

Planning Support Toolkit

Extension to the Oncology Department
Cheltenham General Hospital

Planning Reference: 26/00530/FUL

About This Toolkit

A planning application has been submitted to Cheltenham Borough Council for a new Oncology building at Cheltenham General Hospital. The consultation period is the public's opportunity to have their say.

Letter of Support

A ready-made letter addressed to the council, covering the key planning arguments.

This Guide

Step-by-step instructions on how to submit your comments and other ways to help.

Personal Touch

Space for patients and families to add their own experience – every voice matters.

Who Is Behind This Project?



The Planning Applicant

Gloucestershire Hospitals NHS Foundation Trust

The Trust is the formal applicant for planning permission. As the NHS body responsible for Cheltenham General Hospital, the Trust will own, operate and manage the new oncology facility as part of its cancer care services for Gloucestershire.

The Principal Funder

Cheltenham and Gloucester Hospitals Charity

The charity is the principal funder of this project, made possible through the generous support of donors across our community. The charity exists to help local NHS hospitals do even more, and this new cancer centre is one of the most significant investments it has ever supported.

What Is Being Proposed?

A new purpose-built cancer care facility with approximately 1,400 sqm of additional clinical floorspace

Removal of a small 1980s addition to enhance the setting of the Grade II listed East Block

Physically independent of the listed building, with high-quality brick, Bath Stone and aged bronze aluminium

Sustainable design with a blue-green roof and measurable biodiversity net gain

Delivering the Trust's vision for a regional centre of excellence for cancer care in Gloucestershire

Why Your Support Matters

Public comments are a “material consideration” in the planning process. The council is legally required to take them into account when deciding the application.

The cumulative effect of many letters of support demonstrates the breadth of community backing. This is particularly important for a development involving both planning permission and listed building consent.

Key Point: Even if your letter is like others, it still counts. Every letter is logged and reported to the planning committee.

The Trust has already conducted nearly

1,000

face-to-face
conversations

24

engagement events
across the county

How to Submit Your Comments

Online Portal*

Visit:

www.cheltenham.gov.uk/publicaccess

Search for 26/00530/FUL

Click 'Make a Comment'

**Only available to residents of Cheltenham*

Quick, easy, instant confirmation

Email

Send to:

builtenvironment@cheltenham.gov.uk

Subject: 26/00530/FUL–
Support

Simple, no account needed

Post

Planning Department,
Cheltenham Borough
Council,
Municipal Offices,
Promenade,
Cheltenham
GL50 9SA

Traditional, handwritten option

In Person

Deliver your signed letter to the Municipal Offices on the Promenade during office hours

If you're local to the town centre

Always quote planning reference **26/00530/FUL** so your comments are logged correctly.

The planning consultation is open to all views. If you have concerns about any aspect of the proposals, you are equally welcome to raise these through the same channels. The council are obliged to consider all representations, whether in support or objection.

Using the Letter of Support

- 1 Fill in the grey placeholder fields with your name, address, email and date
- 2 The body is pre-written with the key planning arguments – no changes needed
- 3 Add a personal comment if you wish (optional but encouraged)
- 4 Sign the letter and submit using one of the methods on the previous slide

Adding a Personal Comment

You might mention:

- Your connection to cancer services – as a patient, carer, family member or staff
- Why better facilities matter to you personally
- The importance of local treatment rather than travelling to distant centres
- How the care environment affects wellbeing and recovery
- Your support for the charity's role in funding this project

Other Ways to Help

Share with others

Forward the toolkit and letter to friends, family, colleagues and neighbours by email or messaging apps.

Social media

Share that you've written in support and encourage others to do the same. Tag @CGHospCharity.

Contact your councillor

Write to your local borough or county councillor. Planning committee members are particularly influential.

Community groups

Encourage your group, residents' association or patient group to submit a collective letter of support.

Events

Have printed copies of the letter available at community events, fundraisers.

Tips for Effective Comments

Be respectful

Planning officers respond to reasoned, polite representations.

Focus on planning matters

Community need, design quality, heritage, sustainability and public benefit.

Be personal where you can

Your own experience or connection will stand out alongside the standard letter.

Include your name and address

Anonymous comments are given less weight. Your address confirms you're local.

Submit before the deadline

Check the council's website for the consultation closing date.

One letter per person

Each household member can submit their own letter individually.

Privacy: Comments become part of the public planning record. Your name may be published, but your full address and contact details are not shown online.

Key Contacts & Links

| Contact | Details |
|----------------------------|---|
| Planning reference | 26/00530/FUL |
| Online comments portal | www.cheltenham.gov.uk/publicaccess |
| Email for comments | builtenvironment@cheltenham.gov.uk |
| Postal address | Planning Dept, Cheltenham Borough Council, Municipal Offices, Promenade, Cheltenham GL50 9SA |
| Council planning enquiries | 01242 264328 |

College Ward Councillors (ward covering the hospital site)

| Councillor | Email |
|-----------------------------|--|
| Cllr Garth Barnes (Lib Dem) | cldr.garth.barnes@cheltenham.gov.uk |
| Cllr Iain Dobie (Lib Dem) | cldr.iain.dobie@cheltenham.gov.uk |



Thank you for your support.

Every letter makes a difference.

Making Hospital Life Better

Registered Charity in England and Wales (1051606) | @CGHospCharity