

The Parish Council of Leckhampton with Warden Hill  
Cheltenham, Gloucestershire

Clerk: Ms Arlene Deane, The Gate House, Cedar Court, Humphris Place, Cheltenham, GL53 7FB  
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To all members of the Council: Your presence is requested at the Meeting of the Council on **Thursday 4<sup>th</sup> April at 7.15 pm**, at The United Reform Church. The Agenda is as follows:

1. **Declarations of Interest.**
2. **Apologies for absence.**
3. **Presentation on the progress of the Leckhampton Rovers Football Club** pitch improvement programme by Mark Beeney Andy Pitchford and Enzo Scognamiglio (15mins)
4. **Approval of the minutes of the last meeting held on 7<sup>th</sup> March 2019** (5 mins)
5. **Actions and matters arising (other than those that are separate agenda items)** (10 mins)

The Meeting will open to the public for questions and comments

6. **Yellow lines/TRO and Traffic monitoring update** – Cllrs Emma Nelson and Cooke (10mins)
7. **Cheltenham Plan Examination update**- Cllr Mears (10mins)
8. **Neighbourhood planning update** - Cllr Bickerton (10 minutes)
9. **Leckhampton Primary School and the proposed new secondary school** – Cllr Mears (5 mins)
10. **S137 grant applications** – Warden Hill Scouts and Leckhampton Scouts
11. **Air Pollution update** – Cllr Frings (5mins)
12. **Parish Council LOGO update** – Cllrs Horwood and Frings (10mins)
13. **Warden Hill vacancy** – Clerk (5mins)
14. **Reports from Borough and County Councillors and C5 issues.** (15 mins)
15. **Any other matters including report from the Clerk.** (10 mins)
16. **Reports from Members.** (10 mins)
17. **Local planning matters.** (10 mins)
  - 74 Salisbury Avenue - Removal of existing garage and erection of single storey side/rear extension. **No objection, with comments**
  - 6 Hillier Drive -Single storey rear extension. **No objection**
  - 8 Trowscoed Avenue - 2 storey extension to existing dwelling (revised scheme to application no. **No objection**
  - 58 Farmfield Road -Demolition of shed and erection of a single storey side extension. **No objection**
  - 18 Hillier Drive - First and second floor side extension above existing single storey structure plus garage conversion. **Objected**
  - The Old Lodge Church Road - Single storey side extension and a two storey rear extension to an existing stone lodge house with existing bradstone alterations, and replacement double garage. **The PC objected to this application**
  - 1 Halland Road - Proposed single storey side/rear extension, attached garage with office above and new enlarged rear dormer. **No objection**
  - 27 Naunton Lane - Single storey rear extension. **No objection**
  - Land Off Kidnappers Lane - Residential development of up to 25 dwellings, associated infrastructure, open space and landscaping, with creation of new vehicular access from Kidnappers Lane, Demolition of existing buildings. **The PC objected to this application**
  - 104 Salisbury Avenue - Single storey rear extension (revised scheme following approval for single storey extension)
  - 99 Leckhampton Road - Replacement of Velux window on front elevation with dormer window to increase headroom in existing master bedroom. **No objection**
  - 11 Halland Road - First floor front extension to provide additional bedroom. **No objection**
  - 1 Mornington Drive - Demolition of existing garage and erection of replacement garage. **No objection**
  - Little Vatch Farm Lane Leckhampton - Erection of two self-build dwellings and associated works
  - 8 Giffard Way Leckhampton - Demolish rear extension and garage. Two storey rear extension. Replace entrance porch
  - 132 Farmfield Road - Proposed rear single storey extension
  - 21 Mornington Drive - Renovation of existing property including two storey extension and access alterations. **No objection**
  - 9 Hillands Drive - Revised proposals for single/two storey side extension
  - 9 Campion Park Up Hatherley - Erection of fence on boundary and removal of wall (part retrospective)
  - 3 Canterbury Walk - Replacement of existing garage and creation of ancillary accommodation
  - 12 Hillier Drive Up Hatherley - Single storey rear extension and loft conversion with rear dormer windows

18. **Approval of accounts for payment as shown below:**

100574	Gradko Diffusion tubes March	£ 50.28
100575	Sue Ryder S135 grant	£ 1,000.00
100576	FOLK S135 grant	£ 250.00
100577	Cotswold voluntary Wardens S135 grant	£ 150.00
100578	Westcotec (speed equipment)	£ 6,138.00
100579	CLD print (Bloom in WH newsletter)	£ 33.00

**Brizen**

100068	O'Connor Horticultural	£ 250.00
100069	Brizen changing room rates	£ 277.74

19. **Date and time of the next meetings:**

Thursday 18th April 2019 Annual Parish Meeting at Leckhampton Village Hall – 7:35pm  
Thursday 9<sup>th</sup> May 2019 Annual General Meeting at United Reform church – 7:15pm

A Deane - Clerk to the Council

# The Parish Council of Leckhampton with Warden Hill

*Cheltenham, Gloucestershire*

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Minutes of the Meeting of the Parish Council on Thursday 7<sup>th</sup> March 2019 at 7.15 pm, Leckhampton Village Hall, Church Road, Leckhampton

**Parish Council** members present: Councillors Dr Adrian Mears (Chairman), Vivienne Matthews, Margaret White, Stephen Cooke, (\*) Martin Horwood (\*) Ian White, Iain Dobie (\*) (\*\*), James Parker, Emma Nelson, Chris Nelson and Peter Frings  
Ms Arlene Deane (Clerk).

(\* Indicates also a Borough Councillors; \*\* also a County Councillor).

**Members of the Public:** 2 members of the public were present.

**1. Declarations of Interest.**

Nothing declared other than those recorded in the Declaration of Interest book

**2. Apologies for absence.**

Councillors Penny Henty, Tony Oliver (\*), Anne Regan, Rosemary Bailie and Elizabeth Barker.

**3. Approval of the minutes of the last meeting held on 7<sup>th</sup> February 2019**

Minutes approved, however not everyone had read them so the Clerk asked for any changes to be advised to her by 13<sup>th</sup> March.

**4. Actions and matters arising (other than those that are separate agenda items)**

See action list.

Air pollution monitoring is on going; Cllr Frings circulated the latest report. The diffusion tube monitoring process is working smoothly and is producing good data. The spot monitoring is not going as smoothly as the equipment is not yet working fully and is likely to be redundant, although more calibrations are needed before the decision is taken. The supplier is not responding to requests. Cllr Mears advised that CBC find it difficult to measure PMT5.

The Meeting will open to the public for questions and comments

**5. Brizen - flooring refurbishment**

Cllr Nelson advised that the flooring, which was installed 10 years ago, is in desperate need of repair. Quotes have been received from:

- St James Carpets - £1,995 + VAT
- Dixon's Flooring (to follow) - £2,278.50 + VAT
- ATC Flooring Tivoli (to follow) - £2,500 + VAT

Cllr Nelson asked for approval of the quote from St James Carpets so that the work could be organised for early April.

Cllr Mears raised the issue of which account this would be funded from. He explained that youth work funding is partly raised from the Brizen lettings account; therefore using that account would reduce the amount of funds available for youth work. The Parish Council does make \$137 from the precept available and it has a long-term maintenance fund. Cllr Horwood asked if some of the money reserved in the budget for Brizen contingency could be used. Cllr Mears advised that the reserve is set aside in case the Parish council has to fund the Brizen Youth work for a year and for any repairs to the Brizen car park. Cllr Emma Nelson said the Brizen charity itself has two years of contingency in place to support youth work. Cllr Horwood therefore proposed that the money should come from the precept and in particular be assigned to the Brizen contingency budget. A vote was taken and it was carried unanimously along with agreement to increase the annual amount we put into the Brizen contingency budget, from £750 to £1,000. An action was taken by the clerk to order the repair as per St James Carpets quote.

## **6. Yellow lines/TRO and traffic monitoring**

All discussed at Highways meeting of 8<sup>th</sup> February.

- **TRO**

Cllr Emma Nelson advised that the cost of the TRO and the building of the yellow lines will cost in approx. £15K. Alexis Newport (GCC) advised, in writing, that GCC would fund 50% of the TRO cost, if we want to go ahead with the roads identified. This would necessitate more detailed consultation with residents. Cllr Cooke said that he had received a mixed response to his own requests to residents. Cllr Mears advised that if the TRO went ahead the PC's share of costs would come out of the environment budget. Cllr Cooke suggested that in principle this TRO should be pursued but more work is needed before a final decision is made. The process can take two years. Cllr Horwood suggested that other funding sources should be explored.

Cllr Chris Nelson suggested that before a decision is made regarding the TRO the PC need to review which other environmental projects we may need to implement over the next couple of years and prioritise them. Cllr Dobie gave his support to Cllr Nelson's suggestion. Cllr Matthews asked about Leckhampton projects such as the Village Hall and the Scout Hut. The clerk reminded members that they need to send their project suggestions to herself and Cllr Mears.

- **Traffic monitoring**

Cllr Cooke reminded those collecting lamppost data that the exact site of the post, its number and directional location is needed, with pictures if possible.

Cllr Dobie advised that in conversation he had heard that the lamppost attachments for the speed monitoring equipment are not included with the monitoring equipment and that because of the weight of the equipment, when the batteries are in situ, many lampposts will not be suitable. Cllr Emma Nelson advised that the kit the Parish council has bought has the brackets and that all lampposts to be used will need to have approval by GCC highways division.

## **7. Planning application for residential development of up to 25 dwellings off Kidnappers Lane.**

Hitchins have put in a new application to build on the orchard and nursery (ON) site on inside of kidnappers' lane. It was excluded from the Local Green Space (LGS) as it is reasonably well screened. Development could go on that land but would have to be sympathetic to the area, of a rural character as it is seen from Leckhampton Hill and be better screened. It also needs on the east side so it doesn't interrupt the view from Robins Wood field. The Parish Council has had discussions with Hitchins in the past about their concepts, which was an estate, which the Parish objected to. CBC rejected the original Hitchins application, for 45 houses due to the impact on the landscape and primarily Leckhampton Fields. At appeal the inspector found against it on the same grounds. Cllr Mears was asked by the inspector, a few weeks ago, the same question regarding the exclusion of the ON from the LGS and what constraints the PC has in terms of type of development. This new proposal is contrary to the Cheltenham plan and the impact on the landscape. Cllr Mears proposed that the PC should object to the application but with the proviso that something rural and sympathetic to the landscape could be developed on the site. A view shared by residents when the original Neighbourhood Plan (NP) went out for initial comments some years ago. Cllr Margaret White had concerns about not having an overall view of the three developers' plans for the areas. Cllr Horwood agreed and also asked about adding the PC's policy on the type of development it would not object to, being added to the emerging NP. Cllr Mears agreed that it should be written in and that the PC should continue to consult with Hitchins. Cllr Frings suggested that as the PC's emerging NP is not ready yet that the PC's objection to the application should concentrate on the inspectors' report and findings from last year. Cllr Ian White asked about the narrowness of the roads in that area to sustain additional housing. Cllr Mears advised that the roads are kept narrow because they are rural and that CBC did not object to Hitchins original application on the grounds of traffic. The new application of 25 houses would have a small impact on traffic. Cllr Frings proposed that Cllr Mears draft the objection and send it to several Cllrs for review, Cllr Mears agreed. Cllr Chris Nelson agreed that Cllr Mears draft the objection but also stressed the need for an NP meeting to discuss this and a master plan for the whole area. He stressed the importance of finishing the NP as soon as possible. Cllr Mears advised that Hitchins have emailed him to apologise for not consulting the PC before submitting this application and they would like to keep the dialogue open, if the application gets rejected. Cllr Frings suggested that the NP should include encouragement of development of more cycling and walking routes.

## 8. Footpath and dog fouling

Cllr Mears advised that he has received complaints about the amounts of dog fouling on the lower slopes of Leckhampton Hill, Old Bath Road side. Cllr Mears viewed the area and did in fact find several instances. Residents advised that they had complained to CBC who asked them to take pictures so the offenders could be prosecuted. Signs are in place and do indicate the £1,000 fine. Cllr Mears suggested putting up temporary notices to emphasise the importance of picking up after dogs or sending letters to residents. It was agreed a dog bin is needed at the end of xxx. The Clerk took an action to request one from UBICO. Cllr Cooke also said he had complaints about fouling in Borrows Field and overflowing dog waste bins. Cllr Cooke asked about 'dogs on lead' sign in The Borrows. Cllr Horwood clarified that dogs should be on a lead on footpaths but not on open spaces.

## 9. Cheltenham plan examination

Cllr Mears referred to the brief that he had previously circulated. Cllrs Mears and Horwood have attended various sessions as part of the Cheltenham Plan examination.

- School session

The school was included in the plan providing it does not have a negative impact to traffic, based on Paramics modelling. The inspector indicated that the criteria for Paramics modelling had not been met so the school could be taken out of the plan. Cllrs Mears feels it more likely that the school will be left in because of the need for a secondary school but is likely to be subject to further local traffic modelling. GCC have a local Paramics model and Miller homes have a slightly larger one, which includes Warden Hill and Hatherley roads, as they are the alternative route into/out of Cheltenham when the A46 gets overly congested. There was further discussion about traffic figures based on pupil numbers and catchment areas. An action for GCC was to send the PC their modelling data and mitigation strategy. Cllr Mears took an action to write back to the inspector if the information is not forthcoming.

- Local green space session (LGS)

Cllr Horwood talked to this, including size of the LGS and rationale. It was apparent that the PC had not put land in for the sake of it and had been considered in its approach. In terms of the boundary along the Northern fields, boarding the footpath, Miller Homes wanted to bring the boundary as far down as they could but that was rejected and the PC's boundary accepted so that housing would not be right to the edge of the footpath in order to keep the footpath rural.

Flooding was also discussed and Cllr Mears was asked to put in a draft policy to cover developments on a scarp so as the mistake made by Boo Homes is not repeated. This will either go into the Cheltenham plan or into supplementary planning guidance.

The timescale for the inspector to come back to CBC officers is by mid April.

## 10. Neighbourhood planning update

Cllr Bickerton had not arrived when this item was up for discussion. A member of the public asked about progress of the NP. Cllr Mears replied that NP forum are waiting for the next version from Cllr Bickerton. Cllr Margaret White advised that the updated version is nearly ready and quotes for review of the plan have been received. Cllr Mears indicated that there is still a fair amount of work to be done to get it to review stage. Cllr Margaret White explained that we also need a list of statutory consultees from CBC and asked the PC's Borough Councillors to help get that information. Cllr Horwood took an action to do this. Cllr Horwood proposed that Cllr Mears and others from NP group meet with Cllr Bickerton to progress this work.

A member of the public asked if 'rural and sympathetic to landscape' design principles apply to school builds as well as housing development. Cllr Mears advised no.

#### **11. Leckhampton Primary School and the proposed new secondary school**

No further update currently.

Cllrs Dobie and Cooke suggested the need to encourage cycling to from school. Cllr Mears advised that figures indicate only 2% of children are allowed to cycle to school by their parents.

Cllr Dobie advised members about his proposal to GCC for a rear entrance to the Primary school near the allotments. The reply he received stated that this option was not favoured by GCC, despite a school survey from which 89 parents replied that they wanted this. The Head however is not in favour as she has concerns about safeguarding. Cllr Dobie asked if the PC was willing to support his request. There are so many reasons for introducing this option, including the use of Burrows field by pupils for sports activities. Cllrs Horwood and Mears agreed that the PC should support the motion and a letter should be written and signed by the Borough Councillors from the PC as well as Cllr Mears. Cllr Horwood took an action to talk to the Head of the Primary school.

#### **12. S137 grant application**

Sue Ryder, FOLK and Cotswold Voluntary Wardens have all applied for a grant.

Each was discussed and the following agreed.

Sue Ryder £1,000

FOLK £ 250

Cotswold Voluntary Wardens £ 150

Cheques will be signed at The April meeting.

The Clerk has also asked Warden Hill and Leckhampton Scouts if they would like to apply for a grant.

#### **13. Parish Council LOGO**

Clerk said that several members had requested that the PC have a logo. This could be used on letterheads, ID cards, high Vis jackets, the website etc.

Cllrs Horwood and Frings volunteered to produce some options and asked that members send them three sentences each on what they feel LWWH Parish stands for and how the logo should be representative of the Parish. Cllrs Horwood and Frings said they would submit options at the April meeting.

The Clerk reminded those members having the jackets that they need to send size and colour requirements to her and everyone needs to send head shot pictures for the ID cards.

#### **14. Move to electronic banking**

Cllr Mears has developed a new accounting spreadsheet that is easily understood by all members. This will facilitate the transition to Internet banking. A proposal will be put to the Finance Committee when they next meet

#### **15. Reports from Borough and County Councillors and C5 issues.**

- **Cllr Dobie** – highways local has £25,000 to spend on roads and footpaths. Moored Grove is on the list to be repaired. Salisbury Ave and Highwood Ave has recently been repaired. Cllr Dobie asked members to send their recommendations to him.
- **Cllr Cooke** – the tree outside the Co-op, which was due to be cut down, has now been deemed ok to stay and the pavement around it repaired instead. Cllr Matthews reminded members that the tree was thought to be diseased

**16. Any other matters including report from the Clerk.**

- The Mayor, Cllr Mears and Cllr Dobie officially opened Salisbury Ave play area, which was very well attended. The site is more heavily used since the refurbishment. Photos sent to the Echo and to GCC.
- Cllr Lynch's funeral has been arranged for March 13<sup>th</sup> at 12:30pm at St Christopher's Church Warden Hill.
- South Cerney clerk called to enquire about seeing a copy of the risk profile done for the BMX cycle track at Borrow's field. LWWHPC clerk advised him that CBC implemented the project so would be able to help
- PKF Littlejohn are holding 19/20 AGAR training on March 19<sup>th</sup>
- LRFC want to present to members the Burrows Football field improvements proposal. This will be undertaken at April 4<sup>th</sup> meeting. Mark Beaney and two colleagues will attend.
- Pictures of blue marks on pavements in Warden Hill have been sent to the police for identification as some residents had concerns about them being indicators used by burglars. Severn Trent has indicated they are not their marks. The police have come back and advised they are not burglary marks.
- A donation of £50 is being given to St Christopher's Church as a thank you for Rev Grady conducting Cllr Lynch's memorial service for free.
- Brizen centre now have regular Thursday evening events so have asked if we can move venues on three occasions. Cllr Emma Nelson has organised the bookings with the United Reform Church. The Clerk has updated the website.
- The Brizen treasurer has now forwarded the latest Brizen accounts
- The planters in Warden Hill, which have now transferred to us as part of the close down of Bloom in Warden Hill need to be added to the PC's insurance.
- A damaged drain in Brizen Lane

**17. Reports from Members.**

**Cllr Emma Nelson** asked if the council could approve spending £33 on a newsletter explain the Bloom in Warden Hill changes. This was approved. There is also a fun day run by the church who would like permission to hold it at the MUGA. It will be on the same day as the table final 8<sup>th</sup> June. This was agreed to with the proviso that the organisers take out their own insurance.

**Cllr Matthews** asked for confirmation that the next Highways meeting is 26<sup>th</sup> April. The Clerk confirmed the date.

**Cllr Parker.** CBC and GCC have separate activities/meetings regarding cycling. GCC have issued a cycling infrastructure draft plan, which is out for consultation. CBC have a meeting prior to the PC's April meeting which Cllr Parker will attend.

**Cllr Ian White** advised members of a street party to be held in Warden Hill. Cllr White asked if the PC would give a modest donation. Cllr Mears agreed that anything under £100 would be allowable. This was approved and Cllr White will notify the clerk of the amount and who to make the cheque payable to.

**18. Local planning matters. (10 mins)**

- 34 Charlton Lane - Infill side extension, skylights to existing extension roof, installation of window to side elevation, change to existing rear French doors and installation of rear gable window. **No objection**
- 1 Rectory Court Kidnappers Lane - Single storey extension **No objection**
- 5 Charnwood Road - Demolition of existing single storey side extension and replacement larger single storey side extension **No objection**
- 13 Leckhampton Road Cheltenham - single storey rear extensions to garden room and utility **No objection**
- 74 Salisbury Avenue - Removal of existing garage and erection of single storey side/rear extension.
- 39 Charlton Lane - Single storey rear/side extension **No objection**
- Unit B1 Liddington Industrial Estate Old Station Drive - Erection of 3 no. Flagpoles. **No objection**
- 6 Hillier Drive -Single storey rear extension
- 8 Trowscoed Avenue - 2 storey extension to existing dwelling (revised scheme to application no. 17/01583/FUL)
- 58 Farmfield Road -Demolition of shed and erection of a single storey side extension
- 18 Hillier Drive - First and second floor side extension above existing single storey structure plus garage conversion.
- The Old Lodge Church Road - Single storey side extension and a two-storey rear extension to an existing stone lodge house with existing bradstone alterations, and replacement double garage.
- 1 Halland Road - Proposed single storey side/rear extension, attached garage with office above and new enlarged rear dormer
- 27 Naunton Lane - Single storey rear extension

**19. Approval of accounts for payment as shown below:**

100567	Gradko Diffusion tubes Jan	£	50.28
100568	Clerks salary March	£	719.05
100569	HMRC Jan- March	£	1,539.20
100570	Proludic	£	63,599.99
100671	Donation to St Christopher's Church	£	50.00
100672	Reimbursement to Cllr Regan for costs incurred Cllr Lynch's memorial	£	60.00
100673	Reimbursement to Cllr Mears for printing for Council submissions x4	£	11.80

**20. Date and time of the next meeting**, arranged for Thursday 4<sup>th</sup> April 2019 at the United Reform Church at 7:15pm

The meeting closed at 22.12pm

**NOTE**

Cllr Bickerton arrived as the meeting was about to close. As per agenda item 10, Cllrs Mears, Horwood and Chris Nelson, took time to discuss the NP. Cllr Bickerton emailed the clerk with the results of that meeting and asked that the following be included in these minutes.

Cllr Bickerton that he is talking to NPIERS, an independent group of examiners who have been very helpful in moving our plan forward and preparation for public consultation. Andrew Matheson read the draft NP and quickly made recommendations, a two stage process was agreed. Firstly for Cllr Bickerton to complete a document restructure and the NPIERS recommended edits to meet the basic NP conditions and then work on the policies and final proof read which would incur costs. The first stage has been completed, the draft NP has been restructured to bring the policy sections forward, to section 4 and 5, one section moved to an annex, and many edits to meet broad NP requirements following NPIERS quick read through. The changes are redlined so that the NP forum members can see and agree the changes. The second stage, which will incur costs, but keep to the original agreed budget of £1200, Cllr Bickerton will circulate the redlined plan to NP Group members. A policy to cover the old Berries Nursery, area ON on the LGS map, will now be added and will be similar to what we have done on our Northern Field Policy.