



BLEADON PARISH COUNCIL

Coronation Halls
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20th October 2024

MEETING: Open Spaces Working Group.

DATE & TIME: Thursday, 24th October 2024 6.00pm.

LOCATION: Farm Shop Cafe, Purn Way, Bleadon BS24 0QE.

MEMBERSHIP: Parish Councillors ID Clarke, Ann Davies, Mary Sheppard, Andy Scarisbrick and Steve Sugg.

AGENDA

1. To receive apologies for absence.
2. To receive members' declarations of interest on any agenda item.
3. Notes of meeting held on 26th September 2024 (for information – pages 2-4).
4. To specifically discuss the following item(s) and, where necessary, make recommendations to the Parish Council (verbal reports unless otherwise indicated)
 - Purchase of plugs for 2025 planting scheme.
 - Jubilee Gardens planting – to consider options for designing a planting scheme.
 - Parish Clock update, including plaque.
 - Provision of play equipment.
5. To discuss and update the project/maintenance schedule – this is a standing item and acts as an ongoing record of the business of the Working Group. Discussion of the schedule may also involve recommendations to the Parish Council (pages 5-9).
6. Date of next meeting and note any suggested agenda items – 28th November 2024 at 10.00am (Church Rooms).

C P Bolt

Clerk to the Council

Open Spaces Working Group Notes
26th September 2024 at 10.00am

Action points are in ***bold italics***

Report Author: Parish Clerk
Present: Councillors ID Clarke and Mary Sheppard (Co-chairs), Ann Davies and Andy Scarisbrick

Apologies for absence

None.

Declarations of Interest

None.

Notes of Meeting Held on 29th August 2024

It was noted that issues arising from the notes of the previous meeting would be addressed as part of substantive agenda items.

Parish Clock - Plaque

Following further investigation, two companies had been identified who would, theoretically, be able to reproduce a plaque in oak. However, the design of the plaque and the size of lettering would be fundamental to establishing whether or not this would be feasible in practice. Although the initial cost of an oak plaque was likely to be higher than a brass equivalent, this initial cost would need to be set against a less onerous/costly maintenance regime than a brass plaque.

It was agreed that ***Councillor Davies and the Clerk produce an initial draft design for the plaque and establish costs associated with both oak and brass finishes.***

Planting Schemes

In respect of Jubilee Gardens, it was noted that Cllr Clarke was progressing the previously agreed action.

It was recognised that there would need to be a more structured discussion before the end of Autumn to establish planting requirements for next year. Planting this year had been well supported by a group of dedicated volunteers. However, the single biggest barrier had – and was still likely to be – watering. Some of the pots, both in terms of size and location, presented a greater challenge in terms of watering and if the Council wanted to continue to support the number of pots currently in circulation it would likely have to consider funding watering. The recent decision of the Council to instal water and shade into the polytunnel would enable

plants to be brought on from seed/plugs but there would need to be clarity regarding the type/number of plants to enable orders to be placed before the end of the calendar year.

Councillors also considered whether or not to introduce different approaches/extend the planting season. To this end, it was suggested that the laybys might benefit from Spring/Summer flowering bulbs rather than planted pots. As a consequence, ***the Clerk was asked to investigate costs associated with planting bulbs in the two laybys.***

Yellow Lines at the Bottom of Celtic Way

Following a request from Councillor Sugg, the Clerk advised that further discussions had taken place with North Somerset Council regarding the possibility of placing double yellow lines at the bottom end of Celtic Way. The only criteria under which the current position might be challenged would be if there was evidence of dangerous parking. As a consequence, if the Parish Council was able to provide a photographic log of dangerous parking over an extended period of time, then North Somerset Council would be prepared to consider whether there was sufficient grounds for a Traffic Regulation Order to be issued.

Councillor Sugg would be asked to consider this issue.

Increase in Reporting to North Somerset Council

The Clerk advised that, in the previous two weeks, some 40 issues had been raised with North Somerset Council (NSC) under that Council's reporting procedures. There were some significant challenges with NSC's reporting process. Chief amongst these was that: Two different sets of reference numbers were allocated to each report which made tracking challenging.

Different responses had been received to identical scenarios – sometimes in the same stretch of road.

It was standard practice for NSC officers to consider the reported incident 'complete' having instructed their contractors as opposed to when the work in question had actually been completed.

There was no means of follow up or replying to an issue. As a consequence, where action had not been taken or had been taken incorrectly e.g. by a contractor, the only way of resolving was to raise it as a new report.

The reports would now form part of a modified monitoring arrangement for Councillors.

Project and Maintenance Schedule

The Clerk introduced a modified system of recording and monitoring maintenance tasks and minor works and advised that a similar process could be adopted for larger scale projects if Councillors found the revised arrangements useful. Councillors welcomed the changes and

the introduction of colour coding which enabled them to quickly identify works which were fully complete and those which required escalation.

Councillor Davies requested that the possibility of installing a mirror at the junction of The Barton and Bridge Road also be added to the schedule.

Maintenance Tasks/Minor Projects						
21/10/2024						
Benches						
Name	Status	Date Reported	Due date	Action Taken	Note	Conclusion
Replace bench at Celtic Way	Done		30/06/2024	Ground anchor installed		No further action
Renovate bench at Purn Way	Working on it	26/09/2024	26/12/2024	Pressure washed	1st coat of stain complete	Monitor
Renovate bench - footpath (Purn)	Working on it	26/09/2024	26/12/2024	Pressure washed	Awaiting staining	Monitor
Renovate bench - The Veale	Working on it	26/09/2024	26/12/2024	Pressure washed	Awaiting staining	Monitor
Renovate bench - Roman Road Lay-by	Working on it	26/09/2024	26/12/2024	Pressure washed	Awaiting staining	Monitor
Renovate bench - WI	Working on it	26/09/2024	26/12/2024	Pressure washed	1st coat of stain complete	Monitor
Determine future of bench adjacent to church	Not Started	26/09/2024	26/12/2024			Monitor
Drains						
Name	Status	Date Reported	Due date	Action Taken	Note	Conclusion
Three blocked drains - bend in Coronation Road	Done	10/09/2024	24/10/2024	Reported to NSC	NSC Contractor instructed - actioned by JAR	No further action
Gulleys blocked with vegetation - extended section of A370	Done	10/09/2024	24/10/2024	Reported to NSC	Rejected by NSC	No further action
Blocked drain - Birch Avenue	Done	10/09/2024	24/10/2024	Reported to NSC	Rejected by NSC - not adopted highway	No further action
Silting up of rhyne - Bridge Road	Done		31/05/2024	Discussed with IDB	Sufficient capacity in system	No further action
Blocked drains - Queens Arms	Working on it	10/09/2024	24/10/2024	Reported to NSC	Added to priority list	Monitor
Blocked drain - Bleadon Road/A370	Working on it	10/09/2024	24/10/2024	Reported to NSC	NSC Contractor instructed	Monitor
Blocked drain - junction Roman Road/Celtic Way	Working on it	10/09/2024	24/10/2024	Reported to NSC	NSC Contractor instructed	Monitor
Drain and gulleys blocked -half way up Celtic Way	Working on it	10/09/2024	24/10/2024	Reported to NSC	NSC Contractor instructed	Monitor
Blocked drain - intersection Celtic Way/Coronation Road/Shiplate	Working on it	10/09/2024	24/10/2024	Reported to NSC	Added to priority list	Monitor
Blocked drains - Opposite Queens Arms	Working on it	10/09/2024	24/10/2024	Reported to NSC	Added to priority list	Monitor
Gully blocked - Shiplate Road (East of Birch Avenue)	Working on it	10/09/2024	24/10/2024	Reported to NSC	NSC Contractor instructed	Monitor
Two blocked drains - top end of Coronation Road	Working on it	10/09/2024	24/10/2024	Reported to NSC	NSC Contractor instructed	Monitor
Blocked gully - Bridge Road/A370	Working on it	10/09/2024	24/10/2024	Reported to NSC	NSC Contractor instructed	Monitor
Build up of pennycress in rhyne	Working on it	07/10/2024	07/11/2024	Report to IDB		Monitor

Roads						
Name	Status	Date Reported	Due date	Action Taken	Note	Conclusion
Overgrown vegetation - intersection Celtic Way and Coronation Road	Done	09/09/2024	09/12/2024	Reported to NSC	Vegetation removed by owner	No further action
Pothole - adjacent to Bus Shelter - Celtic Way	Done	10/09/2024	10/12/2024	Reported to NSC	Does not meet intervention threshold	No further action
Heavily rutted verge area - Purn Way	Done	10/09/2024	10/12/2024	Reported to NSC	Rejected - not part of highway	No further action
Poor road surface/no road signs -Birch Avenue/Shiplate	Done	10/09/2024	10/12/2024	Reported to NSC	Does not meet intervention threshold	No further action
Grit bin overturned - Roman Road	Done	21/09/2024	21/10/2024	Reported to NSC	Moved back into position	No further action
30mph sign knocked down - Celtic Way	Done	30/07/2024	30/10/2024	Reported to NSC	New sign not correctly aligned	Monitor
Poor road surface/no road signs - Purn Way opposite dog bin	Done	10/09/2024	10/12/2024	Reported to NSC	Does not meet intervention threshold	Escalate
Poor road surface/no road signs -Old School Lane/Shiplate	Done	10/09/2024	10/12/2024	Reported to NSC	Does not meet intervention threshold	Escalate
Poor road surface/no road signs - Mulberry Lane/Coronation Road	Working on it	10/09/2024	10/12/2024	Reported to NSC	Awaiting action	Escalate
Overgrown vegetation - intersection of Shiplate Road and Coronation Road	Working on it	09/09/2024	09/12/2024	Reported to NSC	Vegetation not yet removed	Monitor
Pedestrian sign requires realigning - Bridge Road	Working on it	10/09/2024	10/12/2024	Reported to NSC	NSC Contractor instructed	Monitor
Weight restriction sign requires realignment - Bridge Road	Working on it	10/09/2024	10/12/2024	Reported to NSC	Awaiting action	Monitor
Grit bin requires refilling - Purn Way/Bleadon Road	Working on it	10/09/2024	10/12/2024	Reported to NSC	Awaiting action	Monitor
Poor road surface/faded signs - Celtic Way/Coronation Road/Shiplate	Working on it	10/09/2024	10/12/2024	Reported to NSC	Awaiting action	Monitor
Poor road surface/no road signs - Rectory Lane/Coronation Road	Working on it	10/09/2024	10/12/2024	Reported to NSC	Awaiting action	Monitor
Pothole - adjacent to noticeboard (Purn Way)	Working on it	10/09/2024	10/12/2024	Reported to NSC	Awaiting action	Monitor
Poor road surface -Purn Way (East of Farm Shop)	Working on it	10/09/2024	10/12/2024	Reported to NSC	Awaiting action	Monitor
Speed limit sign leaning - A370/Bleadon Road	Working on it	10/09/2024	10/12/2024	Reported to NSC	Awaiting action	Monitor
Poor road surface - Purn Way (past PROW)	Working on it	10/09/2024	10/12/2024	Reported to NSC	Awaiting action	Monitor
Poor road surface/no road signs - Bridge Road/A370	Working on it	10/09/2024	10/12/2024	Reported to NSC	Awaiting action	Monitor
Pothole - Coronation Road (Opposite Church)	Working on it	10/09/2024	10/12/2024	Reported to NSC	Contractor instructed	Monitor
Horse Warning sign knocked down	Working on it	10/09/2024	10/12/2024	Reported to NSC	Awaiting action	Monitor
Road signs obscured by vegetation - Roman Road approach to Celtic Way	Working on it	21/09/2024	21/12/2024	Reported to NSC	NSC to send letter to householder	Monitor
Faded road signs - approaches to bridge on Accommodation Road	Working on it	21/09/2024	21/12/2024	Reported to NSC	Awaiting action	Monitor
Faded road signs - approaches to bend on Accommodation Road	Working on it	21/09/2024	21/12/2024	Reported to NSC	Awaiting action	Monitor
Poor road conditions - Shiplate Road	Working on it	10/09/2024	31/03/2025	Reported to NSC	Preliminary work planned 2025	Monitor
30 mph road sign at top of Celtic Way needs realigning	Working on it	03/09/2024	03/12/2024	Reported to NSC	Completed by contractor	Monitor
Yellow lines at bottom of Celtic Way	Working on it	14/10/2024	31/03/2025	Reported to NSC	Survey required	Escalate
Heavy rutting along Roman Road	Not Started	10/09/2024	31/03/2025	Reported to NSC	Awaiting action	Monitor
Instal mirror opposite Mulberry Lane	Not Started	26/09/2024	31/03/2025			Escalate
Instal mirror opposite Chestnut Lane	Not Started	26/09/2024	31/03/2025			Escalate
Instal mirror opposite Barton Way	Not Started	26/09/2024	31/03/2025			Escalate
20mph speed zone	Stuck		31/03/2025	Negligible public response	Awaiting action	Escalate
Traffic/cycle calming - Mulberry Lane	Stuck		31/03/2025	Discussed with Edenstone		Escalate

Paths and footways

Name	Status	Date Reported	Due date	Action Taken	Note	Conclusion
Slippery surface - South Hill	Done	09/09/2024	09/10/2024	Reported to NSC	NSC investigated - signs to be erected	No further action
Overgrown Diocesan site	Done	10/09/2024	10/12/2024	Reported to Diocese	Letter of thanks	No further action
Moss and uneven surface - Shiplate Road (East of Birch Avenue)	Working on it	10/09/2024	10/12/2024	Reported to NSC	NSC Contractor instructed	Monitor
Moss and uneven surface - Shiplate Road (West of Birch Avenue)	Working on it	10/09/2024	10/12/2024	Reported to NSC	NSC Contractor instructed	Monitor
Lack of tarmac surface - Shiplate Road (Section opposite School Lane)	Working on it	10/09/2024	10/12/2024	Reported to NSC	Awaiting action	Monitor
Uncut verge area - The Veale	Working on it	10/09/2024	10/12/2024	Reported to NSC	Awaiting action	Monitor
Broken gate post - Purn Way footpath	Stuck	10/09/2024	10/12/2024	Reported to NSC	Awaiting action	Escalate

Streetlights

Name	Status	Date Reported	Due date	Action Taken	Note	Conclusion
Streetlight covered in vegetation - Parish Pump	Done	03/09/2024	03/10/2024	Reported to NSC	Chased - multiple times - complete	No further action
Replacement lamp - Old School Lane	Done		01/06/2024	Contractor invoice awaited	Chased	Monitor
Streetlight not working - Tenterk Close	Working on it	15/10/2024	15/11/2024	Reported to NSC		Monitor
Replacement lamp - The Veale	Stuck	26/09/2024	31/12/2024	Contractor has not actioned	Chased - multiple times	Escalate

Play area

Name	Status	Date Reported	Due date	Action Taken	Note	Conclusion
Additional play bark	Done		01/08/2024	Undertaken by JAR	4+ cubic metres added	No further action
Fit finger guards on gates	Done		01/08/2024	Undertaken by JAR		No further action
Remove wooden fence	Done		01/08/2024	Undertaken by JAR		No further action
Fill void by goal area	Done		01/08/2024	Undertaken by JAR		No further action
Secure picnic bench with ground anchor	Done		01/08/2024	Undertaken by PC		No further action
Additional sand for play pit	Done		01/08/2024	Undertaken by PC	400kg added	No further action
Renovate two benches - play area	Working on it	26/09/2024	26/12/2024	Pressure washed	One stained (1st coat)	No further action
Renovate picnic table - play area	Working on it	26/09/2024	26/12/2024	Pressure washed		Monitor
Replace plaque on bench	Working on it	26/09/2024	26/12/2024	Stored	Fell off bench	Monitor
Concrete in loose post - trim trail	Not Started	26/09/2024	26/12/2024			Monitor
New signage	Not Started	26/09/2024	31/03/2025			Monitor
Wash/oil trim trail	Not Started	26/09/2024	31/03/2025			Monitor
Wash/oil goal area	Not Started	26/09/2024	31/03/2025			Monitor
Replace rotten woodwork - multi unit	Not Started	26/09/2024	31/03/2025		Depends upon plans for play area	Monitor
Paint metalwork - multi unit	Not Started	26/09/2024	31/03/2025		Depends upon plans for play area	Monitor
Replace nuts under swing seats	Not Started	26/09/2024	31/03/2025		Depends upon plans for play area	Monitor
Wash/oil multi-unit	Not Started	26/09/2024	31/03/2025		Depends upon plans for play area	Monitor
Wash/oil climbing frame	Not Started	26/09/2024	31/03/2025		Depends upon plans for play area	Monitor
Wash/oil swing seats	Not Started	26/09/2024	31/03/2025		Depends upon plans for play area	Monitor
Fix/replace damaged fence panels	Not Started	26/09/2024	31/03/2025			Monitor
Instal rubber mats beneath swings	Not Started	26/09/2024	31/03/2025		Depends upon plans for play area	Monitor
Grass seed eroded areas	Not Started	26/09/2024	31/03/2025			Monitor
Replace fixing to climbing set	Not Started	26/09/2024	31/03/2025		Depends upon plans for play area	Monitor
Cut back sycamore tree	Not Started	26/09/2024	31/12/2024		Funding not yet agreed	Escalate

Allotments						
Name	Status	Date Reported	Due date	Action Taken	Note	Conclusion
Extension of watering system	Done		01/08/2024	Undertaken by PC	No further complaints	No further action
Replace main gate	Done		01/08/2024	50% funding from Church commissioners		No further action
Establish 'community' composting area	Done		01/08/2024	Put to allotment holders	Insufficient support	No further action
Cut back 'abandoned' plots	Working on it	26/09/2024	31/10/2024	Plots trimmed	Burning authorised	Monitor
Erect staging in polytunnel	Not Started	26/09/2024	26/12/2024	Approved by Council		Monitor
Instal watering system/shading - polyunnel	Not Started	26/09/2024	26/12/2024	Approved by Council		Monitor
New signage	Not Started	26/09/2024	31/12/2024	Approved by Council		Monitor
Realign fencing Plots 10 and 11	Not Started	26/09/2024	31/10/2024			Monitor
Car Park						
Name	Status	Date Reported	Due date	Action Taken	Note	Conclusion
Put up disabled parking signs	Done		01/08/2024	Undertaken by PC		No further action
Remove planters - Pea Green	Done		01/08/2024	Undertaken by JAR		No further action
Remove vegetation around play area	Done		01/08/2024	Undertaken by JAR		No further action
Remove telegraph pole	Done	26/09/2024	31/03/2025	Ofcom/Openreach approached	CEO Openreach has approved works	Monitor
Address parking barriers	Working on it	14/10/2024	31/03/2025	Two procurement processes to-date	Scheduled for October Council	Monitor
Pressure wash/sand to paving area	Working on it	26/09/2024	31/03/2025	Part washed		Monitor
Loose coping stones (new) - Coronation Hall	Not Started	26/09/2024	26/12/2024		Arising from use of scooters	Monitor
Loose coping stones - Jubilee Gardens	Not Started	26/09/2024	26/12/2024			Monitor
Churchyard						
Name	Status	Date Reported	Due date	Action Taken	Note	Conclusion
Undertake memorial inspections	Done		01/08/2024	Undertaken by PC	Faculty/church approvals secured	No further action
Crack in wall (Old School Lane)	Done	26/09/2024	26/12/2024	Discussed with stone mason - no concerns	Tell-tale fitted	No further action
Cut back trees	Working on it	26/09/2024	26/12/2024		Faculty to be considered	Monitor
Instal gabions to rear of headstones	Working on it	26/09/2024	26/12/2024	Trial gabion installed	Assistance needed	Monitor
Remove vegetation to walls	Working on it	26/09/2024	26/12/2024	Discussed with contractor	Damaged section of wall identified	Monitor
Remove vegetation - graves	Working on it	26/09/2024	26/12/2024	Undertaken by JAR	Ongoing - discussed with new contractor	Monitor
Resin adhesive to crosses	Not Started	26/09/2024	26/12/2024	Supplies purchased	Assistance needed	Monitor
Cut back wilding area	Not Started	26/09/2024	26/12/2024		Requires discussion with PCC	Monitor

Bus Stops						
Name	Status	Date Reported	Due date	Action Taken	Note	Conclusion
Renovate bus stop - Church Rooms	Working on it	26/09/2024	26/12/2024	Pressure washed	Awaiting staining	Monitor
Cut back vegetation - Celtic Way	Not Started	26/09/2024	26/12/2024			Monitor
Planting schemes						
Name	Status	Date Reported	Due date	Action Taken	Note	Conclusion
Remove redundant planters	Done		01/06/2024	Undertaken by JAR		No further action
Acquire plants/plant up	Done		01/06/2024	Undertaken by volunteers	Invoice awaited - main supplier	No further action
Establish watering schedule	Done		01/06/2024	Undertaken by volunteers		No further action
Bulb planting in lay-bys	Working on it	26/09/2024	26/12/2024	Approved by Council	Discussed with contractor	Monitor
Confirm arrangements for 2025	Working on it	26/09/2024	26/12/2024			Escalate
Agree scheme for Jubilee Gardens	Working on it	26/09/2024	26/12/2024	Design required	Planting by BPC Contractors	Escalate
Defibrilators						
Name	Status	Date Reported	Due date	Action Taken	Note	Conclusion
Replace pads at Coronation Hall	Done		01/07/2024			No further action
Defibrillator at The Veale	Not Started	26/09/2024	31/03/2025	Dependent upon noticeboard relocation	Matched funding less likely	Monitor
Dog bins/Bins						
Name	Status	Date Reported	Due date	Action Taken	Note	Conclusion
Replace bin at Pea Green	Working on it	26/09/2024	31/03/2025	Approved by Council #v	Awaiting action	Monitor
Remove bin in Bleadon Road	Not Started	26/09/2024	31/03/2025	Can use NSC bin		Escalate
Replace remaining bins?	Not Started	26/09/2024	31/03/2025	New/larger bins - cap/reduce emptying		Escalate
Listed Monuments						
Name	Status	Date Reported	Due date	Action Taken	Note	Conclusion
Protective coating to Parish Pump	Working on it	26/09/2024	31/03/2025	Scheme agreed with NSC	Specialist tools required	Monitor
War memorials - within Church	Stuck	26/09/2024	31/03/2025	Legal/funding position shared with PCC	Faculty to be considered	Monitor
Condition of Market Cross	Not Started	26/09/2024	31/03/2025		Steam clean prior to survey	Monitor
Fly Tipping						
Name	Status	Date Reported	Due date	Action Taken	Note	Conclusion
Mattress adjacent to A370	Done	20/05/2024	24/05/2024	Reported to NSC	Contractor instructed	No further action
Toilets						
Name	Status	Date Reported	Due date	Action Taken	Note	Conclusion
Address vandalism (Summer 2024)	Done		01/08/2024	Undertaken by JAR	Reported to Police	No further action
Repair guttering	Not Started	26/09/2024	26/12/2024	Investigated - require relining	Possibly form part of wider works	Monitor