

**MINUTES OF THE MEETING OF SHIPLAKE PARISH COUNCIL HELD IN  
SHIPLAKE MEMORIAL HALL  
ON MONDAY MARCH 10<sup>th</sup> 2014 AT 7.45 P.M.**

- 1. PRESENT** Mr T Taylor, Mr G Smith, Mr R Head ,Mr C Smith, Mrs A Law ,Mr D Pheasant, and Mr M Leonard (DC) .Apologies were received from Mr G Davies ,Mr F Maroudas ,Mrs J Arnott and Mr D Bartholomew (OCC)
- 2. DECLARATIONS OF GIFTS & INTEREST.** Councillors were given the opportunity to declare any gifts or interest in any item on the Agenda. Mr G Thomas declared an interest in PA for Yule Lodge
- 3. MINUTES OF THE MEETING HELD ON MONDAY, FEBRUARY 10<sup>th</sup> 2013** were approved on a motion proposed by Mr C Smith and seconded by Mr G Thomas

**4. MATTERS ARISING FROM PREVIOUS MEETINGS**

1. Cycle Path Feasibility Study Mr T Taylor updated council .Progress has been limited due to the contact at Network Rail being on long term sick leave However Mr Taylor has sent an email today to attempt to get NR to agree in principle .It is understood that if electrification does not occur justification will be easier .
2. Flooding Data and Flood Forum: See Appendix 1 for report from Mr G Thomas

**ACTIONS**

- a) PC to write to SODC complimenting the efforts of Mr D Baldwin Monson engineering :  

Parish Clerk
- b) Draft letter to Thames Water on the issues raised Mr G Thomas
- c) Draft a response to SSE on Business continuity plan Mr G Thomas
- d) SPC to review current emergency plan SPC

**5. POLICE MATTERS.**

1. PCSO Ashley Richardson is taking over from PCSO Boyes from April
2. SHIPLAKE PC REPORT FEBRUARY 2014
  - 02/02 – OAKS ROAD, damage to window reported.
  - 07/02 – PLOWDEN WAY, vehicle obstruction.
  - 08/02 – Flood water approaching station.
  - 09/02 – NORTHFIELD ROAD, suspicious males reported.
  - 10/02 – STATION ROAD, flooding reported.
  - 10/02 – Cars reported as parking on the pavement.
  - 12/02 – MEMORIAL AVENUE, vehicle reported as having no tax.
  - 15/02 – A4155, tree in road.
  - 17/02 – A4155, male & child reported picking daffodils.
  - 18/02 – A4155, male reported walking in the road.
  - 23/02 – STATION ROAD, abandoned vehicle reported.

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

Mr D Bartholomew submitted the following report

**1. THE BUDGET**

The budget was decided at the Full Council meeting on 18 February. A Council Tax increase of 1.99% was agreed and whilst any increase should be avoided, this small increase of 46p per week for a band D property means that valued services can be retained. Between 2010 and 2018, savings totalling £265 million will have been achieved by sharing services with other councils and reducing costs, including cutting the number of Directors by 50%. Despite all the savings and reductions there were some positive announcements:

- An additional investment of £800,000 to end 15-minute personal care visits by extending the time of visits;
- An extra £350,000 will be available for the setting up of a Multi-Agency Safeguarding Hub in Oxfordshire;

- There will be £1m extra for general highway maintenance to be spent across the county – with priorities for this spend to be determined during coming months;
- A total of £400,000 will be set aside as a contingency to deal with issues stemming from flooding and other winter weather issues – the exact nature of how this money will be spent will be determined once full assessments have been made when waters have subsided;
- A total of £315,000 will be invested in community budgets.

2. FLOODING

On Saturday 1st March, 150 councillors from all three tiers attended the flood summit. Locality based workshops discussed 2014 problems and gave ideas on local solutions, the results of which will be analysed and circulated. A panel from Highways, Fire, EA, Thames Water and Thames Regional Flood & Coastal Committee answered questions. OCC Deputy Leader, Rodney Rose, has since visited Westminster to argue Oxfordshire's case for a six-year Defra funding plan.

3. HOUSING

The County Council is not responsible for the planning of houses and developments – that is down to the City and District Councils. However, it does have a major part to play as it is responsible for key infrastructure such as education and roads. Currently there is a Strategic Housing Market Assessment taking place across the county to determine what growth will happen over the next 20 years. This will then feed into the Local Development Frameworks of the City and District Councils as to where the final allocated sites will be. Already the Vale of White Horse DC has announced a substantial increase in their housing numbers. The County Council will be assisting in this process to ensure that they are in sustainable locations with the required infrastructure.

4. DRAFT MINERALS & WASTE PLAN

OCC has a statutory duty to prepare a new Minerals and Waste Local Plan for Oxfordshire setting out planning policies and proposals for the mineral extraction and waste management facilities needed over the next 15 years. Cabinet member for planning David Nimmo Smith has said: "Broadly speaking the plan looks at further working within the areas where there is existing sand and gravel extraction." More information can be found at:

<https://www.oxfordshire.gov.uk/cms/news/2014/feb/have-your-say-new-draft-minerals-and-waste-plan>

SPECIFIC REPORT FOR SHIPLAKE

5. LAFARGE APPLICATION TO EXTEND CAVERSHAM QUARRY

The application was approved by the Council's planning committee on 2nd December subject to the Secretary of State being given the opportunity to call it in. I wrote to the Secretary of State and urged that the decision should indeed be called in. John Howell MP has subsequently done the same. The Council has not yet been notified of the Secretary of State's intentions.

6. SPEED CAMERA NEAR PLOWDEN ARMS

As reported at the last meeting, Geoff Thomas and I met with Anthony Kirkwood (OCC Road Safety Engineering Team) and David Greer (Shiplake College Estate Manager) and agreed a potential new site for the speed camera. This is opposite the college entrance and the camera would face north, drawing power from the college-owned house. Anthony has subsequently indicated that there are issues relating to the use of a private power supply and I am awaiting more information.

7. PARKING RESTRICTIONS OUTSIDE SHIPLAKE PRIMARY SCHOOL

Further to the enquiry raised at the last PC meeting, I have been in contact with the relevant OCC officials. I am advised that the cost of promoting a TRO (Traffic Regulation Order) and erecting the necessary signs would be in the region of £2000. Given that the accident record on the site is very good (no injuries recorded on checking back as far as 1990), this is not a cost that would be met by the County Council.

8. POTENTIAL THIRD READING BRIDGE

Reading Borough Council, Reading residents and Reading MP Rob Wilson are forcing this matter up the political agenda. Reading Borough Council has passed a motion calling for the bridge to move ahead, Reading residents have an online petition with thousands of signatures and Rob Wilson has held a public meeting. Unfortunately, these proponents of the bridge currently have no interest in supporting infrastructure. The current OCC and SODC position (which I wholly endorse) is that a bridge without supporting infrastructure will simply move traffic from Reading into South

Oxfordshire, with the A4155 and B481 suffering in particular. A summit between John Howell, Rob Wilson and council leaders was held on 3rd March to discuss the way forward. It was agreed officials from Reading and OCC would meet to share traffic data and consider traffic modelling needs. There will then be a second summit in June. I am taking a proactive stance on the issue and doing my best to ensure the views of affected PCs are put forward to key figures in the debate.

9. EXPERIMENTAL TRAFFIC ORDER

I have escalated this matter. The deputy director informed me last month that the reason this keeps going back is that it is non-contentious, essentially in place and that it is just a paperwork exercise – which David Tole has not had a chance to complete due to work overload. The deputy director agreed that instead of continually promising dates that were then not hit, I should have been better appraised of the situation. I now have written assurance from the deputy director's office that the matter will be resolved at the Cabinet Member Decisions Meeting on 27 March.

10. CLOSURE OF ROAD BETWEEN PLAYHATCH ROUNDABOUT AND SONNING BRIDGE

The road has been closed to protect public safety as it is in danger of collapse. As soon as conditions permit, the damage will be subject to an engineering survey and appropriate repair/improvement plans produced. The feasibility of raising the road will be evaluated to reduce future flooding problems. Pending repair of the road, the possibility of traffic lights/two-way traffic on Spring Lane is being investigated.

11. 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. 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. However, the inspection has been postponed pending the end of the current flood conditions.

12. VILLAGE PLAN FEEDBACK

Without wishing to dampen the enthusiasm about the report, I do have concerns that hopes in respect of the pedestrian crossing, cyclepath and bridge crossing have been artificially raised as I am not aware of available County funding for them. I have expanded on this in an email circulated previously.

13. COUNCILLOR COMMUNITY BUDGET

I have been pleased to support the applications from Shiplake PC for £1750 to cover Villages Plan print costs and for £1500 for website development. I have also supported an application from Wargrave & Shiplake Regatta for £500 for training punt restoration. The fund for this year is now spent, but there will be a new, albeit much smaller, fund next year.

**7. S.O.D.C. – Cllr. M. Leonard.**

Mr Leonard reported

1. The council is consulting upon a new street trading policy until 19 April 2014. All responses to the consultation must come through the council's consultation portal at: <https://consult.southandvale.gov.uk/portal>.
2. Local Tax will be a 2.5% reduction however due to other authorities (OCC +1.99%) Police (+1.99%) PC's (+2.11%) there may well be an overall slight increase. local figures show that Shiplake is ranked 2<sup>nd</sup> lowest amongst neighbouring parishes Harpsden £18.56, Shiplake £28.10, BINFIELD Heath £34.24, Mapledurham £36.13, Kidmore End £52.00 and Eye and Dunsden £56.75.
3. Community Governance Review , Consultations will be taking place with affected parties /residents
4. SHMA has been reviewed to be held over until next PC meeting
5. Young People Achiever Awards have been announced for 2014 grants of £250 available, applications open on 6th October 2014 for 11-18year olds
6. There are a number of sandbags around village Council requested whether Mr G Davies at Shiplake College could again kindly get them removed

**8. OPEN FORUM** Chairman closed the meeting at 8.32pm to allow questions from the members of the public present. Prof R Wild requested an update on proposals put forward in SVP re parking at Primary School and by the Corner Shop both of which had high response in terms of importance to residents. Mr E Povey reported that he had personally cleared the gulleys in Shiplake Cross, along Memorial Avenue, near the primary School. He requested Council action on two items; 1) parking across Schoolfields blocking his exit from his home and could Council organise some white lines to deter parking, Council requested Clerk to action. Mr Povey requested an update as to whether the box at Plowden Arms was a high speed cabinet. Mr D Pheasant responded.

The meeting resumed at 8.50pm

**9. SPECIAL REPORTS-PLANNING.**

A meeting between Shiplake Parish Council and JHHNP and Harpsden PC took place at the College on 6<sup>th</sup> March to be given a progress report on the development of the neighbourhood plan.

**10. PLANNING**

PLANNING REPORT: February 2014

**APPLICATIONS**

P14/S0222 Caxtons, Bolney Road, Lower Shiplake RG93NS

Applicant: Mrs K Crossley Type: Other

Proposal: Two storey side extension and internal alterations to existing dwelling.

Recommendation: **NO STRONG VIEWS**; we have no objection to this particular application as –being of stilted design-it does not increase the ground footprint of the existing building, with the following provisos:

-it meets Environment Agency appropriate approvals

-it meets SODC's satisfaction as to flood resistance and resilience requirements.

We are, however, concerned that the general trend of development along the riverside on Bolney Road is increasing the total building footprint there and placing undue pressure on existing drainage and sewage facilities, as all too clearly demonstrated by the problems experienced by residents in the recent floods. We therefore are requesting SODC to pay appropriate attention to future proposed developments in this area.

P14/S0404 Herons Hill, Mill Lane, Lower Shiplake, RG9 3ND

Applicant: Mr R Milner Type: Other

Proposal: Two storey front, side and rear extension incorporating garage conversion to living accommodation and detached garage and store.

Recommendation: **NO STRONG VIEWS.**

P14/S0483 Yule Lodge: Application received 4/3/14 but not discussed due date for submission 21<sup>st</sup> March 2014

P14/S0409/HH Bay Tree House Application received but not discussed due date for submission 25<sup>th</sup> March 2014

P14/S0491/HH Waynflote Application received but not discussed due date for submission 26<sup>th</sup>

2014

Council approved the working party recommendations on a motion proposed by Mr C Smith and seconded by Mr R Head

**DETERMINATIONS:**

P13/S3844: Hillmorton, New Road, Lower Shiplake RG9 4BH

Proposal: Demolition of existing dwelling and erection of two storey 5 bed. Dwelling.

**PLANNING PERMISSION GRANTED BY SODC, subject to 8 conditions.**

P13/S3900 and 3891: Sagamore, Bolney Road, Lower Shiplake RG9 3NS

New garage block and extension/conversion of existing garage into swimming pool and games room block.

**PLANNING PERMISSION GRANTED BY SODC**, subject to 5 conditions.

P13/S3889: 10 Westfield Crescent, Lower Shiplake

**PERMITTED DEVELOPMENT GRANTED** for single storey rear extension.

P14/S0036/HH Lashbrook Leys Mill Road Lower Shiplake HENLEY-ON-THAMES RG9

**PERMISSION GRANTED with 3 conditions**

P13/S3963/HH: Appletree Cottage Mill Road Lower Shiplake RG9 3LP

**PERMISSION GRANTED with 3 conditions**

## **11. FINANCIAL MATTERS.**

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

2. The following payments require approval :

R V Hudson – salary February	113.14	322.39
R V Hudson – expenses, office allowance. February	114.14	144.01
Inland Revenue – clerk’s tax February Inc. underpayment	115.14	393.01
Staples Business Account (printer)	116.14	89.97
OALC subscription	117.14	300.11
ORCC Subscription	118.14	65.00
CPRE Subscription	119.14	29.00
Broadband	120.14	27.62
Mobile Phone	121.14	16.52
Mobile phone ins	122.14	3.99
Shiplake Court Enterprises Ltd (Reception SVP)	123.14	287.60
Higgs Group (Newsletter)	124.14	615.00
Mr D Oliver (reimbursement)	125.14	60.98

The FWP recommended approval of the purchase of a new printer Council approved the accounts and payments on a motion proposed by Mr T Taylor and seconded by Mr C Smith

3. Council have received a communication from NALC updating the current position regarding the draft Legislative Reform Order which will repeal s.150 (5) of the Local Government Act 1972 currently this requires all cheques and other payable orders to be signed by two councillors. Circulated to FWP by email. The recommendation was to make no changes to the current governance arrangements .Council approved the recommendation on a motion proposed by Mr T Taylor and seconded by Mr C Smith.

4. FWP report on a) risk assessment, b) review financial regulations held over and c) internal audit review held over. Council approved the Statement of Internal controls for 2013-14 on a motion proposed by Mr T Taylor and seconded by Mr C Smith

5. Assets of Community Value: Baskerville Arms, application submitted .Clerk to notify The Baskerville Arms

6. Council to approve bank reconciliation. Council approved the current Bank reconciliation on a motion proposed by Mr T Taylor and seconded by Mr C Smith

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

### **130/14 HIGHWAY MATTERS.**

1. ETO email received from Mr D Tole requesting confirmation of minor changes required .Mr T Taylor to check notes of site meeting and inform Clerk **ACTION : Mr T Taylor**
2. Clerk to ascertain who is responsible for road maintenance at junction of Westfield Crescent and New Road **ACTION Parish Clerk**
3. Parking issues Primary School and Corner Shop raised by Prof R Wild SVP project team

### **131/14 MODEL CODE OF CONDUCT.**

### **132/14 RECREATION GROUNDS/OPFA**

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

- 2) Memorial Hall. Mrs Law reported the condition of the equipment and general condition of the playground as satisfactory
- 3) Prof Wild requested some signage to high light location of Badgers Walk playground and if there funds available to refurbish and upgrade the playground. Council requested whether there was usage profile data .Prof Wild agreed to try and source.

### **133/14 FOOTPATHS**

1. The adoption process of unofficial footpath from New Road to Badgers Walk has now been clarified following a call to Open Space Clerk reported that sufficient residents had submitted information over the past 20 years usage however each application has to be completed individually using a form. Clerk offered to complete as much as possible ,return to resident for signature
2. FP29 (alongside River Thames) notification received of application to add extra width to pre-existing footpath .Circulated by email response required by 18<sup>th</sup> March 2014
3. Dog Fouling Notices .communication received from organisation offering bespoke antifouling signage Mr R Curtis SVP project team ,has asked would Council fund cost c £60-£70 Council requested to know how many notices are envisaged what size and what locations .

**ACTION Parish Clerk**

### **134/14 SHIPLAKE – DEVELOPMENT OF FACILITIES.**

Projects for improving facilities within village

#### **Phase 1**

1. LASHBROOK RESERVE:

#### **Phase 2**

2. **BROADBAND UPDATE:** Awaiting update from SODC seeking confirmation of initial project plans to begin fibre installation project in Shiplake in April 2014.
3. **VILLAGE PLAN UPDATE:** Report delivered by 31/01/14 as scheduled. The volunteer 'Thank You' event on 28th February at Shiplake College's Pavilion was well attended with approx. 50+ people attending. Quarterly updates to SVP Action Plans to be provided on the new website.
4. Mr C Smith ran a session on the outcomes of the Village Plan .Mr T Taylor agreed to talk through process for APM with Mr D Oliver as prime topic was an update on the SVP report  
**ACTION Mr T Taylor**
5. **VILLAGE WEBSITE:** Successful launch on 14th February with positive feedback from residents. Initial review of usage analytics of the website shows a significant amount of traffic on the website during the early days of the launch, with approaching 100 people registering for the site and many more visiting it. Key interests appear to be Parish meeting minutes, history of the villages, road maintenance, parking, paths and cycleways and broadband. Website team is working on the next phase of promoting the site through further content, use of the forum and other initiatives. SVP section being extended. Key to success is users registering on the site and confirming their Areas of Interest. Training of content providers is being scheduled and software acceptance in its final stages, with consideration of functional requirements for the future. Website risk assessment to be completed for Council audit purposes.
6. The High Sheriff of Oxfordshire presented Mr R Partridge with his Community Award, Members of the Memorial Hall Committee were also in attendance

#### **Future Phases**

- 6 CYCLEPATH.TO HENLEY. Mr T Taylor to update Council
- 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

**135/14 ENVIRONMENTAL MATTERS.**

**136/14 S.O.D.C.**

**137/14 OCC**

1.

**138/14 O.A.L.C. /O.R.C.C.** Draft regulations Openness of Local Government bodies draft regulations (filming and recording of meetings) submission made to meet deadline of 10<sup>th</sup> March 2014

**139/14 MEMORIAL HALL**

1. Mr Head said there was nothing new to report.

**140/14 CHILTERN SOCIETY/CPRE**

1. Chiltern Society email newsletter February 2014 circulated by email
2. CPRE newsletter February 2014 circulated by email

**141/14 DEFRA & OTHER GOVERNMENT CORRESPONDENCE**

**142/14 TOWNLANDS & OXFORDSHIRE PCT.**

**13. CORRESPONDENCE**

1. Correspondence received from the website: Question: Raised on behalf of several residents of Bolney Road: The water levels in the fields and properties are not reducing as quickly as in previous floods e.g. 2003 when conditions were more severe. Questions being asked re the current efficiency of the pumping station in Bolney Lane, the drainage system and potential impact of the recent and current works being undertaken on the estate of Mr Scharzenbach. Specific request for details/plans of the current drainage system with likely request for them to be checked and consideration given to current capacity in the planning process. ACTION Clerk to write to Thames Water
2. Correspondence received from the website: Question from Mr K Pruden, I regularly walk on Memorial Avenue between 7.30-8.00 am weekdays and see multiple examples of vehicles clearly speeding. Is there a way for us to monitor vehicle speeds for a trial period to determine what the % of speeding is and then take appropriate action? ACTION Mr G Thomas to request police to take anti-speeding action here.

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

There being no other items of interest the Chairman closed the meeting at 9.25pm

R.V.Hudson.

Clerk to the Council.

20/03/2014

## **APPENDIX 1**

### **THE RECENT FLOODING: REVIEW AND PROSPECTIVE ACTION.**

On 1st March Geoff Thomas attended, on behalf of the Parish Council, a Flood Forum held by OCC as the lead flood emergency body for the county. It was hosted by the lead agencies: OCC, Environment Agency, DEFRA and the District Councils, and attended by some 200 Town and Parish councillors. The purpose of the forum was to enable affected communities to explain the impact of the recent floods and to gather “bottom up” feedback and suggestions on improving flood prevention and response in Oxfordshire as input to a strategic Flood Summit of the lead agencies and utilities due to be held on 21st March.

The overview from OCC was that, from their viewpoint, there was both good news:

-they considered that the multi-agency partnership had worked well across the county and cited the fact that , whereas in 2007 some 3,000 properties had been flooded, this time round the figure had been reduced to just 168;

and bad news:

-we had now experienced floods in 2000, 2003, 2007, 2013 and 2014 and could expect this trend to continue.

The overview back from the communities was that response on the ground had been largely good from the agencies e.g. in terms of improved EA information and warnings –though some of the (late night) timings had been unhelpful and in terms of District Council sandbag distribution – though communication had been somewhat patchy at times; but unsatisfactory from the utilities, namely Thames Water (hugely so as regards sewage) and SSE (where power cuts had been suffered). Overall the response was, however, seen as reactive, communications as uncoordinated, and there was need for a comprehensive, coordinated plan.

The utilities came in for a lot of stick across the county and the key message for improvement was that Thames Water had failed totally in their responsibility for sewage (as we ourselves know). OCC undertook to take Thames Water to task on this at the Flood Summit. As a point of information it was conceded that Thames Water have been generally exposed in terms of sewage/pumping capability and the impact of the exceptional rise in groundwater levels across the Thames Valley. Some communities had also been hit by long power cuts as a result of flooding of SSE sub-stations.

Besides the effect on communities OCC are of course conscious of the impact of the floods on businesses, road and rail infrastructure, and the implications for new development across the county.

Following the Flood Summit OCC aim to produce a Flood Risk Management Strategic Plan for the county, which will include amongst other things guidance for communities on measures to take in terms of:

-community resilience: local emergency plans and action groups

-property resilience: action householders can take to protect their homes.

### **ACTION THE PARISH COUNCIL IS TAKING**

1. The PC has given full delegate and detailed written input to OCC on the impact of the floods in Lower Shiplake-and here we should like to thank all those residents who have given us their feedback on this.

2. We intend to develop a Flood Emergency Action Plan with the community-an issue which would undoubtedly have featured in the recent SVP if the timing had been different!-based on the recommendations that will come out of the Flood Summit from OCC. So please watch this space...

3. We are taking up with Thames Water all the problems experienced with sewage and drain flooding in the village, seeking their full explanation for their failure of pumping capability and service response, and will request to hear what they are doing to rectify the position so as to take account of such expected extreme conditions in future.

4. We have written to SODC Planning to highlight the problem areas experienced as a result of the floods in Lower Shiplake and to request them to take this into full account when considering future property development applications here-as your PC will do.