

# **SWINDON PARISH COUNCIL**

## **COUNCIL MEETING**

**10<sup>TH</sup> JULY 2007**

**Present:**

**Councillors:**

Hugh Evans  
Peter Allen

Chairman  
Vice-Chairman

Colin Green  
Clark Miller

Joanna McVeagh

**Also Present:**

Stephen Holley  
Mr Richard Gibson  
PC Wilkinson  
PCSO Chalkley

Clerk of the Council  
Cheltenham Borough Council  
Hesters Way INA  
Hesters Way INA

**Apologies:**

Rob Ellis  
David Iliffe

Glenn Simpson

### **PUBLIC SESSION**

**1. Police**

(i) PC Wilkinson was advised that complaints had been received regarding the high speed of traffic in Hayden Lane. The Chairman recommended that this was an appropriate location for a speed camera.

(ii) PC Wilkinson introduced PCSO Chalkley, newly assigned to join PCSO Gordon. PC Wilkinson explained that the Hesters Way INA had been subdivided into four beats: Wymans Brook and Swindon Village; St Marks; Hesters Way; and Fiddler's Green and Springbank. Subsequent to the advice received from PCSO Morag Gordon (Minute 07/062, 8<sup>th</sup> May 2007) it had now been decided not to create a panel of ten residents to discuss Crime and Disorder issues; the Police had decided it would be more useful to create a 'Key Individual Network' identifying some key personalities in each area who would be able to provide the Police with informed advice.

(iii) PC Wilkinson was advised that the Renault Arriva garage regularly parked carts for sale on the public verge without displaying a valid car tax disc. Councillor Allen had written to Gloucestershire Highways on this matter, and also to advise them that the garage was placing advertising 'A' boards on the highway.

(iv) PC Wilkinson was also advised that the Mitsubishi garage on Tewkesbury Road was parking vehicles for sale on the grassed public verge.

(v) PC Wilkinson requested any further information on a car which Members had seen repeatedly parked on the pavement in Wymans Lane, obstructing pedestrian access.

(vi) Borough Councillor Peter Allen informed PC Wilkinson that he had advised the Chief Constable of local concerns that the Centrum Park

development (on the former Indalex site) was proceeding without any plan to combat boy racers. They had caused problems on the neighbouring car parks, so the planning of any new retail parks should include appropriate measures.

## 2. Cheltenham Borough Council

Mr Richard Gibson of Cheltenham Borough Council (CBC) presented the results of the consultation for CBC's Community Strategy and Local Development Framework. The Consultation Draft set the context of the Core Strategy Local Development Framework. The Regional Spatial Strategy sets a number of development challenges to the Borough, and the document was part of the CBC response.

Members of the Parish Council were invited to comment individually or collectively, by early September 2007. Mr Gibson reminded the Council that he had also asked to speak to the Meeting scheduled for 7<sup>th</sup> August 2007.

Councillor Peter Allen, the Vice-Chairman, informed Mr Gibson of the Council's concerns about the inability of the village drainage system to cope with new development. He also informed Mr Gibson that the success of the town's Further and Higher Education had led to a growing student population which put pressure on private rented accommodation. This was an affordable housing issue which was not recognised in CBC's housing policies.

### **07/072 DECLARATIONS OF INTEREST**

There was none.

### **07/073 MINUTES OF THE LAST MEETING (5<sup>TH</sup> JUNE 2007)**

**RESOLVED that, with the following amendment, the minutes of the meeting of the Council held on 5<sup>th</sup> June 2007 be approved as a correct record: -**

Administration - Correspondence (Min 07/067.1) Add,

"Cheltenham Borough Council - Councillor Allen had been advised that the Borough Council had launched a Community Pride Grant, whereby up to £5000 could become available for certain projects. He suggested that this could be an Agenda Item for a future Meeting."

Arising Thereon:-

(i) Administration - Correspondence (Min 07/067.1)

It was agreed that Councillor Allen should lead investigation into the Community Pride Grant by convening a Working Party, open to all Members.

(ii) Minutes of the Annual Meeting (8<sup>th</sup> May 2007) (Min 07/066 (ii))

Borough Councillor Peter Allen advised that Cheltenham Borough Homes (CBH) were considering refurbishing No. 1 Boleyn Cottages. CBH had confirmed that the adjoining semi-detached property, No. 2 Boleyn Cottages, was now in private ownership. Any work to No. 1 might also include an agreement with the owners of No. 2 for its refurbishment, as that property in was the same poor condition.

(iii) It was AGREED that the list of Members present should no longer state arrival or departure times if they arrived late or left before the end of the Meeting. The Clerk was requested to revert to his former practice of inserting a note at the

appropriate point in the Minutes (Eg. “*Councillor X arrived/left the Meeting at this point*”).

07/074

## **ADMINISTRATION**

### **1. Correspondence**

1. Cheltenham Borough Council – Agenda for meeting of the Borough Council, to be held 28<sup>th</sup> June 2007.

2. Cheltenham Borough Council – Forward Plan, Cabinet July to October 2007.

3. Cheltenham Borough Council – Elections and Registration Manager. List of Amendments to the Register of Electors.

4. Clerks and Councils Direct - magazine, July edition.

5. Gloucestershire County Council - 14 June. Mark Park, Group Manager, Public Rights of Way (PROW) and Traveller Services. Progress report on the survey of the PROW network.

6. Gloucestershire County Council - Councillor Stan Waddington. Invitation to send a representative to a “Speed Management Conference” to be held on Tuesday 11<sup>th</sup> September 2007, from 12.30 to 5.00pm at Pittville Pump Rooms, Cheltenham. “Our aim is for provide a better understanding of why people speed, what options are available for managing speed and the challenges we all face in changing attitudes and behaviour. We will also be providing lunch and an exhibition before the conference to give you the opportunity to meet staff and access lots more information.” Councillor Miller would confirm whether he would be able to attend.

7. Gloucestershire Highways - Barry Greenaway, Street Lighting Manager. Letter proposing the part night operation of Street Lighting (SEE AGENDA ITEM 7.5 - TRAFFIC AND HIGHWAYS, BELOW)

8. Grimshaw Group - P N Grimshaw, Chairman. Letter on the delay to the Embankment Repair Project (SEE AGENDA ITEM 8 - MANOR COURT AMENITY AREA BELOW).

### **2. Code of Conduct**

Councillors Allen, Evans, Iliffe and Miller had attended one of the three training events organised by the Borough Council, held on Thursday 5<sup>th</sup> July. The Clerk advised that Parish Councils could adopt the Code of Conduct with minor amendments before 1<sup>st</sup> October 2007, after which all sections of the Code relevant to Parish Councils would become mandatory. The Council noted that the Borough Solicitor had offered to help those Parish Councils wishing to adopt a ‘tailored’ version.

### **3. Clerk’s CiLCA Training**

The Clerk reminded the Council that it had received a grant of £195 from the Clerk’s Training Bursary in respect of his CiLCA registration and training. The Clerk’s registration has been recorded and his portfolio needed to be submitted within the next two years.

The ‘Fast Track’ training sessions organised by the GAPTC and the Gloucestershire Training Partnership had been cancelled due to poor take-up and the Council’s cheque had been returned unbanked. Further sessions were expected to be organised later in the year.

07/075

## **REPORTS**

### **1. Report of the County Councillor**

No report.

## 2. Report(s) of the Borough Councillors

(i) Further to his advice given in the Public Session (item vi) Borough Councillor Peter Allen advised that the Chief Constable was to request the 'Secured by Design' Officer to advise the developers of Centrum Park on measures to combat boy racers.

(ii) The Borough Council was to hold an Open Discussion event at Pittville Pump Rooms at sometime in July, to review the future of its public buildings.

(iii) Councillor Allen had attended a presentation on Civic Pride, which had focussed on enhancing the centre of Cheltenham, especially traffic flow and traffic management. The scheme did not extend beyond the town centre, but the Parish Council needed to be aware of its implications. For instance, CBC wanted to discourage cars from using the High Street in favour of using an alternative circuit.

## 3. Reports of Members of Swindon Parish Council

(i) The Clerk encouraged Members to use this item for the exchange of routine information which had previously taken place under "Other Business Allowed by the Chairman as Urgent".

(ii) Councillor Miller had attended a meeting of the Gloucestershire Charter Group (which the Council had signed up to). He explained the group's progress to date and amplified on highlights from the minutes of a recent meeting.

(iii) Councillor Miller explained that the County Council had been looking at the issue of 'Shared Surfaces' in town centres, whereby buses, cyclists and pedestrians shared the highway. Successful schemes both in this country and in Europe had reduced the number of accidents, because all highway users became more aware of each other. CBC was already moving towards this in the Strand area of the High Street.

07/076

## PLANNING

### 1. Planning Applications received for observations

To comment on Planning Applications notified by the Borough Council.

07/00891/CACN - Aberdare, Swindon Hall - Application to fell a number of trees. NO OBJECTION to the proposals, with the exception of the Sycamore, which is regarded as a fine specimen and would be improved by a crown thin and the removal of growth around the base.

07/00830/FUL - Vibixa premises, The Runnings - Erection of smoking shelter. NO OBJECTION.

07/00794/ADV - Kingsditch Retail Park - Erection of 2 x 6-sheet advertising display panels. NO OBJECTION

07/00942/FUL - 130 Riverleys - Loft conversion. NO OBJECTION.

07/00524/FUL - Unit 3a, Gallagher Retail Park ('Pets at Home' premises) Installation of mezzanine floor. NO OBJECTION.

07/00862/FUL - 144 Riverleys - Extension. OBJECTION, because the proposal would be an overdevelopment of the property. Additional concerns relating to the Building Regulations: the drawings needed to show the new door between the dining room and the small corridor; rainwater outflow was not indicated; insufficient detail on drainage and sewage; the toilet extractor fan roof pipe was

not shown. If the application were to be approved, a condition should be imposed requiring the finishing materials to match the existing building.

## **2. Comments on Planning Applications submitted to the Borough Council**

07/00777/FUL - 53 Dark Lane - Extension. The loss of the driveway and the garage reduces the available off street parking from three cars to one car. Where parking space is reduced by development the resultant on street parking is detrimental to the community. The provision of extra parking in the existing front garden should be made a condition for granting permission.

## **3. Mobile Home at Bedlam Forge, Hayden Lane**

It had been reported that a mobile home had been installed at Bedlam Forge, Hayden Lane. It appeared to be a permanent installation, with a brick base and 'proper' connections for water, drainage and electricity. The Clerk would ask the Planning Office if the installation was authorised.

## **4. Site Occupiers' Sign, Kingsditch Industrial Estate**

Councillor Allen reported that planning permission had been granted for the installation of a large white sign at the entrance to Kingsditch Industrial Estate, showing the names of the premises occupying the site.

**07/077**

## **TRAFFIC AND HIGHWAYS**

### **1. Removal or Relocation of Bus Shelter in Quat Goose Lane**

The Council had been advised that a resident had asked for the removal of the Quat Goose Lane bus shelter, as it obstructed visibility from his drive. The County Council (who now owned and maintained the shelter) had agreed in principle, but had given the Council the opportunity either to replace the shelter with something that did not obstruct visibility or to relocate the shelter.

The County Council Officer responsible had informed the Clerk that Parish Councils have access to a fund giving up to £1500 for the provision of bus shelters and that this project could potentially benefit from that fund.

The Officer had also stated his belief that the existing shelter will not be movable. However, he might be able to provide the Council with a disused shelter from elsewhere in the County.

The Council considered the suggestion that the shelter be relocated, and Councillor Simpson's emailed report on two possible locations. Councillor Allen reported that a number of residents had expressed support for the retention of the shelter. The County Council Officer's view that the shelter obstructed visibility was noted, but Members wondered why visibility had not been an issue before.

### **RESOLVED: -**

- (i) That the County Council be informed of the Council's view that the relative benefit of the shelter to the community had not been given sufficient weight over the convenience of a single resident, especially as no problems or near-accidents were known;**

- (ii) **That total removal of the bus shelter in Quat Goose Lane with no replacement would be unacceptable;**
- (iii) **That the County Council be asked to consider whether the existing shelter could be adapted to provide the visibility required, perhaps by the removal of one or both sides, with the roof supported by posts;**
- (iv) **That, in the event that the County Council continue to require the removal of the shelter, the Clerk investigate the options for a new or relocated shelter.**

## **2. Parking on the Verge**

The Council noted Councillor Simpson's email report of having recently seen two more vehicles on the corner of the grassed area and another six in front of the barriers of the Renault (Hylton) garage.

## **3. Centrum Park - S.106 monies**

Councillor Miller had requested that the Council discuss the amount of S.106 (ie 'Planning Gain') money that had been allocated, who was holding it and for what purposes it had been earmarked. The Clerk had requested the Borough Council to supply these facts prior to Meeting but, despite an exchange of correspondence (copied to Members) no detailed information had been made available.

It was AGREED that the Clerk should request the Borough Council to provide the criteria it applied to new applications to determine which would be likely to be granted only subject to the completion of a S.106 Obligation. The Council could then use these criteria to put in its own suggestions for S.106 expenditure when it was consulted on planning applications.

## **4. Transforming Streets, Creating Communities Conference**

Councillor Miller attended this Conference on Tuesday 3rd July 2007. His report was circulated.

## **5. Part Night Operation of Street Lighting**

Gloucestershire Highways' Street Lighting Manager had written (letter circulated) stating that the County Council had worked with some Parish Councils on a pilot scheme to turn off some street lighting during the early hours of the morning. The pilot scheme had been judged as successful, bringing significant reductions in the amount of electricity consumed while most people were asleep.

The Council had been invited to consider how this scheme might be implemented in the Swindon parish area.

It was AGREED that no further discussion could usefully take place until the County Council supplied more information on where in the Parish the scheme might be applied. The Clerk would also ask why the timings were quoted in Greenwich Mean Time; it was understood that street lights were fitted with solar time clocks.

## **6. Other Traffic and Highway Matters**

- (i) The Clerk was reminded to inform the Planning Office that a commercial property agent had installed a sign on 5 Boleyn Cottages advertising premises in Bristol Road, Gloucester.
- (ii) Councillor Green reported having informed County Highways that weeds were growing high in the verge along Hayden Road. Workmen had cut the grass, but left the weeds.
- (iii) The Chairman had informed the Borough Council that the hedge between the Village Hall and Swindon Hall was overhanging the footpath.
- (iv) Councillor Alen reported having informed the Planning Enforcement Officer of the following problems: the generally uncontrolled display of signs; the erection of round posts on Sainsbury's roundabout, Tewkesbury Road; the bright pink fence and signs advertising the Benson premises along the hedge on Manor Road; various signs advertising Mays Carpets and Rosebys; two signs blocking the footpath by 'Floors to Go' and the 'Floors to Go' sign itself.
- (v) The Council noted that three or four signs for Bensons, previously outside the Vibixa premises, had now been removed.
- (vi) It was noted that the DC Bramall VW garage had put two advertising signs in the verge outside their premises, obstructing drivers' visibility.

**07/078 MANOR COURT AMENITY AREA**

The contractor for the Embankment Repair Project had written apologising for the delay (letter dated 14<sup>th</sup> June 2007 circulated). The Council noted the comment, "the delay will be mitigated by the fact that even now the flows in the brook are only just approaching the levels that make the work practical." Since the letter was written the heavy weather had continued through June and contributed to major flooding across the country.

**07/079 ALLOTMENTS AND ALLOTMENT HOLDERS INSURANCE.**

The Council heard that Cheltenham Borough Council had advised its allotment holders to check their agreements and insurance as the Borough Council had been advised that allotment holders could be liable if trespassers injure themselves on their land.

The Clerk would investigate and report to the Council at a future meeting.

**07/080 FINANCE**

**1. Accounts to be Approved for Payment**

	£	£
Clerk's Salary, (June)	236.07	
Expenses	29.86	
	265.93	
Mr. Iain Selkirk - Internal Audit Fee 2006/07		125.00

**2. Cancelled Cheque**

Gloucestershire Training Partnership 'Fast-Track' CiLCA Training (postponed until further notice)	160.00
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**3. Annual Return for the Year 2006/07**

The Council's Internal Auditor had issued his Report, stating that there were no matters to be brought to the Council's attention

**RESOLVED: -**

- (i) That the Council notes the comments of the Internal Auditor;**
- (ii) That the Chairman be requested to sign the Annual Return, prior to submission to the External Auditors.**

**4. Quarterly Financial Statement and Statement of Financial Control**

1. To receive and approve the Q1 Financial Statement, showing actual receipts/payments against budget (to be tabled at the Meeting).

**RESOLVED that the Q1 Financial Statement be approved.**

2. As Councillor Ellis was absent, it was AGREED TO DEFER consideration of the Quarterly Statement on Financial Control

**07/081**

**MATTERS IDENTIFIED FOR FUTURE CONSIDERATION**

The following items were suggested for inclusion on future Agendas.

- Eligibility for Quality Council status
- Informal session on the future role of the Council
- Allotment holders' liability for injury caused to trespassers

The Clerk was reminded that the Village Sign should be a regular Agenda Item.

**07/082**

**OTHER BUSINESS ALLOWED BY THE CHAIRMAN AS URGENT**

There was no urgent business.

The Meeting closed at 10.55 p.m.

Chairman