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 28 June 2023 at 7.00pm.

PRESENT: Councillors: John Bradbury

Frederic Contenot

Jenny James (substituting for Jon Williams)

James Nelson

Ben Randles (Chair)

Kulwinder Singh Sappal

 Officers: Sharon Petela (Town Clerk)

 Phil Francis (Activity Centres Manager/Deputy Town Clerk)

1. **Election of Chair of Planning & Environment Committee for 2023/24**

On 31st May 2023, Councillor Jon Williams was appointed as Chair of Planning & Environment Committee for 2023/24. However, he was subsequently appointed as Chair of Finance committee for 2023/24 so has stepped down as Chair of the Planning & Environment Committee.

Following discussion, Councillor John Bradbury proposed that Councillor Ben Randles be appointed to the position of the Chair of the Planning & Environment Committee for 2023/24, seconded by Councillor Kulwinder Singh Sappal, carried unanimously.

Therefore, Councillor Ben Randles was appointed as Chair of Planning & Environment Committee for 2023/24. He then thanked everyone for appointing him and assumed the Chair.

**2** **Submissions from the Public**

None

**3 Apologies for absence**

None

**4 Declarations by Members**

Councillor John Bradbury asked for SGC Development Management Committee to be added to his Register of Interests

Councillor Ben Randles asked for SGC Regulatory & Licensing Committee to be added to his Register of Interests.

**5 Announcements by the Chair**

Councillor Ben Randles thanked councillors for appointing him for the year.

**6 To Confirm the Minutes of meeting of 31st May 2023**

 The Minutes of the Meeting held on 31st May 2023 were proposed for acceptance by Councillor Ben Randles, seconded by Councillor John Bradbury, carried unanimously. Minutes were then signed by the Chair as a correct record.

**7 Consideration of Current Planning Applications**

**7.1 P23/01801/HH Erection of two storey side and single storey rear extension**

**to form additional living accommodation**

29 Honeysuckle Close

Councillor John Bradbury proposed OBJECTION on grounds of overdevelopment of the site, seconded by Councillor James Nelson, carried unanimously.

**7.2 P23/01843/HH Erection of single storey rear and side extension to form**

**additional living accommodation**

84 Lavender Way

No objection proposed by Councillor John Bradbury, seconded by Councillor James Nelson, carried unanimously.

**7.3 P23/01778/HH Conversion of garage to home office space and shower**

**room, installation of front window and side door**

217 Wheatfield Drive

An email has been sent to the SGC Planning officer as this application appears to already have been determined, although closing date for responses has not yet passed.

Following discussion (in case the notification of the determination was inaccurate), Councillor Ben Randles proposed no objection to the application, seconded by Councillor John Bradbury, carried unanimously.

**7.4 P23/01876/HH Erection of single storey rear extension and conversion of**

**existing integral garage to form additional living accommodation (retrospective)**

152 Dewfalls Drive

No objection proposed by Councillor John Bradbury, seconded by Councillor Frederic Contenot, carried unanimously.

**7.5 P23/01870/F Erection of 1 detached dwelling with associated works**

Land adjacent to 240 Ormonds Close

Councillor John Bradbury proposed OBJECTION on grounds of overdevelopment of the site and out of keeping with the streetscene, seconded by Councillor Ben Randles. A vote was taken, 5 in favour, 1 against, proposal carried.

**7.6 P23/01905/HH Erection of first floor and two storey side and single storey**

**rear extensions to provide additional living accommodation (Resubmission of P22/02823/HH)**

58 Ottrells Mead

No objection proposed by Councillor Kulwinder Singh Sappal, seconded by Councillor James Nelson, carried unanimously.

**7.7 P23/01901/HH Erection of first storey extension above existing garage to**

**form additional living accommodation**

102 Cooks Close

No objection proposed by Councillor James Nelson, seconded by Councillor Kulwinder Singh Sappal. A vote was taken, 5 in favour, 1 abstention, proposal carried.

**7.8 P23/01774/F Change of use from amenity land (Sui Generis) to**

**residential amenity space (Class C3) as defined by the Town and Country Planning (Use Classes) Order 1987 with the erection of 2.0m high fence**

33 Warren Close

No objection proposed by Councillor James Nelson, seconded by Councillor Kulwinder Singh Sappal. A vote was taken, 4 in favour, 1 against, 1 abstention, proposal carried.

**8 To consider any matters arising from the Minutes of the Meeting on 31st May 2023 not covered elsewhere on the Agenda.**

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

At the Hedgehog Heroes event on Saturday 17th June, which was a truly collaborative event organised by Bradley Stoke Town Council, Bradley Stoke in Bloom and Bradley Stoke Zero Carbon Community Group, hedgehog archways were given to residents of Bradley Stoke who will be installing them in their gardens to create holes in their own fence or gates to enable hedgehog to access their gardens.

Hedgehog holes are typically 13cm holes and are installed in garden fences, walls and gates to enable hedgehogs to safely access gardens. These hedgehog holes or ‘highways’ will help form a garden network of places for hedgehogs to find food, shelter and even other prickly pals, ensuring that they do not have to cross busy roads. Once the archway is installed, the residents then plot the location at the [BIG Hedgehog Map website](https://bighedgehogmap.org/holes-for-hedgehogs-home/map-hedgehog-hole). We have also created our own map which has been added to our website.

The Hedgehog Heroes initiative is being led by South Gloucestershire Council in an effort to help halt the severe decline in the species over the last 20 years and will enable South Gloucestershire to become a hedgehog friendly zone. It is working with more than 15 town and parish councils in South Gloucestershire to encourage people in the area to create a target of 3000 ‘hedgehog holes’. There are both urban and rural hedgehogs, those in built up areas seem to be showing signs of stabilising and it is hoped this project will mean the more rural populations can recover. In the past, Bradley Stoke Town Council has given grant funding to Hedgehog Rescue in Yate who help care for injured hedgehogs and have worked in the community for more than 20 years raising awareness of hedgehog welfare. Hedgehog rescue often take in injured or underweight hedgehogs found in Bradley Stoke. Bradley Stoke Zero Carbon Community Group designed a “What to do if you find a sick or injured hedgehog” poster which was given to everyone taking a hedgehog hole.

To celebrate Bradley Stoke Town Council’s Hedgehog Heroes initiative, we held a colouring competition which was organised by Bradley Stoke in Bloom who also sourced some amazing prizes from the local Pets at Home store. Thank you to Pets at Home for the prizes. All participants received a certificate and the First Place prize in both categories was a hedgehog house and bag of hedgehog food (donated by Pets at Home) plus a colourful knitted Hedgehog. Second place received a bag of hedgehog food and a knitted hedgehog.

**Hedgehog Heroes Initiative for Schools**

Bradley Stoke Town Council is donating a Hedgehog Heroes sign to each school in the town and hope that it will be placed in a prominent location so that the local community can see that the school is playing their part in becoming a Hedgehog Hero. It is suggested that the school might like to construct a hedgehog hotel or feeding station on the school grounds as well as finding out what hedgehogs like to eat and drink.

So far, positive responses have been received from Bowsland Green Primary School, Bradley Stoke Community School Primary Phase, Holy Trinity Primary School, St Mary’s Catholic Primary School, Wheatfield Primary School and Baileys Court Primary School.

The Mayor has so far, visited two of the school’s assemblies (Bowsland Green Primary School and Bradley Stoke Community School Primary Phase) to present the Hedgehog Heroes signs in person and to talk about hedgehogs.

All photos from the Hedgehog Heroes event are on the Town Council website (see weblink): <https://www.bradleystoke.gov.uk/council/local-nature-action-plan.php>

**Financial Breakdown**

£700 budget was allocated by the Town Council towards this project and the following expenses have been incurred:

|  |  |
| --- | --- |
| **Description** | **Cost** |
| 8 x metal A1 Hedgehog Signs for donations to schools and BSTC sites  | £386.35 |
| Donation to Patchway Men in Sheds who made 40 Hedgehog Hole templates given to attendees at Hedgehog Heroes event  | £30.00 |
| 40 x small green Hedgehog Highways signs to accompany hedgehog holes given to attendees at Hedgehog Heroes event  | £87.47 |
| Donation to Hedgehog Street towards postage for 100 x Hedgehog Tips booklets to accompany hedgehog holes given to attendees at Hedgehog Heroes event and also for Town Council Activity Centre sites public information  | £5.00 |
| Craft Materials linked to Hedgehog Heroes Display which was made by Wheatfield Primary School Eco-council which was used in Bradley Stoke Library and also at the Hedgehog Heroes event  | £22.00 |
| Purchase of 4 x Sparkly Knitted Hedgehogs used as prizes for the Hedgehog Heroes colouring competition  | £15.00 |
| **TOTAL SPENT** | **£542.82** |

With the remaining £154.18 we would like to purchase some wildlife cameras which we can loan out to residents who have installed hedgehog holes so they can see whether the holes are being used by hedgehogs and other wildlife.

Following discussion, Councillor Ben Randles proposed that the remaining budget of £154.18 be used to purchase wildlife cameras which can be loaned out to residents, seconded by Councillor James Nelson, carried unanimously.

Councillor Ben Randles also proposed a vote of thanks to Town Council staff, Bradley Stoke in Bloom and Bradley Stoke Zero Carbon Community Group for the excellently organised Hedgehog Heroes event, seconded by Councillor James Nelson, carried unanimously.

Following further discussion, Councillor Ben Randles proposed that the next Local Nature Action Plan projects to be explored further are: community orchards, free packets of wildflowers seeds giveaway (possibly as part of the 2023 Scarecrow Trail) and another free tree giveaway event, seconded by Councillor John Bradbury, carried unanimously.

**9 Previous Planning Applications**

Decisions relating to seven previous applications were NOTED (see Appendix A), five of which agreed with Bradley Stoke Town Council’s (BSTC) recommendations and one was withdrawn.

**10 Matters within the scope of the Committee**

None

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

**11.1 Quarterly Health & Safety Report (17.03.23 – 21.06.23)**

 The Town Clerk presented the quarterly Health & Safety Report (see Appendix B).

Following discussion, Councillor Ben Randles proposed acceptance of the report and a vote of thanks to the BSTC Health & Safety Officer, Vicky Davies for the compilation of this report, seconded by Councillor Jenny James, carried unanimously.

**12 Date of Next Meeting**

Wednesday 26th July 2023 at 7.30pm (or as soon as Finance Committee meeting has finished)

The meeting closed at 8.30pm

**APPENDIX A**

**Planning Decisions Made by South Gloucestershire Council**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Application Number** | **Description** | **Address** | **BSTC** | **SGC** |
| P23 | 01375 | RVC | variation of condition 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 | YES | YES |
| 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 12 individual units totalling approximately 6159 sq. m (66,269 sq. ft) in floor area for Class B1 and B8 business uses | Unit 3, Eagles Wood Business Park, Woodlands Lane | YES | YES |
| P23 | 01503 | PNRE | prior notification of the intention to install roof mounted solar panels | Bradley Stoke Leisure Centre | YES | YES |
| P23 | 01553 | HH | replacement of garage door with a window to facilitate conversion to living accommodation | 157 Meadow Way | Withdrawn |
| P23 | 01651 | HH | erection of two storey side and single storey rear extension to form garage and additional living accommodation (re-submission of P22/06702/HH) | 11 Somerby Close | **YES** | **NO** |
| P23 | 01075 | F | installation of 1 balancing tank, 1 sludge tank and associated equipment and works to form effluent treatment | Units 3 and 4, Bristol Distribution Park, Hawkley Drive | YES | YES |
| P22 | 03780 | F | extension to retail terrace to form food store (Class E). Alterations to existing car park, extension to service yard, landscaping, and other associated works | Land at Willow Brook Centre | YES | YES |

**APPENDIX B**

**Bradley Stoke Town Council**

**Health & Safety Report – 17 March 2023 to 21 June 2023**

**General**

* The Annual H&S Policies & Procedures review has been completed. Staff are included in the process. H&S Policies & Procedures are reviewed annually or at the time of any significant changes, there are hard copies on all sites in the Yellow Folder.
* There is Conflict management/Lone Working Training for all Staff on 05/07/23 at Brook Way Activity Centre, held by Conflict Training Company. Neighbouring Parishes have taken up our offer of the few spare places for a small charge.
* The annual staff Display Screen/VDU individual risk assessments are due. All staff have this annually, including one annual eyesight test per member of staff.

**Community Festival 2023**

* Risk Assessments were in place and all required Event Forms were submitted by BSTC to South Glos Safety Advisory Group. No significant injuries were reported.

**Office**

* No reported Vandalism.

**Bradley Stoke Jubilee Centre**

* Pen graffiti on the Community Shelter in the Beacon Play Area, discovered on 06/04/23. BSTC painted over. BSTC ref JC184, Job Number 5951G, Crime Ref 5223080642.
* Swastika graffiti was discovered on the Community Shelter in the Beacon Play Area on 24/04/23. BSTC painted over immediately. BSTC ref JC185, Job Number 5960G, Crime Number 5223094974.
* Obscene graffiti was discovered the Community Shelter on 19/06/23, BSTC to paint over urgently, BSTC ref JC186, Job No 6005G, Crime Number 20230619-0840.
* There has been an increase in antisocial behaviour throughout all Bradley Stoke and surrounding areas which overspilled into the Jubilee Centre area. This is being dealt with by the Police.

**Baileys Court Activity Centre**

* The cricket wicket was set on fire by persons unknown, discovered on 04/04/23. Bradley Stoke Cricket Club repaired. BSTC ref BC96. Crime Number 5223079835.

**Brook Way Activity Centre**

* No reported Vandalism.

**Skate Park**

* No reported Vandalism.

**PLAY AREAS** - **General**

**BSTC is responsible for play areas at**: Baileys Court Activity Centre

Jubilee Centre Beacon Play Area

Brook Way Activity Centre

Foxborough Gardens

Paddock Close

Rosemary Close

All play areas undergo a weekly recorded check by BSTC staff who have passed the RPII Routine Inspection Course, or more frequently if there is an issue. Play areas at the Activity Centres also are checked by the leisure assistant daily (unless the centre is closed).

There is also an annual inspection by an outside professional body, at present we are using the Play Inspection Company, due Dec 2023.

**Vicky Davies, H&S Officer, 21 June 2023**

**APPENDIX B**

**Orders Placed (with an H&S content) 17 March 2023 to 21 June 2023**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date**  | **Location**  | **Order No**  | **Supplier**  | **Details**  | **COST(+VAT)** |
| 05/04/23 | Baileys Court  | BSTC9442 | A1 Property Maintenance  | Put a new light fitting in the bowlers outside office | £120.00 |
| 02/05/23 | Baileys Court | BSTC9469 | A1 Property Maintenance  | Fan in Elm Room not working - replace | £130.00 |
| 03/05/23 | Baileys Court  | BSTC9471 | A1 Property Maintenance  | BC old build female toilets. Plumb in three replacement toilets and change pipe work (have got the toilets). | £450.00 |
| 04/05/23 | Baileys Court & Brook Way  | BSTC9472 | A1 Property Maintenance  | Fire door jobs - Jobs arising from Fire Risk Assessment BC & BW | £270.00 |
| 10/05/23 | Baileys Court & Jubilee Centre  | BSTC9474 | A1 Property Maintenance  | Additional sockets needed for CCTV BC Bowlers Shed, JC Changing Rooms (JC needed extra RDCs) | £210.00 |
| 10/05/23 | Skate Park  | BSTC9477 | A1 Property Maintenance | Electrical works for new Skate Park Kitchen  | £1,080.00 |
| 15/05/23 | Baileys Court  | BSTC9483 | A1 Property Maintenance  | x2 toilets in the Elm Room which continually flush. think we can fix this by replacing some washers in the cisterns, but it involves taking the cisterns apart to do so. | £180.00 |
| 24/05/23 | Brook Way  | BSTC9491 | A1 Property Maintenance  | Replace BW sensor taps with push button taps - all toilets | tbc |
| 26/05/23 | Baileys Court | BSTC9495 | A1 Property Maintenance  | Toilet leaking in Elm room children’s toilets | £305.00 |
| 07/06/23 | Brook Way  | BSTC9506 | A1 Property Maintenance  | Brook Way -Damaged socket - reinstate the socket will need to run new cables (in trunking) and terminate the socket | £245.00 |
| 13/06/23 | Baileys Court | BSTC9509 | A1 Property Maintenance  | The water flow filling up the toilet cisterns is so slow that the ladies toilets in the old build, has become unusable. The kitchen sink in the Cherry Room could also do with an increase in water pressure. | £740.00 |
| 13/06/23 | Jubilee Centre | BSTC9510 | A1 Property Maintenance | Woodlands Suite, leak from first toilet. Mike investigated and could not locate no leak. Agreed with Phil BSTC will monitor. | £50.00 |
| 14/06/23 | Baileys Court  | BSTC9511 | A1 Property Maintenance | Electrical works at BC between Activity Centre and Kebab Van. Job only to happen after hirer has made payment to BSTC. | £350.00 |
| 15/06/23 | Baileys Court  | BSTC9512 | A1 Property Maintenance | One light out in bowlers corridor, one light out in Bowlers Male Changing Room | TBC |
|  |  |  |  | **A1 PROPERTY MAINTENANCE TOTAL**  | **£3,050.00** |
| 02/06/23 | All sites | BSTC9503 | ALCA | E-Learning course, x1 staff. Personal Safety Essentials | £14.00 |
| 23/03/23 | Jubilee Centre | BSTC9429 | Bristol Ambulance | First Aid Cover for Festival Weekend | £935.00 |
| 29/03/23 | Jubilee Centre | BSTC9437 | Bristol Sound Systems | Sound System for Fireworks - extended to cover the music with the fireworks.  | £1,255.00 |

**APPENDIX B**

**Orders Placed (with an H&S content) 17 March 2023 to 21 June 2023**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date**  | **Location**  | **Order No**  | **Supplier**  | **Details**  | **COST(+VAT)** |
| 26/04/23 | Baileys Court  | BSTC9462 | BS1 Fire & Security | Refix fire detection equipment to Bowlers Kitchen ceiling. | £55.00 |
| 02/05/23 | Jubilee Centre | BSTC9468 | BS1 Fire & Security | Fit new key switch to JC Compound shutters – wear & tear. | £214.25 |
| 19/06/23 | Jubilee Centre  | BSTC9478 | BS1 Fire & Security  | Replace two faulty smoke detectors discovered during routine service | £154.18 |
| 01/06/23 | Council Office  | BSTC9499 | BS1 Fire & Security | Office - replace shutter motor by Sharon's desk & fire exit. Wear & tear. | £735.00 |
|  |  |  |  | **BS1 FIRE & SECURITY TOTAL** | **£1,158.43** |
| 20/04/23 | All sites  | BSTC9459 | Conflict Training Company  | Conflict Training – all staff | £750.00 |
| 12/04/23 | All sites  | BSTC9450 | Doug Hillard  | Workwear  | £40.79 |
| 10/05/23 | All sites | BSTC9476 | Doug Hillard  | Workwear  | £101.95 |
|  |  |  |  | **DOUG HILLARD TOTAL** | **£142.74** |
| 19/04/23 | Baileys Court  | BSTC9455 | Equip4work  | Round Table’s Trolley  | £415.00 |
| 28/04/23 | Skate Park  | BSTC9467 | Full Aid Medical  | First Aid Cover Skate Park Competition  | £400.00 |
| 16/06/23 | Jubilee Centre  | BSTC9415 | GB Sports & Leisure  | Cargo net repair. Remove net, repair, and refit | £130.00 |
| 10/05/23 | All sites  | BSTC9475 | Greenhams | Safety Wellingtons & High Vis Coat  | £43.79 |
| 05/06/23 | Jubilee Centre  | BSTC9504 | Greenhams  | Snow fencing & fencing pins – Festival  | £217.95 |
|  |  |  |  | **GREENHAMS TOTAL**  | **£261.74** |
| 12/04/23 | Around BS | BSTC9447 | H&S Polythene  | MCO Black Bags Heavy Duty 20 boxes of 200 | £475.80 |
| 19/04/23 | Baileys Court  | BSTC9457 | KBN Office Supplies  | Extension leads and general stationery | £81.31 |
| 23/03/23 | Skate Park  | BSTC9426 | Kitchen Den  | Install new kitchen in Skate Park container  | £3,849.17 |
| 12/04/23 | All sites  | BSTC9448 | KN Office Supplies | Workwear  | £89.99 |
| 02/05/23 | Office  | BSTC9470 | KN Office Supplies | New office chair with arms & headrest– wear & tear  | £149.00 |
|  |  |  |  | **KN OFFICE SUPPLIES TOTAL** | **£238.99** |
| 04/04/23 | Baileys Court  | BSTC9441 | Magic Cleaning  | Cleaning supplies  | £35.44 |
| 13/04/23 | Baileys Court  | BSTC9451 | Magic Cleaning  | Cleaning Supplies  | £90.44 |
| 16/06/23 | Brook Way  | BSTC9452 | Magic Cleaning | Cleaning Supplies  | £90.44 |
| 19/04/23 | Skate Park  | BSTC9456 | Magic Cleaning  | Cleaning Supplies  | £27.50 |
| 11/05/23 | Jubilee Centre  | BSTC9479 | Magic Cleaning  | Cleaning Supplies  | £114.74 |
| 16/05/23 | Baileys Court  | BSTC9484 | Magic Cleaning  | Cleaning Supplies  | £68.14 |
|  |  |  |  | **MAGIC CLEANING TOTAL** | £426.70 |

**APPENDIX B**

**Orders Placed (with an H&S content) 17 March 2023 to 21 June 2023**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date**  | **Location**  | **Order No**  | **Supplier**  | **Details**  | **COST(+VAT)** |
| 31/03/23 | All sites | BSTC9440 | Parker Bell | Calibration PAT test machine  | £52.50 |
| 05/04/23 | Play Areas  | BSTC9446 | Play Inspection Company  | Annual Inspections | £476.00 |
| 16/06/23 | Jubilee Centre  | BSTC9515 | RelyOn  | Alarm Call out 06/06/23 | £35.00 |
| 22/05/23 | Baileys Court  | BSTC9488 | Rydow Mobile Welding  | BC. Rear gate extension, back of Bowlers shed | £520.00 |
| 22/05/23 | Baileys Court  | BSTC9489 | Rydow Mobile Welding | BC. Chain Link fence - new section, repair. Bowls Green. | £260.00 |
|  |  |  |  | **RYDOW MOBILE WELDING TOTAL** | **£780.00** |
| 24/04/23 | Brook Way  | BSTC9461 | SD Fire Pro Services | 2 x CO2 Fire Extinguishers with stands. Brook Way Radio Room | £216.00 |
| 22/05/23 | Jubilee Centre  | BSTC9490 | SGC Streetcare | Remove fly tipping from upper pitch. Includes bike and mattress | £60.00 |
| 23/03/23 | Skate Park  | BSTC9428 | Sport Lighting UK | Upgrade LED floodlighting  | £7,900.00 |
| 23/03/23 | All sites  | BSTC9425 | Tech Vicinity  | CCTV equipment for all BSTC sites  | £32,200.00 |
| 02/06/23 | All sites  | BSTC9502 | We Print Gifts  | Lanyards for Councillors & Staff. | £219.34 |
| 15/05/23 | Youth  | BSTC9482 | Zoom | Annual Zoom Subscription  | £119.90 |

**Accidents Reported 17 March 2023 to 21 June 2023**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Accident Date** | **Accident Reference** | **Site**  | **Details**  | **Outcome** |
| None reported  | None reported  | None reported  | None reported  | None reported  |