



Meeting of Kingswood Town Council on Tuesday 11<sup>th</sup> March 2025 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, Alison Evans, Steve Evans, Stephen Forsythe (Chair), James Hackett, Maria Ingram-Cotton, Comfort Iyiewuare, Tracey Kovacs, Alex Massey, Kenneth Rabone (Vice Chair), Sean Rhodes.

You are hereby summoned to attend the meeting of Kingswood Town Council to be held on Tuesday 11<sup>th</sup> March 2025 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

6<sup>th</sup> March 2025

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 11<sup>TH</sup> MARCH 2025**

### **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 accept the minutes of the Town Council meeting on 11<sup>th</sup> February 2025 as a true record of proceedings (attached)

### **4. Planning Applications**

To consider planning applications received for the Parish of Kingswood.

#### **a. Reference: P25/00378/HH**

169 Station Road Kingswood South Gloucestershire BS15 4XN  
Creation of new vehicle access on a classified highway and installation of replacement driveway

#### **b. Reference: P25/00454/HH**

8 Downend Road Kingswood South Gloucestershire BS15 1SP  
Erection of single storey outbuilding to form garage/workshop

### **5. To receive and note the draft Planning and Highways Committee minutes from 28<sup>th</sup> February 2025 (attached)**

### **6. To note the planning committee objection to this application**

**Reference: P25/00279/F.** Building To the rear Of 68 Court Road Kingswood South Gloucestershire BS15 9QG. Change of use of ancillary annexe to 1no. commercial holiday let (Class C3).

To inform councillors that a previous application that full council considered in January 2024 had been subject to further changes, and to note that the recommendation from the Planning and Highways Committee is to object to the application as below:

To object to the application for change of use due to the loss of residential amenity as there are concerns that the proposal will have a detrimental impact of the character of the residential area. The concerns are based on the potential lack of car parking for visitors staying at the annexe and needing to park in the street or use the access/egress lane which will require them to reverse into a main road, the property being so close to the neighbour's property and in particular the rear garden, but with inadequate fencing to offer privacy and reduce any noise that might be created by visitors and therefore likely to be deemed a nuisance for the neighbours on the basis that visitors and holiday makers use the property in a different manner and at different times to a residential home. Furthermore, the use as a holiday home is in

conflict with the condition of the previous approval (**P23/03509/F**) that the structure could only be used as part of the main dwelling and not as a separate entity.

- 7. To receive and note the draft Finance and Administration Committee meeting minutes from 28<sup>th</sup> February 2025** (attached)
- 8. To note the award of the grants from the Community Grant scheme** (a report covering all awards is attached at Appendix A)

<b>Name of Organisation</b>	<b>Project</b>	<b>Amount Awarded</b>
Movema/ Nest Page Park	Refugee Festival 15 June	£5,000
Kingswood History Society	Meeting and marketing costs	£500
Turtle Play Scheme	Easter and Summer Holiday play scheme	£4,000
Our Lady of Lourdes Preschool	Security Fencing	£4,400
Date Palm Foundation	Security Fencing	£4,429
<b>Total</b>		<b>£18,329</b>

- 9. To consider the recommendations from Finance and Administration Committee** (report attached)
  - a) To adopt the Financial Management Strategy
  - b) To adopt the council's Asset Register
  - c) To adopt the Risk Policy, Risk Strategy and Risk Register
  - d) To seek quotes for a new internal auditor
  - e) To increase the council's Fidelity Guarantee insurance to £500,000
- 10. To note that the Finance and Administration Committee has approved the draft Annual Report and councillors may wish to comment on this draft before it goes to the graphic designer** (fonts, photos etc all to be added in advance of going to the designer, and a draft after design to be shared with full council at the next meeting) (annual draft report attached for councillors only)
- 11. To seek authority to change the date of the meetings below, due to their close proximity to the Easter Bank Holiday**
  - a. To move Planning and Highways Committee meeting from Tuesday 22<sup>nd</sup> April 2025 to Tuesday 29<sup>th</sup> April 2025 at 7pm
  - b. To move Finance and Administration Committee meeting from Tuesday 22<sup>nd</sup> April 2025 to Tuesday 29<sup>th</sup> April 2025 at 7.30pm
- 12. To consider and adopt the Draft Working Party Terms of Reference** (attached)
- 13. Members Reports and Updates**
  - a. To receive verbal updates from any Town Councillor representing Kingswood Town Council on external bodies.
  - b. To receive verbal updates from South Gloucestershire Ward Councillors on items and projects relevant to Kingswood.

- c. To receive the Police Report from the Kingswood Neighbourhood Team (attached)

**14. To consider a response to the following South Gloucestershire Council Consultations:**

- a. **Regulation 19 consultation stage for South Gloucestershire Local Plan** with a closing date of 11<sup>th</sup> April 2025. (report attached) Does the council wish to respond, and if so, how?
- b. **New Joint Local Health & Wellbeing Strategy 2025-2029** with a closing date of 4<sup>th</sup> April 2025 (report attached). Does the council wish to respond, and if so, how?

**15. To note the date of the Kingswood Community Engagement Forum on 13<sup>th</sup> March 2025 2 to 3.30pm (poster attached)**

**16. To receive an update on the Green Print project (report attached)**

**17. Community Engagement Update**

To receive a written report from the Town Clerk and Community Engagement and Events Officer (report attached) and to agree to:

- a) The publication of a survey
- b) The purchase of an online notice board
- c) The purchase of a physical notice board
- d) To note the programme of community engagement events.

**18. To receive bank reconciliations at the end of February 2025**

Chair to sign the bank Statements and Reconciliations report

**19. To approve payments since the last meeting (report attached)**

**20. To consider if the council purchases a Shipping container to be placed in Kingswood Park (report attached)**

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

- Full Council on Tuesday 8<sup>th</sup> April 2025
- Planning and Highways Committee on Tuesday 29<sup>th</sup> April 2025 at 7pm
- Finance and Administration Committee on Tuesday 29<sup>th</sup> April 2025 at 7.30pm