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STOKE GIFFORD PARISH COUNCIL

MINUTES OF THE PLANNING & TRANSPORTATION MEETING

Held on Tuesday, 28th October 2025

EMERGENCY PROCEDURE

In the eve of a fire all those present should leave the building calmly, breaking a fire alarm panel on the way out, and assemble on the far side of the car park at the assembly point.

Attendees are asked to either switch off or make silent their mobile phones.

PRESENT:

Cllrs D Addison, S Bandcroft, M Brown, K Cranney, N DasGupta, K Marsden, P Richardson, and A Shore.
Also in attendance was John Rendell (Clerk) and nine members of the public.

| 1 | Welcome and apologies for absence. | ACTIONS |
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| | <p>The Chair, Councillor Andrew Shore welcomed all present to the meeting.</p> <p>Apologies received from Councillor Tony Hyde.</p> | |
| 2 | To receive notification of any member's personal or prejudicial interest. | |
| | <p>None.</p> | |
| 3 | To approve minutes of the last Planning & Transportation meeting dated 23rd September 2025. | |
| | <p>The minutes dated Tuesday 23rd September 2025 were agreed as an accurate record proposed by Councillor Keiron Marsden, seconded by Councillor Sue Bandcroft, unanimously carried.</p> | |
| | <p>The Chair, Councillor Andrew Shore informed members he will chase SGC following the road safety audit of Gipsy Patch Lane.</p> | AS to chase SGC. |

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| 4 | <p>Public Session [Maximum 15 minutes, up to 3 minutes per person].</p> <p>Parkway Business Park – this area includes the large Lake View complex, which has surplus office space. It also includes an MOD government office (separate from the main MOD site), a Holiday Inn, and a self-contained office park on Lime Kiln Close with professional services and academic support firms. One building has recently had its windows boarded up. A resident is concerned these buildings could be earmarked for housing migrants and asked members if this could be the case. District Councillor Dave Addison sits on the relevant SGC Committee and confirmed there are no plans to use any buildings within South Gloucestershire to house migrants. Any migrants needing to be housed within SGC are dispersed across the housing and are not concentrated in any particular locality or building.</p> <p>Road works – a resident has received confirmation from National Grid there will be further disruption to the roads once the current road works are completed on Hatchet Road (south of the Parkway bridge). The Chair, Councillor Andrew Shore advised this is to facilitate placing access points in certain location to enable the cable to be pulled through. Lengthy delays to the project have occurred due to the amount of services underground which were exposed (some tightly packed in), the necessity to order a vacuum excavator, machinery breakdown, and tarmac / kerb-edging supply delays.</p> <p>Concorde Way/ New Road proposed Raised Table crossing – residents from New Road remain unhappy about the plans and feel the safety issues raised have not been addressed. It was acknowledged the Parish Council have also been requesting the plans to be changed, and a local meeting be held, however SGC have agreed to approve the recommended works despite the Parish Council & Ward Councillor objections.</p> <p>The Parish Council considered the proposals (northern end near Parkway bridge) to be unsafe. Due to visibility difficulties and the extreme and impractical angle with which drivers would need to turn their necks when approaching the crossing in the direction of the housing development.</p> <p>The stop sign in a location like this, at a 90 degree angle to the traffic flow is deemed unusual compared to a stop sign in a normally expected straight-on configuration, and residents and local Councillors have concerns about the feasibility and adverse safety implications of this.</p> <p>Local residents are contemplating contacting SGC for a judicial review.</p> <p>Members are disappointed to see the plans have been approved and Councillor Keiron Marsden proposed for the Parish Council to write to SGC informing the District Council of the extreme displeasure in SGC proceeding with this work and not appearing to have taken any note of Parish Councillor, nor local residents concerns, seconded by Councillor Neel DasGupta, proposal unanimously carried.</p> | Clerk/ AS to write to SGC. |
| 5 | <p>St Michaels Primary School – update on building repair challenges (guest speaker).</p> <p>The Chair, Councillor Andrew Shore recently met with a representative from the school and invited him to speak at the Planning & Transportation meeting. The representative did not show.</p> <p>Councillor Keiron Marsden also met with the representative and it was noted the school have a primary provision for the area, currently with spare capacity, they are unable to hire additional teachers within the current conditions (restrictions) but if SGC</p> | |

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| | <p>had a better provision for the school it would be welcome locally, and this would have a positive impact on the school housing more children, potentially form the Brooklands Park area. There are also challenges with the terrapin buildings needing renovation/replacement.</p> <p>Members would like to see more provision and investment from SGC into the school to accommodate more numbers.</p> <p>The Chair, Councillor Shore will contact the representative and extend the invite to Full Council in November.</p> | <p>AS to send invite to November FC.</p> |
| 6 | <p>Update on previous planning applications.</p> <p>The Chair, Councillor Andrew Shore gave a brief verbal update on previous planning applications.</p> <ul style="list-style-type: none"> - 34 Kilby Road – front porch & rear pergola (retrospective). SGC approved (SGPC no objection) - 91 Sandringham – side extension. SGC approved (SGPC no objection) - 65 Kilby Road (CLP) – garden room. SGC approved (SGPC no objection) - Regus Office - Land at Station Road, Little Stoke – flexible office accommodation, revised plans (no further comments to make, officer recommending approval, unless a Local Ward Member decides to request it go to SGC DMC committee). The Chair, Councillor Andrew Shore has some concerns about the car parking provision. | |
| 7 | <p>Planning Applications</p> <p>Should planning permission be granted, the given the residential area, SGPC request the inclusion of a condition restricting the hours of working (and movement or delivery of machinery or building materials), during the period of construction, to 07:30 – 18:00 Monday to Friday, 08:00 – 13:00 Saturdays and with no working permitted on Sundays or Public Holidays.</p> <p>The above condition request is added to the Parish submissions, where appropriate.</p> <p>a) P25/02333/TRE Knightwood Farm Mead Road Stoke Gifford South Gloucestershire</p> <p><i>Works to Crown reduce 1.no Walnut Tree by 2 metres and crown lift by 2.5-3 metres. Remove ivy growth and deadwood. Covered by Tree Preservation Order SGTO 02/04 dated 2nd August 2004.</i></p> <p>Following a short discussion, Councillor Sue Bandcroft proposed no objection, seconded by Councillor Dave Addison, proposal unanimously carried.</p> <p>b) P25/02397/PNH 54 Smithcourt Drive Little Stoke South Gloucestershire BS34 8NB</p> <p><i>The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6.00m, for which the maximum height would be 3.30m, and for which the height of the eaves would be 2.98m.</i></p> <p>Following a discussion, Councillor Andrew Shore proposed no objection subject to the</p> | |

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| | <p>materials being similar in look & colour to and in keeping with the host dwellings and the other dwellings in the vicinity seconded by Councillor Dave Addison, proposal unanimously carried.</p> <p>c) P25/02394/CLP 54 Smithcourt Drive Little Stoke South Gloucestershire BS34 8NB <i>Installation of rear dormer to facilitate loft conversion.</i></p> <p>Following a discussion, Councillor Dave Addison, proposed no objection, seconded by Councillor Sue Bandcroft, proposal unanimously carried.</p> <p>d) P2502395/F Rolls Royce Site Gloucester Road North Filton South Gloucestershire BS34 7QE <i>Installation of external plant and equipment to the northern elevation of building 185 (amendment to previously approved scheme P24/00879/F)</i></p> <p>Following a short discussion, Councillor Sue Bandcroft, proposed no objection, seconded by Councillor Keiron Marsden, proposal unanimously carried.</p> | |
| 8 | <p>LI25/6650/PREMIS. The old Parkway Tavern/ CO-OP on Hatchet Road – premises license request for recorded music (inside) & supply of alcohol (off-premises).</p> <p><u>Search licensing applications BETA - South Gloucestershire Council</u></p> <p><i>Councillor Keith Cranney declared an interest as he is on the Licencing committee.</i></p> <p>Members checked the plans which looks like the unit will remain a CO-OP convenience store, with an alcohol licence for selling alcohol and a music licence for background music. There is no change of use that would necessitate a planning application.</p> | |
| 9 | <p>Brooklands Park & Highbrook View.</p> <p><u>Update on parking restrictions</u> – the Chair, Councillor Andrew Shore recently met SGC officers, Crest and the BPHVRA rep (Neil Jarvis) in the Brooklands development estate to look through the plans for painted yellow lines on the roads. On walking the roads, a consensus was reached on the placement of additional yellow lines, on bends/corners (with some to be removed from straight sections). Members are pleased to hear that yellow lines will be installed either side of the road on the entrance to the Community Centre site.</p> <p>Excavation works are planned for Poppy Close, prior to final surfacing, to correct some drain issues.</p> <p><u>Update on Community Centre</u> – the Clerk updated members following a handover date meeting with the contractors. The mains power-on date is now confirmed by UKPS on Tuesday 28th October.</p> <p>Programme update: practical completion of main contract is anticipated for 09/01/2026 (Handover from John Perkins to Crest Nicholson). Delay is due to minimum period for activation of underfloor heat to protect screed which will lead to subsequent</p> | |

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| <p>delay in laying floor finishes and equipment on top of flooring, including kitchen equipment.</p> <p>John Perkins will retain possession of the site over the festive period.</p> <p>SGPC to arrange CCTV signage for building (legal requirement).</p> <p>Clerk/ Café Operator met with Site Manager to go through schedule for kitchen and foyer.</p> <p>SGPC to arrange fire risk assessment prior to handover.</p> <p>SGPC to arrange Legionella risk assessment prior to handover.</p> <p>Members queried the earth wall on the site plan.</p> <p>The sub-committee are meeting on site Friday 31st 09:30 to look through the building. Following that, Brooklands sub-committee are to meet and review any outstanding issues, concerns, questions.</p> <p><u>Update on green space requirement & residents petition</u> – the Chair, Councillor Andrew Shore asked the Clerk to share a YouTube clip of a petition created by the local Residents Association, as played to SGC Cabinet. The Clerk played the clip to members.</p> <p>Crest Nicholson have informed the Parish Council they are preparing proposals for a new development that includes around fifty homes, a nursery and a MUGA on the site next to the Community Centre.</p> <p>Residents present at the meeting would like to see Parish Councillors involve the MP in assisting with the wishes of the local residents and the Parish Council insuring Crest Nicholson (and SGC) include recreational space and a 3G football pitch to be managed by the Parish Council alongside the Community Centre.</p> <p>It was suggested the MP could be invited to the opening of the Community Centre.</p> <p>East of Harry Stoke Temporary Community Hub – reallocation of funds – the Delivery and Liaison Officer from SGC has contacted the Clerk. Following the decision to secure a temporary community hub via a S106 agreement, discussions have taken place through the EoHS NN Stakeholder Group and the feedback received from stakeholders and collated by JBP thereafter, officers are now in a position to make recommendations to members as to how we can proceed with the matter of the temporary community hub. There has been a consensus that the monies secured for the temporary community hub could be repurposed in such a way that would provide greater social benefits to the communities of Harry Stoke and compliment the Brooklands Park community centre that is nearing the end of construction.</p> <p>Officer Recommendations</p> <ol style="list-style-type: none">£150,000 (the majority) Allocated to any upgrades to EoHS Community Hub including upgrading of energy specification and internal fit out. This is in addition to the £150,000 allocated to the EoHS Community Hub. | DA to contact the MP. |
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| | <p>tion to the headline specification which appends the S106 agreement for EoHS NN SoTR</p> <p>2. £55,000 Allocated to Stoke Gifford Parish Council for the purpose of building early community capacity across all areas of Harry Stoke, providing opportunities to establish community cohesion, a sense of identity and belonging through the following means.</p> <ul style="list-style-type: none"> • Hosting of events (including consumable costs relating to such events) run by the Parish Council both within the Brooklands Park Community Centre and the wider community, for the benefit of the residents of Harry Stoke / East of Harry Stoke and any other consumable costs related to such events. • Supporting the hosting of events by members of the community for the benefit of the residents of Harry Stoke / East of Harry Stoke e.g. making room bookings available at zero cost to the organiser. • Inviting applications for funding from third party organisations to deliver social benefit across the areas of Harry Stoke/East of Harry Stoke for example youth work providers, sports clubs and voluntary organisations operating within South Gloucestershire. • Inviting applications for funding from the Community Development Worker to allow them to run community initiatives and pop up events. • Enhancing the fit out of Brooklands Park Community Centre <p>The Clerk will need to respond no later than Friday 31st October.</p> <p>Councillor Neel DasGupta confirmed that although £55k will be most welcome as the Parish Council has not budgeted for this additional funding from SGC, it was suggested that we ask for an increased amount, covering the delay in opening of the site from October 2025 to January 2026 and the fact the Parish Council have employed a Site Administrator as of October 25 in preparation for handover.</p> <p>Councillor Neel DasGupta and the Clerk will respond to the SGC Officer.</p> | |
| 10 | <p>Any other business.</p> <p>Update on local roadworks (including Hatchet Road, A4174) - discussed earlier on the agenda. Images of the utilities underground were shown to members.</p> <p>Update on Proposed Raised Table Crossing along Concorde Way (New Road) – SGC Decision Report – Daniel Barker (SGC) contacted Councillors in the summer showing the updated proposals.</p> <p><i>The changes SGC have made to the design are aimed to address the concerns you raised in our meetings and are detailed as follows:</i></p> <ul style="list-style-type: none"> • <i>The table has been shortened so that buses will no longer have to go up and down the ramps, reducing the risk to bus users.</i> • <i>The ramps have been made longer, meaning the slope is shallower from a 1:11 gradient to a 1:20, making it less harsh on vehicles.</i> • <i>Additional tactile paving has been added to the southeast of the shared use area, to accommodate more for visually impaired users.</i> • <i>Additional signing will be installed to better inform approaching vehicles of the</i> | |

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| | <p><i>raised crossing area.</i></p> <ul style="list-style-type: none"> • <i>New bollards will be installed alongside the existing tactile paving to better inform pedestrians/cyclists of the shared use area and their priority in crossing the junction.</i> <p><i>As for the visibility for vehicles turning into estate to see oncoming pedestrians and cyclists, our proposed crossing will be a very similar design as the other raised table crossings along Concorde Way/New Road.</i></p> <p><i>As already discussed under Public Session, Nigel Riglar as Executive Director at SGC has used his delegated authority to decide to proceed with the raised table proposals put before him by officers and supported by Cllr Sean Rhodes (Cabinet Member for Communities and Local Place). This despite the acknowledged opposition from the Parish Council and the three District Ward Members.</i></p> <p>The Chair, Councillor Andrew Shore was pleased to confirm that four new 'Welcome to Stoke Gifford' signs have been installed by SGC following the underground utility checks. This has taken many months and following a lot of chasing the signs are now in place. We will now speak further with Crest about installing another such sign on the unadopted road (Oxleigh Way) just west of the ham brook.</p> <p>Councillor Dave Addison reminded members the Remembrance Service will be held at the Cenotaph on the village green Sunday 9th November at 10:30. RBL will be managing the event. The Parish Council have organised the road closure, purchased the wreath and Grounds Team will be preparing the grounds prior to the event.</p> <p>The Chair, Councillor Andrew Shore will contact SGC to enquire about the installation of a speed visor in certain locations.</p> | AS to contact SGC. |
| 12 | <p>Date of next meeting.</p> <p>25th November 2025 @ 19:00.</p> <p>Representatives from Rolls Royce have agreed to attend, to provide an overview on the wider strategy & plans for the site.</p> | |
| 11 | <p>CONFIDENTIAL ITEMS.</p> <p>To resolve, by the nature of the sensitivity of items, to exclude the press and public [Public Bodies Admissions to Meeting]</p> <p>None.</p> | |

The meeting closed at 21:05

Signed: _____

Date: _____

A Shore (Chair) On behalf of Stoke Gifford Parish Council