

# The Parish Council of Leckhampton with Warden Hill

*Cheltenham, Gloucestershire*

---

Clerk: Ms Arlene Deane, The Gate House, Cedar Court, Humphris Place, Cheltenham, GL53 7FB  
Tel. 01242 465762 Email: [clerk@lwwhpc.org.uk](mailto:clerk@lwwhpc.org.uk)

To all members of the Council: Your presence is requested at the Meeting of the Council on **Thursday 7<sup>th</sup> February at 7.15 pm**, at Brizen Young Peoples Centre. The Agenda is as follows:

1. **Declarations of Interest.**
2. **Apologies for absence.**
3. **Approval of the minutes of the last meeting held on 10<sup>th</sup> January 2019** (5 mins)
4. **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

5. **Cheltenham Plan Examination** - Cllr Mears (10mins)
6. **Neighbourhood planning update** - Cllr Bickerton (10 minutes)
7. **Leckhampton Primary School and the proposed new secondary school** – Cllr Mears (5 mins)
8. **Air Pollution update** – Cllr Frings (5mins)
9. **Reports from Borough and County Councillors and C5 issues.** (15 mins)
10. **Any other matters including report from the Clerk.** (10 mins)
11. **Reports from Members.** (10 mins).
12. **Local planning matters.** (10 mins)
  - 176 Leckhampton Road - Proposed boundary brick wall, fence and electric gate to front of property following removal of existing hedge. **No objection with comments.**
  - St Kenelm House Shurdington Road - Proposed single-storey side extension. **No objection.**
  - 17 Hawkswood Road - Single storey flat roof rear extension. **No objection.**
  - 247 Old Bath Road - Single storey rear extension to provide garden. **No objection with comments.**
  - Moorend Villa 7 Moorend Road - Eucalyptus - reduce by one third. Leylandii X2 – fell. **No objection.**
  - 11 Undercliff Avenue - Demolition of bungalow and construction of new house with new access way. **Referred to Planning Committee.**
  - Imber 7 Undercliff Avenue - Erection of 2 no. additional dwellings. **The Council has objected to this application**
  - 29 Highwood Avenue - First floor side/rear extension over part of existing ground floor extension. **No objection**
  - 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
  - 356 Old Bath Road - Single storey side/rear extension. **No objection**
  - 12 Hillier Drive Up Hatherley Cheltenham - Single storey rear extension and loft conversion with rear dormer window. **The Parish Council objects to this application**
  - 20 Moorend Road - Single storey rear extension, minor internal/external alterations. Conversion of integral garage to habitable accommodation. **No objection with comments.**
  - 1 Halland Road - Western Red Cedar to be felled. **No objection after consultation with the Tree Officer**
  - 1 Rectory Court Kidnappers Lane - Single storey extension
  - 5 Charnwood Road - Demolition of existing single storey side extension and replacement larger single storey side extension
  - 13 Leckhampton Road Cheltenham - single storey rear extensions to garden room and utility

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

100565	Gradko Diffusion tubes Jan	£	50.28
100566	Clerks salary February	£	719.05

**Brizen**

Transfer from BYCP contingency account (62231247) to LWWHPC Main A/C 62231239 £5,497.90  
THIS ACCOUNT WILL NOW BE CLOSED

14. **Date and time of the next meeting**, arranged for Thursday 7<sup>th</sup> March 2019 at Leckhampton Village Hall – 7:35pm

A Deane - Clerk to the Council

# The Parish Council of Leckhampton with Warden Hill

*Cheltenham, Gloucestershire*

---

Minutes of the Meeting of the Parish Council on Thursday 10<sup>th</sup> January 2019 at 7.15 pm, at Brizen Young Peoples Centre, Warden Hill.

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

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

**Members of the Public:** 4 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 (Vice-Chairman) Ro Baillie, Anne Regan and Peter Frings.

**3. Approval of the minutes of the last meeting held on 6<sup>th</sup> December 2018**

4. Minutes approved, however not everyone had read them so the Clerk asked for any changes to be advised to her by 17<sup>th</sup> January. Cllr Margaret White asked for one small change, which has been made.

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

**Additional discussions on TRO and yellow lines not captured on the action list** - Cllr Matthews raised the question of canvassing residents affected by the identified roads. Both Cllr Matthews and Cllr Horwood advised they had done this already. Cllr Dobie explained that it is just not a matter of painting the yellow lines but also policing and maintain them. Cllrs Horwood and Cooke both reiterated that it is sensible to get all of the identified roads into one TRO. There was further discussion about enforcement and Cllr Dobie advised that if there are particularly dangerous corners, where yellow lines already exist, which are not being enforced, strong recommendations can be made to the police. It was agreed to continue to consult residents and discuss at the next Highways meeting.

The Meeting opened to the public for questions and comments

**6. Speed monitoring equipment decision**

Cllr Emma Nelson and Cooke put forward the case for buying speed monitoring equipment to monitor speed and volumes of traffic. The proposal had already been circulated for members to read. The preferred supplier is Westcotec. GCC Highways also use Westcotec and the equipment meets current regulatory standards.

Cllrs Emma Nelson and Cooke recommend acquiring speed monitoring equipment comprising a **data capture box and mini SID for £4,745 with Bluetooth and 10 mounts** which includes all functionality specified above, plus, for greater versatility of siting and use in Speedwatch, **adding a tripod bringing total price to £5,115.**

Cllr Mears asked about the quality of data capture. Cllr Emma Nelson explained that Charlton Kings PC uses the same equipment and it gives good results in terms of changing behaviour. GCC highways will need to give permission for lamppost usage. Cllr Horwood asked if the equipment that is being recommended is approved by GCC. Cllr Cooke confirmed it was. Cllr Parker asked if Charlton Kings PC used it to persuade Highways to reduce speed limits. Cllr Cooke explained that they are mainly using for educational purposes. Cllr Mears asked for proposer and seconder. Cllr Chris Nelson therefore proposed and Cllr Horwood seconded. A vote was taken and it was unanimously agreed. Cllr Mears thanked Cllrs Cooke and Nelson for the work that they had put into this topic.

#### **7. Discuss areas which need addressing for 2019 and agree the Budget and Precept for 2019/20**

Cllr Mears went through the budget document that had been previously circulated. He explained that when the Parish was expanded it would take the reserves and split them proportionately (tax payers) between the old and the new Parish. Most of the old reserves from Warden Hill has been used to fund the Salisbury Ave play area refurbishment. The reserves on the Leckhampton side could be used for, example, Neighbourhood plan and Leckhampton fields. Those reserves do not have to be used that way but are reserves in principle as money for Leckhampton. Reserves are now being built up for the new larger Parish. For Brizen Young Peoples Centre there are two reserves. One for £10,000 in case the Trustees can no longer support Youth Work. The other for maintenance of the car park if needed. This leaves around £6,500 in general reserves. Cllr Mears went on to talk about the Precept for 19/20. At the last Finance meeting the committee wanted to try and keep it flat. A decision now needs to be taken to either keep the precept flat or increase by 2%. Cllr Mears restated that for 19/20 the LTC grant has been lost fully. If the precept remains the same as last year there will be about a £1,500 reduction in real terms. If increased by 2% this will take into account the loss of the grant. Cllr Parker asked about current level of reserves. Cllr Chris Nelson explained the Parish Council has a legal responsibility, as does the CBC, to hold adequate reserves for financial and other risks. Cllr Horwood agreed and said it was sensible to have a small increase. For the last four years there has been a 0% increase. Cllr Mears therefore recommended the increase and proposed the motion, Cllr Chris Nelson agreed that are good grounds to increase the precept and seconded the motion. A vote was taken. Eleven in favour, one abstention and one against.

Cllr Mears suggested that Cllrs should talk to residents to think about any new projects, which could be put forward for consideration in the 19/20 financial year, especially in the new area of the Parish.

#### **8. Cheltenham Plan Examination**

Cllr Mears stated that LWWHPC has requested to be included in a number of the sessions and needs to put in a written input to the inspectors questions by 23<sup>rd</sup> January, especially in relation to green spaces. It needs to be emphasised that a lot of work already went into this topic as part of the JCS review. Cllr Mears will circulate his draft input to Cllrs Horwood, Cooke, Dobie, Oliver, Bickerton and Chris Nelson for comments. Cllr Horwood made the point that Parish Councils emerging Neighbourhood Plan should also be referenced. Cllr Mears suggested that Cllr Horwood attend the sessions on behalf of the Parish Council.

## 9. Neighbourhood planning update

Cllr Bickerton explained why the deadline was missed. Three planners were consulted and all came back with the message that more work was needed on the policy section and in particular summary evidence sections under each policy. This is now the standard format with links to other documents from summary evidence. This makes it easier for the examiner to look at each policy on its merits. Cllr Bickerton did make the point that Neighbourhood Planning has changed considerably over the last five years from the original concept. It is a very onerous process to build a Neighbourhood Plan and get it passed by the inspector. Cllr Horwood suggested that we look at the plans, which have gone through for other Parish Councils and follow the same format. These are much more scaled down documents than we currently have. Cllr Bickerton concurred and said there is now a new structure to our plan, with 12 pages of summary information and then straight into policies with summary evidence after each of the ten policies. Cllr Bickerton then talked about costs to put the extra evidence in and work on the policy sections 10 and 11 would cost £1200. Quotes are being sought from several consultant planners.

Cllr Horwood suggested that the right people on the Neighbourhood planning forum complete the document and then give it to a consultant to check. Cllr Bickerton said that the planners thought that the NPF should draft the summary evidence sections of the Local Green Space and the Northern Fields policies. For the other policies, which are vanilla and in every single Neighbourhood Plan in the country, it is better for the planners to write them. Cllr Bickerton therefore suggested that that advice is accepted and take a decision on which planner to contract to. He also asked for approval to spend the £1200 on the policy section and also £1200 on tightening up on maps. Cllr Horwood restated his preference for the Neighbourhood planning team to write the various sections of the plan and only then give it to consultants to review. Cllr Mears asked for timescales. Cllr Bickerton stated that the draft is needed for about 24<sup>th</sup> January and that the consultant he had been talking to had said he could do the work to the timescales required. Cllr Chris Nelson agreed that because of timescales we should go with Cllr Bickerton's suggestion. Cllr Mears therefore proposed that a budget of £3,000 be given and the Neighbourhood Planning Forum, who are also members of the Parish Council, will take the decision on whether to proceed with the work and which consultant to use. It will be a majority decision. Cllr Chris Nelson seconded the motion. A vote was taken and it was unanimously passed.

## 10. Leckhampton Primary School and the proposed new secondary school

**The Primary school** - Cllr Mears advised that once he has finished work on the Neighbourhood plan and the Cheltenham Plan examination he would write to Tim Brown regarding the intake/capacity data at other schools and birth rate figures given to him by Mr Conor O'Neill. Cllr Margaret White reiterated that the Parish Council should be putting forward traffic issues. Cllr Mears stated that he has already put forward traffic issues and data in the Parish Council's response to the consultation process. It is now down to the planning committee.

**The secondary school** – Cllr Dobie explained that it had been confirmed it would be open to new year 7s in 2020/21, assuming planning is granted. Building will start in 2020 and designs are being worked on now and will be available for public consultation later this year. The plan is still to put the school on the local green space, which CBC and the Parish Council are objecting to. Cllr Horwood restated that the new Cheltenham plan and indeed the previous one have both ruled out the building of the school on that site. This is a material consideration that GCC need to take notice of and if it is ruled out completely there might be a judicial review.

Cllr Dobie raised today's start of the public consultation for a 50% increase to Warden Hill Primary school. This will be a four week consultation and notices will be posted on GCC website and on the school gates and Hatherley library. Cllr Dobie said a resident had asked him if the notice could be posted on the Parish Councils notice board at Salisbury Ave. The clerk said this would be done and put on the Parish Council website and Twitter account. The clerk will do this as soon as the notice is sent to her. Cllr Mears confirmed with Cllr Dobie that there was no need for a letter to be sent to all Warden Hill residents about the expansion.

Cllr Margaret White asked about progress on providing Paramics testing. Cllr Mears explained that data is required for this process. Cllr Bickerton said that the surveys Cllr Mears worked on could be used as well as the GCC database. It was unanimously agreed that Cllr Margaret White could get quotes for Paramics work. It was confirmed by Cllr Bickerton that he could get the GCC data to use for the Paramics modelling.

**11. Additional Cllr to sign cheques is needed**

The clerk asked for one or two more people to become cheque signatories. Cllrs Horwood, Oliver and Margaret volunteered. The Clerk will now get HSBC signatory forms for each to sign.

**12. Reports from Borough and County Councillors and C5 issues.**

**Cllr Mears**

- Attended the C5 meeting at which there was two presentations. One on Neighbourhood Watch and the other on a dementia scheme that is being operated in The Forest of Dean. The schemes objective is to join up services that can supply assistant to those in the community with alzheimer and dementia. The same theme is being championed as part of Neighbourhood Watch to give the scheme a wider scope, as it used to have, to identify the venerable in the community and pass on details to the appropriate agencies. The GCC is trying to role both out over Gloucestershire so will work with the Forest of Dean to identify how it may work.
- Cllr Mears stated that he will stay on as Chair of C5 but will stand down as chair of this Parish Council so a new chair can be elected in May.

**Cllr Oliver**

- Waiting for the Co-op in Warden Hill to get back to him with regard to installing CCTV cameras that would view the MUGA and play area.
- Working with Highways to produce a leaflet to put on cars parked on the pavement of Oxford Way as the pavement is getting badly damaged. They are waiting for the Co-op to agree the wording.
- Table tennis coaches are happy to do coaching again this year.
- Up Hatherley Parish Council produce and excellent annual magazine, Cllr Oliver will look into how much it would cost for this Parish Council to do one.

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

- The clerk received an email from a resident to say that an overhead open reach cable had dangerously dropped down over the tree line in Kidnappers lane and needs being repaired. Cllr Dobie said he would investigate.
- Brizen Young Peoples Centre has now purchased a new fridge, cooker and hob.
- Salisbury Ave refurbishment is starting on 14<sup>th</sup> January, it was agreed to keep the MUGA open.
- Cllr Regan has agreed with the Reverend Gary Grady to hold a memorial service for Cllr Lynch on February 11<sup>th</sup> at 11am. Cllr Regan asked if the Parish Council would pay for some sandwiches and tea and coffee afterwards. It was agreed that this would be a good idea. Cllr Bickerton suggested that a memorial plaque be put in the play area for both Cllr Lynch and Cllr Davies. The clerk will organise.
- 16<sup>th</sup> January Transport connectivity meeting, Cllr Mears attending and possibly Cllr Dobie
- Cheltenham Plan examination request has been sent by the clerk to Tracey Smith.
- Cllr Parker and the Clerk are doing the 3<sup>rd</sup> quarter audit this month.
- Leckhampton Village Hall are putting hall hire up to £18 for 2 hours.
- The Clerk is looking into locality grants for Neighbourhood Planning

14. **Reports from Members.**

Cllr Matthews raise the Church Road and Leckhampton Lane pavement issue. It is covered by undergrowth.

15. **Local planning matters.**

The Rowans 66 Shurdington Road - Erection of a detached dwelling and garage in rear garden and change of use of from Class A3 restaurant with associated living accommodation to 4no. Self-contained apartments (Class C3) **No objection and partly withdrawn. Comments for the Tree officer.**

104 Salisbury Avenue Warden Hill - Single storey rear extension **No objection**

61 Collum End Rise Leckhampton - Refurbishment of all external elevations including **No objection with comments to planning committee**

12 Thompson Drive Leckhampton - Replace front elevation windows from white to grey, replace front door and garage door, and paint existing hanging tiles. **No objection with comments**

16A Canterbury Walk Warden Hill - Replacement windows to front elevation, replace window to rear elevation with French door and erection of new close board boundary fence 1.8m high. **No objection**

98 Shurdington Road - Demolition of garage and erection of two-storey side extension, single storey rear extension, alterations to front porch and rendering of all external facing walls (revision to approved scheme 18/01929/FUL). **No objection**

52 Westbury Road Leckhampton – Demolition of Garage, addition of side extension and addition of first floor. Construction of Detached Garage. **No objection**

176 Leckhampton Road Cheltenham Gloucestershire - Proposed boundary brick wall, fence and electric gate to front of property following removal of existing hedge

St Kenelm House Shurdington Road Cheltenham - Proposed single-storey side extension

17 Hawkswood Road Cheltenham Gloucestershire - Single storey flat roof rear extension

247 Old Bath Road Cheltenham Gloucestershire - Single storey rear extension to provide garden

Moorend Villa 7 Moorend Road Cheltenham - Eucalyptus - reduce by one third. Leylandii X2 - fell

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

100557	Gradko Diffusion tubes Nov	£ 50.28
	Mhp – Annual renewal	£ 516.00
	Mhp – Update to NP page	£ 18.00
	HMRC – Oct to Dec	£1,494.80
	Clerks salary January (includes holiday not taken)	£ 871.90
	LVH – Hall hire	£ 35.00
	Mrs P Taylor Aug/Sept Leckhampton memorial gardening	£ 90.00
	Mhp – hosting	£ 108.00
<b>Brizen</b>		
100067	CDMH electrical – hob fitting at Brizen	£ 60.00

17. **Date and time of the next meeting**, arranged for Thursday 7<sup>th</sup> February 2019 at Brizen Young People's Centre – 7:15pm

The meeting closed at 9:37pm

A Deane - Clerk to the Council