

Westfield Parish Council



The Oval Office, St Peter's Business Park
Westfield, BA3 3BX
Phone: 01761 410669
Email: 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

3rd October 2024

TO: (a) All Members of the Environment and Development Committee
Cllrs Diana Cooper (Chair), Kit Biggs, Geoff Fuller, Ron Hopkins (Vice Chair),
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 14th October 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 'L J 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 9th September 2024 (**Pages 1-4**)
4. **Neighbourhood Plan Review Working Group** Verbal update
5. **Planning applications for consideration (Page 5)**
6. **Planning decisions (Page 6)**
7. **Recreation Ground – Norton Hill**
8. **Recreation Ground – Westhill**
Changing Rooms:
 - Confirmed that Planning Permission is in fact required.
 - Request for confirmation that, if funding is successful from the Big Local that the Parish Council would meet any increases in cost in the project or return the grant in full (**Page 7**)
9. **Waterside Valley**
10. **Highways**
Bleed Kits (**Pages 8-10**)
Tree in Holly Walk (**Pages 11-13**)
11. **Events**
 - Christmas Lights Switch On – 28th November – 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.

12. **Quotes**
 - Noticeboard at Nightingale Way – installation costs
 - Chain link fencing at Norton Hill Recreation Ground – re-quote, using existing concrete posts

Westfield Parish Council

Minutes of the Environment and Development Committee Meeting held in the boardroom at the Oval Office, Cobblers Way, Westfield on 9th September 2024 commencing at 7pm.

Present: Cllrs Diana Cooper (Chair), Kit Biggs, Geoff Fuller, Ron Hopkins, Paul Millard, Phil Wilkinson and Pat Willilams.

Also attending: Lesley Close, Parish Clerk

Absent: Cllr Eleanor Jackson

43. Apologies for absence and to consider the reasons given

Apologies were received from Cllr Jackson.

44. Declarations of interest and dispensation

Cllr Hopkins declared an interest as the applicant of application no 24/02688/TCA.

45. Minutes of the last meeting

Resolved: The minutes of the last meeting held on 8th July 2024 were agreed as a true record and signed by the Chair.

46. Neighbourhood Plan Review working group

Cllr Hopkins reported on a series of meetings over the summer with three Housing Associations, highlighting possible areas of land for rural exception sites and the development of the derelict garages for affordable rented homes, the need for which is evidenced in the Housing Needs Survey.

47. Planning applications for consideration

There were no objections to the following application:

24/02856/FUL	21 Nightingale Way	Erection of first floor side extension and single storey rear extension
24/03101/TCA	9 Westhill Gardens	T1. Bay. Fell large bay tree at rear of property
24/03183/FUL	Unit 3a St Peter's Park, Cobblers Way	Change of use of Unit 3A from a use within Use class E (g) to use as a tattoo and cosmetic beauty treatment studio

48. Planning Decisions

The planning decisions were noted.

Minutes subject to approval at the next meeting.

Signed **Dated**

49. **Strategic Transport Consultation**

Two items were raised to be highlighted in response to the consultation: (1) The need for measures to relieve the congestion and gridlock on the A367 through Westfield between 7.30am and 10am and 2.30pm and 6pm: (2) the urgent need for a multi-agency approach to address the riding of pit bikes on roads, footpaths and alleys.

50. **Recreation Ground – Norton Hill**

Removal of the Silver Birch Trees – to be arranged.

Youth Shelter – The Committee received the request from Norwest Bowling Club that the Youth Shelter be moved. The shelter was positioned there under advice from the Police and having reviewed the location it was confirmed as the best location for this facility for young people.

Vandalism to the play surface in the play area – It was noted that the vandalism had been reported to the police, the repairs have been completed and claimed on the insurance.

51. **Recreation Ground – Westhill**

Changing Rooms – The Condition Report had been circulated and also sent to the Architect to consider the best way forward. To be brought back to Committee. The Clerk to contact B&NES Planning for written confirmation regarding the need for a planning application.

Vandalism to the Basket Swing – this has been reported to the police and the insurance and a quote is awaited for repair / replacement.

Resolved: To send a photo of the damaged swing to The Journal as an example of repeated vandalism at the play areas and an appropriate press release highlighting the cost to local people.

52. **Waterside Valley**

Footbridge – Cllr Millard reported on good feedback from the public on the new bridge. A quote is awaited for a step on the Radstock side. In due course the accessible path will meet the bridge on the Westfield side.

Footpaths – Quotes are being analysed by New Leaf Studio for the footpaths, phase 1 on which is to be funded by Somer Valley Rediscovered. The Clerk to seek funding for Phase 2 once the wetlands work has been completed next year.

Grass cutting – Arrangements are being put in place for a grass cut in the autumn, weather permitting, to be funded by Somer Valley Rediscovered.

Minutes subject to approval at the next meeting.

Signed **Dated**

53. Highways

Bleed kits – A request was received from the police for the funding of bleed kits in Westfield.

Resolved: (1) to ask the Police the cost of the bleed kits; (2) to ask Cllr Moss if these are progressing / being funded by B&NES.

Railings – requests for barriers/ railings to prevent pit paths on the footpaths and alleys were received.

Resolved: (1) that research last year revealed that there is no physical barrier which will both accommodate mobility scooter and stop pit bikes. So reluctantly a physical barrier is not feasible. Enforcement via the Police / CCTV seems to be the only option. (2) to ask Cllr Moss to request in B&NES a conference for the parishes to share experience of pit bikes and put pressure on the police to address this highly dangerous and growing trend.

Ruskin Road – driving across the verge

Resolved: To respond to the email from Paul Garrod re-iterating concern at lack of action thus far, requesting the legal advice is shared with the Parish Council in order that we may understand the situation in its entirety and to re-confirm its objections due to damage to the tree and safety of pedestrians.

54. Events

Love Parks Week July/Aug – The Committee expressed it huge thanks to Caitlin for arranging this successful series of event.

55. Green Spaces Survey

The survey results were received with thanks.

56. Facebook Statistics

The growing Facebook engagement was noted with thanks.

Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council

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.

57. Quotes

Noticeboard at Nightingale Way

Resolved: (1) to accept the quote from The Noticeboard Company in the amount of £1,116.70+VAT for an 18 x A4 size aluminium noticeboard.
(2) to pursue the installation costs and bring back to Committee. The Clerk to check budgetary provision.

Chain link fencing at Norton Hill Recreation Ground

Resolved: to ask whether it is possible to re-use the concrete posts and if so to requote on this basis.

PA Systems for the Christmas Lights Switch-On Event

Resolved: to seek clarification on the time restriction on the least expensive quote.

The meeting closed at 8.10pm

Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council Planning Applications – OCTOBER 2024

Date Rec'd	App No	Applicant	Location	Case Officer	Proposal	Response By
18/09/24	24/03515/FUL	Mr James Keeling	15 St Peter's Glade, Wells Rd	Angus Harris	Erection of first floor extension over garage and internal works.	9/10/24 – ext req for 15/10
18/09/24	24/03521/FUL	Mr Lewis	60 Wells Road	Danielle Miisom	Erection of single storey and two storey rear extensions.	15/10/24 – extension granted

Indicates application received since agenda printed

Westfield Parish Council Planning Decisions – OCTOBER 2024

Date Rec'd	App No	Applicant	Location	Case Officer	Proposal	BANES Decision
12/09/24	24/03101/TCA	Mr Daniel Rosser	9 West Hill Gardens	Jane Brewer	T1. Bay - Fell large Bay tree at rear of property.	No Objection

Indicates decision received since agenda printed

Parish Clerk

From: robwicke@radstockwestfield.org.uk
Sent: 23 September 2024 13:32
To: Parish Clerk
Subject: RE: Request for Grant Funding please - Changing Facilities at Westhill Recreation Ground

Good morning Lesley

The CIC directors had an opportunity to discuss what they would require in terms of due diligence and have indicated that they would need to have a written assurance that the council would meet any increases in cost of the project, or if they can't be met that any grant we have provided towards it is returned in full. Is this something you would be able to provide please?

Kind regards

Rob Wicke (*he/him*)
Manager
Radstock & Westfield Big Local CIC

07901950114
www.RadstockWestfield.org.uk
@RandWBigLocal

Big Local | Radstock & Westfield CIC
Making the most of £1million
Community-led · Community Development · Community Investment

From: Parish Clerk <parishclerk@westfieldparishcouncil.co.uk>
Sent: 18 September 2024 12:07
To: robwicke@radstockwestfield.org.uk
Subject: RE: Request for Grant Funding please - Changing Facilities at Westhill Recreation Ground

Many thanks for this Rob, much appreciated.

Lesley

Lesley Close
Parish Clerk
Westfield Parish Council
The Oval Office
Cobblers Way
Westfield BA3 3BX

01761 410669

Please note my working hours are Monday to Thursday 9am to 2pm.

www.westfieldparishcouncil.co.uk
Twitter: @westfield_pc
www.facebook.com/westfieldparishcouncil

[Privacy Notice](#)

Parish Clerk

From: George Simpson <George.Simpson@avonandsomerset.police.uk>
Sent: 10 September 2024 13:18
To: Parish Clerk
Subject: RE: Bleed Kits
Attachments: Bleed Kit poster.pdf

Hi Lesley

Please find attached the information sheet regarding the bleed kits. They are priced at £189 plus VAT for the standalone and £199 plus VAT for the Limpet. Once purchased and installed they details can be added to the heartsafe website, so they can be found by members of the public or the police etc.

Hope this helps.

George

PC 3356 George Simpson
Neighbourhood Constable (Radstock)
Radstock Police Station
Wells Road
Radstock
BA3 3SG

Tel: 07889658531 or 101

Email:george.simpson@avonandsomerset.police.uk

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Avon and Somerset Police
SERVE. PROTECT. RESPECT.

From: Parish Clerk <parishclerk@westfieldparishcouncil.co.uk>
Sent: Tuesday, September 10, 2024 12:52 PM
To: George Simpson <George.Simpson@avonandsomerset.police.uk>
Cc: Deputy Clerk <deputyclerk@westfieldparishcouncil.co.uk>; Admin Assistant <adminassistant@westfieldparishcouncil.co.uk>; Diana Cooper <diana.cooper@westfieldparishcouncil.co.uk>; Phil Wilkinson <phil.wilkinson@westfieldparishcouncil.co.uk>
Subject: Bleed Kits

CAUTION: This message is from an External Sender. Please take care when clicking links or opening attachments.

If you are suspicious of it, please report it using the '**Report Message**' button in Outlook.

Good Afternoon George

Thank you for your email asking if the Parish Council would consider purchasing a bleed kit for the parish. The Committee considered the request at its meeting last night and asked if you would kindly give an indication of their price?

Bleed Kit Scheme

A Successful Partnership Delivering Over 300 Bleed Kits In Our Region



Avon and Somerset Police have joined up with HeartSafe and NHS England South-West to launch a joint initiative to place Emergency Bleed Kits in local communities.

Together, the partnership initially funded over 130 bleed kits which have now been installed on the side HeartSafe defibrillator cabinets and on their own across Avon and Somerset, allowing the public immediate access should a person suffer a catastrophic bleed.

We are now looking to take this scheme to over 300 bleed kits, **but we need your help...**

We Are Looking For New Partners

Help Us Make Avon and Somerset A Safer Community



Cribbs



Installs:	16	28	27	30	49	More with your help...	123 Installed
Date:	Oct '23	Nov '23	Dec '23	Jan '24	Feb '24	Mar '24 +	By Feb '24

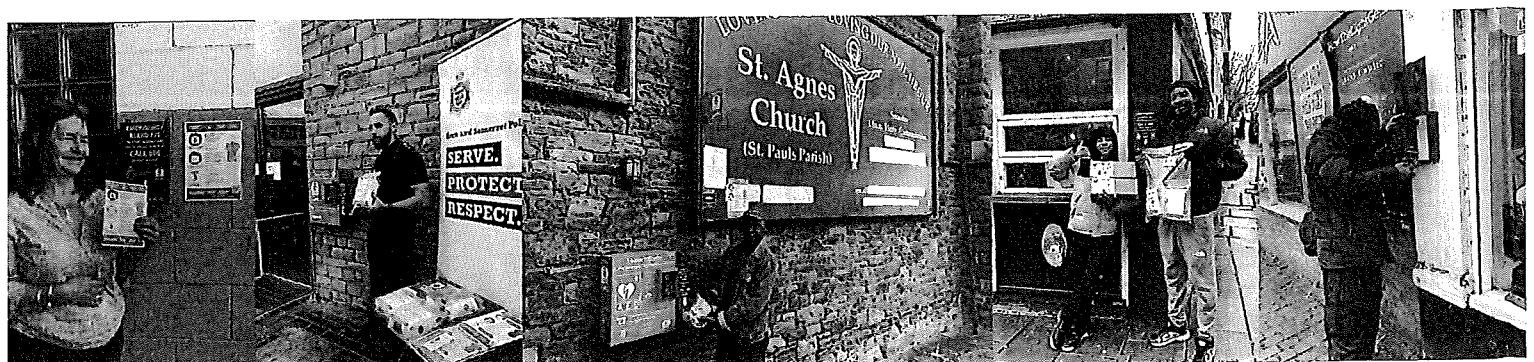
Find Your Local Bleed Kit

HeartSafe have helped us to create an engaging public facing bleed kit map to mirror the maps members of the public use to locate and become familiar with their defibrillators.

This map now shows over **150 locations** and is continually updated twice daily with new kit locations. These can be added to via a registration system and we also have the ability to add new coming soon locations to show the scheme's growth.

You can see the installed bleed kits in **RED** and the coming soon locations in **ORANGE**.

You can visit the map at www.heartsafe.org.uk/bleed-kit-map/



What's Inside Our Bleed Kit?

BS8599-1 Compliant – Critical Injury Pack

Working together with HeartSafe we came up with a community Bleed Kit that can be used by **any** member of the public with little or no training. Given that most members of the public will likely not have any training we steered clear of hard to use equipment like chest seals to ensure that the instructions are clear and easy to use when someone is in panic. **The first instruction is to call 999** so all of this should be supported by a call handler with this kit being aimed to control the bleed in the few minutes before an ambulance arrives.

ENSURE SCENE IS SAFE
CALL 999
FOLLOW STEPS
ACT CALMLY

RED

FOLLOW STEPS TO REDUCE BLOOD LOSS:

1. Use mobile phone on loudspeaker. Talk with 999 Ambulance Service.
2. Open kit fully. Use gloves and contents as required.
3. Identify area of bleed. Use shears to remove clothing around wound.
4. Consider use of TRAUMA WOUND DRESSING. APPLY DIRECT PRESSURE. Cover and compress.
5. Consider use of HAEMOSTATIC DRESSING to junction regions like neck, groin or armpit. Pack wound. Cover and compress with TRAUMA WOUND DRESSING.
6. Consider use of TOURNIQUET on leg or arms. Cover and compress with TRAUMA WOUND DRESSING. **DO NOT** remove TOURNIQUET.

Follow the Ambulance Service instructions throughout procedure.

* If head/foot injury, seek advice from Ambulance Service.

2x TRAUMA WOUND DRESSINGS COVER & COMPRESS

BLUE

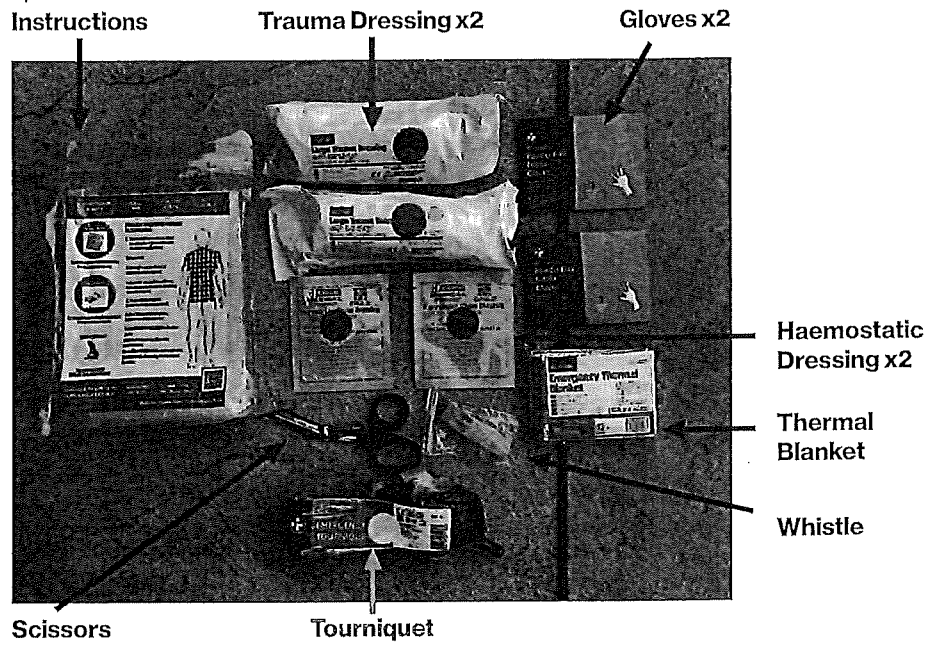
2x HAEMOSTATIC DRESSING PACK/PLIQU WOUND

YELLOW

TOURNIQUET WRAP ON ARM/LEG

CONTINUE TO SPEAK TO AMBULANCE SERVICE
REASSURE PATIENT
WAIT FOR MEDICAL HELP
RE-ORDER

BS8599-1 Compliant - Critical Injury Pack



Standalone Cabinet

£189 +VAT

Can be installed anywhere and registered to the HeartSafe Bleed Kit Map.

Contains:

- 1 x 'Standalone' Bleed Kit Dispenser
- 1 x Bleed Kit Dispenser Fitting Kit
- 1 x Community Bleed Kit Pouch Including
- 2x Trauma Dressings
- 2x Haemostatic Dressings
- 1x Tourniquet
- 2x Individual Pair of Nitrile Gloves
- Medical Shears/Scissors
- Foil Blanket
- CPR Face Shield
- Whistle



Limpet Cabinet

£199 +VAT

Can be installed onto any of HeartSafe's 1000+ Defibrillator Cabinets:

Contains:

- 1 x 'Limpet' Bleed Kit Dispenser
- 1 x Bleed Kit Dispenser Fitting Kit
- 1 x Community Bleed Kit Pouch Including
- 2x Trauma Dressings
- 2x Haemostatic Dressings
- 1x Tourniquet
- 2x Individual Pair of Nitrile Gloves
- Medical Shears/Scissors
- Foil Blanket
- CPR Face Shield
- Whistle

Parish Clerk

From: A Hunter [REDACTED]
Sent: 02 September 2024 19:19
To: Council
Subject: Tree in Holly walk

Dear Lesley, I was wondering if the parish council could once again come to our rescue. As you know BANES disowned the grass areas in Holly walk a few years ago and the parish council agreed to pay for them to continue to be cut for which we are very grateful.

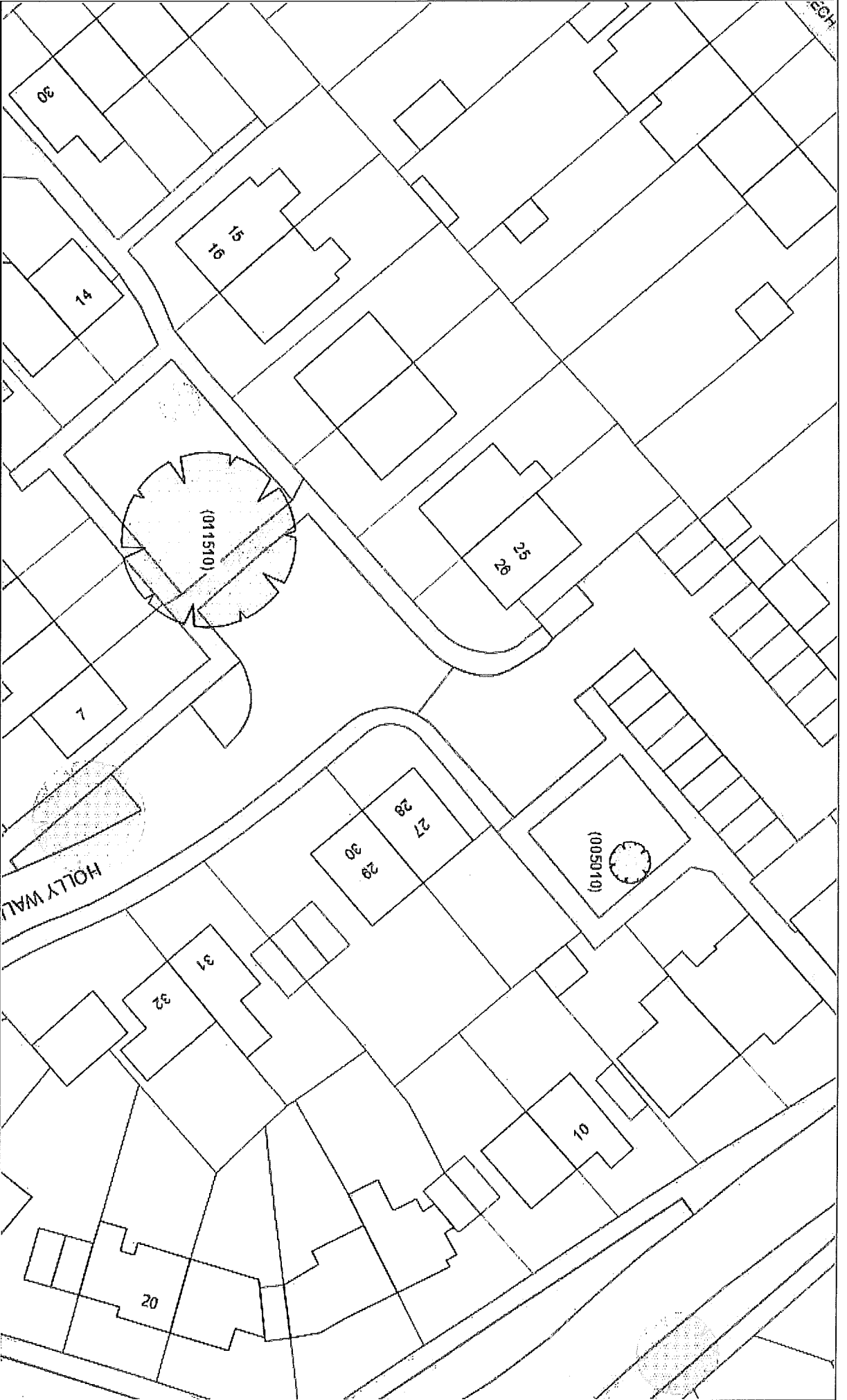
Unfortunately the tree on the corner of the large grass area at the end of Holly walk has become very large and is overhanging at least four car parking spaces (including a disabled one) and a couple of gardens.

As the tree has got bigger it excretes sap which drips onto the cars along with copious amounts of pigeon poo. (The disabled man told me that he has to have his car washed every week as he has no choice but to park there) no one wants to loose our beautiful tree but I think it could do with a good trim.

I know budgets are tight and there are probably more important things to do, if it is possible for you to help we all would be very grateful.

Thank you

Alan Hunter [REDACTED] Waterford park



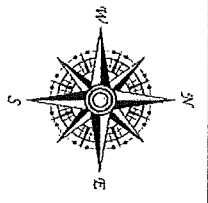
Bath & North East
Somerset Council

Improving People's Lives

Overview

Scale	1: 257
Date	23/09/2024

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Holly Walk, Westfield

Date: 23/09/2024

Tree Code	Seq No	Stems	Species	Common Name	Height	Spread	Conditions	Recommendations	Priority	Comments	
005010	0	1	Sorbus aucuparia	Mountain Ash	5 to 10 meters	3 to 6 meters	<ul style="list-style-type: none"> · Badly Pruned (comments) · Crossing branches · Healthy 	None Recorded..	No action required	Someone has hacked a few branches off and left them on the ground. Probably neighbouring household er. Freshly done 14082018	
011510	0	1	Acer Platanoides	Norway Maple	10 to 20 meters	Over 12 meters	· Healthy	None Recorded..	No action required		
		2									

Overall Total: 2 trees

