

WESTERLEIGH PARISH COUNCIL  
MINUTES OF FULL COUNCIL  
2<sup>nd</sup> NOVEMBER 2015  
WESTERLEIGH VILLAGE HALL

**PRESENT:**

Councillors: B Taylor (chair), J Butler, A Gibbs, A Fay, D Boulton, M Crumpton  
Officer: F Thornton

**1866. Apologies for Absence** Cllrs S Blackmore, G Jancey, C Nicholls, District Councillor C Young

Question raised from Mr Cole – What is WPC position on the proposed junction 18A?  
The Chair advised that Council had held no discussion to form a view at present and are seeking more information.

**1867. Declarations of Interest under The Localism Act 2011**

None

**1868. Reports from South Gloucestershire Councillors on matters relating to the parish**

**Cllr C Young reported:-**

**Planning issues**

Joint Spatial Plan

The consultation on the Draft Joint Spatial Plan and Strategic Transport, which I gave you a verbal update on at your 19<sup>th</sup> October meeting, starts on 9<sup>th</sup> November. The 30<sup>th</sup> November Environment Forum meeting (7pm at Kingswood Civic Centre) will be considering the draft document.

20 Boundary Road

Permission was granted for both the shed and the fence. With regards to the latter, the update paper at the committee meeting gave new information about the fallback position if permission wasn't granted. Although when permission was given to build 20 Boundary Road permitted development rights were removed from the new property, they weren't removed from the original property, so they could erect a fence on their side of the boundary without making a planning application.

Athelstan House

The site visit was on 23<sup>rd</sup> October. It will be going to committee on Thursday 5<sup>th</sup> November with a recommendation for approval.

Top Yard

The two appeals – against the refusal and the time limit for compliance with the planning enforcement notice – have now been registered.

Old Kemp's Site

The two appeals relating to this site – against the refusal of a certificate of lawful use for the existing use of land for the stationing of a residential caravan and against the refusal of planning permission for the partial change of use to B8 (storage and distribution) – have both been dismissed. I have contacted the officer regarding what happens next.

**Yate spur cycle path update**

In October I met officers to discuss the latest plans for the Yate Spur cycle path.

The original plans for this year included the link between the crossing on Westerleigh Road and Broad Lane.

Unfortunately land ownership issues have delayed this. The following is now planned for this financial year (that is, by the end of March 2016):

- They have already started on improving the Broad Lane track to the west of the railway. This involves scraping the existing surface off off, building it up, widening it and providing a new surface. They will take this through to the houses at Dodmore Crossing, rather than stopping at the railway line, which will improve the right of way for all users and help cyclists who are linking through to the cycle route signed via Besom Lane and across Wapley Common.
- Putting in level crossing gates where the existing cycle path crosses the railway line south of Westerleigh Road – this will hopefully be complete by Christmas.
- Once the gates are in place, the direction signs will be installed.
- Addressing 3 or 4 locations between the M4 and the new level crossing where water has been running across the path causing rutting – this will probably be done after Christmas.
- To avoid the track going across the Network Rail training centre car park next to the level crossing, a short length of track will be built to take people out on to the Murco access road.

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- Officers are looking at a request from the cycle forum to take the path round the corner from the crossing point on Westerleigh Road to the crossing where the bus stop is on the road down into the village.
- During February half term, the road part of Broad Lane will be resurfaced and reconstructed in part.
- It is also hoped to do the section between Nibley Lane and the railway bridge by the Shire Way roundabout, but this wouldn't include taking the path through one of the unused arches, the path would run down on to the road somewhere before the bridge.
- Some of the funds will be used to undertake surveys for later sections.

The funding for 2016/17 isn't confirmed yet, but the Yate Spur is still the council's priority for using any money they are allocated from the Local Growth Fund. The top priority for next year would be to complete the section from Kidney Hill to Broad Lane, ideally in late spring/early summer, but that depends on resolving the land issues. Officers would then assess what could best be done with any remaining money – whether that's starting the Dodmore Crossing to Nibley Lane section, doing some work on the other side of the railway bridge on Shire Way or taking the path through one of the railway bridge arches. There is unlikely to be enough funding to finish everything in the next financial year. Although volunteers helped build some of the earlier sections, that isn't really an option with the current work. Residents might be able to help maintain the existing path though. Sustrans Rangers currently cover the Bristol and Bath Railway path up as far as Coxgrove Hill, it would be great if this could be extended up the Yate Spur. Anyone interested should contact Viv Mundy the Sustrans Volunteer Project Officer ([viv.mundy@sustrans.org.uk](mailto:viv.mundy@sustrans.org.uk)) or Michael Pearce who is the local contact for Sustrans Volunteers on the Bristol to Bath path & Yate Spur ([michaelpearce690@gmail.com](mailto:michaelpearce690@gmail.com)).

#### **Westerleigh smell**

I recently met representatives of the Environment Agency, Wessex Water and Tulip abattoir to discuss odour problems affecting Westerleigh village.

Over recent years, Tulip have made significant changes to how they operate to reduce the risk of smells, including making the whole process more enclosed. This has improved the situation greatly. However residents have recently reported odours from the sewers in the village.

Tulip are concerned by these reports and keen to address any potential issues. As a result, Tulip have now installed a new chemical dosing system to tackle hydrogen sulphide in the sewer (this is the gas that has a "rotten eggs" smell). Dosing has begun and an immediate impact on hydrogen sulphide levels has been recorded, virtually eliminating the hydrogen sulphide. They are also carrying out a wider effluent review, with the help of an external expert, to identify a longer term solution. They won't stop the chemical dosing until they have an alternative in place.

It is really important that if anyone experiences a very strong smell, particularly inside their home, they should report it while it is happening. To enable the Environment Agency to fully investigate and take appropriate action, the odour has to be smelt by an authorised officer. Tulip have asked me to give out a new contact number for them, 0117 9571919, which is answered 24 hours a day. If the odour persists, please also contact the Environment Agency's hotline (0800 807060).

Tulip have also briefed the livestock lorry operators not to park outside the site next to houses. However, on occasion a new driver may not be familiar with the briefing. Residents should contact Tulip if livestock lorries are parked outside their house.

The Environment Agency don't regulate smells to the point of no odour leaving the boundary. Brief or faint smells would not be something they would enforce, providing Tulip are following the agreed methods of odour control. Where they would investigate is if strong smells persist for a long period of time.

#### **Safer Stronger Community Group changes**

Due to budget cuts, changes are being made to the Safer Stronger Community Groups in South Gloucestershire - the number of groups will reduce from 20 to 14, they will meet 3 rather than 4 times per year and the individual web pages will be replaced with a link to a web page run by the police.

The impact for Westerleigh Parish is that the Frampton Cotterell, Westerleigh, Coalpit Heath and Iron Acton group will merge with the Winterbourne, Hambrook and Frenchay group. The Clerk should shortly be receiving information from South Gloucestershire Council, if she hasn't already.

#### **Waste strategy**

After some delay, a decision is now due to be made on going out to consultation on a new waste strategy on Wednesday 4<sup>th</sup> November. If approved, the consultation is expected to run from 9 November to 22 February.

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**Emergency Planning**

On 6<sup>th</sup> October I attended an Emergency Planning training session and collected pocket "Ready for Emergencies" booklets for Westerleigh Parish Councillors. The Emergency Planning team would be happy to attend a Parish Council meeting to talk about their work and how local communities can prepare for emergencies.

**Rail electrification and biodiversity**

As a consequence of the electrification of the mainline, vegetation along the railway will have to be cut back further either side of the track. Network Rail have committed to there being no net loss of biodiversity and I attended a briefing with them in October. The West of England Nature Partnership are co-ordinating any biodiversity offsetting ideas. I will pass more information on to the Clerk when I have it.

**Vegetation on Badminton Road railway viaduct**

A number of people have contacted me about their concerns that vegetation growing out of the Badminton Road railway viaduct may threaten highway safety. I have raised this with officers, who have contacted Network Rail, whose responsibility it is to maintain.

**Blocked rights of way**

Having walked to the Agincourt 600 celebration at Wapley, I reported a number of blocked public rights of way between Westerleigh and Wapley to the team at South Glos. If anyone discovers a blocked right of way, they can be reported using the contact form on the council's website.

**Cllr A Fay advised that the works to the cycle spur have commenced.**

**Cllr J Butler asked if council wished for the emergency planning team to attend a meeting. It was agreed that we should wait until the booklet is available.**

**1869. Reports from representatives of Other Bodies on matters relating to the parish**

None

**1870. Confirm the minutes of the meeting held 5<sup>th</sup> October 2015**

Proposed by Cllr J Butler and seconded by Cllr A Gibbs the minutes were approved and signed

**1871. Matters Arising**

ALCA have confirmed that the Councillor Training shall take place on Monday 7<sup>th</sup> December at 7pm at Manor Hall. Full Council meeting will therefore take place on 14<sup>th</sup> December. Notice of this will be put on the website.

**1872. Finance – approval of payment of accounts**

Proposed by Cllr J Butler and seconded by Cllr D Boulton the attached payments were approved.

**1873. Correspondence/Communication with Council**

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

1. Network Rail – Installation of Feeder Station at Westerleigh Junction  
In order to accommodate the new trains and required infrastructure, we need to build a Mid-Point Auto Transformer Site (MPATS) at Westerleigh Junction.  
The MPATS will be situated adjacent to the railway on our land near Westerleigh West Junction.(see attached plan) . The MPATS will provide the power for the electrified railway and is comprised of a number of components including a transformer, a small building to house all of the electrical equipment and a number of structure mounted switch gear pallets. The MPATS will be surrounded by a 3.0m palisade fence for security and has been designed to keep any noise to a minimum through a natural cooling system. There is no need for the site to be manned and the lighting to be installed on site is not required 24 hrs a day – there will however be low level security lighting that is sensor activated should we need to attend for maintenance purposes.
2. Wanted – School Appeals Panel Members
3. CPRE AGM 17<sup>th</sup> November15

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4. Manor Hall Trustees – letter advising the trustees would like to resolve the issue of the council representative to their committee  
**Cllr B Taylor requested this be made an agenda item for December meeting.**  
**Cllr M Crumpton referred to an email from ALCA regarding forwarding this matter to their solicitors.**
5. Notes from South Glos ALCA area meeting (\*)
6. Environmental Forum Consultation on the West of England Joint Spatial Plan and Strategic Transport Study (\*)

FROM SOUTH GLOUCESTERSHIRE COUNCIL

**Consultations:**

**UPDATE: South Gloucestershire Local Plan: Policies, Sites and Places Plan (PSP Plan)**

The PSP Plan is the final document in completing the up to date Local Plan for South Gloucestershire. The PSP Plan will replace the Minerals and Waste Local Plan (2002) and the South Gloucestershire Local Plan (2006). It contains a range of development management policies and a number of sites for a variety of land uses. It will be used to guide the determination of planning applications over the plan period, which is to 2027.

**Update**

I am writing to update you on progress with the Policies, Sites and Plan. As you may remember, South Gloucestershire Council published its proposed submission PSP Plan, accompanied by a Sustainability Appraisal (SA), a document setting out the changes to the Policies Map and a Main Issues Statement, for formal public consultation in summer 2015.

At that time, the intention had been to submit the plan and supporting documents, to the Secretary of State for examination by an independent Inspector, in October 2015.

However, following the outcome of a planning appeal relating to a residential scheme in Charfield, where the Inspector concluded that the Council cannot demonstrate a five year supply of deliverable housing land, additional work is required on the Plan.

This additional work is necessary in order to address the shortfall in supply of land for residential development, which needs to be made good in order for the plan to proceed through an Examination in Public.

This work is being carried out to ensure development in South Gloucestershire remains plan-led. Work on identifying additional housing allocations and designating Local Green Spaces need to be considered together, as some sites have been proposed for both.

Following the informal consultation that took place over summer 2015 on nominated Local Green Spaces, newly identified landowners affected by nominated spaces will be contacted.

**Consultation**

We intend to undertake further public consultation starting in November 2015 on the approach that will be taken to address the shortfall in the five year housing land supply, you will receive information on where consultation material can be viewed and how to respond in due course.

All representations made during the summer 2015 consultation on the proposed submission version of the PSP Plan (dated March 2015) will be made available online, and advice on the weight that decision-takers can now give to the different policies of the PSP Plan, in accordance with national planning policy, will be provided.

In line with the revised timetable, the Council will bring forward a revised Proposed Submission Policies, Sites and Places Plan for formal public consultation (in line with Regulations 19 and 20) in summer 2016.

Please note that all of the comments we received on the proposed submission PSP Plan (dated March 2015) during the summer 2015 will still be taken into consideration and put to the appointed Inspector as part of the examination next year. The Council will write to all respondents asking for confirmation that they still wish their comments to be considered by the appointed Inspector, therefore avoiding the need to re-submit the representation again.

All additional information submitted through the Regulation 18 informal consultation on the nominated Local Green Spaces during the summer 2015 will be used to confirm which spaces are suitable for designation. These will be detailed in the revised Proposed Submission Policies, Sites and Places Plan due for consultation in summer 2016.

Information relating to the Policies, Sites and Places Plan, can be viewed on the Council's website at [www.southglos.gov.uk/policiessitesandplaces](http://www.southglos.gov.uk/policiessitesandplaces).

**Housing Related Support Survey**

<https://consultations.southglos.gov.uk/consult.ti/Housingrelatedsupport2015/consultationHome>

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**Other:-**

1. New premises application under the Licensing Act 2003:  
- Scooters Cider Barn, Westerleigh Park Nurseries, Westerleigh Hill Road, Westerleigh, South Glos, BS37 8QZ
2. Fibre Broadband Community Pack (\*)
3. Total Transport Project Update (\*)
4. Briefing Session - Joint Spatial Plan (JSP) and Policies, Sites and Places (PSP) Plan (\*)

**Cllr B Taylor to attend**

5. SSCG changes 2015 (\*)
6. Queen Elizabeth 90<sup>th</sup> birthday celebrations 2016 (\*)

**Council felt that this is not the right manner in which to collate this information. It was felt SGC should use their own data held such as from the electoral register**

**Cllr M Crumpton asked if the council were going to consider organising a celebration – agenda item for December meeting**

PUBLICATIONS

ALCA winter newsletter (\*)

(\*) indicates emailed to all Council members

**1874. Planning Matters**

Westerleigh Terminal Oakley Green Farm Lane Oakley Green Westerleigh South Gloucestershire

DESCRIPTION: Display of 2no. non-illuminated (Puma) signs (Retrospective).

REFERENCE NO: PK15/3146/ADV

Decision: No objection

Halfpenny Footbridge BS36 2TY

Request for Prior Approval under Part 18 Class A to Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 for alterations to the existing Bridge

Halfpenny Footbridge BS36 2TY 108m 26ch

PT15/4655/PNS

Decision: No objection

Rogers Farm 250 Henfield Road Coalpit Heath Bristol

Erection of an agricultural building for the storage of fodder and housing of livestock.

PK15/4292/F

Decision: No objection

19 Heath Gardens Coalpit Heath Bristol

Erection of two storey side extension to provide additional living accommodation with erection of front porch. Erection of detached double garage.

PT15/4505/F

Decision: No objection

PLANNING DECISIONS

Scott Aerospace Easter Court Woodward Avenue Yate

DESCRIPTION: Erection of a single storey storage building ancillary to the existing operation at Scott Aerospace Ltd.

REFERENCE NO: PK15/3959/F Approve with conditions

20 Boundary Road Coalpit Heath South Gloucestershire BS36 2PU

DESCRIPTION: Erection of a timber shed/open fronted wood and bin store. (Part retrospective). Erection of 1.8 metre close boarded timber fence (retrospective) REFERENCE NO: PK15/2003/F Approve with conditions

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12 Bury Hill Winterbourne Down Bristol South Gloucestershire BS36 1AB

DESCRIPTION: Works to re-pollard 13no. willow trees covered by Tree Preservation Order TPO 397 REFERENCE NO: PT15/3943/TRE Approve with conditions

Land To The North Of Ram Hill Coalpit Heath South Gloucestershire BS36 2TX

DESCRIPTION: 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 the Town and Country Planning (Use Classes) Order 1987 (as amended). (Resubmission of PK14/5036/F) REFERENCE NO: PK15/3185/F Approve with conditions

Tulip Ltd Oakley Green Farm Oakley Green Westerleigh South Gloucestershire

DESCRIPTION: Erection of single storey side extension to form battery charging area and front extension to form washed tray area. (Resubmission of PK15/0872/F). REFERENCE NO: PK15/3395/F Approve with conditions

2 Oakley Cottages Oakley Green Westerleigh South Gloucestershire BS37 8QZ

DESCRIPTION: Erection of single storey side extension to form additional living accommodation  
REFERENCE NO: PK15/3591/F Refusal

85 The Causeway Coalpit Heath Bristol South Gloucestershire BS36 2PG

DESCRIPTION: Erection of single storey front extension to form additional living accommodation.  
REFERENCE NO: PT15/3806/F Approve with conditions

Tulip Ltd Oakley Green Westerleigh South Gloucestershire BS37 8QZ

Prior notification of the intention to install roof mounted solar panels.  
PK15/4003/PNRE Approve with conditions

#### PLANNING APPEALS

Top Yard, Westerleigh Road – without the benefit of planning permission, the change of use of the land from: Use for the tipping of inert waste as and when material is available in order to improve the drainage of the land by raising its level towards that of the surrounding land

To: residential use, including the siting of caravans, portacabins and storage materials

Appeal ref: APP/P0119/C/15/3130291

#### **1875. Council to respond to consultation:- Review of Modern Records Service**

South Gloucestershire Modern Records Service like all other service areas within the Council is subject to a Service Review as part of the Council's Savings Programme (CSP). The Service provides a records management service for the Council, from advice on records management and retention, archiving and loan service for the retrieval of deposited records and deeds, storage, through to disposal of records.

The Council approved a comprehensive savings programme in February 2015. This consultation relates to one element of the savings identified to be made to the Records Management Service

As part of the statutory requirement for historical Public Records, South Gloucestershire Records also provides an archive service in partnership with Gloucestershire Archives enabling the Council to archive documents of value as part of a publicly accessible archive.

The current arrangement with Gloucestershire was reviewed in 2012 and the Memorandum of Understanding (MOU) agreed at that time includes not only the provision of a deposit and access arrangements for South Gloucestershire Records that justify being retained to form part of the public record, it also makes a small financial provision for a number of other activities not directly linked to the deposit and retention of documentation, including:

- off site events
- volunteering activities on and off site,
- support to communities within SGC in relation to a range specialist services.

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The current arrangement provides services that go beyond statutory requirements in relation to this Councils' responsibilities as regards archiving documents of value.

Whilst recognising the benefits of the services GCC can offer as a highly respected archive service, in order to achieve the required level of savings within SGC it is necessary to review the MOU with GCC and seek to negotiate an MOU that ensures that as a Council we meet the minimum statutory requirement. To that end we will seek agreement with GCC to remove the community support element of the existing MoU.

The intention of this proposal is that the future archives service will need to focus on records created by South Gloucestershire Council (the statutory minimum) as opposed to providing funding for the storage and retention of records created by its communities.

As part of the MoU, officers meet on a regular basis with GCC officers and negotiations have commenced regarding the level and nature of the savings that are required to be delivered. It is anticipated that by removing the community support element from the MoU, whilst maintaining the statutory minimum requirements for the safe and secure storage of records that justify retention should produce a saving of £26,000 from the current arrangement.

GCC have indicated that a reduction in funding will mean result in the following service reductions:

- It will not have the ability to catalogue (and thus not providing full access to) SG community archives unless accompanied by appropriate funding.
- Records already held in Gloucestershire Archives will be accessible, but there will not be resources to catalogue new or uncatalogued community archives.
- Alternative arrangements would need to be found for electronic records which need significant input at the time they are lodged with the Archives to ensure ongoing availability.
- There will no longer be capacity to carry out proactive work to ensure good coverage of archives to reflect South Gloucestershire in 21<sup>st</sup> century.
- It will not be able to provide specialist archival training, wider access or events in South Gloucestershire unless separately funded.

**Decision: it was agreed the Clerk to check what online storage facility there is with the current website to establish whether we have enough capacity ie how long can this be held. Also, what back up procedures are in place. Also, Clerk to ascertain costings for depositing new records to be catalogued at Glos. records office.**

**With regard to a view on the proposal – Council do not have a valid alternative and therefore have to accept this way forward.**

**1876. Council to respond to timing of Community Infrastructure Levy receipts allocation to parish and town councils**

South Glos. Council are currently working through the processes and procedures following the introduction of the Community Infrastructure Levy (CIL).

Legislation states that part of the levy receipts (either 15% or 25% depending on whether an adopted Neighbourhood Plan is in place) must be passed to Town or Parish Councils for them to spend on the following:

'The provision, improvement, replacement, operations or maintenance of infrastructure; or, anything else that is concerned with addressing the demands that development places on it'

We are proposing transferring these funds to relevant Town and Parish Councils on an **annual basis** (in April of each year) for the preceding financial year for the following reasons:

1. One annual payment at the start of the financial year will enable Councils to plan the allocation of the CIL funds to projects for the upcoming year;

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2. Councils will need to spend all funds within 5 years of receipt or return it to South Glos to spend. Therefore having one payment date at the start of a financial year will make monitoring of spend-by dates easier;
3. Councils will need to report the receipt, spending and details of unspent CIL funds annually to South Glos, as well as publish details on webpages, noticeboards, etc. Having one payment date will make this easier. We intend to provide a pro forma return for relevant Town/Parish Councils to complete.
4. One payment date will reduce the administrative burden for both South Glos and Parish and Town Councils.

**Decision: Whilst Council acknowledge they may pay at a certain time in the year but we would ask that we have an indication of the sum to be awarded to the parish by November of each year to factor into precept calculations.**

**1877. Items of Report**

1. Remembrance Services – Cllrs A Gibbs and Cllr A Fay to lay wreaths on behalf of this parish
2. Says Court Farm – clerk reported finally resolved payment issues
3. Cllr J Butler – parishioner asked for details of a proposed play area at Manor Hall which has been in recent publication with featuring Cllr G Jancey. Cllr M Crumpton advised that he had just made enquiries about a possible play site on this side of the parish. Cllr M Crumpton implied that any provision would be funded by South Glos. Council. Clerk to contact T Rainey at SGC for clarification
4. Cllr M Crumpton reported a resident had asked about signage for post office and Nisa on Badminton Rd without planning application; however the sign has now been removed
5. Cllr M Crumpton – Mafeking hall planning permission for the preschool has highlighted other issues in the area which were passed to Cllr C Young to forward to planning enforcement. The house at the end of lane (ram hill cottage) has a mobile home in the garden which appears to have no planning permission for it. South Glos. Council are going to ask for retrospective planning application. Cllr A Fay questioned how this differed from the site at 56 Ram Hill.
6. Cllr A Gibbs reported the drain/ditch needs clearing in Coalsack Lane.

**1878. Date of Next Meeting** Full Council 14<sup>th</sup> December 15 Manor Hall

Signed: .....

Date: 14<sup>th</sup> December 2015