



Dodington Parish Council

MINUTES of the Meeting of the **Planning & Transport Committee** held in the Council Chambers at Dodington Parish Hall on **Monday 28th October 2024** at **7.30pm**.

PRESENT: Councillors Richard Evans, Bob Graham, Christine Howard (Chair of meeting), Paul Hulbert, Sarah Hurley, Adrian Hutton and Jean Thomas,

Also present: Clerk – Hannah Saunders (Clerk for meeting)

1. APOLOGIES FOR ABSENCE AND REQUEST FOR APPROVAL

Apologies were received and accepted from Cllrs Sandra Jee, David Fitt, Chris Zapata and Oliver Lodge

2. DECLARATIONS OF INTEREST UNDER LOCALISM ACT 2011 AND REQUESTS FOR DISPENSATIONS

None

3. PUBLIC PARTICIPATION

None

4. MINUTES OF AND MATTERS ARISING FROM THE PREVIOUS MEETING ON 16th SEPTEMBER 2024

It was **RESOLVED** that the minutes, as printed and circulated, be confirmed as a true record. Cllr Christine Howard signed a copy of the minutes.

Matters arising – not covered during course of agenda: -

- Clerk confirmed that WECA had updated all the bus timetables in bus shelters.
- Cllr Chris Willmore is investigating the scoring system used for the rural wards Quiet Lane applications.
- Estates officer has tidied up the Burial Ground notice board – vastly improved. Members expressed gratitude.
- A joint meeting was held between Yate Town Council, Westerleigh PC, Wapley Bushes and Dodington PC to discuss Mousewell Farm. It was a useful meeting. The full planning application is yet to be submitted, and Meeting Places have just requested a further Teams meeting with the various town and parish councils. The clerk will forward the documents they have updated out to members.
- 3 members and clerk attended Armadillo the previous week – and found out more about the venue – who it caters for (not just young people) and received a guided tour. Thanks were extended to Leah Collier – officer at YTC.

5. PLANNING MATTERS

Planning Matters covered can be viewed in Appendix 1 attached to these minutes.

6. BURIAL GROUND

Members reviewed survey regarding potential burial ground extension – and minor amends were suggested – including further explanation of precept, reassurance that Parish Council would still continue to maintain facility even when it is closed and checking of dates. Members felt a QR Code should be added – so that people had chance to respond online – instead of completing paper form (ultimately this will save Dodington the cost of the postage back – but it gets the message out there). With a page set up on website – it will also give other people opportunity to comment. A date for the questionnaire to be returned was agreed (**PMN** due to post issues 31st January 2025). It was agreed that there be photo's and a map on the back of the A4 sheet and it being delivered in an envelope was a good idea. The costs quoted in the summer – are the same – as such it was **RESOLVED** to print the survey and have it delivered over the Christmas period so analysis could take place in February 2025.

Following previous weeks meeting when general tree surveys were reviewed – Clerk presented members with quote for tree work at Burial Ground. This was duly discussed – and due to prominent position of tree – it was agreed to give fair warning to Church and that perhaps at this stage for it not to be felled to ground level and stump ground – but taken off below the 2 limbs leaving approx. 1metre of trunk (it wouldn't be a trip hazard).

It was **RESOLVED** to proceed with the work – and instruct tree surgeon to carry out work as soon as possible. In meantime estates officer to keep an eye on tree.

7. PARISH HALL

Clerk explained need to replace blinds on the Velux windows and quote was presented. It was agreed that further quotes weren't necessary and **RESOLVED** to proceed with replacements.

Following investigation into why part of the roof above chambers / hall is still showing signs of leaking (when the rain is torrential) – Clerk updated members on findings – and recommended that a full / comprehensive survey of roof / gable end / and loft space be carried out – so that members had a clearer idea of work required and had a brief to go out to companies to tender. It was **RESOLVED** that this be best way forward. In the meantime – Clerk to see if a local contractor could pop some silicon seal on lead flashing above chambers – to hopefully act as a barrier should it rain heavily again.

Clerk informed members that it had been agreed for 3 x families from school (that had children with special needs) could use the parish car park for drop off / collect. They were aware that Monday's and Wednesdays were quite busy – so a space wouldn't be guaranteed. These families would still buzz in via school – so no additional work for Dodington Office. Due to the barrier being operational – inconsiderate and dangerous parking outside the school on Finch Road has been noted – and Park Legally at SGC informed. Leadership team at school are aware that the community spaces at Co-op can be used by parents / carers as well – and cut through to back gate is easy and safe.

8. SHIREWAY

Clerk updated members on information received regarding land adjacent to Shireway Community Centre that is due to be auctioned on 5th November 2024. The legal pack has now been made available for viewing – and Cllr Chris Willmore has been in touch following conversations with SGC regarding the leased part of the plot. She suggested finding out if Dodington's current insurer would add this land to schedule if it were acquired (and what cost / liability would be) considering it is land that has been tipped on previously. Subject to being able to get insurance – it was suggested that Parish Council could try and put in a low bid (given history of site) and try and secure for future.

Clerk explained to members – that to investigate this – and revisit would be a reversal of resolution taken the previous week at CL&E (Minute Ref 6 CL&E 21st October 2024) and as such would require 3

members to email Clerk requesting motion for reversal on next meeting (F&GP on 4th November). This would then allow members to discuss further whether they would like to pursue. Timescales are tight – and but it was agreed if current insurer would add land to schedule – members should consider.

PMN After speaking with Zurich on 22nd October 2024 – Clerk confirmed to members that land could be insured and explained what liability would be regarding contamination. Given this – clerk received enough requests to reverse resolution – and this motion – plus motion to discuss further potential acquisition of land is included on F&GP agenda for 4th November 2024. Clerk will provide a report ahead of that meeting.

9. QEII

Following on from previous week's meeting – Clerk confirmed that landscape architect had received report from arboriculturist and was now in a position to finalise the plans for the scheme at QEII. Andrew Sanders had also agreed to handle all queries in relation to project from contractors looking to bid – and would look at a scoring matrix. He would then review tenders and summarise / present to members as CL&E committee had suggested. So, although end October won't be met for getting tenders onto contract finder – there is positive progress.

10. FINANCE MATTERS

Members viewed the YTD spend for committee against Budget and EMR figures to end of September 2024 – all in order.

Members then discussed objectives for the Planning and Transport Committee and looked at budget for forthcoming year 25 – 26.

Whilst this committee has previously been able to keep maintain a relatively small budget with limited increases – with the increase in costs regarding grounds maintenance anticipated – and in order to move forward with Climate Emergency projects it was felt that an increase was necessary.

The most significant EMR budget for P&T is the Burial Ground Extension – and until members make an informed decision regarding that – EMR needs to remain. As with previous discussions – if monies not required – then they are to be transferred to General Reserves. As such no monies available via EMR for the revenue budget 25 – 26.

A conservative increase of £5,180 was tabled – but there was concern that this may be tight – as such a second figure of £40, (increase of £10,680) was to be included in the first draft – and then reviewed during second round of budget meetings.

This will see a potential increase of between 17% and 36%.

11. ITEMS TO REPORT

Clerk reminded members:-

- Office would be short staffed first week in November due to Annual Leave. There has been a lot of sickness / absence over last week (flu / chest infections and minor surgery) but it is hoped that by beginning November team will be back to full strength health wise and just have annual leave to deal with. Staffing matters will be included on F&GP Committee scheduled for 4th November 2024.
- Sunday 3rd November – see's Raysfield PTAs annual firework display – Martial Arts (who will be using hall) have been informed.
- Sunday 10th November – Remembrance. Wreaths will be in office from Monday 4th November 2024 for collection. As Cllr Louise Harris unable to attend St Nicks this year – Cllr Sarah Hurley agreed to represent parish (if nobody else were able to). Cllrs CZ, AH, CH and PH would be attending St Mary's, Yate, St Peter's Wapley and the Chipping Sodbury parade.

- Clerk is applying for a small grant of £5k from National Grid – if successful this will go towards solar project future proofing the parish hall.
- Clerk has had a meeting with SGC regarding some of the adhoc shrub beds, planting, hedges that Parish council took on historically. It would appear that some of the sites are getting overlooked by current contractor – Clerk thinking of taking them out of tender – and handling a separate project (possibly under LNAP).
- Work at Wapley re tree’s is nearly complete. Stump grinding will be carried out on 31st October, with final extraction of wood on 1st & 2nd November. 6th and 7th November will see the footpaths reinstated and then later in month 21st the new signage will be installed. Cllr Jean Thomas commented on how good the new footpath through Centenary wood was.
- Finally, following on from previous weeks meeting – Clerk has been getting quotes for the containers (planters) to go outside shops on Heron Way. Need to double check what they are to be made of – as want to ensure they are durable and safe.

The date of the next Planning Committee meeting – Monday 2nd December 2024.

As there was no further business – the meeting was closed at 21.05pm.

Signed Committee Chair

Date

APPENDIX 1

Planning matters considered (as per SGC Planning Portal)

P24/02441/TRE|Works to 1no Sycamore (G3) to remove overhanging limb, 1no Sycamore (G3C) to remove dead and dying limbs, 1no Norway Msple (T29) to crown lift to 3 metres and 2no Field Maple to remove deadwood and overhanging branches. All covered by TPO 373 dated 3/9/1986. |

Lilliput Court Chipping Sodbury South Gloucestershire

<https://developments.southglos.gov.uk/online-applications/applicationDetails.do?keyVal=SLGBC9OKGRV00&activeTab=summary>

This application was from DPC for works to tree's that council are responsible for. NO ISSUES

P24/02388/PNH|The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 5.3m, for which the maximum height would be 2.99m, and for which the height of the eaves would be 2.57m. |

The Barn Chescombe Farm Dodington Road Chipping Sodbury South Gloucestershire BS37 6HY

<https://developments.southglos.gov.uk/online-applications/applicationDetails.do?keyVal=SL56X4OKGGK00&activeTab=summary>

P24/02389/CLP|Erection of a single storey side extension |

The Barn Chescombe Farm Dodington Road Chipping Sodbury South Gloucestershire BS37 6HY

<https://developments.southglos.gov.uk/online-applications/applicationDetails.do?keyVal=SL56Y6OKGGM00&activeTab=summary>

Both of these applications are regarding same property / extension – and members RESOLVED no need to comment at this time – as LPA would possibly require a Full Planning Application to be submitted and that would be time to comment.

P24/02226/HH|Erection of 1no. machinery store building (retrospective). Demolition of metal shed and poly tunnels, erection of 1no. greenhouse with associated works. |

Gardeners Nursery Yard Dodington Lane Dodington South Gloucestershire

<https://developments.southglos.gov.uk/online-applications/applicationDetails.do?keyVal=SK3WCTOKN4K00&activeTab=summary>

It was noted that all the necessary reports had been supplied with application – and that works would be an improvement to the site. After due consideration it was RESOLVED that there were NO ISSUES with proposals.