



Meeting of Kingswood Town Council on 12th December 2023 at 7.00pm in Room One of the Park Centre, High Street, Kingswood BS15 4AR (please note this new location)

SUMMONS

To Councillors:

Rafick Ackbar, Diane Bentham, Richard Bentham, James Corrigan

Liam Davis, Sandie Davis, Alison Evans, Stephen Forsythe (Chair)

Leigh Ingham, Maria Ingram-Cotton, Alexander Massey

Matthew Palmer, Kenneth Rabone, Sean Rhodes, Vicky Robinson

You are hereby summoned to attend the meeting of Kingswood Town Council to be held on Tuesday 12th December 2023 at 7pm at the Park Centre, High Street, Kingswood for the transaction of the items contained within the attached agenda.

Yours faithfully,

Charlotte Littlewood

Charlotte Littlewood, BA (Hons), CILCA, Interim Town Clerk

7th December 2023

7.00pm (Prior to the start of the meeting)

Questions and comments from members of the public.

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chair) to participate before the start of the meeting by asking questions, raising concerns or making comments on matters affecting Kingswood. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public. If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chair has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting.

AGENDA

1. Apologies

To receive apologies for absence and to consider the reasons given.

2. Declarations of Interest

To receive declarations of interest from councillors in agenda items, in accordance with the Code of Conduct.

- To receive written requests for dispensation for disclosable pecuniary interests.
- To grant any request for dispensation as appropriate.

3. Minutes of the previous meeting

To resolve to accept the minutes of the last meeting on 28th November 2023 as a true record of proceedings.

4. General Power of Competence

To resolve that the Council meets the criteria for eligibility for the General Power of Competence relating to the electoral mandate and relevant training of the Town Clerk (see attached report).

5. Planning Applications

Members to consider planning applications received for the Parish of Kingswood.

a. REFERENCE NO: P23/03209/HH

LOCATION: 41 Pool Road Kingswood Bristol South Gloucestershire BS15 1XN

DESCRIPTION: Demolition of existing rear conservatory. Erection of single storey rear extension to provide additional living accommodation.

b. REFERENCE NO: P23/03203/TRE

LOCATION: 23 The Wickets Soundwell, Bristol South Gloucestershire BS15 1PU

DESCRIPTION: Works to fell 1no. ash, as covered by Tree preservation order KTPO 02/88 dated 27th June 1988.

c. REFERENCE NO: P23/03188/HH

LOCATION: 31 Lansdown Road Kingswood Bristol South Gloucestershire BS15 1XA

DESCRIPTION: Erection of two storey side and single storey rear extension to provide additional living accommodation. Erection of detached annex ancillary to the main dwelling.

d. REFERENCE NO: P23/03143/HH

LOCATION: 8 Tyndale Road Kingswood Bristol South Gloucestershire BS15 4QH

DESCRIPTION: Demolition of existing detached garage and erection of a replacement outbuilding ancillary to the main dwelling. (Amendment to previously approved scheme P22/05391/HH) to install 1no. additional window.

e. REFERENCE NO: P23/02802/F

LOCATION: Land To The Rear 24B Spring Hill Kingswood Bristol South Gloucestershire BS15 1XY

DESCRIPTION: Demolition of existing garage and erection of 1 no. dwelling with associated works.

f. REFERENCE NO: P23/03294/CLP

LOCATION: 35 Syston Way Kingswood Bristol South Gloucestershire BS15 1UE

DESCRIPTION: Erection of a single storey rear extension, installation of 1no. rear dormer and change of use to 6 person HMO (Class C4).

g. REFERENCE NO: P23/03267/HH

LOCATION: 7 Blackthorn Walk Kingswood Bristol South Gloucestershire BS15 1TZ

DESCRIPTION: Erection of first floor side and single storey rear extension to form additional living accommodation.

h. REFERENCE NO: P23/03241/CLE

LOCATION: 2A Boultons Road Kingswood Bristol South Gloucestershire BS15 1RU

DESCRIPTION: Continued use as house of multiple occupancy (HMO) (Class C4).

i. REFERENCE NO: P23/03223/CLP

LOCATION: 15 Regent Street Kingswood Bristol South Gloucestershire BS15 8JX

DESCRIPTION: Proposed use as a Nail Bar (Use Class E) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).

j. REFERENCE NO: P23/03225/F

LOCATION: 15 Hampton Street Kingswood Bristol South Gloucestershire BS15 1TP

DESCRIPTION: Change of use from a 6no bed HMO to a 7 bedroom large house in multiple occupation (HMO) for up to 7 people (Sui Generis) and associated external works as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).

k. REFERENCE NO: P23/03322/PNH

LOCATION: 11 Highview Road Kingswood Bristol South Gloucestershire BS15 4QL

DESCRIPTION: The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 5.24 metres, for which the maximum height would be 3.71metres, and for which the height of the eaves would be 2.90 metres.

l. REFERENCE NO: P23/03321/HH

LOCATION: 60 Sweets Road Kingswood Bristol South Gloucestershire BS15 1XF

DESCRIPTION: Conversion of garage to form ancillary annexe to the main dwelling.

6. Springswood Regreening Project 2024

To consider and agree a way forward on the proposed partnership project with the Friends of Kingswood Park, for the regreening of parts of Kingswood Town Centre

7. Budget and precept for 2024/25

To consider the draft budget, as discussed at the meeting on 28th November and to agree a budget and precept for 2024/25 (report attached).

8. South Gloucestershire Council Consultations

To consider a response to the following: SGC to pilot their new Green Print project in Kingswood and consider suitable locations (report attached).

9. Establishment of a new Committees and agree a scheme of delegation

- a. To consider and agree the draft Terms of Reference for a Finance and Administration Committee (or similar name) and a Staffing Committee and to nominate members to those committees and to agree frequency of meetings (report attached).
- b. To consider and agree the Draft Scheme of Delegation (in report above)
- c. To consider the need to recruit a permanent town clerk and to delegate authority to the newly formed staffing committee to manage this.

10. Internal Audit

To receive a written report from the Clerk and note the need to appoint an Internal Auditor (report attached).

11. Training report

To receive a written report from the Clerk and to consider the attached training proposal and agree a date (report attached).

12. Finance

- a. To receive and approve payments made to date (report attached)
- b. To receive a report of spend against budget to date (report attached)
- c. To agree to the registration with the Information Commissioners Office for the purpose of Data Protection Compliance £40 per annum

13. Members Reports

Members to receive verbal reports from any members representing Kingswood Town Council.

14. Meeting Dates and Venue and Clerk's workplan update

To receive a report from the clerk on work completed and work that is underway, and to consider dates and venues for future meetings (report attached).

15. Date of the next meeting and consideration of items for the agenda