

# **LONGFORD PARISH COUNCIL**

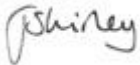
[www.longford-pc.gov.uk](http://www.longford-pc.gov.uk) ~ Tel: 07759 118922

27<sup>th</sup> August 2024

I hereby give notice that the meeting of Longford Parish Council will be held in **Longford Village Hall on Tuesday 3<sup>rd</sup> September 2024 at 7.00pm.**

**Members of the Council** are hereby summoned to attend for the purpose of transacting the business as set out below.

**All residents** of the Parish are welcome to attend and a period of 15 minutes is set aside for members of the public to raise questions.



**Julie Shirley, Clerk to Longford Parish Council**

## **MEETING AGENDA 3<sup>rd</sup> SEPTEMBER 2024**

- 1. Presentation of awards to Allotment Competition winners**
- 2. To note attendance and apologies for absence**
- 3. To receive declarations of interest in items on the agenda**
- 4. To approve the minutes of the meetings held on 2<sup>nd</sup> and 25<sup>th</sup> July 2024.**
- 5. To consider applications to fill one councillor vacancy by Co-option.**
- 6. To receive an update on outstanding matters not on the agenda.**

The meeting may be adjourned at this point for members of the Public to speak.

**(15 mins max)**

*Members of the public are welcome to speak during this agenda item regarding any matter they wish to bring to the attention of the Parish Council; the Parish Council is not permitted to make any decisions during the public session.*

*Once the public session is concluded, members of the public are invited to observe the remainder of the meeting but are not permitted to speak once the public session is concluded.*

**To receive a report from County Councillor**

**(5 mins)**

**To receive a report from the Borough Councillors**

**(5 mins)**

**7. Flooding**

**(10 mins)**

- a) To review updates to the draft Emergency Plan, including feedback from GRCC.
- b) To discuss the request for a flood gate on Sandhurst Lane.

**8. Finance / Procedures**

**(5 mins)**

- a) To receive the latest bank reconciliations and budget versus spend report for the 2024/25 accounts.
- b) To receive the external audit report for the accounts 2023/24.
- c) To note payments made since the last council meeting and to approve the latest invoices for payment.

**9. Parks, Open Spaces & Allotments**

**(30 mins)**

- a) To receive an update on the community orchard and agree any actions.
- b) To consider the quote to remove mistletoe from the silver maple on the playing field.
- c) To review the tree inspection summary to confirm that works have been completed and schedule those that are still outstanding.
- d) To agree working party dates.
- e) Dog fouling on the playing field - evaluate the effectiveness of existing measures, such as signage, bins and community awareness.
- f) To ratify replacement of the dog waste bin at the junction of Longford Lane / Tewkesbury Road and to discuss replacement of other dog waste bins around the parish.
- g) To note that a new noticeboard has been installed at the allotments.
- h) To confirm position of the new noticeboard for Fircroft Road.
- i) To review the water supply usage at the allotments.
- j) To review arrangements and protocols for remote access of the CCTV system.

# **LONGFORD PARISH COUNCIL**

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## **10. Planning (15 mins)**

### **a) To consider planning applications:**

24/00612/24 – Land at Horsbere Drive - Erection of 17 dwellings comprising 3 two-bedroomed houses, 2 three bedroomed houses, 6 two-bedroomed apartments and 6 one-bedroomed apartments with associated car parking and landscaping.

### **b) To consider planning applications received since publication of the agenda.**

## **11. Highways: (10 mins)**

- To receive an update from the Road Safety Working Group

## **12. To receive reports from representatives of Allotments, Finance, Personnel, Playing Field and Village Hall, for information only.**

Next meeting of the Parish Council will be on Tuesday 1<sup>st</sup> October 2024 7.00pm.

## Minutes of the Parish Council Meeting held on Tuesday 2<sup>nd</sup> July 2024 at 7.00pm at Longford Village Hall

### 1. Attendance noted as

Cllrs C Young (Chair), C Byers (Vice-Chair), G Bocking, K Doherty, L Gough, R Harris, R Meek, D Melvin.

**Also present:** Mrs J Shirley (Clerk)

**Members of public present:** None.

**Apologies:** County Cllr P McLain

### 2. Declarations of interest in items on the agenda

None.

### 3. Approval of the minutes of the meeting held on 7<sup>th</sup> May 2024

Council resolved to approve the minutes of the meeting held on 7<sup>th</sup> May 2024. Proposed by Cllr Byers, seconded by Cllr Doherty, all in favour.

### 4. Council noted that no election has been called and the councillor vacancy can be filled by co-option. The vacancy will be advertised, and co-option will be included on the September meeting agenda.

### 5. To receive an update on outstanding items not on the agenda. None.

### Public Participation

None present.

County Councillor report was received via email and noted.

### 6. Flooding

a) The Emergency Plan working group met to review the draft Emergency Plan and an updated version has been circulated. Three key roles have been added to the plan: Co-ordinator (Cllr Byers), Deputy Co-ordinator (Phil Leach), Communications (Cllr Young).

**Action: Clerk** to forward the draft plan to the County Council emergency co-ordinator and check the wording of "triage centre" for the village hall and enquire if the school can be used as a back-up location.

b) There has been no update from the County Council regarding the parish council request for a flood gate on Sandhurst Lane. Cllr Melvin proposed writing to Gloucestershire County Council (Highways Director) escalating the request for the flood gate. **All in favour.**

**Action: Cllr Melvin, Cllr Doherty, Clerk.**

### 7. Finance / Procedures

a) Council received the latest bank reconciliations and budget versus spend report for the 2024/25 accounts.

b) Council confirmed the notice board policy of allowing notices to be displayed for not-for-profit organisations (maximum size A4).

c) Council agreed to replace the wall mounted notice board on Sivell Close with a similar board using earmarked reserves funds. Council noted that the council had submitted a bid for a new board from Tewkesbury Borough Council, the parish council deferred deciding on purchasing a new board for the allotments pending the borough council's decision on the board. **Action: Clerk.**

d) Council confirmed a financial contribution of £150 annually to Longford Village Hall towards the wifi costs. **Action: Clerk.**

e) Council reviewed the Playing Field hire fees and agreed that the annual rate for Longford Football Club (adult teams) increase to £330 per year, Longford Youth Team free of charge to encourage grass roots football. The policy to include wording that charges for other football clubs would be determined on application. Private Hirers of the field are subject to

agreement, and all fees increase by 10%. The rest of the policy wording to remain as currently. **Action: Clerk.**

- f) Council ratified the payments made since the last meeting.

## 8. Parks, Open Spaces & Allotments

- a) Council received an update on the community orchard and extra guarding has been installed on the beech tree and oak tree. Most of the tree roots have been covered by topsoil but more topsoil and grass seed is needed. Council authorised Cllr Byers to proceed with the purchase from Morgans. The bench under the oak tree needs varnishing. **Action: Cllr Byers.** Cllr Meek is working on the artwork for the orchard information board and Cllr Byers will get quotes for production of the board to forward to the Clerk to include in the grant application to Tewkesbury Borough Council.
- b) Council agreed working party dates as: Saturday 13<sup>th</sup> July, to be confirmed by the working group. It is anticipated that the working group will meet once a month.
- c) Council agreed to provide a skip for an allotments clear-up day. **Action: Clerk.**
- d) Council reviewed the water supply usage at the allotments, and it was noted that the tap by plot 19 needed a leak fixing, which is scheduled for repair on Friday 5<sup>th</sup> July. Contractors to be contacted to put in an isolating tap near the top of the allotments so that the water can be turned off more easily to the whole allotment site whilst retaining water to one tap, and to cap off the sub-meter. **Action: Clerk.**
- e) Council noted that a meeting had been held with Longford Football Club and Longford Village Hall concerning playing field and car park usage.
- Council granted permission for the installation of “carrots” in the ground for line-marking purposes, to be reviewed after one football season.
  - Council agreed to use a Google calendar to publish playing field events.

## 9. Planning

- a) There were no planning applications to consider.

## 10. Highways

- a) Council received an update from the Road Safety Working Group. Cllr Harris confirmed that a Traffic Regulation Order application has been submitted to the County Council to reduce the speed on the A38 to 30mph limit from Longford to Down Hatherley on behalf of the 4 parish councils.

## 11. To receive reports from representatives for information only:

- Allotments: follow-up inspection of several plots and the competition will be held on Monday 8<sup>th</sup> July at 10am.
- Finance: no additional updates.
- Personnel: no additional updates.
- Playing Field: no additional updates.
- Village Hall: Cllr Young attended the latest meeting with Longford Village Hall committee.

**Next Meeting to be held on Tuesday 3<sup>rd</sup> September 2024 at 7.00pm (no meeting in August).  
Deadline for agenda items is 26<sup>th</sup> August 2024. Requested agenda items: Remote access to CCTV.**

Meeting closed at 8.25pm.

## Minutes of the extra ordinary Parish Council Meeting held on Thursday 25<sup>th</sup> July 2024 at 7.00pm at Longford Village Hall

### 1. Attendance noted as

Cllrs C Young (Chair), C Byers (Vice-Chair), G Bocking, L Gough, R Harris.

**Also present:** Mrs J Shirley (Clerk)

**Members of public present:** One.

**Apologies:** Cllrs K Doherty, R Meek, D Melvin.

### 2. Declarations of interest in items on the agenda

Cllr Gough declared an interest in planning application 24/00442/FUL.

### Public Participation

A member of the public updated the council about the appointment of two resident directors to the management company on the Persimmon estate and as one of the directors may like to discuss the estate facilities with the parish council. The resident was invited to contact the parish clerk.

### 3. Parks, Open Spaces & Allotments

- a) Council resolved to accept the quote from Pipeline Logistics to replace one water standpipe at the allotments. **Action: Clerk** to request the pressure test to be done from the meter to determine if there are any leaks on the water network.
- b) Council discussed options for checking/upgrading the other 4 water standpipes at the allotments. **Action: Clerk** to request quotes to dig down the other 4 standpipes to replace the fittings next spring, if needed; quotes needed for setting the 2025/26 budget.

### 4. Planning Applications

- a) 24/00442/FUL - 382 Longford Lane Longford. Council resolved to object to the proposal as the scale and development is not in keeping with the area. **Action: Clerk.**
- b) 24/00567/FUL – 112a Tewkesbury Road Longford. Council resolved to have no objection to the proposal. **Action: Clerk.**

**Next Meeting to be held on Tuesday 3<sup>rd</sup> September 2024 at 7.00pm (no meeting in August).  
Deadline for agenda items is 26<sup>th</sup> August 2024.**

Meeting closed at 7.25pm.

# Longford Community Emergency Plan

## Section 1 – Key community Contacts

- J Ensure all contacts are still happy to take on these roles and details are up to date, and you have consent to store/distribute/use this data.

## Section 2 – Place of Safety

- J Ensure all contacts are still happy to take on these roles and details are up to date, and you have consent to store/distribute/use this data.
- J GRCC can provide guidance on assessing your places of safety
- J Have the school confirmed whether they are happy to be a backup location? If not, where else might be suggested? Could it be liaised with Twigworth, for example, for a neighbour agreement?

## Section 3 – Local Risk Assessment

- J Could split this table up into actions for preparing, and actions to take during and event and add a risk rating. For example:

Risk	Probability/ Impact Matrix	Potential Impacts	Actions to take to prepare in case of an event	Actions to take during the event
Loss of water supply – can include loss of access to main supply, or contamination of mains supply	Could this section be added to allow for risks to be assessed on their probability and impact, leading them to be ranked low, medium, or high risk, for example	Disruption to families for everyday life.  Risk of dehydration, particularly in summer months, especially for vulnerable residents.	Spread awareness of vulnerable residents' eligibility to be registered with their water company's priority services register.	Longford Village Hall available to STW as a place to convene for supplies of water, including bottled water.  Ensure car park kept clear and barrier opened to allow access for water drop off.

- J Other potential risks you might want to consider:
  - o Loss of mobile phone/broadband/landline services, especially with landlines turning digital
  - o Public health emergency – separate out from collapse of NHS services
  - o Terrorism/Civil unrest
  - o Severe weather to include: high winds, storms
  - o Chemical spills/industrial accidents

## Section 4 – Plan Activation

- J Media messages to include tv/radio announcements and central government guidance
- J 'To be agreed between lead and deputy, or if not available, to be agreed by another member of the Parish Council' – make reference to specific order of contacts? Or whether a PC meeting would need to be held to make this decision.

## Section 5 – First Steps

Other steps you might want to include:

- J Phone 999 in case of immediate threat to life
- J Include the informing of the district/borough council to ensure they activate their necessary plans/procedures, including for vulnerable residents, and are aware of what is happening in your community. If there is an event that affects multiple locations, this helps them direct resources and services to those who need it most.
- J Ensure all decisions and actions are logged on a log sheet
- J Communication risk to the public via comms methods in section 6, potentially call a community meeting if necessary
- J Include a step about recovery, evaluation and rehabilitation to ensure steps are in place to cope with any long-term impacts, and for the community emergency team to review the effectiveness of the plan to identify gaps/lessons learnt.

### Section 6 – Communications

- J Phone tree – include parish councillors, organisers of clubs ran through the village hall, headteacher at the school to contact parents.
- J 'NextDoor' app
- J Local radio stations (for more widespread emergencies)
- J Ensure to inform any local care homes, nurseries, sheltered accommodation etc. to ensure they are aware and can activate their own procedures.

### Section 7 – Local volunteers, skills, and resources

- J **Contact GRCC for a community questionnaire template which** could be distributed out to your community as a data collection method to find out who has what resources that could be called upon in the event of an emergency.
- J Useful resources to ask about: 4x4 or wheelchair accessible vehicles, generators, any skilled professionals (first aiders, vets), trades people (for the recovery), blankets/pillows for place of safety.

### Section 8 – Contacts

- J **Contact GRCC for more information about how you could extend your Community Emergency Team**
- J 'Other community volunteers/organisations' – could speak to those who run the local football club, dance/fitness/sports classes, children's groups, and social groups that take place at the village hall to see if they're willing to be added to this list of contacts. These workers/volunteers are likely to be those that are first aid trained etc and/or are willing to support their community in the event of an emergency.
- J Gas Leak? Call National Grid - 0800 111 999 (24hrs) - 02920 278 707 (24hrs for deaf or impaired hearing)
- J Lower Severn Internal Drainage Board - 01454 413340

### Online Links – THESE DO NOT TRIGGER AN EMERGENCY RESPONSE

- J [GCC Flood Online Reporting Tool \(FORT\)](#) - Report current and historic flooding
- J [Thames Water](#) – view current issues/works or report a new problem
- J [Severn Trent](#) – view current issues/works or report a new problem
- J [Wessex Water](#) - view current issues/works or report a new problem
- J [Welsh Water](#) – report a new problem
- J Power Cuts - No matter your provider dial 105 or [click here for more information](#)
- J [Fix My Street](#) – report any issues for the attention of the highways team

# Bank Account Reconciled Statement

## Lloyds Current

Statement Number	31	Bank Statement No.	31
Statement Opening Balance	£67,396.56	Opening Date	01/07/24
Statement Closing Balance	£62,507.87	Closing Date	31/07/24
True/ Cashbook Closing Balance	£62,507.87		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
03/07/24	DC240703MS	Morgan Supplies Ltd	60.00	0.00	67,336.56
04/07/24	DC240704BS	Biz Stationery	42.49	0.00	67,294.07
09/07/24	BACS240709GC	Glebe Contractors	649.78	0.00	66,644.29
09/07/24	BACS240710CATS	Chris Arnold Tree Surgery	240.00	0.00	66,404.29
09/07/24	BACS240710GC	Glebe Contractors	649.78	0.00	65,754.51
09/07/24	BACS240710HMRC	HMRC	285.60	0.00	65,468.91
09/07/24	BACS240710JS	Multiple Suppliers/ Customers	103.65	0.00	65,365.26
09/07/24	BACS240710KD	Karen Doherty	10.39	0.00	65,354.87
09/07/24	BACS240710LVH	Longford Village Hall	150.00	0.00	65,204.87
09/07/24	DUPLICATE	Multiple Suppliers/ Customers	878.88	0.00	64,325.99
12/07/24	DC240712GG	GiffGaff	6.00	0.00	64,319.99
12/07/24	DC240712TR	The Range	14.43	0.00	64,305.56
12/07/24	DC240713FH	Fasthosts Internet Ltd	12.00	0.00	64,293.56
22/07/24	DD240722WP	WaterPlus	80.10	0.00	64,213.46
26/07/24	BACS240715BL	Broxap Ltd	472.74	0.00	63,740.72
26/07/24	BACS240715DD	Drain Doctor	852.00	0.00	62,888.72
31/07/24	SO240731JS	Salaries	380.85	0.00	62,507.87

### Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	4888.69	0

Reconciled by Julie Shirley

Signed \_\_\_\_\_  
Clerk / Responsible Financial Officer

\_\_\_\_\_  
Chair

Date \_\_\_\_\_



# Financial Budget Comparison

Comparison between 01/04/24 and 31/07/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Reserve Movements	Actual Net	Balance
<b>INCOME</b>					
<b>COUNCIL</b>					
10	Precept	£31,530.00	£0.00	£15,765.00	-£15,765.00
20	Allotment Rents	£1,000.00	£0.00	£1,070.95	£70.95
30	Grants and other income	£300.00	£0.00	£1,300.00	£1,000.00
99	VAT reclaim	£0.00	£0.00	£6,770.20	£6,770.20
<b>Total COUNCIL</b>		£32,830.00	£0.00	£24,906.15	-£7,923.85
<b>Total Income</b>		£32,830.00	£0.00	£24,906.15	-£7,923.85
<b>EXPENDITURE</b>					
<b>COUNCIL</b>					
100	Staff Costs	£7,315.00	£0.00	£2,095.40	£5,219.60
110	Office admin / expenses	£2,700.00	£0.00	£1,314.17	£1,385.83
120	Insurance	£510.00	£0.00	£641.39	-£131.39
130	Donations	£300.00	£0.00	£150.00	£150.00
140	Parks & Open Spaces	£8,000.00	£633.64	£4,163.28	£4,470.36
150	Allotments	£1,100.00	£0.00	£1,215.35	-£115.35
160	Maintenance	£3,000.00	£0.00	£454.43	£2,545.57
170	Training	£300.00	£0.00	£0.00	£300.00
180	IT incl software	£1,010.00	£0.00	£1,304.80	-£294.80
190	Newsletter, website, email	£150.00	£0.00	£0.00	£150.00
200	New equipment	£1,000.00	£0.00	£1,055.85	-£55.85
210	Projects	£7,445.00	£0.00	£0.00	£7,445.00
999	VAT Payments	£0.00	£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/24 and 31/07/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	<b>2024/25</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
<b>Total COUNCIL</b>	£32,830.00	£633.64	£12,394.67	£21,068.97
<b>Total Expenditure</b>	<u>£32,830.00</u>	<u>£633.64</u>	<u>£12,394.67</u>	<u>£21,068.97</u>
Total Income	£32,830.00	£0.00	£24,906.15	-£7,923.85
Total Expenditure	£32,830.00	£633.64	£12,394.67	£21,068.97
<b>Total Net Balance</b>	<b>£0.00</b>		<b>£12,511.48</b>	

## Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **LONGFORD PARISH COUNCIL – GL0139**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

### 3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

PKF Littlejohn LLP

Date

25/07/2024

# Longford Parish Council

## Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
1329	BACS2409 03CWC	£486.00	160	06/08/24	Complete Weed Control (North Wessex) - Weed Control at gutters and kerbs of residential roads in Longford on 05/08/2024	NWX16687
		<b>£486.00</b>			Complete Weed Control (North Wessex) - Total	
1330		£1,176.00	150	23/08/24	Pipeline Logistics Ltd - Install new standpipe at allotments.	8202
		<b>£1,176.00</b>			Pipeline Logistics Ltd - Total	
<b>Total</b>		<b>£1,662.00</b>				

Signature \_\_\_\_\_  
Date \_\_\_\_\_

Signature \_\_\_\_\_

5.4 Longford Recreation Ground - BJUC tree re-inspection 2 <sup>nd</sup> Nov 2023.										Budget year for works							
No. T=tree S= shrub H= hedge G= group	Species	Dbh (stem diam @ 1.5m ht) mm.	Est height m.	Average crown radius m.	Age class	Health	Structural Condition	Comment  (All are in average to good health and condition, unless stated otherwise.)	Recommended WORK  All within one year unless stated otherwise.	Priority  Management or safety	LPC Notes	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
H1	Mixed cypress and ivy	150	3	1 ext	M	P-F	P-F	Off-site mixed hedge. Trimming has created bare patches.	Trim annually as required.	1-5 M	Not ours						
H2	Mixed hedge	100-150	2-3.5	1.2 ext	M	P-F	P-F	Lonicera, holly, ivy, hazel, Forsythia etc. Most well-trimmed.	Cut out and poison stumps of elders.  Trim annually to 'A'-shaped profile.	1 M 1-5 M	Contracted	Y	Y	Y	Y	Y	Y
H3	Mixed hedge	50-200	5-6	1-2	Y - M	P-F	P-F	Lilac, hawthorn, ivy, elder, plum, and elm. Big mixed native hedge belt.	Trim road side annually to 3m height above rear of footway. Clear out elms as they die.	1-5 M	Contracted	Y	Y	Y	Y	Y	Y
H4	Mixed hedge	50-200	2	1	Y - M	F	f	Hawthorn, ivy, elder, plum, and elm. Mixed native hedge belt.  Trimmed.	Trim annually.	1-5 M	Contracted	Y	Y	Y	Y	Y	Y
T5	Aspen	300	11	4.5 N	Em	F	P/F	Historic strimmer damage north side.			N/A						
T6	Rowan	25	2.5	0.3	Sap	F	F	New planting, in grass. Leaning.	Add three stakes 300mm apart with rubber inner tubes at 1.2m height to gently hold tree upright but allow some movement. Add 1.2m Ø x 75mm deep mulch circle.	0.3 M	Working Group?	Y					
G7	Sycamore and aspen suckers.	50	2	1	Sap - Y	F	P	Mostly aspen poplar suckers which will soon dominate.	Suggest remove all aspen suckers by mattock or cutting at ground level and repeating at least twice per year.	1-5 M	Working Group?	Y	Y	Y	Y	Y	Y
T8	Sycamore	590	14	4	Em	F	F	Basal shoots.	Remove basal shoots annually.	1-5 M	Working Group?	Y	Y	Y	Y	Y	Y
T9	Sycamore	330	15	4	Em	F	F	Narrow fork at 2.5m. In hedge. Branches over road.	Crown lift to 6m clearance over road, removing low branches.	2 M			Y				
T10	Sycamore	300	12	2.5	Sm	F	F	In hedge. Branches over road.	Crown lift to 6m clearance over road, removing low branches.	2 M			Y				
T11	Sycamore	280	10	3	Sm	F	F	In hedge. Branches over road.	Crown lift to 6m clearance over road, removing low branches.	2 M			Y				

T12	Oak	1250	15	10	Lm/ Ve	F	P/F	Old pollard at 3.5m height. Ganoderma fungal spore body on north-east side and South-east side of base. Lost limb around 2020. Gently crown reduced 2021, but less pruning than I recommended.	Repeat reduction winter 2025/26: reduce crown by 1.5m off height, 2.5m off radii. Do not thin crown or remove any inner live growth.	3 M/S	TPO on tree					Y		
G12 A	14 x mixed fruit				Sap	P/F	F	Fourteen mixed fruit trees in the Queen's Canopy. Grass competition.	Add 1.2m Ø x 75mm deep arborist's arisings or chipwood. Do not heap up tight against stem.	0.3 M	Working Group?	Y						
T13	Ornamental ash	650	15	9 E	Em/ M	F	F	Broad. Recent crown lifting has left ugly pegs.			N/A							
T14	Sycamore	500	17	6	Em/ M	F	F				N/A							
T15	Lombardy poplar	900	24	4	Em/ M	F	F	Some surface roots decayed by mower. May lead to entry of decay fungi. Topped 2021?	Leave grass longer around poplars. Remove basal shoots annually.	1-5 M	Working Group?	Y	Y	Y	Y	Y	Y	Y
T16	Silver maple	870	19	7	M	P/F	P/F	Previous 2020 advice: <i>Extensive mistletoe, which will cause branch ends to die. Anticipate crown reduction in five years or so.</i> Crown appears healthy 2023, so watch out for any branch tips breaking.	Remove basal shoots annually.	1-5 M	1 removal session completed, 2 more expected	Y	Y	Y	Y	Y	Y	Y
T17	Pear	400 basal	4.5	2.5	M	F	F	Off-site. Pruned.			N/A							
T18	Beech	25	2.1	0.3	Sap	F	F	Phil Ashford memorial tree March 2023	Add 1m Ø x 75mm deep arborist's arisings or chipwood. Do not heap up tight against stem.	0.3 M	Working Group?	Y						
T19	Field maple	350	9	3.75	Em	F	F	Off-site. Crown reduced 2019, now well-shaped.			N/A							
T20	Leyland cypress	20	6	2	Y/ Sm	F	F	Off-site.			N/A							
T21	Lombardy poplar	900	23	4	M	F	F	Some surface roots decayed by mower. May lead to entry of decay fungi. Topped 2021.	Leave grass longer around poplars. Remove basal shoots annually.	1-5 M	Working Group?	Y	Y	Y	Y	Y	Y	Y
T22	Oak	35	3	0.4	Sap	F	F	King Charles III commemorative tree 6 <sup>th</sup> May 2023.	Add 1m Ø x 75mm deep arborist's arisings or chipwood. Do not heap up tight against stem.	0.3 M	Working Group?	Y						
G23	Elders x 3	150	5	4 E	M	F	P	Self-sown east of hedge. Good habitat.			N/A							
H24	Hawthorn	250 basal	6	3 ext	M	P/F	P/F	Broad untrimmed hedge edging parking. Good habitat.			N/A							

T25	Lombardy poplar	1000	23	4.5	M	F	F	Some surface roots decayed by mower. May lead to entry of decay fungi. Topped 2021.	Leave grass longer around poplars. Remove basal shoots annually.	1-5 M	Working Group?	Y	Y	Y	Y	Y	Y
T26	Beech	640	13	5.5	Em	F	P/F	Weak main fork at 1.2m height. 11m east of houses. Crown lifted 2021. Dense ivy, causes shade.	Remove ring of ivy from ground to chest height.	1 M	Working Group?		Y				
H27	Mixed							Bramble, plum, cherry, pear, hawthorn, ivy, boundary hedge / trees.	Trim back annually.	1-5 M	Add to contract 2024	Y	Y	Y	Y	Y	Y
T28	Winter-flowering cherry	300	7	4	M	F	F	Just off-site, in dense hedge.									
T29, T31	Hawthorn	250 basal	7	3.5	M	F	F	Just off-site in hedge.									
T31	Purple plum	300	7	3.5 E	Lm	F	P	Off-site in Victoria Court. Trunk decay. Tree leaning on chainlink fence.	Cut out of fence.	1-5 M	Not ours, reported to Bromford previously but damaging our fence						
T32	Cockspur thorn	250	6	3.5	M	D	P	Just off-site. Dead.	Advise owner to fell.	1 M							
T33	Horse chestnut	35	2.1	0.2	Sap	F	F	Queen Elizabeth II Memorial tree, 08/09/2023.	Add 1m Ø x 75mm deep arborist's arisings or chipwood. Do not heap up tight against stem.	0.3 M	Working Group?	Y					
T34	White flowering cherry	150	5	2	Y	F	F										
G35	Pink flowering cherry X 2	50	1.5	0.3	Sap	P	P	Still struggling.	Add 1.5mm diameter x 75mm deep mulch bed around tree.	0.3 M	Working Group?	Y					
T36	Pink flowering cherry	200 basal	4.25	1.5	Y/ Sm	F	F	Root suckers taking over.	Prune off root suckers annually.	1-5 M	Working Group?	Y	Y	Y	Y	Y	Y
H37	Lawson cypress	100	2.5	1	Sm	F	F	Off-site, well trimmed.	Trim annually to 'A'-shaped profile.	1 M	Not ours						
SG 38	Photinia & lilac.					F	F	Shrub. Off-site.	Owners to trim as required.	2 M	Not ours						
T39	Contorted willow	200	8	3N	Sm	F	F	Off-site in garden.			Not ours						
SG 40	Mixed shrubs					F	F	Shrubs in two gardens. Off-site.	Owners to trim as required. Advise owners to coppice elder	2 M	Not ours						

T41	Silver birch	300 basal	7	3	Sm / Y	F	P/F	2m off-site. Pollarded.			Not ours						
5.2 Longford Allotments - BJUFC tree re-inspection 2nd Nov 2023.																	
	Ivy on fence & garage								Trim hard	Management		Y	Y	Y	Y	Y	Y
	Walnut tree								Pollard every 2 years	Management	Needs doing now		Y		Y		
	Buddleia								Coppice annually	Management		Y	Y	Y	Y	Y	Y
	Mixed hedge								Trim side every 2 years and top at 4 metres	Management	Not ours						



**Our Contact:** Jonny Martin  
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16.08.2024



Longford Parish Council  
Julie Shirley  
Clerk To Longford Parish Council  
PO Box 2281  
Gloucester  
Gloucestershire

Dear Sir/Madam

**APPLICATION NO:** 24/00612/FUL  
**DESCRIPTION:** Erection of 17 dwellings comprising 3 two-bedroomed houses, 2 three-bedroomed houses, 6 two-bedroomed apartments and 6 one-bedroomed apartments with associated car parking and landscaping  
**LOCATION:** Land At, Horsbere Drive, Longford  
**GRID REF:** 384370 220526

The following link gives details of the above proposal and we would be pleased to receive the response your organisation would like this authority to consider when dealing with the application within the next 21 days.

Since the Local Planning Authority has by law only a limited period in which to determine this application, it is essential that your representations are received as soon as possible.

Please find the application via the following link:-

<http://publicaccess.tewkesbury.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SH13LWQDM1000>

Please allow 2 – 3 working days for the documents to appear on our website, once available click on the documents tab to view the application form and associated drawings/reports.

Representations can now be made via our website [www.tewkesbury.gov.uk](http://www.tewkesbury.gov.uk) or submitted by email to [developmentapplications@tewkesbury.gov.uk](mailto:developmentapplications@tewkesbury.gov.uk). Alternatively you can write to the Planning Department quoting the above application number.

If however, a reply has not been received within 21 days of the above date it will be assumed that you have no representations to make on the application.

Yours faithfully

For Associate Director - Planning  
Tewkesbury Borough Council

**Site is affected by:**

Gloucester Road Tewkesbury Gloucestershire GL20 5TT Tel: 01684 295010 [www.tewkesbury.gov.uk](http://www.tewkesbury.gov.uk)

Adjacent to another parish Adjacent To Neighbouring ParishADJACE

Airfield Staverton 150 Feet (45.7 Metres)AIRSTA

Airfield Staverton 150 Feet (45.7 Metres)

Green Belt 20m Buffer Green Belt 20m Buffer Check The Green BeltBUFFGR

JCS Existing Housing Commitment JCS Existing Housing CommitmentJCSEHC

JCS Existing Housing Commitment JCS Existing Housing Commitment

Longford Parish Longford ParishLONGFO

Longford Parish Longford Parish

Neighbourhood development Plan Churchdown And Innsworth Neighbourhood Deveopmant  
PlanNDP

Neighbourhood development Plan Churchdown And Innsworth Neighbourhood Deveopmant  
Plan

Newspaper Area The Citizen

Newspaper Area The CitizenNEWSP

Newts Newts GreenNEWTS

Zone of Influence (Cotswold Beechwoods) Zone Of Influence (Cotswold Beechwoods)ZOI