

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

26th November 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 9th December 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 read 'LJC'.

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 12th November 2024 (**Pages 1-3**)
4. **Consultation on Midsomer Norton Regeneration Plan**
To welcome David Gosset, who is project managing the master planning process for the B&NES Regeneration Team.
5. **Neighbourhood Plan Review Working Group** - verbal update
6. **Planning applications for consideration (Page 4)**
7. **Planning decisions (Page 5)**
8. **Planning Appeal (Pages 6-9) (Cllr Jackson)**
9. **Recreation Ground – Norton Hill**
10. **Recreation Ground – Westhill**
 - Changing Rooms – verbal update – Meeting with the Architect on 10/12/24
 - Legionella at the Pavilion – verbal update
11. **Waterside Valley**
 - Step to the new footbridge (1) this is being considered by Radstock TC; (2) it is being considered as potential voluntary work by TCV. (**Page 10**)
 - Grass cutting at Waterside Valley
 - Annual Tree Survey at Waterside Valley – advice sought on good practice (**Page 11**)
12. **Highways**
 - Grass Verges in Westfield – Response awaited from Paul Garrod (**Pages 12-14**)
 - Bleed Kits – installed, with ongoing maintenance by the Police
 - Defib update
13. **Events**
 - Christmas Lights Switch On – 28th November – feedback
 - Grants Presentation Evening – 5th December – feedback
 - Christmas Decorations – 12th December - 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.

14. **Quotes**

Westfield Parish Council

Minutes of the Environment and Development Committee Meeting held in the boardroom at the Oval Office, Cobblers Way, Westfield on 12th November 2024 commencing at 7pm.

Present: Cllrs Diana Cooper (Chair), Geoff Fuller, Eleanor Jackson, Paul Millard and Phil Wilkinson

Also attending: Tracey Stephens, Deputy Clerk and Caitlin Brown, Admin Assistant

Absent: Cllrs Kit Biggs, Pat Williams and Ron Hopkins

70. Apologies for absence and to consider the reasons given

Apologies were received from Cllrs Biggs and Williams and accepted.

71. Declarations of interest and dispensation

Cllr Jackson declared an interest in agenda item 5 as she is on the B&NES Planning Committee.

72. Minutes of the last meeting

Resolved: The minutes of the last meeting held on 14th October 2024 were agreed as a true record and signed by the Chair.

73. Neighbourhood Plan Review working group

It was noted that the first draft of the updated Neighbourhood Plan has been written and is with Cllrs Hopkins and Wilkinson for review.

74. Planning applications for consideration

There were no objections to the following application:

24/03799/FUL	Ashgrove Motors, Elm Terrace	Change of use from sui generis to funeral directors premises (Use Class E) including minor alterations to the elevations
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Cllrs asked for more information on the below planning application, specifically why the tree has been requested to be removed.

Resolved: To request additional information from the planning officer.

24/04098/TCA	Mandeville, Wells Road	T1 removal of Silver Birch to ground level
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Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council

75. Planning Decisions

The planning decisions were noted.

76. Recreation Grounds Norton Hill

Legionella at the Pavilion – disinfection of the system had taken place following plumbing works as advised and new samples had been taken. The results are due by Monday 18th November.

77. Recreation Grounds Westhill

Changing rooms – The meeting scheduled for Tuesday 26th November with the Architect was noted.

78. Waterside Valley

Cllrs reviewed seating options for the valley which is to be funded by Somer Valley Rediscovered.

Resolved: To advise Somer Valley Rediscovered of the preferred options.

- a. 7 x recycled plastic seats from Whitehill Direct, with a back and 195cm in width (cost £549 each).
- b. 3 x Recycled plastic picnic bench at a cost of £749.

79. Highways

Minutes of a meeting with Cllrs, Police and Crime Commissioner Clare Moody, Inspector Stuart King and PC George Simpson were circulated and noted.

80. Events

Christmas lights – It was reported that planning was on track for the event.

Christmas home decorations – The event had been publicised in the Warbler and will be shared on the Parish Council website and Facebook page.

Grants presentation evening – It was reported that planning is on track for the event. All grant recipients and In Bloom winners had been invited.

81. Consultation on Midsomer Norton regeneration plan

The email from B&NES outlining the Masterplan was discussed. B&NES officers had offered to give a presentation on the regeneration plan.

Resolved:

- (1) To accept the offer of a presentation
- (2) To share promotional information via our website and social media

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.

82. Quotes

- ***Step at the bridge at Waterside Valley (Radstock side)***

Resolved –

- (1) to request that Radstock Town Council make a contribution to costs relating to the supply and installation of a step
- (2) to ask volunteer group TCV if they have the capability to assist in installing a step

The meeting closed at 20:05

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council Planning Applications – DECEMBER 2024

Date Rec'd	App No	Applicant	Location	Case Officer	Proposal	Response By
15/11/24	24/04276/FUL	Mr Matthew Doughty	25 Kingsley Road	Kate Sullivan	Erection of single storey rear extension	10/11/24

Indicates application received since agenda printed

Westfield Parish Council Planning Decisions – DECEMBER 2024

Date Rec'd	App No	Applicant	Location	Case Officer	Proposal	BANES Decision
12/11/24	24/03515/FUL	Mr James Keeling	15 St Peter's Glade Wells Road	Angus Harris	Erection of first floor extension over garage and internal works.	PERMIT



Indicates decision received since agenda printed



The Planning
Inspectorate

3rd Floor
Temple Quay House
2 The Square
Bristol
BS1 6PN

Direct Line: 0303 444 5608
Customer Services:
0303 444 5000

Email: robert.wordsworth@planninginspectorate.gov.uk
www.gov.uk/planning-inspectorate

Somerset Council
County Hall
The Crescent
TAUNTON
TA1 4DY

Your Ref:
Our Ref: APP/E3335/W/24/3352740

29 October 2024

Dear Sir/Madam,

Town and Country Planning Act 1990

Appeal by Persimmon Homes

**Site Address: Land South of Fossefield Road, Fosse Way, (Midsomer Norton)
Stratton on the Fosse, Somerset, BA3 4AN**

I have received appeal forms and documents for this site. I am the case officer. If you have any questions, please contact me. I have checked the papers and confirm that the appeal is valid. If I later find out that this is not the case, I will write to you again.

The procedure and the starting date

The appellant has requested the inquiry procedure. In accordance with s319A of the Act we have applied the criteria and considered all representations received, including the appellant preferred choice. We consider the Inquiry procedure to be suitable.

The date of this letter is the **starting date** for the appeal. The timetable for the appeal begins from this date.

The Inspector and Inquiry date

The Inspector appointed to decide the appeal is **Z Hill** BA (Hons) MRTPI DipBLDGCON IHBC and the inquiry will open at **10.00am** on **Tuesday, 4 February 2025**. We have currently scheduled **5** sitting days.

Please can the LPA secure a suitable venue as soon as possible and provide details.

All parties are reminded that witnesses to the Inquiry should be available for its duration.

The Inspector will hold a case management conference with the main parties on Teams (Inspectorate hosted), on **TBC**. More details will follow including an agenda and details of how to call in. Each party should have a single spokesperson nominated to speak; the intended advocates should participate if possible. Please can you provide the name and email address of your spokesperson 7 days before the case conference, along with the

names/email addresses of any other participants.

In advance of the case management conference, parties are requested to focus only on the matters that are in dispute and give detailed consideration as to exactly what topics could most efficiently be dealt with as a round table discussion at the inquiry (or even just by written submissions) in order to ensure that the inquiry is conducted in an efficient and effective manner, optimising inquiry time. This will be an item on the agenda for the conference. In light of the outcome of that discussion, the Inspector will direct how the evidence will be dealt with at the inquiry.

Sending documents to us and looking at the appeal

A timetable for some elements of the case is set out below. No reminders will be sent, and any documents sent after the deadlines will normally be returned.

You can use the Internet to submit documents, to see information and to check the progress of cases through GOV.UK. The address of the search page is <https://acp.planninginspectorate.gov.uk/>

If emailing documents, please use the email address above. If posting documents please send a single copy. Whichever method you use, please make sure that all documents/emails are clearly marked with the full reference number.

Guidance on communicating with us electronically can be found at [Appealing to the Planning Inspectorate: communicating electronically with us - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/appealing-to-the-planning-inspectorate-communicating-electronically-with-us)

Sending documents electronically, if possible, will enable us to deal with them more quickly. Should we require hard copies of any documents we will advise.

Keeping to the timetable

You must keep to the timetable set out below and make sure that you send us the relevant documents within these deadlines. This will mean that we can deal with the appeal promptly and fairly. If you do not send us the relevant documents in time, the Inspector will not normally look at them and we will return them to you unless there are exceptional reasons for accepting them. Not meeting the prescribed timetables may be a reason for the Inspector to initiate an award of costs (see section on costs below).

Unless agreed otherwise by the Inspector at the case management conference the following documents must be sent within this timetable.

By 5 November 2024

Using the model notification letter at the following link <https://www.gov.uk/government/publications/model-notification-letter-for-planning-appeals> you must notify any person who was notified or consulted about the application in accordance with the Act or a development order and any other interested persons who made representations to you about the application, that the appeal has been made. You should tell them:-

i) that any comments they made at application stage will be sent to me and the appellant and will be considered by the Inspector (unless they withdraw them within the 5

week deadline). If they want to make any additional comments they must submit them within 5 weeks of the starting date, **by 3 December 2024**. If comments are submitted after the deadline, the Inspector will not normally look at them and they will be returned;

- ii) when and where the appeal documents will be available for inspection;
- iii) that the Planning Inspectorate will not acknowledge representations. We will, however, ensure that letters received by the deadline are passed on to the Inspector dealing with the appeal;
- iv) that they can get a copy of our booklet 'Guide to taking part in planning appeals proceeding by Inquiry' either free of charge from you, or on GOV.UK <https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal>;
- v) that the decision will be published on GOV.UK.

You must send a copy of a completed appeal questionnaire and supporting documents, a copy of your notification letter and a list of those notified to the appellant and me.

By 3 December 2024

Please send me a copy of your statement giving **full** details of the case you will put forward at the inquiry including any documents, maps or plans you intend to refer to or use in evidence. The appellant may require you to send any such document (or relevant part of such a document). Please also include a list of any conditions or limitations you would agree to, if the appeal were to be allowed. I will send a copy of your statement to the appellant and you must send a copy of your statement to any statutory parties. I will also send you and the appellant a copy of any comments received from other interested persons or organisations.

You must also submit a copy of the completed agreed statement of common ground, listing all matters that are not only agreed but also confirming areas where there is disagreement. Further guidance on producing statements of common ground (and a model form) is available from <https://www.gov.uk/government/publications/statement-of-common-ground>

You must allow anyone who wants to inspect the appeal documents a reasonable opportunity to do so. Your statement must say when and where this can be done.

By 7 January 2025

You and the appellant must send me a copy of your proof(s) of evidence (and a written summary if the proof is over 1500 words in length). You should also send a copy to any statutory party. A 'proof of evidence' is a written statement that you, the appellant or a witness wishes the Inspector to take into account at the inquiry. Any summary should reflect the contents of the proof and should not include new evidence.

By 14 January 2025

Please send a copy of the LPA inquiry notification letter.

Planning obligations - section 106 agreements

A planning obligation, often referred to as a 'section 106 agreement', is either a legal agreement made between the LPA and a person 'interested in the land' or a legally binding undertaking signed unilaterally by a person 'interested in the land'. If you intend to submit a planning obligation, you must read the guidance provided on GOV.UK - [https://](https://www.gov.uk/government/publications/planning-appeals-procedural-guide)

www.gov.uk/government/publications/planning-appeals-procedural-guide. A draft, or heads of terms, should be submitted before the case management conference. A final draft, agreed by all parties to it, must be submitted to me no later than 10 working days before the inquiry opens.

Statutory parties

'Statutory parties' are owners or tenants of the application/appeal site who made comments within the time limit on the application, or who do so on appeal. You must give details of any statutory parties at application stage on the questionnaire. I will tell you about any statutory parties who write to us at appeal stage, before your statement of case is due.

Withdrawing the appeal

If you hear that the appeal is to be withdrawn, please telephone me immediately. If I receive written confirmation of this from the appellant, I will write to you.

Costs

The appellant has been directed to GOV.UK for further information regarding costs – <http://planningguidance.communities.gov.uk/blog/guidance/appeals/>. You should also be aware that costs may be awarded to either party.

Additionally, a Planning Inspector or the Secretary of State may on their own initiative make an award of costs, in full or in part, if they judge that a party has behaved unreasonably resulting in unnecessary appeal expense.

The Appeal decision

The decision is expected to be issued on or before 14 March 2025

Further information

Further information about the appeals process can be accessed at GOV.UK - <https://www.gov.uk/government/publications/planning-appeals-procedural-guide>. I recommend that you read the relevant guidance.

Yours faithfully,

Robert Wordsworth

Robert Wordsworth

Parish Clerk

From: Emma Carlisle <Emma_Carlisle@BATHNES.GOV.UK>
Sent: 21 November 2024 11:13
To: Parish Clerk
Cc: Miriam Woolnough
Subject: RE: New footbridge at Waterside Valley

Hi Lesley,

Apologies for the delay. Yes, I emailed Claire about this task, and shared the photo you emailed, last week.

Unfortunately I didn't get to pop and see her on site on Tuesday to check in. I'll follow up today and see if she has any thoughts about you going through TCV direct or via SVR volunteer day. Phoebe also took some extra photos which I'll share with Claire too.

We're going to be at Waterside Valley on the 17th December with the TCV/SVR volunteers anyway and so if we can't get her to have a look before then, I was hoping we could have a look at this with her on that day. Not sure if this delay works for you. Will endeavour to get back to you ASAP either way.

Very best wishes,

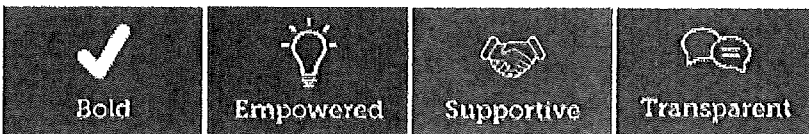
Emma

Emma Carlisle

Volunteer Coordinator
Somerset Valley Rediscovered
Sustainable Economy Service
Bath & North East Somerset Council
Telephone: 01225 477593/ 07974 045172
My typical working days are Tuesday, Thursday, Friday
www.somervalleyrediscovered.co.uk

**Bath & North East
Somerset Council**

Improving People's Lives



Parish Clerk

From: andy@newleafstudio.com
Sent: 21 November 2024 16:11
To: Parish Clerk
Cc: 'Miriam Woolnough'; 'George Clutten'; Deputy Clerk; Admin Assistant
Subject: RE: Annual Tree Survey at Waterside Valley

Hi Lesley

The survey that Oli Frost did in 2022 recommended re-inspection in 24 months from the date of that survey. There are details within the schedule of that report, about specific trees and appropriate timing for further action. Thus, it is a good idea on receipt of a survey like this, to make a diary note in accord with timing for any action or ongoing inspection recommended.

Risk from trees are appropriately graded according exposure – for example a tree with minor defect overhanging a house or seating area may score a higher risk rating than a seriously defective tree in the middle of dense inaccessible woodland. Thus, broadly speaking, trees within the Waterside site could be less of a concern than those in a more populated recreation ground. However, the bottom line is to follow recommendations from each previous survey about advised timing for reinspection, then the PC can demonstrate due diligence should anything result in a legal or insurance claim.

Regards
Andy

From: Parish Clerk <parishclerk@westfieldparishcouncil.co.uk>
Sent: 21 November 2024 12:08
To: andy@newleafstudio.com
Cc: Miriam Woolnough <Miriam_Woolnough@BATHNES.GOV.UK>; George Clutten <clerk@radstock-tc.gov.uk>; Deputy Clerk <deputyclerk@westfieldparishcouncil.co.uk>; Admin Assistant <adminassistant@westfieldparishcouncil.co.uk>
Subject: Annual Tree Survey at Waterside Valley

Morning Andy

I wondered if it is normal practice to have an annual tree survey on public open space such as Waterside Valley. We have annual tree surveys at our recreation grounds but have not set anything up at Waterside Valley apart from the initial survey some years ago.

Do you know what good practice would be in relation to this type of land please? Every two years perhaps?

With many thanks for any guidance in this and best wishes

Lesley

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

Parish Clerk

From: Parish Clerk
Sent: 06 November 2024 09:27
To: Paul Garrod
Cc: Deputy Clerk; Admin Assistant; Phil Wilkinson; Geoff Fuller; Craig Jackson; Diana Cooper
Subject: RE: Grass Verges in Westfield

Good Morning Paul

Many thanks for getting back to me on this.

Thank you also for putting this into the next capital programme. It remains however a significant risk in terms of pedestrian safety. If we could source some of the funding, would B&NES be open to undertaking the installation of the barriers?

Many thanks for your help in this and kind regards,

Lesley

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

01761 410669

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From: Paul Garrod <Paul_Garrodd@BATHNES.GOV.UK>
Sent: 06 November 2024 08:25
To: Parish Clerk <parishclerk@westfieldparishcouncil.co.uk>

Cc: Deputy Clerk <deputyclerk@westfieldparishcouncil.co.uk>; Admin Assistant <adminassistant@westfieldparishcouncil.co.uk>; Phil Wilkinson <phil.wilkinson@westfieldparishcouncil.co.uk>; Geoff Fuller <geoff.fuller@westfieldparishcouncil.co.uk>; Craig Jackson <Craig_Jackson@BATHNES.GOV.UK>
Subject: RE: Grass Verges in Westfield

Hello Lesley

We appreciate the efforts the Parish Council goes to in helping to protect Westfield's green spaces.

I am afraid we do not have sufficient highway maintenance budget to provide measures to deter verge parking or to stop people driving across verges. An alternative budget is our annual capital programme for highway improvements, but there is also a lot of demand and requests against this, which helps provide measures such as new crossings, road safety schemes and speed limits.

I have asked for the request to protect verges in Westfield to be added to the list of requests for consideration in a future year's capital programme.

Regards

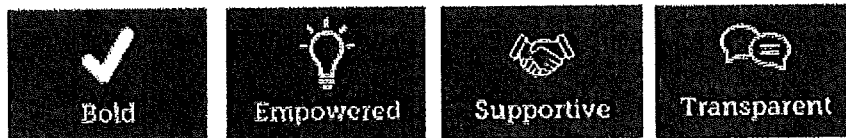
Paul

Paul Garrod | Traffic Management & Network Manager | Highways & Traffic | Bath and North East Somerset Council

Telephone: 01225 394336
Mobile: 07968 622642

**Bath & North East
Somerset Council**

Improving People's Lives



From: Parish Clerk <parishclerk@westfieldparishcouncil.co.uk>
Sent: 28 October 2024 11:46
To: Paul Garrod <Paul_Garrod@BATHNES.GOV.UK>
Cc: Deputy Clerk <deputyclerk@westfieldparishcouncil.co.uk>; Admin Assistant <adminassistant@westfieldparishcouncil.co.uk>; Phil Wilkinson <phil.wilkinson@westfieldparishcouncil.co.uk>; Geoff Fuller <geoff.fuller@westfieldparishcouncil.co.uk>
Subject: Grass Verges in Westfield

Good Morning Paul

We were obviously very disappointed to read that B&NES is not able to help with the driving and parking on the verge at Ruskin Road. Westfield has a proud history of enhancing its amenity land and green spaces, but the parking of cars and vans on grass verges is a growing trend. It is a sad fact that B&NES failed this community by not acting in a timely manner in relation to the grass area at Ruskin Road. Similar problems are now ongoing at Wesley Avenue,

Glebelands and Elm Tree Avenue and we urge B&NES as the owners of the grass verges to respect our community values and take action.

The parking of cars and vans on grass verges in Westfield paints a sad and ugly picture. They reduce visibility for drivers and cyclists, degrade the grass and destroy our shared environment.

One of our councillors has suggested barriers as shown in the attached photo, which are an unobtrusive means of preventing cars and vans to access green areas.

Is this something please that you can look at in relation to Wesley Avenue, Glebelands and Elm Tree Avenue?

We look forward to hearing from you and kind regards,

Lesley

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

01761 410669

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