



FILTON TOWN COUNCIL

Minutes of **FILTON TOWN COUNCIL'S – Planning & Climate Meeting** held at 7:00PM on Thursday, 3rd of July 2025 – Held at: Filton Town Council Office's Conference Room, Elm Park, Filton BS34 7PS.

PRESENT: Cllrs: A. Bird (*Chair*), J. Molloy, B. Dewfall.

IN ATTENDANCE: Simon Davies (*Town Clerk*), Peach Jones (*Town Council Support Officer*)
Rachel Tadman (*Planning Consultant*)

APOLOGIES: Cllrs: J. Baverstock, D. Boardman.

MEETING STARTED AT 7:00PM

01. EVACUATION PROCEDURES – Noted.

02. APOLOGIES FOR ABSENCE – Noted: Cllrs: Baverstock and Boardman. Cllr Molloy gave their apologies in advance of the following meeting: 24th July 2025.

03. DECLARATIONS OF INTEREST:

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| a. To receive declarations of interest from Councillors on items on the agenda. | None. |
| b. To receive written requests for dispensations for disclosable pecuniary interests (if any). | None. |
| c. To grant any requests for dispensation as appropriate. | None. |

04. EXCLUSION OF THE PRESS AND PUBLIC

With no public in attendance and no declarations for exclusion of any Agenda items raised, it was agreed to move onto the next item.

05. ELECTION OF CHAIR OF PLANNING & CLIMATE COMMITTEE

RESOLVED: Cllr Bird was elected to stand as Chair for the Planning & Climate Committee, seconded by Cllr Molloy. **VOTE:** Passed unanimously.

06. ELECTION OF VICE CHAIR OF PLANNING & CLIMATE COMMITTEE

RESOLVED: Cllr Bird elected Cllr Baverstock to stand as Vice Chair for the Planning & Climate Committee upon confirmation at the previous meeting that Cllr Baverstock would be happy to stand, seconded by Cllr Molloy. **VOTE:** Passed unanimously.

07. TO APPROVE THE MINUTES OF THE PLANNING & CLIMATE MEETING HELD ON 12TH JUNE 2025

RESOLVED: The Minutes from the previous Planning & Climate meeting were accepted as an accurate record.

08. TO APPROVE AND ADOPT THE BIODIVERSITY & CLIMATE POLICY – (ANNEX A)

RESOLVED: Cllr Boardman proposed that it would be worth writing within the Biodiversity & Climate Policy that Assets & Open Spaces committee have more dedicated roles towards

government leadership regarding this policy and proposed for this item to be passed onto the Assets & Open Spaces committee. Seconded by Cllr Molloy. **VOTE:** Passed unanimously.

09. TO DISCUSS AND CONSIDER THE PURSUIT OF A NEIGHBOURHOOD PLAN, FOLLOWING GOVERNMENT DECISION TO END THE FORMAL GRANT AND TECHNICAL SUPPORT FOR NEIGHBOURHOOD PLANS – (ANNEX B)

RESOLVED: The Town Clerk presented an Executive Summary Report to councillors on correspondence with South Gloucestershire Planning consultant of seeking advice on Filton Town Council's pursuing a neighbourhood plan and clarifying whether the venture would be deemed worthwhile.

The Town Clerk advised councillors that creating a Planning Statement could be a credible reason for Planning Officers to use as a guideline as a part of formal baseline rules to consider towards making decisions towards Planning Applications.

Cllr Bird proposed to continue conversations with South Gloucestershire's Planning Consultant and take up the offer to provide further insights into the value of producing an influential planning policy. Cllr Bird also requested for this project to be added to the Council Project List & for the DC or TC to investigate the possibility of keeping the Neighbourhood Plan alive. Seconded by Cllr Dewfall. **VOTE:** Passed unanimously.

10. TO DISCUSS FURTHER PLANNING CONSULTANCY ON WIDER FUTURE PROJECTS (- ALONGSIDE THE ALREADY COMMITTED MONEYS FOR CONSULTANT SUPPORT IN FUTURE MEETINGS.)

RESOLVED: Cllr Bird proposed that Filton Town Council's Planning Consultant investigate articles and generate a report back with regards to building Neighbourhood Plans. Seconded by Cllr Dewfall. **VOTE:** Passed unanimously.

It was also proposed by Cllr Dewfall of the possibility of Filton Town Council's Planning Consultant to provide Councillors & Council Staff with some general training such as planning classes. Seconded by Cllr Molloy. **VOTE:** Passed unanimously.

11. SOUTH GLOUCESTERSHIRE COUNCIL TREE PRESERVATION ORDER - SGTPO 1181 – (ANNEX C)

RESOLVED: The Town Clerk presented South Gloucestershire Council's recent Tree Preservation Order which was acknowledged and approved. Seconded by Cllr Molloy. **VOTE:** Passed unanimously.

12. BAILY PARTNERSHIP - SPRINGFIELDS FILTON APPLICATION LETTER – (ANNEX D)

NOTED: The Support Officer presented an Application Letter to the Land Owner of Springfields area sent in from Baily Partnership - P25/01517/F. Whereby, Councillors noted and approved in support of the application. Seconded by Cllr Dewfall. **VOTE:** Passed unanimously.

13. MONTHLY APPLICATIONS LIST – JUNE 2025 – (ANNEX E)

A monthly list was created to run through councillor comments for each planning application.

APPLICATION NUMBER	COMMENT
P25/01517/F	Filton Town Council are in Support of this application.

P25/01456/HH	Filton Town Council Object to this application. - It is requested that a condition be put in place that the outbuilding must not be sub-let. - It is suspected that this development could be a prelude to a HMO. Prior to any approval of this application, has the investigation of any submission of a HMO application been considered?
P25/01450/HH	Filton Town Council notes this application with a Neutral stance.
P25/01435/F	Filton Town Council Object to this application. -HMO is located near an already established area of other HMO's and would stand as a risk to overdevelopment. - There is a raised concern for the occupant of Bedroom 6 with the only option of escaping through the Kitchen in the event of a fire. - Filton Town Council are in support of previous resident's comments. - There is a lack of parking & no available Parking Survey.
P25/01441/F	Filton Town Council are in Support of this application.
P25/01344/F	Filton Town Council notes this application with a Neutral stance.
P25/01375/F	Filton Town Council Object to this application. In conjunction to – P25/01511/CLE which is already a HMO. - It is requested that the Planning Officer to consider the sandwiching of 28 Warren Road and 3 Shanklin Road. - Two HMOs in close proximity to each other doubles the impact on the area. - Has the Planning Officer considered the potential requirement of a HMO Licence.
P25/01472/RVC	Filton Town Council note to this application with a neutral stance. This latest application stems confusion with Filton Town Council.

	Filton Town Council accepted the proposed use application of a Children's home. – P25/01321/F It appears that the development are trying to play both ends by submitting two permissions for change of use. - Impact of 8-9 individual cars would be a concern to the level of parking availability. - Clarification is requested from the planning officer on how parking will be managed.
P25/01270/HH	Filton Town Council notes this application in a Neutral Stance. - It is requested that a condition be put in place that the outbuilding must not be sub-let.
P25/01511/CLE	Filton Town Council Object to this application. In conjunction to – P25/01375/F which has submitted a Change of use to become a HMO. - It is requested that the Planning Officer to consider the sandwiching of 28 Warren Road and 3 Shanklin Road. - Two HMOs in close proximity to each other doubles the impact on the area. - Has the Planning Officer considered the potential requirement of a HMO Licence.

13. **PLANNING DECISIONS LIST – JUNE 2025 – (ANNEX E)**

NOTED: A monthly list was created to bring to councillors attention.

14. **PHARMACEUTICAL NEEDS ASSESSMENT (PNA) - (ANNEX F)**

NOTED: The Support Officer presented to councillors a communication report from South Gloucestershire Online Consultations with a proposal to deliver a new rain garden designed to use nature to reduce pollution of Warmley Brook and minimise the risks of downstream flooding. A link to explore the proposals and make a comment was included in the report document.

Additionally, South Gloucestershire Council, in partnership with Bristol City Council and North Somerset Council, is consulting on the draft Pharmaceutical Needs Assessment (PNA) for 2025–2028.

It was proposed by Cllr Bird for councillors to explore the length of the survey and to reconvene at the next Planning & Climate committee meeting to submit a Formal response as a corporate body, in time for the survey deadline. (31st August 2025 at 11:59PM)
Seconded by Cllr Molloy. **VOTE:** Passed unanimously.

- 15. MATTERS OF REPORT NOT OTHERWISE COVERED BY THE AGENDA**
RESOLVED: No matters were declared.

- 16. DATE OF NEXT MEETING:** Thursday, 24th July 2025 at 7PM.

THE MEETING CLOSED AT 8:52PM