

## DOWNEND AND BROMLEY HEATH PARISH COUNCIL

### MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD THURSDAY 17 FEBRUARY 2011

**Present:**

Downend & Bromley Heath Parish Councillors: Mike Baker, Janet Biggin, Bob Jarvis, Mary Lewis, Bob Pedwell, Alan Richardson, Elizabeth Shepherd, Ian Smith, Gordon Wells and Angela Hocking (Parish Clerk).

**86.1 Welcome** from Cllr Shepherd.

**86.2 Apologies** – received from Cllr Martyn Poole and Cllr Jon Hunt. Cllr Craig Whittaker was not present.

**86.3 Declarations of Interest** - none received.

**86.4 Items from the Public** - no report.

**86.5 Items from the Police** - no report.

**86.6 Presentation by Janet Wallis, Avon Local Councils Association**

Janet Wallis, County Secretary at ALCA , provided an overview of the election procedure to Members. Clerk confirmed that all Councillors had received an 'election timetable'.

**86.7 To confirm as a correct record the Minutes Meeting held on 20.01.2011**

A copy of the Council Minutes had been circulated prior to the meeting.

**RESOLVED:** to accept the Minutes as a true record, which were duly signed by the Chairman.

**86.8 Matters Arising**

Roundabout in Downend – Clerk has chased SGC about the dilapidated state of the roundabout. It is proposed to seed the area with a pictorial meadow seed mix, until something more permanent is agreed. There are issues with the state of the edging boards, the 'soil', access for maintenance and of course budgets, which will have to be considered when deciding the final scheme. Thoughts are requested from the Parish Council.

**AGREED – SGC to seed the roundabout with a pictorial meadow seed mix. Clerk will ascertain from SGC the criteria for the future so consideration can be given to implement a more permanent arrangement.**

Bristol Glazing Ltd / Christchurch Avenue – SGC Planning Enforcement have advised that the site has been visited several times in order to get evidence of the alleged breach. The owner has never returned the Planning Contravention Notice (PCN). SGC feel that they may now have sufficient grounds to serve an enforcement notice for the unauthorised change of use of part of the premises to storage and distribution in association with the glazing business. Details will need to be checked with SGC Legal Department but, if able to proceed, it is envisaged getting the notice served within the next two weeks. Enforcement has confirmed they will keep the Parish Council updated.

**86.9 Urgent Actions** – None reported.

**86.10 Finance**

(i) **To authorise payments, as detailed:**

BT	Quarterly telephone charges and broadband	£230.50
South Gloucestershire Council	Charges relating to the erection and dismantling of Christmas lights	£5,245.72
Bath & North East Somerset Council	Monthly Employers (10.8%) and Employees (6.5%) contribution for pension	£301.26
Salaries	Monthly payments	£1,292.56
South Gloucestershire Council	Dog bin emptying charge – 01/11/10– 07/01/11	£82.49
T Webb Window Cleaning	Monthly maintenance £212 Repairs to Lincombe Barn Notice Board £50	£262.00
Prism Limited	Purchase of papers for Minute Book	£26.09
South Gloucestershire Bus & Coach Ltd	462 subsidy	£412.54
Accord Office Supplies Ltd	Stationery	£66.24
Active IT	Computer checks and Laptop repairs/set-up	£68.75
Mrs A Hocking	Travel Expenses	£13.93
South Gloucestershire Council	Christmas Tree – supply, installation, removal and disposal	£945.79
Downend Baptist Church	Room hire	£37.50

Payments Received

Lloyds TSB - Total Bank Interest (January 2011)	£5.47
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**AGREED that all payments should be met.**

(ii) **Spend to date against budgets / Account balances** – Members were circulated with a budget report. No questions raised. Current balance of all accounts as at 31 January 2011 = £171,062.35. **NOTED.**

- Following a meeting of the Joint Parishes Night Bus Group in December, it was resolved that changes should be made to improve the current publicity poster. This will cost at least £250, equating to a minimum of £35 per Council. Unless all member councils agree to the changes and extra costs involved, the poster will remain as it is.

**AGREED** to accept the changes to the poster, as suggested, and to pay the appropriate proportion for this Council.

- The Downend Business Community (DBC) has requested that they have a leaflet delivered alongside the next parish newsletter, for which the delivery company will charge an additional £148.50. Following a proposal from Cllr Jarvis, seconded by Cllr Biggin,

**AGREED that D&BH PC will pay the additional delivery charges for the leaflet, although this will be the last time such a contribution will be made.**

#### **86.11 Bus Service 462**

A meeting took place with members of D&BH PC and South Gloucestershire Bus & Coach (SGBC) on 26 January. It has been proposed that the 10:15 journey (supported by the Parish Council) should be merged with the 08:55 and re-timed to operate at 09:25 in order to maintain a post 09:00 service. The cost will rise to £40 per journey (less the revenue collected for that journey). It is hoped the revenue should exceed £40. Should this be the case, it is proposed to split any excess for that journey with 50% going to D&BH PC. 56 days notice has been given to the Traffic Commissioner and alterations will be effective from 18 April.

Cllr Baker proposed that D&BH PC should subsidise the 09:25 service which will commence on 18 April 2011, with a review of the viability of the service at July's full Council meeting. Seconded by Cllr Biggin.

**RESOLVED to subsidise the 09:25 journey of the 462 from 18 April 2011. Review of the viability of the service will be made by Council in July 2011, when a decision to continue or to cease the subsidy will be made. If the decision is taken to withdraw sponsorship of the journey, the 56 days notice of withdrawal to the Traffic Commissioner will be made at that time.**

#### **86.12 King George V Playing Fields**

A consultation letter has gone out to all properties adjacent to the area of King George V where equipment is to be installed. The letter shows 12 types of play/fitness equipment and where they will be placed. The consultation period will run until 23 February. Clerk has received e-mail responses, one letter and several telephone calls to date. There is some concern from the residents opposite the park, on Westerleigh Road, about the installation leading to increased noise and anti social behaviour at night. They seek assurance that the gates will be locked and that there will be some security monitoring. Also, concern from Cleeve Lodge Close where it is envisaged the equipment will be sited too close to houses and some worry about the robustness/use of the fitness equipment.

**ACTION – Review meeting with SGC Play Officer on 24 February to look at responses and finalise plans.**

Equipment order to be placed by SGC by the end of February for installation in the early summer. Release of HRA money has been agreed.

**ACTION: Clerk to work with SGC to release the money agreed by the Parish Council.**

SGC has agreed to take forward a further consultation in the summer about refurbishment of the fenced toddler play area. As part of the process a meeting will be held to try to form a 'Friends of King George V'. They have also agreed to paint the existing equipment.

#### Installation of Parish Notice Board

Clerk circulated a report to members outlining the need for a notice board at this location and a list of all costings. Three quotations have been obtained, all of which are very similar in price. Quotations have also been obtained for installation. £1200 remains in the

2010/11 budget for such a project. Clerk will need to request a formal Licence from SGC, if agreed. Following discussions, proposal by Cllr Lewis, seconded by Cllr Smith,

**AGREED to accept the quotation from Greenbarnes Ltd for a notice board at King George V Playing Fields in the sum of £837.99. Installation to be carried out by Chris Belcher.**

**ACTION – Before making an order, Clerk to obtain a formal Licence from South Gloucestershire Council.**

### **86.13 Social Car Scheme**

Cllr Biggin and Clerk met with Clive Blanning and other members of Kingswood Community Transport (KCT) on 1 February. KCT feel they will be able to assist the Parish Council with the implementation of a Social Car Scheme by 'piggy backing' on the services they already offer and hope to offer in this area in the future. They have a Call Centre all set up at the Kingswood Foundation Offices. An 'interview' has been held with one of their regular customers who also showed an interest in the Social Car Scheme which will be advertised in the next Parish Newsletter, together with details of the services KCT may be able to provide for the Hillhouse Road surgery and indeed other surgeries within the Parish. It is hoped this article will generate more interest from parishioners.

**ACTION – Clerk to contact Dr Bagshaw and Dick Whittington to provide an update on progress.**

### **86.14 Community Plan**

Members of the group will be visiting SGC Officers next week as the Action Plan is finalised. It is hoped to launch the Plan in June.

### **86.15 Mezze at the Green Dragon – Review of Premises Licence**

Notice of application for the review of a premises licence has been received. A site meeting was held at the premises on 11 February. After discussion the recommendations on restrictions the Parish Council would like to see was **AGREED** as follows – *Impose restrictions similar to those at The Foresters Arms, ie, no music/drinks outside after 10.30pm.*

**ACTION – Clerk to send the comments, as stated, to the Licensing Authority.**

### **86.16 To receive a report from the Planning Committee**

Only one objection made to recent planning applications; 48 Oakdale Road, Downend – erection of 2 storey side and single storey rear extension to form garage and additional living accommodation. Installation of rear dormer to facilitate loft conversion and erection of raised decking area to rear. Comment - Objection – overdevelopment due to size of rear extension. Not in-keeping with other extensions to nearby properties.

### **86.17 Brief reporting back from sub committees and groups**

#### **Events & Publicity:**

- Nominations for Parish Champions 2011 – Following a proposal by Cllr Shepherd, it was **AGREED to award Cllr Ian Smith with the Parish Champion award for 2011.** The Community Plan group will be attending the Assembly, and Frenchay

After Burns Children's Club will be collecting a cheque. **ACTION – Clerk to invite the Downend Business Community.**

### **Open Spaces & Skatepark:**

#### **a) Footpaths**

i) Farm Road to King George V Playing Fields - SGC advise that the Order for the footpath to go on the definitive map should be confirmed on 2 April.

ii) Peaches Road to the Library Witness statements etc ready to go to SGC.

#### **ACTION: Clerk**

iii) Croomes Hill through Britannia Woods to Overndale Road – notices are up, ownership issues at the Croomes Hill end have been investigated and largely resolved. **ACTION: People who have lived in the area and used the path over the last 20 years are needed to complete witness statements.**

iv) Cleeve Hill to Britannia Wood - Looking at the closed off path, shown on old maps, that ran from Cleeve Hill to Britannia Woods. This merits investigation in the light of possible housing development proposals in the field that it passes through.

v) Bampton Drive - Looked at the path near Bampton Drive to try to make it easier for cyclists to cross but have agreed that the expense of lining up the path cannot be justified and it is well used by cyclists as it is.

#### **b) Skate Park and Bromley Heath Park**

i) Skate Park surface. Work still not done on the surface damaged by fire or at the base of 3 of the ramps. Tina Rainey has been advised again. **ACTION: Clerk to chase again.**

ii) Litter problem. Lots of bottles and cans thrown over the fence where the burnt out bin used to be. Cllr Lewis has litter picked the area. **ACTION – to look at the possibility of moving one of the other two bins at the park to this position and find a way to work with the young people who use the skate park.**

#### **c) Lincombe Barn Park**

i) Childrens Play Area No sign of refurbishment yet.

ii) Path from Park to Frenchay Road along the river to link with Frome Valley walkway. Concern that this is taking so long. Mike Plumb, SGC, has been contacted and says ownership of the first 75m is BCC and the last 112m is SGC but the middle 120m belongs to Mr West of Riverside Drive Park Homes and there are still ongoing discussions with him about a long term access agreement and maintenance. There is nothing the Parish Council can do to push the project forward at present.

#### **d) Old Lower School Playing Field**

i) This would be ideal as a Jubilee Year project with funding from SITA's Queen Elizabeth II Fields Fund and then called 'Elizabeth II Playing Field'. Lots of potential for tree planting, a multi use pitch, cycle track or allotments. We have asked Katherine Kearns, SGC, to try to progress this idea so that the open space is brought into better community use as soon as possible despite the 10 year School Playing Field rule. **ACTION – Cllr Poole to contact our local MP.**

#### **e) Leap Valley**

i) Streetcare have been working in the Valley for over a week cutting the long hedge hard back.

- ii) Streetcare has also agreed to resurface the path from the Beverley Avenue end to the crossing path at Aintree Drive (about 200m) to provide an accessible path through Leap Valley specifically to allow access to people with buggies, older people and people with mobility problems. This will involve scraping off the top surface of the footpath, scarifying the path, laying a top course of stone to dust and compacting the path surface. Streetcare do not have sufficient funds to complete the other 170m (£2200). The Friends Group has applied for an Environment Grant to do the rest of the path. If a grant is awarded there may be a shortfall of about £400. There was money put aside in this year's Open Spaces budget both to help Friends Groups (£2000) and for resurfacing footpaths (£2000).

Proposal from Cllr Lewis that, if necessary, D&BH PC supplement this project, up to £500, subject to other funds being obtained.

**AGREED to supplement resurfacing of the footpath, if required, up to £500.**

**f) Other issues raised**

- i) New Litter bins and Dog Bins. Watch being kept at Church Lane/Cycle path and Christchurch Lane between the school and the Churchyard .
- ii) Seats in Coop car park filling with water **ACTION – Cllr Poole.**
- iii) Public Conveniences in Downend, although cleaned regularly, still needs a thorough 'spring' clean. Alison Richards, SGC confirms that the Cleansing Chargehand will arrange for the inside of the building to be steam cleaned in order to remove the general dust etc that cannot be removed as part of the routine cleaning. This will be done with one of the machines used for graffiti removal. Works to be implemented late March. Also needs better signage from near Motaman. **ACTION: to look and see where it might be possible to put a new sign saying 'Toilets available by bus shelter in Westerleigh Road'.**
- iv) Light in lane by Apollo Blinds London & Cambridge Properties confirm the light has now been repaired. **ACTION: Cllr Richardson to check.**
- v) Stone Wall at Cleevewood Shops. Needs to be rebuilt in several places. SGC Property Services say the area is not registered to anyone. If the Parish Council were to agree to funding the repairs, D&BH PC could work with Streetcare to implement the work. Clerk has spoken to Chris Belcher who would charge between £100-£150 per square metre, dependent upon the stone available on site. Chris Belcher estimates 7-8m of wall requires repair. **ACTION: to be discussed at next Finance Committee meeting.**

**Downend Business Community:** The group are discussing various ideas for the future including:- a Town Centre Health Check, Social Evening and Village Fete.

**Traffic:**

- A list of questions was submitted for the meeting of SGC Planning Transportation and Strategic Environment Committee.
- Stops and shelters remedial works – SGC have been advised of two stops affecting the parish, Wick Wick & The Leap (MRPC), not accessible by wheelchair.
- 533 Service Information – this has now been altered but does not show details of any stops between Mangotsfield and Longwell Green.

- Real Time Equipment Costs – Traffic Committee request information as to whether this can be installed at additional stops to those proposed by SGC if the Parish Council were able to pay, and what the cost will be. **ACTION – Clerk.**
- Other works to be chased up – (i) Disabled parking bays in both Downend Centre and Cleeve Wood Road (ii) Dropped kerbs at Salisbury Road / Longdon Road (iii) Lighting between Downend centre pedestrian crossing and the Co-Op car park. **ACTION – Clerk.**

**Youth:** No report.

**Newsletter:** Cllr Shepherd thanked everyone for submitting articles for the newsletter.

**External Meetings:**

**Downend Sports Centre Meeting** – Cllr Wells outlined how the school has made links with outside sports clubs. Their hockey goals have been vandalised which has resulted in a loss of bookings. Replacements will cost £1500. **ACTION – Clerk to forward the appropriate grant application form to the school for completion.**

**Environmental Link Group** – Attended by Cllr Lewis. Reports received from local Friends Groups.

**ALCA South Glos. Area Group Meeting** – attended by Cllr Shepherd. Presentation given by Chris Head, Director West of England SWAN, on the Localism Bill and its relevance to Town and Parish Councils. The Bill is currently on its journey through Parliament and is going through the committee stages in the House of Commons. It is anticipated the Bill will be cast into law during the autumn of this year, ready to be received on the statute books in 2012. There are 7 main elements to the Localism Bill –

- Around local government
- Allows ministers to recover EU fines
- Non-domestic rates
- Community empowerment especially for Town & Parish Councils
- Planning
- Housing – social housing
- A section specifically related to London

Booklets are available on the Localism Bill via NALC and workshops will be run by both SGC and ALCA in the near future.

**86.18 Correspondence** - A list of correspondence was circulated to Members. **NOTED.**

**86.19 Reports from South Gloucestershire Councillors**

Cllr Smith reported on a presentation by six of the bus tour operators, who were challenged on a number of issues.

Cllr Biggin advised that it is hoped for additional signage pointing out the Co-Op car park for visitors to Downend. Christchurch Infants school newsletter contains an article about a petition for the North Street crossing. Cllr Biggin has attended the Badminton Gardens Extra Care Housing Scheme, Transport Forum, Kingswood Library and an awards ceremony at Mangotsfield School. It was **NOTED** that agreement has been reached to freeze the Council Tax for the new financial year.

*The meeting closed at 9.55 pm.*

**Chairman:**

**Date:**