



STOKE GIFFORD

PARISH COUNCIL

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STOKE GIFFORD PARISH COUNCIL

MINUTES OF THE PLANNING & TRANSPORTATION MEETING

Held on Tuesday, 27th January 2026

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 Marsden, P Richardson, and A Shore.

Also in attendance was John Rendell (Clerk) and eight members of the public.

1	Welcome and apologies for absence. The Chair, Councillor Andrew Shore welcomed all present to the meeting. The Clerk noted apologies from Councillors Keith Cranney, Neel DasGupta and Tony Hyde.	ACTIONS
2	To receive notification of any member's personal or prejudicial interest. None.	
3	To approve minutes of the last Planning & Transportation meeting dated 25th November 2025. Agenda item 10 – AOB, slightly amended wording to include the wording “Knightwood Road against the flow of traffic”. See amended minute. - Vehicles reversing on Winterbourne Road <i>Councillor Penny Richardson has been contacted by residents who are concerned about the number of vehicles stopping on Winterbourne Road and reversing dangerously into</i>	

	<p><i>Knightwood Road against the flow of traffic. Councillor Richardson has reported this to the Local Beat Team but keen for an update. The Chair, Councillor Andrew Shore will contact the Police to action.</i></p> <p>The Chair, Councillor Andrew Shore advised that he is already in contact with the local police/PCSO regarding resident's footage of vehicles driving or reversing illegally & dangerously and he will be contacting SGC Highways about the signage.</p> <p>With the above change the minutes dated Tuesday 25th November 2025 were agreed as an accurate record proposed by Councillor Sue Bandcroft, seconded by Councillor Penny Richardson, unanimously carried.</p>	
4	<p>Public Session [Maximum 15 minutes, up to 3 minutes per person].</p> <p>A resident has reported to SGC Streetcare the extremely poor condition of the road surfacing along New Road. The potholes are severe in places and continues to deteriorate during the winter months. The resident has received a response from SGC to say one pothole has been completed and job closed, however the pothole remains and there is no sign of any works carried out. The Clerk showed images of the potholes to members. The Clerk will contact SGC to ensure they have New Road repairs in the system.</p> <p>Another resident raised concerns about the quality of the repair works carried out by SGC and difficulty in reporting potholes near to but separate from already logged (but outstanding) potholes.</p> <p>There is a section of pathway leading from Field Farm Close, which then joins the main path from Simmonds Close (approx. 60m in length) a resident reported it is very soft and heavily worn in areas. The Clerk was in contact with SGC in April 2025 and SGC investigated the area and were going to price up the resurfacing works towards the end of the calendar year. The Clerk will chase SGC.</p> <p>A resident asked the Chair, Councillor Andrew Shore for an update on the Road Safety Audit on Gipsy Patch Lane. SGC have recently been contacted asking for an update so as soon as a response is given members will be informed at the next available committee meeting.</p>	<p>Clerk contact SGC (Darren Davison)</p> <p>Chair to raise with SGC</p> <p>Clerk chase SGC (Miles Harris)</p> <p>Chair to chase SGC (Ben McGee)</p>
5	<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"> - Land at Station Road (flexible office accommodation) – DMC committee meeting on 26th November – SGC consent given (SGPC objection on parking) - 54 Smithcourt Drive (CLP) – hip to gable roof extension, 1 rear dormer, 3 roof-lights – SGC approved (SGPC no objection) - 54 Smithcourt Drive (PNH) – single storey rear extension – SGC approved (SGPC no objection, subject to similar materials) - Rolls Royce – external plant & eqpt on building 185 (amendment) – SGC consent given (SGPC no objection) - Rolls Royce – erection of a tent-like structure – SGC consent given (SGPC no ob- 	

	<p>jection)</p> <ul style="list-style-type: none"> - Rolls Royce – relocation of waste compound – SGC consent given (SGPC no objection) - Rolls Royce – installation of airlock security access gates – SGC consent given (SGPC no objection) - 11 Tetbury Close – erection of single storey rear extension, conversion of garage – SGC consent given (SGPC no objection, subject to transport officer's comment about off-street parking) - 4 Parsons Avenue – change of use from hot food takeaway to 1 flat – SGC consent given (SGPC no objection) - 77 Dwellings South of Hambrook Lane, Crest application – SGC consent given (at SSD committee), with some conditions around trees, boundary treatment, construction management plan & money to support GP expansion within 5km 	
6	<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) P25/02961/HH 12 Chevening Close Stoke Gifford South Gloucestershire BS34 8NJ <i>Erection of single storey rear extension to form additional living accommodation.</i></p> <p>Following a discussion, Councillor Andrew Shore proposed no objection subject to a conditioned adequate plan for the construction and delivery of materials to site that pays attention to and protects residential amenity and ensures safety for neighbouring properties and the pedestrian lanes. We would like materials to be taken through the host property itself, rather than through the public lanes, seconded by Councillor Sue Bandcroft, proposal unanimously carried.</p> <p>b) P25/02737/ADV The Pastures at Hambrook Land Off Old Gloucester Road Hambrook South Gloucestershire <i>Display of 1no. Totem sign.</i></p> <p>Following a discussion, Councillor Sue Bandcroft proposed no objection, seconded by Councillor Dave Addison, proposal unanimously carried.</p> <p>c) P26/00073/HH 54 Smithcourt Drive Little Stoke South Gloucestershire BS34 8NB <i>Erection of two storey side extension to form additional living accommodation.</i></p> <p>Following a short discussion, Councillor Dave Addison proposed no objection, seconded by Councillor Sue Bandcroft, a vote was taken, 5 for, 1 against proposal carried. Some Councillors had concerns about the side window facing towards the neighbouring property.</p>	

	<p>d) P26/00084/HH 16 Hawthorn Way Stoke Gifford South Gloucestershire BS34 8UP <i>Demolition of existing conservatory. Erection of single storey rear extension to form additional living accommodation.</i></p> <p>Following a short discussion, Councillor Sue Bandcroft proposed no objection, seconded by Councillor Andrew Shore, proposal unanimously carried.</p> <p>e) P25/02883/F Plot B2 Horizon 38 Bolingbroke Way <i>Erection of 1no. commercial workshop/warehouse with associated parking, servicing, landscaping and electricity sub-station.</i></p> <p>Following a discussion, Councillor Sue Bandcroft proposed no objection subject to a conditioned construction management plan that ensures the nearby stream is not polluted, seconded by Councillor Penny Richardson, proposal unanimously carried.</p>	
7	<p>Brooklands Park & Highbrook View.</p> <p>- Update on yellow lines in Brooklands Park</p> <p>The Chair, Councillor Andrew Shore has been in contact with Crest Nicholson about installing double yellow lines at various locations within the Brooklands Park estate. The next round of surfacing carried out by Renelec is due in February and letters will be forwarded near the time of installation. Crest Nicholson have confirmed they won't be installing yellow lines prior to the new tarmac being laid. The Chair, Councillor Shore is pressing Crest for a timetable.</p> <p>Crest Nicholson will shortly be releasing the yellow lines design into the public domain for review under separate Traffic Regulation Orders (TROs). The areas include (1) Oxleigh Way, (2) Clover Way and (3) Westfield Lane. (the latter potentially for speed ramps).</p> <p>The Chair, Councillor Andrew Shore recently attended a meeting with the Clerk, members of the Residents Association and Crest Nicholson to talk through the recent plans for the land near the community hall site. The most recent draft plan has been updated following a public consultation/ workshop held at the Highbrook View offices which includes 50 homes and some recreational space that runs along the field adjacent to the carparking bays within the grounds of the community hall. It was disappointing the only material change appears to be a 90-degree turn of the recreational space, but which is no larger or closer to the community centre. It was noted at the meeting the consideration of a clear pedestrian route from the community hall to the recreational space (somehow overcoming the height variation) as it is felt the two areas would be better connected and popular for residents using both areas. It was disappointing to learn the homes have increased from 38 to 50 (apparently reverting from 38 stated by Crest in November back to 50 in a September plan) and the Residents Association felt strongly they would like to see a sports football pitch added near the recreational space and potentially managed by the parish council. The Residents Association will seek legal advice should Crest Nicholson not deliver more green space and sports facilities within the Brooklands estate. following the meeting Crest Nicholson will revisit the plan and formal documents for the site and keep all key stakeholders updated with the plans.</p>	

	<p>The Chair, Councillor Shore had raised concerns at the meeting that little, if anything, appears to have been reflected from the recent public consultation into revisions and re-stated at the meeting the desire to work closely with Crest on developing the proposals and detailed design, ahead of formal plans or even pre-application discussions between Crest & SGC. Councillor Addison stated that SGC Ward Members should be advised of pre-application requests and confirmed that SGC has stated dwellings numbering less than 40 could be acceptable for the site.</p> <p>The Clerk confirmed the works to the Community Hall are now complete and in the hands of Crest Nicholson. Solicitors are currently working between the parties of Crest Nicholson South Glos Council and Stoke Gifford Parish Council as the handover process is underway. Some tarmac work is outstanding at the entrance. The Clerk is working closely with all parties, and everything is in place from an operational point of view to ensure the parish council are ready to run the operation as soon as the site is formally handed over to the parish. It is hoped the handover date will be some time in February 2026. Sign and car park barrier ordered ready for installation, once we have occupancy.</p>	
8	<p>Any other business.</p> <ul style="list-style-type: none"> - Update on National Grid works at Hatchet Road / Gypsy Patch Lane / Winterbourne Road <p>The Chair, Councillor Andre Shore informed members the work taking place on and near the Hatchet Road roundabout is taking place during the evenings (to avoid traffic congestion) and they only have a small window for working due to the noise of the machinery and curing time for the tarmac. The work is expected to last for approx. three weeks. Councillor has raised concerns about bright lights and vehicles obscuring views.</p> <p>Councillor Dave Addison informed members the South Glos Council Full Council meeting is being held on 11th February, and the 2026/27 budget is being set.</p> <p>Councillor Mike Brown asked the Clerk if we have heard from SGC as they were going to move the Little Stoke sign on the boundary of Stoke Lodge to a sign more prominent from the road. SGC have installed a new sign on the highway that stands in front of the current signage making it very difficult to be seen in a car. The Clerk will chase SGC (last contact November 2025).</p> <p>Councillor Penny Richardson has been in contact with the Head Groundsman and Clerk as a resident has requested a memorial tree be planted within the grounds of Royal Park as her late relative used to use the recreational spaces daily. The Memorial Tree policy has been completed, and Head Groundsman has identified a suitable location and preferred species. The policy states the application form is to be approved at the next Recreation & Leisure committee, but the applicant would like the tree to be installed prior to a preferred date which falls before the next meeting date.</p> <p>Councillor Penny Richardson asked the Clerk to add to the Full Council agenda in February so members can formally approve the installation prior to the preferred installation date.</p>	<p>Clerk to contact SGC (Oliver Mc Pherson)</p> <p>Clerk to add item to Full Council in February</p>

9	Date of next meeting. 24 th February 2026 @ 19:00.	
10	CONFIDENTIAL ITEMS. To resolve, by the nature of the sensitivity of items, to exclude the press and public [Public Bodies Admissions to Meeting] None.	

The meeting closed at 20:50

Signed: _____

Date: _____

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