

- Olveston Parish Council endorsed the findings of the Housing Needs Survey.
- Councillors were reminded of the definition of Affordable and Social Housing as set out in the report.
- Olveston Parish Council are keen to preserve the amenities within the parish. To maintain these facilities it may be necessary for development to include affordable and downsizing developments
- As Olveston Parish Council wishes to bring young people into the Parish and encourage those already living here to remain it will be necessary to develop low cost housing where possible.
- Where possible Olveston Parish Council will actively encourage the development of affordable housing on brownfield and infill sites. However as Olveston Parish Council has no direct control over planning decisions it is heavily reliant on South Glos. Council to consider our recommendations. In the event that South Glos. Council does not accept our recommendations Olveston Parish Council may be forced to consider a rural exception site. However this would be only considered if no brownfield site or infill site can be found and would be if no other solution could be found. In order to facilitate this policy Olveston Parish Council would endeavour to undertake a practical assessment of these sites led by South Glos. Council.
- Olveston Parish Council will continue to take into consideration when commenting on a planning application the need for smaller and starter homes, and will actively encourage responses from the local community.
- Olveston Parish Council also recognises that where more developments take place within the parish, consideration must be given to the infrastructure and a continued need for its improvement in all areas.
- Olveston Parish Council will consider the feasibility of providing a statutory neighbourhood plan at a later date.

Mr Hughes proposed that these notes were a fair reflection of the meeting held, and asked that they be formalised as a set of minutes that could be forwarded to Mr Riddle and the Housing Needs Subgroup for action, this was seconded by Mr Baxter and agreed by all present. Mr Hughes then suggested that two members of the Housing Needs Subgroup plus three members of Olveston Parish Council should meet with Mr Riddle and representatives from South Glos Council to identify whether there were any potential sites in the parish for potential housing development, and offered to contact Charles Patterson and other members of the OPSG – Housing Subgroup to take this work forward.

Traffic & Parking –The objectives of the Olveston Parish Steering Group - Traffic & Parking Subgroup (02) was to investigate Parish concerns ref Parking/Speeding issues; recommend actions to be examined to retain aesthetic nature of the parish. In Summary, the Subgroup’s report identified the following:

- Parking - Areas / places identified which are causing problems; Lack of enforcement; Parish used as *Day Park*; Increasing lack of parking space
- Parish roads being used as a *Rat Run*; Speed of traffic through Parish; Increasing use by heavy commercial traffic
- Confusion due to number of road signs
- Need for enforcement

Olveston Parish Council has since discussed all aspects of the subgroups report, and Mr Hughes has offered to take the lead on behalf of the Parish Council. A meeting was held on 16th January with Tockington residents about traffic issues, and separately with Mr S Symonds, Headmaster of Tockington Manor School.

The meeting on the 16th January was held in the Swan at Tockington, and involved Pat Hinton, Cath Purchase, Barrie Cragg, Tina Fear, Jeanette Treby, John Hughes (OPC), Nick Fear, Rod Offer, Cath Offer, some of whom were on the original OPSG Subgroup (2). Mr Hughes confirmed that the major reason for taking action regarding traffic and parking in the villages is to improve safety for everyone and that this should be emphasised to South Glos in the strongest possible terms. The aesthetic considerations are secondary to safety but also very important.

Rod Offer suggested the group refer to the following report which outlines suggestions for slowing traffic down including width and weight restrictions, as well as options for 'softening' centres of villages.

http://www.dorsetaonb.org.uk/assets/downloads/Dorset_AONB_Partnership/trafficinvillages-web.pdf

The group discussed the following issues:

- *The A38 getting busier - drivers not using the motorway, the knock-on effect pushing traffic through the villages via Washingpool Hill Lane, and suggested that the initial push should be for 'no lorries' in the villages.*
- *Travel Plans - Olveston School has a plan whereas Tockington Manor School (TMS) does not*
- *Coach issue - TMS have links with local primaries and Monmouth School which has led to increased use of coaches on Washingpool Hill Lane. There has been a minor improvement to the verge opposite the school but concerns have been raised over potential damage to the ha-ha. The minor improvement was made to allow cars to pass but was not intended to be a layby for coach parking. Coaches are currently unable to park in the TMS car park as there is not sufficient room to turn in. The parking of coaches and providing a turning area is still a matter to be resolved.*
- *Left hand side of Tockington Green: two accidents have occurred recently due to the speed of traffic through the village, with cars written-off*
- *Denys Court to Catherine Hill: increased traffic parking to the rear of the old newsagents*
- *The importance of amenities in village, such Green Lane Garage, but accommodating the additional parking required.*

The meeting then discussed possible solutions:

- *Options for increased parking in the villages – such as Dawes forecourt; Extending the School parking area; Increased perpendicular parking at the bottom of Orchard rise; the tarmac area 50 yards to the right in Bramley Close; the green area at the top of Orchard Rise; The Green, Olveston (by the bench); extending the car park at the Parish Hall/ Tennis club; utilising the Old coach park opposite Tockington Green; Perpendicular parking on green area of Pool Corner; Manor Park Green (although shared ownership by residents).*
- *Felt there was a need to promote car-sharing, and increased awareness of Four Towns Community Transport*
- *Is street-lighting a viable option, will this make a difference to where residents park?*

The meeting noted that there is due to be a counter on Washingpool Hill Lane, near the end of the 30mph limit to record travelling speeds through the village - although planned for the 18th January as of the 21st it was not in position. There was also a suggestion of increased community involvement with a community group to recruit other residents.

The meeting closed with actions for Mr Hughes to write to TMS to ask to produce a Travel Plan; for a map of the main points of the village to provide a visual aid; and for a meeting to be set up between South Glos Council (Matthew Riddle and a representative of the Highways Department, possibly Chris Hanson as he was involved with the parking around the school), Olveston Parish Council and residents Pat Hinton (potential Chairman), Cath Purchase, Barrie Cragg, and Rod Offer.

Mr Hughes has since provided an A2 map of the parish to be marked up with a suitable code representing all the different types of traffic & parking issues, and has discussed some of the issues with Tockington Manor School, who have offered a representative for the meeting(s) with South Glos Council. Currently TMS do not have a travel plan (that would include Parents, Staff, Use of travel Buses, turning of Coaches etc), so Mr Hughes is arranging for discussions to take place with Olveston CEVC, and has offered contacts with the H&S Office at Wycliffe College who have had similar issues. The issues are compounded by local schools using TMS swimming pool and arriving in large coaches. The Parish Council meeting also wondered whether the TMS mini buses could be used as a local amenity.

Mr Hughes is keen to ensure that the basics are completed, and to understand where the money to affect improvements would be coming from. In terms of timecales Mr Hughes wants to ensure that the meeting with SGC involves a walk around the Parish in the next 6 weeks, with a response from SGC in April/ May. The meeting also recognised the importance of publicising this work.

The meeting heard that CiL payments or even Section 106 agreements for larger developments could be used to fund some of the parking solutions, although the Clerk pointed out that CiL payment received for 2016 was £137.30 and unlikely to meet much of the costs anticipated.

Min 6/17 Meetings with Other Local Bodies

SGC Consultations – Chairman & Clerk to arrange a meeting to discuss the handling of future SGC Consultations with Julie Grindall.

Min 7/17 Committee reports

1. Recreation & Leisure

Date of Meeting - Tuesday 10th January

2016/17 Grass Cutting Contract – Mr Panes emphasised the importance of closing out this action by confirming the Contract letters. Amendments to Maps are also required, Mr Panes will amend Paper Copies for Mr Baxter to update electronically.

Update of 'Approved Contractors register' - Mr Panes confirmed that Contractors need asked the Clerk to complete the work by the next Rec & Leisure meeting.

2.5m Tree Canopy – RGS have begun work, Mr Panes to monitor progress.

Aust Verge Parking – Further chippings to be installed in November'16, Mr Panes to confirm with Mike Taylor.

Broken & Damaged Stiles – Mr Panes to confirm that the work has been done where Stiles have been replaced with Kissing Gates, and understands that ownership of the wall supporting the stone stile in Vicarage Lane is still being sought so that the work can proceed.

Committee Room Table – Work has been completed, Clerk to write letter of thanks saying what a good job

Tockington Phone Box – Mrs Savage has made extensive attempts to contact the new guardian with no success. A new guardian is required. It is suggested that a note be put into the box advertising for a new guardian or face closure of the 'Tockington Tardis'. The Clerk noted that no residents have come forward about the Olveston Telephone Box and that it can be removed.

New Tennis Clubhouse – Frustrating, but due to be completed by end of January 2017. Apparently the Tennis Club have not agreed landscaping around the Clubhouse adjacent to the Play Area with the Contractor. Tennis Club to make suggestions for Parish Council consideration (need to ensure adequate access for RGS & Equipment maintenance). Parishioners have questioned the height of the building which needs to be checked. Mr Panes to discuss with Cyril Hicks access to retrieve balls from the adjacent field. Mr Panes is due to meet with the Tennis Club on the 29th January to discuss landscaping issues, to emphasise that the contractor has to clear the car park for the 2nd week of February when the Parish Players are performing Peter Pan. RGS have confirmed that they can use the Right hand side of the Parish Hall to access the play area, and noted that a new footpath sign is required. Mr Panes to also discuss whether the Tennis Club still require the rebound wall and whether it can be moved in line with the new club house, also about white lining.

Fencing around 3rd Court – Formal Quotations have now been received from 3 Companies. One tender is £3,000 less than other two. All need to be checked against the specification, as well as build quality before an order is placed. Expenditure needs to be approved at the next Parish Council meeting along with suggestions as to the source of funding.

The Parish Council have long noted the repairs that are required at various points around the perimeter fencing of the 3rd Tennis Court, increased use of the area for 5-a-side has put additional strain on the bottom of the fencing and increased the regularity of balls landing on the Parish Hall Roof. With the new Tennis Clubhouse close to completion, and the works undertaken to improve the Parish Hall by the Management Committee, the Recreation & Leisure Committee undertook to identify the costs involved in renovating the fencing and extending the height of the fencing, to hopefully prevent balls ending up on the Parish Hall roof and all the problems that are related to incidents when this happens. Three Companies who have worked with local Tennis Clubs and MUGA providers were approached to quote against a specification written by the Recreation & Leisure Committee. Alphafence were competitively priced, and during a site visit made several recommendations that were felt would improve the outcome of the project. Testimonials and suitable Company Literature were also provided.

Mr Panes has subsequently received a formal quotation for £8,980.66 + Vat to covering:

1. Removal of the old plywood tennis rebound boards and carpet (and associated diagonal bracing struts), as well as the existing chainlink fencing, and wood edging all around the court (including the cladding on the existing double leaf gates), and the gate & frame between the court and the Parish Hall Building.
2. Clear back the vegetation on the perimeter of the Court (as discussed)
3. Re-use the existing uprights (straightening and making good where necessary) around all 4 sides of the Court.
4. Fit 3 metre high (green coated finish) weldmesh around the entire perimeter as well as the existing double leaf gates.
5. Fit 250 x 50 mm timber boards to all 4 sides of court (and gates) at the bottom of the weldmesh.
6. Provide & fit new phenolic-faced sports plywood rebound boards for 3 bays either end of the court (to a height of 1.5 metres), attached to new upper and lower steel horizontal rails. The rebound boards on the field end of the court to be strengthened with diagonal bracing struts.
7. Fit 1.5 metre high extensions to the existing uprights at the Hall end of the Court and hang suitable 1.5m netting across that side of the Court, above the weldmesh.
8. Remove from site and dispose of (to appropriate standards) all waste materials.

Mr Panes and the Recreation & Leisure Committee noted that the Projects budget is significantly underspent, anticipated projects will not incur funding in this financial year so that £5,500 could be transferred for Play Area maintenance, remaining funds would come from within Recreation & Leisure own budget (defer the majority of 'Building Maintenance', and 'New Equipment' to 2017/18, and recognition that the Parish will not now face additional 'Dog & Litter Bins' costs in this financial year. The current balance for Recreation & Leisure is £4,564.76 (as at 17th January 2017), so with the £5,500 would have sufficient funds for the Fencing project. Mr Panes therefore proposed the budgetary transfer of £5,500 and that the Parish Council proceed with Alphafencing quotation above providing the work is completed in this financial year, Mrs Savage seconded the proposal and all Councillors present agreed.

Action 7/17/01

Clerk to formally request Alphafencing commence work

Parish Noticeboards - *Webwood have reviewed the notice boards and will varnish in the spring*

Tockington Green – *Should the Parish Council take over the responsibility of cutting the Green, and whether this could be offset some of the charges to South Glos Council. Clerk has obtained details of the 'Special Expenses Charge'. The Meeting noted that the Old Down Crescent appears to be regularly cut and questioned if it was being cut by other people as well.*

Play Area Safety Reports – *Prior to the 2017 ROSPA, Mr Panes is aware of wear on the Climbing Ramp/ Board and several 'stumps' around the agility trail at Olveston and will arrange a walk round all three play areas with Dave Webb to identify all necessary works. Given the annual warnings about signs required over the basketball nets, Clerk to include in Meeting Point whether nets are still required. ROSPA 2017 inspection date required.*

Monthly Play Area Reports – *Routine Inspections have not been regularly undertaken and the electronic register kept up to date. Mr Baxter confirmed that the inspection report could be completed on portable equipment, and the meeting agreed to review at the next Recreation & Leisure Meeting. Mr Panes asked the Clerk to confirm with the Insurance Company and/or ROSPA whether Play Area checks could be undertaken fortnightly or even monthly rather than weekly as at present. It was suggested that the signage be amended to request that local residents inform the Parish Council of any damage that they see.*

Vicarage Lane Play area - *Mr Riddle to be chased about how to get the ditch along top of Play area cleared, although it was noted that now part of the ditch adjacent to the houses has now been cleared. Quotations for the resurfacing works are still required around one of the Swing areas.*

Tockington Play Area – *Foot on frog still to be repaired although Webwood aware. Mrs Savage has agreed with Pre-school that they will monitor the play area during term time (although it is currently unclear how it will be logged)*

Old Down Bus Shelter – *A car lost control approaching the Crescent at Old Down before Christmas, mounted the curb and hit the rear right hand corner of the bus shelter. An inspection revealed no noticeable repairable damage in that corner although the verge torn up and some minor chips to the brickwork – insufficient to make an insurance claim. However during the subsequent inspection loose tiles were noted on the front left hand corner of the roof. Mr Hughes authorised £425 spend by Harkell if the work was done before Christmas. Mr Hughes also authorised RGS to make good the Verge. The meeting noted that neither of the repairs have been undertaken. RGS are aware of the need to reseed the Verge, and Mr Hughes offered to discuss the outstanding work with Harkell.*

2. Planning & the Environment

Planning Applications Approved/ passed/ Decisions Discharged by SGC since last meeting:

PT16/4050/F	Unit 8 Fernhill Court Fernhill Almondsbury South Gloucestershire BS32 4LX {Conversion of existing outbuilding to include single storey extension to form 1 no. dwelling}
PT16/3918/F	Olveston Sports And Social Club Foxholes Lane Tockington South Gloucestershire BS32 4PF {Erection of single storey rear extension to include decking area to roof to create viewing platform. Erection of single storey side extension to form storage areas.}
PT16/5888/F	Colmar Woodhouse Avenue Almondsbury Bristol South Gloucestershire BS32 4HT {Erection of two storey side extension to form garage and additional living accommodation. Erection of front porch and erection of pitched roof to existing front dormer}
PT16/6191/F	Westons Old Down Hill Tockington Bristol South Gloucestershire BS32 4PA {Demolition of side extension and construction of two storey side extension to form garage and first floor living accommodation}
PT16/6120/F	Ley Hay Church Hill Olveston Bristol South Gloucestershire BS35 4BZ {Erection of detached double garage}
PT16/6193/TCA	Musthay Tockington Green Tockington South Gloucestershire BS32 4NN {Works to crown reduce 1no Oak tree to previous points. Situated in the Tockington Conservation Area}

Planning Applications Refused by SGC (or withdrawn) since last meeting - none

PT16/5713/F	Rockleaze Cottage The Down Old Down South Gloucestershire BS32 4PU {Demolition of existing conservatory. Erection of a two storey and single storey rear extension to provide additional living accommodation}
PT16/5588/F	Lower Hawleaze The Green Olveston South Gloucestershire BS35 4EJ {Erection of front conservatory}

Planning Applications Pending Decision by SGC since last meeting:

PT16/5424/F	Apple Tree Cottage Catherine Hill Olveston Bristol South Gloucestershire BS35 4EN {Erection of two storey rear extension to provide additional living accommodation.}
PT16/6356/CLE	Unit 1-2 Abbots Way Gloucester Road Almondsbury South Gloucestershire BS32 4JB {Application for a certificate of lawfulness for existing use and occupation of Unit 1 - 2 at Abbots Way House as separate and independent dwellings in excess of ten years}

New planning applications received:

PT16/6753/F	The Crusty Loaf The Street Olveston Bristol South Gloucestershire BS35 4DR {Erection of 1no. detached dwelling with parking and associated works. Part demolition of existing bakery to facilitate accessway. (re-submission of PT16/1745/F)}
DOC17/0021	West Wing Tockington Court Upper Tockington Road Tockington Bristol South Gloucestershire BS32 4LQ {Discharge of condition 3 attached to planning permission PT16/0186/F appeal reference APP/P0119/D/16/3151841 . Enclosure of existing undercroft to form garden room and installation of front dormer window to form additional living accommodation. Erection o}

3. Projects (full referencing available from the Clerk) actively being worked on - Date of Meeting - Tuesday 10th January

Project 06 – TERRIER (Mr ~~Witherbed~~)

Document Archiving – Documents held by WSP have now been scanned and a copy stored with the Parish Council Hard Drive – analysis to follow.

Following Mr Witherbed's resignation, the meeting felt that advice be sought from South Glos Council as to what needs to be done to create our Terrier Document. Advice from Matthew Riddle and/or Mark King who would probably be responsible for their Assets.

Project 11 – Sign Renovation (Mr Gingell, Mr Panes)

Fingerpost Signs – For £80, Mike Taylor has agreed to do the installation & removal of the old green signs. Mr Panes to chase for the next meeting

Road Signs – Mike Taylor has also expressed an interest and Mr Panes to follow up.

Tennis Club sign – Tennis Club now understand what is acceptable and are generating a specification before putting out to Tender – hopefully this work can be completed by email.

Project 12 – QAMP Renovation (Mr Panes, Mr ~~Witherbed~~)

Project Team – Robert Harris is keen to be involved, and has agreed to be Chairman of the project with Tony Williams as Treasurer, and two parishioners are to be asked if they would take on the Secretarial role.

Costings – The plans approved by SGC have insufficient detail to be properly costed, and a further £2,000 may be required to produce the necessary information that can also be presented to Sports England as part of a funding bid.

Fund Raising – Responsibility of the Development Committee, and all three clubs are now coming together to organise social events.

Project 13 – Tree Planting & Biodiversity (Mr Hughes, Mr Gingell, Mr ~~Anderson~~)

Biodiversity – Esther Collis has resent comprehensive copies of her presentation that were forwarded to all Councillors on 8th December 2016. Mr Panes suggested that Mr Anderson be approached to combine the Tree Planting Project with Bio-Diversity. The meeting suggested that a Scoping Document be prepared to confirm the Councils requirements and objectives for the project. The meeting considered inviting Geoff & Richard Lloyd to the next meeting to discuss.

Tree Planting – It was noted that the estimate for the 60 trees was £3,500, each tree only being 10 litres, a figure closer to £1,500 should be considered and put back to Spring 2017/18. This needs to be tied in with Biodiversity, and the installation managed to ensure that the trees are well watered for the first years of their life. The meeting noted that it was best to plant in Autumn.

Project 14 – 25 Year Leases, a standard format has been agreed for the three leases, and to minimise the cost further the Solicitor work is to be undertaken between other jobs, but will take time.

Project 15 – Old Down Play Area (Mr Panes, Mrs Savage)

Project Team – Clerk to reformulate a letter to the potential project team suggesting the 3rd week of April as a potential meeting date.

4. Finance –

2017/18 Budget – noted that discussions have not yet begun to recharge the Olveston Parish Hall Management Committee with the Electricity charges.

2015/16 Audit of Accounts – Comments from Grant Thornton need to be considered prior to the 2016/17 Audit. The Asset register needs to be reviewed in line with this.

Action 7/17/02 Clerk to meet with Mrs Savage

Min 8/17 Correspondence – covered during the Meeting, see Appendix 1

Action 8/17/01 Clerk to acknowledge letters from Mr Anderson and Mr Witherbed and thank them for what they have achieved

Min 9/17 Financial report and Accounts for payment

OPAGA Allotment Path repair Project – This project has now been completed by OPAGA on behalf of Olveston Parish Council. OPAGA have offered to make a contribution towards the work on completion. The Invoice for materials has now been received (£647.05 + £126.76 vat) which is now due for payment, and OPAGA's contribution of £347.05 will then be sought, subject to confirmation by the Parish Council.

A3 Framed map of the Parish – As part of the renovation of the Committee Room, It was suggested that an up to date image of the Parish Boundary was required. Mr Hughes has recently obtained a framed version and seeks approval of this expense from the Parish Council.

Iain Selkirk has again offered his services as an independent expert to complete our internal audit function for 2016/2017 at a cost of £95. The audit will be undertaken May 8th to May 10th 2017 at Wotton-under-Edge. Mr Baxter proposed the Council accept Mr Selkirk's offer, seconded by Mrs Savage and all agreed.

Direct Debit Payments on 8th January, £52.80 to PlusNet, BroadBand @ QAMP (PNET2472604-1),

Cheque Payments		
Internet Payments		
R J Rogers	Salary January - HMRC 10	338.39
HMRC	HMRC Period 10	84.60
Swinhay Ltd	OPAGA Allotment Path repair Project	773.81
Mr N.J Hughes	Re-imburement for A3 Framed map of the Parish	149.00
J Arkey	Plants for Elberton Road Planter	16.50
	Total	£ 1362.3

Mr Panes proposed that all the payments made, seconded by Mrs Savage, and agreed by all (Mr Hughes abstained).

Current account £9721.13 cr

Reserve account £49,079.16 cr

Min 10/17 Communications / Update on the New Website/ Meeting Point Article

Parish Website – Mr Baxter has now given the Clerk several pointers how to amend and add information to the website.

Meeting Point Article – To discuss the Annual Precept, the existing Basketball nets; fencing around the 3rd Tennis Court and a thank you to Geoff Anderson and Tom Witherbed for the work they have done for the Parish. Mrs Savage to separately prepare an article as a forerunner to the advert for the three vacant positions.

Internet Issues – Councillor emails are handled via our account on Plusnet Server, this has only a limited volume and the interface is not very good. It is now recognised that Councillors should be accessing their emails via Outlook or similar interfaces rather than using the Plusnet one. In order to manage the space issues, the Clerk will load data either on the Parish Councils own website (hosted on a Server provided by Mr Baxter) or the Parish Gmail account that has a 15GByte limit. Councillors will then be emailed to say that the data is available but they will have to access the files themselves – thereby avoiding duplication.

Min 11/17 Date of next Parish Council meeting

Planning 1	Monday	13 th Feb 2017	at QAMP	7.30 p.m.
Rec & Leisure	Tuesday	14 th Feb 2017	at QAMP	7.30 p.m.
Finance	Thursday	16 th Feb 2017?		
Planning 2	Tuesday	28 th Feb 2017	at QAMP	7.00 p.m.
Parish Council	Tuesday	28 th Feb 2017	at QAMP	7.30 p.m.
Planning 1	Monday	13 th Mar 2017	at QAMP	7.30 p.m.
Rec & Leisure	Tuesday	14 th Mar 2017	at QAMP	7.30 p.m.
Planning 2	Tuesday	28 th Mar 2017	at QAMP	7.00 p.m.
Parish Council	Tuesday	28 th Mar 2017	at QAMP	7.30 p.m.
APA	Tuesday	2 nd May 2017	at Parish Hall	7.30 p.m.

The Meeting closed at 21:15

Appendix 1 – Correspondence

Mr Tom Witherbed	Letter of resignation
Mr Geoff Anderson	Letter of resignation
Mr Iain Selkirk	Again offering his services as the Independent Internal Auditor for the 2016/2017 accounts