



EMERSONS GREEN  
TOWN COUNCIL

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

28th of January 2025

To Councillors: Simon Budd, Colin Hunt, Rachael Hunt, Graham Hutter, Tina Potter and Rosemary Shakespeare.

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 3rd of February 2025 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.

*Joanne Bryant*

**Joanne Bryant PSLCC CiLCA  
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>**

### **3rd of February 2025**

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\_2024.158 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\_2024.159 Declaration of Interest – Localism Act 2011.**

Under Section 31 of Localism Act 2011 and in accordance with the Councils' Code of Conduct (section 27(6) (d)), any declarations of disclosable pecuniary or personal interests must be declared and Standing Orders followed. Requests for dispensations can be considered if received in advance of the meeting and in writing to the Clerk (Proper Officer) – Localism Act 2011 S33.

**PL\_2024.160 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\_2024.161 Minutes.**

**Motion:** That the *Minutes of the Planning Committee Meeting on the 20th of January 2025*, copies having been circulated, be approved as a correct record, and signed by the Chair.

**PL\_2024.162 Outstanding items.**

None.

**PL\_2024.163 Planning and Licensing Applications.**

To consider the Schedule of Planning and Licensing Applications at Appendix A

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

**PL\_2024.164 Planning Decisions.**

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

**COMMUNICATIONS**

**PL\_2024.165 Correspondence.**

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

**PL\_2024.166 Next Meeting.**

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

**Monday 17th of February 2025 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 & Licensing Applications.**

Items to be considered at the meeting on the 3rd of February 2025:

<b>DATE</b>	<b>REF NO</b>	<b>LOCATION</b>	<b>PROPOSAL</b>	<b>EGTC COMMENTS</b>
16/01/2025	P25/00104/HH	131 Boscombe Crescent Downend South Gloucestershire BS16 6QZ	Installation of 1no. air source heat pump (ASHP).	
14/01/2025	P25/00084/HH	10 Westbourne Road Downend South Gloucestershire BS16 6RT	Erection of a two storey side extension to form additional living accommodation.	
16/01/2025	P25/00111/HH	90 Westons Hill Drive Emersons Green South Gloucestershire BS16 7DN	Erection of single storey side extension to provide additional living accommodation.	

**Schedule of Planning Application Decisions.**

Items to be noted at the meeting on the 3rd of February 2025:

<b>DATE</b>	<b>REF NO</b>	<b>LOCATION</b>	<b>PROPOSAL</b>	<b>EGTC COMMENTS</b>	<b>PLANNING DECISION</b>
08/12/2024	P24/02609/F	David Lloyd Leisure Club Willowherb Road Emersons Green South Gloucestershire BS16 7PF	Installation of 2no. padel courts and associated flood lighting. Extension of family terrace and associated works.	No objection, however provisions of an outdoor children's play area is recommended.	Approved with conditions.
11/11/2024	P24/02614/HH	26 Leap Valley Crescent Downend South Gloucestershire BS16 6TQ	Erection of two single storey rear extensions to form additional living accommodation	No objections.	Approved with conditions.
22/11/2024	P24/02734/HH	39 Sweet Pea Way Emersons Green South Gloucestershire BS16 7QE	Erection of rear conservatory (Retrospective).	No objections.	Refusal.
12/11/2024	P24/02636/F	Concorde House Park Fieldfare Emersons Green BS16 7FN	Extension of existing security fencing and installation of new bi-fold automated gate to enlarge secure site compound.	No Objection.	Approved with conditions