

Green Spaces Agenda Item 3

Hello John,

Thank you for your email reply.

In terms of location, I was thinking maybe the dursley recreational grounds, or maybe the Highfields playing feilds, or if there is any undeveloped green spaces in littlecome or the Surrounding area?

In terms of equipment, I think that a few ramps of varying heights, a jump box of around 4.5 feet high, a grind box and grind rail, a spine of 4 feet, and a half pipe would be much appreciated and well used by the youth of dursley.

I appreciate you taking the time to reply to discuss this with me in further detail. If you could forward this to the green spaces committee or put me in contact with them I would be very grateful.

Many thanks and kind regards,

On Tue, 12 Nov 2024, 09:42 John Kay, <clerk@dursleytowncouncil.gov.uk> wrote:

Thank you Harry for contacting us. This would be a matter for our Green Spaces committee to consider as they look after our green spaces.

Did you have a particular location in mind? What type of equipment would you like the Council to provide?

Regards  
John Kay  
Dursley Town Clerk

-----Original Message-----

From: Parish & Town Councils <admin@localcouncils.org>  
Sent: 07 November 2024 17:03  
To: John Kay [clerk@dursleytowncouncil.gov.uk](mailto:clerk@dursleytowncouncil.gov.uk)  
Subject: [Form Results] Local Council Contact Form

Your message :

I'm a hoping a can speak to someone about the possibility of building a skatepark in dursley I believe there is sutible need for it and it will benefit the youth of dursley greatly. I am a ten year old boy who loves scootering and it is my dream to have a skatepark in dursley for me and my friends to enjoy. I look forward to your response kind regards,

## DURSLEY ENVIRONMENTAL LAND MANAGEMENT GROUP

Management Plan for: Long Street Car Park

### **Background. Location. Area. Ownership etc**

The Long Street Car Park is entirely owned by Dursley Town Council. It was bought in 2017 and opened in 2019 to provide a car park for public use. It is situated close to the town centre and provides parking for users of the town centre with lower restrictions than Sainsburys car park and more spaces than the other parking areas locally. It is very well used, probably largely by local residents in Long Street. Long Street has no street parking. The total area is 1900m Square.

A limited amount of the area is open beds, some of which are raised and edged by low walls. Of these beds, there are some planted with low growing plants and a number with shrubs. The bulk of the site is tarmaced and used as hardstanding car park. There is a gravelled area at the entrance, edged by low walls and railings. This was part of the previous landscaping when this was a busy printworks with access required to large lorries. The site has a long history- there are detailed photographs of the site before the printworks were built, when it was Champions Carpet works. It was a ropeworks before that and has been developed for a number of centuries.

There are five distinct areas of vegetation labelled A to E on the diagram below. There is a mixture of ornamental planting, grasses and wild herbs. There are no known mammal or reptile habitats. It is surrounded by houses and buildings and a road on three sides. The fourth opens into "Dursley Green" - a small area of wood leading onto a larger grassland area at the bottom of Long Street. Currently this access is unsafe.

There are information boards with parking details and also a guide to local walks.

### **Current Status. Environmental value. Current management. Public access etc**

This is currently used as a car park and is considered as a major asset to the town as such. There is some planting in the beds but this was made without obvious reference to environmental benefits that could arise. There is an unplanted area to the north of the site adjacent to recent housebuilding marked by a low brick wall and a high wooden fence. To the East, there is an area referred to as The Green with high trees. There is an unsafe and informal access from the car park. There is also a stone walled electricity transformer which requires access. Adjacent to the housewall on the west side is a further flower bed. The front South side is defined by access to the car park which is unaltered from the previous use including gravelled areas and some electricity boxes where access will still be required. To the East is the side wall of an extremely old historic building which is in poor state of repair. This is one of the few historic buildings in long street that can be seen from the side. There is a roofed bicycle store with low usage. The planting in the West bed is of limited success due to the shadow cast on this area in particular.

The grounds are managed by Dursley Town Council staff but management is limited to control of annual growth of the existing planting. There are no planters or green areas within the main parking area, so all beds are confined to the edges of the site. The site is enclosed and extremely dark on the West side due to surrounding buildings. Current environment value is low due to the nature of the planting, which includes a number of non-native plants including Yuccas. The soil is generally poor but looks like it has been

subject to imported topsoil to supplement the existing soil- which was likely to have been impacted by the long industrial history and recent demolition work.

The site is well lit at all times and provides little in the way of food sources. There are some overflight spaces for birds moving around trees. The presence of bright lighting constrains its use by nocturnal species. There are limited nesting, resting, feeding or sleeping opportunities for most species.

The site is open to the public and is accessed by the public at all hours on foot and in cars. Access to the park is constrained by an entrance gantry to restrict it to cars, though there are signs that some vans move the barrier to gain access.

The site is not provided with a water source. There is no standing water due to the site slope.

### **Constraints. Legal. Public safety. Adjoining land use etc**

The site needs to be easily accessed as a car park and is open to the public with 24 hour access from Long Street. Due to its use, it is fully lit. Its use as a car park should be referred to in any revised planting, to avoid creating damage to cars and conflict with site users.

There are constraints arising from the need for public access. There should be some reference made to the informal access to the village green area. The Town Council are aware of the potential sources of conflict arising from the trees from the green that overhang the car park and grow out into the car park. Any additional planting will need to take into account the risk of damage to vehicles that could arise, and the potential harm to wildlife that could arise to wildlife from the cars movements.

The Building to the West of the site is listed and at risk from neglect. Any planting should be limited in height to ensure access to the building for repairs and its view. The wall is already subject to harmful ivy encroachment and should not be used as a support for additional climbing plants.

There are a number of electricity and telecoms units on the site and access to these needs to be retained. The current lighting, camera and access arrangements are going to need to remain.

The new housing to the North currently have a view of a fence and this would be retained by all but the highest planting in the adjacent, currently unplanted bed. Any plan for additional planting will need to consider the constraints arising from creating additional staff time requirements from the Town Council staff. Revised management would need to be supported by training if the management amounted to changes to current practice.

There is room or opportunity for isolated planters or additional beds but how these are managed subsequently would need to be referred to.

There is heavy shading by the adjacent building line on the West side of the site, which limits the potential for plant variety.

**Conservation Objectives. Overall aims. Specific wildlife, historic or landscape aims etc**

The site is the first point of welcome for new visitors making car journeys to the town. Although it's an urban setting, the whole perimeter has potential to provide a striking display.

There is a community initiative to establish Dursley as a Cotswolds Herb Town, and this area could act as a showcase for that. Area C which is currently an odd brick and soil structure could be dedicated initially to this. If successful, this could extend along area B in future. Signage could be considered in the future explaining the purpose of the different planting areas.

Area A is currently a grass bank, and has potential to harbour a number of wildflower species. This should be cut and raked in March, and then again in late August. Overseeding is required to increase the species diversity. This can act as a seedbank and hand harvested in July/August for other areas of the town.

Area D has a few ornamental plants currently, but can also be turned into a grassland area following the same management plan as A.

Area E receives the most light on the site and is currently packed with a number of herbaceous plants. The current management should continue.

Area B is the most challenging from a light and diversity perspective. Further work is required to determine a suitable planting list.

Actions Required. Actions by whom. When. Training needs. Budgets. Monitoring. Promotion etc

Year	Activity	By Whom	Budget	Supporting Action
2024	Engage with Cotswold Herb Town project (Laura Pardoe) to scope involvement	DELM group		
	Determine seed mix, volume and cost for the grassland areas	DELM group		
	Plant list and costs for the site	DELM group		
	Additional Funding	DTC		DELM group to advise
2025	Cut grassland areas in March and Late August	DTC		DELM group to advise

Other

Validation- Does this meet our intended goals?

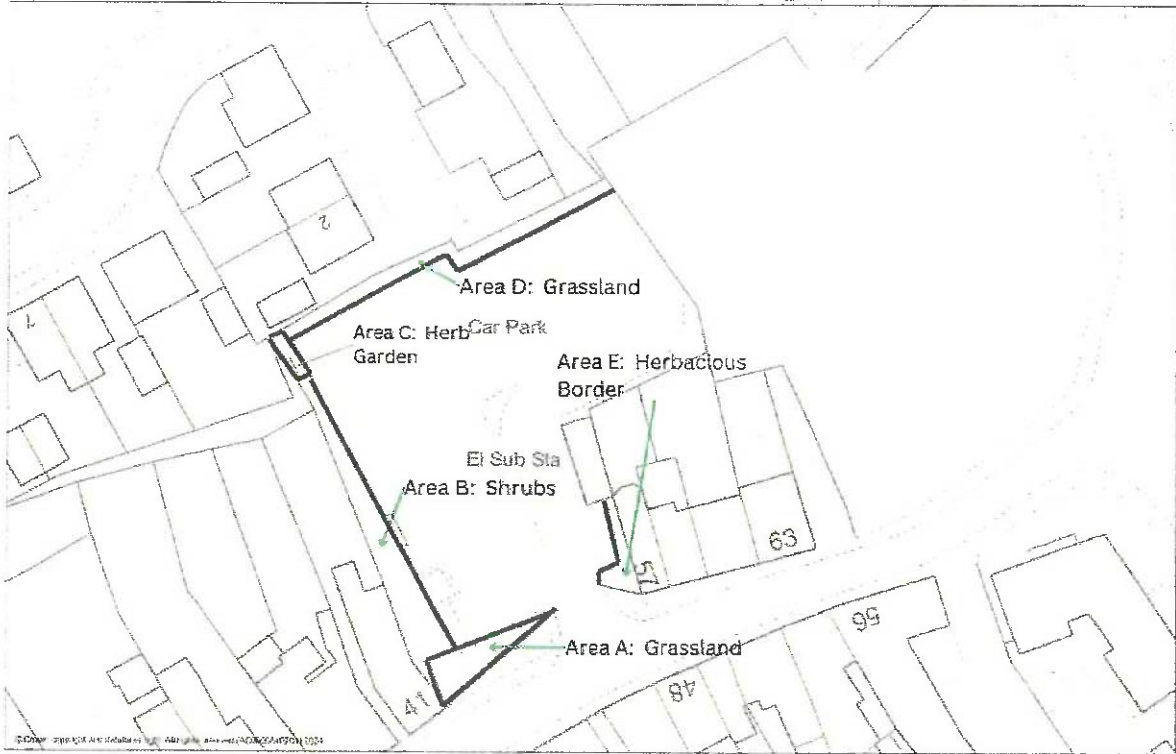
In view of the enclosed aspects of this site, this meets our local goals. The additional benefits of small areas of grassland would provide a seedbank for other sites. The most enclosed area of the site is Area C, earmarked for a Herb area. Successful plants here are likely to be successful in area B and we should discuss doing this with the Herb group soon.

The target species impacts from the plan are disappointing but some survey work might give us a better idea of species usage. In particular, there appears to be a potential east-west corridor of greenery which would be enhanced by improved use of area D and provide foraging areas for Hedgehogs. The potential for this area supporting target bird species is probably low due to lack of appropriate foraging and breeding areas, with roosting opportunities compromised by the extensive lighting on site.

There are no proposals here for use of the gravelled areas in front of the car-park adjacent to Long Street. These appear to have no obvious function at present and might have future potential as further grassland areas, herb areas or provide planter space.

Future management needs to include the Herb areas, which might be managed by volunteers but are currently managed by Town Council staff. This could include management through removal of some of the current plants.

Species	Does this support target species?	Quality- R/A/G	Confirmed by
Slow Worms	No		
Hedgehogs	No		
Starlings	No		
Song Thrush	No		
Local Groups	Does this support their plans	Quality- R/A/G	Confirmed by
CDUWC	No		
Meadows	Small seedbank for the town		



## DURSLEY ENVIRONMENTAL LAND MANAGEMENT GROUP

### Management Plan for: War Memorial Recreation Ground

#### Background. Location. Area. Ownership etc

The Rec is a highly valued green space in the heart of Dursley. It was bought by public subscription in 1951 as part of the Festival of Britain and forms a community memorial to the forces personnel killed in the second world war. The ownership is vested in the Town Council, who also manage it. It is used largely as a sports-field, mostly for football, with 3 pitches but also has tennis courts, a petanque court and a range of outdoor gym equipment. It has a number of other areas, including two play areas, a skate park (of sorts), basket ball hoop and a number of benches. There are 2 buildings on site, The Pavilion, a changing room/workshop owned and run by the Town Council, and a storage building owned by the football club. There are plans to extend the Pavilion which have planning permission and add a better roadway to service the Pavilion. The Rec is also used for other community events such as Fireworks displays, Pride events, Fairs. Previous uses have included horse-shows, wider community events, a broader range of sports activities and even use as a dump. Part of the area is currently sub-let to an adjacent bar.

The WMRec is adjacent to one of the main routes into Dursley on its West side, and this side continues to run behind a number of commercial premises. Part of the boundary is hedged and this is kept short by public request, to improve sight of the Rec from the road. There are some historic railings at the North West of the site, which are largely overgrown. The view is compromised by a stand of tall trees adjacent to the playground. To the North of the site is Rednock School and a road running down to the houses along the East side (The Knapp). To the South of the site is a steep slope down to the town swimming pool and a range of car parks supporting this, the Sainsbury's supermarket and the commercial centre of Dursley.

The site is quite extensive, extending to 47,730m<sup>2</sup>. Though there is high usage as a sports ground and community asset, there is considerable potential for extending the use to include management of some specific areas for wildlife and environmental benefit.

#### Current Status. Environmental value. Current management. Public access etc

The current environmental value of the site is relatively low. It is largely cut grass, with some very short areas which are managed as football pitches. These short grassed areas provide feeding areas for a number of bird species, including Starlings. The boundaries are hedged on parts of 3 sides and these areas provide some good quality habitats, particularly to the East of the site, where there are mature hedges interspersed with trees, with tall grass and growth adjacent to the hedges. The sports pitches are managed by regular cutting which is largely carried on across the site. The hedges are managed with a limited cutting regime that means they are relatively thick and provide good cover. Current management includes removal of ivy from tree-trunks.

The site has been in recreational use for a long period, and a number of areas have been subject to extensive groundwork, such as the areas at the south of the site and the main football pitch. The grass is usually kept short and has been planted with vigorous grass

species. Repeated cutting and leaving of cuttings means it is a site with high soil fertility and low potential for there to be local plant seedbank potential from the soil.

Possibly due to local building and demolition work, there has been an increase in rat activity in the hedge to the West of the site. This is associated with the bins and high human use of the playground adjacent, providing a food source.

The site is potentially of high environmental value. It is adjacent to Rednock School, which has a growing environmental management purpose to its grounds. Its position is on a wildlife corridor between wooded areas to the West and the environmentally managed areas which form part of the Littlecombe estate. There is also wildlife movement across the site from North to South and vice versa, though this is somewhat constrained by the commercial areas associated with the centre of town.

The site is largely managed for sporting activity, with low grass maintained in most areas throughout the site. There is high use by a range of users, these include;

- Parents and children using the play areas
- Unsupervised young people making use of the sports and play equipment
- Football teams and training, using the pitches and the Pavilion. Representing a range of age groups from young children to adults and various fan groups watching the matches
- Adult users of the sports, gym and play equipment
- Veterans and associated groups using the association with the memorial- including a proposed garden of remembrance
- School pupils from Rednock accessing town facilities and returning to school or commuting to school- particularly heading North to South and vice versa, at various times of day.
- A range of users enjoying the open vistas associated with the site and views from it- particularly the extensive views from the Pavilion area across towards Cam Peak.
- Local residents enjoyment of the views of the area itself, particularly residents of Kingshill Road and The Knapp

Public access is open and un-restricted for pedestrians, with a number of access points on the West, North and East sides to vehicles. Of these, only the West is used regularly and there is a current plan to improve vehicular access from this point to the far side of the Pavilion via a new road- planning permission is not required for this development.

There are a few metalled paths but these are slightly haphazard in placing and some peter out at unexpected places. At least one path, running in front of the Pavilion, is in a poor state of repair but is due to be replaced by a roadway giving better vehicular access to the storage area of the Pavilion

There are a number of pedestrian access points, generally close to facilities such as the play areas. There are informal access points in the North East and South East corners, with the North East corner particularly risky due to the unsighted access to a roadway. An access point to the South West is little used, despite being adjacent to town- this might be because it is steep and approached via an overgrown area, followed by an unmade track to facilities in the Rec.

Public access, generally and anecdotally associated with Rednock pupils, is seen as a cause of site damage and particularly litter on site- there is a lot of rubbish scattered,



mostly associated with snack foods purchased at Sainsbury's. There is intermittent vandalism in some areas, including graffiti at the Pavilion and on gym equipment.

There are at least 3 vehicular access points, one on each side except the steep south end. Of these, only the Western one is used frequently, by Town Council Staff. Others are used occasionally by parties such as grass cutting contractors and infrequent but intense users for specific events such as Fireworks displays and Funfairs. Recent access used by building work at the Swimming pool created some local damage which is being restored. There is some use by groups associated with the Football teams and their equipment but vehicular use is generally low. All vehicular access points are locked.

There are a range of proposed developments on the Rec, listed below

- Extension of the Pavilion both North and South of its current extent
- Addition of a wider access roadway to the far end of the pavilion from the access point on Kingshill Road
- New Dug-outs on the main football pitch
- Addition of a garden of remembrance for military veterans adjacent to the Kingshill Access point.
- 

Recently completed developments include some that have led to local damage to the site and are currently being repaired. These recent changes are;

- Use of an area as a site lairage adjacent to the swimming pool
- Damaged access points used to supply the development above
- Clearance associated with an area enclosed by Spring Villa bar

Constraints. Legal. Public safety. Adjoining land use etc

The ownership of the land is in the hands of the Town Council. The Rec is highly valued by its users and by those whose use is limited to seeing it as they pass by. Previous proposals to alter the management of the North West corner were met by vigorous opposition.

Changes in management need to avoid impacting on the broad range of interest groups listed above and to demonstrate gains for all users arising from the proposed activities.

Any proposals to alter current management need to avoid creating additional risks from the management activity that takes place. Activity associated with planting or harvesting wild-planted areas will need appropriate risk assessments if they involve new equipment. There could be some risks created by allowing trees to grow older or mature further.

There is perceived public safety concerns about the extensive presence of rats to the West of the site. This needs to be managed during any changes of management.

Adjoining land uses and the constraints created are identified below

West side	
Road Users on Kingshill Road	Distraction by altered activity and views
Commercial premises on Kingshill Road (Offices, Garages, Club, proposed educational facility, Church, Youth Centre	Noise, change in view,

North side	
Road users accessing local housing	Distraction by altered activity and views. Impact on road if growth of plants interferes with road-width
School	Largely daytime use. Use of the site for access before and after school could impact proposals depending on positioning and proposers
East Side	
Residential users from The Knapp	Resistance to changed management and additional planting or hedge growth. Risk of shrinking road width if hedges expand. Risk to pedestrians from plant encroachment.
South Side	
Swimming pool and sports centre	Limited constraints
Sainsbury's supermarket	Limited constraints
Car park users	Potential constraints arising from impact of changed management if it decreases natural light in the car park.

Conservation Objectives. Overall aims. Specific wildlife, historic or landscape aims etc

The action proposed here will be to

- establish extensive areas of wildflower growth, both in blocks and strips.
- Use the wildflower areas by harvesting seed to further enhance other local sites
- Manage the existing hedgerows to the north and east of the site to provide varied height of growth.
- Enable the hedgerows to grow thickly with appropriate cutting but reduce sucker establishing thicker hedges.
- Manage these and other hedges with variable height of adjacent plant growth to there are 2 metre corridors supplying plant growth and small raptor feeding areas
- Establish strips of wildflower growth parallel to hedges, where appropriate
- Establish new hedges to the East and South of the site, particularly in under-used areas of the site, using creeping plants where appropriate and supports available
- Plant additional trees to the north of the site, with slow growth potential, to enhance the tree cover along Rednock Drive
- Identify potential roosting and breeding sites for target bird species and enhance these
- Continue to supply feeding areas for Thrush and Startlings by maintaining short grass
- Establish the presence or otherwise of Hedgehog and Slow-worm and seek to enhance any existing populations by provision of resting and hibernating areas in appropriate places.

- Improve access to the North of the site via provision of improved access via a safe route and close the informal route at the North West corner which is damaging the associated trees.
- Work with the Herb project to ensure additional planting of herb species in the plant mixes used
- Accept the limitations on the West of the site and the use of these areas to enhance community enjoyment through providing short and thinner hedges, decreasing pavement encroachment externally, exposing the existing historic railings and increasing bulb planting in areas adjacent to the stands of trees by the playground.
- Carry out baseline and subsequent surveys
- Ensure ongoing engagement with the community, particularly from Rednock
- Provide opportunities for community volunteering associated with activity on the Rec.
- Work with the Gloucestershire association of playing fields to ensure they are aware of this activity on the Rec as an example of what can be done. Ditto Sport England who are monitoring activity in this sphere.
- Ensure existing sports users and other users continue to enjoy going on the Rec and understand and enjoy the changes made

#### Specific Activities, by whom, when, Budget and supporting activities

Year	Activity	By Whom	Budget	Supporting Action
1. Promotion, Engagement and Setting up Volunteer Group				
2024	Article in Dursley Matters newsletter	DELM group		DTC to support
	Plan on council website and copies in library, town council offices	DELM group		DTC to support
	Direct communication with those most impacted e.g. Football teams and residents of the Knapp	DTC		DELM group to advise
	Plan and information on laminated sheet for use on new and existing information boards	DTC		DELM group to advise
	Consultation with Rednock pupils in relation to access, routes walked, new access points, closing access points, rubbish bins	DELM Group/ Town Council		DTC to advise
	Volunteer group set up as part of overall plan for town.	DELM Group		Seek support from town council.
2. Site Survey and Setting Indicators of Success				
2024	Baseline survey	DELM group		Volunteers

2024	Set indicators of success	DELM group		Volunteers
2026 on	Re-survey every 2-3 years and update indicators of success	DELM group		Volunteers
3. Existing Hedgerows and grass margins on North and East boundaries Area A and New hedgerows and grass margins on West boundary Area B				
2024	Communication with house-owners in The Knapp and commercial occupants on Kingshill Road and The Vibe	DTC	Nil	DELM to give DTC required information
2024	Notice board with plan	DTC	£300	Toby to give DTC required information
2024/5	Plant new hedgerows (including ground preparation and rubble removal)	Ground staff/ Volunteers	Nil?	DELM group to source plants e.g. from other sites (using volunteers?)
2024/5	Leave 2m grass margin uncut but profiled to create sloped margin and managed to reduce hedgerow encroachment	Contractor/ Ground Staff	Nil	DELM advice
2024-25	Reduction in thickness of hedge on roadside edge at Kingshill Rd side	Ground Staff		Management to reduce attractiveness to vermin and improve local aesthetics
2025 on	Hedgerow Maintenance. Replace dead plants. Profile hedge via trimming	Ground staff	Nil?	DELM advice
2025 on	Grass margin maintenance. Maintain by autumn cut on rotation	Contractor	Nil	DELM advice
2026	Review. If dominated by rank grass and/or limited species abundance re-plant using locally plants.	Volunteers		DELM advice

Year	Activity	By Whom	Budget	Supporting Action
4. New Wildflower Meadows and strips Areas Ci, Cii, Ciii, Civ				
2024	Communication as above			DTC
2024/5	Prepare ground and put in plug plants on small area with temporary "fencing."	Ground staff and volunteers?	Possible cost	Secure plug plants.

2024/5	Seeding with locally sourced meadow seed in specific extensive areas	Ground staff and volunteers	Est £30-50 per Kg	Sourcing seeds and agreeing ground preparation and planting actions
2024/5	Ensure area not cut until late august, with cuttings removed	Contractors		Discuss with contractors
2025 on	Infill and extend area of wildflowers	Volunteers		DELM advice
2025 on	Manage by late august cut with cuttings removed	Contractors		DELM advice
2026	Review. If dominated by rank grass and/or limited species abundance re-plant using locally sourced plugs and/or meadow seed	Volunteers		DELM advice
5. New Tree Planting Area D				
2024	Communication of plan for extension of trees at North of site- Rednock and local residents	DTC		DTC consult
Winter 2024/5	Plant mix of locally sourced native trees and shrubs with "protection"	Volunteers/ DTC staff	Tree stock	Liaise woodland manager
2025 on	Maintain trees, Replace dead ones.	Volunteers/ DTC staff		DELM advice
6. Activities for Specific Plants and Animals				
	Slow worm. Seek evidence of presence. Create secure places, feeding areas			DELM to develop plan
	Hedgehog. Seek evidence of presence. Secure places, safe routes, hibernation sites, water sources			DELM to develop plan
	Starling. Feeding, nesting and roosting areas.			DELM to develop plan
	Thrush?			DELM to develop plan
7. User focused site changes				
	Identification of new access point to North East of site and closure of informal access in the NE corner currently damaging tree	DTC/ DELM	2000	DTC to lead discussion and plan

	Confirmation of access point at SE of site and installation of supporting steps	DTC/ DELM	3000	DTC to lead discussion and plan
	Discussion with Rednock pupils on walk routes to avoid new trees, borders and meadow areas and increase use of bins for rubbish	DTC/ DELM		DTC to lead discussion and plan
	Discussion with Rednock pupils on improvement to skateboard area to make it more useable	DTC/ DELM	10 000	DTC to lead discussion and plan
	Revised plan for external management of hedgerows on North and North West areas to expose heritage railings. Additional planting of bulbs in West to support users mood.	DTC ground staff	100	Contractors and DTC staff
8. Litter				
	Rubbish management to reduce amounts left by users via discussion on how with local experts	DTC/ DELM		
	Engagement with Rednock pupils about litter and site impact	DTC/ DELM		
	Engagement with local traders concerning litter sourced from their stores and provision of bins and removal	DTC/ DELM		
	Litter removal prior to management activity ie cutting or strimming	DTC/ Contractor	Time	

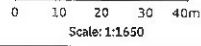
Validation- Does this meet our intended goals?

The plan balances the highly valued amenity use with increasing biodiversity in this important connectivity strip between Stinchcombe and the habitats leading up to the Long Down.

The hedgerow and wildflowers will provide varied height, attracting a greater variety of pollinator species. The seed can be hand harvested and spread to other public areas of the town, adding to the connectivity.

Species	Does this support target species?	Quality- R/A/G	Confirmed by
Slow Worms			

Hedgehogs			
Starlings	Yes	Green	
Song Thrush			
Local Groups	Does this support their plans	Quality- R/A/G	Confirmed by
CDUJWC			
Meadows			

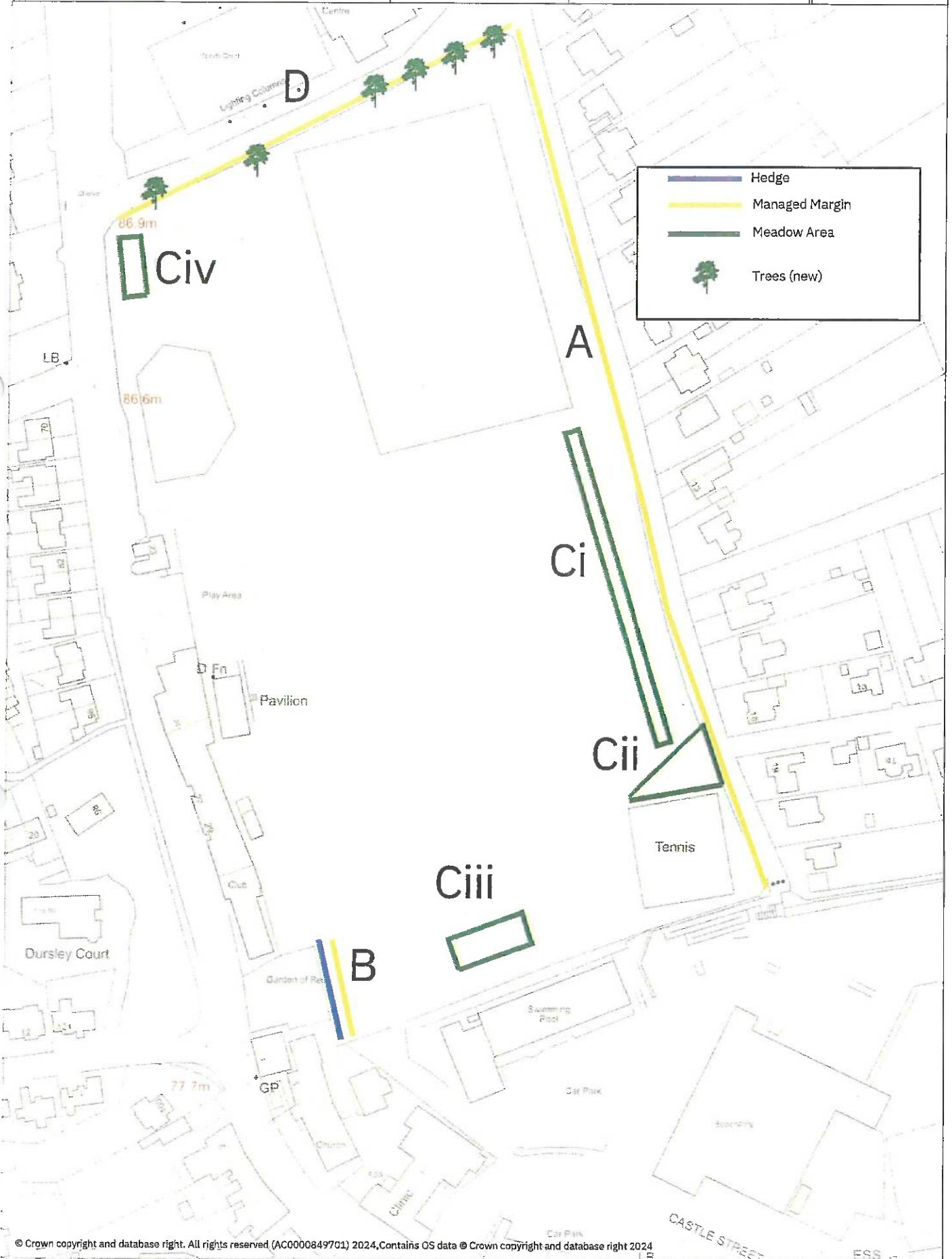


Author:

Date:

28/06/2024

PARISH  
ONLINE







# STROUD DISTRICT COUNCIL

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Dursley Town Council  
Town Council Offices  
Jacob's House  
Castle St  
Dursley  
Gloucestershire  
GL11 4BS

Case Officer Mykola Druziakin

Email:

26 November 2024

Dear Sir/Madam

## Planning or Associated Application

Application Number: S.24/2121/FUL  
Location: War Memorial Recreation Ground, Kingshill Road, Dursley, Gloucestershire.  
Application Type: Full Planning Application  
Description: Formation of war memorial garden, to include erection of stone memorial with plaque and feature rock sculpture with associated works  
Respond by date: 17.12.2024  
Web Link: <https://publicaccess.stroud.gov.uk/online-applications/login.jsp>

The above application, submitted to the Stroud District Council, relates to land within your Parish. As such, I shall be glad to receive any views your Council would like the Planning Authority to take into account.

Copies of all plans and documentation are available on the Council's website at the above link

Since the Local Planning Authority has by statute only a limited period in which to determine this application, it is important that no delay should occur in receiving representations. If you have not contacted us by the date above, I shall assume that your Council has no observations to make on the application. If you need additional time to consider the application, please contact the case officer directly who may be able to agree an extension of time. Any observations you make will be placed on the public file, and on our website.

To ensure your observations are dealt with efficiently, please use the "submit a comment" tab on the website. Please ensure you are logged in to the alerts system ([click here](#)) so that your contact details are automatically pulled through. Where you are being notified, rather than consulted, the comments box will not be enabled unless you are logged in.

Yours faithfully

**Proper Officer of the Council**  
**Duly authorised in that behalf**

Chief Executive: Kathy O'Leary