

# DOWNEND AND BROMLEY HEATH PARISH COUNCIL

## MINUTES OF ANNUAL ASSEMBLY

HELD ON THURSDAY 30 APRIL 2015, 7PM,  
AT THE CHURCH CENTRE, QUAKERS ROAD, DOWNEND, BRISTOL

### Present:

Downend & Bromley Heath Parish Councillors : Mike Baker, Janet Biggin, Chris Boulton, Kate Conner, Jon Hunt, Mary Lewis, Kathy Morris, Sheila Ottewell, Martyn Poole, Graeme Riley, Elizabeth Shepherd and Julia Wimbush.

Angela Hocking (Clerk to the Council).

There were approximately 80 residents of the Parish present.

*Prior to the meeting residents viewed the displays provided by local groups and organisations.*

### 1. Welcome and Introductions

Parish Councillors introduced themselves to all those present. Cllr Shepherd explained how the Parish Council is attempting to galvanise support for the No. 5 bus and asked parishioners to complete a short questionnaire. Raj, from MS2 Stores, and his family were thanked for providing refreshments during the evening.

### 2. To receive and confirm as a correct record the minutes of the Parish Meeting held on 24 April 2014

Following a proposal by Cllr Riley, seconded by Cllr Biggin, the Minutes were unanimously **AGREED** as a true and accurate record, and subsequently signed by the Chairman.

### 3. To receive brief reports from Parish Council committees and working groups

**PLANNING** - During the Planning year from 6 May 2014 to 7 April 2015, a total of 21 meetings were held. Six councillors make up the Downend & Bromley Heath Parish Council Planning Committee - Elizabeth Shepherd, Mary Lewis (both very experienced and knowledgeable councillors), Martyn Poole, Sheila Ottewell, Kate Conner, and myself as the elected Chairman. A quorum of three Councillors are required for each meeting.

The Planning Committee meets on the first and third Tuesday of each month, normally at Lincombe Barn, starting at 7pm. The Parish Council is keen to encourage members of the public to attend these meetings to voice any concerns they have regarding a potential development that may affect them. Details of dates can be found on the Council's website and also published on our Parish Council notice boards.

(Note totals as shown in brackets are planning application totals for 2013-2014). There were **21 (24)** Planning Application Review Meetings. A total of **127 (141)** were reviewed/assessed, including **08 (12)** TPO's.

**94 (99)** Approved with No Objection. The majority were routine Planning applications for extensions to increase property size and living accommodation, also TPO's.

**13 (13)** Rejected due to overdevelopment of site, upsets the balance or not in-keeping with neighbours properties / original style, or inadequate vehicular / pedestrian access etc.

**12 (13)** Properties that were not in our Parish, and had no effect on dwellings within our boundaries; also the Planning Data was not available when reviewed etc.

There were three major Planning Applications:-

**PK14/4921/F**, 60 Bedroom Care Home.

Adjacent to and the side of 65 & 67 Cleeve Hill, (located on the left hand side looking down the hill), that will replace the lower Tennis Courts, which are now being relocated to the grounds of Frenchay Hospital.

At the meeting held on Tuesday 27<sup>th</sup> January, approximately 50 local residents attended, and 10 attended to review / discuss the revised plans at the meeting that took place on Tuesday 17 March.

At both meetings concerns were raised regarding the proposed application. There are approximately 30 objections paced on the South Gloss Planning Application website, stating the reasons why.....

Also both applications were reviewed and rejected by the Parish Council's Planning Committee. We have been advised that discussions between South Gloucestershire Council and the Developer are continuing.

**PK14/2710/F**, 76 Bedroom Care Home.

Adjacent to the side of the Shell garage on the Badminton Road, (located on the left hand side looking down towards the roundabout),

Subsequently the application was reviewed on the 02 September 2014 and rejected by the Parish Council.

**PK14/2834/F**, for the erection of 9 new dwellings.

Land to the west of 339 Badminton Road that will back onto the residents of no's 6 & 8 York Close and 10, Redcar Court - application reviewed / approved 19<sup>th</sup> Aug by the Parish Council.

**PK14/1041/F** for the demolition of the empty/rundown building in the Co-op car park, was completed, and is now a car wash facility.

Cllr Mike Baker

**TRAFFIC** - The following summarises activities of the Traffic Committee during the past year:

**Buses** - We continued to support bus services for our residents including:

- 462 Weekday Shoppers Bus (funded jointly with Mangotsfield RPC).
- N47 Night Owl Night Bus from Bristol to Chipping Sodbury.
- Urging First to re-instate the no.5 bus service throughout our Parish.

**Shelters** - Four new bus shelters were installed at the following locations:

- Downend Road/Grace Road junction.
- Overndale Road (with raised kerb).
- Badminton Road/Oakdale Road (with NHB funding).
- Badminton Road/Sandringham Avenue (with NHB funding).
- All our bus stops now have bus shelters where there is room for them.

**Roads** -

- Cllr Conner has ensured potholes are repaired as fast as possible.
- Ordering four "Welcome to Downend" signs for main entrance roads into the Parish. The two current signs will then be relocated elsewhere within the Parish.

**Parking** - Inconsiderate parking causes difficulties for both motorists and pedestrians. Actions taken by the Parish Council to improve matters included:

- Adding white lines at a number of busy road junctions to prevent obstruction.

- Reminding drivers who park on the grass verges belonging to South Glos Council they are responsible for any damage caused to verges, and may be charged for re-instatement by South Glos Council.

#### **Cycling -**

- Four cycle stands are being installed at locations along Downend Road.
- Ordering two more cycle stands at Bromley Heath Playing Fields.
- Pressing South Glos Council to repair cycle lane on Badminton Road when funds are available.

#### **Information Boards -**

- Installed Information Boards in Downend Centre & at Cleeve Wood shops.
- Awaiting delivery of Information Board for Quakers Road shops.

Cllr Sheila Ottewell

### **OPEN SPACES**

#### **Localism**

As from April 2014 the Parish Council took over the cost of the regular cutting of grass verges, maintenance of shrub beds and emptying of dog bins in the parish. The work is still carried out by SGC Street Care under contract.

#### **George V and Badminton Road Playing Fields**

- Friends Group very active and have been helping to draw up a draft Master Landscape Plan, with SGC, looking to the future and especially tree planting.
- 3 new DDA gates to fenced play area have been installed, funded by Churrgold and SGC
- 3 new seats have been installed and 2 other seats re-sited/reinstalled.
- Wild flowers have been planted under the wall at Cleeve Lodge close side and along the boundary bank with the Cemetery
- Grants for further play equipment applied for to Veolia and SITA but unfortunately not successful.

#### **Lincombe Barn Park and Woods**

- Friends Group very active with events, litter clearing and Mudpie Explorers.
- Excellent accessible new path from car park right down to the river Frome.

#### **Leap Valley**

- Friends Group very active with workdays, community orchard and wildflower planting.
- Seat installed in children's play area
- Noticeboard to be installed at Beverley Avenue entrance.

#### **Hill House Park**

- Friends Group active and have held picnic etc.
- Parish Council in process of negotiating lease on the park with SGC to start September 2015.

#### **Bromley Heath Park**

- Friends Group active and have recently carried out a questionnaire with residents about use of the park and what is needed for the future.
- Planning for painting and refurbishment of the play equipment and more seating.

#### **Scantleberry Close Open Space**

Sign installed at the access gate off Bromley Heath roundabout.

**Seat** installed on grass area at Britannia Woods

### **Litter Bins**

- New litter bin installed where Church Lane joins the Ring Road cycle track.
- 2 bins replaced on Downend Road and new bins installed at the bus stop outside Sainsburys and near the bus stop on the opposite side of the road.
- New bin planned for Christchurch Lane.

### **Dog Bins**

Several dog bins have been replaced with bins in better condition.

### **Jenny Jones Commemorative Plaque**

Installed alongside Sainsburys to commemorate Jenny's achievement in the Winter Olympics 2014

**Downend and Bromley Heath in Bloom** have been supported throughout the year by the Open Spaces Committee but are now independent and very successfully producing wonderful planters and displays in spring and summer throughout the parish. They have also taken over work on 2 shrub beds on Bromley Heath Road and beds on Badminton Rd which are to be sown with wild flowers.

CIlr Mary Lewis

**CHILDREN & YOUNG PEOPLE** - "Youth work" is defined as activities that intentionally seek to impact young people and assist in their growth and development. The Parish is very fortunate in that it has a number of voluntary organisations which look to support and work with children and young people. Over the life of this Parish Council we have considered how best we could support that work. Initially we investigated what types of organisations existed and then targeted our resources to support initiatives which could benefit.

Over the last 4 years, D&BH PC has liaised closely with the Community Plan Group and particularly with the Youth Team at Christ Church. As a result of financial support and encouragement from the Parish Council, a fantastic new youth space, 'The Hub', was created and opened on 17 November 2014 connected to Christ Church Parish Hall. Rapid growth has resulted in Christ Church now offering 7 Youth meetings a week, plus extra monthly meetings. The local Boxing Club, Bromley Heath Scouts & Guides, Mud Pie Explorers and the Faith Youth Group are just some of those who have applied to us for grant aid and have benefitted from the financial help we are able to provide. In addition, the Parish Council is active on the Downend Sports Centre Committee in an attempt to develop the provision of sporting activities in the local area. Working with young people is one of the most challenging but also most rewarding tasks and our appreciation and congratulations goes out to all those organisations that work in the Parish.

The Children & Young People Committee have recognised the tremendous changes occurring in Local Authority youth provision and wanted to identify ways in which it could carry out a positive role. Therefore, in the autumn of 2013 it carried out a detailed independent survey of young peoples views on the current provision and what they would like to see available. As a result of that survey the Committee has carried out several initiatives and is looking to develop more in the future. One initiative which was well intentioned, but unfortunately not successful, was the setting up of a Youth Consultative Group which raise issues with the main Parish Council and develop initiatives in its own right. It is hoped that this enterprise will be picked up when the new Parish Council is elected.

The main objective of youth work is to provide opportunities for young people and to shape their own futures. One of the targets of the Parish Council Children & Young People Committee is to assist and help achieve that objective.

Cllr Graeme Riley

**EVENTS** - Good evening ladies & gentlemen – my name is Janet Biggin & I Chair the Events Committee on the Parish Council.

My committee meets to plan the various events in which we participate during the year, sometimes attending community festivals, as we did last year.

On Sunday 22<sup>nd</sup> June we profiled the Parish Council at Churches in the Park, known as 'C in the Park', which is held each year in KGV playing field, Westerleigh Road. This is a free event for all the family to enjoy. Heathfest decided to take a year out, in 2014, but we will be there this July, in Bromley Heath Playing Field.

On Sunday 9<sup>th</sup> November, Parish Councillors were invited to Process along the High Street, Staple Hill, from Page Road, marching to Page Park, accompanied by many groups and societies as well as the Salvation Army Band. It was a very emotional time last year, being as it was the centenary of WW1 and a wreath of poppies was laid on behalf of D&BHPC, as we always do.

Christmas in Downend, is our biggest event that we host here in the village, attracting more than 1,000 people, from around the locality, who along with Santa and working with the DBC, we look forward to make the beginning of Christmas an afternoon/ evening to remember when various schools, children's street dancers and singers, entertain the revellers and everyone waits for 6.30pm when the Christmas tree is lit. This year we will be there on Friday 27<sup>th</sup> November, so ladies and gentlemen, a date for your diary...

Cllr Janet Biggin

**COMMUNICATIONS** - The Communications Group met three times during the year and produced three Parish Council Newsletters – Spring, Summer and Autumn. We reviewed the need to continue with a "hard copy" of the Newsletter when a lot of organisations use their website and Facebook pages to promote themselves, but decided that for this current year we would continue with a "hard copy" version being delivered to our residents. This will be reviewed again by the Parish Council after the election in May.

We continued to monitor whether our guidelines were still fit for purpose for our Facebook page. We carried out an update of our website in June and now, thanks to funding provided by the Community Plan Group further improvements and enhancements are being made.

We gave a talk to Downend Ladies Enterprise on the work of the Parish Council.

Cllr Elizabeth Shepherd

**ACTIVE SENIORS** - Active Seniors is a new group started by Downend & Bromley Heath Council in this term of office.

It was felt that with a high percentage of retired people living in our community, they should be represented as a body on the council to look after their interests.

What we have achieved in the last council:-

- Set up fair for retirees.
- Identified needs that were not catered for.
- Set up 6 week courses at the library to introduce computers to those who have not used them, or wanted to learn new things.
- Set up a 'Knit and Natter' group at Downend library every Monday.
- Monthly keep fit for people attending the Wednesday Club at Badminton Road Methodist Church.

Cllr Martyn Poole

#### **4. To receive a report from the Chairman of Downend & Bromley Heath Parish Council**

This year has once again been a very busy year for your Parish Councillors. However, before I report on this year, I just want to spend a couple of moments looking back over the previous 3 years of this Council.

In May 2010 those of us who stood for Council were elected unopposed, which left us with 2 vacancies to fill. These vacancies were filled by co-option to bring numbers up to our full complement of 12.

June 2010 saw publication of the Community Led Plan – more about that from David later.

2012 setting up of Friends of King George V and Badminton Road Group, a Dog walking scheme and the Litter Busters.

2013 saw major enhancements to the street scene in Downend with spring bulbs being planted in the stone planters around the trees.

2014 saw the formation of Downend & Bromley Heath in Bloom Group who organised the splendid displays of summer planting in the Parish. It also saw the setting up of a Friends Group of Hill House Park.

As you have heard, Parish Council committees and working groups have all had another busy year. My thanks go to them all, particularly their chairmen – Councillors, Lewis, Biggin, Baker, Ottewell, Poole and Wimbush.

To mark the centenary of the outbreak of World War I we paid for the Scout war memorial to be cleaned and undertook some research on the names of those young men from Downend whose names are inscribed in the memorial. You may know that this memorial has now been added to the List of Buildings of Special Architectural or Historic Interest and is now listed at Grade II.

We have also profiled the achievements of some of our young residents, including Jenny Jones for her splendid achievement at the Sochi Winter Olympics in 2014 when she won the first every British medal on snow in the Slopestyle event. A plaque has been placed under the information board at Westerleigh Road.

As part of embracing "Localism", this year saw the Parish Council take on paying for some services that South Gloucestershire Council was no longer going to provide. These include grass cutting of verges and provision of dog bins, including emptying and maintenance.

I hope you have had a chance to read the brief resume of the past 4 years in the Spring edition of our Parish Council newsletter.

Finally, thank you to those who have contacted us during the year to comment on or make suggestions about what we have done or not done. We are always pleased to receive feedback and participation from residents.

### **The future?**

- Continue to build on the solid foundations already laid down.
- Continue to raise the profile of the Parish Council both locally and in South Gloucestershire generally
- Continue to represent and support our residents and local organisations to maintain a good quality of life.
- Encourage more people to volunteer to help our local organisations
- Continue to use funding raised through the precept to improve the area in which we live.

Our chosen charity for this year has been Normandy Veterans and we will be presenting them with a cheque shortly.

Finally, thank you to my fellow councillors for all their hard work and commitment over the past 4 years of this council. My thanks also go to Angela Hocking, our Parish Council Clerk, for all her hard work and unfailing cheerfulness as well as her help, guidance and support to me throughout this year of my Chairmanship.

Cllr Elizabeth Shepherd

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*Residents were given the opportunity to meet with Parish Councillors, whilst viewing the various displays provided by local group/organisations and Parish Council Committees. Financial records and accounts were made available for public inspection.*

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## **5. Review of the Community Plan**

The Downend & Bromley Heath Community Plan has been in existence now nearly five years.

The seeds were sown in 2010, when an independent group of interested residents along with some members of the Parish Council came together to create a plan which would reflect the unique character of this neighbourhood. It would identify residents' wishes for the future and set out a plan for action.

We carried out widespread consultation, including the **Your Community - Your Say** questionnaire which was distributed to households - to find out what people, young and old, liked about here – where they lived - and their concerns and aspirations.

The key findings were analysed, digested, organised and published as the Downend & Bromley Heath Community Plan in summer 2011.

If you have forgotten where your copy is, or if you are new to the area, you can read it on the Parish website [www.downendbromleyheath.org](http://www.downendbromleyheath.org).

People were generous in their comments, and in sharing their concerns, interest and satisfactions.

But there were no outstanding, major issues.

The thousands of consultation responses were consolidated into four Focus sections. And the core - the Action Plan - was set out under four headings:

- Community;
- Young People;
- Parks, Open Spaces and Environment;
- Traffic, Highways and Transport, each with a brief programme for action.

The Team envisaged that its own members or other partners - such as the Parish Council, South Gloucestershire, public services or business - would move the actions forward. And this is indeed largely how it has happened.

Here are three examples of progress on the issues in the Plan:

- There was a need for “Clear & up to date information about community news, activities and facilities” – This has been met through the Downend and Bromley Heath Parish Newsletter and local publications such as Downend Matters and Downend Voice.
- There was “the need for improved provision for the young” - Local churches and other groups have taken this forward.
- And there was a need to improve and extend the facilities in parks and improve signage and publicity to parks and open spaces: Friends Groups and the Parish Council have attended to this.

Now nearly five years in, many of the objectives in the Plan have been achieved.

But inevitably some concerns could not be dealt with within this Parish  
- for instance, a swimming pool within walking distance

and some issues remain difficult to move ahead on.

However the Community Plan Team can be pleased that the Plan has given residents an opportunity to have a voice about Downend & Bromley Heath matters and it has publicised their concerns, comments and appreciation. Hopefully it has been a catalyst for action and has resulted in benefit to the community.

The priorities identified in the original Plan do seem to have coincided with priorities identified by the Parish Council and by various organisations – public, business and voluntary - in the neighbourhood.

The Community Plan Group has now decided that it is a good time to hand over the management of the plan to the Parish Council.

It proposes to meet once a year to monitor the progress of the Actions in the Plan, to review changing needs and, if appropriate, to research further how residents would like this community to develop.

If you want to get in touch about the issues in the Plan, you can make contact through the Parish website.

Thanks to all those who worked on the Downend & Bromley Heath Community Plan and to those individuals and groups and organisations who have helped move forward on the planned actions.



## **6. Presentation by the Bromley Heath Women's Institute Choir**

The Bromley Heath WI entertained the audience. The choir will also be participating in 'Christmas 2015'.

## **7. Parish Champion Awards**

Three Parish Champions were identified – two individuals and one business.

- Diane Paddon – Well known for her work with the youth of the parish through Christ Church, Diane is also secretary of the Friends of Lincombe Barn Park & Woods, as well as being actively involved in the Community Plan. She is a regular participant on the Bristol Soup Run.
- Paula Banks – Paula has raised over £100,000 over the past 5 years in memory of her son Jack who died at the age of 9 from leukaemia. Some of this money has been used to fund a playroom and conservatory as part of the new Children's Cancer Unit at the BRI.
- Webbs Flowers – Debbie and Roger Webb have been instrumental in the past 12 months or so in joining with the other shops in Cleeve Wood to tidy up and generally enhance this area of the parish, in addition to being involved in the Cleeve Wood shops Christmas event.

## **8. Presentation of cheque to Charity of the Year – The Bristol Branch of the Normandy Veterans**

Councillor Shepherd presented a cheque for £697.08 to the Mr Ron Stevens from the charity, which was accepted with thanks.

## **9. Questions and Answers**

Rev. Vickery provided details of an event to commemorate VE Day on 10 May, 3pm at Christ Church, in conjunction with the Royal British Legion. Rev. Vickery also thanked the Parish Council for the many things that go on 'behind the scenes'.

Roger Cromwell, resident, thanked all those involved with the parks, gardens and D&BH in Bloom.

In addition, Mr Cromwell questioned the Council's protocol for buying services and selling capital equipment. Cllr Shepherd clarified the sale of the gazebo and newsletter costs.

Mr Cromwell also requested an explanation as to the Council's decision to repair the recently installed information board at Cleeve Wood, which again was clarified by Cllr Shepherd.

*Flowers and cards were presented to Cllrs Boulton, Lewis, Shepherd and Wimbush.*

**Chair:**

**Date:**