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 20 December 2023 at 8.35pm.

PRESENT: Councillors: James Nelson

Ben Randles (Chair)

Jon Williams

Officers: Sharon Petela (Town Clerk)

Phil Francis (Deputy Town Clerk/Activity Centres Manager)

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

None

**2 Apologies for absence**

Apologies were received from Councillors John Bradbury and Kulwinder Singh-Sappal.

**3 Declarations by Members**

None

**4 Announcements by the Chair**

The Chair wished everyone a Happy Christmas and best wishes for the New Year and commented that 2023 had been a busy year for the Town Council.

**5 To Confirm the Minutes of meeting of 22nd November 2023**

The Minutes of the Meeting held on 22nd November 2023 were proposed for acceptance by Councillor James Nelson, seconded by Councillor Ben Randles, carried unanimously. The minutes were then signed by the Chair as a correct record.

**6 Consideration of Current Planning Applications**

**6.1 P23/03300/HH Raising of ridge line to incorporate Velux loft conversion**

**(re-submission of P22/05280/HH)**

167 Juniper Way

No objection proposed by Councillor Jon Williams, seconded by Councillor James Nelson. A vote was taken, 2 in favour, 1 against, proposal carried.

**6.2 P23/03292/ADV Display of 1 externally illuminated fascia sign and 1 non-**

**illuminated fascia sign**

Unit 3, Eagles Wood Business Park, Woodlands Lane

No objection proposed by Councillor James Nelson, seconded by Councillor Jon Williams, carried unanimously.

**6.3 P23/03346/HH Erection of single storey rear extension to provide**

**additional living accommodation**

26 The Coppice

No objection proposed by Councillor Jon Williams, seconded by Councillor James Nelson, carried unanimously.

**6.4 P23/03335/HH Erection of two storey side extension to form additional**

**living accommodation**

132 Cooks Close

No objection proposed by Councillor James Nelson, seconded by Councillor Jon Williams, carried unanimously.

*In light of the fact that it was 9.00pm, in line with Standing Order 1.8, Councillor James Nelson proposed extending the end of the meeting until 9.30pm, seconded by Councillor Jon Williams, carried unanimously.*

**6.5 P23/03363/HH Erection of single storey side extension to provide**

**additional living accommodation**

75 Huckley Way

No objection proposed by Councillor James Nelson, seconded by Councillor Jon Williams. A vote was taken, 2 in favour, 1 against, proposal carried.

**6.6 P23/03351/HH Erection of single storey rear extension to form additional**

**living accommodation**

21 Crofters Walk

No objection proposed by Councillor Jon Williams, seconded by Councillor James Nelson, carried unanimously.

**7 To consider any matters arising from the Minutes of the Meeting on 22nd November 2023 not covered elsewhere on the agenda.**

**7.1 Update on Bradley Stoke Local Nature Action Plan – new projects**

**7.1.1 Community Orchards in Bradley Stoke**

Ongoing project – South Gloucestershire Council (SGC) are currently trying to identify a suitable area for tree planting in the town.

**7.1.2 Free tree/hedge giveaway and wildflower seeds event**

Saturday 27th January 2024 10.00am - 12 noon in the Oak Hall, Jubilee Centre. Bradley Stoke in Bloom, Green Gym and Bradley Stoke Zero Carbon Community Group will be involved as well as the SGC Biodiversity officer.

**8 Previous Planning Applications**

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

Planning Appeal relating to P23/01651/HH – 11 Somerby Close has been allowed by the Planning Inspectorate.

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

**9.1 SGC – Renewal of Street Trading Consent – LI23/8488/STB – Willow Brook Centre**

Documentation circulated to councillors.

Following discussion, Councillor Jon Williams proposed that the Town Council has no objection to the renewal of this street trading consent, seconded by Councillor James Nelson, carried unanimously.

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

**10.1 Quarterly Health & Safety Report (21.09.23 – 13.12.23)**

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

Phil Francis, Deputy Town Clerk/Activity Centres Manager gave the following updates:

Police investigations linked to previous vandalism at Baileys Court Activity Centre are now complete.

Beacon Playscheme – the nest swing has been removed as it was worn beyond acceptable limits and the main support structure is also in need of replacement. The Town Council will be obtaining quotes for a replacement piece of equipment. He also explained that the Town Council is seeking quotes for replacement of the wooden areas surrounding the Beacon Playscheme as these have also deteriorated beyond repair. It is hoped to replace the wood with a more durable product.

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

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

**11.1 To approve Bills for Payment**

No payments to approve as all payments were agreed at earlier Finance Committee meeting.

**12 Date of Next Meeting**

Wednesday 24th January 2024 at 7.30pm (or as soon as Finance Committee meeting has finished)

The meeting closed at 9.20pm

**APPENDIX A**

**Planning Decisions Made by South Gloucestershire Council**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Application Number** | | | **Description** | **Address** | **BSTC** | **SGC** | **SGC Refusal Reason** | |
| P23 | 03090 | HH | erection of two storey side/rear extension and single storey rear extension to provide additional living accommodation | 126 Ellicks Close | YES | YES |  | |
| P23 | 03045 | CLP | erection of rear garden room to replace existing conservatory | 94 Saxon Way | YES | YES |  | |
| P23 | 02745 | HH | installation of 1 Air Source Heat Pump at ground level | 21 Cooks Close | YES | YES |  | |
| P23 | 02770 | ADV | display of 1 non-illuminated fascia sign | Unit 12, Eagles Wood Business Park, Woodlands Lane | YES | YES |  | |
| P23 | 02985 | F | erection of front extension to form additional living accommodation | 55 Oaktree Crescent | YES | YES |  | |
| P23 | 02819 | HH | erection of two storey front and rear and single storey rear extensions to provide additional living accommodation (part-retrospective) | 196 Ellicks Close | NO | NO | The proposed development would fail to reach the highest possible standards of design by reason of its form, scale and siting and it would fail to be informed by, respect or enhance the character and distinctiveness of the host dwelling and surrounding area. The front two-storey element would present and incongruous addition which would be harmful to the visual amenity of the locality.  The proposed development would have an unacceptable impact in terms of loss of light and outlook of adjacent property No.198 Ellick's Close front habitable room windows, to the detriment of the residential amenity of these occupants. | |
| P23 | 03039 | CLP | conversion of existing garage to form additional living accommodation | 10 Brake Close | YES | YES |  | |
| P23 | 02978 | HH | erection of first floor side extension over existing garage with a small cantilever to the rear of the extension to form additional living accommodation | 23 Grange Close | Withdrawn | | |  |
| P23 | 02792 | F | erection of 1 attached dwelling with associated works | Land at 132 Cooks Close | **NO** | **YES** |  | |

**APPENDIX B**

**Bradley Stoke Town Council**

**Health & Safety Report – 21 September 2023 to 13 December 2023**

**General**

* The annual Risk Assessment review has been completed. Staff are included in the process. Risk Assessments are reviewed annually or at the time of any significant changes, there are hard copies on all sites in the Orange Folder.
* The annual COSHH (Control of Chemicals Hazardous to Health) review has been completed. COSHH Assessments are reviewed annually or at the time of any significant changes, there are hard copies on all sites in the Dark Green Folder.
* The annual Fire Training for all BSTC staff and Fire Risk Assessments for all sites was carried out on 19/10/23. Risk Assessments have been received, there are some minor actions, an action plan will be put in place.
* BSTC Maintenance & BSTC MCO took the RPII visual routine inspections course & exam on 26/09/23, held by GB Sports & Leisure. They both already had this, but it expires every three years and needed to be retaken. They both passed with flying colours.
* Tree Condition Surveys have now been carried out at our three sites by Wotton Tree Consultancy. These are done every 5 years (last carried out in December 2018) . There are some remedial works that will need to be undertaken and quotes etc. will be obtained for the works in due course.
* Servicing of moveable wall at all three Activity Centres carried out 12th December 2023

**Fireworks Event 2023**

* The event was a success. No reported incidents or injuries.

**Office**

* No reported Vandalism.

**Bradley Stoke Jubilee Centre**

* There was an incident on the public highway involving a gel blaster gun, the vehicle ended up in the Jubilee Centre Car Park. Police attended. 21/09/23**.**
* Racist Graffiti on the post outside of the hardcourt, discovered on 16/10/23. BSTC Ref JC191, Crime Number 5223253922. BSTC removed, Job Number 6077G.

**Baileys Court Activity Centre**

* No reported Vandalism
* As previously reported; there had been an increase in antisocial behaviour. The Police investigated and found the perpetrators. Antisocial behaviour has been significantly reduced.
* As previously reported; there has been a long-term issue with the flat roof leaking. Previous works have not solved the issue, we have been recommended to have a roof survey which has been carried out by Premsurv, order number BSTC9679. Report received and quotes to be obtained for remedial works.

**Brook Way Activity Centre**

* No reported Vandalism.

**Skate Park**

* No reported Vandalism.

**PLAY AREAS**

* The annual inspections will be carried out by Play Inspections Company December/January.

**Vicky Davies, H&S Officer + Sharon Petela, Town Clerk - 21 November 2023 + 13th December 2023**

**APPENDIX B**

**Orders Placed (with an H&S content) 21 September 2023 to 13 December 2023**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Location** | **Order No** | **Supplier** | **Details** | **COST(+VAT)** |
| 26/09/23 | Baileys Court | BSTC9644 | A1 Property Maintenance | Repair to boiler flue – vandalism. | £85.00 |
| 10/10/23 | Baileys Court | BSTC9655 | A1 Property Maintenance | BC. To supply and install an additional socket in the cellar, and x3 double sockets in the Orchard Room at high level. Tidy up the data cables and make sure the cable runs are better supported, by providing some metal containment. | £340.00 |
| 17/10/23 | Brook Way | BSTC9666 | A1 Property Maintenance | Replace Male Toilet Light | £140.00 |
| 17/10/23 | Brook Way | BSTC9667 | A1 Property Maintenance | The lamp post capacitor has burnt out and corroded, and has also damaged the wiring around it, supply and fit a replacement capacitor and repair the cables | £155.00 |
| 09/11/23 | Baileys Court | BSTC9685 | A1 Property Maintenance | Cherry room - reconfiguration of the hot & cold feeds & waste to allow dishwasher & re-plumbing of new sink | £260.00 |
| 09/11/23 | Baileys Court | BSTC9686 | A1 Property Maintenance | Cherry room- electrics reconfiguration of power to allow for x2 double sockets above worktop | £365.00 |
| 09/11/23 | Baileys Court | BSTC9687 | A1 Property Maintenance | Elm room-plumbing- reconfiguration of hot & cold feeds | £260.00 |
| 09/11/23 | Baileys Court | BSTC9688 | A1 Property Maintenance | Elm room - new 16amp dedicated supply from distribution board to feed new oven & connection with isolator & outlet | £497.00 |
| 09/11/23 | Baileys Court | BSTC9689 | A1 Property Maintenance | Apple Room, shutters/ring circuit tripping. | £110.00 |
| 09/11/23 | Jubilee Centre | BSTC9690 | A1 Property Maintenance | Female Toilet not flushing | £85.00 |
| 09/11/23 | Baileys Court | BSTC9689 | A1 Property Maintenance | New timer swich car park lights | £110.00 |
| 09/11/23 | Skate Park | BSTC9692 | A1 Property Maintenance | Problems with water temperature at Skate Park. | Tbc |
| 01/12/23 | Jubilee Centre | BSTC9703 | A1 Property Maintenance | Supply and fit pressure reducing valve. Supply and fit x7 side entry toilet filler valves in the JC | £650.00 |
| 01/12/23 | Woodlands Suite | BSTC9704 | A1 Property Maintenance | Supply and fit pressure reducing valve. Supply and fit x7 side entry toilet filler valves in the Woodlands Suite | £650.00 |
| 07/12/23 | Brook Way | BSTC9710 | A1 Property Maintenance | Supply & fit replacement timer with manual override for car park lights | £110.00 |
|  |  |  |  | **A1 PROPERTY MAINTENANCE TOTAL** | **£3,817.00** |
| 24/11/23 | Mobile Cleansing Operative vehicle | BSTC9700 | Auto Electrical supplies Ltd | Single tap mini handwash sink for vehicle | £237.33 |

**APPENDIX B**

**Orders Placed (with an H&S content) 21 September 2023 to 13 December 2023 (cont)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Location** | **Order No** | **Supplier** | **Details** | **COST(+VAT)** |
| 04/10/23 | Baileys Court | BSTC9652 | Avon Industrial Doors | The Apple Room shutters as the fuse keeps tripping. This keeps tripping and when it trips it also takes out the green light over the defibrillator | £80.00 |
| 30/11/23 | Brook Way | BSTC9701 | B&Q | Decorating supplies | £138.39 |
| 29/09/23 | All sites | BSTC9650 | BS1 Fire & Security | Alarms re internet lines. Upgrade to digiair (radio monitoring), BW, JC, BC, Office. | £400.00 |
| 27/10/23 | Baileys Court | BSTC9677 | BS1 Fire & Security | Replace faulty fire panel | £1,950.00 |
| 13/10/23 | Jubilee Centre | BSTC9662 | BS1 Fire & Security | Fire alarm problem | £40.00 |
| 08/11/23 | Baileys Court | BSTC9684 | BS1 Fire & Security | Replace faulty smoke detectors and manual call point. Wear & tear | £221.50 |
| 07/12/23 | Baileys Court | BSTC9711 | BS1 Fire & Security | Investigation & rectification of 3 faults highlighted on fire alarm panel | £221.50 |
|  |  |  |  | **BS1 FIRE & SECURITY TOTAL** | **£2,833.00** |
| 21/09/23 | All sites | BSTC9638 | Doug Hillard Sports | Staff workwear | £24.00 |
| 21/11/23 | Play Areas | BSTC9697 | GB Sports & Leisure | Swing spare parts, wear & tear. Paddock Close & JC. | Tbc |
| 17/10/23 | Jubilee Centre | BSTC9663 | Greenhams | Cones, snow fencing, barriers, for fireworks | £808.06 |
| 03/10/23 | All sites | BSTC9651 | KN Office Supplies | Fire Signs, Vehicle First Aid | £48.08 |
| 07/11/23 | Office | BSTC9681 | Lock, Stuck & Barrel | Office main door lock problems | £65.00 |
| 05/12/23 | Woodlands Suite | BSTC9709 | Lock, Stuck & Barrel | Remove & Replace lock for youth storage cupboard following key missing | £120.00 |
|  |  |  |  | **LOCK, STUCK & BARREL TOTAL** | **£185.00** |
| 25/09/23 | JC & BC | BSTC9642 | Magic Cleaning | Cleaning Supplies | £72.90 |
| 13/10/23 | Brook Way | BSTC9660 | Magic Cleaning | Cleaning Supplies | £100.88 |
| 26/10/23 | Brook Way | BSTC9672 | Magic Cleaning | Cleaning Supplies | £20.24 |
| 26/10/23 | Baileys Court | BSTC9673 | Magic Cleaning | Cleaning Supplies | £17.72 |
| 26/10/23 | Jubilee Centre | BSTC9674 | Magic Cleaning | Cleaning Supplies | £72.82 |
| 15/11/23 | Jubilee Centre | BSTC9695 | Magic Cleaning | Cleaning Supplies | £46.95 |
| 16/11/23 | Jubilee Centre | BSTC9696 | Magic Cleaning | Cleaning Supplies | £123.20 |
| 01/12/23 | Brook Way | BSTC9706 | Magic Cleaning | Cleaning Supplies | £77.25 |
| 01/12/23 | Baileys Court | BSTC9705 | Magic Cleaning | Cleaning Supplies | £46.45 |
| 01/12/23 | Jubilee Centre | BSTC9707 | Magic Cleaning | Cleaning Supplies | £88.70 |
|  |  |  |  | **MAGIC CLEANING TOTAL** | **£667.11** |

**APPENDIX B**

**Orders Placed (with an H&S content) 21 September 2023 to 13 December 2023 (cont)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Location** | **Order No** | **Supplier** | **Details** | **COST(+VAT)** |
| 12/10/23 | All sites | BSTC9657 | Midland Moveable Walls | Service moveable walls | £495.00 |
| 17/10/23 | Jubilee Centre | BSTC9664 | MJ Church | 8 yard skip, for fireworks | £295.00 |
| 17/10/23 | Baileys Court | BSTC9665 | MJ Church | 8 yard skip, for kitchen refit | £295.00 |
|  |  |  |  | **MJ CHURCH TOTAL** | **£590.00** |
| 26/10/23 | Jubilee Centre | BSTC9675 | Old Down Trees | Remove tree fallen across path – storm damage | £150.00 |
| 02/11/23 | Baileys Court | BSTC9679 | Premsurv | Roof survey | £1,750.00 |
| 03/11/23 | Baileys Court | BSTC9680 | RelyOn | Alarm call out | £35.00 |
| 07/12/23 | Office | BSTC9713 | Shred-It | Office confidential shed | £84.41 |
| 13/10/23 | Baileys Court | BSTC9659 | S Newman Plumbing & Heating | Remove existing boiler installation. Install new 30kw Worcester Bosch Regular Boiler, wireless room thermostat and magnetic heating filter with 10 years manufacturer Guarantee. Flush heating pipework with cleaner and dose with inhibitor. | £4,650.00 |
| 04/10/23 | Youth | BSTC9653 | Street Doctors | Two street Doctor Sessions for young people | £200.00 |
| 22/09/23 | Skate Park | BSTC9640 | Tech Vicinity | Replacement of CCTV | £10,980.00 |
| 07/12/23 | All sites | BSTC9712 | Tools4trade | Makita combi drill | £275.00 |
| 07/11/23 | Baileys Court | BSTC9683 | Total Print Solutions | General stationery, Accident Book, Ice Packs | £228.00 |
| 28/09/23 | Baileys Court | BSTC9646 | West Country Forestry | Trees – crown reduce by 3m Cherry & Maple, by the flats. | £320.00 |
| 28/09/23 | Baileys Court | BSTC9647 | West Country Forestry | Cut out surface roots on Bowling Green | £180.00 |
|  |  |  |  | **WEST COUNTRY FORESTRY TOTAL** | **£500.00** |
| 13/10/23 | All sites | BSTC9661 | Wotton Tree Consultancy | Tree surveys of all three sites. | £1,200.00 |

**Accidents Reported 21 September 2023 to 13 December 2023**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Accident Date** | **Accident Reference** | **Site** | **Details** | **Outcome** |
| 18/10/23 | **BC52A** | Baileys Court Play Area | Child hit head on self-closing play area gate, resulting in head needing gluing. | Gates are not faulty; need be self-closing as per EN1176 standard. Gates are checked and recorded regularly by BSTC Staff who are RP11 Play Area Visual Checks qualified. Annual inspections are carried out by Play Inspection Company. |