

Bishop's Cleeve Parish Council

Councillors were summoned to attend the Parish Council meeting held on the 2nd September 2010 at the Parish Council Offices at 7.30pm

1. **Members of the public** were invited to address Councillors – 2 members attended
2. **Attendance** of Councillors was recorded as Cllr P Lightfoot, Cllr P Taylor, Cllr A Lightfoot, Cllr J Peake, Cllr G Jackson, Cllr P Richmond, , Cllr A Shakespeare, Cllr P Rawlings, Cllr C Lawrence, Cllr P Badham, Cllr V Ayres, Cllr M Cooper Cllr Mackinnon and Cllr K Peake (14)
3. There were no **absences** of Councillors. **Cllr J Habgood has resigned from the Council with effect from 2nd September 2010.** Council thanked Cllr Habgood for his service.
4. Councillors were invited to make **Declaration of interests** of matters on the agenda. Cllr Peake declared an interest as an allotment plot holder
5. Councillors noted four year plan- **Environment strand objective 1** –“To consider the impact of council policies and actions on climate change”
6. **Borough** Councillors reported to the Council. Cllr Taylor report is attached to the supporting papers. Cllr Mackinnon informed Council that the JMC at the sports centre was no longer in place and management will shortly be passed to the school.
7. **The County** Councillor reported to the Council. Wingmoor Farm planning meetings now possibly 4th and 11th November 2010.
8. Council agreed for **accuracy** the **minutes** of the meeting held on the 1st July 2010.
9. There were no **matters arising** for information purposes only
10. Council noted the draft minutes for **committee** meetings held during July and August 2010
 - a) Planning Committee (pages 9)
 - b) Highways and amenities committee (page 11) noting street lighting proposals to be put on Oct PC meeting agenda
 - c) Playgrounds committee (page 14)
 - d) Allotment Committee (page 16)
11. Council noted **dates for diaries** (page 17)
12. Council approved the schedule of **payments** made since 1st July 2010 (page 18)
13. Council noted the **budget report** for the period 1/4/10 to 31/7/10. (page 21)
14. Council was informed that the audit is completed for the year ended 31st March 2010 and that the **auditors report** was read out to the council
15. Council agreed by majority vote to adopt the resolution that due to increased population and responsibilities **the size of the Parish Council** be increased by two

Members each for Cleeve St Michaels and Cleeve West and by one Member for Grange and that Tewkesbury Borough Council be requested to put in place the necessary steps to ensure that the increased size of the Council is in place for the elections to be held in 2011

16. Council noted that the **Government is consulting** on postponing parish council elections in 2011 and therefore the Council agreed to consider increasing the electoral costs provision to £10k when preparing its budget for 2011/12 to cover any costs devolved. Council agreed to express their opposition through an emergency motion at the AGM of GAPTC and to inform GAPTC of their opposition
17. Council considered the information below before agreeing by a majority to adopt the following resolution- **Bishop's Cleeve Parish Council agrees that it still wishes to pay Elected Parish Councillors an annual basic allowance** to encourage equal opportunities for all sections of the public to participate in the role of Parish Councillors and that this resolution is to be sent to TBC to wait notification of the recommendation of its remuneration panel .

Following discussions regarding equal access and opportunity for wider participation by sections of the community who may be disenfranchised by carers' responsibilities, the decision was taken in November 2008 by BCPC that it wishes to pay Parish Councillors an annual parish basic allowance of £150, in accordance with Local Authorities (Members' allowances) (England) regulations 2003 SI 2003/1021 reg 25 (10) regulations 2004 SI 2005/2596 reg 4 , namely subject to the district council's parish remuneration panel having made a recommendation about the levels of this allowance, the allowance is available to all elected members except the chairman who may be paid a greater parish basic allowance. The allowance is an annual allowance and therefore not related to a specific expense. A member may elect to forego his entitlement to all or some of the allowance. The allowance is taxable under schedule E (PAYE)- see Charles Arnold Baker – Local Council administration 8th Edition 16:26.

18. The Council instructed the clerk to support the SAVE PLAYBUILDER campaign by emailing www.savetheplayground.co.uk as per email distributed on 23rd August to all parish councillors.
19. Councillors were invited to attend a briefing on 9th September at Shire Hall (3.30pm) regarding **Gloucestershire Electoral Review** with the intention of establishing single member divisions across the county. Clerk to inform TBC of any Councillors wishing to attend
20. Council agreed by a majority to invite a speaker from the **Gloucestershire Market Town Forum** to attend a future Parish Council Meeting

21. Council did wish a **police Inspector** to attend a future meeting to talk to the Council in the public session about future liaison.
22. Council agreed to adopt the following resolution – “Bishops Cleeve Parish Council will encourage the police to seek to pursue and to **prosecute individuals who vandalise** and damage council property. Furthermore, the council will seek to recover all legal costs and the cost of repairs for the damage perpetrated through the Civil Courts. ”
23. Council instructed the clerk to ascertain if placing the relevant wording, by way of **notices at all council property** (playgrounds etc) newsletter and website was necessary to pursue the above resolution
24. Council was informed that TBC are about to carry out a scheme that will assess **the structural and operational condition of the existing land drainage** systems in Bishops Cleeve and Woodmancote to ensure that the watercourses are operating at their optimum capacity, making the area as resilient as possible to future rainfall. – see email already distributed. “The scheme area will cover approximately 15km², extending from the Cotswold Hills in the east to the main railway line in the west, and from Kayte Farm in the south to Homelands Farm in the north. Watercourses to be covered include; Stockwell Lane to Pecked Lane, Bishops Cleeve School to Stoke Road, Two Hedges Road to the Grange/ Stoke Road and from Kayte Lane to GE Aviation. As Tewkesbury Borough Council is the responsible Land Drainage Authority the scheme will be limited to assessing the condition of the watercourses and how they might be improved.”
25. Council was informed that GCC are holding **LTP3 seminars in September** – Cheltenham Town Hall 8th September/Tewkesbury library 13th September at 6.30pm ending at 7.30pm- Councillors should inform the clerk if they wish to attend
26. Councillors were invited to attend a meeting with **Gloucestershire Chief Constable** on Tuesday 14th September 2pm to 4pm at Highnam Community Centre. Councillors should inform the clerk if they wish to attend
27. Councillors were informed that the **Gloucestershire Police Authority annual report** is available in the parish office
28. Councillors were informed that **Code of Conduct training sessions** are being held on 7th October (2pm) and 13th October (6pm) at TBC Offices. Sessions are suitable for existing officers/Councillors as well as newly co-opted Councillors. Councillors should inform the clerk if they wish to attend
29. Councillors were invited to attend a **meeting on waste** being organised by Glos VAIN (action group) on 14th October at 7.30pm at Quedgeley. see www.glosain.org.uk
30. Councillors adopted the **model complaints procedure** as recommended by GAPTC (see page 22)

31. Two Councillors were invited to attend Parish/Town Seminar at TBC on 28th October, 6pm (buffet at 5pm)
32. Councillors approved the **Community Engagement Strategy statement** (see page 23) for Power of Well being purposes
33. Councillors were asked if they wish to make a financial contribution to Bishops Cleeve Youth Theatre. (see page 25) Local Government Act 1972, s.145 Provision of entertainment and support of the arts. **Council agreed to invite a speaker to attend the next meeting**
34. Council did not have any **other business** for information purposes
35. Date of **next meeting** to be noted as October 7th 2010

Bishop's Cleeve Parish Council

Councillors were summoned to attend the Parish Council meeting held on the 1st July 2010 at the Parish Council Offices at 7.30pm

1. No Members of the public attended
2. **Attendance** of Councillors was recorded as Cllr P Lightfoot(chair), Cllr P Taylor, Cllr A Lightfoot, Cllr G Jackson, Cllr P Badham, Cllr P Richmond, Cllr A Mackinnon, Cllr J Peake, Cllr K Peake, Cllr V Ayres, Cllr A Shakespeare, Cllr J Habgood, Cllr Cooper(7.34pm). Also in attendance were County Councillor Jones and Borough Councillor Richardson
3. No apologies for **absences** of Parish Councillors were received. Borough Councillor Hillier-Richardson sent her apologies.
4. Councillors were invited to make **Declaration of interests** of matters on the agenda
5. **Borough** Councillors reported to the Council
6. The **County** Councillor reported to the Council. Wingmoor Farm hearing delayed until at least September 2010.
7. Council agreed for accuracy the **minutes** of the meeting held on the 3rd June 2010. Any Amendments where proposed, seconded and agreed by Council were recorded. Councillors were invited to comment on **matters arising** for information purposes only
8. Council noted the draft minutes for **committee** meetings held during June 2010
 - e) Planning Committee
 - f) Playgrounds
9. Premises Committee
10. Council noted **dates for diaries**
11. Council approved the schedule of **payments** made since 1st June 2010
12. Council adopted the new **model standing orders** as drafted by NALC
13. Council agreed to respond to the email **regarding sustainable communities act** with a parish council letter to be sent with c.c. to GAPTC
14. Council agreed to adopt the following **aims in the 4 year plan** as agreed at the workshop held on the 8th June 2010
 - a) To have a parish and community led plan
 - b) To encourage greater knowledge of, and participation in the work of the Parish Council
 - c) To develop sports and leisure facilities
 - d) To improve and extend youth provision in the village
 - e) To facilitate independence for the elderly population of the village
 - f) To improve ease of movement in and around the village

- g) To encourage and support the green agenda
- h) To ensure that any future development is sustainable

15. Council agreed to adopt the **objectives from the 4 year plan** workshop held on the 8th June 2010 with committees reporting back to full council at October 2010 meeting

- a) to nominate and elect 5 members for a **Democracy and the community Committee** with terms of reference for a period of 5 months to investigate the feasibility of a **parish and community led plan** (power of well being) **Cllrs Taylor, Cllr Mackinnon, Cllr A Lightfoot, Cllr P Lightfoot, Cllr V Ayres were elected**
- b) To delegate to above committee the task of producing a **feasibility reports** on renaming the parish council (LGA1972 s75) the role of a youth council, facilitating volunteering, engagement and support of local organisations and business' that promote Bishop's Cleeve and to review and develop liaison with organisations that share aspirations with the parish council (S137 /power of well being)
- c) To delegate to playground committee the objective of developing sports and leisure facilities including **badminton and tennis courts** (LGA 1976 s19)
 - d) To delegate to playground committee the objective of developing **outdoor public spaces including pond area (LGA 1972 s137)**
- e) To delegate to playground committee the objective of **extending the provision at the sports field to include additional changing rooms and separate toilet facilities** (LGA 1976 s19)
- f) To delegate to playground committee the objective of **providing youth shelters** at the sports field and play areas (LG and rating act 1997 s31)
 - g) To delegate to playground committee the objective of to facilitate **extending the range of activities** provided for children and young people of the village (S137)
- h) To delegate to allotment committee the objective of **ownership of statutory allotment land** with infrastructure for 250 plots. (SH&A 1908s23)
- i) To delegate to premises committee the objective of **facilitating permanent bases** for children and young peoples' organisations
- j) To delegate to premises committee the objective of **reviewing the role and provisions** offered by the community building and the Tithe Barn
- k) To delegate to Highways and amenities committee the objective of **reviewing and lobbying for extension of health and professional services** for the elderly residents of the village. (s137/power of wellbeing)

- l) To delegate to Highways and amenities committee the objective of reviewing the **existing cycle path network** and to lobby for a cycle path to Cheltenham to be included in the local transport plan 3 (power of wellbeing)
 - m) To delegate to Highways and amenities committee the objective of lobbying to **improve road surfaces and reduce vehicle speeds** within the village
 - n) To delegate to Planning committee the objective of providing a lead in **opposing further unsustainable development** around Bishop's Cleeve (TCPA 1990 s1)
 - o) To delegate to Highways and amenities committee the objective of developing the **parish update** (LGA19772 s111) to inform the public of the activities of the parish council
 - p) To delegate to premises committee the objective of supporting **National democracy** week in October (LGA1972s111)
 - q) To delegate to premises committee the objective of liaison to improve and extend **accessibility to services provided by higher tier authorities** (LGA1972s111)
 - r) To liaise with Borough Council through the Borough Councillors to achieve the aim of the **extending the number of Parish Councillors** (LGA1972s16)
16. Council responded to a request for a response by 5th July 2010 "to receive the Parish Council's feedback on the current **local community facility requirements** by instructing the clerk to convey the objectives in the 4 year plan namely

To develop sports and leisure facilities

Examples

- a) Tennis and badminton courts
- b) Additional public open spaces including walking surfaces and pond areas
- c) Two additional sets of 2 changing rooms at the sports field in Cheltenham road
- d) Separate toilet facility at the sports field in Cheltenham road
- e) Youth shelters at all play areas
- f) Multi use games areas in existing play areas
- g) Additional play /games areas /recreation areas in any new developments
- h) To provide statutory allotment land with infrastructure for at least 250 plots

To improve and extend youth provision in the village

Examples

- a) Provide permanent and specified buildings for children and young peoples' organisations such as scouts and ATC groups

To improve and ease of movement in around the village

Examples

- a) Cycle path net work to be extended within village and new developments
- b) Cycle path to Cheltenham

Council noted that the allotment committee have already agreed to seek statutory allotment land with infrastructure for 250 plots.

17. Council agreed it wishes to fly the St. Georges Flag on St. Georges Day (see minutes of premises Committee) An amendment proposal was made that the St Georges Flag fly everyday. The amendment motion was lost. **The council agreed it wishes to fly the St. Georges flag on St Georges Day.**
18. Council was asked if it wishes to nominate a **motion to be included on the GAPTC AGM** in October. Councillor Richmond proposed “**NALC is instructed to lobby the department of Communities and Local Government (CLG) to amend PPS 25 and/or the Floods Water Management Bill to enable local planning authorities to refuse planning applications in areas known to be flooding hotspots. This power must also include areas of known geological and or hydrological difficulty**”. A proposed amendment was made and seconded “to include principal planning authorities through LGA”. The proposed amendment was carried. Council was also informed that Cllr A Lightfoot is the representative of Bishop’s Cleeve Parish Council at the AGM. Councillor Richmond was co-opted to the County Committee last year and remains in post until Summer 2011. Council was informed that a member on the County Committee is elected for a 4 year term, and represents a district.
19. Councillors were invited to inform Council of any **other business** for information purposes at the discretion of the Chair. Community Engagement Strategy distributed for Councillors to consider before the next parish council meeting. TBC will be holding an event on 29th July for prospective Borough Councillors.
20. Date of **next meeting** noted as 2nd September 2010
Meeting closed 21.06pm

The White Cottage on Old Evesham Road continues to be the subject of attention during the summer holidays and I've requested Bovis secure the site again and put in place a regular inspection regime. I've also requested that they attend to the overgrown drainage brook and garden.

Following complaints I arranged for the shrubbery along the Cheltenham road to be cut back and allow free passage of pedestrians.

There have been a number of comments about the state of the cemetery on Kayte Lane and I would ask that anyone receiving such a complaint let Rob Hainsworth at TBC know the exact details. Rob and I had a look around ourselves and the area seemed in good order. Rob is keen to meet anyone who is unhappy and address their concerns.

The planning application to build the New Police HQ on the A435, in the face of considerable local opposition, has been withdrawn. Finally common sense has prevailed as this was the wrong structure, in the wrong place at the wrong time.

I've been in correspondence with Tesco about the lack of proper access using their pedestrian crossings as at least one of the points is now blocked by a car parking space. Response from Tesco has been that spaces are limited and that "that the car park is not of sufficient size for our store." I'm continuing to pursue this matter.

Still with Tesco, Cllr Cooper and I recovered two Tesco Supermarket trolleys and returned them to the store to a rather lukewarm reception. On questioning it appears that the trolleys should be fitted with a locking device with stops the wheels going round after they leave the store car park. For future reference Tesco will recover their trolleys so please contact them direct to avoid disappointment. I've highlighted the presence of a trolley in the Pecked Lane Brook so hopefully that will mean one less expense for the Parish.

Local borough Councillors will be walking the drainage system with Land Drainage experts from the County and Borough Councils on 2nd September so please contact them direct to highlight any problem areas.

Fly tipping in Oldacre Drive Brook remains a problem and I've arranged for a motorcycle or its constituent parts to be removed.

Lastly the next SARA Priority setting meeting is at 6pm on 22nd September in the Community Building and is open to all.

August 26th

Borough Councillor Taylor

Minutes of Planning Committee Meeting held at 6.30 pm on Thurs 22nd July 2010

Public Session – non attended

1. Attendance from AL, PL, GJ, JP, Apologies noted from PT,
3. Minutes of meeting held on 24th June 2010 – agreed
4. Planning Applications received for consideration

Site Address	TBC ref no.	Proposal	BCPC response
10 the Holt	10/00506/ful	Re-submitted revised plans	TBC permitted
Homelands farm	10/00494/ful	Re-submitted access amendment	support
Cleeve business park	10/00634/ful	Police custody centre	comment
Cleeve school	10/00615/ful	Below ground storage crates	support
1 school road	10/00678/ful	Erection of 2 storey extension	support
48 station road	10/00687/ful	Single storey rear extension	support
8 The withers	10/00684/CLP	Conversion garage to living room	Support
11 Hardy Road	10/00757/ful	Ground floor and roof extension	support
61 Delabere Road	10/00717/CLP	Single storey extension	support
27 Bishops Drive	10/00732/CLP	conservatory	support

6. Decisions made by TBC/GCC - noted

Address	Ref No	BCPC	TBC
59 Pecked Lane	10/00503/ful	support	permission
Jabberwocky nursery	10/00340/ful	object	permission
24 shelbourne road	10/00504/CLP	Not received	Grant certificate

7. Other matters for Consideration

Licensing Act 2003 –no comments

Wording of petitions against future unsustainable developments – approved

Parish update- planning edition- amendments to be made

Future development within Parish –email –noted

Joint core strategy news – www.gct-jcs.org/publicConsultation noted

8. Other information to be Noted - noted

DustScan report- response submitted

SWARDS report to above – noted

Tree preservation order –stoke park close –additional information supplied

TBC press release re Innsworth appeal noted

SWARD email outling most recent objections regarding Wingmoor Farm noted

Revocation of regional strategies letter noted

9. Any Other Business

Meeting after planning committee on 12th August -noted The Meeting closed at 7.25pm

Minutes of Planning Committee Meeting held at 6.30 pm on Thurs 12th August 2010

Public Session – non attended

1. Attendance from AL, PL, GJ, JP, MC Apologies noted from PT, VA
3. Minutes of meeting held on 22nd July 2010 – agreed
4. Planning Applications received for consideration

Site Address	TBC ref no.	Proposal	BCPC response
2 Selbourne Road	10/00765/FUL	Erect brick wall	Support
11 Cherry Blossom Close	10/00745/FUL	Erection of dwelling	Object
22 Cherry Blossom Close	10/00770/FUL	Conservatory	Support
4 Huntsmans Close	10/00756/FUL	Side extension	Support
9 Deans Way	10/00809/FUL	Rear/side extension and garage	Support
20 Kayte Lane	10/00819/FUL	2 storey rear extension	Support
Unit 2, Tarlings Yard	10/00808/FUL	Change of use	Support

6. Decisions made by TBC/GCC - noted

Address	Ref No	BCPC	TBC
10 The Holt	10/00506/FUL	Support	Permission
16 Barkers Leys	10/00565/FUL	Support	Permission
12 Oakfield Road	10/00606/FUL	Support	Permission
8 The Holt	10/00626/FUL	Support	Permission
Cleeve School	10/00615/FUL	Support	Permission
1 School Road	10/00678/FUL	Support	Withdrawn

7. Other matters for Consideration

GAPTC email re: Planning Training – dates & times to be circulated to committee

8. Other information to be Noted - noted

Homelands meeting Thursday 19th August – 6.30pm

TBC email update re: Land at Cleeve Business Park App 10/00634/FUL

Glos. Constabulary email update: Land at Cleeve Business Park App 10/00634/FUL

9. Any Other Business

Parish Update amendment – approved

Update on Bovis Mirror

PL comments on TBC planning training

Lidl – does refitting need permission and are there any plans for extensions?

MC updated on his planning process

The Meeting closed at 7.25pm

Minutes of Meeting of the Highways and Amenities Committee held in the Parish Office at 7.30pm, Thursday 15th July 2010

1. Apologies for absence to be recorded as Cllr A Lightfoot. In attendance Cllr Richmond (chaired), Cllr P Rawlings, Cllr G Jackson, Cllr C Lawrence, Cllr Taylor (19.33)
2. There was no Declaration of interests by Councillors on matters on the agenda
3. No members of the Public attended
4. Visiting speakers from Street Lighting –GCC – Lesley Smith and James Dumbleton regarding part-night lighting from midnight to 5am excluding footpaths or alleyways. 419 out of 1402 (green coded) lights to be considered for part night lighting, each individual light would save 40% energy and costs (estimated £4000 pa). Some major roads in the County are already on the “dimmed” programmes. It was agreed that this matter be reported to full council with the recommendation that a programme of public consultation leading to the annual parish assembly to gauge public opinion with subsequent decision to be made by Parish Council.
5. Minutes from previous meetings held in May 2010 were agreed for accuracy
6. Matters arising from previous meetings for information purposes were noted. Clerk to resend letter to Stage coach via postal service as no response has been received and send copy to Area Manager.
7. Committee to consider the aims from the 4 year plan as relevant
 - a) To facilitate independence for the elderly population of the village (report back to council 1/4/2011) namely to review provision for older people in the village and to lobby extension of health and professional services. Committee agreed to put these on next month agenda to agree way forward. Clerk to write to GCC re Orchard House update. Clerk to formally invite Cllr Badham to be involved.
 - b) To improve and ease of movement in and around the village namely to review existing integrated cycle path and to work with other agencies to include a cycle path to Cheltenham it was agreed that clerk to contact GCC to ascertain LP2 and points raised above), to lobby to improve road surfaces (ongoing) to lobby to reduce vehicle speeds within the village (ongoing).

8. War Memorial Garden benches were discussed and it was agreed to put on the next agenda, with a phased approach being considered for replacement. Clerk to contact the British Legion.

9. Correspondence received- GCC – Budget cuts distributed,

Cloister resident letter re parking forwarded to County Councillor Jones, committee response that they share her distress and will continue to ask for County Councillor feedback.

Requests received for pedestrian crossing outside post office to be brought to joint highways liaison meeting

TBC feedback on PCN's issued in June – 18 visits and 19 notices issued.

Concern regarding By-pass refuge point was noted and had been forwarded to County Councillor Jones

11. Budget update and authorisation of expenditure for 10/11 was noted.

12. Any other important business for information only.

Entrance to library car park discussions are still ongoing.

Pot hole issues raised

Parish office to email highways regarding mineral supplements bags on by-pass between Voxwell Lane and Finlay Way

Next meeting – parish clock, logo, review provision for older people,

Ongoing agenda item for all future matters- “matters to be considered in joint highways liaison meeting”.

Councillor Richmond will attend Road Safety day meeting on 21st July

Date of next meeting September 16th 2010

Meeting closed at 21.00

Playing Fields and Playgrounds Committee were summoned to a meeting on 19th August 2010 at 7.30 pm at the Parish Council Offices. In attendance were Cllr P Lightfoot, Cllr A Lightfoot, Cllr M Cooper, Cllr P Richmond, Cllr K Peake (7.40pm) Cllr P Taylor (7.50pm)
Welcome and introduction from Chair of Committee followed by Public session (no public attended);

1. Councillors declared no interests in matters on the agenda
2. Committee noted no apologies were received
3. Committee agreed the Minutes of decisions made at the June 10th 2010 meeting.
4. Committee noted the Pecked Lane report from Crime Prevention Design Advisor and the recommendations namely:
 - a) Improve the pedestrian access point at Clevecroft end in terms of visibility and accessibility of levels
 - b) removing or reducing the existing hard surfaced area
 - c) retaining the natural barrier of vegetation along the Minettes Avenue boundary
 - d) reduce patches of bramble in height to allow overlooking of pecked lane
 - e) site new play area to make best use of surveillance opportunities
 - f) fill existing gaps of hedge with native hedging or existing hedge where safety grounds to road is compromised
 - g) protect any new planting with boundary fence that prevents cut throughsCommittee considered option a) remove all hedging or b) retain a natural barrier
Vote taken agreed by majority to accept the recommendations of the CPDA in full.
5. Committee **accepted the advice from ROSPA** with reference to the watercourse at Pecked Lane-details of which have been checked with TBC officer
 - a) Gradients to be 1:3 to ensure children can climb out of the watercourse
 - b) Visibility of the existence to the water course to be improved
 - c) Ensure that the bed of the watercourse is stable to prevent sinkage
- 6) Committee noted the British standards fall height of 0.6m is required only to have “some impact –attenuating properties” which we are advised covers grass for Pecked Lane
- 7) Committee accepted the tree specialist report for treatment of trees on Pecked Lane boundary. A third quotation to be acquired and Clerk to use delegated power to accept lowest quotation. Leaflet drop to be done to Pecked Lane explaining rationale and time scale
- 8) Committee agreed to consider extending/amending the Pecked lane project scope if additional funding sources are identified. Cllr Taylor will feedback next meeting.
- 9) Committee were asked by Cllr Cooper to consider increasing hedge cutting routine at Finlay Way play area. Clerk informed Committee of legal restrictions of cutting hedge during bird nesting

season. Crime prevention advice of 1m height was reiterated. Cllr Richmond stated that the treatment of the hedge was incorrect in the first place. Option 1 – continue as it is, Option 2 cut it lower in the window of opportunity, Option 3 continue with existing policy and obtain report from Arborculturalist and agree for next financial year. **Option 3 was agreed**

10) committee were asked to authorise removal of wet pour surface at Nottingham Road Play area due to vandalism and to consider the alternatives as the current site is unsafe and has been locked to prevent use (costings were available at meeting)

To replace wet pour with new wet pour surfacing was agreed with delegated responsibility for clerk to budget of £1500 to include item 12

11) Committee were informed that the damaged slide at South park is not covered by our Insurance Policy and therefore committee considered next course of action

a) repair and replace existing slide – costings were available at meeting

b) leave site as it is now without slide.

Committee agreed to consider costings for alternative pieces of equipment. Clerk to supply for next meeting.

12) Committee were informed that a toddler swing has been removed from Nottingham Road play area as it has been cut apart by Fire service in the course of removing a 14 year old girl who became wedged in it. **Clerk was instructed to contact police for identify of person involved to enable recovery of costs.**

13) Committee were informed that the fitness trainer has given notice and ceased operating from the sports field. **Committee agreed to consider using the sports pavilion and resources at sports field to meet objective 6 of aim “to develop sports and leisure facilities”. Clerk to set up meeting with Youth Club leader and PCSO’s.**

14) Committee were asked to respond to bowls club who wish to be given the side strip of land between the bowls club and Read Way. Committee are respectfully reminded of the response recently given to a tenant of Read Way. **Committee agreed to ask the Bowls club to clarify and if they wished to request this land, a letter from the bowls club should formally ask and agree to pay any costs.** Committee noted and agreed a response **to resident stating that we have made no decision as we have not been formally approached. We can not offer it to residents as it is green belt and was given to the Council for community use.**

15. Committee considered the way forward on the objectives set out in the 4 year plan, delegated to this committee by the full parish council in July 2010. Objective 5 and 6 were in current year’s plan and other items will be considered in future budget/planning developments.

16. Committee noted the feedback from the sports field users group held in July 2010 from Cllr Richmond as attached.

17 Any other business at the discretion of the chair for information purposes only-

Grange field update given by Clerk.

Council were concerned over the maintenance of the field and clerk was asked to email officers at TBC especially the damage to specimen trees with the wire protectors.

Date of next meeting 14th October 2010 Next agenda – trees at sports field. Meeting closed 21.38
Sports field users group meeting held on 7th July 2010 at 7.30 pm at Parish Council Offices

In attendance Cllr P Richmond, Nick Oram, Neil Bermingham, Dave Lewis, Graham Grant, John Dyer, Jon Symons, Richard Payne

Apologies Cllr P Lightfoot and Cllr K Peake

Welcome and introductions from Cllr P Richmond

Update from Users

- Bowls Club – 150 members including juniors. Green is bowling very well. Lease still outstanding. Professional contractor for Green.
- Football Clubs – Cleeve colts – 4 teams under 10 last year, 3 teams under 11's next season. 3 girls teams next season
Training grass not being maintained when pitches not booked.
Star FC – Positive season, pitches very good throughout the season. Need for more changing rooms to make sure that a wide spectrum of ability is catered for.
- Rugby club- Under 16's to be developed next season.
- Groundsmen report - grass seeding done, waiting for water. 3 mini pitches next season.

Update from Council

- Future Plans –4 year plan objectives.
- Crime and Vandalism – update given by clerk.
- Pitch positioning – 2 x ¾ needed and 2x 100 yds by changing rooms and nothing within 30 meters . Information for next meeting.
- Goal posts for extra pitch would be needed. Rugby posts needed
- Pitch allocation needs further discussion

Any other business at the discretion of the Chair included.

Apologies from Graham for next meeting.

Planning application for Newlands noted

Date of next meeting 29th September – 7.30 pm at parish office

Members of the Allotments Committee attended the Parish Council Office on Thursday 22nd July 2010 at 7.30 pm. Councillors P Lightfoot, A Lightfoot, Jackson, J Peake, Habgood, Shakespeare

AGENDA

1. Public Session

Two members of public attended. Expressed thanks for changes to water system – water pressure OK. Asked if plot extension letters had been issued – told would be issued shortly. Length of grass verge on roadside had been reported to County Cllr Jones. Requested clarification of £10k from Homelands + update on Cleavelands. Concerns raised about state of access roads as a result of water system work. Clerk requested to follow up.

2. Committee noted Apology for absence from Cllr Richmond

3. Committee noted declaration of interests from Cllr Peake as allotment holder

4. Minutes of the decisions of previous meeting held in May 2010 were agreed

5. Finance reports were noted by Committee

6. Noted that waiting list was currently 30. No vacant plots at present.

7. Any other business for information purposes.

Horse Field track reinstatement (raised in Public Session). Noted Allotment Association to meet on 26th July. Request that next agenda include item to consider first year discount for overgrown plots.

Meeting closed at 20:00.

Date of next meeting. September 23rd 2010 at 7.30pm

Dates for Diary

<u>Thu 2 Sep</u>	19:30 – 22:00	<u>Full Council meeting</u> - Council chamber
<hr/>		
<u>Thu 9 Sep</u>	18:30 – 19:30	<u>planning committee</u> - large meeting room
<hr/>		
<u>Thu 16 Sep</u>	19:30 – 20:30	<u>Highways and amenities committee</u> - Council chambers
<hr/>		
<u>Thu 23 Sep</u>	18:30 – 19:30	<u>planning committee</u>
	19:30 – 21:30	<u>allotment committee</u> - council chamber
<hr/>		
<u>Wed 29 Sep</u>	19:30 – 20:30	<u>sports field users group</u> - council chamber
<hr/>		
<u>Thu 7 Oct</u>	19:30 – 22:00	<u>Full Council meeting</u> - Council chamber
<hr/>		

Note provisional workshop meeting for councillors on 15th September 2010. Invitations to follow.

Date: 27/08/2010

Payment schedule

Tran Number	date	Account Ref	Inv Ref	Pay Refere nce	total
729	17/07/2010		walker	1859	850.00
733	17/07/2010	L1	lewis	1860	850.00
829	28/06/2010	S5	staples	1844	61.36
830	28/06/2010	S5	staples	1844	24.60
831	22/06/2010	C5	countrywide	1837	45.99
832	17/06/2010	C2	commecial office supplies	1836	58.75
833	15/06/2010	P1	premier	1842	24.64
834	15/06/2010	C2	commecial office supplie	1836	72.44
835	15/06/2010	C2	commecial office supplie	1836	15.44
836	15/06/2010	C2	commecial office supplie	1836	14.79
837	06/07/2010	C2	commecial office supplie	1836	305.50
838	30/06/2010	C1	cleeve supplies	1835	9.90
839	30/06/2010	T3	total	1845	75.49
840	05/07/2010	C2	commecial office supplie	1836	112.80
841	15/07/2010	B1	baker -office o/s tap	1833	145.00
842	07/07/2010	F1	flagmaker	1838	55.39
843	06/07/2010	W2	wickstead	1846	146.62
844	06/07/2010	P1	premier	1842	47.71
845	02/07/2010	BG1	b gas	1834	127.72
846	02/07/2010	B1	baker- remove fire damage slide	1833	1035.00
847	02/07/2010	B1	baker - supply and fit 2 padlocks	1833	104.00
848	02/07/2010	B1	baker - grass matting	1833	420.00
849	02/07/2010	B1	baker- remove trip hazard	1833	22.50
850	02/07/2010	B1	baker- remaining anti climb paint	1833	235.00
851	02/07/2010	B1	baker - install office notice boards	1833	20.00
852	02/07/2010	B1	baker -replace zip wire seat	1833	10.00
853	02/07/2010	B1	baker- supply and replace padlock	1833	62.00
854	02/07/2010	B1	baker - disposal of bus shelter	1833	30.00
855	02/07/2010	B1	baker- weld and repair astro panel	1833	420.00

856	02/07/2010	B1	baker- worm drain at carvers ditch	1833	625.00
857	30/06/2010	L3	low cost cleaning	1841	211.50
858	04/07/2010	S1	stannah	1843	157.45
859	30/06/2010	C2	commecial office supplie	1836	93.94
860	30/06/2010	G1	glebe	1839	1360.44
861	30/06/2010	G1	glebe	1839	204.52
863	05/07/2010	C2	commecial office supplie	1836	155.26
864	25/06/2010	C2	commecial office supplie	1836	60.64
865	25/06/2010	C2	commecial office supplie	1836	27.61
866	25/06/2010	G3	glos diocese	1840	400.00
1098	25/08/2010	C8	cleeve picture	1873	85.00
1099	25/08/2010	C1	cleeve supplies	1871	34.72
1100	25/08/2010	K1	km reprog	1870	20.00
1101	25/08/2010	S3	scottish power	1869	285.11
884	16/07/2010	BP	july salaries	1857	3979.48
892	16/07/2010	BP	return of deposits	1850	20.00
893	16/07/2010	BP	return of deposits	1849	20.00
894	16/07/2010	BP	return of deposits	1848	20.00
969	29/08/2010	BP	june bank costs		37.57
1072	11/07/2010	BP	closure of cb account		1.58
1074	11/07/2010	BP	stamps etc	1832	200.00
1088	25/08/2010	BP	august payroll	1866	3988.28
1096	25/08/2010	BP	pwlb	1868	11264.68
			total		28655.42

Budget report to 31st July 2010	Actual	Budget	Variance
4004 - Astro Income	6491.02	11000.00	-4508.98
4005 - Sportsfield misc income	617.60	750.00	-132.40
4006 - Pavilion hire	789.86	3150.00	-2360.14
4007 - bike track hire	0.00	0.00	0.00
4008 - Grass income	5078.20	10000.00	-4921.80
4009 - Discounts Allowed	-13.64	0.00	-13.64
4016 - Community building block users	9833.91	13000.00	-3166.09
4017 - Community casual users	526.19	3500.00	-2973.81
4020 - Parish Office meeting room hire	919.00	3500.00	-2581.00
4030 - Allotment renewal rent received	4562.70	4709.00	-146.30
4031 - Admin fees	70.00	100.00	-30.00
4032 - Water set up fees	70.00	100.00	-30.00
4033 - new tenant rent received	114.29	200.00	-85.71
4034 - Wayleave income	0.00	1.00	-1.00
4035 - allotment capital monies brought forward	915.00	915.00	0.00
<u>Total income generated</u>	<u>29974.13</u>	<u>50925.00</u>	<u>-20950.87</u>
4903 - Insurance Claims	3118.45	0.00	3118.45
4906 - insurance fees collected	208.82	0.00	208.82
4907 - bank interest received	9.13	0.00	9.13
<u>Total misc income</u>	<u>3336.40</u>	<u>0.00</u>	<u>3336.40</u>
4901 - Precept Received	115962.00	231924.00	-115962.00
<u>Cost of providing services</u>			
sports field	30316.84	39900.00	-9583.16
community building	2542.45	10500.00	-7957.55
Highways and amenities	496.08	15300.00	-14803.92
Allotments	4284.87	6025.00	-1740.13
playgrounds	4658.88	31816.00	-27157.12
water courses	9812.25	11000.00	-1187.75
public open spaces	116.04	1500.00	-1383.96
bowls club costs	20.00	0.00	20.00
vandalism costs	1402.78	3000.00	-1597.22
<u>Total Cost of providing services</u>	<u>53650.19</u>	<u>119041.00</u>	<u>-65390.81</u>
8205 - contingency provision	0.00	15000.00	-15000.00
8207 - training - councillors	215.20	750.00	-534.80
8208 - Chairmans allowance	0.00	500.00	-500.00
8209 - staff training and personal development	52.00	300.00	-248.00
8210 - election expenses	0.00	3000.00	-3000.00

8211 - councillors allowances	0.00	1500.00	-1500.00
8212 - Quality council costs	0.00	1000.00	-1000.00
8200 - Donations and grants - s137	1000.00	2000.00	-1000.00
8201 - grants to the Arts and Theatre	0.00	3000.00	-3000.00
8202 - sports centre grant	0.00	15000.00	-15000.00
8203 - grants to promote tourism s142	993.00	2000.00	-1007.00
6201 - Advertising	228.65	500.00	-271.35
6202 - Logo costs	0.00	200.00	-200.00
6203 - P.R. (Literature & Brochures)	0.00	0.00	0.00
6900 - subscriptions	1981.65	2800.00	-818.35
6920 - community response costs	0.00	500.00	-500.00
Total Gross Wages	11975.87	74568.00	-62592.13
7102 - Water meter charges	76.14	600.00	-523.86
7103 - General Rates	5485.40	6000.00	-514.60
7200 - Electricity	1100.05	3560.00	-2459.95
7304 - staff essential users allowances	318.84	1300.00	-981.16
7400 - Travelling	0.00	0.00	0.00
7402 - Hotels	0.00	0.00	0.00
7406 - Subsistence	0.00	0.00	0.00
7500 - Printing	765.04	1000.00	-234.96
7501 - Postage and Carriage	454.40	800.00	-345.60
7502 - Telephone	380.20	1200.00	-819.80
7504 - Office Stationery	903.71	2000.00	-1096.29
7505 - Books and maps etc.	72.34	0.00	72.34
7600 - Legal Fees	0.00	2000.00	-2000.00
7601 - Audit and Accountancy Fees	1035.00	1600.00	-565.00
7602 - Payroll Consultancy Fees	368.00	150.00	218.00
7603 - Professional Fees	0.00	0.00	0.00
7700 - Equipment Hire	0.00	0.00	0.00
7701 - Office Machine repairs /replacements	0.00	500.00	-500.00
7702 - annual service contracts	318.00	900.00	-582.00
7703 - computer support contract	364.16	4800.00	-4435.84
7800 - decorating and repairs to building	2.11	4000.00	-3997.89
7801 - health and safety costs	152.29	300.00	-147.71
7803 - gardening	726.65	1000.00	-273.35
7804 - sundry equipment for parish office	784.32	0.00	784.32
7805 - office consumables	183.87	500.00	-316.13
7806 - Window cleaning costs	75.00	0.00	75.00
7900 - Bank Interest Paid	0.00	0.00	0.00
7901 - Bank Charges	169.42	250.00	-80.58

7903 - PWLB Loan capital and Interest Paid	11264.68	22530.00	-11265.32
8204 - Insurance	8267.25	8300.00	-32.75
0010 - Freehold Property retention monies held	0.00	10000.00	-10000.00
0030 - Office Equipment	0.00	1500.00	-1500.00
0040 - Furniture and Fixtures	79.95	2200.00	-2120.05
3100 - Reserves - astro resurfacing fund		7500.00	-7500.00

Complaints Procedure

1. This Policy sets out procedures for dealing with any complaints that anyone may have about the Bishops Cleeve Parish Council's administration and procedures. It applies to the Bishops Cleeve Parish Council's employees. Councillors are covered by Code of Conduct adopted by the Council on 25th September 2007, Complaints against policy (a) and (b) page 22 of the Council's Standing Orders which says that issues shall not be reopened for six months].
2. If a complaint about procedures or administration as practised by the Council's employees is notified orally to a Councillor or the Clerk to the Council, they should seek to satisfy the complaint fully. If that fails, the complainant should be asked to put the complaint in writing to the Clerk to the Council and be assured that it will be dealt with promptly after receipt.
3. If the complainant prefers not to put the complaint to the Clerk to the Council he or she should be advised to put it to the Chairman of Council.
4. (a) On receipt of a written complaint the Chairman of Council or the Clerk to the Council (except where the complainant is about his or her own actions), shall try to settle the complaint directly with the complainant. This shall not be done without first notifying the person complained against and giving him or her an opportunity to comment. Efforts should be made to attempt to settle the complaint at this stage.

(b) Where the Clerk to the Council or the Chairman of Council receives a written complaint about the Clerk to the Council's own actions, he or she shall refer the complaint to the Chairman of Council. The Clerk to the Council shall be notified and given an opportunity to comment.
5. The Clerk to the Council or Chairman of Council shall report to the next meeting of the Council any written complaint disposed of by direct action with the complainant.
6. The Clerk to the Council or Chairman of Council shall bring any written complaint that has not been settled to the next meeting of the Council. The Clerk to the Council shall notify the complainant of the date on which the complaint will be considered and the complainant shall be offered an opportunity to explain the complaint orally. (Unless such a matter may be related to Grievance, Disciplinary or Standard Board proceedings that are taking, or likely to take place when such a hearing may prejudice those hearings when the complaint will have to be heard under Exempt Business to exclude any member of the public or the press, or deferred on appropriate advice received).
7. The Council shall consider whether the circumstances attending any complaint warrant the matter being discussed in the absence of the press and public but any decision on a complaint shall be announced at the Council meeting in public.
8. As soon as may be after the decision has been made it and the nature of any action to be taken shall be communicated in writing to the complainant.
9. A Council shall defer dealing with any written complaint only if it is of the opinion that issues of law or practice arise on which advice is necessary. The complaint shall be dealt with at the next meeting after the advice has been received.

.....signed by the chair on behalf of council

Community Engagement Strategy

Vision Statement

The village of Bishop's Cleeve will be a community which promotes and improves the economic, social and environmental well being of the parishioners of Bishop's Cleeve.

The Community of Bishop's Cleeve

The village of Bishop's Cleeve is now described as an urban area which lies 3 miles to the north of Cheltenham, and is within the Borough of Tewkesbury. Population is estimated at 10,800 in 2009, with major expansion of the village having taken place in the 1950's and 1980's as large employers moved in to the area. Limited public transport makes it difficult to access services in Tewkesbury, which is where the Borough Council's offices are located.

There are 3 wards in Bishop's Cleeve with 82% of the population living within Cleeve St Michael's and Cleeve West and 18% living in the Cleeve Grange ward . Of the 19% of the population over 65 years old, 49% live in St. Michael's Ward. 59% of the total population is within the age range of 18-65 years and 45% of this age range live in Cleeve West. The 0-18 age range account for 22% of the total population. Based on the 2007 Indices of Deprivation, Cleeve St. Michael's is within the County's 25% most deprived areas for income and income affecting Children (MAiDEn sources)

Communication strategy

Bishop's Cleeve Parish Council provides information to the community by delivering to every house hold a quarterly newsletter which includes information such as Councillors' contact details, precept breakdowns, Annual reports, Office contact details and seeks to engage with the public when undertaking large projects. The Parish Council website is regularly updated with advice, services, minutes of meetings, notices of future meetings and signposts to Borough and County Council services as well promoting community groups. There are 10 local notice boards which display Parish council information and notices as well as promoting community and charity groups' activities. The contact details for the Officers of the Council are published on the local notice boards, the website and the premises owned by the council.

Community engagement

The community is offered opportunities to engage with the Council by attending parish council meetings, committee meetings, annual parish assembly and by direct contact with the Proper Officer of the Council by email, website link or in person at the parish council

offices which are open 5 days a week. The council has used public consultations to develop projects such as local play areas, leisure facilities and highway issues, and to inform the Council on local opinion regarding planning developments

Formal representation by the Council to organizations that share the same aims and objectives of the parish council is supplemented by invitations to interested parties to speak to the Council at the monthly parish council meetings. The Parish Council participates in formal arrangements with at least 7 local organizations and have provided support and shared information with at least another 3 groups. The Parish council support the local economy and culture by providing donations to Theatre groups as well as financially supporting tourism initiatives such as the Christmas Lights, Summer street Fair and local farmers' markets.

Current areas for community involvement are the community response plan and the 4 year plan which proposes a joint community and parish council led parish plan as well as objectives that seek to work with local organizations and groups.

This strategy links to " A sustainable community strategy for Tewkesbury Borough 2008=2028 " – Priorities of transport, crime, health, clean and green environment, housing and employment.

"Our place: Our future" The Gloucestershire sustainable community strategy 2007-2017
Aims: A place where the future matters, A place where communities matter, a place where everyone matters, a place where people want to live, a place that thrives.

Bishops Cleeve Youth Theatre.

This was started in 2008 and has grown from being a drop in group for 8-12 years with 5 members, to having 20 participants on the books for September 2010 for the Junior group 8-12 years and a new Senior group starting 12-16 years.

The reason that I am writing is that the project that I would like to run with the whole youth theatre this academic year is the research, development and production based on the memories and stories of Bishops Cleeve and Cleeve Hill. I would like to work with older residence and community group, inviting them to come to the youth theatre and have question and answer discussions about how life was in Bishops Cleeve in comparison to how it is now.

I would then like to employ professional theatre practitioners to work with myself and the youth theatre to develop a piece of theatre which can perform to community groups and schools, bringing the generations together.

The youth theatre does generate some funds to support the work, however, this is a much bigger project working with the wider community. Cllr Taylor mentioned that in the past the Parish Council has been able to sometimes financially support project like this. I have attached the project proposal and I would be very interested in discussing the project further and if/how Cleeve Youth Theatre and the Parish Council could work together on the project.

A Day in the Hills (working title)

About Cleeve Youth Theatre

Cleeve Youth Theatre is a friendly inclusive youth theatre for 8-12 year old run by professional theatre practitioner and actor Honor Hoskins-Toolbox Theatre. The main aim of the youth theatre is to provide young people with the tools and the inspiration to make exciting theatre. In addition to learning and developing performance and theatre skills the youth theatre aims to increase young peoples confidence, self belief, and promote positive group and negotiation skills.

It is difficult for me to explain how much my daughter's self confidence has improved since she started youth theatre; she is like a different person. She would never have had the confidence to perform in front of strangers before. Since starting in September she has performed in a Talent Assembly at her school in front of 200 children and 20 members of staff! Wow- Thank you so much.

Youth Theatre Parent

From September 2010 there will be an additional group for 12-16 years. The youth theatre is based at Cleeve School and the administration and the promotion of the youth theatre is support by Barnaby Eton-Jones Arts Development Officer, Cleeve Sports and Arts Centre. The youth theatre has close links with the drama department at Cleeve School, not only using their studio space, costume and technical support but also working to supplement the work of the drama department.

The youth theatre is a real benefit to the school as it provides a link with the community in a way I could not. The youth theatre is building skills and techniques and overall ethos amongst the students that enriches them and makes for a more well rounded and fuller individual, helping with raising the skills standards of the intake of students.

Bryn Thomas- Head of Drama Cleeve School

Cleeve Youth Theatre provides a safe learning environment for its participants and where they can mix with their peers, break down boundaries and extend their friendship groups by working with students from different schools, towns and villages.

A Day in the Hills Project outline:

In 2008 Cleeve Youth Theatre was operating as a small weekly drama group. Since taking over the group Honor has developed it into Cleeve Youth Theatre; doubling its membership, forging links with school and increasing the standard of productions. In 2008/09 the group performed a number of small low key devised pieces of work and in June 2010 Cleeve Youth Theatre performed *Grimm Tales* to a large invited audience.

A Day in the Hills will be a piece of devised theatre that will be inspired by Cleeve Hill and the stories and memories of the older residence of Bishops Cleeve and youth theatre members. The piece will include all members of the youth theatre in both the senior and the junior groups. It is the aim that this piece of theatre will incorporate live music, song, mask, puppetry and dance. The final production of *A Day in the Hills* will be a 30-45 minute piece of theatre that will tour to schools and community venues in Bishops Cleeve.

Before becoming a small town Bishops Cleeve was a small rural village set at the foot of Cleeve Hill. David Wilson has written a fantastic article 'Bishops Cleeve in the 1940s (a boy's-eye view)' which can be found at www.bbc.co.uk > Gloucestershire > History > History Features. This lovely article talks about country life and growing up in the small village, the development of Smiths factory and growth of the town. However, at its heart are the stories and adventures of past inhabitants. This article will be the starting block for our research.

The aim of the project is for the youth theatre to work with local community groups such as Bishops Cleeve Over 60's Club, the Parish Council to collect a record stories of the village and the hill. These in turn will be amalgamated with their own memories and stories of time spent in Bishops Cleeve and on Cleeve Hill to create a cross generational piece of theatre, which will tour to local schools.

The overall aims of the project are:

- ◆ To produce a high quality piece of theatre using masks, puppetry, dance, soundscape and physical theatre
- ◆ To make learning about local heritage in a fun, interactive and inspiring for youth theatre member and audiences
- ◆ To encourage intergenerational communication in Bishops Cleeve
- ◆ To encourage the youth theatre members to look at their environment
- ◆ To establish Cleeve Youth Theatre as a vital community organisation that can be a flagship for theatre and the arts in its community
- ◆ To give youth theatre member a chance to work with a variety of different theatre professionals.

The project will break down into approximately six stages. Please find below the rough break down and time line for the work, plus the aims of each stage:

- ◆ **Stage 1- August- September 2010**
-Funding and support for the project

Funding ideas:

Submit funding application by 30th Sept- These will include:

- Extended Service 6 weeks turn around? speak to David Laughlin Cleeve School returns back to work on the 1st September
- Councillor's money- (do Councillors have funds similar to Worcestershire?)
- Awards for All- (12 week turn around-answer received beginning of January)
- Gloucestershire County Council- Contact Jo Bousfield

Community Support and partnerships with:

- Councillors
- Schools and extended services
- Andy Sanders Tewkesbury Borough Council
- Theatre Production Office- Gloucestershire
- Bishops Cleeve Over 60's group
- Bishops Cleeve Parish Council
- Library
- Archives office?
- Church- Rev Malc Alan

◆ **Stage 2- October 2010-November 2010**
-Research and Development

- Research with the youth theatre into the history and memories of Bishops Cleeve, Woodmancote and Cleeve Hill.
- Invite local community groups to youth theatre sessions for question and answer workshops, about Bishops Cleeve in the past.
- Hold 'idea sessions' in youth theatre, playing with the research material we have discovered and devising ways of how to stage the final piece.

◆ **Stage 3- December 2010-Early January 2011**
-Scripting and *A Day in the Hills*

-Recruiting Musical Director/ Choreographer/designer

- Write the script based on the final research and material that has developed from the 'idea sessions'
- Find a musical director (musician) who can tour with the final piece
- Recruit a choreographer who can work to add dance and physical theatre routines to the final piece
- Employ a designer that can work sympathetically with the group to create set and costume for *A Day in the Hills*

◆ **Stage 4- January-June 2011**
-Rehearsing *A Day in the Hills*

-Designing and printing publicity

-Organise transport and additional chaperone cover for youth theatre on tour

- Through weekly and additional weekend rehearsals with the youth theatre and led by the director, choreographer and musical director, complete the final piece.

- To work with designer and costume maker to learn about different aspects of theatre.
- complete poster and flyer design for public performance
- Resource transport to and from the schools we are touring to either: parents, school minibus and driver.

❖ Stage 5- June/July 2011

-Performances and touring *A Day in the Hills*

- Hold a public performance, inviting and advertising to all the community groups and members we have worked with.

Tour to 5 schools in the area. Schools to approach include:

Cleeve School	Bishops Cleeve Primary School	Woodmancote Primary School
Grangefield Primary School	Treddington Primary School	Gotherington Primary School

Rough Budget

Please note this is a rough breakdown of budget, if this amount was not sourced the project could be scaled down in size. The director and youth theatre leader's fee during sessions and rehearsals is covered by participants termly fees.

Project Management: £480 (x6 days £80 per day)

(Jobs to include: Applying for funding, coordinating community groups, booking school shows, devising and managing publicity and press)

Director on tour: £700 (£140 per day)

(Jobs to include: Risk assessments of venues, coordinating transport of youth theatre, setting up set and coordinating with theatre schools)

Design Set/Costume and materials: £1000

(Working with the youth theatre to create a design for the show, making/sourcing costumes and set)

Materials/make puppet: £200

(To make 1 or 2 puppets for the show, these will then become a sustainable resource for the youth theatre)

Materials/make masks: £200

(Jobs: To work with a professional mask maker to design and make 5-8 half masks which will a sustainable resource for the youth theatre)

Musical Director/Musician on tour: £1000

(To compose, teach and accompany the music during the show)

Lighting and Sound: £150

(To hire basic lighting)

Choreographer: £200

(To develop the youth theatre dance and movement skills and create dances basis on the research provided)

Publicity: £100

Travel: £200- transporting youth theatre to venues

Total: £4230