



**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

Wednesday 16<sup>th</sup> March 2022

Dear **Cllr Roger Loveridge, Cllr Jon Butler, Cllr Patrick Cottrell, Cllr Dayley Lawrence, Cllr Ken Dando, Cllr Elaine Martin and Cllr Brian Hopkinson.**

You are summonsed to attend the meeting of Patchway Town Council's Parks, Open Spaces, Planning and Transport Committee on Tuesday 22<sup>nd</sup> March 2022 at 7pm at Callicroft House, Patchway and the agenda is provided below.

Yours sincerely,

**Jack Turner** BA.Hons. Cert.CILCA. PSLCC.  
**Town Clerk and Responsible Finance Officer**

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### AGENDA

1. To receive questions from the members of the public present.
2. To receive any apologies for absence.
3. Declarations of Interest.
4. To consider and approve any dispensations for this meeting.
5. To approve the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 22<sup>nd</sup> February 2022.
  - a) To receive the Clerk/RFO's report for this committee meeting.
6. To review the Terms of Reference for this committee.
7. To carry out a progress review of Patchway Town Council's Three Year Plan, focusing on 2021/2022:
  - a) Outside Areas.
  - b) Planning in Patchway.

### Matters Pertaining to Parks and Open Spaces

8. To consider the quotation from South Gloucestershire Council for the pedestrian sweeper work to be carried out in Patchway.
9. To consider the quotation from preferred supplier, KT Properties LTD, to extend the pathway at the rear of the BMX track.

*Patchway is Twinned with Clermont l'Herault and Gauting.*





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10. To consider the scope of works for the project to be carried out in accordance with the S106 funding from South Gloucestershire Council.
11. Local Nature Action Plan for Patchway Town Council.
  - a) To consider and agree locations for three trees to be planted as part of this scheme.

### **Matters Pertaining to Planning and Transport.**

12. To consider any planning applications received (Click on the agenda item to view the planning application)
  - a) [P22/01472/PNH - The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 5.5m, for which the maximum height would be 2.9m, and for which the height of the eaves would be 2.7m. - 19 Windermere Road Patchway South Gloucestershire BS34 5PN.](#)
  - b) [P22/01469/F - Garage conversion and installation of enlarged rear window to facilitate change of use from residential dwelling \(Class C3\) to a 8 bedroom large house in multiple occupation \(HMO\) for up to 8 people \(Sui generis\) as defined in the Town and Country Planning \(Use Classes\) Order 1987 \(as amended\). \(Resubmission of P21/06247/F\). - 85 Falcon Drive Patchway South Gloucestershire BS34 5RA.](#)
  - c) [P22/01471/HH - Erection of a two storey side and rear extension to form additional living accommodation. Erection of front porch. - 90 Cavendish Road Patchway South Gloucestershire BS34 5HH.](#)
  - d) [P22/01587/HH - Erection of a two storey side extension to form additional living accommodation. - 104 Coniston Road Patchway South Gloucestershire BS34 5JT.](#)
  - e) Any applications received after the agenda had been issued.

### **Updates and Reports.**

13. To receive an update on The Norman Scott Park Pavilion Redevelopment project.
14. To receive an update on the back lane amnesty carried out in February 2022.
15. To receive an update from the user groups of Patchway Town Council's Facilities.
16. To note that the date of the next Parks, Open Space, Planning and Transport Committee meeting will on Wednesday 27<sup>th</sup> April 2022 at 7pm.

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**PATCHWAY TOWN COUNCIL**

**Minutes of the Meeting of the Parks, Open Spaces, Planning and Transport committee held on the 22<sup>nd</sup> of February 2022 at 19:00 at Callicroft House, Patchway.**

- Councillors:** R Loveridge (in the chair), J Butler, P Cottrell, D Lawrence. B Hopkinson, K Dando, (19:01).
- In attendance:** J Turner (Town Clerk and RFO), Cllr Peter Knight, Tina Brice (Patchway Community Association).
- Absent:** None
- Members of the Public:** Six.

**As the time was 19:00, 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.**

**22/02/2022 - No 1 To receive any questions from members of the public present.**

A resident raised their concerns over the proposed development at Epney Close. The Chairman advised them to go to the consultation evening and to put their comments onto the planning portal so they can be considered by South Gloucestershire Council. Cllr J Butler told them that their deeds were the best line of defence as the deeds grant them vehicular access over the site.

**22/02/2022 - No 2 To receive any apologies for absence.**

The committee noted apologies from Cllr E Martin (Isolating) and J Thomas, P Thompson and A England.

**22/02/2022 - No 3 Declarations of Interest.**

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.

**22/02/2022 – No 4 To consider and approve any dispensations for this meeting.**

None received.

**22/02/2022 - No 5 To approve the minutes of the extraordinary meeting of the Parks, Open Spaces, Planning and Transport committee held on 25<sup>th</sup> January 2022.**

- a) To receive the Clerk/RFO’s report for this committee meeting.

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

**22/02/2022 - No 6 To carry out a progress review of Patchway Town Council’s Three Year Plan, focusing on 2021/2022.**

- a) Outside Areas
- b) Planning in Patchway

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



	<b>Outside Areas</b>
<b>Timescale for Implementation</b>	<b>Parks and Planning</b>
<b>2021/2022</b>	
	Maintenance of Sports Equipment
	Upgrade and install exercise equipment
	Compound Container
	Charlton Hayes
	The Parade
	Rodway Road
	Tree Survey
	Play Area Strategy
	The Town's Planters
	<b>Allotment Container</b>
	Tree giveaway project.
	Local Nature Action Plan
	Wildflower Meadows

#### Matters Pertaining to Parks and Open Spaces

**22/02/2022 - No 7 To consider the quotations from preferred supplier, KT Properties LTD, for the following work:**

- a) **To remove and install 6 benches in Scott Park.**

**RESOLVED:** It was unanimously agreed to approve the quotation of £3066.00. The Clerk would raise the issue of leaving the spoil on site to see if it would reduce the quotation.

- b) **To install 4 benches at Blakeney Road Playing Field.**

**RESOLVED:** It was unanimously agreed to approve the quotation of £2044.00. The Clerk would raise the issue of leaving the spoil on site to see if it would reduce the quotation.

**22/02/2022 - No 8 Local Nature Action Plan for Patchway Town Council.**

- a) **To consider and agree locations for three trees to be planted as part of this scheme.**

**RESOLVED:** It was unanimously agreed to defer this item until the next meeting.

#### Matters Pertaining to Planning and Transport.

**22/02/2022 - No 9 To consider any planning applications received:**

- a) **P22/00697/F - Erection of 5 no. dwellings, creation of community garden and associated works. - Land At Epney Close Patchway South Gloucestershire BS34 5LN.**

**RESOLVED:** It was unanimously agreed to raise an objection to this application on the grounds of supporting the residents. Issues raised such as vehicular access, overcrowding, parking issues, scale and mass as well as the type of housing is unsuitable as Patchway needs larger family homes.

- b) **P22/00706/F - Erection of a two storey side extension to form new fire escape. - Edge Church 1160 Park Avenue Aztec West Almondsbury South Gloucestershire BS32 4TF.**

**RESOLVED:** It was unanimously agreed to raise no objection to this planning application.

- c) **Any applications received after the agenda had been issued.**

None received.

**Updates and Reports.**

**22/02/2022 - No 10 To receive an update on The Norman Scott Park Pavilion project.**

The Clerk provided an update. The contractor is due to start on site on Monday 28<sup>th</sup> February 2022.

**22/02/2022 - No 11 To note that the date of the next Parks, Open Spaces, Planning and Transport Committee meeting will be held on Tuesday 22<sup>nd</sup> March 2022 at 7pm.**

Noted.

**The meeting was closed by the Chairman at 19:26.**



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**Town Clerk and Responsible Finance Officer's Report**

**Actions from the meeting of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 22<sup>nd</sup> February 2022.**

**22/02/2022- No 7 To consider the quotations from preferred supplier, KT Properties LTD, for the following work:**

- a) To remove and install 6 benches in Scott Park.**
- b) To install 4 benches at Blakeney Road Playing Field.**

The Clerk has spoken to the contractor about leaving good spoil on site and this would be omitted from the price of works.

**22/02/2022 - No 9 To consider any planning applications received:**

- a) P22/00697/F - Erection of 5 no. dwellings, creation of community garden and associated works.**
- Land At Epney Close Patchway South Gloucestershire BS34 5LN.**

The objection comment was uploaded to the planning portal.

# PATCHWAY TOWN COUNCIL

## Terms of Reference

### **Parks, Open Spaces, Planning and Transport Committee**

Composition: Seven (7) Elected members (Voting)

Quorum: Three (3) members

Co-option: Each year the committee can co-opt members of the public to service as informants and partners on projects specific to the committee. These members will have no voting rights.

Chairmanship: Chairman & Vice-Chairman to be elected by Members at the first committee meeting held in each Council year.

Meetings: **Quarterly** Monthly, with the exception of the August recess. In the event of an item of urgency an Extra Ordinary meeting can be convened by the Proper Officer or Chairman of the Committee.

Timing: 7.00pm

Venue: The Board Room, Callicroft House, Rodway Road, Patchway.

Reports to: Full Council

Administration: Clerk/Deputy Clerk and RFO

Legal Status: General Data Protection Regulations Governance & Accountability for Local Councils 2018 VAT regulations Adopted Code of Conduct 2012 Adopted Standing Orders Adopted Financial Regulations Localism Act 2011 Local Government Act 2003 Local Government Act 1972 Public Bodies (Admissions to meetings) Act 1960

#### **Terms of Reference & Matters Delegated to the Committee**

1. To consider such matters as may be delegated by the Council from time to time.
2. To consider budget proposals specific on committee related centres as directed by the RFO. To make recommendations for future budgets in line with the three year strategic plan.
3. To review and make recommendations to Council on the provision of expenditure that is not within the budget for this committee.
4. To set out and enforce the terms and conditions for all sports bookings.
5. Responsible for ensuring all Parks and Open Spaces are well maintained and safe for the public.
6. To respond on behalf of the Town Council to all Planning Applications received.
7. Authorisation of expenditure within the budget provided that payment is made within the limit previously approved by Council. The Committee cannot commit or spend from future budgets



not confirmed or from future years. The virement of funds must be authorised by Full Council. (The Parks, Open Spaces, Planning and Transport Committee may incur expenditure up to £10,000 per transaction subject to there being sufficient funds in the Budget to meet such expenditure).

8. To consider the recommendations of any Sub-Committees or Working (Advisory) Groups under the control of the Parks, Open Spaces, Planning and Transport Committee.

9. All members of Full Council not on the Parks, Open Spaces, Planning and Transport Committee may attend and participate in the meeting but non committee councillors have no voting rights.

10. To review Council fees and charges for Sports Hire submitting recommendations for consideration by The Finance Committee and Full Council. Expenditure to be in accordance with Financial Regulations.

11. To review all strategies and plans developed under the remit of the committee and report to Council.

12. Make recommendations to the Council on all matters not within existing policy.

**Matters not delegated to the Committee**

1. The consideration of new & reviews of consultation policy documents of other bodies and any other consultation document.

2. Any matter falling within the remit of the committee which involves the introduction of a new policy or changes to existing policy, future direction & strategy.



7 Feb

	Outside Areas	Planning in Patchway
	Parks and Planning	Parks and Planning
Timescale for Implementation		
2021/2022	Maintenance of Sports Equipment	Challenging SGC on pavement parking.
	Upgrade and install exercise equipment	Road Surfacing
	Compound Container	
	Charlton Hayes	
	The Parade	
	Rodway Road	
	Tree Survey	
	Play Area Strategy	
	The Town's Planters	
	<b>Allotment Container</b>	
	Tree giveaway project.	
	Local Nature Action Plan	
	Wildflower Meadows	

## Clerk

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**From:** Hayley Brock <Hayley.Brock@southglos.gov.uk>  
**Sent:** 07 March 2022 10:07  
**To:** Clerk  
**Subject:** RE: Pedestrian Sweeper [EXTERNAL]

£36.75 per hour – 6 hours per visit.

Hayley

**From:** Clerk <clerk@patchwaytowncouncil.gov.uk>  
**Sent:** 07 March 2022 10:01  
**To:** Hayley Brock <Hayley.Brock@southglos.gov.uk>  
**Subject:** RE: Pedestrian Sweeper [EXTERNAL]

### **Better to be safe than sorry**

If you're unsure whether this email is genuine, it's best to stay on the safe side. Don't click on links or attachments, forward it to the South Gloucestershire Council [ITD Service Desk](#).

Hi Hayley,

Thanks for this. Please can you confirm the costs?

Thank you.

Best Wishes,

**Jack Turner B.A (Hons), Cert. CiLCA, PSLCC.**  
**Town Clerk and Responsible Finance Officer**

Patchway Town Council  
Callicroft House  
Rodway Road  
Patchway  
Bristol  
BS34 5DQ

Patchway Town Council Office: 01454 868530  
Direct Line: 07903 628422  
[Clerk@Patchwaytowncouncil.gov.uk](mailto:Clerk@Patchwaytowncouncil.gov.uk)



## PATCHWAY SWEEPER ROUTE- To be completed once every 4 weeks

ROADS TO BE SWEPT	ORDER OF WORK (1 job number to be completed per 4 weeks)	JOB COMPLETED	NOTES (please confirm what roads if any need completing next time)	Invoiced
Coniston Road	1	07/09/2021		X
Waterside Drive Elmore Road Epney Close Blakeney Road Park Leaze	2	05/10/2021		X
Bevington Close Bevington Walk Falcon Drive Falcon Close Falcon Walk	3			
Eagle Drive Kestrel Close Martin Close Linnet Close Swallow Drive	4			
Hawthorn Close Willow Close Sycamore Drive	5			
Larch Way Birch Close Fir Tree Close Spruce Way	6			
Cedar Close Bay Tree Close Cranbourne Road	7			
Rodway Road Thirlmere Road	8			
Windermere Road Pretoria Road Clermont Close	9			
Durban Road Worthing Road Cavendish Road	10			
Stroud Road Lee Close Brighton Road	11			
Bradley Road Arlingham Way Severn Way Tidenham Way	12			
Callicroft Road Ashford Road Hazeldene Road Longney Place Newnham Place	13			
Lower Thirlmere Road The Parade	14			
Ravenscourt Road Redfield Road	15			

# **K T PROPERTIES LIMITED**

**CIVIL ENGINEERING SERVICES**

Head Office: Canada warehouse Chittening Industrial Estate Worthy Road  
Avonmouth Bristol BS11 0YB  
Office: 0117 982 7763  
Mobile: 07775 804 841  
Email km2010@hotmail.co.uk

<p>Patchway Town Council Callicroft House Rodway Rd Patchway Bristol BS34 5DQ</p>
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<b>QUOTATION</b>
<b>Quote Number</b>
KTP00263
<b>Date: 17/2/22</b>

**Ref: Path Installation**

**Site: Patchway Town Council South Gloucestershire**

Site , The Tumps

Supply Terram Membrane roll , Jcb 3cx Road roller and labour to insert a footway parralel to the existing road , using the type 1 on site and leaving the adrisings neatly onsite

Compact stone with road Roller making path approx 1200 - 1500mm wide

This task will take 2 days with the associated plant etc

Supply labour plant and materails

£1911.00 + vat