

MINUTES OF ENVIRONMENT & LEISURE COMMITTEE MEETING

Tuesday 1st August 2023 at 7pm, Red Brick Annex, The Manor Hall, Coalpit Heath

Present: Cllr C Goddard (Chair), Cllr A Hill, Cllr R McCullough
Deputy Clerk R Davis

250. Committee to appoint a Chair to run to May 2024

RESOLVED: Cllr Goddard was proposed by Cllr McCullough and unanimously voted into the role.

251. Apologies for absence

Cllr J Lean, Cllr C Echegaray, Cllr T Clark, Cllr K Kelliher

252. Declarations of Interest under the Localism Act 2011

Cllr McCullough declared an interest in the planning item (min 253. i. [P23/02119/F](#)) as he knows the applicants well.

253. Council to review & consider any necessary Planning Applications

- i. [P23/02119/F](#) | Change of use of agricultural building to 1 no. residential dwelling (Class C3) with parking and associated works. Temporary use of a static caravan as a residential dwelling during the construction period (part retrospective). | Building At Frog Lane Farm Woodside Road Coalpit Heath South Gloucestershire BS36 2QT

Cllr McCullough declared an interest. In accordance with the council's Code of Conduct he was required to leave the room and take no part in the discussion/vote. The application could not be discussed because there was no quorum. Deputy Clerk to circulate the application by email as per the Council's scheme of delegation.

- ii. [P23/02147/CLP](#) Erection of outbuilding for incidental use. South Wood Ram Hill Coalpit Heath BS36 2UF

RESOLVED:

Westerleigh & Coalpit Heath Parish Council is of the view that as the site lies within the Green Belt and the application is for an ancillary outbuilding to be used as a residential annexe, a full planning application should be submitted. An application for a Certificate of Lawfulness for proposed work is not considered appropriate in this instance.

254. Pre-arranged items from members of public

None

255. Committee To approve [Minutes of E & L Committee meeting January 23rd 2023](#)

RESOLVED: Minutes approved and signed by the Chair.

256. Committee to receive information on relevant E & L and community benefit budgets

The Clerk/RFO supplied the committee with the financial net positions for each E & L item and grant fund, as well as committed spend against the grant fund.

It was noted that a quotation to repair the leak at Bitterwell Lake and replace the outflow is expected imminently. Once the amount is known it will be agreed where the funds will come from.

07 Community Benefit Projects		Bal. B/Fwd.	Receipts		Payments		Current Balance Budget	Committed spends
Code	Title		Budget	Actual	Budget	Actual		
53	Community Benefit Says Court Farm	67,991.83				2,842.00	65,149.83	£ 6,960.00
54	CIL/S106 benefit	25,838.32	46,844.09	46,844.09	46,844.09	3,043.00	69,639.41	£ 36,945.02
62	LNAP Local Nature Action Plan	4,489.53					4,489.53	
63	BIN PROJECT	4,221.00				50.00	4,171.00	£ 4,200.00
66	WPF CIL refurb of toddler play equipment	40,000.00				39,796.40	203.60	

06.06.2023		Community Benefit Says Court Farm	£5,220.00	£1,044.00	£6,264.00	Holiday activity days	£6,264.00
06.06.2023		Community Benefit Says Court Farm	£870.00	£174.00	£1,044.00	Holiday activity days	£1,044.00
06.06.2023		Community Benefit Says Court Farm	£870.00	£174.00	£1,044.00	Holiday activity days	£1,044.00
23.05.2023	Platforms and path	CIL/S106 benefit	£3,350.00	£670.00	£4,020.00	Platforms and footpath	£4,020.00
15.06.2023	Kitchen kit-out grant	CIL/S106 benefit	£7,179.19	£0.00	£7,179.19	Grant to Mafeking Hall	£7,179.19
15.06.2023	Defib at Mafeking hall	CIL/S106 benefit	£1,415.83	£283.17	£1,699.00	Defib at Mafeking	£1,699.00
04.07.2023	Play equipment	CIL/S106 benefit	£10,000.00	£2,000.00	£12,000.00	WPF new play equipment	£12,000.00
04.07.2023	Newman Field play equipment	CIL/S106 benefit	£15,000.00	£3,000.00	£18,000.00	Newman Field play equipment	£18,000.00
21.06.2023	Bin installations	BIN PROJECT	£1,800.00	£360.00	£2,160.00	Bin installations	£2,160.00
04.07.2023	Bins	BIN PROJECT	£2,400.00	£480.00	£2,880.00	4 new bins	£2,880.00

257. Committee to NOTE receipt of The Play Inspection Company report for Westerleigh Playing Field (outstanding annual inspection report 2023)

Noted. Repairs have been carried out as follows: self-closing gate adjusted to remove finger trap, exposed gate post foundations covered, cracked paving slab at entrance replaced, metal tag removed from see-saw, wooden benches renovated to provide a more comfortable flat seat. Play area signage was discussed under a later agenda item (see min 261).

258. Committee to NOTE progress with South Gloucestershire Council projects relevant to E&L remit

- i. Park Lane/ Badminton Road junction bus shelter request (incorporated into SGC project)
A request from a resident for a bus shelter in the layby at the junction of Park Lane and Badminton Road (stop that serves the Blackberry Park development) was passed to the SGC project manager for the A432/A4174 corridor scheme in January 2023 (ref min 242 a). The new project manager has fed back that the scheme design, including the potential to incorporate bus stop improvements at this junction, is in development ready for consultation late autumn/ early winter 2023. Cllr McCullough fed back that the scheme will also include a proposed two-way cycleway from the Coalpit Heath railway bridge to the Willy Wicket roundabout, crossing the Kendleshire Triangle. It is not yet clear how this will be achieved safely. The Council will engage with the consultation process to feed back local requests and issues.
- ii. Upgrade to section of Blackberry Park PROW LWE 27/10 from railway bridge to Badminton Rd (SGC s106 project)
The SGC Public Rights of Way Officer has fed back that relevant permissions are in place and the works will commence in August. The path will be stoned on top of geotextile membrane to achieve a width of 1.5m where possible (although not for the full path length due to concrete fence posts on one side which can't be moved). The horse fence (with the adjacent field) will be reinforced. The kissing gate north of the railway bridge will be removed and used to replace the narrow gate south of the railway bridge. Some of the vegetation will be cut back. There are no plans to provide public bins along the path.

259. Committee to discuss proposed projects and approve where necessary

- i. New play equipment at Newman's Field (£15k budget approved- ref Finance & General Purposes Committee min 401)
The committee reviewed one quotation received for a single timber climbing piece and two balance beams, fitted with steel feet. The following issues were raised: position of the new equipment and which pieces of equipment should be retained; access for the Council's contractor to strim under the proposed climbing piece fitted with grass matting surfacing; whether rubber surfacing is required.
RESOLVED: The committee proposed to increase the budget to £20,000 (reallocating £5,000 of the budget for Westerleigh Playing Field - see below), to be ratified by Full Council.

The Deputy Clerk will follow up these issues and visit the site with the Clerk to agree the location of the new equipment and which equipment should be retained. The Deputy Clerk will request a revised quotation from the first contractor to reflect the increased budget and two additional quotations as per financial regulations, to be considered by the E&L Committee/ Full Council.
- ii. Westerleigh Playing Field - Replacement of wooden trim trail items and possible replacement of see-saw (£10k budget approved- ref Finance & General Purposes Committee min 401)
RESOLVED: The committee reviewed a quotation for a replacement see-saw suitable for younger children and agreed to retain the existing see-saw (designed for age 6+), as it is fit for purpose and meets safety standards. The committee proposed to reallocate £5,000 from the total budget of £10,000, to the budget for new equipment at Newman's Field.

The committee reviewed two quotations for three pieces of recycled plastic trim trail equipment to replace two wooden pieces scheduled for removal (as they are nearing the end of their useful life). A third quotation has been requested and is awaited.

RESOLVED: To obtain one additional quotation for two/ three pieces of trim trail equipment other than balance beams, to provide a comparison. Quotations will be considered by the E&L Committee/ Full Council.

260. Committee to discuss LOCAL NATURE ACTION PLAN progress and any future projects needing approval

- i. LNAP eDNA River Frome project – confirm final contribution of £442 (max contribution of £455 approved ref E&L min 243 a)
Noted. The contribution has been paid and the project report is awaited.
- ii. Tree-planting and hedges at Westerleigh Playing Field (inc replacement of beech tree planted by SGC in autumn 2021)
The Hedgerow Heroes project officer visited the field with the Deputy Clerk and Cllr Goddard in June. She confirmed the hedges are healthy, welcomed the unmown margins being left alongside this year, and suggested hedges are cut every other year. The Deputy Clerk will liaise with the adjacent landowner who cuts one section, and the Council's contractor, to arrange this. The project officer will arrange for volunteers to plant some free whips in a section of hedge where gaps were found, this autumn.

The SGC Tree Planting Officer visited the field in July with the Deputy Clerk. The beech tree planted by SGC, adjacent to the tin hut, has died. The Deputy Clerk will contact SGC to arrange for a free replacement to be planted in the autumn. He identified a spot suitable for one/ two additional trees, but the committee determined it was too close to the football pitch. No further tree-planting is planned.

iii. Programme of nature workshops

Avon Wildlife Trust was unable to provide a programme of nature workshops this year (previously funded from Says Court Community Benefit Fund). Instead, the Council has supported a joint hedgehog project launch event with Frampton Cotterell Parish Council on 2nd June at the Brockeridge Centre and will take part in a second joint hedgehog project event at the same venue in October half term - date tbc. The Deputy Clerk will approach the Bat Conservation Trust to investigate arranging a parish bat walk in the autumn. The Deputy Clerk will check the conditions set out in the Says Court Community Benefit agreement and feedback any outstanding requirements.

RESOLVED: The committee agreed to hold an additional hedgehog event in Westerleigh, either a one-off event or a stall at the Westerleigh Fun Day in June 2024, to be confirmed with Cllr Goddard.

iv. Pansy Vale and Westerleigh Playing Field new mowing regimes

New mowing regimes were introduced at both sites from spring 2023. At Pansy Vale the area has been left unmown with some mown paths for access. The whole area will be mown (cut and collect) in the autumn to reduce soil fertility and encourage wildflowers next year. A temporary A-board sign has been installed to explain the new regime, which Cllr Goddard fed back has been helpful. A neighbour has requested a meeting to review this year's regime and consider whether a sown meadow should be investigated (requiring initial scraping back and seeding plus annual maintenance i.e. rotavating). The Deputy Clerk and Cllr Goddard will arrange this and feed back to the committee to inform next year's plans.

At Westerleigh Playing Field, in addition to unmown margins in front of the hedges (see above), the area under the trees and as far as the boundary ditch has been left unmown and will not be mown in future. This has worked well, but the ditch is not easily visible now. Two safety warning signs were installed in mid-July (see min 261).

v. Hedgehog project – feedback from working group meeting 23/07/2023

The Deputy Clerk attended the joint working group meeting with Frampton Cotterell Parish Council. Residents from Frampton Cotterell and Coalpit Heath attended which was encouraging. The next meeting will be 1st September @ 7pm. The group agreed a number of actions which the committee agreed to support:

- Annual communications programme to encourage residents to take action e.g. monthly social media posts.
- October Half Term joint event – prizes/ give-aways e.g. hedgehog food. Introducing a 'hedgehog pledge' with a give-away for signing up.
- Contact Manor Primary School & Immanuel School in September to promote the event, possibly via an assembly (Frampton Cotterell PC to contact schools in its parish).
- Targeted publicity campaign for 'hedgehog highways' on the Blackberry Park estate, where most/all properties have brick garden walls so hedgehogs cannot gain access. Leaflet drop, information in community library and noticeboard to promote hedgehog holes in garden gates/ digging holes under them. To be co-ordinated with the October event and hedgehog pledge. Cllr Hill volunteered to help with a leaflet drop.

RESOLVED: The committee agreed to ring-fence £500 of the Local Nature Action Plan budget to contribute to the project (including a separate hedgehog event in Westerleigh - min 260 iii). Funding to be used for give-aways/ prizes for residents, joint event costs, leaflets, publicity materials.

261. Committee to discuss/ approve progress with ongoing projects including

i. Westerleigh Play Area refurbishment – new multiplay equipment, installed May 2023 and accessible swing installed, June 2023
Noted.

ii. New signage at Westerleigh Playing Field (£500 budget approved, ref Full Council min 3459)

Two 'warning – open ditch' signs have been installed in the area between the trees and the boundary ditch, where the grass is not being cut and the ditch is not visible. Signage to remind visitors to keep dogs on leads/ pick up dog poo will be installed at three entrances (lane next to the church, Westerleigh Village Hall car park entrance and field gate by the bug hotel.) 'Welcome' signage similar to that at Newman's Field, was discussed. Suggested a welcome sign be installed on the field gate from Westerleigh Village Hall. A second sign near the village hall noticeboard was suggested, to direct visitors to the playing field and access route - subject to agreement from the Westerleigh Village Hall Committee and planning considerations. A third 'welcome' sign for the play area (meeting the requirements of the 2023 annual inspection report) to be installed on the play area fence/nearby, allowing access for grass cutting. The Deputy Clerk will progress these suggestions with Cllr McCullough and in consultation with the Village Hall Committee.

iii. Defibrillator at Mafeking Hall (£3000 budget, ref Full Council min 3454)

The defibrillator has been ordered from AED Donate at a cost of £1415.83 including installation. Installation is on track to be completed for the opening in early September. The Clerk will organise a defibrillator training session at the hall for Scout leaders, volunteers and parents/ carers, delivered by Great Western Air Ambulance. Following requests

from Westerleigh residents a further separate training session has been arranged for 14th October 2023 11am – 12pm in Westerleigh, by the Neighbourhood Watch. Bookings are going well.

- iv. Memorial project at Bitterwell Lake/ Newman's Field
The Deputy Clerk will request a sketch and quotation from the council's maintenance contractor. So far this has not been forthcoming.

262. Committee to discuss/ approve progress with ongoing tree work

- i. 'Walkover' tree condition survey booked for Ivory Hill Wood and 'full survey' booked for Westerleigh Playing Field. Outstanding ash dieback repeat surveys to be arranged.
Noted – cost £425.
- ii. Resident request for whip planting on Pansy Vale boundary following removal of dead elder and routine clearance along boundary wall with pavement (£154 budget for whips, ref Full Council min 3479)
Noted. This will be progressed by the Deputy Clerk. The committee noted that a resident has requested the trees/ hedge along the boundary of Pansy Vale, adjacent to the narrow pedestrian footway, be cut back for safety reasons. This work is being arranged with Woodstock Tree Services – cost and date to be confirmed.

263. Committee to discuss/approve progress with Bin Project

- i. Park Lane/ Blackberry Park bin (ref Full Council min 3453)
A dual use bin was installed at the entrance to the estate on Park Lane on 24th July. SGC has added it to the collection schedule with immediate effect.
- ii. Phase 2 replacement bins (7 new bins, replacing 10 existing bins, ref E&L min 245 a)
One double bin has been installed at Newman's Field, replacing a single litter bin and a dog bin. Remaining bins will be replaced over the summer. Noted one of the new single dual use bins was used at Blackberry Park, so one bin scheduled for replacement will be delayed.
- iii. Phase 3 new bins (3 new bins, ref E&L 245 b)
Utility searches completed for 2 of the 3 proposed new bins. Phase 3 has been paused until all phase 2 bins have been installed. The new bins (plus one extra to replace the bin used at Blackberry Park) will be ordered when phase 2 is complete.
- iv. Parish litter bin branding stickers
Two vinyl stickers will be ordered for each bin. 30 x (200mm x 200mm) stickers with the new Council logo, plus 30 x (200mm x 200mm) 'report a problem' stickers. The stickers will include an email address/QR code and phone number for residents to contact the Council about a bin. A specific email address was suggested bins@wchpc.org.uk, auto-forwarded to the Deputy Clerk.
- v. Additional bins at Blackberry Park
The committee agreed a need for additional bins as there are just two, one installed by Barratt's (developer) by the play area and one installed by the Council at the entrance. The Deputy Clerk and Cllr McCullough will review potential locations close to footpaths and accessible for emptying. The Deputy Clerk will contact Barratt's as soon as possible to arrange a meeting to discuss bins and other outstanding issues (management of open space fields) before the handover to the residents' committee takes place.

264. Committee to note updated Project List initially agreed Minute 232 of E&L meeting 03.10.22

The committee noted the project list (attached at appendix 1) and agreed to add installation of two parish road signs to the list (suggested locations are Park Lane on the reverse of the Welcome to Frampton Cotterell sign and Beesmoor Road), with a score priority of 3.

265. Items considered urgent or exempt by the Chair

None.

266. Dates of future meetings

Full Parish Council meeting Monday 11th September 2023 Henfield Hall, Ram Hill 7pm

The committee also noted the provisional date for the opening of Mafeking Hall Scout Hut - Saturday 9th September 2023.

The meeting was closed at 8.40pm

Appendix 1 - Project List (minute 248)

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-Clr Kelliher in association with Centre for Sustainability). ONGOING. Thermal imaging camera borrowing on hold. How to progress this project?	Nov 2022 Extend to Dec 2023
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 Date TBC	Complete
4.Parish Noticeboard at Blackberry Park, Coalpit Heath	Clr 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 Clr 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	UPDATE 24/07/23 Sign commemorating Queen Elizabeth II due for installation. Cllrs to consider proposals for a memorial post and sculpture adjacent to Bitterwell Lake (item 12).	April 2023 Extend to Dec 2023
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). Query is there room for picnic benches?	April 2023

Project idea	Notes	Priority	Progress	Due
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 – Xmas 2023	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 (2023/ 24 budget)	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	UPDATE – Path from top car park to large fishing platform completed Nov 2022, so the area now has a path to it. ONGOING – Deputy Clerk to review options with Lake Manager and Cllrs.	April 2025
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.	3	NEW	April 2025