



FILTONTOWN COUNCIL'S – Planning & Climate Committee held on Tuesday, 4th August 2026 – Held at: Filton Town Council Office's Conference Room, Elm Park, Filton BS34 7PS.

COMMITTEE MEMBERS PRESENT: Cllr A. Bird (*Chair*), S. Milestone & A. Mills.

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

APOLOGIES: J. Molloy (*Deputy Chair*) & Robert Hutton (*Deputy Clerk*).

REPORTING PERIOD: 17th August 2026 – 19th August 2026

MEETING STARTED AT 7:05PM

01. EVACUATION PROCEDURES – Noted.

02. APOLOGIES FOR ABSENCE – Noted, Cllrs Molloy & 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 21st July 2026, were agreed to be approved as an accurate record of the meeting.

06. MONTHLY APPLICATIONS LIST – 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>P26/01616/CLE</u> 28 Rodney Crescent, Filton BS34 7AG	Filton Town Council object to this application for a Certificate of Lawfulness. Having reviewed the documentation currently available, Members are not satisfied that sufficient evidence has been submitted to conclusively demonstrate the continuous and lawful use of the property as a House in Multiple Occupation for the period claimed. In particular, the Council does not consider that documentation

<u>P26/01616/CLE</u> 28 Rodney Crescent, Filton BS34 7AG (Cont.)	relating to previous planning permissions and extension works is, in itself, sufficient evidence to demonstrate continuous occupation and operation of the property as an HMO since 2022. Members acknowledge that the South Gloucestershire Council HMO Mapping Locator identifies the locality as having an HMO concentration of approximately 6.2%, which remains below the 10% threshold identified within the South Gloucestershire Council Houses in Multiple Occupation Supplementary Planning Document (SPD). However, the SPD makes clear that HMOs can contribute to issues including increased parking pressure, noise, waste management concerns and impacts upon community cohesion and that concentrations of HMOs should be carefully monitored to protect residential amenity and the character of local communities. The Council therefore requests that the Local Planning Authority carefully scrutinises the evidence submitted and only grants a Certificate of Lawfulness if robust and verifiable evidence is provided demonstrating that the legal tests for continuous lawful use have been fully met. Members further note that the SPD was prepared to support Policies CS17 and PSP39, which seek to maintain mixed communities, safeguard residential amenity and prevent harmful concentrations of HMOs. Given the increasing number of HMO-related applications being received within Filton, the Council would welcome clarification regarding how the guidance contained within the SPD is being applied and balanced against other material considerations when determining HMO-related proposals.
<u>P26/01674/CLP</u> 128 Northville Road Filton BS7 0RL	Filton Town Council object to this application. For transparency, Filton Town Council declares that it owns land to the rear of the application site known as Northville

P26/01674/CLP
128 Northville Road Filton BS7 0RL
(Cont.)

Community Garden. The Council's objection is based solely on planning considerations relating to HMO concentration, residential amenity, community balance and the guidance contained within the South Gloucestershire Council Houses in Multiple Occupation Supplementary Planning Document.

Members note that the South Gloucestershire Council HMO Mapping Locator identifies the surrounding locality as having an HMO concentration of approximately **16.8%**, significantly exceeding the **10% threshold** identified within the South Gloucestershire Council Houses in Multiple Occupation Supplementary Planning Document (SPD). The SPD advises that additional HMO development within localities where HMOs already exceed 10% of households is unlikely to support the objective of maintaining mixed communities and may adversely affect the character and amenities of the area.

The Council is therefore concerned that the proposal would contribute further to an area already experiencing a high concentration of HMOs. The SPD recognises that excessive concentrations can contribute to increased parking pressures, noise and disturbance, waste management issues, and impacts upon community cohesion and the character of established residential neighbourhoods.

Members are also concerned that the proposal has the potential to contribute towards a "sandwiching" effect involving neighbouring properties, particularly No. 130 Northville Road. The SPD identifies circumstances where a dwelling becomes situated between HMOs, or where there are three or more adjacent HMO properties, as situations capable of prejudicing neighbouring residential amenity and warranting careful consideration by decision-makers.

Given that the locality already exceeds the SPD's indicative threshold for HMO

<u>P26/01674/CLP</u> 128 Northville Road Filton BS7 0RL (Cont.)	concentration, Filton Town Council requests clarification as to what material planning considerations are considered sufficient to justify further HMO-related development within this area, having regard to Policies CS17 and PSP39 and the objectives of the adopted HMO SPD. Filton Town Council notes that concerns regarding HMO concentration, parking pressures, residential amenity and the cumulative impact of further HMO development within this locality have also been raised by local residents and ward members. The Council considers these concerns to be consistent with the issues identified within the South Gloucestershire Council Houses in Multiple Occupation Supplementary Planning Document and requests that they are given appropriate weight during the determination of this application.
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07. SOUTH GLOUCESTERSHIRE COUNCIL'S LIST OF PLANNING APPLICATIONS - CIRCULATED SCHEDULE – AUGUST 2026

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

a. CIRCULATED SCHEDULE NO. 29/26 DATED 24/07/2026

NOTED: Members noted that the following applications:

- **P26/01308/RVC** - 11 Sixth Avenue, Filton BS7 0LT had been included on South Gloucestershire Council's Circulated Schedule 29/26 dated 24th 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 29/26 and no further comments were raised during the meeting.

c. CIRCULATED SCHEDULE NO. 30/26 DATED 31/07/2026

NOTED: Members noted that the following applications:

- **P26/00833/HMO** - 26 Bude Road, Filton BS34 7HW had been included on South Gloucestershire Council's Circulated Schedule 30/26 dated 31st 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 30/26 and no further comments were raised during the meeting.

08. CHARBOROUGH ROAD – ECOLOGY UPDATE

NOTED: Members received and noted the ecology update from Aequus Developments regarding the proposed Charborough Road development. The update advised that further ecological investigations are being undertaken following information received by the Local Planning Authority concerning potential badger activity within and adjacent to the site. Aequus confirmed that additional surveys, site monitoring and the preparation of a badger

mitigation strategy are being progressed prior to submission to South Gloucestershire Council.

The Chair, Cllr Bird, provided a verbal update on recent developments relating to the application. Members were advised that ecological concerns raised by local residents and campaign groups have resulted in further site investigations being undertaken, including review of areas of dense scrub and monitoring of potential wildlife corridors and badger activity.

It was reported that local residents had observed ongoing survey activity at the site, including the use of drones and ecological monitoring equipment. Members noted that some limited vegetation clearance had reportedly been undertaken to facilitate further ecological assessment and allow access for detailed surveys. A detailed ecology report is expected following completion of this work.

Members recalled that environmental and wildlife concerns had formed a significant part of public representations on the application since the public consultation event held in 2025. Matters raised previously included the protection of mature trees, biodiversity, wildlife habitats and the wider environmental impact of the proposed development. Members noted that the findings of the current ecological surveys and any associated mitigation proposals will form part of the Local Planning Authority's consideration of the application.

The Committee was advised that the application had originally been anticipated for consideration during summer 2026. However, it is now understood that determination by South Gloucestershire Council's Development Management Committee is likely to be deferred until September or October 2026 to allow sufficient time for the completion, submission and review of the outstanding ecological information.

Members further suggested that it would be beneficial for the Council's Planning Consultant to prepare a report for a future meeting outlining the implications of recent legislative and procedural changes affecting the planning system, including how planning applications are determined under the revised arrangements. Members considered that such a report would assist councillors in understanding the evolving planning framework and the potential impact on the Town Council's involvement in the planning process. Members also requested that a written enquiry of similar scope be submitted to South Gloucestershire Council seeking clarification on its interpretation and implementation of the new procedures and legislative changes.

Members requested that a formal enquiry be submitted to the Council's Planning Consultant and South Gloucestershire Council seeking clarification on how the recently proposed legislative and procedural changes to the South Gloucestershire planning system may affect the determination of the Charborough Road development application and any future consideration by Development Management Committee.

The update was received and noted.

09. SOUTH GLOUCESTERSHIRE COUNCIL LICENSING CONSULTATIONS UPDATE

A. NOTED: Review of the Licensing Act 2003 Statement of Licensing Policy 2027

B. NOTED: Street Trading Policy and Application Guidelines 2026 Review

The Support Officer advised Members that Filton Town Council had recently received consultation notifications from South Gloucestershire Council regarding the Draft Statement

of Licensing Policy 2027 and the Draft Street Trading Policy and Application Guidelines 2026. Members were informed that both consultations are accessible through dedicated online consultation portals. However, at the time of the meeting, no supporting documents were available for review via the Draft Statement of Licensing Policy 2027 consultation webpage. Members therefore noted that the supporting documentation provided with the agenda related solely to the Draft Street Trading Policy and Application Guidelines 2026 consultation, together with its associated Equality Impact Assessment and summary of proposed amendments.

Members received and noted the ongoing consultations, both of which remain open for public comment until 22nd October 2026.

The Town Clerk highlighted the proposed introduction of Block Consents within the draft Street Trading Policy as a particularly positive development for Town and Parish Councils. Members noted that the proposed arrangement would allow organisers of events to apply for a single consent covering multiple traders operating at organised events, subject to appropriate insurance, registration and welfare requirements. It was recognised that this could provide practical benefits for Filton Town Council when organising future markets, community events, seasonal activities and street trading events at Elm Park and other council-managed locations.

Members discussed the consultation documents and expressed concern regarding the accessibility and presentation of the proposed policy amendments. Whilst a summary of changes had been provided, Members considered that it remained difficult to identify precisely where amendments had been made between the current and proposed versions of the policy. Members noted that the absence of a detailed amendment schedule, tracked changes document, revision index, or policy comparison matrix made it unnecessarily challenging for consultees to effectively review, audit and assess the practical implications of the proposed revisions.

Members further commented that the provision of clearer change-tracking documentation, amendment logs and indexed schedules would significantly improve transparency and assist Town and Parish Councils, members of the public and other consultees when reviewing complex policy documents. Members considered that such measures would allow consultees to focus on substantive policy changes rather than undertaking extensive cross-referencing between documents.

Members agreed that Filton Town Council should provide feedback to South Gloucestershire Council encouraging the adoption of more comprehensive document comparison tools and revision schedules as part of future consultations, in order to improve transparency and reduce the administrative burden placed upon consultees reviewing large policy documents.

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

NOTED: Members requested that a formal enquiry be submitted to South Gloucestershire Council regarding the functionality and accessibility of the Council's HMO Mapping Locator. Members noted that the percentage concentration data used to assess HMO concentrations is not visible by default and can be difficult for residents and consultees to locate. Members requested clarification as to why this information is not more readily accessible, particularly given its relevance to HMO-related planning applications and the Council's adopted HMO Supplementary Planning Document.

11. DATE OF NEXT PLANNING & CLIMATE MEETING

NOTED: The next meeting of the Planning & Climate Committee will be held at 7PM on Tuesday, 18th August 2026.

THE MEETING CLOSED AT 7:55PM



FILTON TOWN COUNCIL'S – Planning & Climate Committee held on Tuesday, 25th August 2026
– Held at: Filton Town Council Office's Conference Room, Elm Park, Filton BS34 7PS.

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

IN ATTENDANCE: Simon Davies (*Town Clerk*) & Peach Jones (*Support Officer*).

APOLOGIES: A. Bird (*Chair*), S. Milestone, Rachel Tadman (*Planning Consultant*) & Robert Hutton (*Deputy Clerk*).

REPORTING PERIOD: 27th August 2026 – 5th September 2026

MEETING STARTED AT 7:05PM

RESOLVED: In the absence of the Chair, Cllr Alan Bird, the Deputy Chair, Cllr Julie Molloy, took the Chair for the duration of the meeting.

01. EVACUATION PROCEDURES – Noted.

02. APOLOGIES FOR ABSENCE – Noted, Cllrs Bird, 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 4th August 2026, were agreed to be approved as an accurate record of the meeting.

06. MONTHLY APPLICATIONS LIST – AUGUST-SEPTEMBER 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>P26/01758/PNH</u> 28 Mackie Avenue, Filton BS34 7ND	Filton Town Council has considered the application and raises no objection. The Council notes that the proposal relates to a larger home extension under the Neighbour Consultation Scheme and has identified no material planning considerations that would

<u>P26/01758/PNH</u> 28 Mackie Avenue, Filton BS34 7ND (Cont.)	justify objection. Members consider the proposal to be proportionate to the host property and are satisfied that there is insufficient evidence to suggest that the development would result in unacceptable harm to neighbouring residential amenity.
<u>P26/01759/CLP</u> 28 Mackie Avenue, Filton BS34 7ND	Filton Town Council has considered the application and raises no objection to the Certificate of Lawful Proposed Development application. Members have not identified any material planning grounds upon which to object to the proposal. However, the Council notes references within the submitted documentation which suggest that the application is intended to establish the extent of development that may be undertaken without the need for planning permission. The Council therefore requests that the Local Planning Authority carefully review the supporting evidence and proposed works to ensure that the development fully accords with the relevant provisions of the Town and Country Planning (General Permitted Development) (England) Order and that the Certificate of Lawfulness process is being applied appropriately. Subject to the above consideration, Filton Town Council raises no objection.
<u>P26/01812/HMO</u> 5 Fourth Avenue, Filton BS7 0RN	Filton Town Council objects to this application. Whilst the Council acknowledges that the proposal seeks only to intensify an existing large House in Multiple Occupation from seven to eight bedrooms, Members are concerned that the information submitted in support of the application contains a number of inconsistencies and lacks sufficient clarity to enable a robust assessment of the proposal. In particular, Members note apparent discrepancies between the submitted plans, the Planning Statement and the existing site arrangement. There is uncertainty regarding the relationship between the rear outbuilding and the parking layout illustrated on the submitted drawings, and Members request that the Local Planning Authority satisfies itself that

<u>P26/01812/HMO</u> 5 Fourth Avenue, Filton BS7 0RN	the plans accurately reflect both the existing and proposed site configuration. The Council also has concerns regarding parking provision. Policy PSP16 requires HMO development to provide parking in accordance with the Council's parking standards, and whilst the applicant relies on previously submitted parking evidence, Members are not satisfied that the application clearly demonstrates how the parking arrangements will operate following the conversion of the rear outbuilding. Furthermore, Members note apparent inconsistencies within the Planning Statement, including references to parking and transport information which appear unrelated to the scale and nature of the proposal being considered. The Council therefore considers that the supporting evidence should be carefully reviewed to ensure that it is site-specific, accurate and capable of being relied upon during the determination process. Filton Town Council therefore requests that the Local Planning Authority undertakes further scrutiny of the submitted plans and supporting documentation before determining the application and objects until such time as the proposal is supported by accurate and consistent information demonstrating compliance with Policies PSP16 and PSP39 of the South Gloucestershire Local Plan and the Houses in Multiple Occupation Supplementary Planning Document.
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07. SOUTH GLOUCESTERSHIRE COUNCIL'S LIST OF PLANNING APPLICATIONS - CIRCULATED SCHEDULE – AUGUST 2026

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

a. CIRCULATED SCHEDULE NO. 31/26 DATED 07/08/2026

NOTED: Members noted that the following applications:

- **P26/00361/HMO** - 65 Northville Road, Filton BS7 0RJ

had been included on South Gloucestershire Council's Circulated Schedule 31/26 dated 7th August 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 31/26 and no further comments were raised during the meeting.

8. PLANNING CONSULTANT REPORTS – NATIONAL SCHEME OF DELEGATION & CHARBOROUGH ROAD DEVELOPMENT – ANNEX C1 & C2

NOTED: Members received the following reports prepared by the Council's Planning Consultant:

- A.** National Scheme of Delegation - Implications for Filton Town Council's Role in the Planning Process &
- B.** Charborough Road, Development (Planning Ref: P24/01249/F) - Implications of the National Scheme of Delegation

The reports had been circulated to Members prior to the meeting and were made available for review.

Given the absence of the Committee Chair and the Planning Consultant, Members agreed that detailed consideration of both reports should be deferred to the next meeting of the Committee. Members considered that it would be beneficial for the Planning Consultant to be present to explain the findings and recommendations and to respond to any questions arising from the reports, particularly in relation to the implications of the proposed planning reforms and their potential impact on the determination of the Charborough Road application and future planning matters affecting Filton.

09. SOUTH GLOUCESTERSHIRE COUNCIL LICENSING CONSULTATIONS UPDATE

A. NOTED: Review of the Licensing Act 2003 Statement of Licensing Policy 2027

B. NOTED: Street Trading Policy and Application Guidelines 2026 Review

The Support Officer advised Members that Filton Town Council had received consultation notifications from South Gloucestershire Council relating to the review of the Statement of Licensing Policy 2027 and the Street Trading Policy and Application Guidelines 2026.

Members were informed that, since the previous meeting, the supporting documentation for the Licensing Policy consultation had become available via the consultation portal. Members therefore noted that all relevant consultation documents had now been circulated and were available for review.

Members noted that both consultations remain open for public comment until 22nd October 2026.

Given the volume and technical nature of the documentation, Members agreed that the consultation items should remain on future agendas to allow sufficient opportunity for detailed review and consideration. Members further agreed that any potential response from Filton Town Council should be considered following a fuller review of the consultation documents and proposed policy changes.

10. NUTFIELD HOUSE DEVELOPMENT CONSULTATION UPDATE 2026

NOTED: Members received and noted correspondence from Bromford regarding the proposed redevelopment of Nutfield House, Nutfield Grove, Filton, comprising 29 affordable homes. The consultation material and supporting documentation had been circulated to Members prior to the meeting for review.

Members noted that the consultation feedback summarised a range of matters raised by residents and stakeholders, including traffic and parking impacts, housing need,

construction management, landscaping and tree retention, together with the developer's responses to those concerns.

Given the absence of the committee chair and the volume of consultation material provided, Members agreed that detailed consideration of the consultation update should be deferred to the next meeting. Members were content to accept circulation of the documents in the meantime to allow further review and familiarisation with the consultation findings and the proposed development.

Members noted that any observations arising from the consultation may assist the Committee when considering the associated planning application P26/01514/F – Nutfield House, Nutfield Grove, Filton (and/or further applications concerning this development) at a future meeting.

11. HMO MAPPING LOCATOR ACCESSIBILITY – AWAITING FURTHER RESPONSE FROM SOUTH GLOUCESTERSHIRE COUNCIL

NOTED: Members received and noted correspondence from South Gloucestershire Council regarding Filton Town Council's enquiry into the accessibility of HMO concentration data displayed within the Council's HMO Mapping Locator. Members were advised that the matter had been referred internally for further consideration by the Strategic Planning Policy Team and GIS officers, with a more detailed response expected following their review.

Members acknowledged the importance of the HMO Mapping Locator as a planning tool, particularly in relation to the Council's Houses in Multiple Occupation Supplementary Planning Document and the assessment of HMO concentration levels within Filton. It was noted that concerns had previously been raised regarding the visibility and accessibility of percentage concentration data within the mapping interface.

Given that a substantive response from South Gloucestershire Council is still awaited, Members agreed that detailed discussion of the matter should be deferred to the next meeting. Members were content to receive the correspondence for information and agreed that any further consideration or representation should take place once the Council's full response has been received and reviewed.

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

NOTED: No additional matters of report arising from the minutes were raised for consideration.

13. DATE OF NEXT PLANNING & CLIMATE MEETING

NOTED: The next meeting of the Planning & Climate Committee will be held at 7PM on Tuesday, 1st September 2026.

THE MEETING CLOSED AT 8:10PM