

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of the Parks, Open Spaces, Planning and Transport committee held on the Tuesday 11th October 2022 at 20:00 at Callicroft House, Patchway.

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|-------------------------------|--|
| Councillors: | P Knight (in the chair), D Lawrence, E Martin K Dando, and B Hopkinson. |
| In attendance: | Cllr J Butler (sub for Cllr R Loveridge), Cllr P Cottrell and J Turner (Town Clerk and RFO). |
| Absent: | None. |
| Members of the Public: | None. |

As the time was 20:00, the Chair, Cllr P Knight 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.

11/10/2022 – No 1 To receive a presentation for One Planet Matters on the Bee Highway and other environmental support within Patchway.

The Chairman welcomed Kevin Thomas from One Planet Matters to the meeting. Kevin presented on what they have been doing within South Gloucestershire including tree orchards, community growing networks and bee highways. They are currently in Patchway working with Callicroft Primary School, Coniston Primary School, Southern Brooks and FACE and want to expand on what they have been doing.

One Planet Matters would like to plan a tree orchard in Patchway, which will be volunteer led as well as some poly-tunnels. One Planet Matters would engage with the community and educate residents around food harvesting as well as biodiversity.

It was agreed to explore the land at The Tumps for an orchard and the land at the front of Pretoria Road Allotment Site for the poly-tunnel. The Clerk will liaise with Kevin on a site visit.

The Chairman thanked Kevin for his attendance and he left the meeting.

11/10/2022 – No 2 To receive any questions from members of the public present.

None received.

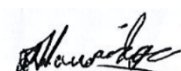
11/10/2022 - No 3 To receive any apologies for absence.

The committee noted apologies from Cllr R Loveridge, Cllr E Gordon, A England and P Thompson.

11/10/2022 - No 4 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.

11/10/2022 - No 5 To approve the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 6th September 2022 and to note the Clerk/RFO's report for this committee meeting.



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RESOLVED: It was agreed by a majority with one abstention to approve the minutes of the meeting and the report was noted.

11/10/2022 - No 6 To review the Hire Charges for Patchway Town Council's Sporting Facilities for the 2022/2023 Financial Year and the 2023/2024 Financial Year.

The committee considered the hire charges. The recommendation from the Finance Committee was to increase by 25% for the current financial year and a further 10% increase in the next financial year. The committee commented that the sporting facilities at present are not financially self-sufficient and this needs to change due to the reduction in the Council Tax Base next year. The committee agreed that the budget for this financial year should be increased by 35% this year with a 5% administration and booking charge to cover the software license added on top. It was agreed that a minimum of 10% should be applied to next year's charges. The committee noted that the hire charges hadn't been increased since the inception of the new sporting facilities.

RESOLVED: It was unanimously agreed to recommend that Full Council adopts the hire charges as shown below for the new two financial years for sporting facilities.

| PATCHWAY TOWN COUNCIL - SPORTS HIRE CHARGES | | Current | Current | Proposed 2022-2023 | | Proposed 2023-2024 | |
|---|---|--|---|--|---|--|---|
| Facility | Hire Terms | Standard bookers (1 - 9 SESSIONS) INC VAT AT 20% | Block bookers (10 or more sessions) EXC VAT subject to meeting requirements | Standard bookers (1 - 9 SESSIONS) INC VAT AT 20% | Block bookers (10 or more sessions) EXC VAT subject to meeting requirements | Standard bookers (1 - 9 SESSIONS) INC VAT AT 20% | Block bookers (10 or more sessions) EXC VAT subject to meeting requirements |
| Football Pitches | Adult block bookers - 20 games | | £1,224.00 | | £1,713.60 | | £1,884.96 |
| Football Pitches | Adult block bookers - 15 games | | £1,008.00 | | £1,411.20 | | £1,552.32 |
| Football Pitches | Adult block bookers - 10 games | | £648.00 | | £907.20 | | £997.92 |
| Football Pitches | Youth (under 18s) block bookers - 20 games | | £703.00 | | £984.20 | | £1,082.62 |
| Football Pitches | Youth (under 18s) block bookers - 15 games | | £518.00 | | £725.20 | | £797.72 |
| Football Pitches | Youth (under 18s) block bookers - 10 games | | £333.00 | | £466.20 | | £512.82 |
| | Hirers booking 1 - 9 games per season | | | | | | |
| Football Pitches | Adult - Regular hirers per game | £86.40 | | £120.96 | | £133.06 | |
| Football Pitches | Youth (under 18s) - regular hirers per game | £44.40 | | £62.16 | | £68.38 | |
| Cricket Pitches | All block bookers - Up To 20 games | | £1,350.00 | | £1,890.00 | | £2,079.00 |
| 3G Facility | 1 Hour Hire | £36.00 | £30.00 | £50.40 | £42.00 | £55.44 | £46.20 |
| Cricket Net Facility | 1 Hour Hire | £36.00 | £30.00 | £50.40 | £42.00 | £55.44 | £46.20 |

11/10/2022 - No 7 To review the rolling five year budget plan, with specific detail to the 2023/2024 financial year:

a) Centre 320 – Rodway Road

It was agreed to make no changes on this cost centre.

b) Centre 330 – Charlton Hayes

It was agreed to make no changes on this cost centre.

c) Centre 340 – The Parade

It was agreed to make no changes on this cost centre.

d) Centre 500 – Scott Park

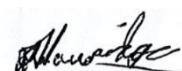
It was agreed to raise the machinery budget to £10,000 and look into purchasing battery operated hand tools to save costs on fuel.

It was agreed to raise the fencing budget to £3000.

e) Centre 510 – Sports and Social Club

It was agreed to make no changes on this cost centre.

f) Centre 600 – Allotments



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It was agreed to make no changes on this cost centre.

g) Centre 700 – The Tumps and BMX Track

It was agreed to make no changes on this cost centre.

h) Centre 710 – Play Areas

It was agreed to make no changes on this cost centre.

i) Centre 720 – Open Spaces

It was agreed to make no changes on this cost centre.

j) Centre 800 – Street Furniture

It was agreed to make no changes on this cost centre.

RESOLVED: It was unanimously agreed to progress to the next stage of the budget setting process.

11/10/2022 - No 8 To carry out a progress review of Patchway Town Council's Three Year Plan, focusing on 2022/2023.

a) Outside Areas

b) Planning in Patchway

RESOLVED: It was unanimously agreed to note the progress being made as below.

| | Outside Areas | Planning in Patchway |
|-------------------------------------|---------------------------|-----------------------------|
| Timescale for Implementation | Parks and Planning | Parks and Planning |
| 2022/2023 | | |
| | Tree Planting | Bus Shelters |
| | Wildflower Meadows | Christmas Lights |
| | Tree Pruning in Patchway | Road Surfacing |
| | Open Area Signage | Benches for Charlton Hayes |
| | Tree Survey for all areas | |
| | Tree giveaway project. | |
| | Local Nature Action Plan | |

Matters Pertaining to Parks and Open Spaces

11/10/2022 - No 9 To consider the quotations for the replacement of outdoor machinery.

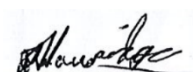
RESOLVED: It was unanimously agreed to recommend to Full Council that they approve the quotation of £45,180 from Lister Wilder and take out a Hire Purchase for the Kubota tractor.

The committee noted the part exchange offer was £250 for the Ransomes 2250. Cllr J Butler offered a donation of £500 for the machine.

RESOLVED: It was unanimously agreed to recommend to Full Council that the donation of £500 is agreed.

11/10/2022 - No 10 To consider the quotations for an Ecology report to be carried out on The Tumps and BMX Track.

RESOLVED: It was unanimously agreed to defer this item to gather more quotations.



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11/10/2022 - No 9 11. To carry out the yearly review of Patchway Town Council's Play Area Strategy.

RESOLVED: It was unanimously agreed to note the report and budget according to the strategy. The committee noted that some areas were in need of urgent replacements and The Clerk was looking into grants for this equipment. It was noted that all signage would need to be replaced and updated next year and that the 'No Dog' signs in Scott Park need to be refreshed. Cllr J Butler raised that with the café opening, the Council should like to re-visit the bylaw in Norman Scott Park which bans the exercising of dogs.

RESOLVED: It was agreed by a majority with one abstention that Patchway Town Council retracts the current bylaw on Norman Scott Park and allows dogs to be exercised on a lead on the pathway only as well as creating a small-fenced area in the copse of trees near the bottom pitch with suitable bins and bag dispensers.

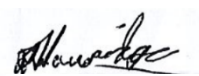
Matters Pertaining to Planning and Transport.

11/10/2022 - No 12 To consider any planning applications received:

- a) P22/05486/HH - Alterations to existing roof line to facilitate erection of first floor rear extension to provide additional living accommodation. - 66 Stroud Road Patchway South Gloucestershire BS34 5EW.
- b) P22/03828/F - Erection of 1 no. attached dwelling with associated works. Cladding of existing dwelling with red brick work. - Land At 81 Stroud Road Patchway South Gloucestershire BS34 5EN.
- c) P22/05591/F - Demolition of existing buildings. Erection of 2 buildings for flexible uses of industrial processes Class E (g)(iii) and/or General Industry (Class B2) and/or Storage and distribution (Class B8) with associated works including service yard, parking, staff amenity area, landscaping, sprinkler/tank infrastructure and alteration to access. - Unit 10 Patchway Trading Estate Britannia Road Patchway South Gloucestershire BS34 5TA.
RESOLVED: It was unanimously agreed to raise no objections to the above applications.
- d) P22/05600/F - Erection of 1no. additional storey over existing building to form 3no. residential flats with pitched roof (Class C3) with external staircase and associated works. - 102 - 104 Rodway Road Patchway South Gloucestershire BS34 5PG.
RESOLVED: It was unanimously agreed to object on the grounds of parking and overcrowding.
- e) P22/05744/F - The erection of 2.4m security fencing and electric gates, installation of replacement fire escapes and associated landscaping and works (retrospective). - 600 Park Avenue Aztec West Almondsbury South Gloucestershire BS32 4SD.
RESOLVED: It was unanimously agreed to raise no objections to this planning application.
- f) Any applications received after the agenda had been issued.
 - i. P22/05809/ADV - Display of 4 no. standing signs and 3 no. fascia non illuminated signs - Land At MU6 Charlton Hayes Patchway South Gloucestershire BS34 5AG.
 - ii. P22/05859/F - Erection of 1no attached dwelling and associated works. (re-submission of P22/00476/F) - Land At 221 Rodway Road Patchway South Gloucestershire BS34 5EG.
RESOLVED: It was unanimously agreed to raise no objections to these planning applications.

11/10/2022 - No 13 To consider the adoption of the Planning Applications Procedure.

RESOLVED: It was unanimously agreed to recommend to Full Council, the adoption of this policy.



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11/10/2022 - No 14 To consider setting up a back-lane amnesty day to target fly tipped waste in Patchway.

RESOLVED: It was unanimously agreed to allow the Clerk to arrange this. The committee noted that there would need to be communication over what would be allowed to be collected.

11/10/2022 - No 15. To consider the remedial works needed to repair the Patchway Living Landmarks trail.

RESOLVED: It was unanimously agreed to budget £1500 to get the trail up and running again.

Updates and Reports.

11/10/2022 - No 16 To receive an update on The Norman Scott Park Pavilion project.

The Clerk provided an update. The committee noted that the project was around four weeks behind schedule but was still on budget. Completion could be at the end of October.

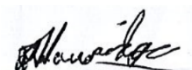
11/10/2022 - No 17 To receive an update on the Local Nature Action Plan community listening event.

The Clerk provided an update and the event was a great success with a lot of engagement from the community. Patchway Conservation Group assisted and this was very much appreciated. The committee noted that this format was successful and future events should be arranged.

11/10/2022 - No 18 To note that the date of the next Parks, Open Spaces, Planning and Transport Committee will be held on Tuesday 8th November at 8pm.

Noted.

The meeting was closed by the Chairman at 21:40.



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