BRADLEY STOKE TOWN COUNCIL

**Planning & Environment Committee**

Minutes of the Meeting of the Planning & Environment Committee of Bradley Stoke Town Council held at the Jubilee Centre, Savages Wood Road, Bradley Stoke on 26 April 2023 at 7.00pm.

PRESENT: Councillors: Tom Aditya

 Keith Cranney

Terri Cullen

Tony Griffiths

Ben Randles (Chair)

 Andy Ward

 Officers: Sharon Petela (Town Clerk)

**1** **Submissions from the Public**

* 1. Councillor Tom Aditya passed on several items of feedback that he had received from a local resident:
* Lack of foodbanks in the area – councillors commented that they thought there are a number in the area (definitely at St Chad’s Church in Patchway).
* Nowhere that teaches young people about finances – councillors commented that they felt this is covered as part of Citizenship and PSHME in schools.
* Why is there no Community Festival this year – councillors commented that there is a scaled down festival taking place this year which has been organised by the office team. No major festival as unfortunately, no event companies were willing to quote for the budget which had been set by the town council and, due to cost of living crisis, councillors did not feel they were in a position to increase the overall budget at this moment in time.
	1. Councillor Tom Aditya commented that Champs Sur Marne are hosting a street party for the Coronation on Sunday 7th May and everyone is invited.
	2. Councillor Tom Aditya commented that it would be nice to get some new photos of the town.

**2 Apologies for absence**

Apologies were received from Councillors Franklin Owusu-Antwi and Ed Rose and Phil Francis (Activity Centres Manager/Deputy Town Clerk)

**3 Declarations by Members**

Councillor Keith Cranney declared that he is on SGC Regulatory and Licensing Panels.

**4 Announcements by the Chair**

The Chair, Councillor Ben Randles welcomed everyone to the last meeting of the current council and thanked officers and staff for supporting councillors over the past four year civic term of office.

**5 To Confirm the Minutes of meeting of 29th March 2023**

The Minutes of the Meetings held on 29th March 2023 were proposed for acceptance by Councillor Tom Aditya, seconded by Councillor Keith Cranney and carried unanimously. The Chair of the meeting then signed the minutes as a correct record.

**6 Consideration of Current Planning Applications**

**6.1 P23/01197/HH Single storey rear extension, partial first floor extension,**

**loft conversion including raising the ridge and adding pitch roof dormers, new garage doors to front elevation of garage and proposed drop kerb**

11 The Spinney

No objection proposed by Councillor Keith Cranney, seconded by Councillor Tom Aditya, carried unanimously.

**6.2 P23/01266/HH Erection of single storey front extension to form porch and**

**WC. (Amendment to previously approved scheme P21/04069/PDR)**

126 Palmers Leaze

No objection proposed by Councillor Keith Cranney, seconded by Councillor Terri Cullen, carried unanimously.

**6.3 P23/01251/PN1 Installation of 1 no. 15 m Phase 8 monopole, 2 ground**

**based equipment cabinets, 1 meter cabinet and ancillary development thereto**

Land at Baileys Court Road

Councillor Ben Randles proposed OBJECTION on grounds of the proposals being out of keeping with the streetscene and detrimental to the visual amenity, seconded by Councillor Terri Cullen, carried unanimously.

**6.4 P23/01291/CLP Erection of single storey rear extension to provide**

**additional living accommodation**

2 Brake Close

No objection proposed by Councillor Terri Cullen, seconded by Councillor Keith Cranney, carried unanimously.

**6.5 P23/01204/HH Erection of single storey side and rear extension to provide**

**additional living accommodation**

2 Ottrells Mead

Councillor Tom Aditya proposed OBJECTION on grounds of the proposals being out of keeping with the streetscene, building too close to the highway and confusion over accuracy of the plans as the block plan and designs do not appear to match, seconded by Councillor Keith Cranney, carried unanimously.

**6.6 P23/01367/TRE Works to 2 Oak trees to reduce crown by 3 metres covered**

**by SGTPO 02/00 dated 4th July 2000**

8 Crystal Way

No objection proposed by Councillor Tom Aditya, seconded by Councillor Keith Cranney, carried unanimously.

**6.7 P23/01375/RVC Variation of conditions 12 (to amend the drainage plans)**

**and 14 (to amend the approved plans) attached to permission P21/02958/F. Erection of 21 dwellings with associated landscaping and works.**

Land at Hornbeam Close

*Councillor Tony Griffiths arrived during this agenda item and abstained during the vote.*

No objection proposed by Councillor Tom Aditya, seconded by Councillor Keith Cranney. A vote was taken, 5 in favour, 1 abstention, proposal carried.

**6.8 P23/01379/RVC Variation of condition 6 attached to permission P88/3218**

**to alter the permitted working hours. P88/3218 – Application to carry out development without complying with condition (05) attached to planning permission P87/0020/56 – Erection of five buildings to form twelve individual units totalling approximately 6159 sq. metres (66,269 sq. ft) in floor area for use for Class B1 and B8 business uses**

Unit 3, Eagles Wood Road Business Park, Woodlands Lane

No objection proposed by Councillor Tom Aditya, seconded by Councillor Keith Cranney. A vote was taken, 5 in favour, 1 abstention, proposal carried.

**ADJOINING PARISH as the tree is in the parish of Stoke Lodge & The Common**

**6.9 P23/01324/TRE Works to 2 Oak trees to crown reduce by 2-3 metres**

**covered by SGTPO 15/06 dated 11th November 2006**

45 Stanshaws Close

No objection proposed by Councillor Terri Cullen, seconded by Councillor Tom Aditya. A vote was taken, 5 in favour, 1 against, proposal carried.

**7 Matters Arising**

**7.1 Update on Bradley Stoke Local Nature Action Plan – Hedgehog Heroes Project**

**Extract from BSTC Full Council meeting on 16th November 2022:**

*Following discussion, Councillor Tom Aditya proposed adoption of Local Nature Action Plan as detailed in Appendix A with £1,000 being allocated from Community Development Grant Aid budget N/C5074 towards the free trees/hedges for residents project, seconded by Councillor Dayley Lawrence, carried unanimously.*

**Extract from BSTC Leisure, Youth & Amenities committee meeting on 20th February 2023:**

*We spent approximately £800 on the trees/hedges for the event, so there is approximately £200 left over from that. It is suggested that this could be allocated towards the Hedgehogs Heroes project, possibly coupled with £500 being transferred from the general grant aid budget N/C5076 to Community Development Grant Aid budget N/C5074 making a total of £700 to be used to fund a Hedgehog Heroes event for local residents of Bradley Stoke (along the lines of the free trees/hedges event). The money would be used to provide residents with garden hub signs, hedgehog hole templates, etc. (final costings will follow in due course). It is not anticipated that all the money would necessarily be spent, but this would be a good starting base for the project.*

*Following discussion, Councillor Tom Aditya proposed that the £200 left over from the trees/hedges event is allocated towards the Hedgehogs Heroes project, along with £500 being transferred from the general grant aid budget N/C5076 to Community Development Grant Aid budget N/C5074 making a total of £700 to be used to fund a Hedgehog Heroes event for local residents of Bradley Stoke, seconded by Councillor Ben Randles, carried unanimously.*

**Updates from South Gloucestershire Council, Local Nature Action Plan/Nature Team (after the recent Hedgehog Heroes meeting):**

***Garden Hub Signs*** *– these have been ordered.  Initially there will be two signs available for partner organisations to install where they like.  Ideas are school boundary fences, garden fences, local business boundary etc.  They need to go in locations that receive high footfall to passively engage people with the project.  They are A1 in size and printed on metal to ensure longevity.  I have 5 printed on Foamex as well that can be borrowed for events, easier and lighter to handle.  I have attached a PDF of the sign to this email.  You have permission to reproduce this sign on paper handouts, online or as some councils wish to do, you can order more to display at schools, businesses etc.*

Bradley Stoke Town Council has asked for two of the free garden hub signs with a view to purchasing another 8 and then donating one each to the seven local schools to get them involved with the Hedgehog Heroes project and use the remaining three signs for our three activity centres.

Cost per sign - £41.50 each + VAT (plus maximum of £54.35 + VAT carriage charge) = to purchase eight extra signs = £387 (approx)

***Hedgehog Communications Package***

*This is almost ready to go on the website where it will be available for everyone to use.*

***Engagement Ideas –*** *This has been put together by Frampton Cotterell PC, thank you for your help with this.  A great little guide to give you all ideas on how you might want to engage residents/businesses with this project.  Please find attached.*

***Event Kit*** *– Kindly supplied by CPRE via their Hedgerow Heroes Project.  I will let you know as soon as it is ready to be borrowed.  If any council would like to offer this kit a home and handle its lending out to others, this would be greatly welcomed.  It contains:*

* *Hedgehog bunting*
* *Hedgehog food bag*
* *Hedgehog Soft Toy*
* *Hogilo Hedgehog House*
* *Trail camera pack*
* *Mammal footprint tunnel pack (x10- thought we could give some away maybe)*
* *Hedgehog highway sign*

*You can also print out posters of your own and order leaflets from the Information Tab here:* [*The British Hedgehog Preservation Society (britishhedgehogs.org.uk)*](https://www.britishhedgehogs.org.uk/)

***The Big Hedgehog Map*** *-* [*BIG Hedgehog Map*](https://bighedgehogmap.org/) *.  The South Gloucestershire regional layers are live, you can record hedgehog sightings and hedgehog holes.  Vital that we all push this as much as possible as it is the easiest way to keep track of the hedgehog holes created.  Looking for people to log new hedgehog holes and existing holes/gaps that may not be logged.  Encourage them to install a sign or you could offer to supply a hedgehog sign for every hole recognised.*

Bradley Stoke Town Council is hoping to work with Bradley Stoke Zero Carbon Community Group and Bradley Stoke in Bloom/Green Gym to arrange a “Hedgehog Heroes” event, along the lines of the Tree Event to give away hedgehog hole templates etc. and get the community involved with the project.

Patchway “Men in Sheds” project has indicated that they would be able to assist with the hedgehog hole templates and could let us have 40 templates. They have said that they have wood that could be used but we could purchase a few sheets of plywood and donate them to the group (total cost approximately £30) so they do not have to use their own stock. We may need to source some extra hole templates if councillors think that the take up may be more than 40.

We would also like to purchase some small hedgehog highway signs at a cost of £6 for 2 to give away at the event along with the hedgehog hole templates.



Following discussion, Councillor Tom Aditya proposed purchasing of 8 Hedgehog Heroes signs (with BSTC logo if possible), some sheets of plywood for the Patchway Men in Sheds group to enable them to make the hedgehog hole templates and 40 hedgehog hole signs (all prices as detailed above), seconded by Councillor Terri Cullen, carried unanimously.

Councillors also commented that impact on hedgehogs and other wildlife will need to be considered with the possible introduction of a parkrun through the Three Brooks Nature Reserve.

**8 Previous Planning Applications**

Decisions relating to five previous applications were NOTED (see Appendix A), all agreed with Bradley Stoke Town Council.

Planning Appeal against refusal of planning application P21/02619/F – 70 Saxon Way has been dismissed by Planning Inspectorate.

**9 Matters within the scope of the Committee**

None

**10 To deal with any matters relating to Health and Safety**

None

**11 To deal with the following Financial Matters**

**11.1 To approve Bills and Direct Debits for payment**

Following much discussion, the following Bills and Direct Debits were approved for payment (and include VAT where appropriate) by Councillor Terri Cullen, seconded by Councillor Andy Ward. A vote was taken, 3 in favour, 3 against. Councillor Ben Randles, in his capacity of Chair of Planning & Environment Committee used his casting vote in favour of the proposal, therefore proposal carried.

The Town Clerk was asked to clarify with the Activity Centres Manager the electrical work carried out to the Bowlers Shed.

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| **BRADLEY STOKE TOWN COUNCIL** |
| **MONTHLY EXPENDITURE - 26th April 2023 - Planning** |
|  |
| **SALARIES** | **Net Amount** |
| 21/04/2023 | April Net Salaries Via Payflow | 26,363.71 |
|   |
| **SUPPLIERS** |
|  | A1 Maintenance Ltd |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 19/04/2023 | 1368 | BC - Supply and fit LED equivalent lights and upgrade PIRs to microwave sensors on Bowlers Green shed | 305.00 | 61.00 | 366.00 |
| 19/04/2023 | 1369 | BC - Supply and fit replacement lights with non-corrosive. LED equivalent in Bowlers shed | 120.00 | 24.00 | 144.00 |
|   | **Account Totals:** | 425.00 | 85.00 | 510.00 |
|  | BATH & NORTH EAST SOMERSET COUNCIL |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 17/04/2023 | April Salary | April 23 - Pension | 7049.98 | 0.00 | 7049.98 |
| 17/04/2023 | April Salary | April 23 - Pension Deficit Refund | -525.00 | 0.00 | -525.00 |
|   | **Account Totals:** | 6524.98 | 0.00 | 6524.98 |
|  | MR J BUDD |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 17/04/2023 | April | BW - Window clean - 17/4/23 | 50.00 | 0.00 | 50.00 |
| 17/04/2023 | April | BC - Window clean - 17/4/23 | 60.00 | 0.00 | 60.00 |
| 17/04/2023 | April | Office - Window clean - 17/4/23 | 20.00 | 0.00 | 20.00 |
| 17/04/2023 | April | JC - Window clean - 17/4/23 | 65.00 | 0.00 | 65.00 |
|   | **Account Totals:** | 195.00 | 0.00 | 195.00 |
|  | HMRC Cumbernauld |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 17/04/2023 | April Salary | April 23 - Tax/NI | 9025.57 | 0.00 | 9025.57 |
|   | **Account Totals:** | 9025.57 | 0.00 | 9025.57 |
|  | KN Office Supplies Ltd |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 01/04/2023 | I08179 | H&S Staff clothing - Safety wellington boots | 33.56 | 6.71 | 40.27 |
| 17/04/2023 | I08847 | Staff Clothing - High viz jacket | 35.00 | 7.00 | 42.00 |
| 17/04/2023 | I08845 | Office - Stationery | 118.35 | 23.67 | 142.02 |
| 17/04/2023 | I08846 | Office - Batteries | 15.60 | 3.12 | 18.72 |
| 17/04/2023 | I08846 | Office - Printer cartridges | 66.13 | 13.22 | 79.35 |
|   | **Account Totals:** | 268.64 | 53.72 | 322.36 |
|  | Magic Cleaning Solutions Ltd |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 18/04/2023 | I14500 | BC - Toilet rolls and hand towels | 90.44 | 18.09 | 108.53 |
| 18/04/2023 | I14501 | BW - Toilet rolls and hand towels | 90.44 | 18.09 | 108.53 |
|   | **Account Totals:** | 180.88 | 36.18 | 217.06 |
|  | **ONE OFF SUPPLIERS - BY INTERNET PAYMENT** |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 18/04/2023 | INV-230532 | HLN- BW storage build- 60% engineering design (final payment) | 1797.00 | 359.40 | 2156.40 |
|   | **Account Totals:** | 1797.00 | 359.40 | 2156.40 |
|   | **Supplier Totals:** | **18417.07** | **534.30** | **18951.37** |
|  |  |  |  |  |  |  |  |  |
| **Transactions from Barclays Select Charge Cards - March Statement - Paid by DD 3/4/23** |
| **Date** | **Internal Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 27/02/2023 | PF2 | BC - Bar licence variation funded by the Cricket Club | 101.00 | 0.00 | 101.00 |
| 02/03/2023 | PF2 | JC - Materials for bird mosaics  | 40.47 | 8.10 | 48.57 |
| 02/03/2023 | PF2 | Signs for 3 x Defibrillators | 70.25 | 14.05 | 84.30 |
| 09/03/2023 | PF2 | BC - Advertise new licence funded by the Cricket Club | 452.52 | 90.50 | 543.02 |
| 17/03/2023 | PF2 | Staff - H&S Safety boots  | 49.16 | 0.83 | 49.99 |
| 22/03/2023 | PF2 | Maintenance - New hammer drill  | 66.66 | 13.33 | 79.99 |
| 23/03/2023 | PF2 | Maintenance - New drill adaptor head | 17.49 | 3.50 | 20.99 |
| 09/03/2023 | 1SP | BC - New gate for bowls green  | 500.74 | 100.15 | 600.89 |
| 23/03/2023 | 1GB | Youth - Food supplies for Thursday evening session | 26.91 | 0.00 | 26.91 |
|   | **Statement Totals:** | **1325.20** | **230.46** | **1555.66** |
|  |  |  |  |  |  |  |  |  |
| **DIRECT DEBITS to 31st March 2023** |
| **Date** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 03/04/2023 | Barclays Bank Charges - 13/2/23 - 12/3/23 | 18.08 | 0.00 | 18.08 |
| 31/03/2023 | BIFFA - All Sites Refuse Collections - Feb 23 | 576.08 | 115.21 | 691.29 |
| 14/04/2023 | Mainstream - Office 1/4ly SIP & DDI line rental 22/3/23 - 21/06/23 + Feb call charges + JC - March call charges | 562.71 | 112.55 | 675.26 |

**11 Date of Next Meeting**

Wednesday 31st May 2023 at 7.00pm

The meeting closed at 8.30pm

**APPENDIX A**

**Planning Decisions Made by South Gloucestershire Council**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Application Number** | **Description** | **Address** | **BSTC** | **SGC** |
| P23 | 00525 | TRE | works to fell 2 Oak trees covered by Tree Preservation Order SGTPO 02/00 dated 14th July 2000 | Land east of 22 Crystal Way | NO | NO |
| P23 | 00825 | F | installation of 2 rapid electric vehicle charging stations, 1 pillar box and associated works | Land at Bradley Pavilions, Pear Tree Road | YES | YES |
| P23 | 00656 | F | erection of electric substation, 16 electric vehicle charge points and associated electrical equipment (amendment to previously approved scheme P22/06333/F) | Car park at Tesco Extra, Willow Brook Centre | YES | YES |
| P23 | 00591 | CLP | change of use from 1/E(g)(i) to Sui Generis Taxi Car Private Hire Licensed Operating Centre | Redwood House, Brotherswood Court, Great Park Road | YES | YES |
| P23 | 01174 | HH | hip to gable roof extension and installation of rear dormer to form additional living accommodation | 61 Grange Close | YES | YES |