

**WESTERLEIGH PARISH COUNCIL**  
**MINUTES OF THE FULL COUNCIL**  
2<sup>nd</sup> February 2015  
**WESTERLEIGH VILLAGE HALL**

**PRESENT**

Councillors: D Lee(chair), J Butler, J Wright, A Fay, P King, D Boulton,  
Officer: F Thornton (Clerk)  
District Councillor C Young

**1750. PSP Plan responses/consultation re: Westerleigh – parishioners to attend to make representations to Council**

(Information circulated to members – Copies of three emails from SGC with a total of 57 responses to the consultation Email from Mr & Mrs Clarke, Summary of main points raised by Mr Cole at the last Council meeting along with details of the planning history of both proposed sites, Copy letter from resident of Newman Close, Petition from Westerleigh Residents. Presentation to Council 2<sup>nd</sup> Feb 15 from Mr Cole)

Those persons wishing to address council were asked to sign in and indicate that they wished to speak.  
The Chair took each person in turn.

Council listened to the presentations made by parishioners and also the planning consultants representing the two potential sites.

The chair thanked those who addressed council.

**1751. PSP Plan responses/consultation re: Westerleigh – Council to decide whether they wish to continue to identify land for additional residential development**

Received from Strategic Planning Policy and Specialist Advice Team,  
Environment and Community Services Directorate,  
South Gloucestershire Council

The purpose of this letter is to request confirmation on the approach to rural housing in the PSP Plan following a decision at your Parish Council meeting of 2nd February 2015. In order to help inform your decision we have included:

- An overview of all of the responses and key issues arising from the December 2014/January 2015 public consultation on rural housing sites in Westerleigh (attached).  
**We also strongly recommend reading all the individual responses which we have previously sent to your council on 21 January 2015.**  
It is also anticipated that these responses will also be available from the council's webpage [www.southglos.gov.uk/policiessitesandplacesplan](http://www.southglos.gov.uk/policiessitesandplacesplan) by the end of the week commencing 26 January 2015.
- A brief commentary on any new issues arising from the December 2014/January 2015 public consultation (below)The matters you need to cover in your response to SGC so that we can incorporate your decision into the PSP Plan (below)

In coming to your decision you are also advised to consider:

- Your original reasons for your approach to rural housing
- Consultation material relating to the Public Consultation December 2014/January 2015, which includes our technical assessment of sites and other comments from key consultees for example Wessex Water. This is available from the council's webpage:[www.southglos.gov.uk/policiessitesandplaces](http://www.southglos.gov.uk/policiessitesandplaces)
- Consultation material and responses summer 2014 available from the council's webpage:[www.southglos.gov.uk/policiessitesandplaces](http://www.southglos.gov.uk/policiessitesandplaces)
- Further emails received on since the close of consultation which have been forwarded to you.

**Key Issues arising from Consultation in Dec 2014/January 2015**

The number of consultation responses received was higher than received to the summer 2014 consultation. The responses identify a significant level of disagreement with the Parish Council's view about the need for further residential development in Westerleigh. These comments fundamentally challenge the view of the Parish Council that in principle there is a need for 20 homes to improve vitality of the village and contend that there is no evidence that they would achieve this goal.

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Comments were made in relation to issues covered in the council's assessment of sites (eg access, sewerage, traffic, landscape impact, ecology). These included comments/objections relating to the detail, interpretation and disagreement with the weight that these issues have been given in the council's analysis. These comments would be taken into account as part of further detailed consideration to identify a preferred site and help to inform any required mitigation measures if the Parish decide to go ahead with a site allocation for additional housing.

Three comments were also received challenging the validity of the recent public consultation undertaken due to bias in the Response Form. South Gloucestershire Council has provided a response to this matter which has been forwarded to your Parish Council. Further comments have been received about this matter and these has been forwarded onto your Parish Council together with South Gloucestershire Council replies.

**The matters you need to cover in your response to SGC so that we can incorporate your decision into the PSP Plan**

1. Principle of development –

Please confirm whether your Parish Council, having considered all the above information, now considers there is a need for an additional 20 homes over and above that allowed by existing planning policies to be delivered through a change to settlement boundary and removal of Green Belt.

Please indicate No or Yes and provide reasons for your answer taking into account the consultation responses and the information above

2. If the answer is no then SGC will retain the current settlement boundary and Green Belt designation for Westerleigh village in the PSP Plan.

3. If the answer is yes then SGC would undertake further technical work to allocate a site for additional homes to meet the need identified by your community. This would result in a planning policy in the PSP plan which would identify where the settlement boundary would be changed and Green Belt removed to allow for the new development and what would be required to make that development acceptable (e.g to resolve traffic, access, design, heritage, landscape or sewerage issues and any community benefits) In developing this policy we would like to have your comments on the following which we will take into account:

- Your preferred site/s
- The amount of housing which is required
- The key issues which need to be addressed in the development
- If you would like the parish council to be involved in without prejudice meetings with the developer of the preferred site and council planning officers in order to help to resolve some of the issues above before this site is allocated.
- Any other comments you wish to make to us.

**Please respond by Wednesday 4th February providing a copy of your Parish Council's minuted decision.**

**Decision: Proposed by Cllr D Lee and seconded by Cllr J Wright and agreed by all**

- **Having reviewed the responses to the consultation there is a clear consensus that there is no agreement that any such development would sustain the viability of the village.**
- **Current infrastructure would not change, and evidence does not concur that new homes would also attract new facilities**
- **The population profile of Westerleigh is consistent with other such rural communities and there is no evidence of younger people wishing to move to the village**

**Having considered the responses during the consultation period as a whole, this Council feel that there is NO need for an additional 20 homes over and above that allowed by existing planning policies to be delivered through a change to settlement boundary and removal of Green Belt.**

**1752. Apologies for absence**

Cllrs E Carey, A Gibbs

**1753. Declarations of Interest under The Localism Act 2011**

Cllr J Butler declared an interest in agenda item 12. Council to discuss Manor Hall

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**1754. Reports from South Gloucestershire Councillors on matters relating to the parish (not on this agenda)**

**Cllr C Young reported**

**Planning issues**

Policies, Sites, and Places (PSP) DPD

After the consultation closed, I met strategic planning officers to clarify the next steps.

The Parish Council was sent all the responses as well as an officer summary of them last week. Since late Friday they have also been available for public viewing on the website. Go to [www.southglos.gov.uk/policiesitesandplaces](http://www.southglos.gov.uk/policiesitesandplaces) and click on Westerleigh, scroll to the bottom of the document and click on the link in the sentence "Responses to this consultation are now available to view". From the main page there is also a link to an officer response to concerns that residents did not understand they could say no to both sites.

After tonight's decision:

- If the Parish Council decides there is no need for an additional 20 homes, SGC will retain the current settlement boundary and Green Belt designation for Westerleigh village in the PSP Plan.
- If the Parish Council decides there is, SGC will undertake further technical work to allocate a site for additional homes, resulting in a planning policy in the PSP plan that would identify where the settlement boundary would be changed and Green Belt removed and what would be required to make the development acceptable in planning terms.
- The entire PSP Plan will be considered by South Gloucestershire Council as a whole at our March meeting. We will decide at that meeting what should be submitted to the Planning Inspector.
- There will then be a further period of consultation on this, the replies for which will be passed to the Planning Inspector for his or her consideration as they look at whether the Plan is sound.
- The Plan will be considered by the Inspector at a public inquiry, just as the Core Strategy was.
- The Inspector will decide whether the plan is sound, with any modifications he or she should consider necessary.
- Assuming it is capable of being made sound, the Plan, incorporating any changes from the Inspector, will then be considered for adoption by South Gloucestershire Council.

JSPS

While the council is still working on one strategic plan, the process of developing another has already started. The four West of England authorities are starting to prepare a new planning strategy, the Joint Strategic Planning Strategy (JSPS). This will identify the number of new homes and jobs to be planned for in the West of England between 2016 and 2036, identifying broad locations to accommodate the new development while aiming to keep the special character and valued assets. It will also inform the four authorities' future Local Plans, which will deal with detailed policy development and allocations.

Solar scheme next to Badminton Road, council offices

The Council's ecologist has recommended a reptile survey be carried out and Environmental Protection has suggested some conditions around contamination due to the previous use of the site for landfill.

Messenger site

An enforcement notice will be served if an application isn't submitted and valid by 19<sup>th</sup> February.

Sainsbury's Local at the Badminton Arms

The Section 106 agreement was signed late last year and the case officer recently confirmed to the developers that they have met all the pre-commencement conditions. This means they are in a position to go ahead with the development. I have written to the case officer asking for an update on the two applications to modify the conditions around working hours and lighting. At the same time I've enquired if she knows more about Sainsbury's intentions.

Beech Hill

Owners of caravans stored at Beech Hill are campaigning to keep the facility, which the planning enforcement team is requiring to be stopped by the end of April. I am not aware of any complaints about the caravan storage, only the car sales that have already ceased, and am looking into the concerns of the caravan owners.

Henfield Barn

I have written to the Planning Enforcement officer who was dealing with this property asking whether the latest application has any relation to the planning enforcement case.

Top Yard

Despite the objections from both Westerleigh and Dodington Parish Councils, the application for this to become a travelling show people's site has been recommended for approval and on a permanent basis rather than the temporary one applied for. I have referred it to committee.

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**Coalpit Heath Post Office**

The current owners of the post office no longer want to carry it on at the present premises and it is on the market due to close around 23<sup>rd</sup> March. The owner of the NISA store has indicated an interest in taking on the post office service. Our local MP has been working to make sure that Post Office Limited speed things up so there is as little disruption as possible. Post Office Limited will be consulting soon on relocating it to the NISA store.

**Westerleigh traffic calming monitoring**

The meeting was well-attended by residents. Adam Bunce, who designed the current scheme, and Tracey Hamblett, from the Assess and Decide Team, attended from South Glos Highways. We walked around the village looking at the different locations. The key points:

- Traffic has been slowed on the road in from Yate and through the village up to the village green, which is good news for those trying to use the crossing point.
- There are damage marks on the speed table that need further investigation.
- The zebra crossing markings are to be refreshed – I have reminded them that the road is due to be resurfaced in the summer.
- It was mentioned that closing the road off between the bridge and Kidney Hill might be a possibility. This would of course send more traffic up Shorthill Road to the lights and would be a scheme in its own right needing investigation.
- The wording of the investigation scheme on the Priority List is being modified to '*Investigate further Traffic calming measures in Shorthill Road and Westerleigh Road to address vehicle speeds i.e. speed tables*'. The Frome Vale Area Forum will be choosing three investigation schemes at our next meeting (7pm, Thursday 5<sup>th</sup> March, Shireway Community Centre) and I'm making sure concerned residents have details.
- One of the things that investigation scheme would need to look at would be whether the street lighting is of a sufficient standard between the bridge and Broad Lane to install a speed table.
- A replacement permanent interactive speed sign was installed on the existing post two days after the meeting.

**Parking around the Manor School**

When I presented the results of my speed limit survey to the Planning, Transportation and Strategic Environment committee in November, they also included comments about parking around the Manor School. I took the opportunity to use this evidence of residents' support to ask the council again to put the necessary order in place so the recently introduced parking enforcement car can enforce the yellow zig zags. Following the meeting I took this up with officers and although at first they said that it would have to wait, I have now persuaded them to include it in the current programme.

I had a technical meeting on site with South Glos highways officers, PC Finbar Simmons and the headteacher at the Manor. The highways officers explained that the markings would need to be changed to comply with modern regulations. This means they can't be as extensive as they are at the moment, so officers are proposing to replace some of the zig zags, and the advisory white lines, with double yellow lines. The officer responsible for the scheme is proposing to carry out an informal consultation with local residents in the next couple of months, at the same time as a number of other schools.

**Westerleigh Road resurfacing**

Investigations are still continuing into the problem with the material used for the preparatory patching. Officers have a scientific lab undertaking an extensive testing regime and they'll update me as soon as they have identified the cause of the problem and have an action plan in place. The actual resurfacing will take place some time between May and July, with more precise dates available nearer the time.

**Unwanted green bin collections**

In my last report, I said that there had been a problem with the delivery of the leaflets letting people know to put their unwanted bins out. The council promised people would get another chance, which is planned later in the spring. In the meantime, anyone who wants a bin collected sooner can call the contact centre on 01454 868000 to arrange a collection. If you've found another use for your bin, you're welcome to keep it.

**Manor Hall**

I understand that Coalpit Heath Pre-School have signed a contract to allow it to continue to run in the Manor Hall. In the past month I have repeated my offer to be involved in a meeting to both the manager of the pre-school and the trustees. If anyone feels a meeting would be useful, that offer still stands

**Shrub bed opposite the Manor Hall**

The works supervisor is unable to remove the shrubs in the bed opposite the Manor Hall this season but it has gone on the list for the next season (November 2015 to March 2016). In the meantime his manager has asked him to make sure the area is managed to maintain visibility.

**Nibley Lane closure**

Nibley Lane, from its junction with Badminton Road for a distance of 120m south towards Westerleigh, is expected to be closed for 10 days from 9<sup>th</sup> February. This is to enable cables and ducts to be laid.

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**Church Road traffic scheme**

Although this is in Frampton Cotterell Parish, it will be of interest to parishioners who regularly use Church Road. A draft two-phased traffic calming scheme for Church Road has been drawn up by South Glos highways officers.

Phase 1 would introduce:

- dropped kerbs, tactile paving and keep clear markings at the Church Close and Ryecroft Road junctions
- a crossing point to Frampton End Road near the shops created by build outs narrowing the road to 6.2m with a coloured surface
- a similar crossing point beside the school playing field and a pavement to the new Jubilee Allotments.

Phase 2 would introduce:

- speed tables near the Conifer Close and School Road junctions.

The Frampton Cotterell ward councillors have arranged for the plans to be on display at a drop-in session at the **Brockridge Centre on 4th February from 5pm until 7pm.**

**1755. Reports from Representatives of Other Bodies on matters relating to the parish (not on this agenda)**

None

**1756. Confirm Minutes of Council meeting held on 5<sup>TH</sup> January 2015**

**Decision:** Proposed by Cllr J Wright and seconded by Cllr J Butler the minutes of the meeting were approved and signed.

**1756. Matters arising**

**Coalpit Heath Cricket Club – minute item 1747**

Temporary fencing is to be erected to prevent vehicles driving over parts which are not designed for road vehicles. If they see any of their suppliers damaging the ditches they will take it up directly with them.

Cllr A Fay queried some of the points made by the Cricket Club. Cllr A Fay will monitor the situation.

There are approximately 12 large stones have been left following the works to the dramway. They have been left in the open and it was felt they may be 'vulnerable'. Cllr C Young to take this up with South Glos. Council.

**1757. Finance – approve payment of accounts**

**Decision:** Proposed by Cllr J Butler and seconded by Cllr P King and agreed by all, the attached payments were approved.

**1758. Correspondence/Communication with Council**

**REQUIRING RESPONSES/COMMENTS/ACTIONS/INFORMATION**

1. South Gloucestershire Heritage Forum  
A new heritage meeting for South Gloucestershire heritage organisations is to be announced. Details of the meeting (including the date) will be circulated in due course, but it will be called by South Gloucestershire Council and all heritage organisations will be invited.  
This meeting is being called as a result of the decision taken at the AGM of the Heritage Forum to dissolve the Heritage Forum and to transfer all of its assets to the Museums Group (to be used to produce a leaflet to publicise museum and heritage sites in South Gloucestershire).
2. Safer Stronger Community Group meeting - next meeting is on Monday 30 March 2015, 7.30pm at Westerleigh Village Hall,
3. Request from Mr T Smith Bitterwell Lake -  
Would it be possible for me to organise a fete on Aug 16th using newman field? What we would really like to do is tie it in to a family fishing program that I will be doing with the angling trust. **Decision: Agreed**
4. Next Environmental Link Group meeting Tuesday 23rd April 2015, 10:00 Tortworth Estate Office, GL12 8HF.

**FROM SOUTH GLOUCESTERSHIRE COUNCIL**

**Consultations:**

Joint Strategic Planning Strategy: Call for Sites - Housing and Economic Land Availability Assessment (Jan 2015)  
The four authorities of Bath and North East Somerset, Bristol City, North Somerset and South Gloucestershire

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Councils are preparing a new planning strategy for the West of England. The Housing and Economic Land Availability Assessment is one of a number of studies which will support the development of the Joint Strategic Planning Strategy by the four West of England local authorities.

Open date: 23 Jan 2015. Close date: 06 Mar 2015.

[https://consultations.southglos.gov.uk/consult.ti/JSPS\\_HELAA\\_CfS\\_January2015/consultationHome](https://consultations.southglos.gov.uk/consult.ti/JSPS_HELAA_CfS_January2015/consultationHome)

**Preparation of the South Gloucestershire Local Plan: Policies, Sites and Places Plan (PSP DPD) - Minerals Policies**

As you will be aware, South Gloucestershire Council adopted its [Core Strategy](#) in December 2013 and is now continuing with the preparation of its Policies, Sites and Places (PSP) Plan. This will be a sub-ordinate Development Plan Document (DPD) to the Core Strategy and complete our up to date Local Plan. Consultation on the draft Plan was undertaken between June and August last year.

Further details about the PSP Plan are available on our website at [www.southglos.gov.uk/policiesitesandplaces](http://www.southglos.gov.uk/policiesitesandplaces). Officers have informally shared the attached draft policies (in relation to mineral working and restoration (PSP22) and mineral safeguarding areas (PSP23)) and the plan (displaying a draft mineral safeguarding area) with our neighbouring local planning authorities (LPAs) and prescribed bodies (such as Natural England, Environmental Agency, and English Heritage) in accordance with our Duty to Cooperate. We have contacted a range of other LPAs in relation to the minerals policies as the extracted material from quarries is distributed across a number of authorities and industry contacts (including quarry operators). We have requested comments on the draft policies and attached plan, to be received by the 5<sup>th</sup> February 2015.

Please note that no formal Council decision has been taken on these policies or the plan.

Should you wish to comment on the draft policies or plan, prior to the formal consultation that will take place later on this year, please do so by 12<sup>th</sup> February 2015.

Waste Collection Supplementary Planning Document; guidance for new developments (draft)

The Supplementary Planning Document for waste collection in new developments

Open date: 12 Jan 2015. Close date: 24 Jan 2015.

See <https://consultations.southglos.gov.uk/consult.ti/WastecollectionSPD/consultationHome>

It has been confirmed in the 2015/16 Local Government Finance Settlement that the specific grant funding for a Local Welfare Grant Scheme will not continue from April 2015. When a specific grant falls, the normal council budget process has been to consider reducing council services supported by that specific grant. Therefore on 12 January 2015 South Gloucestershire's Councillors agreed to consult with the public on the future of the scheme.

The council is considering three options for the future of the Welfare Grants Scheme:

- **Option 1:** Continue the current scheme - As specific funding is no longer available this would require the council to identify corresponding savings/income to continue to fund it.
- **Option 2:** Amend the scheme to continue to provide support for the most vulnerable but reduce the on-going costs on the council by making changes to the policy ensuring that only those residents who need urgent immediate assistance and/or need to establish themselves in the area are supported by a grant award. As specific funding is no longer available this would require the council to identify corresponding savings/income to continue to fund it.

This consultation is open from 26 January 2015 until 21 March 2015.

webpage: <https://consultations.southglos.gov.uk/consult.ti/welfaregrants15/consultationHome>

**Agenda for:-**

Public Transport Forum, Monday, 2nd February, 2015

**Other:-**

1. South Gloucestershire Council's Streetcare team is undertaking its two yearly survey of customer satisfaction. As an organisation who has regular contact with this service, we would be very grateful if you can take ten minutes to fill out this important survey which asks your opinion about Streetcare services. Your opinions are important to us and they help shape the future of the service. Your views will help us to plan for and continuously improve our services to our customers. You can complete the survey online at: [www.southglos.gov.uk/streetcaresurvey](http://www.southglos.gov.uk/streetcaresurvey) We would be grateful if you could submit your completed survey by **Friday 27 February 2015**.
2. Please note the date of the new meeting for museums and heritage organisations in South Gloucestershire: **Friday 20 March at 10.00am to 12 noon, at Poole Court Yate.**
3. The date of the next meeting of the Town & Parish Councils Forum is:

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**Tuesday 14<sup>th</sup> April 2015, 10.00am** at Little Stoke Community Hall, Little Stoke Lane, Little Stoke, BS34 6HR  
(Kingfisher Room)

PUBLICATIONS

Senior Siren (\*)

(\*) indicates emailed to all Council members

**1759. Planning Matters**

PLANNING APPLICATIONS FOR CONSIDERATION:

Land To The North Of Ram Hill Coalpit Heath  
Erection of a single storey extension to facilitate change of use of stone barn from agricultural use to office use (Class B1) as defined in Town and Country Planning (Use Classes) Order 1987 (as amended).  
PK14/5036/F Decision: OBJECTION on highways grounds. Approval of this application would result in higher traffic movements in an area designated Quiet Lanes. There is a perfectly adequate business park in Ram Hill more suited to this use.

Sunnymead Equestrian Centre Shorthill Road Westerleigh  
Change of use of 4no. equestrian buildings to B1/B8 use as defined in the Town and country (Use Classes) Order 1985 (as amended)  
PK14/4988/F Decision: OBJECTION on highways grounds due to its close proximity to the traffic lights and busy road junction at the top of Shorthill Road. There will be increased traffic movements off and on site.

Henfield Barn The Hollows Coalpit Heath Bristol  
Erection of single storey extension to form swimming pool enclosure  
PK15/0156/F Decision: No objection

PLANNING DECISIONS

32 Beesmoor Road Coalpit Heath  
Erection of first floor rear extension and alterations to rooflines including the installation of 2no. front dormer windows to provide additional living accommodation  
PT14/4484/F Decision: approve with conditions

209 Badminton Road Coalpit Heath  
Construction of new vehicular access and parking area.  
PK14/2976/F Decision: approve with conditions

**1760. Council to discuss Manor Hall**

(Information circulated to councillors - Lease and Deed of Trust of Hall, Email from K Stubbings, Email from M Crumpton 19.01.15 re: grievance procedure, Email from W Lacey re: safeguarding/grievance, Email from M Crumpton 20.01.15 re: police, Letter from W Lacey dated 7<sup>th</sup> Jan 15 )

Cllr J Butler left the room prior to any discussions taking place.

The Chair made the following statement:-

**With regard to the ongoing management issues, Council advise that having taken advice, no breach of the lease has been demonstrated, therefore these issues are a matter for the management committee and are not within the remit of this Council to become involved.**

**Council will therefore not enter into any discussions regarding these matters.**

M Crumpton raised matters and was advised to put her concerns in writing to the Council who will then take further advice on these matters.

CVS have contacted council – CVS is beginning to do some work with the Manor Hall about potential conversion to a CIO and would welcome the opportunity to meet with you to discuss this work.

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Could you suggest some dates and times to meet with you and some members of the Manor Hall Committee to discuss further' **Decision: Clerk to invite CVS to the start of a committee meeting.**

**1761. Items to Report**

1. Dog Bin needs replacing at Manor School – Clerk to arrange. A second bin to be installed at the other end of the field. Bin beside Manor School to be emptied twice a week
2. Manor Hall Shrub Bed – Council to discuss at a future meeting
3. Bungalow at Ram Hill – hard standings constructed which have been reported to enforcement.
4. Light in Westerleigh village hall car park not coming on.

**1762. Date of Next Meeting** 2<sup>nd</sup> March 15 Manor Hall

Signed .....

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