



EMERSONS GREEN
TOWN COUNCIL

198 Westerleigh Road, Emersons Green, Bristol, South Gloucestershire, BS16 7AN

Clerk: Ian Lyons **Email:** clerk@emersonsgreen-tc.gov.uk **Tel:** 0117 3026989

15th November 2022

To Councillors: Simon Budd, Colin Hunt, Rachael Hunt, Caroline Johnson, Patricia Morgan,
Richard Nichols and David Somers

Dear Councillor,

You are hereby summoned to a meeting of the **Planning Committee** of Emersons Green Town Council to be held in **The Council Chamber of Emersons Green Town Council** on **Monday 21st November 2022 commencing at 1030hrs** for the transaction of the business on the **agenda attached**.

For your convenience, I have attached some useful guidance notes should any of your constituents wish to attend the meeting.

Yours faithfully,

Donna Simmons

Donna Simmons
Clerk's Assistant

Emerson's Green Town Council Meetings

Guidance Notes

Recording of Council Meetings

To comply with The Openness of Local Government Bodies Regulations 2014, all of our Council meetings are open to the public and may be recorded.

For clarity, all types of recording, and use of social media, *are* permitted at our Council meetings, which are always open to the public.

However, out of courtesy, and for practical reasons, we request that visitors who wish to record our meetings provide us with as much notice as possible. For example, our Council Chamber has limited space. Nevertheless, we will do our best to accommodate the media requirements of visitors, on a first come first served basis.

Distractions

In all cases, please *do not* cause a distraction, or you may be asked to leave by the Chair. For clarity, the definition of a distraction is entirely at the Chair's discretion.

As a minimum, please avoid using flash photography or any equipment that creates a loud noise, without prior approval.

Public Participation

During the meeting, public participation will take place *only* during item 87. For practical reasons, this will be limited to a maximum of 30 minutes. During this item, the public are welcome to make representations, ask questions, and give evidence, regarding the business on the agenda.

To aid the meeting process, Emerson's Green Town Council request that all members of the press and public email their questions in advance to clerk@emersonsgreen-tc.gov.uk, no later than 1200hrs on the day before the meeting. In this email, the public are asked to confirm whether they will be in physical attendance or require an officer to read out the question on their behalf.

Furthermore, priority of physical attendance at a Council meeting will be given to the press and those who have sent their public questions in advance, particularly if they are willing to read it out themselves. After that, the remaining seats will be allocated on a first come first served basis.

At the Chair's discretion, all individual representations will be limited to no more than 5 minutes. During the meeting, the Chair will call for representations from visitors who have indicated that they wish to speak. Similarly, it is also possible for written representations to be received at this point.

Standing Orders

For your convenience, a copy of our Council's standing orders, and all other policy documents, that govern the conduct of our meetings can be found on our website at:

<https://www.emersonsgreen-tc.gov.uk/town-council/council-policies/>

Emergency evacuation procedure: Leave via the Emergency Exit within the Council Chamber or out of the Main Entrance and convene in the Town Council Parking Spaces within the Car Park

A G E N D A

Members are reminded that this Council has a legal *duty* to consider the following legislation in the exercise of all its functions: The Freedom of Information Act 2000, The Data Protection Act 1998 & The Equality Act 2010. In addition, the Council has a *duty* to comply with the Local Government Transparency Code (2015).

Furthermore, in carrying out the Council's functions, this Council *must* consider the impact of all decisions on reducing crime and disorder in the area and have regard to the protection of biodiversity. Finally, a Code of Conduct has been adopted by this Council for members to follow.

PL_2022.85 To welcome members of the public and introduce all Councillors and guest speakers.

The Chair, or a delegated officer, will be asked to describe the emergency procedures and make any necessary safety announcements.

PL_2022.86 Declaration of Interests under the Localism Act 2011.

PL_2022.87 To receive representations from the press and public.

Members of the press and public will be given the opportunity to ask questions of the committee for a maximum of five minutes per person.

PL_2022.88 To approve the minutes of 07th November 2022 meeting.

The Chair will be asked to sign the minutes.

PL_2022.89 To discuss any outstanding items from the previous minutes.

PL_2022.90 Planning Applications.

- a) P22/06286/CLP – 37 Forgetmenot Way Emersons Green (Erection of single storey side extension and single storey outbuilding).
- b) P22/06361/HH – 35 Harrison Close Emersons Green (Erection of single storey rear extension to form additional living accommodation).

PL_2022.91 Planning Decisions for noting.

- a) P22/05373/HH – 51 Guest Avenue Emersons Green (Erection of rear conservatory (Retrospective)) – PERMIT (The Town Council did not Object).
- b) P22/05604/HH – 134 Westerleigh Road Downend (Part conversion of existing garage to provide additional living accommodation. Erection of 1.8m rear boundary wall (Part resubmission P22/03300/HH)) – PERMIT (The Town Council did not Object subject to the adequate provision of parking).
- c) P22/05741/HH – 80 Blackhorse Road Mangotsfield (Erection of a single storey rear extension to form additional living accommodation) – PERMIT (The Town Council did not Object).

- d) P22/05775/CLP – 66 Westbourne Road Downend (Installation of rear dormer to facilitate loft conversion) – APPROVE CERTIFICATE OF LAWFULNESS (The Town Council did not Object).
- e) P22/05874/TRE – Emerald Park East Longmead Road Emersons Green (Works to 1 no. Quercus Rubra tree to crown lift by 3.6 m to above level of CCTV on neighbouring building covered by KTPO 03/91 dated 29/07/1991) – PERMIT (The Town Council did not Object subject to the approval of the South Gloucestershire Council Tree Officer).

PL_2022.92 Correspondence.

- a) South Gloucestershire Council – Notification of a New Premises Application and plan under the Licensing Act 2003 for Restaurant, proposed retail development Willowherb Road Lyde Green. Full details can be found on the Council’s website; Consultation Homepage - Licensing Act 2003 Register - South Gloucestershire Online Consultations (southglos.gov.uk). Documents circulated to Members prior to the meeting.
- b) South Gloucestershire Council – Notification of a New Premises Application and plan under the Licensing Act 2003 for Micro Pub, proposed retail development Willowherb Road Lyde Green. Full details can be found on the Council’s website; Consultation Homepage - Licensing Act 2003 Register - South Gloucestershire Online Consultations (southglos.gov.uk). Documents circulated to Members prior to the meeting.

PL_2022.93 Date of next meeting Monday 05th December 2022 at 10.30am