



Locking Parish Council

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The Parish Hall, Grenville Avenue,
Locking, North Somerset BS24 8AR

Minutes of the Meeting of Locking Parish Council held on Thursday 4 September 2025 at 7.00pm at Locking Parish Hall

Meeting opened: 7pm

Meeting closed: 9.20pm

Present: Councillors: Cllr Jones (Chairman), Cllr M Tremlett (Vice-Chairman), Cllr W Ashdown,
Cllr P Schofield, Cllr W Bearsby, Cllr P Lacey, Cllr Hilder, Cllr Poynton,
Cllr Huish, Cllr Shepherd

Also in attendance: The Clerk, Cllr T Porter and one member of the public

CO-OPTION MEETING COMMENCED AT 7.00PM

Having regard to the confidential nature of the business to be transacted, the Co-option meeting is now not open to the Press and Public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960

001) Co-option of Parish Councillor

- a) Chairman opened the meeting and welcomed Cllrs and Kimberly Shepherd to this co-option meeting.
- b) To receive apologies for absence and to approve reasons where appropriate.
Apologies received from
Cllr ap Rees – Approved
Cllr Prosser – Approved
Cllr Sizer – Approved
- c) It was unanimously **AGREED** that Kimberly Shepherd should be co-opted to office of member of Locking Parish Council.
- d) Cllr Shepherd signed her Declaration of Office at this meeting in the presence of the Clerk and Council members.
- e) Chairman closed the Co-option meeting at 7.10pm

FULL COUNCIL MEETING COMMENCED AT 7.30PM

The meeting was open to the press and members of the public

PUBLIC PARTICIPATION

To receive and hear any person who wishes to address the Council, upon prior notice being received (The Chairman will select the order of the matters to be heard, each speaker will be limited to a period of 3 minutes (to a maximum of 15 minutes total public participation at the Chairman's discretion).

- a) Unitary Cllr/Liaison Officer Report – Cllr Porter reported on the following:
 - i. Combined Authority: North Somerset Council would be meeting next week to discuss being part of a combined Authority. Cllr Porter that this was being pushed by central government and it looked likely that North Somerset Council would partner with the West of England Combined Authority.
 - ii. Birnbeck Pier: Royal National Lifeboat Institute (RNLI) informed North Somerset Council they no longer wish to be involved in the delivery of the project to restore Birnbeck Pier in Weston-super-Mare.

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- This breaks the collaboration that the RNLI entered into with North Somerset Council and leaves the phase of work to restore the pier structure in jeopardy, with a £5m shortfall which the RNLI had previously agreed to fund.
- iii. Handley Place, Locking Parklands – No update on the concerns raised by LPC regarding allocated green open space for residents. Cllr Porter was of the opinion that he had always thought there was too much green open space and who would pay for the maintenance once the development was finished.
- North Somerset Council were off loading as much as their green open spaces to Town and Parish council in an attempt to balance next year's budgets.
- iv. Site Allocations for Housing: Cllr Porter discussed the potential site south of Old Banwell Road towards Elborough Village Banwell Road, where a possible 400 houses could be built. LPC had already responded to application 25/P/1282/EA1 Formal Screening Opinion, although not a planning application members were mindful that not all residents would be aware of the site allocations for Locking and the impact on infrastructure.
- v. Community Governance Review 2025: Cllr Porter advised that he along with Cllr Solomon would be putting together a leaflet for Hutton and Bleadon which would be delivered to all residents to advice of potential changes to Parish Councils so that residents can take an active part in this very important consultation.

It was noted that draft recommendations for Locking were to:

- Reduce the number of Cllrs from 15 to 13
- A new Parish Council be formed for Locking Parklands and Mead Fields
- A potential combined Parish Council of Locking and Hutton.

Members were aware of the importance of the Community Governance Review and Site Allocation for Housing and discussed calling public meetings to raise awareness.

- b) Police Report – Reports for July and August 2025 were received and **Noted**

AGENDA

MATTERS FOR DECISION

66) To receive Apologies for absence and to approve reasons where appropriate.

Cllr ap Rees – Approved
Cllr Prosser – Approved
Cllr Sizer - Approved

67) To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations. None received.

68) Minutes:

- a) The Minutes of the Council meeting held on 3 July 2025 was agreed and signed by the Chairman. **RESOLVED:** That the Minutes of the Council meeting held on 3 July 2025 (previously circulated), be taken as read, agreed as being a true and correct record and as a consequence, signed by the Chairman of the meeting. **AGREED**
- b) To note the Draft Minutes from the Assets & Amenities Committee meeting held on 17 July 2025. **Noted.**
- c) To note the Draft Minutes from the Finance & Human Resources Committee meeting held on 17 July 2025. **Noted.**

69) Finances: For members to note/approve the finances for July and August 2025.

A nominated member to sign and date each page.

- a) To receive and approve all monthly receipts and payments from 1st July 2025 to 31st July 2025 **AGREED** and signed by Cllr Tremlett
- b) To receive and approve all monthly receipts and payments from 1st August 2025 to 31st August 2025 **AGREED** and signed by Cllr Tremlett
- c) To receive and note the Bank Reconciliation for June 2025
- d) **AGREED** and signed by Cllr Tremlett
- e) To receive and note the Bank Reconciliation for July 2025
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AGREED and signed by Cllr Tremlett

- f) To note the Expenditure against all Budgets from 01/04/2025 – 31/08/2025. Noted and signed by Cllr Tremlett.
- g) To receive and agree any Grant applications: None received.

70) Chairman's Report:

Welcome all to tonight's meeting following our August break.

On 4 August 2025, Councillors Ashdown, Huish and I met with Mr Tom Tracey, Preim Property Manager for Locking Parklands at the Radio Wing (Preim also manages Locking Grove and Flowerdown).

In essence the meeting was to establish Preim's role and how we as a Parish Council could work together for the benefit of our growing community. It was a good and positive meeting with plenty of explanations regarding roles and future objectives on Locking Parklands. (An update has been provided and is an agenda item later tonight).

Over the past two months there have been 2 unauthorised illegal encampments on Locking Parklands. Both encampments were set up on land owned by Homes England. In both cases bailiffs attended and successfully dealt with those incursions. The last incursion resulted in knee rails being damaged to facilitate access to an area where the general public and residents are permitted access for recreational purposes on foot only. Police attended but took no action to remove the travellers. A large amount of rubbish was left behind when the travellers left the land which contractors and local residents helped remove.

It is concerning that we as a community are being subject to these continued incursions because in the future Homes England will eventually pass ownership of the land to Locking Parklands Community Interest Company and they will be responsible for the costs of removing travellers and the subsequent clean-up of the land. No doubt maintenance charges will have to go up to meet these extra costs. Leaving rubbish on public or private land is classed as 'fly tipping' if you or I did it we would be taken to task.

Members **AGREED** that the poor response from Police and the continued illegal encampments on Locking Parklands be discussed at the next Locking Parklands Stakeholders meeting on 21 November.

71) Regular Reports: To receive and note the following regular reports:

- a) CPRE: Mr Dumbell had sent his apologies as he was not able to attend this meeting. No Report.
- b) Locking Parklands Stakeholders:
 - i. To receive the notes from the meeting held 29 April and consider items for next Stakeholders meeting on Friday 21 November. Members reviewed the notes from the meeting and **AGREED** the following updates and agenda items be submitted:

General Concerns & Follow-ups

- Delay in receiving meeting notes – 3 months is too long.
- Revantage's reluctance to engage with LPC outside stakeholder meetings.
- Request updates on items raised in the 29 April 2025 meeting.
- Clarification on "Matters Arising" – unclear when these were raised

Project & Infrastructure Updates

- Snowdome – Request for a more detailed update from Sam Gammon.
- Section 106 Agreement & CIL Funding – LPC wants consultation; concerns over lack of community benefit.
- Roads – Share developer contact details; Bowen Road reconstruction update.
- Cycle Path Construction – Timetable update from Patrick Norwood.
- LP Ed Tog Primary Crossing Point – Update from Patrick Norwood.
- Parking Issues – Updates from Sam Gammon and Cratus.

Flowerdown Park Issues (raised by Jean Harrison)

- Missing sign – Anson Way.

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- Flooding – bottom of Larkhill (HE land).
- Land transfer – in front of Anson Road to Flowerdown Park.

LP CIC Updates (from Neil Williams)

- Resident Representatives – status and election plans.
- Annual Resident Meeting – date request.
- Radio Wing Management – clarity on day-to-day management, transparency, and stakeholder group involvement.

Handley Place Development

- Concerns over **insufficient green space** for 595 residents.
- Request to reassess green space allocations to meet North Somerset Council standards.

Locking Skatepark Initiative

- Community project led by LPC and Locking Skatepark Group.
- Seeking **£285,000 in grants/donations**.
- Fully inclusive design for youth and wheelchair users.
- Planning permission secured; support needed from stakeholders and businesses.

- ii. To receive revised Stakeholders Terms of Reference and submit any amendments.

AGREED Correction to LPC's role – LPC is the local authority, not a Local Resident Management Organisation.

72) Planning (applications can be viewed via North Somerset Council Planning Applications website):

- a) **14/1818/RM – Phase 8 & 10 Locking Parklands** – Letter dated 12 August changes to design and layout. **Noted**
- b) **25/P/1437/NMA- Land South of Somerset Avenue WSM** - Non-Material Amendment to Phase 2 of application 21/P/1220/RM (Reserved matters (appearance, landscaping, layout and scale) for 425 residential dwellings (Use Class C3), 300 sq m commercial floorspace (Use Class E), along with associated open space and landscaping, including discharge of conditions 3 (Reserved Matters), 11 (access for rhyme/watercourse maintenance), 13 (foul water disposal), 14 and 15 (hard and soft landscaping), 16 (landscape management plan), 17 (tree protection fencing), 20 (detailed highways plans), 23 (landscape ecological management plan), 24 (dark vegetated corridor), 25 (ecological constraints plan), 30 (energy strategy), 31 (finished levels), 32 and 33 (materials samples), 34 (boundary enclosures) and 35 (service equipment) associated to outline planning permission (ref. 16/P/2758/RG4 amended by 20/P/0692/NMA)) to allow for the removal of render house-type variations, alteration of fenestration details, removal of select single garages and alteration of boundary treatments. **Noted**
- c) **25/P/1495/FUH 19 South Lawn Locking** – Proposed erection of a new single storey rear extension. **Already approved.**
- d) **26/P/0109/FUL 15 Canberra Crescent Locking Parklands** - Proposed erection of a 3-bed dwelling with a detached garage alongside the creation of access and hardstanding. Members noted that the applicant did not actually own the land and the build would not meet North Somerset Planning Policy it was **AGREED** to object to this application.
- e) **25/P/1493/FUH 7 Anson Road Locking** – Proposed erection of a single storey side/rear extension to include a utility room, en-suite bedroom and sun room. **AGREED** to support this application.

73) Local Plan Update

North Somerset Council have agreed the sites for development to meet their required government housing target.

Update from N Richards NSC in response to Locking Parish Council's email:

The data that underpins the updated Bats SPD is being produced by the same consultant we are using to undertake the HEP calculations to consider the proposed allocations, so the two are consistent.

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Locking Skatepark planning permission: Colleagues who assessed the site through the Strategic Housing Land Availability Assessment work were familiar with it. If the proposed allocation is carried through into the Regulation 19 plan we will flag this in the allocation wording. At present the developer's indicative masterplan did not show housing directly opposite the skate park site, it is proposed to be an area of open green space.

Hanley Place Locking Parklands open space query, colleagues Karlie Phillips and Helen Mitchell have been asked to look into this and provide a response.

The Clerk advised that she had responded to the above update from N Richards with the following: The developer's indicative masterplan does in fact show housing directly opposite the skate park site – Page 5 Figure 3.2 Concept Masterplan (attached), clearly shows housing along the top of Old Banwell Road opposite the Playing Field where the skatepark is to be sited.

One other concern is the masterplan shows limited pedestrian access onto the site – there are no footpaths for access via Old Banwell Road, Banwell Road or The Bury – there is no safe pedestrian route onto the site. Even upgrading the PROW's within the site would not give a safe pedestrian route into Locking or Elborough Village or accessing any of the facilities at Locking Parklands or access to public transport, schools or GP Surgery. We would hope the above would also be flagged (Page 5 Figure 3.2 Concept Masterplan).

Given the above Members **AGREED** that a Public Meeting be held to inform residents of all potential site allocations for Locking along with the developer's indicative masterplan for land south of Old Banwell Road Locking this to be held in conjunction with Community Governance Review 2025 Consultation.

74) Parish Hall Flat Roof Repair: Update from the Clerk:

Four quotations had been requested. Three had been received ranging from £11500 - £25000. The fourth company to assess the flat roof advised that that in his opinion the roof would last for another 4-5 years and could see no point in quoting for unnecessary work. He did say he could conduct a full roof survey/inspection for insurance purposes - cost £250. **AGREED** to go ahead with a full roof/survey inspection report for insurance purposes this to be carried out by DJ Thomas Roofing Ltd.

75) Graffiti: Cllr Schofield requested to withdraw this item. **AGREED**

76) LPC IT Equipment: Consider the upgrade of IT equipment to accommodate Windows 11. **AGREED** to accept the quotation from 2IT for the supply and install of two new desk tops including HP care pack warranty for the sum of £1362.00 plus VAT.

77) Locking Parklands: Update Cllr Ashdown Cllr Jones and Cllr Huish from the meeting with Preim Ltd (Locking Parklands Management Company). Already discussed under Chairmans report. A copy of Preim Ltd People, Places, Communities document had been previously circulated. Copy available from the Clerk.

78) Community Governance Review 2025 - Draft recommendations.

Cllrs to discuss the draft recommendations for Locking Parish. These recommendations will be subject to a second round of public consultation, which is scheduled to take place throughout September and October.

Draft Document had been circulated to Members and discussed at length under Public Participation. Therefore, it was **AGREED** that Public Meetings be held to inform residents of the potential changes to Locking Parish and the impact on Locking. The Clerk to arrange dates during September for meetings at Locking Parish Hall, The Radio Wing and Oaktree Park community hall. These meeting to be held in conjunction with Site Allocations for Housing in Locking.

79) Savings Account: to consider moving LPC saving account from Nationwide Building Society to Unity Trust Bank. **AGREED** to close the Parish Council savings account with Nationwide Building

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Society and open a new savings account with Unity Trust Bank. It was noted that it had been agreed previously that a Unity bank account be opened to accommodate funds for Locking Skatepark.

- 80) Skatepark Funding Update** from the Clerk and consider/agree any actions from this update:
First wave of funding letters to businesses on the Oldmixon Ind Est have been sent out – received a couple of quick responses asking for further details and an idea of how much to donate.
As an 'incentive' any donations received I would like to put into L@L – company logo with the amount donated and a sentence as to why their happy to be involved. **AGREED**
Cllr Shepherd had applied to DIY SOS TV Show to see if the project would be of interest to them.
We have submitted an application for funding to Sport England and are awaiting a response, once received a crowd funding page would be set up as it was hoped Sports England would match fund up to £15000.

- 81) Makers Market Autumn 2025** – To confirm that the market will go ahead this year and agree a date, along with volunteers to help out on the day. **AGREED** that the Market go ahead on Saturday 1st November 2025 – Volunteers Cllr Jones, Tremlett, Ashdown, Huish, Poynton and Shepherd

82) Clerk's Report, Correspondence & Items for next Agenda:

(Please note that the Council is unable to make any formal decisions under this item).

To receive the Clerk's report, note any correspondence received since the last meeting that is not an item on the Agenda and note items for the next Agenda.

Clerk's Report: No report – already covered within the minutes.

Correspondence:

- a) IT1493 Additional traffic calming between 73-75 Elm Tree Road Locking – Email received 02/09/2025.
The PC has requested additional traffic calming between 73-75 as vehicles are currently speeding over the road hump around the bend and having to brake for a vehicle exiting no. 75, Vehicles emerging from 75 are unable to see vehicles travelling northbound, there are no footways visibility around the bend is poor pedestrians have no safe route 1493.
Transport Policy Team had rejected the request as it did not meet the criteria for these works. It was suggested that as the Scheme relates to visibility of resident accessing the highway. Appropriate traffic calming has been implemented; vehicle speeds are not excessive. Resident should consider taking steps to improve access, visibility of access which is heavily obscured by vegetation. **Noted.**
- b) Introducing the Green Canopy Project: Planting Trees, Growing Communities
We are delighted to invite your Parish to be part of the [Green Canopy Project](#), an exciting new tree planting initiative led by the Forest of Avon. This project is designed to support parish councils across BANES in planting a hectare of trees (or more!), bringing lasting benefits to communities and the environment. **Noted.**

Agenda Items: None

PART TWO

Exclusion of press and public.

(The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the agenda item/s below by reason of the confidential nature of the item/s of business to be transacted, in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

- 83) Matters pertaining to Staff:** The Clerk advised council that at this meeting that it was her intention to hand in her notice at the January meeting to give the required 3 months' notice period. The reason the Clerk was advising members of this now is so that Council can plan ahead for a smooth handover.

84) Local Government Services Pay Award Agreement 2025/26

Agree to implement the new pay award rates, as well as back pay to 1st April 2025. **AGREED.**

There being no further business the meeting Chairman closed the meeting at 9.20hrs

Signed (Chairman).....

Date.....

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The next meeting of Locking Parish Council 2nd October 2025.

*Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions:
Equal Opportunities (race, gender, sexual orientation, marital status and any disability) Crime & Disorder, Health & Safety and Human Rights.*

