



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

18th October 2022

Dear Members

You are hereby summoned to a meeting of the **FULL COUNCIL** will be held on **Tuesday 25th October 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. Co-Option Presentations
 - i) Daniel Harris
 - ii) Esther Adjeivi
5. Submissions from the Public (max. 15mins).
6. To approve the minutes of the meeting held 27th September 2022 (*pages 1-2*)
7. Matters of report arising from the minutes not otherwise included on the agenda.
8. Filton Beat Team Update (*no submission*)
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 – Minutes of meeting held 18th October 2022 (*pages 3-4*)
 - ii) Leisure Centre Contract update
 - iii) Filton Festival 2023 (*page 5-6*)
 - iv) Neighbourhood plan (*page 7*)
 - v) Ongoing Updates (*pages 8-10*)
12. Consultation Spreadsheet (*page 11*)
13. Payments for Information (*page 12*)

PRESENT: Cllrs: D Collins (Chair), T Mewies, A Robinson, C Wood, A Kenyon, Alan Bird, Dan Boardman, A Monk, M Chaudhry

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

APOLOGIES: Cllrs:

NON-ATTENDANCE: Cllrs: A Doyle, B Mead

0311. APOLOGIES FOR ABSENCE: Apologies noted

0312. DECLARATIONS OF INTEREST: None declared

0313. SUBMISSIONS FROM PUBLIC:

(1) Issues regarding the safety and accessibility of the lanes leading to Millennium Green. After a lengthy discussion agenda item 9.iii was brought forward. It was proposed and seconded to install the gates using option 4 of the options presented. VOTED 7 FOR 1 ABSTAIN 1 AGAINST. Motion carried.

(2) Concerns were raised regarding (1) Millennium Green Gates, (2) Filton Park notice boards, (3) meeting venues and (4) the reason the co-option was not being held in September. Concerns 1,3 and 4 were all agenda items. Filton Park notices are an issue that FTC office are already aware of and are currently dealing with.

0314. TO APPROVE MINUTES OF THE MEETING HELD 26th JULY 2022: The minutes were approved an accurate record.

0315. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: To have all Councillors addressed as Councillors when minuted.

0316. FILTON BEAT TEAM UPDATE: Report was noted.

0317. SOUTH GLOUCESTERSHIRE REPORTS:

CLLR A MONK – (no submission)

CLLR C WOOD – (no submission)

0318. SUBMISSIONS FROM MEMBERS:

Chair of Council passed on his gratitude for the efforts taken by Filton Town Council Ground and Office Staff during the Mourning period of Queen Elizabeth II.

0319. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) **Planning Schedule** 19th July 2022 – Noted.

ii) **Leisure Centre Contract update.**

The Town Clerk and Cllr D Boardman gave a verbal update with various possible changes suggested by AN.

It was proposed and seconded the following:-

“Filton Town Council to accept the changes proposed as long as the following is noted: -

AN to look at the possibility of outside accessible toilets.

AN to ensure the football changing rooms in line with FA guidelines.

AN to ensure that the changing area is adequate for football changing. i.e., adequate sound insulation, flooring.

AN to provide unisex match official changing out of the changing rooms.
VOTED 8 For 1 AGAINST- MOTION CARRIED

- iii) **Millennium Green Gates** – Discussed during public session
- iv) **Drawdown of PWLB Funds**
The Town Clerk notified Council that due to the announcement of the anticipated rise of the Bank of England interest rates and after consulting with DCK Accounting and Chair of Council the decision had been made to draw down the remainder of the loan from PWLB and this would be invested in the Public Sector Deposit Fund as soon as possible..
The decision to draw down the remaining funds was ratified by all members present.
- v) **RPT Consulting Services**
The proposal from RPT Consulting Services to support FTC with the Leisure Centre Project for the next 12 months was ratified.
- vi) **Filton Festival**
Cllr A monk declared and interest in this item.
FTC Office staff have been looking at options. A meeting with Re-energize proved positive and the company provided quotes to solely undertake the festival.
It was proposed and seconded to go with the Re-energize.
VOTED 8 FOR 1 ABSTAIN
- vii) **Neighbourhood Plan**
The Town Clerk gave an update that things are progressing, and the area notice should be published shortly
- viii) **Meeting venue**
Options were presented and after a discussion it was decided that FTC office should seek ulterior venues.
- ix) **Streetcare Funding**
Councillors had returned their ideas. Town Clerk to forward them to the correct department.
- x) **Council Vacancies**- Moved to October Full Council Meeting
- xi) **Updates on previous motions** – Office staff were asked to keep this document live.

0320. CONSULTATION SPREADSHEETS- Consultations discussed and Councillors to become familiar with ongoing consultations.

0321. PAYMENTS FOR INFORMATION- Noted

CLOSED SESSION

0322. STAFFING COMMITTEE – The council were updated on a current HR issue that due to a confidentiality agreement could not be discussed in the open session.

There being no further business the meeting closed at 9.15pm.

SCHEDULE OF PLANNING APPLICATIONS 18/10/2022

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3927	P22/05656/PNH	758 Filton Avenue Filton South Gloucestershire BS34 7HB Erection of a single storey rear extension which would extend beyond the rear wall of the original house by 4.88 metres, for which the maximum height would be 3.00 metres, and for which the height of the eaves would be 3.00 metres.	Wed 19 Oct 2022	Already Commented by DB and ab agreed no further comments needed.
F.3928	P22/05753/CLE	42 Wades Road Filton South Gloucestershire BS34 7ED Use of dwelling as a small house in multiple occupation for 3-6 people (Use Class C4).	Tue 25 Oct 2022	Filton Town Council would like it confirmed that the validity of the tenancy agreements as no confirmation of tenants available.
F.3929	P22/05484/RVC	Land At The Former Filton Airfield South Gloucestershire Variation of Condition 2 (temporary carpark cessation date) attached to planning permission P19/16741/F - Formation of a temporary car park for up to 2,000 vehicles and bus, taxi, park and ride, pick up and drop off areas on the eastern end of the former Filton Airfield.	Sat 29 Oct 2022	Filton Town Council Note application
F.3930	P22/05706/HH	72 Kenmore Crescent Filton South Gloucestershire BS7 0TR Erection of a single storey rear extension to existing garage to form additional living accommodation.	Thu 20 Oct 2022	Filton Town Council would like it added to the conditions of the application that the annex shall not be occupied at any time other than for purposes ancillary to the residential use of the dwelling known as 72 Kenmore Crescent the development would be unsuitable for use as a separate residential dwelling in relation to drainage, design, amenity, and transport would be required against policy CS1, CS5, CS8, CS9, CS15, CS16 and CS17 of the South Gloucestershire Local Plan: Core Strategy (Adopted) December 2013; policy PSP1, PSP8, PSP11, PSP16, PSP20, and PSP38 of the South Gloucestershire Local Plan: Policies, Sites and Places Plan (Adopted) November 2017; and the provisions of the 2019 National Planning Policy Framework.

SCHEDULE OF PLANNING APPLICATIONS 18/10/2022

F.3931	P22/05852/ADV	15 Gloucester Road North Filton South Gloucestershire BS7 0SG Retention of display of internally illuminated fascia sign on shopfront ATM.	Wed 02 Nov 2022	Filton Town Council Note application
F.3932	P22/05882/ADV	Unit F2d Taurus Road Patchway South Gloucestershire BS34 6FB Display of 1no. externally illuminated fascia sign.	Wed 02 Nov 2022	Filton Town Council Note application
F.3933	P22/05853/F	15 Gloucester Road North Filton South Gloucestershire BS7 0SG Installation of ATM to shop front (retrospective)	Wed 02 Nov 2022	Filton Town Council Note application
F.3934	P22/05915/HH	87 Kenmore Crescent Filton South Gloucestershire BS7 0TP Erection of single storey rear extension to form additional living accommodation. Replacement of garage roof.	Fri 04 Nov 2022	Filton Town Council Note application
APPEAL RESPONSE	P21/06787/F	18 Braemar Avenue Filton South Gloucestershire BS7 0TB 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>Since the submission of this appeal there has been a development of 15 Braemar Crescent that has changed it to a C4 HMO. This has led to the percentage of HMO in the direct area increasing, the addition of 18 Braemar Avenue will increase the HMO population density in the area in excess of the 20% guide as directed within South Glos HMO SPD.</p> <p>The distance between the 2 properties is within 100m.</p> <p>The proposed change from a garage for a window doesn't match the house frontage? (household design guide, SPD March 2021) section 2.3 figure 14. Single window is not in keeping with the bay window on the other side of the door - window dimensions and opening are different.</p> <p>The roofline, whilst acceptable for a garage is visually incongruous for an inhabited space once the garage door is replaced by a window.</p> <p>Filton Town Council's comments dated 17th November are all still relevant and upheld.</p>

Filton Community Festival – 22 July 2023

Progress Meeting – 11/10/2022

Attended: Filton Town Council: Lesley Reuben and Carla Westcott
Re-energize: Rob Goodwin.

Subject	Comments	Action by
Festival date	Confirmed as the 22 nd July with the timing agreed of 11.30 – 18.00 which will allow for 6 bands, with 30/40 minute slots and 5 dance groups each with a 20 minute slot whilst the bands change over. CW agreed to notify RG of any local bands who have asked to perform.	CW
Logistics	<p>The proposed layout of the festival site was approved and RG to proceed to book in all suppliers; toilets, generator, barriers etc.; with any required deposits to be invoiced as received.</p> <p>RG to produce the festival booking form for stall holders and community stall holders along with the terms and conditions which will be agreed by LR. These will then be placed on the council's web site for people to complete and email back to RG.</p> <p>RG mentioned that in the current climate costs may increase for 2023 but would advise as and when any supplier increased their prices.</p> <p>RG mentioned that Beer Bar/tent had already been contacted and agreed a fee of £400 for the pitch with a £200 non-refundable deposit paid in advance with the balance paid on the day of the festival. RG would obtain the necessary Temporary Event License. The bar would only provide beers, lagers and ciders so as not to compete with gin, cocktail and wine sellers who will also be invited to take a pitch. All fees will be detailed by RG and provided to LR on a monthly basis.</p> <p>LR mentioned that there was not an appointed ice cream vendor that the Council had in place and therefore RG to book suitable suppliers.</p> <p>A range of different food stalls would be invited to take a pitch alongside the traditional burger and hot dog units.</p>	<p>RG</p> <p>RG</p> <p>CW</p> <p>RG</p> <p>RG</p> <p>RG</p> <p>RG</p>
Rides & Entertainments	<p>With 6 bands being able to play RG asked if there were any local bands that would be interested in playing and CW would send through contact details. Similarly, if there are any local dance groups that are known to want to perform.</p> <p>RG suggested that if the Mayor would like to provide a welcome address to the audience then this should be done just before the second band play and a 5 minute slot will be allocated.</p> <p>Within the Festival budget is an allowance for a tribute band and RG to forward a list of suitable bands avoiding tribute acts that had already played at the Filton Festival.</p>	<p>CW</p> <p>RG</p> <p>RG</p>

	<p>On discussing a PRS license LR mentioned that the council did not have one but that the Leisure Centre did and they would be approached to use this to cover the festival. The Leisure Centre may also like to have an information stall on the day.</p> <p>A range of different children's rides will be invited to take a pitch alongside the proposed arts zone involving local graffiti and design artists with children and youths being invited to produce their own piece of art.</p> <p>LR mentioned Peter Jenkins rides and RG will make contact but didn't feel the rides that played loud music fitted the festival character and the music would go against sound from the bands on the stage.</p> <p>CW To provide RG with contact details for the local police who usually provide vehicles and equipment for the children to look over and use. The Police may also bring along their dogs and horses section.</p> <p>Face Youth Club usually took a stall at the festival and CW to provide with contact details. RG would contact the local RAF, Arm & Navy cadets forces and well as Scouts and Guides to attend with again CW providing contact details if known. The Scouts and Guides being invited to assist with the kitting out of the children at the climbing wall alongside the professional instructors. Buckets will also be provided for donations from parents and guardians as the wall is a free activity.</p>	<p>LR</p> <p>CW</p> <p>RG</p> <p>CW</p>
Promotions and advertising	<p>LR was happy with the previous arrangements for promoting the Filton Festival through local publications including the Filton Voice and the council web site as well as a festival poster.</p> <p>RG to produce copy for approval to go to local newspapers on an ongoing basis.</p>	<p>LR/CW</p> <p>RG</p>
Invoicing	<p>It was agreed that RG would invoice the event management element of the overall budget on a monthly basis over a 9 month period starting from the end of October.</p>	<p>RG</p>
Next meeting	<p>Proposed date 10th January 2023 at 11.00hrs</p>	<p>LR/CW/RG</p>

Neighbourhood Plan Update

We have now published the Filton Neighbourhood Area designation on our website. It can be found on our neighbourhood planning page under the 'current neighbourhood plans' tab.

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?

It may be helpful to discuss the above and also any timetable or project plan the group may have.

We would also be happy to direct you to further information which may help depending on the particular policies the group are looking to create.

I have cc'd in Stuart Todd who works on an ad hoc basis for the council to support neighbourhood planning. Stuart has a lot of experience supporting groups so please feel free to cc him in to any questions you may have as he may have the answer as well.

Many thanks and I look forward to hearing from you.

Danny

Danny Dixon

Senior Planning Policy Officer

Strategic Planning Policy & Specialist Advice Team

Motions 2022

Motion	Cllr	Date of meeting	Motion Update	Date Completed	Any Comments
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 T 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.
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 2. Proposal: the whole of Filton to be encompassed by the neighbourhood plan 3. Proposal: the neighbourhood plan to be focused on the two policy areas outlined above (1. Balanced Housing & Community and 2. Environment) 4. Proposal: have the neighbourhood plan as a standing item on the full council agenda	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 our neighbourhood planning page under the 'current neighbourhood plans' tab. 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?	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
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	Cllr Adam Monk	28.6.2022	CW and Rich Coulter produced leaflet for FV	14.8.2022	

1 FTC to Proactively look at employing someone to help tidy up Filton on a 15 to 20 hrs per week basis	Cllr Brian Mead	29.3.2022	Work in Motion carried out / these works to continue after Being dealt with at Staffing Committee	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
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;	Cllr Brian Mead	29.3.2022	CW set Survey Monkey questionnaire held for 6 weeks and results gathered to use	An amendment was added. Remove the "put into practice" wording from original motion Motion with amendment carried
FTC to proactively look at sorting out the lights and paths around Elm Park to make improvements for all who use it;	Cllr Brian Mead	29.3.2022	ongoing	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
FTC to proactively look at hosting a parkrun in Elm Park	Cllr Brian Mead	29.3.2022	NP ongoing liaising with the company no update as yet Due to our lack of staff unable to run as a solely FTC group. FTC Office have now taken on to research this motion.	An amendment was added. To remove the wording "Park run" and add "Community run". 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	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	

<p>is made up of chippings & scalping and is uneven and not user friendly.</p>				
<p>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.</p> <p>Plaques must be from official vendors, The QGC legacy also suggests that local children or groups be the guardians of the trees.</p> <p>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.</p>	<p>Cllr A Robinson</p>	<p>8.2.2022</p>	<p>CW arranged for the plaques and FTC Grounds put them in</p>	<p>1.5.2022</p>
<p>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 and are maintained to an appropriately high standard".</p>	<p>Cllr Chris Wood</p>	<p>25.1.2022</p>	<p>LAR/CW research Flag pole, order and installed No planning permission needed</p>	<p>1.6.2022</p>

Public Consultation Spreadsheet October 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>

BANK ACCOUNT-GENERAL

List of Payments made between 01/09/2022 and 30/09/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/09/2022	British Telecommunications plc	BP1	493.44		Telephone
08/09/2022	Biffa Waste Services Ltd	BP2	725.06		130-Trade refuse
08/09/2022	Red Dog Technology Ltd	BP3	108.00		124-Remove alarm maint office
08/09/2022	Red Dog Technology Ltd	BP4	2,280.00		123-L/Centre CCTC Installation
08/09/2022	Cleveland Containers Ltd	BP5	5,550.00		122-2 x Shipping containers
22/09/2022	Safestore Limited	DD	348.15		Safestore-Storage unit
26/09/2022	Avon Local Councils' Associati	BP1	230.00		147-CW CilCA support
26/09/2022	Biffa Waste Services Ltd	BP2	552.91		129-Trade refuse
26/09/2022	Chandlers (Farm Equipment) Ltd	BP3	136.03		131-Strimmer line/oil/grease
26/09/2022	Complete Weed Control (North W	BP4	314.40		135-Mill Green weed control
26/09/2022	DCK Accounting Solutions Ltd	BP5	319.26		132-Accounts July 22
26/09/2022	DL I.T. Solutions Ltd	BP6	415.09		138-Anti virus
26/09/2022	Filton Voice Ltd	BP7	300.00		139-Filton Voice
26/09/2022	Greenway Training Ltd	BP8	1,596.00		142-Pesticide training
26/09/2022	Microshade Business Consultant	BP9	68.40		143-Citrix hosting
26/09/2022	RPT Consulting Limited	BP10	3,000.00		133-L/Centre professional fees
26/09/2022	Ernest Till (South West) & co	BP11	231.60		126-Remove electrical installa
26/09/2022	Travis Perkins Trading Co Ltd	BP12	253.34		144-Topsoil
26/09/2022	Waste Source Ltd	BP13	820.08		125-Skip hire
30/09/2022	Bank Charge Payable	CHRG	29.25		Bank Charge Payable
Total Payments			<u>17,771.01</u>		