

3<sup>rd</sup> January 2023

## NOTICE OF PARISH COUNCIL MEETING

The Members of Hunts Grove Parish Council are hereby summoned to attend the following meeting:

**Meeting:** Hunts Grove Parish Council  
**Date and time:** 9<sup>th</sup> January 2023 at 6.15pm  
**Venue:** Hunts Grove Primary Academy, Harrier Way, Hunts Grove, GL2 4EP

Mrs. Julie Shirley, Parish Clerk

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### PUBLIC PARTICIPATION

The Parish Councillors very much welcome members of the public to attend Council meetings. Please take a minute to read the agenda and raise any questions or comments you may have under agenda item 4 – public participation. We will do our best to respond straight away and if we're unable to we will provide a written response as soon as possible. We are grateful for your attendance and input.

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## AGENDA

### 1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk, as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

### 2. DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Parish Clerk in advance of the meeting.

### 3. MINUTES

- a) To accept as a true record the minutes of the meeting held on 19<sup>th</sup> December 2022.
- b) Review of outstanding actions not already included on the agenda.

### 4. PUBLIC PARTICIPATION

- a) To consider requests from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3e to 3k.

## **5. TO RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCIL COUNCILLORS**

## **6. GROUPS, EVENTS & PROJECTS**

- a) Hunts Grove Wombles update from Cllr Meecham
- b) To receive an update on Easter Community Day 1<sup>st</sup> April 2023
- c) To receive an update on King's Coronation celebration on Sunday 7<sup>th</sup> May 2023.
- d) Bee-squared, to consider launching this initiative in Hunts Grove next Spring (see <https://climateactionnow.uk/bee-squares/> for more information)
- e) To receive an update on naming public open spaces and make decisions as required
- f) To consider the active travel report from Cllr Thorne and make decisions as required.

## **7. DEVELOPMENT SITE UPDATES**

- a) To receive an update from Crest Nicholson
- b) To consider and propose Street Names for Parcels R3 R3EL R5 And R7.

## **8. PLANNING**

- a) To consider planning applications
- b) To note the Local Plan Examination Update December 2022.

## **9. POLICY WORKING GROUP**

- a) To approve recommendations from the Policy Working Group
- b) Discuss priorities for the next working group and schedule the meeting.

## **10. YOUTH WORKING GROUP**

- a) To approve recommendations from the Youth Working Group.

## **11. TO RECEIVE UPDATES FROM GLOUCESTERSHIRE CONSTABULARY**

## **12. FINANCE AND PROCEDURES**

- a) To receive the bank reconciliation and budget comparison reports for the last period
- b) To consider the quote for the defib electrical installation at the Hunts Grove entrance.
- c) To approve the draft budget and precept for 2023/24.
- d) To approve GAPTC to carry out the independent audit of accounts 2022/23 at a cost of £235.
- e) To agree DBS checks for councillors and volunteers.
- f) To agree delivery for the "Welcome New Resident" flyer/postcard.
- g) To approve the schedule of payments.

## **13. TO RECEIVE THE CLERK REPORT**

## **14. PARISH COUNCILLOR REPORTS**

- a) To receive a verbal report from Parish Councillors, for information only.

## RECURRING ITEMS TO NOTE

### 15. DEVELOPMENT SITE UPDATES

- a) To receive an update on allotments
- b) To receive an update on the community building
- c) To receive updates from PREIM and discuss matters arising
- d) Colethrop Farm Ltd (CFL) updates
- e) To receive an update from Cllr Ryder regarding Phase 1 Adoption Status Update and remedial work required.

### 16. COMMUNITY GOVERNANCE REVIEW

- a) To note that the parish council has responded to the CGR consultation.

### 17. VILLAGE MAINTENANCE

- a) Review updates to the Village Survey Report
- b) Health & Safety Issues (play equipment, old farm cistern)

### 18. PARKS & OPEN SPACES UPDATE

- a) To receive an update from Cllr Turner-Wilkes
- b) To receive an update on CCTV for the open spaces.

### 19. HIGHWAYS UPDATE

- a) Haresfield Lane works update
- b) Harrier Way Junction and resurfacing updates
- c) A38 junction works & construction traffic routing
- d) To receive an update on "hedgehog highway" campaign
- e) "20 is plenty" Project, to receive an update from Cllr Turner-Wilkes.

### 20. WEBSITE & COMMUNICATIONS

- a) To receive the monthly communication report from Cllr Ryder
- b) To receive an update on the Business Directory
- c) To receive an update on the Parish Mailing List

### 21. CORRESPONDENCE

### 22. ENERGY FROM WASTE

- a) To receive an update from the Community Liaison Group (CLG) representative.

# MINUTES

**Meeting:** Hunts Grove Parish Council Meeting  
**Date and time:** 19<sup>th</sup> December 2022 at 6.15pm  
**Venue:** Hunts Grove Primary Academy

**Present:**

Cllr Mark Ryder (Chair)  
Cllr Demelza Turner-Wilkes  
Cllr Adam Hampson  
Cllr Sandra Meecham  
Cllr Kevin Thorne

**Also In Attendance:**

County Cllr Stephen Davies

**369/22 APOLOGIES FOR ABSENCE**

District Cllr Oxley.  
Ms L Brailsford, Crest Nicholson representative.

**370/22 DECLARATIONS OF INTEREST**

There were none.

**371/22 MINUTES**

- a) Council **resolved** to approve the Minutes of the Meeting held on 14<sup>th</sup> November 2022.

**372/22 PUBLIC PARTICIPATION**

None.

**373/22 GROUPS, EVENTS & PROJECTS**

- a) Hunts Grove Wombles update: Cllrs Turner-Wilkes and Hampson will co-ordinate litter picking during Cllr Meecham’s absence.
- b) Christmas Fayre; 113 children visited Santa’s Grotto which was a great success.
- c) Easter Community Day, 1<sup>st</sup> April 2023 and budget. The Community Day would be an opportunity to consult with young people on future plans for the parish, and there would be activities that would attract young people, eg zorbing, trampolining, the Clerk has included the activities on a grant application. Cllr Meecham will approach local food and drink vendors to attend the event. Cllr

Davies offered £500 from his Build Back Better fund, **Action: Clerk** to complete the application form. **Action: Working Group to prepare plans to report back to Council in January.**

- d) King's Coronation celebration on Sunday 7<sup>th</sup> May 2023. **Action: Working Group** to discuss venue and style of celebration and report back to Council in January.

### **374/22 DEVELOPMENT SITE UPDATES**

- a) Update from Crest Nicholson: no update received. Councillors raised concerns about Brambling Way highway remedials that have not been completed and contractors appear to have left site. There was also a discussion about gritting roads and pavements. Crest do not grit the roads at Hunts Grove and do not provide grit bins. **Action: Cllrs Turner-Wilkes and Thorne** will work on a communication to update residents and will also make enquiries about possible future solutions. It was noted that a response has still not been received from County Cllr Morris about the highways access into the development; **Action: County Cllr Davies will follow-up with Cllr Morris.**
- b) Cllr Ryder gave a brief update regarding Phase 1 Adoption Status Update and remedial work required following the latest meeting. Crest were not able to attend the meeting. It was noted that no maintenance work has been carried out in the Wood; **Action: Cllr Hampson** to prepare information for the Clerk to send to Planning Enforcement.
- c) Council considered proposing Street Names for Parcels R3 R3EL R5 And R7: Councillors are meeting with a local historian on 21<sup>st</sup> December therefore it was agreed to defer the decision on proposed names until the January meeting.

### **375/22 PLANNING**

- a) There were no new planning applications to consider. The Farmhouse Triangle application will be determined by the SDC Planning Committee in January 2023.

### **376/22 COMMUNITY GOVERNANCE REVIEW**

Council approved the draft response to the consultation requesting an increase to 11 councillors with effect May 2024.

### **377/22 CLERK REPORT**

- a) Council received the Clerk's report, with regards to the Parish funding new litter bins at Harrier Way bus stops, it was agreed to proceed with the Topsy Royale bin in black and gold banding with HGPC personalisation. **Action: Clerk to order the 2 bins.**
- A concern was raised from a resident regarding the proximity of the railway line and request for more robust fencing. **Action: Clerk** to raise the concern with Network Rail and Crest Nicholson as the responsibility lies with one of them.

### **378/22 DISTRICT AND COUNTY COUNCIL COUNCILLOR REPORTS**

County Councillor Stephen Davies reported on County Council matters including the updated road safety document that includes provision for 20mph zones which still require a Traffic Regulation Order. GCC is running the Holiday Activities Fund programme again during the school holidays for Christmas 2022 and Easter 2023.

District Councillor Mark Ryder reported that Stroud District Council (SDC) has adopted a revised Parish and Town Council Charter which will then go to local councils for adoption. SDC is working on their budget for 2023/24.

### 379/22 GLOUCESTERSHIRE CONSTABULARY UPDATES

No update since the last meeting. **Action: Cllr Turner-Wilkes** will follow-up from the last meeting.

### 380/22 VILLAGE MAINTENANCE

- a) Village Survey Update: concerns that play equipment defects have not been rectified since highlighted in the RoSPA report. **Action: Cllr Turner-Wilkes** to follow-up with Crest.
- b) Health & Safety Issues (play equipment, old farm cistern). No new update.

### 381/22 PARKS & OPEN SPACES UPDATE

- a) No additional updates from Cllr Turner-Wilkes.
- b) Council considered options for installing CCTV for the open spaces. It was agreed to look specifically at the Acorn to scope out specific options. **Action: Clerk** to contact CCTV provider.

### 382/22 FINANCE AND PROCEDURES

- a) Council received the bank reconciliation and budget analysis for the period ending 30<sup>th</sup> November 2022. **Action: Clerk** to provide a breakdown of the grants received in 2022 to the Chairman.
- b) Council agreed up to a maximum of £3,000 for legal services to support the council with Management Company discussions in January/February 2023. It was also agreed to collate redacted deed information to send to the Council’s solicitor for advice. Clerk also to send legal advice summary to Crest and copy in SDC and request Crest legal advice as promised. **Action: Clerk.**
- c) Council considered the draft budget for 2023/24 and noted that the taxbase has decreased despite additional properties within the last year. The decision was deferred to January meeting pending further clarification of the taxbase. **Action: Clerk.**
- d) Council approved payments as follows.

**It was resolved to approve the payments as below.**

Invoice Date	Payee	Net	VAT	Gross
30/12/22	Salaries & Expenses December 2022	£651.30	£0	£651.30
30/12/22	HMRC – Q3 PAYE/NI	£363.04	£0	£364.04
29/11/22	PATA (UK) – Payroll services	£23.85	£0	£23.85
19/10/22	GAPTC – books and training	£32.00	£0	£32.00
01/12/22	Cloudy Group Ltd – December 2022	£43.00	£8.60	£51.60

19/10/22	S.Meecham – reimbursement of youth meeting expenses	£6.90	£0	£6.90
		£91.93	£0	£91.93
	<b>TOTALS</b>	<b>£1212.02</b>	<b>£8.60</b>	<b>£1221.62</b>

### 383/22 WEBSITE & COMMUNICATIONS

- a) It was agreed to produce a “Welcome New Resident” flyer/postcard with an initial print run of 1000 copies. Council delegated to Cllrs Ryder and Thorne to work on the flyer/postcard with a maximum budget of £100. **Action: Cllrs Ryder and Thorne.**

### 384/22 PARISH COUNCILLOR REPORTS

Cllr Thorne attended the Stroud Cycling and Walking event at Stroud District Council and gave a verbal report to Council.

Cllr Meecham attended the Town and Parish Council Strategic Forum organised by Stroud District Council on the cost-of-living, finances and precept-setting.

### 385/22 NEXT MEETINGS

- a) Council noted arrangements for the next Meeting of the Parish Council taking place on Monday 9<sup>th</sup> January 2023 at 6.15pm.

Meeting closed at 9.15pm.

## OUTSTANDING ACTIONS

Meeting date	Task Name	Assigned To	Description
2022-11-14 - Meeting	Play Parks Naming	Kevin Thorne	Draft a paper to share with Crest and residents, and possibly a video to show the locations.
2022-11-14 - Meeting	Village Maintenance	Demelza Turner-Wilkes;Julie Shirley	1. Dem to raise urgent matters with Crest. 2. Julie to contact Crest about the fallen tree Shorn Brook. Done.
2022-11-14 - Meeting	POS Timetable - update website	Julie Shirley	
2022-11-14 - Meeting	Highway access to Hunts Grove	Mark Ryder	Mark will follow up letter sent to Cllr D Morris (twice).
2022-11-14 - Meeting	Youth Project	Kevin Thorne;Julie Shirley;Sandra Meecham	<p>1. That HGPC form a Youth Working Group with initial aims to:</p> <p>a. Develop a Youth Strategy that can inform HGPC's efforts and help ensure that opportunities and activities are available to young people on a long term note and sustainable basis</p> <p>b. Explore options and make recommendations for youth engagement, including the creation of a youth voice forum for Hunts Grove. This should consider both those in Y5/Y6 and those of secondary age</p> <p>c. Investigate and propose quick wins and initial steps that HGPC can take to (i) improve knowledge of and access to existing opportunities, and (ii) provide an initial offering itself that helps engage young people, demonstrates HGPC's intent, and builds expertise within HGPC.</p> <p>2. That HGPC update SDC councillors and officers on our intentions and request assistance as may be available from youth workers within the constraints of the 2020-2024 strategy and funding levels.</p> <p>3. That ahead of the development of the Youth Strategy, HGPC considers the challenges and actions/mitigations explored in this document in our thinking and engagements with Crest, CFL and others.</p> <p>4. That potential for funding a level of youth provision be considered in budget discussions for 2023/24.</p> <p>5. If deciding to progress options for early provision/action, Council should be conscious of cost and sustainability, particularly where that could mean making large or more involved commitments before engaging with young people.</p>
2022-11-14 - Meeting	CIL	Julie Shirley	Check if £34k is the final total. Yes it is. Move to earmarked reserves. Done on the spreadsheet. Investigate savings accounts. Unity do one with 1.16% interest.
2022-11-14 - Meeting	Police Liaison	Demelza Turner-Wilkes	Hunts Grove is shared between two policing area teams, PC Brawn/Buiko will feedback to the team and find out how the Council can effectively communicate issues to the two teams. Dem to follow-up if we have no update in a week or so.
2022-10-10 - Meeting	Defibrillators	Demelza Turner-Wilkes	Cllr Turner-Wilkes to liaise with the school regarding the installation of the defibrillator.
2022-10-10 - Meeting	Litter Bins	Julie Shirley	Clerk to contact SDC and Glos CC regarding emptying of new litter bins. Clerk also to arrange purchase of 2 litter bins.
2022-12-19 - Meeting	Community Fun Day - 1st April 2023	Sandra Meecham	Working Group to prepare plans for January meeting.
2022-12-19 - Meeting	King's Coronation Event - 7th May 2023	Sandra Meecham	Working Group to discuss venue and style of celebration and report back to Council in January.
2022-12-19 - Meeting	Grit Bins update to residents	Demelza Turner-Wilkes	
2022-12-19 - Meeting	Cllr Davies to follow-up letter to Cllr Morris		
2022-12-19 - Meeting	Hunts Grove Wood Maintenance	Adam Hampson	Prepare information to send to Planning Enforcement.
2022-12-19 - Meeting	Order 2 litter bins	Julie Shirley	
2022-12-19 - Meeting	Railway Line fence concerns	Julie Shirley	Report to Crest Nicholson and Network Rail
2022-12-19 - Meeting	Follow-up with Police	Demelza Turner-Wilkes	
2022-12-19 - Meeting	Follow-up RoSPA report defects with Crest	Demelza Turner-Wilkes	
2022-12-19 - Meeting	Query Tax Base with SDC - 118 more houses occupied in the past year	Julie Shirley	
2022-12-19 - Meeting	Welcome New Resident flyer/postcard	Kevin Thorne;Mark Ryder	Mark and Kevin to draft up a flyer and order 1000 copies.



## Report

**Cllr Kevin Thorne**

**Meeting:** Full Council  
**Agenda Item:** Transport  
**Date and time:** 9th January 2023

Cllr Thorne attending an active travel event hosted by Stroud District Council in November and provides the following notes and proposals

### Part 1: Notes from 18 November walking and cycling event at SDC

#### Context

Gloucestershire County Council's (GCC) ambitions are based around net zero target (2045), with 80% reduction by 2030. Stroud District Council's (SDC) is more ambitious will the aim being for the district to become carbon neutral by 2030.

48% of the district's carbon emissions are from road transport and a massive model shift from car to public transport and active travel (cycling and walking) has to be part of the solution in addition to a shift to electric vehicles. GCC would love to see the county "go Dutch" where we have the same infrastructure and culture as in The Netherlands (but taking into account UK geography and average trip lengths) plus widespread e-bike use. The target is for at least a 300% increase in cycling by 2030.

Infrastructure is really important but changing behaviours through increasing options, confidence and awareness are also critical.

It's also important to note the physical and mental health benefits of active travel.

#### Infrastructure

Delivering infrastructure in the form of cycle routes and overcoming gaps in existing cycle networks can be expensive and has long lead times, with the initial feasibility studies alone costing a lot and taking substantial periods. Smaller scale infrastructure such as bike storage and local facilities can be effective and easier to deliver.

The Local Transport Plan envisages a spine cycle route linking Tewkesbury, Stroud, Cheltenham and Gloucester. The Chelt-Glos stretch is underway and have funding for Chelt to Bishops Cleeve. GCC are now working up plans for centres of Gloucester and Cheltenham, and looking at concept designs for Gloucester to Stonehouse & Stroud, on which they held a consultation earlier in 2022.

GCC have also identified 100s of corridors for primary (into town centres) and secondary cycling routes, and are prioritising those so can explore options for when funding is available. Central government requires LCWIP (local cycling and walking infrastructure plans) when bidding for funding. There is the possibility of obtaining funding from private companies and there is, for example, some match funding from private companies for the Chelt-Cleeve route.

In 2021, SDC set up a group to work with other local councils to promote active travel as it's important that town and parishes are involved and leading. This meeting was part of that working group, and had the aims of (1) inspiring more projects and (2) increasing awareness of existing projects and funding. So far SDC have received 33 projects from 13 parish councils, concentrated across the centre of the district. Examples are part funding initial design and feasibility work for various routes, bike storage facilities, solar lighting for a footpath, a pedestrian crossing, a bike pump facilities. SDC recommend looking for low hanging fruit, having match funding and putting the project in plans and strategies. The prioritisation tool factors in

- (1) **Alignment with policies and plans:** is the scheme in a Neighbourhood Development Plans, LCWIPs, Local Plan), links to the strategic network, and analysis from the [Propensity to Cycle tool](#)
- (2) **Wider benefits:** potential for supporting model shift, levelling up by supporting a disadvantaged area, environmental sensitivities
- (3) **Deliverability:** how complex is it to deliver, is third party land required, is match funding available
- (4) **Fundamentals:** What stage is the project at, will it improve safety, will it improve accessibility and sustainability, segregation of route from traffic (which is now GCC policy), will it enable economic development i.e. does it provide links to businesses.

Local councils can also help maintain local cycle infrastructure and paths as GCC can't currently resource doing this.

## Changing behaviours

Local councils can encourage people to try active travel and help remove barriers to them doing so. This might be through:

- Promoting schemes and services, including those available through [The Bike Drop](#)<sup>i</sup>, [Bikeability](#)<sup>ii</sup>, [Access Bike](#) and the [Gloucestershire Bike Project](#)
- Providing signage and advertising cycling and walking routes.
- Sharing good practices and behaviours
- Setting an example
- Running cycling proficiency training
- Explaining the benefits of active travel
- Encouraging people to set goals. This could be to join a community walk or to commute/shop by active travel once a week.
- Encouraging/facilitating/running community bike rides and/or walks. This might be to a particular destination that people may want to get to or for simply for recreation. This can increase confidence levels and show people that active travel options are practical/fun.

Simon Maher at SDC can also help with things that don't necessarily require funding.

## Part 2: Applicability to and potential options for Hunts Grove?

Hunts Grove offers plentiful space and routes for recreational walking but we need to recognise that

- Hunts Grove is still under construction and unadopted, with approved plans in place, which would all complicate the provision of additional highway infrastructure for cycling.

- The location of the village poses challenges to, and will constrain the amount of, active travel. We should expect high levels of commuting distances beyond what is likely to be easy for most people, and our local secondary school is also not in our immediate environment. There are (currently) limited facilities in the village and amenities in Kingsway, Hardwicke and Quedgeley are not on our immediate doorstep.
- There are challenges around the main cycling routes from Hunts Grove to our surrounding areas: the western route will involve navigating a busy junction and then the A38 bridge with only a shared cycling/walking pavement; the central route is unattractive through the industrial estate and up Telford Way and also involves crossing the busy Waterwells Drive; and the core connective infrastructure on the central and eastern (Marconi Drive) routes are outside both the parish and the Stroud District.

## Proposed actions

There are some proposed actions (marked in **bold green**) that are low cost and about building understanding and creating options. **Before doing anything beyond that, we should consider gathering more information to help us make informed decisions and proposals.** A resident is currently conducting research for their undergraduate degree concerning transport in Hunts Grove and has knocked on doors in parts of the village asking people to complete a questionnaire. I have made contact to show interest in the results and offer help if possible/desired.

### In terms of infrastructure HGPC should:

- Contact our GCC Local Highways Planner and Simon Maher at SDC to
  - Make contact and show interest
  - Check status of spine cycle route planning
  - Ask whether the other identified corridors would service Hunts Grove
  - Highlight the particular issues around Hunts Grove and gain any advice.
- Register on the GCC consultations webpage (this was suggested as more tailorable than GCC's outreach to councils) with a view to providing submissions in further relevant consultations. **DONE**
- Pursue having the village roads adopted as 20mph rather than needing to have separate Traffic Regulation Order after adoption. (As per discussion with County Cllr Stephen Davies at December's Council meeting.)
- Highlight the active travel considerations in the planning and location of the neighbourhood centre.

### In terms of non-infrastructure, HGPC should:

- Share details of the local schemes/services on our web presence (website and FB)

NB: At this stage, I do not propose suggesting funding cycling proficiency or bike servicing through the organisations described in the report. This a fairly heavy subsidy (£20 per person for a service if using Dr Bike Stroud) and could potentially assist existing cycling without increasing active travel. They also hit small numbers of people; do wonder if there are options that could help more people. (If Bikeability would consider producing a video guide on cycling up to the health centre/Lidl/Asda/Severn Vale that might show more people what is achievable and how to do it safely but that would be something to explore later.)

## Potential future actions

### In terms of infrastructure HGPC could:

- Seek inclusion of cycling facilities in the community centre (bike storage, perhaps a pump). We could explore the issues around seeking and matching funding for such facilities when the community centre and other assets may be held by the ManCo.
- Consider talking to Highways and Crest about the potential for adding signage/road marking such as warning people about cyclists around junctions.

In terms of non-infrastructure, HGPC could:

- Seek to identify walking routes around the village and its public open spaces, and advertise these on our website. We could seek funding/support for mapping these including from Crest as an addition to engagement on naming our spaces
- Build walking routes signage into any plans for naming signs for our spaces as a later part of the naming project or a subsequent linked project
- Organise/facilitate/support a community walk around the village or more likely to somewhere nearby.
- Additionally, the planning submission for the Farmhouse Triangle contains provision for an Travel Planning service for residents of that area. We could engage early with Mark Heywood to see if we could potentially provide additional funding to make use of and extend parts of that service/material for residents of the rest of Hunts Grove.

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<sup>i</sup> The Bike Drop is a community interest company set up during the pandemic by a group of young cyclists. It is about promoting cycling as well as related careers in bike maintenance. They service bikes and sell refurbished bikes from their workshop and offer "Dr Bike Stroud" where they come to a community to offer advice and bike servicing (including a full safety check) etc. Can do it 9-5 Mon-Fri (and can discuss other times), seeing 15-20 bikes per session. Ask us to do publicity and sign-ups. Costs £400 a session. (As little a £20 per bike). Have done it at Great Oldbury and at SDC.

<sup>ii</sup> Bikeability is offered by GCC's ThinkTravel team and focused on behavioural changes including through increasing road skills and confidence. They offer discounted training for families, businesses and adults as well as schools, either one to one or groups. They can also offer "led rides". Councils can apply for grant/help.

## 5<sup>th</sup> December 2022 Minutes Working Group

### **Attendees**

Mark Ryder

Demelza Turner-Wilkes

Sandra Meecham

Julie Shirley (Minutes)

### **Topics discussed:**

- Community Governance Review (CGR)
- Communications
- Naming of Public Open Spaces

### **CGR**

Parish Warding – no legislative evidence that it is possible to levy a different precept. It also goes against the vision of one Hunts Grove.

NALC recommendation is 11 councillors for the electorate range 2701-3500. The forecast for 5 years' time 3191 electorate at Hunts Grove.

Eventually there will be 2,500 houses = 7,500 population expected within 10 years.

The adoption of public realm will increase workload, eg sports provision, management of open spaces, community building plus arrangement of community provision and youth provision.

Julie will draft response for Council to approve.

### **Communication**

Aim to produce a printed Newsletter at least once per year.

Suggestion of a Welcome New Residents Flyer / Postcard distributed through the sales offices and delivered to new areas, include QR code that links to the HGPC website.

Suggest producing the monthly newsflash as a video – Kevin will mock-up the landing page.

Website training to be arranged for Kevin.

Mark will request logins for Kevin to Website and Blog.

### **POS Naming**

Local historian may be able to help, CFL can put us in touch.

Kevin can do a blog in the New Year and can use Microsoft Forms to collect names already in use – 2 stage approach – to include stakeholders first.

Could broaden the survey to include future street naming.

Remember to include Humphrey Cook Way in response to current street naming request.

Suggested that we ask Mark Heywood to nominate a name.

### **Business Plan**

Harry Cole has agreed to assist. Suggested that a small working group of 2 councillors and 2 residents to commence business plan.

# EXAMINATION OF THE STROUD DISTRICT LOCAL PLAN REVIEW

## INSPECTORS' GUIDANCE NOTE

**Inspectors:** Victoria Lucas LLB MCD MRTPI  
Yvonne Wright BSc(Hons) DipTP DMS MSc MRTPI

**Programme Officer:** Charlotte Glancy  
Tel: 01903 776601 or M: +447519 628064  
Email: bankssolutionsuk@gmail.com

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### Purpose of this note

1. This note provides guidance to participants on the procedural and administrative arrangements for the hearing sessions as part of the examination of the Stroud District Local Plan Review. References in square brackets [ ] refer to examination documents which can be found in the examination document library on the Council's examination webpages. The link is as follows:  
<https://www.stroud.gov.uk/environment/planning-and-building-control/planning-strategy/stroud-district-local-plan-review/local-plan-examination>

### Dates of the hearing sessions

2. The examination hearing sessions will commence at **10:00** on **Tuesday 7 March 2023**. They will be held virtually using Zoom hosted by the Council. The **Matters, Issues and Questions (MIQs)**, published as a separate document, will form the basis for the discussions.
3. **A draft programme** for the examination hearing sessions has also been published which sets out the matters to be discussed on each day. Please note that details may change.

### Programme Officer

4. Charlotte Glancy is the Programme Officer and is responsible for the administration of the examination. She is working under our direction, is impartial and is independent of the Council. The role of the Programme Officer includes acting as the main point of contact for the examination, providing an effective channel of communication between us and all parties. All programming queries, practical and procedural points should therefore be addressed to the Programme Officer on the contact details as above.
5. Copies of all examination documents are available to view on the [examination website](#). Any participant who does not have access to the internet should contact the Programme Officer so that alternative arrangements can be made for viewing documents.

## Scope of the examination and the Inspectors' role

### Inspectors' role

6. Our role is to assess whether the Stroud District Local Plan Review (the Plan) as submitted, has been prepared in accordance with legal and procedural requirements and determine whether it is sound. The purpose of the hearing sessions is to enable us to obtain the information we need to make these assessments.
7. The National Planning Policy Framework, July 2021, (the Framework) states that in order to be sound, a Local Plan should be positively prepared, justified, effective and consistent with national policy.
8. There are three possible outcomes to the examination:
  - the submitted Plan is sound;
  - the submitted Plan is not sound but could be made sound by making changes (main modifications), if necessary following additional work; or,
  - the submitted Plan is not sound and could not be made sound by any changes.
9. Following the close of the Hearing we will prepare a report to the Council with our conclusions.

### Changes to the Plan

10. There are two ways by which changes can be made to the Plan:

(a) **Main modifications** which are recommended by the Inspectors. These are changes which alone or in combination with others, would materially alter the Plan or policies and must be subject to consultation. We can only recommend **main modifications** if they are necessary to resolve problems that would otherwise make the submitted Plan unsound or not legally compliant.

(b) **Additional modifications** which can be made by the Council on adoption. These are changes which do not materially affect the policies in the Plan. The Council is accountable for these changes and they do not fall within the scope of the examination.

### Omission sites

11. Our starting point for the examination is that the Council has submitted a Plan which they consider is sound and legally compliant. We will therefore be considering whether the policies and site allocations within the Plan comply with these requirements.
12. We will not be considering the merits of any alternative or omission sites. If during the examination there appears to be a need for additional development sites to be allocated, it will be a matter for us to raise this with the Council to decide what it would propose in order to meet such a need.
13. Those seeking changes to the Plan need to demonstrate why the submitted Plan is not sound, rather than highlight an alternative or omission site.



## The hearing sessions

14. The hearing sessions for the examination will be held virtually using Zoom and are being hosted by the Council. A separate note about the virtual hearing sessions explaining how representors will participate and how others can observe the events will be issued shortly. The aim is to make the virtual hearing sessions as similar as possible to physical hearing sessions in the way they are run.
15. Except for the opening day which will start at 10:00, the hearing sessions will normally run between 09:30 and 13:00 in the mornings and between 14:00 and 16:00 in the afternoons, unless stated otherwise.
16. The hearings will be in the form of structured round table discussions which we shall lead. There will be no formal presentation of evidence or cross-examination. Barristers and solicitors, if present, will be treated as part of the respective organisation or team.
17. The discussion will focus on the issues in the programme together with any additional points or supplementary questions we wish to ask arising from any further written statements.
18. The programme is currently in draft form and may be subject to change. An updated version will be issued before the Hearing starts and this will include a list of participants invited to attend each session.

## Progressing representations on the Plan

### Participation at the hearing sessions

19. Only those who have made representations within the prescribed time periods and seek changes to the Plan, have a right to be invited to and participate in relevant hearing sessions. However anyone, including those supporting the Plan, may observe the live streaming of the virtual hearing sessions. Details on how you can do this will be published in due course.
20. If you wish to participate at a hearing session, and your representations are relevant to that session, please contact the Programme Officer as soon as possible and by **17:00 on Tuesday 24 January 2023** at the latest, to confirm this.
21. Please clarify which matters and issues are relevant to your representations and on which issues and questions you wish to speak. Anybody who does not confirm their wish to appear by that date may not be included in the programme, so please respond promptly.
22. Where several people or organisations wish to speak on the same issue or wish to make the same point, you should consider appointing a single spokesperson or persons, as we will not be allowing points to be repeated during the hearing sessions. This will ensure that effective use is made of available time in the sessions. The Programme Officer will assist you with these arrangements.

23. The updated version of the Hearing Programme will be published on the examination website around two weeks before the start of the Hearing. It will be for individual participants to check this and to ensure that they attend the right sessions and at the right time.
24. If anyone is unsure as to which session their representations relate to please contact the Programme Officer for advice.
25. Please note that we will give equal regard to views put at the hearing sessions and those set out in writing. Participating in a hearing session will only be useful and helpful to us if you can engage in a debate and focus on our specific questions.

Further written statements

26. Our matters, issues and questions (MIQs) will form the basis for discussion at the hearing sessions. As participants should have already set out their full cases within their existing representations there should ordinarily be no need to produce further written statements. Representors may therefore choose to rely on their original response.
27. However if participants do wish to produce further written hearing statements, these must relate to their original representation and respond to the issues and questions set out in our MIQs. Statements must not repeat what is in previous representations as these will be taken into account.
28. As the examination documents are available on the internet, participants should not attach extracts to any statements. Instead, please reference relevant examination document numbers and page numbers.
29. To assist the conduct of the hearings, any additional statements produced by participants must accord with the following:
  - Only respond to the specific questions in the MIQs which are of relevance to the original representation;
  - Respond to each matter (set out in the MIQs) in separate statements;
  - Clearly indicate what changes are necessary to make the Plan sound or legally compliant and set out the precise wording;
  - Be succinct, to the point and no longer than 3000 words for each matter;
  - Should normally not include appendices as all pertinent points should be set out within the main statement; and
  - Along with the electronic version, two paper copies should be provided, stapled (not bound) and with any A3 pages folded to A4.
30. Please note that any statements that are of excessive length and/or contain irrelevant or repetitious material may not be accepted.

31. Unlike other participants, the Council is required to respond to each of our questions and therefore the 3,000 word limit per matter does not apply to them. However any statements should still be succinct.
32. Electronic versions of statements and the two paper copies, including those from the Council, should be sent to the Programme Officer to arrive **no later than 17:00 on Tuesday 14 February 2023**. Late statements may not be accepted.
33. Any new or revised statements of common ground with the Council should be submitted to the Programme Officer as soon as possible but to arrive **no later than 17:00 on Tuesday 21 February 2023**.

### **Site visits**

34. Insofar as we consider it necessary for our consideration of the soundness of the Plan we shall visit relevant sites and areas before, during or after the hearing sessions. We will do these unaccompanied unless access to private land is necessary.

### **Close of the examination**

35. Following the hearing sessions the examination will remain open until our report is submitted to the Council. However we will not accept any further representations or evidence from any party during this time unless we have specifically requested it.

### **Further information**

36. Further information about the preparation and examination of local plans can be found using the following links:
  - The Planning Inspectorate's YouTube channel includes a series of 5 short videos on local plans and the examination process at <https://www.youtube.com/channel/UCQqDetL1R5aRgbNm8PDViNw>
  - The *National Planning Policy Framework – July 2021* is available at: <https://www.gov.uk/guidance/national-planning-policy-framework>
  - The national *Planning Practice Guidance* available at <https://www.gov.uk/government/collections/planning-practice-guidance>, and
  - The Planning Inspectorate's *Examining Local Plans Documents: Procedural Practice – Revised February 2022 (7th edition)* available at: <https://www.gov.uk/government/publications/examining-local-plans-procedural-practice>

**Inspectors Victoria Lucas and Yvonne Wright**

**20 December 2022**

## Youth Working Group – 2<sup>nd</sup> December 2022

Recommended actions to take forward to Full Council:

1. Youth Council / Voice – provides skills and experience of local democracy. Start building a council with Y5/6 through the school and add to it with new Y6 as the years progress so that we cover a wider age range.
2. Youth activities / club / outreach options
  - a. Scoping exercise to determine what's possible, what is likely to work for HG. Find out if Steve Miles at SDC can help or get quotes from an organisation to do the scoping for us.
  - b. Play Gloucestershire will deliver day long activities at local parks – circa £500 per day
  - c. Sportily can quote to do something
3. Easter Community Day with youth consultation 1<sup>st</sup> April 2023. Ask Lucie to confirm that phase 2 main POS will be in suitable condition to be used. Find out when school are doing an Easter trail and make sure our event not in conflict.
4. Get involved with Hardwicke Youth Forum for the area via SDC.
5. Apply to OPCC grant by 12<sup>th</sup> December for funding towards Easter Community Day youth activities, and / or scoping costs.
6. Venue for activities? Longer term – Community Building. Make enquiries about having a unit or something from Farmhouse Triangle?
7. Find out about nearby activities and promote eg Guides, Scouts etc.

## HUNTS GROVE PC BANK RECONCILIATION 2022-23

<b>BANK BALANCES 31 DECEMBER 2022</b>	
Unity Trust Bank	£85,132.07
<b>TOTAL MONIES IN BANK</b>	<b>£85,132.07</b>
<b>LESS OUTSTANDING PAYMENTS</b>	
S.Meecham - Youth Meeting	6.90
HMRC - Q3 Tax	364.04
<b>TOTAL OUTSTANDING PAYMENTS</b>	<b>£370.94</b>
<b>TRUE BALANCE AT 31/12/22</b>	<b>£84,761.13</b>
Opening Balance at 01/04/22	£34,973.53
Receipts year to date	£78,291.92
Sub-total	£113,265.45
Expenditure year to date	£28,504.32
<b>TRUE BALANCE AT 31/12/22</b>	<b>£84,761.13</b>

Signed Clerk ..... Date.....  
 Name

Signed Chairman ..... Date.....  
 Name

<b>HUNTS GROVE PARISH COUNCIL</b>				
<b>BUDGET COMPARISON REPORT 2022-23</b>				
	<b>£</b>	<b>£</b>	<b>£</b>	
<b>INCOME</b>	<b>Budget</b>	<b>Received as at 31/12/22</b>	<b>Balance</b>	<b>Notes</b>
Precept	53000	53000	0.00	
VAT reclaim	0	302.97	0.00	
Event Grants	0	3208.94	0.00	
Other Grants	0	4736	0.00	
CIL	0	17044.01	0.00	Move to Earmarked Funds
<b>EXPENDITURE</b>	<b>Budget</b>	<b>Spend as at 31/12/22</b>	<b>Balance</b>	<b>Notes</b>
Staff costs	10000.00	5481.94	4518.06	
General Admin/expenses	1500.00	1150.83	349.17	
Subscriptions	1000.00	0.00	1000.00	
Insurance	500.00	742.60	-242.60	
Donations	1000.00	0.00	1000.00	
Training	500.00	25.00	475.00	
Newsletter/Website	1500.00	329.83	1170.17	
IT	3000.00	2973.20	26.80	
New equipment	3750.00	6543.99	-2793.99	Defibs £3200
Community Events	1000.00	6263.51	-5263.51	From Earmarked Funds
Professional fees	10000.00	2008.50	7991.50	
Earmarked Reserves contribution	20000.00	0.00	20000.00	
<b>TOTALS</b>	<b>53750.00</b>	<b>25519.40</b>	<b>28230.60</b>	
<b>EARMARKED RESERVES</b>	<b>£</b>			
Community events	270.43			
<small>(£3325 c/f plus in-year grants minus expenditure this year to date)</small>				
CIL	17044.01			

# Estimate for Work

Reference: 1444

Issue Date: 19/11/2022



**Wick House  
Westrip  
Gloucestershire  
GL6 6EY  
07838 369359**

## Name / Address

Julie Shirley  
Clerk to Hunts Grove Parish Council  
PO Box 2287  
Gloucester, Gloucestershire  
GL3 9HA



*This estimate has a validity of 30 days from issue date, unless otherwise stated*

Terms	Project / Contract
15 days net	Hunts Grove Defibrillator

Description	Qty	UOM	Unit Price	Line Total
Time required for tasks (details below): 1: Install spur from house socket to new external fused spur 2: Cable supply in SWA along fence line and under path 3: Mount defibrillator unit on public wall 4: Inspect and test (Note: Based upon an 8 hour day. Additional time charged at £32.50/hour or at the day rate, whichever is appropriate.)	1	day	220.00	220.00
Materials for job, including: - External fused spur - SWA cable - Cable cleats, fixings and accessories	1		146.00	146.00
Trench work by 3rd party contractor - Excavate trench for cable duct from fence across footpath up to wall - Supplying sand and warning tape to blind - Reinstate compacted footpath and remove left over spoil	1	lot	360.00	360.00
Inspection, testing and certification of minor works to BS 7671:2018 - Certificate No: TBA	1	set	25.00	25.00
Part P Building regulations notification (web) including 6 year insurance-backed guarantee for all work carried out. - Notification No: TBA	1	ea	8.80	8.80

**Total**

Registered Address: A-Tech Installations Limited, Wick House, Westrip, Stroud, Gloucestershire GL6 6EY  
Company No 08170723 Registered in England and Wales  
Telephone: 01453 759911 Mobile: 07838 369359 E-mail: angus@atech-installations.co.uk

# Estimate for Work

Reference: 1444

Issue Date: 19/11/2022



**Wick House  
Westrip  
Gloucestershire  
GL6 6EY  
07838 369359**

## Name / Address

Julie Shirley  
Clerk to Hunts Grove Parish Council  
PO Box 2287  
Gloucester, Gloucestershire  
GL3 9HA



*This estimate has a validity of 30 days from issue date, unless otherwise stated*

Terms	Project / Contract
15 days net	Hunts Grove Defibrillator

Description	Qty	UOM	Unit Price	Line Total
<p>NOTES:</p> <p>1) This estimate is based upon our best interpretation of the client requirements following the site survey performed on 2nd November 2022.</p> <p>2) The trench work across a public footpath will be performed by a third party contractor who is insured and qualified to perform such work.</p> <p>3) The new fused spur on the outside of the property will be connected to the external SWA cable. This cable will run along the wall of the house at low level to the corner of the bay, and cross to the fence at the shortest distance. The cable will then run along the fence line at ground level, secured to the available fence support posts. It will then pass through the buried duct to cross the path and reappear against the wall where the defibrillator is to be fitted.</p>				

	<b>Total</b>	<b>£859.68</b>
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Company No 08170723 Registered in England and Wales  
Telephone: 01453 759911 Mobile: 07838 369359 E-mail: angus@atech-installations.co.uk



<b>HUNTS GROVE PARISH COUNCIL</b>						
<b>DRAFT BUDGET 2023-24</b>						
	£		£		£	
	2021-22 Actual	2022-23 Budget	Received as at 30/11/22	2022-23 Balance	Proposed 2023-24 Budget	Notes
<b>INCOME</b>						
Precept	24160	53000	53000	0.00	52250	
Grants / other income	3490	0	3208.94	0.00	0	
CIL	0	0	17044.01	0.00	0	Move to Earmarked Funds
<b>Total Income</b>	<b>27650</b>	<b>53000</b>	<b>73252.95</b>	<b>0</b>	<b>52250</b>	
	2021-22 Actual	2022-23 Budget	Spend as at 30/11/22	2022-23 Balance	Proposed 2022/23 Budget	Notes
<b>EXPENDITURE</b>						
Staff costs	6086	10000	4466.60	5533.40	10000	Clerk & potential "ranger" role
Chairman's Allowance	0	0	0.00	0.00	250	
General Admin/expenses	2559	1500	1089.08	410.92	1700	Room hire, WFH allowance, stationery
Subscriptions	897	1000	0.00	1000.00	1000	GAPTC paid in March
Insurance	476	500	742.60	-242.60	800	
Donations	0	1000	0.00	1000.00	500	Unspent balance moved to earmarked reserve
Training	310	500	0.00	500.00	500	Clerk & Cllr Training
Newsletter/Website	590	1500	315.33	1184.67	0	Merged with IT budget line
Website / IT	0	3000	2930.20	69.80	2750	Website, email, equipment
New equipment	255	3750	6488.28	-2738.28	3000	Notice boards, misc equipment etc
Community Events	520	1000	5752.82	-4752.82	2000	King's Coronation May 2023
Professional fees	0	10000	2008.50	7991.50	7000	ManCo legal etc
Earmarked Reserves contribution	0	20000	0.00	20000.00	12750	Maintenance contingency
Youth projects	0	0	0.00	0.00	10000	
<b>Total Expenditure</b>	<b>11692</b>	<b>53750</b>	<b>23793.41</b>	<b>29956.59</b>	<b>52250</b>	
					934.53	Tax base 2022-23
					921.29	Tax base 2023-24
					56.71	Band D council tax 2023-24
<b>EARMARKED RESERVES</b>	£				56.71	Band D council tax 2022-23
Community events	4525.44				0.00	% increase
(£3325 c/f plus in-year grants minus expenditure this year to date)						
<b>Proposed Earmarked Reserves</b>						
Professional Fees	7992					
Maintenance contingency	20000					
Grants/donations	1000					
CIL	17044					

## Report

Clerk Julie Shirley

**Meeting:** Full Council  
**Agenda Item:** Payment Schedule  
**Date and time:** 9<sup>th</sup> January 2023 at 6.15pm

### SUMMARY

To provide Council with the list of accounts for payment.

### MATTERS FOR VOTING

To approve the payment schedule.

#### 1. PAYMENT SCHEDULE

Invoice Date	Payee	Net	VAT	Gross
31/01/23	Salaries & Expenses January 2023	£459.10	£0	£459.10
01/01/23	Cloudy Group Ltd – January 2023	£43.00	£8.60	£51.60
19/10/22	S.Meecham – reimbursement of youth meeting expenses (missed from last month's payments)	£6.90	£0	£6.90
	<b>TOTALS</b>	<b>£509.00</b>	<b>£8.60</b>	<b>£517.60</b>