HARBURY PARISH COUNCIL
Minutes of the Ordinary Parish Council Meeting
Thursday, 28 May 2026 at 7.35pm
Harbury Village Hall

Present

Cllr Tim Lockley (chair)
Cllr Kate Gard
Cllr Keith Thompson
Cllr Sam Allen
Cllr Julie Balch
Cllr Ed Mulley
Cllr Alan Knowles
Cllr Michael Goodman

Absent

Cllr Ashley Sylvester; Cllr Robert Stockdale

In Attendance

Alison Biddle, Clerk to the Council

Public

County Cllr Kettle
Nicola Thompson (Harbury & Ladbroke News)
7 members of the public

26/078 Apologies

Apologies were received and accepted from Cllr Sylvester, Cllr Stockdale. District Cllr Ostrander also sent her apologies.

26/079 Declarations of Interest

Cllr Allen declared a personal interest in the planning application by Harbury School (agenda item 7.5) as she has a child who attends the school.

26/080 Dispensations

None.

26/081 Minutes

It was **RESOLVED** to approve the minutes of the ordinary meeting of the parish council held on 23 April 2026 as a true and complete record of that meeting.

26/082 Public Participation

Planning Application – 35 Deppers Bridge

The property owner was present. They explained that this is an existing building for which they are seeking to change its use to a holiday let. It is small in size and will share the garden and utilities with the main house. They would encourage guests to use local amenities which would make a modest contribution to the local economy.

SDC Planning Administration

A resident asked if an agenda item could be included at the next meeting to discuss SDC's planning administration process. The chairman said he would discuss this with him informally to find out more as it may not need to be discussed at a council meeting.

Planning Application – Harbury School

A resident of Wagstaffe Close raised concerns about the school's proposal to install heat pumps in the playground which would be situated very close to residential properties. These are large industrial units which will emit a significant level of noise. The noise assessment report that has been provided is a level of interpretation and not based on precise science. In mitigation, an acoustic fence is being proposed but this will not be wholly effective because noise doesn't travel in a straight line. The units will run 24 hours a day with noise having a greater impact at night. There is also a concern about access to the site during construction and for maintenance in the future; will access be via Wagstaffe Close? There is a gate here but it is supposed to be for emergency use only.

26/083 Other Organisations

1 Harbury Library

The board now includes a nominated trustee for Biblio's café and also one for communications. The big screen, which was bought with the grant from Harbury PC, has now been installed and will be working soon. There is still no lead person for the café which is desperate for more volunteers.

2 Harbury School

The school has a full intake for next September and there is a waiting list too. The canopy which was damaged during a storm has been replaced. The outdoor space play areas continue to be very popular.

3 Southam College

No report.

4 Harbury Twinning Association

Cllr Lockley reported that he had been invited to officially welcome a number of people from Samois who visited Harbury earlier this month. It all seemed very positive.

5 Harbury Village Hall

There is a new secretary in post. There has been a small amount of progress regarding the legals for the EV charging lease.

6 Harbury Future Energy

No report.

7 SDC & WCC

County and district councillors reported as follows:

SDC

Cllr Ostrander was not present but her report had been circulated prior to the meeting. Parish councillors had no comments to make.

WCC

Cllr Kettle reported that

- WCC has held its annual meeting. A 5 year plan has been agreed but references to the climate emergency have been removed.
- Local road works are continuing, including gulley cleaning.
- The ongoing leak/flood at the corner of Farm Street and Mill Street is being investigated.

26/084 Planning Matters

1 Planning ref 26/01092/COUQ - The Cattle Building at Hurdiss Farm

Conversion of the existing cattle building located within the former agricultural unit at Hurdiss Farm, into 7 no. unit, creation of parking to serve the proposed dwellings, and associated hard and soft landscaping works. The units are placed along the perimeter of the building, utilising all the existing structure.

It was RESOLVED to make no representation but to ask the planning officer to consider the isolated location of the site and its lack of connectivity to the village and its amenities, along with the lack of private outdoor space.

2 Planning ref 26/01162/TREE - Lullington Lodge, 1 Dovehouse Lane

T1 yew – Trim to clear property by 1.5m; T2 yew- Fell; T3 Lawson cypress – Fell
It was RESOLVED to make no representation.

3 Planning ref 26/01169/TREE - 7 Binswood End

H1 – conifer hedge – remove to ground level
It was RESOLVED to make no representation.

4 Planning ref 26/01167/TREE - Dennys Close, Temple End

T1 – cherry – Reduce crown from 8 metres to 4 metres (50% crown reduction) and reshape.
T2 – walnut – Reduce lateral spread on the north and west side of the canopy to 4.2 metres
It was RESOLVED to make no representation.

5 Planning ref 26/01139/FUL - Harbury C of E Combined School, Mill Street
Installation of two separate air source heat pump compounds to serve a new heating system for the school. One compound will contain five no. units, and the second will contain one no. unit. Both compounds will be closed with acoustic fencing.

It was RESOLVED to object to the application on the grounds of noise impact on residents and insufficient mitigation measures for this. An independent noise assessment is requested and also a construction management plan to include access to and from the site.

6 Planning ref 26/00990/FUL - Linden Farm Cottage, 35 Deppers Bridge
Change of use of an existing 2 bedroom annex/outbuilding from ancillary accommodation to short term self-catering holiday accommodation.

It was noted that a previous application for a holiday let had been refused in 2021. The current planning permission for the building (granted 2022) includes a condition which specifically states that it must not be used as a holiday let. It was considered that nothing had materially changed since these earlier decisions were made. It was therefore RESOLVED to object on the grounds previously stated in response to the earlier application and refer the planning officer to that decision. In particular:

- This would result in inappropriate and poorly integrated development and contrary to Core Strategy CS.1 and CS.26
- It also fails Core Strategy policy CS.24 as the dwelling would be located some distance from local settlements that offer services, facilities and/or tourist attractions. It is noted that although the Great Western public house is now operational, (this was not in previous application 21/02670/FUL) but a singular place to eat/drink just under 1 kilometre away (by foot) does not make this a sustainable development.
- There is no car parking available for the building. Nearest parking provision for a holiday let is at the front of Linden Farm Cottage which is over 60m away adjacent to the B4451. There is no vehicular legal right of way to the proposed building. This does not comply with Part O of the Development Requirements SPD (CS.26C) with regards to car parking provision nor H.15 of the NDP as there is no safe nor suitable access.

7 Proposed development off Bush Heath Lane
It was noted that a meeting had taken place in April between members of the parish council's planning group and Gladman. The notes from that meeting have been circulated to councillors and can be found at appendix C of these minutes.

8 Appendix A – delegated responses.
Noted.

26/085 Properties

1 Hall Lane Allotments

a) Wall Repairs & New Access

This has now been completed and looks very smart.

b) Water Supply

SDC has provided feedback regarding the unsuccessful grant application for the mains water connection and has encouraged the PC to re-apply for the next round of funding. They have recommended reducing the amount requested along with a couple of other amendments. It was agreed that Cllr Sylvester should pursue this and that any shortfall would be met by the parish council. The water harvesting system in situ still needs to be repaired.

c) Strimming of Vacant Plots

It was agreed that in order to maintain the new plots which have recently been marked out, and to ensure the site remains attractive to prospective new tenants, the area should be strimmed as often as necessary.

2 Pineham Farm Allotments

a) Vacant Plots

It was agreed to strim the vacant plots.

b) Maintenance of Community Plot

The person who was weeding and tidying the community plot has now left. It was agreed that the clerk should approach another professional gardener for help.

3 Memorial Garden, Chapel Street

a) Re-surfacing Quotes

Two quotes had been obtained. It was RESOLVED to approve the quote from Huff Landscapes at £3,750 to replace the crazy paving with a resin surface and re-build the stone edging wall.

4 Tennis & Netball Courts

It was RESOLVED to approve the quote from Courtstall Ltd for the resurfacing of the netball court at a cost of £18,790 plus VAT.

5 New Skate Park

There has been no progress researching grant funding.

26/086 Environment

1 Stile Replacements – SM84

The clerk reported that there had been no further progress in this matter which now depends on the landowners reaching an agreement as to the number and type of gates

to be installed in place of the existing stiles. It was agreed to remove this item from the agenda.

26/087 Climate & Biodiversity

1 Parish Biodiversity Strategy

A draft has been prepared and will be reviewed by the group at its next meeting.

2 Swift Boxes

Amanda Randall is in discussion with the maker re the design for the replacement boxes. The price is not yet known.

3 Carnival Stall

All the arrangements are in place. Martin Randall has produced an excellent poster portraying nature in Harbury parish which will be displayed at the carnival.

26/088 Finance & General Purposes

1 Budget Report

Noted. No questions.

2 Bank Reconciliation Report 30 April 2026

The bank reconciliation has been checked by Cllr Allen. Everything is in order.

3 New Office Cabinet

It was RESOLVED to use funds from the office refurbishment fund to purchase a new cabinet.

4 Review of Fidelity Guarantee

The level of risk was reviewed. Councillors were satisfied that there are robust measures in place to protect the council's funds. It was RESOLVED that the cover provided by the guarantee should remain at £250k.

5 Review of Chapel Valuation

The clerk had spoken to the insurers who recommend that the chapel is re-valued every 5 years. It was RESOLVED to obtain a re-valuation.

6 Insurance Renewal

The renewal documents had been circulated to members prior to the meeting. It was RESOLVED to renew the policy.

7 Renewal of Office Lease

The new lease had been circulated to members. It was RESOLVED to approve the lease and the amendment to the standing order to include the increase to the service charge from 1 June 2026. The standing order will increase from £460.33 pm to £469.46 pm.

8 Use of Playing Field

A request has been received from the Brakes Community Foundation CIO for use of the playing field by a group of home schooled children on Tuesday mornings until the end of the summer term as their own field is currently out of use. It was agreed to charge no fee for this temporary use but to reconsider this if they wanted to continue in September.

26/089 EV Charging Station

The draft documents are currently being reviewed by the solicitor. Some more information received from WCC has been forwarded to them today to include in their review.

26/090 Policies for Review

1 Annual Review of Financial Regulations

There had been no changes. It was RESOLVED to approve the financial regulations without amendment.

2 Annual Review of Standing Orders

There had been no changes. It was RESOLVED to approve the standing orders without amendment.

3 Annual Review of Risk Register

There had been no changes. It was RESOLVED to approve the risk register without amendment.

4 Review of Records Retention & Disposal Policy

There had been no changes. It was RESOLVED to approve the policy without amendment.

26/091 Accounts for Payment

It was RESOLVED to approve the accounts for payment as per Appendix B. Cllrs Lockley and Thompson will authorise the payments and confirm that they have checked the invoices by email.

26/092 Reports & Questions

- Cllr Lockley and Cllr Mulley are looking at the 43 non LED streetlights that need replacing. Quotes are to be obtained.
- When will the bench on the verge outside the surgery be replaced? The clerk explained that permission has been obtained from WCC Highways but the PC's regular contractor does not have enough public liability insurance to meet WCC's conditions. She will look at this further.
- It was noted that the broken bench outside the cemetery has still not been removed. The clerk will chase this up.

26/093 Exclusion of Public & Press

It was RESOLVED to exclude the public under Sec100A of the Local Government Act 1972 to discuss the following:

1 Appointment of New Clerk

It was RESOLVED to confirm the appointment of Mrs P Davis as the new clerk and responsible financial officer who will succeed Alison Biddle at the end of this year.

26/094 Date of Next Meeting

The next ordinary meeting of the council will be held at 7.30pm on Thursday, 25 June 2026 at 7.30pm at Harbury Village Hall.

The meeting closed at 8.59 pm.

Signed …… Chairman Date…….

APPENDIX A

Planning Applications – Delegated Responses
28 May 2026

1 Planning ref 26/00338/FUL - 8 Farley Avenue
Proposed single storey side extension with replacement pitch roof to existing rear extension and new full width dormer to loft space
No representation

APPENDIX B

Accounts for Payment

Accounts for approval 28 May 2026				
Urgent accounts paid since the last meeting and requiring formal approval of the council				
Payee	**Payment ref**	**Net**	**Vat**	**Gross**
T Bastin (bin & shelter cleaning)	260414	40.00	-	40.00
Clintplan Ltd (APM report printing)	260415	95.00	-	95.00
Harbury Village Library (grant)	260416	1,100.00	-	1,100.00
Harbury School PTA (grant)	250417	2,340.00		2,340.00
Warwickshire Masonry Ltd (wall repairs)	250500	3,333.33	666.67	4,000.00
	Sub-total	6,908.33	666.67	7,575.00
Accounts for payment on 28 May 2026				
Payee	**Payment ref**	**Net**	**Vat**	**Gross**
Staff costs	260501 to 04	3,447.50		3,447.50
Npower Business Solutions (defib cabinet)	260505	0.90	0.04	0.94
FM Farmers (field mowing - April)	260506	296.00	59.20	355.20
Fairways (pitch marking - April)	250507	630.00	-	630.00
King Ramps Ltd (skate park repairs)	260508	680.00	136.00	816.00
Clear Councils (insurance renewal)	260509	1,662.36	-	1,662.36
SDC (annual bin emptying charge)	260510	854.80	170.95	1,025.75
T Lockley (APM refreshments)	260511	84.36		84.36
S Nicholson (expenses)	260512	28.23		28.23
Warwickshire Masonry Ltd (wall repairs balance)	260513	5,043.33	1,008.67	6,052.00
BT (phone & b'band)	d/debit	64.95	12.99	77.94
Adams & Munson (office rent)	s/order	460.33	-	460.33
Frank Mann Farmers (grds m'nance)	s/order	1,072.87	214.57	1,287.44
		-	-	-
	Sub-totals	14,325.63	1,602.42	15,928.05
	TOTALS	**21,233.96**	**2,269.09**	**23,503.05**
		-	-	-

APPENDIX C

Meeting with Gladman re Bush Heath Lane

29 April 2026 at 9.30 am

via Teams

Present:

Harbury Parish Council

Cllr Samantha Allen (Chair of Planning Group)
Cllr Keith Thompson (Member of Planning Group)
Cllr Ed Mulley (Member of Planning Group)
Alison Biddle (Clerk to the Council)

Gladman

Helen Ball – Planning Director
Rob Wilding – Planning Manager
Ben Weedall – Senior Planner (present for part of meeting)
Caelan Atkins – Graduate Planner

Introductions were made and Helen Ball opened the presentation by summarising the current situation regarding housing supply which is the rationale for this proposal to build 145 new homes on land to the south and west of the existing Oakfields development.

Cemetery

The previous Gladman application which was withdrawn in 2021 included a cemetery on land to the north of the site with access off Temple End. It has since been established that this land is not suitable for a cemetery so this does not form part of the current proposal. It was suggested that if the parish council still wanted to pursue land for a cemetery, they should contact the landowner direct to discuss further. Councillors confirmed that the council is still interested in this and Helen Ball said she would pass this information on to the landowner who is also still keen to assist.

Proposed Development

A visual presentation was provided.

The proposal is for an outline application to build 145 homes, to include 35% affordable (equates to 51 homes) with a new access of Bush Heath Lane. The density is relatively low and mirrors the existing Oakfields development. The site has no flood risk. There are overhead cables which would be dropped underground. Just under half the site would be public open space. Pedestrian links would be provided to the existing PROWs. The outward views from the site have been considered along with the impact on the conservation area and any listed buildings.

Gladman has conducted an online public consultation. Of the 32 responses to date, most concerns have been around the impact on local services and also the additional traffic which would be generated. It is possible that SDC would request contributions to mitigate the effects of these. Gladman has noted, for example, that Harbury PC has recently commissioned a feasibility study re improvements to the junction of Ivy Lane and South Parade.

Access & PROWs

It may not be legally possible to provide vehicular access from Hawtin End to the new development but this is still being investigated. Councillors asked Gladman to persevere with this at it would make sense to connect the two developments. A question was raised about the pedestrian links to existing PROWS as there was some doubt that these are in fact all PROWS. Gladman will double check this.

A new access to the site will be provided off Bush Heath Lane. It is proposed that a new footpath and cycle way will be provided on the opposite side of the road to link with the PROW to the playing fields. Councillors suggested that instead, this footpath should be on the same side of the road as the development and link with the footpath outside Henry's. Helen Ball agreed to discuss this further with their highways consultant but it could be that it is not technically possible to install a footpath on the same side as the development. The road itself is also to be widened. However, councillors noted that this is shown as 4.8 on the plan when in fact it should be 5.5. Helen Ball will check this as it might be an error on the plan.

Q&As

Could the density be checked? The current proposal of 34 is not in line with Oakfields which is more like 20-25. It therefore doesn't meet the existing settlement pattern. Gladman will revisit this.

What is the affordable housing mix? This is not known at the moment. As this is an outline application, the only requirement is to secure the % of affordable housing. The actual breakdown in terms of bed numbers & mix will be determined at the reserve matters stage. The housing officer at SDC will provide Gladman with the latest information but there has been no feedback from SDC yet.

Regarding highways improvement, would Gladman be providing any Sec 106 contributions over and above CIL? Helen Ball said they could look into this but there are restrictions on what is permissible. They are not able to simply meet the PC's wish list.

Are there any house builders interested? Builders will already be aware of the site but Gladman won't market it until planning permission is granted. It could probably be sold quite quickly.
Has there been any contact with Severn Trent regarding the infrastructure? Yes, but it's a chicken and egg situation. Severn Trent has a duty to provide but they won't take action until planning permission is granted.

Could local materials, e.g. Harbury stone, or a close match to Harbury stone, be used where possible. This request was noted.

Planning Application

It is intended that the planning application will be submitted to SDC in June/July 2026. It is likely that it will reach the planning committee by the end of this year.

Any further questions can be emailed to Helen Ball.

Alison Biddle
29 April 2026