



## FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

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25<sup>th</sup> November 2021.

Dear Members

You are hereby summoned to a meeting of the **FULL COUNCIL** will be held on **Tuesday 30<sup>th</sup> November 2021**. To be held at **7pm** in the Filton Sports & Leisure Centre, Elm Park, BS34 7PS (area previously Ratepayers Arms)

Yours sincerely,

L.A.Reuben,  
Town Clerk & RFO.

***Please note that it is advised that public submissions are sent to the Council Office 48 hours prior to meeting. [office@filtontowncouncil.gov.uk](mailto:office@filtontowncouncil.gov.uk)***

### AGENDA

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. Presentation of draft 2022/21 Budget – Derek Kemp, Accounting Solutions (previously circulated)
5. Submissions from the Public (max. 15mins) (whilst we are meeting via remotely any submission from the public need to be sent in to clerk 48 hours prior to meeting)
6. To approve the minutes of the meeting held 26<sup>th</sup> October 2021 (pages 1-2)
7. Matters of report arising from the minutes not otherwise included on the Agenda
8. Filton Beat Team Update (page 3)
9. South Gloucestershire Reports:  
Cllr A Monk – No Submission  
Cllr C Wood – No Submission
10. Submission from members  
i) Cllr Bird – “that this council invite MP Jack Lopresti to a future meeting”
11. Reports from Committees, Working Groups and the Town Clerk:  
i) Planning Committee held 16<sup>th</sup> November 2021. (pages 4-6)
12. Consultation Spreadsheet (pages 7-8)
13. Payments for Information (page 9)

**PRESENT: Cllrs:** D Collins (Chair), K Briffett, M Chaudhry, A Kenyon, I Scott, Dan Boardman, A Robinson, A Bird, A Monk

**ALSO, PRESENT:** Lesley Reuben (Town Clerk), Carla Westcott (Council Administrator)

**APOLOGIES:** B Mead, T Mewies, C Wood, A Doyle

**NON-ATTENDANCE:** N/A

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**0315. APOLOGIES FOR ABSENCE:** Apologies were noted

**0316. EVACUATION PROCEDURE:** Chair of Council gave evacuation procedures

**0317. DECLARATIONS OF INTEREST:** None received

**0318. SUBMISSIONS FROM PUBLIC:** None received

**0319. TO APPROVE MINUTES OF THE MEETING HELD 28<sup>th</sup> September 2021:** Were approved as an accurate record.

**0320. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA:** Arising from Minute 0314 i) Band Stand – It was noted that the community garden had raised concerns about the band stand being used as a shelter for youths and will attract anti-social behaviour. It was suggested that the Council office look at alternative locations on the field.

**Action: Town Council Office**

**0321. FILTON BEAT TEAM UPDATE:** PC Rick Woodland gave an update on the local area crime statistics. He asked that people report crimes through the correct channels and not just upload on to social media as this can cause vigilantly behaviour. There were lots of questions raised around parking and PC Woodland confirmed when this would become a police matter and how to report it through the Avon and Somerset website.

**Cllr Chaudhry arrived at 7.20pm**

**0322. SOUTH GLOUCESTERSHIRE REPORTS:**

**Cllr A Monk:** The document was noted

**Cllr C Wood:** No report received.

**0314. SUBMISSION FROM MEMBERS:**

i) HMO SPD – After a short discussion about the lack of response over the comments submitted against the HMO SPD Document, it was proposed and seconded allow the planning committee to draft a response to South Gloucestershire Council regarding the points originally made against the SPD Document. This draft document will be circulated to Councillors before being sent. **Agreed:** Unanimously.

**Action: Town Council Office**

**0315. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:**

i) Full Council (Finance) draft minutes of the meeting held 12<sup>th</sup> October – The minutes were noted.

ii) Allotment Contracts – It was proposed, seconded and **Agreed:** Unanimously to write to all plot holders at Station Road, outlining the council's position on not currently breaking even. Plot holders are to be given two options with regards to

accepting an increase or agreeing to no longer have the skips delivered to the site saving £1248.48. The office will implement whichever option gets the majority vote.

iii) Community Awards - It was proposed, seconded and **Agreed:** unanimously to input a new budget heading for community awards for the 2022/23 financial year, and organise an event where residents can nominate their community hero's. For this year it was proposed to nominate; Dave Mikkelson, John Cahill, David Tombs, Brian Smith and Nigel Debray for the South Gloucestershire Community Awards.

**0316. CONSULTATION SPREADSHEET:** The document was noted.

**0317. PAYMENTS FOR INFORMATION:** The document was noted

**CHAIR ENDED MEETING AT 8.50PM**

## Update from Beat Team Manager Rick Woodland

We've had a couple of good results in Filton.

- We seized a number of illegal cigarettes after a stop of a vehicle, seized the cigarettes and dealt with the driver for driving offences
- We found a huge cannabis factory within a residential set up with nearly 400 plants and 250 just cropped, there was also another cannabis factory found with just over 100 plants over the past couple of weeks.
- We located a person who had been outstanding for a number of months for failing to appear at court and who was wanted on warrant.
- PCSO's have been conducting talks on knife crime within school settings and carrying out high visibility patrols around the college due to reports of drug taking.

On-going patrols of the community garden are continuing especially in the hours of darkness to try and prevent any further damage. School parking problems still persist but we have had less reports of this. Shed/garage breaks for bikes/tools are still happening but not a spike as seen in many neighbouring beat area's, we're looking to conduct plain clothes work in the back lanes of Filton to try and combat this.

**SCHEDULE OF PLANNING APPLICATIONS 16/11/2021**

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3816	P21/05865/F	<p>65 Station Road Filton South Gloucestershire BS34 7JN</p> <p>Demolition of garage and erection of 3 bed outbuilding, to facilitate the change of use of the premises from a small HMO (C4) to a 7 bed HMO (Sui Generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).</p>	Fri 12 Nov 2021	<p><b>OBJECTION</b></p> <p>The proposal for a HMO (house in multiple occupation) of 7 beds has been found to be contrary to the recently adopted supplementary planning document which states that in localities where known HMO properties already represent more than 10% of households the introduction of additional HMOs will be unacceptable. This area of Filton has a 11.2% concentration of HMOs and as such the change of use into a large HMO fails to meet adopted Policy CS17 of the South Gloucestershire Local Plan: Cores Strategy (Adopted) 2013 and PSP39 of the Policy Sites and Places Plan (Adopted) 2017 and the adopted SPD Houses in Multiple Occupation (Adopted) 2021.</p>
F.3817	P21/06612/F	<p>26 Charborough Road Filton South Gloucestershire BS34 7QZ</p> <p>Demolition of existing garage. Erection of garage with attached office.</p>	Mon 15 Nov 2021	<p>Garage length should be increased by a minimum of 500mm to ensure ease of access/exit via office or main garage door when a vehicle is parked/ being worked on within the garage.</p>
F.3818	P21/06787/F	<p>18 Braemar Avenue Filton South Gloucestershire BS7 0TB</p> <p>Erection of single storey front extension to existing garage to facilitate change of use from a small HMO for 3-6 people (Class C4) to a large HMO for up to 7 people (sui generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).</p>	Tue 16 Nov 2021	<p><b>OBJECTION</b></p> <p>The proposal for a HMO (house in multiple occupation) of 7 beds has been found to be contrary to the recently adopted supplementary planning document which states that in localities where known HMO properties already represent more than 10% of households the introduction of additional HMOs will be unacceptable. This area of Filton has a 11.2% concentration of HMOs and as such the change of use into a large HMO fails to meet adopted Policy CS17 of the South Gloucestershire Local Plan: Cores Strategy (Adopted) 2013 and PSP39 of the Policy Sites and Places Plan (Adopted) 2017 and the adopted SPD Houses in Multiple Occupation (Adopted) 2021.</p> <p>Driveway needs to be a permeable surface          lack of private amenity/green space          over development not in keeping with rest of street          extension should have sloping roof          pressure on sewage system          no access to cycle storage only through house</p>
F.3819	P21/06733/CLP	<p>28 Glebelands Road Filton South Gloucestershire BS34 7AE</p> <p>Installation of a hip-to-gable roof extension and 1 no. rear dormer to facilitate the change of use from residential dwelling (Class C3) to a small house of multiple occupation for up to six unrelated people (Class C4).</p>	Wed 17 Nov 2021	<p><b>OBJECTION</b></p> <p>The proposal for a HMO (house in multiple occupation) of 7 beds has been found to be contrary to the recently adopted supplementary planning document which states that in localities where known HMO properties already represent more than 10% of households the introduction of additional HMOs will be unacceptable. This area of Filton has a 11.2% concentration of HMOs and as such the change of use into a large HMO fails to meet adopted Policy CS17 of the South Gloucestershire Local Plan: Cores Strategy (Adopted) 2013 and PSP39 of the Policy Sites and Places Plan (Adopted) 2017 and the adopted SPD Houses in Multiple Occupation (Adopted) 2021.</p> <p>Privacy issue with dormer          Over development          Not in keeping with the street</p>

**SCHEDULE OF PLANNING APPLICATIONS 16/11/2021**

F.3820	P20/15173/F	25 Broncksea Road Filton South Gloucestershire BS7 0SE Demolition of existing lean-to and erection of single storey rear extension to facilitate change of use from dwelling (Class C3) to a 10 no. bedroom HMO for 10 people (Sui Generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). Erection of cycle shed and bin storage. (Re-submission of P20/10926/F).	Thu 18 Nov 2021	<p>The proposal for a HMO (house in multiple occupation) of 10 beds has been found to be contrary to the recently adopted supplementary planning document which states that in localities where known HMO properties already represent more than 10% of households the introduction of additional HMOs will be unacceptable. This area of Filton has a 11.2% concentration of HMOs and as such the change of use into a large HMO fails to meet adopted Policy CS17 of the South Gloucestershire Local Plan: Cores Strategy (Adopted) 2013 and PSP39 of the Policy Sites and Places Plan (Adopted) 2017 and the adopted SPD Houses in Multiple Occupation (Adopted) 2021.</p> <p>External finish must match existing street scene Windows need to be in keeping with original property</p>
F.3821	P21/06419/MW	Former Stone Supplies Site New Road The Old Airfield South Gloucestershire BS34 7QD Continued use of aggregates yard, operations centre and aggregate/soil recycling facility, installation of weighbridge and weighbridge office, other associated works including change of use of land from airfield to access road until 31st December 2025 (part retrospective).	Mon 22 Nov 2021	No Comment
F.3822	P21/06718/F	668 Southmead Road Filton South Gloucestershire BS34 7RD Demolition of existing garage. Erection of 1 no. dwelling, creation of new access and associated works (resubmission of P21/04649/F).	Wed 24 Nov 2021	<p><b>OBJECTION</b></p> <p>Issue with rear access for 670 Southmead Road Square Bay roof needs to be in line with existing properties.</p>
F.3823	P21/06739/F	2 Branksome Drive Filton South Gloucestershire BS34 7EF Erection of single storey extension to detached garage to facilitate change of use of building and host dwelling from Class C4 to 7-person house in multiple occupation (sui generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). Formation of 3 no. vehicular parking spaces.	Wed 24 Nov 2021	<p><b>OBJECTION</b></p> <p>The proposal for a HMO (house in multiple occupation) of 7 beds has been found to be contrary to the recently adopted supplementary planning document which states that in localities where known HMO properties already represent more than 10% of households the introduction of additional HMOs will be unacceptable. This area of Filton has a 11.2% concentration of HMOs and as such the change of use into a large HMO fails to meet adopted Policy CS17 of the South Gloucestershire Local Plan: Cores Strategy (Adopted) 2013 and PSP39 of the Policy Sites and Places Plan (Adopted) 2017 and the adopted SPD Houses in Multiple Occupation (Adopted) 2021.</p> <p>Oversizing of property Conversion of out building/garage in appropriate change of use and not adequate standard . External finish must match existing street scene Windows need to be in keeping with original property</p>
F.3824	P21/07043/F	34 Hunters Way Filton South Gloucestershire BS34 7EP Demolition of existing garage. Erection of 1 no. detached garage.	Thu 25 Nov 2021	No Comment
F.3825	P21/07113/CLP	9 Stanley Avenue Filton South Gloucestershire BS34 7NQ Erection of Single Storey rear extension to form additional living accommodation	Mon 29 Nov 2021	No Comment

SCHEDULE OF PLANNING APPLICATIONS 16/11/2021

<p>F.3826</p>	<p>P21/07154/F</p>	<p>15 Braemar Crescent Filton South Gloucestershire BS7 0TD Change of use from residential dwelling (C3) to a eight-bed room large house in multiple occupation (Sui Generis) for up to eight people (including erection of side/rear extension and loft conversion/dormer - for which approval has already been granted) with parking, bin and cycle storage.</p>	<p>Wed 01 Dec 2021</p>	<p>OBJECTION The proposal for a HMO (house in multiple occupation) of 8 beds has been found to be contrary to the recently adopted supplementary planning document which states that in localities where known HMO properties already represent more than 10% of households the introduction of additional HMOs will be unacceptable. This area of Filton has a 11.2% concentration of HMOs and as such the change of use into a large HMO fails to meet adopted Policy CS17 of the South Gloucestershire Local Plan: Cores Strategy (Adopted) 2013 and PSP39 of the Policy Sites and Places Plan (Adopted) 2017 and the adopted SPD Houses in Multiple Occupation (Adopted) 2021. Oversizing of property pressure on sewage system</p>
<p>F.3827</p>	<p>P21/07119/F</p>	<p>65 Kenmore Crescent Filton South Gloucestershire BS7 0TP Demolition of existing rear extensions. Erection of single storey rear extension to provide additional living accommodation with single storey garden room. Rear dormer and alterations to roofline to form loft conversion. Erection of two storey side extension to provide stairway to proposed loft conversion.</p>	<p>Wed 01 Dec 2021</p>	<p>OBJECTION Stairway is not in keeping with neighbouring properties removal of hip over bay is not in keeping over developed</p>

Public Consultation Spreadsheet November 2021

Consultation	Consultation Period	Summary
<p>Annual Council Budget 2022/23 Council budget and savings programme consultation 2022/23 – Have your say on the following</p> <p>Aligning resources to Council Plan priorities</p> <p>Maintaining standards of services whilst reducing costs</p> <p>Council Tax options for 2022/23</p> <p><a href="https://consultations.southglos.gov.uk/Budget202223/consultationHome">https://consultations.southglos.gov.uk/Budget202223/consultationHome</a></p>	<p>26 Oct 2021</p> <p>5 Jan 2022</p>	<p>Sunday 9th January 2022.</p>
<p>Domestic Abuse Strategy</p> <p>On the 29th of April, the Domestic Abuse Act 2021 was enacted and new duties came into force, with councils required to:</p> <p>Appoint a multi-agency Domestic Abuse Local Partnership Board which it will consult as it performs certain specified functions.</p> <p>Assess the need for accommodation-based domestic abuse support in their area for all victims or their children, including those who come from outside the area.</p> <p>Develop and publish a strategy for the provision of such support to cover their locality, having regard to the needs assessment.</p> <p>Give effect to the strategy (through commissioning / de-commissioning decisions) including the provision of safe accommodation.</p> <p>Monitor and evaluate the effectiveness of the strategy, reviewing every three years.</p> <p>This draft Domestic Abuse Strategy outlines how we will meet the challenges posed by domestic abuse in South Gloucestershire. It includes South Gloucestershire Council's strategic response to the statutory duties imposed by the Domestic Abuse Act 2021 but includes much more than that. As well as our support for victims it also includes how we will work to reduce the level and harm caused by domestic violence and abuse within South Gloucestershire. We are seeking your views to help inform the South</p>		



<p>Gloucestershire Domestic Abuse Strategy 2022 – 2024. Please help us understand if we are on the right track by completing this questionnaire.</p> <p>You don't need to have experienced domestic violence or abuse to take part and we are seeking the views of residents as well as professionals supporting those affected by domestic abuse.</p>			
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## BANK ACCOUNT-GENERAL

## List of Payments made between 01/11/2021 and 25/11/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/11/2021	Brenntag UK Ltd	109	576.78		657-Pool chemicals
24/11/2021	Biffa Waste Services Ltd	110	680.16		656-Trade Refuse
24/11/2021	Capital Cleaning (Kent) Ltd	111	316.24		659-Cleaning materials
24/11/2021	Miss Rosalind A Cranham	112	120.00		658-NPLQ Assesment
24/11/2021	DCK Accounting Solutions Ltd	113	866.63		660-Accountancy Oct 21
24/11/2021	DL I.T. Solutions Ltd	114	51.00		661-Eset anti virus
24/11/2021	Glacier environmental Ltd	115	1,125.94		663-Ladder streads
24/11/2021	Hags-Smp Ltd	116	1,705.89		664-Play equipment repairs
24/11/2021	Instyle Marketing Services	117	97.20		665-Engraved plate
24/11/2021	Marshfield Farm Ice Cream Ltd	118	194.11		666-Cafe purchases
24/11/2021	Premier Group Recycling Ltd	119	319.80		669-Document shredding
24/11/2021	The Real Wrap Co	120	53.35		670-Cafe purchases
24/11/2021	Safestore Ltd	121	189.66		671-Storage unit hire
24/11/2021	South Gloucestershire Council	122	937.22		672-Grass cutting Oct-Dec 21
24/11/2021	Surrey Hills Solicitors LLP	123	960.00		673-Outsourcing legal fees
24/11/2021	Ernest Till (South West) & co	124	254.40		674-Heating repairs
24/11/2021	Travis Perkins Trading Co Ltd	125	1,170.75		678-Materials
<b>Total Payments</b>			<b>9,619.13</b>		