

FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

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

Town Clerk: Lesley Reuben

FULL COUNCIL MEETING – All Town Council Members

21st February 2024

Dear Member

You are hereby summoned to a meeting of the **FULL COUNCIL** to be held on **Tuesday 27th February 2024 at 7p.m** at Studio 1, Leisure Centre, Elm Park, Filton BS34 7PS.

This meeting will be live streamed using link below :-

<https://youtube.com/live/7O-Wu1Zlf10?feature=share>

Yours sincerely,

L.A.Reuben
Town Clerk.& RFO

A G E N D A

1. Apologies for Absence
2. Declarations of Interest
3. Evacuation Procedures
4. Public Participation – (Max 15 mins) Advised that questions be sent to the Council Office 48 hours prior to meeting.
5. To approve the minutes of the meeting held 29th January 2024 (*pages 1-2*)
6. Matters of report arising from the minutes not otherwise covered by the agenda.
7. Filton Beat Team Report (*pages 3-4*)
8. South Glos Councillor Reports
 - i) Cllr Alex Doyle & Cllr Adam Monk (*tabled*)
9. Submissions from Members:-

Proposed by Cllr D Boardman

 1. To instruct the grounds team to enact a "no mow may" in Millenium Green (see attached sketch of areas to mow - 1m alongside all paths and some 1m wide meandering pathways and the centre of the circle still to be mowed) - seconded Cllr John Baverstock
 2. Clerk to get pricing for trees to plant along the straight path to complete the avenue effect across Millenium Green - tree species to match existing - approx. 30 needed

Proposed Cllr A Doyle

1. Motion to fund FACE uplifted grant funding request and begin the process to fund Filton youth provision through a tendered contract. *(pages 4-5)*
2. Motion to set up a committee to create neighbourhood plan with a provision of £5000 for a consultant to support the committee.
3. Motion to setup a budget committee to establish a 5-year budget plan and return to finance. Note feedback to be set based on budget process.
4. Motion to instruct the council Office to organise mandatory training for councillors and for councillors to attend with 3 months of the current date.

10. Reports from Committees, Working Groups, and the Town Clerk

- i) Casual Vacancy for Council
- ii) Leisure Centre Construction Update
- iii) Draft Finance Committee Minutes held 13th February 2024 *(pages 6-7)*
- vi) Local Nature action working group.
- iv) Planning Committee held 20th February 2024 *(pages 8-9)*
- v) Social Fund
- vii) Ongoing Updates *(pages 10-11)*

11. Consultation Spreadsheet *(page 12)*

Minutes of the Full Council of **FILTON TOWN COUNCIL** held at 7:00p.m on **30th January 2024, Studio 1, Active Nation Filton, Elm Park, BS34 7PS**

PRESENT: Cllrs: T Mewies (Chair), B Mead (Vice Chair) E Adjevivi, J Baverstock, A Bird Dan Boardman, D Harris, A Kenyon, J Molloy, A Monk, A Robinson

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

APOLOGIES: Cllrs:, A Doyle

NON-ATTENDANCE: N/A

0436. APOLOGIES FOR ABSENCE: Apologies noted.

0437. DECLARATIONS OF INTEREST: None

0438. EVACUATION PROCEDURES: Chair of Council gave evacuation procedures.

0439. SUBMISSIONS FROM PUBLIC: Chair of the Community Garden group updated Council on a programme that the Producer of the successful Hidden Heroes event held in 2023 would like to produce a new project Wayfinding in Filton. It was agreed to invite them to a future meeting to discuss options and help needed by the Council.

ACTION – FTC Office

0440. TO APPROVE MINUTES OF MEETING HELD 28TH NOVEMBER 2023- Noted as an accurate record

0441. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHERWISE COVERED BY THE AGENDA. - None

0442. FILTON BEAT TEAM REPORT: Due to the recent knife crime in Bristol, Filton Town Council look like to look at knife amnesty available in the area.

ACTION – FTC Office

0443. SOUTH GLOUCESTERSHIRE REPORTS: Discussed and noted

0444. SUBMISSIONS FROM MEMBERS: Cllr A Robinson – Local Nature Plan (also 10.iv)
After a discussion it was agreed that a working group would be set up Cllrs A Kenyon, D Boardman, A Bird, J Molloy, E Adjevivi, A Robinson and J Baverstock all agreed to be members.

0445. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Leisure Centre Update: No build update. Work on the rear car park has started. MUGA works completed just await line marking. Field storage planning application is still in progress.
- ii) (Draft) Finance Committee Minutes held 14th November 2023. Noted
- iii) Civility and Respect Pledge- Voted to sign up to the Pledge
- iv) Local Nature Plan- Discussed at item 9
- v) Planning Committee 4 and 16th January and response to Local Plan Consultation. Noted and permission given to submit response on behalf of Filton Town Council.
- vi) Filton Festival – Update on progress from office, large event companies not interested in tendering for FF. Local company Apex Marquees were in attendance to show interest in tendering for the Festival Project. Cllr J Baverstock declared an interest.

Ongoing Updates – Noted

0446. CONSULTATION SPREADSHEETS- Noted.

PART 2 CLOSED SESSION (public and press being excluded)

0447. Staffing Committee- The Town Clerk had raised concerns regarding the advertising of the two vacancies as the accountant had previously advised against any new financial commitments for the time being. It was agreed to take back to the next staffing meeting to agree a final decision on this matter.

There being no further business the meeting closed at 9.14pm.



Insert Beat area Filton

COMMUNITY ENGAGEMENT FORUM REPORT

Date

Anti-social behaviour – Areas of focus is currently Abbeywood retail park. There continues to be issues around theft from the stores at the complex. Though the numbers are slowly coming down. There has been arrests of suspects for theft from B&M. We have noticed in the last 2 weeks that Sheild retail and predominantly Snow& Rock have been targeted for theft offences.

We have not had any ASB issues reported in and around Millenium Green or Elm park.

A drugs warrant was conducted at an address in Filton Avenue. Two persons were arrested and under investigation. The property is now vacant after the landlord evicted the tenant.

Talk to Us Event was held at the leisure centre on 25/01. Disappointing attendance at the location despite promoted on social media. We are trying to establish the most popular date and time for these events. We have held them on weekdays, Weekends and evenings, but still only get low numbers.

Community Engagement- PCSO'S have carried out engagements at schools with school parking patrols. Cyber awareness talks were conducted with several schools. Currently the PCSO's are helping out a Mini Police event at a Patchway school.

We have been working with local housing providers to conduct vulnerable person visits.

Crime Statistics For the month of February to date there has been 59 reported offences in the Filton area.

There has been a slight increase in reports of acquisitive crime. There have been 5 reported burglaries, these have been a mix of dwelling and non-dwelling offences. At this stage no suspects identified, but these offences have only occurred in the last week and still at the early stages of investigation.

There has been an increase in vehicle offences. Some of these are theft of E scooters from Village hotel. CCTV work is underway to identify the suspect who is targeting the location.

The crime statistics are taken direct from our police recording system and are for the Filton area only. Other crime statistics websites show figures for the whole of South Gloucestershire area.

Crimes reported in (January 2024) in (CN213).

Arson and Criminal damage	2 Offences
Burglary	5 Offences
Drug Offences	1 Offence
Miscellaneous crimes against society	1 Offence
Possession of Weapons	0 Offences
Public order offences	5 Offences
Robbery	1 Offence
Sexual offences	1 Offence
Theft	11 Offences
Vehicle offences	12 Offences
Violence against the person	20 Offences

FACE, Youth Centre, Elm Park, Filton, BS34 7PS
 0117 9691938 / info@facecharity.org.uk / www.facecharity.org.uk

15th February 2024

Better overview of costings for junior youth work provision at FACE, as requested by councillors at the finance meeting 13th February 2024

2023-24:

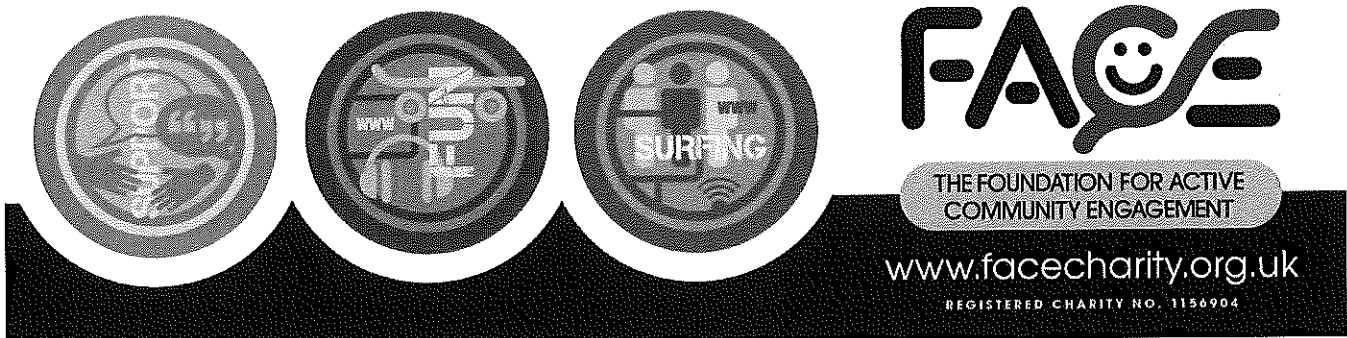
Expected income to the end of this financial year:	
Filton Town Council:	£ 17,500
Charborough Road School:	£ 600
Children's subs & tuck shop income	£ 1,550
Total: £ 19,650	
Expected expenditure to the end of this financial year:	
Current spend on staffing (to end January): (4 staff until August, 3 staff since Sept)	£ 16,316
Current spend on resources, utilities, etc:	£ 3,166
Expected cost of staffing Feb & March:	£ 3,032
Expected other costs to end of year;	£ 695
Total: £ 23,209	

The difference for us to meet from external fundraising this year: £3,559
 - Any FTC support with this would be very much appreciated as the provision is running at a loss.

Budget for 2024-25:

Expected costs for clubs running with 4 staff (max. 32 children spaces) at each group:	Expected costs for clubs running with 3 staff (max. 24 children spaces) at each group:
*Staffing & on costs: £ 20,590	*Staffing & on costs: £ 17,310
Resources, utilities, etc: £ 4,440	Resources, utilities, etc: £ 4,440
Total: £ 25,030	Total: £ 21,750
*This includes some wider community activity support	* This includes lower funds for wider community activity support
£25,030 - £17,500 = £7,530	£21,750 - £17,500 = £4,250
Extra request please: £5,030 - leaving us £2,500 to generate through subs, school contribution, and any external fundraising	Extra request: £2,250 - leaving us £2,000 to generate ourselves through subs, school contribution, and any external fundraising

Without additional funding from FTC for the next financial year, we will be unable to advertise the vacant youth support worker post at the junior groups and will drop that post for the next financial year, meaning a lower number of children will be able to attend. We will also be unable to provide as much support to wider community activities as we would like.



FACE, Youth Centre, Elm Park, Filton, BS34 7PS
0117 9691938 / info@facecharity.org.uk / www.facecharity.org.uk

We expect around £1,800-£2,000pa can generally be raised through children's subs and external fundraising for specific projects or equipment, however, any more than that means we have to restrict what we can do or cut from other budgets. (e.g. no trips or not replacing equipment when used up or broken).

We constantly fundraise for unrestricted funds to support all our activities, including the wider community support, which is often not funded from elsewhere. We have some generous Filton residents supporting us with monthly donations and local groups such as the Filtones choir, who this year raised £430 for us.

If every project runs at a loss, however, the unrestricted funding we do receive then gets used to plug gaps rather than allowing us to be more flexible and reach out more with extra funds raised.

A lack of funding for our direct weekly provisions means even less of this can take place, e.g. daytime well-being sessions, attendance at meetings and events, art projects, Community Garden partnership working, and support to networks such as Early Help Network, Elm Park Partnership, and South Glos High Streets meetings and project work. We see these as vital to engage with the wider community but rely on unrestricted funding to support our ongoing costs for these extra commitments.

As budgets have been tightened this past couple of years we feel as though we have been more frugal with what we have taken on and have not been as responsive to new projects as we would have liked. Sadly, we have also found ourselves occasionally being drawn into projects which are not within our core aims (e.g. the Love Your Patch project). Since a January meeting looking at projects and the budget for next year, the trustees and leadership team have decided to stop these now so we are very much focusing on our core youth and community aims and trying to ensure project budgets are balancing to protect the weekly activities we run.

The Town Council's support is very much valued and appreciated.

If you have any more queries please don't hesitate to let me know, especially if there are specific queries before full council on the 27th so I can be prepared with knowledge/figures I might need to hand.

Many thanks,

Debbie Teml



THE FOUNDATION FOR ACTIVE
COMMUNITY ENGAGEMENT

www.facecharity.org.uk

REGISTERED CHARITY NO. 1156904

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 13th February 2024**, Studio 1, Active Nation, Filton, Elm Park, Bristol, BS34 7PS

PRESENT: Cllrs: T Mewies (Chair), J Baverstock, A Bird, D Harris, A Kenyon, J Molloy, A Robinson A Doyle,

ALSO, PRESENT: Lesley Reuben (Town Clerk) Carla Westcott (TCSO)

APOLOGIES: Cllrs:- A Monk, B Mead, D Boardman

NON-ATTENDANCE: E Adejevi

A CLOSED SESSION FOR MEMBERS OF COUNCIL ONLY TO MEET WITH OUR CONSULTANT AT 7P.M. TO DISCUSS A COMERCIALY SENSITIVE CONTRACT ISSUE

PUBLIC SESSION OPENED AT 7.52PM

0557. APOLOGIES FOR ABSENCE: Apologies noted.

0558. DECLARATIONS OF INTEREST: Cllr J Baverstock declared an interest in Festival tender Apex Marquess
Cllr D Harris declared an interest in FACE

0559. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0560. MINUTES OF FULL COUNCIL FINANCE AND GENERAL MEETING HELD TUESDAY 9th JANUARY 2024.

Queried why The Chair was not minuted as the Chair even though not present at the meeting. Had been in previous minutes. FTC Office to confirm which is accurate.

0561. MATTERS ARISING FROM THE MINUTES- None.

0562. PUBLIC PARTICIPATION – None

0563. INCOME & EXPENDITURE REPORTS MONTH 9 and 10 – Noted (queries Month 10 - 902 and 909)

0564. BALANCE SHEET MONTH 9 and 10 Noted

0565. BANK RECONCILIATIONS BANK 9 and 10: Noted

0566. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:

i) Construction update – Awaiting amended Arboricultural report for the field storage planning applicattion

ii) Filton Festival- Apex Marquees presented their proposal to run Filton Festival 2024. Questions were raised and answered.

It was proposed and seconded accept the tender from Apex Marquees

Voted FOR 7 AGAINST 0 ABSTAIN 1

Motion carried.

ACTION FTC Office

iii) Flag Flying- The Town Clerk had circulated the South Gloucestershire Council policy on flag flying.

It was proposed and seconded to also follow the South Gloucestershire Council policy on flag flying

Voted FOR 7 AGAINST 0 ABSTAIN 1

Motion carried.

iv) FACE Funding – D Teml presented FACE's current financial situation and details of what help they would need from FTC. IT was proposed and seconded for D Teml to come back to Finance March 2024 with figures for 2023 and 2024.

Voted FOR 7 AGAINST 0 ABSTAIN 1

Motion carried

0567. PAYMENTS FOR INFORMATION: Noted.

0568. CONTRACT UPDATE – Given in closed session.

0569. MINUTES OF STAFFING COMMITTEE 6TH FEBRUARY 2024 – Noted

Meeting Closed 20.15

FEEDBACK OF PLANNING APPLICATIONS 20.2.2024

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.4069	P24/00186/F	82 Conygre Grove Filton South Gloucestershire BS34 7HU Change of use from C4 small house of multiple occupancy to a ten-bedroom large HMO (Sui Generis) for up to ten people including vehicle parking, bin storage and cycle parking.	Fri 23 Feb 2024	OBJECTION VOTED NEM-COM - Access to driveway needs investigating by highways as close to bend. - Confirmation that the drive fits the 4 vehicles stated. - Is there removal of tree? - Permeable advised to be used. - Application needs to include 10% biodiversity net gain.
F.4070	P24/00262/HH	29 Rannoch Road Filton South Gloucestershire BS7 0SA Erection of two storey side extension and single storey rear extension to form additional living accommodation.	Mon 26 Feb 2024	COMMENT VOTED NEM-COM - Application form not included online. - External materials not specified. - Application needs to include 10% biodiversity net gain.
F.4071	P24/00313/HH	11 Bude Road Filton South Gloucestershire BS34 7HN Demolition of existing single storey extension and garage. Erection of two storey side and rear extension to form additional living accommodation (resubmission of P23/03261/HH).	Tue 27 Feb 2024	OBJECTION VOTED NEM-COM - Not inkeeping with neighbouring properties - Not adhering to the 1948 SPD and exceeds 50% of the original house footprint - Confirmation of the guttering is not hanging over neighbours' property. - Filton Town Council request a light survey on this application.
F.4072	P24/00298/F	20 Mayville Avenue Filton South Gloucestershire BS34 7AA Change of Use of Residential Dwelling (C3) to small House of Multiple Occupation for up to 6 persons (C4) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) to include new access.	Wed 28 Feb 2024	OBJECTION VOTED NEM-COM - Sandwiching of HMO's including 21 Mayville Avenue and The Lanes Dairy on Rectory Lane. - Insufficient parking - Application needs to include 10% biodiversity net gain.
F.4073	P24/00337/F	24 Fifth Avenue Filton South Gloucestershire BS7 0LP Erection of 2 storey annexe with 6no. additional bedrooms (for 6 no. people) for main 6no. person large House in Multiple Occupation (HMO) (Sui Generis).	Mon 04 Mar 2024	OBJECTION VOTED NEM-COM - No planning requested for HMO use. - There a no details on accessing the car parking - Not adhering to the 1948 SPD and exceeds 50% of the original house footprint - developer seems to be manipulating the system and not adhering to first refusal of P23/02976/CLP on sandwiching and parking

FEEDBACK OF PLANNING APPLICATIONS 20.2.2024

F.4074	P24/00326/CLP	19 Gayner Road Filton South Gloucestershire BS7 0SP Installation of hip to gable roof extension, 1no. rear dormer and alterations to extension roof.	Mon 04 Mar 2024	<p>OBJECTION VOTED NEM-COM</p> <ul style="list-style-type: none"> - Filton Town Council support Cllr A Monks comment on this application - Application needs to include 10% biodiversity net gain. - The change to extension roof is not within the purview of CLP - need full planning - see previous refusal and comments on P23/02976/CLP no change to roof design
F.4075	P24/00323/HH	16 Clyde Grove Filton South Gloucestershire BS34 7RL Erection of a single storey side and rear extension and two storey rear extension to form additional living accommodation.	Mon 04 Mar 2024	<p>COMMENT VOTED NEM-COM</p> <p>Filton Town Council query the porch design and would prefer it stayed in-keeping with the majority of the road.</p> <ul style="list-style-type: none"> - Application needs to include 10% biodiversity net gain.
F4076	P24/00315/HH	55 Mortimer Road Filton South Gloucestershire BS34 7LG Erection of annexe ancillary to the main dwelling.	Wed 06 Mar 2024	<p>OBJECTION VOTED NEM-COM</p> <ul style="list-style-type: none"> - Filton Town Council would like it added as a clause if permission is granted that this build will not be sub-let separate to the main dwelling. - Application needs to include 10% biodiversity net gain. - Filton Town Council have concerns of lack amenities. - Filton Town Council note that no change in design from previous refusal of P21/06873/F
F4077	P24/00363/HH	30 Northville Road Filton South Gloucestershire BS7 0RG Erection of 1no. garden room.	Wed 06 Mar 2024	<p>COMMITMENT VOTED 3 FOR 1 ABSTAIN</p> <ul style="list-style-type: none"> - Filton Town Council would like it added as a clause if permission is granted that this build will not be sub-let separate to the main dwelling. - Green roof to be used. - Application needs to include 10% biodiversity net gain.
F4078	P24/00205/F	606 Filton Avenue Filton South Gloucestershire BS34 7LD Change of use from dwelling (Class C3) to small House in Multiple Occupation (Class C4) for 4 people as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended)	Tue 27 Feb 2024	<p>COMMENT VOTED 3 FOR 1 ABSTAIN</p> <p>Filton Town Council would like to see permeable paving used.</p>

Motions February 2024

Motion	Cllr	Date of meeting	Motion Update	Date Completed	Any Comments
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; FTC to proactively look at hosting a parkrun in Elm Park	Cllr Brian Mead Cllr Brian Mead	29.3.2022 29.3.2022	CW set Survey Monkey questionnaire held for 6 weeks and results gathered to use 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.		16.1.2024 Survey Monkey number 2 :Survey is currently live An amendment was added. To remove the wording "Park run" and add "Community run." Motion with amendment carried. 10.5.2023 after taking advice from regular park run users. Its needed to have full Councillor support and involvement and a group of vetted or registered with Park Run with at least 8-10 regular volunteers before project can be considered. Information requested from Park Run Will bring to Council March 2024
That this council contact the 3 local schools to offer a grant of £ 1,000.00 funded from the Community Fund budget to create schemes to encourage people to walk to school".	Cllr A Monk	27.6.2023	Community Fund needs to be set in budgets and in agreed.		Deferred to Full Council Meeting September 2023 Budget Meeting November 2023
The Town Clerk is directed to work with the SGC corporate resources cabinet member to investigate the feasibility of transferring the playpark next to Filton Hill School to FTC ownership"	Cllr B Mead	27.6.2023	FTC to investigate the process and costings involved.		South Glos Council investigating
FTC to instruct the Town Clerk to invite Patchway Remote control (RC) club & other local clubs to use the cycle speedway as an outdoor venue to hold RC races. The idea would be at a charge the clubs for using the cycle speedway for RC events if they have an outreach race/event where residents could participate using a RC. I believe this would create interest, it would give children the opportunity to experience such a hobby without the expense, the cycle speedway is enclosed and would make use of the area and has a great viewing from the raised banking.	Cllr A Robinson	31.10.2023			Voted FOR 5 AGAINST 3 Motion carried. TC currently liaising with the local clubs
Following on from the council's intent to continue investing the possibility of lighting within Millenium Green the Clerk is instructed to obtain quotes for an ecology	Cllr A Doyle	31.10.2023			Voted FOR 8 UNANIMOUS NEM-COM FTC contacted M Lipton for advice on contacts for the report.

<p>report of the park and report back to council."</p> <p>Follow the South Gloucestershire Council policy on flag flying</p>			<p>FTC to follow and supply the same policy and flags to fly as South Glos Council.</p>		<p>1.12.2023 Office have contacted 2 companies that were referred by ML. 1 response so far that are will to undertake more investigation. 16.1.2024 Quote for work requested Chased 6.2.2024 Pride flag purchased as requested.1.2.2024</p>
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Consultation	Consultation Period	Summary
<p>South Gloucestershire Council Plan 2024-2028</p>	<p>Opened 19 Feb 2024 at 00:00 Closes 12 Apr 2024 at 23:59</p>	<p>Every four years the council reviews its council plan. The council plan is our key strategy that sets our vision, ambitions and commitments for the area and for how we want to work as a council. It will help residents and partners to understand our future plans, and it means they can hold us to account.</p> <p>Last year we started to talk with local people on issues that matter to them in order to think about how to set out our key strategy over the coming four years. We have developed the consultation document below to reflect what residents and partners have told us is important.</p> <p>This is your opportunity to tell us if we have got it right, and if not, what we can do to make South Gloucestershire a greener, fairer and more inclusive place to live.</p>
<p>Sort It Centre booking system</p>	<p>Opened 19 Feb 2024 at 14:00 Closes 1 Apr 2024 at 23:59</p>	<p>In December 2023 the Government introduced new legislation which limits how much DIY waste (such as rubble, tiles, soil, plasterboard and concrete) householders can bring to recycling centres at no charge. This means we must introduce processes to record the DIY waste being disposed of at our sites and have a system in place to limit the number of visits made by residents disposing of this waste. The best way to do this in our Sort It Centres in South Gloucestershire whilst minimising disruption and delays to people using the sites is to introduce a booking system.</p>