

MINUTES OF ENVIRONMENT & LEISURE COMMITTEE MEETING
Monday 8th January at 7pm, Red Brick Annex, The Manor Hall



**Westerleigh
& Coalpit Heath**
PARISH COUNCIL

MINUTES OF WESTERLEIGH & COALPIT HEATH PARISH COUNCIL ENVIRONMENT & LEISURE COMMITTEE MEETING - Monday 8th January 2024 at 7pm, Red Brick Annex, The Manor Hall, Coalpit Heath

Present: Cllr C Goddard (Chair), Cllr A Hill, Cllr R McCullough, Cllr C Echegaray

Clerk: Rachel Davis

267. To NOTE apologies for absence

Cllr J Lean was absent and did not send apologies.

268. To RECEIVE Declarations of Interest relating to this meeting, as required by the Council's Code of Conduct for Members and the Localism Act 2011

None.

269. To APPROVE [Minutes](#) of the Environment & Leisure Committee meeting 1st August 2023
RESOLVED: The Minutes were approved and signed by the Chair.

270. To RECEIVE questions and comments from members of the public present with respect to business on the agenda (in accordance with Standing Orders 3 e-3 i)

None.

PLANNING

271. To discuss and APPROVE comments on any necessary Planning Applications (due to deadline dates):

- (i) [P23/03163/F](#) Raising of the roof line to facilitate the erection of a first floor rear extension to form additional living accommodation. 8 Rathbone Close Coalpit Heath Bristol South Gloucestershire BS36 2TN

RESOLVED:

Westerleigh & Coalpit Heath Parish Council OBJECTS to this application on the grounds that raising the roofline will result in an extension that is not subservient to the original dwelling and that will be overbearing in terms of both the original dwelling and the street scene. It therefore conflicts with Policies Sites and Places Plan policy PSP 38.

FINANCE

272. To NOTE information on relevant E & L and community benefit budgets

The RFO provided balance figures for all elements of E & L finances and indicating committed spends. She urges caution with the amount being allocated to Newman Field play equipment and other large expenditure until the exact cost of the Bitterwell Lake works by IVEL is known and work complete, and effects on these grant pots understood as the financial levels are starting to fall very low very quickly.

For Community Benefit Projects

07 Community Benefit Projects		Current Balance	Committed Spend	Committed breakdown	Available Balance
Code	Title				
53	Community Benefit Says Court Farm	50,549.83	54086.29	IVEL £53196.29 MIN; Swift £870;	£ 5483.54
54	CIL/S106 benefit	49,204.71	25000	Play equipment: NF £20k; WPF £5K;	24204.71
62	LNAP Local Nature Action Plan	4,188.24	200	Hedgehog project	3988.24
63	BNP PROJECT	2,451.00	2400	4 new bins	ZERO
66	WPF CIL refurb of TODDLER equipment	203.60	0	Project completed	ZERO
69	Youth Provision (from CIL)	2,275.00	2275	Q3 & Q4 youth provision	ZERO
70	GPoC Grant Fund	6,259.97			6259.97
		124,112.35			39916.46
					38666.46

So entire Community benefit pot will be hugely reduced by these projects

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ITEMS REQUIRING A RESOLUTION

273. **To discuss proposed projects and take a DECISION on required actions**

- (i) Approve quotation (from three) for new play equipment at Newman's Field (£20k budget approved, ref E&L min 259)

RESOLVED: The preferred option was a quotation from GB Sports for a clamber stack and timber trail in Evaplay 20 year guaranteed wood with steel feet - total cost of £20,758.50 excl. VAT. The order should be delayed until the Clerk has checked the minimum height of the clamber stack and confirmed with the council's mowing contractor that they can strim underneath where the grass matting surfacing will be installed. If strimming will be difficult, Clerk to investigate whether rubber surfacing is suitable and obtain revised quotations. In any case installation should be delayed until April 2024. If the delay results in a price increase, Clerk to seek committee approval for the new price.

- (ii) Approve quotation (from three) for replacement trim trail equipment at Westerleigh Playing Field - (£5k budget approved, ref E&L min 259)

RESOLVED: To reject all three quotations. Clerk to obtain a further quotation for timber adventure trail equipment with steel feet up to the maximum budget, for committee consideration. The existing damaged timber chain bridge to be removed in the meantime.

274. **Committee to discuss LOCAL NATURE ACTION PLAN progress and take a DECISION on required actions and/or future projects**

- (i) Replacement of Westerleigh Playing Field beech tree planted by SGC in autumn 2021

RESOLVED: Cllr Goddard will check for signs of life and report back to the Clerk. Clerk to request replacement tree from South Gloucestershire Council if required.

- (ii) Mowing regimes from Spring 2024

RESOLVED: Revert to standard two-week mowing schedule for Pansy Vale (Westerleigh) and retain unmown margins and unmown area under trees at Westerleigh Playing Field. Trial unmown area at Newman's Field between wildlife whips and boundary trees, with mown path. To be reviewed at end of mowing season to check for encroachment from boundary vegetation e.g. brambles. Clerk to notify mowing contractor of requirements at Jan 2024 review meeting.

- (iii) Hedgehog project – inc Hedgehog stall at Westerleigh Fun Day 15/06/2024.

Noted successful joint hedgehog event with Frampton Cotterell Parish Council during October half term 2023.

RESOLVED: Clerk to organise a hedgehog stall with giveaways and games for Westerleigh Fun Day 15/06/2024.

- (iv) Nature workshops – bat walks

RESOLVED: Clerk to contact the Local Climate and Nature Plan Officer to express interest in potential South Gloucestershire project to run parish bat walks. If this project does not go ahead, Clerk to contact Avon Bat Group who may be able to run a free workshop/ bat walk in the parish.

Potential future projects

- (v) Meadow areas at Westerleigh Playing Field, Kendleshire Triangle

RESOLVED: Consider potential meadow area for development from Spring 2025. Committee to consider areas and budget at a future meeting.

- (vi) Pansy Vale community orchard maintenance/ development

RESOLVED: Clerk to contact South Gloucestershire Council Tree Officer and other contacts to request recommendations for a contractor to carry out pruning and other orchard maintenance work, then arrange. Funded from Pansy Vale maintenance budget or trees budget (to be determined by Finance Officer).

- (vii) Pond project

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RESOLVED: To consider a pond project in 2024/25. Committee to consider a proposal at a future meeting.

- (viii) Bike racks at community buildings

RESOLVED: Clerk to develop a proposal for Westerleigh Village Hall by the end of 2024, for consideration at a future meeting.

275. **To discuss progress with Bin Project and take a DECISION on any required actions:**

- (i) Phase 2 replacement bins – replace Kendleshire Triangle bin
- (ii) Phase 3 new bins – Blackberry Park PROW bin (approved ref Full Council min 3580), prioritise/ approve locations for up to four new bins
- (iii) Parish litter bin branding stickers

RESOLVED: To order three new bins and prioritise the following locations: Kendleshire Triangle replacement bin, Blackberry Park PROW and junction of Henfield Rd and Serridge Lane (due to ongoing lane closure making the area more popular for dog-walking). Clerk to order litter bin stickers for all bins and arrange for fitting as soon as possible.

276. **To discuss progress with any other ongoing projects and take a DECISION on any required actions including:**

- (i) New signage at Westerleigh Playing Field (£500 budget approved, ref Full Council min 3459)
RESOLVED: Clerk to send suggested wording (e.g. no bonfires, no bbqs, dogs on lead, no dog fouling) to Cllr Goddard for approval. Once wording approved, Cllr McCullough to prepare design for ordering.
- (ii) Parisis Path signage on Blackberry Park estate (max £500 budget approved, ref Full Council min 3581)

RESOLVED: Clerk to contact Frampton Cotterell Rugby Club to confirm wording and design preferences. Once confirmed, Cllr McCullough to obtain a price for signage and order if within budget. Aim for installation by November 2024.

- (iii) Defibrillator at Mafeking Hall

RESOLVED: Clerk to arrange signage (with Cllr McCullough) and a training session for the recently installed defibrillator.

- (iv) Memorial project at Bitterwell Lake/ Newman's Field – revised proposal to repurpose stone removed for lake outflow works

RESOLVED: Following completion of lake outflow works (planned for spring 2024), reuse stone covering existing outflow and install upright in the ground with a post beside for memorial plaques. Clerk to bring a proposal/ costings to a future meeting.

- (v) Littercam project with South Gloucestershire Council

Noted that Littercam has previously confirmed it can only work with higher tier councils. Although the committee felt the project would be valuable, there is currently no capacity (officer or councillors) to take this project forward with South Gloucestershire Council and Littercam.

277. **To discuss progress with ongoing tree work and take a DECISION on any required actions:**

- (i) Outstanding full tree condition/ ash dieback condition assessments required – Newman's Field, Bitterwell Lake, Mays Hill Triangle

RESOLVED: Clerk to arrange tree condition reports for all outstanding sites - Newman's Field, Bitterwell Lake, Mays Hill Triangle and Pansy Vale, to be funded from 2023/4 trees budget. Repeat surveys to be completed every two years i.e. Ivory Hill Wood and Westerleigh Playing Field in 2025 (last surveyed 2023), alternating with remaining sites in 2026 and so on.

- (ii) Whip planting on Pansy Vale boundary following removal of dead elder (£154 budget for whips, ref Full Council min 3479)

RESOLVED: Clerk to arrange purchase of whips and planting.

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- (iii) Purchase of three larger tree guards for memorial trees at Newman's Field

RESOLVED: Clerk to purchase three larger tree guards – funded from trees budget.

278. **To discuss draft Westerleigh Playing Field football & cricket pitch user agreement (2024 onwards) and APPROVE**

A draft was not considered, but the committee discussed options for carrying out pitch maintenance to form part the draft agreement for consideration by the committee/ Full Council. Noted that cricket pitch maintenance for 2023 was carried out by Coalpit Heath Cricket Club, funded via a grant application to the council. No regular maintenance of the football pitch is carried out, but maintenance is likely to be required once the pitch is being used regularly by two teams, as expected during 2024/25 season.

RESOLVED: Continue existing arrangement with Coalpit Heath Cricket Club for cricket pitch maintenance in 2024 i.e. grant application. Clerk to check with chair of Westerleigh Village Hall Committee what was discussed about pitch maintenance at the last committee meeting (when teams addressed the meeting). Clerk to also consult with council's grass-cutting contractor about likely football pitch maintenance requirements for the 2024/25 season and include these within the user agreement under council responsibilities (or another arrangement as appropriate). Clerk to discuss future budget requirement for cricket and football pitch maintenance with Finance Officer.

POST MEETING NOTE – The Finance Officer recommended a budget of £1000 for annual pitch maintenance (£500 for cricket, £500 for football) for 2025/26 financial year. As there is no provision for maintenance costs in the 2024/25 budget, any maintenance costs arising this year will be considered via a grant application or funded from underspends on other budget lines.

ITEMS TO NOTE

279. **To NOTE outstanding actions required to address 2023 annual play area inspection reports (Westerleigh Playing Field & Newman's Field)**

See min 273 (ii) - damaged timber chain bridge at Westerleigh Playing Field to be removed.

280. **To NOTE programme of parish holiday activity days for remainder of 2023/24 school year**

The following activity days are planned, funded from Community Benefit funding:

February half term – two days

Easter holidays – four days

Summer half term –two days

Summer holidays – 12 days

281. **To NOTE updated Project List initially agreed Minute 232 of E&L meeting 03.10.22 (report to be circulated)**

Noted. Attached at Appendix 1.

282. **To NOTE items considered urgent by the Chair**

Cllr McCullough alerted the committee to a renewed request from South Gloucestershire Council to dedicate part of the Kendleshire Triangle as highway to accommodate a future cycle/ footpath. He and Cllr Echegaray will meet the project manager on site on 9th January and a plan will be prepared for cllrs to discuss/ approve at the next Full Council meeting on 15th January.

283. **To CONSIDER any exempt items**

None.

284. **Dates of future Parish council meetings**

Mon 15th January Full Council

Newman Room, Manor Hall

Mon 12th February Full Council

Westerleigh Village Hall

(Full list at www.westerleighcoalpitheathparishcouncil.gov.uk/meeting-dates)

The meeting was closed at 8.40pm.

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APPENDIX 1

08/01/2024 Update on Project List (as in Minute 232 of E&L meeting 03.10.22)

Project idea	Notes	Priority	Progress	Due
1.Walking trails	Three existing trail maps, plus a website of walks local to Frampton Cotterell https://oneyou.southglos.gov.uk/wp-content/uploads/sites/414/2019/03/The-Dramway-Path.pdf - Dramway Heritage-Walks-Booklet-Final-Draft.pdf (southglos.gov.uk) Frampton Cotterell and Coalpit Heath https://www.westerleighparishcouncil.org.uk/wp-content/uploads/2020/05/frome_valley_booklet.pdf - Frome Valley Walkway	1	COMPLETE Note - Frampton Cotterell PC are potentially developing local nature trail maps for their area. Keep under review for possible rollout to WPC area.	Complete
2. Solar panels on structures	Invite grant applications from community buildings and linking with energy audits being carried out by volunteers.	1	Advertise WPC community benefit grants to building managers in conjunction with volunteers doing energy audits, on website/ in person. (Lead-Cllr Kelliher in association with Centre for Sustainability). ONGOING. Thermal imaging camera borrowing on hold. How to progress this project?	Nov 2022 Extend to 2024
3.More defibrillators	e.g. St Saviours/Ring O Bells, Coalpit Heath UPDATE - Defib installed at St Saviours Church Hall 07/09/22 and training session held Nov 2022.	1	COMPLETE NOTE – additional defib to be installed at Mafeking Hall	Complete
4.Parish Noticeboard at Blackberry Park, Coalpit Heath	Cllr Hill has suggested two possible locations (at entrance or on central green area) & is on residents' committee so has contacts with developers. UPDATE - Following meeting between Cllr McCullough, the Clerk and the Blackberry Park site manager, a £750 contribution towards a noticeboard from Barratts has been received and location confirmed – central green area.	1	COMPLETE	Complete
5.Memorial woodland at Newman's Field	Small memorial copse of 15-20 trees proposed. Possible location adjacent to zip wire with a post/ sculpture to add plaques. No more room for memorial benches at this location. Memorial policy required. UPDATE 23/01/23 – On the advice of tree-planting contractor, project scaled down to one large tree (hornbeam) and two smaller species (field maple). Planted 13/01/23 at top of field behind zip wire. Contractor also removed two diseased ash trees adjacent to planting site Ash trees coronet cut to provide habitat, and logs used to build habitat piles at entrance to the woods behind the whips. (See FC min 3325)	1	Cllrs to consider proposals for a memorial stone at Bitterwell Lake (item 10).	April 2023 Extend to 2024
6.Westerleigh Playing Field - disabled access ramp from Westerleigh Village Hall car park	Project identified at the Westerleigh Nature Plan engagement event (19/04/22). Currently no disabled access to the field.	1	COMPLETE	Complete
7. Westerleigh Playing Field - picnic benches	Project identified at the Westerleigh Nature Plan engagement event (19/04/22).	1	2 x picnic benches installed Aug 2022. NEXT ACTION – 2 x picnic benches to be installed inside play area AFTER new accessible play equipment design agreed (likely Spring 2023). Recommendation - put project	April 2024

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Project idea	Notes	Priority	Progress	Due
			on hold until 2024/25 community benefit funds available	
8. Frome Valley Voice full page parish council article	Highlights may include: to highlight work of WPC (e.g. youth consultation outcome, grants) and advertise for candidates.	2	Article not published in spring 2023 as planned. Proposal – coincide with annual meeting/ report from Chairman in April 2024?	Feb 2023 Extend to Apr 2024
9. Xmas Lights for the Badminton Road	Quotation obtained previously for Badminton Rd (prepare lamp posts and rent lights for four years). Smaller area considered around the Badminton Rd / St Saviours crossroads.	3 – 023	ON HOLD The committee agreed to put this project on hold indefinitely due to exceptionally high energy prices. The project will be reviewed if/ when energy prices reduce.	ON HOLD
10. (NEW PROJECT) Retrofit solar panels to Bitterwell Lake aerator	Cllrs identified an additional project to investigate solar panels to power the aerator.	3	Clerk to discuss project with Cllr McCullough and add to future E&L agenda for discussion. ONGOING.	April 2024
11. Accessible play equipment suitable for children with disabilities	Nothing in place currently. Westerleigh Playing Field (WPF) wooden equipment is reaching end of life. Must be installed AFTER disabled access to WPF has been completed.	3 24	COMPLETE Accessible birds next swing installed June 2023. Accessible play panels also installed on multiplay unit installed May 2023.	Complete
12. Outdoor classroom at Newman's Field & toilets associated, extended path	Lake Manager has concerns about ASB but isn't against the project. <i>Could</i> consider simpler lakeside classroom with outdoor learning area in wooded area, plus separate toilets. UPDATE - Committee agreed that a covered shelter should not be considered due to concerns about potential anti social behaviour. An uncovered tiered seating area will be investigated on the Bitterwell Lake site (secure), to also be bookable for events by local groups. Henfield Hall is the preferred venue for events utilising Newman's Field. Toilets will not be considered as part of the project, but options to utilise or extend the Henfield Hall toilets may be brought forward as a separate future project if a need is identified. (Min 232)	3 / 4	ON HOLD – no progress	
13. Mayawaki Mini Forest on Mays Hill triangle as per Tytherington example	See https://bristoltreeforum.org/btf-2020-newsletter/miyawaki-or-tiny-forests/	4	Cllrs agreed Mays Hill triangle was not a suitable location unless for small number of orchard trees, but other locations could be considered. Deputy Clerk to discuss alternative locations with Cllr Clark and report back to a future E&L Committee meeting. ONGOING.	April 2025
14. Water "Refill" stations as per Frampton Cotterell example	Project Officer at Frampton PC is happy to share her research and lessons learned from the project.	4	Deputy Clerk to identify possible locations & check lessons with Project Officer at FCPC. Report back to a future E&L Committee meeting. ONGOING.	April 2025
15. Parish road signs	Two suggested locations are Park Lane, Coalpit Heath (on the reverse of the Welcome to Frampton Cotterell sign) and Beesmoor Road, Coalpit Heath.	1/2/3		April 2024?