

## PLANNING FORUM MEETING : MINUTES

- Date:** 11 December 2025 at 4:00pm
- Venue:** Westhall, Lansdown Parade
- Present:** Adrian Phillips (Chair), Tess Beck (Secretary), Andrew Booton, Judie Hodsdon, Katharina Hoerath, Sue Jenkins, Andrew Kitching, Robert Maitland, Cathy Presland, Cecil Sanderson, Diggory Seacome, Daniel O'Neill
- Apologies:**
- Distribution:** Those present + Trustees  
Section 4 only to Planning Comments Box  
[dccomments@cheltenham.gov.uk](mailto:dccomments@cheltenham.gov.uk)
- Next Meeting:** 15 January 2026

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REF	ITEM	ACTION
1.	<b>Minutes of meeting 13 November 2025 – and updates on schemes previously considered.</b> <b>Matters arising</b>	
1.1	Minutes approved. Matters arising Responses submitted to SLP consultations and CBC draft nature recovery SPD. New senior ecologist starting at CBC in 2026. Prinbox application going to Planning committee 18/12/25. Robert to let CBC know by tomorrow if he can attend.	
2.	<b>Declarations of interest</b>	
	None.	

REF	ITEM	ACTION
3	<b>Local indexing review</b>	
3.1	<p>Daniel O'Neill to briefed us on the forthcoming local indexing review. Draft selection criteria paper was circulated 8/12/2025. The current local list dates back to 2007 and needs updating. The process will include review the existing list, as well as potentially adding new assets</p> <p>The selection criteria have been updated since 2007, with new draft guidelines from HE currently out for consultation. There will also be a new SPD relating to local listings. Locally listed structures are non-designated heritage assets. Dan has been reviewing similar work by other local authorities. Principle of Selection (from HE guidance) is that each item must have at least 1 core heritage value + at least 1 General This is a draft, and Dan would welcome feedback.</p> <p>There are other designations of protection (CAs, Green Space) which may apply.</p> <p>How can you help owners of properties understand what Local Listing means to them? (does not remove permitted development rights).</p> <p>Local Listing as a material planning consideration – an SPD should support this.</p> <p>CBC will be getting a new website from Spring 2026.</p> <p>How will local groups be involved? The plan is to work with community groups across town, with CCS members filling in gaps for areas where no community groups, and to work with local history societies to fill in historical background. The launch is planned for Spring 2026, with press release in local media followed by a briefing for interested groups.</p> <p>This is likely to overlap with the Conservation Area review which is to be carried out by an external consultant. (currently with CBC's procurement team) which will also probably include stakeholder engagement.</p> <p>The new SPD will have to be fully consulted. Dan recommends the index to be a separate document to the SPD so it can be kept up to date without full consultation etc.</p>	

REF	ITEM	ACTION
4	<b>Applications considered</b>	

- 4.1 **25/01864/FUL** Demolition of two storey dwelling and separate garage and the construction of 8 no. 2 bedroom flats. 64 St Stephens Road Cheltenham Gloucestershire GL51 3AE  
<https://publicaccess.cheltenham.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=T60JNNELIU500>

We support the principle of redevelopment into flats and some increased densification.

However, we object to this proposal.

The footprint is too large for the plot and has resulted (along with the drives and parking spaces) in an unacceptable loss of greenspace and trees. The remaining mature trees are right against the proposed new building, assuming they survive the construction process, and efforts will no doubt be made to remove them. The site has already been cleared of several trees (apparently without permission despite being in a conservation area).

The proposed building appears to contravene the 45° degree rule to neighbouring buildings.

We object to the unsympathetic design and materials. The flat roof is not one of the characteristics of the conservation area. Self-coloured render deteriorates in appearance very quickly, likely to become a negative element in the CA. Some other buildings of this type are already seen as negative elements in the conservation area, and this building would too be to the detriment of area, rather than preserving or enhancing it. There are good examples of new build blocks of flats in the vicinity, both of a period style (115 The Park) and more contemporary design (79 The Park). Both are cited in the design and access statement.

REF	ITEM	ACTION
4.2	<p><b>25/01854/FUL</b> Conversion of the existing property from offices (Use Class E) to residential (Use Class C3), including the remodelling of the existing rear extension. 113 - 115 Bath Road Cheltenham Gloucestershire GL53 7LS  <a href="https://publicaccess.cheltenham.gov.uk/online-applications/applicationDetails.do?activeTab=documents&amp;keyVal=T5X85UELITI00">https://publicaccess.cheltenham.gov.uk/online-applications/applicationDetails.do?activeTab=documents&amp;keyVal=T5X85UELITI00</a></p> <p>SUPPORT  The regency frontage is one of the loveliest buildings, marred by its rear extension. The proposed replacement is a considerable improvement on what is already there. We support the change of use to residential. We really appreciated the architects' report explaining the design process.</p>	
4.3	<p><b>25/01884/LBC</b> Construction of a new dwelling to the rear of the property. 22 Lansdown Place Cheltenham Gloucestershire GL50 2HX  <a href="https://publicaccess.cheltenham.gov.uk/online-applications/applicationDetails.do?activeTab=documents&amp;keyVal=T67Y8TELIVR00">https://publicaccess.cheltenham.gov.uk/online-applications/applicationDetails.do?activeTab=documents&amp;keyVal=T67Y8TELIVR00</a></p> <p>We support principle of development, but this application lacks the level of detail which we would expect in a listed building application. Its success will depend on the quality of the materials. The materials and finishes will need to be conditioned but ideally, they should have been specified in the original application.  The drain access appears to be under the bed. If this is the case, it should be relocated.</p>	
4.4	<p><b>25/01843/LBC</b> Conversion of existing Crematorium Chapels and associated rooms to a Cafe, Wake Function Rooms and associated support spaces. Cemetery Chapels Bouncers Lane Cheltenham Gloucestershire  <a href="https://publicaccess.cheltenham.gov.uk/online-applications/applicationDetails.do?activeTab=documents&amp;keyVal=T5UZJQELISU00">https://publicaccess.cheltenham.gov.uk/online-applications/applicationDetails.do?activeTab=documents&amp;keyVal=T5UZJQELISU00</a></p> <p>SUPPORT  We support the use of these historically important buildings, which will provide a socially useful function and hopefully generate an income for the council. We suggest that at least one parking space should be dedicated as a drop off point. What are the plans for heating the building?</p>	

REF	ITEM	ACTION
4.5	<p><b>25/01925/FUL</b> Single self-build dwelling and associated works on land to the rear of 41 Fairhaven Road. 41 Fairhaven Road Cheltenham Gloucestershire GL53 7PH  <a href="https://publicaccess.cheltenham.gov.uk/online-applications/applicationDetails.do?keyVal=T6KWX2ELIYK00&amp;activeTab=summary">https://publicaccess.cheltenham.gov.uk/online-applications/applicationDetails.do?keyVal=T6KWX2ELIYK00&amp;activeTab=summary</a></p> <p>We support the principle of a single property being built in this plot. This proposal does not pick up on the design features of the neighbourhood – it. could be anywhere. This is an area with many attractive terraces which could be used as inspiration, especially for the fenestration.</p>	
5.	<p><b>Planning Policy</b></p> <p>Further papers have been released for consultation for the SLP <a href="https://strategiclocalplan.govocal.com/en-GB/">https://strategiclocalplan.govocal.com/en-GB/</a> . These include the Settlement Hierarchy topic paper, Vision and Objectives topic paper, Spatial Options topic paper and Housing and Economic Land Availability Assessment (HELAA). Please familiarise yourselves with these so we can identify which ones we want to respond to, and who will draft the responses. Deadline for comments is 16/1/2026</p> <p>Vision and Objectives is worth us commenting on (AP)  HeLAA is about what the town should look like  Spatial Options (TB)  Put on agenda for January meeting. Ask for an extension – Tess to ask Daniel how this could be arranged.</p>	
6.	<p><b>Updates and ongoing matters</b></p> <p>(a) <b>Report on Don't Waste buildings meeting 21/11</b>  Attended by Steve Bryson and Adrianre failure to re-use buildings. A persuasive event.</p> <p>(b) <b>Conservation area review.</b> CBC to appoint consultants early in the new year</p> <p>(c) <b>Heritage Strategy update</b> (JH) Hannah at the Wilson is producing Cheltenham stories and maps with walks, also indexing existing heritage to make them better available. Consultation on Heritage strategy closes Mon 17/12/25 if anyone has not yet commented. Andrew has contacted diocese regarding tow Heritage at Risk churches (St Lukes and Trinity)</p> <p>(d) <b>Park Campus.</b> Following our objections and those of local residents (SPJARA), the Planning application for the Farmery and Broadlands will be going to planning committee in January. Tess to contact CBC to request that Adrian can speak as an objector.</p>	

REF	ITEM	ACTION
7.	<b>Planning Forum dates 1<sup>st</sup> half of 2026</b> Proposed dates (all Thursdays) 15/01/2026 12/02/2026 19/03/2026 23/04/2026 14/05/2026 11/06/2026	
8.	<b>Next meeting</b>  Thursday 15 January 5:00 pm. Westhall, Lansdown Parade. Selector for next meeting: Cecil Selection of application to track; St Stephens Road (CP)	