

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 19<sup>th</sup> July, 2017, 7:30PM, IN THE MEETING ROOM, PUCKLECHURCH COMMUNITY CENTRE, ABSON ROAD.**

**PRESENT.** B. Symons - Chairman (BS), G. Boyle – Vice Chair (GB), T. Symons (TS), R. Dunning (RD), L. Putt (LP), C. Stephens (CS) and C. Phillips (CP) and Ellen Kenny – Clerk (EK).

**NO. 1. APOLOGIES FOR ABSENCE**

Received from Cllr. Lynne English and District Councillors Steve Reade and Ben Stokes.

**NO. 2. DECLARATIONS OF INTEREST**

None declared.

**NO. 3. TO CONFIRM THE MINUTES OF THE PREVIOUS MEETING**

Minutes of the meeting on 5<sup>th</sup> July 2017 were accepted as a correct record of the meeting and signed by the Chairman.

**NO. 4. PUBLIC PARTICIPATION**

Mr L Whittock – to observe.

Mr Richard Savage, Secretary Pucklechurch Football Club – Mr Savage explained to members that, due to the siting of the football pitch in close proximity to houses with fenced gardens, that a number of footballs had been lost as they had been unable to retrieve the balls. Footballs cost around £50 - £60 each therefore, Mr Savage advised members that the Club would like to move the football pitch approx. 24 feet away from the houses. Members asked Mr Savage if moving the pitch would impinge on any other activities and whether the Cricket team had been consulted. It was decided, following Mr Savage gaining clearance from the Cricket team, that the pitch could be moved. Members asked Mr Savage to confirm the Cricket teams' opinion in the matter.

**NO. 5 CORRESPONDENCE**

**5a** SGC – The Care Forum and Health and Social Care e-bulletin.

**Noted.**

**5b** Member of the public – cycle route – safety.

Members considered the points raised by the resident.

**ACTION.** Clerk to forward email to District Councillor Steve Reade for the scheme proposed to be given consideration by Highways, South Glos Council.

**5c** Resident requesting an update on the removal of the Spar sign.

The last communication received from Planning Enforcement in May, 2017 advised that they would be instructing their solicitor to begin the prosecution process against the shop owners in relation to the unlawful sign and that, if no action were taken that is, the submission of a retrospective application or the removal of the sign before a court date was received, then legal action would proceed. No further update from Planning Enforcement had been received.

**ACTION.** LP to contact resident to explain the position.

**5d** ALCA – SGC Strategic Partnership update.

**Noted.**

**5e** ALCA – student request for members to participate in survey.

**ACTION.** TS to respond as information not of a confidential nature - simple data requested.

**5f ALCA – AGM.**

**Noted.**

**5g Resident – complaint about Horse Chestnut tree and damage to stone wall.**

As the tree was not owned by PPC, members felt the best course of action was to report the matter to the Environmental Team, SGC.

**ACTION.** Clerk to advise resident to contact appropriate department, SGC.

**5h Youth Club – closure.**

**Noted.** Clerk to send note of thanks for the hard work of the organisers/volunteers and express members disappointment that the Club had had to close.

**5j SGC – calendar of events. Training opportunities.**

**Noted.**

**5k SGC – invitation to Partners Conference – Education and Skills**

**Noted.** BS plans to attend.

## **NO.6. PLANNING**

### **6a Planning Application – adjoining parish**

#### **Land to West of Home Farm, Rookery Lane, Doynton**

Installation of replacement RTU kiosk measuring 3m (W) X 5m (L) x 3m (H).

**PK17/2473/F**

**Noted.**

### **6b Planning Notice of Decision**

#### **Little Green, 25 Shortwood Road**

Erection of 1no detached dwelling and associated works.

**PK17/1021/F**

**APPROVE WITH CONDITIONS**

**Noted.**

### **6c Planning Notice of Decision**

#### **Ferndale 37 Main Road, Mangotsfield**

Demolition of existing rear extensions. Erection of rear extension, which would extend beyond the rear wall of the original house by 5.90 metres, for which the maximum height would be 3.85 metres and for which the height of the eaves would be 2.73 metres

**PK17/2697/PNH**

**No objection.**

**Noted.**

**Oaktree Avenue** - GB informed members of the response received in relation to enquiries made about why no formal receipt of the decision reached on the Oaktree development had been received and advised members that Planning, SGC confirmed the committee had approved the application subject to the signing of S106 legal agreements which had yet to be received and that until they were, 'there is no decision'.

**25 Shortwood Road** – GB advised members that the Discharge of Conditions had been decided and that £85,000 contribution for affordable housing ??????????

## NO. 7. REPORTS

**7a To RECEIVE** pre-submitted reports from Councillors

**Huw Morgan** – to report the Oak tree seat on the rec. was broken – photographs supplied. Huw advised that he had taped off the broken areas for safety reasons. TS advised members that because Huw had repaired the bench on previous occasions and that it was quite old and in poor condition and beyond repair, had asked Huw to obtain quotes to replace it. Members discussed whether plastic or wood should be chosen and all agreed that wood would be the preferred material.

**ACTION.** TS to keep members informed.

**7b To RECEIVE report from District Councillor(s)**

None received.

**7c To RECEIVE and NOTE a verbal report from the Clerk.**

Clerks Report  
19/07/17

Update on actions from 5<sup>th</sup> July, 2017 meeting:

Correspondence

**5a Resident ref disorderly behaviour** – Clerk advised resident to report all instances of disorderly behaviour to the police. Moving the basketball hoop included as agenda item 19.07.17.

**5b SGC – Equality Issues in rural areas** - Clerk added to 19<sup>th</sup> July agenda.

**5d SGC – MAF advice sessions** – Clerk forwarded to Community Groups.

6b Planning Application

**6 Parkfield Road** Pucklechurch BS16 9PN Works to crown reduce 1no Hazel tree by 3metres and crown reduce other various species by 2metres. trees situated within Pucklechurch Conservation Area. PK17/2812/TCA

**Action.** Members are content to defer decision to SGC Tree Officer.

**NB Deadline expired** i.e. Clerk unable to add above comments.

**Oaktree Avenue** - as no Decision Notice had been received regarding the Oaktree Avenue development site, Clerk, as requested, wrote to Planning Dept, SGC to enquire why the Planning Website has not been updated and why PPC have not been informed of the decision reached in the normal way. Response received:-

‘The committee resolved to approve the application subject to the signing of the S106 legal agreements. A decision is not issued until that time at which point notification would be made. Until that time there is no decision’.

Reports

**7a Marsh Farm** – Clerk sent members response to developers’ enquiry regarding engaging in Neighbourhood Plan upon receipt of form of response from GB.

RD allotment site visit review of meeting – added to 19<sup>th</sup> July agenda.

7b Agenda and supporting documents – request to send to District Councillors – Clerk arranged and sent 19<sup>th</sup> July meeting documents.

9a Review of policy documents – Disciplinary Policy, Financial Reserve Policy and Memorial Bench Policy - Clerk amended dates and forwarded to GB for uploading on to website.

9d ALCA – constitutional change – Clerk responded to consultation stating members approved of the constitutional change which would allow South Glos representatives' seat on ALCA County Committee if vacant, to be filled by non -South Glos based representative.

9e SGC – M4 Junction 18a – Clerk emailed to arrange for a meeting with the Working Group and SGC Project Team.

9f Huw Morgan report – assessment of works needed following tree and playground surveys – Clerk advised Huw Morgan that members had, bar the annual on-going.

## **8 Finance**

**8a To AGREE and sign cheques**

BS and LP instructed to sign the following cheques:

<b>Name</b>		<b>Amount Paid</b>	<b>Cq Number</b>
Huw Morgan	Maint Contract Moving Cabinets & Materials	£1,076.46	2470
Instant Landscape	Grass Cutting	£372.80	2471
Mrs J Bailey	Wages	£629.47	2472
Miss E Kenny	Wages	£590.82	2473
<b>Total</b>		<b>£2,669.55</b>	

## **NO. 9. Agenda Items**

**9a Review of Policy documents** - members reviewed and discussed the following:

1. Mobile Phone Policy
2. Playing Field Terms and Conditions
3. Allotment Policy

**ACTION.** Following minor amendments, members approved all documents. Clerk to amend, change adoption date on each document and forward to GB for inclusion on PPC website.

**9b Basketball hoop on the rec.** Following receipt of a complaint about disorderly conduct near the basketball hoop from a neighbour of the site, members considered the residents' request to have the basketball hoop moved. It was noted that the basketball hoop had been in that position for over 10 years and that this was the first complaint received about any disorderly conduct. Members felt that if the hoop was moved it could impact on other activities on the rec. and, if removed altogether, could increase the likelihood of antisocial behaviour as young people would have less to occupy their time.

**ACTION.** Members determined that the hoop should remain in situ – Clerk to advise resident of decision taken.

**9c SGC – consultation on equality issues affecting rural areas.** Members discussed the basis of the consultation and felt that the topics covered centred on minority/ethnic groups without any reflection on the impact of living in rural areas had on young people, the elderly and those on low incomes.

**ACTION.** GB to form a reply to encompass points raised - Clerk to forward.

**9d Allotments and woodland.** RD advised members that he had met with Huw Morgan and Darren Packer at the allotment site with a view to creating a natural barrier from the trees cut during the improvements to the woodland and create a storage area to house manure etc. RD advised members that Darren Packer hoped that extra car parking spaces could also be created.

**Action.** Clerk to write to Darren Packer, cc Huw Morgan to advise that members supported the request to create a natural fence and the creation, to the area to the right, of a storage/recycling area but that members did not approve of space being created for additional parking.

**9e M4 Junction 18a proposal.** [GB – written report of meeting with Project Team here](#)

BS welcomed questions from members.

BS asked that members be aligned to M4 Junction 18a Eastern proposal on the basis of the impact on Green Belt and Conservation etc rather than cloud the argument with other matters.

GB provided members with details of the proposed strategy in relation to communicating with residents and other affected parishes during the M4 Junction 18a Eastern options consultation period:

## **Communication & Engagement**

### **LEADERSHIP**

Our parishioners are more likely to engage when they believe their leaders are credible. We will:

1. Ensure that our promises and commitments are followed through
2. Ensure delivery against our commitments is timely and appropriate.
3. Ensure that all Councillors convey a uniform message.
4. Ensure that our public signage or postings have a uniform appearance
5. Ensure that we communicate using a variety of inclusive methods
6. Ensure that there are multiple ways for parishioners to offer ideas and opinions and that they are aware of our communication channels.

In short, we will be:

Honest, open and accurate. Our communications will be accessible to all members of the community: they will be clear, simple and user-friendly, timely, up to date and relevant.

## **UNIFORM MESSAGING**

Key message: Our parish is facing one of the biggest challenges to its continued existence: if enacted, the option to create a new motorway junction and associated link road will have potentially devastating and irreversible consequences for both the local landscape and our community.

Key message: Pucklechurch Parish Council will do all that it can to ensure that its parishioners are informed, engaged and enabled to make their voices heard and to feel that their contribution to the consultation process has the capacity to make a real difference: no stone will be left unturned.

Key message: Pucklechurch Parish Council is unanimous in its opposition to the Eastern Options for junction 18a and its associated link road – the Eastern Options simply do not deliver the outcomes for which the cross-party campaign secured the finance for a feasibility study.

Key message: This is a whole parish issue – there are consequences for all areas of settlement. As Councillors, we act on behalf of the whole community and whilst acknowledging there are specific issues that will resonate with the residents of particular areas we make no distinction in fighting harder for one over another.

Key message: These options are not a planning application: they have been produced as part of the feasibility study funded by central government which is being delivered by an independent consultancy (CH2M) steered jointly by SGC and Highways England. If the scheme progresses, it would still require detailed design, evaluation, preparation of business cases and statutory permissions. It would be considered a national infrastructure project.

Key message: The Eastern Options would have detrimental consequences for the surrounding parishes – this is more than a Pucklechurch Parish issue. It's not NIMBYism to want to avoid the creation of new rat runs and traffic congestion over a much wider region.

Key message: This proposal would have irreversible consequences for the Bristol/Bath Green Belt but it also has potential consequences for our community identity, multiple designated heritage assets, our industrial and archaeological heritage, the conservation area, the character of the local landscape (including the setting of the Cotswolds AONB) and its biodiversity, as well as residential amenity, traffic and air quality.

Key message: This is not a done deal. Residents should be encouraged to participate in the consultation because if they don't it may very well be a done deal. There is much speculation about how building a road through the parish may lead to future housing development which could be a potential consequence BUT there is no evidence to support this as a driver for building the road. Our primary aim at this stage is to prove the Eastern Options are not an option.

Key message: PPC is aware that there are a number of speculative development proposals that have arisen from the PSP DPD and JSP 'call for sites' process. The plan-making process is still underway and more consultation is due over the summer. NONE of these sites has been approved but they have been offered by private developers whose concept

documents will always present a convincing case in their own favour whilst playing down the constraints.

Key message: The SGC mechanism for consultation is likely to take the form of an online questionnaire plus roadshows in community centres/libraries. Pucklechurch Parish Council will ensure that appropriate guidance, information and response forms are available in paper format as required and that residents will have access to accurate and up to date plans and associated documentation.

## **INFORMATION & ENGAGEMENT**

We will employ a variety of methods: these include and are not limited to:

- Face to face/word of mouth: e.g. PPC surgery/door to door/ public meetings
- Pucklechurch News (special edition)
- Email & mailing lists (Pucklechurch.org)
- Leaflets, flyers, posters, banners
- Press and local radio/tv contacts: press releases
- Formal PPC Council meetings (published minutes & participation)
- Networking: with community groups and other parish councils
- Social media: Twitter & Facebook
- Community/area/street champions: to be recruited
- Websites: PPC & Pucklechurch.org

### Main resources:

Parish councillors  
NP group & ALCA  
Residents  
District councillors and MPs  
Other Parish Councils  
Parish Council notice boards  
PCA & social club notice boards  
GP Surgery notice boards  
Bus stop noticeboards  
Businesses/pubs/clubs/shops  
Community Centre Community groups & networks  
Parish newsletters /magazine  
Local newspaper contacts BBC contacts  
Websites/Facebook/Twitter

\*new board required for Parkfield – needs planning permission

**ACTION.** Temporary noticeboard in a front garden to be sourced – RD.

Actions already undertaken include:

- Creation of dedicated website page, new Facebook page & Twitter feed as well as branding/logo for campaign literature (to be endorsed) - information transmitted via social media and direct contacts with local press secured
- “What you can do now” poster created – in bus stops and notice boards etc.
- Protest meeting – residents call to arms – extensive media coverage including BBC (TV & radio) Bristol Post, local free press x 3

- Face to face meeting arranged with SGC to discuss consultation mechanism to ensure adequate communication and inclusive process.
- Series of face to face meetings with other parish councils arranged
- Pucklechurch.org linked and reporting - website page to show live twitter news feed and encouraging people to sign up to the mailing list
- MPs engaged and residents corresponding
- Multiple responses to email/telephone enquiries
- Data bank of info being collated to inform consultation responses
- Window posters designed for Pucklechurch/Shortwood/Parkfield
- Road side banners have been designed (for approval)
- www.M418aNews.weebly.com set up to redirect to PPC website
- List of addresses being compiled for letter writers

**Some actions cannot be undertaken until the full detail of the consultation process and its timescale is ascertained. It is looking increasingly likely this will not start at the beginning of August. In advance of this a series of proposals to be agreed below:**

**Proposal:** to allocate up to £2000.00 for use as a fighting fund.

**ACTION.** Members agreed unanimously and approved authority be delegated to the Working Group – BS, GB and RD.

**Proposal:** write and distribute an extraordinary edition of Pucklechurch News as this is the most efficient way delivering a large quantity of info in an accessible format across the whole parish.

**ACTION.** Members approved the first issue to be arranged as soon as possible with a second as an insert in the planned September edition.

**Proposal:** to arrange a series of public meetings – including one specifically for Shortwood residents and one for Parkfield residents (location/times tbc and published via all resources)

**ACTION.** Agreed, in addition to the planned meeting 12<sup>th</sup> September, 2017, meetings to be arranged in Shortwood and Parkfield.

**Proposal:** to reintroduce Sat morning/Evening drop in sessions on weekly basis throughout consultation period (location/times tbc in Pucklechurch News M418a edition)

**ACTION.** Agreed, RD and CP to book venues and arrange a rota with members to cover sessions.

**Proposal:** provide series of drop-in sessions to assist those who need help to participate in consultation process. – location/times tbc – aided by community volunteers (see below)

**Proposal:** recruit community volunteers to be assist in leaflet distribution and to help residents respond to formal consultation (to be recruited via P. News/website/noticeboards/social media etc.)

**ACTION.** Agreed, meeting to be arranged with volunteers. LP to check room availability at Community Centre. BS to communicate with volunteers. BS landline phone number to be used as a means of response with answerphone message worded accordingly.

**Proposal:** to produce and position vinyl banners at strategic locations throughout the parish – designs provided for approval

**ACTION.** Approved.

**Proposal:** produce trifold leaflet(s) for all households in parish to inform of main issues, to promote engagement with the consultation and 'how' to (second wave of printed info).



**ACTION.** Approved. BS to contact Good Neighbourhood Group ref. delivery.

**Proposal:** set up a PPC working group Dropbox for document sharing

**ACTION.** Agreed.

**Proposal:** set up a working group to collate information/make contact/engage with hard to reach groups (elderly persons/ persons with disabilities and special needs)

**Proposal:** set up a working group to liaise with businesses/employers/shops

**ACTION.** Agreed. Working Group – CP, LP & RD - to target and arrange meetings with businesses and hard to reach groups.

### **Stakeholder Groups – Checklist**

Pucklechurch Parish Council and Pucklechurch Community websites (as well as social media and mailing lists) will be used as a continuous means of communicating with and providing information to as many people as possible. GB provided details of the main ways in which PPC could/would engage with particular groups (available on request).

RD – suggested affiliating to CPRE.

**ACTION.** Agreed. Annual subscription of £36.00 to be funded from 'fighting fund'.

### **BRANDING**

GB concluded PPC's leadership role can be reinforced by the consistent branding of all our communications: our website, letterheads and notice boards so they are easily recognisable and provided members with examples of the proposed artwork.

**RD proposed a vote of thanks go to BS and GB for the incredible amount of work they given to this project.** Members applauded.

### **10. Date of next meeting**

**Wednesday 2<sup>nd</sup> August, 2017 at 7:30pm in the Meeting Room, Pucklechurch Community Centre.**

The Council meeting closed at 22.10