



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

Saturday 23rd September 2023.

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 3rd October 2023 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 the annual rent from Pretoria Road and Blakeney Road Association's.
2. To receive questions from the members of the public present, with respect to business on the agenda in accordance with Standing Order 4E.
3. To receive any apologies for absence.
4. To receive any declarations of interest and to consider any requests for dispensations for this meeting.
5. To approve the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 11th July 2023.
6. To review the budget for the 2024-2025 Financial Year.
 - a) Centre 320 – Rodway Road
 - b) Centre 500 – Scott Park
 - c) Centre 510 – Sports and Social Club
 - d) Centre 600 – Allotments
 - e) Centre 700 – Tumps
 - f) Centre 710 – Play Areas
 - g) Centre 720 – Open Spaces
 - h) Centre 800 – Street Furniture

Patchway is Twinned with Clermont l'Herault and Gauting.





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Matters Pertaining to Parks and Open Spaces

7. To consider reinstating the Patchway Greenway Walk.
8. To consider applying for a grant from South Gloucestershire Council's 'Greening the High Street' fund and a potential scope for this project.
9. To consider an idea to help reduce fly tipping in Patchway's back lanes.

Matters Pertaining to Planning and Transport.

10. To consider any planning applications received:
 - a) Any applications received after the agenda had been issued.
11. [To consider Patchway Town Council's response to South Gloucestershire Council's consultation on 'CRIBBS CAUSEWAY, Lysander Road \(Link Road\) – Proposed Footway Link' \(Click on the agenda item to view the associated report\).](#)
12. To consider the West of England Combined Authority (WECA) [WESTlocal funding](#) opportunity, as deferred from the previous meeting (Click on the link to view)

Updates and Reports.

13. To consider the report on 'Recycling at Patchway Town Council's premises.
14. To receive a Quarterly Update from users of Patchway Town Council sports facilities, allotment societies and Patchway and Charlton Hayes Wildlife Group.
15. To receive an update on the Pollinator Fund grant application.
16. To receive an update on the Active Travel Grant application to South Gloucestershire Council for increasing bicycle parking hoops within Norman Scott Park.
17. To receive an update on the new play equipment at Norman Scott Park.
18. To note that the meeting dates of the Parks, Open Spaces, Planning and Transport Committee 2023 – 2024 will be held on:
Tuesday 9th January 2024 at 8.00pm
Tuesday 9th April 2024 at 8.00pm

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PATCHWAY TOWN COUNCIL

Minutes of the Meeting of the Parks, Open Spaces, Planning and Transport committee held on the Tuesday 11th July 2023 at 20:00 at Callicroft House, Patchway.

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

In attendance: J Watkins (Deputy Town Clerk and RFO), S Payne (Stoke Lane FC), Clair Nicoll, Doug Blackwell and Derek Howell (Pretoria Road Allotment Association), Alex Dommett (Patchway and Charlton Hayes Wildlife Group) and Paul Thompson (Patchway Cricket Club).

Absent: None

Members of the Public: None

As the time was 20:00, the outgoing 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.

11/07/2023 – No 1. To elect a Chairman to this committee for the ensuing year.

Cllr R Loveridge was proposed and this was seconded. There were no other nominations.

RESOLVED: It was unanimously agreed to elect Cllr R Loveridge as Chairman to this committee.

11/07/2023 – No 2. To elect a Vice-Chairman to this committee for the ensuing year.

Cllr P Knight was proposed and this was seconded. There were no other nominations.

RESOLVED: It was unanimously agreed to elect Cllr P Knight as Vice-Chairman to this committee.

11/07/2023 – No 3. 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.

11/07/2023 - No 4. To receive any apologies for absence.

The committee noted apologies from Cllr E Martin (other commitments) and A England (Patchway Town FC – working).

11/07/2023 - No 5. 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.

11/07/2023 – No 6. To approve the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 14th March 2023 and to note the Clerk/RFO's report for this committee meeting.

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

11/07/2023 – No 7. To review the Five Year Budget Plan focusing on the 2024 – 2025 financial year:

a) **Centre 320 – Rodway Road.**

No changes were made on this cost centre.

- b) **Centre 500 – Scott Park.**
No changes were made on this cost centre.
- c) **Centre 510 – Sports and Social Club.**
No changes were made on this cost centre.
- d) **Centre 600 – Allotments.**
No changes were made on this cost centre.
- e) **Centre 700 – Tumps.**
No changes were made on this cost centre.
- f) **Centre 710 – Play Areas.**
No changes were made on this cost centre.
- g) **Centre 720 – Open Spaces.**
No changes were made on this cost centre.
- h) **Centre 800 – Street Furniture.**
No changes were made on this cost centre.

Matters Pertaining to Parks and Open Spaces

11/07/2023 - No 8. To review the quotation report on new play equipment for Norman Scott Park as delegated by Patchway Town Council on 16th May 2023.

Cllr P Cottrell raised a query of installing some new equipment and the Chairman confirmed that this would be looked at in future.

RESOLVED: It was unanimously agreed to recommend that Full Council proceeds with the purchase of the inclusive roundabout from GB Sports and Leisure at a cost of £6986.96 to be financed as below:

EMR – Youth Equipment	£3,314
MAF Funding	£1000
Virement from Insurance Budget on 110	£2672.96
Total Available:	£6,986.96

11/07/2023 - No 9. To consider reinstating the Patchway Greenway Walk.

The committee noted the update and it was agreed to hold a walkaround to identify locations prior to the October meeting. The Deputy Clerk will organise committee members and Rupert Higgins from Wessex Ecology to attend the walkaround.

11/07/2023 - No 10. To note the Certificate of Lawfulness with regards to the storage unit on Pretoria Road Allotments.

The committee noted the document from StokesMorgan planning which detailed that planning was not required for the metal storage unit at Pretoria Road allotments as it was under Patchway Town Council’s permitted development.

Matters Pertaining to Planning and Transport

11/07/2023 - No 11. To consider any planning applications received:

- a) **P23/01878/CLP - Erection of single storey rear extension - 2A Hazeldene Road Patchway South Gloucestershire BS34 5DS.**

RESOLVED: It was unanimously agreed to raise no objections to the above application.

- b) **P23/01796/F - Change of use from Guest house (Class C1) to a 8 no. bedroom large house in multiple occupation (HMO) for up to 8no. people (sui generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). - 217 Gloucester Road Patchway South Gloucestershire BS34 6ND.**
RESOLVED: It was unanimously agreed to raise an objection to this planning application. The committee will object to this application on the grounds of over-development in that area and the frequency of guest house visitors would not be the same as up to eight people living there. The committee would also object on parking issues, access from the A38 and the issues that the bus lane causes for the proposed tenants.
- c) **P23/01784/F - Erection of 1no. storage building, 1no. guards lodge, 2.4m high boundary fence and gates and installation of 3no. extraction outlets to existing building. - Unit 1 Highwood Road Patchway South Gloucestershire BS34 5DJ.**
RESOLVED: It was unanimously agreed to raise no objections to the above application.
- d) **P23/01897/CLP - Conversion of existing garage to form garden room/gym - 25 Thirlmere Road Patchway South Gloucestershire BS34 5PD.**
RESOLVED: It was unanimously agreed to raise no objections to the above application.
- e) **P23/01928/CLP - Installation of 1no rear dormer to facilitate loft conversion. - 68 Cavendish Road Patchway South Gloucestershire BS34 5HJ.**
RESOLVED: It was unanimously agreed to raise no objections to the above application.
- f) **Any applications received after the agenda had been issued.**
- i. **P23/02047/F - Erection of 1 no. dwelling with new access, parking and associated works (amendment to previously approved scheme P21/3947/F). - Land At 29 Ravenscourt Road Patchway South Gloucestershire BS34 6PL.**
RESOLVED: It was unanimously agreed to raise no objections to the above application however it was agreed to ask South Gloucestershire Council to ensure that the use was for domestic purposes and would not be for a HMO application.

11/07/2023 - No 12. To consider the locations of Christmas Lights in Patchway for this year.

The Deputy Clerk explained the rationale for moving the lights that were previously situated in Charlton Hayes to Coniston Road, as there were already generators on the lights.

RESOLVED: It was unanimously agreed to move those lights and the rest of lights would be installed as per last year's schedule, as there was no extra budget for additional lights or generators.

11/07/2023 - No 13. To consider the West of England Combined Authority (WECA) WESTlocal funding opportunity (Click on the link to view).

The committee reviewed the opportunity and agreed to refer the project to other local bodies. The committee will review this at the next meeting.

Updates and Reports

11/07/2023 - No 14 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 updates from Patchway Cricket Club, Stoke Lane AFC, Patchway and Charlton Hayes Wildlife Group and Pretoria Road Allotment Association.

11/07/2023 - No 15. To receive an update on the Pollinator Fund grant application.

The Committee noted an update on the bid, which was not approved. The Deputy Clerk will hold a meeting with WECA to ascertain what other funding is available.

11/07/2023 - No 16. To receive an update on the new play equipment at Norman Scott Park.

The Committee noted that the hardcourt from S106 monies was complete and there was a need to purchase some equipment for the court. The slide unit and group swing is to be installed at the end of July 2023.

11/07/2023 – No 17. To note the Ecology Survey of The Tumps and Nearby Green Spaces commissioned to Wessex Ecological Consultancy and the findings of this survey.

The committee noted the report and questions were raised over the implementation of the maintenance plan. The Deputy Clerk confirmed that this was in hand and would be implemented soon.

11/07/2023 - No 18 To note that the meeting dates of the Parks, Open Spaces, Planning and Transport Committee 2023 – 2024 will be held on:

Tuesday 3rd October 2023 at 8.00pm

Tuesday 9th January 2024 at 8.00pm

Tuesday 9th April 2024 at 8.00pm

The meeting was closed by the Chairman at 20:56.



Patchway Town Council
Strategic Five Year Budget Plan

		Precept Variance		ACTUAL		ACTUAL		ACTUAL		DRAFT		DRAFT	
		21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33
Amount of Precept Required		£	723,155.00	£	809,143.00	£	530,271.00	£	485,012.34	£	493,195.78	£	489,612.93
Variance as a Percentage			12%		-34%		-9%		-1%		2%		-1%
Council Tax Base (Estimated)		£	3993	£	4203	£	2333	£	2333	£	2333	£	2333
(£/annum)			181.11	£	192.52	£	227.29	£	207.89	£	211.40	£	209.86
Difference (£/annum)			-6.31	£	11.41	£	34.77	£	19.40	£	3.51	£	1.54
Difference (£/month)			-0.53	£	0.95	£	2.90	£	1.62	£	0.29	£	0.13
As a percentage (£/annum)			3.3%		6%		18%		-9%		2%		-1%

Centre Code	Centre Name	21/22	22/23	23/24	24/25	25/26	26/27
100	Income	-£	200.00	-£	7,000.00	-£	10,000.00
110	Establishment	£	321,614.00	£	246,334.00	£	277,124.00
120	Civic and Democratic	£	7,650.00	£	10,075.00	£	10,250.00
200	Callicroft House	£	15,340.00	£	18,050.00	£	15,000.00
210	The Casson Centre	£	1,695.00	£	6,350.00	£	450.00
220	Burials	£	3,000.00	-£	1,800.00	-£	3,326.00
300	Patchway Community Centre	-£	2.00	-£	2.00	-£	2.00
310	Coniston Community Centre	£	41,395.00	£	22,756.00	£	21,938.00
320	Rodway Road	£	4,100.00	£	21,400.00	£	20,332.28
400	Youth and Community	£	25,240.00	£	21,400.00	£	22,500.00
410	Grants	£	24,500.00	£	16,000.00	£	7,500.00
500	Scott Park	£	27,450.00	£	23,025.00	-£	19,935.00
510	Sports and Social Club	-£	11,840.00	-£	11,840.00	-£	11,840.00
600	Allotments	-£	1,250.00	£	2,250.00	£	2,000.00
700	Tumps and BMX Track	£	4,720.00	£	3,720.00	£	720.00
710	PlayArea	£	9,550.00	£	10,600.00	£	3,100.00
720	Open Spaces Administration	£	25,125.00	£	27,875.00	£	37,500.00
800	Street Furniture and Transport	£	750.00	£	1,000.00	£	500.00
900	Capital and Projects	£	224,314.00	£	410,000.00	£	97,500.00
	RBS Tolerance	0	0	0	5,252.00	0	0
	Precept Required	£	723,155.00	£	809,143.00	£	485,012.34
							£
							493,195.78
							£
							489,612.93

Office

From: Isobel Walker <Isobel.Walker@southglos.gov.uk>
Sent: 21 September 2023 13:08
To: Deputy Clerk; Clerk
Subject: Fwd: Greening the High Street grant launch - £4k sustainable planting grants available
Attachments: image001.png

Not sure if you are aware of this, but might be good to apply.

Cllr Isobel Walker

Independent Councillor for Patchway Coniston
Telephone: 07745 742946

If you are contacting me as a local constituent please be aware I may need to share your personal and casework information when contacting South Gloucestershire Council officers or other agencies relevant to your query, for more information please refer to my privacy notice at <https://www.southglos.gov.uk/cprivacy>

From: HighStreets <Highstreets@southglos.gov.uk>
Sent: Thursday, September 21, 2023 12:47:56 PM
To: Councillors - All Councillors <Councillors-AllCouncillors@southglos.gov.uk>
Subject: Greening the High Street grant launch - £4k sustainable planting grants available

Hello

South Gloucestershire Council has launched its 'Greening the High Street' fund to support sustainable planting schemes in the high streets.

We are looking to support community-led projects that increase biodiversity and that are designed to respond to our changing climate, creating spaces for both nature and people to enjoy. We are offering grants of up to £4,000 to community groups, community organisations and town and parish councils who can introduce and maintain forward-thinking planting approaches. This could be selecting climate-resilient plants, opting for planters instead of hanging baskets, planting trees, or creating nature havens for wildlife and pollinating insects. Priority will be given to applicants seeking to invest in or near our main high streets, but other shopping areas will be considered on a case-by-case basis.

For more information or to apply for funding, visit www.southglos.gov.uk/GHSG.

The closing date for grant applications is 19 November and paper application forms are available on request. Please start thinking about your applications early as this deadline will come around quickly.

We would appreciate your support, so please do spread the word to your family, friends and colleagues and feel free to share this information on your social media channels. Let's work together to 'Green the High Street.'

If you have any questions about this project, email highstreets@southglos.gov.uk or call 01454 868000.

This project is funded by the UK government through the UK Shared Prosperity Fund.

Kind regards

Regeneration Team

✉ South Gloucestershire Council, Department for Place, Regeneration Team, PO Box 1954, Bristol, BS37 0DD |



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PATCHWAY TOWN COUNCIL

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Recycling at Callicroft House and Casson Centre

Patchway Town Council is committed to being a sustainable and environmentally responsible Council. The Council has an active Local Nature Action Plan and has progressed many initiatives to make Patchway a town that is proud and responsible for its environment.

The Council currently disposes of all its waste from Callicroft House and the Casson Centre through its bi-weekly mixed waste skip collection with all other waste collected from across the town including from litter bins and dog waste bins. The waste is disposed through Smiths Waste Management in Gloucester. Due to the mixture of different waste in the skip, this is not possible to be sorted and recycled.

Waste from Callicroft House and the Casson Centre is generally recyclables including paper, cans, cardboard, tetra paks and plastics. The Link Club are now a regular user of the Casson centre and produce recyclable waste through providing their clients with drinks cans, sandwich wrappers etc which can all be recycled. Other users also produce waste that could be recycled.

South Gloucestershire Council offer an affordable weekly and bi-weekly service for parish and town councils to collect recyclables.

2 x 240 litre recycling bins for paper, cans, cardboard, tetra paks and plastics would cost **£510 p/year** for a weekly collection, or **£255 p/year** for a bi-weekly collection. At this stage, it could be difficult to work out if a weekly or biweekly collection is needed though the service from South Gloucestershire is flexible.

The Council would also need to purchase a recyclables bin for Callicroft House and the Casson Centre for an approximate cost of £25 each.

This modest investment would go a long way to strengthening The Council's commitment to the environment and reduction of waste going into landfill.

It would also reduce the amount of waste going into the general skip which could be monitored in terms of a potential opportunity of needing a smaller and cheaper skip into the future.