

MINUTES OF ENVIRONMENT & LEISURE COMMITTEE MEETING

Monday 23rd January 2023 Manor Hall Red brick annexe at 7pm

Present: Cllr C Goddard (Chair) Cllr R McCullough Cllr J Lean Cllr A Hill Cllr B Taylor
Deputy Clerk R Davis Parish Clerk S Simmons

235. Apologies for absence

Received from Cllr Kelliher

236. Declarations of Interest under the Localism Act 2011

None

237. Council to review & consider any necessary Planning Applications

None

238. Pre-arranged items from members of public

None

239. Committee To approve Minutes of E & L Committee meeting October 3rd 2022

Unanimously approved and signed by the Chair

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

The Clerk reported the following financial net positions for each E & L item and grant fund.

05 S137		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	
18	S137 grants				15,000.00	9,453.00	5,547.00
					15,000.00	£9,453.00	5,547.00

06 Environment & Leisure		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	
20	Westerleigh Playing Field Inspections				1,500.00	759.00	741.00
21	Westerleigh Playing Field repairs & mainte				1,000.00	260.00	740.00
22	Newman Field inspections				1,500.00	759.00	741.00
23	Newman Field repairs & maintenance				3,000.00	370.00	2,630.00
24	Bins - Emptying & new bin costs				8,000.00	4,744.80	3,255.20
26	Bus shelter inspections & repairs				500.00	511.00	-11.00
27	Public seat repairs & maintenance				500.00		500.00
28	Pansy Vale works				500.00		500.00
29	The Pound works				500.00		500.00
30	Mayhill works				500.00		500.00
31	Ivory Wood works				500.00		500.00
32	Cenotaph works				500.00		500.00
33	Grass cutting				12,000.00	8,962.87	3,037.13
34	Ash die-back & tree planting				5,000.00	1,698.08	3,301.92
35	Bitterwell Lake Disabled Loo				2,500.00	1,664.40	835.60
36	Bitterwell Lake Aerator electricity				500.00	259.88	240.12
38	Bitterwell Lake Chalet Maintenance & Reps	4,514.83		3,524.83	2,836.78	5,839.65	5,036.79
		£4,514.83		£3,524.83	41,336.78	£25,828.68	23,547.76

07 Community Benefit Projects		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	
42	Avon Wildlife Trust				5,500.00	5,500.00	
53	Community Benefit Says Court Farm	54,133.93	19,800.00	19,800.00	19,800.00	15,270.60	58,663.33
54	CIL/S106 benefit	13,376.15	62,824.67	62,824.67	62,824.67	7,170.00	69,030.82
59	Angling Trust Grant						
62	LNAP Local Nature Action Plan	4,685.00				195.47	4,489.53
63	BIN PROJECT	10,000.00				5,489.00	4,511.00
		£82,195.08	82,624.67	£82,624.67	88,124.67	£33,625.07	136,694.68

Items already planned affecting the above balances are:

Code 18 S 137 - Coronation medals ~£1000

Code 53 Says Court fund – Swift holiday activities Oct 22 and Feb 23 ~ £1600

- Lake netting/audit ~£850

- Path at Bitterwell lake completed in November £2723

Code 54 CIL/S106 WPF Play area refurb – budget £40,000

Blackberry Park Notice Board ~£1000 balance

241. MAIN ITEM FOR DISCUSSION AND APPROVAL: Westerleigh Play Area refurbishment quotations

a) Committee to discuss preliminary quotations and suppliers

The committee discussed quotations from three suppliers for replacement of the wooden climbing tower only (excluding replacement of the swings). The committee selected Proludic options in non-timber materials from the three.

MINUTES OF ENVIRONMENT & LEISURE COMMITTEE MEETING

Monday 23rd January 2023 Manor Hall Red brick annexe at 7pm

b) Committee to discuss design and type of equipment and approve quotation

The committee wished to explore whether Proludic could supply an alternative piece of equipment (J5604 Kanopé range) in a more subtle colour combination, and to negotiate costings.

The Clerk and Deputy Clerk will contact Proludic and report back to the Committee on the selected equipment costings, and the estimated installation date, preferably before the Coronation weekend 6th - 8th May 2023.

The committee agreed to treat the replacement of the swings as a separate project, retaining the existing frames and seeking quotations from local installers to supply and fit new swings including an accessible option/s. This solution was agreed to avoid undermining the integrity of the existing rubber surfacing if not necessary, and reduce the overall cost of the refurbishment project. Quotations for replacement swings will be considered at a future meeting of Full Council or the E&L Committee.

242. Committee to discuss proposed projects and approve where necessary

a) Park Lane/ Badminton Road junction bus shelter request

A request from a resident has been received for a bus shelter in the layby at the junction of Park Lane and Badminton Road. This stop serves the Blackberry Park development. The committee noted that this stop was earmarked for improvement in South Gloucestershire Council's Spring 2022 consultation on proposed public transport improvements along the A432 ([Yate, Chipping Sodbury, A432 and A4174 improvements](#)). The committee agreed that the Deputy Clerk will investigate the highways process and any costs to the Parish Council, so that a proposal can be considered at a future meeting.

Post Meeting Note 24/1/23 – Andy Whitehead (Transport and Environmental Policy Manager at South Gloucestershire Council) confirmed via email that the bus stop will be considered as part of the Yate, Chipping Sodbury and A4174 improvements and is likely to be improved as part of that investment from next year (2023/24). He has agreed to feed back to the design team the request for a bus shelter at this location and report back to the Parish Council in May/ June 2023.

b) Thermal imaging camera report project

Cllr Kelliher has requested to borrow a thermal imaging camera from South Gloucestershire Council Library Service. Cllr Kelliher and Cllr Goddard have volunteered to survey their houses and Cllr Taylor has volunteered his house/ Westerleigh Village Hall. The results will be shared with residents to raise awareness about energy loss from homes, potential solutions and the availability of the camera for local residents. There is no indication of when the camera will be available and the waiting list has been closed. The camera can be borrowed for a week so councillors will need to quickly arrange a schedule once it becomes available.

c) 2 x benches along River Frome (request from Iron Acton Parish Council)

The committee agreed to fund one bench not two, and hope that Iron Acton will contribute 50% of the purchase and installation cost of one low maintenance wood-effect bench to be sited along the River Frome footpath between Agars Manor and Chill Wood (which falls within Westerleigh Parish).

Permission must also be obtained from the landowner to install the bench. (The land is leased by South Gloucestershire Council). The Parish Council agreed to fund ongoing maintenance of the bench after installation.

243. Committee to discuss LOCAL AREA NATURE PLAN progress and any future projects needing approval including:

a) Approve contribution to joint River Frome DNA project - maximum £422

The committee noted that the project will survey River Frome fish species at locations in the parishes of Yate, Iron Acton, Westerleigh, Frampton Cotterell and potentially Winterbourne or Bradley Stoke. The project will provide recommendations for ways to improve habitat within the Bristol Frome to support fish. £11,000 of funding has been secured from South Gloucestershire Council and Bristol Avon Rivers Trust to fund the project, but there is a shortfall of £4,000. A contribution is being sought from each parish benefitting from the project, based on 20p per Band D equivalent property in each parish. This equates to a contribution of £355 from Westerleigh Parish Council, or a maximum contribution of £455 if neither Winterbourne nor Bradley Stoke take part. The Committee approved a maximum contribution of £455 from the LNAP budget.

b) Approve Terms of Reference for Joint Hedgehog Project Working Group with Frampton Cotterell Parish Council

The committee approved the terms of reference (attached at appendix 1). Cllr Goddard and Cllr Lean volunteered to join the working group. The Deputy Clerk will also attend meetings.

c) Note hedgehog house due for installation at James the Great Church Westerleigh, agree location for remaining bird box (received free from the Nature Conference)

The committee noted the planned installation of the hedgehog house and agreed that the bird box be installed by the Parish Council maintenance contractor in a suitable location at Newman's Field.

d) Note feedback from survey with Frampton Cotterell Nature Group (Jan 2023) of Westerleigh Playing Field, Westerleigh Triangle, the Pound, Pansy Vale and next steps

The committee noted that Cllr Goddard, Cllr Taylor and the Deputy Clerk had surveyed the sites listed with the help of a volunteer from the Frampton Cotterell Nature Group. Cllr Taylor fed back that the survey exercise had been valuable and the volunteer had spotted up to a dozen bee orchids on Pansy Vale. The Deputy Clerk will draft plans for each site to include

MINUTES OF ENVIRONMENT & LEISURE COMMITTEE MEETING

Monday 23rd January 2023 Manor Hall Red brick annexe at 7pm

adapted grass mowing regimes, hedgerow management suggestions, tree-planting suggestions, potential meadow sites, potential pond sites, pollinator-friendly planting suggestions and potential log pile/bug hotel/ bird box sites. The Deputy Clerk and Clerk will meet this month with CPS, the Parish Council grass-cutting contractor, to discuss the suggested mowing regimes for each site and identify any ongoing cost implications to report back to the committee/ Full Council for approval. The draft site plans will be reviewed and finalised by the LNAP sub group.

244. Committee to discuss/approve progress with ongoing projects including:

- a) Blackberry Park noticeboard (ref FC Minute 3293)– approve arrangements for posting Parish Council and community notices

The committee noted that the noticeboard will be installed in the next month. The committee approved the following wording to be added to the noticeboard setting out arrangements for posting community notices:

'This noticeboard has been provided for the local community by Westerleigh and Coalpit Heath Parish Council.

Community Notices

Part of this notice board is reserved for notices publicising activities or events occurring within Westerleigh and Coalpit Heath Parish or neighbouring parishes, that are relevant to the community.

Please contact Cllr Adam Hill if you wish to post a notice – cllrahill@gmail.com

The following notices will not normally be displayed:

- Commercial advertisements
- Political notices

Notices posted without permission will be removed. Westerleigh and Coalpit Heath Parish Council does not fund/ endorse the activities or events advertised unless stated.'

- b) Tree condition surveys at Bitterwell Lake for 3/4 trees

The committee noted that Wotton Tree Consultancy has been asked to provide an estimate to survey 4 trees at Bitterwell Lake to inform any required tree work. This was APPROVED. This will be funded from the Tree budget (code 34 shown above).

245. Committee to discuss/approve progress with Bin Project

- a) Approve phase 2 replacement bin locations and types

Following the recent installation of 9 replacement bins, the Council has 20 further bins that have been considered for replacement. 10 are in good condition and will not be replaced. The committee agreed to remove the 10 remaining bins and replace them with seven new bins (two double dual use bins, four single dual use bins, one dog bin). One bin will be removed and not replaced because it is very close to a bin provided and emptied by South Gloucestershire Council. This will leave the Council with 26 bins.

- b) Discuss proposed locations for new bins (phase 3)

The committee agreed three locations for new bins, subject to appropriate utility searches being carried out and confirmation that the Council's bin emptying contractor has capacity to empty them. The locations were (in order of priority): (i) Roundways, Coalpit Heath, (ii) junction of Henfield Rd and Serridge Lane, Henfield, (iii) junction of Ram Hill and Henfield Rd, Henfield.

The Clerk suggested that more budget from CIL needed to be allocated to the Bin Project and it was AGREED that a further £2000 be moved to that fund.

246. Committee to discuss/approve progress with memorial project at Bitterwell Lake/ Newman's Field

Options for a memorial post and piece of metal art to be researched.

247. Committee to note updated Project List as in Minute 232 of E&L meeting 03.10.22

The committee noted the project list (attached at appendix 2). It was agreed to add the Littercam project with South Gloucestershire Council to the list. The Deputy Clerk will arrange a meeting with Cllr Steve Reade to progress this. It was further agreed that options to provide a parish road sign/s be researched, to be installed after the name of the parish changes in May 2023. Two suggested locations are Park Lane, Coalpit Heath (on the reverse of the Welcome to Frampton Cotterell sign) and Beesmoor Road, Coalpit Heath.

248. Items considered urgent or exempt by the Chair

None.

249. Dates of future meetings

Finance Committee meeting 7pm Thursday Feb 2nd Manor Hall red brick annex

Full PC meeting February 13th 7pm Manor Hall Coalpit Heath, Newman Room

The meeting closed at 8.40pm

MINUTES OF ENVIRONMENT & LEISURE COMMITTEE MEETING

Monday 23rd January 2023 Manor Hall Red brick annexe at 7pm

Appendix 1 –

Hedgehog Working Group Terms of Reference **(Frampton Cotterell Parish Council and Westerleigh Parish Council)**

1. Quorum

The quorum of the working group shall be 3 voting members. Voting members are FCPC and/or Westerleigh Parish Councillors.

2. Scope of work

The Hedgehog Working Group will discuss and make recommendations to Council on matters pertaining to the Hedgehog Project. The group will undertake fact finding and research on Hedgehog projects, schemes and opportunities.

The group will engage with the community and raise the profile of the Hedgehog work carried out by the Parish Council. Opportunities will be made available to the public to share skills and contribute to the working group.

The Hedgehog Working Group will investigate new opportunities including, but not limited to, the following:

- Community hedgehog projects
- Hedgehog surveys
- Joint hedgehog projects between Westerleigh Parish and Frampton Parish
- Collaboration with South Glos Council on the "Hedgehog Heroes" project
- Community engagement regarding hedgehogs
- Hedgehog friendly gardening
- Hedgehog highways

3. Public involvement

The nature of public involvement should remain fluid and informal. Parishioners from both Westerleigh and Frampton Cotterell may join meetings on topics or projects they are interested in. The working group will actively seek out collaborations with local groups and organisations and recognise their contributions.

Where possible, a timeline of projects and meetings to be distributed to public through traditional and digital platforms.

4. Public recruitment

Members of the public to be invited to working group meetings regularly via Facebook, Parish Council website and Frome Valley Voice newsletter. All meetings should be publicised.

5. Delegated powers

No delegated powers. Any powers must be delegated by the Climate and Nature Committee or Full Council.

6. Meeting schedule

Meetings to be arranged as and when required depending on project needs. The working group can schedule meetings independently from office staff, however, the Clerk to be informed. Meeting dates to be arranged in consideration of the budget cycle. Where possible, a schedule of meetings and project topics to be scheduled and circulated to members and public.

7. Group Membership

There is to be a minimum of three Councillors in the group from FCPC and Westerleigh Parish Council. A maximum of five councillors from across both to ensure a quorum and a range of skills and experience. There is no limit of non-Councillors being part of the group.

MINUTES OF ENVIRONMENT & LEISURE COMMITTEE MEETING

Monday 23rd January 2023 Manor Hall Red brick annexe at 7pm

Appendix 2 - 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-Cllr Kelliher in association with Centre for Sustainability). ONGOING. UPDATE – 23/01/23 Link to project publicising results of thermal imaging of local properties (minute 242 b).	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 – need to update EP map on website.	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	UPDATE 23/01/23 - NB due to for delivery w/b 23/01, installation date tbc. Council to agreed arrangements for posting notices (minute 244 a)	Feb 2023
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 23/01/23 Sign commemorating Queen Elizabeth II and Coronation of Charles III to be installed. Cllrs to consider proposals for a memorial post and sculpture adjacent to Bitterwell Lake (minute 246).	April 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	COMPLETED UPDATE - Disabled access gate installed June 2022. Sign with contractor, to be installed on Westerleigh Village Hall wall ASAP.	Dec 2022
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	April 2023 – NOTE may be delayed

MINUTES OF ENVIRONMENT & LEISURE COMMITTEE MEETING

Monday 23rd January 2023 Manor Hall Red brick annexe at 7pm

Project idea	Notes	Priority	Progress	Due
			equipment design agreed (likely Spring 2023). ONGOING.	
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	Clerk/Deputy to prepare article in winter 2022 for publication late 22/early 2023, (Deputy to liaise with Cllr Clark on ideas.) ONGOING.	Feb 2023
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)	Include accessible equipment in brief for replacement of wooden climbing equipment in WPF play area (to be delivered in 2023/24) UPDATE- Disabled access now in place. UPDATE 23/01/23 Cllrs to considered 3 quotations and selected supplier and equipment (minute 241)	April 2024
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. Littercam project with SGC to tackle litter thrown from vehicles, esp Westerleigh Road	Meetings have taken place with Littercam, but they need to work with a principal authority and SGC must be engaged.	TBC	Deputy Clerk to arrange meeting with Cllr Steve Reade (SGC portfolio holder with responsibility) and Cllr Taylor to explore options.	TBC