

RISK ASSESSMENT

Name of activity, event, and location: BULB PLANTING 19TH OCTOBER 2024

Date of risk assessment: 16/10/24

Name of person doing this risk assessment: D Dunning

Hazzard	Who might be harmed and how?	Activity risk rating (no controls)	Control measures already in place	Risk rating with control measures
Slips, trips and falls Uneven or slippery ground surfaces, steep banks or debris,	Volunteer workers Head injuries, fractures, dislocations, sprains, cuts and bruises	High	<ul style="list-style-type: none"> Volunteers are made aware to wear suitable footwear that have good tread such as hiking boots or study trainers – no open toed shoes Volunteers to be aware of the surface they are walking on and the current weather conditions Bb planting should only take place during daylight hours 	Low
Collisions Vehicles, cyclists, joggers, pedestrians	Volunteer workers Head injuries, fractures, dislocations, sprains, cuts and bruises	Medium	<ul style="list-style-type: none"> Volunteers are advised to be aware of their surroundings and be considerate of other using the pavements and look before making abrupt changes in direction At all times, be mindful of the environment and the passing traffic and pedestrians 	Low
Adverse weather Heavy rain Ice/snow High winds Extreme heat	Volunteer workers Head injuries, fractures, dislocations, sprains, cuts and bruises, fatigue, dehydration, sun burn	Medium	<ul style="list-style-type: none"> Volunteers should be aware of the local weather reports and assess if it is suitable to carry out the bulb planting. Volunteer to be aware of changing weather conditions during the bulb planting No bulb planting in extreme weather Clothing worn should be appropriate to the weather conditions Regular breaks are recommended 	Low
Sharp objects Broken glass, nails, cans sharp	Volunteer workers Cuts and abrasions	Hlgh	<ul style="list-style-type: none"> Suitable clothing and sturdy footwear to be worn at all times Volunteers are recommended to wear tear resistant gloves Do not touch any sharp objects 	Low

twigs				
Dog faeces	Volunteers coming into contact with faces are at risk of contracting Toxocara canis	Medium	<ul style="list-style-type: none"> Do not touch dog faeces Always wear gloves and use a shovel when removing dog faeces Thoroughly wash hands and any cuts or abrasions as soon as possible, however minor Seek medical attention where appropriate 	Low
Hand tools/ equipment left on the ground Muscle strain, Head injury, Puncture wounds, Bruising, Crushing.	Volunteers	Medium	<ul style="list-style-type: none"> Inspect tools before and after use to check condition; Use correct tool for the job; Take care when passing out tools – offer the handle to attendees. Do not leave tools laying on the ground - pick up and store safely Wear sturdy footwear and gloves 	Low
Manual handling Musculoskeletal disorders	Volunteers	High	<ul style="list-style-type: none"> Avoid heavy loads/twisting/ straining Use the right tool for the right job Take regular breaks during the session Don't over-exert – work within your means; 	
Bulbs and vegetation if ingested/ allergic reaction to vegetation /insect bites /stings from vegetation	Volunteers	Medium	<ul style="list-style-type: none"> Wear gloves Keep away from face 	Low
Undisclosed health issues: Diabetes, epilepsy, hay fever and adverse reactions to stings, bites, nettles	Volunteers Stress, ill health and allergies	Medium	<ul style="list-style-type: none"> Volunteers who are aware they have underlying health issues should ensure they protect themselves sufficiently during the activity It would be prudent to inform a friend that will be with you of any health issues prior to starting the bulb planting Consider taking a first aid kit 	

Safeguarding	Children volunteers	High	No unaccompanied children	Low
Insurance	All	High	Public liability in place	Low

Name of person completing Risk Assessment (printed): DAPHNE DUNNING

Signature:

Date: 16/10/24

Guidance for Event Risk Assessments

1.1 Risk Assessment

Please remember that organisers of events have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteer helpers or contractors participating in the event. Carrying out a detailed risk assessment should contribute to this.

A full risk assessment should identify all the hazards associated with the event, the level of risk and appropriate action taken to reduce these risks to an acceptable level. All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely. A formal record should be kept of the risk assessments and completed forms should be retained for future reference.

1.2 Guidance Notes

As the organiser of an event you have legal responsibilities to ensure the health, safety and welfare of any employees, volunteers, and contractors involved in arranging the event; and of the public and participants attending. All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

The event organiser's best tool for determining potential hazards connected to their event is a risk assessment. A full risk assessment must be carried out for all events. A risk assessment needs to identify the activities, which make up an event and the hazards that are associated with each activity, together with a risk rating.

1.3 Identifying the Activity / Area of Concern

An activity is anything which is taking place as part of your event. In addition, within the activities column you must also include the provisions you must make to enable the activities to take place safely. Please note that these lists are not exhaustive.

All activities must be clearly identified on the event/site layout plan you submit.

1.4 Identifying the hazards

All hazards must be identified for each activity. A hazard is something with the potential to cause harm. This list is not exhaustive and care should be taken to identify any other hazards associated with the specific activities within the event.

1.5 Identifying the persons at risk

For each hazard identified, list all those who may be affected. This list is not exhaustive.

1.6 Identifying the current risk factor

Risk is the chance that someone will be harmed by the hazard. The extent of the risk arising from the hazards identified must be evaluated, i.e.: high, medium or low, and actions then taken to minimize the risk. For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to as low a risk as far as is reasonably practicable.

1.7 Identifying the actions to be taken to minimize each risk

All identified risks can be minimized by taking appropriate action. i.e.: preventing access to the hazard. This list is not exhaustive.

1.8 Identifying the New Risk Factor

Once you have identified the action to be taken as per 1.7, insert the appropriate new High, Medium or Low risk rating.

1.9 Review and Revise

Please remember that if the nature of the activities or hazards change during the planning of the event, the risk assessment will need to be reviewed and updated.



BULB PLANTING Saturday 19th October 2024

No unaccompanied children

ATTENDEE REGISTER

[illegible]

Dear Daphne,

I am writing to inform you that your recent S106 application for funding towards Improving the drainage and sports pitch surfaces at Pucklechurch Recreation Ground has been approved by Councillors and your organisation has been awarded £87,273.71 Capital / £26,414.92 Revenue from S106 contributions collected by South Gloucestershire Council from PK17/0807/F – Oaktree Avenue, Pucklechurch & PK17/0808/F – Oaktree Avenue Pucklechurch.

You will be given a 2-year deadline from award of funding to complete your project. Project status will be reviewed regularly to confirm you are able to meet this deadline. If this deadline is not met, you will forfeit this funding award which will then be reallocated via a new application process.

To proceed with your project, and access your funding, you will need to complete the attached Project Management Plan (PMP). The PMP sets out how the project will be carried out and contains all the detailed information required to deliver the project outcomes to time and budget. When the PMP has been completed, the information it contains will be used to draw up the funding agreement for your project. The funding agreement is the legal agreement between the Council and your organisation and sets out the schedule for payment of your funding. An example PMP has also been attached to assist you.

If your project requires planning permission, you will need to obtain this prior to any funding being paid to your organisation. For any construction work (building or grounds works), you will need to confirm with the Council's planning department if your project requires planning permission. You can do this by completing a planning permission enquiry form, which can be accessed [here](#).

If you are planning to put out a press release about your funding award and project, please email it to our Strategic Communications team prior to publication. Please email press release to StrategicCommunications@southglos.gov.uk.

The Strategic Communications team may wish to contact you for a quote for any press release the Council puts out about this funding. Please can you confirm you are happy for me to pass your contact details on to them.

If you have any questions about the next steps of the S106 funding process, please get in touch.

Congratulations on your successful application.

Many thanks,

Ian Davey – Section 106 Project Implementation Officer



[Do you need permission?](#)

[Planning](#)

[Building control](#)

[Services and information](#)

Planning Permission

Building Regulations

Build-over CCTV drain surveys

Sustainability

Planning Permission

You do not usually need to apply for planning permission for repairs, maintenance and very minor works.

Permitted development rights may be available for works that go beyond repair, maintenance, and very minor works. However, you should always check with the local planning authority to confirm that rights have not been removed.

You should clarify ownership and responsibility before modifying or carrying out maintenance. Drains, sewers and manholes may be shared with neighbours or owned by the relevant sewerage undertaker.

Failure to confirm these details or to comply with relevant standards/legislation could lead to legal and remedial action at your own cost.

You can also always contact your local planning authority for further advice. Use our local authority search tool to find their contact details.

5f Tree planting

From: Neil Gazzard

Apologies its taken a while to get back to you, tree planting season is rapidly approaching and we've been busy surveying sites and securing tree stock.

With regard to the replacements for the two trees removed from Eagle Crescent there's quite a lot of choice available to you, if you want to stick to native species then a Wild Cherry (*Prunus avium*) would be an option and maybe a Wild Service Tree (*Sorbus torminalis*), they're rarer than the more usual Rowan (*Sorbus aucuparia*) and appear to grow well in the county, if you go for a Rowan then can I suggest you go for the variety called *Sorbus aucuparia* 'Streetwise' as these are more robust. There's always the Field Maple (*Acer campestre*) and Birch (*Betula pendula*) to consider.

If you're going to plant something non-native then perhaps the Lebanese Wild Apple (*Malus trilobata*) might fit or there are any number of flowering Cherries, Pear and Apples that would be beneficial to pollinators. Perhaps even consider moving the trees to a more central location in the open space and plant something like a Tulip Tree (*Liriodendron tulipifera*). If you want something large and native a Small-leaved Lime (*Tilia cordata*) would make an impressive feature at maturity, but so would many of the other Lime species.

There are also a number of disease resistant Elms available, *Ulmus New horizon* is a particularly adaptable variety that I've planted in numerous locations (including in the middle of roads) and they've all done very well.

Trees with wildlife benefits:

Acer campestre - field maple

RHS says - *A medium-sized deciduous tree with a compact bushy crown. Leaves with 5 blunt lobes, turning yellow or red in the autumn. Flowers small, green, forming typical winged maple fruits*

Woodland Trust says - *Pollution fighter, autumn stunner, syrup maker. Field maple is attractive to aphids and their predators, including many species of ladybird, hoverfly and bird. Lots of species of moth, such as the mocha, feed on its leaves. The flowers provide nectar and pollen sources for bees and birds, and small mammals eat the fruits.*

Tilia cordata - small-leaved lime

RHS says - *A broadly columnar, deciduous tree to about 25m tall, with a spreading or rounded crown, and glossy dark green, heart-shaped leaves to 8cm in length, turning yellow in autumn. Small, fragrant pale creamy-yellow flowers are borne in spreading clusters of up to 10 flowers in midsummer*

Woodland Trust says - *Lime leaves are eaten by the caterpillars of many moth species, including the lime hawk, peppered, vapourer, triangle and scarce hook-tip moths. They are very attractive to aphids, providing a source of food for their predators, including hoverflies, ladybirds and many species of bird. The flowers provide nectar and pollen for insects, particularly bees, which also drink aphid honeydew from lime leaves.*

Prunus avium - wild cherry

RHS says - *A spreading, deciduous tree with nodding clusters of pure white flowers 2.5cm wide in late spring, followed by small, shiny red-purple fruits; dark green leaves, bronze when young, turn orange and red in autumn. Many cultivated varieties of cherry have been bred from this species*

Woodland Trust says - *The spring flowers provide an early source of nectar and pollen for bees; while the cherries are eaten by birds, including the blackbird and song thrush; as well as mammals, such as the badger, wood mouse, yellow-necked mouse and dormouse. The foliage is the main food plant for caterpillars of many species of moth, including the cherry fruit and cherry bark moths, the orchard ermine, brimstone and short-cloaked moth.*

Report to Pucklechurch Parish Council

Title: Jardin de Pringy

Author: Produced by D Dunning from information provided by Cllr Parker

Status of the report: For Action

1. Proposal.

That the council consider the future maintenance of the Jardin di Pringy by the Millenium Stone.

2. Detail.

Cllr

Parker was asked to raise future maintenance at the last Gardeners Club meeting and ask for volunteers to help but no-one has come forward.

3. Recommendations.

As no volunteers have come forward and in light of the Jardin de Pringy being a key focal point on entering the village, the council consider and agree the best options for maintaining the garden to ensure its future.

4. Environmental/financial /legal implications for the council.

Maintenance would incur low levels of costs.

If unkept, this key focal point could damage resident's 'pride' in their village environment.

Agenda item 5h

Pucklechurch MUGA PROPOSAL – Considerations

This report responds to a request for Pucklechurch parish council to consider the provision of a Multi-Use Games Area (MUGA) within the parish as a way of providing an additional recreational/sporting facility. It specifically addresses the practicalities and challenges involved in doing so with the resources currently available to Pucklechurch parish council. It does not argue the case for or against the idea of providing a MUGA per se, but it does address considerations that need to be taken account of in the decision-making process.

Guidance

1. Sport England provides detailed guidance on the provision of Artificial Surfaces for Outdoor Sport. <https://www.sportengland.org/guidance-and-support/facilities-and-planning/design-and-cost-guidance/outdoor-surfaces>
2. Fields in Trust Guidance Outdoor Sport and Play has long been recognised by national and local government and 75% of Local Authorities adopt this or an equivalent standard. <https://fit.viewcreative.agency/content/files/Guidance-for-Outdoor-Sport-and-Play-England.pdf>

It would seem reasonable therefore to use this guidance as a baseline for discussion.

Recreational Spaces in Pucklechurch

Parish council provides 5 play/recreational areas – four of which are in parish ownership, one of which is leased. Only two of these are sufficiently large to accommodate a MUGA, and both are set within residential areas in Pucklechurch Village.

1. The Recreation ground

A large fenced multiple use public amenity with play area, public seating, ball game areas, football/cricket pitches, youth shelter and car park. This is owned by Pucklechurch parish council and was acquired in 1936 by compulsory purchase order. It sits adjacent to the parish burial ground and provides access to it. It is flanked along one side by Pucklechurch Community Centre and a Scout Hut. It is the main focus for events that take place during Revel week and is hired out on an occasional basis. It is a popular area for dog-walking. Pucklechurch parish council has provided the Recreation Ground for football and cricket purposes since 1921.

- Pucklechurch Cricket Club pays an annual fee to use the space between late April and September. The club trains juniors (boys and girls) from 5-15yrs and plays teams at Under 9yrs, 11yrs and 13yrs. There are also 3 adult sides on a Saturday and a midweek side – both open to male and female players.
- Pucklechurch Sport FC pays an annual fee to use the space between September and May. It fields three adult teams (2 male and one female).

Aside from regular grass-cutting, all pitches are maintained at the time and expense of the clubs that use them.

This is a Local Designated Green Space LGSD243 that sits within Pucklechurch Conservation Area, described as follows:

“The Recreation Ground remains an integral and important part of community life and is a key Green Infrastructure asset in the village. This large, open green space continues to function as a meeting space, activity area and recreational ground in much the same way as it has done since Saxon times. The area is characterised by a large expanse of open, well-kept grassland, raised approximately 1m above the level of the surrounding roadways. Despite the encroachment of modern housing, the area is the largest open space in the village and enjoys extensive and panoramic views of the surrounding countryside and the Cotswold Scarp.”

2. St Aldams Drive Play Area

A large public space surrounded by naturalised hedging with landscaped paths and play areas. There is a car parking area adjacent to the site, but this is not within Pucklechurch parish council ownership and is largely used to service the needs of Pucklechurch Village Sports and Social Club users and local residents. The play area is currently subject to grant applications (pending) for refurbishment and provision of a gender-neutral active play area.

This land was transferred to Pucklechurch parish council by The Home Office on 1/7/1998 and is subject to restrictive covenants “not to use the land for any purpose other than for public recreational purposes” and a general requirement not to cause nuisance, damage or annoyance to the local residents.

This is also a Local Designated Green Space LGSD244.

Planning considerations

- Planning permission is required to construct a MUGA. The application would require multiple supporting reports and documents to be submitted: some of these would need to be commissioned from consultancies. This process is not cost free.
- The National Planning Policy Framework (NPPF) requires that policies for managing development within a Local Green Space should be consistent with those for Green Belts. The latter allows for the provision of outdoor sports and recreational facilities.
- The proposal would need to be assessed against Sport England’s objectives and the paragraph 103 of the NPPF which states existing open space, sports and recreational buildings and land, including playing fields, should not be built on unless:
 - a) an assessment has been undertaken which has clearly shown the open space, buildings or land to be surplus to requirements; or
 - b) the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or
 - c) the development is for alternative sports and recreational provision, **the benefits of which clearly outweigh the loss of the current or former use.**
- PSP4 allows for the provision of appropriate facilities for outdoor sport, outdoor recreation and cemeteries, as long as it does not conflict with the purpose of designating the Local Green Space.
- PSP8 permits development where it does not prejudice the residential amenity of both occupiers of the development and of neighbouring dwellings through the creation of unacceptable impacts.

- In general terms, there is a statutory presumption against granting permission for a development that may cause harm to the character and appearance of a conservation area.
- Impact on the setting of the nearby Grade I listed building (St. Thomas a Becket) would also need to be assessed.
- Groundworks required for construction may be conditioned with the requirement for archaeological investigations – these are undertaken at the cost of the developer.

Spatial Requirements for MUGAs

These are summarised by Fields in Trust:

1. Recommended Minimum Sizes

There are recommended minimum spatial requirements for different types of facility set out in the guidance that allow for safety margins - margins around pitches should also allow for maintenance operations to be carried out.

MUGA recommended minimum size = 40 x 20 metres

2. Buffer Zones

Minimum buffer zones are needed for specific facilities. These 'off-set distances ensure that facilities do not enable users to overlook neighbouring properties, reducing the possibility of conflict between local residents and those at play'.

Minimum recommended separation between activity zone (MUGA) and the boundary of the nearest property containing a dwelling = 30 metres

This concurs with Sport England's recommendation that MUGAs should ideally be situated at least **30m** from other residences. Sport England also advises that landscaping and mounding can be used to reduce **noise breakout**. The latter is of particular importance in that there are many recorded noise-related issues associated with their use, some of which have led to litigation in the High Court resulting in noise abatement orders.

(See for example <https://www.bailii.org/ew/cases/EWHC/KB/2022/2709.html>)

There are several mechanisms that might be employed to reduce noise impact usefully summarised by Cass Allen (Architectural & Environmental Consultants).

<https://tinyurl.com/yu9wzykw>

1. Distance
2. Physical mitigation (barriers and bunds) *
3. Construction materials
4. Maintenance & Hours of Use
5. Residential engagement

** "It should be noted that in order for these barriers to be effective they need to cut the line of sight between the residents and people using the MUGA. This often requires the barriers to be at least 3m high. Barriers of this height can be quite imposing, and, in some cases, it may be necessary to strike a balance between noise impact and visual amenity."*

Images provided at **Appendix A** show approx. 30m distances from dwelling boundaries marked in white lines. These show that the MUGA locations suggested by the resident are

not viable – those which are, would severely impact the football and cricket pitches to such an extent that they would be rendered unsustainable.

Facility construction costs

The following costs are for the development of good quality community sports facilities at 2Q2023, based on published Sports England research. These rounded costs are based on typical schemes funded through the Lottery and where applicable, based on pdf layouts developed in accordance with Sport England design guidance.

NB: There is no 'brownfield' or pre-existing site in parish ownership available for development or upgrade so all works would be from scratch.

Multi use games area

- Macadam, fenced, sports lighting (36.60 x 21.35 m) **£180,000**

The costs exclude the following:

- Project specific details/ information, poor ground conditions, difficult access, long service connections
- Site remodelling, pump and sump systems and SuDS attenuation for natural turf and carpet-hybrid pitches.
- Inflation beyond 2Q2023
- VAT (recoverable by Pucklechurch parish council)
- Land acquisition costs (not applicable here)
- Regional cost variations in materials and labour.

Construction requirements

The Sports and Play Construction Association (SAPCA) Code of Practice for the Construction of Outdoor Multi Use Games Areas provides comprehensive guidance on the basic construction requirements and specifications currently employed in building an Outdoor Multi-Use Games Area (MUGA).

https://sapca.org.uk/wp-content/uploads/2018/01/CoP_for_muga_ed_1-3.pdf

It recommends that designers should consider the following

- Topography
- Site geotechnical characteristics
- Access
- Drainage
- Electrical supply
- Water supply
- Trees
- Ground conditions

The Recreation Ground does not have a level surface with a particularly marked slope in two directions towards Hillview Road and Castle Road. Construction of a MUGA would require significant groundworks to provide a level surface. It has documented drainage issues, and these are in part being addressed by a s106 funded planned programme of works primarily designed to improve the football/cricket playing surfaces.

St Aldam's sits higher above the adjacent road network that provides access to Birch Drive and Cedar Way. The PVSSC car park has been known to flood and overflow down Cedar Way, overwhelming drains. Both areas have mature trees and no readily available water or electricity supply.

Maintenance and management considerations

SAPCA guidance states that most manufacturers offer warranties of between 5 and 10 years and that is 'essential therefore that the client ensures that the maintenance regime suggested by the contractor and manufacturer is rigorously adhered to.' Also, that maintenance procedures should be designed to ensure that:

- The playing surface is kept scrupulously clean.
- The playing surface remains level and of consistent texture so that it gives a true and predictable game.
- The free drainage of surface water is maintained throughout the life of the MUGA.
- The facility looks well-kept at all times.
- Ensure that the specific performance requirements are met.

This would require the employment of an external contractor to maintain the MUGA at additional ongoing cost and also implies repair or replacement may be required at council expense beyond the warranty periods.

Access to the facility would likely need to be controlled to ensure that everyone can use the facility fairly and at the times most convenient to them. The most efficient way of doing this would be through an online booking system.

SAPCA guidance suggests using 'an access system where the gate is controlled by a 'cloud' based operating system. The electro-magnet gate can be opened using pin activation or card reader device and requires either WIFI or mobile phone sim card technology for operation.'

Users

The design of the MUGA and the access to the facility for users must comply with the requirements of the Equality Act (2010). This includes wheelchair users and so suitable pathways would also need to be constructed facilitate this.

Pucklechurch parish council has no dataset with which to accurately determine potential users (other than Census data), or potential levels of use, for a MUGA. Data gathered to inform the Community Plan is now more than 12 years old and out of date, so new data would necessarily have to be gathered.

The impacts on current users of building a MUGA at either of the sites would have to be properly assessed. As shown by the images at Appendix A, a MUGA could only be provided on parish council owned land at the expense of the football and or cricket pitches at the Recreation Ground.

The Public Sector Equality Duty (PSED) in the UK requires public authorities to consider how their decisions and policies affect people based on their gender and other protected

characteristics. Research has shown that provision for young people consists almost entirely of facilities such as skate parks, MUGA and BMX tracks. These are seen as meeting the needs of all young people when in fact they are places dominated by boys.

Findings from the research report included that in the South West:

- 95% of the users on MUGAs were boys and young men
- 89% of the users on skate parks and BMX tracks were boys and young men
- 88% of the park facilities counted were MUGAs, skate parks and BMX tracks - all of which tend to be dominated by boys

“What this research shows is that for every £100,000 a council in the South West spends on a MUGA, is actually £95,000 spent on boys, and just £5,000 on girls. And there is little else on offer in parks for teenage girls and young women.”

Pucklechurch parish council must consider whether or not the provision of a MUGA would further contribute to this imbalance.

<https://www.bbpmmedia.co.uk/news/charity/new-research-shows-teenage-girls-are-designed-out-of-parks.html>

Comparative provision

Comparisons with facilities provided by other town and parish councils may not be adequately made without understanding the full context of all other services provided by these councils, windfalls from s106 or CIL monies or pre-existing clubs and facilities maintained by 3rd parties.

For reference:

Lyde Green facilities were provided through a developer consortium and managed by Green Square Estates, an organisation that manages and maintains the open spaces on new-build development sites across the South West.

Iron Acton MUGA provision was funded with grant-aid and CIL – this was a redevelopment of a pre-existing site situated away from residential properties at a cost of £137,395.20. The play park was upgraded in 2017 with grant-aid from HLF, Tesco's, Lions, and Action Aid at a cost of - £23,279.60. In scale it is smaller than Eagle Crescent play area, the upgrade of which was installed by the same provider at a cost of £62,525.00 (net) in 2022

Marshfield tennis courts are not a parish council provided or operated facility. The Marshfield Tennis Club secured funding from the Lawn Tennis Association (LTA) to build tennis courts in 2011. The club also received an LTA loan and fundraising to build a clubhouse in 2013. It is not a free to use facility and situated away from residential properties. Marshfield PC owns Withymead Playing Fields, managed on behalf of the Parish Council by the Marshfield Outdoor Recreation Association, a charity that works within an agreed Annual Budget paid for out of the Village Precept – football pitches are situated here. The Skateboard Park at the bottom end of the field was built in 2003.

By contrast, Pucklechurch parish council provides and maintains 5 play areas across a much larger parish, as well as maintaining the Recreation Ground as a whole, and parish owned woodland at Westerleigh Road.

Parish Council projects

Pucklechurch parish council has a number of projects in hand that all require staff resource and funding (not in priority order):

1. Pucklechurch Community Centre – upgrade/redevelopment project
2. Pucklechurch Scout Hut – ownership and refurbishment
3. Recreation Ground – drainage and pitch improvement (two phases)
4. Leigh Farm – development of new woodland to contribute to climate change mitigation.
5. Play area refurbishments – St Aldams, Recreation Ground, Parkfield Rank
6. Transfer of land at St Aldams Drive by Pucklechurch Custodian Services
7. Legal transactions - ongoing land registration
8. Completion of Neighbourhood Plan process

Financial position

The only reliable source of council income is the precept. Of 50 councils in South Gloucestershire, Pucklechurch has the 8th highest precept based on the 24th lowest tax base which restricts options. Currently the precept is £121,896 which, based on a tax base of 945, incurs a band D cost of £128.99. Pucklechurch parish does not compare favourably with other councils requiring similar precepts of £120K-£127K.

Comparable councils based on 24/25 precept data:

- I. Stoke Park & Cheswick - precept £120,000, tax base 1,659, and band D cost £72.33.
- II. Bitton - precept of £125,393, tax base 3356 and band D cost £37.36
- III. Staple Hill & Mangotsfield - precept £126,616 tax base 4003 and band D cost £31.63.

Potential funding options

As a parish council there is limited access to third party grants although many have locality or restrictions related to funders objectives. Loans tend to be £25K and under.

Larger loans from sporting bodies for specific sectors require support and commitment for joint applications with the relevant sports clubs etc.

There are grant finder services available which incur costs and take a percentage of any grant awarded in fees.

Loans – lower cost Public Works loan are available to parish councils– examples costs of 20year loans for £200K incur annual repayments of £16K-£20K while £250K incurs annual repayments £20K-£25K. The precept would need to rise to cover repayments.

APPENDIX A



Allotment update for Oct 2024 by Rick Dunning

I've left a thumbnail of the last inspections so you have a comparison.
Comment is below the photo of each plot.

Plot 1:



Not worked.

Plot 6a:



Was poor but plot 6 was being worked on when I visited.

Plot 11:



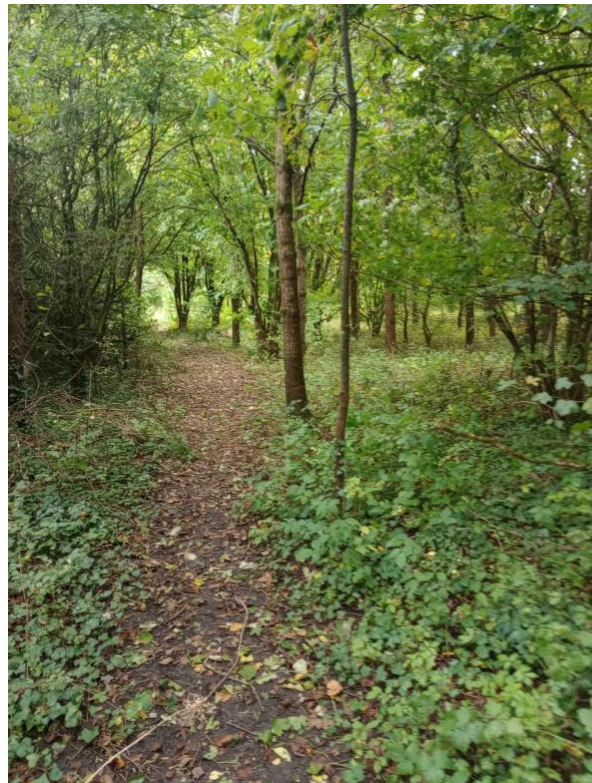
Not a lot happening.

Plot 12:



Not a lot happening.

The woodland:



Some thinning needed & some dieback trimmed but as autumn settles over the woodland it's looking ok and the paths are good.

6b Post-16 Home to School Transport Consultation

Email from Insights and Engagement Team, South Gloucestershire Council
16/9/24

We wanted to notify you about the launch of a consultation exercise to capture feedback about proposed changes to discretionary post 16 home to school transport provision for young people with Education, Health & Care Plans.

In addition to the home to school transport we are legally required to provide, South Gloucestershire Council currently offers discretionary transport support to families of young people who are over the statutory school age who have additional needs, for example young people with an EHCP or learning difficulty/disability. Over recent years, demand for this support has significantly increased, but funding has not kept pace. We want to retain support for this group, but do so in a way which allows us to effectively deliver the support which we are legally required to provide.

Following a comprehensive review of the support that we are currently providing as well as what is offered in other local authority areas, we have identified a preferred option to switch the focus of our assistance, so more families are supported through the Council's expenses-based model.

As key stakeholders, we welcome your feedback, and we would appreciate if you could also share this message and the link to the consultation site and survey with other people and groups who you think would be interested in this change so that they can also offer their views.

You can review the proposals and complete the survey via our webpage at <https://schooltransport.commonplace.is/>. The survey will remain open until 1 December 2024.

6c Correspondence regarding goal posts

Email for Parkfield resident

Hi Daphne

I hope this message finds you well

Apologies if this is not your remit but was given the email address from the Parish council Facebook account.

With regards the park area.

There are quite a lot of young children regularly playing football on the park these days boys and girls. I was wondering if it would be possible to get them a or a pair of goal posts?



Pucklechurch Parish Council
25 Parkfield Rank
Parkfield Road
Pucklechurch
South Gloucestershire
BS16 9NR

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P24/02055/F
(Please quote at all times)
Your ref:
Date: 9th October 2024

PLANNING APPLICATION

Dear Ms Dunning

LOCATION: Land Opposite Meadow View Shortwood Road Pucklechurch
South Gloucestershire
DESCRIPTION: Change of use of land to travellers site with the erection of 1no.
day room, 1no. stable block, siting of 2no. mobile homes and
2no. touring caravans, creation of hardstanding, access onto a
classified highway (Class B) and associated works.
REFERENCE NO: P24/02055/F

We have received details of an application submitted in respect of the above proposal.

The application documents should be viewed via your consultee in tray at
<https://developments.southglos.gov.uk/online-applications/>. **All planning comments should be submitted through the consultee access facility, where you may also attach a separate document detailing your response.**

The Planning Authority has only a limited period of time within which to determine applications, and I should be grateful therefore, to receive any comments, which your Council may have on this proposal within 21 days of the date of this letter. Alternatively, any comments your Council may wish to make can be made online. In order to assist the Council in considering your response, I would be grateful if you could clearly state whether your response is either a formal objection to the proposal, no objection is raised, or you wish to make comments to be taken into account in determining the application. If no reply is received at this office within this period, the application will be considered by the Planning Authority on the assumption that your Council does not wish to make any comments.

Any comments received will be made available to members of the public and the applicant, including via the Council's website. If the application is referred to the Planning Committee, your comments will be summarised in the officer's report.

If this is a major application, you will find enclosed a Site Notice. In such a case I would be grateful if you could display the Notice on your Parish Notice Board.

If you have any questions regarding this letter, please initially contact the Customer Services Centre on the above number. For your information, the Case Officer for this application is Roger Hemming

Yours faithfully

Technical Support Team Leader





Pucklechurch Parish Council
25 Parkfield Rank
Parkfield Road
Pucklechurch
South Gloucestershire
BS16 9NR

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P24/02259/RVC
(Please quote at all times)
Your ref:
Date: 9th October 2024

PLANNING APPLICATION

Dear Ms Dunning

LOCATION: Land At Westerleigh Road Pucklechurch South Gloucestershire
DESCRIPTION: Variation of conditions 2 (to amend the approved plans) and 5 (to amend the landscape and planting details) attached to permission P22/06238/F. Conversion of existing stables to form 1no dwelling and associated works.
REFERENCE NO: P24/02259/RVC

We have received details of an application submitted in respect of the above proposal.

The application documents should be viewed via your consultee in tray at <https://developments.southglos.gov.uk/online-applications/>. **All planning comments should be submitted through the consultee access facility, where you may also attach a separate document detailing your response.**

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If you have any questions regarding this letter, please initially contact the Customer Services Centre on the above number. For your information, the Case Officer for this application is Lucie Rozsos

Yours faithfully

Technical Support Team Leader





Pucklechurch Parish Council
25 Parkfield Rank
Parkfield Road
Pucklechurch
South Gloucestershire
BS16 9NR

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P24/01644/CLE
(Please quote at all times)
Your ref:
Date: 20th September 2024
Email: planningapps@southglos.gov.uk

TOWN AND COUNTRY PLANNING ACTS

Dear Sir/Madam

LOCATION: Fleur De Lys 12 Shortwood Road Pucklechurch South
Gloucestershire BS16 9RA
DESCRIPTION: Use of part of building as a public house/restaurant/expanded
food provision (Sui Generis), with ancillary residential
accommodation at first floor level.
REFERENCE NO: P24/01644/CLE

With reference to your correspondence this is to inform you that this application has now been considered and the Council's decision is: Refuse Certificate of Lawfulness.

The decision notice will be available on the Council's website at <https://www.southglos.gov.uk/environment-and-planning/search-planning-applications/>

.Alternatively please visit one of our one stop shop offices between 8.45 am to 5.00 pm (4.30 pm Fridays) where a member of staff will be happy to help you.

I must emphasise that this letter refers only to the planning application bearing the above reference number and not to any other proposal which may have been submitted on this site.

If you have any questions regarding this letter, please contact the Customer Services Centre, Tel: 01454 868004.

Yours faithfully

Technical Support Team Leader



Pucklechurch Parish Council
25 Parkfield Rank
Parkfield Road
Pucklechurch
South Gloucestershire
BS16 9NR

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P24/01618/HH
(Please quote at all times)
Your ref:
Date: 27th September 2024
Email: planningapps@southglos.gov.uk

TOWN AND COUNTRY PLANNING ACTS

Dear Sir/Madam

LOCATION: Bijou Bridge Road Mangotsfield South Gloucestershire BS16 9NG
DESCRIPTION: Erection of single storey side and rear extension to form additional living accommodation. Erection of front porch.
REFERENCE NO: P24/01618/HH

With reference to your correspondence this is to inform you that this application has now been considered and the Councils decision is: Approve with Conditions.

The decision notice will be available on the Council's website at <https://www.southglos.gov.uk/environment-and-planning/search-planning-applications/>

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If you have any questions regarding this letter, please contact the Customer Services Centre, Tel: 01454 868004.

Yours faithfully

Technical Support Team Leader



Pucklechurch Parish Council
25 Parkfield Rank
Parkfield Road
Pucklechurch
South Gloucestershire
BS16 9NR

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P24/01347/LB
(Please quote at all times)
Your ref:
Date: 25th September 2024
Email: planningapps@southglos.gov.uk

TOWN AND COUNTRY PLANNING ACTS

Dear Sir/Madam

LOCATION: Moat House Kings Lane Pucklechurch South Gloucestershire
BS16 9PP
DESCRIPTION: The repair and refurbishment of 19no. windows, including the
replacement of existing single glazing with Fineo vacuum
glazing units, the replacement of 9no. individual timber
casements, stone repairs, and the replacement of existing
single glazing within 1no. door with Fineo Vacuum glazing units.
REFERENCE NO: P24/01347/LB

With reference to your correspondence this is to inform you that this application has now been considered and the Councils decision is: Approve with Conditions.

The decision notice will be available on the Council's website at <https://www.southglos.gov.uk/environment-and-planning/search-planning-applications/>

.Alternatively please visit one of our one stop shop offices between 8.45 am to 5.00 pm (4.30 pm Fridays) where a member of staff will be happy to help you.

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If you have any questions regarding this letter, please contact the Customer Services Centre, Tel: 01454 868004.

Yours faithfully

Technical Support Team Leader



Pucklechurch Parish Council
25 Parkfield Rank
Parkfield Road
Pucklechurch
South Gloucestershire
BS16 9NR

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P24/01494/F
(Please quote at all times)
Your ref:
Date: 9th October 2024
Email: planningapps@southglos.gov.uk

TOWN AND COUNTRY PLANNING ACTS

Dear Sir/Madam

LOCATION: Churchmead Farm Hodden Lane Pucklechurch South
Gloucestershire BS16 9SG
DESCRIPTION: Erection of rear extension to facilitate change of use of
agricultural building into 1no. dwelling (class C3) as defined in
the Town and Country Planning (Use Classes) Order 1987 (as
amended).
REFERENCE NO: P24/01494/F

With reference to your correspondence this is to inform you that this application has now been considered and the Council's decision is: Approve with Conditions.

The decision notice will be available on the Council's website at <https://www.southglos.gov.uk/environment-and-planning/search-planning-applications/>

.Alternatively please visit one of our one stop shop offices between 8.45 am to 5.00 pm (4.30 pm Fridays) where a member of staff will be happy to help you.

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If you have any questions regarding this letter, please contact the Customer Services Centre, Tel: 01454 868004.

Yours faithfully

Technical Support Team Leader

Balance per bank statements as at 01/09/24	£
NatWest reserve account	£30,687.25
Unity Bank	£65,173.91
NatWest current account	£62,257.78
Current A/C activity for September 2024	
NatWest current account	
Less: payments for September 2024	£0.00
Plus: Income for September 2024	£0.00
Balance per NatWest current A/C bank statements as at 30/09/24	£62,257.78
Unity Bank	
Less: payments for September 2024	£8,789.69
Plus: Unity income for September 2024	£61,935.95
Balance as at 30/09/24	£118,320.17
NatWest Reserve account	
Plus annual interest	£0.00
Balance per NatWest reserve A/C bank statements as at 31/03/24	£30,687.25
Total bank accounts as at 30/09/24	£211,265.20
Less: any un-presented cheques as at 30/09/24	£0.00
Add: any un-banked cash as at 30/09/24	£0.00
Net NatWest Current A/C balance as at 30/09/24	£62,257.78
Net Unity balance as at 30/09/24	£118,320.17
Net NatWest reserve A/C balance as at 30/09/24	£30,687.25
Total balances all bank accounts as at 30/09/24	£211,265.20

Printscreen of September 2024 accounts

Total receipts	62,257.78	30,687.25	127,109.86		0.00	0.00	8,789.69
Less: payments in month	0.00	0.00	8,789.69		391.95	0.00	79,531.95
Balance c/fwd	62,257.78	30,687.25	118,320.17	79,923.90			
	A	B	C				
Combined balance	D	211,265.20		Bank rec at 30 09 24			
				NW Current A/c	62,257.78		
				NW Bus Reserve A/c	30687.25		
				Unity	118,320.17		
Balance as at 1st April 2024		134,805.36			211,265.20		
Plus: receipts in year to date		156,383.74					
Less Payments in year to date		79,923.90		Less: uncleared chqs	0.00		
Balance as at 30th September 2024	E	211,265.20		F should equal D & E	211,265.20	Diff	0.00

Print screen September 24 balance Natwest bank account

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com
If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
06 JUN 2024	BROUGHT FORWARD			62,299.78
01 JUL	Direct Debit EDF ENERGY A-E7470400-001 INITIAL PAYMENT		24.00	62,275.78
	Direct Debit EDF ENERGY A-37F88231-001 INITIAL PAYMENT		18.00	62,257.78

Print screen September 2024 balance Unity bank account

20/09/2024	Credit	Pucklechurch Sport	£0.00	£470.00	£60,908.81
26/09/2024	Faster Payment Debit	B/P to: Boston Seeds	£182.99	£0.00	£60,725.82
26/09/2024	Faster Payment Debit	B/P to: Midland Forestry	£2,304.00	£0.00	£58,421.82
26/09/2024	Faster Payment Debit	B/P to: Edward Boulton	£625.00	£0.00	£57,796.82
26/09/2024	Faster Payment Debit	B/P to: Ensign Print	£415.00	£0.00	£57,381.82
27/09/2024	Credit	Credit 000015	£0.00	£17.95	£57,399.77
30/09/2024	Fee	Manual Credit Handling Charge	£0.90	£0.00	£57,398.87
30/09/2024	Credit	SOUTH GLOC COUNCIL	£0.00	£60,948.00	£118,346.87
30/09/2024	Fee	Service Charge	£26.70	£0.00	£118,320.17

Q2 2024-25

Adjusted for income and expenditure

INCOME	BUDGET	INCOME AT Q2	%	COMMENTS
Precept	£121,896.00	£121,896.00	100.00%	
Burial ground	£1,000.00	£1,300.00	130.00%	
Allotments £20.00 per site x 30	£600.00	£600.00	100.00%	
Grants - Neighbourhood Plan	£0.00	£7,566.00		
Football club	£470.00	£470.00	100.00%	
Cricket club	£375.00	£375.00	100.00%	
PCA ground rent & Scout hut	£6.00	£0.00	0.00%	
Wayleave (Western power distribution)	£92.95	£17.95	19.31%	
Bank Interest	£0.00	£0.00	0.00%	
Sub total	£124,439.95	£132,224.95	106.26%	
S106 draw down	£110,000.00	£17,254.46	15.69%	
CIL Payments	£0.00	£1,337.65		
Hire of Rec	£0.00	£350.00		includes £100 deposit
Total other Income	£234,439.95	£151,167.06	64.48%	
Expenditure				
Salaries (net)	£22,500.00	£11,686.22	51.94%	
Mileage & home office allowance	£400.00	£214.05	53.51%	
NI & tax (employee and employer)	£7,200.00	£4,160.40	57.78%	
Pension (employee and employer)	£1,450.00	£823.90	56.82%	
Payroll PATA Costs	£160.00	£93.90	58.69%	
Rent Shortwood	£360.00	£180.00	50.00%	
Insurance	£950.00	£784.59	82.59%	
Electricity Defib	£600.00	£252.00	42.00%	
Room rental	£200.00	£50.00	25.00%	
Puckchurch news	£1,200.00	£679.00	56.58%	
Internet	£380.00	£198.66	52.28%	
Phone	£160.00	£70.80	44.25%	
Audit	£1,200.00	£920.00	76.67%	
professional fees consultancy	£1,000.00	£1,040.31	104.03%	
Membership/subscriptions	£1,250.00	£1,333.56	106.68%	
Litter picking/ Rec Village waste /dog bins	£11,200.00	£5,452.37	48.68%	
Grass cutting/gardening	£8,400.00	£5,604.41	66.72%	
Tree survey	£1,500.00	£850.00	56.67%	
Maintenance contract	£20,000.00	£9,250.02	46.25%	
Bank charges	£160.00	£56.60	35.38%	
Admin general stat post print	£300.00	£234.31	78.10%	
Play area maintenance/ repairs & renewals	£4,500.00	£2,411.19	53.58%	
Ground maintenance	£4,000.00	£1,808.91	45.22%	
Training/conferences	£500.00	£93.00	18.60%	
Heartstart Defib maintenance	£2,000.00	£0.00	0.00%	
Office equipment & software included email hosting, .gov domain and website and remote hosting	£1,100.00	£50.00	4.55%	
Grants (s137) £8.32 x 2276 = £21212 max	£4,000.00	£0.00	0.00%	
Refund deposit for The Rec		£100.00		
Recruitment costs	£0.00	£0.00	0.00%	
Election costs	£1,000.00	£0.00	0.00%	
Planned works	£0.00	£0.00	0.00%	
legal		£2,000.00		
Play area s106	£0.00	£17,471.50	0.00%	
CIL noticeboards	£0.00	£5,213.39		
Open spaces s106	£23,000.00	£0.00	0.00%	
Sports s106	£87,000.00	£0.00	0.00%	
Rebekka's memorial garden	£0.00	£0.00	0.00%	
Woodland and tree work	£3,000.00	£1,920.00	64.00%	
Parkfield turning space	£2,500.00	£0.00	0.00%	
Reserves to refurbish play areas	£5,000.00	£0.00	0.00%	
Refund unspent NP grant	£0.00	£0.00	0.00%	
New changing rooms project	£1,270.00	£0.00	0.00%	
St Aldams garages driveway	£5,000.00	£0.00	0.00%	
Woodland	£5,000.00	£0.00	0.00%	
Local climate and nature action plan	£5,000.00	£0.00	0.00%	
Total	£234,440.00	£75,003.09	31.99%	
VAT		£7,432.46		
		£82,435.55		

Earmarked reserves adjusted:

CIL	£1,167.00
Play equipment Reserve	£48,000.00
Neighbourhood Plan	£9,249.69
Village hall project reserve	£5,000.00
Woodland/ tree/ash die back	£5,500.00
Professional /legal fees	£4,000.00
Financial contingency	£45,000.00
Parkfield turning circle	£12,500.00
	£130,416.69

Include missed garage roof £2850 from last year (Sporting/recreational) and noticeboards(Open spaces) £8K for Rec includes grant

General reserves	£145.59
	£130,562.28

Bank statements as at 30/09/24	£211,265.20
Less payments due but not paid	£4,538.95
Actual bank position	£206,726.25

Reconciliation		
Income	£151,167.06	
Expenditure	-£75,003.09	net of vat
Reserves	£130,562.28	£76,163.97
	£206,726.25	