



EMERSONS GREEN  
TOWN COUNCIL

198 Westerleigh Road, Emersons Green, Bristol, South Gloucestershire, BS16 7AN  
**Clerk:** Ian Lyons **Email:** [clerk@emersonsgreen-tc.gov.uk](mailto:clerk@emersonsgreen-tc.gov.uk) **Tel:** 0117 3026989

31<sup>st</sup> of October 2023

To Councillors: Simon Budd (Chair), Colin Hunt (Deputy Chair), Rachael Hunt, and Graham Hutter.

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 06<sup>th</sup> of November 2023 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.

After the meeting, there will be the usual opportunity to share parish notices and other useful information with colleagues. I do hope that you can attend.

Of course, if you cannot attend for any reason then please send me your apologies by letter or email.

Yours faithfully,

*Jane Wray*

**Jane Wray**  
Deputy Town Clerk

# Emersons Green Town Council Meetings

## Guidance Notes

### Recording of Council Meetings

To comply with The Openness of Local Government Bodies Regulations 2014, all 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 this item. For practical reasons, this will be limited to a maximum of 30 minutes. During this item, the public is welcome to make representations, ask questions, and give evidence, regarding the business on the agenda.

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

Furthermore, the 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 them 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**

### **06<sup>th</sup> of November 2023**

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, and 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.

### **INTRODUCTION**

**PL\_2023.073 Welcome and Introductions.**

To welcome members of the public, introduce all Councillors and guest speakers, describe the emergency procedures, and make any necessary safety announcements.

**PL\_2023.074 Declaration of Interest – Localism Act 2011.**

Members are reminded of the legal requirements concerning the declaration of interests. Forms held with South Glos should be regularly updated. A Member must declare a disclosable pecuniary interest in any item on the agenda. A Member with a disclosable pecuniary interest in any item may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.

**PL\_2023.075 Public Participation.**

Members of the public will be given the opportunity to ask questions of the committee for a maximum of five minutes per person in accordance with the guidance notes.

### **ADMINISTRATION**

**PL\_2023.076 Minutes.**

**Mover:** TBC

**Seconder:** TBC

**Motion:** That the Minutes of the Planning Committee meeting held on the 09<sup>th</sup> of October 2023, copies having been circulated, be approved as a correct record, and signed by the Chair.

**PL\_2023.077 Outstanding items.**

To receive an update from the Committee Clerk.

**PL\_2023.078 Planning and Licensing Applications.**

To consider the schedules of planning and licensing applications, copies having been circulated.

**PL\_2023.079 Planning Decisions for noting.**

To note the schedule of planning application decisions.

**COMMUNICATIONS**

**PL\_2023.080 Correspondence.**

To note official correspondence to the Council, copies having been circulated.

**PL\_2023.081 Dates and Timings.**

To note the next meeting of the Planning Committee is currently scheduled for:

**Monday 20<sup>th</sup> of November 2023 at 1030hrs in the Emersons Green Town Council Chamber.**

To note the time that the business of this meeting was closed.

At the discretion of the Chair, Councillors may be invited to make Parish announcements and take part in a general discussion after the meeting.

## Emersons Green Town Council

### Appendix A - Planning Applications to be considered at the meeting on 6<sup>th</sup> November 2023

DATE	REF NO	LOCATION	PROPOSAL	EGTC COMMENTS
16/10/2023	P23/02815/CLP <b>Adjoining Parish</b>	69 Streamside Mangotsfield Bristol South Gloucestershire BS16 9DZ	Installation of 1no. rear dormer to facilitate loft conversion.	
19/10/2023	P23/02869/F	2 Barn Close Emersons Green Bristol South Gloucestershire BS16 7EP	Alterations to garage to facilitate conversion to home office/storage space.	
16/10/2023	P23/02892/F	24 Tulip Road Emersons Green Bristol South Gloucestershire BS16 7NG	Erection of outbuilding to form Class E(c)(ii) barbers.	
20/10/2023	P23/02955/HH	Wayside Cottage Emersons Green Lane Emersons Green Bristol South Gloucestershire BS16 7AB	Erection of single storey rear extension and roof top terrace with privacy glass to provide additional living accommodation.	

## Emersons Green Town Council

### Appendix B - Planning Decisions for noting at the meeting on 6<sup>th</sup> November 2023

DATE	REF NO	LOCATION	PROPOSAL	EGTC COMMENTS	PLANNING DECISION
05 May 2023	P23/01527/HH	229 Colliers Break Emersons Green South Gloucestershire BS16 7ED	Erection of 2.4m high boundary fence (retrospective) (resubmission of P23/00923/HH).	Objection, Members felt that the height of the fence was out of keeping with the surrounding area.	Withdrawn
25/08/2023	P23/01744/HH <b>Adjoining Parish</b>	1 Grove Paddock Pucklechurch South Gloucestershire BS16 9AT	Erection of 1no. single storey four bay detached storage garage to include a change of use from nil use to residential (class C3).	No Comment	Approve with Conditions
07/07/23	P23/02069/F	Land adjacent Fairview Cottage Emersons Green Lane Emersons Green South Gloucestershire BS16 7AD	Erection of 1no. attached dwelling and associated works.	No Objection	Approve with Conditions
16/10/2023	P23/026528/TRE	43 Church Farm Road Emersons Green Bristol South Gloucestershire BS16 7BF	Works to 1no Oak to crown reduce to previous cut levels, height by 2.0 metres and lateral growth by	No Objection subject to the approval of the South Gloucestershire	Approve with Conditions

			2.5 metres. Remove dead wood to 30mm diameter at attachment. Covered by Tree Preservation Order KTPO 03/91 dated 29 July 1991.	Council Tree Officer	
20/09/23	P23/02667/HH	18 Quarry Way Emersons Green Bristol South Gloucestershire BS16 7BN	Erection of a two-storey side and a single storey rear extension to form additional living accommodation.	No Objection subject to the following: 1). The adequate provision of parking 2). On completion of the proposal, the remaining amenity space meets current regulations.	Approve with Conditions
25/09/23	P23/02711/TRE	75 Applin Green Emersons Green Bristol South Gloucestershire BS16 7ES	Works to 1 no. Oak tree to leave a finished height of 5 metres and radial spread of 5 metres. Tree covered by Preservation Order 13/17 dated 22 February 2017	The Town Council did not comment	Refused