

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 Self-contained apartments (Class C3) **No objection and partly withdrawn.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

#### **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

Minutes of the Meeting of the Parish Council on Thursday 1<sup>st</sup> November 2018 at 7.15 pm, at Brizen Young Peoples Centre.

**Parish Council** members present: Councillors Dr Adrian Mears (Chairman), Penny Henty (Vice-Chairman), Vivienne Matthews, Elizabeth Barker, Margaret White, Peter Frings, Stephen Cooke, (\*) Martin Horwood (\*), Ian White, Iain Dobie (\*) (\*\*), Anne Regan, Peter Lynch and Ian Bickerton who arrived later.

Ms Arlene Deane (Clerk).

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

**Members of the Public:** 3 members of the public were present.

1. **Acceptance of office to be signed by Ian White and Ian Bickerton.**  
Both Cllrs signed their AoO forms in front of the Clerk who countersigned. Both Cllrs then took their place at the meeting.
2. **Co-option of Warden Hill vacancy**  
Rosemary Ballie was unanimously co-opted onto the Council to take the remaining vacancy in Warden Hill. She had already presented to members at the 4th October Parish council meeting. Rosemary signed her acceptance of office in front of the clerk, who countersigned. Cllr Baillie took her place at the meeting.
3. **Declarations of Interest.**  
Nothing declared other than those recorded in the Declaration of Interest book
4. **Apologies for absence.**  
Councillors Tony Oliver (\*), Emma Nelson, Chris Nelson and James Parker
5. **Approval of the minutes of the last meeting held on 4<sup>th</sup> October 2018**  
There were no corrections to the minutes. The Clerk asked that anyone who had not read them had till noon on Monday 5<sup>th</sup> to submit any changes. Two minor changes were received and the minutes updated.
6. **Actions and matters arising (other than those that are separate agenda items)**  
See separate updated action list.

### **Speed monitoring equipment –**

**Background** - Concerns have been raised by residents in the local community regarding the increased volume and speed of vehicles on residential roads in the Parish. Councillors have received numerous individual complaints and following street surveys. At present because of resource limitation traffic volume and speeds are not regularly monitored except in specific limited circumstances.

Given public concern, recently highlighted by the planned expansion of both Leckhampton and Warden Hill Primary Schools together with the proposed construction of a new secondary school, it is proposed to acquire equipment that will enable LWWHPC to analyse and monitor traffic.

Acquiring our own equipment will enable more detailed, frequent and focused examination of the traffic data that would not otherwise be undertaken. In turn this will make it possible to improve road safety and inform other strategic issues.

**Objective** is to source monitoring device(s) that ideally will:

- Capture data on number and speed of passing vehicles
- Allow easy data transfer to laptop for analysis etc.
- Enable both covert and overt speed monitoring
- Can be used for monitoring over a time period
- Allow use for “Speed watch” purposes
- Be straightforward to operate and maintain
- Be from a provider with a good record of support

The categories of equipment available range from hand held devices to speed monitoring units with and without displays. The latter can be tripod or lamppost mounted using brackets (with permission from GCC Highways). Apart from cost and function, the devices vary in their size, weight, endurance and requirement for hands on operation.

Charlton Kings Parish Council (CKPC) has successfully operated two speed indicator devices (SIDs) with displays since 2016. These are mounted on lampposts (minimum height 2.1m but theirs are 2.4m) using prefixed brackets and periodically moved to different locations. CKPC have found when using a fixed location the effect of monitoring on reducing speed diminishes over time. In addition to recording and displaying vehicle speeds at all times of day, recent software upgrades enable monitoring to be done covertly and without displaying vehicle speed to drivers. The devices are battery powered but can be left in place for several weeks before the batteries need replenishing. The units can then be moved or left in situ. Data can be downloaded at any time by direct connection or Bluetooth to a standard Windows laptop (Mac and iOS not supported).

Apart from requiring more person hours to operate and yielding more limited data only at the time they are used, cheaper handheld devices are now less favoured as they potentially put operators in a position of conflict with drivers who perceive their use to be hostile.

Given the more detailed data obtainable, the ability to monitor traffic over longer periods of time and the limited person hours required to operate them, we conclude that if LWWHPC is to acquire speed monitoring equipment the preferred choice is to purchase one or more speed indicator devices that can be operated over a period of time.

These units would enable monitoring both covertly and overtly (including as part of Speed watch) for up to several weeks at a time. Apart from when used as part of a Speed watch survey, they would require limited hands on input. The vehicle-triggered units can be located using prefixed brackets on lampposts or be used with tripods under supervision. Those with displays can flash to indicate the current speed of an approaching vehicle exceeding a pre-set speed. Brackets can be attached to several posts throughout the area and the monitors periodically moved between different locations on a random cycle.

### **Options and Recommendation**

After looking at 4 possible suppliers (one based in Germany and not detailed below) our recommendation is to acquire speed monitoring equipment from Westcote comprising **a data capture box and mini SID for £4745 (Option 3)**. This includes all functionality specified above, but for greater versatility of siting adding a tripod increases total price to £5115.

Our decision is based on functionality, price, ease of operation, after sales support, local endorsement from CKPC and the prospect of cross council collaboration with regard to set up and operation. Westcote is used by GCC Highways and the equipment meets current regulatory standards.

Option 1: Purchase of Data only box with Bluetooth and 10x mounts for £1820 (speed can be displayed on laptop or Android for "Speed watch")

Option 2: Mini SID with Bluetooth and 10x mounts £3475 (with tripod\* £3845)

**Option 3: Data capture box AND mini SID with Bluetooth and 10x mounts £4745 (with tripod\* £5115)**

(For comparison CKPC have two x SIDs with legends, 10x brackets, wired data collection estimated to cost £6600)

NB Adding a legend or animated icon to a SID costs £175 and £275 respectively.  
\*Tripod adds £370 (All prices ex VAT)

Assuming satisfactory results with regard to performance, data and functionality a third SID unit with a legend or animated icon (allegedly best for influencing driver behaviour close to schools) could be purchased next year if more funding were available from LWWHPC, county councillors or other sources.

**On behalf of LWWHPC\_Cllrs Stephen Cooke and Emma Nelson would like to express their gratitude to Councillors Russell Grimshaw and Edward Kuznierski of Charlton Kings Parish Council for sharing their knowledge and experience and generously taking the time to demonstrate setting up and using their equipment on location.**

As the email from Cllr Cooke was only sent today, Cllrs were asked to read in order to take an informed decision at a future meeting.

**Local bus routes** – CBC are asking all Cllrs to look at bus routes in their areas to see where the gaps are. The ultimate goal is to have better public transport serves for the town, which goes via the hospital and the train station. Cllr Horwood suggested there was a need for a joined up bus map. Cllr Regan made the point that it is very expensive to use the bus. Cllr Dobie took an action to ask the CC to produce a publication showing all the bus routes, in a modern way so people can use it.

The Meeting will open to the public for questions and comments

## **7. The future of In Bloom Warden Hill**

Cllr Oliver had circulated a note regarding this organisation. They cannot find people now take on the chair role nor be the treasurer. The volunteers who do the planting still want to do this work. We already donate £300 to the group via an S137 grant each year. Cllr Emma Nelson has volunteered to be the liaison with volunteers and the people who supply the plants. Cllr Regan thought there might be more work involved, such as delivery and storage. It was agreed to raise this at the December meeting when Cllr Oliver can give more detail in order to make a decision.

**8. Salisbury Ave Play area refit and affordability decision**

Two pieces of equipment were replaced in February as part of phase 1 and the second phase was agreed shortly after that. Proludic gave us the quote for phase 2 of £53K and this was circulated to members a few months ago. Cllr Dobie had also offered a £15K grant to go towards the work, which would leave a balance of £38K. The finance Committee met and discussed the quote, looking at the budget and reserves.

Forecast to end of the year the reserves are £84K, we are also keeping provisions of £45K. Looking at 18/19 income v expenditure, if we spent £38K this financial year there would be a short fall of nearly £10K, which the finance committee agreed, could be taken from reserves. This would bring the reserves for 18/19 less provisions down to approx. £20K. Affordability wise it was agreed this could be done. Also all the reserves we currently have belong to the old Parish and therefore the new Parish is not being penalised by this spend. Cllr Barker asked if the upgrade could be done over the next two years. Cllr Dobie said his £15K grant might not be available next year. Cllr Regan reminded everyone that this play area had not been updated since 1964 and was one of the worst in Cheltenham. Some of the equipment is dangerous. Cllr Henty explained that the Finance Committee had looked at all the issues. Cllr Frings asked how well used the area is. Cllr Dobie and Regan said it was very well used. Cllr Bickerton asked if we have had three quotes. The Clerk explained that originally the previous Clerk had gone out to three different companies for phase 1. Cllr Bickerton then asked if the Finance Committee thought that the amount of remaining work and costs compared to phase one seemed justified. Cllr Henty answered that yes it was. It was agreed to stay with the same company because of quality and after sales maintenance etc. Cllr Matthews and Dobie both agreed the remaining work needed to be done in one block rather than a further split and asked that a vote be taken. A vote was taken with 9 to 4 in favour of spending the money on the refurbishment. This is subject to the Clerk checking back in the files to see if the original quotes indicated that whoever got the work would get the remaining work, if this was not the case then two other quotes would be needed and those would be sent to the Finance Committee for consideration.

**9. Neighbourhood planning update including proposed new secondary school and proposed expansion of Leckhampton Primary School (10 minutes)**

**NP** - Cllr Bickerton has been working on updating the document in order to send it out to the NPF to review. The Neighbourhood Plan needs to be a major agenda item for our December Council, we need to give the council options and ask for consideration of an informal consultation over Christmas and plan submitted to CBC by the deadline. This will complete the set of planning documents, JCS, Cheltenham Local Plan and Parish Neighbourhood Plan all under the original NPPF.

**Schools** – Cllr Mears has emailed members already regarding the meeting with Tracey Crews. The meeting with Tim Brown lasted two hours. On the Primary school there was clarity regarding the impact of the sibling rule. I.E. there would be no need for expansion if the sibling rule is taken away however the figures given for the last year was of 90 admitted 34 were sibling's and only 4 didn't live further than a mile away. Traffic issues were also discussed and one of the solutions would be to open a walkway through the allotments for children to walk through to school. Parents could then use Burrows field car park. Cllr Dobie said he had a meeting with various GCC, including Highways and CBC officials to look at options including cycle paths. The allotments are partly owned by the church and GCC. One of the options would be to put a pathway from Burrows field to the school through none allotment land. Currently children are not encouraged to cycle to school because of the busy roads.

Regarding the Secondary school, Tim Brown has asked what information the Parish Council feel should be considered. Traffic is a critical issue. He also said that he would furnish the Parish council with birth data in a subset of postcodes. Cllr Margaret White already has the birth rate data per ward.

Cllr Dobie has put in questions to Mr. Stowe regarding the change of location for the secondary school. Cllr Dobie and Horwood reiterated that it was important for the Parish Council to support CBC in keeping the site for the school away from any designated green space,

Cllr Horwood proposed the following motion:

'In the spirit of localism this Parish Council strongly supports Cheltenham Borough council in the opposition to the County Council's proposal to site their proposed secondary school on the green fields designated as local green space in the Cheltenham local plan'. Cllr Dobie seconded this. The vote was 12 for the motion and two abstentions

This statement does not mean the Parish Council is in favour of the school being built at the original location. The secondary school has to go through the planning process and if after a full investigation into traffic issues severe traffic congestion is forecast then it will not get the go ahead. The criteria used to qualify severe traffic are that traffic queuing for 30 mins or more.

**10. Air pollution update (Cllr. Fringe) (5 mins)**

Cllr Frings had already emailed two pieces of information. Cllr Frings advised that the readings are preliminary; he proposed more data monitoring for another month or so. We also need to measure the pollution levels in each case over the time periods that matter rather than just at the peak traffic period when we expect the levels to be high some days. As per the last meeting, when it was agreed to buy a laptop, Cllr Frings thought that as those monitoring have their own laptops, it would be a better use of money to buy two pieces of transformational French monitors which are much more mobile and available through an app. The Libelium kit is good but designed for developers. The Libelium kit still needs to be calibrated in Bristol and Cllr Bickerton said he would swap out the NO2 monitor there.

**11. Traffic survey update (Cllr Mears) (5 mins)**

Cllr Cooke and Mears have undertaken 3 surveys at Kidnappers Lane and 4 at A46 and Moorend Park Rd junction. Results can be compared to those of 2013. The queue starts earlier and lasts longer therefore longer duration, not a longer queue. The traffic in Moorend Park Rd has increased and going through the A46 crossing is now taking up a longer share of the traffic light sequence, therefore reducing capacity for the A46 through put. Cllr Cooke measured 98 cars in a five min slot at 10 past 7 in the morning, which is the highest rate in the whole of the morning rush hour. Cllr Bickerton brought up the need for Paramic data and Cllr Mears said eventually we might get to the stage of doing this.

**12. Reports from Borough and County Councillors and C5 issues. (15 mins)**

**Cllr Dobie**

- From yesterday until Friday 16 Nov Shurdington Road will be closed 7pm - 7am weekdays for repair
- New signage on mini-roundabout at Moorend Park Road/Moorend Road/Moorend Grove to alert Road users to cyclists. Following minor accident - important in light of the number of children using the BMX track

- At Cllr Dobie's request, GCC Highways have reviewed road safety on Farmfield Road. Although roadside signage on the 30mph limit was judged adequate, "slow" markings will be painted on the carriageway on either side of the alleyway through to Wells Close. Hedgerows will also be cut back.
- Update on Road safety on Warden Hill Road outside Bournside School: following on from the traffic calming measures installed last year, Cllrs Oliver and Dobie have been surveying local opinion on how effective they have been and what more might be done. Results shortly. Meanwhile Cllr Oliver has been working with APCOA to get more parking enforcement happening.

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

#### The Clerks report:

- Fencing at Salisbury Ave – this work will start on 6<sup>th</sup> November and finish around 16<sup>th</sup> depending on the weather. They will do the work in sections so there are no gaps to stop the risk of children running out into the run.
- The fencing between Burrows field at the Moorend stream cross over has fallen down and is dangerous because of the barbed wire. The Clerk has reported this to the CGC rights of way department.
- The Clerk has experienced server problems, which have been reported to the Webmaster. Instructions have been received to rectify the problem from the Clerks end.
- 11th November is Remembrance Sunday. Cllr Cooke will lay the Parish wreath at the Church Road Monument service and Cllr Regan will lay the Parish wreath at the service in town.
- Sergeant Chris Joel will attend the December meeting to give a police report.
- A resident has complained about the tree line and undergrowth encroaching on the playing fields in the south west side of Burrows field. It appears that no maintenance is happening and trees are becoming dangerous. One fell down not long ago and nearly hit someone. The Clerk will check with CBC to ask what their strategy is for that area.
- A resident asked if CBC are going to make it compulsory in all fields/play areas/green spaces that dogs must be on a lead. Apparently this has happened in Swindon Village. Cllr Horwood to an action to investigate.
- The Clerk has asked the Brizen Trustees for their 3 year plan.

### 14. Reports from Members

No further reports.

### 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)

343 Old Bath Road - Erection of two storey rear extension following demolition of existing rear single and two storey extensions (revised scheme). **No objection**

The Vineries Kidnappers Lane - Erection of two storey side extension and single storey rear extension following demolition of existing porch/cloaks, bay window to front and detached garage **No objection**

351 Old Bath Road - Construction of a first floor extension over existing front lean-to and insertion of a first floor side elevation window. **No objection**

98 Shurdington Road - Demolition of garage and erection of two storey side extension, single storey rear extension and alterations to front porch

39 Leckhampton Road, - Replace two sash windows - front first floor

222 Leckhampton Road - Proposed alteration, extension and subdivision to create  
2 dwellings and construction of new garage  
14 Thompson Drive - Single storey rear extension

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

100548	Gradko Diffusion tubes Oct	£	50.28
100549	St Christopher's gardening club	£	300.00
100550	Clerks salary November	£	719.05
100551	McAfee renewal (Clerk reimbursement)	£	99.99
100552	Poppy appeal wreathes Nov 11 RD (clerk reimbursement)	£	50.00

**17. Date and time of the next meeting, to be agreed** – arranged for Thursday 6<sup>th</sup>  
December 2018 at Leckhampton Village Hall – 7:35pm

**Meeting finished at 10:15 pm**