



FILTON TOWN COUNCIL'S – Planning & Climate Committee held on Tuesday, 7th July 2026 –
Held at: Filton Town Council Office's Conference Room, Elm Park, Filton BS34 7PS.

COMMITTEE MEMBERS PRESENT: Cllr A. Bird (*Chair*), J. Molloy (*Deputy Chair*) & A. Mills.

IN ATTENDANCE: Peach Jones (*Council Support Officer*).

APOLOGIES: S. Milestone, Simon Davies (Town Clerk) & Robert Hutton (*Deputy Clerk*).

REPORTING PERIOD: 16th July 2026 – 27th July 2026

MEETING STARTED AT 7:12PM

01. EVACUATION PROCEDURES – Noted.

02. APOLOGIES FOR ABSENCE – Noted, Cllrs Milestone.

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 or press 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 PREVIOUS PLANNING & CLIMATE COMMITTEE MEETING

RESOLVED: The minutes of the Planning & Climate Committee meeting held on the 23rd June 2026, were agreed to be approved as an accurate record of the meeting.

06. MONTHLY APPLICATIONS LIST – JULY 2026

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

APPLICATION NUMBER	COMMENT
<u>P25/02792/F</u> Land Rear Of 25 Broncksea Road Filton BS7 0SE	Filton Town Council object to this application. The Council notes that the proposal appears substantially similar to a previous application which was refused. Members consider that there is limited material difference between the current submission and the earlier submission and therefore remain concerned that the issues previously identified have not been satisfactorily addressed.

<u>P25/02792/F</u> Land Rear Of 25 Broncksea Road Filton BS7 0SE (Cont.)	The Council further notes that concerns have previously been raised by the planning officer of the previous application regarding the impact of the development on the character and setting of the site, with the proposal considered unsympathetic to its surroundings. In the absence of significant amendments or additional justification, Members do not consider that sufficient grounds have been demonstrated to support approval of the application. Should any future development be contemplated on the site, Filton Town Council requests that a comprehensive assessment of Biodiversity Net Gain (BNG) is undertaken prior to any site clearance or loss of existing habitat. Filton Town Council would also like to see the land then used as recreational space for the inhabitants of the flats at 25 Broncksea Road, as the existing site is predominantly covered in concrete. This would go some way in rebalancing the BNG for the whole site.
<u>P26/01386/HMO</u> 116 Station Road Filton BS34 7JL	Filton Town Council object to this application. The Council noted that due to the changes represented in the new elevation plans submitted at ground level this application may lead the property to become inaccessible to anyone with mobility issues. Members request that this application is refused and believe the previous reasoning submitted in Filton Town Council's comment on the previous application (Particularly P26/00691/HMO) still stand.
<u>P26/01377/CLE</u> 5 Fourth Avenue Filton BS7 0RN	Filton Town Council has considered the application and raises no objection to the Certificate of Lawfulness application. However, Members note that the proposal of the outbuilding should not be used as a dwelling. Whilst recognising that conditions cannot generally be imposed through a

<u>P26/01377/CLE</u> 5 Fourth Avenue Filton BS7 0RN (Cont.)	Certificate of Lawfulness process, the Council proposes to ensure that the outbuilding is not used as a separate residential unit.
<u>P26/01340/CLP</u> 32 Stanley Avenue Filton BS34 7NQ	Filton Town Council object to this application. Members are concerned that the statement does not prove continued use after 2024, and so does not prove consistent conditions. The Council requests refusal of the application unless there has been proof presented of continued tenancy. Without proof, it could be possible to assume that the property could have been vacant since. Filton Town Council request that this application is refused unless sufficient evidence is submitted to otherwise prove that the HMO was in continued use.
<u>P26/01323/CLE</u> 1A New Road Stoke Gifford BS34 8QW	Filton Town Council object to this application. Members are concerned as the applicants statement details are 'House was built / completed in 2008 and has been a HMO ever since' and believes 'Lawful use should be granted on the basis that it has been used for HMO purposes for 20 years'. Only earliest documents have been provided. Including a tenancy document which is not available to view in the documents section of this application. Members believe that the earliest documents being provided are not acceptable grounds to grant the Certificate of Lawfulness without recent evidence provided. This highlights that there is no evidence of continued use of the HMO.
<u>P26/01442/ADV</u> Unit 3b Abbey Wood Retail Park Station Road Filton BS34 7JL	Filton Town Council has considered the application and raises no objection to the Certificate of Lawfulness application. However, Members note that external signage may disturb residents that live

<u>P26/01442/ADV</u> Unit 3b Abbey Wood Retail Park Station Road Filton BS34 7JL (Cont.)	nearby if left on overnight. The illuminated signs are on the side or near facing carriageway and housing. There is also a possibility of road users becoming distracted by the illuminated signs at night. The Council agrees that the signage must be switched off at the end of trading or at 9PM. (Whichever is earliest.) Whilst recognising it may disturb residents, the signage must also align with energy policies.
<u>P26/01468/PIP</u> Filton Clinic Shields Avenue Filton BS7 0RR	Filton Town Council has considered this Permission in Principle application and raises no objection to the proposal at this stage. The Council expects the development be designed in a manner that is sympathetic to and consistent with, the character, scale and appearance of surrounding residential properties and the wider street scene. Filton Town Council request more information on whether the proposed housing will be either affordable housing, council housing, or other forms of tenure intended to meet local housing needs. The Council notes that the site forms part of land associated with the NHS. While no objection is raised to the principle of development, Members would welcome confirmation that the proposal would not prejudice any future operational requirements of the NHS estate or the continued provision of healthcare services within Filton. The Council therefore requests that the Planning Officer is satisfied that any relevant NHS estate and service requirements have been appropriately considered as part of the application.

07. SOUTH GLOUCESTERSHIRE COUNCIL'S LIST OF PLANNING APPLICATIONS - CIRCULATED SCHEDULE – JULY 2026

NOTED: Councillors took note of the Circulated Schedules of various Planning Applications provided by South Gloucestershire Council.

a. CIRCULATED SCHEDULE NO. 26/26 DATED 03/07/2026

NOTED: Members noted that application [P26/01207/HMO](#) - 26 Kenmore Crescent Filton BS7 0TN had been included on South Gloucestershire Council's Circulated Schedule 26/26 dated 3rd July 2026. Committee also noted the comment council submitted against the application and the relevant officer response and proposed actions in outcome.

b. CIRCULATED SCHEDULE - NOTIFICATION TO COUNCILLORS

NOTED: Members were notified that no applications relevant to Filton's parish were listed on this Circulated Schedule 26/26.

08. THE CARBON LITERACY PROJECT – ANNEX C & C1

RESOLVED: Councillors...

A. NOTED: That Members receive and note the Carbon Literacy Project Introduction Pack. (*ANNEX C*)

B. RESOLVED: That Filton Town Council reaffirms its previous commitment in principle to Carbon Literacy training.

C. RESOLVED: That interested Members and relevant officers be nominated to attend the accredited Carbon Literacy for Town and Parish Councils course subject to the next available training date as well as council staff and councillor availability.
and

D. RESOLVE: That the Committee appoint two Carbon Literacy Champions to support and monitor future climate action initiatives going forward upon completion of training where members are fully accredited.

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

NOTED: None were raised.

10. DATE OF NEXT PLANNING & CLIMATE MEETING

NOTED: The next meeting of the Planning & Climate Committee will be held at 7PM on Tuesday, 21st July 2026.

THE MEETING CLOSED AT 8:25PM



FILTON TOWN COUNCIL'S – Planning & Climate Committee held on Tuesday, 21st July 2026
– Held at: Filton Town Council Office's Conference Room, Elm Park, Filton BS34 7PS.

COMMITTEE MEMBERS PRESENT: Cllr A. Bird (*Chair*), J. Molloy (*Deputy Chair*) & A. Mills.
IN ATTENDANCE: Peach Jones (*Support Officer*) & Simon Davies (*Town Clerk*).
APOLOGIES: S. Milestone, Rachel Tadman (*Planning Consultant*) & Robert Hutton (*Deputy Clerk*).
REPORTING PERIOD: 28th July 2026 – 10th August 2026

MEETING STARTED AT 7:05PM

- 01. EVACUATION PROCEDURES** – Noted.
- 02. APOLOGIES FOR ABSENCE** – Noted, Cllrs Milestone, Tadman & Hutton.
- 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 or press 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 PREVIOUS PLANNING & CLIMATE COMMITTEE MEETING**
RESOLVED: The minutes of the Planning & Climate Committee meeting held on the 7th July 2026, were agreed to be approved as an accurate record of the meeting.
- 06. MONTHLY APPLICATIONS LIST – JULY-AUGUST 2026**
A monthly list was created to view and consider each application individually and for councillors to form comments for each planning application within the reporting period.

APPLICATION NUMBER	COMMENT
<u>P26/01449/ADV</u> Building 01AB Airbus Filton Barnwell House Aerospace Avenue, Bristol BS34 7PA	Filton Town Council has considered the application and raises no objection to the proposed replacement and installation of illuminated fascia signage. The Council notes that the site is located within a strategic employment area where the use of corporate signage is expected and generally appropriate. However, Members request that careful consideration be given to the level,

<u>P26/01449/ADV</u> Building 01AB Airbus Filton Barnwell House Aerospace Avenue, Bristol BS34 7PA (Cont.)	intensity and operational hours of the proposed illumination to ensure that it does not result in unnecessary light pollution, cause distraction to motorists using the adjacent highway network, or adversely affect the amenity of nearby residential properties. The Council would therefore support the imposition of a condition requiring the illumination to be appropriately controlled and switched off outside operational hours where practicable.
<u>P26/01515/HMO</u> 676 Southmead Road, Filton BS34 7RD	Filton Town Council objects to this application. The proposal seeks to increase the occupancy of the existing HMO from 8 persons to 10 persons. Members are not satisfied that sufficient evidence has been provided to demonstrate that the level of internal and external amenity space available on the site is adequate to serve the increased number of occupants. The Council is also concerned that the existing parking provision is inadequate for a 10-bedroom HMO and does not consider that the application has demonstrated sufficient parking capacity either within the site or within the surrounding highway network. Given the intensity of the proposed use, Members consider that the proposal is likely to place additional pressure on on-street parking and local infrastructure. Furthermore, the Council notes apparent inconsistencies within the supporting documentation. Members have concerns that sections of the parking and supporting statements appear to reference circumstances and locations unrelated to the application site, raising questions as to the relevance and reliability of the submitted evidence. The Council therefore requests that the Planning Authority satisfies itself that all supporting documents accurately reflect the characteristics and parking conditions associated with this specific property before reaching a determination.

<u>P26/01515/HMO</u> 676 Southmead Road, Filton BS34 7RD (Cont.)	For the reasons set out above, Filton Town Council considers that insufficient evidence has been provided to justify the intensification of the HMO use and therefore objects to the application.
<u>P26/01525/CLE</u> 42 Elm Park, Filton BS34 7PP	Filton Town Council objects to this application. Having reviewed the documents available on the planning portal, Members are unable to identify sufficient evidence demonstrating the continuous lawful use of the property as a Small House in Multiple Occupation (Class C4), which is the basis upon which the Certificate of Lawfulness has been submitted. At the time of consideration, the application documentation appeared to comprise only site and location plans, with no supporting evidence demonstrating the required period of continuous use. The Council therefore requests that the Local Planning Authority carefully scrutinise the evidence submitted and only grant a Certificate of Lawfulness if robust and verifiable evidence is provided to demonstrate that the legal test for continuous use has been satisfied.
<u>P26/01456/F</u> Unit 3b, Abbey Wood Retail Park, Station Road, Filton BS34 7JL	Filton Town Council has considered the application and raises no objection to the proposed canopy structure. Members note the proposal and have no further comments to make at this time.
<u>P26/01600/CLP</u> 27 Clyde Grove, Filton, BS34 7RL	Filton Town Council objects to this application. Members consider that the proposed hip-to-gable roof extension and rear dormer would not be sympathetic to the established character and appearance of the street scene. The prevailing character of Clyde Grove is derived from a consistent pattern of roof forms and dwelling design,

<u>P26/01600/CLP</u> 27 Clyde Grove, Filton, BS34 7RL (Cont.)	and the proposed alterations would introduce a form of development that appears out of keeping with the architectural character of neighbouring properties. The Council considers that the proposal would result in a visually prominent alteration that would fail to respect the original design of the dwelling and would detract from the cohesion of the surrounding streetscape. Members therefore consider the proposal to be contrary to the principles of high-quality design and local character expected by South Gloucestershire design guidance and planning policy.
<u>P26/01455/F</u> Unit 3b Abbey Wood Retail Park Station Road Filton BS34 7JL	Filton Town Council raises no objection in principle to the proposed plant enclosure, air conditioning plant and associated works. However, Members seek clarification regarding the potential impact of the proposal, when considered alongside the associated canopy application (P26/01456/F), on servicing arrangements and vehicular access within the retail park. The Council requests that the applicant demonstrates that sufficient space will remain available for delivery vehicles, service vehicles and customer access to neighbouring commercial units, including the safe passage and manoeuvring of vehicles using the rear access road and turning areas serving surrounding businesses. The Council would welcome reassurance from the applicant and Highways Officers that the proposals will not adversely affect access, servicing operations or the day-to-day functioning of neighbouring commercial premises.
<u>P26/01514/F</u> Nutfield House, Nutfield Grove, Filton	Filton Town Council has considered the application and raises no objection in principle to the proposed development.

<u>P26/01514/F</u> Nutfield House, Nutfield Grove, Filton (Cont.)	However, Members seek clarification regarding the area identified within the submitted plans as "public open space". The Council wishes to understand whether this area is intended to be publicly accessible to the wider community or whether access would be restricted solely to residents of the development. Given the description of the space as public open space, Members consider it important that the intended level of public access and long-term management arrangements are clearly defined. Clarification on this matter would assist in understanding the extent of the community benefit arising from the proposal. Subject to this clarification, Filton Town Council raises no objection to the application.
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07. SOUTH GLOUCESTERSHIRE COUNCIL'S LIST OF PLANNING APPLICATIONS - CIRCULATED SCHEDULE – JULY 2026

NOTED: Councillors took note of the Circulated Schedules of various Planning Applications provided by South Gloucestershire Council.

a. CIRCULATED SCHEDULE NO. 27/26 DATED 10/07/2026

NOTED: Members noted that the following applications:

- [P26/00671/F](#) - 55 Gloucester Road North, Filton, BS7 0SN
- [P26/00705/HMO](#) - 58 Northville Road, Filton, BS7 0RG
- [P26/00941/F](#) - Land At 50 Gayner Road, Filton, BS7 0SW

had been included on South Gloucestershire Council's Circulated Schedule 27/26 dated 10th July 2026. Committee also noted the comments council submitted against the applications and the relevant officer response and proposed actions in outcome.

b. CIRCULATED SCHEDULE - NOTIFICATION TO COUNCILLORS

NOTED: Members were notified of the applications relevant to Filton listed on Circulated Schedule 27/26 and no further comments were raised during the meeting.

c. CIRCULATED SCHEDULE NO. 28/26 DATED 17/07/2026

NOTED: Members noted that the following applications:

- [P25/02706/F](#) - 46 Kipling Road Filton, BS7 0QR
- [P26/00965/HMO](#) - 129 Northville Road, Filton, BS7 0RJ

had been included on South Gloucestershire Council's Circulated Schedule 28/26 dated 17th July 2026. Committee also noted the comments council submitted against the applications and the relevant officer response and proposed actions in outcome.

d. CIRCULATED SCHEDULE - NOTIFICATION TO COUNCILLORS

NOTED: Members were notified of the applications relevant to Filton listed on Circulated Schedule 28/26 and no further comments were raised during the meeting.

08. NATIONAL SCHEME OF DELEGATION - APPENDIX 2 – ANNEX C

NOTED: The Town Clerk provided Members with a verbal summary of the Government's proposed National Scheme of Delegation and its potential implications for the planning

process. Members noted that the purpose of the proposed changes is to establish a nationally consistent approach to planning decision-making, with the majority of planning applications being determined by planning officers rather than Planning Committees. Under the proposed arrangements, only specific categories of applications would be eligible for consideration by Planning Committees and, in many cases, would first need to satisfy a formal "Gateway Test" demonstrating significant economic, social, environmental or planning implications. Members also noted that the existing councillor call-in process would be removed under the new system.

Members discussed the potential implications of the proposed changes and expressed concern that the revised process may reduce opportunities for elected members and local communities to influence planning decisions. It was noted that the proposed arrangements could be viewed as restrictive and may limit the available avenues for raising significant concerns or objections relating to planning applications.

Members agreed that, in light of the increasing emphasis on policy-led decision-making, future comments submitted by Filton Town Council should, where possible, make specific reference to relevant South Gloucestershire planning policies and material planning considerations in order to strengthen the Council's representations.

Members further noted that the detailed regulations and implementation arrangements are still being developed and agreed that the Council should await further guidance and the finalised rules before considering any formal response.

It was also agreed that working examples of how the proposed delegation arrangements would operate in practice would be beneficial. Members therefore requested that the Planning Consultant prepare a report for a future meeting setting out practical examples of the new process and the potential implications for Filton Town Council's involvement in planning matters.

09. THE CARBON LITERACY PROJECT ACCREDITED TRAINING & APSE MEMBERSHIP UPDATE – ANNEX D

NOTED: Members received and noted an update regarding The Carbon Literacy Project Accredited Training and the potential benefits of membership with the Association for Public Service Excellence (APSE). Members noted the indicative APSE membership costs presented, including an annual membership fee of £2,750 plus VAT (£2,500 membership fee plus £250 regional fee), with a pro-rata cost of £1,833 plus VAT for the period July 2026 to March 2027. Members also noted that the Carbon Literacy training course is available to APSE members at a cost of £199 plus VAT per delegate, with discounts available for larger group bookings.

The Support Officer advised Members of discussions held with APSE representatives, during which an offer of a free trial period was outlined. It was noted that this trial period could be activated to coincide with the next available Carbon Literacy Project Accredited Training Course for Town and Parish Councils, enabling the Council to explore the wider benefits of APSE membership and training resources.

Members further noted that interest had previously been expressed by Councillors in undertaking the Carbon Literacy training; however, the most recent training dates were unavailable due to time constraints. The Support Officer confirmed that further information is awaited from APSE regarding future course dates and that a further update will be provided once details become available.

Members welcomed the opportunity to explore future climate-related training and professional development opportunities and noted the potential value of APSE resources in supporting the Council's climate and sustainability objectives. Members further commented that, given the broad range of professional networks, training opportunities and operational resources available through APSE, consideration should be given to extending discussion of any future APSE membership to the Assets & Open Spaces Committee, as many of the services offered are directly relevant to the Committee's work areas, including parks, grounds maintenance, environmental services and climate-related initiatives.

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

NOTED: None were raised.

11. DATE OF NEXT PLANNING & CLIMATE MEETING

NOTED: The next meeting of the Planning & Climate Committee will be held at 7PM on Tuesday, 4th August 2026.

THE MEETING CLOSED AT 8:20PM