

ENVIRONMENT & LEISURE COMMITTEE MEETING

Monday 3rd October 2022 7pm

Present:

Cllr Carol Goddard (Chair); Cllr Bob Taylor; Cllr Jon Lean; Cllr Rob McCullough (joined during item 228); Clerk Sue Simmons; Deputy Clerk Rachel Davis;

220. Apologies for absence

Cllr K Kelliher

221. Declarations of Interest under the Localism Act 2011

None

222. Council to review & consider any necessary Planning Applications

None

223. Pre-arranged items from members of public

None

224. Committee To approve [Minutes of E & L Committee meeting May 23rd 2022](#)

Approved by Cllrs present and signed by the Chair

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

The Clerk had sent three reports – one showing all the current balances on E & L items, and others showing all the expenditure this financial year on E & L items & budgets.

The key balances are:

Code 53	Says Court Community Benefit	£62502.93
Code 54	CIL/S106 funds	£69973.32
Code 62	LNAP (Nature fund)	£4508.52
Code 63	Bin update project	£9800

Spend already committed includes:

Lake netting & audit	Due Nov/Dec	£895	From code 53
Lake path	Due Nov	£2723	From code 54
9 Bins already ordered	Due Oct	£2889	From code 63
Bin installation	Due Nov/Dec	Approx £1500	From code 63
BBM water pipe completion	Due Oct	£575.49	From code 38 (Bitterwell Chalet)
Cricket pitch prep WPF	Due Oct	£839.60	From code 54
Swift Holiday activities	Oct & Feb*	£1600	From code 53

* Easter holiday 4 days falls into next financial year

The Clerk noted that all operational E & L items such as bin emptying, grass cutting, lake toilet & electric are within expectations.

226. Committee to note that the Bitterwell Lake junior team won the junior category of the Canal & River Trust National Celebration of Young People and Fishing 2022 - (Shropshire Union Canal Sunday September 17th)

The committee congratulated Paul and his junior anglers on this and enjoyed seeing the item on Points West where they all did themselves proud.

227. Committee to approve the Westerleigh & Coalpit Heath [LOCAL NATURE ACTION PLAN](#) document

The committee approved the revised draft of the Local Nature Action Plan (LNAP).

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

a) Feedback from Coalpit Heath LNAP engagement event

The Deputy Clerk fed back that the event had gone well. Several members of the Frampton Cotterell Nature Group attended and left their contact details. They will be invited to participate in future nature projects. Attendees reported that the Cuckoo Lane protected verge had been mown early by SGC as the 'no mow' sign had been damaged (since reinstated). Attendees fed back that the Blackberry Park open spaces were valuable for nature (although one area has been degraded by recent soil movements) and they would welcome nature projects in these locations. Management of the open spaces is the responsibility of the developers/ management company so their co-operation and permission will be required.

b) Feedback from meeting with SGC Tree Officer at Westerleigh Playing Field

The tree planted too close to the corner of the football pitch will be moved to an agreed location by SGC contractors during the current planting season (before end of March 2023). The Tree Officer confirmed there is potential for further tree planting at the field using whole life spacing. He can offer advice during the summer months ready for the next planting season. He provided information about Forestry Commission schemes for tree planting on larger sites (1 – 4 hectares), which councillors can pass on to private landowners as appropriate.

ENVIRONMENT & LEISURE COMMITTEE MEETING

Monday 3rd October 2022 7pm

c) Feedback from South Gloucestershire Nature Conference September 2022

Cllr Taylor reported that the conference was very successful with over 50 attendees including parishes who had approved an LNAP and others considering doing so. There were some very good speakers who showcased a number of projects. The LNAP sub group will consider these for future inclusion in the LNAP. Cllr Taylor received a complimentary hedgehog home, two bird boxes and some wildflower seed to be used in the parish.

d) Feedback from meeting with Manor Hall Community Garden Committee

The Deputy Clerk and Cllr Goddard gave a presentation on the LNAP and received some useful suggestions. The meeting was actually for the Coalpit Heath Gardening and Social Club, but the Manor Hall manager who looks after the community garden was in attendance. Suggestions put forward were; a wildflower verge next to the footpath at the top of the Manor School Field, approach the Manor School to suggest hedgehog holes in the adjacent boundary fence, approach St Saviour's Church to suggest adding log piles and insect hotels to the meadow area adjacent to Beesmoor Road and similar in the Manor Hall Community Garden. These suggestions will be investigated and developed by the LNAP sub group. It was also fed back that the Manor Hall has nesting birds and bats and the local scout group will be building some bug hotels for the Manor Hall Community Garden.

e) Agree locations for hedgehog house and 2 x bird boxes (received free from the Nature Conference)

The committee agreed to offer the hedgehog house to St James the Great Church in Westerleigh to site in the churchyard. It was further agreed that one bird box will be offered as a prize for a competition in the next Westerleigh village newsletter to name the Westerleigh Playing Field bug hotel (installed earlier this year). The LNAP sub group will decide the location for the second bird box.

f) No mow trial at Pansy Vale for May – July 2023

The committee agreed to trial not cutting the area from May – July 2023, extending 'No Mow May' to 'Knee-High July'. Some mown paths around the orchard trees and a "fire break" in front of the adjacent houses will be included. Following the trial, a site meeting with residents will be held to review and consider moving to a permanent reduced mowing regime (cut and collect once per year). The trial will also be reviewed with the PC's mowing contractor.

g) Ideas sharing with Frampton Cotterell Nature Group and advice on nature-friendly management of Newman Field, Mays Hill Triangle, Westerleigh Playing Field

The committee agreed to approach the Frampton Cotterell Nature Group to offer advice on future management of PC owned sites. It was also agreed to approach Sally Pattison, SGC Biodiversity Officer, who has carried out a recent nature walk with councillors and residents around Sodbury to identify potential nature projects.

h) Trial pollinator-friendly planting in The Pound

The committee agreed in principle to a planting trial with ivy and adding some bug and bee hotels in the area of the Pound screened from the road. The project will be developed by the LNAP sub group.

i) Engage ecologist to develop plan for potential pond at Westerleigh Playing Field

The committee agreed to engage an ecologist at an estimated cost of up to £500. The Deputy Clerk will obtain an estimate and confirm the cost.

j) Prepare proposal for joint hedgehog-friendly parish project with Frampton Cotterell Parish Council starting Spring 2023

The committee agreed in principle to a joint project. A proposal will be considered at a future E&L meeting.

k) Approach Blackberry Park developers and/or management company to investigate potential to deliver future nature projects on BP open space

Cllr McCullough reported that the two land-locked fields to the south of the site remain unmown with no evidence of active management. The fields are very popular with local dog walkers. Cllr McCullough will email the site manager (whom he has had previous contact with) to ask whether he will allow small-scale nature improvement projects in this area, engaging Blackberry Park residents. If the response is positive a formal arrangement could be investigated to enable medium – long term nature improvement projects to be developed.

229. Committee to discuss progress with LITTER & SGC possible joint project

A Zoom call with SGC Cllr Steve Reade to discuss a possible joint project has been arranged for 11th October. Cllr Taylor and the Deputy Clerk will attend.

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

(a) Avon Wildlife Trust update on activities

Six activities have been delivered this year and details of the October bat walk activity are awaited for advertising locally. The Deputy Clerk reported that she is not sent publicity materials for events, but requests them for adding to the PC's website and Facebook page. No feedback on participation has so far been received. This will be requested after each event by the Deputy Clerk.

ENVIRONMENT & LEISURE COMMITTEE MEETING

Monday 3rd October 2022 7pm

(b) Emergency Plan – new defib update and training need

A fourth defibrillator and accompanying sign was installed at St Saviour's Church Hall in early September. St Saviour's Church Hall can host a training session on a Friday evening/ Saturday morning. The Clerk will liaise with Cllr McCullough and the volunteer who ran the previous sessions, to arrange dates. From September 2022 monthly inspections of all defibrillators are being carried out and documented by the Deputy Clerk, in line with guidance from AED Donate. The monthly inspections will complement weekly inspections carried out by some host venues. The committee agreed not to purchase a spare set of defibrillator pads. Replacement pads will instead be ordered following notification of deployment of any defibrillator by AED Donate, to arrive within 24 hours. After deployment, a defibrillator is deactivated and 999 callers will be directed to use an alternative until the pads have been replaced and AED Donate reactivates it.

(c) Replacement of play equipment at WPF

The Clerk has met two companies on site and various quotations are being provided to remove and replace the large wooden piece of equipment (over 20 years old), remove and replace the swings to include a new accessible basket swing suitable for children with disabilities along with other activity boards. Costings include fence removal/replacement, welfare facilities and lifting equipment, and to make good/replace the wet pour safety surfacing. The Committee agreed to allocate £40,000 for the project. The Clerk will present ideas at the November or December meeting of the Council.

(d) Sleepers along car park edge

Completed.

(e) Path from Lake to car park – Bristol Conservation Volunteers

The work is scheduled to take place over three weeks in November, working a maximum of two days per week. Exact dates to be confirmed and notified to the Lake Manager.

(f) Westerleigh Playing Field cricket pitch improvements

Following on from the agreement set up with CHCC to use WPF cricket pitch during the 2023 season some preparation work is needed on the square. CHCC obtained quotes and the best was from CPS the contractor this council uses for grass cutting. It was already agreed by the PC that for this one occasion, to get the pitch improved and prepared, the PC would pay the invoice for the October preparation by CPS. The cost is as shown above - £839.60

(g) Westerleigh football pitch use

The Clerk had received a last minute plea for a pitch by St Nicholas team from Chipping Sodbury for their under 13 girls and under 15 boys as their own pitch was unplayable. This was agreed for October 2nd at short notice. It was agreed that this use would be free but that any further use would be at £15 per match (50% of the full charge). This was after agreement from Cllrs on the charging for youth teams to support the aim of creating more youth activities.

(h) Parish Council bus stop refurbishments

The work on the Westerleigh bus stop is outstanding. The Clerk will confirm a completion date with the PC's contractor. At the September 12th Full Council meeting it was reported further graffiti tags had appeared on the Kendeshire bus stop following recent removal of offensive graffiti (minute 3260) and that these will be left and monitored. No further incidents of graffiti have been reported.

231. Committee to discuss/approve progress with Bin Project

The Deputy Clerk reported that 9 replacement bins have been ordered as follows (due for delivery 28/10/22)

- 3 x double size dual use bins for Westerleigh Playing Field (to replace 2 x dog bins & 3 x single size dual use bins)
- 5 x single size dual use bins (to replace existing bins)
- 2 x dog bins (to replace 2 x dog bins in poor condition where dual use bins are unsuitable – Woodend Road Coalpit Heath and the top of Ram Hill, Henfield)

Once these bins have been installed, a list of additional bins in poor condition will be identified for replacement, to be agreed at a future E&L meeting (phase 2).

Phase 3 of the project will be to install new bins. Utility checks have been carried out for potential new bins at 4 locations:

- Henfield - Serridge Lane & Henfield Road junction

ENVIRONMENT & LEISURE COMMITTEE MEETING

Monday 3rd October 2022 7pm

- Henfield – Bitterwell Close & Henfield Rd junction
- Westerleigh – Westerleigh cycle path junction nr Broad Lane
- Coalpit Heath – Roundways

None of these locations are straightforward. The PC's installation contractor will be consulted to come up with possible solutions for these sites, to be agreed at a future E&L meeting.

The Deputy Clerk has received two requests from residents for additional bins in the parish, via South Gloucestershire Council. The first is in the layby opposite Westerleigh Crematorium at the entrance to the Public Right of Way. The committee did not feel that a bin here is appropriate because the majority of people walking dogs at the Crematorium will use the bins there. The location suggested is owned by South Gloucestershire Council so the request will be referred back to them for consideration. The second location is at the abattoir entrance to the cycle route off Oakley Green Farm Lane. A bin is already provided just north of here where the cycle path meets Westerleigh Road. The committee felt that as South Gloucestershire Council is responsible for the cycle route the request should be referred back to them for consideration.

232. Committee to review Project List as in Minute 215 of E&L meeting on 23.05.22 and approve where necessary
The project list was revisited and, in particular, ideas for Xmas lights and an outdoor classroom were discussed. Xmas lights have been indefinitely shelved due to electricity costs spiralling and the outdoor classroom idea has been changed to be inside the lake grounds which can be secured, for any consideration in the future. Toilets are not required, but an option to utilise facilities at Henfield Hall on more occasions should be investigated.

The Project List is attached as Appendix 1.

233. Items considered urgent or exempt by the Chair
None

234. Dates of future meetings
Full PC meeting 10th October 7pm Westerleigh Village Hall

The meeting closed at 8.50pm

ENVIRONMENT & LEISURE COMMITTEE MEETING

Monday 3rd October 2022 7pm

Appendix 1 – Project List (Minute 232)

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). To be progressed in Oct 2022. ONGOING.	Nov 2022
3. More defibrillators	e.g. St Saviours/Ring O Bells, Coalpit Heath	1	UPDATE - Defib installed at St Saviours Church Hall 07/09/22 NEXT ACTION – organise training session, update EP map on website.	Dec 2022
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.	1	Cllr Hill has had no response. Cllr McCullough to request permission for this project as part of his email to the site manager (see minute 228 k.).	April 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.	1	Added into Local Nature Action Plan. Clerk/Deputy to develop draft memorial policy AND contact tree suppliers/planters for estimates, for approval. (Clerk/Deputy) To be progressed in Oct 2022. ONGOING.	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	UPDATE - Disabled access gate installed June 2022. NEXT ACTION – CB to install sign on Westerleigh Village Hall.	Oct 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 equipment design agreed (likely Spring 2023).	April 2023
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	ON HOLD

ENVIRONMENT & LEISURE COMMITTEE MEETING

Monday 3rd October 2022 7pm

Project idea	Notes	Priority	Progress	Due
			be reviewed if/ when energy prices reduce.	
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. One design obtained and further design requested. NEXT ACTION – add to future EFC agenda for approval..	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.	3 / 4	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.	TBC
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