



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

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24th March 2022

Dear Members

You are hereby summoned to a meeting of the **FULL COUNCIL** will be held on **Tuesday 29th March 2022**. To be held at **7pm** in the Filton Sports & Leisure Centre, Elm Park, BS34 7PS

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

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Submissions from the Public (max. 15mins).
4. **Presentation – Neighborhood Planning, Danny Dixon South Glos Council**
5. To approve the minutes of the meeting held 28th February 2022 (*pages 1 & 2*)
6. Matters of report arising from the minutes not otherwise included on the agenda.
7. Filton Beat Team Update (*page 3*)
8. South Gloucestershire Reports:
 - Cllr A Monk – (*tbc*)
 - Cllr C Wood – (*tbc*)
9. Submission from members – **i) Notices of Motion proposed by Cllr Brian Mead**
 - Motion 1** FTC to Proactively look at employing someone to help tidy up Filton on a 15 to 20 hrs per week basis;
 - Motion 2** FTC to Proactively talk to those who use the skate park and those who use the BMX park to find out what needs doing to improve them both and put it into practice;
 - Motion 3** FTC to proactively look at sorting out the lights and paths around Elm Park to make improvements for all who use it;
 - Motion 4** FTC to proactively talk to residents and help them gate off lanes to stop fly tipping;
 - Motion 5** FTC to proactively look at hosting a parkrun in Elm Park
- ii) Cllr Dan Boardman – expanding the wildflower areas in Millenium Green and Elm Park**
10. Reports from Committees, Working Groups, and the Town Clerk:
 - i) Planning Committee – Schedule from previous meeting and Article 4 draft submission (*page 4 -7*)
 - ii) Full Council Finance and General Minutes 8th March 2022 (*page 8*)
 - iii) Leisure Centre Contract update
 - iv) Millenium Green update
 - v) Elm Park Planters (*page 9*)
11. Consultation Spreadsheet (*pages 10-11*)
12. Payments for Information (*page 12 &13*)

PRESENT: Cllrs: D Collins (Chair), K Briffett, A Kenyon, Dan Boardman, A Robinson, C Wood, I Scott

ALSO, PRESENT: Lesley Reuben (Town Clerk), Carla Westcott (Town Council Support Officer)

APOLOGIES: A Doyle, A Monk, A Bird, B Mead, M Chaudhry, T Mewies

NON-ATTENDANCE: N/A

0349. APOLOGIES FOR ABSENCE: Apologies were noted

0350. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0351. DECLARATIONS OF INTEREST: None received

0352. SUBMISSIONS FROM PUBLIC None received

0353. PRESENTATION/UPDATE ON COMMUNITY PLAN FROM D TEML.

Update given on progress made recently. It's now at a time to decide on how to progress then and implement the ideas/views gathered by the questionnaire. Converting to a Neighbourhood plan was discussed and it was proposed and seconded to invite S Glos Officer to our next meeting to inform us how we progress with it. It was voted **UNANIMOUSLY FOR.**

Action FTC Office

0354. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: None

0355. FILTON BEAT TEAM UPDATE: Report Noted

0356. SOUTH GLOUCESTERSHIRE REPORTS:

Cllr A Monk: Noted
Cllr C Wood: Noted.

0357. SUBMISSION FROM MEMBERS: None received

0358. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Planning Committee minutes 15th February 2022. Noted for information purposes
- ii) Full Council Finance and General Minutes 8th February. Noted
- iii) Leisure Centre update – Moved to confidential session

0359. CONSULTATION SPREADSHEET: It was noted that the Planning Committee were drafting a response on behalf of Filton Town Council regarding the HMO Article 4 Public Consultation. The document was noted for information purposes

0360. PAYMENTS FOR INFORMATION: No submission as accountants are now attending monthly so will have in time for Full Council Finance and General meeting 25th February 2022.

CHAIR ENDED MEETING AT 8.10PM

CONFIDENTIAL SESSION

1)Leisure Centre Update: Causes of the delay were explained and the different options available were discussed. Active nation will include the extra fees needed to cover the new build costs in the management fees therefore no extra cost long term cost will be incurred by FTC.

It was proposed and seconded to allow the extra costs and apply for more borrowing if and when required

Voted 5 FOR 1 AGAINST and 1 ABSTAIN.

It was also agreed to authorise the Filton Town Council Chair and the Town Clerk to sign the contract when ready to do so.

CHAIR ENDED MEETING AT 8.27PM

Filton Beat Team Report to Filton Town Council March 2022

The levels of dwelling and non-dwelling burglaries are still low in the Filton area. Over the last month there has only been a handful of incidents. Local policing team are continuing to carry out high-visibility patrols in and around locations where suspicious activity has been reported.

There has been a reduction in shoplifting offences in and around the Filton area. One suspect who was sought for several offences has recently been arrested and charged with a number of offences.

There has been several calls in relation to anti-social behaviour. There has been a reduction in problems in Elm Park and Millennium green. But it is anticipated that the lighter nights and warmer weather, will bring new challenges. Local Officers and PCSO'S will maintain patrols in the area to prevent any issues.

Recent Anti-social behaviour seems to have been centred on Abbeywood Retail Park, primarily McDonalds and Asda. The calls have continued to the location, but not at the same frequency. Patrols have continued and officers have liaised with staff at McDonald's to prevent further issues. Officers have continued to engage with youths in the area.

We have continued to conduct multiple school patrols at drop off and pick up time. There has been engagement with parents and residents to address parking issues. Complaints of issues and confrontations have declined. PCSO'S have been making regular visits to the schools as part of community engagement with staff and pupils

Several parking and driving complaints have been received in relation to streets in Filton. Officers have carried out patrols and liaised with the informants following reports. PCSO'S have engaged with South Gloucestershire council to highlight issues and have recently issued tickets to multiple vehicles in Fifth Avenue and Kipling Road. We will continue to monitor and deal with any issues.

SCHEDULE OF PLANNING APPLICATIONS 15/02/2022

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3862	P22/00890/HH	31 Branksome Drive Filton South Gloucestershire BS34 7EG Erection of a single storey side and rear extension to form additional living accommodation with raised rear decking.	Wed 09 Mar 2022	Expired
F.3863	P22/00894/CLP	676 Southmead Road Filton South Gloucestershire BS34 7RD Installation of rear dormer and two rooflights to front roof slope to facilitate loft conversion.	Thu 10 Mar 2022	Expired
F.3864	P22/00818/CLP	65 Kenmore Crescent Filton South Gloucestershire BS7 0TP Erection of single storey rear extension, alteration to roofline to form hip to gable roof, installation of rear dormer to form loft conversion.	Thu 10 Mar 2022	Expired
F.3865	P22/01042/CLP	95 Conygre Road Filton South Gloucestershire BS34 7DG Loft conversion with hip to gable roof and 1 no. rear dormer to form additional living accommodation.	Fri 11 Mar 2022	Expired
F.3866	P21/08162/F	38 Gloucester Road North Filton South Gloucestershire BS7 0SJ Erection of 1 no. dwelling with parking and associated works. Enlargement of existing vehicular access onto the A38 (a classified A road). (Re-submission of P21/06131/F)	Tue 15 Mar 2022	Filton Town Council would like to include condition of no HMO use now or in the future. If the developer uses the rear lane then he is to be responsible for the maintenance during and after the project The bungalow is not a single storey as stated.
F.3867	P22/01153/PNH	128 Mortimer Road Filton South Gloucestershire BS34 7LH Erection of a single storey rear extension that will extend beyond the rear wall of the original dwellinghouse by 5.28 metres, with a maximum height of 3.63 metres and for which the height of the eaves will be 2.77 metres.	Wed 16 Mar 2022	OBJECTION Over developed Loss of green space Filton Town Council would like to include condition of no HMO use now or in the future
F.3868	P22/01209/CLE	126 Northville Road Filton South Gloucestershire BS7 0RL Continued use of dwellinghouse as Class C4 house of multiple occupation.	Fri 18 Mar 2022	No Comment

SCHEDULE OF PLANNING APPLICATIONS 15/02/2022

F.3869	P22/01311/CLP	35 Third Avenue Filton South Gloucestershire BS7 0RS Proposed use as 5 bedroom house of multiple occupation (class C4) for up to 6 persons.	Mon 21 Mar 2022	<p>OBJECTION</p> <p>Affects the harmony of school and nursery.</p> <p>No bike provision</p> <p>Lack of communal space</p> <p>Size of bedrooms not specified</p> <p>Fifth bedroom not an adequate size for an adult</p> <p>Harmful impact to the wider community and quality of HMO for future occupants.</p>
F.3870	P22/01061/F	20 - 26 Conygre Grove Filton South Gloucestershire BS34 7DP Internal alterations to facilitate conversion from 4no flats to 2no dwellings and associated works.	Mon 21 Mar 2022	<p>OBJECTION</p> <p>Filton Town Council would like planning to include condition of no HMO use now or in the future.</p> <p>Does this conform to SPF 39?</p>
F.3871	P22/01503/F	11 Holmdale Road Filton South Gloucestershire BS34 7HT Demolition of existing garage. Erection of 1 no. attached dwelling with associated works. (resubmission of planning application P21/03136/F).	Wed 30 Mar 2022	<p>Adequate parking query</p> <p>Would like confirmation of rear access for both associated properties</p> <p>Filton Town Council would like assurance that any mature trees or hedges will not be destroyed</p>

Filton Town Council Response To

Article 4 Directive Consultation

- WE FILTON TOWN COUNCIL (FTC) AGREE WITH THE ARUP ANALYSIS AND EXECUTIVE RECOMMENDATION TO PROCEED WITH INTRODUCING AN ARTICLE 4 DIRECTIVE.
- WE FTC AGREE THAT FILTON IS AN AREA THAT IS SUFFERING HARM AND OVER DEVELOPMENT OF HMO'S AND THAT FILTON HAS REACHED THE TIPPING POINT.
- THE BOUNDARY MAP MUST BE AMENDED TO INCLUDE KENMORE CRESCENT AND KENMORE GROVE, FTC BELIEVE THIS TO BE AN OVERSIGHT AND IF NOT CORRECTED IT WILL LEAD TO THESE ROADS BECOMING AN ISLAND TARGETED BY HMO DEVELOPERS.
- FTC REQUEST THAT THE PLANNING OFFICER ATTEND A FTC MEETING TO EXPLAIN AND ANSWER QUESTIONS REGARDING A4D, SPD & LICENSING ENFORCEMENT.
- FTC REQUEST A REGISTER BE CREATED TO INCLUDE ALL LICENSED & UN-LICENSED HMO'S. THIS TO ASSIST IN THE UNDERSTANDING OF HOW A MIXED AND BALANCED COMMUNITY CAN BE MAINTAINED. TO MAKE THE A4D EVEN MORE EFFECTIVE ALL EXISTING AND NEW HMO'S MUST BE LISTED/REGISTERED.

- THE A4D HAS BEEN IN DISCUSSION SINCE 2017 AND THE MOST RECENT STUDY SINCE NOV 2020 / AUG 2021 HAS SHOWN THE A4D IMPLEMENTATION TO BE INCREASINGLY PROBABLE AND FROM AUG 2021 WITH THE ISSUE OF THE BUSINESS CASE AND SUBSEQUENT CONSULTATION OPENING FEB 2022, THERE HAS BEEN AMPLE WARNING THAT THE A4D WILL BE IMPLEMENTED. THEREFORE,

- FTC BELIEVE THERE IS NO CASE FOR COMPENSATION DUE TO AN IMMEDIATE IMPLEMENTATION OF THE A4D.

THEREFORE, FTC ASK FOR THE IMMEDIATE IMPLEMENTATION OF THE A4D AND SEE NO SUBSTANTIAL REASON NOT TO DO SO, TAKING INTO ACCOUNT THE PRECEEDING PARAGRAPH.

PRESENT: Cllrs: A Doyle (Chair) D Collins, A Bird, D Boardman, K Briffett, A Kenyon, I Scott, M Chaudhry, A Robinson, C Wood,
ALSO, PRESENT: Lesley Reuben (Town Clerk), Carla Westcott (Town Council Support Officer)
APOLOGIES: B Mead, T Mewies, A Robinson
NON-ATTENDANCE: N/A

- 0345. APOLOGIES FOR ABSENCE:** Apologies were noted
- 0346. EVACUATION PROCEDURE:** Chair of Council gave evacuation procedures and COVID 19 compliance details.
- 0347. DECLARATIONS OF INTEREST:** There were none.
- 0348. TO APPROVE THE MINUTES OF THE MEETING HELD 8th February 2022:** The minutes were approved as accurate.
- 0349. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA:** None
- 0350. PUBLIC PARTICIPATION:** No Submission

0351. GRANT APPLICATION: - North Bristol Advice Centre:
It proposed and seconded and voted UNANIMOUSLY FOR to award the whole amount to the application.

ACTION FTC Office

0351. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:
i) Schedule Fees – After discussions it was requested for FTC office to look into the leases of both the Wessex Reserves and Community Association. FTC office to follow up on the outcome of the Community Associations investigation from the Charity Commission and report back when details are available.
ii) Planters- FTC Ground Teams have requested permission to carry on hand making the planters that they have just finished 4 of at the top of Elm Park. It was requested that a full costing including staff hours, fixings and materials to be brought to Full Council March 2022.

ACTION FTC Office

0352. PAYMENTS FOR INFORMATION: Noted

Confidential Session

THE CHAIR CLOSED THE MEETING AT 7.55pm

0353. Contract Update : The Town Clerk advised that the contracts were due to be signed Friday 11 March. It was also confirmed that in the case of future borrowing that it would be discussed in a public session.

0354. 2021/22 Nationally agreed pay increase of 1.75%: It was Voted UNANIMOUSLY FOR to implement the increase with current staff, recently tured staff and also leavers that had recently left if requested.

Chair Closed the Meeting 8.25pm

PLANTERS FOR ELM PARK

This is a breakdown of the costs of the planters at Elm Park and also a brief outline as to the idea behind them. The idea came about due to the constant maintenance of the timber poles that edge the car park and the field at Elm Park. The poles in question are a constant upkeep in terms of treating and also, particularly lately replacing them as they are kicked over or snapped. In general they are no real deterrent for anybody trying to get onto the field with a vehicle which we have had happen in the past. I first approached the Town Clerk after Christmas 2021 with an idea to not only have a deterrent for vehicles gaining access to the field but something that would look better and would bring together the community ie The Community Garden who would love to be involved planting etc. I spoke to the Town clerk with the idea of around 12 planters in total and this would spread down the outline of the field to the playpark. We would do this work in stages starting with the first four. I sourced various companies for railway sleepers and had to bear in mind we would need thirty sleepers to build the first four planters and more important they had to be fit for purpose in terms of being already treated for limited maintenance and also large enough not to be moved or vandalised in any way. It was surprisingly difficult getting the right sleepers in terms of being fit for purpose but in the end Decking Deliveries were best as they gave a discount and would deliver for free. I gave my findings to the Town clerk who then ordered the thirty sleepers January 4th. The sleepers arrived 12th January and were made and completed around two weeks later. I have broken down the costings for the first four.

Each planter measures 2600 long x 600 wide with a depth of 900.

The four planters take 30 railway sleepers with no wastage

Cost of 30 sleepers £1,199.70

2 boxes fixings £ 49.98

Discount £ 124.97

Total £1,124.71 inc VAT

Added to this we needed to fill the four planters with topsoil this was at a cost of £149.26

The four planters were cut, constructed and filled with topsoil. It took two members of staff three days to complete. Although they have no plants in them, yet we will be filling them with wildflowers plus, I am sourcing some plants from various garden centres. The planters have proved to be extremely popular with the public and the response has been very positive particularly as they not only provide a level of security to the field but will look better than concrete bollards and they are cheaper than metal fencing which would have been our other two choices.

Hope this helps

Neil Palmer

Grounds & Maintenance Manager

Filton Town Council

Consultation	Consultation Period	Summary
Houses in Multiple Occupation Article 4 Direction Proposal	7.2.22	<p>To withdraw specified permitted development rights to convert dwelling houses (C3) to small Houses in Multiple Occupation (HMO) (C4) without planning permission, within specifically defined areas of Filton and Stoke Park & Cheswick wards through a direction made under Schedule 3 Procedures for Article 4 Directions of the Town and Country Planning (General Permitted Development) Order 2015.</p> <p>South Gloucestershire Council is now consulting on making an Article 4 Direction to remove permitted development rights for a change of use from a dwelling house (Use Class C3) to a House in Multiple Occupation (Use Class C4) within two areas in: Stoke Park & Cheswick ward and to the east of Southmead Road and Gloucestershire Road North, in the Filton ward.</p> <p>This proposal to introduce the A4Ds is considered to be most compliant with national planning policy guidance that requires that an A4D is justified and necessary, as well that they should cover the smallest geographic area possible.</p> <p>In coming to this outcome, it is considered that there is not a sufficient or evidenced case to justify an A4D based on wards, given that the HMO concentrations are demonstrably localised to areas within wards. Furthermore, it is considered that a 'do nothing' approach would not be appropriate given that there is evidence that some areas of the district have</p>

Public Consultation Spreadsheet March 2022

			<p>significant HMO concentrations and communities are experiencing harm to their local amenity, which could be in part attributed to such development.</p> <p>To comment on the proposal for an Article 4 Direction for Houses in Multiple Occupation please fill out our online survey. Please note that responses received, including your details, cannot be kept confidential and will be made publicly available.</p>

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 12
by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
GHANDLERS Chandlers (Farm Equipment) Ltd							
890-Stihl FS111 Strimmer	03/02/2022	584010	1	552.00	0.00	552.00	0.00
					0.00	552.00	
Above paid on 21/03/2022 by Cheque BP1							
COMPLETE Complete Business Solutions Group Ltd							
891-Stationery	11/03/2022	SINV03114027	1	54.49	0.00	54.49	0.00
					0.00	54.49	
Above paid on 21/03/2022 by Cheque BP2							
DCKBEAVERS DCK Accounting Solutions Ltd							
892-Accounts Jan 22	24/02/2022	TPC10057	1	319.26	0.00	319.26	0.00
					0.00	319.26	
Above paid on 21/03/2022 by Cheque BP3							
DLIT DL I.T. Solutions Ltd							
893-Call charges	17/03/2022	DI00000090	1	45.00	0.00	45.00	0.00
908-IT Support	20/03/2022	1004399	1	231.00	0.00	231.00	0.00
					0.00	276.00	
Above paid on 21/03/2022 by Cheque BP4							
NORTHBRIST North Bristol Advice Centre							
898-NBAC Grant	21/03/2022	GRANT1	1	1,000.00	0.00	1,000.00	0.00
					0.00	1,000.00	
Above paid on 21/03/2022 by Cheque BP5							
NSG Cape Meridian Ltd							
895-Alarm Call out	30/10/2021	2021/09/080	1	42.00	0.00	42.00	0.00
896-Alarm Call out	15/02/2021	2021/01/028	1	156.00	0.00	156.00	0.00
					0.00	198.00	
Above paid on 21/03/2022 by Cheque BP6							

Continued over page

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 12
by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ONE One Stop Promotions Ltd							
897-Union Flag	09/03/2022	31189	1	117.60	0.00	117.60	0.00
					0.00	117.60	
Above paid on 21/03/2022 by Cheque BP7							
RENTOKILPE Rentokil Initial UK Ltd							
860-Service period Dec-Mar	02/12/2021	21584256	1	254.14	0.00	254.14	0.00
899-Pest Control 24.3-23.6.22	04/03/2022	21639489	1	254.14	0.00	254.14	0.00
					0.00	508.28	
Above paid on 21/03/2022 by Cheque BP8							
RICOH Ricoh UK Ltd							
900-Copier charges	05/03/2022	101991110	1	352.86	0.00	352.86	0.00
					0.00	352.86	
Above paid on 21/03/2022 by Cheque BP9							
SLCC Society of Local Council Clerks							
901-Branch Meeting 12.4.22	21/03/2022	21322	1	25.00	0.00	25.00	0.00
					0.00	25.00	
Above paid on 21/03/2022 by Cheque BP10							
SURREYHILL Surrey Hills Solicitors LLP							
906-Outsourcing legal fees	18/03/2022	6672	1	1,485.00	0.00	1,485.00	0.00
					0.00	1,485.00	
Above paid on 21/03/2022 by Cheque BP11							
TRAVIS Travis Perkins Trading Co Ltd							
902-Ballast bag	16/02/2022	3015AQP896	1	120.82	0.00	120.82	0.00
903-Ballast bag	16/02/2022	3015AQP874	1	60.41	0.00	60.41	0.00
905-Ballast bag	11/01/2022	3015AQN315	1	98.46	0.00	98.46	0.00
					0.00	279.69	
Above paid on 21/03/2022 by Cheque BP12							
Total Purchase Ledger Payments						0.00	5,168.18