



**South Gloucestershire**  
Council

2nd February 2012

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**TO:** Members of the Public Rights of Way and Commons Registration Committee  
Local Ward Members for Boyd Valley - Councillors Steve Reade and Benjamin Stokes  
The Clerk to Pucklechurch Parish Council  
Mr & Mrs Bradley, the Applicants  
Mr Andrew Griffiths, on behalf of the Objector/affected Landowner  
Mr McGill on behalf of the affected Landowner  
Nicola Chidley, Senior PROW Field Officer

Dear All

**Public Rights of Way Site Visit to land known as  
The Green, Oaktree Avenue, Pucklechurch  
Friday, 24<sup>th</sup> February 2012**

Please find attached an itinerary in preparation for the visit to The Green, Oaktree Avenue, Pucklechurch. Also attached is a copy of the Protocol for Public Rights of Way and Commons Registration site visits.

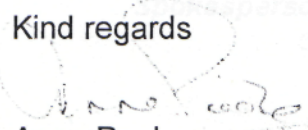
You will note that the visit is purely for information gathering and that no decisions will be made at the visit.

There will be an opportunity for the applicant, supporters and objectors to the application to address the Members of the Committee before they commence their walk of the area. However, other than to ask questions of fact or to seek clarification from those present, Members will not enter into debate with any third parties.

Following the site visit, Members will return to the Council Chamber at Kingswood Civic Centre, High Street Kingswood BS15 9TR for a meeting of the Public Rights of Way & Commons Registration Committee. During that meeting Members will determine the application to register land at The Green, Oaktree Avenue, Pucklechurch as new town or village green. The meeting will commence at 12.30pm or on the return of Members from the site visit, whichever is the latest.

The report to the Committee relating to this matter and background papers upon which it is based, will be available for inspection at these offices ten clear working days prior to the meeting itself or alternatively a copy of the report can be accessed on the Council's website [www.southglos.gov.uk](http://www.southglos.gov.uk)).

Kind regards



Anne Poole

Assistant Democratic Support Officer

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Chief Executives & Corporate Resources, Council Offices, Castle Street, Thornbury, South Gloucestershire, BS35 1HF

COMMONS ACT 2006  
APPLICATION FOR NEW TOWN OR VILLAGE GREEN – LAND KNOWN AS THE  
GREEN, OAKTREE AVENUE, PUCKLECHURCH

**ITINERARY FOR SITE VISIT**  
**24 FEBRUARY 2012**

*(Waterproof shoes are recommended, however, if the ground is exceptionally wet then it is possible for the visit to be carried out using metalled routes)*

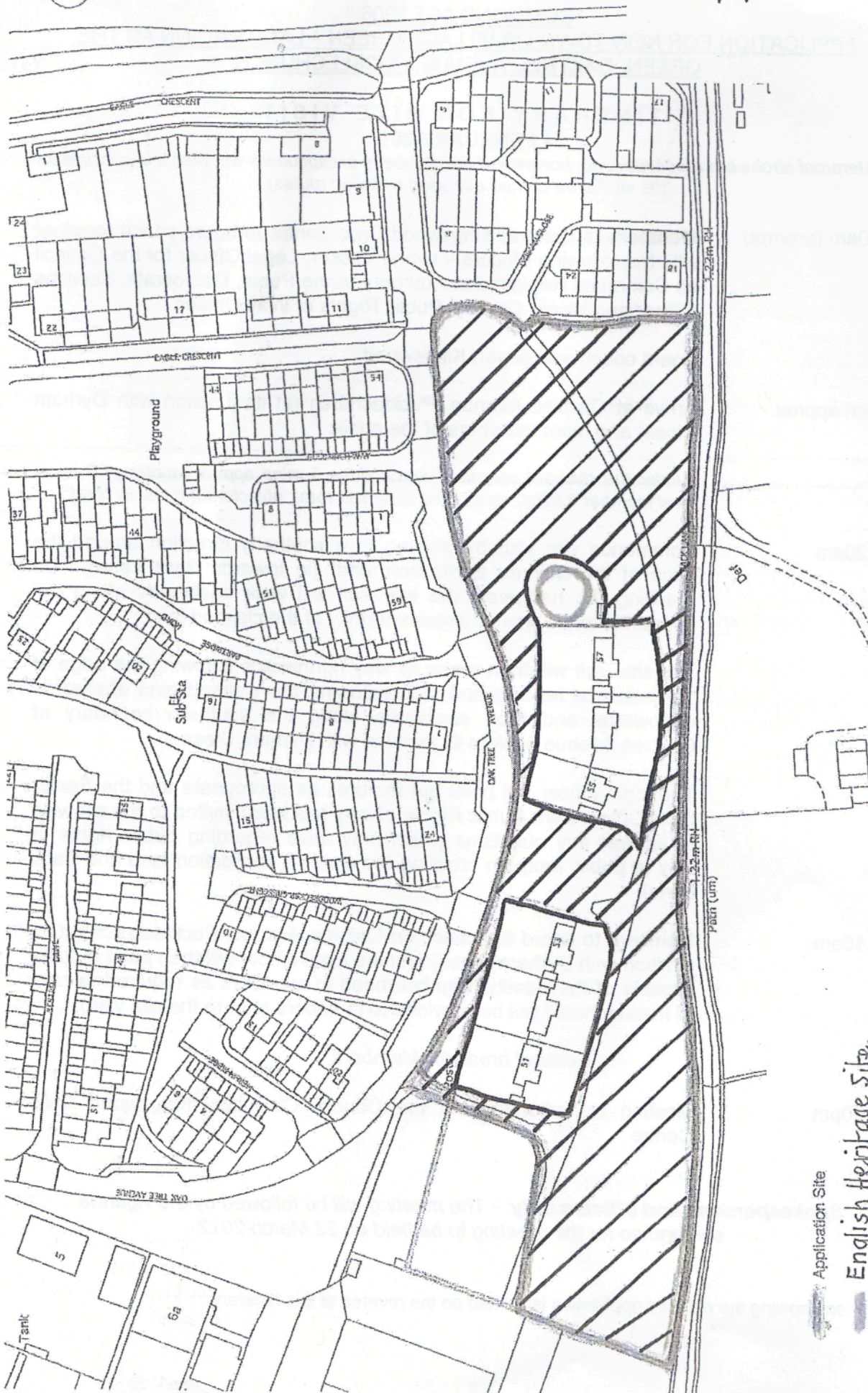
- 9.30am (prompt)      **Members** to meet at Kingswood Civic Centre to board coach together with the following officers – Lynne Tucker, Legal Officer for the Council as Commons Registration Authority; Anne Poole, Democratic Services Officer and Nicola Chidley, Public Rights of Way Officer.
- Board coach and depart Kingswood
- 10am approx      Arrive at Oaktree Avenue, Pucklechurch (at its junction with Dyrham Close) and meet members of the public
- (Under the relevant criteria: introductions 5 mins approx; applicant 3 mins; local member 3 mins; supporters 3 mins in **total**; objectors 3 mins **in total**.)*
- 10.20am      Commence site visit by walking in a southerly direction around the edge of the claimed application land\* (ie towards Back Lane). On reaching the hedgerow the site visit will walk eastwards along the hedgerow to the westernmost extremity of the claimed land.
- The site visit will then make its way northwards following the edge of the industrial fencing and then following the claimed land eastwards northwards and then eastwards along the southern boundary of Oaktree Avenue back to its junction with Dyrham Close.
- The legal officer will point out features as appropriate and the Senior Field Officer from Public Rights of way has been invited to the site visit to answer any questions which may arise regarding public rights of way (a public footpath crossing the claimed application land and Back Lane).
- 11.15am      Members to board the coach on Oaktree Avenue, Pucklechurch (at its junction with Dyrham Close) and the legal officer will then point out any aspects of the locality/neighbourhood to members as required (a plan of Pucklechurch will be provided to members prior to the site visit).
- Comfort break for Members*
- 12.30pm      Meeting to commence in the Council Chamber, Kingswood Civic Centre

**Spokespersons and officers only** - The meeting will be followed by the Agenda conference for the meeting to be held on 22 March 2012

\* A map showing the claimed application is printed on the reverse of this Itinerary

map 11

© Google



Application Site

English Heritage Site.

## PROTOCOL FOR THE PUBLIC RIGHTS OF WAY AND COMMONS REGISTRATION SITES VISITS

Site visits by the Public Rights of Way and Commons Registration Committee Members are purely for information gathering. No decisions will be made at the sites visit. Members of the Public Rights of Way and Commons Registration Committee, via the Chair and Spokes, will decide if a sites visit is necessary.

1. Applicants, the Parish Council, local Members, affected land owners and all those who have commented during the consultation process together with the list of local user groups and interested persons included on the consultation list for public rights of way matters will be advised of the date and time of the site visit.
2. The site visit shall be conducted in a consistent, organised, professional, courteous, fair and transparent manner.
3. The chairman of the Public Rights of Way and Commons Registration Committee will start the site visit with an explanation to all those attending the site visit as to how the visit will be conducted and an explanation of the purpose of the visit, ie to understand the proposal in its context and not to decide anything. An indication will be given of when the application/matter will be determined, eg at the next available meeting of the Committee.
4. The visit shall follow a structured format as follows:
  - (i) The Chair will ensure that all persons present are clear as to the purpose of the visit and what its authority is/is not.
  - (ii) The Chair will ask all officer and Members present to introduce themselves and following the introductions, the Chair will run through the procedure set out as (iii) to (viii) below asking each person to speak clearly and to state who they are before making their view known. The Chair will emphasise, that the Committee will not enter into any discussion about the case. During the visit, the Chair will ensure that all Members and interested parties are in a position to hear what is being said - this may involve moving to a sheltered position.
  - (iii) the officer shall briefly present the details of the application, displaying plans where appropriate and pointing out features to note on site if appropriate.
  - (iv) the applicant will then be invited to address the Committee for not more than three minutes.
  - (v) the local member(s) and Parish/Town Council representative will then be invited to make any comments not exceeding three minutes (a local member who is also a member of the Public Rights of Way and Commons Registration Committee should bear in mind the guidance in Sections 2 and 3 of Part 5 of the Constitution).
  - (vi) any supporter(s) will be invited to address Members normally for not more than three minutes between them. Due to this time limitation, when more than one supporter is in attendance it is suggested that wherever possible a spokesperson is appointed to address the Members on their behalf.

- (vii) any objector(s) will be invited to address Members normally for not more than three minutes between them. Due to this time limitation, when more than one objector is in attendance it is suggested that wherever possible a spokesperson is appointed to address the Members on their behalf.
- (viii) Members may then ask any questions of fact or for clarification of those attending, but will not enter into debate with any third parties.
5. The Chair will ensure no comments of a personal or offensive nature are made or any indication given as to the view of the Committee or any individual Member as regards the application under consideration.
6. The relevant parts of the application/matter site will be inspected by the Committee as a group. If a request is received from a third party to inspect the property from a different location, the Committee as a group should take a view as to whether to do so. Unless there are good reasons not to do so, such a request should normally be acceded to but only if all participants at the meeting are extended a similar invitation.
7. No further discussions or debates between Public Rights of Way and Commons Registration Committee Members/officers and those other persons attending will be permitted.
8. The letters sent out under paragraph 1 above, will outline the process to be followed at the sites visit, particularly emphasising that Members may ask questions, but will not enter into debate with any third party regarding this matter.

NOTE: This site visit is not subject to the requirements of the Local Government (Access to Information) Act 1985