

**ANDOVERSFORD PARISH COUNCIL**

Minutes of Parish Council meeting held on  
Thursday 7<sup>th</sup> March 2024  
Andoversford Village Hall

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| 24030<br>7/1 | <b>Apologies:</b> Apologies received and accepted from Cllrs Hampton and Evans<br>Present: Cllr Haines (Chair), Cllr Baxter, Cllr Wilcock                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 24030<br>7/2 | <b>Declaration of Interests:</b><br>Declaration of interests are up to date and published on the CDC website                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 24030<br>7/3 | <b>Approval and discuss any actions arising from Previous Meeting's Minutes:</b> <ul style="list-style-type: none"><li>The minutes were approved and signed as a true record.</li><li>Sarah Parry was co-opted as a new Councillor. Relevant paperwork was signed and Cllr Parry was welcomed to the Council.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 24030<br>7/4 | <b>Burial Ground &amp; Grass Cutting: Cllr Steve Haines Deputy: Cllr Hampton.</b><br>a. <b>Grass Cutting – village &amp; burial ground:</b> Cllr Haines advised that with the warmer weather, grass cutting will resume shortly. The 3 year contract, which was put in place, is in its final year this year and will need to be evaluated at the end of the summer.<br>b. <b>Burial Ground:</b> It was resolved to continue to liaise with Memorial companies to officially approve all memorial applications at each meeting. When there is an urgent application, Cllr Haines has authority to approve between meetings. It was agreed that the Parish Council do not charge for additional engravings to any existing head stone.<br>Communication will continue with the local Undertakers to follow up on a recent enquiry by the Parish Council.(C/F to next meeting)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 24030<br>7/5 | <b>Planning: Cllr Chris Baxter:</b> Discuss current planning applications and any required responses:<br>23/00126/LBC Sandywell Park Whittington Gloucestershire <b>Application Withdrawn</b><br><br>23/03375/COMPLY 1 The Old Marketplace Andoversford Cheltenham Gloucestershire GL54 4AY<br>Compliance with condition 5 (dormer windows) of permission 21/04239/FUL - Erection of a single storey rear extension and associated works, and loft conversion with a dormer window to front and rear <b>Awaiting decision</b><br><br>23/03800/FUL   Beckfield Station Road Andoversford Cheltenham Gloucestershire GL54 4HP<br>Replacement of conservatory with single storey rear extension <b>Decision - Permitted</b><br><br>24/00143/COMPLY   Andoversford Service Station Andoversford Cheltenham Gloucestershire GL54 4HS<br>Compliance with condition 4 (materials and fuel storage plan) of permission 22/03920/FUL - Single storey extension to existing forecourt shop building and new electric vehicle charging facility together with associated forecourt alterations <b>Awaiting Decision</b> -<br><br>24/00156/COMPLY   Windsmeet Garricks Head Andoversford Cheltenham Gloucestershire GL54 4LH<br>Compliance with condition 3 (Sample Materials) of permission 23/00265/FUL - Erection of one bed annexe and other associated works - <b>Permitted</b><br><br>24/00349/ADV   Andoversford Service Station Shipton Oliffe A40 Andoversford Cheltenham Gloucestershire GL54 4HS<br>1no. 7M PID relocated and installation of 1no 7M EV totem sign <b>Awaiting decision</b><br><br>24/00026/FUL   Temeraire Station Road Andoversford Cheltenham Gloucestershire GL54 4HP<br>Erection of single storey side extension and garage conversion <b>Awaiting decision</b> |

24/00568/FUL Bryn House Gloucester Road Andoversford Cheltenham Gloucestershire GL54 4HR

Erection of an annexe **Awaiting decision**

Discussion took place regarding the CDC MASTERPLAN but this relates to Cirencester Town Centre

### **CDC LOCAL PLAN**

Regarding Andoversford

Cllr Baxter has scrutinised the Local Plan published by CDC and made the following comments relevant to our village:

7.12.5 A substantial 'corridor' through the main part of village lies within the floodplain of the River Coln's upper reaches. All areas within the floodplain have been excluded from the SHELAA, irrespective of their potential for housing development. An area of higher ground further to the south has, however, been identified in the SHELAA as having development potential. Although the valley side in this area is sensitive to longer-distance views from the north, well designed development good design would help to mitigate the visual impact of modern development in this part of the village.

7.12.6 Within the context of INF1, developers will be required to demonstrate that there is adequate waste water and sewerage capacity both on and off the site to serve the development and that it would not lead to problems for existing or new users. Developers may be required to fund studies to ascertain whether the proposed development would lead to overloading of existing waste water infrastructure.

7.12.7 Allotment provision will be sought as part of any development proposals in Andoversford to meet a deficiency identified in evidence.

Established employment site: Andoversford Industrial Estate (EES44)

The following non-strategic (local) infrastructure projects are proposed:

- a. bus routes connecting the village with other settlements;
- b. new natural open space or pocket park; and
- c. allotment provision.

Allocated housing development site:

A2 Land to rear of Templefields and Crossfields (indicative capacity of 52 dwellings net)

1.2.10 Housing Land Supply Report Aug 2023 states

Templefields in Andoversford (25 dwellings allocated but a planning application is expected for 52 dwellings);

Andoversford site assessments

<https://www.cotswold.gov.uk/media/4ojlr321/2-2-04a-site-assessments-andoversford.pdf>

**POLICY H2: AFFORDABLE HOUSING**

Policy H2: Affordable Housing

## Current and Projected Need for Affordable Housing

8.2.1 Affordable Housing is required for eligible households whose needs are unable to be met within the open market. Affordable Housing includes: social rent, affordable rent, First Homes and intermediate low cost home ownership (including shared ownership, discounted, rent to buy and equity model) as defined in national policy and guidance.

8.2.2 Increasing the supply of Affordable Housing is a challenge within Cotswold District. Policy H2 will help to boost the supply of affordable homes in the District over the Plan period and help to re-balance the local housing supply ensuring that local people can access the housing that is urgently required.

8.2.3 The District's Affordable Housing need is currently estimated to be 125 net additional affordable homes per year between 2021 and 2031 (1).

8.2.4 The Affordable Housing need is a snapshot in time. Applicants should therefore refer to the latest evidence, such as the Local Housing Needs Assessment, when submitting planning applications.

8.2.5 Policy H2 aims to maximise the delivery of affordable homes to help meet identified needs whilst maintaining the economic viability of residential development. However, the number of affordable homes likely to be delivered by Policy H2(3) is unlikely to fully meet the need for additional affordable homes. The Affordable Housing need is identified at a District-wide level, although the need will vary from settlement to settlement.

The majority of affordable homes will be delivered in the 17 Principal Settlements identified in the Development Strategy (Policies DS1 and DS2). Furthermore, the Plan also enables the delivery of some Affordable Housing in non-Principal Settlements (Policy DS3), on Rural Exception Sites (Policy H3), and within specialist accommodation developments (Policy H4).

## Policy H2

### AFFORDABLE HOUSING

1. All housing developments that provide 10 or more new dwellings (gross), or sites with an area of 0.5 hectares or more, or have a combined gross floorspace of over 1,000sqm will contribute towards Affordable Housing provision to meet the identified need in the District and address the Council's strategic objectives on Affordable Housing.

2. In rural areas, as defined under s157 of the Housing Act 1985, all housing developments that provide 3 to 9 new dwellings (gross) will contribute towards Affordable Housing provision to meet the identified need in the District and address the Council's strategic objectives on Affordable Housing.

3. The Affordable Housing requirement on all sites requiring a contribution is:  
i. Up to 40% of new dwellings (gross) on previously developed (brownfield) sites;  
and  
ii. Up to 50% of new dwellings (gross) on all other sites.

Check out First Homes document:

<https://www.cotswold.gov.uk/media/okipcp35/3-1-19-cotswold-district-first-homes-guidance-note-april-2023.pdf>

POLICY CC6: WATER MANAGEMENT INFRASTRUCTURE (FORMERLY  
POLICY INF8)

5b.6.11. Wastewater treatment works in Ampney St Peter, Blockley, Chipping Campden, Cirencester, Honeybourne and Tetbury are assessed as having capacity to accommodate the proposed growth that will connect to these facilities. However, the proposed developments that will connect to the wastewater treatment works at Andoversford, Bourton-on-the-Water, Broadwell, Fairford, Lechlade, Moreton-in-Marsh and Northleach are anticipated to require upgrades to the relevant works.

Policy EN3

#### LOCAL GREEN SPACES

Comment - Comment: There is no Local Green Space shown in the Local Plan for Andoversford, CDC advised it never got added or no information was forwarded in 2018. We will attempt to add the playing field during the consultation period.

<https://cotswold.maps.arcgis.com/apps/MapSeries/index.html?appid=dac1a6973d4e4e2caa6cb1f47b013171>

#### POLICY EN17: MANAGEMENT OF ACCESSIBLE GREEN OPEN SPACES IN RESIDENTIAL DEVELOPMENTS

1. Development proposals must provide costings for the design and long-term management of accessible open green spaces to be included in the new development.

2. Development proposals that include the delivery of green open space must:

- i) engage with Town and Parish Councils at pre-application stage to discuss the accessible open green space and GI improvements proposed as well as the implications for the long-term management of it; and
- ii) have the required agreement for the transfer of the accessible open green space to a Town and Parish Council or to appropriate charitable or community trust with a suitable commuted sum or equivalent endowment, which will cover 20 years post adoption by the final land management organisation.

3. The green open space to be transferred by agreement, to a Town or Parish Council, appropriate charitable or community trust will need to be in an adoptable condition, after an agreed initial period of maintenance with the Council or Trust. In addition, upon

adoption or transfer (whichever is the soonest), a maintenance contribution will be paid to the Town or Parish Council or appropriate charitable or community trust to cover the first 20 years of maintaining the accessible open green space.

#### Policy INF1: Strategic Infrastructure Delivery

11.1.1. To support new development, it is essential that the necessary infrastructure is provided. However, allocated development, other than at the Strategic Site, is widely dispersed through the 17 Principal Settlements in the District. To reflect this, the Principal Settlements have been grouped into three sub-areas solely to allow more efficient and cost-effective infrastructure delivery (see table below). Whilst Cirencester is part of the South Cotswolds Sub-Area, the strategic site at Chesterton is, for the purposes of the Local Plan, dealt with separately on the basis that it is the focus for significant growth. The boundaries between each sub-area are functional rather than strictly precise or impermeable. There may be circumstances where a contribution towards infrastructure in one sub-area is required from a development just over the 'border' in another sub-area, for example, a new school. In those circumstances a degree of 'common sense' will need to be exercised.

Mid Cotswolds, Andoversford, Bourton-on-the-Water, Northleach, Stow-on-the-Wold, Upper Rissington.

11.1.2. Together these settlements provide day-to-day infrastructure, services and facilities for local residents and those living in the wider rural areas.

11.1.3. The infrastructure necessary to support planned growth and a certain level of unplanned growth (windfalls) is set out in the Infrastructure Delivery Plan (IDP) and broadly encompasses:

Transport, Contributions to the provision of:

Off-site highway & junction upgrades.

Off-site bus infrastructure (including stops & real time signage).

Off-site pedestrian and cycle network upgrades.

Travel Planning.

Education

Contributions to the provision of:

Early Years Facility Places.

Primary School Places.

Secondary School Places.

Health & Social Care

Contributions to the provision of:

Primary Healthcare (GP's & Dentists).

Secondary Healthcare (acute, maternity & mental bedspaces).

Children's Playspace

Contributions to new, or upgrades of, existing provision of:

Locally Equipped Areas for Play (LEAP)

Neighbourhood Equipped Areas for Play (NEAP).

Community Facilities

Contributions to new, or upgrades to, existing provision of multi-purpose community space including library and youth facilities.

Green Infrastructure & Open Space

Contributions to the provision of off-site enhancement in provision of amenity green-space, parks and semi natural green-space

Flood Management

Contributions to the implementation of off-site parish or settlement-wide local surface water catchment plans

Policy INF4

#### HIGHWAY SAFETY

Development will be permitted that:

a. is well integrated with the existing transport network within and beyond the development itself, avoiding severance of communities and the creation of spaces known or perceived to be unsafe by vulnerable users (e.g. unlit, constrained, with little natural surveillance or activity);

b. creates safe and secure layouts which minimise conflicts between traffic and cyclists or pedestrians, accommodating these modes safely on the principle "desire line" where possible.

Design of junctions in built up areas should constrain vehicle speeds when turning and emphasise the priority of pedestrians (and secondarily of cyclists) crossing side roads;

c. provides safe and suitable access and is designed to constrain vehicle speeds in areas with a high "place" function – e.g. residential areas and those with community facilities or schools (in such locations, 20mph will be the maximum design speed, and legal speed limit);

d. avoids locations where the cumulative impact of congestion or other undesirable impact on the transport network is likely to remain severe following mitigation;

e. has regard, to the Manual for Gloucestershire Streets or any guidance produced by the Local Highway Authority that may supersede it, as well as existing or emerging national

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|              | <p>guidance including the Manual for Streets guides, LTN1/20 and guidance issued by Active Travel England; and</p> <p>f. Implements measures to improve road safety in the vicinity of the development, particularly in areas with an existing collision history or known safety issues, where frequency or severity of collisions could potentially be exacerbated by the extents of the development.</p> <p>Therefore, it was agreed that any future development applications received will need further investigation and requests and the Parish Council will need to work closely with CDC.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 24030<br>7/6 | <p><b>Highways + Prow: Cllr Chris Baxter.</b></p> <p><b>Progress Reports:</b> Council to discuss any matters arising from Cllr Chris Baxters' Report</p> <p>The Calming Junction Table outside Sunnyside on Gloucester Road seems almost certainly delayed by GCC Highways due to increased costs, but the Parish Council will keep enquiring about this scheme and in the meantime look at alternative options such as camera</p> <p>Discussion took place regarding recent queries from newer residents about changing the road structures throughout the village such as closing the Gloucester Road (at the Clock Square junction) to make it a dead end. It was noted that GCC Highways undertook a complete review of the project and the implications and agreed that although it would solve the problem the following high cost implications have to be factored in and this would not be possible to implement due to the following reasons:</p> <p>a) The traffic lights/junction at Shipton Oliffe crossroads would have to be completely remodelled based on the increase of traffic that would occur from both directions, especially traffic re-routed going to Gloucester (turning right at the crossroads). This junction is already an accident spot for the county.</p> <p>b) The turning right lane to Bourton at the Andoversford lights would have to be remodelled as it would not be long enough to take all the traffic that would be coming in 'waves' from Shipton crossroads)</p> <p>c) Foxcote residents were concerned as the various large horse-boxes that have to come into the village via the Gloucester Road (by the Kilkenny) cannot turn left into the village (when travelling up from Frogmill) off the main road (junction is not wide enough for them to turn unless they go onto the opposite carriageway (not recommended at that location, another well know accident spot).</p> <p>d) Community Auto Speed Watch cameras - these are not large big boxes (that appear to get regularly vandalised), these are very small and discreet (they don't automatically flash etc, they are for recording purposes, not automatic fines), so that we can build up a pattern of the regular speeders (to pass onto police), it would also allow us to build up evidence of the traffic numbers and average speed. The Police do need to get involved as they need to approve of the location the camera will be sited at. Also, the Parish will need to enter into a Service Level Agreement with the Police. It was agreed to follow this up with the Police.</p> <p>e) At a recent meeting with Highways, the idea of a 20 mph zone was raised and was effectively ruled out by Highways, in the past we tried to get the 30 mph zone extended to Clock Square but again that idea was refused by Highways.</p> <p>f) The idea of the Industrial site entrance being off the main A40 was discussed several years ago and again GCC Highways had a number of concerns and will not be implemented.</p> <p>We continue to discuss all options at our meetings and encourage residents to share their ideas either with the Parish Council or GCC Highways directly.</p> |

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|               | Several blocked drains on Gloucester Road noted on 27 February were reported to GCC Highways on 29 February.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 24030<br>7/7  | <b>Waterways + Snow Warden: Cllr Steve Haines Deputy: Cllr Ian Hampton</b><br>a. <b>Waterways:</b> all flowing well<br>b. <b>Snow Warden</b> nothing to report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 24030<br>7/8  | <b>Website + Neighbourhood Plan Cllr Ian Hampton.</b><br>a. Cllr Hampton sent a report in his absence to advise that he is continuing to update the village website and utilise other section of the website.<br>Cllr Parry suggested that the Parish Council should have their own Facebook page to run in conjunction with the village website and whatsapp group and offered to start and moderate a Facebook Page for the Parish Council.<br>It was agreed to ask in the village magazine for any help with a new website design.<br>b. Neighbourhood Plan – no further update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 24030<br>7/9  | <b>Finance: Clerk:</b> update on current financial situation -<br>The RFO reported that the finances for the Parish Council are on budget and the remaining expenditure for the current financial year will include Clerk's salary and grass cutting before the end of the month.<br>VAT has been reclaimed for expenses up to April 2023. (£441)<br>Current Bank Balance = £25303                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 24030<br>7/10 | <b>Village Maintenance</b><br>a) <b>Defib:</b> working. Registered and updated on The Circuit and Community Heartbeat website.<br>b) <b>Trees and Horse Trough:</b> no report<br>c) <b>Any other items</b> – bench update – waiting for wording for bench to be approved.<br>d) <b>Bike rack</b> – now installed by bus shelter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 24030<br>7/11 | <b>Cricket Club: Cllr Chris Baxter.</b> Nothing to report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 24030<br>7/12 | <b>Correspondence &amp; Village Hall</b> <ul style="list-style-type: none"> <li>The football club will ask the Cricket Club for help painting the outside of the pavilion.</li> <li>Car park repairs should start taking place in May after the roof has been repaired. The Parish Council were reminded that they had promised £2000 contribution towards this cost.</li> <li>Dog waste bins – the Clerk has chased up with CDC and has been advised that new bins are not available, nor are stickers for existing bins (for dog waste to go in with general litter). It was agreed that the Clerk will contact CDC again to ask if the Parish Council can fund their own bins and put them on the emptying route with Ubico. Stickers can be made for existing bins if required. Follow up at next meeting.</li> <li>The annual Play Equipment inspection will take place soon as the Parish Council will fund this as usual.</li> <li>The Village Hall committee are hoping to run some village events over the summer, and it was agreed that the Parish Council will help with the funding for bouncy castles etc.</li> <li>Discussion regarding an Easter Egg Hunt which is being organised by the Village Hall committee resulted with the Parish Council approving a donation of £200 to ensure that the egg hunt can be kept free of entry charge for all residents.</li> <li>Meeting concluded at 21.40</li> </ul> |
| 24030<br>7/13 | <b>Next Meeting: Thursday 4<sup>th</sup> April</b> 2024 at 7.30pm at Andoversford Village Hall for public session– Meeting to follow.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |