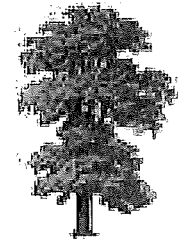


# Westfield Parish Council



The Oval Office, St Peter's Business Park  
Westfield, BA3 3BX  
Phone: 01761 410669  
Email: [council@westfieldparishcouncil.co.uk](mailto:council@westfieldparishcouncil.co.uk)

Chairman: Cllr P Wilkinson Parish Clerk: Ms L J Close FSLCC

Established 2011

**All Council Meetings are open to the  
Public and Press**

30<sup>th</sup> April 2024

**TO: (a) All Members of the Environment and Development Committee**  
Cllrs Diana Cooper (Chair), James Cradock, Geoff Fuller, Ron Hopkins (Vice Chair),  
James Honess, Eleanor Jackson, Paul Millard, Pat Williams.

**(b) All other Members of the Council for information**

Dear Councillor,

You are summoned to attend a meeting of the **Environment and Development Committee** of Westfield Parish Council on **Monday 13<sup>th</sup> May 2024 at 7pm at the Board Room, Oval Office, Cobblers Way, Westfield BA3 3BX.**

The meeting will consider the items set out below.

A handwritten signature in black ink, appearing to be 'LJ Close'.

Ms L J Close  
Parish Clerk

**Before the meeting there will be a 15-minute public session to enable residents of Westfield to ask questions, and make comments.**

## AGENDA

- 1. Apologies for absence and to consider the reasons given** Council to receive apologies for absence and, if appropriate, to approve the reasons given.
- 2. Declarations of interest and dispensations** Members to declare any interests they may have in agenda items, in accordance with the requirements of the Council's Code of Conduct. The Parish Council may consider agreeing a

dispensation, providing the request is put in writing and the dispensation is allowed on the grounds set out in s.33 of the Localism Act 2011.

3. **Minutes of the last meeting** – To agree the minutes as a true and accurate record of the meeting held on 8<sup>th</sup> April 2024 (**Pages 1-3**)
4. **Neighbourhood Plan Review Working Group**
5. **Planning applications for consideration (Page 4)**
6. **Planning decisions (Page 5)**
7. **Recreation Ground – Norton Hill**  
Issues with roots in the pitch at Norton Hill Recreation Ground (**Pages 6-7**)
8. **Recreation Ground – Westhill**  
Changing Rooms – to agree the final plans to go out to tender – sent electronically and also available to view at the meeting. Query on whether planning permission is required (**Page 8**)
9. **Waterside Valley** – Verbal update on the meeting with Miriam Woolnough of Somer Valley Rediscovered 29/4/24.
10. **Highways**  
Speed indicator devices – verbal update
11. **Hanging basket and flag/Christmas Tree poles – weight testing** – verbal update
12. **Events**
  - D-Day 6<sup>th</sup> June 2024 at 2pm – verbal update
  - 30 Days Wild – June – verbal update
  - Love Parks week – July/ August – verbal update

To resolve that, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.

13. **Quotes**
  - Plates to commemorate the 1908 Pit Explosion on the Norton Hill Coal Truck Planter (**Pages 9-10**)
  - Repair to leak at the allotment site
  - Footbridge – (1) installation and (2) project management (**Pages 11-12**)

Westfield Parish Council

Minutes of the Environment and Development Committee Meeting held in the boardroom at the Oval Office, Cobblers Way, Westfield on 8<sup>th</sup> April 2024 commencing at 7pm.

**Present:** Cllrs Diana Cooper (Chair), Kit Biggs, Geoff Fuller, Ron Hopkins (Vice Chair), Eleanor Jackson, Paul Millard and Pat Williams

**Also attending:** Lesley Close, Parish Clerk, Tracey Stephens, Deputy Clerk

**Absent:** Cllrs James Cradock, James Honess and Phil Wilkinson

**153. Apologies for absence and to consider the reasons given**

Apologies were received from Cllrs Cradock, Honess and Wilkinson.

**154. Declarations of interest and dispensation**

- Cllr Millard declared an interest in item 13 WAGS Cultivation Standards and Review Process - as a member of the WAGS committee
- Cllr Jackson declared an interest in item 5 – Planning applications for consideration - as a member of the B&NES Planning Committee

**155. Minutes of the last meeting**

**Resolved:** The minutes of the last meeting held on 11<sup>th</sup> March were agreed as a true record and signed by the Chair.

**156. Neighbourhood Plan Review working group**

Cllr Hopkins reported on a meeting with George Blanchard and Alice Barnes of B&NES. The final Housing Needs report had been received. The Clerk had prepared a draft response to the B&NES Local Plan, for which the Committee thanked her.

**Resolved:** to agree the response to the B&NES Local Plan with emphasis on the Westfield Housing Needs survey.

**157. Planning applications for consideration**

There were no objections to the following application:

24/00877/FUL	Lilliput House, Fosseyway	Erection of garage/workshop for domestic use only
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Minutes subject to approval at the next meeting.

Signed ..... Dated .....

**Westfield Parish Council**

**158. Planning Decisions**

The planning decisions were noted.

**159. Recreation Ground – Norton Hill**

There were no items to discuss.

**160. Recreation Ground – Westhill**

***Changing Rooms*** – An email from the architect was discussed.

**Resolved:** to accept any items on the plan needed to comply with Building Regulations.

***Suggestions for fencing around the football pitch*** – an email from Westfield FC offering to help with the cost of fencing at the pitch was discussed.

**Resolved:** not to put a fence around the football pitch as the Recreation Ground is for use by everyone.

**161. Waterside Valley**

It was noted that there are still a lot of scrambler motorbikes using the valley as a racetrack.

**Resolved:** (1) to discuss this with Somer Valley Rediscovered at a meeting scheduled later in April.  
(2) to investigate a way of installing a barrier at the entrance near St Nicholas Church

**162. Highways**

***Speed indicator devices – verbal update***

Committee were advised that the speed indicators had now been ordered as B&NES had confirmed they would do the amendment to the electrics at the Highfields side of the road at a cost to B&NES.

**163. Hanging basket and flag/Christmas tree poles weight testing -**

Committee were advised that there was work needed doing to some of the hanging basket trees and flagpoles and that RHC Lifting had been contracted to do the work.

**Minutes subject to approval at the next meeting.**

**Signed .....** **Dated .....**

Westfield Parish Council

164. Events

**D-Day – 6<sup>th</sup> June:** The Risk assessment was noted.

**Resolved:** to discuss with a contractor the anchoring of the soldier silhouette as a permanent installation.

**Easter Egg Hunt, March /April** – It was reported that there had been some entries from the Easter Egg Hunt carried out at Westhill.

**30 Days Wild** – there was no further information on this item.

**Love Parks Week** – there was no further information on this item.

165. Creating a Town or Parish Nature Action Plan

**Resolved:** to agree the Parish Nature Action Plan.

WAGS had circulated an appendix to the Tenancy Agreement relating to cultivation standards and review process.

**Resolved:** to agree the appendix.

To resolve that, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.

166. Quotes

- It was noted that the noticeboard at Elm Tree Avenue is deteriorating at the base of the legs.

**Resolved:** to get quotes for:

- a. a way of fixing the current noticeboard with a ground fixing kit
- b. a new noticeboard

- Some information had been received about the coal mining disaster of 1908 at Norton Hill Pit.

**Resolved:** to get a quote for a plaque for the Norton Hill coal truck planter to match the one on the Wellsway planter.

The meeting closed at 8:16pm

Minutes subject to approval at the next meeting.

Signed ..... Dated .....

**Westfield Parish Council Planning Applications – MAY 2024**

<b>Date Rec'd</b>	<b>App No</b>	<b>Applicant</b>	<b>Location</b>	<b>Case Officer</b>	<b>Proposal</b>	<b>Response By</b>
15/04/2024	24/01263/FUL	Mr Kurt Wilcox	11A Glebelands	Angus Harris	Erection of garage to side elevation	2 <sup>nd</sup> May. Extension requested
18/04/2024	24/01402/FUL	Trudy Wilcox	12 Longfellow Road	Angus Harris	Erection of a single storey rear extension and pitched roof single garage following demolition of existing rear extension and conservatory	9 <sup>th</sup> May. Extension requested



Indicates application received since agenda printed

Westfield Parish Council Planning Decisions – MAY 2024

Date Rec'd	App No	Applicant	Location	Case Officer	Proposal	BANES Decision
24th April 2024	24/00845/FUL	Mr Sam Day	85 Wesley Avenue	Kirsty Pratt	Construction of new vehicular access and driveway with dropped kerb, following removal of grass in front garden.	PERMIT



Indicates decision received since agenda printed

## Parish Clerk

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**From:** Deputy Clerk  
**Sent:** 16 April 2024 08:54  
**To:** Damien Baudhuin  
**Cc:** Parish Clerk; Admin Assistant  
**Subject:** FW: Norton Hill Recreation Ground  
**Attachments:** Norton Hill 1.jpg; Norton Hill 2.jpg; Norton Hill 3.jpg; Norton Hill 4.jpg; Norton Hill 5.jpg; Norton Hill 6.jpg

Hello Damien

We have had the email below from Westfield FC, who use Norton Hill for their senior and some junior league matches.

These photos show some concerning issues with the pitch. What we need is some professional advice on how to deal with this and some context on it.

It has not been raised before, but do you think that the growth of these roots can cause an issue of safety?

The trees along the bank are being removed in May, due to Ash Dieback, so there will be no further root growth. That doesn't mean, of course, that the roots will disappear, so something will need to be done to remove them.

Would you be able to give us a quote to remove them please, as well as your opinion on whether the pitch is playable as it is currently? Westfield U14s still have 4 games to play in May.

Many thanks

*Tracey*

Tracey Stephens  
Deputy Clerk

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Twitter: @westfield\_pc

*Please note my normal working hours are Monday 9 – 4:30, Tuesday 8:30 – 2, Wednesday 11 – 4:30*

The views and comments expressed in this email are confidential to the recipients and should not be passed on to others without permission.





## Parish Clerk

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**From:** Westfield FC <westfieldfc@live.com>  
**Sent:** 18 April 2024 08:56  
**To:** Deputy Clerk  
**Cc:** Admin Assistant; Parish Clerk; Westfield FC Youth Secretary; Abbie Mitchell; Carrie Hulford  
**Subject:** Re: Norton Hill Recreation Ground

Hi Tracey

Thanks for your email.

Sorry for my delayed response. The past couple of days have been manic.

As it has been brought to our attention by our coach we do have a duty of care to the children. We will look to move the remaining youth fixtures to either Westhill (if that's ok and available) or our own ground at the Centurion Hotel.

If we can help in anyway please let us know, but please understand we still would like to keep using the pitch in future, once sorted, even if that will be next season now.

Thank you for your prompt reply to my original email.

Kind Regards

Simon

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**From:** Deputy Clerk <deputyclerk@westfieldparishcouncil.co.uk>  
**Sent:** 16 April 2024 08:47  
**To:** Westfield FC <westfieldfc@live.com>  
**Cc:** Admin Assistant <adminassistant@westfieldparishcouncil.co.uk>; Parish Clerk <parishclerk@westfieldparishcouncil.co.uk>; Westfield FC Youth Secretary <westfieldfcyouthsec@gmail.com>; Abbie Mitchell <westfieldfcsec@gmail.com>; Carrie Hulford <hulford11@hotmail.com>  
**Subject:** RE: Norton Hill Recreation Ground

Hello Simon

Thank you for your email. The pictures show the roots certainly do seem to be well raised and could cause an injury.

I will contact our groundsmen to ask about how we can rectify it.

For your information, the Ash trees along the bank are being removed in May as they are all showing signs of Ash Die back. There are currently no plans to replace them with more trees, but that doesn't help the current situation.

The question now that the issue has been raised, is whether the pitch is playable as it is. As I said, I will ask our grounds contractors, but in the meantime can I ask your personal opinion? Do you think the pitch is playable? I note that the U14s still have 4 games to play, and the U12s have asked if they can play a game there in May as well.

From a non-expert point of view it looks like the pitch will have to be dug up in order to remove them. Most of them are really well established. This means that it is certainly not a 'quick fix'.

## Parish Clerk

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**From:** Michael Williams <michael@mjwarchitects.com>  
**Sent:** 23 April 2024 11:27  
**To:** Parish Clerk  
**Cc:** Deputy Clerk; Admin Assistant; Phil Wilkinson  
**Subject:** RE: Changing Room Design Considerations  
**Attachments:** 0547-A-WesthillClub-231107.pdf

Hi Lesley

Our services and fees have not changed and are as our original letter of appointment attached. Invoice 1 was paid, and this covered work stages 1 and 2 plus the additional cost of CDM services.

Work Stages 3 to 6 are now complete, and an invoice will be issued shortly. It remains questionable whether planning permission is required for the change of use to changing rooms, Work Stage 4. We could pursue this with the planners, but this will be an extra cost, and besides it is likely their advice will still not be definitive and currently planners take a long time to respond. If the PC require more certainty, we suggest you speak to your county councillor who may attend your PC meetings. It will be a quicker route for the councillor to speak to a planner regarding a public / community building. As a former parish councillor our PC have done this on similar community projects.

Whilst we are not specialist quantity surveyors or cost consultants we can give an approximate price. As you can appreciate from the tenders received for the new office it is very likely there will be a large range of costs / tenders. As a reminder, the range was apx £121k to £351K. The area of the new office was apx 100sqm. The area of the converted changing rooms is 75sqm. So, in theory the changing rooms will be 25% less in price, say £90K to £263K plus VAT. Bear in mind this is a rough estimate.

Hopefully this helps.

Kind regards

**Michael**

Michael J Williams ARB RIBA

**mjwarchitects**

The Old Chapel Mendip Road Stoke St Michael Somerset BA3 5JU

01749 840180

[www.mjwarchitects.com](http://www.mjwarchitects.com)

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**From:** Parish Clerk <parishclerk@westfieldparishcouncil.co.uk>  
**Sent:** Monday, April 22, 2024 10:06 AM  
**To:** Michael Williams <michael@mjwarchitects.com>  
**Cc:** Deputy Clerk <deputyclerk@westfieldparishcouncil.co.uk>; Admin Assistant <adminassistant@westfieldparishcouncil.co.uk>; Phil Wilkinson <phil.wilkinson@westfieldparishcouncil.co.uk>  
**Subject:** RE: Changing Room Design Considerations

Hi Michael

Many thanks for this. Yes – please would you let us know the costs for producing the drawings and submitting for Building Control Approval?

I shall then put this, along with the final plans to Committee on 13<sup>th</sup> May.