COWLEY PARISH COUNCIL

AGENDA/SUMMONS FOR MEETING

TO BE HELD AT 7.30 PM ON 11TH NOVEMBER 2026

AT COWLEY ADVENTURE

https://www.cowleypc.org.uk

1.	Welcome and introductions
2.	Attendance to be recorded (anticipated as Parish Councillors Stuart Drysdale, James Hamilton, David Ayling-smith, Laura Li, and Linda Dawson members of the public, District Councillor J Judd and County Councillor M Harris)
3.	Apologies for absence received to be recorded from Parish Councillors Council to note that there have been no requests received by Clerk for dispensation regarding Accepting apologies which are relevant to LGA1972 s85 and which must be specially agreed by Council in order to negate the "6 month rule"
4.	Council to invite Declaration of Interest for matters on the agenda
5.	Council to invite members of the public to speak to the Council on matters relevant to the Parish
6.	Minutes of the previous Parish Council Meeting held on 9th September 2026 to be approved
7.	Council to consider if it wishes to publish a "welcome to the parish" booklet for residents
8.	Council to approve financial reports as attached
9.	Council to approve precept for 27/28
10.	Council to approve I Selkirk as independent internal auditor for 26/27
11.	Council to note that Banking mandate updates are still in process of being completed
12.	Council considered correspondence received from members of the public via the Clerk (standard item) noting that except where specific item is included on the agenda no decisions can be made by the Council A) traffic incident near Green Dragon
13.	Council to note reports from CC Mark Harris and DC Julia Judd
14.	Council to note updates on flooding/drainage matters (standard agenda item)

15.	**Council to note updates on Highway matters (standard agenda item).**
16.	**Council to note updates on traffic/parking issues (standard agenda item)**
17.	**Council to note updates on Public Footpaths & Rights of Way matters (PROW) (standard agenda item)**
18.	**Council to consider delegation to police liaison meetings**
19.	**Council to note update from community resilience working group (standard agenda item)**
20.	**Council to consider updates to planning application reference Cowley Manor Hotel 26/01880/FUL and 26/01881/LBC as distributed via emal**
21.	**Council to note feedback on the Parish Meeting held on 16th October 2026**
22.	**Council to invite reports from organisations present at meeting.**
23.	**Members of the public to be invited to address the Council for the 2nd public session.**
24.	**Council to invite items for the next agenda including requests from the public**
25.	**Council agreed to move into closed session to discuss employment matters**
26.	**Followed by close of meeting**

DRAFT MINUTES OF MEETING

HELD AT 7.35 PM ON 9TH SEPTEMBER 2026

IN COWLEY ADVENTURE

https://www.cowleypc.org.uk

1.	Welcome and introductions
2.	Attendance recorded as Parish Councillors Stuart Drysdale, James Hamilton, David Ayling-smith, Laura Li, 11 members of the public
3.	Apologies for absence received and recorded from Parish Councillor Linda Dawson There were no requests received by Clerk for dispensation regarding Accepting apologies which are relevant to LGA1972 s85 and which must be specially agreed by Council in order to negate the "6 month rule" District Councillor J Judd and County Councillor M Harris did not attend
4.	Council invited Declaration of Interest for matters on the agenda Cllr Hamilton on item 15 (Manor)
5.	Council invited members of the public to speak to the Council on matters relevant to the Parish None at this time
6.	Minutes of the previous Parish Council Meeting held on 8th July 2026 approved
7.	Council noted that Banking mandate updates are still in process of being completed
8.	Council considered correspondence received from members of the public via the Clerk (standard item) noting that except where specific item is included on the agenda no decisions can be made by the Council A) Barbara Pond (GRCC)- council discussed the implications of the Churn project and agreed a meeting is required - this is a repeat of churn project email earlier in the month- Chair to invite to Parish Assembly in October. B) I Mackenzie- Concerns over Daisy bank lane – see Highway agenda item C) Mickleton - CDC planning policy- council considered it wishes to submit comments on the planning consultation document and Council may call an EOM to discuss D) requests for mail chimp inclusion- council agreed to revert to member of the public to upload council information – Village WhatsApp will also be done by the same member of public. New members of the village- Clerk to put on November agenda as possible cost implications E) cowley manor planning team- council noted clerk had emailed back advising on the timeline of the agenda and clerk advises council that it should agree at a

	preceding meeting if they wish to invite a guest speaker as the public session is limited to 15 minutes unless standing orders are suspended. **F) police liaison meeting- council should agree if it wishes to delegate to a specific councillor to attend on behalf of the council- Next Agenda**
9.	**Council noted no reports from CC Mark Harris and DC Julia Judd were available**
10.	**Council noted no updates on flooding/drainage matters (standard agenda item)**
11.	**Council noted updates on Highway matters (standard agenda item).** **Council agreed delegation to any/all Councillors to attend any highway meetings on on behalf of the PC** **Item from member of the public -Daisy Bank Road, through Cowley Wood and joins the new road near Birdlip. The road surface is already making it difficult to travel. The Pc agreed to contact Highways to recommend IT or signage rather than the road surface being left to decay as a way of deterring "rat run traffic" as the PC feel that the safe access for legitimate users should be treated as a priority. Council delegated to Chair to draft for Clerk to send.**
12.	**Council noted no updates on traffic/parking issues (standard agenda item)**
13.	**Council noted no updates on Public Footpaths & Rights of Way matters (PROW) (standard agenda item)**
14.	**Council noted update from community resilience working group (standard agenda item)** • **Cowley Adventure Room booked for 17th September 2026** • **Anticipated 14 villagers to attend for a viewing of the film –"Peoples Emergency Briefing"** • **MailChimp to be used to highlight this event**
15.	**Council considered planning application reference Cowley Manor Hotel 26/01880/FUL and 26/01881/LBC consultation extension to 10th September 2026 accepted** **Council agreed to object to the above applications** **Council agreed its comments to be submitted as attached** **The Pc considered the available views of the community which showed that there is an overwhelming objection to the plans currently on the portal** **Council noted planning application for the Rectory reference 26/02133/FUL – consultation closing date 12th August 2026**
16.	**Council noted update on the 2nd bi-annual Parish Meeting** **Cowley adventure room booked for Friday 16th October (7.30pm) focus on community activities and GRCC to be invited for presentation on the Churn Project, invite church and guide groups and a discussion on precept/budget**
17.	**Council invited reports from organisations present at meeting.** **Update on the Roll of Honour which was supported by a donation from the PC. A ceremony will be held on the 7th November 2026 at the Church.**

18.	**Members of the public were invited to address the Council for the 2nd public session.** **Representative from the Manor Hotel planning application team provided some further clarity on points raised during item 15**
19.	**Council invited items for the next agenda including requests from the public** **The Council noted that they can request items up to 8 clear days before a meeting**
20.	**Council confirmed its next pc meeting on 11th November 2026 at 7.30pm at Cowley Adventure**
21.	**Council agreed to move into closed session to discuss employment matters** **Agreement to employment matters**
22.	**Followed by close of meeting 21.08**

Cowley Manor Planning agreed Document at Sept 2026 meeting

The Council noted that nearly 50 unique comments have been posted on the CDC planning website from approximately 40 households. It was noted that there are currently 45 households in the parish. Many contributors acknowledged the importance of Cowey Manor and its grounds to the village but the majority of local people object to these plans for a variety of reasons which are summarised below.

Parking Concerns and highway safety

Many contributors accepted that parking for the hotel does need to be redesigned to ease congestion, reduce dangerous parking in the village and remove cars from around this historic building and grounds but most comments detailed **potential issues with the proposed Valet car parking scheme** and on-site hotel parking spaces, for example.

Additional traffic on the single- track lane which has no footpath or street lighting and is frequently used by pedestrians, cyclists, horses and young people staying at Cowley Adventure, will increase the risk of accidents.

The lane, **which is in a poor state of repair** and subject to **frequent instances of flooding**, is becoming more fragile with erosion of verges and many potholes which means it cannot deal with a significant increase of traffic.

Concerns were expressed that the method used in the planning application to measure the flow of traffic through the lane was flawed and understated as the road was not in normal use at the time of the count.

The route for staff returning to the hotel after dropping off cars is unclear and the one- way system for returning cars to guests will significantly increase **the traffic past a dangerous junction opposite the Green Dragon**.

The proposal of a car park for 148 cars next to **the listed Cricket Pavilion will significantly change the rural nature of the field on this side of the road and the necessity for lighting, security and traffic on this field will increase light pollution in this previously dark, undeveloped area.**

The valet scheme was thought **unlikely to be adhered to by members of staff** (given the village experience of many staff not currently using the designated parking spaces).

Concerns were expressed that the plan **for 30 parking spaces on the Hotel grounds seems to be inadequate** as guests wanting to park their cars closer to the hotel to facilitate use during their stay, spa users, Church users and visitors to daytime events are all likely not to use the Valet parking. **This will perpetuate the current problem of excessive parking on roads in the village frequently blocking driveways and continue to cause access issues for larger vehicles like horse boxes, oil tankers and potentially fire engines and ambulances**.

Problems with Deliveries & Service Vehicles

There is currently **inadequate provision for service vehicles** using Cowley Manor. The proposed expansion of the hotel will inevitably increase deliveries, waste collection, laundry services and other traffic. The current Service Area is small and situated on a sharp corner in the village, deliveries in this area combined with poor guest, visitor or staff parking in the vicinity often leads to blocked roads and cars being obliged to use the pavement with a considerable risk of accident. **Access for emergency vehicles through the village is a constant worry for many villagers** and **access to the defibrillator (situated in this area) is often impeded**. Whilst Cowley Manor have said they are investigating a dedicated service area; this needs to be supported with a specific proposal to address the current situation

Heritage and historic landscape concerns

Cowley Manor is a listed building **and sits within a conservation area**. Doubling the number of rooms plus the addition of a new spa, gatehouse and new function rooms **represents a significant transformation of this historic estate**. Part of Cowley Manor's importance derives from the interrelationship between the Manor House, associated

buildings, gardens, water features and parkland. There are significant concerns that the disproportionate nature of some of these new buildings risk fundamentally altering the historic nature of the site. Whilst the commitment to the maintenance and repair of the lakes, gardens, and cascade are welcome it was noted that this was also committed to during an earlier planning application in 2007 but unfortunately, substantially not fulfilled. Additionally, **the Cricket Pavillon is also a listed building and part of the history of the estate**, unfortunately it has also been allowed to deteriorate and whilst **renovation of this historic building would be welcome**, a replacement with a larger new building seems unnecessary as this is an underused facility today**. In summary the plan requires the Estate to handle a scale of commercial activity for which the historic buildings, surrounding roads and parkland were never designed.**

Ecological Impact

Whilst the attention to the biodiversity of the area during the proposed development is appreciated, **the River Churn running through Cowley Manor is an important wilderness corridor for wildlife down the Churn Valley and resident wildlife are very likely to be adversely affected by the building works, new rooms, additional lighting and new footpaths in a previously, relatively unspoilt area.** The area is known to be home to otters, kingfishers, egrets, **newts** and other amphibians as well as the highly significant population of lesser horseshoe bats around the Manor and Church which are protected Under the Wildlife and Countryside act 1981. More bat surveys, closer to their roosting areas are needed and it would be useful to have a much **more thorough investigation of the flora and fauna in these wilderness areas so appropriate mitigation steps to protect the wildlife can be taken**

Safeguards

Many villagers raised concerns that the mitigations and safeguards proposed or required as part of the application may never be delivered once building work is completed, examples include.

- Commitments to reduce parking in the village.
- Improvements to the drainage, verges, road surface of the lane and the Green Dragon junction
- New proposed footpaths
- Ongoing Village use of cricket pavilion and car park
- Management of lighting in the Cricket car park
- Maintenance and repair of existing assets like the Cascade.
- Commitments to low noise levels concerning air source heat pumps.

Assurances are requested to give confidence that these commitments are adhered to, and it would be helpful if, as part of their deliberations, that the Planning Committee make safeguards enforceable by use of appropriate planning conditions.

Summary

In addition to the comments and objections from local people detailed concerns and requirements posted by other organisations like Historic England, Highways, GCC Archaeology, Historic England, the Senior Conservation and Design authority, the Tree Officer and Cowley Adventure need to be given proper consideration and addressed.

- One of the roles of a Parish Council when dealing with planning applications is to assess planning applications against local and regional plans. The Valet parking proposal and the increase in traffic resulting from the proposal to increase the number of rooms at the hotel would appear to fall under the following policies and will need to be evaluated as such by the Cotswold Planning authority. **Policy INF4 of the Cotswolds Local Plan mandates safe and appropriate access arrangements and opposes developments where cumulative transport arrangements would remain severe after mitigation.**

- **The Gloucestershire Local Transport plan 2020 – 2041** emphasises safe movement and responsible stewardship of the highway network. Compelling evidence should be provided that the additional traffic and parking caused by the Hotels expansion plans can be managed successfully.

- The impact on the heritage asset will also need to be considered by the planning authority**. Policy EN10. of the Cotswolds District Local Plan 2011- 2031 requires that any harm to the significance of a designated heritage asset, including harm to its setting must be clearly justified**. There needs to be compelling evidence in the proposal that the nature of the benefit outweighs the harm of the development.

In conclusion, **The Parish Council are concerned that the application has not adequately demonstrated that the scale or nature of the proposed works would preserve or enhance the Grade 2 listed building and grounds** and that the mitigation proposed to deal with the additional traffic in and around the village would be successful. Indeed, to paraphrase the comment from the Senior Conservation and Design Officer**, the application would appear to constitute an excessive over development of a constrained and highly sensitive site which would permanently and harmfully clutter and urbanise the immediate setting of the listed house and erode its wider setting**. The SCD officer goes on to say that the level of harm that would accrue from the various works would likely be considerable.

Concern was expressed by the lack of commitment to the wider community benefits over the preceding 4-year period

Council felt that the listed community benefits are challengeable including the following:

Increase in local employment with the implementation of the valet parking scheme and potential increase in size of staff is challenged by the definition of "local employment"

Water supply needed to cope with additional commercial needs may be to the detriment of the residents

Lack of guarantees or planning conditions for pedestrian safety eg proposed new footpath through the manor grounds will not be PROW and will be allowed by the goodwill of the owners of the land which can be withdrawn

The expectation of parking on manor grounds is not legally binding as the roads around the manor are public highways

The benefits of a lease for the cricket pavilion are not legally protected, and any benefit would be to the larger Gloucestershire community not the local population.

The PC felt that the community benefit to support local bio-diversity is based on limited data/surveys available at this time

The PC ask that the planning authorities seek enforceable legal protection for all the community benefits.

Council felt that there may be further information that the applicant could submit which may affect the application and would need further consideration by the PC and request that an appropriate amount of time be allowed to allow the PC to fully consider any further amendments

Financial reports

payee	date	CHQ NO	AMOUNT	CURRENT A/C TOTAL FOR YEAR TO DATE
opening current account balance	01/04/2026			5144.85
girl guide/cowley adventure	01/04/2026	1055	-53.85	5091.00
b holder	04/05/2026	1056	-50.68	5040.32
I selkirk	04/06/2026	57	-170.00	4870.32
b holder	04/05/2026	53	-16.78	4853.54
gaptc training	04/05/2026	58	-120.00	4733.54
galc	04/05/2026	59	-100.00	4633.54
zurich ins	04/05/2026	60	-290.74	4342.80
hmrc april	04/05/2026	61	-185.07	4157.73
hmrc may	04/06/2026	62	-185.47	3972.26
cowley adventure	04/06/2026	63	-164.04	3808.22
b holder	25/06/2026	64	-61.13	3747.09
pata uk	30/06/2026	65	-41.35	3705.74
hmrc june	30/06/2026	66	-185.47	3520.27
b holder	30/04/2026	so	-280.00	3240.27
b holder	30/05/2026	so	-280.00	2960.27
b holder	30/06/2026	so	-280.00	2680.27
bank charges	30/04/2026	dd	-5.75	2674.52
bank charges	30/05/2026	dd	-5.75	2668.77
bank charges	30/06/2026	dd	-5.75	2663.02
precept	16/04/2026	receipt	8250.00	10913.02
b holder	04/07/2026	67	-39.45	10873.57
hmrc july	15/07/2026	68	-185.47	10688.10
meeting room	08/08/2026	69	-98.73	10589.37
a curtis	09/09/2026	70	-170.00	10419.37
b holder	14/09/2026	71	-109.23	10310.14
ico	01/10/2026	72	-52.00	10258.14
pata uk	08/10/2026	73	-55.35	10202.79
b holder	18/10/2026	74	-25.68	10177.11
hmrc oct	20/10/2026	75	-193.30	9983.81
b holder	30/07/2026	so	-280.00	9703.81
b holder	30/08/2026	so	-280.00	9423.81
b holder	30/09/2026	so	-280.00	9143.81
b holder	30/10/2026	so	-280.00	8863.81
bank charges	30/07/2026	dd	-6.25	8857.56
bank charges	30/08/2026	dd	-5.75	8851.81
bank charges	30/09/2026	dd	-6.25	8845.56
precept	30/09/2026	receipt	2750.00	11595.56
hmrc aug sept	04/11/2026	76	-419.95	11175.61
b holder to 30/10/26	05/11/2026	77	-72.91	11102.70
galc	05/11/2026	78	-45.00	11057.70

BANK RECONCILATION

	01/04/2026	OPENING BANK BALANCE		5144.85	
		EXPENDITURE FOR PERIOD	5087.15		
		INCOME FOR PERIOD	11000.00		
		NET EXPENDITURE			
as at above		BANK BALANCE AS ABOVE		11057.70	0.00
	25/09/2026	BAL PER S/M			12301.89
		LESS U/P CHEQUES			
			72	-52.00	
			73	-55.35	
			74	-25.68	
			75	-193.30	
			59	-100.00	
			76	-419.95	
			77	-72.91	
			78	-45.00	
			so	-280.00	
					-1244.19
					11057.70
Deposit account		31/03/2026		0.00	255.13

earmarked reserves							
	Mar-23	Sep-23	03/2024	03/2025	08/2025	03/2026
election costs			550	800	800.00	800
dog bin	500.00	500.00	317	542	542.00	542
contingency	250.00	250.00	500	750	750.00	750
birdlip	1268.00	1268.00				
	2018.00	2018.00				
to birdlip balance at 31/3/23	4356.13					
assets			150	300	300.00	300
defibrillator			150	150	150.00	150
general			-1667	4028	1021.00	2102
	6374.13		0			
grants				120		
community plan				500	500.00	500
				7190	4063.00	5144

RFO advises election reserves would be inadequate to cover the costs of an election

PAYROLL	PATA 30/10/26	CASH BOOK	
GROSS	3259.76	3259.76	0.00
TAX	1303.60	1303.60	0.00
NET	1956.16	1956.16	0.00
ers ni	51.13	51.13	0.00

EXPENSES	feb/mar	april may	june july	aug sept	oct nov
MILEAGE	24.00	29.15	29.15	29.15	29.15
POSTAE	8.80	8.80	8.80	8.80	8.80
PRINTING	1.50	1.30	1.50	1.50	1.80
stationery		5.50			
	34.30	44.75	39.45	39.45	39.75

Budget against actual to date	budget	ACTUAL YEAR TO DATE	
PRECEPT	11000	11000	0
birdlip pc bus shelter		0	
inter account trans		0	
cil		0	
VAT to be reclaimed		0	
other receipts		0	
		0	
INCOME	11000	11000	
SALARIES	6000	3311	2689
ADMIN	500	379.70	120
INSURANCE	300	290.74	9
DEFIBRILLATOR COSTS	300	0.00	300
GRANTS	500	0.00	500
SUBSCRIPTIONS	150	152.00	-2
MAINTENANCE OF ASSETS	150	0.00	150
bank charges	60	35.50	25
training	200	165.00	35
AUDIT	160	170.00	-10
PAYROLL COSTS	170	96.70	73
dog bins	225	0.00	225
room hire	272	316.62	-45
WEBSITE	300	170.00	130
ELECTION COSTS	250	165.00	85
TRAFFIC CALMING PROJECTS	322	0.00	
Contingency to reserves	141		0
EXISTING COMMITMENTS	**10000**	**5252**	4285
			0
resilence project			0
newsletter -print/delivery?			4748
	0		
Expenditure	10000	5252	
from /TO reserves	1000	5748	
	11000		

Budget/precept for 27/28

budget to date	budget	ACUTAL YEAR TO DATE	BALANCE AVAILABLE TO SPEND	**proposed**	**tax base 25/26 72.7**
PRECEPT	11000	11000	0	15000	151.30 av band d
birdlip pc bus shelter		0			£84.21 av band d 25/26
inter account trans		0			
cil		0			
VAT to be reclaimed		0			
other receipts		0			
		0			
INCOME	11000	11000			
SALARIES	6000	3311	2689	6000	under provided 24/25 - needs £5400 -vie from reserves
ADMIN	500	379.70	120	500	
INSURANCE	300	290.74	9	300	
DEFIBRILLATOR COSTS	300	0.00	300	300	earmark
GRANTS	500	0.00	500	500	overspent from vie from reserves
SUBSCRIPTIONS	150	152.00	-2	170	
MAINTENANCE OF ASSETS	150	0.00	150	150	earmark
bank charges	60	35.50	25	60	
training	200	165.00	35	250	
AUDIT	160	170.00	-10	200	
PAYROLL COSTS	170	96.70	73	200	
dog bins	225	0.00	225	225	
room hire	272	316.62	-45	500	
WEBSITE	300	170.00	130	300	
ELECTION COSTS	250	165.00	85	1000	to reserves
TRAFFIC CALMING PROJECTS	322	0.00		350	
Contingency to reserves	141		0	350	to reserves
EXISTING COMMITMENTS	**10000**	**5252**	4285	**11355**	
			0		
resilience project			0	200	unknown cost
newsletter - print/delivery?				1000	
	0				
Expenditure	10000	5252		12555	Expenditure
from /TO reserves	1000	5748		2445	

	11000	

15000	