

**MINUTES OF THE MEETING OF SHIPLAKE PARISH COUNCIL HELD IN  
SHIPLAKE MEMORIAL HALL  
ON MONDAY JANUARY 13<sup>TH</sup> 2014 AT 7.45 P.M.**

- 1. PRESENT** Mr T Taylor, Mr C Smith, Mr D Pheasant, Mrs J Arnott, Mrs A Law, Mr R Head, Mr M Leonard (DC) Mr D Bartholomew (OCC), Mr G Thomas, Mr F Maroudas and Mr G Davies sent their apologies
- 2. DECLARATIONS OF GIFTS & INTEREST.** Councillors were given the opportunity to declare any gifts or interest in any item on the Agenda. None declared.
- 3. MINUTES OF THE MEETING HELD ON MONDAY, DECEMBER 9<sup>th</sup> 2013**

The following changes were noted “Mr D Bartholomew reported “is replaced by “The following is a report submitted by Mr D Bartholomew” The minutes were then approved on a motion proposed by Mr C Smith and seconded by Mr R Head.

**4. MATTERS ARISING FROM PREVIOUS MEETINGS**

1. Proposal to extend AONB to River Thames in Parish of Shiplake, Clerk has contacted Binfield Heath (Lis Ransom) and Harpsden Parishes (Kester George) and they have agreed to carry out a joint project. Mr R Head offered three dates (27<sup>th</sup>/28<sup>th</sup>/30<sup>th</sup> January for the Clerk to set up a meeting .

ACTION : Clerk

**5. POLICE MATTERS.**

SHIPLAKE report for the month of December	1. 02/12 – A4155, male in road
2. 02/12 – A4155, traffic lights out	3. 02/12 – A4155, branch in road
4. 03/12 – MILL ROAD, parking issues	5. 04/12 – MILL ROAD, parking obstruction
6. 05/12 – A4155 (Tesco round about), male in road	7. 08/12 – MILL ROAD, suspicious male (door-to-door salesman)
8. 09/12 – STATION ROAD, parking issues	9. 12/12 – Suspicious vehicle in field
10. 13/12 - BOLNEY ROAD, 3 suspicious males	11. 13/12 – STATION ROAD Corner Shop, suspicious male
12. 18/12 – MEMORIAL AVENUE, branch in road	13. 18/12 – MILL LANE, dog found
14. 24/12 – HAMPSTEAD HILL (A4155), broken down vehicle	15. 31/12 – MILL LANE Sydney Harrison House, suspicious male

**6. O.C.C. Cllr D Bartholomew -.**

The following is a report submitted by Mr D Bartholomew

**GENERAL OCC REPORT**

**1. THE BUDGET**

Since 2010, we have saved £127m, with plans set to save another £74m over the next few years. Despite this, further cuts to our budget by Central Government mean we must find another £64m, bringing the total reduction to £265m. The early indication of the Local Government Settlement announcement in December may mean that we have some additional funding available although it will be nowhere near the amount required to avoid any cuts.

The draft proposals were presented to the Performance Scrutiny Committee on 16th December, who had the opportunity to comment on them. There is now a period of consultation prior to Cabinet

agreeing its budget on 28th January 2014. The proposals will then be debated by all Councillors on 18th February 2014, when a Budget is set by the Full Council.

## 2. HOME TO SCHOOL TRANSPORT

Ten public meetings have been held across the County to discuss proposals that are part of the original £74 million we need to save. To ensure that everybody has an opportunity to make representations, the consultation period has been extended to 14th January, with an additional Cabinet meeting taking place on 4th February to consider the proposals.

## 3. WINTER RESILIENCE & FLOODING

OCC had been concentrating on efforts to make sure all is in place for snow and ice, but now the emphasis has changed to flood mitigation measures. River levels in Oxfordshire remain high and with the ground already saturated, rivers and streams respond quickly to any rainfall. Many vulnerable areas are flooded. The Environment Agency monitors the river levels and updates their website to give the latest information of the flood situation. We work with Town & Parish Councils so that they have plans in place to assist during any bad weather. If you require further information, please contact: Paul Wilson, Adverse Weather Manager, Oxfordshire County Council Tel: 0845 310 1111 email: [highwayenquiries@oxfordshire.gov.uk](mailto:highwayenquiries@oxfordshire.gov.uk).

The Deputy Chief Fire Officer is in touch with Councillors on a regular basis and when necessary the OCC Emergency Planning Team will establish an Oxfordshire multi-agency Emergency Operations Centre (EOC). This helps all the relevant Oxfordshire teams and agencies to continue to co-ordinate their responses to any flooding and identify priorities across the county. For more information on protecting your home please follow the guidance here. <http://www.oxfordshire.gov.uk/cms/public-site/if-theres-flood>

## 4. CARE HOME FEES REVIEW

As in previous years, OCC is undertaking a consultation regarding the fees paid to care homes. The Council recognises the need to ensure that good quality care is sustainable and properly funded, and is mindful of obligations to consult regarding this matter. To participate in this consultation please see: <https://myconsultations.oxfordshire.gov.uk/consult.ti/carehomefee2014/consultationHome>

## SPECIFIC REPORT FOR SHIPLAKE

### 5. JHHNP EXHIBITION

As reported via email, I attended the JHHNP exhibition and overheard quite a few visitors saying they thought the Shiplake sites looked best. It's no surprise that if you consult Henley residents they will want development in Shiplake, not Henley. I am unclear why these sites are still being considered by the Working Party as:

- a) They are in conflict with the core strategy.
- b) If they nevertheless are still being considered, then Shiplake residents should be consulted. I am concerned that the Shiplake sites will appear at the top of the list, as they did in the September consultation (albeit that was measuring 'awareness' rather than anything else). Geoff Thomas advised me the planning working group was preparing a response.

### 6. WYEVALE SITE

I have had a number of representations from parishioners concerned about the negative impact of this derelict site on the area and have explained they should refer the matter to the District Councillors.

### 7. SHIPLAKE TO HENLEY CYCLEPATH

The PC Chairman, Chris Batten (SVP) and I met in December to agree next steps. It was decided that the PC Chairman would liaise with Richard Turner of Network Rail and pursue the railway option for the cycle path rather than commission the Sustrans study. This is progressing. I agreed to re-allocate

my Community Fund monies to support either the villages website or SVP print costs, up to the same level (£1500).

#### 8. EXPERIMENTAL TRAFFIC ORDER

As reported at the last meeting, the schedule had slipped, but David Tole said he had written to the PC and that the matter would be on the agenda for the Decisions Meeting in January. I have now established that a letter was not sent and furthermore the matter was not raised at the January meeting. I have asked for an explanation why the letter was not sent, why three consecutive Decisions Meeting have been missed and what is happening next.

#### 9. SHIPLAKE PUBLIC FOOTPATHS 7 & 36 (MILL LANE)

The OCC Field Officer had written to the relevant property owners stating that action should be taken to remove unofficial signs and obstructions by early January. However, the inspection scheduled for this week will clearly not take place in the current flood conditions. In response to a request from Councillor Maroudas, I asked the ROW team that signage/obstructions on the restricted byway were checked at the same time the footpath action was taken, and it was agreed this would be done.

#### 10. SPEED CAMERA NEAR PLOWDEN ARMS

I was advised at the last PC meeting that Shiplake College had offered to manage the process of moving the speed camera (subject to the necessary agreements) and I will therefore just maintain a watching brief on this, but would be pleased to get re-involved if necessary.

### **7. S.O.D.C. – Cllr. M. Leonard.**

Mr Leonard reported.

1. Council Tax will be reduced by 2.5% this is 3<sup>rd</sup> consecutive year there has been a decrease and in 11 years there have only been 2 increases.
2. OCC will be renting most of the space at VOWHDC office in Abingdon which will mean the shared officers and departments of the two District Councils currently located there will shortly move to SODC Crowmarsh. Therefore once this is completed all SODC matters will be handled at Crowmarsh.
3. There have been some recent difficulties with waste collection due to the floods.
4. Housing Allocation Policy: Main Changes
  - a) Exclude applicants with no housing need from the housing register. This means that applicants with no housing need will have their application held on a non-active list and they will only be able to bid for shared owner hip, hard to let and properties designated for the elderly. In an area of high housing demand this will enable the Council to prioritise local needs and manage unrealistic expectations better, whilst also allowing access for those properties where the demand is lower.
  - b) Exclude people from the register who have the resources to solve their own housing situation such as owner occupier and those who have sufficient financial resources. This means that households who have either an annual income or savings or some combination of income and savings that excess of £60,000 will not be allowed to join the housing register, unless there are special circumstances. In an area of high housing demand, the Council considers there is no rationale for allowing people who have the means to resolve their situation to join the register.
  - c) Exclude people with no local connection from the housing register so that the Council is better placed to meet local need.
  - d) Keep exclusions from the housing register for those found/ guilty of unacceptable behaviour. This means that the Council can send a strong message that such behaviour will not be tolerated.
  - e) Reduce the number of housing bands to simplify the system and help the Council to better manage expectations. In doing this the Council will amend the priority awarded to people in unsatisfactory housing and will no longer award priority for low medical and social needs which cannot be met. The Council will also amend the way foster carers and key workers are assessed for priority.
  - f) Adopt the new bedroom standard. This means that Council Policy will correspond with the new Housing Benefit rules introduced in April 2013. Under this new bedroom standard, the

following rules will be used to decide whether a household has either too many or too few bedrooms available or its use when assessing both priority and eligibility:

- Each couple or a single parent will require their own bedroom
- Each additional adult (aged 16) will require their own bedroom
- Two children may share a bedroom unless:
- Children of opposite sex have to share and the oldest child is aged ten or more.

g) Give priority to working households to encourage people into work.

Improving the opportunities for local people to access new build developments in their parish/village.

**h)** Introduce penalties for applicants who refuse a reasonable offer of accommodation.

This is a reflection of the fact that 30% of offers are refused, usually without a viewing being carried out.

**8. OPEN FORUM** There were no members of the Public present.

**9. SPECIAL REPORTS-PLANNING.**

**10. PLANNING**

**Working Party Planning Report: Dec 2013-Jan 2014.**

**A) 2013 SUMMARY**

Total applications received 39 (Last Year 41)  
of which:

a) Approved: 1

b) NSV: 26

c) Refused: 12 (of which 7 were withdrawn by the applicants) 4 were subsequently granted by SODC: Crowsley End, Yule Lodge, Pippins and Baskerville Lodge and 1 was refused by SODC: Thames Farm.

**B) NEW APPLICATIONS**

P13/S3844 Hillmorton, New Road, Lower Shiplake

Applicant: Mr Jackson Type: Minor

Proposal: Modification to approved application for demolition of existing house and erection of 5 bed detached house with 3 bay garage and recreation room.

Recommendation: **NO STRONG VIEWS.**

P13/S3889/PDH 10 Westfield Crescent, Lower Shiplake

Applicant: Mrs D Fenn Type: Permitted Development application

Proposal: Single storey rear extension.

No comment required.

P13/S3900 Sagamore, Bolney Road, Lower Shiplake

Applicant: Mr C Goforth Type: Other.

Proposal: New Garage Block with Garden Store.

Recommendation: **NO STRONG VIEWS.**

P13/S3891 Sagamore-as above.

Proposal: Extension and conversion of existing garage, boathouse and summer room into swimming pool block, boathouse and games rooms.

Recommendation: **NO STRONG VIEWS** with proviso that this extension meets with Environment Agency approval given riverside/flooding considerations.

Recommendations were approved on a resolution proposed by Mr T Taylor and seconded by Mr C Smith

**C) SODC DETERMINATIONS:**

P13/S3432 Lashbrook Leys, Mill Road, Lower Shiplake **GRANTED** (cp our NSV)

P13/S3349 High Meadow, Mill Lane, Lower Shiplake **GRANTED**

P13/S3242 Holly House, Station Road, Lower Shiplake **GRANTED** (cp our NSV)  
P13/S3306 5 Orchard Close, Shiplake Cross **GRANTED** (cp our NSV).

D) **Thames Farm**: Consultant confirmed on standby.

E) **Community Governance Review**. Parish Boundary: survey delivered to affected households; as at 22<sup>nd</sup> January 2014, 24 out of 30 replies received in favour. Council discussed the Community Governance Boundary Review letter from Mr D Buckle (SODC) with an additional boundary proposal. Council agreed that there was no merit in the additional proposal and proposed to reject. . The Clerk was requested to draft the words and circulate.

**ACTION: Clerk**

F) **JHHNP**: Chairman's letter re exhibition published in Henley Standard.

1. Survey feedback forms delivered to all Harpsden Parish households in Lower Shiplake Consideration to be given to further letter to JHHNP/Nexus specifically re Thames Farm/Ex Wyevale/Mount Ida if no response has been received to our earlier letter of general feedback. Clerk was requested to draft a response to Dieter Hinke and circulate for comment before deadline of 16<sup>th</sup> January 2014 (Chairman of JHHNP)

**ACTION: Clerk**

2. Council agreed that an appropriately worded response should be sent to Mrs Engbers following comments in recently received emails ref the Boundary Review Survey

**ACTION : Mr D Pheasant**

## **11. FINANCIAL MATTERS.**

1. A copy of the financial statements for January 2014 is attached

2. The following payments require approval :

R V Hudson – salary December	95.14	330.96
R V Hudson – expenses, office allowance. December	96.14	129.30
Inland Revenue – clerk's tax & NIC December	97.14	220.40
Staples Business Account	98.14	79.06
Higgs Photocopying questionnaire (JHHNP)	99.14	72.60
Broadband	100.14	24.09
Mobile Phone	101.14	16.01
Mobile phone ins	102.14	3.99

3. Council agreed to progress the first Councillor Community Fund application for support of the printing of the SVP report .Proposed by Mr T Taylor and seconded by Mr C Smith Mr D Bartholomew agreed and signed off the application .The second application to be held in case funds become available proposed by Mr T Taylor and seconded by Mr C Smith.

**ACTION : Clerk**

4. Date for FWP to carry out a) risk assessment, b) review financial regulations and c) internal audit review. Clerk to circulate dates

**ACTION : Clerk**

## **12. MATTERS FOR CONSIDERATION.**

### **104/14 HIGHWAY MATTERS.**

1. ETO update despite Mr D Bartholomew s best efforts there has been no response from Mr D Tole.(see item 6.8)

2. Mr R Head requested that the flooding at Plough Lane/Memorial Avenue junction be reported to OCC highways.

**ACTION : Clerk**

### **105/14 MODEL CODE OF CONDUCT.**

### **106/14 RECREATION GROUNDS/OPFA**

1. Badgers Walk - Mr C Smith reported on the condition of the equipment and general condition of the playground as being satisfactory.

2. Memorial Hall. Mrs Law reported on the condition of the equipment and the general condition of the playground as overall satisfactory with exception of two signs which have become dislodged. Council agreed not to replace at this stage

#### **107/14 FOOTPATHS**

1. Clerk contacted Mr Beale ref FP 7 and 38 .These will be attended to when the floods subside
2. The adoption process of unofficial footpath from New Road to Badgers Walk is still unclear .Mr R Head suggested the Clerk contact Open Spaces Henley as they appear to have some expertise in this matter. ACTION: Clerk

#### **108/14 SHIPLAKE – DEVELOPMENT OF FACILITIES.**

Projects for improving facilities within village

##### **Phase 1**

1. LASHBROOK RESERVE: Mr Taylor suggested a full review of this item at next month's meeting :

##### **Phase 2**

SHIPLAKE VILLAGE PLAN: UPDATES FOR PARISH COUNCIL MEETING

2. **BROADBAND UPDATE:** Status unchanged awaiting promised meaningful update from OxOnline project team by 10/01/2014.
3. **VILLAGE PLAN UPDATE:** SVP Report scheduled for completion, printing & circulation by hand by 31/01/2014 with a reserve of copies retained for distribution to OCC, SODC and others who have helped plus new residents in the villages in the future. All volunteers contributing to this very significant achievement to be invited to a 'Thank You' event in late February, in recognition of the enormous efforts given to undertake the task, development of actions plans to respond to issues raised by residents and produce the report in such a short period of time. Recommendations of report to be an agenda item for Annual Parish Meeting in the Spring.
4. **VILLAGE WEBSITE:** New website undergoing testing and content being generated in preparation for going 'live' during February. Second phase of promotion of the site, focused on new website awareness and inviting volunteers to become involved, circulated throughout the parish and represented by 'YOUR VILLAGE NEEDS YOU' posters within the villages. Third phase of promotion will be a 'flyer' and posters, which likely will feature the 'Home' page for the new site, to be circulated late January/early February. Not least for logistics purposes, if at all possible it will be circulated with the SVP report.

##### **Future Phases**

###### **6 CYCLEPATH.TO HENLEY.**

Update on cycle-path reported by Mr T Taylor: I received a call Friday 10th Jan 2014 from Richard Turner of Network Rail who gave me the following update: He is referring our request formally to be included in the design stage of the electrification project. There may or may not be requirements for this but they are not advanced enough to tell us what these may be, if any. The design stage is critical as it defines where the hard-ware goes on the track which would clearly have an implication for the siting of the cycle-way but in principle there is no obstruction to the idea of a cycle path. If we are included in the design stage the design might be adjusted to take into account the path. This assumes the electrification of the line is given OFT approval of which they are confident - the Feasibility stage is about complete and they are about to enter the Scoping and Methodology stage. If the OFT does not give approval (date unknown but electrification work targeted for 2017) then the process of approval is much simpler. With no electrification then our request is forwarded to the "Asset Protection 3rd Party Work Scheme". This team monitor all assets of Network Rail including land or facilities owned by NR.Richard will have a word with them as a back-up. They may evaluate the Scheme on our behalf and would charge for their services. I told them that depending on cost the Parish would

probably cover the cost of this work as had set aside a reserve for Sustrans to do something similar. He said he would check if this was currently necessary.

I was asked about funding for the scheme and I indicated that our initial views of the costs didn't appear to be prohibitive and with approval from NR for the use of their land then we would be able to start a serious fund raising campaign.

Mr T Taylor apologised that as was feeling so unwell ,he requested to stand down and left the meeting .Mr C Smith agreed to chair the remaining portion of the meeting.

- 7 TREE PRESERVATION
- 8 FOOTPATHS TO LINK EXISTING PATHS
- 9 FOOTBRIDGE WARGRAVE
- 10 TICKET MACHINE AT STATION.
- 11 FERRY
- 12 VILLAGE FESTIVAL/STREET PARTY
- 13 NEW PLAY AREA LOWER SHIPLAKE RECREATION AREA
- 14 VILLAGE BOAT CLUB -SLIPWAY
- 15 VILLAGE GREEN-MEADOW
- 16 AFFORDABLE HOUSING SURVEY-BETTER MIX OF HOUSING----COMMUNITY PLAN
- 17 HIGHWAYS DEVELOPMENT OF SAFER CROSSING AT MEMORIAL AVENUE AND STATION ROAD/WAR MEMORIAL

**109/14 ENVIRONMENTAL MATTERS.**

**110/14 S.O.D.C.**

**111/14 OCC**

**112/14 O.A.L.C. /O.R.C.C.**

1. Latest OALC members update circulated by email
2. Latest News from ORCC - December 2013 (members) circulated by email

**113/14 MEMORIAL HALL**

1. Mr Head reported that bookings are picking up.

**114/14 CHILTERN SOCIETY/CPRE**

1. Chiltern Society email newsletter January 2014 circulated by email
2. CPRE newsletter December 2013 circulated by email

**115/14 DEFRA & OTHER GOVERNMENT CORRESPONDENCE**

**116/14 TOWNLANDS & OXFORDSHIRE PCT.**

**13. CORRESPONDENCE**

**14. ITEMS OF INTEREST OR FOR FUTURE DISCUSSION.**

Meeting Dates e.g. APM, Village Party (date agreed) and SVP launch /thankyou (Mr D Oliver to offer dates)

Council suggested the APM for the 1<sup>st</sup> May 2014 .Clerk to check availability.

There being no other items Mr C Smith closed the meeting at 9.31pm

R.V.Hudson.  
Clerk to the Council

22/01/2014