



Meeting of Kingswood Town Council on Tuesday 10th September 2024 at 7.00pm in the Main Hall of the Park Centre, High Street, Kingswood BS15 4AR

SUMMONS

To Councillors:

Rafick Ackbar, Diane Bentham, Richard Bentham, James Corrigan
Liam Davis, Alison Evans, Stephen Forsythe (Chair), Maria Ingram-Cotton,
Alex Massey, Caroline Morrell, Kenneth Rabone (Vice Chair), Sean Rhodes,
James Hackett, Comfort Iyiewuare and Joanne Doyle.

You are hereby summoned to attend the meeting of Kingswood Town Council to be held on Tuesday 10th September 2024 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, Town Clerk

5th September 2024

7.00pm (Prior to the start of the meeting)

Questions and comments from members of the public – Fifteen Minutes

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 10TH SEPTEMBER 2024

To receive a presentation from the Kingswood Regeneration Team on the development plans for High Street Shop Fronts Strategy

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

- a. To resolve to accept the minutes of the Town Council meeting on 9th July 2024 as a true record of proceedings.
- b. To resolve to accept the minutes of the Extraordinary Town Council meeting on 16th July 2024 as a true record of proceedings.

4. To received verbal updates from these meeting on matters not covered elsewhere in this meeting

5. To receive the draft Finance and Administration Committee Minutes from 23rd July 2024 – draft minutes attached

6. To consider a recommendation from the Finance and Administration Committee to award Kingswood Museum Heritage Trust £10,000 from the Community Grant Scheme – report attached

7. To receive the draft Planning Committee minutes from 23rd July and 13th August 2024 – draft minutes attached

8. Planning Applications

To consider planning applications received for the Parish of Kingswood.

a. Reference: P24/02019/HH

222 Hanham Road Kingswood South Gloucestershire BS15 8NU
Demolition of existing sunroom. Erection of single storey rear extension to form additional living accommodation.

b. Reference: P24/02062/HH

26 Baglyn Avenue Kingswood South Gloucestershire BS15 4XS
Erection of single storey rear/side extension and conversion of garage to form additional living accommodation

c. Reference: P24/01898/F

168 New Cheltenham Road Kingswood South Gloucestershire BS15 1UN
Installation of replacement shop front, air conditioning unit and other associated works.

d. Reference: P24/02010/HH

5 Owls Head Road Kingswood South Gloucestershire BS15 9ZD
Erection of single storey side extension to form additional living accommodation.

e. Reference: P24/01952/CLP

20 Coronation Road Kingswood South Gloucestershire BS15 9SB
Erection of a single storey side extension.

9. To consider if the council has any objections to a wellbeing group operating from Holy Trinity Churchyard in Kingswood – report attached

10. To note the circulated Police Report and to raise any comments - attached

11. Members Reports and Updates

Councillors to receive verbal updates from any Councillor representing Kingswood Town Council on external bodies

Councillors to receive verbal updates from South Gloucestershire Ward Councillors on items and projects relevant to Kingswood

12. Nominations for Councillors to represent Kingswood Town Council

Avon Local Councils Association (to represent the KTC at its meetings) and to attend the AGM on Zoom on Saturday 5th October 2024 10.30 – noon (agenda attached)

Kingswood Youth Working Party (to attend to help progress the work that the council has committed to, with officers from South Gloucestershire Council, Creative Youth Network and other service providers) – details to be confirmed, likely to be during the working day

13. Events Update

To receive and consider a report from the Community Engagement and Events Officer, and to consider and agree recommendations in the report (report attached)

14. Community Engagement Update

To consider ways of engaging with residents of Kingswood that are stated in the Statement of Community Engagement and consider new ways of engaging

- Pop Up Surgery in Kingswood Library or other suitable location
- Councillor Walkabout in Kingswood (proposal from Cllr Ackbar)

15. Project Plan update

To receive a written update from the town clerk and to consider and agree the following:

a. Winter Floral Scheme

The Town Clerk is seeking a quote from the provider of the summer floral scheme for a winter scheme, using the railing baskets in the High Street. To agree to delegate

authority to the town clerk to enter into a contract for a winter scheme with Plantscape, with an upper value of £2,500 from the remaining funds in the Floral Scheme budget.

b. Library Project

To agree to delegate authority to the town clerk to enter into a service level agreement with SGC and Library services for the award of a grant of up to £8,000 to SGC to contribute towards services to ensure that the library remains open on key days, as per an earlier agreement to support.

16. Annual Governance Review

To note the successful conclusion of the external audit review and the issue of the Notice of Conclusion of audit - letter attached

17. To receive a bank reconciliation at the end of August 2024

Vice Chair to sign the bank statement and reconciliation report

18. To note and approve payments – report attached

19. Addition to the bank mandate

To agree to add Liz Evans, Finance Officer, to the Unity Trust Bank Mandate

20. To resolve to exclude public and press to consider a confidential matter

21. Confidential - Potential building report and business case

(Confidential report for councillors only, attached)

22. To readmit public and press after concluding the confidential session.

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

The next full council meeting is on Tuesday 8th October 2024

The next Planning and Highways Committee meeting is on 24th September 2024

The next Finance and Administration Committee is on 24th September 2024