

LONGFORD PARISH COUNCIL

www.longford-pc.gov.uk ~ Tel: 07759 118922

28th October 2025

I hereby give notice that the meeting of Longford Parish Council will be held in **Longford Village Hall on Tuesday 4th November 2025 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.

J. Shirley

Julie Shirley, Clerk to Longford Parish Council

MEETING AGENDA 4th NOVEMBER 2025

- 1. To note attendance and apologies for absence**
- 2. To receive declarations of interest in items on the agenda**
- 3. To approve the minutes of the meeting held on 2nd September 2025**
- 4. To consider applications to fill two councillor vacancies by Co-option.**
- 5. 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 invited to attend and in accordance with the parish council's Standing Orders may, at this agenda item, make representation, answer questions and give evidence at this meeting in respect of the business on the agenda. The Parish Council is not permitted to make any decisions during the public session.

Please note:

- i. The period designated for public speakers shall not exceed fifteen minutes.*
- ii. No individual member of the public shall speak for more than three minutes unless directed by the Chair of the meeting.*
- iii. No question put shall require a response nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.*

Whilst members of the public are welcome to stay for the duration of the meeting there is no further opportunity for participation unless invited to do so by the Chair of the meeting.

To receive a report from County & Borough Councillor(s) (5 mins)

6. Flooding

- a) To review latest version of the draft Emergency Plan.

7. Finance

- a) To receive the latest bank reconciliations and budget reports.
- b) To approve a payment of £100 to the volunteer that mows the allotment site, to cover the cost of petrol.
- c) To approve the annual membership renewal for Glos. Playing Field Association at a cost of £50.
- d) To consider the first draft of the 2026/27 budget.
- e) To note payments made since the last meeting and approve invoices for payment.

8. Procedures

- a) To note the briefing note regarding the new Assertion 10.
- b) To adopt the new and updated policies as follows (previously circulated to councillors):
 - IT Policy (New)
 - Freedom of Information Policy (New)

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- Retention and Disposal Policy (New)
 - List of Documents for Retention or Disposal (New)
 - Health & Safety Policy (New)
 - Privacy Policy (Updated)
 - Publication Scheme (Updated)
 - Subject Access Request (Updated)
 - Data Protection (Updated)
 - Personal audit data (Updated).
- c) To review the Biodiversity Policy.

9. To consider the following quotes received:

- a) Tree maintenance of veteran Oak tree as per latest tree inspection survey - £1200+VAT incl TPO planning application.
- b) Tree and hedge maintenance at the allotments as per tree inspection survey - £800+VAT.
- c) CCTV quote to resolve wireless transmission from remote cameras - £250+VAT.
- d) CCTV quote to move camera on post 1 - £55+VAT.
- e) CCTV quote to move camera on village hall to see above the new storage container - £150+VAT.
- f) Play area quote to adjust the pedestrian gate - £214.50+VAT
- g) Play area quote to sand down, prime and paint the youth shelter - £2474.24+VAT
- h) Play area quote to reset the 24 stepping stones in postcrete - £1417.69+VAT.

10. Parks & Open Spaces

- a) To receive an update on the community orchard and agree any actions.
- b) To agree working party dates.
- c) To consider the storage needs of the parish council.

11. Grass cutting

- a) To consider a request to maintain Gloucestershire Highways verges which were previously maintained by Tewkesbury Borough Council.

12. To receive an update regarding the Housing Needs Survey for Longford.

13. To confirm responses on planning applications actioned since last parish council meeting.

16/09/2025	25/00726/FUL	3 Gwinnett Drive, Longford	Proposed two storey rear extension with single storey rear & side.	No objection 03/10/25
25/09/2025	25/00636/FUL	333 Longford Lane	single storey wrap around, front, side and rear extension.	No objection 29/09/25
02/10/2025	25/00673/FUL	The Orchards, Sandhurst Lane	Balcony with side screening to existing ground floor flat roof. Garage conversion to living room including replacement of up and over door to window. New side door to replace existing window.	No objection 10/10/25
03/10/2025	25/00785/FUL	14 Sivell Close	Proposed first floor front extension, two storey rear extension, single storey rear extension and application of render to existing dwelling.	Object with comments 10/10/25

14. To consider new planning applications including those received since publication of the agenda.

27/10/2025	25/00853/FUL	16 Longford Mews	Change of use from C3 residential to Sui Generis to form a six bedroom House in Multiple Occupation (HMO). Garage conversion and rear extension (retrospective).
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15. Highways:

- a) To receive an update from the Road Safety Working Group
- b) To receive an update on village gateways and vehicle activated speed signs.
- c) To receive information and make decision regarding installation of bike racks at Longford playing field.

16. To note dates for Police Information Point sessions at Longford Village Hall: 28 Oct, 18 Nov, 9 Dec 2025.

17. To note information received regarding Gloucestershire unitary local authority options and to consider attendance at the Tewkesbury Borough Council seminar on 27th November 5.30pm.

18. To consider a request to place a clothes recycling container at Longford Playing Field.

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

Minutes of the Parish Council Meeting held on Tuesday 2nd September 2025 at 7.00pm at Longford Village Hall

1. **Presentation of trophy to Allotment Competition winner.**
2. **Attendance noted as**
Cllrs C Young (Chair), C Byers (Vice-Chair), G Bocking, K Doherty, L Gough, R Harris, D Melvin
Also present: County & Borough Cllr Sarah Hands, Mrs J Shirley (Clerk)
Members of public present: Two.
Apologies: None.
3. **Declarations of interest in items on the agenda**
None.
4. **Approval of the minutes of the meeting held on 2nd July 2025.**
Council resolved to approve the minutes of the meeting held on 2nd July 2025. Proposed by Cllr Doherty, seconded by Cllr Gough, all in favour.
5. **There were no applications to fill two councillor vacancies by Co-option.**
6. **There was one outstanding item from the last meeting not on the agenda;** Cllr Byers to contact Imjin Barracks to arrange a volunteer work party at the allotments.

The Chair brought forward item 9d: to consider a request from Longford WI to plant a commemorative fruit tree to mark the 110th birthday of the WI. The president of Longford WI addressed the council regarding the request. Council resolved to approve the request for a blaisdon red plum fruit tree to be planted along with a commemorative plaque.

Public Participation

No further comments.

Report from County & Borough Councillor: Cllr Hands gave a report. The flooding consultation will be circulated to parish councils in September. The annual canvas is taking place to update the electoral register. Requests for urgent grasscutting issues can be forwarded to Cllr Hands. It was noted that the County Council has not cut their verges on Fircroft Road since taking the grasscutting back in-house. County Council is conducting a survey of parish and town councils regarding speed limits. Local road closures will be difficult with the schools returning this week. Summer/Autumn clean-up is continuing with Highways carrying out sign-cleaning etc.

Cllr Byers asked if the Orchard Grant will be available again this year; Cllr Hands confirmed it will be publicised later this year.

Cllr Melvin asked for traffic calming between Sandhurst and the northern bypass.

7. Flooding

- a) Emergency Plan update: no progress since the last meeting. Cllrs Byers, Doherty and Harris are attending a flood wardens meeting on 3rd September and will ask for comments on the draft. **Action: Clerk** to email the latest version to the councillors.

8. Finance / Procedures

- a) Council received the latest bank reconciliations and budget comparison report.
- b) Council received the external audit report for the accounts 2024/25 and noted the auditor's comments about two typographical errors on the annual return.
- c) Council confirmed the £150 contribution to the village hall WiFi.
- d) Council noted that the NJC pay scales have been updated with effect 1st April 2025, which

Signed

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Date

means the clerk will receive an hourly rate increase of 75p per hour backdated to 1st April (£93.75).

- e) Council approved replacement of the dog waste bin on Tewkesbury Road which went missing; Clerk authorised to find out prices for a mixed waste bin and proceed up to a value of £750. **Action: Clerk** to contact Tewkesbury Borough Council to include this location along with Horsbere Drive (next agenda item).
- f) Council received an update on the requested litter bin at the bus stop opposite the Co-Op shop and resolved to purchase and install a mixed waste litter bin via Tewkesbury Borough Council at a cost of £410+VAT. **Action: Clerk.**
- g) Council noted payments made since the July meeting as follows:

Date	Supplier	Details	Gross
07/07/25	Glebe Contractors Ltd	May ground maintenance	765.20

- h) Council approved the invoices for payment (Cllr Doherty and Cllr Young will approve the online payments):

Date	Supplier	Details	Gross
16/07/25	Complete Weed Control	Weed control of all gutters and kerbs of residential roads in Longford	498.00
31/07/25	Glebe Contractors	July Ground Maintenance incl strim around orchard trees	803.60
30/08/25	Glebe Contractors	August Ground Maintenance	669.20
23/07/25	PKF Littlejohn	2024/25 External Audit	252.00
27/08/25	Broxap	2 new litter bins	848.28
		TOTAL	3071.08

9. Parks & Open Spaces

- a) Council received an update on the community orchard. One tree in the orchard has died and one tree is looking unhealthy. One tree in the village hall area has died. The two trees will be replaced. Council also agreed to purchase daffodil bulbs for the field up to the value of £100. **Action: Cllr Byers.**
- b) The next working party date will be on 20th September 11am to do general maintenance and bulb planting.
- c) Cllr Harris gave a verbal report regarding the feasibility of providing a water supply to the community orchard; Severn Trent Water have quoted £3,794.85 to install a new metered supply with a standpipe. The representative from STW is looking into grant funding for the water supply.
- d) The item regarding the tree request was brought forward to start of meeting.
- e) Council resolved to plant 6 new fruit trees (including the WI tree) to bring the total to 100 trees. The 6 new trees will be planted in the village hall area.
- f) The storage container for the football club has been installed. It was noted that the container is unsightly and there is an alleyway now between the container and the hall which is attracting litter. It was proposed to have an informal meeting with the football club to discuss ways to improve the appearance of the container and reduce issues with the alleyway. **Action: Clerk** to arrange a meeting for October.

10. Allotments

- a) Council received an update regarding pest control options to manage the rabbit population at the allotments and resolved to proceed at a cost of up to £800. **Action: Clerk.**

11. Council resolved to undertake a Housing Needs Survey for Longford with Gloucestershire Rural Community Council, noting there is no cost to the parish council.

12. To consider planning applications including applications received since publication of

the agenda.

- 25/00513/FUL – 361 Longford Lane, Demolition of the existing front/side porch and construction of a replacement porch to the front elevation. Erection of a two-storey extension to the side and rear of the dwelling (deadline for responses has expired). No objection.
- 25/00628/FUL – 20 Saintbridge Road, Erection of a single storey rear extension (deadline for responses 04/09/25). No objection.

13. Highways

- a) Cllr Harris reported there were no significant updates regarding the Traffic Regulation Order for the A38 reduction in speed.
- b) Council received a brief update on village gateways and vehicle activated speed signs. Councillors will continue to follow-up on both speed calming initiatives and report progress to Council.
- c) To consider response to the following County Council consultation questions regarding 20mph speed limits:
 - Whether you would like to be considered for Community 20s on some roads within your area, (yes or no). Council agreed to respond Yes.
 - Whether there are other (higher speed) roads that you feel would benefit from a reduction in speed limit where you currently have safety concerns (yes or no). Council agreed to respond Yes.
- d) Council discussed purchase and installation of bike racks with repair stations at Longford playing field to encourage sustainable transport to the village hall and field. **Action: Clerk** to find out prices and available grants.

14. Cllr Byers and Cllr Harris provided feedback from the Gloucestershire Association of Parish & Town Councils AGM.

15. Cllr Melvin provided feedback from the workshop to discuss a 'Greater Gloucester' unitary local authority.

Cllr Bocking left the meeting at 8.30pm.

16. To receive reports from representatives for information only:

-) Allotments: there is 1 half plot available and no waiting list.
-) Finance: no further updates.
-) Personnel: Cllr Doherty reported that Council plan to nominate the Clerk for a NALC Star Award.
-) Playing Field: no further updates.
-) Village Hall: no further updates.

Next Meeting to be held on Tuesday 4th November 2025 at 7.00pm (no meeting in October). Deadline for agenda items is 27th October. Agenda items to include: draft budget 2026/27, dog waste bin replacement for behind Co-Op.

Meeting closed at 8.40pm

Longford Parish Council

Community Emergency Plan

Plan last updated: 7/10/2024

Plan version: 2.2 03/09/25

Unrestricted Version

If you or anyone else is in immediate danger call 999

Do not put yourself or others at risk

Plan distribution list

Name	Role
Tewkesbury District Council	Awareness
Flood wardens Longford	Review / Use
Longford Parish Council	Review / Use
Longford Village Hall committee	Review / Use
Fire & Rescue	Awareness
Longford PC website	Awareness
Village Hall Committee website	Awareness

Plan review/ amendments

Date of review / amendment	Plan Version Number	Details of changes made
20/02/2024	1.0	Initial Plan drafted
17/10/2024	2.0	Meeting with Flood & Community Resilience Officer, plan updated
17/10/24	2.01	Version reviewed-unchanged
03/09/25	2.2	Meeting with Flood & Community Resilience Officers, plan updated

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D) <i>Please add any other information that will be useful to support your community's response to an emergency</i>	

1 Key community contacts

NB Please remember to check if listed contacts are happy for their contact information to be shared before the plan is sent to the District Council or made available to the community/ public.

Please contact in the order listed until contact is made.

1) Name	Chris Byers
Emergency role	Community Emergency Coordinator
24hr phone contact	[REDACTED]
Email	Chris.byers@longford-pc.gov.uk
2) Name	
Emergency role	Deputy Community Emergency Coordinator
24hr phone contact	[REDACTED] TO BE REDACTED BEFORE PUBLISHING
Email	N/A
3) Name	
Emergency role	Community Emergency Communications Lead
24hr phone contact	N/A
Email	Christina.young@longford-pc.gov.uk

2 Place of safety

NB Please remember to check if listed contacts are happy for their contact information to be shared before the plan is sent to the District Council or made available to the community/ public.

Building	Address & Postcode	Key Holder Contacts
Longford Village Hall	Longford Lane, Longford, GL2 9EL	<i>Phil Leach – Chair of Village Hall Committee</i> [REDACTED]
		<i>Chris Byers – Longford Parish Council – vice-chair</i> [REDACTED]
Innsworth?		<i>Graham? & phone number</i>
		<i>Name & phone number</i>
		<i>Name & phone number</i>

How do we / others confirm places of safety?

Confirmation is done by the Community Emergency Co-Ordinator either socially or by email

3.1 Local risk assessment - General

Risk	Impact on community	Actions to prepare	Action during an event
<p>Loss of water supply i.e. loss of access to main supply or contamination of mains supply</p>	<p>Disruption to families for everyday life.</p> <p>Risk of dehydration, especially for vulnerable residents.</p> <p>Risk of widespread illness due to contamination.</p>	<p>Spread awareness of vulnerable residents' eligibility to be registered with their water company's Priority Services Register.</p>	<p>Longford Village Hall is available to STW as a place to convene for supplies of water, including bottled water.</p> <p>Ensure car park kept clear and barrier opened to allow access for water drop off.</p>
<p>Loss of electricity or gas supply for a prolonged period of over 12hours</p>	<p>Disruption to families for everyday life.</p> <p>Cold weather during winter could lead to hypothermia.</p>	<p>Spread awareness to vulnerable residents' eligibility to be registered with their utilities company's Priority Services Register.</p> <p>Find out if anyone in the community has access to a generator, heaters etc.</p>	<p>Tewkesbury BC and Central Networks for updates using contact information</p> <p>If generators are available, set up village hall as safe space. Remit of Central Networks.</p>
<p>Emergency requiring evacuation of residents e.g. large fire, gas leak, major local road traffic accident or aircraft</p>	<p>Disruption to families after emergency services have closed the initial event. Major traffic delays along Tewkesbury Road and Longford Lane to include emergency vehicles in / out of the area.</p>		<p>Open Longford Village Hall as a 'Place of Safety' for tea, coffee, toilets.</p> <p>Liaise with Gloucestershire County Council for the provision of rest centres.</p> <p>Liaise with Tewkesbury Borough Council to ensure disrupted families are assisted.</p>
<p>Severe weather e.g. snow, heat waves, strong winds (Not including flooding)</p>	<p>Injury from falling tree branches.</p> <p>Isolation due to travel disruption.</p>	<p>Monitor & maintain trees on parish council land, inform Gloucestershire Highways of any dangerous trees.</p>	<p>Request volunteers who may be willing to check/door knock vulnerable neighbours to check on them.</p>

3.2 Local risk assessment - Flooding

Flash Flooding and or flooding from nearby rivers or tributaries affecting rural Longford	<p>Potential risk to life where vehicles are trapped in floodwater.</p> <p>Residents are isolated from homes or in their homes.</p>	<p>Sand and sandbags to be made available from collection points, eg Longford Village Hall</p>	<p>Utilise contacts from Emergency list</p>
Flash Flooding and or flooding from nearby rivers or tributaries affecting Longford	<p>River Severn, local tributaries, brooks and possible field flooding. Possible back flow from drainage infrastructure</p>	<p>Reference sandbag guidance from Tewkesbury BC</p>	<p>Open VH Flooding WhatsApp group?</p>

4 Plan activation

Local Triggers	<ul style="list-style-type: none"> • Requests from Borough or County Councils, i.e. to open the Place of Safety
	<ul style="list-style-type: none"> • Environment Agency Flood Warnings, or residents' local knowledge on substantial changes in local river levels
	<ul style="list-style-type: none"> • Warnings or requests from emergency services, e.g. knocking doors to ask residents to evacuate
	<ul style="list-style-type: none"> • Severe weather warnings from the Met Office

	<ul style="list-style-type: none"> Media messages, eg local social media sources about an emergency or TV and radio announcements including central government guidance.
Responsibility for activating plan	<p>Message to be sent in the preset up WhatsApp group or land lines from any member of group (parish councilors and village hall committee members), highlighting the local trigger. Community Emergency Coordinator and Deputy to confirm if criteria for activating the plan have been met and agree which actions will be taken and by who.</p> <p>If no response is received from the Community Emergency Coordinator and/or deputy after a period of?? The Parish council chair can provide the second approval.</p>

5 First steps in an emergency

Consider these actions once the plan has been activated.

	Consideration	Tick (once considered)
1	Phone 999 in case of immediate threat to life.	
2	Contact with emergency co-ordination team (as identified in section 1 above).	
3	Carry out any actions as required as identified in section 3. Ensure all actions and decisions are logged to share with Clerk at a later point.	
4	Inform District/Borough Council to ensure they activate their necessary plans and procedures.	
5	Offer volunteer resources via local networks (WhatsApp emergency group)	
6	Wider communication of any risks or actions/updates to the public via social media.	
7	Create a longer-term plan for support required if the situation is likely to be enduring over a longer time period.	
8	Stand down any actions when emergency is over.	
9	Recovery, evaluation and rehabilitation. On the advice of Tewkesbury BC or as directed by professionals.	



6 Communications

Consider how the Community Emergency Team Members will communicate with each other and also with residents.

Community Emergency Team Members	<ul style="list-style-type: none"> • WhatsApp group, already set up with Parish Council and Village Hall Committee Members • Phone tree if WhatsApp is unavailable: • Refer to emergency contact list Item 1
Residents	<p>Depending on the scenario:</p> <p style="text-align: center;">Flood WhatsApp group (note not all residents part of this) or contacts as part of at risk list drawn up by Longford PC</p> <ul style="list-style-type: none"> • Facebook groups – Longford PC own page and share to wider Longford group or Persimmon Homes group IF relevant • Ask any volunteers to contact neighbors or vulnerable individuals they are aware of in person

7 Local volunteers, skills and resources

This table provides details for individuals who have either volunteered to support the emergency response, or have a particular skill or resource.

Name/ Contact Details	Volunteer/ Skill/ Resource	Notes e.g. terms of use for equipment, availability to volunteer
Chris Byers	Transport facility	Longford Councillor
Rick Harris [REDACTED]	Engineering	Longford Councillor

Note: other resources or individuals unknown at this time, consider a Facebook post and send out a questionnaire from GRCC.

8 Contacts

Other Community Volunteers/ Organizations who may be able to help		
Name / Organization	Phone Number	Email
Longlevens Dr's surgery	01452 522695	none
Guides / Brownies		
Sarah Hands Gloucestershire County Council & Tewkesbury Borough Council		Sarah.Hands@gloucestersire.gov.uk

Richard Stanley Tewkesbury Council		Richard.Stanley@teWKesbury.gov.uk
Michelle Prudence-Women's Institute		
Samaritans-listed contact Jo@samaritans.org	Any phone 116 123	www.samaritans.org
British Red Cross	0344 871 11 11	redcross.org.uk
Salvation Army	020 7367 4500	info@salvationarmy.or.uk
Veterinary Service that is closest to Longford. Wood Veterinary Group	01452 543990	manager@woodvet.co.uk 83 Windermere Road, Longlevens, GL2 0LZ

Other Useful Contacts/ Websites	
Organization	Phone Number
Emergency Services	999
Police (non-emergency)	101
Fire and Rescue (non-emergency)	01452 888777
NHS 111 Service	111 (24hr)
Local Authority	
Tewkesbury Borough Council	01684 295010 (office hours) Housing Team 01684 272212 Out of Office Hours 01684 293445 (emergencies only)
Gloucestershire County Council Highways Team	08000 514 514 (24hr)
Gloucestershire County Council <u>social care</u> (including safeguarding concerns)	Adult Helpdesk 01452 426868 Children 01425 426565 Out of Office Hours 01452 614194 (emergencies only)
Environment Agency	
Incident Hotline e.g. to report flooding, obstructions in rivers likely to cause flooding, pollution, dead fish/ birds in large quantities etc.	0800 80 70 60 (24hr)
Floodline e.g. for latest Flood Warning info & to sign up for warnings	0345 988 1188 (24hr)
https://www.gov.uk/check-flood-risk for links to latest Flood Warning info, river & sea level info, 5 day flood risk	
Water/ Sewerage Companies	
Severn Trent Water	0800 783 4444 (24hr)
Wessex Water (sewerage issues)	0345 600 4 600 (24hr)
Lower Severn internal drainage board	01454 413 340
Gas Distributor	
Wales and West Utilities	0800 912 2999
Gas Leak? Call National Grid	0800 111 999 (24hr) 02920 278 707 for Hearing impaired
Power Cut any supplier	
Western Power Distribution	0800 6783 105 (24hr) or 105
Scottish and Southern Electricity Network	0800 072 7282 (24hr)

Appendices

Appendix A First meeting agenda for Community Emergency Team

1. Finalize plan
2. Maps, agree which need to be printed
3. Information from Sarah Hands about which properties flooded, review if and how this can be shared and stored
4. Purchase of some high vis jackets
5. Purchase of a first aid kit
6. Questionnaire to residents
7. Consider next meeting, and using scenarios to test plan

Appendix B Logging sheet

Date	Time	Information/ Decision/ Action	Initials
20/02/24		Initial plan drafted Version 1.0	
17/10/24		Meeting with Flood and Community Resilience Officers plan updated Version 2.0	
17/10/25		Meeting with Flood and Community Resilience Officers plan reviewed Version 2.01	
03/09/25		Meeting with Flood and Community Resilience Officers plan updated Version 2.2	

Appendix C Maps

Consider adding any maps to show your community and key sites of interest e.g.

- Vulnerable locations e.g. care homes, schools, nurseries NB please do not indicate where individual vulnerable people may live due to Data Protection
- Potential Place of Safety location(s)
- Location for Community Emergency Coordination Centre
- Any areas prone to flooding if appropriate from plans provided by Tewkesbury Borough Council to be provided from meeting of 03/09/24

Additional Appendices

Please feel free to add any other information that may be useful to support your community's response to an emergency as additional Appendices

Bank Account Reconciled Statement

Lloyds Current

Statement Number	45	Bank Statement No.	45
Statement Opening Balance	£67,017.27	Opening Date	01/09/25
Statement Closing Balance	£78,417.73	Closing Date	30/09/25
True/ Cashbook Closing Balance	£78,417.73		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
02/09/25	BACS250902BL	Broxap Ltd	848.28	0.00	66,168.99
02/09/25	BACS250902CWC	Complete Weed Control (North Wessex)	498.00	0.00	65,670.99
02/09/25	BACS250902GC	Glebe Contractors Ltd	1,472.80	0.00	64,198.19
02/09/25	BACS250902PKF	PKF Littlejohn LLP	252.00	0.00	63,946.19
12/09/25	DC250912GG	GiffGaff	6.00	0.00	63,940.19
13/09/25	DC250913BQ	BandQ	54.50	0.00	63,885.69
15/09/25	BACS250925CATS	Chris Arnold Tree Surgery	300.00	0.00	63,585.69
19/09/25	DC250919BQ	BandQ	112.00	0.00	63,473.69
19/09/25	DD250919LB	Lloyds Bank	4.25	0.00	63,469.44
26/09/25	BACS250926TBC	Tewkesbury Borough Council	0.00	16,015.00	79,484.44
29/09/25	BACS250929HMRC	HMRC	460.09	0.00	79,024.35
29/09/25	DC250929Amazon	Amazon	53.27	0.00	78,971.08
30/09/25	BACS250930JS	Salaries	553.35	0.00	78,417.73

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	4614.54	16015

Reconciled by Julie Shirley

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Financial Budget Comparison

Comparison between 01/04/25 and 30/09/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve Movements	Actual Net	Balance
INCOME					
COUNCIL					
10	Precept	£32,030.00	£0.00	£32,030.00	£0.00
20	Allotment Rents	£1,100.00	£0.00	£1,045.44	-£54.56
30	Grants and other income	£330.00	£435.69	£820.69	£55.00
99	VAT reclaims	£0.00	£0.00	£3,667.49	£3,667.49
Total COUNCIL		£33,460.00	£435.69	£37,563.62	£3,667.93
Total Income		£33,460.00	£435.69	£37,563.62	£3,667.93
EXPENDITURE					
COUNCIL					
100	Staff Costs	£6,750.00	£0.00	£4,046.10	£2,703.90
110	Office admin / expenses	£2,000.00	£0.00	£2,254.15	-£254.15
120	Insurance	£650.00	£0.00	£801.97	-£151.97
130	Donations	£150.00	£0.00	£0.00	£150.00
140	Parks & Open Spaces	£10,500.00	£30.80	£4,778.90	£5,751.90
150	Allotments	£8,000.00	£0.00	£4,062.75	£3,937.25
160	Maintenance	£2,000.00	£0.00	£1,338.79	£661.21
170	Training	£150.00	£0.00	£30.00	£120.00
180	IT incl software	£1,200.00	£0.00	£0.00	£1,200.00
190	Newsletter, website, email	£0.00	£0.00	£0.00	£0.00
200	New equipment	£1,500.00	£0.00	£1,696.85	-£196.85
210	Projects	£560.00	£0.00	£0.00	£560.00
999	VAT Payments	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/25 and 30/09/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/26	Reserve Movements	Actual Net	Balance
Total COUNCIL	£33,460.00	£30.80	£19,009.51	£14,481.29
Total Expenditure	<u>£33,460.00</u>	<u>£30.80</u>	<u>£19,009.51</u>	<u>£14,481.29</u>
Total Income	£33,460.00	£435.69	£37,563.62	£3,667.93
Total Expenditure	<u>£33,460.00</u>	<u>£30.80</u>	<u>£19,009.51</u>	<u>£14,481.29</u>
Total Net Balance	£0.00		£18,554.11	

Draft Budget 2026/27 v1

Start of year 01/04/25

Heading		Last year's net	Actual net	2025/26	2026/27	
COUNCIL Income						
10	Precept	£31,530.00	£32,030.00	£32,030.00	£45,000.00	
20	Allotment Rents	£1,120.95	£1,057.63	£1,100.00	£1,100.00	
30	Grants and other income	£3,812.50	£820.69	£330.00	£330.00	Football rent
99	VAT reclaims	£6,770.20	£3,667.49	£0.00	£0.00	
COUNCIL Income Total		£43,233.65	£37,575.81	£33,460.00	£46,430.00	
Future Income						
Total Income		£43,233.65		£33,460.00		
COUNCIL Expenditure						
100	Staff Costs	£5,889.72	£4,046.10	£6,750.00	£7,600.00	
110	Office admin / expenses	£2,320.63	£1,839.40	£2,000.00	£2,100.00	Includes £800 of subs & audit fees paid in Q1 only
120	Insurance	£641.39	£801.97	£650.00	£900.00	
130	Donations	£425.00	£150.00	£150.00	£150.00	
140	Parks & Open Spaces	£10,979.61	£5,648.47	£10,500.00	£14,500.00	£14k in reserve for play equipment
150	Allotments	£4,102.85	£4,162.75	£8,000.00	£5,000.00	
160	Maintenance	£1,352.31	£1,338.79	£2,000.00	£2,000.00	Spraying kerbs + general maintenance
170	Training	£45.00	£30.00	£150.00	£300.00	
180	IT incl software	£885.65	£653.00	£1,200.00	£1,280.00	£700 per year IT sub fees
190	Newsletter	£385.00	£0.00	£0.00	£0.00	Website & email is included in IT budget
200	New equipment	£2,599.97	£1,696.85	£1,500.00	£1,600.00	New dog bins / litter bins - also some reserve funds
210	Projects	£216.50	£0.00	£560.00	£6,000.00	Allotment Fencing? Flagpole? Plus £4k in reserve
999	VAT Payments	£0.00	£0.00	£0.00	£0.00	
1000	Devolution	£0.00	£0.00	£0.00	£5,000.00	
COUNCIL Expenditure Total		£29,843.63	£20,367.33	£33,460.00	£46,430.00	

Longford Parish Council

Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
1474	BACS2511 04CWC	£498.00	160	02/09/25	Complete Weed Control (North Wessex) - Balance due, tn 1435 - Balance due, tn 1421 - Weed control of all gutters and kerbs of residential r	
		£498.00			Complete Weed Control (North Wessex) - Total	
1489	BACS2511 04EIT	£183.90	110	09/10/25	Edge IT Systems Ltd - Microsoft 365 - Annual Fees	38950
		£183.90			Edge IT Systems Ltd - Total	
1493	BACS2511 04GAPTC	£30.00	110	27/10/25	GAPTC - NPPF Revisions and the new Planning and Infrastructure Bill training course - Cllr Harris	1186
		£30.00			GAPTC - Total	
1455		£580.00	140/2	02/07/25	Glebe Contractors Ltd - Removal of a section of hedge from the playing field that is encroaching on the property boundary. Remove waste from site.	
1487	BACS2511 04GC	£669.20	140/1	30/09/25	Glebe Contractors Ltd - September 2025 ground maintenance	GM20444
		£1,249.20			Glebe Contractors Ltd - Total	
1499	BACS2511 04GPFA	£50.00	110	01/09/25	Glos Playing Field Association - Annual Membership	Subs2025
		£50.00			Glos Playing Field Association - Total	
1501		£100.00	150/2	28/10/25	John Davis - Contribution to petrol costs for mowing allotment tracks all year	Petrol
		£100.00			John Davis - Total	
1490	BACS2511 04LA	£114.00	140/2	09/10/25	Laser Alarms - Corrective maintenance to reset CCTV and fix Pole 1 feed	65410
1491	BACS2511 04LA	£114.00	140/2	17/10/25	Laser Alarms - Corrective maintenance to reset CCTV and fix Pole 1 feed (2nd visit)	65482
1492	BACS2511 04LA	£132.00	140/2	23/10/25	Laser Alarms - Annual maintenance contract	65515
		£360.00			Laser Alarms - Total	
1500	BACS2511 04LVH	£150.00	130	28/10/25	Longford Village Hall - Annual Contribution to WiFi	Wifi
		£150.00			Longford Village Hall - Total	
1488	BACS2511 04WL	£14.28	140/2	07/10/25	Wicksteed Leisure Ltd - Replacement square post ends for play equipment	000829746
		£14.28			Wicksteed Leisure Ltd - Total	

Signature _____

Signature _____

Date _____

Longford Parish Council

Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
The following payments have already been made						
1482	DC250913B Q	£54.50	140/2	17/09/25	BandQ - Orchard supplies	Receipt
1483	DC250919B Q	£112.00	140/4	18/09/25	BandQ - Bulbs	Receipt
		£166.50			BandQ - Total	
1481	BACS2509 25CATS	£300.00	140/3	05/09/25	Chris Arnold Tree Surgery - To crown lift to 6metres clearance over road - remove low branches	6911
		£300.00			Chris Arnold Tree Surgery - Total	
		£475.04			Confidential	
Total		£3,576.92				

Signature _____

Signature _____

Date _____

RESPONSE TO THE BIODIVERSITY DUTY **Adopted December 2023**

Introduction - Statutory Duty

Under the 2021 Environment Act, public authorities (including town and parish councils) who operate in England must consider what they can do to conserve and enhance biodiversity in England.

Government guidance published on 17th May 2023 clarifies that, as a public authority, town and parish councils must:

-) Consider what they can do to conserve and enhance biodiversity.
-) Agree policies and specific objectives based on their consideration.
-) Act to deliver their policies and achieve their objectives.

Town and parish councils, unlike other authorities, are not obliged to publish a report on their actions, but the Government guidance requires all public authorities to complete their first consideration of what action to take for biodiversity by 1 January 2024. They must agree their policies and objectives as soon as possible after this and may reconsider the selected actions within 5 years of completing their previous consideration, or more frequently if they choose.

To comply with the guidance, town and parish councils could as a minimum:

-) Have biodiversity as an agenda item for a meeting before the end of 2023.
-) Note what action in respect of biodiversity is already taking place locally.
-) Agree what further steps to take at this stage.

Such steps may include:

-) Reviewing what biodiversity or nature recovery plans are already in place from other local authorities.
-) Making contact with local voluntary groups working on nature conservation.
-) Carrying out a biodiversity audit of council landholdings and/or the whole council area
-) Gathering expert advice on possible actions in support of biodiversity.
-) Drafting an action plan that covers action that the council will take itself as well as support for the actions of other local bodies.

Whatever action is agreed, as a minimum local councils could ensure they address biodiversity concerns when commenting on planning applications.

All these steps may inform an agreed biodiversity policy for which a model example is attached.

Guidance for town and parish councils on developing a [local nature action plan](#) has been published by South Gloucestershire Council, as well as a [field guide](#) for those with little or no ecological background.

BIODIVERSITY POLICY

PREAMBLE

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, **Longford Parish Council** (hereinafter referred to as the Council) will in exercising all its functions have regard to the purpose of conserving biodiversity.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. It is the building block of our 'ecosystems'. These provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards enhancing and protecting the biodiversity of the Council's area.

The Full Council and any committees/working groups of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways:

-) consider the potential impact on biodiversity represented by planning applications.
-) manage its land and property using environmentally friendly practices that will promote biodiversity.
-) support local businesses & council operations in the adoption of low impact / nature positive practices.
-) encourage and support other organisations within the parish to manage their areas of responsibility with biodiversity in mind.
-) support residents and local organisation activities to enhance and promote biodiversity.

ACTIONS

Planning applications

The Council will:

-) when commenting on planning applications, will support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
-) support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
-) consider what each proposed development might make in terms of biodiversity net gain.

Land and property management

The Council will:

-) carry out a biodiversity audit of its landholdings.
-) consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work.
-) take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
-) source sustainable materials when procuring supplies for the Council's use.

Local community

The Council will:

-) raise public awareness of biodiversity issues, including through its website and social media.
-) engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
-) where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

This policy was adopted on 5th December 2023 (Minute reference 6d) and will be reviewed in two years or sooner should legislation dictate / each year at the Annual Meeting. A summary of how the policy has been implemented will be published annually, with reference to the original biodiversity audit to show progress.

ACTION PLAN

SITE / OBJECTIVE	ACTION /How	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
<p>Whole council area</p> <p>Protect and support biodiversity</p>	<p>Raise local awareness of biodiversity.</p> <p>Encourage suitable planting and management to support biodiversity.</p>	<p>Gain local support for action.</p> <p>Connect & diversify habitats to meet the needs of a variety of wildlife species</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Social Media, website</p> <p>Mapping</p>
<p>Playing Field</p>	<p>Sympathetically maintain hedging.</p> <p>Leave some areas unmown</p> <p>Additional planting wildflowers etc</p> <p>Maintain and renew bird boxes as required.</p> <p>Adopt a plan to support wildlife & diversity.</p> <p>Only use environment friendly pesticides where absolutely necessary and only in ideal weather conditions.</p> <p>Work with football club.</p>	<p>Food sources & cover</p> <p>Encourages insects</p> <p>Increased diversity of habitats and food sources</p> <p>Increased cover for invertebrates, reptiles, amphibians and small mammals.</p> <p>Encouraging insects particularly butterflies & bees.</p> <p>Sustain & enhance natural habitats.</p>		
<p>Allotments</p>	<p>Adopt a plan to support wildlife & diversity.</p> <p>Encourage plotholders to only use environment friendly pesticides where absolutely necessary and only in ideal weather conditions.</p> <p>Work with plotholders.</p>	<p>Encouraging insects particularly butterflies & bees.</p> <p>Sustain & enhance natural habitats.</p>		

<p>Sivell Close wildflower area</p>	<p>Leave some areas unmown</p> <p>Additional planting wildflowers etc</p> <p>Maintain and renew bird boxes as required.</p> <p>Adopt a plan to support wildlife & diversity.</p> <p>Only use environment friendly pesticides where absolutely necessary and only in ideal weather conditions.</p>	<p>Encourages insects</p> <p>Increased diversity of habitats and food sources</p> <p>Increased cover for invertebrates, reptiles, amphibians and small mammals.</p> <p>Encouraging insects particularly butterflies & bees.</p> <p>Sustain & enhance natural habitats.</p>		
<p>Common / other open spaces</p>	<p>Adopt a management plan.</p> <p>Encourage residents to remove litter and pick up after their dogs.</p> <p>Work with the county council on verge management, favouring biodiversity but noting which areas may need cutting for highway safety.</p>	<p>Sustain & enhance natural habitats.</p> <p>Protecting habitats</p> <p>Protecting/enhancing habitats</p>		
<p>The Built Landscape</p>	<p>Encourage hedgehog/small animal highways with permeable boundaries</p>	<p>Extending habitats.</p>	<p>Ongoing</p>	
<p>Increase community awareness of biodiversity</p>	<p>Ask residents for their views on what they would like to be done to conserve biodiversity within the parish.</p> <p>Raise awareness of the importance of gardens as habitats for wildlife, with possible actions highlighted in the parish communications, eg Bee Squared initiative</p>	<p>Engagement/ownership of biodiversity</p> <p>Promote biodiversity.</p>	<p>Ongoing</p>	<p>Include in Social Media posts</p>

	<p>Create a page on the parish council website for photographs / information / links</p> <p>Provide seed bombs / bulbs etc. for residents' use.</p>	<p>Promote biodiversity.</p>		<p>Separate Biodiversity Page.</p>
<p>Support Community Projects</p>	<p>Support hedge/tree planting in any appropriate areas.</p> <p>Work in partnership with the school to develop young people's awareness of the environment around them.</p> <p>Consider events and offer volunteering opportunities to support biodiversity, working with local organisations.</p>	<p>Extending habitats.</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p>		

Meeting date: 4th November 2025

Agenda number: 9

Topic: Various Quotes

TREE MAINTENANCE

Budgeted £2500, unspent £2250

a) Tree maintenance of Oak tree as per tree inspection survey:

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.

Cost: £1200+VAT

b) Tree and hedge maintenance at the allotments as per tree inspection survey:

Ivy on fence and garage - Trim hard.

Buddleia - Coppice.

Mixed Hedge - Trim side and top at 4 metres.

Cost: £800.00+VAT

CCTV MAINTENANCE

Budgeted £4,500 for maintenance (in 2 budgets), unspent £1749

c) CCTV Wireless Transmitters

Following several issues, all being the same, propose to reprogram and re set up the wireless beam from the cameras. Will move them/raise them to improve the signal strength which is the last option before wiring the cameras back to the main building.

Cost: £250+VAT

d) Adjust camera on Post

Adjust the mounting bracket to raise the camera higher one side to enable the camera to look "higher". Also, reset up the patrol positions as you wish.

Cost: £55+VAT

e) Adjust Container Camera

Relocate this camera from its current position to the higher part of the side apex of the building to look over the new container

Cost: £150+VAT.

PLAY AREA REPAIRS

Budgeted £4,500 for maintenance (in 2 budgets), unspent £1749

(same budget used for CCTV maintenance)

We have £14,822 in earmarked reserve for play equipment and fencing.

f) Play area quote to adjust the closing speed of pedestrian gate (noted in annual inspection report)

Cost: £214.50+VAT

g) Play area quote to sand down, prime and paint the youth shelter

Cost: £2474.24+VAT

h) Play area quote to reset in postcrete the 24 stepping stones (noted in annual inspection report)

Cost: £1417.69+VAT.

Meeting date: 4th November 2025

Agenda number: 11

Topic: Grass cutting

A local resident has highlighted the issue of lack of grass cutting along Fircroft Road, specifically along Finchmoor Mews. This is Gloucestershire County Council (Highways) land.

Background information

Areas of grass verges within Longford parish have a mix of ownership, some are owned by GCC Highways, some by Tewkesbury Borough Council and a section on Longford Lane is owned by Severn Vale Housing Association (Longford Lane).

The parish council is responsible for the area on Sivell Close, the allotments and the playing field.

GCC (Highways) used to contract Tewkesbury Borough Council to maintain its land within the Parish. This was taken back in-house by GCC and reduced to 2 cuts per year.

Tewkesbury Borough Council have confirmed it will continue to maintain its land as previously.

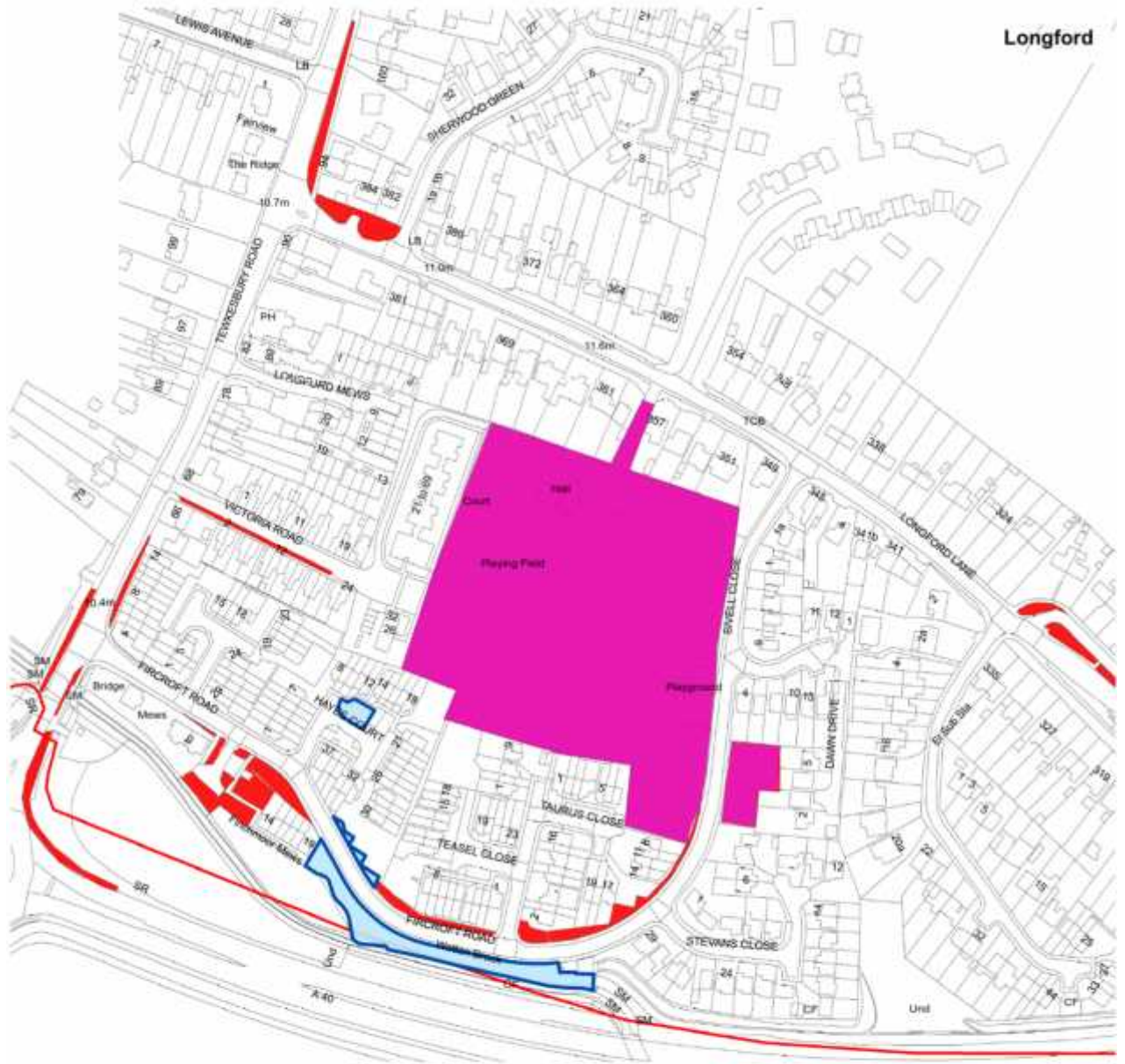
Longford Parish Council can opt to maintain GCC land by arrangement.

Decision

Does Council wish to opt to take on maintenance of GCC land for 2026/27? This will have budgetary implications.

There may be scope in the future through Devolution to take on the Tewkesbury Borough Council land too.

The map below shows land ownership between the 3 authorities. This does not include the land on the newer development as this is still with the developer to maintain.



RED AREAS = GLOUCESTERSHIRE COUNTY HIGHWAYS LAND & RESPONSIBILITY
BLUE AREAS = TEWKESBURY BOROUGH COUNCIL LAND & RESPONSIBILITY
PINK AREAS = LONGFORD PARISH COUNCIL LAND & RESPONSIBILITY

Longford PC Clerk

From: Tim Gwilliam <timg@grcc.org.uk>
Sent: 28 October 2025 10:07
To: Longford PC Clerk
Cc: Barbara Pond
Subject: RE: Longford Housing Need Survey

Hello Julie ,

I hope your well?

I'm now in apposition to begin the survey process and have begun the process of getting all the surveys printed and the address list form TBC.

The next steps are as follows.

1. I will arrange the packing of the surveys. Traditionally this has been done by means of volunteers here at GRCC but increasingly Parish Councils have wanted to become involved in the process even at this early stage. Should the Council wish to do so , we could arrange a couple of days events in Longford where we get together with Parish Councillors and local community volunteers to pack the community's survey. Potentially we could also offer assistance for people to get on the housing register or other advice in regards to affordable housing need. I do find that such events really help the Parish Council reach their community and can be a real positive. By making it a bit of event we are finding that we may well achieve splendid return rates and therefore compelling evidence for the parish council. Should your Council would like to follow such a route let me know and I can pop out to see you to discuss. I should add that of course all franking and posting of envelopes will conducted here at GRCC
2. In December I will conduct a series of pre engagement visits to the parish. These visits enable me to speak to various organisations such as schools, pubs and sports clubs as well as community members so that I get a real sense of the parish from the view of the most informed people . Of course discussions with Parish Councillors are also important and combined allows us to include the issues of the parish within the report as well as the very raw data and evidence that we collect through the survey. This offers a balanced report in my view that encapsulates Longford as a Community alongside evidencing its Housing issues or need. I will always alert the Council to my visits and Councillors will be very welcome to join me .
3. Subject to each stage going as we hope, I would like to post the surveys in early January. In our experience December surveys don't get the response rate we may wish for a number of reasons. We usually keep the survey " active" for a calendar month and will offer regular social media reminders and prompts for you to share an on our own platforms.
4. Once closed data analyst will got through the responses and we will prepare the report which I will share officially with both Parish and Borough. I do usually speak informally with the Parish Council prior to the publication. I aim for the process to be complete by the end of April 2026.

As always I'm happy to pop out for a chat if there's anything you or Councillors would like to discuss.

I look forward to hearing from you or your members and would also like to advise that out of courtesy I will offering a similar email to Borough Councillors that may cover the parish.

With very best wishes

Tim

Tim Gwilliam MBE
Rural Housing Enabler
07738106542



Funded by
UK Government



Gloucestershire Rural Community Council (GRCC)
Community House, 15 College Green, Gloucester, GL1 2LZ

Tel: 01452 528491
www.grcc.org.uk



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From: Longford PC Clerk <clerk@longford-pc.gov.uk>
Sent: 13 September 2025 17:13
To: Frances Evans <francesevans@grcc.org.uk>

Our Contact: Sarah Barnes
Direct Dial: 01684 272232
Email: sarah.barnes@tewkesbury.gov.uk



25.09.2025

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

Dear Sir/Madam

APPLICATION NO: 25/00636/FUL
DESCRIPTION: single storey wrap around, front, side and rear extension.
LOCATION: 333 Longford Lane, Longford, Gloucester
GRID REF: 384175 220553

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=T0GWMSQDHX900>

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 or submitted by email to 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:

Airfield Staverton 150 Feet (45.7 Metres)AIRSTA

Gloucester Road Tewkesbury Gloucestershire GL20 5TT Tel: 01684 295010 www.tewkesbury.gov.uk

Airfield Staverton 150 Feet (45.7 Metres)

Longford Parish Longford ParishLONGFO

Longford Parish Longford Parish

Newspaper Area The CitizenNEWSP

Newts Newts GreenNEWTS

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

Our Contact: Charlotte Kilmister
Direct Dial: 01684 272147
Email: charlotte.kilmister@tewkesbury.gov.uk



02.10.2025

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

Dear Sir/Madam

APPLICATION NO: 25/00673/FUL
DESCRIPTION: Balcony with side screening to existing ground floor flat roof. Garage conversion to living room including replacement of up and over door to window. New side door to replace existing window.
LOCATION: The Orchards , Sandhurst Lane, Sandhurst
GRID REF: 383061 220306

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=T116LLQDIFY00>

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 or submitted by email to 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

Adjacent to another parish Adjacent To Neighbouring ParishADJACE

Adjacent to another parish Adjacent To Neighbouring Parish

Adjacent to neighbouring authority Adjacent To Neighbouring Authority

Adjacent to neighbouring authority Adjacent To Neighbouring AuthorityADJAUT

Airfield Staverton 300 Feet (91.4 Metres)

Airfield Staverton 300 Feet (91.4 Metres)AIRSTA

Flood Zone 2 Flood Zone 2FLOOD2

Flood Zone 3 Flood Zone 3FLOOD3

Landfill Site Non-gassing Longford (Non-Gassing)LFILLN

Landfill Site Non-gassing Longford (Non-Gassing)

Longford Parish Longford Parish

Longford Parish Longford ParishLONGFO

Newspaper Area The CitizenNEWSP

Newts Newts Red AreaNEWTS

Oil pipeline Oil Pipeline

Oil pipeline Oil PipelineOIL

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

Our Contact: George Brooker
Direct Dial:
Email: george.brooker@tewkesbury.gov.uk

16.09.2025



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

Dear Sir/Madam

APPLICATION NO: 25/00726/FUL
DESCRIPTION: Proposed two storey rear extension with single storey rear & side.
LOCATION: 3 Gwinnett Drive, Longford, Gloucester
GRID REF: 384531 220539

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=T20DV8QDJ7P00>

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 or submitted by email to 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:

Airfield Staverton 150 Feet (45.7 Metres)AIRSTA

Gloucester Road Tewkesbury Gloucestershire GL20 5TT Tel: 01684 295010 www.tewkesbury.gov.uk

Airfield Staverton 150 Feet (45.7 Metres)

JCS Existing Housing Commitment JCS Existing Housing Commitment

JCS Existing Housing Commitment JCS Existing Housing CommitmentJCSEHC

Longford Parish Longford ParishLONGFO

Longford Parish Longford Parish

Neighbourhood development Plan Churchdown And Innsworth Neighbourhood Deveopmant
Plan

Neighbourhood development Plan Churchdown And Innsworth Neighbourhood Deveopmant
PlanNDP

Newspaper Area The Citizen

Newspaper Area The CitizenNEWSP

Newts Newts GreenNEWTS

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

Our Contact: Joe Gibbons
Direct Dial: 01684 272109
Email: joe.gibbons@tewkesbury.gov.uk

03.10.2025



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

Dear Sir/Madam

APPLICATION NO: 25/00785/FUL
DESCRIPTION: Proposed first floor front extension, two storey rear extension, single storey rear extension and application of render to existing dwelling.
LOCATION: 14 Sivell Close, Longford, Gloucester
GRID REF: 384093 220543

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=T3E0W7QDK9J00>

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 or submitted by email to 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

Airfield Staverton 150 Feet (45.7 Metres)AIRSTA

Airfield Staverton 150 Feet (45.7 Metres)

Longford Parish Longford ParishLONGFO

Longford Parish Longford Parish

Newspaper Area The CitizenNEWSP

Newts Newts GreenNEWTS

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

Our Contact: Joe Gibbons
Direct Dial: 01684 272109
Email: joe.gibbons@tewkesbury.gov.uk



27.10.2025

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

Dear Sir/Madam

APPLICATION NO: 25/00853/FUL
DESCRIPTION: Change of use from C3 residential to Sui Generis to form a six-bedroom House in Multiple Occupation (HMO). Garage conversion and rear extension (retrospective).
LOCATION: 16 Longford Mews, Longford, Gloucester
GRID REF: 383867 220653

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=T4GWYRQDL5000>

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 or submitted by email to 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

Airfield Staverton 150 Feet (45.7 Metres)AIRSTA

Airfield Staverton 150 Feet (45.7 Metres)

Enforcement Case Case Number: 25/00180/COM

Flood Zone 2 Flood Zone 2FLOOD2

Longford Parish Longford ParishLONGFO

Longford Parish Longford Parish

Newspaper Area The CitizenNEWSP

Newts Newts GreenNEWTS

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

Meeting date: 4th November 2025

Agenda number: 15c

Topic: Bike Racks and Grant Funding

Grant Funding

Gloucestershire County Council have a new “Grassroots Neighbourhood Fund” open from October 2025 until March 2027. We can apply for £250 up to £5,000. The grant fund is to support locally driven activity to promote health and wellbeing and community connections.

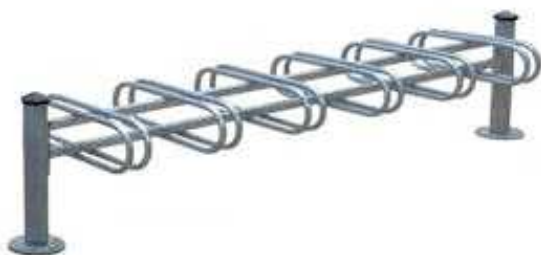
Bike Racks

There are many different styles and price ranges. Whilst considering style of racks, think about location. If the racks are to be installed on grass, then we want something that allows easy mowing and strimming around it. Village Hall has suggested we install on the grass where the skip used to be located. We would need to maintain access for the hedge to be cut annually.

Some examples of racks are shown below.



£120 (for 2 uprights) up to £280 (for 5 uprights)
+VAT



£295+VAT



£160+VAT each

Council also mentioned having a bike stand with tools:



£265+VAT

How does Council wish to proceed?

Longford PC Clerk

From: Gloucestershire County Council <internal@comms.gloucestershire.gov.uk>
Sent: 22 October 2025 16:55
To: clerk@longford-pc.gov.uk
Subject: Local Government Reorganisation: Town & Parish Councils Briefing

Categories: Next Meeting Agenda

[View in browser](#)



Gloucestershire

Councils
Connected

Local Government Reorganisation: a briefing for town and parish councils

Gloucestershire's seven principal councils are pleased to share an update on the progress being made towards Local Government Reorganisation in the county.

Clerks, please be sure to send this to your town or parish councillors



A reminder of the background

Earlier this year, Gloucestershire councils responded to the Minister of State's invitation to submit an interim plan for Local Government Reorganisation.

An interim plan was submitted in March, which set out three options. These had varying levels of support from the seven principal councils:

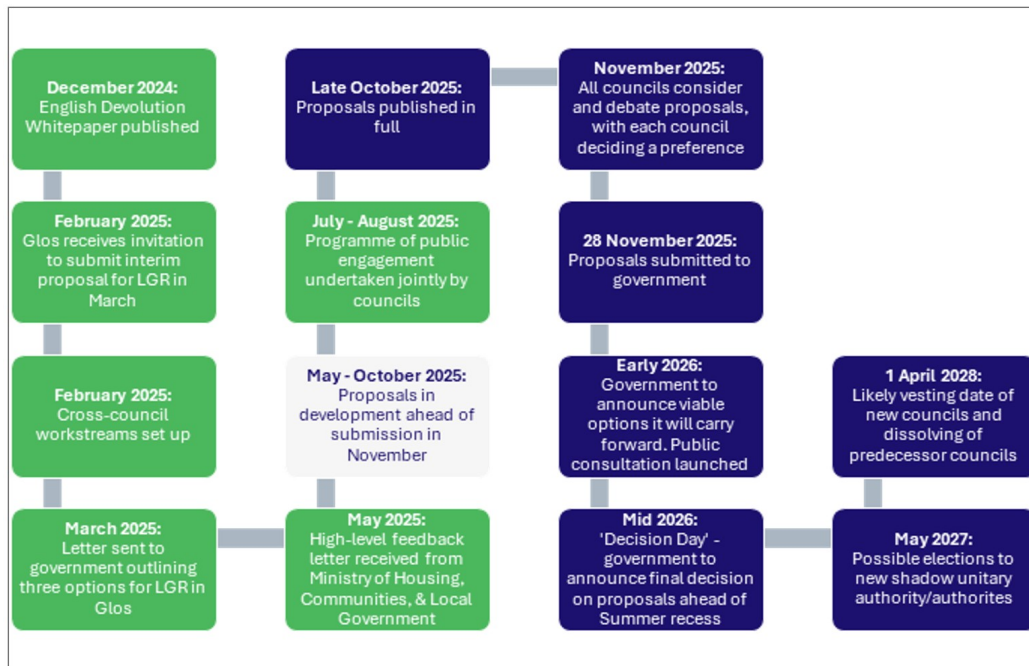
- One unitary for the whole county.
- Two unitaries, with an east (Cheltenham, Tewkesbury and Cotswold) and west (Gloucester, Forest of Dean and Stroud) split.
- Two unitaries, one being an enlarged Gloucester city (referred to as 'Greater Gloucester'), and one being the remainder of the county.

Since then, the councils have been developing these proposals ahead of full submission to the Ministry of Housing, Communities & Local Government at the end of November. The Minister for Local Government and Homelessness will make the final decision on which option Gloucestershire adopts.

The timelines

Colour key:
Happened
Happening now
Will happen next/in future

The following image may not be suitable for users of assistive technology. To view the content please visit this [accessible link](#).



What have Gloucestershire’s seven councils been doing to prepare for submission?

In February, staff across all seven councils began work together to develop the proposals

Gloucestershire County Council, Cheltenham Borough Council, Tewkesbury Borough Council, Cotswold District Council, Forest of Dean District Council and Stroud District Council have been jointly developing proposals for a single unitary covering all of Gloucestershire and two unitary councils, one formed of the east of the county (Cheltenham, Tewkesbury Cotswold), one formed of the west (Gloucester, Forest of Dean, Stroud).

Gloucester City Council has separately been developing an alternative two unitary model, one being an enlarged Gloucester city (referred to as ‘Greater Gloucester’), and one being the remainder of the county.

A programme of public engagement was undertaken in the Summer to get a sense of what communities and stakeholders want from the future of local government in Gloucestershire, what they think of services currently. This data has been used to inform all three proposals.

The one and two unitary proposals are being developed by the county and borough/district councils under a shared set of principles, based on place not politics, single datasets and more.

The proposals are, however, being written up into two separate proposals to account for the differences in the models.

Each proposal one for the single unitary, and one for two unitaries – will have 10 sections. This includes sections on the strategic case (covering vision and ambition) future devolution, options analysis and financial comparison. It will also cover ‘The New Councils’, looking at target operating models, locality models, democratic arrangements, workforce and assets. There will be sections on the overall financial case, engagement and an implementation roadmap.

These very detailed proposal documents will be published at the end of October.

Neighbourhood Partnerships under new unitary models: what you need to know now

The Devolution Bill contains a duty for the new councils to establish Neighbourhood Area Committees (NACs). As part of LGR in Gloucestershire, we were already planning to introduce Neighbourhood Partnerships - a new way of working that puts local people, places, and organisations at the heart of how councils operate – and these partnerships fulfil the NAC requirement.

The proposals set out how Neighbourhood Partnerships will work in a single and two unitary model.

What are Neighbourhood Partnerships?

Neighbourhood Partnerships will cover natural communities—typically towns and surrounding villages—with populations of around 20,000 to 50,000. They’ll bring together unitary councillors, parish and town councils, community groups, and public sector partners (e.g. health, police, schools) to ensure services reflect local needs and priorities.

Why do they matter?

These partnerships will strengthen local voices in decision-making, improve collaboration, and support place-based service delivery. Up to 25 could be created across Gloucestershire, each supported by a dedicated manager and small staff team.

Key functions:

Neighbourhood Partnerships will:

- Provide a clear structure for resident engagement and participation
- Shape services around community needs and wellbeing
- Use data to map local priorities and services
- Allocate funding for local projects
- Strengthen collaboration between councils and local organisations

Impact on councils and clerks:

In a unitary structure, Neighbourhood Partnerships will change how councils work locally. Services will be expected to develop a neighbourhood offer, and councillors will take on enhanced community roles. Parish and town councils will play a key part in shaping services and priorities.

Local councils charter:

A new charter will define the roles, responsibilities, and governance arrangements between the new unitary authority or authorities and parish and town councils, guiding how they collaborate at the neighbourhood level.

To ensure parish and town councils are fully involved in shaping how Neighbourhood Partnerships operate, the charter will be developed in partnership with the Gloucestershire Association of Parish and Town Councils (GAPTC) and the Gloucestershire Society of Local Council Clerks (SLCC).

It will be made available to the shadow authority or authorities for adoption and implementation, helping to ensure strong two-way communication and shared outcomes for communities.

Devolving services and assets:

As part of the move to a unitary structure, the new council(s) will work with parish and town councils to explore opportunities for devolving services and assets – enabling them to deliver greater value to their communities.

A tailored services and assets offer will be developed for each area, informed by consultation with county and district services. While any new parishing or extension of responsibilities will be subject to community governance reviews, there will be equality of opportunity across Gloucestershire, with safeguards in place to protect taxpayers from significant precept increases.

Community collaboration:

A Civil Society Covenant will support joint working with the voluntary, community, faith, and social enterprise sector, setting shared principles and actions.

Next steps:

Following the decision on Gloucestershire’s unitary structure (expected July 2026), there will be public consultation to shape how Neighbourhood Partnerships operate. This will include:

- Defining roles and boundaries
- Aligning services and resources locally
- Engaging residents and partners
- Piloting approaches

Neighbourhood Partnerships are expected to launch in the first year of the new unitary authority.

What happens next?

- The final proposals will be published on 23 October 2025, ahead of Gloucestershire County Council’s Full Council meeting.
- Throughout November, all of the seven principal councils will consider and debate the proposals, before each agrees its preference on the proposals.
- The proposals will be submitted to government on 28 November 2025.

- A government consultation will commence on viable options early next year, and a final decision on which model the county should adopt in the middle of 2026.
- In the meantime, the seven councils will begin working together on the early stages of planning for implementation.

For more information and the latest updates, visit

<https://futuregloucestershire.org.uk>, speak to your local county or district ward councillor, or contact any of the council's communications teams.



Shire Hall, Westgate Street, Gloucester, GL1 2TJ

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Longford PC Clerk

From: Clare Walsh <ClareWalsh@hopefortomorrow.org.uk>
Sent: 19 September 2025 16:50
To: clerk@longford-pc.gov.uk
Subject: Could you help us help more cancer patients?

Categories: Next Meeting Agenda

Good afternoon,

I hope you don't mind me reaching out.

I have been in contact with Jules from Longford Village Hall regarding the below, they advised me to get in contact with the Parish Council, and this is the email address they gave.

We are a charity based in Stonehouse at the Waterfront, Sperry Way Gloucestershire, and we are looking for suitable places in the area to host one of our textile recycling banks, to help us raise the vital funds to enable us to continue this essential life changing service. [Hope for Tomorrow](#) receives £250 for every tonne of clothing donated. It costs £212 a day to keep each of our mobile cancer care units running, enabling convenient cancer care for patients in their local communities.

As a charity, we receive no government or NHS funding. We rely entirely on donations and the generosity of supporters. We work in partnership with NHS Trusts across the country, we need your help to keep us going! Each unit in our fleet costs £212 per day to operate. Throughout 2024-2025, our fleet of mobile cancer care units went into the community providing more than 27,000 patient visits across different locations throughout the country. To help us keep our units on the road, we need your support to fund this service, ensuring our units can continue to be there for cancer patients. I have added the link to our flipbook to see the impact we have made 2024-2025. <https://heyzine.com/flip-book/463a6bf00b.html>

All we would require is permission to place a textile bank in an agreed location which is visible and accessible. Each textile bank measures approximately 1.5m (w) x 1.5 (d) x 2m (h) the sensor inside the bank lets our partner organisation TRI Group know they are getting full meaning they are emptied frequently, or upon request to myself or TRI Group.

Benefits include encouraging additional visitors to your site as we promote locations via our website, you will also be helping us help the planet to be more sustainable as the clothes are re-used or re-cycled keeping them out of landfill!

We really hope you will consider supporting us in this way and help us make a huge difference to making the lives of local patients living with Cancer easier. If you can help [Hope for Tomorrow](#) in our mission, I can provide further information on what happens next.

Thank you for your time and consideration, I look forward to hearing from you, if you have any questions please ask away.

Best wishes

Clare Walsh