

# **FILTON TOWN COUNCIL**

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Web: [www.filtontowncouncil.gov.uk](http://www.filtontowncouncil.gov.uk) E-mail: [lesley.reuben@filtontowncouncil.gov.uk](mailto:lesley.reuben@filtontowncouncil.gov.uk)

Town Clerk: Lesley Reuben

## **FULL COUNCIL MEETING – All Town Council Members**

25<sup>th</sup> January 2024

Dear Member

You are hereby summoned to a meeting of the **FULL COUNCIL** to be held on **Tuesday 30<sup>th</sup> January 2024 at 7p.m** at Studio 1, Leisure Centre, Elm Park, Filton BS34 7PS.

**(This meeting will be live streamed as a trial)**

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 28<sup>th</sup> November 2023 (1-2)
6. Matters of report arising from the minutes not otherwise covered by the Agenda.
7. Filton Beat Team Report (*tabled*)
8. South Glos Councillor Reports  
i) Cllr Alex Doyle & Cllr Adam Monk (*tabled*)
9. Submissions from Members:- Cllr A Robinson – Local Nature Action Plan (item 10iv below)
10. Reports from Committees, Working Groups and the Town Clerk  
i) Leisure Centre Construction Update  
ii) Draft Finance Committee Minutes held 23rd June 2024 (*pages 3-4*)  
lii) Civility and Respect Pledge – (*pages 5-11*)  
iv) Local Nature Action Plan (*pages 12-41*)  
v) Planning Committee held 16<sup>th</sup> January 2024 (*pages 42-48*)  
vi) Filton Festival 2024 (*page 49*)  
vii) Ongoing Updates (*pages 50-51*)
11. Consultation Spreadsheet (*page 52*)
12. Staffing Committee – staff vacancies (*possible resolution to move to closed session*)

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

**ALSO, PRESENT:** L Reuben (Town Clerk & RFO), C Westcott (Town Council Support Officer) Derek Kemp (DCK Accounting)

**APOLOGIES: Cllrs:**, B Mead (Vice Chair) A Monk, A Doyle

**NON-ATTENDANCE:** E Adjevivi,

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**0425. APOLOGIES FOR ABSENCE:** Apologies noted.

**0426. DECLARATIONS OF INTEREST:** None

**0427. EVACUATION PROCEDURES:** Chair of Council gave evacuation procedures.

**0428. SUBMISSIONS FROM PUBLIC:** Member of Rectory Lane residents group expressed concerns over the Filton Garage planning application and the whole planning process in general. Chair of Filton Town Council to liaise with members of the community group to support them.

**Closed Session due to sensitive information in budget presentation**

**0429. PRESENTATION OF BUDGET 2024/25 DEREK KEMP, ACCOUNTING**

**SOLUTIONS-** Derek presented the proposal for FTC budget 2024/25. Queries regarding the precept, outstanding fee implications, rolling capital funds were answered and various options and figures were discussed.

It was proposed and seconded to accept the budget proposal Filton Town Council precept requirement of £976,999.00. Which equates to 0% increase to band D property. The reduction in demand of precept is due to drop of qualifying tax base.

**VOTED 6 FOR 1 AGAINST and 1 ABSTAIN.**

**Motion carried.**

*It was therefore resolved to demand a precept requirement of £976,999.00 this equates to 0% increase per Band D property £312.84. per annum (£6 per week)*

**Open Session recommenced**

**0430. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHERWISE COVERED BY THE AGENDA.**

Discussions of how Filton Town Council can commemorate Cllr Darryl Collins took place and it was proposed and seconded to have the new MUGA named in his honour. **Voted 8 FOR NEM-COM**

**ACTION** Town Clerk to liaise with AN

**0431. FILTON BEAT TEAM REPORT:** Noted

**0432. SOUTH GLOUCESTERSHIRE REPORTS:** No submission

**0433. SUBMISSIONS FROM MEMBERS:** No submissions

**0434. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:**

- i) Leisure Centre Update: Already discussed during budget discussion. Town Clerk is in discussion with DCK and RPT to follow up on recent issues. Tar mac issue in Community centre car park spaces discussed and agreed to seek further advice and quotes to fix.

- ii) (Draft) Finance Committee Minutes held 14<sup>th</sup> November 2023. Noted
- iii) Civility and Respect Pledge- Will be addressed in January
- v) Planning Committee Minutes held 21<sup>st</sup> November 2023 – Noted
- vi) Ongoing Updates – Noted

**0435. CONSULTATION SPREADSHEETS-** Noted.

*There being no further business the meeting closed at 9.01pm.*



Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 9<sup>th</sup> January 2024**, Studio 1, Active Nation, Filton, Elm Park, Bristol, BS34 7PS

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

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

**APOLOGIES: Cllrs:-** A Doyle, B Mead

**NON-ATTENDANCE:** E Adejevi

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**0546. APOLOGIES FOR ABSENCE:** Apologies noted.

**0547. DECLARATIONS OF INTEREST:** None

**0548. EVACUATION PROCEDURE:** Chair of Council gave evacuation procedures.

**0549. MINUTES OF FULL COUNCIL FINANCE AND GENERAL MEETING HELD TUESDAY 14<sup>th</sup> NOVEMBER.**

**0536:** Cllr A Robinson Declared an Interest in the Community Garden  
With amendment Minutes approved as an accurate record.

**0550. MATTERS ARISING FROM THE MINUTES-** The vote for displaying flags other than the Union Jack was discussed and agreed to follow government guidelines on the process.

**0551. PUBLIC PARTICIPATION –** Clarity of the precept agreement was requested.

**0552. INCOME & EXPENDITURE REPORTS MONTH 8-** Noted

**0553. BALANCE SHEET MONTH 8** Noted

**0554. BANK RECONCILIATIONS BANK 8:** Noted

**0555. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:**

i) Construction update – Update on completion of Phase 1. FTC Office is now in the new building. Street lighting issues, The Town Clerk is meeting with Streetcare to find a solution. Town Council Meetings will begin to be live streamed on the near future.

ii) Filton Festival. It was proposed and seconded " FTC are to go out to tender to at least 3 different companies. The following to all be included in the criteria.

To be held at Elm Park

To be held 23 June 2024

Budget span

To include live music, suitable seating, suitable marquee, community/school groups, community stands, children's activities". Voted FOR 8 0 AGAINST 1 ABSTAIN

Motion carried.

**ACTION FTC Office**

iii) Council Casual Vacancy – Process to begin to allow the position to be Co Opted. Advert to be placed in the Filton Voice and be added to a meeting in March 2024. All candidates to present to Council.

**Cllr A Monk left 19.55**

An un-agendad discussion of the Council staffing vacancies took place. Queries were raised as to the delay of advertising. The Clerk voiced concerns that there were still



elements of the job description that needed to be confirmed including facilities needed to ensure staff welfare and facilities for equipment before employment can commence. It was proposed and seconded to advertise the vacancies by the end of January.  
Voted 7 FOR 0 AGAINST 1 ABSTAIN  
Motion carried.

ACTION FTC Office

**0556. PAYMENTS FOR INFORMATION:** Noted.

**Meeting Closed 20.15**

DRAFT

## ROLES AND RESPONSIBILITIES

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### INTRODUCTION

Local (parish and town) councillors and local council officers have different but complementary roles. Councillors, as the democratically-elected representatives of their areas, are there to set the budget and strategic direction of the council and ensure that the community's priorities are identified and delivered. The role of officers is to advise councillors, ensure that the council's strategy is delivered on a day-to-day basis and manage the operational and organisational side of the council.

This document briefly summarises those different roles and responsibilities, it should be read alongside 'The Good Councillors Guide' and the Good Councillors series of publications published by NALC (<https://www.nalc.gov.uk/publications#the-good-councillor-s-guide>) and Model Councillor Officer Protocol

### THE ROLE OF COUNCILLORS

A councillor's primary role is to represent their local area (or ward where the council is warded) and the people who live in it. Councillors provide a bridge between the community and the council. As well as being an advocate for local residents and signposting them to the right people either at the local council or the principal authority, they should ensure that the community is informed about the issues that affect them.

In order to understand and represent local views and priorities, you need to build strong relationships and encourage local people to make their views known and engage with you and the council. Good communication and engagement are central to being an effective councillor.

Local councillors are expected to:

- respond to residents' queries and investigate their concerns (casework);

- communicate council decisions that affect the community;
- know their area and be aware of any problems;
- know and work with representatives of local organisations, interest groups and businesses;
- represent their community's views at council meetings.

Local councillors also collectively set the strategic direction for their council. All local councils need clear strategies and policies to enable them to achieve their vision for the area, make the best use of resources and deliver services that meet the needs of local communities. Individual councillors will contribute to the development of these policies and strategies, bringing their experience and the views and priorities of their area to the debate.

Individual councillors work together to serve the community and to help the council to make decisions on behalf of the local community. Councillors contribute to the work of the council by suggesting ideas, engaging in constructive debate and by responding to the needs and views of the community representing their constituents. Councillors comment on proposals to ensure the best outcome and vote to enable the council to make decisions. Councillors must accept the decisions of the council as a whole even if they do not agree with it.

The formal part of these roles is carried out by attending meetings and working with and listening to advice from the council officers. The local council might have committees and even sub-committees. This is more likely to be the case in larger councils and in those cases how far individual councillors contribute in particular policy areas will depend on which committees they have been appointed to. However 'full council' remains the sovereign body for setting the council's overarching strategy and budget so even where the council has committees which work in greater detail on particular areas, all councillors should contribute to the council's strategic framework.

Individual councillors do not have, and cannot be given, powers to make decisions on behalf of the local council. This applies to the chair as much as to the other councillors, although the chair does have personal responsibilities in connection with the running of formal meetings – see below. That said, local councillors can act as 'champions' on particular issues and it is perfectly acceptable, if a councillor happens to have experience in a particular field, that they take a lead on it, provided that has been agreed by the Full Council.

The less formal part of these roles of listening and talking to people, including the local elected members of the district, county or unitary council, will almost certainly take up more of the councillor's time. However, it is important to remember that "rules of behaviour" apply whenever activities of being a local councillor are being undertaken.



## THE CHAIR

In some authorities the chair is called 'the mayor' but references are made to the chair in this document.

The main rules of law governing the role of the chair of a local council are set out in the Local Government Act 1972 which requires, for example:

- that the chair must preside at a meeting of the local council if they are present and;
- that it is the chair of a meeting who has the responsibility to sign the minutes (presented for approval at that meeting) as a true record.

It is the chair's responsibility:

- a) To determine that the meeting is properly constituted and that a quorum is present;
- b) To inform themselves as to the business and objects of the meeting;
- c) To preserve order in the conduct of those present;
- d) To confine discussion within the scope of the meeting and reasonable limits to time;
- e) To decide whether proposed motions and amendments are in order;
- f) To formulate for discussion and decision questions which have been moved for the consideration of the meeting;
- g) To decide points of order and other incidental questions which require decision at the time;
- h) To ascertain the sense of the meeting by:
  - a. Putting relevant questions to the meeting and taking the vote thereon (and if so minded giving a casting vote);
  - b. Declaring the result; and
  - c. Causing a ballot to be taken if duly demanded;
- i) To approve the draft of the minutes or other record of proceedings presented to a meeting (with the consent of the meeting);
- j) To adjourn the meeting when circumstances justify or require that course; and
- k) To declare the meeting closed when its business has been completed or in the event of the meeting being very seriously disrupted.

The chair's term of office continues until the appointment of a successor, other than where the chair resigns or is disqualified from office. A chair does not however legally have to resign following a vote of no confidence. This continuity also applies when the chair has not been re-elected following local elections. In this case, the chair does not have a vote on the appointment of a successor but does have a casting vote in the event of equal votes.

## Outside of the meeting

The chair:

- is the person to whom notice of resignation is given by other councillors or the clerk;
- may convene extraordinary meetings of the council (on proper notice to the clerk);
- when attending ceremonial events, is the proper person to represent the local council;
- may receive an allowance to meet the expenses of his or her office.

Beyond that, the workings and decisions not taken by the council or, through the delegation scheme, by one of its committees or sub-committees are to be taken by the clerk to the local council. The chair may have an enhanced role, as functions may be delegated to the clerk in consultation with the chair (or the chair of a committee). This means, however, that the decision and the responsibility for it remains with the clerk (not the chair) but that the clerk must first bring the matter to the attention of the chair and take into account the views of the chair in coming to their decision.

It is also likely to be the case that the chair will be the person whom the clerk will approach:

- for information about the council and the parish;
- to seek to informally discuss matters with and;
- to informally consult on decisions that are in the clerk's remit to make or pass back to a formal meeting.

Correspondence to and from the council should normally be dealt with by the clerk, not by the chair, although, where there are no other administrative staff, the chair will be the most appropriate person to deal with correspondence in the absence of the clerk e.g. to sign letters giving effect to a council decision, or to send a 'holding' reply pending consideration of a matter by the council.

### **Committee chairs**

In Councils which have committees the chair of the committee has similar duties and responsibilities as the chair of the council with regard to their committee and may be consulted by the clerk on relevant matters.

## **THE ROLE OF THE CLERK AND OTHER OFFICERS**

The primary responsibility of officers is to advise the council on whether its decisions are lawful and to recommend ways in which decisions can be implemented. To help with this, officers can be asked to research topics of concern to the council and provide unbiased information to help the council to make appropriate choices.

Officers have a wide range of other responsibilities which should be set out in their job descriptions. Officers must recognise that the council is responsible for all decisions and that they take instructions from the council as a body. Officers are not answerable to any individual councillor – not even the chair.



The council must be confident that officers are, at all times, independent, objective and professional.

'Proper officer' is a title used in statute. It refers to the appropriate officer for the relevant function. In local councils, the proper officer is normally the clerk. In financial matters, the proper officer is known as the 'responsible finance officer'.

The local council clerk is the 'engine' of an effective local council. They are its principal executive and adviser and, for the majority of smaller local councils, the officer responsible for the administration of its financial affairs. The clerk is sometimes a council's only employee. Where a council has more than one employee, the clerk is the ultimate line manager for all other staff.

The clerk is required to give clear guidance to councillors, including the chair, before decisions are reached, even when that guidance may be unpalatable. The clerk has a key role in advising the council, and councillors, on governance, standards of conduct and procedural matters. They would also normally liaise with the monitoring officer at the principal authority on code of conduct issues and the councillors' register of interests.

It is the duty of the clerk as the proper officer to assist councillors on matters of fact and law. Councillors (even where it is contrary to their personal wishes or expectations) should take fully into account the advice and guidance given by the clerk on the existence and applicability of the relevant facts or the law. Councillors should then seek means to make their policy decisions taking into account such guidance. Councillors should also accept as a fact that it is the duty of the clerk to minute any situation in which the advice given has not been heeded. The clerk is, however, an independent and objective officer of the council who takes instructions from the corporate body on policy and must in turn recognise that the council is responsible for all decisions

Some larger councils employ a range of administration and support staff and the clerk is normally responsible for advising the council on staffing provision and managing the recruitment process. In smaller councils, the clerk may also carry out the role of the finance officer. However, it is common, especially in larger councils, for a separate responsible finance officer to be appointed and given specific duties relating to the budget, annual accounts and audit to ensure proper financial management and transparency.

Many local councils encourage their clerks to seek professional recognition for the work that they do. A CiLCA qualified clerk is one of several pre-requisites for a local council achieving recognition through the Local Council Award Scheme (<https://www.nalc.gov.uk/library/our-work/lcas/1855-lcas-guide/file>) and also in becoming a council eligible to exercise the General Power of Competence.

In an emergency (e.g. to cover a temporary vacancy) a councillor may fulfil the role of clerk to the local council (this must be unpaid (see below)). However, it is not good practice for councillors to do this on anything other than a very temporary basis as it confuses officer/councillor roles.



It should be noted that councillors may not be paid employees of their council (as there is an unacceptable conflict of interest) and may not become employees of their former council until at least 12 months after ceasing to be a councillor.

## **MEETINGS**

It is the clerk's responsibility to set the agenda for the meeting. This is often done in consultation with the chair and individual members can request the addition of relevant items but the agenda remains the clerk's responsibility. The clerk must sign the agenda and decide how it will be set out.

The summons to the meeting, agenda and relevant papers must be sent out at least three clear days before the meeting. The 'three clear' days is established in law to allow time for proper consideration of issues to be discussed. Items for decision cannot be added to the agenda after this time but must be taken at a future meeting.

At a meeting all councillors must comply with Standing Orders and the chair must ensure that Standing Orders are enforced.

Any 2 Members of a parish council may submit a written request signed by them to the Chair of the parish council to call an extraordinary meeting. In the event of the Chair not calling an extraordinary meeting within 7 days of receiving the request, the 2 members may call an extraordinary meeting. The chair of the Council or of a Committee may convene an extraordinary meeting at any time.

## **INFORMATION**

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the Council. This can range from a request for general information about some aspect of the Council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Clerk.

As regards the legal rights of councillors to inspect Council documents, these are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.



# Local Nature Action Plans:

**guidance for town and parish councils**



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# 1. Introduction

The purpose of this document is to ensure that our town and parish councils have the support and guidance they need to act on the ecological crisis the world is facing.

This is a step-by-step guide to help town and parish councils develop, consult on, and deliver their own Local Nature Action Plan (LNAP).

The LNAP will complement and support the existing South Gloucestershire Biodiversity Action Plan and the individual town and parish biodiversity action plans.

All local authorities including town and parish councils have a duty to have regard to biodiversity under the Natural Environment and Rural Communities Act 2006.

South Gloucestershire Councils Climate Emergency Declaration recognises that we all need to take urgent steps to address the climate emergency and that along with other factors, climate change is having a significant impact on the health of ecosystems. As such, nature recovery forms a central part of our Climate Emergency Action Plan and Greener Places Strategy.

South Gloucestershire Council is working to address the ecological crisis on a strategic scale through our various partnerships and we want to ensure our town and parish councils are suitably supported to join us on this journey to nature recovery.

Protecting the biodiversity of our county needs a truly partnership effort to ensure we maintain South Gloucestershire as a great place to live and work and visit.

## 2. Biodiversity

### What is biodiversity and why is it important?

Biodiversity is the whole variety of life on Earth, all species of plants and animals, their genetic variation and the habitats and ecosystems they are part of. It includes not just the rare or the threatened but also the wildlife that is familiar to us in the places where we live and work.



Biodiversity is important for its own sake, along with the many benefits we derive from the natural environment – products like food, fibre, wood and water; services like pollination, nutrient cycling, soil formation, water purification, flood defence and opportunities for reflection and recreation – all are critical for our wellbeing and survival.

The intention of this document is to ensure an integrated approach to the planning for and undertaking of nature restoration across South

Gloucestershire by supporting town and parish councils with industry good practice;



thereby contributing to the council's commitment to achieving sustainable communities and quality of life for all.

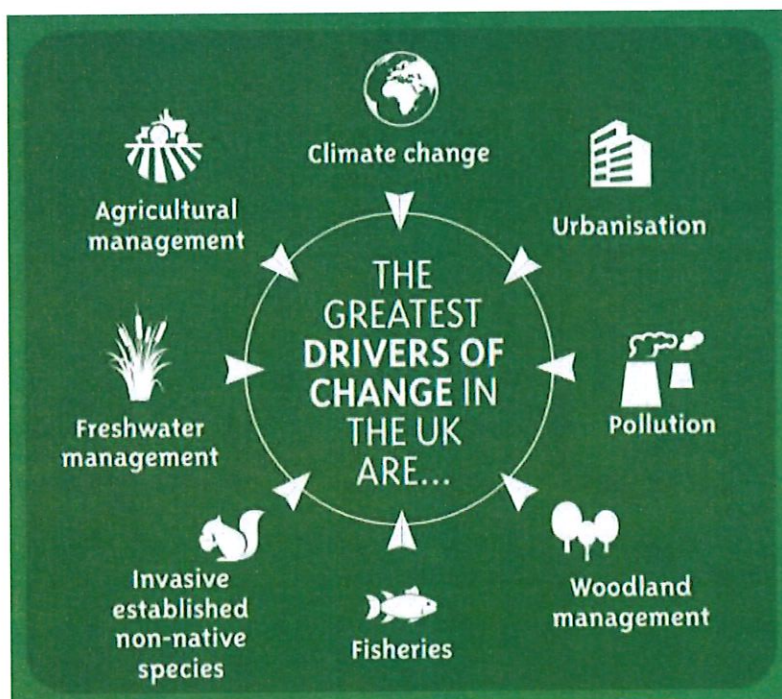
### 3. Biodiversity decline

#### What is causing the decline of biodiversity?

The abundance and distribution of the UK's species has, on average, declined since 1970 and many metrics suggest this decline has continued in the most recent decade (State of Nature Report 2019).



75 percent of the land based environment and 66 percent of the marine based environment have been significantly altered by human activities (IPBES).



Source: State of Nature 2019 Infographics - National Biodiversity Network ([nbn.org.uk](http://nbn.org.uk))

## 4. What is a local nature action plan?

### How can they help you to help nature?

We have provided a step-by-step guide to help you to recognise and improve your biodiversity assets. You can use this information to produce a Local Nature Action Plan (LNAP) to complement the existing Biodiversity Action Plan.

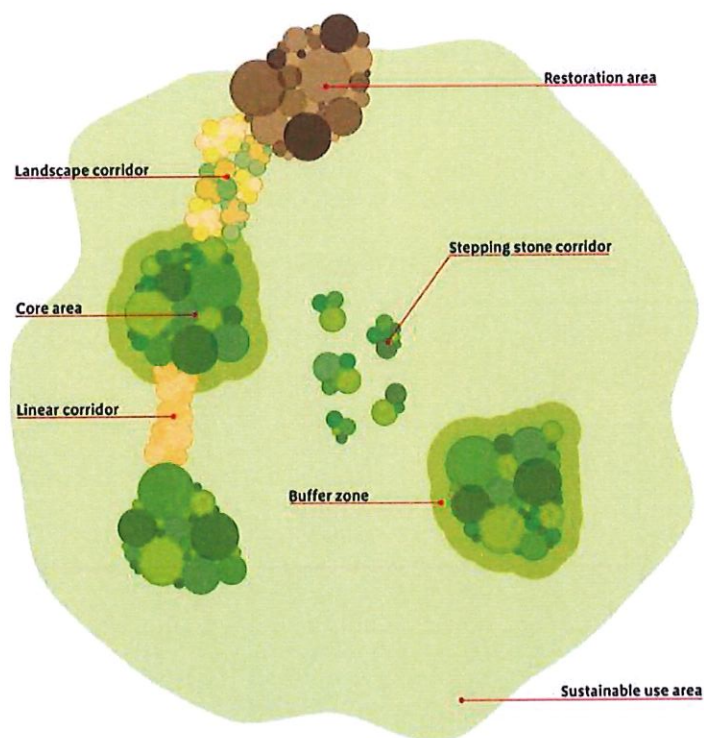
An LNAP is **your** plan to declare what **you** will do to help nature's recovery.

You do not need to follow every step and each plan will be slightly different, depending on your resource availability.

We have supplied a list of great project ideas to help you get started. This list is by no means exhaustive but will give you a feel for what is possible in your Town or Parish. Please see appendix 1.

To complement this list of project ideas we have provided a supplementary information document with inspirational photos and links to further sources of information (see appendix 2).

An example LNAP is included under appendix 3 – not a full version but enough to give you an idea of what to aim for. This is not your public facing document, we will leave that for you to design.



*Core components of an ecological network. Source: Making Space for Nature – (nationalarchives.gov.uk)*



# 5. Building your plan

## 5.1 Partnerships

It is important to have the right support to help you deliver your action plan. Form a small partnership group with key local organisations such as:

- Neighbouring town and parish councils
- In Bloom groups
- Friends of groups
- Sports clubs
- Climate action groups
- Ecological action groups
- Local nature groups
- Local business
- Resident groups
- Youth organisations such as: scouts, guides and youth clubs
- Local faith groups
- South Gloucestershire Council

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### Top tip...

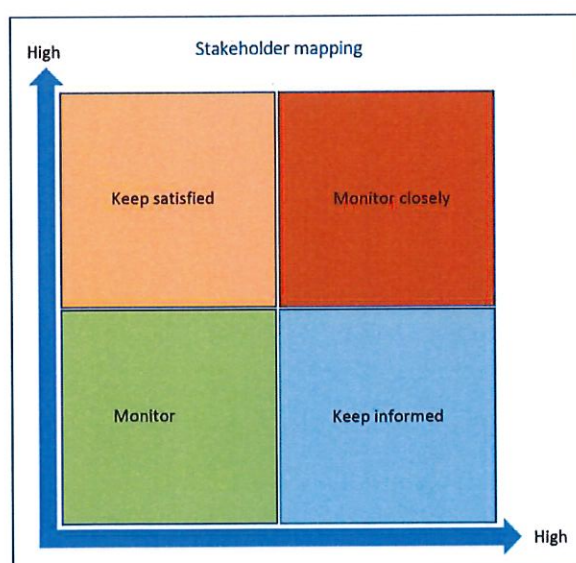
Keep the group small, bring on those most able to offer support and advice (remember this is an action plan). Operate as a sub-group to your Town or Parish Council to avoid the need to set up a new committee.

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## 5.2 Stakeholders

To make your action plan successful, you will need to carefully consider who your stakeholders are and the level of interaction you will need with them. Stakeholders are people who have an interest or concern and it is important to identify and engage with them to help support your action plan.

Use the stakeholder mapping tool to help you determine the level of effort/interaction you need to expend on each of your stakeholders. This will help to manage your workload.



| Example stakeholders          |                  |
|-------------------------------|------------------|
| Town or Parish Councils       | Ward Councillors |
| South Gloucestershire Council | Residents        |
| Site users                    | Local businesses |
| Special interest groups       | Schools          |
| Youth groups                  |                  |

## 5.3 Communications

Communication is probably one of the most important factors to consider when designing your LNAP. It is very important to have a clear plan in place for who will be the main contact, how they will be contacted and then who they in turn will keep informed. To bring as many people as possible on board with change they must know what the change is and why it is proposed. Stakeholders must know at the earliest stage so that you can bring them along on the change journey with you. A clear communications plan can prevent a lot of worry and angst from stakeholders through the change.

| Communication plan example           |                               |                                                                                                                                         |                                                                                                                  |                                                                     |
|--------------------------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Stakeholder                          | Objectives (actions)          | Message content                                                                                                                         | Delivery method                                                                                                  | Timeline                                                            |
| <b>South Gloucestershire Council</b> | Keep informed of action taken | Number of hedgehog holes installed<br>Acres of grass changed to meadow<br>Number of trees planted<br>Number of wildflower plugs planted | Email:<br>nature@southglos.gov.uk                                                                                | Every 6 months                                                      |
| <b>Residents</b>                     | Highlight proposed actions    | Why changes of management method are changing<br>How management is changing<br>How many trees are being planted                         | Local social media accounts<br>Town and parish council website/social media<br>Notice board<br>Local newsletters | Weekly/monthly updates<br>Start of project<br>Impact on use of site |

### Top tip...

Plans need to be accessible for a range of disabilities. Avoid jargon where possible and, if jargon is used, ensure it is defined. It can help to include a glossary.



## 5.4 Land Ownership

You must identify what land you can influence biodiversity change on. Keep it simple and accurately map town or parish council ownership, South Gloucestershire Council ownership and private ownership.

- Town or parish council ownership is high influence so target more effort here first
- South Gloucestershire Council ownership is medium influence so target efforts here gradually
- Private ownership is low influence so not a high priority to start with, but you can target communications to enable change here

Oak trees  
(Pendunculate  
and Sessile)  
are associated  
with over 280  
insect species  
and 320 lichen  
species



### Top tip...

Start with your HIGH influence land owned by your Town or Parish Council.

If you are unsure what land your town and parish council own or lease follow these steps to find out:

- Speak with your clerk and ex-members of your council
- Check your legal documents for deeds, leases and conveyances
- Use [land registry searches](#)



#### Example Land Ownership Map

Green = Town or Parish Land, public open space, town/village halls  
(High Influence)

Yellow = SGC Land, verges & public open spaces (Medium Influence)

Red = Private Land, residential, farm & business areas (Low Influence)

## 5.5 Mapping

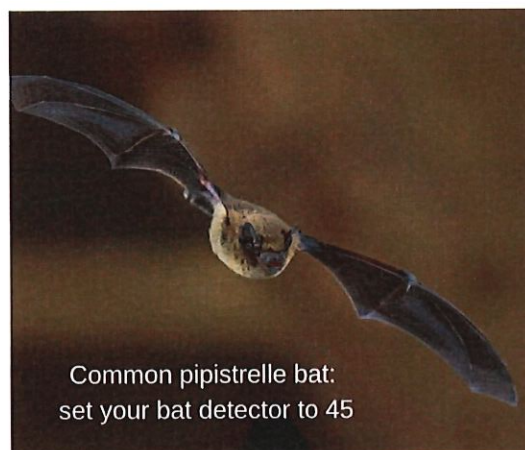
Create your LNAP on a free mapping service like [Google My Maps](#). You can identify land ownership, input photos of key features such as trees or benches, input data about how land is managed or will be managed. The map can be freely shared with residents and other stakeholders to investigate and send you comments/feedback.

Create a baseline map showing your LNAP area as it is now.

- Trees of interest
- Woodlands
- Public open space
- Highway verges
- Wildlife corridors
- Land ownership
- Ponds

Create a new layer on this map showing opportunities such as:

- Tree planting locations
- New ponds
- New woodlands
- Wildflower meadows
- Long grass
- Nest box locations
- Fauna tower locations
- New hedgerows
- Hedgerows needing restoration
- Hedgehog or other wildlife corridors, runs and holes



There are some free online resources that will help with mapping:

Swift Maps - [Swift Mapper](#)

Hedgehogs - [BIG Hedgehog Map](#)

Magic Maps - [MAGIC \(defra.gov.uk\)](#)

---

### Top tip...

Keep your map simple, try not to overwhelm yourself with information, remember this is an ACTION plan.

---



## 5.6 Land management, maintenance and usage

Take note of how the land is used. It will be pointless trying to change a football field into a wildflower meadow, this will conflict with its important amenity use. However, there may be opportunities for nature within the same parcel of land that will not conflict with amenity use such as improving the poor condition of hedgerows on its border.

Answering these questions will help:

- How is the land you would like to improve for nature currently being managed?
- How will this management need to change to support the biodiversity options you decide to take forward?
- What management is currently done at different times of the year?
- Who is currently maintaining the land and can they accommodate the required changes in management? Do they have the correct equipment, will there be an increased cost etc?

---

### Top tips...

Keep it simple – simple management practices are resilient to change such as loss of volunteers and reduced funding which can happen over time.

Visit the site regularly at different times of the day and week to see how it is used. Are there corners or areas not used that could be easily enhanced for nature?

---

## 5.7 Service searches

It is important to consider all the services that may run under or over any land you want to improve for nature. South Gloucestershire Council can carry out a service search for a fee. The cost for each service search is currently £140.70 (as of 1 April 2021).

A map of the land in question highlighted with by a clear border with co-ordinates for central point provided should be supplied with the form provided at Annex 4. This service can take up to six weeks for all responses to be received.

Alternatively, you can organise service searches yourself at [Home - LinesearchbeforeUdig](#)

---

### Top tip...

Services are things like water pipes, sewer pipes, BT lines, overhead or below ground electric cables and gas pipes, so don't dig before checking for services, you never know what is underground.

---

## 5.8 Funding

It is important to have a range of funding sources to enable your Local Nature Action Plan to be used. Some management changes can benefit wildlife whilst saving you money, so it's good to highlight this where possible as it will help you gain more support for the changes you make.

There are local funding opportunities from:

- [Member awarded funding](#) (MAF)
- Community benefit money from nearby developments like solar farms and waste transfer stations
- [Community Infrastructure Levy](#) (CIL)
- S106 (off site open space contributions secured through the planning process)
- Sponsorship by residents or business – sponsor a tree, pond or square metre of meadow
- External grant funders
- Developers still on nearby development sites

---

### Top tip...

Recognise the importance of this work and assign budget for it. It is important to cover the cost of the initial work, but don't forget to cover the cost of the ongoing maintenance.

---

## 5.9 Information resources

There are many sources of information to call upon when building your LNAP, some are free and some may charge. Some of these organisations also offer conservation management services, carry out habitat surveys and produce site management plans.

[Making Space for Nature](#)

[The Conservation Volunteers](#)

[Avon Wildlife Trust](#)

[Gloucestershire Wildlife Trust](#)

[Groundwork](#)

[State of Nature Report](#)

[Buglife](#)

[Prof Dave Goulson, Insect Report](#)



## 6. Submitting your Local Nature Action Plan

Once you have completed your draft LNAP, you can submit it to the Commons and Biodiversity Team at [nature@southglos.gov.uk](mailto:nature@southglos.gov.uk) who will review it for you and send any feedback. Depending on workload feedback may take up to four weeks.

Once your LNAP is underway we would like an update every six months.

This document is not a statutory document, it is a guide to help you take action if you choose to.

---

### Top tips...

Remember even the best laid plans may need to change, so make sure you are flexible in your approach.

Don't be too ambitious. Make sure your plan is achievable and start off with small steps which you can learn from and build on.

Not everything has to happen in the first year, take a staged approach and spread the change over several years.

---

## 7. Contact

Biodiversity Team - [nature@southglos.gov.uk](mailto:nature@southglos.gov.uk)

We are here to help you achieve your vision for nature where you are. Our resources are limited but we will try to respond to all queries as fast as possible.

"THE GREATEST THREAT TO OUR PLANET IS THE  
BELIEF THAT SOMEONE ELSE WILL SAVE IT."

ROBERT CHARLES SWAN OBE



## Appendix 1 - Ideas to get you started

When mapping your opportunities for nature, consider if any of the below suggestions are suitable for your town or parish. This list is not exhaustive, there are many ways to help nature recover. More information is included in the LNAP Supplementary Information Document.

| Project                   | Methods                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Benefits                                                                                                                                                                                                                                                                                                       |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hedgehog recovery program | <ul style="list-style-type: none"> <li>• Share the link to Hedgehog Highways online via local social media groups. <a href="http://www.hedgehogstreet.org">www.hedgehogstreet.org</a></li> <li>• Put key information on the local council website</li> <li>• Put up a notice about their decline and action that can be taken on your fence line</li> <li>• Purchase a 13cm hole cutter for wood and/or stone, set up a volunteer hedgehog champion and advertise for people who will be happy to have hedgehog highways through their gardens. Lead the way by making sure all town and parish council land is accessible to hedgehogs</li> <li>• Part-buy hedgehog homes with residents to install on their properties e.g. you buy several and sell at reduced rate to residents</li> <li>• Install hedgehog homes on all town and parish council land</li> <li>• Ensure all planning applications receive a comment about hedgehog access needed for all boundary fencing. Produce a standard statement that the whole community can use, the more comments the better</li> <li>• Become a Hedgehog Friendly town or parish</li> <li>• Map new holes and hedgehog sightings on the map at hedgehog highstreets and contribute to national data gathering</li> </ul> | <ul style="list-style-type: none"> <li>• Increased biodiversity</li> <li>• Help prevent a species from going extinct</li> <li>• Family friendly species, great one to engage the public with</li> <li>• Low cost</li> <li>• Mental health benefits</li> <li>• Improved resilience of nature locally</li> </ul> |



|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               | <ul style="list-style-type: none"> <li>• Purchase or get designed some hedgehog highways signs to be installed on all hedgehog holes to protect them against blockages or removal</li> </ul>                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Tree planting | <ul style="list-style-type: none"> <li>• Identify street tree planting locations</li> <li>• Identify gaps for trees on Town and Parish Council owned land</li> <li>• Set up a sponsor a tree programme</li> <li>• Offer a voucher scheme to part buy trees with residents that they can plant on their land – you save all the maintenance and planting costs but the whole community still benefits from increased biodiversity and canopy cover</li> <li>• Purchase trees to go on school properties</li> </ul> | <ul style="list-style-type: none"> <li>• Low to high costs</li> <li>• Increased biodiversity</li> <li>• Reduce air pollution</li> <li>• Sequester carbon</li> <li>• Reduce noise pollution</li> <li>• Increased nesting habitat</li> <li>• Can be a source of free food for people</li> <li>• Mental health benefits</li> <li>• Increased flood resilience</li> <li>• Increased climate change resilience</li> <li>• Improved resilience of nature</li> </ul> |
| Nesting birds | <ul style="list-style-type: none"> <li>• Install nest boxes on all town and parish council properties where suitable</li> <li>• Install fauna towers on public open spaces where suitable</li> <li>• Offer a voucher scheme to part buy nest boxes with residents for installation on their properties</li> <li>• Purchase nest boxes to go on school properties</li> <li>• Volunteers may be keen to make nest boxes. There are many free instructions online</li> </ul>                                         | <ul style="list-style-type: none"> <li>• Low cost</li> <li>• Increased biodiversity</li> <li>• Mental health benefits</li> <li>• Improved resilience of nature</li> <li>• Great engagement for families with nature</li> </ul>                                                                                                                                                                                                                                |

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Green screens        | <ul style="list-style-type: none"> <li>• Install on boundaries of town and parish properties where suitable</li> <li>• Purchase for local schools to install on their grounds, especially on boundaries facing roads</li> </ul>                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>• Medium cost</li> <li>• Increased biodiversity and new habitat for insects</li> <li>• Increased privacy and noise reduction from traffic</li> <li>• Reduce air pollution</li> <li>• Food source for insects and birds</li> <li>• Greens up the urban landscape</li> <li>• Low maintenance</li> <li>• Increased climate change resilience</li> <li>• Improved resilience of nature</li> </ul>                                    |
| Grassland management | <ul style="list-style-type: none"> <li>• Change some of the amenity mown grass to longer grass, only cut once a year</li> <li>• Plant up areas with wildflowers and cut and collect once a year</li> <li>• Plant flowering lawns where grass needs to remain short for amenity use</li> </ul>                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Medium cost or reduced cost through reduced mowing</li> <li>• Increased biodiversity</li> <li>• Carbon sequestration</li> <li>• New habitat for insects</li> <li>• Food source for insects and birds</li> <li>• Shelter and food source for mammals</li> <li>• Mental health benefits</li> <li>• Increased climate change resilience</li> <li>• Increased flood resilience</li> <li>• Improved resilience of nature</li> </ul> |
| Go pesticide free    | <ul style="list-style-type: none"> <li>• Make your Town or Parish a pesticide free zone</li> <li>• Ask SGC to only use pesticide where absolutely necessary such as only on bound surfaces like roads</li> <li>• Encourage residents to stop all use of pesticides in their gardens – set up a pledge system</li> <li>• Utilise and share information from - <a href="https://www.pan-uk.org/">Pesticide-Free Towns - Pesticide Action Network UK (pan-uk.org)</a></li> </ul> | <ul style="list-style-type: none"> <li>• Low cost</li> <li>• Increased biodiversity</li> <li>• Improved resilience of nature</li> </ul>                                                                                                                                                                                                                                                                                                                                 |
| Log piles            | <ul style="list-style-type: none"> <li>• Install log piles on all Public Open Space</li> <li>• Encourage residents to install them on their land</li> <li>• Utilise the ash trees you will be removing</li> </ul>                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• Low cost</li> <li>• Increased biodiversity</li> <li>• New habitat for insects</li> </ul>                                                                                                                                                                                                                                                                                                                                       |

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          | <ul style="list-style-type: none"> <li>• Make Stag Horn Beetle pyramids - <a href="#">How to build a log pyramid for stag beetles - PTES</a></li> <li>• Compost green waste generate by your public open space discreetly on the public open space</li> </ul>                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Food source for insects and birds</li> <li>• Shelter and food source for mammals and amphibians</li> <li>• Improved resilience of nature</li> </ul>                                                                                                                                                                                                                                                                                                              |
| Litter picking           | <ul style="list-style-type: none"> <li>• Form local litter picking groups</li> <li>• Put out social media about the dangers of litter to wildlife</li> <li>• Provide litter pickers to individuals in the community</li> </ul>                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>• Low cost</li> <li>• Improved habitat condition for wildlife</li> <li>• Less wildlife deaths from litter</li> <li>• Improved mental health</li> <li>• Safer public open space</li> <li>• Improved resilience of nature</li> </ul>                                                                                                                                                                                                                                 |
| Conservation grazing     | Return some land to grazing for local small holders                                                                                                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>• Medium to high cost for set up and low running cost</li> <li>• Increased biodiversity</li> <li>• New habitat for insects</li> <li>• Food source for insects and birds</li> <li>• Carbon sequestration</li> <li>• Increase climate change resilience</li> <li>• Low food miles</li> <li>• Mental health benefits</li> <li>• Natural land management</li> <li>• Improved resilience for nature</li> </ul>                                                          |
| Town or parish arboretum | <ul style="list-style-type: none"> <li>• When you have mapped your suitable tree planting locations, select 10 to 20 trees spread out in a walkable trail that can be planted with unusual specimens and create your own local walking arboretum.</li> <li>• Run a competition to select them, engage with schools, scouts, brownies to promote community engagement and support</li> <li>• Get a local business to sponsor a tree</li> </ul> | <ul style="list-style-type: none"> <li>• Low to high cost</li> <li>• Increased biodiversity</li> <li>• New habitat and food for insects</li> <li>• New habitat and food for birds</li> <li>• New habitat and food for mammals</li> <li>• Reduce air pollution and noise pollution</li> <li>• Sequester carbon</li> <li>• Can be a source of free food for people</li> <li>• Mental health benefits</li> <li>• Increased flood and climate change resilience</li> <li>• Great public engagement</li> </ul> |



|                     |                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                        |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     |                                                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• Improved resilience of nature</li> </ul>                                                                      |
| Access for nature   | Remove unnecessary fencing within public open space or make holes where suitable to allow greater movement of all ground mammals like hedgehogs, badgers, foxes, deer etc. through the landscape.                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• Increased biodiversity</li> <li>• Improved resilience of nature</li> <li>• Mental health benefits</li> </ul>  |
| Night corridors     | <ul style="list-style-type: none"> <li>• Identify light pollution affecting your nature areas and corridors</li> <li>• Work with SGC to reduce light spill from lamp posts</li> <li>• Work with local business to reduce light pollution</li> <li>• Work with residents to reduce light pollution</li> </ul>                                                             | <ul style="list-style-type: none"> <li>• Increased biodiversity</li> <li>• Improved resilience of nature</li> </ul>                                    |
| More land           | <ul style="list-style-type: none"> <li>• Put out a local call for conservation land. You never know who owns the land around you and what they want to do with it. There may be land-owners who are willing to donate land to their local town and parish councils to hold in trust as biodiversity rich public open space - you don't know if you don't ask.</li> </ul> |                                                                                                                                                        |
| Pollinator planting | <ul style="list-style-type: none"> <li>• Change your planting schemes to pollinator friendly varieties, no doubles or hybrids.</li> <li>• Use native UK species in planting schemes</li> <li>• Encourage In Bloom groups to use native or pollinator friendly plants</li> </ul>                                                                                          | <ul style="list-style-type: none"> <li>• Increased biodiversity</li> <li>• Improved resilience of nature</li> <li>• Great public engagement</li> </ul> |

## Appendix 2 – More information

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Activity      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Hedgehogs     | <a href="http://www.hedgehogstreet.org">www.hedgehogstreet.org</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Tree planting | <p>Produce a simple plan for your site. Display it on site and put on your website with at least two months notice to address any concerns raised by sites users and nearby residents. A few small sentences should accompany the plan to explain what people are looking at.</p> <p><a href="#">A-Z Guide - British Trees - Woodland Trust</a><br/> <a href="#">The value of different tree species for insects and lichens (countrysideinfo.co.uk)</a><br/> <a href="#">How to Plant Trees - Plant Trees - Woodland Trust</a><br/> <a href="#">Tree Asset Management Plan   South Gloucestershire Council (southglos.gov.uk)</a></p> |
| Nest boxes    | <p><a href="#">Nestboxes For The Garden - The RSPB</a><br/> <a href="#">Nesting Boxes for Birds, Bats, &amp; Mammals, UK Manufacturer (nestbox.co.uk)</a><br/> <a href="#">Make a nest box   BTO - British Trust for Ornithology</a><br/> <a href="#">Vivara Pro : wildlife and environment solutions   Vivara Pro</a></p>                                                                                                                                                                                                                                                                                                             |
| Green screens | <p><a href="#">Hedera Helix Woerner Living Ivy Green Screens - Green Walls &amp; Ivy Screens   Green-tech (green-tech.co.uk)</a><br/> <a href="#">Living Green Screens and Ivy Screens   Biotechture</a><br/> <a href="#">Mobilane Green Screen   An instant green hedge panel   Mobilane</a></p>                                                                                                                                                                                                                                                                                                                                      |
| Grass         | <p><a href="#">Magnificent Meadows</a><br/> <a href="#">Plantlife: The Wild Plant Conservation Charity</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Log piles     | <p><a href="#">Dead Wood for Wildlife   Garden Ideas - The RSPB</a><br/> <a href="#">How to make a log shelter   The Wildlife Trusts</a><br/> <a href="#">Log piles and rockeries (froglife.org)</a><br/> <a href="#">How to build a log pyramid for stag beetles - PTES</a></p>                                                                                                                                                                                                                                                                                                                                                       |
| Hedgerows     | <a href="#">Hedgerow   The Wildlife Trusts</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          | <a href="http://ptes.org">Hedgerows - People's Trust for Endangered Species (ptes.org)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Pond design              | <a href="#">Create A Pond - Freshwater Habitats Trust</a><br><a href="#">Freshwater Habitats Trust</a><br><a href="#">Microsoft Word - Amphibians Common Toad, Great Crested Newt and Grass Snake -new logo.doc (freshwaterhabitats.org.uk)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Monitoring and reporting | <p><b>Monitoring</b></p> <p>You never know who is walking your open spaces, could have an ecologist in your midst or a bird spotter or just a general wildlife enthusiast.</p> <p>Put a message out on your Facebook page, council website, raise it at your next meeting or put it in your local newsletter for wildlife sightings on specific sites to be sent in.</p> <ul style="list-style-type: none"> <li>• Trap cameras – A cheap investment to help back up you up with photographs. Don't forget to buy a secure housing as you are on public open spaces.</li> <li>• Transects– Set up a regular monitoring walk for a volunteer to record wildlife through the open space – it could be for butterflies, bats, birds, anything really. <a href="#">Butterfly Transect Counts-Manual v1.pdf (butterfly-monitoring.net)</a></li> <li>• Bat surveys – Lots of options but there are new gadgets on the market that will actually identify bats for you from their sounds. <a href="#">Surveys - National Bat Monitoring Programme - Bat Conservation Trust (bats.org.uk)</a></li> </ul> <p><b>Reporting</b></p> <p>Every planning application for new development must submit an ecological report. The first phase of this is a desk-based assessment, where they look at all the sightings of wildlife reported to the regional record office in that area. You may have seen wildlife at your site but if you haven't reported it, it won't be a consideration in the planning application.</p> <p>BRERC <a href="#">Welcome to BRERC Online Recording   BRERC Online Recording</a></p> <p>iNaturalist - <a href="#">A Community for Naturalists · iNaturalist</a></p> |



# Appendix 3 – Example LNAP

## Tytherington Local Nature Action Plan

### Background

Tytherington Parish Council in partnership with South Gloucestershire Council has recognised the importance of taking steps to address the ecological crisis our world is facing. A Local Nature Action Plan has been drawn up in order for us to take the necessary steps to stop the decline of biodiversity. This is a five year plan.

### Partnership

The action plan is led by Tytherington Parish Council with support from:

| Organisation                   | Role                                       | Contact                 |
|--------------------------------|--------------------------------------------|-------------------------|
| Tytherington Parish Council    | Lead, funding, committee structure         | Clerk<br>Phone<br>Email |
| Tytherington Countryside Group | Volunteers, work, surveys, site management | Name<br>Phone<br>Email  |
| South Glos Council             | Guidance                                   | nature@southglos.gov.uk |
| Residents Action Group         | Volunteers, work, surveys, site management | Name<br>Phone<br>Email  |

### Project Leads

Cllr One

A Another

### Project Team

Cllr two

Another One

Someone Else

Another person

## Stakeholders

- Parish Councillors / Clerk
- Ward Councillors
- SGC Biodiversity Officer
- Countryside Group Volunteers
- Local Business 1 (Have agreed to sponsor actions)
- Local Business 2 (Have agreed to supply materials)
- Pre School
- Village Shop
- Residents – via Parish Facebook Page
- Site Users
- Tytherington in Bloom

## Stakeholder interest grid

|       |          |                                                                                                                                                                                                                                  |                                                                                                                                                                |
|-------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| POWER | High     | <b>Keep satisfied</b> <ul style="list-style-type: none"> <li>• Site Users</li> <li>• Residents – via parish Facebook Page</li> </ul>                                                                                             | <b>Manage closely</b> <ul style="list-style-type: none"> <li>• Parish councillors / clerk</li> <li>• Countryside group volunteers</li> </ul>                   |
|       | Low      | <b>Monitor</b> <ul style="list-style-type: none"> <li>• Local Business 1 (Have agreed to sponsor actions)</li> <li>• Local Business 2 (Have agreed to supply materials)</li> <li>• Village shop</li> <li>• Pre school</li> </ul> | <b>Keep informed</b> <ul style="list-style-type: none"> <li>• Ward Councillors</li> <li>• SGC Biodiversity Officer</li> <li>• Tytherington in Bloom</li> </ul> |
|       |          | Low                                                                                                                                                                                                                              | High                                                                                                                                                           |
|       | INTEREST |                                                                                                                                                                                                                                  |                                                                                                                                                                |

## Communication plan

| Communication Plan           |                                                                                                     |                                                                                                                  |                                                           |                                                                                                                 |
|------------------------------|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Stakeholder                  | Objectives (actions)                                                                                | Message content                                                                                                  | Delivery method                                           | Timeline                                                                                                        |
| Parish Councillors / Clerk   | Support action for nature on all PC grounds and help us to engage with all residents and businesses | Sales pitch explanation of support needed, type of resource, type of actions proposed, importance of this work   | Presentation at PC meeting                                | Year 1 by end of Feb                                                                                            |
|                              |                                                                                                     |                                                                                                                  | Information to go on PC website                           | Year 1 by end of March                                                                                          |
|                              |                                                                                                     |                                                                                                                  | Progress reports                                          | Monthly updates for PC meetings (email to clerk before 15th each month)                                         |
| Ward Councillors             | General support for project<br>Gain access to member awarded funding                                | Sales pitch – explanation of support needed, type of resource, type of actions proposed, importance of this work | Presentation at PC meeting<br><br>Progress reports        | Year 1 by end of Feb<br><br>Monthly updates for PC meetings (email to clerk before 15 <sup>th</sup> each month) |
| SGC Biodiversity Officer     | General support for project<br>Access to SGC knowledge bank                                         | Completed LNAP proposals                                                                                         | Draft LNAP<br><br>Signed off LNAP<br><br>Progress reports | Year 1 by end of July<br><br>Year 1 by end of September<br><br>6 monthly (Email to nature@southgl os.gov.uk)    |
| Countryside Group Volunteers | General support for project<br>Gain access to volunteer labour                                      | Sales pitch – explanation of support needed, type of resource, type of actions proposed, importance of this work | Letter / Presentation to group                            | Year 1 by end of June                                                                                           |



|                  |                                                                |                                                                                                                |                                                                                                        |                                                                                                                                                             |
|------------------|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Local Business 1 | Sponsorship for x10 trees each year for 5 years                | Sales pitch – explanation of what, why, where. Explain they could generate great publicity for their business. | Letter / presentation if they request one<br><br>Yearly update<br><br><br>Publicity when trees planted | Year 1 by end of June<br><br><br>Within 1 month of trees going in each year (via email / phone call)<br><br>Contact local press at least 1 month in advance |
| Local Business 2 | Sponsorship of £500 each year for 5 years                      | Sales pitch – explanation of what, why, where. Explain they could generate great publicity for their business. | Letter / presentation if they request one<br><br>Yearly update<br><br><br>Publicity when money spent   | Year 1 by end of June<br><br><br>Dec (via email / phone call)<br><br>Contact local press at least 1 month in advance                                        |
| Pre School       | Nature improvement on Pre-School Grounds                       | Sales pitch – bring them on board, engage them with project                                                    | Letter / presentation for staff and one for the kids                                                   | Year 1 by end of June                                                                                                                                       |
| Village Shop     | Nature improvement on Shop Land                                | Sales pitch – bring them on board, engage them with project                                                    | Letter / Presentation to shop committee                                                                | Year 1 by end of June                                                                                                                                       |
| Residents        | General support for project<br>Gain access to volunteer labour | Sales pitch – bring them on board, engage them with project, explain importance of this work                   | Presentation at PC meeting<br><br>Information to go on PC website<br><br>Progress reports              | Year 1 by end of Feb<br><br>Year 1 by end of March<br><br>Monthly updates for PC meetings (email to clerk)                                                  |

|                       |                                                                |                                                                                                                               |                                                                                                               |                                                                                                                   |
|-----------------------|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
|                       |                                                                |                                                                                                                               | Regular updates on Parish Facebook Page                                                                       | before 15 <sup>th</sup> each month)                                                                               |
|                       |                                                                |                                                                                                                               | Poster in noticeboard                                                                                         | Once a fortnight update or as and when activity is taking place                                                   |
|                       |                                                                |                                                                                                                               |                                                                                                               | Year 1, end of Feb                                                                                                |
| Site Users            | General support for project<br>Gain access to volunteer labour | Sales pitch – bring them on board, engage them with project, explain importance of this work<br>Explain proposal for the site | Posters on site – showing map of site, proposed tree planting or pond, proposed dates for the works, benefits | At least 1 month before any work takes place<br><br>Provide email address for people to contact with any concerns |
| Tytherington in Bloom | General support for project<br>Gain access to volunteer labour | Sales pitch – bring them on board, engage them with project, explain importance of this work                                  | Letter / Presentation to committee                                                                            | Year 1, end of Feb                                                                                                |

## Land Ownership

PC Ownership / leased (HIGH Influence) (Green on Mapping Layer)

| Site Name               | PC Owned                             | PC Leased                  | Map of site |
|-------------------------|--------------------------------------|----------------------------|-------------|
| Jubilee Field           | Some                                 | Some from local business 1 | Appendix 1  |
| Coronation Garden       |                                      | Whole site from business 1 | Appendix 2  |
| Hardwicke Field         | Whole site                           |                            | Appendix 3  |
| Village Hall            | Whole site but leased to third party |                            | Appendix 4  |
| Tytherington Hill North | Whole site                           |                            | Appendix 5  |

|                         |  |                                    |            |
|-------------------------|--|------------------------------------|------------|
| Tytherington Hill South |  | Wholes site leased from business 2 | Appendix 6 |
|-------------------------|--|------------------------------------|------------|

SGC Owned (Medium Influence) (Yellow on Mapping Layer)

| Site Name                          | Details                                | Map of site |
|------------------------------------|----------------------------------------|-------------|
| Road Verges                        | Xx number of metres                    | Appendix 7  |
| Village Green - Southlands         | Managed by SGC                         | Appendix 8  |
| Green field in middle of Woodlands | Managed by SGC, possible building plot | Appendix 9  |
|                                    |                                        |             |
|                                    |                                        |             |

Third Party (Low Influence) (Red on Mapping Layer)

| Site Name  | Details                                                                  | Map of site |
|------------|--------------------------------------------------------------------------|-------------|
| Businesses | 6 land holding businesses                                                | Appendix 10 |
| Gardens    | Approx 300 in parish                                                     | Appendix 11 |
| Farms      | 10 farms, approx 70% of the parish ( 1 organic) 7 livestock and 3 arable | Appendix 12 |

## Land Management, maintenance, usage

Refer to layer within LNAP Mapping –

<https://www.google.com/maps/d/edit?mid=1Q0QzISpko8jw9NKYxtA-rk5NPWastfFY&usp=sharing>

## Service Searches

Service Searches for Year 1 sites are in appendix 13

## Funding

We have secured funding for the first 5 years of the programme.

| Source    | Amount                        | How Often                                                                      | Specific Project or General |
|-----------|-------------------------------|--------------------------------------------------------------------------------|-----------------------------|
| PC Budget | 10% of yearly budget assigned | Yearly for first 5 years of project plan – Budget starts 5 <sup>th</sup> April | General project costs       |
| MAF       | £500                          | Year 1                                                                         | Plug Planting               |



|                               |                                                     |                                |                                                                                            |
|-------------------------------|-----------------------------------------------------|--------------------------------|--------------------------------------------------------------------------------------------|
|                               |                                                     | Year 3                         | Towards new pond                                                                           |
| CIL                           | £10k – from Duck Street development                 | Year 1<br>Year 2<br>Year 3     | Bird Boxes<br>New Wildflower Meadow<br>New Swift Colony                                    |
| S106                          | £800 – allotments<br>£5k – semi-natural open spaces | Year 3<br>Year 3               | Plant new Community Orchard<br>Tree Planting x 5 heavy standards and x 10 medium standards |
| Sponsorship- local business 1 | £500 per tree                                       | Year 2, Year 3, Year 4, Year 5 | X 5 heavy standards each year                                                              |
| Sponsorship - Residents       | £500                                                | Year 2, Year 3, Year 4, Year 5 | Sponsor a tree, sponsor a square metre of plug planting                                    |

## Road Verges

Some residents have highway planting licences already and are improving stretches for nature. We have identified other key stretches of road verge that will be ideal to improve. SGC are in the process of investigating how they will better manage all their road verges for wildlife, this won't be rolled out until year 2 or 3 of our programme timeline. We have decided not to concentrate our efforts here until it is clear what SGC are doing. If individual residents wish to progress this themselves we are not obstructing but as a group we will wait and re-evaluate what we are going to do on road verges in Year 5.

## Proposed 5 Year Programme

Given how much land and property the PC owns or manages we have determined that the first 5 years will concentrate on this land/property only. During this 5 year time period we will investigate what can be done on SGC and other third party land, plan for what we would like to do and start the negotiations but practical works will not be planned for until the next 5 year phase.

It should be noted that to increase bird and mammal numbers we not only need to provide them with homes but we must ensure suitable food supplies. Projects involving increasing insect numbers through reducing pesticides, providing nectar rich food sources and reducing light pollution should run alongside other key projects like installing nests.

The programme is a guide and it is not necessary to stick to it rigidly. Availability of volunteers and project team members will change over time. If projects need to be extended into other years, this is not a failure, it is adaptation to acknowledge resource availability. In some years there may be a glut of availability and resources so projects can be bought forward or speeded up.

The Programme is below:

## Link to Mapping

Please follow the link to visit an example of how you could map your information using Google. This is just a rough plan and does not show all the potential opportunities for this area, none of these have been agreed with anyone, it is just an example of what you could do.

<https://www.google.com/maps/d/edit?mid=1Q0QzISpko8jw9NKYxtA-rk5NPWastfFY&usp=sharing>

## Work Program Years 1 to 5

| Project Name                     | Site                    | Description                                                                                                                                                                                                                                                                                                                                                                          | Timeline |
|----------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Hedgehog recovery program</b> | Jubilee Field           | Install x 2 holes in East Boundary wall<br>Install x 2 holes in South boundary, one within the gateway<br>Install x 2 log piles, 1 in South West corner & 1 in North West corner<br>Install x 1 vandal proof hedgehog home, within North West corner<br>Ensure pesticide free management going forward                                                                               | Year 1   |
|                                  | Coronation Garden       | Install x 1 hole in south boundary with church yard ( <i>Speak to Church Wardens</i> )<br>Install x 2 log piles, both in shrubs along East<br>Install x 1 vandal proof hedgehog home, within shrubs to East<br>Ensure pesticide free management going forward<br>Install x 1 hedgehog information board, with relevant information and actions residents can take                    | Year 1   |
|                                  | Hardwicke Field         | Install x 5 log piles, all within SNCI<br>Install x 5 vandal proof hedgehog homes, all within SNCI<br>Ensure pesticide free management going forward                                                                                                                                                                                                                                 | Year 2   |
|                                  | Village Hall            | Install x 1 hole in north boundary ( <i>speak to pub</i> )<br>Install x 1 hole in east boundary ( <i>speak to resident of xxx house</i> )<br>Install x 1 hole in South boundary ( <i>speak to village shop</i> )<br>Install x 1 hedgehog house ( <i>do with Pre-school</i> )<br>Install x 1 log pile ( <i>do with pre-school</i> )<br>Ensure pesticide free management going forward | Year 2   |
|                                  | Tytherington Hill North | Install x 10 log piles<br>Install x 10 vandal proof hedgehog homes<br>Ensure pesticide free management going forward                                                                                                                                                                                                                                                                 | Year 2   |
|                                  | Tytherington Hill South | Install x 5 log piles – within scrub areas<br>Install x 5 vandal proof hedgehog homes – within scrub areas<br>Ensure pesticide free management going forward                                                                                                                                                                                                                         | Year 1   |

|                      | Residents               | Put a post on Parish Facebook Post – explain what the holes are for, why there are little signs and link to hedgehogstreet.org<br>Encourage residents to install hedgehog holes<br>Organise a talk for residents about hedgehogs and hedgehog highways<br>Set up a Hedgehog Champion to install holes and signs on residents properties – aim for x 10 gardens a year<br>Encourage residents to pledge to go pesticide free in their gardens | Year 1 - 5                                 |
|----------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
|                      | General Notes           | All holes to have Hedgehog Highway Sign<br>All holes to be mapped on hedgehogstreet.org<br>Produce planning statement ref hedgehogs and hedgehog highways – share with residents, Pc commit to put comment on all relevant planning applications.                                                                                                                                                                                            | Year 1 - 5                                 |
| Project Name         | Site                    | Description                                                                                                                                                                                                                                                                                                                                                                                                                                  | Timeline                                   |
| <b>Tree planting</b> | Jubilee Field           | Cut down and replace x2 diseased Ash tree on East boundary<br>Cut down and replace x 1 diseased ash tree in South West corner – Maybe make a wood carving of the trunk<br>Plant x 1 new tree – whole life spacing in South East corner – sponsored by local business 1                                                                                                                                                                       | Year 3<br>Year 4<br>Year 5                 |
|                      | Coronation Garden       | Plant x 1 new Cherry Tree – sponsored by local business 1                                                                                                                                                                                                                                                                                                                                                                                    | Year 2                                     |
|                      | Hardwicke Field         | Plant x 30 new trees as per agreed plan <ul style="list-style-type: none"> <li>10 – 3 sponsored by business 1, 2 in memorial trees, 5 out of CIL-watered by wardens</li> <li>10 – 3 sponsored by business 1, 2 in memorial trees, 5 out of CIL-watered by wardens</li> <li>10 – 3 sponsored by business, 4 sponsored by residents, 3 out of CIL-watered by wardens</li> </ul>                                                                | Year 1<br>Year 2<br>Year 3                 |
|                      | Village Hall            | Plant x 1 new tree – species to be agreed –sponsored by Village Hall Committee                                                                                                                                                                                                                                                                                                                                                               | Year 2                                     |
|                      | Tytherington Hill North | Allow for natural regeneration after Ash Die Back removals – majority of site<br>5 locations identified for whole life tree spacing – all sponsored by residents<br>Plant x 2<br>Plant x 2<br>Plant x 1                                                                                                                                                                                                                                      | Year 1-5<br><br>Year 1<br>Year 3<br>Year 5 |
|                      | Tytherington Hill South | 20 locations identified for whole life tree spacing<br>Plant x 5 – sponsored by residents – watered by volunteers<br>Plant x 5 – sponsored by business 1 – watered by volunteers<br>Plant x 5 – in memorial trees – watered by volunteers<br>Plant x 5 – paid for by CIL                                                                                                                                                                     | Year 2<br>Year 3<br>Year 4<br>Year 5       |
|                      | Residents               | Purchase medium sized trees (5ft to 8ft) and sell onto residents at £10 each for them to plant in their own gardens – x 10 each year                                                                                                                                                                                                                                                                                                         | Year 2<br>Year 3<br>Year 4                 |



|                      |                                |                                                                                                                                                                                                                                                                                                                                |                                        |
|----------------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
|                      |                                |                                                                                                                                                                                                                                                                                                                                | Year 5                                 |
|                      | Arboretum Trail                | Investigate tree species options and map out a route<br>Incorporate arboretum specimens into overall tree planting plan<br>Produce online map or leaflet for village shop or notice board<br>Public launch of Tytherington Arboretum Trail                                                                                     | Year 2<br>Year 3-5<br>Year 5<br>Year 5 |
|                      | General Notes                  | Start investigating SGC land and planting options<br>Approach SGC with a planting plan on their land in our parish                                                                                                                                                                                                             | Year 2-3<br>Year 4-5                   |
| <b>Project Name</b>  | <b>Site</b>                    | <b>Description</b>                                                                                                                                                                                                                                                                                                             | <b>Timeline</b>                        |
| <b>Nesting birds</b> | Jubilee Field                  | Install x 1 fauna pole – concentrating on Starlings & House Sparrows                                                                                                                                                                                                                                                           | Year 1                                 |
|                      | Coronation Garden              | Install x 1 fauna pole – concentrating on bats                                                                                                                                                                                                                                                                                 | Year 1                                 |
|                      | Hardwicke Field                | Install x 2 fauna towers – Bird & Bat combined                                                                                                                                                                                                                                                                                 | Year 2                                 |
|                      | Village Hall                   | Install x 5 House Martin & x 5 Swallow nest cups with poo collectors                                                                                                                                                                                                                                                           | Year 2                                 |
|                      | Tytherington Hill North        | Install x 2 fauna towers – Bird & Bat combined                                                                                                                                                                                                                                                                                 | Year 3                                 |
|                      | Tytherington Hill South        | Install x 1 fauna pole – concentrating on Starlings & House Sparrows                                                                                                                                                                                                                                                           | Year 4                                 |
|                      | Residents                      | Post on facebook to see who has any nesting birds on their properties – will help identify existing species<br>Organise presentation about nesting birds, threats, how to help, what type of nestboxes, where to get them or build<br>Purchase bulk order of nestboxes and sell to residents at half price – aim for x 10/year | Year 1<br><br>Year 2<br><br>Year 3-5   |
|                      | General Notes                  | Provide guidance with each nest box sold on how and where to install.                                                                                                                                                                                                                                                          |                                        |
|                      | Sub-project (A Swift Recovery) | Use swift mapper and a post on Facebook to identify existing Swift colonies in the parish<br>Support residents with suitable buildings nearby to install swift nest boxes and start new colonies<br>Start investigating options for creating a colony in the Church Tower                                                      | Year 1<br>Year 2-4<br>Year 5           |

# Appendix 4 – Plant enquiry form

## NRSWA Internal plant enquiry form

Please email your form to: [PlantEnquiries@southglos.gov.uk](mailto:PlantEnquiries@southglos.gov.uk) (click on the **File** Menu, click on **Send to** and then **Mail recipient (as attachment)**... to attach the form to a new email).

**A separate form must be used for each enquiry and a separate enquiry made for each works/separate geographical area.**

**Separate sets of coordinates must be given where the radius of search exceeds 250m.**

|                                                                                                                                              |          |           |
|----------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------|
| <b>Requesting officer:</b>                                                                                                                   |          |           |
| <b>Telephone extension:</b>                                                                                                                  |          |           |
| <b>Works description:</b><br>(brief details of the works to be undertaken)                                                                   |          |           |
| <b>Proposed start date of the works:</b> (date works are due to start)                                                                       |          |           |
| <b>Location of the works:</b><br>(please give brief details of the works location)                                                           |          |           |
| <b>Radius of search:</b> (metres)                                                                                                            |          |           |
| <b>Grid coordinates:</b> (easting and northing)                                                                                              | Easting: | Northing: |
| <b>Additional organisations to be contacted:</b> (Please give contact details of any organisations in addition to the standard contact list) |          |           |
| <b>Comments:</b> (any relevant additional notes)                                                                                             |          |           |

Rev 27/07/2016

# SCHEDULE OF PLANNING APPLICATIONS 4.1.2024

| FILTON REF | SOUTH GLOS. REF | APPLICATION                                                                                                                                                                                                                                                                                                                                                                                                                         | EXPIRY DATE     | COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F.4053     | P23/03413/F     | 627 Filton Avenue Filton Bristol South Gloucestershire BS34 7LB<br>Demolition of existing garage and erection of a single-storey, one-bedroom annex to facilitate the change of use from a dwellinghouse used by a single person or household (Class C3) to a large dwelling house in multiple occupation (HMO) for up to 7 people (Sui Generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). | Sun 07 Jan 2024 | <b>OBJECTION</b><br><b>VOTED UNANIMOUSLY NEM-COM</b><br><br>Poor quality living conditions with lack of amenities, does not meet the household SPD.<br><br>Filton town Council have severe concerns of the health and safety of the window in bedroom 2 and the fire exit and escape route needs are not being met.                                                                                                               |
| F.4054     | P23/03433/F     | 54 Mackie Grove Filton South Gloucestershire BS34 7NF<br>Installation of hip to gable roof extension and 1 no. rear dormer with other works to facilitate change of use from small house in multiple occupation (HMO) (Class C4) to a 8 no. bedroom large HMO for up to 8 no. people (Sui Generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).                                               | Fri 12 Jan 2024 | <b>OBJECTION</b><br><b>VOTED UNANIMOUSLY NEM-COM</b><br><br>Gable does not meet the household SPD:-<br>(section 2.5, figure 25- gable upset symmetry of semi-detached dwelling)<br>Rear dormer does not meet the household SPD<br>(section 25, figure 28 – neither set down or sub servant to existing dwelling)                                                                                                                  |
| F.4055     | P23/03391/CLP   | 40 Conygre Grove Filton Bristol South Gloucestershire BS34 7DP<br>Proposed replacement garage                                                                                                                                                                                                                                                                                                                                       | Fri 12 Jan 2024 | <b>OBJECTION</b><br><b>VOTED UNANIMOUSLY NEM-COM</b><br><br>This does not meet CLP guidelines and should be a full planning application as it is not a like for like regeneration.<br><br>Filton town Council request the dimensions of the spaces as there are concerns that the apron not owned by the owner is being used.<br><br>Filton Town Council have concerns that that there is no exit garage door in the plan for 40a |
| F.4056     | P23/03456/CLP   | 82 Conygre Grove Filton South Gloucestershire BS34 7HU<br>Installation of hip to gable roof extension, 1no. rear dormer and creation of flat roof over side. Erection of single storey rear extension.                                                                                                                                                                                                                              | Sat 13 Jan 2024 | <b>OBJECTION</b><br><b>VOTED UNANIMOUSLY NEM-COM.</b><br><br>This application is not CLP as it includes roof amendments.<br><br>Gable does not meet the household SPD:-<br>(section 2.5, figure 25- gable upset symmetry of semi-detached dwelling)<br>Rear dormer does not meet the household SPD<br>(section 25, figure 28 – neither set down or sub servant to existing dwelling)                                              |



# SCHEDULE OF PLANNING APPLICATIONS 4.1.2024

|        |               |                                                                                                                                                                                                                                                                                                                              |                    |                                                                                                                                                                                                                                                                                                                |
|--------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F.4057 | P23/03489/CLP | 606 Filton Avenue Filton South<br>Gloucestershire BS34 7LD<br>Change of use from dwelling (Class C3) to small House in Multiple Occupation (Class C4).                                                                                                                                                                       | Mon 15 Jan<br>2024 | OBJECTION<br><br>VOTED UNANIMOUSLY NEM-COM.<br><br>No information included regarding parking provision or transport                                                                                                                                                                                            |
| F.4058 | P23/03418/RVC | 6 Mackie Avenue Filton South<br>Gloucestershire BS34 7ND<br>Variation of condition 2 attached to planning permission P23/01885/F to substitute approved plans in order to alter elevations.                                                                                                                                  | Tue 16 Jan<br>2024 | Filton Town Council support this application.<br><br>VOTED UNANIMOUSLY NEM-COM.                                                                                                                                                                                                                                |
| F.4059 | P23/03353/F   | Site Off Of Golf Course Lane Filton Bristol<br>South Gloucestershire BS34 7QS<br>Demolition of existing buildings. Erection of 1 no. multi-storey car park (5 storeys high), 1no. new building forming lab and offices, extensions to buildings 20R and 20W, with landscaping, surface parking, access and associated works. | Tue 16 Jan<br>2024 | Filton Town Council support this application.<br><br>VOTED UNANIMOUSLY NEM-COM.<br><br>Filton Town Council would like to see a nature area south of the application site they would like the developer to consider using a lighter shade on the top of the car park to reduce heat absorption through tar mac. |
| F.4060 | P23/03405/CLP | 6 Sixth Avenue Filton Bristol South<br>Gloucestershire BS7 0LT<br>Installation of rear dormer and roof lights to front roof facilitate a loft conversion .<br>Change of use from C3 residential to C4<br>Small HMO up to 6 persons.                                                                                          | Fri 19 Jan<br>2024 | OBJECTION<br><br>VOTED UNANIMOUSLY NEM-COM.<br><br>Over concentration of HOM's in this area. 13.8 % exceeds the stated 10%                                                                                                                                                                                     |

# SCHEDULE OF PLANNING APPLICATIONS 16.1.2024

| FILTON REF | SOUTH GLOS. REF | APPLICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | EXPIRY DATE     | COMMENTS                                                                                                                                                                                                                                                              |
|------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F.4061     | P23/03536/F     | 52 Northville Road Filton South Gloucestershire BS7 0RG<br>Installation of hip-to-gable and 1no. rear dormer to facilitate the change of use from a dwelling house (Class C3) to flexible use as larger House in Multiple Occupation (HMO) for up to 8 no. people (Sui Generis) or as a dwellinghouse for up to 8no. people living together as a single household and receiving care (Sui Generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). | Tue 23 Jan 2024 | COMMENT – Voted NEM-COM<br><br>Filtn Town Council would like to query the height of the rooms under the dormer as it is not stated in the plans.<br><br>Filton Town Council would like to query if this application is compliant with the House Hold Design SPD 2021. |
| F.4062     | P24/00059/CLE   | 29 Park Road Filton South Gloucestershire BS7 0RH<br>Existing and continued use of 29 Park Road, Filton as a small house in multiple occupation (Use Class C4).                                                                                                                                                                                                                                                                                                                       | Wed 31 Jan 2024 | COMMENT - Voted NEM-COM<br><br>Filton Town Council note this application                                                                                                                                                                                              |
| F.4063     | P24/00064/CLP   | 798 Filton Avenue Filton South Gloucestershire BS34 7HB<br>Change of use from dwelling (Class C3) to 6no. bed House in Multiple Occupation (HMO).                                                                                                                                                                                                                                                                                                                                     | Wed 31 Jan 2024 | OBJECTION - Voted NEM-COM<br>Exceeds the 10% HMO limit<br><br>Sandwiching issues with 798A Filton Ave and 1 Charles Road                                                                                                                                              |
| F.4064     | P24/00054/CLE   | 19 Braemar Avenue Filton South Gloucestershire BS7 0TA<br>Continued use as House in Multiple Occupation (HMO).                                                                                                                                                                                                                                                                                                                                                                        | Wed 31 Jan 2024 | COMMENT - Voted NEM-COM<br><br>Filton Town Council note this application                                                                                                                                                                                              |
| F.4065     | P24/00053/CLE   | 64 Charles Road Filton South Gloucestershire BS34 7ER<br>Continued use as House in Multiple Occupation (HMO) (Use Class C4).                                                                                                                                                                                                                                                                                                                                                          | Wed 31 Jan 2024 | COMMENT - Voted NEM-COM<br><br>Filton Town Council note this application                                                                                                                                                                                              |
| F.4066     | P24/00065/CLP   | 798A Filton Avenue Filton South Gloucestershire BS34 7HB<br>Change of use from dwelling (Class C3) to 6no. bed House in Multiple Occupation (HMO).                                                                                                                                                                                                                                                                                                                                    | Fri 02 Feb 2024 | OBJECTION - Voted NEM-COM<br>Exceeds the 10% HMO limit<br><br>Sandwiching issues with 798 Filton Ave and 1 Charles Road                                                                                                                                               |

# SCHEDULE OF PLANNING APPLICATIONS 16.1.2024

|        |               |                                                                                                                                                                       |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F.4067 | P24/00070/CLE | 7 Braemar Crescent Filton South<br>Gloucestershire BS7 0TD<br>Continued use of the property as a 6no<br>bed HMO.                                                      | Fri 02 Feb<br>2024            | OBJECTION- Voted NEM-COM<br>Partial sandwiching issue with 18 Braemar Avenue                                                                                                                                                                                                                                                                                                                                                                  |
| F4068  | P24/00095/CLE | Bedrock Court 3 New Road Stoke Gifford<br>South Gloucestershire BS34 8QW<br>Continued use of property as C4 House of<br>Multiple Occupation (HMO) for up to 6<br>beds | Mon 05 Feb<br>2024            | OBJECTION- Voted NEM-COM<br>No evidence provided of previous tenancy agreement                                                                                                                                                                                                                                                                                                                                                                |
|        | P23/02609/F   | 7 Northville Road Filton Bristol South<br>Gloucestershire BS7 0RQ                                                                                                     | Up at<br>Committee<br>Meeting | OBJECTION- Voted NEM-COM<br>Filton Town Council support previous objections and reasoning from Dr D<br>Boardman, Cllr J Baverstock and Cllr A Bird and residents.<br>Point 5.21 of the circulated reports states it permitted development, Filton<br>Town Council believe as it is on the planning application it is in fact included<br>in the whole application and there fore is not compliant with the Household<br>Design Guide SPD 2021 |
|        | P23/02629/F   | 27 Third Avenue Filton Bristol South<br>Gloucestershire BS7 0RS                                                                                                       | Up at<br>Committee<br>Meeting | OBJECTION- Voted NEM-COM<br>Filton Town Council support previous objections and reasoning from<br>previous Filton Town Council and resident Comments                                                                                                                                                                                                                                                                                          |



## **Filton and it's place in South Gloucestershire's Local Plan:**

### **The Councils Response to the Consultation**

#### **Filton and it's place in South Gloucestershire**

Filton Town Council recognise that the twin challenges of facing climate change and nature emergencies, and the cost-of-living crisis, particularly with regards to housing and heating mean that the local plan will require some creative ideas, and hard choices, finding the balance between the right solutions and local objection is not an easy task.

South Gloucestershire Council must find 6,700 new homes, and we appear to have run out of non-green belt sites. Existing neighbourhoods are hesitant to welcome new housing areas, as they see this as a drain on existing services, increase in traffic, people do not like change, meanwhile other neighbourhoods see their precious greenbelt under threat, and are mobilising to protest the plan to build. All of this is set against the backdrop of a financial crisis that sees people unable to heat their homes.

The residents of Filton are used to both these issues, as a well serviced town with access to jobs it has become a popular place to live, and the demand has caused a shift in housing that has seen an overwhelming demand, which sadly has not been met by new housing being built, but turning existing stock into HMOs, something that has become a hot topic for many local residents, in other wards of Filton, the housing stock is old, in some cases crumbling and in many cases expensive to heat, often this hits some of Filton's poorest residents with additional financial challenges that they are struggling to meet. Whilst not the largest Town in the County of South Gloucestershire, it is perhaps one with the most potential.

Filton Town Council seek radical solutions to our situation but hope that these solutions can resolve some of the challenges that the whole of South Gloucestershire are facing.

It could be argued that areas of Filton are already part of the solution, the historical home of Concorde has given way to an impressive plan to turn Filton Airfield into a landscape of environmentally conscious housing, jobs nearby, and schools and services. With the existing industry and commercial opportunities in the area already, Filton, and Patchway, could easily become the central hub of South Gloucestershire, our proximity to Bristol and the M4/M5 making us a very attractive place to live.

Filton has existed in some form since at least 1255, we have a heritage of old buildings, and a modern infrastructure, this makes Filton very attractive to live in. It is often hard to replicate this heritage in new builds, and often even harder to replicate infrastructure that has developed over 100's of years.

### Housing near Jobs & Upgrade Existing Services

Filton is a popular place to live, housing availability is low, house prices are high. This is because of population pressures in Filton from both the expansion of the UWE student body and jobs from the multiple large employers in/near the area (1.8 proximity jobs per person). What this means is a huge growth in conversions to HMOs (both C4 and larger HMOs), causing properties to be bought up and by developers, sadly this leaving many low-income families and individuals unable to find affordable rental property, before they even think about how to get on the property ladder. This has generally led to low quality residences with buildings and infrastructure not designed for this capacity of occupation. Whilst new builds and regeneration comes with the consideration of services and infrastructure, the challenge of an increased HMO population is not met with any consideration for additional services, when Filton Airfield redevelopment is planned, it is planned with schools GP services, shops, adequate transport links, and parking considerations and plans for mass transit, an HMO developer does not have to meet any of those requirements. It creates a pressure point for existing residents and new residents. Whilst it could be seen as Nimbyism, the concerns are real and often they're unanswered.

One way this could be resolved by South Gloucestershire Council is by increasing the services (schools, healthcare and social) in Filton to accommodate the density growth over the past decade and prepare for further increases given both the university and employment growth.

Filton has some areas of aging post war, 60's and 70's housing stock that is in desperate need of updating to help with the costs of heating and sustainability, many of these houses are owned by Housing Associations with over-sized Gardens and tenants who deserve better living conditions, there are also patches of unused scrub land that could with clever designs serve as excellent areas for housing, development and redevelopment of these areas could see house built that are more affordable using modern techniques and could offer additional space for 1 and 2 bedroom maisonettes or even modern attractive 4 storey apartment buildings to satisfy the growing need for housing that has seen a rise in multi-occupancy demand.

infrastructure established, we have strong transport links into Bristol City, and local access to motorways, with investment and regeneration of our ageing areas we hope we can reignite the area and provide a local solution to the housing crisis, one where people could walk or cycle to our many local employers rather than drive from further afield, an area already served by existing bus routes as well as the Metro Bus which would serve to make the local area a potential goldilocks zone for reduced car use.

Filton can offer new residents' areas of green spaces already established, local parks, community centres, good shopping, schools with existing playing fields, which we seek to protect and ensure is available for future generations to enjoy. whilst we would require additional schools, GPs, and services, we are already partially there, what we are struggling to offer is affordable homes for single occupancy, and families. It is easier to add one school, than build an entirely new population centre. With these areas protected, and areas regenerated South Gloucestershire Council can be a forward-thinking council that regenerates rather than develops.

### Filton & the need for green spaces.

Filton as an area does not have any green belt, as a large suburban area with boundaries with Bristol City Council, what green space Filton has is precious, large areas of Filton suffer from rising heat due to a lack of green spaces, and whilst the town council and local community groups are striving to increase biodiversity the green spaces, we have, remain vital to the area's survival. We would seek to include protections to any green space within the town of Filton, whilst Millenium Green and Elm Park come with certain securities green spaces that come from sports, such as Football pitches, Golf Courses, local school playing fields, as well as smaller patches of grassland are important to the bio-infrastructure of Filton, and the local plan must give us the protections we as a town council need to ensure Filton does not boil. We would also ask that local planning developments are required to include biodiverse options as a standard. We ask that South Gloucestershire Council use the 10% Biodiversity net gain required by the environmental act 2023, and the declared climate emergency to strengthen the protections across all South Gloucestershire.



## FILTON FESTIVAL 2024

Good afternoon,

I have been asked by Filton Town Council to contact possible event organisers for quotes to arrange Filton Festival 2024. Is this something that you may be able to assist me with?

If so, the below is the minimum criteria and the budget would be 15-20 K.

The following to all be included in the criteria.

- It attracts around 1000 resident each year

- To be held at Elm Park, BS34 7PS

- To be held 23 June 2024

- To include live music, suitable seating, suitable marquee, community/school groups, community stands, children's activities, rides and attractions

Kind Regards

Carla Westcott, CiLCA  
Town Council Support Officer

This is the email circulated to three local event organisers on 11<sup>th</sup> January 2024.  
Carla will feedback the responses at full council on Tuesday evening.

## Motions January 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;                                                                                                                                                                                                                                                                                                                                                                                                                | Cllr Brian Mead | 29.3.2022       | CW set Survey Monkey questionnaire held for 6 weeks and results gathered to use                                                                                                 |                | 16.1.2024 Survey Monkey number 2 :Survey is currently live                                                                                                                                                                                                                                                                                                                                                                                   |
| 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<br>Due to our lack of staff unable to run as a solely FTC group.<br>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.<br>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.<br>Information requested from Park Run<br>Will bring to Council Feb 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 Find needs to be set in budgets and in agreed.                                                                                                                        |                | Deferred to Full Council Meeting September 2023<br>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.<br>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 report of the park and report back to council." | Cllr A Doyle | 31.10.2023 |  |  | Voted FOR & UNANIMOUS NEM-COM<br>FTC contacted M Lipton for advice on contacts for the report.                                                                                    |
|                                                                                                                                                                                                                         |              |            |  |  | 1.12.2023 Office have has contacted 2 companies that were referred by ML . 1 response so far that are will to undertake more investigation.<br>16.1.2024 Quote for work requested |



| Consultation                                                            | Consultation Period                                       | Summary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| South Gloucestershire New Local Plan<br>Local Plan Phase 3 Consultation | Consultation opens 6 December 2023 until 16 February 2024 | <p>We are developing a new Local Plan for South Gloucestershire. This will include a new strategy and policies to guide and manage development and change in our area over at least the next 15 years.</p> <p>This is an important opportunity to:</p> <p>shape the places that we live, work and socialise in<br/>have a direct impact on quality of life, the natural and built environment<br/>have positive impacts on climate change, inequalities and encourage a green economy<br/>discuss choices and make decisions about where future homes and jobs might be located, and which areas should be protected</p> |

**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

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**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 28<sup>TH</sup> 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 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 Adjievi, 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 14<sup>th</sup> November 2023. Noted
- iii) Civility and Respect Pledge- Voted to sign up to the Pledge 9 FOR 2 ABSTAIN
- iv) Local Nature Plan- Discussed at item 9
- v) Planning Committee 4 and 16<sup>th</sup> 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.

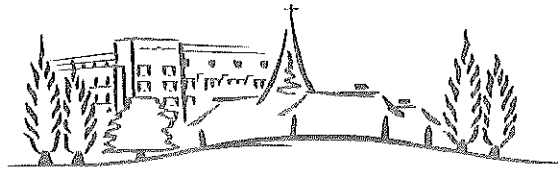
**0446. CONSULTATION SPREADSHEETS-** Noted.

**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.***





# **FILTON TOWN COUNCIL**

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Web: [www.filtontowncouncil.gov.uk](http://www.filtontowncouncil.gov.uk) E-mail: [lesley.reuben@filtontowncouncil.gov.uk](mailto:lesley.reuben@filtontowncouncil.gov.uk)

Town Clerk: Lesley Reuben

## **FULL COUNCIL MEETING – All Town Council Members**

21<sup>st</sup> 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 29<sup>th</sup> 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 20<sup>th</sup> 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 **30<sup>th</sup> January 2024, Studio 1, Active Nation Filton, Elm Park, BS34 7PS**

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**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

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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)**

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*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

15<sup>th</sup> February 2024

Better overview of costings for junior youth work provision at FACE, as requested by councillors at the finance meeting 13<sup>th</sup> 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                                                |
| <b>Total:</b>                                           | <b>£ 19,650</b>                                        |
| Expected expenditure to the end of this financial year: |                                                        |
| Current spend on staffing (to end January):             | £ 16,316<br>(4 staff until August, 3 staff since Sept) |
| Current spend on resources, utilities, etc:             | £ 3,166                                                |
| Expected cost of staffing Feb & March:                  | £ 3,032                                                |
| Expected other costs to end of year;                    | £ 695                                                  |
| <b>Total:</b>                                           | <b>£ 23,209</b>                                        |

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<br>(max. 32 children spaces) at each group:                                           | Expected costs for clubs running with 3 staff<br>(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                                                                                                     |
| <b>Total: £ 25,030</b>                                                                                                              | <b>Total: £ 21,750</b>                                                                                                                 |
| *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                                                                                                             |
| <b>Extra request please: £5,030</b> - leaving us £2,500 to generate through subs, school contribution, and any external fundraising | <b>Extra request: £2,250</b> - 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.



THE FOUNDATION FOR ACTIVE  
COMMUNITY ENGAGEMENT

www.facecharity.org.uk

REGISTERED CHARITY NO. 1156904

FACE, Youth Centre, Elm Park, Filton, BS34 7PS  
0117 9691938 / [info@facecharity.org.uk](mailto:info@facecharity.org.uk) / [www.facecharity.org.uk](http://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 Filtone's 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.

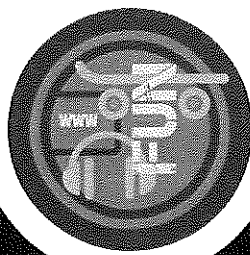
As budgets have been tightened this past couple of years we feel as though we have been more frugal with what we have taken on and have not been as responsive to new projects as we would have liked. Sadly, we have also found ourselves occasionally being drawn into projects which are not within our core 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 27<sup>th</sup> 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](http://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 13<sup>th</sup> February 2024**, Studio 1, Active Nation, Filton, Elm Park, Bristol, BS34 7PS

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**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

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**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 9<sup>th</sup> 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 6<sup>TH</sup> 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<br>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 | <p>OBJECTION VOTED NEM-COM</p> <ul style="list-style-type: none"> <li>- Access to driveway needs investigating by highways as close to bend.</li> <li>- Confirmation that the drive fits the 4 vehicles stated. <ul style="list-style-type: none"> <li>- Is there removal of tree?</li> <li>- Permeable advised to be used.</li> </ul> </li> <li>- Application needs to include 10% biodiversity net gain.</li> </ul> |
| F.4070     | P24/00262/HH    | 29 Rannoch Road Filton South Gloucestershire BS7 0SA<br>Erection of two storey side extension and single storey rear extension to form additional living accommodation.                                                                                                        | Mon 26 Feb 2024 | <p>COMIMENT VOTED NEM-COM</p> <ul style="list-style-type: none"> <li>- Application form not included online.</li> <li>- External materials not specified.</li> <li>- Application needs to include 10% biodiversity net gain.</li> </ul>                                                                                                                                                                               |
| F.4071     | P24/00313/HH    | 11 Bude Road Filton South Gloucestershire BS34 7HN<br>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 | <p>OBJECTION VOTED NEM-COM</p> <ul style="list-style-type: none"> <li>- Not innkeeping with neighbouring properties</li> <li>- Not adhering to the 1948 SPD and exceeds 50% of the original house footprint</li> <li>- Confirmation of the guttering is not hanging over neighbours' property.</li> <li>- Filton Town Council request a light survey on this application.</li> </ul>                                  |
| F.4072     | P24/00298/F     | 20 Mayville Avenue Filton South Gloucestershire BS34 7AA<br>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 | <p>OBJECTION VOTED NEM-COM</p> <ul style="list-style-type: none"> <li>- Sandwiching of HMO's including 21 Mayville Avenue and The Lanes Dairy on Rectory Lane. <ul style="list-style-type: none"> <li>- Insufficient parking</li> </ul> </li> <li>- Application needs to include 10% biodiversity net gain.</li> </ul>                                                                                                |
| F.4073     | P24/00337/F     | 24 Fifth Avenue Filton South Gloucestershire BS7 0LP<br>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 | <p>OBJECTION VOTED NEM-COM</p> <ul style="list-style-type: none"> <li>- No planning requested for HMO use.</li> <li>- There a no details on accessing the car parking</li> <li>- Not adhering to the 1948 SPD and exceeds 50% of the original house footprint</li> <li>- developer seems to be manipulating the system and not adhering to first refusal of P23/02976/CLP on sandwiching and parking</li> </ul>       |

# FEEDBACK OF PLANNING APPLICATIONS 20.2.2024

|        |               |                                                                                                                                                                                                                                                                  |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F.4074 | P24/00326/CLP | 19 Gayner Road Filton South<br>Gloucestershire BS7 0SP<br>Installation of hip to gable roof extension,<br>1no. rear dormer and alterations to<br>extension roof.                                                                                                 | Mon 04 Mar<br>2024 | <p>OBJECTION VOTED NEM-COM</p> <ul style="list-style-type: none"> <li>- Filton Town Council support Cllr A Monks comment on this application</li> <li>- Application needs to include 10% biodiversity net gain.</li> <li>- 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</li> </ul>                                                                  |
| F.4075 | P24/00323/HH  | 16 Clyde Grove Filton South<br>Gloucestershire BS34 7RL<br>Erection of a single storey side and rear<br>extension and two storey rear extension<br>to form additional living accommodation.                                                                      | Mon 04 Mar<br>2024 | <p>COMMENT VOTED NEM-COM</p> <p>Filton Town Council query the porch design and would prefer it stayed inkeeping with the majority of the road.</p> <ul style="list-style-type: none"> <li>- Application needs to include 10% biodiversity net gain.</li> </ul>                                                                                                                                                                                                          |
| F4076  | P24/00315/HH  | 55 Mortimer Road Filton South<br>Gloucestershire BS34 7LG<br>Erection of annexe ancillary to the main<br>dwelling.                                                                                                                                               | Wed 06 Mar<br>2024 | <p>OBJECTION VOTED NEM-COM</p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- Application needs to include 10% biodiversity net gain.</li> <li>- Filton Town Council have concerns of lack amenities.</li> <li>- Filton Town Council note that no change in design from previous refusal of P21/06873/F</li> </ul> |
| F4077  | P24/00363/HH  | 30 Northville Road Filton South<br>Gloucestershire BS7 0RG<br>Erection of 1no. garden room.                                                                                                                                                                      | Wed 06 Mar<br>2024 | <p>COMMENT VOTED 3 FOR 1 ABSTAIN</p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- Green roof to be used.</li> <li>- Application needs to include 10% biodiversity net gain.</li> </ul>                                                                                                                           |
| F4078  | P24/00205/F   | 606 Filton Avenue Filton South<br>Gloucestershire BS34 7LD<br>Change of use from dwelling (Class C3) to<br>small House in Multiple Occupation (Class<br>C4) for 4 people as defined in the Town<br>and Country Planning (Use Classes) Order<br>1987 (as amended) | Tue 27 Feb<br>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;                                                                                                                                                                                                                                                                                                                                                                                                                | Cllr Brian Mead | 29.3.2022       | CW set Survey Monkey questionnaire held for 6 weeks and results gathered to use                                                                                                 |                | 16.1.2024 Survey Monkey number 2 :Survey is currently live                                                                                                                                                                                                                                                                                                                                                                                        |
| 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<br>Due to our lack of staff unable to run as a solely FTC group.<br>FTC Office have now taken on to research this motion. |                | An amendment was added. To remove the wording "Park run" and add "Community run."<br>Motion with amendment carried.<br>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.<br>Information requested from Park Run<br>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<br>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.<br>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.<br>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<br>FTC contacted M Lipton for advice on contacts for the report.                                                                                                                                                                                                                                                                                                                                                    |



|                                                                |  |           |                                                                                  |  |                                                                                                                                                                                                      |
|----------------------------------------------------------------|--|-----------|----------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| report of the park and report back to council."                |  |           |                                                                                  |  | 1.12.2023 Office have has contacted 2 companies that were referred by ML . 1 response so far that are will to undertake more investigation.<br>16.1.2024 Quote for work requested<br>Chased 6.2.2024 |
| Follow the South Gloucestershire Council policy on flag flying |  | 13.2.2024 | FTC to follow and supply the same policy and flags to fly as South Glou Council. |  | Pride flag purchased as requested.1.2.2024                                                                                                                                                           |
|                                                                |  |           |                                                                                  |  |                                                                                                                                                                                                      |

| Consultation                                 | Consultation Period                                                                | Summary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| South Gloucestershire Council Plan 2024-2028 | <p>Opened<br/>19 Feb 2024 at<br/>00:00<br/>Closes<br/>12 Apr 2024 at<br/>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> |
| Sort It Centre booking system                | <p>Opened<br/>19 Feb 2024 at<br/>14:00<br/>Closes<br/>1 Apr 2024 at<br/>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>                                                                                                                                                                                                   |

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

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

**APOLOGIES: Cllrs:**, A Monk

**NON-ATTENDANCE:** N/A

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**0448. APOLOGIES FOR ABSENCE:** Apologies noted.

**0449. DECLARATIONS OF INTEREST:** None

**0450. EVACUATION PROCEDURES:** Chair of Council gave evacuation procedures.

**0451. SUBMISSIONS FROM PUBLIC:** None

**0452.TO APPROVE MINUTES OF MEETING HELD 29<sup>th</sup> January 202-** Noted as an accurate record with amendments 0045. iii to include vote count.

**0453. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHERWISE COVERED BY THE AGENDA.** – Local Plan meeting to be arranged.

**0454. FILTON BEAT TEAM REPORT:** Pc G Pretlove presented the report and gave an update on knife amnesty bins and their locations and bleed kits. Town Clerk to meet liaise with the police get costings to purchase kits.

**0455. SOUTH GLOUCESTERSHIRE REPORTS:** noted.

**0456. 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).  
VOTED 10 FOR NEM-COM
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. VOTED 10 FOR NEM-COM Motion carried.

**Proposed Cllr A Doyle**

1. Motion to fund FACE uplifted grant funding request and begin the process to fund Filton youth provision though a tendered contract. – after discussion it was agreed that this would include yearly indexation- VOTED 9 FOR 1 ABSTAIN Motion carried

ACTION FTC OFFICE

2. Motion to set up a committee to create neighbourhood plan with a provision fee to be confirmed for a consultant to support the committee. Named vote requested. VOTED FOR Cllrs T Mewies, B Mead, J Baverstock, Dan Harris, A Bird, J Molloy, E Adjievi, A Doyle, D Boardman, A Kenyon. NEM-COM Motion carried

2. 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. After a discussion to ensure to fall in line with Council terms the budget plan would be a 4 year and then after this term would then be a 5-year plan. An amendment to the motion was proposed by Cllr A Bird. Motion to setup a budget committee to establish a 4-year budget plan and return to finance. Note feedback to be set based on budget process. To start the process Filton Town Council to hold an Extra Ordinary Meeting to get the Committee established. VOTED 7 FOR 3 AGAINST Amended Motion carried.

ACTION FTC Office

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. This motion was withdrawn as all Councillors agreed to follow Filton Town Council Code of Conduct which included mandatory training. The Town Clerk has booked training and if Councillors have any concerns to be speak to The Chair.

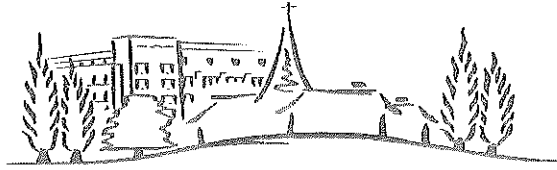
**0457. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:**

- i) Casual Vacancy for Council- The Town Clerk updated Council on the resignation of Cllr A Robinson. It was proposed that the vacancy be advertised from 28<sup>th</sup> February.
- ii) Leisure Centre Update: The Finance and General Meeting 12<sup>th</sup> March 2024 would start with a closed session at 7pm-745pm in Filton Town Council meeting room.
- iii) (Draft) Finance Committee Minutes held 13<sup>th</sup> February. Noted
- iv) Local Nature Plan Committee- The Town Clerk to circulate date for first meeting. to be face to face meeting for the first instance.
- v) Planning Committee held 20<sup>th</sup> February 2024: Update given on positive feedback and decisions that are being taken in to account by South Gloucestershire Council when making decisions.
- vi) Social Fund: This item is to be included within the budget committee once established.
- vii) Ongoing Updates – Noted. The Walk to School scheme has dropped off the list FTC office to ensure it is actioned and added back on.

**0446. CONSULTATION SPREADSHEETS-** Noted.

***There being no further business Chair closed the meeting at 8.50 pm***





# FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Web: [www.filtontowncouncil.gov.uk](http://www.filtontowncouncil.gov.uk) E-mail: [lesley.reuben@filtontowncouncil.gov.uk](mailto:lesley.reuben@filtontowncouncil.gov.uk)

Town Clerk: Lesley Reuben

## **FULL COUNCIL MEETING – All Town Council Members**

19<sup>th</sup> March 2024

Dear Member

You are hereby summoned to a meeting of the **FULL COUNCIL** to be held on **Tuesday 26<sup>th</sup> March 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/-t0xN-2yrSk?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. Vacancy for Council:-
  - i) Candidate 1
  - ii) Candidate 2
  - iii) Candidate 3
5. Public Participation – (Max 15 mins) Advised that questions be sent to the Council Office 48 hours prior to meeting.
6. To approve the minutes of the meeting held 29<sup>th</sup> January 2024 (*pages 1-2*)
7. Matters of report arising from the minutes not otherwise covered by the agenda.
8. To confirm that the minutes of the meeting held 31st October 2023 were approved.
9. Filton Beat Team Report (*tabled*)
10. South Glos Councillor Reports
  - i) Cllr Alex Doyle & Cllr Adam Monk (*tabled*)
11. Submissions from Members: - Cllr.Dan Boardman 'Charborough Road School Consultation'

**12. Reports from Committees, Working Groups, and the Town Clerk**

- i) Internal Audit Report *(pages 3-7)*
- ii) Casual Vacancy for Council (2nd Vacancy)
- iii) Leisure Centre Official Opening
- iv) Draft Finance Committee Minutes held 13th February 2024 *(pages 8-9)*
- iv) Local Nature action working group.
- v) Planning Committee held 20th February 2024 *(pages 10-11)*
- Vi) Annual Town Assembly
- vi) Ongoing Updates *(pages 12-13)*

**13. Consultation Spreadsheet *(pages 14-17)***

Minutes of the Full Council of **FILTON TOWN COUNCIL** held at 7:00p.m on **27<sup>th</sup> February 2024, Studio 1, Active Nation Filton, Elm Park, BS34 7PS**

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

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

**APOLOGIES: Cllrs:**, A Monk

**NON-ATTENDANCE:** N/A

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**Proposed by Cllr D Boardman**

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**ACTION FTC OFFICE**

2. Motion to set up a committee to create neighbourhood plan with a provision fee to be confirmed for a consultant to support the committee. Named vote requested. VOTED FOR Cllrs T Mewies, B Mead, J Baverstock, Dan Harris, A Bird, J Molloy, E Adjievi, A Doyle, D Boardman, A Kenyon. NEM-COM Motion carried

2. 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. After a discussion to ensure to fall in line with Council terms the budget plan would be a 4 year and then after this term would then be a 5-year plan.  
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ACTION FTC Office

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. This motion was withdrawn as all Councillors agreed to follow Filton Town Council Code of Conduct which included mandatory training. The Town Clerk has booked training and if Councillors have any concerns to be speak to The Chair.

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**0446. CONSULTATION SPREADSHEETS-** Noted.

*There being no further business Chair closed the meeting at 8.50 pm*



# Audit Report

## Filton Town Council

**Audit Plan Year:** 2023/24 In Year Assurance

**Audit Status:** Audit Completed

**Audit Review Date:** 7<sup>th</sup> & 8<sup>th</sup> March 2024

### Report Distribution:

Lesley Reuben – Clerk & RFO to Filton Town Council

### 1. Objective

The objective of the audit was to provide an independent opinion on the appropriateness of the financial control procedures operated in the Council. Ehsamuddin Popal, Audit Officer and Kerry Woodey, Senior Audit Officer examined these procedures.

### 2. Opinion

The highlighted wording in the table below provides the opinion for this internal audit review and its accompanying description.

|                                   |                                                                                                                                                                                                                                          |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| High Standard                     | Systems and processes are excellent providing good assurance. Significant strengths have been identified and are to be commended, any recommendations made will serve to further strengthen existing arrangements.                       |
| Reliable Standard                 | There are very few significant matters arising from the audit, systems of control are good and provide reasonable assurance.                                                                                                             |
| Improvements Required             | Existing procedures need to be improved in order to ensure that they are fully reliable. Extensive recommendations have been made but the issues are not of such a significance to represent a major risk to the Council.                |
| Significant Improvements Required | Existing procedures are weak and reasonable assurance could not be provided over a number of areas. Prompt action is necessary to improve the situation and avoid unnecessary risks.                                                     |
| Fundamental Weaknesses Identified | The matters arising from the audit identify that there are fundamental weaknesses which place doubt on the reliability of the procedures reviewed. Urgent action is necessary to improve the current situation and reduce risk exposure. |

### 3. Key Strengths

- Bank reconciliations, balance sheet and Income and expenditure reports are presented to Finance and General-Purpose Committee in each meeting.
- The Council has assessed and recorded the significant risks in an appropriate Risk Register which is up to date.
- The Council's playgrounds are inspected weekly by Council staff, monthly by a Councillor and annually by ROSPA.
- Income from hirers and allotments has been received and appropriately recorded. From the selected sample there were sufficient lease agreements between the Council and the Hirers.

### 4. Key Risks

- Purchasing limits and procedures are unclear.

### 5. Key Actions

- The Standing Orders and Financial Regulations should both be reviewed and updated to align the tender limits.

## 6. Advisory Points

- During the audit it was noted that Full Council meeting minutes for October were physically approved but not recorded in the November Full Council meeting minutes. These meeting minutes should be recorded as approved in the next Full Council Meeting Minutes.
- Whilst approving the AGAR in the Council meeting minutes, the Council should also note the dates and locations of the display documented within the Notice of Public Rights in the meeting minutes.
- The payment related to Amazon in June 2023 should be investigated and amended on the ledger.

All of the matters arising from the audit are detailed in the Action Plan together with suitable recommendations.

## 7. The Control Environment

| Key Control Objectives |                                                                                                                                                                                                                                                                                                           | Achieved?         |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| A.                     | Appropriate accounting records have been kept properly throughout the financial year.                                                                                                                                                                                                                     | Yes               |
| B.                     | The authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.                                                                                                                                        | Yes               |
| C.                     | The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.                                                                                                                                                                       | Yes               |
| D.                     | The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.                                                                                                                                         | Yes               |
| E.                     | Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.                                                                                                                                                                  | Yes               |
| F.                     | Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.                                                                                                                                                                    | N/A               |
| G.                     | Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.                                                                                                                                              | Yes               |
| H.                     | Asset and investment registers were complete and accurate and properly maintained.                                                                                                                                                                                                                        | Yes               |
| I.                     | Periodic bank account reconciliations were properly carried out during the year.                                                                                                                                                                                                                          | Yes               |
| J.                     | Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | Test at Year End. |

Audit Report: Filton Town Council in Year Assurance

|   |                                                                                                                                                                                                                                                                                                           |                                              |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| K | Councils with turnover of below £25,000.<br>If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i> . | Not currently applicable to any SGC clients. |
| L | The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.                                                                                                                                           | Test at Year End.                            |
| M | The authority, during the previous year (2022-23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and / or authority approved minutes confirming the dates set)</i> .          | Yes                                          |
| N | The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .                                                                                                                                                                                   | Yes                                          |
| O | Trust funds (including charitable) - The council met its responsibilities as a trustee.                                                                                                                                                                                                                   | N/A                                          |

8. Auditors & Acknowledgements

|               |                  |
|---------------|------------------|
| Audit Manager | Justine Lawson   |
| Auditor       | Ehsamuddin Popal |

We are extremely grateful to the following officers for their help during this review:

|                |                                                     |
|----------------|-----------------------------------------------------|
| Lesley Reuben  | Town Clerk & RFO to Filton Town Council             |
| Carla Westcott | Town Council Support to Officer Filton Town Council |



Audit Report: Filton Town Council in Year Assurance

| No.                     | Matter Arising                                                                                                                                                                                                                                     | Associated Risk                               | Recommendation                                                                                                                                                                                                                                                                              | Responsible Officer;<br>Proposed Timescale                                                                                   |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Priority: Medium</b> |                                                                                                                                                                                                                                                    |                                               |                                                                                                                                                                                                                                                                                             |                                                                                                                              |
| 1                       | <p><u><b>Standing Orders and Financial Regulations</b></u></p> <p>The tender limits do not align between the standing orders and financial regulation. Three different limits (£25000, £30000 &amp; £60000) were noted in these two documents.</p> | Purchasing limits and procedures are unclear. | <p><b>Recommendation</b></p> <p>The Standing Orders and Financial Regulations should both be reviewed and updated in conjunction with one another to align the tender and purchase limits and procedures in both documents. The Full Council should then approve the updated documents.</p> | <p><b>Responsible Officer</b></p> <p>Full Council &amp; Clerk</p> <p><b>Target Implementation Date</b></p> <p>01/04/2024</p> |

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

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**PRESENT: Cllrs:** B Mead (Chair), T Mewies (Vice Chair), E Adejevi, J Baverstock, A Bird, D Boardman D Harris, A Kenyon, J Molloy, A Robinson A Doyle,

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

**APOLOGIES: Cllrs:-** A Monk,

**NON-ATTENDANCE:**

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#### **CLOSED SESSION**

##### **0574. LEISURE CENTRE OPERATING CONTRACT**

The Consultant joined the meeting and informed Councillors of outstanding issues regarding management fee calculations over the life of the contract. Payment schedule confirmed.

#### **PUBLIC SESSION OPENED AT 7.30PM**

**0575. APOLOGIES FOR ABSENCE:** Apologies noted.

**0576. DECLARATIONS OF INTEREST:** None

**0577. EVACUATION PROCEDURE:** Chair of Council gave evacuation procedures.

**0578. MINUTES OF FULL COUNCIL (FINANCE AND GENERAL) MEETING HELD TUESDAY 13<sup>th</sup> February 2024.** Were approved as an accurate record

**0579. MATTERS ARISING FROM THE MINUTES-** queries Month 10 codes 902 and 909 answered.

**0580. PUBLIC PARTICIPATION –** None

**0581. INCOME & EXPENDITURE REPORTS MONTH 11 –** Noted

**0582. BALANCE SHEET MONTH 11** Query regarding depreciation. Town clerk to follow up with the accountant.

**0583. BANK RECONCILIATIONS BANK MONTH 11:** Noted

##### **0584. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:**

- i) Vacancy for Staffing Committee - It was proposed and seconded to hold of appointing new members until May. Voted FOR NEM-COM
- ii) Vacancy for Planning Committee - It was proposed and seconded to hold of appointing new members until May. Voted FOR NEM-COM
- iii) Minutes of Extra Ordinary Meeting 5<sup>th</sup> March 2024 - Noted as accurate record
- iv) Leisure Centre Official Opening - The Town Clerk confirmed that the leisure centre will open to member 18<sup>th</sup> March 2024. The opening ceremony date is to be confirmed.

**0585. PAYMENTS FOR INFORMATION:** Noted.

#### **CLOSED SESSION**

**0587. MINUTES OF STAFFING COMMITTEE 5<sup>TH</sup> MARCH 2024** – It was agreed to extend the Cleansing Operative application deadline for 1 month and add it to the Job Centre web site.

**Meeting Closed 20.15**

# SCHEDULE OF PLANNING APPLICATIONS 19.3.2024

| FILTON REF | SOUTH GLOS. REF | APPLICATION                                                                                                                                                                                                                                                                                                                                | EXPIRY DATE     | COMMENTS                                                                                                                                                                                                                                                                                                      |
|------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F.4081     | P23/03473/F     | 19 Gayner Road Filton South<br>Gloucestershire BS7 0SP<br>Installation of 1no. rear dormer and alterations to roofline to facilitate change of use from small House in Multiple Occupation (HMO) (Class C4) to large 7 no. bedroom, 7no. person HMO (Sui Generis) is) (as defined in the Town and Country Planning (use class order) 1987. | Wed 20 Mar 2024 | VOTED - NEM COM FTC OBJECTION<br>Clarification of number of accessible toilets in the property.<br>Decapitation of pitched roof not inn keeping with neighbouring properties<br>Design or Dormer does not meet the Household Design Guide Fig 2.5<br>This is not an objection to HMO but to the build design. |
| F.4082     | P24/00496/CLE   | The Annex 32 Gayner Road Filton South<br>Gloucestershire BS7 0SW<br>Continued use of annexe as separate dwelling.                                                                                                                                                                                                                          | Wed 20 Mar 2024 | VOTED NEM COM FTC NOTE THIS APPLICATION                                                                                                                                                                                                                                                                       |
| F.4083     | P24/00500/F     | Land Rear Of 89 Gloucester Road North<br>Filton South Gloucestershire BS34 7PT<br>Demolition of existing building and erection of 1no. detached dwelling with access, parking and associated works.<br>(resubmission of P23/03144/F)                                                                                                       | Mon 25 Mar 2024 | VOTED NEM-COM FTC SUPPORT THIS APPLICATION<br>FTC would like condition added to decision to have permitted development removed from any further roof developments and any such works would need full planning permission.                                                                                     |
| F.4084     | P24/00507/HH    | 38 Eighth Avenue Filton South<br>Gloucestershire BS7 0QT<br>Erection of rear outbuilding ancillary to the main dwelling.                                                                                                                                                                                                                   | Mon 25 Mar 2024 | VOTED NEM-COM FTC SUPPORT THIS APPLICATION<br>FTC would like condition added to decision to have this building not be sublet separately to existing building.<br>Biodiversity offset needed                                                                                                                   |
|            | P24/00562/CLP   | 3 Shellard Road Filton South<br>Gloucestershire BS34 7LS<br>Erection of a single storey rear extension.                                                                                                                                                                                                                                    | Mon 25 Mar 2024 | VOTED - NEM COM FTC OBJECTION<br>All previous comments stand on this application and previous submission P24/0001/PNH. Issues raised from previous application refusal not addressed with this submission                                                                                                     |
|            | P24/00529/CLE   | 21 Shanklin Drive Filton South<br>Gloucestershire BS34 7EL<br>Use as a 4 bedroom House in Multiple Occupation (HMO) (Class C4).                                                                                                                                                                                                            | Mon 25 Mar 2024 | VOTED - NEM COM FTC OBJECTION<br>Proof of tenancies needed.                                                                                                                                                                                                                                                   |
|            | P24/00573/F     | New Filton House Golf Course Lane Filton<br>South Gloucestershire BS34 7QS<br>Erection of 3no. electrical transformers enclosures with associated works.                                                                                                                                                                                   | Wed 27 Mar 2024 | VOTED NEM COM FTC NOTE THIS APPLICATION.                                                                                                                                                                                                                                                                      |



# SCHEDULE OF PLANNING APPLICATIONS 19.3.2024

|                |                                                                                                                                                                                                                         |                    |                                                                                                                                                                                                                                                                                              |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| P24/00385/PNRE | Buildings At Airbus UK Industrial Complex<br>Filton South Gloucestershire BS34 7PA<br>Installation of 7,844 roof mounted solar<br>PV array panels on 18 non-domestic<br>buildings and ancillary development<br>thereto. | Wed 27 Mar<br>2024 | VOTED NEM-COM FTC SUPPORT THIS APPLICATION<br>FTC acknowledge and re in favour of the biodiversity use in this application                                                                                                                                                                   |
| P24/00588/CLP  | 55 Wades Road Filton South<br>Gloucestershire BS34 7EB<br>Installation of hip to gable roof extension<br>and rear dormer.                                                                                               | Sat 30 Mar<br>2024 | VOTED NEM COM FTC NOTE THIS APPLICATION                                                                                                                                                                                                                                                      |
| P24/00602/CLE  | 678A Southmead Road Filton South<br>Gloucestershire BS34 7RD<br>Loft conversion with 1no. side dormer.                                                                                                                  | Sat 30 Mar<br>2024 | VOTED - NEM COM FTC OBJECTION<br>Side dormer is not CLE development.<br>No windows included                                                                                                                                                                                                  |
| P24/00631/HH   | 57 Charborough Road Filton South<br>Gloucestershire BS34 7QZ<br>Erection of a single storey rear and two<br>storey side extension to provide additional<br>living accommodation.                                        | Wed 03 Apr<br>2024 | VOTED - NEM COM FTC OBJECTION<br>If this is for business use is this licenced and meet necessary regulations?<br>Roof is not inn keeping with neighbours and FTC would suggest pitched roof<br>as have 51 Charborough Rd. If design was changed to this then it would be<br>supported by FTC |
| P24/00437/F    | 77A Conygre Road Filton South<br>Gloucestershire BS34 7DG<br>Removal of existing front wall to create<br>access to facilitate new permeable parking<br>space.                                                           | Fri 05 Apr<br>2024 | VOTED NEM-COM FTC SUPPORT THIS APPLICATION                                                                                                                                                                                                                                                   |

## Motions March 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;                                                                                                                                                                                                                                                                                                                                                                                                                | Cllr Brian Mead | 29.3.2022       | CW set Survey Monkey questionnaire held for 6 weeks and results gathered to use<br>Extended until the end of March to gain the better weather user                              |                | 16.1.2024 Survey Monkey number 2 - Survey is currently live                                                                                                                                                                                                                                                                                                                                                                                    |
| 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<br>Due to our lack of staff unable to run as a solely FTC group.<br>FTC Office have now taken on to research this motion. |                | An amendment was added. To remove the wording "Park run" and add "Community run."<br>Motion with amendment carried.<br>10.5.2023 after taking advice from regular park run users. Its needed to have full Council 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.<br>Information requested from Park Run<br>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<br>Budget Meeting November 2023<br>Clerk to investigate S Glos lack of response.                                                                                                                                                                                                                                                                                                               |
| 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.<br>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.<br>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<br>FTC contacted M Lipton for advice on contacts for the report.                                                                                                                                                                                                                                                                                                                                                 |

|                                                                                                                                                                                                                                                                                                                                                                 |                 |           |           |                                                                                                                              |                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------|-----------|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| report of the park and report back to council."                                                                                                                                                                                                                                                                                                                 |                 |           |           |                                                                                                                              |                                                                                  | 1.12.2023 Office have contacted 2 companies that were referred by ML. 1 response so far that are will to undertake more investigation.<br>16.1.2024 Quote for work requested<br>Chased 6.2.2024<br>19.3.2024 Quotaion for report received to be agenda item at April Finance<br>Pride flag purchased as requested.1.2.2024<br>Commonwealth flag flown during Commonwealth Week |
| Follow the South Gloucestershire Council policy on flag flying                                                                                                                                                                                                                                                                                                  |                 |           | 13.2.2024 |                                                                                                                              | FTC to follow and supply the same policy and flags to fly as South Glos Council. |                                                                                                                                                                                                                                                                                                                                                                                |
| 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).                                                                                                                                     | Cllr D Boardman | 27.2.2024 |           | Arranged with FTC Grounds Team who will adhere to No Mow May as details at Full Council. S Glos Council DO NOT have a policy |                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                |
| 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                                                                                                                                                                                       | Cllr D Boardman | 27.2.2024 |           | Grounds team have been looking at pricings                                                                                   |                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                |
| Motion to set up a committee to create neighbourhood plan with a provision fee to be confirmed for a consultant to support the committee. Named vote requested                                                                                                                                                                                                  | Cllr A Doyle    | 27.2.2024 |           | Provisional meeting dates made.                                                                                              |                                                                                  | Named vote requested. VOTED FOR Cllrs T Mewies, B Mead, J Baverstock, Dan Harris, A Bird, J Molloy, E Adjievi, A Doyle, D Boardman, A Kenyon. NEM-COM Motion carried                                                                                                                                                                                                           |
| Motion to fund FACE uplifted grant funding request and begin the process to fund Filton youth provision though a tendered contract.                                                                                                                                                                                                                             | Cllr A Doyle    | 27.2.2024 |           | FACE given funding from 23-24 budget and ongoing works to set up tendered started.                                           |                                                                                  | VOTED 9 FOR 1 ABSTAIN Motion carried                                                                                                                                                                                                                                                                                                                                           |
| 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. After a discussion to ensure to fall in line with Council terms the budget plan would be a 4 year and then after this term would then be a 5-year plan.<br>An amendment to the motion was proposed by Cllr A Bird. | Cllr A Doyle    | 27.2.2024 |           | Meeting held and provisional meeting dates made.                                                                             |                                                                                  | VOTED 7 FOR 3 AGAINST Amended Motion carried.                                                                                                                                                                                                                                                                                                                                  |

| Consultation                                                                                                                                            | Consultation Period                                                    | Summary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FILTON - A38/Bolingbroke Way Junction - Prohibition of Movements Order<br>A38/Bolingbroke Way/Runway Avenue Junction, Proposed Banned Turning Movements | Opened<br>18 Mar 2024 at<br>00:00<br>Closes<br>12 Apr 2024 at<br>23:59 | <p>A significant new development, known as Brabazon, is currently underway on the Filton airfield site which includes residential, commercial and leisure facilities. The development will significantly increase traffic in the area and provide a new road network to help manage access requirements.</p> <p>The A38 Gloucester Road North junction with Bolingbroke Way is subsequently being altered to include a new road for traffic to access the development on the west side of the A38. To accommodate the increased traffic demand and the new signalised junction, the proposed Traffic Regulation Orders will help to maintain safety and access at this location. Although the new signalised junction has been designed to physically restrict these movements wherever possible, the proposed Orders will reinforce these measures.</p> <p>The proposed scheme is to prohibit movements at this signalised junction including banning certain left &amp; right turns and from making 'U' turns. Please see the consultation documents/drawings for more information which are available in the consultation documents section</p> |
| Disposal of the former Charborough Road school field                                                                                                    | Opened<br>14 Mar 2024 at<br>00:00<br>Closes<br>29 Apr 2024 at<br>23:59 | <p>South Gloucestershire Council is consulting on seeking Secretary of State consent for the disposal of the former playing field area for Charborough Road Primary. This is the final part of a process which has been started with the provision of a new playing field for Charborough Road school of a better quality. This new field is joined to the school, to give easy access and ensure safeguarding for pupils. It is now proposed that we seek consent for the sale of land</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

|                                                   |                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                   |                                                                                   | on which the original playing field stood. The capital receipt to be used towards the cost of providing the new playing field and relandscaped school site.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Review of Local Planning Application Requirements | <p>Opened<br/>20 Feb 2024 at<br/>00:00<br/>Closes<br/>5 Apr 2024 at<br/>23:59</p> | <p>South Gloucestershire Council is undertaking the current review of the local list. Officers have and will follow the</p> <p>Government Guidance and direction to:</p> <ul style="list-style-type: none"> <li>• Review its existing Local Planning Application Requirements and identify the purpose for each item on the list. Each local list item should be based on statutory requirements, national, regional or local plan policies or published guidance.</li> <li>• Where changes are proposed to local lists as a result of the review exercise, to consult with stakeholders on those changes.</li> <li>• Finalise and publish the revised local list, having taken consultation responses into account.</li> </ul> <p>The draft proposed Local Planning Application Requirements are set out in Appendix 1 (see PDF below_-</p> <p>On this occasion the officer review has resulted in the addition of two new local list entries relating to:</p> <ol style="list-style-type: none"> <li>1. Biodiversity Net Gain</li> <li>2. Public Open Space Assessment</li> </ol> <p>The full list is attached as Appendix 1 with the proposed additions highlighted in yellow.</p> <p>These new requirement link to key strategic policies such as the Core Strategy and the Sites and Places Plan as well as the National Planning Policy Framework. The entries include justifications relating to a specific policy/ Act.</p> |



|                                              |                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                              |                                                                                    | <p>Additionally, where we have received feedback and suggested amendments from the Council's specialist officers, we have taken the opportunity to update the guidance, criteria and thresholds to reflect these changes</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> |
| South Gloucestershire Council Plan 2024-2028 | <p>Opened<br/>19 Feb 2024 at<br/>00:00<br/>Closes<br/>12 Apr 2024 at<br/>23:59</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Sort It Centre booking system                | <p>Opened<br/>19 Feb 2024 at<br/>14:00<br/>Closes<br/>1 Apr 2024 at<br/>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</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

Public Consultation Spreadsheet March 2024

|  |  |  |                                                                    |
|--|--|--|--------------------------------------------------------------------|
|  |  |  | delays to people using the sites is to introduce a booking system. |
|--|--|--|--------------------------------------------------------------------|

**PRESENT: Cllrs:** T Mewies (Chair), B Mead (Vice Chair) A Monk, E Adjevivi, J Baverstock, A Bird Dan Boardman, A Kenyon, J Molloy, D.Baverstock(following item 4)

**ALSO, PRESENT:** L Reuben (Town Clerk & RFO)

**APOLOGIES: Cllrs:**, A Doyle, D Harris

**NON-ATTENDANCE:** N/A

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**0459. APOLOGIES FOR ABSENCE:** Apologies noted.

**0460. DECLARATIONS OF INTEREST:** None

**0461. EVACUATION PROCEDURES:** Chair of Council gave evacuation procedures.

**0462. CASUAL VACANCY** Three local residents had expressed interest and had been invited to the meeting. A second casual vacancy had since arisen and it was reported that advice had been sought and confirmed by south glos to confirm FTC were eligible to co-opt for both vacancies at the same meeting. It was resolved by members to fill both vacancies at the same time.

One candidate had withdrawn and the other had not attended due to ill health but was keen to put themselves forward. The third, David Baverstock had expressed an interest in being co-opted onto council. After confirming eligibility to be able to meet the role.

It was proposed, seconded and agreed nem.com. for David Baverstock to be co-opted onto Filton Town Council and he was invited to join the meeting. It was also agreed to invite the other candidate to present to the next meeting to be considered for the second vacancy.

**0463. SUBMISSIONS FROM PUBLIC** A resident updated council that the planning application on the Filton Central Garage site had been approved with conditions. The resident asked for support with the upcoming committee and site visiting with key areas – landscaping, vehicle access not adequate. Fly tipping concerns Tool Station land. Local Plan update – copy to be sent to the resident.

*Cllr Dan Boardman declared an interest in the above and took no part in the conversation.*

The same resident also expressed an interest in sitting on the Neighbourhood Plan working group.

**0464. MINUTES** of the meeting held 27<sup>th</sup> February 2024 were approved as an accurate correct record.

**0465. MATTERS ARISING FROM THE MINUTES**

**0456.(2)** M/Green Trees – price had come in at approx. £192 per trees and 30 required.

Also to start an open discussion on whether to proceed with the avenue of trees with regards to security issues as well as cost implications.

**0466. FILTON BEAT TEAM** the report had been tabled but not circulated in advance of the meeting. Members were disappointed that the Police had not attended the meeting as they had wanted to express their concern on the general trend in knife crime.

It was also agreed to invite the PCC in May to understand how we can work better to policing the local area.

Hustings – enquiries to be made as to whether it is possible to hold hustings prior to the PCC election in May.

**0467. SOUTH GLOS REPORTS** No report had been circulated however updates were given on the following:-

i)Level of Street lighting after 11p.m. was to be reduced – for cost and biodiversity reasons. Saving would be used to offset libraries however as a consequence, libraries will be reducing staffed hours.

South Glos councillors to make enquiries into costings to fund staff provision. User figures and access for less able visitors.

**0468. Submissions from Members**

i)Cllr Dan Boardman – how should FTC respond to the consultation.

Single or shared low cost housing or retired fit for purpose and high standard.

Protect some of the green space perhaps 1/3 Nature area/1/3 affordable housing and 1/3 profitable.

South Glos Cllr updated – Disposing entire too not for profit builder. Houses built to APC standard 'A' over 33% affordable with ground source heat pumps;

Check 106 Funding – higher levels of biodiversity.

***Action – response delegated to planning committee***

**0469. INTERNAL AUDIT REPORT** had been circulated and confirmed the opinion was of a reliable standard, meaning that there were very few significant matters arising from the audit. Systems of control are good and provide reasonable assurance.

The points raised with purchasing limits should be included in an action plan and reported back to council.

**0470. LEISURE CENTRE OFFICIAL OPENING** Active Nation had suggested a weekday for the ceremonial official opening.

Councillors felt this was not acceptable and the event should be held on a weekend.

It was proposed that there were 2 events held 1 for the ceremonial and the 2 second for an open day with taster sessions etc.

It was also proposed that the event for all was held on a weekend or school holiday.

The vote was carried with one abstention.

**0471. MINUTES of the FULL COUNCIL(FINANCE) MEETING** held on 12<sup>th</sup> March 2024 were noted.

**0472. LOCAL NATURE ACTION PLAN WORKING GROUP** – had met prior to this meeting and have been tasks with various actions to start the process.

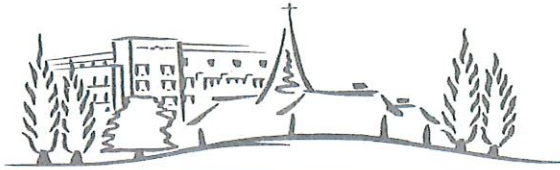
**0473. PLANNING COMMITTEE** – schedule from 19<sup>th</sup> March 24 were noted.

**0474. ANNUAL TOWN ASSEMBLY** will be held at 6p.m. on Tuesday 28<sup>th</sup> May 2024 and it was agreed to invite:- FACE, Pyramid Youth Club, The PCC, North Bristol Advice Centre.

**0475. Ongoing updates** – noted

**0476. Consultation spreadsheet** – noted

***There being no further business Chair closed the meeting at 8.55 pm***



## **FILTON TOWN COUNCIL**

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Web: [www.filtontowncouncil.gov.uk](http://www.filtontowncouncil.gov.uk) E-mail: [lesley.reuben@filtontowncouncil.gov.uk](mailto:lesley.reuben@filtontowncouncil.gov.uk)

Town Clerk: Lesley Reuben

### **FULL COUNCIL MEETING – All Town Council Members**

24th April 2024

Dear Member

You are hereby summoned to a meeting of the **FULL COUNCIL** to be held on **Tuesday 30<sup>th</sup> April 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/HIDTV3g4YE8?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. Vacancy for Council deferred from last meeting
5. Public Participation – (Max 15 mins) Advised that questions be sent to the Council Office 48 hours prior to meeting.
6. To approve the minutes of the meeting held 26<sup>th</sup> March 2024 (*pages 1-2*)
7. Matters of report arising from the minutes not otherwise covered by the agenda.
8. To confirm that the minutes of the meeting held 31st October 2023 were approved. (*pages 3-4*)
9. Filton Beat Team Report (*pages 5-7*)
10. South Glos Councillor Reports
  - i) Cllr Alex Doyle & Cllr Adam Monk (*pages 8-9*)
11. Submissions from Members: -
  - i) *Notice of Motion: proposed by Cllr Doyle "FTC to cover the cost of the reduction of 4 hours a week in library services at a cost of circa £12k per year for a term of at least 5 years"*.



ii) *Notice of Motion: proposed by Cllr. Baverstock* “that Filton Town Council begins investigation and consultation into creating a shared harvest growing area at the bottom of Elm Park alongside Shellard Road Garages.

iii) Notice of Motion: proposed by Cllr Baverstock “that FTC begin the process of removing the SORN vehicles parked on the hard standing of Jennings Park.

Currently the land which FTC is responsible for suffers from fly tipping and cars being dumped on the hard standing, of the 15 cars only two are taxed, the rest either sorn'd or untaxed, none of the 13 cars have MOTs and it has the appearance of a wrecker's yard. If we are to begin the process of making Jennings garden into a community asset the first step is to remove the waste, and the unsightly vehicles. The first step of which is to request their removal and investigate enforcement of removal.

iv) Planning Application – erection of metal garage to replace existing concrete kiosk at Elm Park.

## **12. Reports from Committees, Working Groups, and the Town Clerk**

- i) Casual Vacancy for Council (2nd Vacancy)
- ii) Leisure Centre Official Opening
- iv) Draft Finance Committee Minutes held 9<sup>th</sup> March 2024 (*pages 6-7*)
- iii) Local Nature action working group (meeting to be held prior to this one)
- iv) Planning Committee held 16<sup>th</sup> March 2024 (*page 10*)
- v) Skate Park Survey (*appendix 1*)
- vi) Filton Festival 2024 (*page 11*)
- vii) Annual Report 2024
- Vi) Ongoing Updates (*pages 12-13*)

## **13. Consultation Spreadsheet (*page 14*)**

Minutes of the Full Council of **FILTON TOWN COUNCIL** held at 7:00p.m on **26<sup>th</sup> March 2024, Studio 1, Active Nation Filton, Elm Park, BS34 7PS**

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**PRESENT: Cllrs:** T Mewies (Chair), B Mead (Vice Chair) A Monk, E Adjevivi, J Baverstock, A Bird Dan Boardman, A Kenyon, J Molloy, D.Baverstock(following item 4)

**ALSO, PRESENT:** L Reuben (Town Clerk & RFO)

**APOLOGIES: Cllrs:**, A Doyle, D Harris

**NON-ATTENDANCE:** N/A

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**0459. APOLOGIES FOR ABSENCE:** Apologies noted.

**0460. DECLARATIONS OF INTEREST:** None

**0461. EVACUATION PROCEDURES:** Chair of Council gave evacuation procedures.

**0462. CASUAL VACANCY** Three local residents had expressed interest and had been invited to the meeting. A second casual vacancy had since arisen and it was reported that advice had been sought and confirmed by south glos to confirm FTC were eligible to co-opt for both vacancies at the same meeting. It was therefore resolved by members to fill both vacancies at the same time.

One candidate had withdrawn and the other had not attended due to ill health but was keen to put themselves forward. The third, David Baverstock had expressed an interest in being co-opted onto council. After confirming eligibility to be able to meet the role, it was proposed, seconded and agreed nem.com. for David Baverstock to be co-opted onto Filton Town Council and he was invited to join the meeting. It was also agreed to invite the other candidate to present to the next meeting to be considered for the second vacancy.

**0463. SUBMISSIONS FROM PUBLIC** A resident updated council that the planning application on the Filton Central Garage site had been approved with conditions. The resident asked for support with the upcoming committee and site visiting with key areas – landscaping, vehicle access not adequate. Fly tipping concerns Tool Station land. Local Plan update – copy to be sent to the resident.

*Cllr Dan Boardman declared an interest in the above and took no part in the conversation.*

The same resident also expressed an interest in sitting on the Neighbourhood Plan working group.

**0464. MINUTES** of the meeting held 27<sup>th</sup> February 2024 were approved as an accurate correct record.

**0465. MATTERS ARISING FROM THE MINUTES**

**0456.(2) M/Green Trees** – price had come in at approx. £192 per trees and 30 required.

Also to start an open discussion on whether to proceed with the avenue of trees with regards to security issues as well as cost implications.

**0466. FILTON BEAT TEAM** the report had been tabled but not circulated in advance of the meeting. Members were disappointed that the Police had not attended the meeting as they had wanted to express their concern on the general trend in knife crime. It was also agreed to invite the PCC in May to understand how we can work better to policing the local area.

Hustings – enquiries to be made as to whether it is possible to hold hustings prior to the PCC election in May.

**0467. SOUTH GLOS REPORTS** No report had been circulated however updates were given on the following:-

i) Level of Street lighting after 11p.m. was to be reduced – for cost and biodiversity reasons. Saving would be used to offset libraries however as a consequence, libraries will be reducing staffed hours.

South Glos councillors to make enquiries into costings to fund staff provision. User figures and access for less able visitors.

**0468. Submissions from Members**

i) Cllr Dan Boardman – how should FTC respond to the consultation.

Single or shared low cost housing or retired fit for purpose and high standard.

Protect some of the green space perhaps 1/3 Nature area/1/3 affordable housing and 1/3 profitable.

South Glos Cllr updated – Disposing entire too not for profit builder. Houses built to APC standard 'A' over 33% affordable with ground source heat pumps;

Check 106 Funding – higher levels of biodiversity.

***Action – response delegated to planning committee***

**0469. INTERNAL AUDIT REPORT** had been circulated and confirmed the opinion was of a reliable standard, meaning that there were very few significant matters arising from the audit. Systems of control are good and provide reasonable assurance. The points raised with purchasing limits should be included in an action plan and reported back to council.

**0470. LEISURE CENTRE OFFICIAL OPENING** Active Nation had suggested a weekday for the ceremonial official opening. Councillors felt this was not acceptable and the event should be held on a weekend. It was proposed that there were 2 events held 1 for the ceremonial and the 2 second for an open day with taster sessions etc. It was also proposed that the event for all was held on a weekend or school holiday. The vote was carried with one abstention.

**0471. MINUTES of the FULL COUNCIL(FINANCE) MEETING** held on 12<sup>th</sup> March 2024 were noted.

**0472. LOCAL NATURE ACTION PLAN WORKING GROUP** – had met prior to this meeting and have been tasks with various actions to start the process.

**0473. PLANNING COMMITTEE** – schedule from 19<sup>th</sup> March 24 were noted.

**0474. ANNUAL TOWN ASSEMBLY** will be held at 6p.m. on Tuesday 28<sup>th</sup> May 2024 and it was agreed to invite:- FACE, Pyramid Youth Club, The PCC, North Bristol Advice Centre.

**0475. Ongoing updates** – noted

**0476. Consultation spreadsheet** – noted

***There being no further business Chair closed the meeting at 8.55 pm***



**PRESENT: Cllrs:** T Mewies (Chair), D Harris, Dan Boardman, A Robinson, A Kenyon, J Molloy, J Baverstock A Monk, A Doyle

**ALSO, PRESENT:** L Reuben (Town Clerk & RFO), C Westcott (Town Council Support Officer) Robin Thompson RPT Consulting

**APOLOGIES: Cllrs:**, B Mead (Vice Chair) E Adjevivi, A Bird,

**NON-ATTENDANCE:**

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#### **CLOSED SESSION**

**0413. APOLOGIES FOR ABSENCE:** Apologies noted.

**0414. DECLARATIONS OF INTEREST:** None

**0415. EVACUATION PROCEDURES:** Chair of Council gave evacuation procedures.

**0416. TO APPROVE MINUTES OF THE ANNUAL MEETING HELD 26<sup>TH</sup> SEPTEMBER AND EX ORDINARY MEETING 17<sup>TH</sup> OCTOBER 2023** – Approved as an accurate record with amendments.

**0417. PRESENTATION FROM RPT CONSULTING** – Robin Thompson gave an update on the current funding and capital costs of the regeneration of Filton Leisure Centre. He covered the issues regarding expected capital outturn in comparison to initial capital with reasons and rationale and the loss of income claim from AN.

**Cllr A Doyle arrived 19.23.**

#### **OPEN SESSION**

**Session was started with a minute silence in memorial of Councillor Darryl Collins.** It was proposed and seconded that Filton Town Council put £500 of the Chair allowance to the 2 charities chosen in memorial of Councillor Darryl Collins. **Voted Unanimously FOR NEM-COM**

**0418. SUBMISSIONS FROM PUBLIC:** No submissions

**0419. FILTON BEAT TEAM REPORT:** Noted

**0420. SOUTH GLOUCESTERSHIRE REPORTS:**

Cllr A Monk and Cllr A Doyle – Verbal update given on current consultations.

**Cllr A Monk left at 20.00.**

**0421. SUBMISSIONS FROM MEMBERS:**

**Motion 1.** Proposed

FTC to instruct the Town Clerk to go out for quotes to move the outside gym to an area outside of the cycle speedway. The area to have rubber matting (similar to Monks Park). The area should have space for the likes of yoga/Pilates to take place.

**Motion 1 had no seconder and was not carried.**

**Motion 2.** Proposed and Seconded

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.

**Voted FOR 5 AGAINST 3 Motion carried.**

**Motion 3:** Proposed and Seconded

FTC supports our local businesses and oppose any parking charges to Filton car parks at Church Road; Filton Abbey wood Station; and Station Road as the charges will impact local businesses and residents.

**Voted FOR 2 AGAINST 4 ABSTAIN 2 Motion not carried.**

**Motion 4:** Proposed by Cllr A Robinson

www.police.uk Filton crime figures to be published in the agenda pack to include year to date stats and comparisons and reviewed at full council along with beat team report.

**Voted FOR 7 AGAINST 0 ABSTAIN 1**

**Motion 5** Proposed by Cllr Monk seconded by Cllr Mewies

FTC instruct the clerk to investigate meaningful ways this council can commemorate all the work carried out by Darryl Collins on behalf of the committee of Filton.

**Voted FOR 8 UNANIMOUS NEM-COM**

Ideas to be sent to FTC office.

**Motion 6**

Proposed by Cllr A Doyle Seconded Cllr D Boardman

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 report of the park and report back to council".

**Voted FOR 8 UNANIMOUS NEM-COM**

**0422. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:**

- i) Leisure Centre Update: Already discussed from RPT in item 0417
- ii) (Draft) Finance Committee Minutes held 10<sup>th</sup> October 2023. Noted
- iii) Audit Conclusion – Received by Filton Town Council
- iv) Borrowing Approval – Moved to next Finance Meeting
- v) Planning Committee Minutes held 24<sup>th</sup> October 2023 – Noted
- vi) Ongoing Updates – Noted
- vii) Payments for Information – Noted

**0423. CONSULTATION SPREADSHEETS- Noted.**

**0424. PAYMENTS FOR INFORMATION - Noted**

*There being no further business the meeting closed at 8.52pm.*





## **Insert Beat area Filton**

### **COMMUNITY ENGAGEMENT FORUM REPORT**

Date

#### **Anti-social behaviour –**

**There is no specific location which is suffering high numbers of Anti-social behaviours. Reports over the month have been 1-2 calls to a variety location, but nothing linked to ongoing issues. Areas of focus are currently Abbeywood retail park. There continues to be issues around theft from the stores at the complex. Patrols still ongoing in the area. We have not had many issues reported in Elm Park and Millenium Green. The area is being monitored and patrolled to make sure we can respond to any increase in problems.**

**We have started to see reports regarding use of E Bikes around Filton Avenue and Gloucester Road. We would encourage the public to report incidents when the Bikes are being ridden in a reckless manner. This will provide us the best opportunity to identify the riders. The bikes normally have no index plate and riders have faces obscured, so it is very difficult to identify riders after the incident.**

**Talk to Us Event was held at the leisure centre on Friday 22<sup>nd</sup> March. There were only a few members of public who attended and spoke to officers. Currently there is no plan for another meeting, due to other commitments.**

**Community Engagement- PCSO'S will continue patrols at the three primary schools to address parking issues. Currently the PCSO's are helping a Mini Police event at a Patchway school.**

**We have been working with local housing providers to conduct vulnerable person visits in the area.**

**The team have been involved in test purchase operations regarding the sell of Vapes and the recent operation regarding the same of knives.**

**Crime Statistics For the month of April to date, there has been 64 reported offences in the Filton area.**

**There have been 0 reported burglaries for the month Vehicle crime offences are slightly lower than last month. Theft offences are higher than the previous month. This is mainly due to shop theft offences. There has been a recent arrest where an individual was charged with 2 offences and dealt with for several other offences. This suspect has been returned to custody.**

**Another suspect was reported for an offence and will be going to court soon.**

**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 (April 2024) in (CN213).

|                                      |             |
|--------------------------------------|-------------|
| Arson and Criminal damage            | 4 Offences  |
| Burglary                             | 0 Offences  |
| Drug Offences                        | 0 Offences  |
| Miscellaneous crimes against society | 0 Offences  |
| Possession of Weapons                | 0 Offences  |
| Public order offences                | 2 Offences  |
| Robbery                              | 0 Offences  |
| Sexual offences                      | 4 Offences  |
| Theft                                | 26 Offences |
| Vehicle offences                     | 4 Offences  |





**Avon and Somerset Police**  
**NEIGHBOURHOOD POLICING**

Insert Beat area Filton

**COMMUNITY ENGAGEMENT FORUM REPORT**

Date

Violence against the person

23 Offences

## Filton Town Council Report

Councillors: Adam Monk & Alex Doyle

Contact: [Adam.Monk@southglos.gov.uk](mailto:Adam.Monk@southglos.gov.uk) [Alex.doyle@southglos.gov.uk](mailto:Alex.doyle@southglos.gov.uk)

Date: Mar 24 – Apr 24

### South Glos Updates

- *Streetlight Dimming Scheme enabled cuts to libraries to be significantly reduced*
  - *Dimming scheme has been demonstrated to unnoticeable to pedestrians*
- *Police & Crime Commission Election - 2<sup>nd</sup> May*
- *Resignation of South Glos Councillor – Byelection 2<sup>nd</sup> May*
- *Community & Place Cabinet Member Resigned due to selection as a Parliamentary candidate and replaced*
- *Alex Doyle Appoint Chair of Regulatory Committee*
- *Task & Finish Group - Local Engagement with Farmers regarding supporting the use of local produce created in a sustainable way*

### Local Filton Updates

- Opportunity for Community Nature Reserve in Filton
- Additional FTC Motions Raised by AD/AM:
  - Increase in Filton Library Funding
  - Surveying Filton Resident parking scheme in select areas around Boverton Road
  - Engaging with SGS College to address issues caused by student parking

### Planning Updates

- Review setup to enable local residents and town councillors to discuss upcoming
- Strategic Site Committee Reviewed increase in Filton Airfield Housing Density passed
  - Emphasis on need to ensure that infrastructure is constructed inline with housing build
- Applications referred to committee
  - 55 Mortimer Road
  - Filton Garages 166 Gloucester Road
  - 52 Northville Road
- Previously Referred Application Update
  - Shield Centre Application Passed
  - 54 Mackie Road passed – DMC committee refused referral

### Local Issues Raised

- Referred applications to Planning Committee
- Supported residents with council tax queries
- Supported residents with engagement with Bromford

- Planning enforcement breach proceedings ongoing
  - Engaged with Planning officer over new application which may exacerbate enforcement issues
- Loss of trees identified as due to transport schemes – Ward members to be briefed by officers on the transport scheme
- Referred complaints over properties to waste management
- Investigating Conygre area 'rat runs' and possible traffic calming measures
- Student parking issues
- Residents parking scheme questions

#### **Relevant Open Consultations**

- Disposal of the former Charborough Road school field (14 Mar 24 – 29 Apr 24)
- Disposal of a portion of former land at Elm Park Primary School (28 Mar 24 – 10 May 24)



Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 9<sup>th</sup> April 2024**, Studio 1, Active Nation, Filton, Elm Park, Bristol, BS34 7PS

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**PRESENT: Cllrs:** B Mead (Chair), T Mewies (Vice Chair), D Baverstock, J Baverstock, A Bird, D Boardman D Harris, A Kenyon, J Molloy, A Doyle,  
**ALSO, PRESENT:** Lesley Reuben (Town Clerk) Carla Westcott (TCSO)  
**APOLOGIES: Cllrs:-** E Adejevi, A Monk,  
**NON-ATTENDANCE:**

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**0588. APOLOGIES FOR ABSENCE:** Apologies noted.

**0589. DECLARATIONS OF INTEREST:** None

**0590. EVACUATION PROCEDURE:** Chair of Council gave evacuation procedures.

**0591. MINUTES OF FULL COUNCIL (FINANCE AND GENERAL) MEETING HELD TUESDAY 12<sup>th</sup> March 2024.** Month incorrect/Cllr Robinson not present/Cllr Monk Present /Cllr Doyle not present  
Were approved with amendments as an accurate record.

**0592. MATTERS ARISING FROM THE MINUTES-** Current Fly tipping issues were discussed. It was confirmed that FTC had already actioned and forwarded to SGC and are awaiting feedback.

**0593. PUBLIC PARTICIPATION –** None

**0594. INCOME & EXPENDITURE REPORTS MONTH 12-** No Report

**0595. BALANCE SHEET MONTH 12 -** No Report

**0596. BANK RECONCILIATIONS BANK MONTH 12 -** No Report

**0597. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:**

- i) Ecology Report Quote for Millennium Green. It was proposed and seconded to accept the works and go ahead with the works. Vote FOR NEM-COM
- ii) Filton Festival Updated – Noted
- iii) Bleed Kits- The kits have been ordered and will shortly be installed next to all 4 Filton Town Council defibrillators. It was confirmed that this would be advertised in the Filton Voice along with instructions and locations of them kits.

**0598. PAYMENTS FOR INFORMATION-** No Report

**Meeting Closed 19.32**



## FILTON FESTIVAL UPDATE 24/04/24

### INFRASTRUCTURE:

AS PREVIOUS UPDATE STATES: ALL INFRASTRUCTURE BOOKED/IN HAND INCLUDING STAGING, MARQUEES, PA PROVISIONS (AS WELL AS SOUND ENGINEERS) CRAFT MARQUEE, TOILETS AND TABLES AND CHAIRS. BAR AND STAFF HAVE ALSO BEEN BOOKED WITH "MOONGAZING HARE'S" BAR. TENS LICENSE APPLICATION IN PROGRESS.

### KIDS AREA:

STILL WORKING CLOSELY WITH FACE TO DELIVER A FANTASTIC YOUTH AREA, WHICH AFTER DISCUSSIONS WILL BE SEPARATE FROM THE KIDS AREA SO AS TO GIVE THE YOUTH SOME FREEDOM FROM YOUNGER SIBLINGS ETC. WE HOPE WE CAN GET SOME PARTICIPATORY SPORTS GOING ON AROUND THE YOUTH AREA, ROUNDELS/FOOTBALL ETC. WE HAVE HAD SOME APPLICATIONS TO RUN YOUTH AND KIDS CRAFT WORKSHOPS WHICH WILL BE REALLY EXCITING. HAVE NOT MANAGED TO GET IN TOUCH WITH JENKINS AMUSEMENTS, AND HAVE TRIED ALL MANNER OF METHODS, SO WE ARE CONSIDERING LOOKING FOR SOMEONE ELSE.

### ENTERTAINMENT:

AFTER A RECENT PUSH FOR BANDS TO APPLY AT THE FESTIVAL WE HAVE BEEN INUNDATED WITH MUSICIANS AND BANDS WANTING TO PLAY, WITH OVER 80 APPLICATIONS! WE ARE STEADILY MAKING OUR WAY THROUGH AND CREATING A REALLY BALANCED LINE UP THAT WILL ENTERTAIN EVERYBODY. ALREADY CONFIRMED ARE "THE LONGSHOTS" A COVERS BAND WHO WERE BOOKED TO PERFORM AT THE FESTIVAL BEFORE THE PANDEMIC, AND THEY'RE VERY EXCITED TO BE COMING. WE HAVE LIONS BRASS 4 YOUTH COMING, HOPEFULLY PERFORMING TOGETHER WITH FILTON CONCERT BRASS, AND WE ALSO HAVE THE CONCORD WIND BAND BOOKED. OTHER ENTERTAINMENT: WE WILL BE STARTING THE DAY OFF WITH MORNING YOGA, WE WILL HAVE ZUMZUMBA BRISTOL COMING TO DO SOME ZUMBA WITH THE FESTIVAL GOERS, RISE YOUTH DANCE AND TRIBAL FANTASY WILL BE ENTERTAINING US ALSO AS WELL AS A COLLECTION OF LOCAL MORRIS AND DANCE TEAMS, SOME OF WHICH WHO WILL BE LEADING WORKSHOPS.

### CRAFT STALLS & COMMUNITY GROUPS:

WE ARE STILL ACCEPTING APPLICATIONS FOR CRAFT STALLS AND COMMUNITY GROUPS. BUT WE HAVE A WIDE VARIETY ALREADY FROM LOCAL WILDLIFE STALLS, TO HAVE-A-GO AT GARDENING, CHARITY STALLS, MEN IN SHEDS, LOCAL AMBULANCE, CARD MAKING AND POTTERY, HAND MADE JEWELLERY ETC.

### FOOD STALLS:

WE HAVE A GOOD SELECTION OF FOOD STALLS BOOKED, WE HAVE A NOODLE STALL OFFERING VEGETARIAN AND VEGAN OPTIONS AS WELL AS MEAT, WE HAVE A GERMAN SAUSAGE STALL, AND A COFFEE & CAKE VAN AS WELL AS ICE CREAM. AND WE ARE ALSO HOPING TO GET A CHIP VAN, BECAUSE WHO DOESN'T LOVE CHIPS!

THAT'S JUST A BRIEF OVERVIEW OF WHERE WE'RE AT AT THE MOMENT. PLEASE DON'T HESITATE TO EMAIL ME ON ROSIE@APEXMARQUEES.CO.UK IF YOU HAVE ANY FURTHER QUESTIONS OR SUGGESTIONS.



## Motions April 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;                                                                                                                                                                                                                                                                                                                                                                                                                | Cllr Brian Mead | 29.3.2022       | CW set Survey Monkey questionnaire held for 6 weeks and results gathered to use<br>Extended until the end of March to gain the better weather user                              |                | 16.1.2024 Survey Monkey number 2 :Survey is Survey results collated and presented to Council 30.4.2024                                                                                                                                                                                                                                                                                                                                         |
| 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<br>Due to our lack of staff unable to run as a solely FTC group.<br>FTC Office have now taken on to research this motion. |                | An amendment was added. To remove the wording "Park run" and add "Community run."<br>Motion with amendment carried.<br>10.5.2023 after taking advice from regular park run users. Its needed to have full Council 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.<br>Information requested from Park Run<br>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 Find needs to be set in budgets and in agreed.                                                                                                                        |                | Deferred to Full Council Meeting September 2023<br>Budget Meeting November 2023<br>Clerk to investigate S Glos lack of response.                                                                                                                                                                                                                                                                                                               |
| 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.<br>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.<br>TC has meeting booked with representative                                                                                                                                                                                                                                                                                                                                                             |
| 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<br>FTC contacted M Lipton for advice on contacts for the report.                                                                                                                                                                                                                                                                                                                                                 |

|                                                                                                                                                                                                                                                                                                                                                                 |                 |           |                                                                                                                              |                                                                                  |                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| report of the park and report back to council."                                                                                                                                                                                                                                                                                                                 |                 |           |                                                                                                                              |                                                                                  | 1.12.2023 Office have contacted 2 companies that were referred by ML. 1 response so far that are will to undertake more investigation.<br>16.1.2024 Quote for work requested<br>Chased 6.2.2024<br>19.3.2024 Quotation for report received to be agenda item at April Finance<br>Quotation approved at Council 9.4.2024 works to be done during May 2024 |
| Follow the South Gloucestershire Council policy on flag flying                                                                                                                                                                                                                                                                                                  |                 |           | 13.2.2024                                                                                                                    | FTC to follow and supply the same policy and flags to fly as South Glos Council. | Pride flag purchased as requested. 1.2.2024<br>Commonwealth flag flown during Commonwealth Week<br>Flags flown as approved                                                                                                                                                                                                                               |
| To instruct the grounds team to enact a "no mow may" in Millennium 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).                                                                                                                                    | Cllr D Boardman | 27.2.2024 | Arranged with FTC Grounds Team who will adhere to No Mow May as details at Full Council. S Glos Council DO NOT have a policy |                                                                                  | Agreed works with FTC Grounds Team and will adhere to the agreed No Mow May instruction                                                                                                                                                                                                                                                                  |
| Clerk to get pricing for trees to plant along the straight path to complete the avenue effect across Millennium Green - tree species to match existing - approx. 30 needed                                                                                                                                                                                      | Cllr D Boardman | 27.2.2024 | Grounds team have been looking at pricings                                                                                   |                                                                                  | FTC Town Clerk has approximate costings                                                                                                                                                                                                                                                                                                                  |
| Motion to set up a committee to create neighbourhood plan with a provision fee to be confirmed for a consultant to support the committee. Named vote requested                                                                                                                                                                                                  | Cllr A Doyle    | 27.2.2024 | Provisional meeting dates made.                                                                                              |                                                                                  | Named vote requested. VOTED FOR Cllrs T Mewies, B Mead, J Baverstock, Dan Harris, A Bird, J Molloy, E Adjievi, A Doyle, D Boardman, A Kenyon. NEM-COM Motion carried                                                                                                                                                                                     |
| Motion to fund FACE uplifted grant funding request and begin the process to fund Filton youth provision though a tendered contract.                                                                                                                                                                                                                             | Cllr A Doyle    | 27.2.2024 | FACE given funding from 23-24 budget and ongoing works to set up tendered started.                                           |                                                                                  | VOTED 9 FOR 1 ABSTAIN Motion carried                                                                                                                                                                                                                                                                                                                     |
| 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. After a discussion to ensure to fall in line with Council terms the budget plan would be a 4 year and then after this term would then be a 5-year plan.<br>An amendment to the motion was proposed by Cllr A Bird. | Cllr A Doyle    | 27.2.2024 | Meeting held and provisional meeting dates made.                                                                             |                                                                                  | VOTED 7 FOR 3 AGAINST Amended Motion carried.                                                                                                                                                                                                                                                                                                            |

Public Consultation Spreadsheet April 2024

| Consultation                                | Consultation Period      | Summary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Drop-in Event at Abbeywood Community School | 24 Apr 2024 -15 Jul 2024 | <p>We are planning to consult on the expansion of Abbeywood Community School and are hosting a drop-in session where you can view drawings, give feedback and ask questions about the proposed plan.</p> <p>The proposals include a new stand-alone block of 10 classrooms, expanded changing facilities, expanded dance studio, expanded catering facilities with associated outdoor, landscaping, and increased car parking.</p> <p>This event will be hosted on Tuesday 7 May 2024 between 4:00pm – 7:00pm at Abbeywood Community School's main hall, New Road, Stoke Gifford, BS34 8SF.</p> |



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

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**PRESENT: Cllrs:** T Mewies (Chair), B Mead (Vice Chair), E Adjevivi, A Bird, A Doyle, D Harris, A Kenyon, J Molloy,

**ALSO, PRESENT:** L Reuben (Town Clerk & RFO), C Westcott (TCSO)

**APOLOGIES: Cllrs:** , A Monk, D.Baverstock, J Baverstock Dan Boardman

**NON-ATTENDANCE:** N/A

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**0477. APOLOGIES FOR ABSENCE:** Apologies noted.

**0478. DECLARATIONS OF INTEREST:** None

**0479. EVACUATION PROCEDURES:** Chair of Council gave evacuation procedures.

**0480. CASUAL VACANCY:** The candidate that had previously shown interest was invited but did not show. It was agreed to readvertise for a further 4 weeks.

**0481. SUBMISSIONS FROM PUBLIC** No Submissions

**0482. MINUTES** of the meeting held 26<sup>th</sup> March 2024 with spelling amendment were approved as an accurate correct record.

**0483. MATTERS ARISING FROM THE MINUTES :**

The planting of trees is Millenium proposal to be added to June agenda.  
It has been agreed with Active Nation that FTC have the authority to choose an official opening day. It was proposed and seconded to have during Filton Festival 2024 on June 23<sup>rd</sup>. Voted FOR NEM-COM

**0484. TO CONFIRM THAT THE MINUTES OF THE MEETING HELD 31ST OCTOBER 2023 WERE APPROVED :** Were approved as accurate

**0485. FILTON BEAT TEAM:** PC Gareth Pretlove went through his report that had been circulated. Concerns were raise regarding parking and driving issues at Blenheim Drive. GP will arrange the PCSO's to attend and show a Presence. Answered any questions. FTC invited the Beat Team to the annual Assembly.

**0486. SOUTH GLOS REPORTS :** Noted

**0487. Submissions from Members**

i) Notice of Motion: proposed and seconded "FTC to look into further tocover the cost of the reduction of 4 hours a week in library services at a cost of circa £12k per year for a term of at least 5 years". Voted FOR NEM-COM

Action – FTC Office

ii) Notice of Motion: proposed by Cllr.Baverstock "that Filton Town Council begins investigation and consultation into creating a shared harvest growing area at the bottom of Elm Park alongside Shellard Road Garages. DEFERRED UNTIL NEXT FULL COUNCIL MEETING

iii) Notice of Motion: proposed and seconded “that FTC begin the process of looking at the legality and costs of removing the SORN vehicles parked on the hard standing of Jennings Park.

Currently the land which FTC is responsible for sufferers from Fly tipping and cars being dumped on the hard standing, of the 15 cars only two are taxed, the rest either sorn'd or untaxed, none of the 13 cars have MOTs and it has the appearance of a wrecker's yard. If we are to bring the process of making Jennings Garden into a community asset the first step is to remove the waste, and the unsightly vehicles. The first step of which is to request their removal and investigate enforcement of removal. Voted FOR NEM-COM.

Action – FTC Office

iv) Planning Application – erection of metal garage to replace existing concrete kiosk at Elm Park. After a discussion it was decided not to withdraw the application but to allow the process and address it should it be refused.

#### **0488. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK**

- i) Casual Vacancy for Council (2nd Vacancy) – Discussed in Item 4
- ii) Leisure Centre Official Opening – Discussed in item 7
- iv) Draft Finance Committee Minutes held 9<sup>th</sup> March 2024 noted
- iii) Local Nature action working group (meeting to be held prior to this one) Participation and commitment needed as currently having zero attendance.
- iv) Planning Committee held 16<sup>th</sup> March 2024 – Chair gave an update
- v) Skate Park Survey. It was proposed and seconded for FTC to investigate getting the specification for the ideas for the Skate park before asking for quotations and then have the information available on an open day possibly Filton Festival. VOTED FOR NEM-COM
- vi) Filton Festival 2024 Update circulated and FTC to invite apex marquees to report to Council in Finance June 2024
- vii) Annual Report 2024 All reports needed by 7<sup>th</sup> May 2024 to be included in this years report.
- Vi) Ongoing Updates – Update was giving in the walk to school motion. LAR is currently in talks with the 3 local schools.  
Filton Park Run- It was discussed and decided to advertise the run and gauge interest in the Park Run and volunteering to help facilitate it,

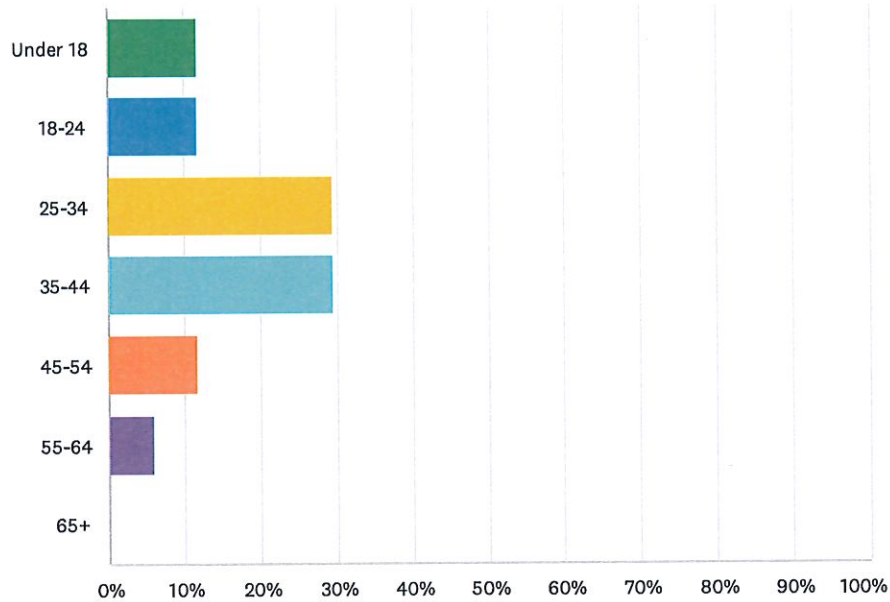
#### **0488. Consultation spreadsheet – noted**

***There being no further business Chair closed the meeting at 8.46 pm***

## Improving Elm Park Skate Park Community Survey

## Q1 What is your age range?

Answered: 34 Skipped: 0

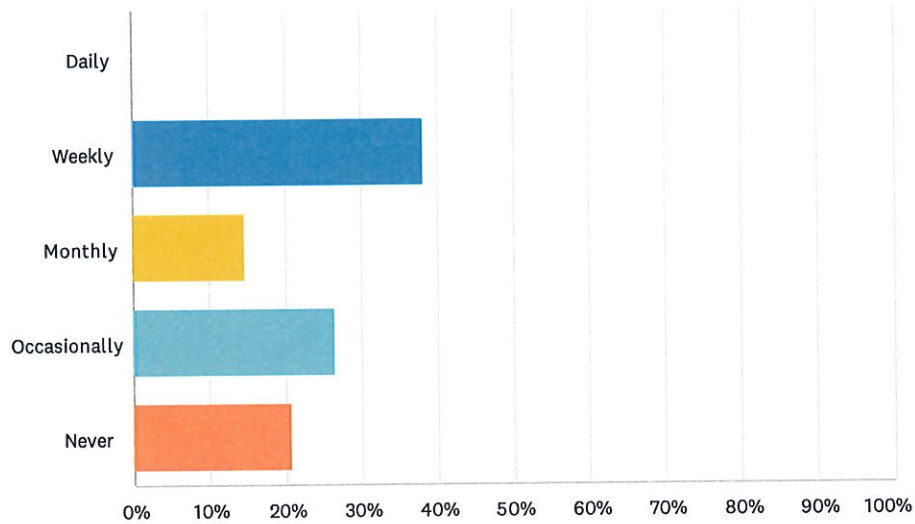


| ANSWER CHOICES | RESPONSES |    |
|----------------|-----------|----|
| Under 18       | 11.76%    | 4  |
| 18-24          | 11.76%    | 4  |
| 25-34          | 29.41%    | 10 |
| 35-44          | 29.41%    | 10 |
| 45-54          | 11.76%    | 4  |
| 55-64          | 5.88%     | 2  |
| 65+            | 0.00%     | 0  |
| TOTAL          |           | 34 |

## Improving Elm Park Skate Park Community Survey

### Q2 How often do you use Elm Park Skate Park

Answered: 34 Skipped: 0



| ANSWER CHOICES | RESPONSES |    |
|----------------|-----------|----|
| Daily          | 0.00%     | 0  |
| Weekly         | 38.24%    | 13 |
| Monthly        | 14.71%    | 5  |
| Occasionally   | 26.47%    | 9  |
| Never          | 20.59%    | 7  |
| TOTAL          |           | 34 |



## Improving Elm Park Skate Park Community Survey

### Q3 What is your home postcode?

Answered: 34 Skipped: 0

| #  | RESPONSES | DATE               |
|----|-----------|--------------------|
| 1  | BS34 7DB  | 4/2/2024 12:24 PM  |
| 2  | bs347be   | 3/30/2024 11:17 PM |
| 3  | BS7 0SL   | 3/29/2024 7:36 PM  |
| 4  | Bs7rog    | 3/29/2024 7:12 PM  |
| 5  | Bs34 7lu  | 3/22/2024 6:45 PM  |
| 6  | Bs4 2hu   | 3/22/2024 9:54 AM  |
| 7  | BS70QF    | 3/22/2024 2:34 AM  |
| 8  | Bs16 2pz  | 3/21/2024 10:42 PM |
| 9  | Bs7 0ny   | 3/21/2024 1:40 PM  |
| 10 | BS34 7LY  | 3/21/2024 1:19 PM  |
| 11 | BS10 5 AR | 3/5/2024 7:54 PM   |
| 12 | BS10      | 2/29/2024 1:08 PM  |
| 13 | BS7 0rh   | 2/27/2024 4:31 PM  |
| 14 | Bs34      | 2/27/2024 8:17 AM  |
| 15 | Bs79qj    | 2/19/2024 6:56 AM  |
| 16 | Bs67xt    | 2/17/2024 11:12 AM |
| 17 | BS79EX    | 2/16/2024 3:50 PM  |
| 18 | bs70le    | 2/11/2024 1:58 PM  |
| 19 | BS7 0RJ   | 2/3/2024 2:31 PM   |
| 20 | Bs34 7bz  | 2/1/2024 5:41 PM   |
| 21 | Bs34 7ew  | 2/1/2024 8:04 AM   |
| 22 | BS34 7JL  | 1/31/2024 1:58 PM  |
| 23 | BS7 0RP   | 1/29/2024 2:02 PM  |
| 24 | Bs70tf    | 1/28/2024 4:02 PM  |
| 25 | BS347ER   | 1/28/2024 2:22 PM  |
| 26 | Bs347dd   | 1/28/2024 10:42 AM |
| 27 | BS5 6QH   | 1/27/2024 8:54 PM  |
| 28 | BS34 7RL  | 1/27/2024 5:36 PM  |
| 29 | Bs347lx   | 1/27/2024 4:37 PM  |
| 30 | Bs16 1ra  | 1/27/2024 9:18 AM  |
| 31 | BS7 0RR   | 1/25/2024 5:19 PM  |
| 32 | BS79SS    | 1/21/2024 5:07 PM  |
| 33 | BS34 7    | 1/21/2024 1:12 PM  |

## Improving Elm Park Skate Park Community Survey

|    |          |                   |
|----|----------|-------------------|
| 34 | BS34 7DW | 1/19/2024 7:19 PM |
|----|----------|-------------------|

## Improving Elm Park Skate Park Community Survey

### Q4 If you are a user how safe do you feel using Elm Park Skatepark? If not what improvement's can be done ?

Answered: 31 Skipped: 3

| #  | RESPONSES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | DATE               |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1  | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 4/2/2024 12:24 PM  |
| 2  | Sort off, more police patrols                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 3/30/2024 11:17 PM |
| 3  | Safe up to now, knife crime is an issue in Filton, move police patrols want be good                                                                                                                                                                                                                                                                                                                                                                                                                                               | 3/29/2024 7:36 PM  |
| 4  | I feel safe, more police patrols                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 3/29/2024 7:12 PM  |
| 5  | I would suggest smoothing the slopes so it's not such harsh jolt going up and down them                                                                                                                                                                                                                                                                                                                                                                                                                                           | 3/22/2024 6:45 PM  |
| 6  | I only skate there in the day so it's usually quiet / safe                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 3/22/2024 9:54 AM  |
| 7  | Relatively safe. The area is safe but the surface of the skatepark is rough so if you fall it's always going to be a nasty cut you're left with.                                                                                                                                                                                                                                                                                                                                                                                  | 3/22/2024 2:34 AM  |
| 8  | I feel safe there, skateparks generally have to be out the way a bit due to noise but its close to busy shopping areas, leisure centre etc. Lights would definitely help make it more usable in winter months and stop ASB                                                                                                                                                                                                                                                                                                        | 3/21/2024 10:42 PM |
| 9  | I don't feel safe. My mum has seen needles. Alcohol. It's not welcoming                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 3/21/2024 1:40 PM  |
| 10 | I feel safe                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 3/21/2024 1:19 PM  |
| 11 | Safe but they should add lights so I can see                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 3/5/2024 7:54 PM   |
| 12 | Reasonably safe                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 2/29/2024 1:08 PM  |
| 13 | I live around the corner and a keen skateboarder and have been for over 20 years but this this skatepark is not suitable for Me or my family and is very outdated Improvements are needed desperately and for example Multiple flat bars needs installing so that children can learn rail tricks. The big banks around the park need demolishing and quarter pipes which lead to fun boxes Need to be made. Small grind boxes need to Be installed Portishead skatepark has had a revamp and the model is excellent as a baseline | 2/27/2024 4:31 PM  |
| 14 | Could use some lights at night for skating at night                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2/27/2024 8:17 AM  |
| 15 | Fairly safe, sometimes small gangs on electric motorbikes hanging by the bench nearby that may put other park users off                                                                                                                                                                                                                                                                                                                                                                                                           | 2/19/2024 6:56 AM  |
| 16 | Safeish. Surfaces are not smooth enough.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 2/17/2024 11:12 AM |
| 17 | I feel totally safe, but conditions could be improved to make the park safer for users. Upgrades would make the park more desirable, used more often, and make it feel safer as a result.                                                                                                                                                                                                                                                                                                                                         | 2/16/2024 3:50 PM  |
| 18 | safe                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 2/11/2024 1:58 PM  |
| 19 | Safe.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 2/3/2024 2:31 PM   |
| 20 | Lighting to improve visibility at dusk and nighttime                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 2/1/2024 5:41 PM   |
| 21 | I used to visit it with my sons. But it felt like it is not designed with young children (9-13) in mind. Definitely not safe and surrounded with people smoking weed and vaping hence not visiting anymore.                                                                                                                                                                                                                                                                                                                       | 2/1/2024 8:04 AM   |
| 22 | I don't feel unsafe as generally the people who use the skate park (both kids & adults) are there because they enjoy skating and nothing else. The biggest improvements I can recommend are, ask the users of the skate park what they would like to see rather than residents who might never go there, relocation of the bin or an additional bin where the bench                                                                                                                                                               | 1/31/2024 1:58 PM  |

## Improving Elm Park Skate Park Community Survey

is, put in a proper accessible path, tidy up the hedgerow and get rid of the old sign for the ratepayers arms!

|    |                                                                                                                              |                    |
|----|------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 23 | Improved (wildlife and resident friendly) lighting so the park can be used in the late afternoon or evening in darker months | 1/29/2024 2:02 PM  |
| 24 | Concrete in the bowl is well worn and too rough on the wheels and your skin when you fall off                                | 1/28/2024 4:02 PM  |
| 25 | I haven't felt unsafe at the skatepark                                                                                       | 1/28/2024 2:22 PM  |
| 26 | It is safe you can improve by making it bigger and more ramps and less rubbish and litter                                    | 1/28/2024 10:42 AM |
| 27 | Very safe                                                                                                                    | 1/27/2024 8:54 PM  |
| 28 | Better lighting                                                                                                              | 1/27/2024 5:36 PM  |
| 29 | The ground could be a little bit smoother and the bowl could do with a clean up and a jet wash                               | 1/27/2024 9:18 AM  |
| 30 | Safe. There is a risk of colliding with other users where 6+ people are actively using the facilities.                       | 1/21/2024 5:07 PM  |
| 31 | N/A                                                                                                                          | 1/19/2024 7:19 PM  |



## Improving Elm Park Skate Park Community Survey

### Q5 What do you like about Elm Park Skate Park?

Answered: 32 Skipped: 2

| #  | RESPONSES                                                                                                                                     | DATE               |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1  | I like the fact that there is a skate park nearby, but from other ones I have seen in Bristol / Bath it could be modernised                   | 4/2/2024 12:24 PM  |
| 2  | It's free                                                                                                                                     | 3/30/2024 11:17 PM |
| 3  | Free public recreational area                                                                                                                 | 3/29/2024 7:36 PM  |
| 4  | Free public recreational area                                                                                                                 | 3/29/2024 7:12 PM  |
| 5  | It's a great park but could be bigger                                                                                                         | 3/22/2024 6:45 PM  |
| 6  | The bowl section                                                                                                                              | 3/22/2024 9:54 AM  |
| 7  | The bowl is great. The rest of it is very basic, poorly thought out and not very user friendly                                                | 3/22/2024 2:34 AM  |
| 8  | The bowl is great                                                                                                                             | 3/21/2024 10:42 PM |
| 9  | Nothing really.                                                                                                                               | 3/21/2024 1:40 PM  |
| 10 | The bowl is good                                                                                                                              | 3/21/2024 1:19 PM  |
| 11 | It's local and got nice people                                                                                                                | 3/5/2024 7:54 PM   |
| 12 | Good area for north Bristol. Nice field. Some good skate obstacles.                                                                           | 2/29/2024 1:08 PM  |
| 13 | The location and free parking                                                                                                                 | 2/27/2024 4:31 PM  |
| 14 | The layout is good and close to my home                                                                                                       | 2/27/2024 8:17 AM  |
| 15 | Great bowl, interesting layout and generally a good vibe from others skaters/bmxers.                                                          | 2/19/2024 6:56 AM  |
| 16 | Generally quiet, less scooters and bmx. Quirky features and deterioration add a challenge.                                                    | 2/16/2024 3:50 PM  |
| 17 | large flatbank in lower section                                                                                                               | 2/11/2024 1:58 PM  |
| 18 | Great community of skateboarders. The bowl is really unique and fun. The left section of the skatepark has a good ledge, Bank and flat space. | 2/3/2024 2:31 PM   |
| 19 | My kids enjoy using the ramps for their scooters and bikes                                                                                    | 2/1/2024 5:41 PM   |
| 20 | I like the idea of it being there but it is very outdated and small                                                                           | 2/1/2024 8:04 AM   |
| 21 | It is free for anyone to use.                                                                                                                 | 1/31/2024 1:58 PM  |
| 22 | Fairly spacious; good location                                                                                                                | 1/29/2024 2:02 PM  |
| 23 | Not alot now it was great when new but started deteriorating after 5 years due to lack of maintenance                                         | 1/28/2024 4:02 PM  |
| 24 | The bowl and there are some small jumps                                                                                                       | 1/28/2024 2:22 PM  |
| 25 | The bowl                                                                                                                                      | 1/28/2024 10:42 AM |
| 26 | The bowl is Filtons iconic piece. It's hard to find to bowls and they are few and far between.                                                | 1/27/2024 8:54 PM  |
| 27 | Good layout                                                                                                                                   | 1/27/2024 5:36 PM  |
| 28 | I think youth-focused community resources like this are essential.                                                                            | 1/27/2024 4:37 PM  |
| 29 | You can ride or skate freely without anyone stopping you                                                                                      | 1/27/2024 9:18 AM  |
| 30 | I like that the local kids have somewhere to go. I live right next to Elm Park and it's not causing any issues. Would be sad to lose it. I    | 1/25/2024 5:19 PM  |



## Improving Elm Park Skate Park Community Survey

|    |                                                                  |                   |
|----|------------------------------------------------------------------|-------------------|
| 31 | The bowl in particular is great, and unique to the Bristol area. | 1/21/2024 5:07 PM |
| 32 | Rubbish                                                          | 1/19/2024 7:19 PM |

## Improving Elm Park Skate Park Community Survey

**Q6 Do you think the Skatepark should include new additional equipment such as rails, slopes, grind boxes or something else? Please give details/ideas.**

Answered: 31 Skipped: 3

| #  | RESPONSES                                                                                                                                                                                                                                                                                                                                                               | DATE               |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1  | N/A                                                                                                                                                                                                                                                                                                                                                                     | 4/2/2024 12:24 PM  |
| 2  | Outside gym                                                                                                                                                                                                                                                                                                                                                             | 3/30/2024 11:17 PM |
| 3  | Any equipment should be aimed at families, younger users and disabled users                                                                                                                                                                                                                                                                                             | 3/29/2024 7:36 PM  |
| 4  | The skatepark should have facilities for all ages, especially families and small children.                                                                                                                                                                                                                                                                              | 3/29/2024 7:12 PM  |
| 5  | Yes widen the park and add new rails, slopes and boxes                                                                                                                                                                                                                                                                                                                  | 3/22/2024 6:45 PM  |
| 6  | It could benefit from a mini ramp or even better a spine mini ramp. Plus some smaller transition sections for beginners. Preferably provided by an approved skatepark builder. These would probably need their own new section so the parks footprint would enlarge. Metal / bolt on ramps should avoided as they never last / get vandalised (eg Withywood skatepark). | 3/22/2024 9:54 AM  |
| 7  | Yes definitely. All of the above and some smaller quater pipes for less experienced users or younger people.                                                                                                                                                                                                                                                            | 3/22/2024 2:34 AM  |
| 8  | Im not really sure how or where youd add new equipment. There are gaps between the concrete slabs that could do with filling. The whole park is beginning to show its age but its not done yet!                                                                                                                                                                         | 3/21/2024 10:42 PM |
| 9  | It needs to be bigger. Have something for beginners                                                                                                                                                                                                                                                                                                                     | 3/21/2024 1:40 PM  |
| 10 | Yes It does need more equipment and should be expanded. Would also be great if we could get the bmx pump track sorted as well                                                                                                                                                                                                                                           | 3/21/2024 1:19 PM  |
| 11 | Yea they should add some smaller quarter pipes that are beginner friendly and some more flat ground                                                                                                                                                                                                                                                                     | 3/5/2024 7:54 PM   |
| 12 | Yes. A flat ground area with a few small learning obstacles. Eg small quarter pipe, flat rail and grind box. All suitable heights.                                                                                                                                                                                                                                      | 2/29/2024 1:08 PM  |
| 13 | Absolutely please read my answers to question 4 Multiple flat bars needs installing so that children can learn rail tricks. The big banks around the park need demolishing and quarter pipes which lead to fun boxes Need to be made. Small grind boxes need to Be installed Portishead skatepark has had a revamp and the model is excellent as a baseline             | 2/27/2024 4:31 PM  |
| 14 | If we could extend into the fenced off area a quarter pipe would be good, perhaps a flat rail.                                                                                                                                                                                                                                                                          | 2/19/2024 6:56 AM  |
| 15 | Large flat sections                                                                                                                                                                                                                                                                                                                                                     | 2/17/2024 11:12 AM |
| 16 | There's currently not enough space for such obstacles, lights ans water fountain would be good. On a larger scale, a pump track or more flat areas surrounding the park would bring more appeal.                                                                                                                                                                        | 2/16/2024 3:50 PM  |
| 17 | flat rail and slightly higher box                                                                                                                                                                                                                                                                                                                                       | 2/11/2024 1:58 PM  |
| 18 | Yes. A falt rail and another small ledge would be a great addition. Possibly to the left of the existing flat space as you walk into the skate park. A mini half-pipe would be excellent as the existing bowl is large to practice on for beginners or to try new tricks. A 1-3 ft mini half pipe would be ideal.                                                       | 2/3/2024 2:31 PM   |
| 19 | Yes if it could be made bigger with additional seating area aswell that would be great                                                                                                                                                                                                                                                                                  | 2/1/2024 5:41 PM   |
| 20 | Yes absolutely, the more the better to make it suitable for different styles and goals.                                                                                                                                                                                                                                                                                 | 2/1/2024 8:04 AM   |

## Improving Elm Park Skate Park Community Survey

|    |                                                                                                                                                                                                                                     |                    |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 21 | Again I would ask the users what they would like to see.                                                                                                                                                                            | 1/31/2024 1:58 PM  |
| 22 | Any expansion in size and additional features like a quarter or half pipe, another rail, grind boxes etc                                                                                                                            | 1/29/2024 2:02 PM  |
| 23 | Every park needs a separate mini ramp about 2-4 ft in height. I've skated parks all over the place for most of my life and this is the most popular or wanted item                                                                  | 1/28/2024 4:02 PM  |
| 24 | Yes, more slopes and better seating/spectating areas                                                                                                                                                                                | 1/28/2024 2:22 PM  |
| 25 | Ye that would be great and more big ramps                                                                                                                                                                                           | 1/28/2024 10:42 AM |
| 26 | Expand the park. Keep the bowl but sort out the street section. A nice long grind box would be good and a round rail. I'd love a really long slappy curb. They are just so much fun and pretty easy for anyone to learn how to use. | 1/27/2024 8:54 PM  |
| 27 | It just needs to be three times the size                                                                                                                                                                                            | 1/27/2024 5:36 PM  |
| 28 | Yes, I think a larger skate park with more equipment for a range of skills and skateboards/scooters will help.                                                                                                                      | 1/27/2024 4:37 PM  |
| 29 | Yes, if you expand it a little bit you could have a few more jumps/ramps                                                                                                                                                            | 1/27/2024 9:18 AM  |
| 30 | An extension to the park would serve it well. Currently the park can be overrun very quickly, as soon as 6+ people are using it. I've witnessed lots of collisions, where various features overlap with one another.                | 1/21/2024 5:07 PM  |
| 31 | A litter bin                                                                                                                                                                                                                        | 1/19/2024 7:19 PM  |



## Improving Elm Park Skate Park Community Survey

### Q7 Is there anything you don't like about Elm Park Skate Park?

Answered: 29 Skipped: 5

| #  | RESPONSES                                                                                                                                                                                                                                                                                                             | DATE               |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1  | N/A                                                                                                                                                                                                                                                                                                                   | 4/2/2024 12:24 PM  |
| 2  | No, ok as is. Something for the young kids                                                                                                                                                                                                                                                                            | 3/30/2024 11:17 PM |
| 3  | Lack of maintenance                                                                                                                                                                                                                                                                                                   | 3/29/2024 7:36 PM  |
| 4  | It's pretty good as it is. Maintenance should be scheduled and improved.                                                                                                                                                                                                                                              | 3/29/2024 7:12 PM  |
| 5  | How random some of it is such as the random box ledge at the bottom left side of the park                                                                                                                                                                                                                             | 3/22/2024 6:45 PM  |
| 6  | The surface hasn't been looked after. Not sure why Councils don't negotiate with the park builders to agree ongoing maintenance contract. It's definitely not the case of 'pay once - lasts forever'.                                                                                                                 | 3/22/2024 9:54 AM  |
| 7  | Everything except the bowl section.                                                                                                                                                                                                                                                                                   | 3/22/2024 2:34 AM  |
| 8  | The original design is a little strange, very quirky. Difficult to find speed to hit some obstacles etc The lack of good lighting renders the park useless from 5pm October - March.                                                                                                                                  | 3/21/2024 10:42 PM |
| 9  | Its not safe or welcoming.                                                                                                                                                                                                                                                                                            | 3/21/2024 1:40 PM  |
| 10 | It's a bit small so feels really busy quickly                                                                                                                                                                                                                                                                         | 3/21/2024 1:19 PM  |
| 11 | It's so dark                                                                                                                                                                                                                                                                                                          | 3/5/2024 7:54 PM   |
| 12 | I like it and find it a bit quirky but you could say the obstacles go in to each other and there's no flat land/ learning area for novices.                                                                                                                                                                           | 2/29/2024 1:08 PM  |
| 13 | The size is too small and needs extending for longevity                                                                                                                                                                                                                                                               | 2/27/2024 4:31 PM  |
| 14 | The drainage and puddling can be a problem in winter.                                                                                                                                                                                                                                                                 | 2/19/2024 6:56 AM  |
| 15 | Isolated from leisure centre.                                                                                                                                                                                                                                                                                         | 2/17/2024 11:12 AM |
| 16 | Poor drainage, dirty and trashed at times.                                                                                                                                                                                                                                                                            | 2/16/2024 3:50 PM  |
| 17 | Far too small, ramps are too short with no run up, bowl far too big for the park                                                                                                                                                                                                                                      | 2/11/2024 1:58 PM  |
| 18 | The back right section (lowest level) is the least used part of the park.                                                                                                                                                                                                                                             | 2/3/2024 2:31 PM   |
| 19 | Again, it's small and outdated and feels a bit away from all the other amenities. Perhaps ideal for older teenagers but not so much if you want to let your child (9-13) use it by themselves. Too far away from playground and leisure centre facilities... Or at least some seating area near by would be an idea.. | 2/1/2024 8:04 AM   |
| 20 | It's not easily accessible as the path (mud track) isn't really a path.                                                                                                                                                                                                                                               | 1/31/2024 1:58 PM  |
| 21 | Graffiti - can local artists' be commissioned to decorate instead? More benches for seating could be helpful.                                                                                                                                                                                                         | 1/29/2024 2:02 PM  |
| 22 | As above the rough concrete and just needs to be bigger                                                                                                                                                                                                                                                               | 1/28/2024 4:02 PM  |
| 23 | Not much room and it's dirty                                                                                                                                                                                                                                                                                          | 1/28/2024 2:22 PM  |
| 24 | The short grind box and how small the street section is.                                                                                                                                                                                                                                                              | 1/27/2024 8:54 PM  |
| 25 | Too small                                                                                                                                                                                                                                                                                                             | 1/27/2024 5:36 PM  |
| 26 | More bins and a better access path.                                                                                                                                                                                                                                                                                   | 1/27/2024 4:37 PM  |
| 27 | Apart from the fact the bowl could be a bit bigger I don't think there is anything wrong with it                                                                                                                                                                                                                      | 1/27/2024 9:18 AM  |
| 28 | No                                                                                                                                                                                                                                                                                                                    | 1/21/2024 5:07 PM  |



## Improving Elm Park Skate Park Community Survey

29

Litter

1/19/2024 7:19 PM

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# Improving Elm Park Skate Park Community Survey

## Q8 Is there anything you think could be removed from the skatepark?

Answered: 30 Skipped: 4

| #  | RESPONSES                                                                                                                                                                        | DATE               |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1  | N/A                                                                                                                                                                              | 4/2/2024 12:24 PM  |
| 2  | No                                                                                                                                                                               | 3/30/2024 11:17 PM |
| 3  | Pretty good as is                                                                                                                                                                | 3/29/2024 7:36 PM  |
| 4  | It's pretty good as it is                                                                                                                                                        | 3/29/2024 7:12 PM  |
| 5  | The bench could be removed and put on the grass instead of the concrete and remove the random box ledge at the bottom of the park                                                | 3/22/2024 6:45 PM  |
| 6  | Not really. I personally don't like the street section but if a new extension to the park was provided this street section should be left in place.                              | 3/22/2024 9:54 AM  |
| 7  | All of it needs refurbishing even if it's just resurfacing                                                                                                                       | 3/22/2024 2:34 AM  |
| 8  | Im not sure what could be removed?! The rail maybe but not sure why you'd want to?!                                                                                              | 3/21/2024 10:42 PM |
| 9  | It needs to be bigger and things for beginners as there is not anything                                                                                                          | 3/21/2024 1:40 PM  |
| 10 | No                                                                                                                                                                               | 3/21/2024 1:19 PM  |
| 11 | All the bumps in the ground                                                                                                                                                      | 3/5/2024 7:54 PM   |
| 12 | Not removed but the memorial bench respectfully moved to a different area. (It's blocking the run up to the small ledge at top of park)                                          | 2/29/2024 1:08 PM  |
| 13 | The banks that surround the park                                                                                                                                                 | 2/27/2024 4:31 PM  |
| 14 | The bench in the park could be relocated, those sharp corners could be lethal if you landed on them.                                                                             | 2/19/2024 6:56 AM  |
| 15 | Large bowl                                                                                                                                                                       | 2/17/2024 11:12 AM |
| 16 | The metal bench could be in a better location as the ledge shoots us straight into it.                                                                                           | 2/16/2024 3:50 PM  |
| 17 | the bowl could be much smaller and rhe bank on the far side could be made flat for more space for other obstacles                                                                | 2/11/2024 1:58 PM  |
| 18 | The back right, lowest section could be improved or replaced by something better.                                                                                                | 2/3/2024 2:31 PM   |
| 19 | Nope                                                                                                                                                                             | 2/1/2024 5:41 PM   |
| 20 | No                                                                                                                                                                               | 2/1/2024 8:04 AM   |
| 21 | The old ratepayers arms signage and replace the bench                                                                                                                            | 1/31/2024 1:58 PM  |
| 22 | No                                                                                                                                                                               | 1/29/2024 2:02 PM  |
| 23 | Kids with an attitude who just want to spoil it for everyone else. The park needs to be relocated closer to the sports centre so it can be overlooked and monitored with cameras | 1/28/2024 4:02 PM  |
| 24 | Nothing should be removed unless it's been replaced or upgraded.                                                                                                                 | 1/27/2024 8:54 PM  |
| 25 | No                                                                                                                                                                               | 1/27/2024 5:36 PM  |
| 26 | The fence.                                                                                                                                                                       | 1/27/2024 4:37 PM  |
| 27 | I don't think you should remove anything because it is all really good stuff but just adding more would do the job                                                               | 1/27/2024 9:18 AM  |
| 28 | No                                                                                                                                                                               | 1/25/2024 5:19 PM  |

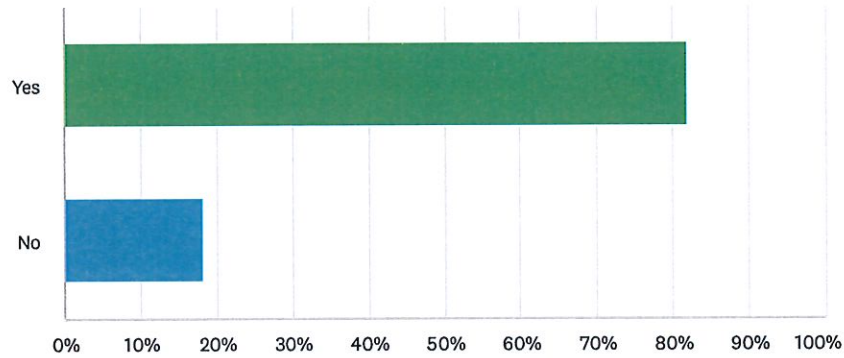
## Improving Elm Park Skate Park Community Survey

|    |        |                   |
|----|--------|-------------------|
| 29 | No     | 1/21/2024 5:07 PM |
| 30 | Litter | 1/19/2024 7:19 PM |

Improving Elm Park Skate Park Community Survey

Q9 Would you like to see Elm Park Skate park used competitively and to hold events

Answered: 33 Skipped: 1



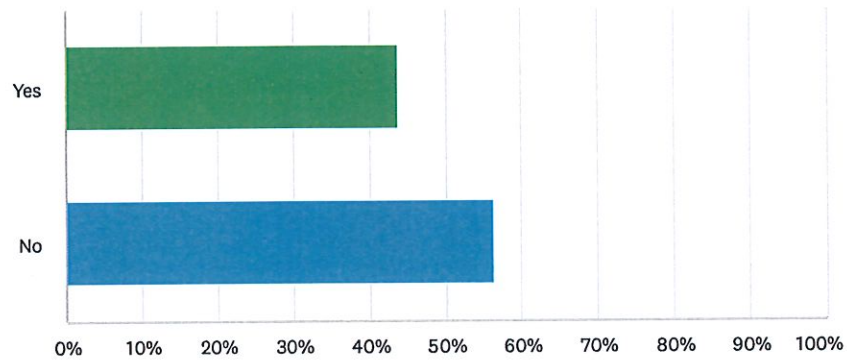
| ANSWER CHOICES | RESPONSES |    |
|----------------|-----------|----|
| Yes            | 81.82%    | 27 |
| No             | 18.18%    | 6  |
| TOTAL          |           | 33 |



Improving Elm Park Skate Park Community Survey

Q10 Do you think relocating the fenced humps from the bottom of the field to alongside Elm Park Skate park would enhance the facility?

Answered: 32 Skipped: 2



| ANSWER CHOICES | RESPONSES |    |
|----------------|-----------|----|
| Yes            | 43.75%    | 14 |
| No             | 56.25%    | 18 |
| TOTAL          |           | 32 |

## Improving Elm Park Skate Park Community Survey

**Q11 Filton Town Council have agreed to enhance Elm Park Skate Park, this could involve significant investment of public funds. In your opinion should the Skate Park be improved and why or why not?**

Answered: 33   Skipped: 1

| #  | RESPONSES                                                                                                                                                                                                                                                                                                                                                                              | DATE               |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1  | Yes I think it should be enhanced to encourage young people to get out and use the facilities more. In line with this, I think that the 'fenced humps' at the bottom of Elm Park field could be modernised too - please see question 12.                                                                                                                                               | 4/2/2024 12:24 PM  |
| 2  | You need something for familers and young kids. You need to increase its usage                                                                                                                                                                                                                                                                                                         | 3/30/2024 11:17 PM |
| 3  | It is already a skate park, if you spend a £100k you still have skate park. Money spend needs to increase usage and different users ie families and disabled users                                                                                                                                                                                                                     | 3/29/2024 7:36 PM  |
| 4  | Any additions should encourage different users groups, families and infants & disabled users.                                                                                                                                                                                                                                                                                          | 3/29/2024 7:12 PM  |
| 5  | Yes it needs revamping to bring back use                                                                                                                                                                                                                                                                                                                                               | 3/22/2024 6:45 PM  |
| 6  | Every community needs a skatepark. They can be used by skateboards, scooters, Bmx, roller blades etc. They keep kids fit and healthy.                                                                                                                                                                                                                                                  | 3/22/2024 9:54 AM  |
| 7  | Yes definitely improve it. The facilities are well out of date and desperately need renovations to provide a safe environment for this generation of young sports enthusiasts                                                                                                                                                                                                          | 3/22/2024 2:34 AM  |
| 8  | I think at this stage the best improvement would be lighting. Itd massively increase the hours the facility can be used, which with more people being there and longer will help decrease ASB. The surface is aging but not so far gone to warrent resurfacing. The original design doesnt work very well in my opinion, but to scrap the park and start again would be too expensive. | 3/21/2024 10:42 PM |
| 9  | Yes. It needs to not be tucked away so that more people use it.                                                                                                                                                                                                                                                                                                                        | 3/21/2024 1:40 PM  |
| 10 | Yes it should and definitely move the pump track closer to it.                                                                                                                                                                                                                                                                                                                         | 3/21/2024 1:19 PM  |
| 11 | It's should be because it would get a lot more people involved in the community and get people happier                                                                                                                                                                                                                                                                                 | 3/5/2024 7:54 PM   |
| 12 | Yes. Would be great to have small obstacles added for novices.                                                                                                                                                                                                                                                                                                                         | 2/29/2024 1:08 PM  |
| 13 | Yes because it is a good sense of community and offer's exercise opportunities for everyone of all ages                                                                                                                                                                                                                                                                                | 2/27/2024 4:31 PM  |
| 14 | Yes as the skate park is beneficial to the surrounding community as it promotes good physical activities                                                                                                                                                                                                                                                                               | 2/27/2024 8:17 AM  |
| 15 | Yes                                                                                                                                                                                                                                                                                                                                                                                    | 2/17/2024 11:12 AM |
| 16 | I think it should as it would bring more skaters, if the park was more modern or up to standard. Pump track could be added but ideally tarmac at least so the skaters could use it. Improvements would bring back a local skate community, reducing antisocial use of the park.                                                                                                        | 2/16/2024 3:50 PM  |
| 17 | Yes, as it would provide a local space for skateboarding as elm park and horfield leisure parks are both very disappointing for the local area                                                                                                                                                                                                                                         | 2/11/2024 1:58 PM  |
| 18 | Yes it should. The skate scene is a brilliant community in Bristol and should be invested in to continue its growth. The skatepark serves all ages and creates friendships that would otherwise not exist. Its a source of exercise, socialising and community.                                                                                                                        | 2/3/2024 2:31 PM   |
| 19 | Yes it should as it's a good local area for the children's to play                                                                                                                                                                                                                                                                                                                     | 2/1/2024 5:41 PM   |
| 20 | Absolutely it should 100% this has been long time comming. Even more so now when the leisure centre has been improved massively with the MUGGA on the side etc. It will improve                                                                                                                                                                                                        | 2/1/2024 8:04 AM   |



## Improving Elm Park Skate Park Community Survey

the overall look and feel on Filton community 100%

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 21 | It is an area where kids can be encourage to go to take part in an active sport/activity rather than lounging around watching tv or playing computer games, or hanging around streets doing nothing. It is an asset that should be embraced to encourage more kids to get outdoors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1/31/2024 1:58 PM  |
| 22 | Yes, definitely - a free and easy to access skate park is a brilliant facility, especially for young people that live locally, and given it is so close to the play park and leisure centre, which has been renovated, it would be a shame to let an already quite old skate park facility degrade to the point where it is not used for skating, or is dangerous, and lets the area down. There are not many spaces where people can go to exercise and socialise in Filton that are safe and free to access 24/7; the park should be enhanced to encourage people to use it - if it were enlarged and/or improved then events could be held here, which would help the local area, and the council could even re-coup some costs. (The same goes for the outdoor gym/track space and the BMX track!) | 1/29/2024 2:02 PM  |
| 23 | As above relocate for better security and floodlit for evening skating                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1/28/2024 4:02 PM  |
| 24 | Yes, because it's very old and needs updating. It's also used by a variety of different age groups who would benefit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1/28/2024 2:22 PM  |
| 25 | So it is more fun                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1/28/2024 10:42 AM |
| 26 | Yes it should. Skateboarding is a very affordable hobby and keeps kids outside and active. Skateboarding now has a much wider following due to the diverse culture and openness to all age, race and backgrounds. Skateparks are a key feature in a park and welcome more than just kids, also 33 year olds like me who ensure the park etiquette is understood and spread.                                                                                                                                                                                                                                                                                                                                                                                                                            | 1/27/2024 8:54 PM  |
| 27 | Yes. The teenagers need somewhere to go and this keeps them active and brings them all together in a positive way                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1/27/2024 5:36 PM  |
| 28 | Yes, it's basic at present but has the chance to be an extra draw for the park and other local resources like shops and restaurants.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1/27/2024 4:37 PM  |
| 29 | Yes it should. You could either expand it and add more to it or make something else next to it like a pump track or some more skate ramps/rails                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1/27/2024 9:18 AM  |
| 30 | Hopefully you have put the QR code on posters in the skate park as people who go there can say if it needs doing. I don't particularly want "significant" money going into it if the people who use it are not fussed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1/25/2024 5:19 PM  |
| 31 | If improvements are made, I feel the original park should be left as is. Expanding on the physical size of the park with some additional features, would reduce the risk of collisions, and make the park more accessible for users new to the sport without wanting to get in the way :)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1/21/2024 5:07 PM  |
| 32 | Ask the skaters who use the facility. From memory the 'jumps' at the bottom were better for you get children on small bikes - preferred option would be keep both to give options - possibly relocating them next to each other would be easier for families but definitely need an older and younger space for safety                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1/21/2024 1:12 PM  |
| 33 | Yes..tell people how to use bins...the amount of trash is disgusting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1/19/2024 7:19 PM  |

# Improving Elm Park Skate Park Community Survey

## Q12 Any other comments you may have regarding the Elm Park Skatepark

Answered: 24 Skipped: 10

| #  | RESPONSES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | DATE               |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1  | The fenced humps, although mowed regularly, is in a poor state of condition and because of this is largely unused. I would like the council to consider renovating this at the same time as the skate park with something like the Velosolutions pump track: <a href="https://velosolutions.com/get-a-pump-track/">https://velosolutions.com/get-a-pump-track/</a> or similar like the one that was redone in Bradley Stoke / Little Stoke. These are extremely popular (there is one in Hartcliffe and in Hillfields in Bristol) and are great for getting kids and young people on their bikes whilst being less daunting than a skate park. It would certainly be more widely used compared to the current track that is in place in the fenced humps section. In the alternative, I would like the council to consider renovating it to make a more natural pump track for people to ride their bikes around. | 4/2/2024 12:24 PM  |
| 2  | What's happening to the cycle speedway? Can you improve that first?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 3/30/2024 11:17 PM |
| 3  | Can the outside gym be on rubber matting? Why is there no maintenance performed on the cycle speedway? The outside gym and cycle speedway look terrible next to the leisure centre. Spend money on their upkeep first.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 3/29/2024 7:36 PM  |
| 4  | The cycle speedway is a disgrace, why is it in the condition it is? Why is it not maintained?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 3/29/2024 7:12 PM  |
| 5  | It needs real thought into the flow of the park not just random stuff placed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 3/22/2024 6:45 PM  |
| 6  | The bowls were originally built and were excellent. Unfortunately time plus general wear and tear has finished their useability. A refresh and update would go a long way to reenergising the park.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 3/22/2024 9:54 AM  |
| 7  | Not sure what the budget is but Bradford on Avon's new skatepark is a shining example of what a modern skatepark should aim to be like                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 3/22/2024 2:34 AM  |
| 8  | Please have it so beginners and younger children can use it.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 3/21/2024 1:40 PM  |
| 9  | Would be great to have some events once the park is improved and developed. Skating has seen a huge boost since lockdown                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 3/21/2024 1:19 PM  |
| 10 | LIGHTS please                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 3/5/2024 7:54 PM   |
| 11 | I enjoy going there for my weekly skate and appreciate the facility. I would like to thank everyone involved.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 2/29/2024 1:08 PM  |
| 12 | The improvements should be done as soon as possible                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2/27/2024 4:31 PM  |
| 13 | It is too cramped                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 2/11/2024 1:58 PM  |
| 14 | Lighting would be a great addition. I don't think relocating the humps would have any affect on the facility. They are fine where they are. They should definitely be improved as I walk past them every day and they are in poor condition and rarely used. They need to be rebuilt so that users can actually jump on them. A small investment in the facility would mean they would be well used and a bonus to the community.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 2/3/2024 2:31 PM   |
| 15 | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 2/1/2024 5:41 PM   |
| 16 | Just please whatever you do, make sure its made safe for different age groups.. Perhaps not the tiny kids as that's unsafe but with older kids in mind...and not just aimed for young adults 20+                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 2/1/2024 8:04 AM   |
| 17 | Is it advertised anywhere, how do people know it's there?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1/31/2024 1:58 PM  |
| 18 | I have just bought a house in the area, and while I might not use the park much myself, I would love to see my local council invest in important facilities like this, and to not                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1/29/2024 2:02 PM  |



## Improving Elm Park Skate Park Community Survey

underestimate the positive impact that this could have for local residents, particularly younger people in the current economy.

|    |                                                                                                                                                                                                                                                                                                                                           |                   |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 19 | Build it asap as I'm 57 and want to use it while I still can 😊                                                                                                                                                                                                                                                                            | 1/28/2024 4:02 PM |
| 20 | I'm extremely keen for the bowl to stay. People travel to Filton for the bowl and I absolutely love seeing people skating it. My name is Tom de Pentheny O'Kelly - and happy to be connected about the park. I skate all the Bristol skate spots and happy to help if needed. Tom.depenthenyokelly@uwe.ac.uk Please feel free to contact. | 1/27/2024 8:54 PM |
| 21 | Look at St George and how successful that skate park is due to its much larger space. Make it much bigger to attract families and younger kids                                                                                                                                                                                            | 1/27/2024 5:36 PM |
| 22 | No that's it                                                                                                                                                                                                                                                                                                                              | 1/27/2024 9:18 AM |
| 23 | I was not familiar with the earlier question on 'fenced jumps alongside the skatepark?' I couldn't think of this is referring to                                                                                                                                                                                                          | 1/21/2024 5:07 PM |
| 24 | More bins might help youth put their rubbish on the floor                                                                                                                                                                                                                                                                                 | 1/19/2024 7:19 PM |

## **MODEL STANDING ORDERS 2018 (ENGLAND) MAY 2023**

National Association of Local Councils (NALC)  
109 Great Russell Street  
London  
WC1B 3LD

020 7637 1865 | [nalc@nalc.gov.uk](mailto:nalc@nalc.gov.uk) | [www.nalc.gov.uk](http://www.nalc.gov.uk)

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For approval BY FILTON TOWN COUNCIL ANNUAL MEETING  
28th May 2024

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## INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

### How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

### Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '( )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.



## **1. RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he/she/they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.
- q A point of order shall be decided by the chair of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed ( 5 ) minutes without the consent of the chair of the meeting.

## 2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. MEETINGS GENERALLY

|                        |   |
|------------------------|---|
| Full Council meetings  | ● |
| Committee meetings     | ● |
| Sub-committee meetings | ● |

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in

accordance with standing order 3(e) shall not exceed (15 ) minutes unless directed by the chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than (5) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**



- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he/she/they gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least half of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- w **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

- x A meeting shall not exceed a period of 2 hours.

#### **4. COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (5 ) days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the

meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## **5. ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of**

**votes.**

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
  - xiii. Review of inventory of land and other assets including buildings and office equipment;
  - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - xv. Review of the Council's and/or staff subscriptions to other bodies;
  - xvi. Review of the Council's complaints procedure;
  - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection

legislation (see also standing orders 11, 20 and 21);

- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## **6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within ( 7 ) days of having been requested to do so by ( 2 ) members of the committee [or the sub-committee], any ( 2 ) members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

## **7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (7) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled



by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

## **9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (7 ) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least ( 5 ) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

## **10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the

Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

## **11. MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention**

policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

## 12. DRAFT MINUTES

Full Council meetings                      ●  
Committee meetings                        ●  
Sub-committee meetings                    ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:  
  
"The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### 13. CODE OF CONDUCT AND DISPENSATIONS

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. without the dispensation the number of persons prohibited from

**participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**

- ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
- iii. **it is otherwise appropriate to grant a dispensation.**

## **14. CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**



## 15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least ( 5 ) days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the ~~[Chair or in his absence the Vice-Chair (if there is one) of the Council]~~ OR [Chair or in his absence Vice-Chair (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of ~~the Council~~] OR [( Planning committee];
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 23).

## **16. RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## **17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a

statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## **18. FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

- v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

## 19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the staffing committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of Council or chair of the staffing committee or, if he/she/they is not available, the vice-chair (if there is one) of staffing of absence occasioned by illness or other reason and that person shall report such absence to Council OR at its next meeting.
- c The chair of the staffing committee or in his absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk & RFO. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by staffing committee sub-committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff or other members of staff) shall contact the chair of staffing the vice-chair of the staffing committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the staffing committee
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the town clerk & RFO relates to the chair or vice-chair of staffing committee this shall be communicated to another member of the staffing committee which shall be reported back and progressed by resolution of the staffing committee
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## 20. RESPONSIBILITIES TO PROVIDE INFORMATION

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements)**



**(England) Regulations 2015.**

OR

*[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

## **22. RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## **23. EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised

by a resolution.

- b ~~[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]~~

*The above is applicable to a Council with a common seal.*

OR

**[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]**

*The above is applicable to a Council without a common seal.*

## **24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

## **25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## **26. STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least ( )

councillors to be given to the Proper Officer in accordance with standing order 9.

- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

**PRESENT: Cllrs:** T Mewies (Chair), Esther Adjievi, D Baverstock, A Bird, D Boardman, A Doyle, D Harris, A Kenyon, A monk, J Molloy,

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

**APOLOGIES:** J Baverstock, B Mead,

**NON-ATTENDANCE:** N/A

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**0489. ELECTION OF CHAIR:** Cllr Tom Mewies was proposed and seconded as Chair of Filton Town Council. It was voted unanimously **FOR NEM-COM**. Cllr Tom Mewies was announced as Chair of Filton Town Council.

**0490. ELECTION OF VICE CHAIR:** Cllr Brian Mead was proposed and seconded as Vice Chair of Filton Town Council. It was voted unanimously **FOR NEM-COM**

**0491. APOLOGIES FOR ABSENCE:** Apologies noted

**0492. EVACUATION PROCEDURE:** Chair of Council gave evacuation procedures.

**0493. DECLARATIONS OF INTEREST:** Cllr Boardman declared an interest agenda item 17.iii.b.

**0494. VACANCY FOR COUNCIL:** One candidate Sue Milestone gave a short presentation about herself and her ability to fulfil the vacancy of Councillor. It was proposed and seconded to co opt Sue Milestone as Councillor. It was voted unanimously **FOR NEM-COM**

**0495. SUBMISSIONS FROM PUBLIC:**

- i) Michelle Greaves issued a statement to be read allowed to show her gratitude to Filton Town Council, Councillors and staff for the support the Rectory Lane Group have received.
- ii) Helen Johns and South Gloucestershire Officer are in discussion regarding a nature reserve it was agreed this would be added to the Local Plan agenda.

**0496. TO APPROVE MINUTES OF THE MEETING HELD 30<sup>TH</sup> APRIL 2024:** The minutes were approved an accurate.

**0497. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA:** It was decided that due to Purdah the official leisure centre opening will be deferred until Autum. A date to be confirmed

**0498. TO APPROVE AND ADOPT: -**

**Standing Orders:** The Standing Orders were approved unanimously.

**Financial Regulations:** With amendments proposed 5.15/6.9 amounts higher to agreed amounts The Financial Regulations were approved unanimously.

**0499. TO CONFIRM ELIGIBILITY OF GENERAL POWER OF COMPETENCE.**  
Confirmed and voted unanimously **FOR NEM-COM**

**0500. CONFIRMATION OF INSURANCE ARRANGEMENTS:** Confirmed and voted unanimously **FOR NEM-COM**

**0501. TO CONFIRM INTERNAL AUDIT ARRANGEMENTS:** Confirmed and voted unanimously FOR NEM-COM. to reappoint South Glos council as internal auditors.

**0502. TO CONFIRM ARRANGEMENTS FOR SERVICES FROM ACCOUNTING SOLUTIONS LTD:** Confirmed and voted unanimously FOR NEM-COM

**0503. REVIEW OF COMPLAINTS PROCEDURE:** The document was noted.

**0504. DEBT RECOVER POLICY:** The Policy was approved unanimously.

**0505 SUBMISSIONS FROM MEMBERS:** None

**0506. APPOINTMENT OF COMMITTEE MEMBERS AND OUTSIDE BODIES: -**  
Full Council now meet twice a month with the one being dedicated to Finance and General Purposes. All selection of committees is hold until after Purdah.

ii)Representatives on outside bodies: An up-to-date list to be produced and then selection will take place after Purdah.

**0507. ANY OTHER BUSINESS THE CHAIR DECIDES IS URGENT.** The Chair confirmed that Filton Town Council will still meet as scheduled for statutory and operational purposes during Purdah.

**0508 REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:**

i) Finance Committee Minutes 13<sup>th</sup> March 2023 - Noted

ii) Risk Assessments - Noted

iii) a) Planning Schedule 21<sup>st</sup> May 2024 Noted

b) Planning application PT23/01258/O Filton Central Garage

iv) Annual Report 2023 – Noted

**0509. REPORTS FROM OTHER ORGANISATIONS:**

**0510. OTHER REPORTS/CONSULTATIONS**

i) Consultation Spreadsheet- No current consultations

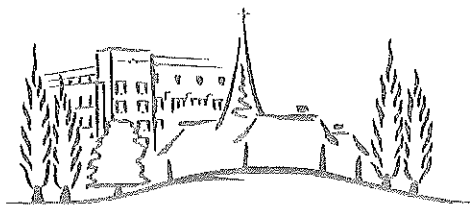
ii) Neighbourhood Plan – Have met and have to start working on priorities

iii) Local Nature Action Plan – No one attended the meeting

vi) Beat Team Report - Noted

***There being no further business the meeting closed 9.04 pm***





# FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

Web: [www.filtontowncouncil.gov.uk](http://www.filtontowncouncil.gov.uk) E-mail: [Lesley.reuben@filtontowncouncil.gov.uk](mailto:Lesley.reuben@filtontowncouncil.gov.uk)

Tel/Fax: 01454 803 918

20th May 2024

Dear Member

You are hereby summoned to the **Annual Meeting of FILTON TOWN COUNCIL** to be held on **TUESDAY 28th May 2023 at 7.00p.m. (or immediately following the Annual Assembly) Studio 1, Active Nation (Filton) Elm Park, Filton, South Glos BS34 7PS.**

Yours sincerely

L.A. Reuben  
Town Clerk.

## A G E N D A

1. Election of Chair and Declaration of Acceptance of Office
2. Election of Vice Chair and Declaration of Acceptance of Office
3. Apologies for Absence
4. Evacuation procedure
5. Declarations of interest
6. Submissions from the public max. 15mins) *members of the public are entitled to speak once and only in respect of business itemised on the agenda and shall not speak for more than 5 mins. as per Standing Orders (It is advised that questions are submitted to the Town Clerk 48hrs prior to the meeting)*
7. To approve the minutes of the Council meeting held 30<sup>th</sup> April 2024 (pages 1-2)
8. Matters of report arising from those minutes
9. To approve and adopt
  - i) Standing Orders 2024 (Appendix 1)
  - ii) Financial Regulations 2024 (Appendix 2)
10. To confirm eligibility of General Power of Competence
11. Confirmation of Insurance arrangements (pages 3-19)
12. To confirm internal audit arrangements (pages 20-27)
13. To confirm arrangements for services from Accounting Solutions Ltd
14. Review of Complaints procedure (page 28)
15. Debt Recovery Policy (pages 29-32)
16. Submissions from members: - No submissions
17. i) Appointment of Committee members and outside bodies: -  
***Full Council now meet twice a month with the one being dedicated to Finance and General Purposes. This meeting can have a separate chair.***

ii) Representatives on outside bodies.

16. Any other Item the Chair decides is urgent

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

i) Finance Committee Minutes 14<sup>th</sup> May 2024 (pages 33-34)

ii) Risk Assessments 2024 – circulated to members

iii) a) Planning Schedule 21<sup>st</sup> May 2024 (pages 35-36)

b) Planning Application PT23/01258/O Filton Central Garage update.

iv) Annual Report 2024 – to be circulated prior to the meeting

18. Reports from other Organisations

19. Other Reports/Consultations

i) Consultation Spreadsheet- No current consultations

ii) Neighbourhood Plan

iii) Local Nature Action Plan

vi) Beat Team Report (page 37-39)

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

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**PRESENT: Cllrs:** T Mewies (Chair), B Mead (Vice Chair), E Adjevivi, A Bird, A Doyle, D Harris, A Kenyon, J Molloy,

**ALSO, PRESENT:** L Reuben (Town Clerk & RFO), C Westcott (TCSO)

**APOLOGIES: Cllrs:** , A Monk, D.Baverstock, J Baverstock, Dan Boardman

**NON-ATTENDANCE:** N/A

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**0477. APOLOGIES FOR ABSENCE:** Apologies noted.

**0478. DECLARATIONS OF INTEREST:** None

**0479. EVACUATION PROCEDURES:** Chair of Council gave evacuation procedures.

**0480. CASUAL VACANCY:** The candidate that had previously shown interest was invited but did not show. It was agreed to readvertise for a further 4 weeks.

**0481. SUBMISSIONS FROM PUBLIC** No Submissions

**0482. MINUTES** of the Full Council Meeting held 26<sup>th</sup> March 2024 with spelling amendment were approved as an accurate correct record.

**0483. MATTERS ARISING FROM THE MINUTES:**

The planting of trees is Millenium proposal to be added to June agenda.

It has been agreed with Active Nation that FTC have the authority to choose an official opening day. It was proposed and seconded to have during Filton Festival 2024 on June 23<sup>rd</sup>. Voted FOR NEM-COM

**0484. TO CONFIRM THAT THE MINUTES OF THE MEETING HELD 31ST OCTOBER 2023 WERE APPROVED:** Approved as accurate.

**0485. FILTON BEAT TEAM:** PC Gareth Pretlove went through his report that had been circulated. Concerns were raised regarding parking and driving issues at Blenheim Drive. He will arrange the PCSO's to attend and show a presence in the area. FTC invited the Beat Team to the annual Assembly.

**0486. SOUTH GLOS REPORTS :** Noted

**0487. Submissions from Members**

i) Notice of Motion: proposed and seconded "FTC to look into further to cover the cost of the reduction of 4 hours a week in library services at a cost of circa £12k per year for a term of at least 5 years". Voted FOR NEM-COM

Action – FTC Office

ii) Notice of Motion: proposed by Cllr. Baverstock "that Filton Town Council begins investigation and consultation into creating a shared harvest growing area at the bottom of Elm Park alongside Shellard Road Garages. DEFFERRED UNTIL NEXT FULL COUNCIL MEETING

iii) Notice of Motion: proposed and seconded "that FTC begin the process of looking at the legality and costs of removing the SORN vehicles parked on the hard standing of Jennings Park.

Currently the land which FTC is responsible for sufferers from Fly tipping and cars being dumped on the hard standing, of the 15 cars only two are taxed, the rest either sorn'd or untaxed, none of the 13 cars have MOTs and it has the appearance of a wrecker's yard. If we are to being the process of making Jennings Garden into a community asset the first step is to remove the waste, and the unsightly vehicles. The first step of which is to request their removal and investigate enforcement of removal. Voted FOR NEM-COM.

Action – FTC Office

iv) Planning Application – erection of metal garage to replace existing concrete kiosk at Elm Park. After a discussion it was decided not to withdraw the application but to allow the process and address it should it be refused.

#### **0488. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK**

- i) Casual Vacancy for Council (2nd Vacancy) – Discussed in Item 4
- ii) Leisure Centre Official Opening – Discussed in item 7
- iv) Draft Finance Committee Minutes held 9<sup>th</sup> March 2024 noted
- iii) Local Nature action working group (meeting to be held prior to this one) Participation and commitment needed as currently having zero attendance.
- iv) Planning Committee held 16<sup>th</sup> March 2024 – Chair gave an update
- v) Skate Park Survey. It was proposed and seconded for FTC to investigate getting the specification for the ideas for the Skate Park before asking for quotations and then have the information available on an open day possibly Filton Festival. VOTED FOR NEM-COM
- vi) Filton Festival 2024 Update circulated and FTC to invite apex marquees to report to Council in Finance June 2024
- vii) Annual Report 2024 All reports needed by 7<sup>th</sup> May 2024 to be included in this years report.
- Vi) Ongoing Updates – Update was giving in the walk to school motion. LAR is currently in talks with the 3 local schools.  
Filton Park Run- It was discussed and decided to advertise the run and gauge interest in the Park Run and volunteering to help facilitate it,

#### **0489. Consultation spreadsheet – noted**

*There being no further business Chair closed the meeting at 8.46 pm*

Mrs Lesley Reuben  
Filton Town Council  
c/o Filton Sports & Leisure Centre  
Elm Park  
Filton  
Bristol  
Avon  
BS34 7PS

## Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

|                                                       |                             |
|-------------------------------------------------------|-----------------------------|
| Policy Number                                         | YLL-2720434453              |
| Insured                                               | Filton Town Council         |
| Business                                              | Parish / Town Council       |
| Period of Insurance                                   |                             |
| From                                                  | 01 <sup>st</sup> May 2024   |
| To                                                    | 30 <sup>th</sup> April 2025 |
| and any other period for which cover has been agreed. |                             |

|                 |             |
|-----------------|-------------|
| Renewal Premium | £ 10,506.13 |
|-----------------|-------------|

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

|                                  |                             |
|----------------------------------|-----------------------------|
| Schedule Number                  | 128563075                   |
| Long term agreement active until | 01 <sup>st</sup> May 2027   |
| Preparation Date                 | 30 <sup>th</sup> April 2024 |
| Prepared by                      | Mr Jonathan Meiseles        |
| Policy Form Reference            | MLAACG08                    |

### Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.



## Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All employees and volunteers engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

## Important information

### Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

## Lines of Cover applying

### Part A – Material Damage

#### Table Headings

|              |                                                                                                                             |
|--------------|-----------------------------------------------------------------------------------------------------------------------------|
| Contents (a) | Furniture, fixtures, fittings and tenants improvements                                                                      |
| Contents (b) | Other contents and consumable stock not specified below including printed books and unused stationery                       |
| Contents (c) | Computer equipment, other office equipment and sports equipment                                                             |
| Contents (d) | Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment |
| Contents (e) | Tobacco                                                                                                                     |
| Contents (f) | Camcorders, videos and gaming machines                                                                                      |
| Contents (g) | Civic Regalia                                                                                                               |

| Premises Address                                                                                                       | Sums Insured          |              |              |              |              |              |              |              |              |
|------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
|                                                                                                                        | Buildings Sum Insured | Loss of Rent | Contents (a) | Contents (b) | Contents (c) | Contents (d) | Contents (e) | Contents (f) | Contents (g) |
| 1. Filton Leisure Centre<br>Complex, Offices,<br>Garage &<br>Store, Address, Elm<br>Park, Filton, Bristol,<br>BS34 7PS | £8,598,191.15         | N/A          | £0.00        | £16,120.92   | £15,120.00   | £18,900.00   | £0.00        | £0.00        | £0.00        |

#### For Premises: 1

Insured Perils applicable to Material Damage : 1-13, 15 & 16

#### Excesses Applicable to Premises 1

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

|                                            |      |
|--------------------------------------------|------|
| Accidental Damage                          | £250 |
| Theft                                      | £250 |
| Riot civil commotion and Malicious Persons | £250 |
| Storm or Flood                             | £250 |
| Escape of Water                            | £250 |
| Falling Trees or Branches                  | £250 |

Variable contents excess active:

| Premises                                        | Contents                              | Excess |
|-------------------------------------------------|---------------------------------------|--------|
| Premises 1: Elm Park, Filton, Bristol, BS34 7PS | Stock & Other Unspecified Contents    | £250   |
| Premises 1: Elm Park, Filton,                   | Office, Computer and Sports Equipment | £250   |

|                   |  |  |
|-------------------|--|--|
| Bristol, BS34 7PS |  |  |
|-------------------|--|--|

**Operative Endorsements:** 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

**Part B – Business Interruption**

| Premises Address | Additional Expenditure | Indemnity Period (Months) | Loss of Data | Indemnity Period (Months) | Loss of Gross Revenue | Indemnity Period (Months) |
|------------------|------------------------|---------------------------|--------------|---------------------------|-----------------------|---------------------------|
| All Premises     | £30,000                | 24                        | N/A          |                           | £1,200,000            | 24                        |

**For Premises: 1**

**Insured Perils applicable to Business Interruption : 1-13, 15 & 16**

**Operative Endorsements:**

None

**Part C – All Risks**
**Table Headings**

|              |                                                                                                                             |
|--------------|-----------------------------------------------------------------------------------------------------------------------------|
| Contents (a) | Furniture, fixtures, fittings and tenants improvements                                                                      |
| Contents (b) | Other Contents and consumable stock not specified below including printed books and unused stationery                       |
| Contents (c) | Computer Equipment, other office equipment and sports equipment                                                             |
| Contents (d) | Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment |
| Contents (e) | Tobacco                                                                                                                     |
| Contents (f) | Camcorders, videos and gaming machines                                                                                      |
| Contents (g) | Civic Regalia                                                                                                               |

**Additional Items:**

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the territorial limits.

| Item Description          | Sum Insured | Excess |
|---------------------------|-------------|--------|
| Laptop                    | £1,370.27   | £100   |
| 8 x Outdoor Gym Equipment | £31,302.76  | £100   |
| Plant & Machinery         | £262,288.91 | £100   |
| Computer Media            | £16,120.92  | £100   |
| Civic Regalia             | £630.00     | £100   |
| 13 x Tablets              | £3,250.00   | £100   |
| 3 x Laptops               | £1,500.00   | £100   |

The excess stated applies to each and every loss.

**Operative Endorsements:** 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)



**Part D – Money**
**Limit any one loss**

- |                                                                                                                                              |          |
|----------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):                                       | £250,000 |
| 2. Loss of other Money:                                                                                                                      |          |
| (a) in transit in the custody of any <b>Member</b> or <b>Employee</b> or in transit by registered post (limit £250), or in a Bank Night Safe | £10,000  |
| (b) in the private residence of any <b>Member</b> or <b>Employee</b>                                                                         | £500     |
| (c) in the <b>premises</b>                                                                                                                   |          |
| (i) in the custody of or under the actual supervision of any <b>Member</b> or <b>Employee</b>                                                | £10,000  |
| (ii) in locked safes or strongrooms                                                                                                          | £10,000  |
| (iii) in locked receptacles other than safes or strongrooms                                                                                  | £500     |

**Excess:** £50 each and every loss

**Personal Accident Assault Limits:** Stated in Section 3(c) of the policy wording

**Operative Endorsements:**

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

**Part E – Public Liability****Limit of Indemnity:**

£15,000,000

**Excess:** £100 each and every claim in respect of Section 2(d)(ii)**Operative Endorsements:**

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

**Clean Up Costs**

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

**Remediation**

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

**Enforcing Authority**

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

**Cover**

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

### Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.



**Part G – Employers Liability**

**Limit of Indemnity:**

**£10,000,000**

**Operative Endorsements:**

None

**Part H – Libel and Slander**

**Sum Insured**

**£250,000**

**Excess:** 10% each and every claim or £1,000 whichever is the lower

**Operative Endorsements**

**None**



#### Part N – Fidelity Guarantee

##### Persons Guaranteed:

All members and employees

##### Sum Guaranteed

£1,000,000

Excess: £100 each and every loss

##### Operative Endorsements:

None

#### Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

##### Persons Insured:

##### Employees

Capital Sum

£50,000.00

Weekly Sum

£200.00

Cover

Sections 2 and 3 - Accident and Assault Cover

Capital

1.00 times annual earnings

Weekly

1.00 times weekly earnings

Cover

Sections 2 and 3 - Accident and Assault Cover

##### Volunteers

Capital Sum

£50,000.00

Weekly Sum

£200.00

Cover

Sections 2 and 3 - Accident and Assault Cover

##### Directors/Councillors

Capital Sum

£50,000.00

Weekly Sum

£200.00

Cover

Sections 2 and 3 - Accident and Assault Cover

##### Key Personnel

Key Personnel

Lesley Reuben

Capital Sum

£100,000.00

Weekly Sum

£500 for up to 10 weeks and £100 per week thereafter

Cover

Sections 2 and 3 - Accident and Assault Cover

##### Operative Endorsements:

1) Special Condition 4 of Section 5 is inoperative provided always that the insurer will not make any payment of any

benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

## 2) Key Personnel endorsement

It is agreed that Section 2 and Section 3 will be extended to a 24hr basis for Key Personnel.

and

Section 4 - Exclusions is amended to read;

Section 4 - Exclusions

The **insurer** will not be liable to pay compensation in respect of death or disablement or provide indemnity for **damage** caused directly or indirectly by:

- a) intoxication of, or the illegal use of drugs by any Person Insured, or through sexually transmitted disease
- b) deliberate exposure to unnecessary danger (except in an attempt to save human life)
- c) racing of any kind other than on foot
- d) air travel other than as a passenger in a licensed passenger carrying aircraft
- e) with effect from the 2004 renewal date the **insurer** will not be liable for any actual loss directly or indirectly arising out of, contributed to by, or resulting from actual, threatened, feared or perceived use of biological, chemical, radioactive or nuclear agent, material, device or weapon.
- f) motor cycling, winter sports other than skiing or snowboarding in the United Kingdom or on a dry ski slope or within a snow dome, skating or curling, aerial pursuits including but not limited to ballooning, bungee jumping, gliding, hang-gliding, micro lighting, parachuting, paragliding or parascending, jet skiing or white water rafting, mountaineering or rock climbing using guides or ropes, hiking, trekking or mountaineering above 3,000 metres, caving, and diving using external breathing apparatus

## Part P – Legal Expenses

### Section:

|                                                |           |
|------------------------------------------------|-----------|
| 3. Employment Disputes and Compensation Awards | Operative |
| 4. Legal Defence                               | Operative |
| 5. Property Protection and Bodily Injury       | Operative |
| 6. Tax Protection                              | Operative |
| 7. Contract Disputes                           | Operative |
| 8. Statutory Licence Protection                | Operative |

**Limit of Indemnity:** £200,000

### Operative Endorsements

The following is also operative: Debt Recovery

#### Insured Incident

The **insurer** will negotiate for the **insured's** legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

- a) the amount of the debt exceeds £250 (incl VAT)
- b) the claim under this Part is made within 90 days of the money becoming due and payable
- c) the **insurer** has the right to select the method of enforcement, or to forego enforcing judgment if the **insurer** is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

#### Exceptions

We will not provide indemnity in respect of or arising from or relating to:

- a) any debt arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the debt is due within the first 90 days of the indemnity provided by this section
- b) the recovery of money and interest due from another party where the other party intimates that a defence exists
- c) any claim relating to:
  - i) any settlement payable under an insurance policy
  - ii) any lease, licence or tenancy of land or buildings
  - iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles
- d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

## General Notes

### 1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

### 2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing [Customers.team@uk.zurich.com](mailto:Customers.team@uk.zurich.com). Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

### 3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

## Claims contact information

Although we'd all like to control the future, sometimes accidents are unavoidable. That's why we've made it as easy as possible to make a claim. More information can be found [here](#). Ready to make a claim? Please use the contact details below to ensure you're connected to the right team:

| Type of Claim                                   | Claims team      | Claims contact details                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Buildings, contents including 'All Risks' items | Property Claims  | <b>Online:</b> <a href="https://propertyclaims.zurich.co.uk/index.html">https://propertyclaims.zurich.co.uk/index.html</a><br><b>Tel:</b> 0800 028 0336<br><b>Email:</b> <a href="mailto:farnboroughpropertyclaims@uk.zurich.com">farnboroughpropertyclaims@uk.zurich.com</a><br><b>Address:</b> Zurich Municipal Property Claims, PO Box 3303, Interface Business Park, Swindon, SN4 8WF |
| Business interruption                           |                  |                                                                                                                                                                                                                                                                                                                                                                                           |
| Money                                           |                  |                                                                                                                                                                                                                                                                                                                                                                                           |
| Works in progress                               |                  |                                                                                                                                                                                                                                                                                                                                                                                           |
| Public liability                                | Liability Claims | <b>Online:</b> <a href="https://liabilityclaims.zurich.co.uk/index.html">https://liabilityclaims.zurich.co.uk/index.html</a><br><b>Tel:</b> 0800 783 0692<br><b>Email:</b> <a href="mailto:fnlc@uk.zurich.com">fnlc@uk.zurich.com</a><br><b>Address:</b> Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB                                |
| Employers liability                             |                  |                                                                                                                                                                                                                                                                                                                                                                                           |
| Personal assault under Money                    |                  |                                                                                                                                                                                                                                                                                                                                                                                           |
| Personal accident                               |                  |                                                                                                                                                                                                                                                                                                                                                                                           |
| Financial and administrative liability          | Motor Claims     | <b>Online:</b> <a href="https://motorclaims.zurich.co.uk/index.html">https://motorclaims.zurich.co.uk/index.html</a><br><b>Tel:</b> 0800 916 8872<br><b>Email:</b> <a href="mailto:zmnewmotorclaims@uk.zurich.com">zmnewmotorclaims@uk.zurich.com</a><br><b>Address:</b> Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW                            |
| Motor Claims                                    |                  |                                                                                                                                                                                                                                                                                                                                                                                           |
| Legal Expenses                                  | DAS Legal Claims | <b>Tel:</b> 0117 934 2116                                                                                                                                                                                                                                                                                                                                                                 |

### How to make a claim:

1. You can make a claim using the online portal, by email or phone using the contact details above.
2. A claim form may be sent for you to complete, or you may be asked to send details in writing.
3. If you have any questions, please call the relevant office for guidance.
4. For out of hours help/emergency property losses - please contact 0800 028 0336



**DAS Head and Registered Office:**

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH  
Registered in England and Wales | Company Number 103274 Website: [www.das.co.uk](http://www.das.co.uk)  
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and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

**DAS Law Limited Head and Registered Office:**

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Registered in England and Wales | Company Number 5417859 Website: [www.daslaw.co.uk](http://www.daslaw.co.uk)  
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**Brief for the Provision of Internal Audit Services  
by South Gloucestershire Council Internal Audit Service**

**Introduction**

Like all organisations providing services to the public, Filton Town Council is committed to maintaining high standards of stewardship of public funds. South Gloucestershire Council Internal Audit Services will work in partnership with the Town Council to provide independent assurance that arrangements are in place to ensure the Council's resources are being properly used to meet agreed objectives.

**The South Gloucestershire Team – Our  
Commitment to You**

Our commitment to you is to provide suitably qualified and experienced staff to undertake high quality audits, based on the Internal Audit Control Objectives as laid out in the Annual Governance and Accountability Return, and subject to our own internal quality assurance processes.

**1. Appointment**

- 1.1 The Town Council has appointed South Gloucestershire Internal Audit Services to provide its internal audit services. The current engagement commences on the 1<sup>st</sup> April 2022. The appointment will be reviewed annually but it is the Council's intention, subject to satisfactory performance, to run the contract for a period of **three years**. Three months' notice will be required from either party if it is not intended to continue with the agreement.

**2. Scope**

- 2.1 The internal audit service will consider the adequacy of systems and controls necessary to secure propriety, economy, efficiency and effectiveness in all areas. It will seek to confirm that the Town Council has taken the necessary steps to achieve these objectives.

### 3. **Standards and Approach**

- 3.1 The internal audit service's work shall be performed in accordance with the requirements of any external audit requirements and will comply with the standards set out in the Public Sector Internal Audit Standards (PSIAS).
- 3.2 The audit approach concentrates on ascertaining, documenting and evaluating internal control procedures and reporting on their adequacy. To achieve this, it is normal practice to discuss procedures with the appropriate staff, record details of the system, and carry out a range of tests in order to confirm that controls are operating in practice.
- 3.3 The Town Council's external auditors may seek to place reliance upon the work of the internal audit service. Liaison may be necessary for the external auditors to form this opinion and should not normally give rise to additional fees.

### 4. **Access**

- 4.1 The internal audit service will require access to:
  - the Chair of the Council;
  - the Clerk / Responsible Finance Officer (both if two separated roles);
  - the Council's premises, documents, records, information and assets;
  - its collaborative partners, specifically any organisations where the Council is a sole Trustee.
- 4.2 The internal audit service is authorised to obtain such information and explanations which the internal audit service considers necessary to fulfil its responsibilities.

### 5. **Reporting**

- 5.1 In order to fulfil its responsibilities to the Town Council, the internal audit service will carry out an annual visit during the year to review the areas as outlined in Appendix 1 and a brief visit at year end to confirm the final accounts.
- 5.2 At the conclusion of the annual visit, the findings and recommendations will be fully discussed with the Clerk / RFO. An audit report will be issued to the Council, within a month of the audit visit, incorporating all the matters arising and including an action plan for any recommendations.
- 5.3 The internal audit service will provide an annual assurance statement to the Town Council on the adequacy and effectiveness of the Council's system of internal control, and the extent to which the Council can rely on it. The wording of this statement will be in accordance with the model assurance statement provided by the external auditor (as detailed on the Annual Return).

## **6. Responsibilities**

- 6.1 It is the responsibility of the Town Council to put in place proper arrangements to ensure the proper conduct of their financial affairs and to monitor the adequacy and effectiveness of those arrangements in practice. This includes the responsibility to implement internal audit recommendations.
- 6.2 The internal audit service contributes to internal control by examining, evaluating and reporting to the Council on its adequacy and effectiveness.

## **7. Irregularities, Including Fraud and Corruption**

- 7.1 The Town Council has a responsibility to inform the internal audit service of any suspicions of financial irregularities.

## **8. Data Protection – including Data Sharing & Storage**

- 8.1 See Contract Conditions Section 8 below.

## **9. Charging Arrangements**

- 9.1 **The number of days for the audit will not usually exceed the equivalent of 3 or 4 days' work per year. If further work is required we would confirm additional charges with you prior to proceeding.**
- 9.2 **The daily rate charged will be reviewed annually and usually uplifted in line with APT&C pay awards. This includes all the services mentioned in the planning documentation. The rate is inclusive of expenses.**
- 9.3 Invoices will be rendered, as appropriate, at the end of each audit visit and settlement is expected within twenty-eight working days.
- 9.4 Any special unforeseen work over and above the approved audit plan, including investigation of irregularities and / or complaints which the internal audit service is asked to carry out, will be charged at the normal daily rate unless the work requires significant involvement of senior staff. In this case the rate will be agreed with the Town Council prior to the work being undertaken.

## Filton Town Council

### ***Contract Conditions for the Provision of Internal Audit Services by South Gloucestershire Council Internal Audit Service***

#### **1. Definitions**

##### **1.1 In these conditions:**

- 'Auditor' means South Gloucestershire Internal Audit Services;
- 'Contract' means the contract between the Town Council and the auditor consisting of the terms of engagement, these conditions and any other documents specified in the terms of engagement;
- 'Services' shall mean the services set out in the attached Brief.

#### **2. The Internal Audit Service**

- 2.1 The auditor shall undertake the Services in a professional and businesslike manner and with reasonable skill, care and diligence and in accordance with the contract.
- 2.2 The auditor shall provide the Town Council with reports of his work at such intervals and in such form as detailed in the Brief or otherwise as the Town Council may from time to time reasonably require.
- 2.3 The Town Council reserves the right by notice to the auditor to modify its requirements in relation to the agreement, and any alteration to the contract fee or the completion date, arising by reason of such modification. This shall be agreed between the parties.

#### **3. Auditor's personnel**

- 3.1 The auditor shall make available for the purposes of the contract any individuals named in the Brief as key personnel.

#### **4. Fees and expenses**

- 4.1 The Town Council shall pay the auditor annual fees as specified.
- 4.2 Unless otherwise stated in the contract, payment will be made within 28 days of receipt and agreement of invoices. These are produced by South Gloucestershire Council in arrears, for work completed to the satisfaction of the Town Council.

#### **5. Audit**

- 5.1 The auditor shall keep and maintain, **at least for two years** after the contract has been completed, records to the satisfaction of the Town Council of the hours worked and costs incurred by the auditor or in connection with any employees of the auditor paid for by the Town Council on a time charge basis. The auditor shall on request afford the Town Council such access to those records as may be required by the Town Council in connection with the contract.

6. **Copyright**

- 6.1 All reports and other documents and materials and the copyright or similar protection therein arising out of the performance by the auditor of his duties hereunder are hereby assigned to and shall vest in the Town Council absolutely.
- 6.2 The provisions of this condition 6 shall apply during the continuance of this contract and after its termination howsoever arising.

7. **Indemnities and insurance**

- 7.1 The auditor shall indemnify and keep indemnified the Town Council, its servants and agents against all actions, claims, demands, costs and expenses incurred by or made against the Town Council which arises from any advice given or anything done or omitted to be done under this contract to the extent that such loss, damage or injury is caused by the negligence or other wrongful act of the auditor, his servants or agents.
- 7.2 The auditor shall effect, with an insurance company or companies acceptable to the Town Council, a policy or policies of insurance covering all the matters which are the subject of the indemnities and undertakings on the part of the auditor contained in this contract in the sum of £100,000, unless otherwise agreed by the Town Council in writing.
- 7.3 If requested a certificate evidencing the existence of such policies shall be provided by the auditor to the Town Council.

8. **Confidentiality and Data Protection**

- 8.1 The auditor shall treat this contract as private and confidential.
- 8.2 The auditor shall keep secret and not disclose and shall procure that his employees keep secret and do not disclose any information of a confidential nature obtained by him by reason of this contract except information which is in the public domain otherwise than by reason of a breach of this provision.
- 8.3 The auditor will comply with all applicable requirements of the General Data Protection Regulation (EU 2016/679) and the Data Protection Act 2018. The Town Council acknowledges and agrees that it does not intend to transfer any personal data to the auditor.
- 8.4 If, at any time, either party believes that it is necessary to transfer any personal data to the other party, both parties agree that prior to any such transfer they shall enter into a data sharing agreement to set out the parties' obligations in relation to any personal data which may be transferred between the parties.
- 8.5 The provisions of this condition 8 shall apply during the continuance of this contract and after its termination howsoever arising.

9. **Assignment and subcontracting**

- 9.1 The auditor shall not assign or sub-contract any portion of the contract without the prior written consent of the Town Council. Sub-contracting any part of the contract shall not relieve the auditor of any obligation or duty attributable to him under the contract or these conditions.



10. **Notice**

- 10.1 Any notice, given under or pursuant to the contract may be sent by hand or by post or by registered post or by the recorded delivery service, email, facsimile transmission or other means of telecommunication resulting in the receipt of a **written communication in a permanent form** and if so sent or transmitted to the address of the party shown on the purchase order, or to such other address as the party may by notice to the other have substituted therefore, shall be deemed effectively given on the day when in the ordinary course of the means of normal business hours.

11. **Status of contract**

- 11.1 Nothing in the contract shall have the effect of making the auditor an agent for the Town Council or impact on IR35 regulations.

12. **Headings**

- 12.1 The headings to conditions shall not affect their interpretation.

13. **Governing law**

- 13.1 These conditions shall be governed by and construed in accordance with English law and the auditor hereby irrevocably submits to the jurisdiction of the English courts.

|         |                                               |
|---------|-----------------------------------------------|
| Signed: | South Gloucestershire Internal Audit Services |
| Date:   |                                               |
| Signed: | For and on behalf of Filton Town Council      |
| Date:   |                                               |

## **APPENDIX 1**

### **South Gloucestershire Internal Audit Services**

#### **Checklist of financial arrangements to be examined during the Internal Audit visit, together with details of documents that may be inspected**

(Unless stated otherwise, attention will be focussed on the records for the last twelve months)

#### **1 Accounting Records**

- 1.1 A copy of accounts – Electronic
- 1.2 Bank statements – Electronic
- 1.3 Manual cash books – Where appropriate
- 1.4 Last 3 bank reconciliations
- 1.5 Investment Strategy – Where appropriate
- 1.6 Last 3 full Council minutes – Where not available online

#### **2 Financial Regulations**

- 2.1 Latest Standing Orders
- 2.2 Latest Financial Regulations
- 2.3 Details of any high value purchases
- 2.4 Cheque book declaration – Provided by Internal Audit for completion
- 2.5 Debit/Credit Card monthly and individual transaction limits

#### **3 Council Assessed Risks**

- 3.1 Details of current insurance provider and renewal date
- 3.2 Risk register
- 3.3 Risk assessments
- 3.4 Covid-19 risk assessments – Where appropriate
- 3.5 Risk assessments – Play areas, open spaces and sports pitches
- 3.6 Grants of loans

#### **4 Budget Monitoring**

- 4.1 Approved Budget
- 4.2 Precept submission form
- 4.3 Grant funding documentation – Where appropriate
- 4.4 Latest budget report
- 4.5 Reserves – Current value and earmarked reserves

#### **5 Income**

- 5.1 Income sources
- 5.2 Lettings income from previous 12 months – Hall hire / Lettings / Lease / Allotments / Cemetery
- 5.3 Current fee scale for lettings
- 5.4 Debt recovery – Policy, aged debtors report and write-offs
- 5.5 Income received on the same date each year

#### **6 Petty Cash**

- 6.1 Last 3 petty cash claims – Details of each transaction

## **7 Payroll**

- 7.1 List of all Council employees and job title
- 7.2 Contract and letters for change in contract for all Council employees

## **8 Assets and Investments**

- 8.1 A copy of the asset register

## **9 Exercise of Public Rights**

- 9.1 A copy of the Notice of Public Rights and Publication form
- 9.2 Website screenshots at start and end of notice period or link to webpage history URL
- 9.3 Meeting minutes referencing dates and location of display

## **10 AGAR**

- 10.1 Website screenshots at start and end of notice period or link to webpage history URL
- 10.2 Meeting minutes referencing dates and location of display

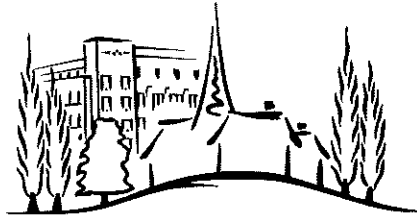
## **11 Trust Funds**

- 11.1 Trust Deed – Where appropriate
- 11.2 Charities registration number – Where appropriate
- 11.3 Meeting minutes and accounts

FILTON TOWN COUNCIL  
COMPLAINTS POLICY  
(For adoption by full Council on 28<sup>th</sup> May 2024)

1. This Policy sets out procedures for dealing with any complaints that anyone may have about the Town Council's **administration and procedures**.  
Councillors are covered by Code of Conduct adopted by the Council. Complaints against **policy decisions** made by the Council shall be referred back to Council [but note Council's Standing Orders which says that issues shall not be re-opened for six months].
2. If the complainant prefers not to put the complaint to the Town Clerk he or she should be advised to put it to the Chair of Council.
3. (a) On receipt of a written complaint the Chair/ or the Town Clerk(*except where the complainant is about his or her own actions*), shall try to settle the complaint directly with the complainant. This shall not be done without first notifying the person complained against and giving him or her an opportunity to comment. Efforts should be made to attempt to settle the complaint at this stage.. *Within 5 working days; Acknowledge and inform course of action and provide an timescale for further action*
- (b) Where the Town Clerk or the Chair receives a written complaint about the Town Clerks own actions, he or she shall refer the complaint to the Chair. The Town Clerk shall be notified and given an opportunity to comment. *Within 5 working days; Acknowledge and inform course of action and provide an timescale for further action*
4. The Town Clerk or Chair shall report to the next meeting of the Council or by the Committee established for the purpose of hearing complaints, any written complaint disposed of by direct action with the complainant. *Within 7 working days of consideration and decision by Clerk/Council; Provide update, decision and further action if required.*
5. The Town Clerk or Chair shall bring any written complaint that has not been settled to the next meeting of the Council. The Town Clerk shall notify the complainant of the date on which the complaint will be considered and the complainant shall be offered an opportunity to explain the complaint orally. (Unless such a matter may be related to Grievance, Disciplinary or Standard Board proceedings that are taking, or likely to take place when such a hearing may prejudice those hearings when the complaint will have to be heard under Exempt Business to exclude any member of the public or the press, or deferred on appropriate advice received). *Within 7 working days of consideration and decision by Clerk/Council; Provide update, decision and further action if required.*
6. The Council shall consider whether the circumstances attending any complaint warrant the matter being discussed in the absence of the press and public but any decision on a complaint shall be announced at the Council meeting in public.
7. As soon as may be after the decision has been made it and the nature of any action to be taken shall be communicated in writing to the complainant.
8. A Council shall defer dealing with any written complaint only if it is of the opinion that issues of law or practice arise on which advice is necessary. The complaint shall be dealt with at the next meeting after the advice has been received.
9. Final Resolve / Conclusion; Inform when the matter is finally concluded and archived from our current records.

Date reviewed and adopted.....



# FILTON TOWN COUNCIL

**Debt Recovery Policy** reviewed for approval at the Annual Meeting May 2024

## OBJECTIVE:

1.1 The objective of the debt recovery policy is:

To ensure that money owed to the Council is collected as soon as possible using efficient, effective and fair debt recovery procedures.

1.2 The aims of the policy are to:

- take positive action to prevent arrears occurring, for example by maximising income and providing a range of payment methods;
- Take enforcement action against deliberate non-payers or those who delay payment.
- Ensure prompt billing and to remind people quickly if they do not pay; and
- Encourage early contact to avoid the build-up of debt.

## SCOPE:

2.1 This policy covers the recovery of all money owed to the Council namely:

- Overpayment of employees
- Sundry Debts
- Allotment Rent
- Rental Income
- Service Debt

## CONTEXT:

- 3.1 The Council has a duty to recover all sums due efficiently and effectively. This policy ensures that collection methods are fair to all debtors, especially those on low incomes.
- 3.2 The Council recognises that people and organisations do not pay their debts for a variety of reasons.
- 3.3 Some people, because of living in or on the margin of poverty, will have difficulty in paying. Some organisations may experience temporary hardship due to the local or national economic climate or cash flow problems. The Council will endeavour to help by providing choices for repayment and support on onward referral where appropriate.
- 3.4. Some people or organisations may deliberately set out to delay or not make payments and all methods of enforcement will be used to secure payment in these cases.
- 3.5 Some people or organisations may be able to pay but do not pay because of an oversight or personal difficulties which is not a deliberate decision to avoid or delay payment. The Council will seek to help such people develop a culture of payment by providing a number of ways in which payment can be made including, card payments over the telephone, and the establishment of direct debit or standing order payments.

- 3.6 Where payment difficulties arise, the need for debtors to get in touch is central to the Policy. Where a person or organisation makes contact their circumstances will be considered with a view to agreeing a reasonable payment arrangement, minimising recovery action and helping to alleviate hardship. Where contact is not made or repayment arrangements not followed, recovery action will continue.

#### **DETERMINING LIABILITY:**

- 4.1 The Council will provide clear and prompt information about bills and liabilities. The information provided will show:
- What the Invoice is for
  - The amount due
  - Who is liable for the payment
  - How to make a payment
  - A contact point for all enquiries.
- 4.2 Where appropriate a summary of outstanding liability will be provided for debts covering multiple years or invoices.
- 4.3 Management will ensure that, wherever possible, liability is confirmed through a contract, a signature or other evidence confirming the request for provision of a service and a contact name where it is an organisation that will be charged.

#### **MAKING PAYMENTS:**

- 5.1 The Council will provide a number of methods of payment, including methods that do not disadvantage debtors who do not have access to bank accounts.
- 5.2 Whatever payment method is used, the funds must reach the Council by the due date to ensure recovery action is not triggered.
- 5.3 Instalments or repayment arrangements must be adhered to unless prior consent is given for a variation.
- 5.4 Where possible, payment in advance of a service should be in place. This particularly applies where the sums involved are small and therefore uneconomical to collect.

#### **DEBT COLLECTION:**

- 6.1 Details of all reminders, whether verbal or in writing, should be maintained. Where a letter is issued, a copy must be retained on file.
- 6.2 Should a debt need to be taken beyond two reminder letters, formal written evidence may have to be produced.
- 6.3 It is therefore important that at least one, but preferably two, written reminders are sent.

##### **Initial 'overdue payment' reminder**

- 6.4 An initial reminder may be informal and can be made either in person, or by telephone.
- 6.5 In general, the Town Council Office or Leisure Centre Manager will notify the person/organisation.
- 6.6 The date of the initial reminder should be recorded.



### **First 'overdue payment' letter**

- 6.7 A formal reminder letter should be issued 2 weeks after the informal reminder / the date of supply.

*If action is to proceed further, it is necessary to prove that all reasonable attempts have been made to recover the debt, and that these attempts have been made in a timely manner, i.e. at the time that the debt first became overdue.*

- 6.8 The date of the initial reminder should be recorded.

### **Second 'overdue payment' letter**

- 6.9 A second reminder letter will be issued 2 weeks after the First Reminder Letter.

- 7.0 The date of the initial reminder should be recorded.

### **Failure to respond to reminders / settle a debt**

- 7.1 If after 2 reminders, a response or payment is not received, a letter will be sent to the debtor advising them that the matter will be taken further to the small claims court. At the discretion of the Council the debtor may be advised that they will be required to pay in advance for all future supplies or the supply will no longer be available to them.

- 7.2 This decision and its basis will be recorded and reported to the Management Committee held once a week.

### **Negotiation of repayment terms**

- 7.3 Debtors are expected to settle the amount owed by a single payment as soon as possible after receiving the first 'overdue payment' reminder.

#### **However, if people are unable to pay;**

The Council may reduce or cancel a debt in certain circumstances. A sensitive approach to debt recovery will be carried out, taking the following factors into account.

- **Hardship:** Where paying the debt would cause financial hardship.
- **Ill Health:** Where our recovery action might cause further ill health.
- **Time:** Where the debt is so large compared to the person's income that it would take an unreasonable length of time to pay it all off.
- **Cost:** Where the value of the debt is less than the cost of recovering it.
- **Multiple Debt** – Where someone owes more than one debt to the School. In this situation an attempt to agree one repayment plan to include all debts will be established.

- 7.4 If a debtor requests 'repayment terms' these may be negotiated at the discretion of the Council.

- 7.5 A record of all such agreements entered into will be retained.

- 7.6 In all cases, a letter will be issued to the debtor confirming the agreed terms for repayment.

- 7.7 The settlement period should be the shortest that is judged reasonable.

- 7.8 The Council will decide whether any debtor who has been granted extended settlement terms will not be offered any further use of the facilities and will, in future, be required to pay in advance.
- 7.9 This decision and its basis will be recorded and reported to the Finance Committee.

**POLICY REVIEW:**

- 8.1 This policy will be reviewed and approved annually.

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 14<sup>th</sup> May 2024**, Studio 1, Active Nation, Filton, Elm Park, Bristol, BS34 7PS

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**PRESENT: Cllrs:** B Mead (Chair), T Mewies (Vice Chair), A Bird, D Boardman, A Doyle, D Harris, A Kenyon, J Molloy

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

**APOLOGIES: Cllrs:-** A Monk, D Baverstock, J Baverstock

**NON-ATTENDANCE:** E Adejevi

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**0599. APOLOGIES FOR ABSENCE:** Apologies noted.

**0600. DECLARATIONS OF INTEREST:** None

**0601. EVACUATION PROCEDURE:** Chair of Council gave evacuation procedures.

**0602. MINUTES OF FULL COUNCIL (FINANCE AND GENERAL) MEETING HELD TUESDAY 9<sup>th</sup> April 2024.** Approved as an accurate record.

**0603. MATTERS ARISING FROM THE MINUTES-** None.

**0604. GRANT APPLICATIONS**

- i) Four Towns Transport: Proposed, seconded to award £5000
- ii) Citizens Advice Bureau: Proposed, seconded to award £1890
- iii) Brightwell: Proposed, seconded to award £500
- iv) North Bristol Colour Guard: Proposed, seconded to award £520
- v) St Peters Hospice: Proposed, seconded to award £1000
- vi) Twinning's Association: Proposed, seconded to award £4000. It was proposed and seconded for The Twinning's Association to get back to Council with details of how many Filton residents are in the association and a break down of the amount requested. To then look at having its own budget line and yearly awarded amount. Voted 5 FOR 2 ABSTAIN. Motion carried.

**0605. PUBLIC PARTICIPATION – Rectory Lane Group.** M Greaves approached Council for assistance in the concerns for the Filton Central Garage planning application.  
The following support was requested:

- i) FTC to assist in funding legal advice surrounding implementing the covenant on the land of the development.
  - ii) FTC to contact UWE and ask that they submit their own objections.
  - iii) FTC to liaise with the developer to arrange for them to engage with residents regarding to redesign certain aspects of the development.
- It was proposed and seconded to contact UWE and request that they submit their views before 6<sup>th</sup> June 2024 VOTED 7 FOR 1 ABSTAIN carried  
It was proposed and seconded for FTC to contact the developer and arrange engagement with the concerned residents. 7 FOR 1 ABSTAIN carried.  
It was proposed and seconded to support the cost of the legal advice to a maximum of £1500 dependent on the legal advice the Town Clerk is to obtain. Voted FOR 3 AGAINST 2 ABSTAIN 3. carried

**0606. INCOME & EXPENDITURE REPORTS MONTH 1 –** Noted

**0607. BALANCE SHEET MONTH 1 -** Noted

**0608. BANK RECONCILIATIONS BANK MONTH 1 –** Noted

**0609. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:**

- i) Budget Sub Committee update – Meeting was not quorate. FTC office to circulate the dates all the working groups.

- ii) Staffing Committee minutes – Recommendations accepted
- iii) Official Leisure Centre Opening – The Clerk confirmed that Active Nation Filton will organise official opening 23<sup>rd</sup> June 2024 to co-inside with Filton Festival.

**0610. PAYMENTS FOR INFORMATION – Noted**

**Chair closed the meeting at 21.03**

# SCHEDULE OF PLANNING APPLICATIONS 21.5.2024

| FILTON REF | SOUTH GLOS. REF | APPLICATION                                                                                                                                                                                       | EXPIRY DATE        | COMMENTS                                                                                                                                                                                                                          |
|------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F.5007     | P24/01064/HH    | 682 Filton Avenue Filton South<br>Gloucestershire BS34 7JY<br>Erection of a single storey side extension<br>to form additional living accommodation.                                              | Fri 31 May<br>2024 | FTC Note this application but would like to advice that a pitched roof is more<br>suitable and Inn keeping with neighbouring properties.                                                                                          |
| F.5008     | P24/01142/CLE   | 106 Mackie Road Filton South<br>Gloucestershire BS34 7NB<br>Continued use as House in Multiple<br>Occupation (HMO) (Use Class C4) for 6no.<br>people.                                             | Sat 01 Jun<br>2024 | FTC OBJECTION<br><br>No proof of previous tenancies supplied                                                                                                                                                                      |
| F.5009     | P24/01123/CLP   | 97 Northville Road Filton South<br>Gloucestershire BS7 0RJ<br>Garage Conversion                                                                                                                   | Sat 01 Jun<br>2024 | FTC OBJECTION<br><br>Insufficient parking demonstrated.<br>This application is very conflicting with the licencing laws of neighbouring<br>properties 99 Northville Road and 2 Third Avenue. All of which are HMO<br>developments |
| F5010      | P24/01139/CLP   | 22 Stanley Avenue Filton South<br>Gloucestershire BS34 7NQ<br>Erection of hip to gable extension to<br>facilitate loft conversion.                                                                | Sat 01 Jun<br>2024 | FTC Note this application                                                                                                                                                                                                         |
| F.5011     | P24/01172/CLP   | 6 Hollyleigh Avenue Filton South<br>Gloucestershire BS34 7QU<br>Installation of hip to gable loft conversion<br>with 1no. rear dormer.                                                            | Wed 05 Jun<br>2024 | FTC Note this application                                                                                                                                                                                                         |
| F.5012     | P24/00685/O     | Land To The Rear Of 56 Gloucester Road<br>North Filton South Gloucestershire BS34<br>7PH<br>Demolition of garage and erection of 4no.<br>flats (Class C3) (Outline) with all matters<br>reserved. | 4th June 2024      | FTC OBJECTION<br><br>Not enough information included regarding the build to assess.                                                                                                                                               |
| F.5013     | P24/00939/F     | 627 Filton Avenue Filton South<br>Gloucestershire BS34 7LB<br>Erection of a single storey rear extension<br>(retrospective).                                                                      | Thu 23 May<br>2024 | FTC Note this application but would like confirmation that the door on<br>bedroom 2 is a fire door and the window is also able to open wide enough<br>for an escape route.                                                        |
| F.5014     | P24/01217/CLP   | 47 Mackie Road Filton South<br>Gloucestershire BS34 7LZ<br>Installation of 1no. rear dormer, 3no.<br>rooflights, and the use as dwellinghouse<br>under Class C3b/C3c.                             | Sat 08 Jun<br>2024 | FTC Note this application                                                                                                                                                                                                         |

# SCHEDULE OF PLANNING APPLICATIONS 21.5.2024

|        |             |                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                          |
|--------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F.5015 | P24/00999/F | <p>95 Conygre Road Filton South<br/>Gloucestershire BS34 7DG</p> <p>Erection of a front porch, two storey side extension and installation of 1no. rear dormer to facilitate change of use from 5 bedroom small House of Multiple Occupation (HMO) (Class C4) to 8 bedroom large House of Multiple Occupation (HMO) for a maximum of 8no. people (Sui Generis) (Retrospective).<br/>Resubmission of P23/03098/F.</p> | <p><b>FTC OBJECTION</b></p> <p>The outbuilding in the design were not included in any planning application previously (P22/06020)HH)<br/>FTC would request that enforcement look in to this outbuilding and when/if it was approved?</p> |
|--------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|





**Avon and Somerset Police**  
**NEIGHBOURHOOD POLICING**

**Insert Beat area Filton**

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**COMMUNITY ENGAGEMENT FORUM REPORT**

---

Date

**Anti-social behaviour –**

The area that has seen the highest number of calls has been around Church view and Cotswold view flats. This has been linked to an ongoing neighbour dispute which the police and housing association are working on.

Reports over the month have been 1-2 calls to a variety location, but nothing linked to ongoing issues. Abbeywood which has been the previous area of focus has seen a reduction in calls. This will still be monitored to make sure there is no escalation in problems.

We have not had many issues reported in Elm Park and Millenium Green. The area is being monitored and patrolled to make sure we can respond to any increase in problems.

We have started to see reports regarding use of E Bikes around Filton Avenue and Gloucester Road. We would encourage the public to report incidents when the Bikes are being ridden in a reckless manner. This will provide us the best opportunity to identify the riders. The bikes normally have no index plate and riders have faces obscured, so it is very difficult to identify riders after the incident.

Community Engagement- PCSO'S are continuing patrols in and around the three primary schools. There is a plan to monitor the parking issues as well as speed concerns. We have been working with local housing providers to conduct vulnerable person visits in the area.

The team have been involved in test purchase operation involving purchase of knives from local stores. This was a force wide operation, there will be a follow up conducted in relation to stores that failed to challenge the purchase. A talk to us event was held on Friday 17<sup>th</sup> May at Filton leisure centre. We are looking to organise a set date for the next six months, so that the public are aware when we will be available.

Crime Statistics For the month of May to date, there has been 65 reported offences in the Filton area.

There have been 8 reported burglaries for the month. This is mixture of commercial and dwelling offences. There is no pattern to the offences.

Vehicle crime offences are at the same level as last month, which in comparison to previous months is slightly lower. We have started to see a spike in theft of mopeds in the area.

Theft offences have reduced compared to the previous month. Shop theft still remains the bulk of the crime type, Unlike previous months offences have predominantly taken place at Shield retail park rather than Abbeywood retail park. Work is ongoing to identify suspects from CCTV.

The crime statistics are taken direct from our police recording system and are for the Filton area only. Other



## Avon and Somerset Police NEIGHBOURHOOD POLICING

# Insert Beat area Filton

### COMMUNITY ENGAGEMENT FORUM REPORT

Date

crime statistics websites show figures for the whole of South Gloucestershire area.

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

|                                      |             |
|--------------------------------------|-------------|
| Arson and Criminal damage            | 6 Offences  |
| Burglary                             | 8 Offences  |
| Drug Offences                        | 2 Offences  |
| Miscellaneous crimes against society | 0 Offences  |
| Possession of Weapons                | 1 Offence   |
| Public order offences                | 3 Offences  |
| Robbery                              | 1 Offences  |
| Sexual offences                      | 1 Offences  |
| Theft                                | 14 Offences |
| Vehicle offences                     | 4 Offences  |
| Violence against the person          | 25 Offences |

# MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
  - a) In 1.5 – is the Clerk the RFO?
  - b) In 3.3 and 3.4, the words "Governance and Accountability" do not apply in Wales
  - c) In section 4, does the council have committees and how many years are forecast?
  - d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
  - e) In 5.9, are online prices acceptable evidence?
  - f) In 5.13, 5.15 and 5.17, does the council have committees?
  - g) In 5.16, will a councillor ever be instructed to place an order?
  - h) In 5.20, is there a minimum level for official orders?
  - i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
  - j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
  - k) Section 10 gives two alternatives, with or without petty cash.
  - l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
  - m) 13.7 and 13.8 are removable if they don't apply to the council.

- n) Much of Section 16 can be deleted if not applicable.
- o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.
  - a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
  - b) In Section 4, the council needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
  - a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.
  - b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?
  - c) In 5.9, at what level can smaller purchases be made without competition?
  - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
  - e) In 5.18, how much can the clerk commit to spending in an emergency?
  - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
  - g) In Section 9, what are the limits for card payments?
  - h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?
- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying “update table” appears at the top of the list.
- 10) Once this model has been tailored to fit the council’s needs, the resulting Financial Regulations (with the insertion of the council’s name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
- 11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.
- 12) Please ensure that the latest approved version is published on the council’s website.

## FILTON TOWN COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on [enter date].



## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. [The Clerk has been appointed as RFO and these regulations apply accordingly.] The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of [£5,000]; and

## **2. Risk management and internal control**

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk [with the RFO] shall prepare, for approval by [the council], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least [once in each quarter], and at each financial year end, a member other than the Chair {or a cheque signatory} shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council {Finance Committee}.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### **3. Accounts and audit**

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by [the council] and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### **4. Budget and precept**

4.1. **Before setting a precept, the council must calculate its [council tax (England)/budget (Wales)] requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by [the council] at least annually in [October] for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the [Chair of the Council or relevant committee]. {The RFO will inform committees of any salary implications before they consider their draft their budgets.}

4.3. No later than [month] each year, the RFO shall prepare a draft budget with detailed estimates of all [receipts and payments/income and expenditure] for the following financial year {along with a forecast for the following [three financial years]}, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. {Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.}

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council {finance committee} not later than the end of [November] each year.

- 4.6. The draft budget {with any committee proposals and [three-year]} forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the {finance committee and a recommendation made to the} council.
- 4.7. Having considered the proposed budget and [three-year] forecast, the council shall determine its [council tax (England)/budget (Wales)] requirement by setting a budget. The council shall set a precept for this amount no later than [the end of January] for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council {or relevant committee}.

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed [£60,000] including VAT, the Clerk shall {seek formal tenders from at least [three] suppliers agreed by [the council]} OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.

- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than [£3,000] excluding VAT the Clerk [or RFO] shall seek at least [3] fixed-price quotes;
- 5.9. where the value is between [£500] and [£3,000] excluding VAT, the Clerk [or RFO] shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}
- 5.10. For smaller purchases, [the clerk] shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- [the Clerk], under delegated authority, for any items below [£1000] excluding VAT.
  - the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below [£5,000] excluding VAT.
  - {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT}
  - {in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}
  - the council for all items over [£5,000];

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.



Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£2,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services {above [£250] excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by [the RFO].

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with [name bank]. The arrangements shall be reviewed [annually] for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by [the RFO]. {Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO}.

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by [online banking/cheque], in accordance with a resolution of the council {or duly delegated committee}{or a delegated decision by an officer}, unless [the council] resolves to use a different payment method.
- 6.6. {For each financial year [the RFO] may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council {or a duly delegated committee} may authorise in advance for the year}.
- 6.7. {A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments.}
- 6.8. {A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:
- i. {any payments of up to [£1000] excluding VAT, within an agreed budget}.
  - ii. payments of up to [£5,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.
  - iv. Fund transfers within the councils banking arrangements up to the sum of [£100,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council {or finance committee}. The council {or committee} shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, [the RFO] shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify [4] councillors who will be authorised to approve transactions on

those accounts and a minimum of two people will be involved in any online approval process. {The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}

- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent [by email] to [two] authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator [an authorised signatory] shall set up any payments due before the return of the Service Administrator.
- 7.6. Two [councillors who are] authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online {and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}.
- 7.8. A full list of all payments made in a month shall be provided to the next [council] meeting {and appended to the minutes}.
- 7.9. With the approval of [the council] in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are [signed/approved online] by [two authorised members]. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of [the council] provided that each payment is approved online by [two authorised bank signatories], evidence is retained and any payments are reported to [the council] at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed {or approved online} by [two members], evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by [the council] at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by [two of] the Clerk and [the RFO] [a member]. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every [two years].

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

## **8. Cheque payments**

8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by [two members]{and countersigned by the Clerk}.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. {Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council {or committee} meeting}. Any signatures obtained away from council meetings shall be reported to the council {or Finance Committee} at the next convenient meeting.

## **9. Payment cards**

9.1. Any Debit Card issued for use will be specifically restricted to [the Clerk and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the council]. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk {and RFO} {specify other officers} and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used {under any circumstances.} OR {except for expenses of up to [£250] including VAT, incurred in accordance with council policy.}

## **10. Petty Cash**

~~10.1. {The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.} OR {The RFO shall maintain a petty cash [float/imprest account] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.}~~

- ~~a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.~~
- ~~b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.~~
- ~~c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.~~

## **11. Payment of salaries and allowances**

- 11.1. As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council {or relevant committee}.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

## **12. Loans and investments**

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the [Secretary of State/Welsh Assembly Government] (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and

guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

### **13. Income**

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. [The RFO] shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by [the RFO] and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

~~13.6. {The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}~~

13.7. {Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}

13.8. {Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.}

### **14. Payments under contracts for building or other construction works**



- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

## **15. Stores and equipment**

- 15.1. {[The officer in charge of each section] shall be responsible for the care and custody of stores and equipment [in that section].}
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. {Stocks shall be kept at the minimum levels consistent with operational requirements.}
- 15.4. {The RFO shall be responsible for periodic checks of stocks and stores, at least annually.}

## **16. Assets, properties and estates**

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

## **17. Insurance**

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to [the RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers {in consultation with the Clerk}.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

## **18. [Charities]**

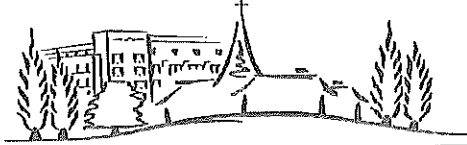
- 18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

## **19. Suspension and revision of Financial Regulations**

- 19.1. The council shall review these Financial Regulations [annually] and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## **Appendix 1 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [18C of FTC standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



## FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Web: [www.filtontowncouncil.gov.uk](http://www.filtontowncouncil.gov.uk) E-mail: [lesley.reuben@filtontowncouncil.gov.uk](mailto:lesley.reuben@filtontowncouncil.gov.uk)

Town Clerk: Lesley Reuben

### FULL COUNCIL MEETING – All Town Council Members

20<sup>th</sup> June 2024

Dear Member

You are hereby summoned to a meeting of the **FULL COUNCIL** to be held on Tuesday 25<sup>th</sup> June 2024 at 7p.m at Studio 1, Lelsure Centre, Elm Park, Filton BS34 7PS.

This meeting will be live streamed using link below:-

[https://youtube.com/live/mxD\\_CWWwTFo7feature=share](https://youtube.com/live/mxD_CWWwTFo7feature=share)

Yours sincerely,

L.A.Reuben  
Town Clerk & RFO

### AGENDA

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 28<sup>th</sup> May 2024 (*pages 1-2*)
6. Matters of report arising from the minutes not otherwise covered by the agenda.
7. Filton Beat Team Report (*pages 3-5*)
8. Submissions from Members: - (*No submission*)
9. Reports from Committees, Working Groups, and the Town Clerk
  - iv) Draft Finance Committee Minutes held 11<sup>th</sup> June 2024 (*page 6*)
  - i) Planning Committee held 18<sup>th</sup> June 2024 (*page 7*)
  - ii) Planning Application P24/01249/F Land off Charborough Road FTC extension to agree response
  - iii) To sign off the fully completed Annual Governance and Accountability Return 2023/24. (*pages 8 -13*)
10. Consultation Spreadsheet (*no consultations*)

Minutes of the Full Council and Annual Meeting of **FILTON TOWN COUNCIL** held at 7:00p.m on **Tuesday 28<sup>th</sup> May 2024**.

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**PRESENT: Cllrs:** T Mewies (Chair), Esther Adjievi, D Baverstock, A Bird, D Boardman, A Doyle, D Harris, A Kenyon, A monk, J Molloy,

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

**APOLOGIES:** J Baverstock, B Mead,

**NON-ATTENDANCE:** N/A

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**0489. ELECTION OF CHAIR:** Cllr Tom Mewies was proposed and seconded as Chair of Filton Town Council. It was voted unanimously **FOR NEM-COM**. Cllr Tom Mewies was announced as Chair of Filton Town Council.

**0490. ELECTION OF VICE CHAIR:** Cllr Brian Mead was proposed and seconded as Vice Chair of Filton Town Council. It was voted unanimously **FOR NEM-COM**

**0491. APOLOGIES FOR ABSENCE:** Apologies noted

**0492. EVACUATION PROCEDURE:** Chair of Council gave evacuation procedures.

**0493. DECLARATIONS OF INTEREST:** Cllr Boardman declared an interest agenda item 17.iii.b.

**0494. VACANCY FOR COUNCIL:** One candidate Sue Milestone gave a short presentation about herself and her ability to fulfil the vacancy of Councillor. It was proposed and seconded to co opt Sue Milestone as Councillor. It was voted unanimously **FOR NEM-COM**

**0495. SUBMISSIONS FROM PUBLIC:**

- i) Michelle Greaves issued a statement to be read allowed to show her gratitude to Filton Town Council, Councillors and staff for the support the Rectory Lane Group have received.
- ii) Helen Johns and South Gloucestershire Officer are in discussion regarding a nature reserve it was agreed this would be added to the Local Plan agenda.

**0496. TO APPROVE MINUTES OF THE MEETING HELD 30<sup>TH</sup> APRIL 2024:** The minutes were approved an accurate.

**0497. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA:** It was decided that due to Purdah the official leisure centre opening will be deferred until Autum. A date to be confirmed

**0498. TO APPROVE AND ADOPT: -**

**Standing Orders:** The Standing Orders were approved unanimously.

**Financial Regulations:** With amendments proposed 5.15/6.9 amounts higher to agreed amounts The Financial Regulations were approved unanimously.

**0499. TO CONFIRM ELIGIBILITY OF GENERAL POWER OF COMPETENCE.**  
Confirmed and voted unanimously **FOR NEM-COM**

**0500. CONFIRMATION OF INSURANCE ARRANGEMENTS:** Confirmed and voted unanimously **FOR NEM-COM**

- 0501. TO CONFIRM INTERNAL AUDIT ARRANGEMENTS:** Confirmed and voted unanimously FOR NEM-COM. to reappoint South Glos council as internal auditors.
- 0502. TO CONFIRM ARRANGEMENTS FOR SERVICES FROM ACCOUNTING SOLUTIONS LTD:** Confirmed and voted unanimously FOR NEM-COM
- 0503. REVIEW OF COMPLAINTS PROCEDURE:** The document was noted.
- 0504. DEBT RECOVER POLICY:** The Policy was approved unanimously.
- 0505 SUBMISSIONS FROM MEMBERS:** None
- 0506. APPOINTMENT OF COMMITTEE MEMBERS AND OUTSIDE BODIES:** -  
Full Council now meet twice a month with the one being dedicated to Finance and General Purposes. All selection of committees is hold until after Purdah.
- ii)Representatives on outside bodies: An up-to-date list to be produced and then selection will take place after Purdah.
- 0507. ANY OTHER BUSINESS THE CHAIR DECIDES IS URGENT.** The Chair confirmed that Filton Town Council will still meet as scheduled for statutory and operational purposes during Purdah.
- 0508 REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:**  
i) Finance Committee Minutes 13<sup>th</sup> March 2023 - Noted  
ii) Risk Assessments - Noted  
iii) a) Planning Schedule 21<sup>st</sup> May 2024 Noted  
b) Planning application PT23/01258/O Filton Central Garage  
iv) Annual Report 2023 – Noted
- 0509. REPORTS FROM OTHER ORGANISATIONS:**
- 0510. OTHER REPORTS/CONSULTATIONS**  
i) Consultation Spreadsheet- No current consultations  
ii) Neighbourhood Plan – Have met and have to start working on priorities  
iii) Local Nature Action Plan – No one attended the meeting  
vi) Beat Team Report - Noted

***There being no further business the meeting closed 9.04 pm***





**Avon and Somerset Police**  
**NEIGHBOURHOOD POLICING**

**Insert Beat area Filton**

**COMMUNITY ENGAGEMENT FORUM REPORT**

Date

**Anti-social behaviour –**

There is no specific location which is suffering high numbers of Anti social behaviours. We have recorded only a handful of calls to several locations but nothing linked to ongoing issues. Issues in and around Abbeywood retail park have decreased. There has only been 1 reported theft and other calls have related to driving/ road related problems and an assault at Mcdonalds.

We have not had many issues reported in Elm Park and Millenium Green. The area is being monitored and patrolled to make sure we can respond to any increase in problems.

There has been a handful of calls regarding nuisance bikes in Elm park, but no persons identified as vehicles have left the area prior to police attendance.

We would encourage the public to report incidents when the Bikes are being ridden in a reckless manner. This will provide us the best opportunity to identify the riders. The bikes normally have no index plate and riders have faces obscured, so it is very difficult to identify riders after the incident.

Talk to Us Event was held at the leisure centre on Friday 14<sup>th</sup> June . Again there was low attendance to this engagement, despite prior advertisement. We have

decided to publish the dates for all talk to us events from now until the end of the year.

**Community Engagement- PCSO'S will continue patrols at the three primary schools to address parking issues. A bike marking event was held at MBDA. There has also been similar events at MOD and one next week at Rolls Royce. We will look to carry out further events during the summer months.**

**We have been working with local housing providers to conduct vulnerable person visits in the area. Also working in conjunction with housing providers to address Anti-social behaviour.**

**Crime Statistics For the month of June to date, there has been 54 reported offences in the Filton area.**

**There have been 5 reported burglaries for the month. This is broken down as 2 dwelling burglaries, 1 attempt burglary and 2 Commercial burglaries. There is no pattern to the offences**

**Vehicle crime offences are around the same as previous months with 5 offences recorded.**

**There has been a drop in theft offences recorded this month. There has been 9 reported offences with only 6 of these being theft from shops. This is a noticeable drop compared to previous months.**

**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 (June 2024) In (CN213).

|                           |            |
|---------------------------|------------|
| Arson and Criminal damage | 4 Offences |
| Burglary                  | 5 Offences |
| Drug Offences             | 1 Offence  |



**Avon and Somerset Police**  
**NEIGHBOURHOOD POLICING**

Insert Beat area Filton

**COMMUNITY ENGAGEMENT FORUM REPORT**

Date

|                                      |             |
|--------------------------------------|-------------|
| Miscellaneous crimes against society | 3 Offences  |
| Possession of Weapons                | 0 Offences  |
| Public order offences                | 2 Offences  |
| Robbery                              | 0 Offences  |
| Sexual offences                      | 4 Offences  |
| Theft                                | 9 Offences  |
| Vehicle offences                     | 5 Offences  |
| Violence against the person          | 21 Offences |

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 11 June 2024**, Studio 1, Active Nation, Filton, Elm Park, Bristol, BS34 7PS

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**PRESENT:** Cllrs: B Mead (Chair), T Mewies (Vice Chair), E Adejevi, A Bird, D Boardman, A Doyle, D Harris, A Kenyon, S Milestone, J Molloy  
**ALSO, PRESENT:** Lesley Reuben (Town Clerk) Carla Westcott (TCSO) D Kemp (DCK Accounting)  
**APOLOGIES:** Cllrs:-, A Monk, , J Baverstock  
**NON-ATTENDANCE:** D Baverstock

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0612. **ELECTION OF CHAIR** – It was proposed and seconded for Cllr B Mead to be Chair of Finance Committee. VOTED FOR NEM-COM
0613. **ELECTION OF VICE CHAIR** - It was proposed and seconded for Cllr T Mewies to be Vice Chair of Finance Committee. VOTED FOR NEM-COM
0614. **APOLOGIES FOR ABSENCE:** Apologies noted.
0615. **DECLARATIONS OF INTEREST:** None
0616. **EVACUATION PROCEDURE:** Chair of Council gave evacuation procedures.
0617. **PRESENTATION FROM ACCOUNTING SOLUTIONS OF FINANCIAL STATEMENTS 2023/4 AND TO ACCEPT THE FIGURES THEREIN-** D Kemp presented the financial statements and answered any queries raised.  
It was proposed and seconded to accept the end of year financial statements. VOTED FOR NEM COM - Accounts were accepted
0618. **MINUTES OF FULL COUNCIL (FINANCE AND GENERAL) MEETING HELD TUESDAY 14<sup>th</sup> May 2024.** Approved as an accurate record.
0619. **MATTERS ARISING FROM THE MINUTES** – The Clerk confirmed that no funds were released for legal assistance to the Rectory Lane Group due to the timeline.
0620. **PUBLIC PARTICIPATION** - None
0621. **ANNUAL GOVERNANCE STATEMENT** - It was proposed and seconded to approve the Annual Governance Statements. VOTED FOR NEM COM - Statement Accepted
0622. **TO AGREE THE AGAR ENTRIES FOR SUBMISSION TO AUDIT** – It was confirmed that there is no conflict of interest with the external auditors BDO LLP.  
AGAR entries agreed for submission. It was proposed and seconded to accept the AGAR submissions. VOTED FOR NEM COM - submissions were accepted
0623. **TO AGREE THE NOTICE OF PUBLIC RIGHTS DATES AND LOCATIONS TO BE DISPLAYED** -  
It was agreed that the notices will be published on Filton Town Council Website and Noticeboards during the specified dates of 13<sup>th</sup> June 2024 until 25<sup>th</sup> July 2024.
0624. **APPOINTMENT OF STAFFING COMMITTEE** – Cllrs J, Baverstock, A Doyle, B Mead, T Mewies and A Monk all volunteered to be members of the committee. VOTED FOR NEM\_COM. Cllr J Molloy to stand in for J Baverstock until he is able to return to Council. VOTED FOR NEM-COM
0625. **MINUTES OF STAFFING COMMITTEE AND RATIFICATION OF RECOMMENDATIONS THEREIN** – With amendment of job ad/description were approved and recommendations accepted
0626. **PAYMENTS FOR INFORMATION** – Noted

The Chair closed the meeting at 19.53

# SCHEDULE OF PLANNING APPLICATIONS June 2024

| FILTON REF | SOUTH GLOS. REF | APPLICATION                                                                                                                                                                                                                                                                                                               | EXPIRY DATE     | COMMENTS                                                                                                                                                                                                 |
|------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F.5020     | P24/01307/PNH   | 35 Fourth Avenue Filton South<br>Gloucestershire BS7 0RN<br>The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4.0m, for which the maximum height would be 4.0m, and for which the height of the eaves would be 3.0m.                                       | Fri 21 Jun 2024 | FTC COMMENT<br>VOTED NEM – COM<br>FTC Note this application. Only request is confirmation if HMO licence is needed.                                                                                      |
| F.5021     | P24/01186/HH    | 678A Southmead Road Filton South<br>Gloucestershire BS34 7RD<br>Erection of 1no. side dormer to facilitate loft conversion (Retrospective)                                                                                                                                                                                | Mon 24 Jun 2024 | FTC OBJECTION<br>VOTED NEM – COM<br>This build does not fall in permitted development as no dormer windows and does not meet the Household design SPD.<br>Please note the original windows stipulations. |
| F.5022     | P24/01247/F     | 2 Gloucester Road North Filton South<br>Gloucestershire BS7 0SF<br>Change of use of building from commercial to mixed use comprising commercial/retail (Use Class E(c)) and a 6no person house of multiple occupancy (HMO) (Class C4). As defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). | Mon 20 May 2024 | FTC COMMENT<br>VOTED NEM-COM<br>FTC query that sufficient parking capacity has been included in this application.                                                                                        |
| F.5023     | P24/01336/HH    | Broncksea House 8 Broncksea Road Filton<br>South Gloucestershire BS7 0SE<br>Erection of a single storey rear extension, with raising of garage roofline to facilitate garage conversion and form additional living accommodation. Installation of 1no. side dormer to enlarge loft conversion.                            | Tue 25 Jun 2024 | FTC COMMENT<br>VOTED NEM-COM<br>FTC Note this application                                                                                                                                                |
| F.5024     | P24/01342/CLE   | 677 Filton Avenue Filton South<br>Gloucestershire BS34 7LA<br>Continued use as Small House in Multiple Occupation (HMO) (Class C4).                                                                                                                                                                                       | Thu 27 Jun 2024 | FTC COMMENT<br>VOTED NEM-COM<br>FTC Note this application subject to confirmation that tenancy agreement's have been included as stated.                                                                 |
| F.5025     | P24/01249/F     | Land Off Charborough Road Filton South<br>Gloucestershire<br>Redevelopment of site to provide 36no dwellings (Use Class C3) with parking, refuse storage, open space, landscaping and associated works.                                                                                                                   | Thu 27 Jun 2024 | FTC have applied for an extension to take to Full Council and agree response.                                                                                                                            |

# Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable).

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
  - The Annual Internal Audit Report must be completed by the authority's internal auditor.
  - Sections 1 and 2 must be completed and approved by the authority.
  - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority must approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both must be approved and published on the authority website/webpage before 1 July 2024.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2024
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Section 1, Section 2 and Section 3 – External Auditor Report and Certificate will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.



## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

| Completion checklist – 'No' answers mean you may not have met requirements |                                                                                                                                                                             | Yes                                 | No                                      |
|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------------------|
| All sections                                                               | Have all highlighted boxes have been completed?                                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/>                |
|                                                                            | Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>                |
| Internal Audit Report                                                      | Have all highlighted boxes been completed by the internal auditor and explanations provided?                                                                                | <input checked="" type="checkbox"/> | <input type="checkbox"/>                |
| Section 1                                                                  | For any statement to which the response is 'no', has an explanation been published?                                                                                         | <input type="checkbox"/>            | <input type="checkbox"/>                |
| Section 2                                                                  | Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>                |
|                                                                            | Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/>                |
|                                                                            | Has an explanation of significant variations been published where required?                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>                |
|                                                                            | Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>                |
|                                                                            | Has an explanation of any difference between Box 7 and Box 8 been provided?                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>                |
| Sections 1 and 2                                                           | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> N/A |

**\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices,** can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2023/24

## FILTON TOWN COUNCIL

www.filtontowncouncil.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective                                                                                                                                                                                                                                                                                                                                   | Yes                                 | No*                      | Not covered**                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| A. Appropriate accounting records have been properly kept throughout the financial year.                                                                                                                                                                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.                                                                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.                                                                                                                                                                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.                                                                                                                                                                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.                                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.                                                                                                                                                                                                                     | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| H. Asset and investments registers were complete and accurate and properly maintained.                                                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| I. Periodic bank account reconciliations were properly carried out during the year.                                                                                                                                                                                                                                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")                                                                                                      | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.                                                                                                                                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).                                                                                                                                                                                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |

| O. (For local councils only)                                                            | Yes                      | No                       | Not applicable                      |
|-----------------------------------------------------------------------------------------|--------------------------|--------------------------|-------------------------------------|
| Trust funds (including charitable) – The council met its responsibilities as a trustee. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

07/03/2024

06/06/2024

Name of person who carried out the internal audit

Ehsamuddin Popal

Signature of person who carried out the internal audit

Date

17/06/2024

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).  
 \*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

FILTON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

|                                                                                                                                                                                                                                                                                                 | Agreed |    | 'Yes' means that this authority:                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                 | Yes    | No |                                                                                                                                                                                         |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.                                                                                                                                                  | ✓      |    | prepared its accounting statements in accordance with the Accounts and Audit Regulations.                                                                                               |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.                                                                                                                                  | ✓      |    | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.                                                                     |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓      |    | has only done what it has the legal power to do and has complied with Proper Practices in doing so.                                                                                     |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.                                                                                                                               | ✓      |    | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.                                                               |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.                                                                            | ✓      |    | considered and documented the financial and other risks it faces and dealt with them properly.                                                                                          |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.                                                                                                                                                          | ✓      |    | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.                                                                                                                                                                                                | ✓      |    | responded to matters brought to its attention by internal and external audit.                                                                                                           |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.                                  | ✓      |    | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.                                           |
| 9. (For local councils only) Trust funds including charitable, in our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.                         | Yes    | No | N/A                                                                                                                                                                                     |
|                                                                                                                                                                                                                                                                                                 |        |    | ✓                                                                                                                                                                                       |

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

11/06/2024

and recorded as minute reference:

Full Council (Finance) 0621

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.filtontowncouncil.gov.uk

## Section 2 – Accounting Statements 2023/24 for

FILTON TOWN COUNCIL

|                                         | Year ending           |                       | Notes and guidance                                                                                                                                                                                       |
|-----------------------------------------|-----------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                         | 31 March<br>2023<br>£ | 31 March<br>2024<br>£ |                                                                                                                                                                                                          |
| 1. Balances brought forward             | 988,976               | 4,313,683             | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.                                                               |
| 2. (+) Precept or Rates and Levies      | 986,694               | 986,694               | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.                                                                                  |
| 3. (+) Total other receipts             | 4,421,195             | 207,935               | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.                                                                    |
| 4. (-) Staff costs                      | -184,085              | -166,921              | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers' NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments | -163,455              | -256,280              | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).                                                                                       |
| 6. (-) All other payments               | -1,735,642            | -4,717,744            | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).                                                                       |
| 7. (=) Balances carried forward         | 4,313,683             | 367,367               | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).                                                                                                                        |

|                                                             |           |           |                                                                                                                                                     |
|-------------------------------------------------------------|-----------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| 8. Total value of cash and short term investments           | 4,451,294 | 692,021   | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 4,493,940 | 8,712,113 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.                  |
| 10. Total borrowings                                        | 4,410,316 | 4,351,811 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).                                                    |

| For Local Councils Only                                    | Yes                      | No                       | N/A                      |                                                                                                               |
|------------------------------------------------------------|--------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------|
| 11a. Disclosure note re Trust funds (including charitable) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets. |
| 11b. Disclosure note re Trust funds (including charitable) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The figures in the accounting statements above exclude any Trust transactions.                                |

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

05/06/2024

I confirm that these Accounting Statements were approved by this authority on this date:

14/06/2024

as recorded in minute reference:

Full Council (Finance) 0622

Signed by Chair of the meeting where the Accounting Statements were approved

## Section 3 – External Auditor's Report and Certificate 2023/24

In respect of

FILTON TOWN COUNCIL

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2023/24

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2023/24

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

**PRESENT: Cllrs:** T Mewies (Chair), B Mead (Vice Chair), J Baverstock, D Baverstock, A Bird, D Boardman, A Doyle, D Harris, A Kenyon, A Monk,

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

**APOLOGIES:** J Molloy

**NON-ATTENDANCE:** N/A E Adjeivi, S Milestone

---

**0511. APOLOGIES FOR ABSENCE:** Apologies noted

**0512. EVACUATION PROCEDURE:** Chair of Council gave evacuation procedures.

**0513. DECLARATIONS OF INTEREST:** Cllr Mewies declared and Interest in agenda item 9. (ii)

**0514. SUBMISSIONS FROM PUBLIC:** Several members of public raised concerns regarding Planning Application P24/01249/F Land off Charborough Road FTC extension to agree response. (It was agreed to bring item 9.ii forward to this point of the meeting).

Concerns were raised regarding lack of communication, lack of time to respond to the application, environmental impact, wildlife impact, drainage issues, lack of understanding parish council powers in the planning process, the impact losing the space could have on children.

S Glos Councillor A Monk shared he had a conflict of interest as sits on the S Glos cabinet for planning but gave informative advice regarding the application and date of South Glos Council cabinet meeting (15.7.2024 @2pm) and Full Council Meeting (17.7.2024 @7pm) that the public can attend and share their concerns.

It was agreed that this will be an agenda item at Full Council Finance and General Tuesday 9<sup>th</sup> July and then Filton Town Council would add the consultee comment.

**0515. TO APPROVE MINUTES OF THE MEETING HELD 28<sup>th</sup> May 2024:** The minutes were approved an accurate.

**0516. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA:** None

**0517. FILTON BEAT TEAM REPORT:** PC G Pretlove presented the monthly report.

**0518 SUBMISSIONS FROM MEMBERS:** None

**0519 REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:**

i) Finance Committee Minutes 11<sup>th</sup> June 2024 - Noted

ii) Planning Schedule 18<sup>th</sup> June 2024 Noted

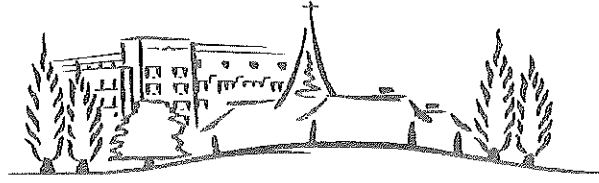
iii) Planning Application P24/01249/F Land off Charborough Road FTC extension to agree response (Moved to item 0514)

vi) To note the fully completed Annual Governance and Accountability Return 2023/24 and the internal audit report therein ready for submission.

**0520. CONSULTATIONS:** None

***There being no further business the meeting closed 8.04 pm***





# FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Web: [www.filtontowncouncil.gov.uk](http://www.filtontowncouncil.gov.uk) E-mail: [lesley.reuben@filtontowncouncil.gov.uk](mailto:lesley.reuben@filtontowncouncil.gov.uk)

Town Clerk: Lesley Reuben

## **FULL COUNCIL MEETING – All Town Council Members**

25<sup>th</sup> July 2024

Dear Member

You are hereby summoned to a meeting of the **FULL COUNCIL** to be held on **Tuesday 30<sup>th</sup> July 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/9fM69HU41Zs?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 25<sup>th</sup> June 2024 (*page 1*)
6. Matters of report arising from the minutes not otherwise covered by the agenda.
7. Filton Beat Team Report (*pages 2-4*)
8. South Glos Councillor Reports (*no submission*)
9. Submissions from Members: - (*no submission*)
10. Reports from Committees, Working Groups, and the Town Clerk
  - iv) Draft Finance Committee Minutes held 11<sup>th</sup> June 2024 (*page 5*)
  - i) Planning Committee held 16<sup>th</sup> July) 2024 (*page 6-10*)
  - ii) British Cycling (tbc)
  - iii) Reps on outside bodies (*page 11*)
11. Consultation Spreadsheet (*page 12*)

**PRESENT: Cllrs:** T Mewies (Chair), B Mead (Vice Chair), J Baverstock, D Baverstock, A Bird, D Boardman, A Doyle, D Harris, A Kenyon, A Monk,

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

**APOLOGIES:** J Molloy

**NON-ATTENDANCE:** N/A E Adjeivi, S Milestone

---

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It was agreed that this will be an agenda item at Full Council Finance and General Tuesday 9<sup>th</sup> July and then Filton Town Council would add the consultee comment.

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**0516. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA:** None

**0517. FILTON BEAT TEAM REPORT:** PC G Pretlove presented the monthly report.

**0518 SUBMISSIONS FROM MEMBERS:** None

**0519 REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:**

i) Finance Committee Minutes 11<sup>th</sup> June 2024 - Noted

ii) Planning Schedule 18<sup>th</sup> June 2024 Noted

iii) Planning Application P24/01249/F Land off Charborough Road FTC extension to agree response (Moved to item 0514)

vi) To note the fully completed Annual Governance and Accountability Return 2023/24 and the internal audit report therein ready for submission.

**0520. CONSULTATIONS:** None

*There being no further business the meeting closed 8.04 pm*



## **Insert Beat area Filton**

### **COMMUNITY ENGAGEMENT FORUM REPORT**

Date

#### **Anti-social behaviour –**

There is no specific location which is suffering high numbers of Anti-social behaviours. We have recorded only a handful of calls to several locations, but nothing linked to ongoing issues. Issues in and around Abbeywood appears to be groups of youths in and around McDonalds.

We have not had many issues reported in Elm Park and Millenium Green. The area is being monitored and patrolled to make sure we can respond to any increase in problems.

There has been a handful of calls regarding nuisance bikes in Elm park, but no persons identified as vehicles have left the area prior to police attendance. There has also been reports of drug dealing at the bottom of the playing field. Patrols will be continued in and around the area the identify the individuals involved.

Talk to Us Event was held at the leisure centre on Friday 12<sup>th</sup> July. There were several members of public who attended with queries. The next event is Friday 9<sup>th</sup> August.

Community Engagement- Recent intelligence gathered led to a misuse of drugs warrant conducted at an address in Filton Avenue. A large number of cannabis plants were seized, and suspect arrested from the address.

Plans are being put in place to work with Filton college in September to address issues with the new students at the start of term

We have been working with local housing providers to conduct vulnerable person visits in the area. Also working in conjunction with housing providers to address Anti-social behaviour.

**Crime Statistics** For the month of July to date, there has been 57 reported offences in the Filton area.

There have been 9 reported burglaries for the month. This is broken down as 3 dwelling burglaries, 1 attempt burglary, 1 non dwelling burglary and 4 Commercial burglaries. A suspect has been arrested and on bail for one offence. There is recent CCTV footage of suspects seen in and around properties and work is under way to recover this footage and hopefully identify suspects.

Vehicle crime offences have dropped from last month with only three reported offences.

Theft offences have again fallen with only 4 offences reported. This includes only 1 theft from shops reported so far this month.

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 (June 2024) in (CN213).

|                                      |            |
|--------------------------------------|------------|
| Arson and Criminal damage            | 7 Offences |
| Burglary                             | 9 Offences |
| Drug Offences                        | 1 Offence  |
| Miscellaneous crimes against society | 0 Offences |
| Possession of Weapons                | 1 Offences |
| Public order offences                | 6 Offences |
| Robbery                              | 1 Offences |
| Sexual offences                      | 6 Offences |
| Theft                                | 4 Offences |



**Avon and Somerset Police**  
**NEIGHBOURHOOD POLICING**

Insert Beat area Filton

**COMMUNITY ENGAGEMENT FORUM REPORT**

Date

|                             |             |
|-----------------------------|-------------|
| Vehicle offences            | 3 Offences  |
| Violence against the person | 19 Offences |

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 9<sup>th</sup> July 2024**, Studio 1, Active Nation, Filton, Elm Park, Bristol, BS34 7PS

---

**PRESENT: Cllrs:** B Mead (Chair), E Adejevi, J Baverstock, A Bird, D Boardman, D Harris, A Kenyon, , A Robinson A Doyle,

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

**APOLOGIES: Cllrs:-**, J Molloy, S Milestone

**NON-ATTENDANCE:** T Mewies, A Monk,

---

**0627. APOLOGIES FOR ABSENCE:** Apologies noted.

**0628. DECLARATIONS OF INTEREST:** None

**0629. EVACUATION PROCEDURE:** Chair of Council gave evacuation procedures.

**0630. MINUTES OF FULL COUNCIL (FINANCE AND GENERAL) MEETING HELD TUESDAY 11<sup>th</sup> JUNE 2024.** Were approved as an accurate record

**0631. MATTERS ARISING FROM THE MINUTES-** None.

**0632. PUBLIC PARTICIPATION –** None

**0634. INCOME & EXPENDITURE REPORTS MONTH 2 –** Noted

**0635. BALANCE SHEET MONTH 2** Noted with queries to raise (1) Depreciation total (190) Capital in Works total? The Town Clerk will raise with the accountant and circulate answers.

**0636. BANK RECONCILIATIONS BANK 2:** Noted

**0637. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:**

**i)Response to Planning application at Charborough Road Development;** Cllr D Boardman read a prepared statement to Council. It was agreed that as the deadline has been moved the response can now be drafted and submitted through the planning committee.

The Council were informed that the planning department of South Gloucestershire Council had agreed that a public meeting can be held regarding this application.

**ii)Committee/Working Groups :-**

a) Budget sub committee - The Clerk to circulate membership details.

b) Local Nature Action Plan - The Clerk to circulate membership details.

c) Neighbourhood Plan Working Group - The Clerk to circulate membership details.

d) Planning Committee (not working group) The committee members were reaffirmed and Cllr D Baverstock was added to the committee.

**0638. PAYMENTS FOR INFORMATION:** Noted.

**Chair closed the meeting 19.30**



# SCHEDULE OF PLANNING APPLICATIONS JULY 2024

| FILTON REF | SOUTH GLOS. REF | APPLICATION                                                                                                                                                                                                                                                     | EXPIRY DATE        | COMMENTS                                                                                                                                                                                                                                                                                           |
|------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F.5026     | P24/01535/TRE   | 61 Wades Road Filton South<br>Gloucestershire BS34 7EB Works to fell<br>1no. Sycamore tree covered by Tree<br>Preservation Order SGTP017/13 dated<br>2nd September 2013.                                                                                        | Thu 18 Jul<br>2024 | VOTED NEM-COM<br>Comment<br>Filton Town Council would like South Gloucestershire Council to validate the<br>report with an unbiased expert and confirm amount and type of tree<br>replacements                                                                                                     |
| F.5027     | P24/01498/F     | 104 Mortimer Road Filton South<br>Gloucestershire BS34 7LH<br>Change of use from dwellinghouse (C3) to<br>a 5no person House in Multiple<br>Occupation (Use Class C4). As defined in<br>the Town and Country Planning (Use<br>Classes) Order 1987 (as amended). | Thu 18 Jul<br>2024 | VOTED NEM-COM<br>Comment<br>Filton Town Council Note this application                                                                                                                                                                                                                              |
| F.5028     | P24/01542/F     | 97 Northville Road Filton South<br>Gloucestershire BS7 0RJ<br>Conversion of garage to form additional<br>living accommodation.                                                                                                                                  | Fri 19 Jul 2024    | VOTED NEM-COM<br>OBJECTION<br>Insufficient drawings of first floor designs. Insufficient insulation<br>information. This application would cause a loss of 1 whole parking space.<br>Filton Town Council would like the planning officer to note the previous<br>HMO application for the property. |
| F.5029     | P24/01536/CLE   | 798A Filton Avenue Filton South<br>Gloucestershire BS34 7HB<br>Continued use as a 6 person HMO (Class<br>C4).                                                                                                                                                   | Fri 19 Jul 2024    | VOTED NEM-COM<br>OBJECTION<br>Filton Town Council request evidence of redacted tenancy agreements<br>within the past 3 years .<br>This application causes sandwiching of 1 Charles Road and also would cause<br>3 HMO's in a row in an area of 11.1% HMO rate.                                     |

# SCHEDULE OF PLANNING APPLICATIONS JULY 2024

|        |               |                                                                                                                                                                                                                                                                                                                  |                 |                                                                                                                                                                                                                                                                    |
|--------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|        | P24/01537/CLE | 798 Filton Avenue Filton South<br>Gloucestershire BS34 7HB<br>Continued use as a 6 person HMO (Class C4).                                                                                                                                                                                                        | Fri 19 Jul 2024 | VOTED NEM-COM<br>OBJECTION<br><br>Filton Town Council request evidence of redacted tenancy agreements within past 3 years .<br><br>This application causes sandwiching of 1 Charles Road and also would cause 3 HMO's in a row in an area of 11.1% HMO rate.       |
| F.5030 | P24/01563/PNH | 27 Elm Park Filton South Gloucestershire<br>BS34 7PR<br><br>The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 5.37m, for which the maximum height would be 3.70m, and for which the height of the eaves would be 2.97m.                           | Mon 22 Jul 2024 | VOTED NEM-COM<br>Comment<br><br>Filton Town Council would like to see a green roof used to promote bio diversity SPD.                                                                                                                                              |
| F.5031 | P24/01559/RM  | 3 Shellard Road Filton South<br>Gloucestershire,<br><br>Change of use from 1no. dwellinghouse (Class C3) to a large House in Multiple Occupation (HMO), with 7no. bedrooms for up to 7no. people (Sui Generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).ire<br>BS34 7LS | Mon 22 Jul 2024 | VOTED NEM-COM<br>OBJECTION<br><br>Filton Town Council would like this application reviewed as it seems to have a conflict of interest between the planning and licencing department. A licence should not have been authorised and enforcement need to be advised. |

# SCHEDULE OF PLANNING APPLICATIONS JULY 2024

|        |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                    |                                                                                                                                                                                           |
|--------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F.5032 | P24/01575/RVC | <p>10 Hunters Way Filton South<br/>Gloucestershire BS34 7EW</p> <p>Removal of conditions 1 and 2 and variation of condition 5 (Plans) attached to permission P21/04700/F to allow for changes to the proposal as seen on plans COL/903/PL/06/24/005/B and COL/903/PL/06/24/006/B submitted with this application. Extension and alteration to existing dwelling (part retrospective) to facilitate formation of 4 no. flats with associated works (pursuant to extant permission PT15/4162/F).</p> | Wed 24 Jul<br>2024 | <p><b>VOTED NEM-COM<br/>OBJECTION</b></p> <p>Filton Town Council see no reasoning to remove any conditions on this application and would insist on keeping conditions originally set.</p> |
| F.5033 | P24/01587/F   | <p>Land Between 2A And 3 Broncksea Road<br/>Filton South Gloucestershire</p> <p>Demolition of outbuilding. Erection of 1no. dwelling with associated works.</p>                                                                                                                                                                                                                                                                                                                                    | Thu 25 Jul<br>2024 | <p><b>VOTED NEM-COM<br/>OBJECTION</b></p> <p>Not in keeping with any part of the local neighbourhood or the household design SPD, No amenities space, Restricted access</p>               |
| F.5034 | P24/01619/F   | <p>32 Mortimer Road Filton South<br/>Gloucestershire BS34 7LF</p> <p>Installation of 1no. rear dormer and 2no. front rooflights to facilitate change of use from dwelling (Class C3) House in Multiple Occupation (HMO), with 6no. bedrooms for up to 6no. people (Class C4) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).</p>                                                                                                                                | Tue 30 Jul<br>2024 | <p><b>VOTED NEM-COM<br/>OBJECTION</b></p> <p>Would make 2 HMO's in a row, Only 1 parking space proved when legally 3 needed.</p>                                                          |

# SCHEDULE OF PLANNING APPLICATIONS JULY 2024

|  |               |                                                                                                                                                                                                                                                                                                                                                                                                                 |                    |                                                                                           |
|--|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------------------------------------------------|
|  | P24/01559/RM  | <p>Filton Central Garage 166 Gloucester Road<br/>North Filton South Gloucestershire BS34<br/>7QA</p> <p>Demolition of existing buildings and erection of 3 storey building to form 75 bed student accommodation (Sui Generis) with associated parking, cycle and bin storage with landscaping to be determined. Approval of Reserved Matters to be read in conjunction with outline permission P23/01258/O.</p> | Tue 23 Jul<br>2024 | <p>VOTED 4 1 abstain as DOI<br/>Comment<br/>Filton Town Council Note this application</p> |
|  | P24/01583/CLP | <p>517 Filton Avenue Horfield South<br/>Gloucestershire BS7 0LR</p> <p>Installation of 3no. front rooflights and 1no. rear dormer window to facilitate formation of second floor living accommodation.</p>                                                                                                                                                                                                      | Wed 24 Jul<br>2024 | <p>VOTED NEM-COM<br/>Comment<br/>Filton Town Council Note this application</p>            |
|  |               |                                                                                                                                                                                                                                                                                                                                                                                                                 |                    |                                                                                           |

**Filton Town Council Comment on Planning Application P24/01249/F Land off Charborough Road, agreed and submitted 23<sup>rd</sup> July 2024**

Filton Town Council are very keen to engage with South Gloucestershire Council in further discussion regarding this application as a committee have produced the following comments:

Comments were agreed and Voted 4 and 1 abstain

BNG - Is showing at a loss not 10% gain!

Over intensification - properties are <50% garden in proposal, vs 75-80% in local area - not in keeping Filton Town Council would like to request a 33:67 ratio

Parking spaces shown as sealed surface - not permeable surfacing

Support the police comments into lighting and security and orientation to deter crime.

Filton Town Council would like confirmation that there will be no noticeable difference between the social housing and owned houses including placement of bin stores etc.

Design not sympathetic with local architecture - transverse roof pitches vs parallel with gable ends, grey brick proposed not red brick or render

Support POS comments that storm water management is insufficient -

FTC support the use of solar and ASHP

Allow for adequate garden space by the ratio 33:67 and increase in land allocated for play area/nature/rewilding by >150%

Also expect to see a decent water table/flooding survey rather than a single expert's opinion and views from the local residents.

Filton Town Council request an independent wildlife survey to be undertake thoroughly of the area.

Apply the condition that local developments such as YTL has imposed on its development that property cannot be used as a HMO or sub-let, the purpose of this is to ensure that those who choose to live there will be able to form a balanced working community.

### **Representatives on Outside Bodies 2024-25**

| Committee Name                                                      | Amount of members needed                                                                    | Previous Member(s)                                           | New Member(s) |
|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------|---------------|
| ALCA                                                                |                                                                                             | D Collins                                                    |               |
| Community Cohesion Action Group<br>(previously known as Hate Crime) | TC and 1 member                                                                             | TC and D Collins                                             |               |
| Concorde Community Engagement Forum                                 |                                                                                             | D Collins, A Doyle, A Robinson                               |               |
| FACE                                                                | Registered charity so can only have trustees so no reps allowed but can apply to be trustee |                                                              |               |
| Filton Community Assoc                                              |                                                                                             | A Doyle, A Robinson, A Monk                                  |               |
| Four Towns and Vale Link                                            | 1-2 charity trustees need                                                                   | A Kenyon, D Collins                                          |               |
| Public Transport Forum                                              |                                                                                             | A Doyle, D Collins                                           |               |
| Pyramid Youth Club                                                  |                                                                                             | D Collins                                                    |               |
| SHE7                                                                |                                                                                             | D Collins                                                    |               |
| Twinning Assoc Management Committee                                 | At least 1                                                                                  | D Collins, A Doyle, A Kenyon, T Mewies, B Mead, J Baverstock |               |
| Volunteer Centre                                                    |                                                                                             | TC and D Collins                                             |               |
| Community Garden                                                    |                                                                                             | A Kenyon, J Baverstock                                       |               |
| Northville Community Garden                                         | At least 1                                                                                  | D Collins                                                    |               |
| Southern Brooks Community Partnership                               |                                                                                             | D Collins, T Mewies                                          |               |

Public Consultation Spreadsheet July 2024

| Consultation                                                                          | Consultation Period                  | Summary                                                                                                                                                                        |
|---------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Regulation 18 - Local Plan Topic Paper for Housing Land Supply and Bristol Unmet Need | Open from 19 Jul 2024 to 13 Sep 2024 | South Gloucestershire Council's strategy concerning ensuring adequacy of its own housing land supply and whether it can assist with Bristol City Council's unmet housing need. |



Minutes of the Full Council of **FILTON TOWN COUNCIL** held at 7:00p.m on **Tuesday 30<sup>th</sup> July 2024**. Studio 1, Active Nation Leisure Centre, Elm Park Filton.

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**PRESENT: Cllrs:** T.Mewies (Chair), B.Mead (Vice Chair), D.Boardman, A.Kenyon, S.Milestone J.Molloy A.Monk,

**ALSO, PRESENT:** Lesley Reuben (Town Clerk & RFO), 10 residents of Elm Park.

**APOLOGIES:**, E.Adjeivi, J.Baverstock, A.Bird, A.Doyle D.Harris

**NON-ATTENDANCE: N/A**

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*The Chair asked the meeting to join him in a minute's silence to remember Cllr. David Baverstock who sadly had unexpectedly passed away. Also to reflect on the awful attacks on the young people in Southport.*

**0521. APOLOGIES FOR ABSENCE:** Apologies noted

**0522. EVACUATION PROCEDURE:** The Chair outlined the evacuation procedures.

**0523. DECLARATIONS OF INTEREST:** Cllr Julie Molloy declared a personal interest as a resident of Elm Park. Residents were present at the meeting to express concerns on planning application for 19 Elm Park.

**0524. SUBMISSIONS FROM THE PUBLIC:** Residents of Elm Park raised concerns regarding the application for 7 Bed HMO at 19 Elm Park.

Concerns raised included, already car parking issues with overspill from activities in and around Elm Park recreational ground, noise and over intensive conversion of a family home and biodiversity. There were queries on the legalities of HMO's and complaints on Planning Legislation and National Policy. Residents were encouraged to submit their concerns via the south glos website and collate data on parking issues.

It was agreed to request an extension to the deadline of both entries on this application as it was during the August recess.

Once the planning committee had had the opportunity to look at the detail of the application a response will be formulated and circulated to residents of Elm Park that had left their details with the Town Clerk.

**0525. TO APPROVE THE MINUTES OF THE MEETING HELD 25<sup>TH</sup> June 2024.** were approved as an accurate record.

**0526. MATTERS ARISING FROM THE MINUTES NOT OTHERWISE INCLUDED ON THE AGENDA:** there were none.

**0527. FILTON BEAT TEAM REPORT** was noted and the Town Clerk reported the events surrounding the theft of goal posts to members.

**0528. SOUTH GLOS COUNCILLOR REPORTS** (no submission)

**0529. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:**

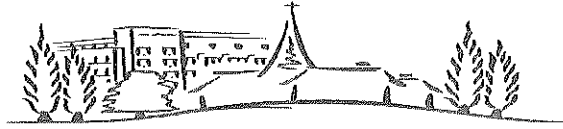
i)Draft Finance Committee Minutes of the meeting held 9<sup>th</sup> July 24 error noted – A Robinson listed as present.

ii)Planning Committee Schedule July 2024 Noted

- iii) Bristol Cycling – moved item to September meeting.
- iv) Reps on Outside Bodies – agreed to circulate to members prior to September meeting.
- v) Casual Vacancy – had arisen due to the passing of Cllr D Baverstock. As a matter of respect this would be addressed by the Town Clerk following his funeral.

**0530. Consultations :** Noted

***There being no further business, the meeting closed at 7.55p.m.***



## **FILTON TOWN COUNCIL**

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Web: [www.filtontowncouncil.gov.uk](http://www.filtontowncouncil.gov.uk) E-mail: [lesley.reuben@filtontowncouncil.gov.uk](mailto:lesley.reuben@filtontowncouncil.gov.uk)

Town Clerk: Lesley Reuben

### **FULL COUNCIL MEETING – All Town Council Members**

19<sup>th</sup> September 2024

Dear Member

You are hereby summoned to a meeting of the **FULL COUNCIL** to be held on **Tuesday 24<sup>th</sup> September 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/CI\\_l1GSYmdc?feature=share](https://youtube.com/live/CI_l1GSYmdc?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. Presentation from Bob Falconer British Cycling representative
5. Presentation from Apex Marquees – Filton Festival 2024 Feedback (*pages 1-3*)
6. Public Participation – (Max 15 mins) Advised that questions be sent to the Council Office 48 hours prior to meeting.
7. To approve the minutes of the meeting held 30<sup>th</sup> July 2024 (*pages 4-5*)
8. Matters of report arising from the minutes not otherwise covered by the agenda.
9. Filton Beat Team Report (*pages 6-7*)
10. South Glos Councillor Reports (*tabled*)
11. Submissions from Members: - (*no submission*)
12. Reports from Committees, Working Groups, and the Town Clerk
  - i) Draft Finance Committee Minutes held 10<sup>th</sup> September 2024 (*page 8*)
  - ii) Planning Committee September 17<sup>th</sup> 2024 (*Postponed*)
    - Nation Planning Framework
  - iii) Schedule of Fees 2024 (*pages 9-10*)
  - iv) Reps on outside bodies (*circulated*)
  - v) Consultation Spreadsheet (*page 12*)



# FILTON FESTIVAL REPORT 2024

*"Wow what can I say ...I live opposite elm park and Have done for 25 years This is the best festival event that has ever Happened in Filton...I hope we can get you all back next year. It was so refreshing with all the different Acts and the Organisation was so professional. As a fellow entertainer myself I know what goes into making it a Great Day for everyone ..this far Exceeded all my expectations..Well done to all concerned for making it a very memorable Occasion. Please come Back next year "*

**Thank you to Filton Town Council for entrusting us to organise this years Filton Festival!**

Apex Marquees had a brilliant time organising and managing Filton Festival for the first time this year. We really feel that we brought that festival spirit to the people of Filton, and there was something for everyone to enjoy on the day no matter your age or background. There was a total of 1750 people on the festival ground at any one time with the maximum amount of people at 2pm. This was way over our estimation of 1000 people at any one time, and everyone was having such a joyful time, we call that a win!

**Infrastructure** – All infrastructure was built and delivered well before the festival began. Staging and marquees were all built exactly to spec, with the covered stage and dance floor ensuring for cover if wet weather was forecast, which in the end wasn't a problem! CV audios did a fantastic job engineering the sound of the main stage, with swift turn arounds between acts which was no mean feat. Moongazing Hare's put on an excellent selection of beers, ciders, wine, soft drinks and more, and their marquee provided shade all day from the sun. They were also a joy to work with, and they made a bigger profit than they were expecting.

**Kids & Youth area** – FACE put on an excellent array of free youth activities throughout the day, providing a safe and comfy environment for older children to hang out with their friends, perform music, craft, play games. There was also a presence of the FACE Youth bus, which was a real draw too. The kids area (separate to the youth tent) was always busy with young children and families crafting, playing games, and playing with the toys that were provided. Having a large covered area for such young children on a hot day was invaluable, and it was always busy. The art car next to the kids tent was also a great hit, and was already fully decorated by lunchtime! The amusements and rides were also a great hit, and they were all busy throughout the day.

**Entertainment** – We were so happy with the variety of performances that were on both the stages throughout the day, we made sure that there was always something for people to watch or listen to as the stages overlapped each other. The music acts put on some amazing performances with an array of artists from wind bands, to cover bands, to local young up-and-coming artists and more developed local acts too. There was a vibe for everyone, and people were up and dancing all day! We also had a brilliant MC for the day, Miriam who is local to Filton who kept the audience informed and made sure the bands and the sound engineers were in sync. The dance stage also offered a whole host of entertainment, from traditional morris and rapper dancing, to kids dance troupes, zumba and african dance workshops. The dance floor was always filled with that party spirit and everyone really had a ball.

**Craft Stalls & Community Groups** – The craft stalls and community stalls went down a storm, with some really brilliant informative stalls, especially SGREN-South Glos Race Equality Network, who said they'd had so many people coming and chatting about equality issues and wanting to learn more. The ride in a vintage care was also a huge hit with the Filton Twinning stall, and the crepes were delicious!



# FILTON FESTIVAL REPORT 2024

**Food Stalls** – There was a great array of different food and drink stalls, though as there were more people than we were expecting there were often long queues for the hot food. If we win the tender for the festival again, we will definitely ensure there are a few more food stalls, and a bit more variety of vegetarian and vegan food especially. Roam wild coffee and cake did especially well, and we would definitely recommend them for next years festival.

## A few more comments from us –

- For future years, a drinking water point should be put in place. This shouldn't be too much a problem as apparently there is a good source for it on the field but the lack of free cold drinking water was an issue on such a hot day. The leisure centre stopped people from coming in and accessing water and toilets midway through the day which caused a big problem, if this facility isn't available for the public to use more infrastructure will be required. i.e more toilets will have to be hired.
- The date of next years festival should be checked against other local events in the area, there were two very local events happening on the same weekend as Filton Festival, and one that clashed exactly with Filton on the Sunday, this affected a few stalls and groups who had to split themselves between the two.
- On our end we would advertise the festival locally much earlier, large banners around the town at least 3 months prior to the festival, as well as large posters, local radio and tv etc.
- With the number of people attending this years festival, and with more advertising for next year the festival will need a permanent license, not a TEN license.
- Robin White from S4F security was absolutely great to have on the team, there were no security issues overnight, and only one issue with some kids on the Sunday that had to be broken up. We would definitely recommend them again.
- The medical team treated 3 minor injuries, all treated on site with no further issues.
- We're awaiting payment still from a few stalls before we present the final profit of the festival, and send our final invoice.

We'd like tender for the festival next year, we feel like we've built up a good relationship with a lot of the local charities, community groups, musical acts, stalls etc and would love to build on the success of this years festival. Thanks so much again to all those at Filton Town Council who've given us this opportunity and we hope to build on this relationship going forward.

Thanks again, from all of us at Apex Marquees

## PUBLIC FEEDBACK

*Was a brilliant free event! Loads to do for the kids. Thank you*

*Amazing festival for the local community. Really family friendly atmosphere. A couple more food/ice cream stands would be a great addition for next year.*

*Very impressed! Well run, good facilities, and a good variety of entertainment, thanks very much for a lovely day!*

*Excellent job! Love the live stage and entertainment - brilliant work no complaints please come again*

*Music was very disappointing, lots of pauses during the sessions. Times it went silent for over half hour, people had to start playing their own music as was waiting so long. There needs to be more up to date music being played as there is a lot more youngsters attending now a days.*

*Well done Filton! This was epic, I particularly enjoyed the rhubarb cider, Dan the Hat, The Longshots, coffee & cake and Mundi Dance. Super organisation, a lovely day. Thank you*

*Absolutely awesome! Dan the hat was fab. Mundi dance, Long shots, Good drinks at the bar, Face for teens - all of it Kids area was brilliant - crafting*

*Food is good. I liked that there was more than one place to get good coffee. Really liked the karaoke. The men with sticks were entertaining. Also the African dancing was great. I did not win an octopus. The car parking attendant was rather jolly. Overall the festival of Filton filled all of my festival wants and needs.*

*Wow what can I say ..I live opposite elm park and Have done for 25 years This is the best festival event that has ever Happened in Filton..I hope we can get you all back next year .It was so refreshing with all the different Acts and the Organisation was so professional. As a fellow entertainer myself I know what goes into making it a Great Day for everyone ..this far Exceeded all my expectations..Well done to all concerned for making it a very memorable Occasion. Please come Back next year 🐼*

*Really good afternoon - would have benefitted from more food options for vegans / vegetarians. And more local bands!*

*Was a Great Day!*

*Wish for family with kids to have special reduced coupons or reduced rates for kids games etc next time and as a result I guess more families may come .  
Otherwise all perfect!*

*It was our first time and we all really enjoyed it. Was a nice vibe perfect for families. We enjoyed the food and bar drinks. There was a bit of a sound clash between the two stages if sat in between.*

*It was awesome. I and my family loved every bit of it. From bouncy castle and bungee jumping thingy to the choreographed dance and the treats and music. It was all fun. It was one of the best breath of fresh air we have had in a long while.*

*Excellent Fun Day x*

Minutes of the Full Council of **FILTON TOWN COUNCIL** held at 7:00p.m on  
**Tuesday 30<sup>th</sup> July 2024.** Studio 1, Active Nation Leisure Centre, Elm Park Filton.

---

**PRESENT: Cllrs:** T.Mewies (Chair), B.Mead (Vice Chair), D.Boardman, A.Kenyon,  
S.Milestone J.Molloy A.Monk,

**ALSO, PRESENT:** Lesley Reuben (Town Clerk & RFO), 10 residents of Elm Park.

**APOLOGIES:**, E.Adjeivi, J.Baverstock, A.Bird, A.Doyle D.Harris

**NON-ATTENDANCE: N/A**

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*The Chair asked the meeting to join him in a minute's silence to remember Cllr.  
David Baverstock who sadly had unexpectedly passed away. Also to reflect on the  
awful attacks on the young people in Southport.*

**0521. APOLOGIES FOR ABSENCE:** Apologies noted

**0522. EVACUATION PROCEDURE:** The Chair outlined the evacuation procedures.

**0523. DECLARATIONS OF INTEREST:** Cllr Julie Molloy declared a personal  
interest as a resident of Elm Park. Residents were present at the meeting to  
express concerns on planning application for 19 Elm Park.

**0524. SUBMISSIONS FROM THE PUBLIC:** Residents of Elm Park raised concerns  
regarding the application for 7 Bed HMO at 19 Elm Park.

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activities in and around Elm Park recreational ground, noise and over  
intensive conversion of a family home and biodiversity. There were queries  
on the legalities of HMO's and complaints on Planning Legislation and  
National Policy. Residents were encouraged to submit their concerns via the  
south glos website and collate data on parking issues.

It was agreed to request an extension to the deadline of both entries on this  
application as it was during the August recess.

Once the planning committee had had the opportunity to look at the detail of  
the application a response will be formulated and circulated to residents of  
Elm Park that had left their details with the Town Clerk.

**0525. TO APPROVE THE MINUTES OF THE MEETING HELD 25<sup>TH</sup> June 2024.**  
were approved as an accurate record.

**0526. MATTERS ARISING FROM THE MINUTES NOT OTHERWISE INCLUDED  
ON THE AGENDA:** there were none.

**0527. FILTON BEAT TEAM REPORT** was noted and the Town Clerk reported the  
events surrounding the theft of goal posts to members.

**0528. SOUTH GLOS COUNCILLOR REPORTS** (no submission)

**0529. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN  
CLERK:**

i)Draft Finance Committee Minutes of the meeting held 9<sup>th</sup> July 24  
error noted – A Robinson listed as present.

ii)Planning Committee Schedule July 2024 Noted



- iii) Bristol Cycling – moved item to September meeting.
- iv) Reps on Outside Bodies – agreed to circulate to members prior to September meeting.
- v) Casual Vacancy – had arisen due to the passing of Cllr D Baverstock. As a matter of respect this would be addressed by the Town Clerk following his funeral.

**0530. Consultations :** Noted

***There being no further business, the meeting closed at 7.55p.m.***



## **Insert Beat area Filton**

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### **COMMUNITY ENGAGEMENT FORUM REPORT**

Date

**Anti-social behaviour – There has not been a specific location which has suffered from multiple reports of anti-social behaviour. Patrols have continued in and around the usual locations of Abbeywood retail park, Elm park and Millenium green.**

**There have been a couple of reports of owners with aggressive dogs and dog bite incidents. These incidents are not linked with the dogs described being different breeds.**

**There has been reports regarding a homeless male in the A4174 underpass, Station road. We have referred the matter to the homeless team, who will hopefully engage with the individual.**

**Over the last two weeks there has been an increase in reports of youths causing a nuisance on Filton Golf course. We are working with the staff at the course to identify those involved.**

**Talk to Us Events was held on Friday 6<sup>th</sup> September. Again, like previous events attendance numbers were low. There are two more events planned for the 4<sup>th</sup> October and 1<sup>st</sup> November.**

**Community Engagement- The team have conducted engagement with Filton college due to the start of term.**

**Patrols have been increased to address any issues before they arise.**

**Crime Statistics Month to date there has been 22 reported offences in the Filton area. Crime levels are currently lower than previous months. There has been a decrease over the last two months with 76 Offences reported in August, which is down from August 2023 when 98 offences were reported.**

Crimes reported in (September ) in (CN213).

|                                      |            |
|--------------------------------------|------------|
| Arson and Criminal damage            | 1 offence  |
| Burglary                             | 1 offence. |
| Drug Offences                        | 1 Offence  |
| Miscellaneous crimes against society | 1 Offence  |
| Possession of Weapons                | 1 Offence  |
| Public order offences                | 3 Offences |
| Robbery                              | 2 offence  |
| Sexual offences                      | 0 Offences |
| Theft                                | 3 Offences |
| Vehicle offences                     | 0 Offences |
| Violence against the person          | 9 Offences |

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 10<sup>th</sup> September 2024**, Studio 1, Active Nation, Filton, Elm Park, Bristol, BS34 7PS

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**PRESENT: Cllrs:** B Mead (Chair), T Mewies (Vice Chair), J Baverstock, A Bird, D Harris, A Doyle, A Kenyon, S Milestone

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

**APOLOGIES: Cllrs:-**, D Boardman A Monk, J Molloy

**NON-ATTENDANCE:**, E Adjjevi

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**0639. APOLOGIES FOR ABSENCE:** Apologies noted.

**0640. DECLARATIONS OF INTEREST:** None

**0641. EVACUATION PROCEDURE:** Chair of Council gave evacuation procedures.

**0642. MINUTES OF FULL COUNCIL (FINANCE AND GENERAL) MEETING HELD TUESDAY 16<sup>th</sup> July 2024.** Were approved as an accurate record with attendance amendment

**0643. MATTERS ARISING FROM THE MINUTES-** Accounting query has been answered and circulated to all members.

**0644. PUBLIC PARTICIPATION –** None

**0645. INCOME & EXPENDITURE REPORTS MONTH 4 –** Noted

**0646. BALANCE SHEET MONTH 4** Noted

**0647. BANK RECONCILIATIONS BANK MONTH 4:** Noted

**0648. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:**  
i) High Street Pedestrian Wayfinding Project - Parish and SGC Cllr meeting invitation  
It was agreed to contact and invite to Full Council Finance and General Meeting  
October 8<sup>th</sup> 2024.

ii) Staffing Committee – Minutes of the meeting held 2nd September 2024 - Noted

iii) Committee/Working Groups:-

a) Budget sub committee - Noted.

b) Local Nature Action Plan - The Clerk to circulate membership details.

c) Neighbourhood Plan Working Group – Noted and confirmed its prior to planning committee meeting.

d) Planning Committee (not working group) Noted

The chair expressed concerns he had received from residents regarding the current road works and traffic congestion issues at the moment in Filton. South Gloucestershire Councillor reassured that there would be an in-depth statement with relevant information would be available to all residents shortly.

**0649. PAYMENTS FOR INFORMATION:** Noted.

**Chair closed the meeting 19.44**

Schedule of Fees (per Annum)

| Lease (Term Remaining)                 | 2020-21          | 2021-22                                                          | 2022-23                          | 2023-24                          | 2024-2025                        |
|----------------------------------------|------------------|------------------------------------------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Community Assoc (144 yrs)              | £2.10            | £2.10                                                            | £2.10                            | £2.10                            | £2.10                            |
| Scout Lease (8 Years)                  | £50              | £50                                                              | £50                              | £50                              | £50                              |
| Wessex Reserves (due for renewal 2022) | £1,500.00        | £1,500.00                                                        | £1,500                           | £1,500                           | £1,500                           |
| Land at Sheilard Rd(43 yrs)            | £65              | £65                                                              | £65                              | £65                              | £65                              |
| Filton Petanque Club                   | £150             | £150                                                             | £150                             | £150                             | £150                             |
| Station Rd Allotment Fees (annual)     | £27.50<br>£50.00 | £37 Half Plots<br>£67 Full Plots<br>(Reviewed and increase 2021) | £37 Half Plots<br>£67 Full Plots | £37 Half Plots<br>£67 Full Plots | £37 Half Plots<br>£67 Full Plots |
| Nutfield Grove Allotment Fees annual   | £12.50           | £12.50 + membership fees to association                          | £15                              | £15                              | £15                              |

|                   |                                                |                                     |                                     |                                                                   |                                                                           |
|-------------------|------------------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------|
| Football Pitches  | 5v5 £25<br>7v7 £30<br>£40 Junior<br>£60 Senior | £40 (whilst facilities are limited) | £40 (whilst facilities are limited) | £40 (whilst facilities are limited)<br>Full Price from April 2024 | Full Price from April 2024<br>5v5 £25<br>7v7 £30<br>9v9 £40<br>£60 Senior |
| Meeting Room Hire | -                                              | -                                   | -                                   | -                                                                 | £15 per Hour                                                              |

Public Consultation Spreadsheet September 2024

| Consultation                                                                                        | Consultation Period | Summary                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Proposed reforms to the National Planning Policy Framework and other changes to the planning system | 24 Sep 2024         | This consultation seeks views on our proposed approach to revising the National Planning Policy Framework in order to achieve sustainable growth in our planning system. We are also seeking views on a series of wider policy proposals in relation to increasing planning fees, local plan intervention criteria and appropriate thresholds for certain Nationally Significant Infrastructure Projects. |



Minutes of the Full Council of **FILTON TOWN COUNCIL** held at 7:00p.m on **Tuesday 24<sup>th</sup> September 2024**. Studio 1, Active Nation Leisure Centre, Elm Park Filton.

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**PRESENT: Cllrs:** B.Mead (Chair), J Baverstock, A.Bird, A.Doyle, D. Boardman, D. Harris, A.Kenyon, S.Milestone J.Molloy.

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

**APOLOGIES** T Mewies, A.Monk,

**NON-ATTENDANCE:** E Adjeivi

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**0521. APOLOGIES FOR ABSENCE:** Apologies noted

**0522. EVACUATION PROCEDURE:** The Chair outlined the evacuation procedures.

**0523. DECLARATIONS OF INTEREST:** Cllr B Mead declared and Interest in the British Cycling and Cllr J Baverstock declared an Interest in Apex Marquees

**0524. SUBMISSIONS FROM THE PUBLIC:** None

**0525. PRESENTATION FROM BOB FALCONER BRITISH CYCLING**

**REPRESENTATIVE-** A presentation was given addressing the vision of rejuvenation the speedway track. It was proposed and seconded for Filton Town Council to engage with local stakeholders to gauge expected the user volume. VOTED FOR NEM-COM Motion carried

**0526. PRESENTATION FROM APEX MARQUEES – FILTON FESTIVAL 2024**

**FEEDBACK.** Apex Marquees gave update on how Filton Festival went this year. It was explained that it would need to follow the tender process and before the organisers be appointed for 2025. It was proposed and seconded to provisionally book Sunday 13<sup>th</sup> July as the festival date 2025. VOTED 8 FOR 1 ABSTAIN Motion carried

**0527. TO APPROVE THE MINUTES OF THE MEETING HELD 30<sup>th</sup> July 2024.** were approved as an accurate record.

**0528. MATTERS ARISING FROM THE MINUTES NOT OTHERWISE INCLUDED ON THE AGENDA:** there were none.

**0529. FILTON BEAT TEAM REPORT** - Noted, the Town Clerk reported the events surrounding the theft of goal posts to members.

**0530. SOUTH GLOS COUNCILLOR REPORTS** (no submission) a verbal update was given.

**0531. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:**

i)Draft Finance Committee Minutes of the meeting held 10<sup>th</sup> September 2024

ii)Planning Committee Schedule September (postponed)

National Planning Framework comment: It was agreed to submit Cllr Birds draft,

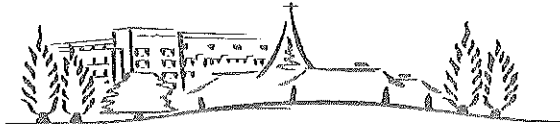
iii) Schedule of fees – Fees agreed to adopt. It was proposed and seconded VOTED 7 **FOR**, 1 **AGAINST**, 1 **ABSTAIN**. Motion carried.  
It was also requested that FTC Office look into the legality and use of Filton CA.

ACTION FTC Office

iv) Reps on Outside Bodies – Councillors to report back to Council with their choices.

v) Consultations: Noted

***There being no further business, the meeting closed at 8.55pm.***



## **FILTON TOWN COUNCIL**

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Web: [www.filtontowncouncil.gov.uk](http://www.filtontowncouncil.gov.uk) E-mail: [town.clerk@filtontowncouncil.gov.uk](mailto:town.clerk@filtontowncouncil.gov.uk)

Town Clerk: Lesley Reuben/Simon Daview

### **FULL COUNCIL MEETING – All Town Council Members**

24<sup>th</sup> October 2024

Dear Member

You are hereby summoned to a meeting of the **FULL COUNCIL** to be held on **Tuesday 29<sup>th</sup> October 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/gO0pHA7\\_X7I?feature=share](https://youtube.com/live/gO0pHA7_X7I?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. Official Appointment of Proper Officer and RFO Simon Davies
5. Public Participation – (Max 15 mins) Advised that questions be sent to the Council Office 48 hours prior to meeting.
6. To approve the minutes of the meeting held 24<sup>th</sup> September 2024 (*pages 1-2*)
7. Matters of report arising from the minutes not otherwise covered by the agenda.
8. Filton Beat Team Report (*pages 3-4*)
9. South Glos Councillor Reports (*no submission*)
10. Submissions from Members:
  - i) Cllr Bird – Social Fund
11. Reports from Committees, Working Groups, and the Town Clerk
  - i) Draft Finance Committee Minutes held 8<sup>th</sup> October 2024 (*page 5*)
  - ii) Planning Committee 15<sup>th</sup> October 2024 (*cancelled*)
  - iii) Filton Festival 2025 – prov. Date 13th July 2025.
  - iv) Consultation Spreadsheet (*pages 6-7*)

Minutes of the Full Council of **FILTON TOWN COUNCIL** held at 7:00p.m on  
**Tuesday September 2024.** Studio 1, Active Nation Leisure Centre, Elm Park Filton.

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**PRESENT: Cllrs:** B.Mead (Chair), J Baverstock, A.Bird, A.Doyle, D. Boardman, D. Harris, A.Kenyon, S.Milestone J.Molloy.

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

**APOLOGIES** T Mewies, A.Monk,

**NON-ATTENDANCE:** E Adjeivi

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**0521. APOLOGIES FOR ABSENCE:** Apologies noted

**0522. EVACUATION PROCEDURE:** The Chair outlined the evacuation procedures.

**0523. DECLARATIONS OF INTEREST:** Cllr B Mead declared and Interest in the British Cycling and Cllr J Baverstock declared an Interest in Apex Marquees

**0524. SUBMISSIONS FROM THE PUBLIC:** None

**0525. PRESENTATION FROM BOB FALCONER BRITISH CYCLING**

**REPRESENTATIVE-** A presentation was given addressing the vision of rejuvenation the speedway track. It was proposed and seconded for Filton Town Council to engage with local stakeholders to gage expected the user volume. **VOTED FOR NEM-COM** Motion carried

**0526. PRESENTATION FROM APEX MARQUEES – FILTON FESTIVAL 2024**

**FEEDBACK.** Nic Hurst gave update on how Filton Festival went this year. It was explained that it would need to go to tender before allocation a company to run it 2025. It was proposed and seconded to provisionally book Sunday 13<sup>th</sup> July as the festival date 2025. **VOTED 8 FOR 1 ABSTAIN** Motion carried

**0527. TO APPROVE THE MINUTES OF THE MEETING HELD 30<sup>th</sup> July 2024.**  
were approved as an accurate record.

**0528. MATTERS ARISING FROM THE MINUTES NOT OTHERWISE INCLUDED ON THE AGENDA:** there were none.

**0529. FILTON BEAT TEAM REPORT -** Noted, the Town Clerk reported the events surrounding the theft of goal posts to members.

**0530. SOUTH GLOS COUNCILLOR REPORTS** (no submission) A Doyle gave a verbal update.

**0531. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:**

i)Draft Finance Committee Minutes of the meeting held 10<sup>th</sup> September 2024

ii)Planning Committee Schedule September (postponed)

National Planning Framework comment: It was agreed to submit Cllr Birds draft,

iii) Schedule of fees – Fees agreed to adopt. It was proposed and seconded to gain look at the legality and use of Filton CA. **VOTED 7 FOR, 1 AGAINST, 1 ABSTAIN.** Motion carried.

- iv) Reps on Outside Bodies – Councillors to report back to Council with their choices.
- v) Consultations: Noted

***There being no further business, the meeting closed at 8.55pm.***



## **Insert Beat area Filton**

### **COMMUNITY ENGAGEMENT FORUM REPORT**

Date

**Anti-social behaviour – Areas of focus are Abbeywood retail park, predominantly McDonalds reference problems with youths late in the evening.**

**There has also been concerns raised regarding Anti-social behaviour around Conygre Grove and Conygre Road. The problem associated with students from SGS college. We are working with the college to address this and increasing patrols in the area.**

**We have also had several complaints regarding the use of E-scooters there is a plan in place to carry out days of actions with education and enforcement on the use of them.**

**Reports of damage at Filton Leisure centre with graffiti sprayed on the wall. Report has been taken and awaiting the CCTV to establish if the suspect can be identified.**

**Talk to Us Events Several talk to us events conducted at Filton Leisure centre. More engagement than previous months. With several members of the public attending and raising queries. The next event is planned for Friday 1<sup>st</sup> November.**

**Community Engagement- The team have conducted engagements talk at the Cubs. There are plans next month to conduct engagement with Sheild road primary school.**

**Crime Statistics Month to date there has been 55 reported crimes in the Filton area. For the whole month of September there were 90 offences reported. The amount offences reported are down compared to this time last year.**

Crimes reported in (October 2024) in (CN214).

|                                      |               |
|--------------------------------------|---------------|
| Arson and Criminal damage            | 2 offences    |
| Burglary                             | 2 offences.   |
| Drug Offences                        | 1 Offences    |
| Miscellaneous crimes against society | 0 Offences    |
| Possession of Weapons                | 0 Offences    |
| Public order offences                | 11 Offences   |
| Robbery                              | 0 offences    |
| Sexual offences                      | 1 Offence     |
| Theft                                | 12 Offences . |
| Vehicle offences                     | 6 Offences    |
| Violence against the person          | 20 Offences   |



Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 8<sup>th</sup> October 2024**, Studio 1, Active Nation, Filton, Elm Park, Bristol, BS34 7PS

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**PRESENT: Cllrs:** D Harris (Chair), E Adjievi, A Bird, D Boardman, A Doyle, A Kenyon, J Molloy S Milestone

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

**APOLOGIES: Cllrs:-**, A Monk, T Mewies B Mead J Baverstock

**NON-ATTENDANCE:**

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**0650. APOLOGIES FOR ABSENCE:** Apologies noted.

**0651. DECLARATIONS OF INTEREST:** None

**0652. EVACUATION PROCEDURE:** Chair of Council gave evacuation procedures.

**0653. PRESENTATION FROM S MILNE - S GLOS WAYFINDING PROJECT.** Presentation given regarding new project and impact n the Filton area. and Councillors to report any ideas to FTC office to forward.

**0654. MINUTES OF FULL COUNCIL (FINANCE AND GENERAL) MEETING HELD TUESDAY 16<sup>th</sup> July 2024.** Were approved as an accurate

**0655. MATTERS ARISING FROM THE MINUTES-** Accounting queries raised 301,909,4042,4037 TC to circulate answers.

**0656. PUBLIC PARTICIPATION –** None

**0657. INCOME & EXPENDITURE REPORTS MONTH 5 –** Noted

**0658. BALANCE SHEET MONTH 5** Noted

**0659. BANK RECONCILIATIONS BANK MONTH 5:** Noted

**0660. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:**

i) **Staffing Committee – Minutes of the meeting held 8<sup>th</sup> 2024 –** Not held not quorate

ii) **Committee/Working Groups:-**

a) Local Nature Action Plan – No meeting as yet

b) Neighbourhood Plan Working Group – Priorities submitted to D Dixon

c) Conclusion of Annual Governance and Accountability Return 23/24 Noted .

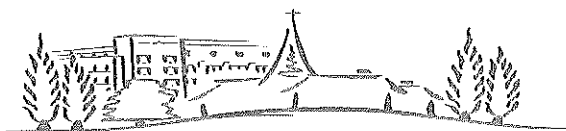
iii) **Wessex Reserves Lease-** To be invited to present plans and discuss rental fees

**0661. PAYMENTS FOR INFORMATION:** Noted.

**Chair closed the meeting 19.44**

| Consultation                                                                                                                 | Consultation Period       | Summary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FILTON - A38 GLOUCESTER ROAD NORTH, BOLINGBROKE WAY AND RUNWAY AVENUE - Proposed Prohibition of Movements - STATUTORY NOTICE | 16 Oct 2024 - 27 Nov 2024 | <p>The council proposes to make an order that will prohibit movements in lengths of A38 Gloucester Road North, Bolingbroke Way and Runway Avenue, Filton.</p> <p>The traffic regulation order is required to support the construction of a new signalised junction at the A38 Gloucester Road North junction with Bolingbroke Way.</p> <p>Full details of the proposals are contained in the draft order. If you would like to see a copy of the draft order, a map, any orders to be varied/revoked and a statement of the Council's reasons for making the order, you may do so by viewing the documents section of this consultation.</p> |
| FILTON - BOLINGBROKE WAY AREA - VARIOUS ROADS - Proposed 20 mph Speed Limit - STATUTORY NOTICE                               | 23 Oct 2024 - 16 Nov 2024 | <p>The Council proposes to make an order that will prohibit the driving of motor vehicles at a speed exceeding 20 miles per hour in lengths of Belvedere Close, Bolingbroke Way, Bullfinch Close, Taurus Road and Titan Road, Filton.</p> <p>Full details of the proposals are contained in the draft order. If you would like to see a copy of the draft order, a map, any orders to be varied/revoked and a statement of the Council's reasons for making the order, you may do so by viewing the documents section of this consultation.</p>                                                                                              |
| FILTON - VARIOUS ROADS - Proposed prohibition of waiting and loading restrictions - Bolingbroke Way area - STATUTORY NOTICE  | 23 Oct 2024 - 16 Nov 2024 | The Council proposes to make an order which will:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <p>a) prohibit any vehicle waiting at any time in lengths of Belvedere Close, Bolingbroke Way, Bullfinch Close, Titan Road and Taurus Road;</p> <p>b) restrict vehicles waiting between the hours of 8am and 6pm on any day, 4 hours with no return within 2 hours in lengths of Bolingbroke Way, Bullfinch Close, Titan Road and Taurus Road, Filton; and</p> <p>c) prohibit any vehicle waiting or loading at any time in lengths of Bolingbroke Way, Filton</p> <p>Full details of the proposals are contained in the draft order. If you would like to see a copy of the draft order, a map, any orders to be varied/revoked and a statement of the Council's reasons for making the order, you may do so by viewing the documents section of this consultation.</p> |
|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



## FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Web: [www.filtontowncouncil.gov.uk](http://www.filtontowncouncil.gov.uk) E-mail: [office@filtontowncouncil.gov.uk](mailto:office@filtontowncouncil.gov.uk)

### FULL COUNCIL

21<sup>st</sup> November 2024

You are hereby summoned to a meeting of the **FULL COUNCIL** to be held on **Tuesday 26<sup>th</sup> November 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/LwOuM4M3Hdo?feature=share>

Yours sincerely,

Simon Davies  
Town Clerk & RFO  
[town.clerk@filtontowncouncil.gov.uk](mailto:town.clerk@filtontowncouncil.gov.uk)  
01454 803918

## AGENDA

1. Evacuation Procedures
2. Apologies for Absence
3. Declarations of Interest
  - 3.01 To receive declarations of interest from Councillors on items on the agenda.
  - 3.02 To receive written requests for dispensations for disclosable pecuniary interests ( if any)
  - 3.03 To grant any requests for dispensation as appropriate
4. Exclusion of the press or public

### CLOSED SESSION

5. Active Nation –Service Update

### OPEN SESSION

6. Public Question Time
7. To approve the minutes of the meeting held 29<sup>th</sup> October 2024 (*pages 1-2*)
8. Matters of report arising from the minutes not otherwise covered by the agenda.
9. Filton Beat Team Report (*pages 3-4*)
10. South Glos Councillor Reports (*tabled*)
11. Submissions from Members: -
  - i) Cllr J Baverstock Proposal to start a project to create a graffiti park with community hub space and shared harvest area including a rewilding element.
12. Reports from Committees, Working Groups, and the Town Clerk

- i) Waste Carrier Licence
- ii) Unity Recovery of Funds
- ii) Draft Finance Committee Minutes held 12<sup>th</sup> November 2024 (*pages 5-6*)
- iii) Planning Committee 19<sup>th</sup> November 2024 (*cancelled*)
- iii) Consultation Spreadsheet (*page 7*)

**13. Filton Town Council Structure working group**

Minutes of the Full Council of **FILTON TOWN COUNCIL** held at 7:00p.m on **Tuesday 29<sup>th</sup> October 2024**. Studio 1, Active Nation Leisure Centre, Elm Park Filton.

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**PRESENT: Cllrs:** D Harris (Chair), E Adjeivi, A.Bird, A.Doyle, D. Boardman, D. Harris, A.Monk, S.Milestone J.Molloy.

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

**APOLOGIES** T Mewies, B.Mead J Baverstock, A.Kenyon,

**NON-ATTENDANCE:**

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**0532. APOLOGIES FOR ABSENCE:** Apologies noted

**0533. EVACUATION PROCEDURE:** The Chair outlined the evacuation procedures.

**0534. DECLARATIONS OF INTEREST:** None Declared

**0535. OFFICIAL APPOINTMENT OF PROPER OFFICER AND RFO SIMON DAVIES.** It was proposed and seconded to accept the newly appointed Town Clerk and Responsible Finance Officer as the Proper Officer for Filton Town Council **VOTED 8 FOR 1 ABSTAIN.**

Simon Davies officially appointed as Proper Officer and RFO.

**0536. SUBMISSIONS FROM THE PUBLIC:**

- i) A local street artist expressed interest in making the most some of the space available around Filton. Contact details were taken and given as the Council would look at this a as possible project in the future.

**0537. TO APPROVE THE MINUTES OF THE MEETING HELD 24<sup>TH</sup> SEPTEMBER 2024.** Were approved as an accurate record.

**0538. MATTERS ARISING FROM THE MINUTES NOT OTHERWISE INCLUDED ON THE AGENDA:** None

**0539. FILTON BEAT TEAM REPORT -** Noted

**0540. SOUTH GLOS COUNCILLOR REPORTS** (no submission) a verbal update was given on the current consultations on the proposed parking fees for local car parks, Article 4 update and Brabazon Arena parking schemes.

**0541. SUBMISSIONS FROM MEMBERS:**

- i) A Bird – Social Fund. Cllr Bird would like the Social Fund to be addressed again and brought in to the next budget setting.  
It was proposed and seconded to investigate the possibility of Filton Town Council legally administering its own Social Fund. **VOTED FOR NEM-COM.**

**0542. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:**

- i) Draft Finance Committee Minutes of the meeting held 8<sup>th</sup> October 2024.  
Noted
- ii) Planning Committee Schedule October (postponed) Councillors have given individual comments on relevant applications.
- v) Consultations: Noted

The Town Clerk added that the Councillor vacancy could now be filled by co-option. It was proposed and seconded to advertised in Filton Voice from November and invite any interested parties to Full Council January 2025.  
VOTED FOR NEM-COM

**19.52 THE SESSION WAS CLOSED TO THE PUBLIC TO A CLOSED SESSION.**

**0543. AN MANAGEMENT FEE :** It was agreed to invite Active Nation CEO to address the current issues. If this invitation is declined that the Town Clerk is instructed to issue a formal letter.

**0544. RE ISSUE OF INVOICE:** An invoice had been incorrectly paid into an old account. The clerk asked Council as she had started the recovery process could we issue payment again. It was proposed and seconded to re issue a payment that had been paid to an old account on the agreement should there be any issue with the recovery that we would then engage with the company and look at the repayment again. VOTED FOR NEM-COM

***There being no further business, the meeting closed at 20.07.***





## Insert Beat area Filton

### **COMMUNITY ENGAGEMENT FORUM REPORT**

Date

**Anti-social behaviour – Areas of focus are Abbeywood retail park, predominantly McDonalds reference problems with youths late in the evening. Youths recently causing problems at B& M, CCTV is being reviewed.**

**There has also been concerns raised regarding Anti-social behaviour around Conygre Grove and Conygre Road. The problem associated with students from SGS college. Patrols have been conducted in conjunction with the security from the college.**

**We have also had several complaints regarding the use of E-scooters there is a plan in place to carry out days of actions with education and enforcement on the use of them.**

**New reports of Anti-social behaviour around the public toilets on Church Road. Patrols will be carried out during the evenings.**

**Talk to Us Events The last talk to us event was conducted on 1<sup>st</sup> November. There is no plan for a date in December. We are reviewing times and dates to carry out a more effective way of conducting the events in the new year.**

**Community Engagement- The team have conducted engagements talk at the Scouts and Shield Road primary**

school. A knife sweep was conducted at SGS college as part of Operation sceptre.

**Crime Statistics** Month to date there has been 52 reported crimes in the Filton area. For the whole month of October there were 79 offences reported.

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

|                                      |             |
|--------------------------------------|-------------|
| Arson and Criminal damage            | 2 offences  |
| Burglary                             | 1 offence   |
| Drug Offences                        | 1 Offence   |
| Miscellaneous crimes against society | 0 Offences  |
| Possession of Weapons                | 1 Offence   |
| Public order offences                | 6 Offences  |
| Robbery                              | 2 offences  |
| Sexual offences                      | 1 Offence   |
| Theft                                | 18 Offences |
| Vehicle offences                     | 3 Offences  |
| Violence against the person          | 17 Offences |

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 12th November 2024**, Studio 1, Active Nation, Filton, Elm Park, Bristol, BS34 7PS

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**PRESENT: Cllrs:** B Mead (Chair), T Mewies ( Vice Chair) J Baverstock, A Bird, A Doyle, A Kenyon, J Molloy D Harris

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

**APOLOGIES: Cllrs:-** D Boardman, S Milestone

**NON-ATTENDANCE:** E Adjievi, A Monk

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**0662. EVACUATION PROCEDURES**

**0663. APOLOGIES FOR ABSENCE:** Apologies noted.

**0664. DECLARATIONS OF INTEREST:**

3.01 Cllr A Monk DOI with North Bristol Colour Guard

3.02 None

3.03 None

**0665. EXCLUSION OF THE PRESS OR PUBLIC:** It was agreed to hold items 16 and 17 in a closed session

**0666. PUBLIC QUESTION TIME:** No Submissions

**0667. MINUTES OF FULL COUNCIL (FINANCE AND GENERAL) MEETING HELD TUESDAY 8<sup>th</sup> October 2024.** Were approved as an accurate

**0668. MATTERS ARISING FROM THE MINUTES-** Accounting queries raised 301,909,4042,4037 TC to circulate answers.

**0669. GRANTS**

- i) Bristol Jiu Jitsu - L Barnes (Appendix 1)
- ii) Filton Concert Brass – A Jackson (Appendix 2)
- iii) North Bristol Colour Guard – B Coulter (Appendix 3)

After each group presented grant approval was:

- i) Bristol Jiu Jitsu £5000
- ii) Filton Concert Brass £2800
- iii) North Bristol Colour Guard £1000

**0670. BRITISH CYCLE SPEEDWAY UPDATE - B FALCONER :** Update given on progress of funding applications and project information. It was proposed and seconded to **“Request the Town Clerk to liaise with B Falconer and develop an action plan to move the project to the next stage”.** **VOTED FOR NEM-COM**

**0671. DRAFT BUDGET 2025-2026 - D Kemp DCK Accounting:** Draft budget proposal was discussed. It was requested for more work to take place on projections and index related increases and to bring figures back to January 2025 meeting.

**0672. PAYMENTS FOR INFORMATION - Noted**

**0673. INCOME & EXPENDITURE REPORTS MONTH 6:** Noted

**0674. BALANCE SHEET MONTH 6:** Noted

**0675. BANK RECONCILIATIONS BANK MONTH 6:** Noted

**0676. ESTABLISH WORKING GROUP ON FUTURE ACCOUNTS :** The current budget group to be tasked with discussing current budget request and alterations. Meeting set for Thursday 28<sup>th</sup> November, 6.30pm. All working group members will receive an invite.

#### **CLOSED SESSION**

**0677. STAFFING UPDATE:**

- i) Office update- Current changing in staffing and future office roles discussed.
- ii) NALC pay award - Agreed

**0678. ACTIVE NATION CONTRACTUAL PAYMENTS :** Current issues discussed. Active Nation have confirmed they are attending Filton Town Council Full Council meeting 26<sup>th</sup> November 2024.

**Chair closed the meeting 20.58**

Public Consultation Spreadsheet November 2024

| Consultation   | Consultation Period     | Summary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Budget 2025/26 | 15 Nov 2024- 8 Jan 2025 | <p>The council is keen, through this consultation, for residents and other stakeholders to get a clear understanding of the extent of the financial challenges it faces and the measures that may be needed to balance the books.</p> <p>We want to be open and honest with you. The financial pressures mean we will have to do some unpopular things, like increasing taxes and other charges, and we will have less freedom to prioritise spending as we all might want to. However, we are committed to being a listening and empowering council and where there are genuine opportunities for you to influence decision-making we want you to tell us what you think.</p> <p>Visit our dedicated Common Place site for further information about the proposals and to ensure your voice is heard.</p> |

**PRESENT: Cllrs:** T Mewies (Chair), B.Mead E Adjeivi J Baverstock, A.Bird, D. Boardman, D. Harris, A.Kenyon A.Monk, S.Milestone J.Molloy.

**ALSO, PRESENT:** Simon Davies (Town Clerk & RFO), Carla Westcott (TCSO)

**APOLOGIES:** A.Doyle,

**NON-ATTENDANCE:** N/A

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**0545. APOLOGIES FOR ABSENCE:** Apologies noted

**0546. EVACUATION PROCEDURE:** The Chair outlined the evacuation procedures.

**0547. DECLARATIONS OF INTEREST:**

3.01 To receive declarations of interest from Councillors on items on the agenda. None Declared

3.02 To receive written requests for dispensations for disclosable pecuniary interests ( if any) None Declared

3.03 To grant any requests for dispensation as appropriate. None Declared

**0535. EXCLUSION OF PRESS OR PUBLIC**

### **CLOSED SESSION**

**0548. ACTIVATION NATION SERVICE UPDATE.**

Closed Teams call with CEO Stuart Martin who updated Councillors on the current progress with Active Nation Filton.

### **OPEN SESSION 19:41**

**0549. THE PUBLIC QUESTION TIME:** No submissions

**0550. TO APPROVE THE MINUTES OF THE MEETING HELD 24<sup>TH</sup> SEPTEMBER 2024.** Were approved as an accurate record.

**0551. MATTERS ARISING FROM THE MINUTES NOT OTHERWISE INCLUDED ON THE AGENDA:** None

**0552. CASUAL VACANCY**

Ben Dewfall put himself forward for Co option. He gave a short presentation about himself and answered any questions from Councillors. It was proposed and seconded to Co opt Ben Dewfall to Filton Town Council. It was voted FOR NEM-COM.

Cllr B Dewfall joined the meeting as a Councillor

**0552. FILTON BEAT TEAM REPORT** - Noted

**0553. SOUTH GLOS COUNCILLOR REPORTS** (no submission) a verbal update was given on the current budget consultations and redevelopment of Church View homes.

**0541. SUBMISSIONS FROM MEMBERS:**

i) Cllr J Baverstock Proposal to start a project to create a graffiti park with community hub space and shared harvest area including a rewilding element It was proposed and seconded to begin the process of the project. Voted FOR NEM-COM.

**0542. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:**

i) Waste Carrier Licence. The Clerk inform Council that FTC should have had the licence and has now applied for it.

ii) Recovery of Funds. The Clerk confirmed the funds have now been recovered

iii) Draft Finance Committee Minutes of the meeting held 12<sup>th</sup> November 2024. Noted

iv) Planning Committee Schedule October (postponed) Councillors have given individual comments on relevant applications.

v) Consultations: Noted

**0544. COUNCIL STRUCTURE WORKING GROUP.**

It was proposed and seconded to establish a working group to re look at the Council structure. Voted 12 FOR 1 ABSTAIN Motion carried. Group members are Cllrs T Mewies, J Baverstock, E Adjievi, A Bird and A Doyle.

***There being no further business, the meeting closed at 20.24***