

# 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 10<sup>th</sup> January 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 6<sup>th</sup> December 2018** (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. **Speed monitoring equipment decision** – Cllrs Emma Nelson and Cooke (10mins)
6. **Discuss areas which need addressing for 2019 and agree the Budget and Precept for 2019/20** - Clerk and Cllr Mears (20mins)
7. **Cheltenham Plan Examination** - 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. **Additional Cllr to sign cheques is needed** – Cllr Mears (5mins)
11. **Reports from Borough and County Councillors and C5 issues.** (15 mins)
12. **Any other matters including report from the Clerk.** (10 mins)
13. **Reports from Members.** (10 mins).
14. **Local planning matters.** (10 mins)

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 Self-contained apartments (Class C3) **No objection and partly withdrawn.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

15. **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

#### Brizen

100067 CDMH electrical – hob fitting at Brizen	£ 60.00
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16. **Date and time of the next meeting**, arranged for Thursday 7<sup>th</sup> February 2019 at Brizen Young People's Centre – 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 6<sup>th</sup> December 2018 at 7.35 pm, at Leckhampton Village Hall

**Parish Council** members present: Councillors Dr Adrian Mears (Chairman), Penny Henty (Vice-Chairman), Vivienne Matthews, Elizabeth Barker, Margaret White, Peter Frings, Stephen Cooke, (\*) Ian White, Iain Dobie (\*) (\*\*), Anne Regan, James Parker, Ro Baillie Ms Arlene Deane (Clerk).

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

**Members of the Public:** Sergeant Chris Joel along with PCSOs Julie Lewis and Emily Roberts along with 1 member of the public where present.

**1. Declarations of Interest.**

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

**2. Apologies for absence.**

Cllrs Chris and Emma Nelson, Bickerton and Horwood (\*).

**3. Expressions of respect and condolence in memory of the late Councillor Peter Lynch who died on Dec 4<sup>th</sup> (addition to originally published agenda)**

Cllr Regan spoke on behalf of the Council about Peter who was a friend and colleague. She in particular had worked with him on the Brizen Committee as well as the Parish Council. He put himself out for the Young Peoples Centre many times and they couldn't have run the centre without him. He will be greatly missed by both organisations. He didn't appear to have had any family. The Clerk and Cllr Regan are waiting to hear more so that a memorial service can be organised and details can be put on the PC website and in the paper. A minute's silent was held.

**4. Police report from Sergeant Chris Joel.**

There has been a large spike in burglaries in the last few months. Two known offenders have been arrested and charged. The Sergeant stressed how important it is to be diligent about security: locking doors, leaving lights on and installing an alarm. He recommended the use of the doorbells that are linked to a mobile phone so you can see who is at the door and answer them. The PCSOs are happy to come to see residents to advice on how to make properties safer. Cllr Mears said that the leaflet that the police circulated a while back was very useful. Sergeant Joel said that burglars like to get in and out very quickly so the more you can do to make it difficult for them the better.

It is also important that the public report anything suspicious; the police will always act on it.

Cllr Cooke asked if there were any figures to show if more burglaries were committed where there is poor illumination. Sergeant Joel did not have that information.

Cllr Regan said that she had seen the items the police had found posted on the police website and on Face Book. Sergeant Joel said it was important to list and photograph valuables so that it is easy to reunite if stolen. Also don't advertise if you are going away.

Anti social behaviour is in both areas of the Parish but not a huge problem and is confined to parks etc. around twilight.

Car security is something else that people need to be reminded of: don't leave valuables in the car and always lock them.

Cllr Dobie thanked the Sergeant and the PCSOs for the update and for the pop ups that the police undertake on a regular basis.

**5. Approval of the minutes of the last meeting held on 1<sup>st</sup> November 2018**

Minutes approved, however not everyone had been able to read them so the Clerk asked for any changes to be advised to her by 12<sup>th</sup> December. None received.

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

**Emergency plan**

The clerk looked at the existing plan and called the numbers detailed in the plan to see if they were still valid. Brian Parsons is now in charge of the Civil Protection Team of GCC. He has advised that the process is now to dial 999 if there is an emergency and they will deal directly with his team. All he needs from the Parish Council is a list of contacts including the PCs emergency planning team, emergency accommodation and water distribution points. **Action for the Clerk to speak to Severn Trent water to get a list of water points in the Parish then complete the list of contacts and send them to Mr Parsons.**

The Meeting will open to the public for questions and comments

**7. Update of Bloom Warden Hill**

Cllr Oliver explained that although the group has volunteers to plant and maintain the planters in Warden Hill, no one wants to take over running the group. They are happy to give the PC the planters if the Parish take over the funding and organising of the activity. They would also transfer the balance of existing funds to the Parish, approx. £1000. Cllr Oliver has approached Ubico to get an estimate of costs for plants. These would then be delivered on a particular day for the volunteers to plant. Costing's are for either one or two plantings a year. Ubico prices range between £770 and £1800 depending on options but we could use a local garden centre. Cllr Oliver suggested that the Parish look after the planters for 2019 and try to reform the group. If we don't take over next year the planters will be sold off. Cllr Oliver recommended that the proposal is adopted and he along with Cllr Emma Nelson can work with the volunteers to see how planting can be adapted to keep costs down. **A vote was taken and was carried by twelve votes in favour and one abstention. Action Cllr Oliver and Emma Nelson to put a plan together.**

**8. Update of Neighbourhood Watch**

Cllr Oliver advised the members of progress. Simon Bailey the Neighbourhood Watch officer for Gloucestershire had kindly sent all LWWHPC NW coordinators an email on behalf of the Parish, advising them that the Council would like to hold a meeting in the spring and to gauge their opinions of how to encourage more schemes to sign up. The Clerk confirmed that there are 72 Coordinators and that 12 replies had been received. **Action The Clerk will organise a meeting with Cllrs Oliver and Barker to agree next steps.**

**9. Update from TRO meeting**

Cllr Cooke gave an update of the meeting, which was held with David Pritchett and Alexis Newport. The list of roads was discussed and categorised but further investigations are needed as well as making sure residents are canvased but this and other next steps will be discussed at the next Highways meeting in January 19. Date to be confirmed.

**10. Neighbourhood planning update**

Cllr Bickerton could not attend the meeting as he is finishing of the draft plan ready for the final review and the start of the examination by consults, which will be in the next few days.

**11. Air pollution update**

Cllr Frings gave an update on figures captured to date and circulated. Nitrogen dioxide for 3 months across 10 sites and spot monitoring of particulates at church Road/Hall Road junction 24 sets of readings taken between 8am and 9am. Cllr Frings recommended further time and money be spent in getting the Libelium NO2 sensor to work so further calibrations can be done at reference sites and also ask CBC to set up an automatic monitoring station in Leckhampton. The NO2 equipment issue needs to be resolved. Cllr Ian White has volunteered to take a look at this.

**12. Hall Road School expansion decision & JCS2 consultation issues/options**

The decision has been made to go ahead with the expansion of Hall Road School. CBC will be holding a school presentation next Thursday. Cllr Mears stressed that addressing the traffic issue should be a big part of that presentation. Cllr Dobie said he was meeting the appropriate representatives on 11<sup>th</sup> December, prior to the presentation, to discuss traffic mitigation and a new entrance to the school so that children can also cycle to school. Cllr Cooke reiterated that the expansion was a gradual one over time but would be a 50% expansion. He suggested we utilise this to encourage a walking and cycling to school mentality and include it in the Neighbourhood Plan. **Action Cllr Mears to circulate all relevant correspondence to members.**

Cllr Margaret White asked about the Warden Hill School Expansion. Cllr Dobie indicated that the 12<sup>th</sup> December decision has been put back to January 19.

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

Cllr Oliver met with the manager of the Warden Hill Co-op to discuss pavement parking. Cllr Oliver has also asked him if a notice board for the community could be erected outside the shop and also about paying for CCTV to monitor the area around the shop including the play area.

Cllr Dobie gave an update on the new signage he has organised for Hall Road, which will be installed before the end of the financial year.

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

The Clerk reported:

- Salisbury Ave new fencing around the play area has been finished and looks a lot better.
- Working with Cllr Dobie to complete the grant for the refurbishment of the play area. The work is starting in January.
- Six members attended a planning training course organised by GAPTC. It was more to do with Neighbourhood Planning than local planning. CBC is looking to organise this.
- Internet banking – HSBC only operate a system where one person controls the process so this will need to be looked at further.
- Code of conduct – confidential information/data cannot be shared outside without agreement at a meeting.

**15. Reports from Members.**

None

**16. Local planning matters.**

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52 Westbury Road Leckhampton – Demolition of Garage, addition of side extension and addition of first floor. Construction of Detached Garage

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

100553	Gradko Diffusion tubes Nov	£ 50.28
100554	GAPTC training course for 6	£ 240.00
100555	Clerks salary November	£ 719.05
<b>Brizen</b>		
100064	A&E fife & Security attendance & test	£ 111.18
100065	Reimbursement Mrs A Swales Hob - BYPC agreed expenditure	£ 88.00
100066	Oven/Fridge & installation – BYPC agreed expenditure	£ 381.48
	Funds transfer from PC held BYPC Contingency account to Brizen Trustee held account as agreed at May 2018 PC meeting.	£3,028.00

**18. Date and time of the next meeting**, arranged for Thursday 10<sup>th</sup> January 2018 at Brizen Young People's Centre – 7:15pm

The meeting ended at 21:40pm with Christmas mince pies and mulled wine from The Chairman Cllr Mears.

A Deane - Clerk to the Council