 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.