



FULL COUNCIL MEETING

Tuesday 31st March 2026 at 19.30pm

Address for meeting: QAMP Committee room.

Present: Cllrs John Hughes-Chair (JH), Steve Ritchie (SR), Miles Grocott (Mgr.), Leanne Edwards (LE), Amanda Symonds (AS), Tony Williams and District Cllr SGC (TW), Pat Savage (PS)

The meeting was Quorate

In Attendance: M Evans (Clerk),

FC/25/123 Accept Apologies for Absence Cllrs Di Buckley (DB), Tony Turnbull (TT),

FC/25/124 Declarations of Interest (DOI) under the Localism Act 2011 and requests for dispensations n/a

FC/25/125 To Agree Minutes of the Full Council 24th February 2026 and any matters arising.

The minutes were proposed by AS and seconded Mgr and unanimously Resolved by the council and will be signed by the Chair of the meeting.

The meeting was recorded in line with The Openness of Local Government Regulations 2014(SI2014/2095) and normally OPC protocol of deletion after 28 days.

FC/25/126 PUBLIC QUESTIONS TIME

Members of the public are invited to make representations to Olveston Parish Council on any matters relating to the work of the Council. (Public Bodies admission to meetings) Act 1960.

None

FC/25/127 TO RECEIVE REPORTS ON ISSUES AFFECTING OLVESTON FROM SOUTH GLOUCESTERSHIRE Ward Severn Vale (SGC) COUNCILLORS

Ward Councillor TW Report received and noted Annexe 2

It was noted the black bin three-week collections start in May 2026

The Potholes review was covered in this section where TW reiterated to keep using the 'Report IT' system on SGC website to get repairs completed and if not, he would escalate in SGC

FC/26/30

Olveston Parish Council Registered Address: QAMP, Old Down, Bristol, BS32 4PH

Email: clerk@olvestonparishcouncil.gov.uk

FC/25/128 Finance Payments March 2026 and Accounts year end update

March 2026			
Wedoyour IT	MSFW gallery images (website)	81.00	13.50
Motion	Flyers APA inv 114950	36.00	0
Hathaway (final pay)	Vicarage Play tree/hedges- 1062	1014.00	169.00
Lindsay Smyth	IT /website support Jan-Feb 260101	90.00	0
Parish Online	Annual Fee	90.00	0
John Hughes	Mount Pleasant -allotments	188.57	31.43
John Hughes	Parking traffic group, Printer, Keys	172.09	19.73
Hathaway Inv -1131	Aust lane and track to school	312.00 (pay 14.4.26)	52.00
Ed Drewitt	Spring walk	207.40	0

It was Resolved to pay all these payments (except Hathaway note below) and were proposed by TW and seconded by SR and all the payments/approvals were unanimously Agreed by the council.

The 2025/6 accounts will be prepared in April for internal audit then bought back to the May 2026 meeting with AGAR completion and submission to external auditors NJH requested payment to Hathway be held as works completed not yet approved by JH/LE

FC/25/129 QAMP development project update

SR updated the committee that the QAMP refurbishment project had started on Monday 23rd March with an expected end date of 31st May 2026 -further details will updated to Councillors on weekly /fortnightly reports

FC/25/130 Planning Minutes

The minutes were noted in **Annexe 4**. Mgr updated on the Church Farm Development

FC/25/131 APA Arrangements 15th May 2026 update

The posters and flyers were ready to be put up and circulated Also, a 'suggestion box' on the night was agreed.AS has the distribution list of invitees

FC/25/132 Traffic / Parking Group update

JH is still seeking a chair but has several interested people for the group.SR has a handover file

FC/25/133 Play areas update

LE will now head up the play areas. LE provided an initial list but will update further after the ROSPA inspections and try to visit with the inspector of Vicarage Lane.TW thanked LE for taking this task on for OPC.

FC/25/134 MFSW update -Mel Evans

Minutes in Annexe 1

FC/26/31

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FC/25/135 Action List Update- (issued separately)

Update see Annexe 3

FC/25/136 Clerk Report:

- Note Policies -OPC Financial regulations and Data Protection Policy
- It was Resolved to agree and were proposed by TW and seconded by LE and both were unanimously Agreed by the council.

Meeting finished 20.45 pm

Future meeting:

Full Council Tuesday 28th April 2026

FC/26/32



**Olveston Parish Council
Making Space for Wildlife Project
Bimonthly Meeting Minutes
Wednesday 11 March 2026
7.30pm at Tockington Manor School**

Agenda Item	Description	Action
Present/ Apologies	Present: Tony Turnbull, Paul Godwin, Melinda Evans, Lin Biesheuvel, Angela Hague, Mike Woodcock Apologies: John Hughes. We welcomed Mike to his first meeting and thanked him for agreeing to be part of the committee.	Note
1. LCNAP, new tracking sheet	ME outlined process for MW. PG had made some updates. Agreed that more significant updates requiring OPC approval or activities requiring funding from budget to be raised at meetings. Other items an update on the tracking sheet will suffice. Comments on existing aspects: 1. Bat box update: bat survey report for Little Orchard house (on SGC planning portal) indicates bats are present at Old Down. Agreed the large trees along walkway near playground good location as result. Agreed to purchase two in April. OPC to be advised these will be installed and will need regulatory approval to move if they are occupied in the future. Will need OPC contractor to install due to height (5m+) 2. Install hedgehog highway at Vicarage Lane playing field. ME/JH had reviewed location but due to constant flooding of area we need to go back and find better location.	a. ALL – review tracking sheet to see what tasks can be picked up and update activities ahead of meetings if possible. b. TT – purchase two bat boxes and advise OPC of their installation, including need for regulatory approval to move if occupied in future. TT organise contractor (M Roper). c. ME/JH to find alternative siting for Vicarage Lane hedgehog highway
2. Terms of reference	Existing ToR is now several years old and needs reviewing. TT confirms OPC would welcome a revision. Matters to consider: there needs to be an amendment to the chairing of the group as currently it is stated it must be an OPC councillor; frequency of updates (currently every 2-3 months at OPC Full Council), should this update be approved by the group first, role of MSFW committee to advise works where there is a nature or climate impact (the latter with reference to	a. ALL: please review the existing ToR, and send comments to ME who will collate and incorporate into new document

Agenda Item	Description	Action
3. Website/communications	recent works at Churchill ponds, bramble Vicarage Lane, planting trees at Old Down) Gallery: ME noted recent email correspondence from Lindsay regarding our request to have 10 images in the gallery. She advises she cannot do herself and has referred to the OPC IT contractor for a quote. Previously decided the gallery to host 10 images organised into categories: for e.g. birds, invertebrates, amphibians, insects, fungi, flowers, with text to accompany images so can be educational. Consent for images: agreed not to pursue use of WhatsApp group as a way of obtaining images for the OPC Facebook page. However, agreed it could be used for sourcing images for Gallery, on a case-by-case permission basis. How do we manage consent? OPC councillors are due to do training on personal data. Need to confirm context for privacy/personal data/copyright in order to develop the process here. TT to raise with OPC. What is purpose of gallery, this will help frame the context of whether we go ahead with this. Website structure: felt the Climate and Nature section is not obvious from the current position of "Engagement" and it would better located alongside the other working groups of the council, such as Traffic and Planning. However, ME advises that moving the C&N elements is not likely to be feasible, instead could the title of "Engagement" be changed to "Working Groups" or "Community Involvement". Note: All updates to website, copy for Meeting Point and social media to go via msfw@olveston email address (ME) to Amanda S for MP and social media, and Malcolm for website.	b. ME to ask Malcolm/Lindsay if website title can be changed c. TT to report back on photo consent process, ME will follow up with Lindsay re: contractor work once this process is confirmed d. ALL: content for MP, website, social media to go via ME
4. Wildlife recording and species list	The LCNAP contains work on species recording. We now have several people obtaining data for several groups of organisms, e.g. birds, moths, fungi. How do we organise this into most efficient / systematic workstreams? Birds: could we focus on four locations, for example: the Slad, Sheepcombe, the Common, quarry. Another area could be locations that may	a. PG to develop plan to consolidate species monitoring

Agenda Item	Description	Action
	be developed for housing, to help with any future ecological survey work. In addition, AH is doing the BTO recording. There are four people recording moths. Need to plan who, what and where, when? PG to develop a plan. Individuals outside the committee can do what they like. This would help support the LCNAP. Maybe we could create a map for the website for these areas and list the species? Google map.	
5. Planning for wildlife walks	Walk 29 March, the Slad There are currently ~ 12 attendees signed up. ME to sort through responses and allocate. Send attendees for 29 March information email drafted by PG. ME to send names to PG. Route and risk assessments all done, PG will be the forward walker on the group, route avoids accessing woods via private land. Ensure James Farr has details so he can attend. Bat walk 18 June: Sally Pattison has said she can probably supply detectors. AG can possibly source some old ones from Bristol Uni. Likely we will be open the later two walks again to Wildlife Group as they are currently not oversubscribed, will also need to send details to any newcomers to group.	a. ME to allocate people to each of the three walks b. ME send information email to 29 March attendees. c. ME to send form/details to any group newcomers, also James Farr.
6. Olveston Parish Wildlife group and meetings	Feedback from 3 February meeting: - Microphone needed - Curved seating lines suggested. - Name badges needed. - Introductions including the committee members needed. - More opportunity to socialise. - Ask people to give practical tips on what they're doing. All good feedback we can take back for the next one. Frequency of meetings – agreed to set to twice per year, next one in October. Venue Parish Hall. Speaker not needed, suggest inviting others to speak with ideas and tips they use.	a. ALL: please check diaries for October meeting b. PG to book with Parish Hall c. Someone to volunteer to organise the June social

Agenda Item	Description	Action
	Possibly a social at the pub on 24 June – PG is away, we need someone to organise it.	
7. Community nature reserves	ME had circulated responses to survey taken at the 3 February meeting. Responses were mostly in support. What do we want to do with this? 6 people said they would help set up a working group, 4 maybe. Ask the people who said yes to a meeting. Could we use the June meeting to bring ideas/thoughts of what they are doing for an hour, then social after? Issue of resourcing the CNR, we can't do it easily as a committee. ME had met with Thornbury Town Council officer, no real new insights given there.	a. ME to prepare email to those interested in establishing CNR and invite them to a meeting.
8. Energy Assessments	Energy assessments for both QAMP and Hall have been completed. ME to investigate possible funding, Steve Ritchie is leading. There is a new community toolkit that may be useful.	a. ME to discuss with Steve R.
9. Rhines/rubbish	PG has reported incidence of very diffuse litter in rhines, it is not a single location or fly tipping incident that SGC's services are aimed at. PG has not had a response back from grant offer re: OPC's eligibility, but we will probably not go down this route as unlikely to need this much money (>£2K). Agreed to purchase some telescopic litter pickers, grabbers and nets. PG to get costs for equipment. TT will ask OPC for funds. SGC could pick up rubbish once collected. MSFW and wildlife group could collect it. Post meeting note: rubbish appears to have been cleared in the interim. Therefore do we still wish to purchase? AH has made good suggestions if so.	a. PG/TT to get quotes and purchase equipment b. ALL: organise litter picking session.
10. Budget update	Budget for 2026-27 is £2500. Agreed spend: • Bat boxes • Sound recorder ~£150 • Ed's walks 2 x £220 +travel (29 March walk to come from 2025-26 budget); • Recording group meeting	a. TT to develop budget tracking sheet

Agenda Item	Description	Action
	TT to make budget tracking spreadsheet, per PG's suggestion.	
11. AOB	ME had sent details of mini meadow cutting requirements to Malcolm (Vicarage Lane and Old Down). Bramble clearing in quarry – Lin can help with this when we are ready to do. Follow up from previous planting in quarry- fox gloves up, lords ladies, primroses, snowdrops, some wild garlic. No bluebells. Some growth in Old Down flowers planted in autumn- Facebook post for Old Down flowers, AG to send photos to ME. ME to follow up grass cutting road verges with Matthew Lipton.	a. ME to follow up grass verge cutting with Matthew Lipton b. LB bramble cutting quarry when needed c. ME Facebook post re: Old Down flowers
12. Next meetings	Schedule for 2026: 13 May (PG away) 15 July 9 September (PG away) 11 November	Note

Meeting close 21.55.

Annexe 2

Olveston Parish Council

District Councillors TW report

I continue to express concerns on the length of time potholes are taking to be repaired from first being reported with several developing into very deep and serious.

A38 fiasco still causing nuisance to our villages being used as rat runs, I have yet again requested the police take action over speeding and the council officers to try to discourage the use of some of the more narrow roads. So far I am not getting much support but will continue to demand more action.

The Local plan hearing date have been published, these are to be held at Kingswood Civic centre and details of agendas are on line.

Just a reminder that 3 weekly bin collections are now in operation, however if households are genuinely struggling with this they can contact the council for help and possibly have a more frequent collection.

With the cost of oil heating fuel rising help with costs can be sought through the Council, if you know of anyone struggling with this please ask them to contact the council or myself and I will help with the application for them

Annexe 3

Action List

Matters arising (from last council meeting) and reviewed March 31st, 2026

Current Action List: **outstanding**

- I. QAMP side Kerbs-obtain quote from supplier and discuss 29.10.24-JH will bring costings to the Full Council-this is delayed until Summer/Autumn 2025 -SR is progressing with Mike Taylor.TW asked also to consider No Parking signs in the future Bollards installed -Bollards have been installed and Kerb works is now delayed - due to weather conditions. It was additionally agreed to put planters in all down the goal side from the bollards (shrubs) to stop parking. A further parking area at the other end of the pitch for 30 spaces is being progressed
 - II. Communication events going forward -AS to prepare training paper in 2026
 - III. FC/25/38 JH has met with Tennis Chair -the new £15 rent to be invoiced (completed) and JH will agree an annual further contribution shortly in 2026
 - IV. Notice Boards -Tockington and Olveston -new back boards and window/panes to be replaced -ME to find contractor -received £530 quote (for both in total) -confirmed UV protection and to proceed in April 2026
 - V. Peter Floyd-Traffic and Parking conformed he will not be able to chair but will help the group on traffic issues etc - -Mgr and SR will give the group past papers/files when formed
 - VI. TT to investigate a plaque in RL honour (maybe Tockington Green bench)
 - VII. Olveston Primary School to arrange summer date visits for Councillors
 - VIII. JH progressing the updated Village Design Statement
 - IX. JH asked all councillors to think about 4/5 big items for the next 4/5 years and he will follow up
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Completed

Vicarage Play area Hedge row-works for Clearance Eastern edge -£1824 (inc vat)-

Annexe 4



MINUTES OF A MEETING OF PLANNING COMMITTEE HELD

Tuesday 31st March 2026 AT 19.00pm Qamp Committee Room

PRESENT: Chair Cllr Miles Grocott (Mgr.), Cllr Steve Ritchie (SR)

In Attendance: M Evans -Clerk. Cllr John Hughes (JH)

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| PL/25/083 | To Receive and Accept Apologies for absence Di Buckley (DB) |
| PL/25/084 | To receive any questions, statements, or submissions from members of the public in attendance one member of the public for P26/00530/F |
| PL/25/085 | To Receive Declarations of Interest or requests for dispensations |
| PL/25/086 | To Approve and Sign the Minutes of the meeting 24.2.2026 as a Correct Record Agreed and approved |
| PL/25/087 | Applications to be considered. |

P26/00393/CLP Erection of single storey side extension. Erection of two incidental outbuildings.
- Apple Tree Cottage Catherine Hill Olveston South Gloucestershire BS35 4EN **No Comment**

P26/00507/HH Musthay Tockington Green Tockington South Gloucestershire BS32 4NN
Demolition of existing rear extension. Erection of single storey rear extension to form additional
No Comment

P26/00184/TCA Works to fell 1.no Conifer Tree, reduce height of 1.no Silver Birch Tree and 1.no Conifer Hedge by 2-3 metres. Situated within Olveston Conservation Area. - 12 Denys Court Olveston South Gloucestershire BS35 4DW **No Comment leave to tree officer**

P26/00530/F Demolition of modern barns. Change of use of 1no. barn to form ancillary annexe for existing dwelling (farmhouse). Erection of a single storey extension to facilitate change of use of 1no. barn to 1no. dwelling. Erection of 4no. dwellings, 2no. garages with access, landscaping and associated works - Church Farm Church Hill Olveston South Glos BS35 4BZ

No Objections in principle but the height of the buildings needs to ensure they are level to existing number 32 Denys Court -see section 5 Design artist drawings which seems to indicate higher (?) and take account of parishioner's comments on the portal

P25/02752/F Revised layout plan and elevations received 10th March 2026

Verge At Vattinstone Lane Opposite Quarry Road Alveston

Erection of 1no. micro battery energy storage system with associated works. **Noted this location has been changed**

DOC26/00031 Discharge of Conditions 5 (External lighting) and 6 (Ecological enhancements) attached to planning permission P23/01592/F Erection of 1 no. agricultural building. - Pine Ridge Alveston Road Old Down South Glos BS32 4PH

No Comment

P26/00436/F Partial conversion of existing outbuildings and erection of new building to form 1no residential dwelling with parking and associated works (resubmission of lapsed permission P21/02916/F) - Cromwell House The Street Olveston South Gloucestershire BS35 4DR

No Comment

PL/25/25

P26/00615/TCA Penhiew Church Hill Olveston South Glou BS35 4BZ

Works to fell 1.no Sessile Oak Tree. Tree situated within Olveston Conservation Area. **No Comment leave to tree officer**

TO: NOTE APPEALS, APPEAL DECISIONS, AND PLANNING DECISIONS MADE IN THE PARISH

P26/00112/LB External alteration to remove cement render from front elevation and apply new lime render. - 2 Pool Cottages Tockington Green Tockington South Gloucestershire BS32 4NN

Approved with Conditions

P25/02986/HH 19 South Road Almondsbury South Gloucestershire BS32 4HU Erection of two storey and single storey rear extension to form additional living accommodation. **Approve with Conditions.**

P26/00206/HH Churchill Orchard Vicarage Lane Olveston South Gloucestershire BS35 4BT Demolition of existing conservatory and side extension. Erection of single storey side and rear extension to form additional living accommodation. Erection of front porch.

Approve with Conditions.

P26/00259/F Windmill House Alveston Road Old Down South Gloucestershire BS32 4PH Erection of 2no single storey extensions and internal reconfigurations. **Refusal.**

Finished 19.26 pm

Next Meeting Wednesday 15th April 2026 7pm

PL/25/26

Ends.....

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Email: clerk@olvestonparishcouncil.gov.uk

