



Meeting of Kingswood Town Council on Tuesday 8th October 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 8th October 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

3rd October 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 8TH OCTOBER 2024

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 10th September 2024 as a true record of proceedings.

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

5. To select a charity to be in receipt of any surplus from the Wreath making workshop

6. To receive the draft Finance and Administration Committee Minutes from 24th September 2024 – draft minutes attached

7. To consider the recommendation from the Finance and Administration Committee to adopt a revised version of Financial Regulations and to adopt a revised version of the Procurement Policy - report and policies attached

8. To consider the recommendation from the Finance and Administration Committee to adopt the council's risk assessments for: Staff, Financial, Technology, Event risks - report attached

9. To consider a recommendation from Finance and Administration Committee regarding civic insignia - report attached

10. To note that an additional Finance and Administration Committee meeting will be held on 5th November 2024, to which all councillors are invited, to start budget discussions

11. To receive the draft Planning Committee minutes from 24th September 2024 – draft minutes attached

12. Planning Applications

To consider planning applications received for the Parish of Kingswood.

a. Reference: P24/02217/HH

103A Hanham Road Kingswood South Gloucestershire BS15 8NW
Erection of two storey side extension and single storey rear extension to form additional living accommodation.

b. Reference: P24/02229/TRE

John Cabot Academy Woodside Road Kingswood South Gloucestershire
Works to fell 1no. Horse Chestnut and 1no. Poplar. Works to 1no. Poplar to compaction around root plate. Condominant stems from 1.6m and crown dieback, Works to 6no. Beech to Prune back/crown lift on north and west aspects to clear roof and wires by 2m, and Works to 1no. Walnut to sympathetic pruning away from neighbouring property on eastern side of the canopy by 2m, all covered by KTPO 13/88 and dated 20/02/1989

c. Reference: P24/02161/R3F

Siston Common (Siston Common West) Siston South Gloucestershire
to note that this is a neighbouring parish
Installation of fencing, pedestrian gates, bridle path gates, cattle grids suitable for bicycles, and hard standing to facilitate the safe keeping of grazing animals.

d. Reference: P24/02193/F

Land At 40 Orchard Road Kingswood South Gloucestershire BS15 9TN
Partial demolition of existing dwelling to facilitate the erection of 1 no. new additional self-build dwelling with other associated works.

e. Reference: P24/01054/F

131 Hanham Road Kingswood South Gloucestershire BS15 8NR
Part retrospective change of use of whole property from dwellinghouse (Class C3) to offices (Class E(g)(i)) to accommodate business premises.

f. Reference: P24/02274/HH

3 Lower Cock Road Kingswood South Gloucestershire BS15 9RT
Conversion of existing garage to form games room, and erection of extension to form home office.

g. Reference: P24/02022/F

Land Adjacent To 3 Court Road Kingswood South Gloucestershire
Installation of 2 no. EV chargers, and 1 no. feeder pillar with associated equipment and works to form 3no. community rapid vehicle charging bays.

h. Reference: P24/02315/HH

105 Fairlyn Drive Kingswood South Gloucestershire BS15 4PZ
Demolition of existing porch. Erection of two storey side extension to form additional living accommodation.

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

14. Members Reports and Updates

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

To receive feedback from attendance at the South Gloucestershire Proposed Parking Charges meeting

To receive feedback from attendance at the South Gloucestershire Council Climate Action meeting with Green and Healthy Frome

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

To receive feedback from the Kingswood Round Table SGC

15. Events Update

To receive a written and verbal update from the Community Engagement and Events Officer, containing all dates, timings and other information for forthcoming events - report attached

- Lantern Parade
- Remembrance Parade
- It's Almost Christmas Event
- Kingswood Children's Tree Trail

16. Project Plan update

To receive a written project update from the town clerk and to consider the specifics below – report attached

Floral display

- a. For councillors to consider the release of £1,000 from the Floral Displays budget towards the materials and plants for the planting of high street planters and raised beds in partnership with the Friends of Kingswood Park and Kingswood Town Council.
- b. For councilors to consider the release of £2,000 from the Floral Displays budget towards a poly tunnel, shed and tools for the establishment of a new Growing Club in Kingswood Park, with the Friends of Kingswood Park and SGC.

Young People and Children Projects

- c. To nominate a councillor onto the interview panel for the 2 posts of Youth Engagement lead and Wellbeing Practitioner.

17. Polic Adoption

To consider the adoption of a Lost and Found Children and Vulnerable Adults procedure and form for events and a Volunteer Policy for supporting events - draft policies attached

18. To receive a bank reconciliation at the end of September 2024

Vice Chair to sign the bank statement and reconciliation report

19. To receive the half year spend v budget variance report – report attached

20. To approve payments – report attached

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

- Full Council: 12th November 2024 (to receive an update on works programme for Kingswood Park)
- Planning and Highways Committee 29th October 2024
- Staffing Committee 29th October 2024
- Finance and Administration Committee Tuesday 5th November 2024