



FILTON TOWN COUNCIL

Minutes of **FILTON TOWN COUNCIL'S – Planning & Climate Meeting** held at 7:00PM on Tuesday, 23rd September 2025 – Held at: Filton Town Council Office's Conference Room, Elm Park, Filton BS34 7PS.

PRESENT: Cllrs: A. Bird (*Chair*), D. Boardman, J. Molloy.

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

APOLOGIES: Cllrs: J Baverstock & T.Mewies (Mayor).

MEETING STARTED AT 7:10PM

01. EVACUATION PROCEDURES – Noted.

02. APOLOGIES FOR ABSENCE – Noted Cllrs: Baverstock and Mewies.

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. TO APPROVE THE MINUTES OF THE PLANNING & CLIMATE COMMITTEE HELD ON 5th & 26th AUGUST 2025

RESOLVED: The minutes of the above Planning & Climate committee meetings were approved as an accurate record.

06. MONTHLY APPLICATIONS LIST – SEPTEMBER 2025

A monthly list was created to view and consider each application individually and for councillors to form comments for each planning application.

APPLICATION NUMBER	COMMENT
<u>P25/02031/CLE</u> 30 Tenth Avenue Filton BS7 0QH	Filton Town Council notes this application with a neutral stance.
<u>P25/02033/CLP</u> 607 Filton Avenue Horfield BS7 0QH	Filton Town Council notes this application with a neutral stance.
<u>P25/02050/F</u> 59 Crophorne Road Filton BS7 0PT	Filton Town Council support this application.
<u>P25/02080/F</u> 75 Conygre Road Filton BS34 7DD	Filton Town Council object to this application for the following reasons:

	1. Parking Survey Concerns The submitted parking survey is considered contentious and does not align with the requirements or methodology set out in the South Gloucestershire Parking Survey Technical Advice Note (TAN). The Town Council does not consider the evidence provided to be robust in demonstrating that adequate parking provision can be achieved without adverse impacts on the surrounding area. 2. Highway Context The Parking Surveyor describes Conygre Road as a “quiet street.” It is disagreed that Conygre Rd is regarded as such and is known to often be used as a main throughfare road. 3. Sustainability and Design Should the application progress, the Town Council would prefer to see sustainable design enhancements. Specifically, the Council recommends the incorporation of a green roof on the flat roof section of the proposed development, in line with local and national policy objectives to improve climate resilience, biodiversity, and sustainable urban drainage.
<u>P25/02105/CLP</u> 55 Wades Road Filton BS34 7EB	Filton Town Council notes this application with a neutral stance.
<u>P25/01701/F</u> Land North And South Of The Henbury Loop Railway Line At The Former Filton Airfield	Filton Town Council object to this application for the following reasons: 1. Capacity and Design Scope The Council requests clarification on how the scope of this application has been designed to accommodate the increased capacity proposed, particularly in relation to the initial application for this site. 2. Lack of Modelling and Supporting Information There appears to be insufficient modelling and supporting information regarding the modifications proposed. In particular, the Council is concerned that the documentation does not adequately address the operational and design implications of the arena’s capacity

	increase, nor demonstrate how associated infrastructure will meet the required standards. 3. Use Criteria in Line with Arena Capacity The Council notes that the information provided does not clearly set out how the proposed use criteria align with the intended arena capacity. This raises concerns about suitability, sustainability, and the impact on the wider area. For the above reasons, Filton Town Council is unable to support the application in its current form and respectfully requests that further clarification and detailed information be provided before any approval is considered.
<u>P25/02123/CLP</u> 8 Hollyleigh Avenue Filton BS34 7QU	Filton Town Council notes this application with a neutral stance.
<u>P25/02039/F</u> Rolls Royce Plc Rolls Royce Site Gloucester Road North Filton BS34 7QE	Filton Town Council notes this application with a neutral stance.

06. PLANNING DECISIONS LIST – SEPTEMBER 2025

NOTED: A monthly list was created for councillors attention on outcome of decisions made by South Gloucestershire Council.

07. SOUTH GLOUCESTERSHIRE COUNCIL'S LIST OF PLANNING APPLICATIONS - CIRCULATED SCHEDULES AUGUST 2025

NOTED: Councillors took note of the Circulated Schedules of various Planning Applications provided by South Gloucestershire Council. It was requested for the circulated schedules to be distributed to members of Planning & Climate Committee in good time prior to the date by which they expire. The Support Officer agreed to support this effort.

- a. **NOTED:** Circulated Schedule no. 35/25 dated 29/08/2025
- b. **NOTED:** Circulated Schedule no. 36/25 dated 11/09/2025
- c. **NOTED:** Circulated Schedule no. 38/25 dated 19/09/2025

08. PROPOSED EDITS TO SOUTH GLOUCESTERSHIRE COUNCIL'S HOUSES IN MULTIPLE OCCUPATION (HMO) SPD - DRAFT DOCUMENT SEPTEMBER 2025

Councillors viewed and discussed the proposed edits and guidance in the draft Supplementary Planning Document (SPD) by South Gloucestershire Council, with particular attention to the Filton area (including existing Article 4 Directions in Filton). It was noted that the public consultation deadline of the proposed changes shown in the draft document closes 26th October 2025 and comments should be sent to South Gloucestershire Council's Policy Consultation mailbox.

RESOLVED: Members resolved by vote for councillors to study the draft SPD document, in preparation for the next Planning & Climate Committee Meeting on the 7th October 2025. Councillors shall raise and formalise suggested comments for the Town Clerk to direct onto South Gloucestershire Council regarding the proposed edits.

It was considered to garner fellow South Gloucestershire Councillor's support on acquiring a meeting with officers of the Planning Department at South Gloucestershire to further discuss, upon review of the Draft HMO SPD.

- 09. PLANNING CONSULTANT REPORT - LEGALLY APPLYING FOR A TOWN GREEN**
Members took review of the investigation report provided by the Planning Consultant, regarding the possibility of legally applying for a 'Village/Town Green' status concerning Northville Community Garden, in relation to reducing 'damage' to the Green.
- a. **NOTED:** Councillors were presented with a brief update on the Northville Community Garden improvement work undertaken by the Open Spaces Team.
 - b. **RESOLVED:** Members of the Committee requested that the Deputy Clerk obtain the legal title documentation, including details of the land's deeds and associated responsibilities, in order to clarify the extent of development and improvement rights under the listed covenants.
- 10. PLANNING TRAINING TO BE PROVIDED BY THE PLANNING CONSULTANT**
Councillors were reminded of the opportunity to undertake training in planning matters, intended to support members in making informed comments and in developing a clearer understanding of legislative terminology.
RESOLVED: The Planning Consultant will prepare a training framework for general planning training to be delivered in October. This item will be revisited at the next Planning & Climate committee meeting to confirm councillor availability and agree suitable dates.
- 11. LAND OFF CHARBOROUGH ROAD – AEQUUS DEVELOPMENTS DROP-IN SESSION - P24/01249/F**
NOTED: The Committee received an update from the Support Officer regarding ongoing communication with Aequus about holding an Information Presentation in place of a Community Drop-in Session concerning the planning application for land off Charborough Road.
- It was noted that Cllr Bird would be unavailable to attend during the first week of October, as suggested in prior correspondence.
- Councillors further agreed that the presentation must take the form of a face-to-face public meeting, providing residents with the opportunity to raise concerns and seek clarification. It was also recognised that such a meeting would benefit Aequus by enabling them to address issues directly and raise their public profile.
- 12. CONSULTATION RESPONSE TO THE A38 BRAEMAR AVENUE NORTHVILLE ROAD ROUNDABOUT SAFETY SCHEME**
NOTED: Councillors were updated on the response that had been submitted to the lead engineer of this proposed scheme on the Streetcare Team within Department for Place at South Gloucestershire Council, ahead of the consultation deadline. The response included suggestions and queries raised at the Planning & Climate Committee meeting on 5th August 2025, where members agreed to support the proposed Roundabout Safety Scheme.
- 13. THE FORMAL RESPONSE TO SOUTH GLOUCESTERSHIRE COUNCIL'S PHARMACEUTICAL NEEDS ASSESSMENT (PNA) SURVEY BY 23:59 31 AUG 2025**
NOTED: Councillors reviewed the formal response to South Gloucestershire Council's online Pharmaceutical Needs Assessment Survey before the submission deadline. To prepare, members considered the executive summary of the Draft Pharmaceutical Needs Assessment, which guided the joint response to the short survey. At the Planning & Climate

Committee Meeting on 5th August 2025, members generally disagreed with the Draft document, noting that the Filton area is presently under-served in terms of pharmaceutical provision.

**14. THE CARBON LITERACY PROJECT - TOWN COUNCIL TOOLKIT TRAINING
NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC) CAMPAIGN**

RESOLVED: Members received a report regarding the National Association of Local Councils' campaign to encourage parish and town councils to adopt Carbon Literacy training, using the accredited Parish & Town Council Toolkit. The training aims to support councillors and officers in developing a deeper understanding of carbon reduction, climate action, and sustainable decision-making at a local level.

- a. That Filton Town Council agrees in principle to adopt the Carbon Literacy Parish & Town Council Toolkit training for all councillors and relevant officers;
- b. That the Clerk be delegated authority to obtain costed options for accredited delivery and certification (including proposed dates), within the existing training budget, and report back to the next meeting;
- c. It was proposed for this item to be forwarded to the next Full Council or Planning & Climate Committee Meeting, whereby two Members shall be appointed as "Carbon Literacy Champions" to monitor pledged actions and bring forward a simple post-training action plan.

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

NOTED: None.

16. DATE OF NEXT MEETING: Tuesday, 7th October 2025 at 7PM.

THE MEETING CLOSED AT 8:55PM