

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of the Parks, Open Spaces, Planning and Transport committee held on the Tuesday 7th October 2025 at 19:00 at The Lewis Gray Boardroom, Callicroft House, Patchway.

Councillors: Cllr N Field (Chair), Cllr J James, Cllr D Lawrence, Cllr K Walker, Cllr R Loveridge (substitute for Cllr P Knight)

In attendance: S Howard (Town Clerk) & J Watkins (Deputy Clerk & RFO); Claire Nicoll & Chris Rowell (Pretoria Road Allotment Society).

Absent: None.

Members of the Public: None.

As the time was 19:00, 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.

07/10/2025 – No 1. To receive questions from the members of the public present, with respect to business on the agenda in accordance with Standing Order 3E.
None received.

07/10/2025 – No 4. To receive any apologies for absence.

Apologies were received from Cllr P Knight; Steve Payne (Stoke Lane Football Club); Alex Dommett (Patchway & Charlton Hayes Wildlife Group); Will Todd & Sheila Dickinson (Blakeney Road Allotments); Andy England (Patchway Town FC).

07/10/2025 - 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.

07/10/2025 – No 4. To approve the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 8th July 2025 and to note there is no Clerk/RFO report for this meeting.

RESOLVED: It was agreed by a majority with one abstention to approve the minutes as a true and accurate record.

07/10/2025 – No. 5. To receive the annual rent from Pretoria Road and Blakeney Road Allotment Associations.

The Committee noted rent receipt of £705.00 from Blakeney Rd Allotment Society. Pretoria Road Allotment Society are currently collating final receipts and the Council will receive rent by 31st October 2025.

Matters Pertaining to Parks and Open Spaces

07/10/2025 - No 6. To consider the future of the Patchway Greenway Path located on leased land at The Tumps and associated works.

The Clerk summarised the circulated report regarding the requirement for current and ongoing maintenance of the land leased from Network Rail at The Tumps that links the Patchway Greenway from the BMX track to the back of Coniston Road. The area has been subject to high levels of fly-

tipping and anti-social behaviour exacerbated by overgrown shrubs and broken street lighting in the car park.

The Council Estates team carried out a significant shrubbery clearance on 7th October 2025. It has been reported to the Council team from a local resident that the two non-operational street-lights have been repaired by Bromford and South Gloucestershire Council. Combined with the clearance of fly tipped waste by Network Rail, this has much improved the area for residents.

RESOLVED: It was unanimously approved the Council continues to lease the land from Network Rail; regularly maintains the land as required by the lease agreement; and installs adequate fencing and a gate on the edge of the boundary to deter fly-tipping, ebikes & scooters.

07/10/2025 - No 7. To consider a request for a memorial tree in Norman Scott Park.

The Clerk outlined that a request had been received for a memorial tree in Norman Scott Park and proposed that a suitable tree e.g. Japanese maple, silver ash, or rowan would be selected.

Councillors suggested the Council should develop a Memorials Policy to provide a framework for the current and future Council's to be able to offer sustainable and managed memorial options across the town's green and urban spaces over future years. The policy could include options such as areas, benches, type of trees, alternative memorials e.g. stones, bird boxes.

RESOLVED: It was unanimously agreed to approve the current request subject to advice on the type of tree and a suitable location being agreed with the Council Estates Team and Clerk.

RESOLVED: It was unanimously agreed for the Clerk to develop a Memorials Policy in liaison with the Committee for the next meeting ahead of formal adoption by the Full Council.

Matters Pertaining to Planning and Transport

7/10/2025 – No. 8. To consider any planning applications received from South Gloucestershire Council

- a) No applications received by the time of the agenda (1st October 2025)
- b) Applications received after the agenda:
 - P25/02266/F: Alterations to existing access and parking arrangements to include creation of island at access/egress, new mesh fence, and 3no. new paved car parking spaces (retrospective).
 - P25/02260/ADV: Display of 1 no. internally illuminated roof mounted sign, 2 no internally illuminated fascia signs, 1 no. non illuminated fascia sign, 1 no. internally illuminated height restriction bar, 2 no. internally illuminated free-standing digital menu screens, 1 no. waiting bay sign, 2 no non illuminated banner signs, 2 no. double sided internally illuminated totem sign, 1 no. non illuminated parking sign and 6 no. vinyl window graphics.

RESOLVED: It was unanimously agreed to raise no objections to all the above planning applications.

Updates and Reports

07/10/2025 - No 9. To receive a Quarterly Update from users of Patchway Town Council sports facilities, allotment societies and Patchway and Charlton Hayes Wildlife Group (verbal updates limited to 5 minutes or written reports in advance).

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

Claire Nicoll updated the Committee that she had been elected the Chair of the Society at the recent AGM, and that Doug Blackwell was Secretary with a new Treasurer (Mark). The Committee have updated the constitution to use up-to-date language; and to introduce time limits of 2 x 5 year terms maximum to encourage new people; and to not place undue expectation on existing committee members.

Due to dry winter and summer, the water has been switched on, and a £2 water charge has been exerted on all plot-holders to cover the water bill. The allotment normally has water switched off from October to April due to high levels of water saving devices across the site. Plot-holders who request a structure must add a water saving device eg water butt as part of the structure.

A sub committee has been formed for the next stages of the pollinator project which will be re-named. Engagement with Coniston Primary School is strong. A sub committee on fund-raising has been formed. Section 106 works to create a new path is to be progressed. The Society requested that the Council notify when the tree line at Norman Scott Park is to be started in order plot-holders can be informed.

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

SLAFC now have six teams using facilities at Norman Scott Park for league matches - four on grass pitches and two U7s on 3G MUGA facility. We are five weeks into the season and teams are adjusting to their new leagues and some starting their football journey with SLSFC.

The pitches were not looking their best in August due to dry summer but with the excessive rain (never thought I would welcome rain!!) and work of Estates Team, we were able to kick off the season on time.

The Committee noted an advance verbal report from **Blakeney Road Allotment Society:**

The allotment is currently investigating how to overcome a long-time water leak in the piping underneath the allotment site. The Society is receiving quotes for new piping to be installed underneath the site due to the extreme challenge of locating the actual leak.

07/10/2025 - No 10. To receive the Patchway Town Council's Estates Team Report for the period from July to September 2025.

The Committee noted the Committee the report from the Estates Team detailing what work they have carried out in the last quarter across all of Patchway. The Committee thanked the Estates team for the hard work they continue to provide in making Patchway's green and open spaces so excellent.

Estates Team Update Quarter 2 2025

Play areas

NORMAN SCOTT PARK- Removal of old and damaged play equipment, re-laid rubber matting under group swing.

ARLINGHAM - Fly tipping on outside of play area, (removed by South Glos)

BEVINGTON- Damaged basketball nets.

GORSE COVERT- Damaged swing seats due to vandalism, Repairs to rubber flooring, New concrete entrance way.

HIGHWOOD- Nothing to report.

BLAKENEY – Mulch added to multi climbing frame.

MAINTENANCE- Ongoing checks are completed by estates.

Norman Scott Park

During the summer months we have had an increase of broken glass and waste, also increased dryness has caused cracks in running track and footpaths around site also causing Pavilion paving to drop, repairs have started, and cracks will be monitored.

FOOTBALL- Season has now started as well as much wetter weather, pitches are holding up quite well, summer weather had caused ground to shrink and crack, on-going monitoring.

An increase in use this year which is amazing to see will also mean an increase of end of season repairs, plans are to replace all goal sockets at end of season as they are not secure when pitches are not in use. New nets have been supplied to main pitch and top pitch for this season.

CRICKET- End of season renovations are planned by Patchway Cricket Club, Outfield has been seeded in areas that are worn due to dry conditions.

3G- Ongoing maintenance to maintain 3G standards are done weekly.

CCTV- 3 camera require replacement due to age and weather damage; plans are in place.

TREWORK- External contractor is expected in October to reduce two large trees in Scott's park. Play area tree reduction is planned for October 2025 by Estates team.

AREAS AROUND THE TOWN

BINS- We have seen an increase of fly tipping and large amounts of household waste being dumped in or around bins, plans are in place to improve waste management and locations of bins around the town, these have been checked with a CAT scanner to ensure safe location.

OPEN SPACES- All open spaces are maintained monthly or fortnightly, all areas are litter picked and cut to maintain Patchway's high standard.

THE TUMPS- Tree replacements are planned through Forest of Avon Trust with a view to replace dead trees in triangle area of the tumps.

Work planned for rear of BMX track to reduce hedge growth.

PONDS- Work completed to clear and tidy Turners Pond was done in July, work over winter to trim back areas of growth on footpaths and entrance ways.

MACHINERY AND TOOLS

All machines and vehicles have been serviced and maintained during the summer months, old hand tools will require updating during.

Purchase of petrol garden shredder required to dispose of green waste and to generate our own compost to reuse across the town.

07/10/2025 - No 11. To note the meeting dates of the Parks, Open Spaces, Planning and Transport Committee 2025/2026 will be held on:

Tuesday 13th January 2026 at 7.00pm

Tuesday 7th April 2026 at 7.00pm.

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

The meeting was closed by the Chair at 19.38.