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EMERSONS GREEN  
TOWN COUNCIL

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

9<sup>th</sup> of January 2024

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

Dear Councillors,

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 the 15<sup>th</sup> of January 2024 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.

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

Yours Sincerely,

A handwritten signature in black ink that reads "Jane Wray". The signature is written in a cursive, flowing style.

**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 are 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 are 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<sup>1</sup> 15<sup>th</sup> of January 2024

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.

### INTRODUCTION

**PL\_2023.109 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\_2023.110 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\_2023.111 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.

### COUNCIL ADMINISTRATION

**PL\_2023.112 Minutes.**

**Mover:** Cllr Simon Budd

**Seconder:** TBC

**Motion:** That the *Minutes of the Planning Committee Meeting 18th of December 2023*, copies having been circulated, be approved as a correct record, and signed by the Chair.

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<sup>1</sup> All items are routine business, at the discretion of the Chair, unless otherwise stated.

**PL\_2023.113 Outstanding items.**

To receive an update from the Deputy Town Clerk.

**PL\_2023.114 Planning and Licensing Applications.**

To consider the *Schedule of Planning Applications* at Appendix A.

**PL\_2023.115 Planning Decisions.**

To note the *Schedule of Planning Application Decisions* at Appendix B.

## **COMMUNICATIONS**

**PL\_2023.116 Correspondence.**

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

**PL\_2023.117 Next Meeting.**

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

**Monday 29<sup>th</sup> of January 2024 at 1030hrs in Emersons Green Town Council Chambers.**

- 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.

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**Schedule of Planning Applications.**Items to be considered at the meeting on the 15<sup>th</sup> of January 2024:

<b>DATE</b>	<b>REF NO</b>	<b>LOCATION</b>	<b>PROPOSAL</b>	<b>EGTC COMMENTS</b>
13.12.2023	P23/03411/HH	137 Colliers Break Emersons Green South Gloucestershire BS16 7EB.	Erection of a single-storey rear extension to form additional living accommodation.	<b>Proposer:</b> <b>Seconded:</b> <b>Motion:</b>
21.12.2023	P23/03499/HH	2 Sutherland Avenue Downend South Gloucestershire BS16 6QJ.	<b>Adjoining Parish Application -</b> Erection of two-storey side and rear extensions, single-storey rear extension, and single-storey front extension to form garage and additional living accommodation (resubmission of planning application P23/02783/HH).	<b>Proposer:</b> <b>Seconded:</b> <b>Motion:</b>
04.01.2024	P23/03532/F	Car Park at the National Composites Centre Bristol & Bath Science Park Emersons Green South Gloucestershire BS16 7FS.	Construction of an information technology (IT) installation, associated structures and plant, fencing, and associated works.	<b>Proposer:</b> <b>Seconded:</b> <b>Motion:</b>

05.01.2024	P24/00030/HH	264A Badminton Road Downend South Gloucestershire BS16 6NS.	Erection of a two-storey side extension and single-storey rear and side extension to form additional living accommodation.	<b>Proposer:</b> <b>Seconded:</b> <b>Motion:</b>
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**Schedule of Planning Application Decisions.**

Items to be noted at the meeting on the 15th of January 2024:

<b>DATE</b>	<b>REF NO</b>	<b>LOCATION</b>	<b>PROPOSAL</b>	<b>EGTC COMMENTS</b>	<b>PLANNING DECISION</b>
15.12.2023	P23/02334/RVC	Lyde Green Schools Honeysuckle Lane Emersons Green South Gloucestershire.	Variation of conditions 1, 8, and 16 to application P20/14136/RM erection of new primary and secondary school (reserved matters to include appearance, landscaping, layout, and scale to be read in conjunction with PK04/1965/0 (superseded by P19/09100/RVC)) for amendments to the appearance, layout, and scale of the development.	No objection.	Approve with Conditions.
15.12.2023	P23/02955/HH	Wayside Cottage Emersons Green Lane Emersons Green Bristol South Gloucestershire.	Erection of a single-storey rear extension with a double-glazed roof lantern on a GRP/EPDM flat roof, to provide additional living accommodation.	No objection.	Approve with Conditions.



18.12.2023	P23/03235/TRE	63 Adderly Gate Emersons Green Bristol South Gloucestershire BS16 7DR.	Works to fell 1no. Ash tree(T1). Cut back 1no. Oak tree (T2) to give 3m clearance from property. Crown reduce 1no. Oak (T3) tree over driveway by up to 2 metres whilst retaining canopy profile, covered be Tree Preservation Order KTPO 03/91 dated 29 July 1991.	No comment.	Approve with Conditions.
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