



FILTON TOWN COUNCIL'S – Planning & Climate Committee held on Tuesday, 1st September 2026 – Held at: Filton Town Council Office's Conference Room, Elm Park, Filton BS34 7PS.

COMMITTEE MEMBERS PRESENT: A. Bird (*Chair*), Cllr J. Molloy (*Deputy Chair*) & A. Mills.
IN ATTENDANCE: Simon Davies (*Town Clerk*) & Peach Jones (*Support Officer*).
APOLOGIES: S. Milestone, Rachel Tadman (*Planning Consultant*) & Robert Hutton (*Deputy Clerk*).
REPORTING PERIOD: 18th September 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 25th August 2026, were agreed to be approved as an accurate record of the meeting.
- 06. MONTHLY APPLICATIONS LIST – 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>P26/01933/HH</u> 680 Southmead Road Filton BS34 7QT	Filton Town Council has considered the application and raises no objection in principle to the proposed amendment to the previously approved annexe scheme. However, Members wish to draw attention to a number of observations arising from a comparison of the current proposals and the previously approved plans. The Council notes that a tree shown within the vicinity of the development on earlier approved plans does not appear to be illustrated within

P26/01933/HH

680 Southmead Road Filton BS34 7QT
(Cont.)

the current drawings. Members would therefore request that the Planning Officer is satisfied that any existing trees and root protection areas are appropriately identified and safeguarded during the construction process. Particular regard should be given to ensuring that any development, hardstanding or associated works do not adversely affect neighbouring trees or their root systems.

Members also note references within the submitted documentation indicating that no trees are proposed to be removed or altered. The Council would encourage the Local Planning Authority to verify that the submitted plans and supporting statements accurately reflect the current site circumstances and any changes made since the previous approval.

In addition, Members would welcome clarification regarding the proposed parking arrangements and the available space for vehicle manoeuvring within the frontage of the property. The Council notes that previous applications relating to this site raised concerns regarding parking provision, highway safety and dropped kerb arrangements. Whilst these matters may have been addressed through subsequent amendments, Members request that the Planning Officer remains satisfied that the parking layout can operate safely and effectively.

Members also query whether the use of permeable surfacing has been considered for areas of hardstanding, having regard to sustainable drainage principles and the reduction of surface water runoff.

Finally, the Council encourages the retention and protection of existing trees and biodiversity features wherever possible, having regard to the objectives of the South Gloucestershire Council Biodiversity & Planning Supplementary Planning Document. While these observations do not amount to a formal objection, Members consider them relevant material considerations during the determination of the application.

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. 34/26 DATED 27/08/2026

NOTED: Members noted that the following applications:

- **P26/01442/ADV** - Unit 3b Abbey Wood Retail Park, Station Road, Filton BS34 7JL had been included on South Gloucestershire Council's Circulated Schedule 34/26 dated 27th 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 34/26 and no further comments were raised during the meeting.

08. 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 the consultation update provided by Bromford regarding the proposed redevelopment at Nutfield House, Nutfield Grove, Filton. It was noted that the consultation had addressed matters including traffic, parking, housing provision, construction impacts and tree retention.

The Chair proposed that Members review the consultation material and consider whether the information provided answers, or gives rise to, any questions regarding the development. Members agreed that any queries or observations arising from their review should either be submitted to the Support Officer in advance of the next meeting or raised at the next Planning & Climate Committee meeting for further consideration.

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

NOTED: Members received and noted further correspondence from South Gloucestershire Council regarding Filton Town Council's enquiry into the accessibility of HMO concentration data within the Council's HMO Mapping Locator. Members were advised that, following periods of annual leave, a meeting has been arranged for 3rd September 2026 involving the relevant officers to discuss the matters raised by the Town Council. It was further noted that a response will be provided following the conclusion of that meeting.

Members welcomed the update and agreed to await the outcome of the discussions.

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, 22nd September 2026.

THE MEETING CLOSED AT 7:40PM



Minutes of **FILTTON TOWN COUNCIL – Planning & Climate Committee** held at 7:00PM on Tuesday, 22nd September 2026 – Held at: Filton Town Council Office's Conference Room.

Councillor Members	Present	Apologies	Absent
Cllr Alan Bird - <i>Chair</i>	☒	☐	☐
Cllr Julie Molloy - <i>Vice Chair</i>	☒	☐	☐
Cllr Andrew Mills	☐	☒	☐
Cllr Susan Milestone	☐	☒	☐
Simon Davies - Town Clerk	☒	☐	☐
Robert Hutton - Deputy Town Clerk	☐	☒	☐
Rachel Tadman - Planning Consultant	☒	☐	☐
Also In Attendance...		No. of attendees	
Filton Town Council Staff	☒	1	☐
Press	☐		☒
Members of public	☐		☒

MEETING STARTED AT 7:07PM

01. EVACUATION PROCEDURES – Noted.

02. APOLOGIES FOR ABSENCE – Noted: Cllrs Mills, Milestone & Hutton.

03. DECLARATIONS OF INTEREST:

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

04. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: No items were required for exclusion of the press and public, and no members of the press or public were in attendance.

05. TO APPROVE THE MINUTES OF THE PLANNING & CLIMATE MEETING HELD ON TUESDAY, 1ST SEPTEMBER 2026

RESOLVED: The minutes of the meeting held on 1st September 2026 were approved and signed, as an accurate record.

06. MONTHLY PLANNING APPLICATIONS LIST SEPTEMBER-OCTOBER 2026

RESOLVED: 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>P26/01948/HH</u> 690 Southmead Road, Filton BS34 7QT	Filton Town Council supports this application. Members noted the applicant's wish to improve privacy and amenity following the redevelopment of the former Charborough Road site to the rear of the property. The Council acknowledges the site's topography and the relationship between the existing dwelling and the proposed development beyond the rear boundary. The Council considers that the proposed replacement boundary fence would provide a reasonable and proportionate measure to maintain residential privacy without resulting in harm to the character of the area. Members also noted and endorsed supporting comments submitted separately by local ward councillors regarding the protection of residential amenity in light of the changed relationship between the property and the approved development to the rear. Accordingly, Filton Town Council supports the application.
<u>P26/02037/HH</u> 634 Southmead Road, Filton BS34 7RE	Filton Town Council has considered the application and raises no objection in principle. Members welcomed the retention of the pitched roof design and acknowledged the intention to improve the property's accommodation. However, Members raised several observations for the Planning Officer's consideration. The Council would welcome clarification regarding the remaining level of garden amenity space available following the development and any proposals for landscaping within the frontage. Members also noted the proposed conversion of part of the front garden to parking provision and encourage the use of permeable materials and suitable drainage measures to minimise surface water runoff onto the adjoining highway and footway. The Council would welcome confirmation that adequate drainage arrangements are proposed in accordance with sustainable drainage principles.

	Finally, Members noted the apparent loss of a section of the existing front boundary wall and request that, wherever practicable, elements of the wall and planting are retained to preserve the character of the street scene and maintain visual amenity. Subject to these observations, Filton Town Council raises no objection to the application.
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07. SOUTH GLOUCESTERSHIRE COUNCIL'S LIST OF PLANNING APPLICATIONS - CIRCULATED SCHEDULE – SEPTEMBER 2026

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

A. CIRCULATED SCHEDULE 35/26 dated 04/09/2026

NOTED: The following Filton applications were included within South Gloucestershire Council's Circulated Schedule No. 35/26. The Committee acknowledged the comments previously submitted by Filton Town Council, together with the Planning Officer recommendations and proposed outcomes.

P26/01468/PIP - Filton Clinic, Shields Avenue, Filton BS7 0RR

The Committee acknowledged that the Town Council had previously submitted a neutral response to the application. It was further reported that planning permission had been recommended for approval and that, during consideration of the proposal by South Gloucestershire Council, a covenant relating to the future use of the site had been secured through representations made by Cllr Alex Doyle and Cllr Adam Monk.

P26/01515/HMO - 676 Southmead Road, Filton BS7 0RR

Attention was drawn to the Town Council's previous objection to the application. The Committee was advised that the proposal would not be referred to Planning Committee and would instead proceed under delegated arrangements. It was further reported that Cllr Doyle and Cllr Monk considered there to be insufficient grounds to successfully challenge the Officer recommendation through the committee process.

B. CIRCULATED SCHEDULE 36/26 dated 11/09/2026

NOTED: No applications relevant to the Filton parish were included within this Circulated Schedule.

C. CIRCULATED SCHEDULE 37/26 dated 18/09/2026

NOTED: No applications relevant to the Filton parish were included within this Circulated Schedule.

08. PLANNING CONSULTANT REPORTS

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.

Members noted that the reports outlined the distinction between Schedule 1 and Schedule 2 applications, the proposed Gateway Test process, and the anticipated reduction in the number of planning applications considered by Planning Committees.

The Committee discussed the potential implications for community representation and local democratic oversight within the planning process. Members expressed concern that the proposed arrangements may reduce opportunities for local councillors and communities to challenge or influence planning decisions, particularly where applications are determined under delegated authority.

Members also discussed the potential impact of the changes on the future determination of the Charborough Road development application and other major developments affecting Filton. It was noted that further guidance is still awaited regarding the operation of the Gateway Test from South Gloucestershire Council and that the practical implications of the new arrangements remain uncertain until implementation.

Members agreed that the reports provided useful background information and would assist the Committee in understanding how best to engage with the evolving planning framework. Members further agreed that the Council should continue to monitor developments and future guidance issued by South Gloucestershire Council and central government.

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. HMO MAPPING LOCATOR UPDATE

NOTED: Members received and noted the response from South Gloucestershire Council regarding Filton Town Council's enquiry into the accessibility and visibility of HMO concentration data within the Council's HMO Mapping Locator. Members noted that, following discussions between officers, several improvements had now been implemented to the mapping system, including the addition of guidance and prompts when the map is opened, enabling all mapping layers by default, the inclusion of a direct link to the Houses in Multiple Occupation Supplementary Planning Document and improved visual distinction of Article 4 Direction areas through contrasting colours.

Members noted that, following discussions between officers from the Private Sector Housing, Strategic Planning Policy and GIS teams, a number of improvements had now been

implemented to the mapping system. These included the addition of guidance and prompts when the mapping page is opened, enabling all mapping layers by default, inclusion of a direct link to the Houses in Multiple Occupation Supplementary Planning Document, and improved visual distinction of Article 4 Direction Areas through the use of contrasting colours.

Members welcomed the positive response and recognised that the improvements directly addressed the concerns previously raised by the Committee regarding the accessibility and visibility of HMO concentration information. It was noted that the changes would assist residents, councillors, applicants and consultees in better understanding the planning context of HMO-related applications and improve transparency when using the mapping system.

Members further discussed the updated mapping system and observed that county boundary lines and certain HMO locality boundaries remain difficult to distinguish in some areas. Questions were also raised regarding how HMO percentage areas are defined and how the mapping boundaries correspond with administrative and statistical areas. Members agreed that these observations may be raised with South Gloucestershire Council should future opportunities for feedback arise.

The Committee expressed its appreciation to the officers involved, particularly Beverley Dawson, for their constructive engagement and willingness to act upon the Town Council's feedback. Members considered the outcome to be a positive example of collaborative working between Filton Town Council and South Gloucestershire Council.

11. H3G – TELECOMS UPGRADE – GLOUCESTER ROAD NORTH

NOTED: Members received and considered a pre-consultation notification submitted by Beacon Communications Services Limited on behalf of H3G (UK) Limited regarding proposed telecommunications upgrade works at the existing installation located at Gloucester Road North / Cleve Road, Filton. The proposal seeks to replace the existing 20-metre monopole with a new 20-metre monopole and upgrade associated telecommunications equipment, including antennas and cabinets, in order to improve network coverage, capacity and support emerging telecommunications technologies.

Members noted that the Committee was first made aware of the pre-consultation exercise through Cllr Adam Monk in his capacity as both a South Gloucestershire Councillor and Filton Town Councillor. Members further noted that the proposal relates to the upgrade of an existing telecommunications site rather than the introduction of a new installation, with the applicant stating that continued use of the established location represents the preferred planning and operational solution.

The Committee recognised the importance of maintaining and improving communications infrastructure and noted that the proposed replacement monopole would remain at the existing height of 20 metres whilst introducing upgraded technology and equipment. Members did not identify any significant concerns arising from the information provided at the pre-consultation stage.

Members were advised that the Chair had reviewed the consultation documentation and considered that Filton Town Council should submit a neutral response to the consultation. The Committee agreed with this approach and noted that any observations arising from the pre-application consultation would need to be submitted by 25th September 2026, in accordance with the consultation timescale set out by the applicant.

12. KENMORE DRIVE INFORMAL CONSULTATION FEEDBACK REPORT

NOTED: Members received and considered the feedback report produced by South Gloucestershire Council following the informal consultation on the future of the traffic restriction at Kenmore Drive, Filton. Members noted that the consultation was undertaken between 1st

May and 5th June 2026, attracted 92 responses and sought views on the removal and potential replacement of the existing part-time No Entry restriction. Members further noted that the majority of respondents supported retaining some form of traffic restriction, particularly during peak traffic periods and that support was expressed for the introduction of both morning and afternoon restrictions.

Members noted that traffic surveys undertaken by South Gloucestershire Council identified low overall traffic volumes for a residential road of this type, with peak westbound traffic continuing to occur during weekday afternoon periods. The Committee further noted that average traffic speeds remained below the 20mph speed limit and that no recorded injury collisions had occurred on Kenmore Drive, Kenmore Crescent or Kenmore Grove during the previous five-year period.

The Committee reviewed the Council's conclusions and noted the recommendation to introduce an Experimental Traffic Regulation Order (ETRO) implementing a Prohibition of Motor Vehicles between 8am - 9am and 4pm - 5pm, supported by continued camera enforcement. Members noted that an ETRO would allow further monitoring, consultation and review before any permanent decision is made.

Members welcomed the update and noted South Gloucestershire Council's intention to undertake further surveys and evidence gathering as part of the ETRO process. The Committee agreed that the collection of additional traffic data would assist in informing future decisions and acknowledged that further opportunities to comment and make representations will be available during the formal consultation stages.

13. 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.

14. DATE OF NEXT MEETING - Tuesday, 6th October 2026 at 7PM.

THE MEETING CLOSED AT 8:50PM

Declaration of Meeting Record Authenticity		
<i>These minutes were presented to and approved by Filton Town Council's Planning & Climate Committee as a true and accurate record of the proceedings of the previous meeting. In accordance with Council procedure, the Chair of the meeting at which the minutes were approved signs below to confirm their authenticity and adoption by the Committee.</i>		
Record Authenticated On:		06/10/2026 19:00
Minute Taker:	Peach Jones - Support Officer	Signature:
Chair Presiding:	Cllr Alan Bird	Signature:
Town / Deputy Clerk:		Signature: