

**Westerleigh Parish Council Meeting  
Monday September 14<sup>th</sup> 2020 7pm**

**Zoom Ref:**

**<https://us02web.zoom.us/j/86407866093?pwd=RGZKYy9xRkNVNiMvYIRPMnZZb3NRUT09>  
Meeting ID: 864 0786 6093**

**Present:** Cllr Taylor (Chair till item 2812), Cllr McCullough (Vice-Chair, then Chair from item 2812), Cllr Clark, Cllr Lean, Cllr Goddard, Cllr Di-Duca, Cllr Whitfield  
Clerk S Simmons;  
3 members of public

2808. Welcome by the Chairman to this online meeting of Westerleigh Parish Council  
Cllr Taylor welcomed everyone to this Zoom Parish Council meeting

2809. Apologies for absence  
Apology received from District Cllr C Young

2810. Declarations of Interest under the Localism Act 2011  
None

2811. Cllr Taylor to make a statement regarding his role as Chair  
Cllr Taylor explained that under normal circumstances he would not have stood for Chair at the annual meeting in April/May 2020 however that didn't take place due to COVID-19 restrictions and roles were carried forward. He feels that after the summer break now is the time to give someone else the chance to be Chair although he fully intends to continue as a Parish Councillor and in his roles on the PC Committees and groups.

2812. Council to elect a new Chair  
Cllr Taylor asked if anyone wishes to put themselves forward as Chair. Only Cllr McCullough put himself forward. Cllr Taylor proposed that Cllr McCullough be elected as Chair of the PC. This was seconded by Cllr Goddard and all Councillors supported this motion. Cllr Rob McCullough is therefore duly elected as Chair of the Parish Council.

2813. New Chair to sign Declaration of Acceptance of Office  
The Declaration of Acceptance of Office will be signed by the new Chair and the Parish Clerk.  
NB The regalia of office will be transferred at a suitable point in time.

2814. Council to elect or consider role of Vice Chair (if affected by above)  
As no councillor put themselves forward as Vice Chair it was decided to continue without a Vice Chair at this point in time.  
Post Meeting Note: Cllr Lean has now put himself forward as Vice Chair and this will be formalised at the next PC meeting.

2815. Reports from South Gloucestershire Councillors on matters relating to the Parish

**Yate Park & Ride Plans Submitted**

Officers have submitted a planning application for the long awaited Yate Park & Ride on land adjacent to South Gloucestershire Council's Badminton Road Offices now that funding has been secured for it. The facility will have 190 parking spaces; it will include a new pelican crossing (for residents catching the westbound services to Bristol) as well as bike storage and maintenance facilities. The planning application (P20/16166/R3F) is now viewable on the South Gloucestershire Council planning website. Officers are looking at an approximate opening date of March 2021 if the application receives approval without any difficulties arising.

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### **New electric vehicles for Green Community Transport**

Green Community Transport received the keys to a new electric vehicle on Thursday 6<sup>th</sup> August from officers at South Gloucestershire Council (SGC) and the West of England Combined Authority (WECA). They received a new Nissan ENV WAV (wheelchair accessible electric people carrier) to use for their local services, which will help to reduce harmful emissions, as well as reducing ongoing maintenance costs. The new vehicle forms part of a fleet of fifteen vehicles being provided to South Gloucestershire's community transport operators this year, bringing the total already supplied to nine. SGC secured £740,000 of funding for the vehicles in 2019, which comes from the West of England Local Enterprise Partnership through the Local Growth Fund, administered by WECA.

### **Yate One Stop Shop Reopened**

South Gloucestershire Council's One Stop Shop in Yate reopened on Monday 17<sup>th</sup> August. Residents must book appointments in advance so customers and staff can maintain current social distancing guidelines. This will enable the council to avoid too many people being in the building at once and prioritise the most vulnerable customers. Residents will have a chance to discuss the nature of their appointment on the phone beforehand so staff can advise them what information or evidence they may need to bring. An alternative to a face to face appointment may be offered in some cases. When they arrive staff will be there to meet residents and there will be screens installed to facilitate the process.

You can book appointments by emailing [OSSAppointments@southglos.gov.uk](mailto:OSSAppointments@southglos.gov.uk) or calling the council's contact centre on 01454 868009

### **Libraries Reopening for Visitors**

South Gloucestershire Council Libraries reopened to visiting customers on Monday 7<sup>th</sup> September. Customers will be able to drop-in and browse the books on offer for the first time since March. Opening times will be shorter than normal hours with all libraries closing at 4.00 p.m. Filton Library will not be open due to essential building work being carried out but Patchway Library will be open on Mondays in addition to its normal open days.

The number of people using a library at one time will be limited and IT users are encouraged to book in advance to ensure a PC is free at the time they want to visit. The click and collect service will continue to operate for people who prefer not to locate their own books but have them selected by the staff.

For further information on the reopening of our libraries and details of the measures being put in place, including the click and collect service and booking of PCs, visit [www.southglos.gov.uk/librarychanges](http://www.southglos.gov.uk/librarychanges) or call 01454 865022.

### **Consultations**

South Gloucestershire Council has drafted two new Supplementary Planning Guidance documents. The first is on householder extensions and the second concerns barn conversions. The consultation for these documents closes on 18<sup>th</sup> October. Further information can be found at [https://consultations.southglos.gov.uk/consult.ti/SPD\\_HH\\_20/](https://consultations.southglos.gov.uk/consult.ti/SPD_HH_20/) and [https://consultations.southglos.gov.uk/consult.ti/SPD\\_BC20](https://consultations.southglos.gov.uk/consult.ti/SPD_BC20).

The Statement of Community Involvement (SCI) sets out the way South Gloucestershire Council will involve the local community, stakeholders, and statutory bodies in the preparation of new planning policy documents and in consultation on planning applications.

The SCI was last updated in January 2015. A refresh of the 2015 SCI is in the process of being undertaken, which takes account of updated regulations, new digital solutions, benchmarking of other authorities and the COVID-19 pandemic. This consultation ends on 18<sup>th</sup> October and can be found at <https://consultations.southglos.gov.uk/consult.ti/SCI2020>

South Gloucestershire Council has carried out work to pedestrianise Thornbury High Street and to install new cycling lanes to the west of Yate (on Badminton Road and Station Road). Both schemes involved the use of Experimental Traffic Orders (ETOs) which have a statutory requirement for public consultations to run simultaneously alongside of them. At the end of the ETOs eighteen month duration the changes that have been implemented may become permanent. The details of the Thornbury consultation can be found at

[https://consultations.southglos.gov.uk/consult.ti/PT.6609\\_Thornbury\\_High\\_St.\\_E.T.O](https://consultations.southglos.gov.uk/consult.ti/PT.6609_Thornbury_High_St._E.T.O) and runs until 31<sup>st</sup> January 2021. The Yate cycle lane consultation can be found at <https://consultations.southglos.gov.uk/consult.ti/StationCycle>. It ends on 24<sup>th</sup>

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February 2021.

Cllr Reade sent a note as follows: the development of the Local Plan is proceeding and I would encourage everyone to get involved in the consultation process.

Cllr Stokes sent a note as follows: Thanks to those that have engaged with the Council Plan consultation process. This work is progressing well, building on the overlay of our experiences of Covid 19, to re-set the Council strategy. The focus takes into consideration the issues of inequalities and the environment while recognising emerging priorities of 'Best Start in Life' and 'Mental Health'.

**There were no questions arising from these reports.**



**2816. Pre-arranged items from members of Public**

A resident spoke in regard to [P20/15216/F](#) Jorrocks House Westerleigh Rd Westerleigh. They have objections based on 1. Over development. 2. Parking spaces per dwelling 3. Out of character. 4. Height of the houses. 5. Dangerous access. 6. Highway Traffic hazards.

Their objections can be read in full [here](#)

**2817. Parish Councillor Reports – written submissions, taken as read with questions taken as necessary**

Notes sent to Cllrs from visit to Scout site at Serridge Lane 1<sup>st</sup> August

**2818. Council to Approve Minutes of Parish Council meeting held on July 20<sup>th</sup> 2020**

The Minutes were unanimously approved by all 7 Cllrs and signed by the Chair.

**2819. Council to receive information on Period of Exercise of Public Rights to inspect accounts**

The Clerk reported that the Period of Exercise of Public Rights had taken place from June 15<sup>th</sup> to July 24<sup>th</sup> 2020 with documents displayed on Parish Council Notice Boards and on the PC website. No requests for further detail had been received.

**2820. Council to note Completion of Audit of 2019/2020 accounts**

The Accounts & Annual Governance & Reporting statements were sent for external audit to PKF Littlejohn and the Report & Certificate of Completion of Audit were received on August 6<sup>th</sup> 2020. The Notice of Completion of Audit was posted on the PC website on Aug 14<sup>th</sup> 2020. The accounts are available on the website for any member of the public wishing to view them.

There were no matters arising from the audit/AGAR process.

**2821. Council to consider Planning Applications including**

[P20/15216/F](#) Jorrocks House Westerleigh Rd Westerleigh Demolition of existing dwelling. Erection of 4no semi-detached and 1no detached house with access, parking and associated works.

**After discussion and hearing the resident views earlier (2816) WPC agreed to reiterate previous objections and stress that this application would involve even more over development with out of character buildings and of greatest concern is the increase in vehicle movements and access to the already dangerous section of highway.**

[P20/16166/R3F](#) Change of use of land and formation of Park and Ride facility with new access, landscaping and associated works. | Land to The West Of South Gloucestershire Council Offices Badminton Road Yate South Gloucestershire BS37 5AF

**Westerleigh Parish Council support the plans for this Park & Ride facility.**

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[P20/14987/F](#) Conversion and refurbishment of 4no. buildings to form 7no. dwellings with landscaping and associated works. Change of use of surrounding land (sui generis) to agricultural use, as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) Box Hedge Farm Boxhedge Farm Lane Coalpit Heath BS36 2UW

**After some discussion - Westerleigh Parish Council have no objections to the overall application however there are concerns about the lack of privacy and private amenity space for each dwelling which they hope the planning officers will look at. There is also a concern on the increased vehicle movements and access issues which it is hoped will also be looked at by SGC.**

2822. Council to receive information or consider/approve matters relating to the Lake/Chalet site  
Fish stock – the lake manager has an opportunity to take some young fish following proper procedures. The lake group have approved this and asked for copy of documentation when this happens.

New mobile home – on track for delivery w/c 19/10/2020. Services are being checked in readiness for connection. The second tranche of PWLB loan money will be applied for when the balance is due. The slab should be completed this week. A quote is awaited for brickwork “skirt” around new home. Once in place commissioning will be arranged. Works including steps to front door, decking & steps from rear doors, fencing, garden work etc can be planned in to enable the tenancy to begin once the inventory and agreement are in place. A draft Tenancy Agreement has been prepared.

2823. Council to receive information or consider/approve matters relating to Tree works across the Parish  
Following the tree survey in early 2020 the first priority group of jobs have been started: Trees at Westerleigh Playing Field were removed in mid-August; a tree at Ivory wood was felled on 4<sup>th</sup> September; work on 4 trees at Newman Field was due on 10<sup>th</sup> September (not yet confirmed). Further proposals for Mayshill and Bitterwell Lake will be forwarded to Cllrs for approval in the next few days. This is an ongoing project and in spring next year the next survey will be required to check progress particularly in relation to ash die-back disease (ADD). Works and budget will be covered at the October F & GP meeting.

2824. Council to discuss ideas for use of Community Benefit money

The following ideas formed a ‘wish-list’ for research and further investigation:

- Refurbishment of PC owned bus shelters
- Community Orchard (one suggested location rear of Westerleigh Playing Field) and small number fruit trees on Pansy Vale
- Toilet block at Bitterwell Lake
- Settlement entry signage in keeping with rural characteristics
- Signage generally to add to messaging for various problem areas and issues

Ideas for working in partnership with SGC:

- Expansion or enhancement of QUIET LANES areas within the Parish
- Preventative surveillance cameras in litter hot-spots
- Install a WIMS/ANPR (weight in motion/automatic number plate recognition system) on the Westerleigh road north of the war memorial to enforce the weight limit. I think SGC should be part of this as an experiment in weight limit enforcement for which SGC have no mechanism at all at the moment. Stop large tankers and lorries using road.
- Have a speed limit of 20mph and traffic calming on the road from the war memorial to the railway bridge on the High Street in the village.

The final two ideas were forwarded by member of public present at last night’s meeting.

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2825. Committee to consider/approve any Grant Applications and to note those made under COVID-19 powers since last meeting including:  
SARA Severn Area Rescue Association £500  
Green Community Travel £480  
Westerleigh Neighbourhood Watch newsletter £100  
There are no further applications to consider at the moment.
2826. Committee to receive Clerk report regarding ongoing matters and agree approvals where relevant including:  
The Clerk had forwarded details of the National Pay Award applicable from April 1<sup>st</sup> 2020; The Clerks Staff Appraisal meeting is planned for September 22<sup>nd</sup> as a face-to-face meeting with the 3 members of the Staff group.  
The Clerk reported that the Dick King Smith memorial bench has been commissioned and will be created by Andy O'Neill of Wildwood Carving. WPC previously approved a £1000 contribution to this. It is being overseen by FC PC.  
Remembrance Sunday – two wreaths have been obtained from the British Legion. It was agreed that Cllr McCullough will attend the service at the Coalpit Heath War Memorial (St Saviours) and Cllr Goddard will attend the service at Westerleigh War Memorial.  
The Clerk asked the Westerleigh Councillors to remind the warden at St James to apply for the road closure notice asap.
2827. Council to consider RESOLUTION to continue with Delegated Powers to the Clerk  
This was proposed by Cllr Taylor and seconded by Cllr Lean and approved unanimously.
2828. Council to consider RESOLUTION to continue dealing with Planning Applications by email with the Clerk  
This was proposed by Cllr Lean and seconded by Cllr Taylor and approved unanimously.  
Applications & comments are listed on: <http://www.westerleighparishcouncil.org.uk/parishioners-planning/>  
and the list since the last meeting is attached to these Minutes as an appendix.
2829. Correspondence/Communication with Westerleigh Parish Council  
From SGC  
(i) 2020 Planning documentation drafts for Consultation before 20 October 2020  
This includes SPD's (Supplementary Planning Documents) for: 2020 Call For Sites ; 2020 Statement of Community Involvement; Householder Extensions Supplementary Planning Guidance ; Community Infrastructure Levy (CIL) and Section 106 Planning Obligations; Barn Conversions Supplementary Planning Guidance;  
  
(ii) Station Road cycle scheme – see below  
  
(iii) Bus Service changes across WECA from Sept 6<sup>th</sup> 2020  
(iv) E Scooter Trial - Temporary Traffic Regulation Order  
(v) Community Engagement Forum meetings – Terms of Reference for virtual meetings  
  
Other  
From ALCA – AGM October 10<sup>th</sup> 10.30-12.00 Zoom

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**Cllr McCullough as Chair agreed to be available to 'attend' this meeting**

2830. Council to consider responses to Consultations

**2830.1 SGC 2020 Planning**

- (i) [2020 Call For Sites](#)  
No comments to be made
- (ii) [2020 Statement of Community Involvement](#)  
WPC are pleased to see the recognition of 'digital exclusion'
- (iii) [Householder Extensions Supplementary Planning Guidance](#)  
Cllrs appreciated the clarity of the document especially diagrams and photos and were generally positive about the SPD.
- (iv) [Community Infrastructure Levy \(CIL\) and Section 106 Planning Obligations;](#)  
No comments
- (v) [Barn Conversions Supplementary Planning Guidance;](#)  
WPC comments are very positive – the document is useful and easily understood. It is felt long overdue as current procedures lead to many 'grey' areas.

**23.2 YATE - Station Road / Badminton Road Cycle Lanes**

[Experimental Traffic Order - STATUTORY NOTICE consultation Open to 24 Feb 2021](#)

This is an initial response from Westerleigh Parish Council. A further response will be made before the end of the Consultation period.

Westerleigh Parish Council are disappointed that more notice wasn't given to the many traders on Station Road of this ETO. The double yellow lines have impacted greatly already on the passing trade opportunities for these traders. Ironically one of these is a Cycle Shop who anecdotally reports a drop in trade of 20-30%!

2831. Council to consider way forward with Emergency Plan

At the two meetings held in June the need for some kind of Emergency Plan for this Parish to fit in with the SGC Emergency plans (possibly in two parts for the two wards) was discussed. In order to progress this the PC accepted Cllr Taylors offer to start a 'road-map' for consideration of a way forward.

2832. Items considered urgent or exempt by the Chairman

None

2833. Dates of future Parish Council meetings/Committee meetings

October 5<sup>th</sup> 2020 Finance & General Purposes Committee meeting (time and venue/online tbc)  
October 12<sup>th</sup> 2020 Full Parish Council meeting  
November 9<sup>th</sup> 2020 Full Parish Council meeting  
December 14<sup>th</sup> 2020 Full Parish Council meeting

**The meeting closed at 8.15pm**

## **APPENDIX – Planning comments made by WPC since last meeting**

### **P20/16185/F Removal of existing oil tank and installation of a new below-ground gas tank. The Old Stores Westerleigh Road Westerleigh South Gloucestershire BS37 8QP**

*Westerleigh Parish Council have no objections and indeed SUPPORT this application as it will enhance the surround of a listed building.*

### **P20/16428/F Demolition of Existing Double Garage and erection of 1no new Dwelling with Parking and Associated works. Extension of existing dropped kerb to improve visibility onto highway. 211 Badminton Road Coalpit Heath South Gloucestershire BS36 2QQ**

*Westerleigh Parish Council object on the grounds that this application contravenes PSP38 as it would significantly prejudice the provision of adequate private amenity space for 211 Badminton Road and does not respect the existing street scene. Westerleigh Parish Council object on the grounds that this application contravenes PSP38 as it would significantly prejudice the provision of adequate private amenity space for 211 Badminton Road and does not respect the existing street scene.*

*The problem is the amount of private amenity space that will be left for the residents of 211 Badminton Road. The owners of 211 Badminton Road have an extant extension which means that they would be left with a pitiful amount of private amenity space. The plans don't show the precise dimensions of their remaining garden but, if the new property will have 57 m<sup>2</sup>, they will be left with barely half of that amount of space. If, for the sake of argument, we say that 211 will have approximately 30 m<sup>2</sup> of garden space that is well short of the standards that South Gloucestershire Council expect.*

*This comes under Policy PSP38 (Development within Existing Residential Curtilages, including Extensions and New Dwellings). PSP38 states:*

*"In the urban areas and rural settlements with defined settlement boundaries, development within existing residential curtilages, including extensions and new dwellings, and residential extensions elsewhere, will be acceptable where they: 1. respect the building line, form, scale, proportions, window and door shape and reveals, alignment of openings, architectural style/detailing and external materials and boundary treatments, and hard and soft landscaping of the street and surrounding area; 2. would not prejudice the amenities of neighbours; 3. would not prejudice highway safety or the provision of an acceptable level of parking provision for existing and any new buildings, where appropriate; 4. would not prejudice the provision of adequate private amenity space, or lead to the loss of trees and vegetation that provide valuable relief in highly built up localities or garden(s) that form part of a settlement pattern that contributes significantly to local character. In assessing the acceptability of proposal(s), the Council will have regard to the efficient and sustainable use of land"*

### **P20/16173/F Erection of a two storey front and first floor extension to existing garage to form additional living accommodation. 43 Vicarage Road Coalpit Heath South Gloucestershire BS36 2RT**

*Westerleigh Parish Council has no objection to this application.*

### **P20/16166/R3F Change of use of land and formation of Park and Ride facility with new access, landscaping and associated works. Land To The West Of South Gloucestershire Council Offices Badminton Road Yate South Gloucestershire BS37 5AF**

*Westerleigh Parish Council support the plans for this Park & Ride facility.*

### **P20/14987/F Conversion and refurbishment of 4no. buildings to form 7no. dwellings with landscaping and associated works. Change of use of surrounding land (sui generis) to agricultural use, as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) Box Hedge Farm Boxhedge Farm Lane Coalpit Heath BS36 2UW**

*Westerleigh Parish Council have no objections to the overall application however there are concerns about the lack of privacy and private amenity space for each dwelling which they hope the planning officers will look at. There is also a concern on the increased vehicle movements and access issues which it is hoped will also be looked at by SGC.*

### **P20/15216/F Demolition of existing dwelling. Erection of 4no semi detached and 1no detached house with access, parking and associated works | Jorrock's House Westerleigh Road Westerleigh BS37 8QH**

Westerleigh Parish Council OBJECT to this application.

The points made on the previous two applications for this site are reiterated PLUS further notes follow.

**OBJECTION:**

Westerleigh Parish Council reiterates the comments made when a previous, almost identical, application was made for this development PK16/6478/O:

Over-development for the size of site which is an elevated, sloping and dominant position in the village centre. The area is heavily congested and this proposal is detrimental to the surroundings.

In addition the practicalities of multiple vehicular movements on the proposed site for three dwellings could cause neighbour tension issues for the residents buying the new properties, again exacerbated and space being limited by the gradient of the plot.

P20/15216/F – this is an even greater OVER-DEVELOPMENT of this village plot, with even more out of character buildings. Of great concern to the Parish Council is the increase in vehicle movements by more properties being built and access to the already dangerous section of highway which has limited visibility at the junction with this busy road.

**P20/15077/F Erection of two storey side extension to form additional living accommodation Woodlands Farm 103 Badminton Road Coalpit Heath South Gloucestershire BS36 2TA**

Westerleigh Parish Council has no objection to this application

**P20/14956/TRE Works to fell 1no. Chamaecyparis lawsoniana (T1), 1no Salix alba (T3) and 3no Crataegus monogyna (G3) and works to 1no Cedrus atlantica to deadwood and end weight reduce largest lateral branches by 2m. All trees covered by SGTPO 05/04 dated 3/8/2004. Ivory House 2 Park Lane Winterbourne South Gloucestershire BS36 1AS**

No objections

**P20/14524/TRE Works to fell 1no. Ilex Aquifolium tree which is covered by SGTPO 05/04 and dated 03/08/2004. Ivory House 2 Park Lane Winterbourne South Gloucestershire BS36 1AS**

No objections

**P20/14510/F Erection of two storey outbuilding to form garage and storage area. | Rose Cottage Shorthill Road Westerleigh South Gloucestershire BS37 8QN**

Westerleigh Parish Council has no objection to this application

**P20/13455/F Erection of single storey rear extension to form additional living accommodation. 16 Mill Crescent Westerleigh South Gloucestershire BS37 8QS**

Westerleigh Parish Council have no objections to this application

**P20/13311/F Creation of vehicular access, erection of fencing and installation of gates (resubmission of P19/15699/F) (retrospective). The Oaks Down Road Winterbourne Down BS36 1AU**

Westerleigh PC made no comment on this.

**P20/12401/F Conversion of existing garage and first floor side extension to form additional living accommodation 32 Vicarage Road Coalpit Heath BS36 2RU**

Westerleigh Parish Council have no objection to this application however they ask that SGC check that the provision of parking of vehicles on the front of the property is safe from an access point of view.

**P20/11910/F Demolition of existing log store. Conversion of existing garage building to form 1 no. dwelling with associated works. The Cottage The Hollows Coalpit Heath South Gloucestershire BS36 2US**  
**Please note amendment: We would however like to amend the description of the development to omit the reference to Holiday-let, so that in stead it reads: "Demolition of existing log store. Conversion and extension of existing garage building to form a one bedroom dwelling"**

There is no objection in principle to this application to convert a garage to a dwelling however the Parish Council would like SGC to consider the following two points:

1. *There is a concern over the access arrangements in a shared lane and the Parish Council supports the view of the resident who has commented on this. Access arrangements should be investigated by the Planning Officer.*
  2. *There is a concern that using Permitted Development Rights the property The Cottage making this application could, in the future, apply for another garage, which in due course could lead to an application to convert that new garage to a dwelling also. Can permitted development rights be constrained on The Cottage?*
- 

DRAFT