

**DOWNEND AND BROMLEY HEATH PARISH COUNCIL**

**MINUTES OF MEETING HELD AT  
DOWNEND BAPTIST CHURCH, SALISBURY ROAD  
THURSDAY 17 JUNE 2010**

**Present:**

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

**79.1 WELCOME**

Cllr Shepherd welcomed everyone to the meeting.

**79.2 APOLOGIES**

Received from PCSO Katrina Sheldrake, Cllr Martyn Poole and Cllr Mike Baker.

**79.3 DECLARATIONS OF INTEREST**

None received. Clerk reported that a letter has been received from Legal & Democratic Services, SGC. They advise Members to, wherever possible, refer to the Code of Conduct Guide for Members 2007, and not the Pocket Guide which is merely a 'handy sized' reminder of key points. Members considered that they would not require a copy of the full Guide but would refer to the Standards Board website in case of need.

**79.4 ITEMS FROM THE PUBLIC**

Clerk has once again received complaints and allegations of noise nuisance concerning the Foresters Arms Public House in Salisbury Road. Residents are saddened not only by the unacceptable noise and behaviour of some crowds congregating outside the pub, but the abusive language they have been subjected to, and the use of the surrounding streets as public toilets. Clerk has taken the matter forward with the Environmental Protection Officer at SGC and the Police. It transpires that a meeting was held with the licensee of the establishment which concluded that if problems continued the licensee would be reviewed and suitable action taken. The Licensing Enquiry Officer is investigating the matter and liaising with the Police and Anti Social Behavioural Team.

**79.5 ITEMS FROM THE POLICE**

No report.

**79.6 CONFIRMATION OF MINUTES FROM MEETING HELD ON 20.05.2010**

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

**79.7 MATTERS ARISING**

Page 4 – Cllr Jarvis confirmed that the donation for Badminton Road Methodist Church had been agreed as £2500 towards supporting the new cafe and £500 towards Messy Play sessions.

Page 5 – 78.20 – Cllr Biggin advised that issues relating to Deanna Court flats are now being taken up by a family member of one of the residents.

## 79.8 URGENT ACTIONS

Tim Webb has implemented repairs to the bus shelter in North Street; cost agreed at £50.

Clerk reported that Mr Webb has received a parking ticket whilst cleaning the Parish Council bus shelters. To access water, his vehicle needs to be parked close to the shelters so there are occasions when he encroaches on double yellow lines.

**AGREED – Clerk to write to South Gloucestershire Council in an attempt to help Mr Webb’s appeal.**

## 79.9 VACANCY – BROMLEY HEATH WEST WARD

South Gloucestershire Council has confirmed that no requests for an election have been received. The Parish Council may now co-opt to fill the vacancy.

**AGREED to place notices on the parish notice boards and place articles in both the Parish newsletter and Downend Matters magazines.**

## 79.10 FINANCE

### (i) Recommendations from Finance Committee

- Financial Regulations to be re-adopted without alteration. **NOTED.**
- Earmarked Reserves total £95,374.06 (£13,733.79 for Elections and £81,640.27 Parish Accommodation Fund). **NOTED.**
- New colour printer/copier – The Dell colour printer has broken beyond repair. Advice has been sought from Accord Office Supplies and a comparable machine has been recommended. The Brother DCP-385C will cost £69.  
**AGREED to place the appropriate order with Accord Office Supplies.**  
**AGREED to dispose of the old Dell printer appropriately and write-off in the Asset Register.**
- Avon Pension Fund – Actuarial Valuation – A Funding Strategy Statement will be approved in September 2010 and the APF are requesting input from Parish Councils through a consultation process. **NOTED.**
- ALCA training – Clerk and Chairman will attend a course on 14 October ‘Preparing for Budgets’, total cost £60. **AGREED.**
- Christmas Tree – SGC charged £754.22 (exc. VAT) in 2009 to supply, install, remove and dispose of the Christmas tree. Frenchay Christmas Tree Farm has quoted £700 to supply and deliver a tree in 2010 (the cost of an articulated lorry being approx. £450). SGC will then charge for its installation and removal etc.  
**AGREED to ask South Gloucestershire Council to supply, transport, install, remove and dispose of the Christmas tree once again in 2010.**  
**ACTION – Clerk to respond to Frenchay Christmas Tree Farm thanking them for their help and honesty.**
- 462 Bus Service – South Gloucestershire Bus & Coach hope to run a 10.30am service five days/week commencing September 2010, although need to guarantee £30 per day to break even.  
**AGREED – D&BH PC will cover any shortfall from the commencement of the service in September through to Christmas 2010. ACTION – Councillor Richardson to obtain firm details of these proposals in writing.**
- Lincombe Barn has requested a subsidy to help with the provision of hot lunches to its members. The Barn offers hot lunches 6 times a year and will need to charge £7 per head to cover two courses and coffee/tea. Following a proposal by Cllr Shepherd, seconded by Cllr Jarvis,  
**AGREED to ask the Barn to complete the usual Grant Application Form.**

**AGREED in principle to provide a donation of £500 when the next round of grants are considered.**

- Newsletter – The leaflet from the Downend Business Community will be delivered with the newsletter but not inserted inside the newsletter, as this will increase costs. **NOTED.**

**(ii) Schedule of payments to be met**

Life Cycle UK	Dr Bike at Page Park on 10 July 2010	£200.00
Accord Office Supplies Ltd	Stationery	£18.71
Bath & North East Somerset Council	Monthly Employers (10.8%) and Employees (6.5%) contribution for pension	£301.26
Salaries	Monthly payments	£1292.56
Mrs A Hocking	Reimbursement for Community Plan photograph from Bristol News & Media Ltd	£35.25
Post Office Limited	Quarterly Tax / N.I. payment to HMRC	£1346.37
Action Print	Printing of business cards and colour photocopying	£34.95
Mrs A Hocking	Travel expenses	£27.85
T Webb Window Cleaning	Monthly maintenance and one-off repair	£238.00
Cash	For Petty Cash/Postage	£50.00
Downend Baptist Church	Hall rental	£37.50

Payments Received

Total Bank Interest (May 2010)	£5.30
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**RESOLVED to authorise all payments, as listed.**

**(iii) Spend to date against budgets** – All members received a copy of the budget report. No questions were raised.

**79.11 CONSULTATION ON THE SOUTH GLOUCESTERSHIRE CORE STRATEGY**

The Core Strategy is the main planning document for guiding and managing new development and change in South Gloucestershire up to 2026. Its purpose is to identify where new housing and jobs will go, as well as protecting what is valued about the area. The Strategy will also identify what services, facilities and infrastructure are needed and when and how this will be achieved. Members received a draft report on the Strategy from Cllr Shepherd.

**RESOLVED to make 3 specific representations (i) concerning page 35 Section 5, 5.10 (Public Art), (ii) Page 57-58 para 7.9 (Tackling congestion and improving accessibility) and (iii) Page 87 para 10.23 (Housing Diversity). Clerk to action in accordance with Cllr Shepherd's report.**

## **79.12 PARISH COUNCIL WEBSITE**

Clerk requested updates from Committees which could be added to the website. Members were asked to view the new site of Bitton Parish Council at [www.bittonparishcouncil.co.uk](http://www.bittonparishcouncil.co.uk)

## **79.13 OFFICE ACCOMMODATION FOR D&BH PC**

Cllr Pedwell suggested looking at the vacant premises in the corner of the Co-op car park, although investigations were made into this property some years ago.

## **79.14 COMMUNITY PLAN**

To date there have been 990 responses entered on the electronic data base, with still more to be received and entered. A final flyer has been distributed to households to remind those who have not yet responded, which encourages residents to go online. The Parish Newsletter will carry an article about the Community Plan and its progress so far. The consultation period using the Questionnaire will close at the end of July. The data from the hardcopy questionnaires has been entered by members of the Community Plan team. Preliminary findings so far:-

- residents' responses about open spaces
- parking spaces for the disabled
- numbers prepared to help a Spring Clean litter event
- 46% of residents who responded have lived in D & BH for over 20 years
- 11.7% of the respondents were over 80.

The next stage, when the questionnaire period ends, is to begin sorting and analysing the data from August onwards, in preparation for drawing up a draft plan.

The group is having a stall at the Bromley Heath Festival to promote the Plan.

## **79.15 REVIEW OF STANDING ORDERS**

Members reviewed the Standing Orders for D&BH PC and

**RESOLVED to readopt this document without alteration.**

## **79.16 PLANNING COMMITTEE REPORT**

Cllr Jarvis welcomed Cllr Pedwell to the Committee.

15 applications have been viewed over the last two committee meetings, with three objections made to 72 North Street; 94 Downend Road; 21 Lincombe Road.

Cllr Jarvis explained that the committee have been encouraged to make valid comments to all planning applications which will reflect the needs of the community. Cllr Jarvis referred to a letter received from Doynton Parish Council about the overall planning process.

Copy letter to Director of Planning at SGC has been received from Pat and Ross Monday, 35 Sandringham Avenue relating to application number PK09/0845/F, Land at 70 Oakdale Close, Downend. This was circulated to members of the Planning Committee for their attention and future discussion.

Clerk confirmed that she had been in contact with SGC about an area of land at Cleeve Lodge Close which is overgrown and needs cutting back. However, upon investigation, it transpires that this is private land and lies outside the areas covered by Street Care. The

site has been evaluated for the High Hedges Act but as the majority of the area is indigenous it falls outside this legislation. Clerk has advised the resident to take matters forward with the owner of the land.

## **79.17 BRIEF REPORTING BACK FROM SUB COMMITTEES AND GROUPS**

### **Events & Publicity:**

**Parish Cycle Ride** – Saturday 19 June. Refreshments have been organised. Hi-visibility jackets and T-shirts were circulated to members. Start time 2pm at Lloyds Bank in Downend. PCSO Katrina Sheldrake will be on hand to help participants cross the main road. Cllr Jarvis will start the ride at the Leap Public House at 2.10pm, meeting up with representatives from Mangotsfield Rural Parish Council.

**AGREED to provide a donation to the Frenchay Museum in the sum of £50.**  
**ACTION – Cllr Lewis will ascertain to whom the payment should be made.**

**Bromley Heath Festival** – Saturday 3 July. Cllrs Whittaker and Pedwell agreed to help with the erection of the gazebo. Cllr Biggin will purchase lollipops as prizes for 'Bash the Pasta'. The display boards have been updated and the quiz is ready.

**Page Park Centenary** – Clerk circulated details of arrangements to members. Gates open at 7.30am and set up should be complete by 10.30am. The Downend Business Community will share the gazebo with the Parish Council and Dr Bike will be in attendance.

**Christmas 2010** – No report.

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

**Lincombe Barn Park and Woods** – SGC Consultation is underway on the refurbishment of the Children's Play Area. Tina Rainey was present with a tent and display boards and other consultation has taken place in the schools and playgroups.

**Bromley Heath Playing Field** – Tennis Courts have been resurfaced this week.

**Leap Valley** - Site meeting with Karen Stagg, SGC Streetcare and John Morris, SGC Environment Officer, looking at solutions to winter flooding of the very well used path that crosses the valley. Cllr Lewis gave a short presentation to SG Environment Forum on the Community Orchard Planting Project.

**George V Playing Field** - Meeting of Cllrs Lewis and Poole with Simon Penfold, SGC Tree Officer and Phil Russell, Playing Fields Officer to look at possible planting and seating project involving local schools.

**Footpath Badminton Road to Fouracre Avenue** – Witness statements and documentation have now gone to SGC for processing the Public Rights of Way request.

**ACTION – Clerk to write a letter of thanks to Idwen Fuller who helped with this project.**

**Dog Bin at the Cycle Path end of Church Lane** – Cllr Lewis has looked at the area and there is litter there but not much evidence of dog fouling. As we have only budgeted for two new bins it is suggested results are awaited from the Community Plan questionnaire as that has also asked for places where new bins are needed.

**Bromley Heath Road Green Verges** – A resident has complained that cars are often parked on the grass verges on the left hand side of the road going away from Cleevewood.

Clerk has contacted SGC about this matter and an assessment of the area is being arranged. The Police will only become involved if vehicles are causing an obstruction or there is a visibility issue, which is not the case in this instance.

**Downend Business Community:**

Dates of future DBC meetings have been arranged for 15 July, 16 September and 9 November, all commencing at 6pm in Downend Assembly Hall.

A meeting is being arranged with Jo Perry from SGC to establish any maintenance works necessary since the regeneration works were completed.

**AGREED that Cllr Bob Pedwell and Clerk will attend.**

Downend School, under supervision of the staff, are prepared to do art work sympathetic to the area that will cover the front of the empty shops in Downend Centre, but allowing the agents sign to be displayed outside, and on the proviso that if the shops are let it will be removed. Clerk has contacted the agents for the old Co-op and Halifax and is awaiting their response.

Clerk has also contacted BT Property Services requesting the clearance of rubbish and weeds at the front of the building in Downend, which will be actioned in the coming weeks.

**Traffic:**

(See item re. 462 bus service under Finance).

**Disabled Parking** – Committee recommend that two existing parking bays should be marked as 'Disabled' in Downend (i) outside the Co-op Chemist in the end bay of the existing parking (ii) the end section of the bus bay closest to the Banks on the opposite side of the road. One space for disabled parking is also requested at Cleeve Wood Road shops, the exact location of this to be at the discretion of SGC.

**RESOLVED to request South Gloucestershire Council action these requests.**

**Community Plan** - In order to secure continuity after the elections in 2011, details of all 'work in progress' by the committee will be submitted as a response to this consultation.

**Consultation** – Concern expressed about a recent lack of consultation with the parish from a range of South Glos. Departments, ie, dropped kerbs at South View, '80' bus services and bus shelter locations on the Showcase routes.

**Bus Destinations** - 'Real Time' screens at stops in Bristol such as Old Market give the destination of certain services as 'Horseshoe', with no mention of 'Downend'.

**South Glos. Responses** – Various items are still outstanding with SGC, ie, bus stop signs for N2, timetable information at bus stops, re-routing of the 533 to Staple Hill, Epsom Close access ramp request, and a conclusion to the Bus Stops and Shelters report sent in April.

In view of the above concerns,

**AGREED to ask Richard Kemble to attend full Council in July when these matters can be brought to his attention and finally resolved.**

**Youth:**

Cllrs Whittaker and Poole have visited Downend School by arrangement with the Deputy Headteacher, and a report from the visit was circulated to Members. Students were

consulted about living and studying in the area, in an attempt to gather information to inform the Youth Committee how to positively influence the lives of our young people.

**Newsletter:** The newsletter will be sent to the graphic designer by 25 June and delivery is expected during the first week of July.

**External Meetings:**

**Safer Stronger Community Group Meeting** - attended by Cllr Lewis. The three focus points were agreed as: (i) use of Lincombe Road as a rat run (ii) Zebra crossing needed by Downend School (iii) Cycle lane along Badminton Road. The Bromley Heath Neighbourhood Watch has pointed out that some of their BHNW signs have not been replaced when the lamp posts have been upgraded.

**Environmental Link Group** - Attended by Cllr Lewis. No issues reported of relevance to the Parish.

**ALCA South Glos. Area Group Meeting** - Attended by Cllr Shepherd. Meeting focused on the Core Strategy.

**79.18 CORRESPONDENCE**

- Standards Committee Annual Report 2009/10.
- Information regarding the Bristol Development Framework (e-mailed to members).
- Letter from Chris Skidmore MP asking to attend a future meeting of the Council.  
**AGREED - Clerk will discuss further with members of the Joint Parishes Form.**

**79.19 REPORTS FROM SOUTH GLOUCESTERSHIRE COUNCILLORS**

Cllr Biggin has attended the Mangotsfield Festival, Kingswood Heritage Museum, Bromley Heath Neighbourhood Watch AGM and the Festival of Youth Sport at Yate.

Cllr Smith advised that the Nibley offices are now open. Donna Whinham has moved from the Development Control Section and now leads the 'Major Sites' Planning Department.

*Meeting closed at 9.20pm.*

**Chairman:**

**Date:**