

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 6  
NOVEMBER 2013, 7:30pm, IN THE MEETING ROOM PUCKLECHURCH  
COMMUNITY CENTRE, ABSON ROAD.**

**PRESENT.** R. Symons Chairman, Mrs G. Boyle Vice Chairwoman, E. Aze, Mrs Lori-Anne Button, Mrs L. English, P.J. Green, Mrs J. Hawkins, M.C. Smith, M.S. Watson.  
South Gloucestershire Councillor for Boyd Valley  
Debra Duke (Clerk)

**NO 1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillor Boyle.

The Chairman had received a letter of resignation from Councillor Peter Green, dated 6 November 2013.

**NO 2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**NO.3. TO CONFIRM THE MINUTES OF THE MEETING HELD ON 16 OCTOBER  
2013**

RESOLVED: The minutes of the meeting held on 16 October were approved as a correct record and signed by the Chairman subject to the amendment of minute item 11b to as follows:

Following the responses from a questionnaire circulated to every house in the Parish regarding the next steps for the Village Hall Make-over, the Council felt that it should take the lead in driving the project forward. Councillor Hawkins was asked to liaise with all key stakeholders to gather information which would enable the Council to propose a way forward. During this time a new Community Association committee was elected. This committee has reviewed the role of the hall within the community and are working up plans to ensure it meets the needs of the Parish. To that end the Parish Council have put on hold any action it may want to take and will await a report from the Community Association in the New Year. Thanks should be given to all those who have been involved in the discussions and for those who gave up valuable time to produce discussion documents.

RESOLVED:

1. To suspend any associated Parish Council activity
2. To request that the PCA provide a report, in approximately January 2014, about their future plans for the Community Centre.

*Councillor Aze arrived at this point.*

**NO.4. EMERGENCY PLANNING PRESENTATION**

*Councillor Button arrived during this item.*

Hayley Brazier, South Gloucestershire Emergency Planning Officer, presented information about her role. The Civil Contingencies Act 2004 required each local authority to have an emergency plan. Extending emergency plans to local council

level were important to improve community resilience and increase availability of local knowledge and aid other services' responses. Planning would reduce the impact of an emergency and manage expectations about what external organisations were able to provide.

The three main roles that SGC supported were; feeding, accommodation and transport. Pucklechurch Parish Council was the pilot for SGC.

The Emergency Planning team provided check sheets and guides on the website but this type of planning went into more detail. The accountability of this plan would be with the parish council and SGC would help to facilitate.

Agenda item 10a was considered at this point.

*Councillor Watson left the meeting at the end of this item.*

## **NO.5. PUBLIC PARTICIPATION**

None

## **NO.6. CORRESPONDENCE**

### **No.6a. South Gloucestershire Deaf Association Newsletter**

Newsletter, included details of AGM on 17 December.

### **No.6b. Letter from Victim Support**

The letter requested donations to support their service. The clerk had sent them information about the grant application scheme. The letter was noted.

### **No.6c. Letter from British Red Cross Fire and Emergency Support Service**

The letter introduced the service provided in emergencies. It was suggested that they should be contacted during the emergency planning process. They were also available to give talks to groups/meetings which was noted.

## **NO.7. FINANCE**

### **No.7a.To RECEIVE budget update**

A seven month budget update was presented. This showed an overspend of £1327 to the budget to date, and a projected overspend of £1376 for the whole year. The finance working group had reconciled the bank statements and accounts.

RESOLVED:

That the finance report be accepted as a true record.

### **No.7b. To INSTRUCT cheques to be signed**

RESOLVED:

To approve payment and authorise signatories to raise the payment for PATA- for setting up payroll system- £20.00

## **NO.8. PLANNING APPLICATIONS**

### **No.8a. PK13/2621/F 85A Parkfield Road Pucklechurch BS16 9PS, Change of use of land to gypsy caravan site comprising of 1 no. mobile home and amenity unit**

The site was outside of the settlement boundary. The council had regard to Government Planning Policy for traveller sites (issued March 2012).

RESOLVED: To object for the following reasons:

1. This proposal amounts to inappropriate development of the green belt. Government planning policy for traveller sites was issued in March 2012. It makes clear that both temporary and permanent traveller sites are inappropriate development in the green belt and that planning decisions should protect green belt land from such inappropriate development. This policy was further supported by a recent ministerial statement by Local Government Minister Brandon Lewis.  
<https://www.gov.uk/government/speeches/planning-and-travellers>
2. The site sits outside the agreed village settlement boundary and if permitted would contribute to undesirable ribbon development.
3. PPC believes that by default the site reverted to green belt status when Mrs Wendy Ayres' conditional permission expired in August 2011 and certainly when Mrs Ayres' most recent application was finally disposed of on 15/7/2013 (PK11/3976/F).  
The safe-guarding of this site as a Gypsy and Traveller site should have also lapsed at that time since status of the site was dependent on Mrs Ayres' occupancy.
4. The lack of suitable information regarding the exact nature of the development – the Design and Access statement is still written as if the chalet has not already been constructed and occupied by Mr & Mrs Ayres. The new property is significantly different to that which was there previously and consequently makes an even bigger impact on the visual amenity and openness of the green belt (images of the old caravan were submitted to Roger Hemming at SGC by Chris Davis in response to PK11/3976/F on 2/4/2012).
5. PPC notes the comments submitted by Lisa Price (Strategic Planning Policy & Specialist Advice Team) that “the 2007 appeal decision highlighted that although the development was inappropriate and would therefore by definition impact on the openness of the Green Belt, the site is well screened and did not appear to negatively impact on visual amenity”. These particular comments were made in relation to the scale of the mobile home positioned on the site at that time and not the considerably larger chalet which is there now. PPC would contend that the new larger white chalet, with its associated newly installed gates and gate piers, has far greater impact on the visual amenity of the green belt and the local hedgerow than the old mobile. None of the photos submitted show the chalet or the gates from the roadside nor do any of them show it from the open countryside to the south or from Kings Lane. No images have been supplied to show what the new chalet has replaced so those previously submitted by Chris Davis should be referred to

(see above). Apart from the new building, the parked cars and vans associated with this site are also having a negative impact. That Lisa Price should be able to conclude that the new property has 'acknowledged limited impact on visual amenity' based on what was written in 2007 about a completely different and unoccupied building is not acceptable.

6. The lack of any detail regarding very special circumstances offered in mitigation of the potential harm to the green belt – most of those offered in the Design & Access statement are purely generic and have been repeated word for word in other applications relating to other Gypsy & Traveller sites in South Gloucestershire recently. More than half relate to the lack of provision of suitable sites locally, which the Minister has made clear is in and of itself unlikely to constitute the special circumstances needed to justify inappropriate development in the green belt. No evidence has been provided to demonstrate any searches that have been made to find alternative accommodation nor has any been offered to show why the applicant's previous accommodation was no longer suitable.
7. With regard to the other special circumstances offered, there is no compelling health or educational reason suggested as to why this particular site is better to be occupied rather than any other. Indeed Jo McKean (Welfare Liaison Officer, Ethnic Minority & Traveller Achievement Service) has in part contradicted these assertions in a letter regarding this application dated 26/6/2013, in which she states that there are no health issues.
8. Previous applications have in part been refused on the grounds of highway safety (see 'Proof of Evidence of Ali Khayatian for SGC Transportation' offered at Mrs Ayres' appeal ref. APP/P0119/A/07/2037329). Many of the issues raised then are still entirely relevant. There is no bus service along Parkfield Road, no continuous footway (none at all by the property) and no continuous street lighting. The entrance to the site is rendered almost invisible by its position. Pedestrian and driver safety is already being compromised.
9. As far as PPC is aware the site is not connected to the main public foul sewers – no detailed information has been offered about drainage or reasons offered as to why the property should not be connected to the public sewers.
10. PPC notes that the comments submitted by Jo McKean (Welfare Liaison Officer) with regard to this new application make reference to Mrs Wendy Ayres, who had been previously granted permission for change of use, subject to condition. Contrary to some of these comments, PPC believes that Mrs Wendy Ayres had not lived at the site for some considerable time before the current occupants began to live there. Several residents living within the immediate vicinity of 85a Parkfield made submissions to this effect in relationship to planning application PK11/3976/F, which was recently disposed of. PPC corresponded with SGC Planning Enforcement (Kevin Hooper) regarding this matter on 25/3/13:
  1. *Planning permission for Mrs Ayres occupancy of the land expired in August 2011 after which the land should have reverted to green belt*

*2. There is compelling evidence that Mrs Ayres had not been living on the site and does not live there now*

*3. We have been notified that a request has been made to remove Mrs Ayres from the electoral register at the address so it is clear she does not intend to live there in the future. The Inspector who allowed Mrs Ayres' appeal was clear that when either she or her immediate dependents ceased to live at the site or at the end of four years (whichever came first) it should revert its former green field status.*

*4. No plans have ever been submitted by the occupier of the considerably larger mobile home that has been constructed on the site*

*5. The current occupier of the site has therefore also not attempted to demonstrate any special circumstances*

If Mrs Ayres' health had been a consideration with regard to the previous application it was never offered for consideration as a special circumstance and was also never offered as an explanation for the current occupancy.

PPC would like to request that SGC should make all correspondents who made comments on PK11/3976/F aware of this new application and that its comments are provided in full to the appropriate committee.

### **PK13/3476/F Unit 18 Pucklechurch Trading Estate Pucklechurch Erection of temporary industrial goods canopy.**

Councillors did not object to the development in principle but wished it to be time limited to ensure it was temporary and for a condition reference light pollution.

#### **RESOLVED:**

That no objection in principle be raised, however, as the application is for a temporary structure the council assumes that this would suggest a permanent solution will be forthcoming so the permission should be time conditioned. Also reference is made to a 'superior lighting system' - what does that consist of? The council also requests a condition to be placed on this that ensures no increase in light pollution from the estate.

#### **No.8c. To NOTE planning application results received.**

One approval with conditions had been received:

- PK13/2602/RM; Emersons Green East Bristol BS16 7AH; Construction of road 2A, including carriageway and footway. Construction of steps (down to road 1A) and associated landscaping. Approval of reserved matters to be read in conjunction with outline planning permission reference PK04/1965/O.

A submission of no comment had been made about this application, council meeting 7 August 2013.

### **NO.9. REPORTS**

#### **No.9a. Parish Councillors written reports**

Councillor Symons had circulated an update from the Prison Liaison meeting held on 23 October, attached to the minutes as appendix A. Concerns were raised about

prisoners being able to apply for release on temporary licence. This was only considered after a stringent risk assessment.

Councillor Smith said that following the twinning celebrations this year there were a number of prints that the council needed to distribute and decide how to do this.

**RESOLVED:**

To consider the distribution of the twinning prints at the meeting held on 4 December 2013

**No.9b. Councillors report from Parish Council Saturday Open Morning**

Councillor Button reported that three residents had visited the session about the following issues:

1. The on-going query about a footpath at St Aldams play area. The council was waiting for a detailed reply from SGC Rights of Way officers.
2. The Shortwood Road travellers site. Following the recent removal of a mobile home from the site concerns had been raised about the day room. The council had objected to this planning application and would provide this information to the resident.
3. The traveller site by the pet cemetery, Westerleigh Road. Enforcement notices had not been acted upon. SGC would be contacted about the next steps that would be taken.

**RESOLVED:**

To undertake the following actions:

1. Contact SGC Rights of Way team for a reply;
2. Contact the resident about the footpath at St Aldams play area with an update;
3. Contact the resident about Shortwood road travellers site with a copy of the council's objection to the day room;
4. To contact enforcement officers at SGC asking about the next steps for the travellers' site near the pet cemetery, Westerleigh Road.

**No.9c. Report from Boyd Valley Councillors.**

None.

**No.9d. Verbal report from the Clerk**

Councillors were reminded about an upcoming briefing from SGC about the Policies, Sites and Places DPD, Town Centres and Retailing Test on 14 November.

All were informed about the next Safer Stronger Communities Group meeting that would be held on Thursday 5 December at 7pm in Dyrham and Hinton Hall.

A review of actions from minutes had been completed. Two were outstanding: the reply to SGC about community plan actions; and the Woodlands Working Group to consider future uses and how the area should be managed.

The clerk had attended budget setting training that day and would send out more information to councillors by the end of the week including a proposed timeline for the production of the budget and request for precept.

RESOLVED:

1. To source professional advice for the management and future use of the woodland **DD**
2. To send a reminder about the community plan actions reply **DD**

## **NO.10. AGENDA ITEMS**

### **No.10a. To REVIEW the Emergency planning document**

Councillors Hawkins and Smith had been working with Hayley Brazier to make a template emergency plan. It was suggested that a working group, made up of councillors and other interested persons, be established to work on the contents of the plan.

Councillor Hawkins had advertised for volunteers to help at the Revel and the PCA Open day. The parish council had a role to lead on the work and then ultimately to maintain the plan but other people were needed to get involved. The completion of the plan needed to be done by the parish, in order to capture the necessary information, risks and resources. It was suggested that without any external volunteers an informal meeting of all councillors would be held to discuss the information required and how to complete the plan. Any recommendations and decisions from this meeting would then be presented to the next full council meeting.

RESOLVED:

1. To approve the emergency plan template document
2. To arrange an informal meeting date for discussion of the information required for the emergency plan **JH**

### **No.10b. To APPROVE the Grant allocation policy, REVIEW the grant applications received and ESTABLISH working group to make recommendations to the next council meeting**

A draft allocation policy had been circulated which summarised points made within the application pack and stipulated that applications would be judged on their own merits.

RESOLVED:

1. To review the applications received before the next meeting **JH, LE**
2. To consider the applications and allocate grant funding at the meeting on 20 November 2013

### **No.10c. DISCUSS council's report for Pucklechurch News and any special notices for next edition**

This had been completed in order to meet the publication deadlines.

## **NO.11. DATE OF NEXT MEETING**

The next Parish Council meeting would be held on Wednesday 20 November 2013, at 7:30pm.

Minute item 9a  
Prison Liaison Meeting held on 23rd October 2013.

Attendees:

Simon Harding, Ray Duckworth, BoB Symons. Claire Bristow, Mandi Smith. Eddie Aze, Steve Reade.

Prison Management Update:

On the first of July the Ashfield commenced the intake of prisoners. There are currently around 400 in residence. The transition from a prison perspective went very smoothly and the inmates are now settled into their new surroundings. The age split is around 60% over 30 and 40% between 21 and 30. The prison has moved from being very reactive to a more compliant population with the majority being in for longer terms.

Unfortunately there were circa 200 staff redundancies, where possible redeployment was offered.

There have been three releases since the start up, it was confirmed that all were taken from the prison to local train stations. This dispels the rumour to the contrary.

Release on Temporary License is under review, but if considered for a prisoner, it is accompanied by a very stringent risk assessment. This robust process will ensure that there can be no risk to the parishioners.

There have been no escape attempts and the Prison Management have no concerns regarding the safety of the parish.

Looking forward; there are likely to be around 10 releases per month, all will be driven away from the village and each will have a strict timed process agreed by all relevant government departments and will be required to sign in at their destination. In terms of re-offending, it is nationally only 5% for this type of prisoner.

Local concerns:

Visiting hours are restricted but it makes for very busy weekends, currently these are being reviewed. There is a robust vetting process to ensure that authorised visitors attend only and are usually family. This is undertaken by the Public Protection Department.

Date of next meeting: Wednesday 8th January 7.00 Village Hall.