

PLANNING FORUM MEETING : MINUTES

- Date:** 15 January 2026
- Venue:** Westhall, Lansdown Parade
- Present:** Adrian Phillips (Chair), Tess Beck (Secretary), Andrew Booton, Judie Hodsdon, Katharina Hoerath, Sue Jenkins, Robert Maitland, Cathy Presland, Cecil Sanderson,
- Apologies:** Diggory Seacome, Andrew Kitching
- Distribution:** Those present + Trustees
Section 4 only to Planning Comments Box
dccomments@cheltenham.gov.uk
- Next Meeting:** 12 February 2026 at 5:00pm

REF	ITEM	ACTION
1.	Minutes of meeting 11 December 2025 – and updates on schemes previously considered. Matters arising	
1.1	Minutes approved. 25/01864/FUL Demolition of two storey dwelling and separate garage and the construction of 8 no. 2 bedroom flats. 64 St Stephens Road has been withdrawn Matters arising: Adrian to thank Daniel O'Neill for attending last meeting.	
2.	Declarations of interest	
	None.	
3	Applications considered	

REF	ITEM	ACTION
3.1	<p>25/01931/FUL Remove silt from main lake and transport it to another area of the park to enable it to be de-watered and cultivated into the amenity grassland. Ground to be contoured to direct water towards filtration trench to enhance sustainable drainage. Portion of silt to be reused around lake edge to backfill stone revetment retaining walls, to be planted with aquatic marginal plant species. Hatherley Park Hatherley Court Road Cheltenham Gloucestershire https://publicaccess.cheltenham.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=T6LAINEL0M300</p> <p>SUPPORT We support this necessary work, though we were not sure why a full planning application was necessary.</p>	
3.2	<p>25/02030/LBC Internal alterations to an approved scheme for the conversion of this property into 4 flats. First Floor Hanover House Montpellier Walk Cheltenham Gloucestershire GL50 1SD https://publicaccess.cheltenham.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=T7GE6RELJ5700</p> <p>We continue to support the principle of converting the upper floors for residential use.</p> <p>This application does not include details of waste management. A condition was included in the previous application to specify the number of bins, where they can be stored, and daily collections. Will this condition be carried over? (This was to have been shared with the restaurant on the ground floor which is currently vacant).</p> <p>The proposed introduction of gas boilers and the reliance on fossil fuels is contrary to the council's climate change SPD. This proposal also necessitates the introduction of lots of flues and pipe work. Electric heating would disturb the fabric of the listed building less.</p> <p>The proposed ground floor plan appears to seal off one of the staircases to the basement, which had previously been a fire exit. This leaves the basement with only one exit, which has fire safety implications.</p>	

REF	ITEM	ACTION
3.3	<p>25/02058/FUL Demolition of single storey rear and side extension. Erection of replacement single storey rear and side extension. Alterations to existing fenestration of side elevation, including new external door. 52 Naunton Crescent Cheltenham Gloucestershire GL53 7BD https://publicaccess.cheltenham.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=T7PNHQELJ7500</p> <p>As this application is for a property in a conservation area, a heritage statement and a design and access statement should have been included. The application should not have been validated. The planning authority has a section 72 duty to improve and enhance the conservation area.</p>	
3.4	<p>25/01758/LBC Change of use of first floor from hair salon (Class E) to dwellinghouse (Class C3) Harani Hair 62 Bath Road Cheltenham Gloucestershire GL53 7JT https://publicaccess.cheltenham.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=T7IZS8EL08300</p> <p>OBJECT We have no objection in principle to change of use to residential.</p> <p>This application is totally inadequate for a listed building. A heritage statement should have been included, as well as a proper design and access statement.</p> <p>For example, the applicant proposes replacing a window with French windows and an iron balcony. There are no details included of the existing window, the proposed replacement or the balcony. This makes it impossible to assess the impact on the listed building.</p> <p>This application should not have been validated.</p> <p><i>Note: Adrian to draft letter to Tracey Birkinshaw re validation process.</i></p>	

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3.5	<p>26/00010/LBC Replace the boundary wall, and remove the lean-to roof. St Gregorys Presbytery St James Square Cheltenham Gloucestershire GL50 3PR https://publicaccess.cheltenham.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=T8E436ELJA900</p> <p>SUPPORT We appreciate the level of detail in the application.</p>	
3.6	<p>West Cheltenham Innovation Hub. Comments due by 24/1/26 We have already commented at the strategic stage, and this is a fait accompli. Any comments would need to be strategic and thoughtful.</p> <p>We query the height of the mobility hub and whether it is in the airport exclusion zone.</p> <p>This is a very complex scheme. Ideally there would be an executive summary, rather than expecting lay readers to plough through multiple design and access statements.</p> <p>While acknowledging the importance of this development, rather than commenting on the application, Adrian and Cathy will draft an article for Our Town documenting the process.</p>	
4.	<p>Planning Policy Comment on vision statement to go in tomorrow. Question about the length. Priority should be public realm. Replace prosperous with prospering. Adrian to circulate briefly tomorrow morning before submitting.</p>	

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5.	<p>(a) Park Campus is not coming before planning committee this month – keep an eye out for February.</p> <p>(b) Heritage Action Plan update (JH) £10k secured – now have until September to spend it. The Wilson (Hannah) preparing Cheltenham stories and an index of information. Meeting next week about turning the text of the action plan to something on the website. Historic Towns Trust produces high quality town maps, and CCS will be the lead body in the partnership with Historic Towns. This will be launched publicly in the spring, once contractual issues sorted out.</p> <p>(c) Draft NPPF (to discuss more fully at February’s meeting). Robert does not want to do a major job, but instead concentrate on 2 or 3 areas, e.g. heritage (including its role in economic regeneration). Robert and Adrian to produce short note before next meeting with Cathy’s input. Civic Voice have published a response online (AB to share link).</p> <p>(d) Cavendish House. Meeting with architecture student. Invite Katharina to attend if available.</p>	
6.	<p>AOB</p> <p>Colimace House (see note circulated by Andrew Booton) Colimace House, St Annes Road is currently on the market and developers are looking at it. https://www.perrybishop.co.uk/property/5-bedrooms-colimace-st-annes-road-cheltenham-gloucestershire-gl52-CHE250413/ There is a risk that the size of the plot could result in the house being bulldozed despite its local listing. Andrew Booton has been in touch with Victorian Society with no response yet. Once the Victorian Society are on board, CCS will then contact CBC.</p>	
7.	<p>Next meeting</p> <p>Thursday 12 February 5:00 pm. Westhall, Lansdown Parade. Selector for next meeting: Katharina Selection of application to track; Harani Hair (Adrian to write to Tracey and report back)</p>	<p>KH AP</p>