



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

Web: www.filtontowncouncil.gov.uk E-mail: lesley.reuben@filtontowncouncil.gov.uk

Tel: 01454 80 3918

5th December 2022

Dear Members

You are hereby summoned to a meeting of the **FULL COUNCIL** will be held on **Tuesday 13th December 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. Evacuation Procedures
4. Budget Provision 2023/24 – Derek Kemp Accounting Solutions
 - i) Councillors request for consideration (*pages 1-4*)
 - ii) Budget Provision 2023-24 (*Appendix 1*)
5. Submissions from the Public (max. 15mins).
6. To approve the minutes of the meeting held 29th November 2022 (*pages 5-6*)
7. Matters of report arising from the minutes not otherwise included on the agenda.
8. Filton Beat Team Update – PC Gareth Pretlove
9. South Gloucestershire Reports:
Cllr A Monk – (*No Submission*)
Cllr C Wood – (*No Submission*)
10. Submission from members
11. Reports from Committees, Working Groups, and the Town Clerk:
 - i) Planning Committee (*No planning committee meeting since last Full Council Meeting*)
 - ii) A4 Decision to delay (*page 7*)
 - ii) Leisure Centre Construction update
 - iii) Ongoing Updates (*pages 8-10*)
12. Consultation Spreadsheet (*pages 11-13*)
13. Payments for Information (*no accountant visits since last Full Council meeting*)

FTC BUDGET CONSIDERATIONS FROM MEMBERS DECEMBER 2022 – NOT YET AGREED BY COUNCIL

| Proposer | Detail | Implication to precept / band D Property |
|-----------------|--|--|
| Cllr A Robinson | <p>#1 zero percentage increase to precept. Please ask the accountant to project figures.</p> <p>#2 5% reduction to precept. Please ask the accountant to project figures.</p> <p>#3 10% reduction to precept. Please ask the accountant to project figures.</p> <p>Funds to be made available to Blenheim park Millennium Green and Elm Park for improvements, new seating, flower beds & general maintenance. Amount TBD</p> <p>Funds made available for the Filton LNP local nature plan. Initiatives: birds, slow worms, hedgehogs: planters, scented edible plants etc. amount TBD</p> <p>Can we please be mindful of the cost of living crisis facing our residents when setting our budget as we currently charge one of the highest precepts in the country.</p> <p>Also, if we haven't got one in place already submit a neighbourhood plan as we would be entitled to 25% of CIL receipts ref the good councillors guide 2018 page 49 paragraph 3. (I wish to raise this as a motion, if we are not already in receipt on it.</p> | |

FTC BUDGET CONSIDERATIONS FROM MEMBERS DECEMBER 2022 – NOT YET AGREED BY COUNCIL

| | |
|----------------------|---|
| <p>Cllr A Doyle</p> | <p>Could I ask for the accountant to generate an option for next year's budget following South glos's Council tax increase.</p> <p>Could I also raise a member's item to propose the following budget items be created and costed (by councillors)</p> <p>Green spaces development budget Roads maintenance budget Youth support services budget Neighbourhood planning budget Community development budget</p> |
| <p>Cllr T Mewies</p> | <p>Please can the following be included as budget options for the accountant please. I believe the option of an additional groundsperson has already been included.</p> <ol style="list-style-type: none"> 1. An increase in the rolling annual capital projects budget from the current amount to £100k. Reasoning: Increasing demand from community groups and members of the public for improvements and works e.g. Millennium Green works, Skate Park improvements, new equipment required for park maintenance. 2. An uplift in the budget set aside for youth work to reflect the £5000 we gave to Pyramid youth club this year, and the 10% rate of inflation. Reasoning: High inflation, likelihood of South Glos cuts in this area, re-establishment of Pyramid. 3. A permanent increase in the budget allocated for Filton Festival from £10k to £20k. Reasoning: The Town |

FTC BUDGET CONSIDERATIONS FROM MEMBERS DECEMBER 2022 – NOT YET AGREED BY COUNCIL

| | | |
|--------------------|---|--|
| | <p>Council no longer has the capacity to run this event, and the increased budget this year has all been spent- this is then the cost of someone running this festival commercially. The increase to this budget is a must rather than a should as the increase has already materialised.</p> <p>4. An increase in the amount allocated for \$137 grants. I would like this to gradually increase to £10k, with an increase of £500 next year. Reasoning: Budget has long not been uplifted. More grants applications than funds available this year.</p> <p>I was given the impression by our last meeting with the accountant that all the above is achievable with a 0% increase to the precept, however, I'm aware that inflation and ongoing uncertainty over the leisure centre contract may have changed things.</p> | |
| <p>Cllr A Monk</p> | <p>FTC instruct the clerk to draw a budget for the forthcoming financial year based upon a zero percent increase. Indicating if current service levels can be maintained and what impact this has going forward. FTC instruct the clerk to implement a 4 year budget forecast. To enable more accurate budgeting and control of capital projects.</p> | |
| <p>Cllr A.Bird</p> | <p>A clear picture of the current reserves are needed to be able to discuss if FTC can pick up on cuts to services made by South Glos Council.</p> | |

FTC BUDGET CONSIDERATIONS FROM MEMBERS DECEMBER 2022 – NOT YET AGREED BY COUNCIL

| | | |
|--------------------|--|--|
| <p>Cllr C.Wood</p> | <p>I would like to see included for consideration: - Additional tree planting and wild flower planting at Elm Park and Millenium Green - Additional planters and flowers for some of our high street locations - Investigation into potential rejuvenation, redevelopment, sale or otherwise of the land at the junction of Shellard Road and the A4174 Link Road.</p> | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

PRESENT: Cllrs: D Collins (Chair), Brian Mead (Vice Chair) , Alan Bird, Dan Boardman, A Doyle, A Kenyon, T Mewies, A Robinson, C Wood, D.Harris , Esther Adjevivi (duly elected during meeting)

ALSO, PRESENT: L Reuben (Town Clerk & RFO), C Westcott (Town Council Support Officer)

APOLOGIES: Cllrs: M Chaudhry, C.Wood, A Monk

NON-ATTENDANCE:

0335. APOLOGIES FOR ABSENCE: Apologies noted

0336. DECLARATIONS OF INTEREST: None

0337. EVACUATION PROCEDURES: Chair of Council gave evacuation procedures

0338. CO-OPTION –

Esther Adjevivi introduced herself and responded to questions from councillors. It was proposed and seconded to duly elect Esther Adjevivi to be co-opted to fill the vacancy in the Charborough Ward. *Vote was carried Nem.Com. Esther Adjevivi signed her declaration of office and joined the meeting;*

0339. SUBMISSIONS FROM PUBLIC: No Submissions

0340. TO APPROVE MINUTES OF THE MEETING HELD 25th October 2022: The minutes were approved as accurate -

0341. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: There were none

0342. FILTON BEAT TEAM UPDATE: Report was circulated to members, concerns raised as to the Beat Team not visible in the community. The Town Clerk is to liaise with them and pass on the concerns.

0343. SOUTH GLOUCESTERSHIRE REPORTS:

CLLR A MONK – (no submission)

CLLR C WOOD – noted

0344. SUBMISSIONS FROM MEMBERS:

i) Proposed by Cllr Darryl Collins, Seconder Cllr Adam Monk "That this council will identify buildings and land within Filton that should be considered as community assets."

The proposal was discussed and suggested that would be added to January 2023 agenda. Councillors to bring with them to the meeting ideas of assets of Filton. Voted **FOR** Nem.Com

ii) Proposed by Cllr Alan Bird FTC to investigate, using Filton Voice to ask the following question. "FTC to ask the residents of Filton to assist in understanding the mix of households within Filton."

The proposal was discussed, and concerns were raised on the accuracy of the data that would be received from the survey whilst public availability resources such as electoral roll are an accurate legal record.

It was voted **FOR 6 ABSTAIN 4**.

It was requested that The Town Clerk to check legal matters regarding data protection'

ACTION FTC Office

0345. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) **Planning Schedule 22nd November** – Meeting was not held Councillors confirmed they viewed current applications and commented as individuals.

ii) **Full Council Finance 8th November Draft Minutes** – Noted

iii) **Leisure Centre update**. An update was given on the current delays on planning and how that had impacted on works. It was confirmed that after making enquiries Filton Town Council agreed for the works to begin prior to the approval due in the very near future.

It was agreed that the Town Clerk would circulate the Phase 1 plans to all Councillors.

ACTION FTC Office

vi) **Ongoing Updates - Document was noted**

v) **Friends of Millennium Green** – Members of group presented their request for lighting to be considered for Millennium Green. They highlighted the safety concerns and gave information regarding the survey that they had undertaken locally. Concerns were raised on behalf of residents whose properties are close to the area regarding impact on local wildlife, increased ASB and raised the issue that they had not been consulted.

After discussion it was proposed and seconded for the Millennium Green Group to return to Filton Town Council with the specifications and budget needed for the lighting. Filton Town Council Office to then strive to get 3 quotes for the works. A single agenda meeting will be arranged for the residents and groups attend and see the options available.

Voted **FOR** Nem.Com

It was requested for the Town Clerk to contact the Environmental Team at South Gloucestershire Council for a report in the impact of lighting on the environment get crime data from the local police team and get advice regarding a bat survey being carried out.

ACTION FTC Office

vi) **Northville Community Garden (Land behind the Bulldog)** Chair of the committee informed the Council on the opportunity to have used soil delivered to Jennings Garden for no cost to be used to make higher beds to stop the area being used by cars.

The Town Clerk highlighted the risks and expressed her concern of potentially using contaminated soil around the area. After a discussion it was proposed and seconded to have the soil delivered but to ensure a copy of the quality certificate is given to Filton Town Council. Voted 8 **FOR 2 ABSTAIN**.

0346. CONSULTATION SPREADSHEETS- Councillors to become familiar with ongoing consultations.

0347. PAYMENTS FOR INFORMATION- Accepted

There being no further business the meeting closed at 9.04pm.

Decision to defer bringing into force the non-immediate 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 specifically defined areas of Filton and Stoke Park & Cheswick wards in accordance with the Town and Country Planning (General Permitted Development) Order 2015

From the 7 February 2022 – 4 April 2022, the Council carried out an 8 week consultation on its intention to make the Proposed Article 4 Direction (A4D). In doing so, it consulted on the following documents:

- a. An executive report to members setting out the various options.
- b. A report prepared by Arup and the Council on the informal business case for the introduction of the Proposed A4D.
- c. Maps showing the Proposed A4D boundaries.

The public notice explained that the Council was “consulting on making a non-immediate Article 4 Direction” and invited “Public representations regarding the proposed Article 4 Direction(s)”. It also noted that: “If the decision is to proceed the Article 4 Direction(s) will come into force by 31st December 2022”.

On the 26 August 2022, following consideration of the consultation responses and a further executive report, the Council decided to make the Proposed A4D. The Order making the Proposed A4D was sealed on 14 September 2022 (“the Sealed Order”). The Sealed Order indicated that it would come into force on 30 December 2022 if it was confirmed. The Council subsequently proceeded to undertake a public consultation for a period of 21 days, in accordance with the procedural requirements set out in paragraph 1, sub-paragraphs (1), (4) and (6), of Schedule 3 to the Town and Country Planning (General Permitted Development) (England) Order 2015 (“the GPDO”).

In response to this consultation, the Council received a representation stating that if the Council proceeded to bring the A4D into force on 30th December 2022, it would risk being liable for any potential compensation claims in the event that planning permission was refused for the creation of an HMO that would previously have been permitted development. This was because the Council would not be providing 12 months’ notice before the Proposed A4D came into effect on 30 December 2022.

Having considered this matter, the Council considers that a significant risk of liability for compensation would arise from the decision made in August 2022 if the Council continued to confirm the A4D and bring it into force on 30 December 2022, as originally intended. Given the current Council budget pressures and need to protect taxpayers’ money this requires the Council to take appropriate action.

The council has therefore decided that the proposed Direction withdrawing permitted development rights requiring proposals to convert dwelling houses (C3) to a small Houses in Multiple Occupation (HMO) (C4) to apply for planning permission, within specifically defined areas of Filton and Stoke Park & Cheswick ward, will not be brought into force on 30th December 2022.

Instead, a new decision will be taken to introduce the A4D to withdraw permitted development rights. This will be subject to a minimum of 21 days consultation for any representations to be made in accordance with Schedule 3 to the GPDO. Consultation (subject to confirmation) is proposed to commence on 9th January 2023. Accordingly, the Council intends to publish and serve notice that the direction will come into force 12 months after the Decision Notice is published in the prescribed manner, as set under paragraph 1 (1) to (5) of Schedule 3 to the GPDO.

The effect of this, and subject to consultation starting on 9th January 2023, as set out in Schedule 3 to the GDPO, is that the implementation date for the Direction coming into force would be 10th January 2024, rather than the 30th December 2022.

Motions 2022

| Motion | Cllr | Date of meeting | Motion Update | Date Completed | Any Comments |
|---|---------------------|-----------------|--|---------------------------|--|
| That this council will identify buildings and land within Filton that should be considered as community assets | Cllr Darryl Collins | 29.11.2022 | Motion to be added to January 2023 agenda. Councillors to bring with them to the meeting ideas of assets of Filton | | |
| FTC to investigate, using Filton Voice to ask the following question. "FTC to ask the residents of Filton to assist in understanding the mix of households within Filton" | Cllr Alan Bird | 29.11.2022 | Concerns were raised on the accuracy of the data that would be received from the survey whilst public availability resources such as electoral roll are an accurate legal record. The Town Clerk to check legal matters regarding data protection' | | |
| This council review it's newsletter arrangements. | Cllr Brian Mead | 26.7.2022 | ongoing | | |
| That this council explores alternative venues for council meetings during the Leisure Centre construction work. | Cllr Brian Mead | 26.7.2022 | Several venues contacted and unable to facilitate FTC. FTC office to continue looking for alternative venues. | 1.9.2022 | |
| Filton Town Council shall organise a Filton Festival 2023, to take place on 23 July 2023, with a budget of £20,000 (to include funds rolled over from this year's festival budget). | Cllr Tom Mewies | 28.6.2022 | LAR and CW have met with re energise and have started researching with re energise | 11.10.2022 | An amendment to the motion was proposed and seconded Filton Town Council shall organise a Filton Festival 2023, to take place on a Sunday in July 2023, with a budget of £20,000 (to include funds rolled over from this year's festival budget). Date to be confirmed after checking possibly conflicts. Motion was voted 10 UNANIMOUSLY FOR. 27.9.2022 It was voted and agreed to go with the company Re Energise to arrange Filton Festival. Festival will be held on Saturday 22nd July and the organiser will be attending the Finance meeting in January 2023 to discuss further with members. |
| 1. Proposal: Town Clerk to advise Danny Dixon at South Glos we intend to create a plan and request him to issue the paperwork to start the process | Dan Boardman | 28.6.2022 | LAR ongoing contact with D Dixon Working Group not yet set up We have now published the Filton Neighbourhood Area designation on our website. It can be found on | Ongoing 12.10.2022 | An Amendment was proposed and seconded to have a working group set up and report to full Council regularly. Vote Carried Nem-com 25.10.2022 It was agreed to ensure there was a budget heading and funds available for the |

| | | | | | |
|--|------------------------|------------------|--|------------------|---|
| <p>2. Proposal: the whole of Filton to be encompassed by the neighbourhood plan</p> <p>3. Proposal: the neighbourhood plan to be focused on the two policy areas outlined above (1. Balanced Housing & Community and 2. Environment)</p> <p>4. Proposal: have the neighbourhood plan as a standing item on the full council agenda</p> | | | <p>our neighbourhood planning page under the 'current neighbourhood plans' tab.</p> <p>In terms of the next steps has the group has any thoughts on some of the objectives of the neighbourhood plan? Also, has there been any progress on forming a steering group?</p> | | <p>next financial year and to establish a steering group and identify aspirations following the May elections</p> |
| <p>FTC to produce a welcome to Filton style leaflet to be inserted into the Filton Voice as an mode of information for new students moving to the area for the new term in September</p> | <p>Cllr Adam Monk</p> | <p>28.6.2022</p> | <p>CW and Rich Coulter produced leaflet for FV</p> | <p>14.8.2022</p> | |
| <p>1. FTC to Proactively look at employing someone to help tidy up Filton on a 15 to 20 hrs per week basis</p> | <p>Cllr Brian Mead</p> | <p>29.3.2022</p> | <p>Work in Motion carried out / these works to continue after Being dealt with at Staffing Committee</p> | | <p>An amendment was added FTC to Proactively look at redeploying or employing staff to help tidy up Filton on a 15 to 20 hrs per week basis. Motion with amendment carried</p> |
| <p>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;</p> | <p>Cllr Brian Mead</p> | <p>29.3.2022</p> | <p>CW set Survey Monkey questionnaire held for 6 weeks and results gathered to use</p> | <p>1.6.2022</p> | <p>An amendment was added. Remove the "put into practice" wording from original motion Motion with amendment carried</p> |
| <p>FTC to proactively look at sorting out the lights and paths around Elm Park to make improvements for all who use it;</p> | <p>Cllr Brian Mead</p> | <p>29.3.2022</p> | <p>ongoing</p> | | <p>An amendment was added: FTC to proactively investigate maintenance issues at Elm Park and draw up a list of priorities. Then have these put into the next budget figures. A second amendment was added: FTC do not accept South Glos Council response that the footpaths at Elm Park are rural and believe that South Glos Council be responsible to repair them. Motion with amendments carried</p> |
| <p>FTC to proactively look at hosting a parkrun in Elm Park</p> | <p>Cllr Brian Mead</p> | <p>29.3.2022</p> | <p>NP ongoing liaising with the company no update as yet Due to our lack of staff unable to run as a solely FTC group.</p> | | <p>An amendment was added. To remove the wording "Park run" and add "Community run".</p> |

| | Cllr Dan Boardman | 29.3.2022 | FTC Office have now taken on to research this motion. ongoing | | Motion with amendment carried |
|---|--------------------|-----------|--|-----------|--|
| Expanding the wildflower areas in Millennium Green and Elm Park | Cllr Dan Boardman | 29.3.2022 | ongoing | | An amendment was added: to ask South Glos Council Biodiversity team to attend a council meeting and advise us on the best locations for wildflowers Motion with amendment carried |
| To obtain quotations for new gates to be fitted to all entrance/exits of Millennium Green. Design of gates to: 1) restrict access for motorcycles. 2) secure enough to stop dogs running out on to the road. 3) enable access for pushchairs, please note the construction of the path is made up of chippings & scalping and is uneven and not user friendly. | Cllr Andy Robinson | 25.1.2022 | Quotes obtained regarding all options being taken to Council 27.9.2022 Gates ordered and will be installed by FTC and S Glos Ranger as agreed 27.9.2022 | 27.9.2022 | |
| To obtain a plaque (with spike) for the oak trees donated to Filton by the Queens Green Canopy legacy? The two gifted English oaks were planted in millennium green by Filton Town Council. Plaques must be from official vendors, The QGC legacy also suggests that local children or groups be the guardians of the trees. Discussions took place and it was decided to obtain 3 quotes for best price and to involve the local schools to be guardians of the trees. | Cllr A Robinson | 8.2.2022 | CW arranged for the plaques and FTC Grounds put them in | 1.5.2022 | |
| Filton Town Council agrees to install a flagpole and Union Flag to commemorate the Platinum Jubilee of Her Majesty Queen Elizabeth II. The council further agrees to fly the Union Flag at all times from the point of its installation and ensure that flags meet | Cllr Chris Wood | 25.1.2022 | LAP/CW research Flag pole, order and installed No planning permission needed | 1.6.2022 | |

| Consultation | Consultation Period | Summary |
|-------------------------------|--------------------------|--|
| Annual Council Budget 2023/24 | 17 Oct 2022 -15 Jan 2023 | <p>Have your say on the council budget proposals for 2023/24</p> <p>South Gloucestershire Council is responsible for a range of local services including refuse collection and disposal, street cleaning, planning, education, social care services and road maintenance.</p> <p>Each year, we ask residents for their views before agreeing what our budget and council tax levels will be for the year ahead. We are also consulting on the savings plan we propose putting in place to make sure we have a balanced budget.</p> <p>This is your opportunity to comment on what our funding priorities should be, the council tax levels you will pay and our proposals to improve services whilst continuing to deliver value for money.</p> <p>We will be running two phases to this year's consultation.</p> <p>The first phase started on October 17 2022 and asks for your views on the council's draft budget proposals.</p> <p>The second phase will run from Tuesday 6 December 2022 and will ask for your views on updated budget proposals which will consider up to date information on what funding will be available from central government and the options that we have for balancing the council's budget.</p> <p>As a local resident, it is important that you have a say in how we shape services in the future and our budget consultation is a key part of this.</p> |

| | | |
|---|--|------------------------------|
| <p>All the information you need to know is given below, as well as in the consultation document which you can download and print.</p> <p>There is an online survey which is available until midnight on Sunday 15 January 2023 or you can download and send back a paper copy of the survey by Wednesday 11 January 2023. Should you complete the online survey before 6th December and provide us with your details, we can email you directly to ask for your input into phase 2.</p> <p>Email: consultation@southglos.gov.uk Write to: South Gloucestershire Council, Insight and Engagement Team, Council Budget, PO Box 1953, Bristol, BS37 0DE</p> | | |
| <p>Our Clean Air Action Plan (CAAP) has been produced to put into place the visions and priorities in South Gloucestershire Council's Clean Air Strategy (2020-2024) and to fulfil the council's duties required by the Local Air Quality Management (LAQM) framework. The aim of the CAAP is to benefit the most people by striving for clean air across the widest area.</p> <p>The CAAP considers air quality throughout the whole of South Gloucestershire in addition to the Air Quality Management Areas (AQMAs) declared in Kingswood - Warmley, and Staple Hill.</p> <p>It includes 30 actions designed to improve air quality, all of which are important. We are proposing to prioritise actions that will reduce transport emissions and emissions from domestic solid fuel burning. Complete the short online Email consultation@southglos.gov.uk Write to: Freepost Plus RTXL-YHGY-GSYS</p> | <p>6 Dec 2022-31 Jan 2023</p> | <p>Clean Air Action Plan</p> |

| | | |
|---|--|---|
| | | <p>South Gloucestershire Council Corporate Consultation Team Council Offices Badminton Road Yate BRISTOL BS37 5AF</p> |
| <p>A new Compact for South Gloucestershire</p> | <p>28 Oct 2022-22 Jan 2023</p> | <p>South Gloucestershire is proud of its enduring Compact between public sector agencies and the Voluntary, Community and Social Enterprise (VCSE) organisations working in the area. The Compact represents a shared recognition that collaborating in partnership can more strongly serve, represent, develop and promote the wellbeing of local people and communities in South Gloucestershire.</p> <p>The current Council Plan sets a goal to refresh the current Compact in 2022, and through this consultation we are seeking feedback on a proposal for a new Compact.</p> <p>The aim of the new Compact is to move from the current rules-based codes to a set of agreed principles governing behaviour from all parties based on three key areas:</p> <ul style="list-style-type: none"> mutual respect partnership working, and effective delivery. |