

**MEETING:**  
**DATE & TIME:**  
**PLACE:**

Kingswood Town Council, Full Council Meeting  
Tuesday 9<sup>th</sup> January 2024 7.00pm  
The Park Centre, Kingswood

**Councillors Present:**

Stephen Forsythe (Chair)  
Richard Bentham  
Maria Ingram-Cotton  
Diane Bentham  
Sean Rhodes  
Kenneth Rabone  
Alex Massey  
Alison Evans  
Jim Corrigan  
Raf Ackbar  
Liam Davis  
Sandie Davis  
Leigh Ingham (for public question time)

**Also Present:**

Charlotte Littlewood, Town Clerk and RFO

**In Attendance:**

Public: 4 members of public  
Press: 2 members of the press

#### **Public Question Time**

A member of the public raised concerns about an annex built in the rear of a property, that contravenes the planning permission that had previously been approved (P23/03509/Full, 68 Court Road, Kingswood). He was supported by three other members of the public with the same concerns, and wanted the council to be aware of these concerns when considering this planning application.

Whilst the new application is for retrospective permission, the resident informed the council about the annex, that was significantly larger than what had been originally approved, and that the property was not appropriate for its location, it was not finished to the approved specification and had been built with additional features. Further issues were raised about the size of the building, the changes to the fence line, the limited gap between properties, and the changes to carparking, as well as concern that the annex might be used as a separate dwelling.

#### **Presentation from the Community Connection Team, South Gloucestershire Council**

Councillors received a presentation about the need to improve connecting habitats, as part of the nature recovery network, in order to prevent the loss or decline in certain species. They explained how local areas can make a big impact, from improving school playgrounds and sports pitches to railway paths, grass verges and waterways. Through the planting of trees and pollinators, to reducing the frequency of grass cutting, lots could be done at community level to improve the biodiversity of the local area. Kingswood Town Council was asked if it would consider giving its support to the scheme by encouraging any volunteering opportunities and supporting a future nature reserve launch. The Council was in support of the scheme and would promote it through social media and via its connections with other community groups.

*(Cllr Ingham left the meeting)*

#### **01.01.24 Apologies for absence**

There were no apologies for absence.

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**02.01.24      Declarations of interest and requests for Dispensations**

There were no declarations of interest in relation to this agenda.

**03.01.24      To nominate a Vice Chair to replace Councillor Robinson, following her resignation as a Councillor**

Councillor D Bentham nominated Kenneth Rabone to be Vice Chair. This was seconded by Sean Rhodes, with all in favour and Kenneth agreeing to take on the role.

**Resolved:** That Councillor Kenneth Rabone be the new Vice Chair of the Council for the remainder of the municipal year.

**04.01.24      Minutes of the last meeting**

Members resolved to approve the minutes of the Kingswood Town Council Meeting held on 12<sup>th</sup> December 2023 as a true and accurate record.

**Resolved:** To sign the minutes as a true record of the meeting.

**05.01.24      Planning Applications**

Members considered planning applications received for the Parish of Kingswood.

**a. REFERENCE NO: P23/03509/F**

LOCATION: 68 Court Road Kingswood South Gloucestershire BS15 9QG

DESCRIPTION: Erection of annexe ancillary to the main dwellinghouse (68 Court Road) (Retrospective).

After a discussion on the size of the new annex, which appeared to be an overdevelopment for the site, concern that the property might be used as a separate dwelling, and the unfair and unreasonable impact of the significantly larger property on the neighbouring properties, the council agreed unanimously to object to this planning application, and to request that the property reverts to the specification agreed in the previous planning application.

**Resolved:** To object to this planning application.

**b. i. REFERENCE NO: P23/03368/O**

LOCATION: Land At Former Lucas Works Moravian Road Kingswood Bristol South Gloucestershire

DESCRIPTION: Outline permission for demolition of existing buildings and redevelopment of the site for a mixed use scheme comprising up to 140 dwellings, 1650sqm of commercial space (Use Class E), creation of new access into the site and associated works with access to be determined all other matters reserved.

**Resolved:** The council has no objections at this stage of the application but did express concern at the lack of car parking spaces.



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ii. To consider if the council wishes to align any S106 contributions with outdoor sports facilities in relation to the above application.

**Resolved:** to continue to request that any S106 fund are allocated to outdoor sports facilities.

**c. REFERENCE NO: P23/01954/F**

LOCATION: 2A Woodchester Kingswood South Gloucestershire BS15 4XB

DESCRIPTION: Change of Use from dwelling (Class C3) to family assessment unit (Class C2) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).

**Resolved:** The council did not comment as it is aware that this has been referred to SGC planning committee for a decision.

**c. REFERENCE NO: P23/03416/HH**

LOCATION: 2 Crispin Way Kingswood South Gloucestershire BS15 4SL

DESCRIPTION: Erection of two storey side extension to provide additional living accommodation (amendment to previously approved scheme P20/22966/F)

**Resolved:** The council has no objection to this application.

**d. REFERENCE NO: P23/03409/HH**

LOCATION: 18 Purton Close Kingswood South Gloucestershire BS15 9ZE

DESCRIPTION: Erection of first floor side extension and partial two storey front extension. Erection of two storey rear extension to for additional living accommodation (amendment to previously approved scheme P23/01141/HH).

**Resolved:** The council has no objection to this application.

**e. REFERENCE NO: P23/03455/HH** (*Note that this is in a neighbouring parish, but have been invited to comment*)

LOCATION: 116 Mount Hill Road Hanham South Gloucestershire BS15 8QR

DESCRIPTION: Erection of two storey and single storey side extensions to form additional living accommodation.

**Resolved:** The council did not comment on this application.

**f. REFERENCE NO: P23/03393/F**

LOCATION: Barrington Close And Fairfield Close Kingswood Bristol South Gloucestershire BS15 4QD

DESCRIPTION: Demolition of 72no. existing dwellings, associated outbuildings

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and 48no. existing garages, stopping up of areas of adopted public highway, the construction of 85no. dwellings plus access, parking, hard and soft landscaping works, and associated enabling works and site clearance.

**Resolved:** To object to this application on the basis that the parking provision does not meet the minimum standards required for a development of this size. Whilst it was noted that the development proposed a good mix of housing, it did not provide any wheelchair access in any of the homes, and a request was made to SGC to ensure that wheelchair access was considered in developments like this.

**g. REFERENCE NO: P23/03518/CLP**

LOCATION: 2 Deerswood Kingswood South Gloucestershire BS15 4QA

DESCRIPTION: Installation of rear dormer.

**Resolved:** The council has no objection to this application.

**h. Reference Number: P23/03481/ADV**

Location: Britannia 42 Regent Street Kingswood South Gloucestershire BS15 8JS

Proposal: Display of 3 no. non illuminated fascia signs

**Resolved:** The council has no objection to this application.

**06.01.24**

**Budget and Precept 2024/25**

Councillor Rhodes presented the budget report to the council, asking members to support a budget and precept for 2024/25 of £826,480. Councillors were satisfied that they had given several proposals scrutiny over the last two meetings, reducing it in size, and being mindful of the impact on residents.

The council wanted to be dynamic and make an impact on the lives of residents of Kingswood, and having spoken with residents, it wants to provide groundbreaking and exciting opportunities for the Young People. In addition, it wants to create a sense of pride and community involvement by offering a range of activities and events to all ages of the community with the provision of a budget that supports an events programme. A community grants scheme will ensure that the local groups, that have been subject to financial pressures and cutbacks, might thrive and be able to offer a great deal of support to the local community, and the council's aspiration to one day own a building that creates a hub to bring residents together.

The budget was proposed by Councillor Rhodes, seconded by Councillor Corrigan with all councillors in support.

**Resolved:** to agree to the budget and precept of £826,480 and delegate authority to the Town Clerk to make the request of South Gloucestershire Council.

b. A proposal to create a working party of four councillors to consider the best methods for communicating with the electorate initially, as well as starting to develop a corporate plan and community engagement plan, was supported. Councillors



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Rhodes, Evans, Massey and Rabone agreed to form the working party with support from the Town Clerk.

**Resolved:** to create a Communication and Project Working party, consisting of Councillors Rhodes, Evans, Massey and Rabone, supported by the Town Clerk, to meet as soon as possible and be given responsibility to implement communications over the budget as well as start to discuss how a corporate plan will be implemented.

#### **07.01.24 Consultations**

- a. To consider a response to the following:

##### **South Gloucestershire Council Local Plan Phase 3**

**Resolved:** Councillors would attend the workshops hosted by SGC and make their own representation.

- b. To consider a response to the following:

##### **Regent Street Regeneration**

**Resolved:** Councillors would attend the community engagement pop up and submit their own comments

- c. To consider a response to the following:

##### **Green Print Project (pubic space grass collections)**

**Resolved:** The Council supports the Green Print Project being implemented in Kingswood and that a working party to consist of Councillors Corrigan, Ingram-Cotton and Ackbar, supported by the Town Clerk, would meet to consider suitable locations for the scheme (using the maps and information provided by SGC).

- d. To consider a response to the following:

##### **Street Vote Development Orders**

**Resolved:** For Councillors to respond to this consultation individually.

#### **08.01.24 Finance**

**Resolved:** To approve the payments:

£20	Vicky Robinson for RBL remembrance wreath
£69	The Park Centre for meeting room hire for December 2023
£131.28	Cloudy IT for monthly IT/phone
£78.00	Clerk to attend virtual Community Engagement Summit (SLCC)

#### **09.01.24 Members' Report**

Councillor Evans highlighted the parking issues at Kings Oak Academy and requested that a future meeting considers how the council could introduce initiatives to encourage people to use their cars less frequently. She also asked if the council could consider the creation of a Community Speed watch scheme in the future.

Councillor Ackbar informed the council that the application to the Greening the High Street fund has been successful, and the council has been awarded £3980.

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**Resolved:** To note their reports. For the Clerk to add two items to a future agenda.

**10.01.24 Policy Adoption and Clerk's report**

**Resolved:** to note the report and to adopt the following policies and procedures

- a. Cooption Policy and application form
- b. Dispensation Policy and form
- c. Complaints Procedure
- d. Dignity at Work/Bullying and Harassment Policy
- e. Equality and Diversity Policy
- f. Procurement Policy
- g. Model Publication Scheme and Freedom of Information Procedure
- h. Terms of Reference for Planning Committee
- i. Sickness Absence Policy
- j. Disciplinary and Grievance Policy

**11.01.24 Committee Membership**

- a. Councillor Evans was nominated onto the Staffing Committee
- b. Councillor D Bentham was nominated onto the Finance and Administration Committee
- c. It was agreed that a Planning Committee be created, to consider the majority of planning applications, with some coming to full council when the timetable did not warrant a separate meeting, and the following members be nominated to the committee: Councillors Corrigan, Massey, Ingram-Cotton, Rabone and Forsythe.

**12.01.24 Date of next meeting and consideration of items for the agenda**

The next meeting will be held on Tuesday 13<sup>th</sup> February 2024.

**Items for future consideration:**


Communications and social media to be considered by the Communications Working Party.

A Kingswood Bike Show as part of the discussion into possible events.

Activities for the elderly when considering possible events.

To use the NEETS data for the area when considering any future support or activity for Young People.

Meeting Closed: 2057 hrs.

Signed as a True Record.....

Date.....12/3/24.....