



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

3rd April 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 8th APRIL 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. To coopt a new councillor for the Kings Chase North Ward

To receive applications from eligible candidates, to consider these applications, to nominate, vote and appoint a new councillor in accordance with the council's cooption procedure (procedure attached).

4. To receive the Declaration of Acceptance of Office for the newly coopted councillor

New Councillor to sign their Declaration of Acceptance of Office

5. Pre Election Period

To note that the council is in a Pre-Election Period due to the West of England Combined Authority Mayoral election, and that some publicity, updates and council activities are limited until after 1st May 2025.

6. Minutes of the previous meeting

To accept the minutes of the Town Council meeting on 11th March 2025 as a true record of proceedings (attached)

7. Planning Applications

To consider planning applications received for the Parish of Kingswood.

a. Reference: P25/00524/ADV

Land Forward Of 41 - 43 Regent Street Kingswood South Gloucestershire BS15 8LA

Display of 2 no. internally illuminated Digital Display Screens

b. Reference: P25/00527/F

Land Forward Of 41 - 43 Regent Street Kingswood South Gloucestershire BS15 8LA

Proposed installation of 1no. new BT Street Hub.

c. Reference: P25/00810/CLP

3 Fisher Road Kingswood South Gloucestershire BS15 4RQ

Installation of 3 no. rooflights and alterations to the existing rear storeroom to facilitate change of use from dwellinghouse (Class C3) to small 6 bedroom, 6 person House in Multiple Occupation (Class C4).

d. Reference: P25/00740/HH

16 The Ride Kingswood South Gloucestershire BS15 4SY

Erection of single storey rear/side extension to provide additional living accommodation.

e. Reference: P25/00664/ADV

The Star Inn 86 Hanham Road Kingswood South Gloucestershire BS15 8NP
Display of 1no. externally illuminated hanging sign, 3no. externally illuminated fascia signs, 4no. non illuminated fascia signs and 1no. non illuminated totem sign

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

9. Community Engagement Update

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

- a. The community engagement activities undertaken by councillors and staff
- b. The timetable of opportunities for community engagement
- c. The plans for the Annual Assembly: 20th May 2025
- d. To consider if the council adopts a Community Hero Award Scheme for 2026

10. Events Update

To receive a written report from the Community Engagement and Events Officer regarding VE day and the Lantern Parade (report attached) and to note or agree:

- a. The plans for the VE Day events taking place on the 8th May 2025.
- b. Request for councillors to support the VE Day activities.
- c. The re-introduction of the Kingswood Lantern parade to the 2025 events programme.

11. To consider amendments and agree to adopt the amended version of Financial Regulations and Procurement Policy and the Scheme of Delegation (report attached)

12. To note the year end account process and timetable, to note and to approve payments since the last meeting (report attached)

13. To resolve to exclude the public and press due to the confidential nature of the following items:

14. Confidential matter: Update from Community Building Working Party and to consider the recommendations from the working party and agree a way forward (report for councillors only)

15. To nominate two more members to join the Community Building Working Party

16. To resolve to readmit the public and press to the meeting

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

- Annual Town Council Meeting on Tuesday 13th May 2025 at 7pm
- Planning and Highways Committee on Tuesday 29th April 2025 at 7pm