

**MEETING:** Kingswood Town Council, Planning Committee  
**DATE & TIME:** Tuesday 25<sup>th</sup> June 2024 7.00pm  
**PLACE:** The Park Centre, Kingswood

**Councillors in attendance:** Jim Corrigan (Chair), Alex Massey, Stephen Forsythe

**Absent:** Kenneth Rabone

**Also Present:** Charlotte Littlewood, Town Clerk

There was no public question time.

**P01.06.24 To receive nominations for the role of Chair of Planning Committee**

Councillor Jim Corrigan was nominated as Chair of the Planning Committee, with all in favour.

**Resolved:** Councillor Jim Corrigan act as Chair of the Planning Committee for the municipal year.

**P02.06.24 To receive nominations for the role of Vice Chair of Planning Committee.**

Councillor Alex Massey was nominated as Vice Chair of the Planning with all in favour.

**Resolved:** Councillor Alex Massey act as Vice Chair of the Planning Committee for the municipal year.

**P03.06.24 Apologies for absence**

These were received from Councillors Ingram-Cotton and Morrell.

**P04.06.24 Declarations of interest and requests for Dispensations**

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

**P05.06.24 To approve the minutes of the previous meeting held on 23<sup>rd</sup> April 2024**

Councillors approved the minutes of the previous meeting.

**Resolved:** To approve the minutes of 23<sup>rd</sup> April 2024

**P06.06.24 Planning Applications**

Councillors received and commented on the following applications.

**a. Reference: P24/00834/R3F**

Whitfield Tabernacle Park Road Kingswood South Gloucestershire BS15 1QU  
Erection of a two storey extension to form staircase and accessible lift. Installation of 2no. windcatchers.

**Resolved:** No objections to the application.

**b. Reference: P24/00810/LB**

Whitfield Tabernacle Park Road Kingswood South Gloucestershire BS15 1QU  
Internal and external alterations with the erection of a two storey extension, installation of 2no. roof windcatchers, and installation of mezzanine balcony area.

**Resolved:** No objections to the application.

**c. Reference: P24/01365/HH**

53 South Road Kingswood South Gloucestershire BS15 8JQ  
Erection of a side and rear roof extension with rear dormer to facilitate loft conversion.

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**Resolved:** No objections to the application.

**d. Reference: P24/01415/PNRE**

City Of Bristol College St Stephens Road Kingswood South Gloucestershire BS16 4RL

Prior notification of the intention to install roof mounted solar panels.

**Resolved:** No objections to the application.

**e. Reference: P24/01399/CLP**

9 Pettigrove Gardens Kingswood South Gloucestershire BS15 9QL

Installation of 1 no. rear dormer window and 4 no. front rooflights to facilitate formation of second floor living accommodation

**Resolved:** No objections to the application.

**f. P24/01188/HH**

61 Alma Road Kingswood South Gloucestershire BS15 4EQ

Erection of 1no. detached annex ancillary to the main dwelling.

There was a discussion about the impact of this building on the garden, and councillors want to ensure that should the proposed new house on the site, which has planning permission, subsequently be constructed together with this proposal we are concerned the garden remains large enough to serve the two properties and this proposal.

In addition, councillors requested that the planning authority ensure that the ancillary annex remained tied to the primary dwelling and that the building shall not be occupied at any time other than for the purposes ancillary to the residential use of the dwelling.

**Resolved:** Whilst the council does not object to the application, it requests that checks are undertaken by the planning authority to assess the impact on the garden, to ensure that sufficient garden remains after the development, and that the ancillary annex remains tied to the primary residence, and that the building is not occupied at any time other than for the purposes ancillary to the residential use of the dwelling.

**P07.06.24 Street Naming : Site off Grimsbury Road**

Councillors discussed the opportunity to choose a name for the new street and agreed that it was fitting in the 80<sup>th</sup> anniversary of D Day that the street be named to commemorate one of the military personnel named on the town's war memorial. Councillor Corrigan offered to undertake the necessary research, and to avoid using a name that is already in use in Kingswood. At the same time, to consider the possible purchase (Approximately £175 from RBLI) of a silent soldier silhouette (otherwise known as the Unknown Tommy) that could be placed alongside the new street sign, as a way of commemorating the 80<sup>th</sup> anniversary of the DD landings for the town council. For the Town Clerk to establish if this could be installed before any purchase

**Resolved:** To refer the proposal to full council for consideration and a decision.

**P08.06.24 To note decisions made by South Gloucestershire Council**

Councillors noted recent decisions made by the planning authority.

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**P09.06.24 To note a resident's concerns about a property in Westons Way (as considered at the council meeting on 14 May) and that the concerns have been allayed**  
Councillors thanked Councillor Alison Evans for resolving this matter with the resident.

**P10.06.24 Proposed Amendment to Terms of Reference**  
Councillors considered the existing terms of reference and proposed that amendments are made to reflect the items that the committee might be asked to consider, that are in addition be considering planning applications and other planning consultations.

For the name of the Committee to be amended to Planning and Highways Committee.

For the Terms of Reference to be updated by the Town Clerk to include the committee considering the following items:

- Street Naming
  - Pavement and Premises Licenses
  - Planning Enforcement
  - Tree Preservation Orders
  - Highways matters (parking, transport, traffic calming measures, speed limits, pedestrian crossings, road safety and Community Speed Watch)
  - Active Travel (cycle network, footpaths, pavements, rights of way)
  - The positioning of public realm and signage. This includes the committee considering locations for the town council's floral displays and planters, bins and other street furniture, and making a recommendation to full council when a decision is required. For other councillors with an interest in these matters to be invited to a committee meeting when such matters are considered.
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- For any matter that has a budget implication to be referred to full council for a decision, based on the committee not having its own budget.

**Resolved:** For a recommendation to be made to the Full Council meeting, that the Committee be renamed to Planning and Highways Committee, with revised Terms of Reference to reflect the proposal above.

**P11.06.24 To refer any items from this meeting to full council**  
a. To refer the recommendation for the street to be named after a fallen soldier from the war memorial inscriptions and consideration for a silent soldier silhouette  
b. To refer a revised Terms of Reference and committee name change.

**P12.06.24 Date of next meeting and consideration of items for the agenda**  
The next meeting will be held on 23<sup>rd</sup> July 2024 at 7pm in the Park Centre.

Meeting Closed: 1940hrs

Signed as a True Record.....  
Date.....