

# STOWEY SUTTON PARISH COUNCIL

## Minutes of the Parish Council meeting held at

7.30pm on Wednesday 6<sup>th</sup> June 2018, The Methodist Church Hall (formerly known as The Link), Bishop Sutton

[www.stoweysuttonpc.org](http://www.stoweysuttonpc.org)

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Present: Councillors K Betton (Chairman), H Clewett (Vice Chair), M Arnold, E Daly, P Gleave, L Kingston  
Clerk: J Bryant

040/18-19 **Apologies for absence**

Apologies were received and accepted from Cllr E Balmforth.  
Cllr J Knibbs was not present.

041/18-19 **Declaration of Interest**

Councillor Clewett declared an interest in item 6.3 of the agenda, Planning Application 18/02160/FUL.  
Councillor Gleave declared an interest in item 6.5 of the agenda, Planning Application 18/02321/ADCOU.

042/18-19 **Confirmation of Minutes**

That the minutes of the Parish Council and Annual Meeting of the Parish Council Meeting held on 2<sup>nd</sup> May 2018 be approved.

The minutes of the Annual Parish Meeting and Recreation Ground Trustees Meeting, both held on 2nd May 2018, were prepared and circulated as a true record.

043/18-19 **Public Participation**

Members of the public and press were invited to address the Chairman with questions or observations within the jurisdiction of the Parish Council.

3 members of the public attended this month's meeting.

Jayne and Tracey from Youth Connect Team, B&NES, were present and advised all present of funding cuts to the service and what the future holds. A meeting for village volunteers interested in continuing youth services in our parish, and combining efforts with other parishes, is being held at Paulton. Village Hall on Thursday 21<sup>st</sup> June 2018 at 11am.

044/18-19 **Chairmans Report**

Nothing to report.

045/18-19 **Planning**

a) The following planning applications were considered:

- i. **18/01790/FUL- Greenbanks, Sutton Hill Road, Bishop Sutton, Bristol, BS39 5UH**, Provision of 2 dormer windows in existing garage roof.

This house was built in 1998, with a condition removing permitted development rights for windows in the South West facing roof.

This application includes 2 windows in both the front & rear slopes of the garage roof, although the rear facing windows are not explicitly subject to the permitted development restriction the applicant has included them in the spirit of transparency.

The application states the windows are to improve the spatial opportunities of the existing room above the garage.

Neighbourhood Plan:

Policy SSHP01 Housing Boundary which states that:

The housing development boundary (HDB) for Bishop Sutton should be redefined to strictly follow the existing HDB but with the addition of the strict boundary of the two already approved housing developments of Cappards and Oak Park which together total 76 houses.

The application meets the requirements of this policy.

Policy SSHP03 Development Character, which states that:

The Neighbourhood Plan will support future housing development which will reflect the character, varied materials and varied build design as identified through the Character Assessment and should be limited to infill within the amended HDB.

The proposal is to install box dormer windows filling most of both the front & rear garage roof areas, the Character Assessment, which forms appendix E of the Adopted Stowey Sutton Neighbourhood Plan, identifies the predominant roofing style in this area as pitched, although there are a small number of similarly styled dormers in the neighbourhood & the scale of the proposed development will not dominate the view from the street

The application therefore complies with SSHP03

This application broadly meets the requirements of Stowey Sutton Adopted Neighbourhood Plan policies SSHP01 & SSHP03, it is supported by Stowey Sutton Parish Council

- ii. **18/02147//FUL - 2 Hillside Gardens Bishop Sutton Bristol BS39 5XG**, Erection of a replacement dwelling and workshop following demolition of existing 2-bedroom dwelling. (Resubmission)

This application is a resubmission for full planning permission to build a 2-bed dwelling and workshop, following demolition of existing 2-bed dwelling and outbuildings.

The application should be considered against the Adopted Stowey Sutton Neighbourhood Plan;

Neighbourhood Plan

Policy SSHP01 Housing Boundary which states that:

The housing development boundary (HDB) for Bishop Sutton should be redefined to strictly follow the existing HDB but with the addition of the strict boundary of the two already approved housing developments of Cappards and Oak Park which together total 76 houses.

The application meets the requirements of this policy.

Policy SSHP02 Development Scale, which states that:

The Neighbourhood Plan will support infill housing, within the housing development boundary, this is likely to be small scale development and will be of an individual character in keeping with the Character Assessment, the exception to such development will be if it is deemed to be harmful to the Green Belt or threaten the AONB which has the highest level of protection in the NPPF (National Planning Policy Framework).

As the proposed development is within the housing development boundary it could be considered to meet the requirements of this policy, however it is noted that the resubmitted proposal reduces the scale of the proposed building by changing from a single large dormer to two smaller units

Furthermore, the owner has confirmed in his applications covering letter that the revised building will be no closer to 1 Hillside gardens than the current building.

On balance the application now broadly meets the aim of SSHP02

Policy SSHP04 Property Size, which states that:

In accordance with the 2014 housing needs survey the Neighbourhood Plan supports infill development which proposes to build small (1 and 2 bedroom) low cost open market houses. Other types and sizes of dwellings on infill sites will be supported if they reflect identified housing needs.

The application is for a 2- bedroom property to replace a 2- bedroom dwelling,

This resubmitted application now meets the aims of Stowey Sutton Adopted Neighbourhood Plan policies SSHP01, SSHP02 & SSHP04, it is supported by Stowey Sutton Parish Council.

- iii. **18/02160//FUL - Brooklands Church Lane Bishop Sutton Bristol BS39 5UP**, Erection of conservatory to the rear elevation

The application is to replace an existing conservatory with a larger conservatory in approximately the same position.

Neighbourhood Plan

Policy SSHP01 Housing Boundary which states that:

The housing development boundary (HDB) for Bishop Sutton should be redefined to strictly follow the existing HDB but with the addition of the strict boundary of the two already approved housing developments of Cappards and Oak Park which together total 76 houses.

The application meets the requirements of this policy.

Policy SSHP03 Development Character, which states that:

The Neighbourhood Plan will support future housing development which will reflect the character, varied materials and varied build design as identified through the Character Assessment and should be limited to infill within the amended HDB.

The proposal is to replace an existing conservatory with a larger unit in a similar location, the drawing and application form show that the roofing material will match the existing house.

The application therefore complies with SSHP03

This application broadly meets the requirements of Stowey Sutton Adopted Neighbourhood Plan policies SSHP01 & SSHP03, it is supported by Stowey Sutton Parish Council

- iv. **18/02215/FUL - Bramley House Sutton Hill Road Bishop Sutton Bristol BS39 5UR**, Erection of single-storey front extension.

This application is for full planning permission for the Erection of a single storey front extension,

The application should be considered against the Adopted Stowey Sutton Neighbourhood Plan;

The application site is inside the established housing development boundary.

Policy SSHP03 Development Character, which states that:

The Neighbourhood Plan will support future housing development which will reflect the character, varied materials and varied build design as identified through the Character Assessment and should be limited to infill within the amended HDB.

The height & scale of the proposed extension make it subservient to the existing property & the planned use of materials which match the existing building will meet the requirements of this policy.

Stowey Sutton Parish Council voted on 6th June 2018 to support this application as it meets the aims of the relevant neighbourhood plan policy, SSHP03.

- v. **18/02321/ADCOU - The Nursery Folly Lane Stowey Bristol BS39 4DW**, Prior approval request for change of use from Agricultural Barns to dwelling (C3) and associated operational development.

Class Q Application

This application is for Prior approval request for change of use from an agricultural greenhouse to a Dwelling, the application claims to meet the criteria for class Q permitted development, as it maintains the footprint & framework of the existing structure, with the addition of external walls & changes for doors and windows as required to make the building habitable.

This application is under the General Permitted Development Order 2015, schedule 2, part 3, Class Q, section Q2 (1) of that order states the developer must apply to the local planning authority for a determination as to whether the prior approval of the authority will be required as to:

(e) whether the location or siting of the building makes it otherwise impractical or undesirable for the building to change from agricultural use to a use falling within Class C3 (dwelling houses) of the Schedule to the Use Classes Order

NPPF section Q.1 (h) states;

"The development under Class Q (together with any previous development under Class Q) would result in a building or buildings having more than 450 square metres of floor space having a use falling within Class C3 (dwelling houses) of the Schedule to the Use Classes Order;"

The applicant has supported this application with a series of drawings & floorplans to illustrate the intended finished building, which is declared as 428m<sup>2</sup>, however these plans show an area in the north west corner of the building which is marked as;

"retained in agricultural use & forms no part of this proposal"

The submitted floorplan and drawings do not indicate any external windows or doors for this area, which also is shown with a solid roof, making it difficult to consider an independent commercial agricultural purpose for the area.

If the area is to be accessed from inside the dwelling it must be considered as part of the domestic space & whilst the drawings are marked as not suitable for scaling, the area shown in red clearly amounts to more than 5.2% of the area indicated for residential use which makes the total dwelling area over 450m<sup>2</sup> & therefore not eligible for class Q development

The application should also be considered against the Adopted Stowey Sutton Neighbourhood Plan;

Policy SSHP04 Property Size, which states that:

In accordance with the 2014 housing needs survey the Neighbourhood Plan supports infill development which proposes to build small (1 and 2 bedroom) low cost open market houses. Other types and sizes of dwellings on infill sites will be supported if they reflect identified housing needs.

Whilst the isolated location, which cannot be described as infill, is not a material consideration for a class Q application, the application does not provide any evidence that there is an otherwise un-met need for a three bedroomed dwelling, as such the application does not meet the aims of SSHP04.

Policy SSHP02 Development Scale, which states that:

The Neighbourhood Plan will support infill housing, within the housing development boundary, this is likely to be small scale development and will be of an individual character in keeping with the Character Assessment, the exception to such development will be if it is deemed to be harmful to the Green Belt or threaten the AONB which has the highest level of protection in the NPPF (National Planning Policy Framework).

As the site is within the green belt & the existing building is outside the housing development boundary & the location cannot be described as "infill development", the application conflicts with SSHP02 however this policy is not material considerations for a class Q application.

Policy SSHP03 Development Character, which states that:

The Neighbourhood Plan will support future housing development which will reflect the character, varied materials and varied build design as identified through the Character Assessment and should be limited to infill within the amended HDB.

The design of the proposed building is completely out of character with the style of properties in its area, as shown in appendix E of the Adopted Stowey Sutton Neighbourhood Plan, for such a visible location within the green belt a design more closely tied to its environment would be more suitable, class Q applications are not exempt from the need to fit within their settlements character, as such the application does not meet the aims of & SSHP03.

Housing and Development Policy SSHP06 Lighting, which states that:

Where lighting is proposed, it should be designed to avoid intruding into areas where darkness is a characteristic of the village. Any lighting scheme must not impact negatively near woodland edges or near hedgerows used by bats for foraging.

The isolated rural location, within the green belt, of the proposed development greatly amplify the potential effects of artificial lighting & as the application makes no reference to a lighting plan it is essential that a condition to mitigate such effects is included with any development permission.

## Conclusion

Almost by definition the properties eligible for conversion to dwellings under Class Q of the General Permitted Development Order (GPDO) will be remote from existing settlements & therefore the special tests within the GPDO should be applied to the decision making process with less weight given to policies developed for a more urban settlement, however policies relating to design, size and character remain material considerations in ensuring that such developments do not adversely alter the character of the parish.

This building is within the green belt & is an insubstantial glass house, which barely complies with the spirit of the GPDO, as well as apparently being larger than the 450m<sup>2</sup> permitted by GPDO Class Q.

The current application does not meet the aims of the adopted Stowey Sutton Neighbourhood plan policies SSHP02, SSHP03, SSHP04 & SSHP06.

Stowey Sutton Parish Council voted on 6th June 2018 not to support this application.

b) The following decisions were noted:

i. **18/00154/FUL – Hillside House Sunnymead Lane Bishop Sutton**, Erection of 22no solar panels in two rows of 11 on support framing with associated equipment and cabling – PERMIT

ii. **18/00899/FUL - Westway Farm, Wick Road, Bishop Sutton, BS39 5XP** – PERMIT with conditions

046/18-19

### Community Engagement Working Party Updates

Reports Received:

i. **Recreation Ground**

Equipment has been manufactured and will be on site 2<sup>nd</sup> July 2018.

Old equipment must be disposed of properly when it is removed. The Pathway Tender is underway.

The WP has discussed next steps of the Pathway, surrounding the Recreation Ground, and the future development of a MUGA.

**RESOLVED that:**

The clerk can award the 50 metre pathway to HAGS on the condition it is completed at the same time as the Play Equipment is installed.

The clerk should post an Accelerated Pathway Tender Invitation on to Contracts Finder for the remaining pathway required around the perimeter of the recreation ground immediately. This will be posted for 15 days minimum as required.

ii. **Community Library:**

Positive residents meeting took place. The Steering Group are all on board and Volunteers are ready to move forward. Some furniture has been acquired in preparation. An Expression of Interest has been forwarded to B&NES for consideration and the Full Application including request for a Start Up Grant will be submitted before the end of June. Conflict of interest for a councilor being on both the steering group and a subcommittee was discussed and it was agreed there was none.

**RESOLVED that:**

The clerk, together with Cllr Kingston, will complete and submit the full application and grant request.

Cllr Kingston will form the Sub Committee, following agreement at Mays PCM.

iii. **The Millennium Garden**

Opinion gained regarding planting of Wildflowers and seasonal bulbs. Recommendation was wildflowers should be sown in April and bulbs in Autumn. Tree has now gone but stump remains.

**RESOLVED that:**

The clerk will obtain a quotation from New Leaf for removal of tree stump and seeding grass.

The clerk will write to B&NES requesting possible transfer of asset (Millennium Garden) to SSPC.

046/18-19

### District Councillors Report

Street lighting in Summerleaze has been discussed at council involving Highways and Traffic. Letters previously went to residents to gauge their preferences in lighting times and the response was mixed and indeterminate. Most of complaints come from those neighbouring rather than new residents. B&NES wish to poll again. The Referendum that took place in 2016 is still relevant.

**It was resolved that:**

Clerk to write to Martin Shields and sign off on letter wording before distribution.

Parish Council will distribute letters from B&NES to residents to poll opinions again.

047/18-19

### Correspondence

There has been extensive correspondence this month. Topics were:

Twycross verge damage – large vehicle drive over verge, insufficient space to turn.  
Valleyfest – concerns from resident regarding access  
Garden waste collection – service poor, District Cllr will feedback to B&NES  
Overhanging hedges – causing risk to pedestrians and traffic  
Dog fouling – continues to be a problem.  
Litter pick – will be held later in the year  
Midsummer Ball Event – St Peters Hospice event to be held at the village hall on Saturday 26<sup>th</sup> June.

**It was resolved that:**

Highways Dept will be made aware of residents concerns regarding damage to Twycross.  
Valley fest organisers shall be invited to July PCM. Residents concerns will be forwarded to B&NES Licensing.  
All Properties with hedges overhanging paths and roadways be written to and B&NES Highways engaged.  
Continue to increase dog fouling and bins signage, awareness, and encourage reporting to dog warden with specific offender details.

048/18-19

**PCAA**

Emergency meeting 16th May, Stage 2 Consultation. A number of planning decisions in place that will soon expire. Pack provided by Airport is an aspiration. Parish Council must consider its response to the consultations which close 6<sup>th</sup> July. PCAA advise focus on media questions.

**It was resolved that:**

The clerk shall comment on planning application that SSPC fully support PCAA's response to the planning application.

049/18-19

**Stowey Quarry**

Report from Ben Shayler & article in Chew Valley Gazette regarding briefing note. On site sampling now complete.

**It was resolved that:**

Clerk to write for EA to invite them back to PCM (August) and expect them to share results from sampling.

050/18-19

**Hedgerows, roads, pavements, ditches, and drains**

Reports received.

**It was resolved that:**

Clerk to write to Cholwell House to ask if they can remove their open day poster at Stowey Crossroads as event has now passed.

051/18-19

**Footpaths**

Thanks sent to Sheila Petherbridge for recent work undertaken at Burlledge.

052/18-19

**Training and Meeting updates**

Cllrs Betton and Clewett reported on HELAA training undertaken. We are required to undertake surveys with community involvement. They seek volunteers in community to bring reports to the parish council.

Clerk reported on Basics Clerks Course that was recently attended and brought some best practice back to council.

Cllrs Clewett and Kingston reported on Chew Valley Forum. Focus was on Health and Wellbeing. Speakers were inspiring. Chew Valley Recreational Trail was represented. An application is planned during June setting out proposed route for the trail. SSPC may wish to comment on this application when submitted. AGE UK offer great services for the elderly in particular people living alone. They will provide 6 weeks support to attempt to prevent long term hospital stays engaging heavily on preventative measures. They also provide a service for dementia services.

**It was resolved that:**

Clerk to put an article in the Parish Magazine regarding AGE UK.

053/18-19

**GDPR**

Clerk continues to work with LCPAS to ensure SSPC remain compliant and adopt suitable policies as GDPR develops.

**It was resolved that:**

Council to adopt privacy statements circulated.

Council to adopt a new updated Data Protection Policy and a Document Retention Policy.

054/18-19

**Finances**

Reports received:

- i. Internal Auditors Report received.
- ii. Petty Cash management recommendation.
- iii. Accounting Governance Statement approved
- iv. Accounting Statements 2017/2018 and Annual Return to 31st March 2018 approved.
- v. Public Inspection dates set for 11th June 2018 to 20th July 2018
- vi. Price increase for Surgery Bus service noted

vii. Grass cutting price structure for 2018 approved

viii. Financial statement and payments approved:

<b>June PCM</b>		<b>£</b>
HMRC	Tax & NI	£ 104.60
Miss J E Bryant	Clerks Wages	£ 417.87
Mr M Filer	Cleaners Wages	£ 175.50
Avon Local Councils' Association	Basic Clerks Course & Material (additional fee for non members)	£ 60.00
A J Drysdale	Repairs to fence on Recreation Ground	£ 350.00
Ian Dagger	Internal Audit	£ 50.00
New Leaf	Village Hall & Millenium Garden maintenance	£ 170.00
Filers Coaches	Surgery Bus	£ 125.00
PCAA	Annual Subscription 2018-2019	£ 50.00
Primrose Garden Maintenance	Grass cutting	£ 195.00
South Western Ambulance Charity	Chew Stoke CFR Scheme	£ 200.00
Miss J E Bryant	Petty Cash - set up	£ 200.00
<b>Grand total</b>		<b>£ £2,097.97</b>

055/18-19

**Date of Next Meeting**

Wednesday 4<sup>th</sup> July 2018.