

**MINUTES OF THE MEETING OF SHIPLAKE PARISH COUNCIL HELD IN SHIPLAKE  
MEMORIAL HALL  
ON MONDAY SEPT 9<sup>th</sup> 2013 AT 7.45 P.M.**

- 1. PRESENT** Mr T Taylor, Mr R Head, Mr C Smith, Mr F Maroudas, Mr D Pheasant, Mrs A Law Mrs J Arnott. Mr M Leonard (DC) Mr D Bartholomew (CC) Apologies received from Mr G Thomas and Mr G Davies. 7 members of the public were also present
- 2. DECLARATIONS OF GIFTS & INTEREST.** Councillors were given the opportunity to declare any gifts or interest in any item on the Agenda. Mrs J Arnott declared an interest in the Pippins Planning Application as she works for the agents Simmons and Sons .Mrs Law declared an interest in the Pippins due to her longstanding friendship with the sellers.
- 3. MINUTES OF THE AGM MEETING HELD ON MONDAY, JULY 8<sup>TH</sup> 2013**

Item 48/14 1.line 1 “to report” should read “reported scaffolding will be removed later this month.”  
The minutes were then approved on a resolution proposed by Mr R Head and seconded by Mr F Maroudas.

**4. MATTERS ARISING FROM PREVIOUS MEETINGS**

**Items carried forward from July meeting**

1. Website discussion, Mr D Pheasant reported see item 56/14-2a
2. Evaluation of Cycle Path, this item covered by Mr D Bartholomew in July Minutes item 6(16)
3. Road repairs. this item covered by Mr D Bartholomew in July Minutes item 6(11,12)
4. Bus Shelters condition, Mr R Head reported see Appendix 1 .The Clerk was requested to get tenders based on the work required in the report. **ACTION :Clerk**
5. Plough Lane footpath, this item covered by Mr D Bartholomew in July Minutes item 6(10)
6. Community Governance Review. This item covered in July Minutes item 4,Chairman reconfirmed a consultation process will take place with potentially affected properties.
7. Japanese Knotweed at the Lashbrook the Clerk was requested to organise Mr Beale and Mr Baldwin to contact the landowner causing the spread of JKW. **ACTION :Clerk**
8. Blanket TPO Shiplake carried forward to next meeting
9. Request from Vortal Properties re minutes July meeting .Council considered the request to include the presentation handouts, on a resolution proposed by Mr T Taylor seconded by Mrs A Law it was rejected on the basis that the approved minute’s content complied with current legislative requirements. Council decided that if residents required copies of the handouts they could be obtained through Vortal Properties.

**5. POLICE MATTERS**

SHIPLAKE REPORT FOR AUGUST 2013: from PCSO Boyes

- 03/08 ORCHARD CLOSE (SHIPLAKE CROSS) noise complaint reported.
- 05/08 BROCKS WAY vehicle obstruction reported.
- 17/08 PLOWDEN WAY suspicious male reported.
- 23/08 READING ROAD suspicious male reported.
- 24/08 Males reported throwing stones at the railway track SHIPLAKE Station.
- 31/08 MILL LANE assault.

SHIPLAKE REPORT FOR JULY 2013: from PCSO Boyes

1. **Travelling Community:** 03/07 Report of the travelling community being sighted opposite the Flowing Springs A4155.
2. **Road Traffic Accidents (RTC):** 07/07 RTC car VS car A4155.Council requested more details when a RTC occurred .Clerk to contact PCSO Boyes, also for an explanation of VS. **ACTION Clerk**

3. **Speeding:** No incidents to report.
4. **Dangerous/Erratic Driving:** No incidents to report.
5. **Parking Issues:** No incidents to report.
6. **Cold-Callers:** Residents are reminded to exercise caution when dealing with cold-callers, do not to leave them unattended & do not divulge personal information. Please report any aggressive or suspicious behaviour on 101.
7. **Burglary:** No incidents to report.
8. **Theft from Vehicle:** No incidents to report.
9. **Suspicious Person:** 03/07 Report of males trying to force gate opposite the Flowing Springs.
10. **Suspicious Vehicle:** 25/07 blue Mini with white roof reported along MEMORIAL AVENUE SHIPLAKE CROSS.
11. **Theft from Dwelling:** No incidents to report.
12. **Theft of Vehicle:** No incidents to report.
13. **Road Hazard:** 03/07 Elderly woman's vehicle reported broken down along the A4155 opposite the Flowing Springs. 04/07 vehicle reported broken down along the A4155. 22/07 Wood reported in road A4155.
14. **Miscellaneous Incident:** 04/07 Train station miscellaneous noise complaint.
15. **Vulnerable Person List (VP List):** The event held in conjunction with AGEUK on the 18<sup>th</sup> of July had a very good turnout & demonstrated the community's commitment to the well-being of its elderly community. I would like to continue to encourage people to forward any potential names for inclusion within the VP List.

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

Mr D Bartholomew reported

**1. GENERAL OCC REPORT**

**1. HOME TO SCHOOL TRANSPORT**

OCC currently provides free school transport above and beyond the statutory national level and higher than neighbouring County Councils. Proposals to reduce subsidies were considered by Cabinet on 16<sup>th</sup> July.

**2. BROADBAND**

On Monday 5<sup>th</sup> August, OCC announced that BT will be the provider for a multi-million pound investment in the county's broad band network and infrastructure. The aim of the Better Broadband for Oxfordshire programme is to extend the reach of superfast broadband to an additional 65,000 homes and businesses by the end of 2015. Those communities that find themselves in the 2-24Mbps areas on the map are those where it is currently most challenging to extend broadband infrastructure. The map published on OCC website is indicative, giving preliminary coverage. It may be the case that where conditions differ from contract assumptions, the coverage areas may change. Subsequent to concerns emailed to me by the Parish Council, I raised enquiries with the relevant officers and copied the Parish Council on their response. Further enquiries can be made to Lisa Michelson, Broadband Community Engagement Lead at, OCC. 018650 815673 or [lisa.michelson@oxfordshire.gov.uk](mailto:lisa.michelson@oxfordshire.gov.uk).

**3. CITY DEAL**

OCC is working with the Districts and local business to produce a City Deal. This will be based around the knowledge economy of Oxfordshire to bring forward infrastructure projects to accelerate housing developments and provide more. It will also concentrate on making sure we have the correct skills base. Cabinet will be considering the bid at the September meeting.

**4. EAST-WEST RAIL**

The ambition of reconnecting Oxford to Cambridge has been around for many years. Recently the Government have signalled approval for the first phase connecting Oxford to Milton Keynes. There are a great number of benefits for Oxfordshire as more freight traffic will be taken off the road and it will open up another route to the north of the country, something HS2 will not do for the region.

#### 5. READY FOR WINTER

The County council has been planning the winter maintenance programme throughout the summer to be ready for the frosts that will occur. All grit bins should be full by the end of October - please contact OCC if any in your area have not been filled. OCC work with Town and Parish councils so that they have plans in place to assist clearing the snow during the bad weather. Emergency Planning and Highways are holding a series of town centre road shows to spread the Community Resilience message to the general public. The topics will include individual and community resilience with particular reference to winter and adverse weather, as well as flooding.

The current confirmed market days they are attending:

- 4th October - Henley-on-Thames

#### 6. THORN HILL AND WATER EATON PARK & RIDES

The Cabinet will be considering proposed service changes to introduce new, and to increase existing, car park charging to the Thornhill and Water Eaton Park & Rides scheme after consultation at the September meeting.

#### 7. SPECIFIC REPORT FOR SHIPLAKE

---THAMES FARM (110 HOUSES)

In my capacity as County Councillor I have put in a 10-point objection to OCC Planning to be taken into consideration when OCC respond to SODC. I have copied this to the Parish Council. Furthermore, I have asked for early sight of Highways input into the response.

On Monday 2nd September I attended a residents meeting discussing this matter and assured them of my support.

#### 8. EXPERIMENTAL TRAFFIC ORDER

At the June meeting, the Parish Council asked me for an update on the Experimental Traffic Order. After an extended delay, I finally received a response from David Tole on 14 August and copied the Parish Council on the response.

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

Mr Leonard reported.

#### 1. Government consultation on permitted development rights

The Department for Communities and Local Government is looking to expand the list of permitted development rights. These proposals are intended to make better use of existing buildings by allowing greater flexibility between different use classes.

The consultation seeks views on five proposals for permitted development rights to allow:

- Shops and financial and professional services to change use to a dwelling house;
- Existing buildings used for agricultural purposes of up to 150 square metres to change to residential use;
- Retail uses to change to banks and building societies only;
- Premises used as offices, hotels, residential and non-residential institutions, and leisure and assembly to be able to change use to nurseries providing childcare; and
- A building used for agricultural purposes of up to 500 square metres to be used as a new state funded school or a nursery providing childcare.

Full details of these proposals can be found on the link below:

<https://www.gov.uk/government/consultations/greater-flexibilities-for-change-of-use>

The consultation closes on 15 October 2013

#### 2. Green Schools 2013

The Wild Waste team will be paying visits to both South and Vale schools to carry out curriculum-linked workshops on reducing, reusing, composting, refusing and recycling.

### 3. Changes to customer drop-in at South Oxfordshire District Council

As part of our ongoing improvements to the Council's revenues and benefits service, we are making some changes to our customer service centre. From 1 September 2013, the current 'drop-in' process will be replaced with a new appointment system for residents needing face-to-face support with their housing benefit or council tax. Residents will need to book appointments in advance by calling 0345 3022313. A limited number of emergency appointments will remain available for people needing urgent support.

### 4. Assessment of five year housing land supply

Each year, the council carries out an assessment to see if it has five years' worth of supply of deliverable housing sites against its housing requirement. This year's assessment will be available on the council's website from Tuesday 27 August.

The assessment shows that we have a healthy land supply position in the district outside of Didcot (referred to in our Core Strategy as the Rest of District area), with a land supply of just over six years. In Didcot, we fall short of the requirement to demonstrate five years' worth of supply of housing sites, with a supply of two and half years.

### 5. Council tax briefings for town and parish councils

Last year the government introduced changes to the council tax system which impacted upon the council tax base on which town and parish precepts are calculated. William Jacobs held briefings in September last year to explain those changes to towns and parishes.

We believe there may still be some confusion so another series of briefings will be held this year in October:

- Wednesday 16 October 2013 1pm in the Council Chamber
- Wednesday 23 October 2013 6pm in the Council Chamber

### 6. Brown bin amnesty

We are offering up an amnesty of sorts, and asking residents that have a brown bin at their property that they aren't paying for, to let us know so we can either collect the bin or set up a direct debit payment for them.

### 7. Annual Canvass

The canvass begins early October, later than usual due to preparations for individual electoral registration. Revised register will be published 17 Feb. 2014

### 8. Thames Farm Committee date 16 October.

## **8. OPEN FORUM**

The Chairman closed the meeting at 8. 10pm to allow input from members of the public present

1. Mr R Milne raised two ongoing vexatious issues 1, gulley emptying and 2 replacement of a missing bollard .Mr Milne expressed frustration at the apparent waste of resource and money with these two issues .Mr D Bartholomew was requested to follow up these issues.
2. Mr A Marlow and Mr N Boddington of Hamilton Properties requested council to reconsider the Council's submission made regarding The Pippins redevelopment on the basis of inputs and comments from local neighbours who , they claimed ,in general have no objection to the scheme .Chairman responded saying they would take note in the discussions later on Planning matters .
3. Other members present were involved in the development of the new Parish website

The Chairman resumed the meeting at 8.21pm

## **9. SPECIAL REPORTS-PLANNING.**

### **10. PLANNING**

The Planning Working Party submit the following report for approval

PLANNING REPORT-JULY-AUGUST 2013.

### **A). APPLICATIONS.**

P13/S1831 Shiplake College

Proposal: Erection of 3 temporary classroom buildings Type: Minor.

Recommendation: **NO STRONG VIEWS**.

P13/S1651 Willow End, Bolney Road

Applicant: A Cartland/Vernon Type: Other

Proposal: Replacement and raising of roof to provide 4 bedrooms at first floor, two storey rear extension and single storey side extension.

Recommendation: **NO STRONG VIEWS** subject to conditions of sound proofing music room and safe access for construction vehicles.

P13/S2009 Hillmorton, New Road

Applicant: Mr Jackson Type: Minor.

Proposal: Demolition of existing and construction of new 5 –bed dwelling.

Recommendation: **NO STRONG VIEWS**, noting recommendation of Environment Dept.

P13/S2128 Lock End House, Mill Road.

Applicant: Mr Piasecki Type: Other

Proposal: Erection of first floor rear extension and single storey rear extension and alteration to vehicular entrance.

Recommendation: **NO STRONG VIEWS**.

P13/S1388 Yule Lodge, New Road.

Amendment: Erection of two storey side, front and rear extensions, single storey side and rear extension and detached garage and outbuildings. Type: Other.

Recommendation: **REFUSAL** on grounds of over-development of site, out of keeping materials, and impact on privacy and streetscene.

P13/S2320 Otters Barn, Reading Road

Applicant; Mr S Head Type: Minor

Proposal: Demolition of existing 3-bed bungalow and erection of one and a half storey 3-bed replacement dwelling.

Recommendation: **NO STRONG VIEWS** with note of query as to provision of garage which seemingly omitted from plans as submitted.

P13/S2328 The Bothy, New Road

Applicant; Dr Cheshire. Type: Other

Proposal (and new submission): Erection of first floor extension.

Recommendation: **NO STRONG VIEWS** as this largely addresses our objections to the original proposal.

P13/S2394 8, Westfield Crescent, Lower Shiplake

Applicant: Mr N Cotton Type: Other.

Proposal: Two storey rear extension and detached garage/gym to replace existing garage.

Recommendation: **NO STRONG VIEWS** with comment that the garage/gym (with shower and toilet facilities) should not be adapted for living purposes without the written permission of SODC.

P13/S2509/LDP 16 Brocks Way, Lower Shiplake

Application: for Certificate of Lawful Development for single storey rear extension.

No comments required.

P13/S2184/Outline Thames Farm Reading Road.

Applicant: Mrs C. Engbers Type: Major

Proposal: Outline application for up to 110 dwellings.

Recommendation: **REFUSAL**

Our reasons for objecting to this Thames Farm development application are as follows:

1) The site is excluded as an allocated housing site in the SODC Core Strategic Plan and is outside village settlement limits; as an application for housing adjacent to a smaller village it would be contrary to the recently approved SODC Core Strategy policy CSR1.

2) It is a Greenfield site and any building development would unacceptably erode the rural character of this corner of the village landscape.

Reflective of both the above is the fact that in the recent Community Plan survey of the residents of the two smaller villages of Lower Shiplake and Shiplake Cross, which are most affected by this application, an overwhelming majority of 74% stated that they were strongly against any new housing development beyond the current curtilage of the villages.

3) It would present major infrastructural issues such as :

a) Shiplake Primary School is already over-subscribed and unable to accommodate current demand from its local catchment area and has had to turn away children living in the village to other schools further afield.

b) Traffic generation and safety would be adversely affected by the impact of up to 200 extra vehicles entering/exiting this busy stretch of the A4155 which is a notorious danger spot, as recognised by the installation of VAS signs and frequent police radar traps on this section.

c) Pedestrian safety would be a serious concern, as there is no foot pavement on either side of the A4155 main road to Station Road, which is the main artery of the village, and any such would entail pedestrians in crossing this main road and being dangerously exposed to traffic speeding round the Z bend (where cars frequently have come off the road and where there was in fact a fatal accident in 2006). In addition the proposed footpath route is far from being an "easy walk" to local railway and village services; it involves crossing the busy main road, walking along a narrow, fenced field footpath- with narrow kissing gates at either end (precluding bikes and buggies), and then a walk down the full length of Northfield Avenue-a total time of 15-20 minutes, depending on conditions. Not really a practical proposition.

d) The proposals for cyclist routes are similarly either unsafe (the A4155 is local considered dangerous) or unrealistic (the Chiltern cycleway).

e) An hourly bus service for work, school or shopping purposes from this site is an unrealistic proposition in practical terms.

f) A fundamental flaw that has to be recognised is that any development here would create a "closed" community cut off from the village and all amenities by the A4155 and in consequence totally reliant on the car for practical transport.

g) Proper consideration has not been given to the key issues relating to the provision of the basic facilities of gas, electricity, water and sewerage to the site.

4) A housing increase of some 20% would generate untenable pressure on the amenities of Lower Shiplake as residents of any development here would inevitably be forced to use their cars to drive to the railway station and to the bus stop area used by various school buses at the top of Station Road. There is already totally inadequate car parking space available at the station, which in turn causes severe parking problems in the village and safety concerns particularly for children and the elderly. An increase in traffic of this order would seriously exacerbate the already recognised existing parking problems in these and other areas of the village, thus significantly prejudicing the safety of residents.

5) It would constitute a precedent that would inevitably lead to further development on other Greenfield sites along the A4155, eroding the rural character of the village and leading to its suburbanisation and to further traffic generation and related problems, without solving Henley's fundamental housing needs.

Consequently we consider this development proposal to be fundamentally unsustainable on the dimensions of social and environmental factors, for reasons of key transport, safety and infrastructural issues.

Given the extent of the inadequacies in this application summarised above and the short timescale specified for our response, we reserve the right to respond further in more detail as and when appropriate.

P13/S2444 The Hockett, Lashbrook Road, Lower Shiplake

Applicant: Ms. S. Langton Type: Minor

Proposal: Proposed new Lashbrook navigation channel

Recommendation: **REFUSAL** on grounds:

- no convincing reason to change existing riverbank and channel with new 4m wide cut
- not aware of any problems navigating river craft into Lashbrook entrance
- concerns re impact on flooding
- concerns re impact on wildlife fauna and flora
- clearance and removal of material by road would cause significant nuisance to residents.

P13/S2652 Plot of land south of Tower House Reading Road, Lower Shiplake

Applicants: Messrs A and J Kean Type: Minor

Proposal: Creation of access with gate set back off Reading Road –for gardening purposes

Recommendation: **REFUSAL** on grounds of:-serious traffic safety issues-on brow of hill near narrow bend

- would create precedent and lead to further access applications along A4155
- previous applications for development on this site refused for related reasons.

P13/S2604 The Pippins/Hurstbourne, Northfield Avenue, Lower Shiplake

Proposal: Demolition of existing dwelling (bungalow) and erection of two new detached houses.

Applicant: Hamilton Properties Type: Minor

Recommendation: **REFUSAL** on grounds:

- over-development of site and over-bearing
- additional vehicular access right opposite entrance to Manor Wood Gate would create traffic movement and parking problems.

Council approved the recommendations on a resolution proposed by Mr F Maroudas and seconded by Mr C Smith

## **B). DETERMINATIONS**

P13/S 1385 The Boat House, Bolney Road

Proposal: Single storey extension. (NSV).

APPLICATION GRANTED BY SODC, subject to 4 conditions.

P13/S1530 Stratton, Plough Lane

Proposal: Erection of new side conservatory. (NSV).

APPLICATION GRANTED BY SODC, subject to 3 conditions.

P13/S 1532 Shiplake Church

Proposal: Erection of timber machinery store (NSV).

APPLICATION GRANTED BY SODC, subject to 3 conditions.

P13/S1831 Shiplake College

Proposal: Erection of three temporary classroom buildings (NSV).

APPLICATION GRANTED BY SODC, subject to 2 conditions.

P13/S2009 Hillmorton, New Road

Proposal: Demolition of existing dwelling and erection of 5-bed dwelling. (NSV)

APPLICATION GRANTED BY SODC, subject to 10 conditions.

## **11. FINANCIAL MATTERS.**

1. A copy of the financial statements for Aug/Sept together with details of the accounts due for payment is attached

2. Council to approve the following payments

August

R V Hudson – salary July	40.14	£327.90
R V Hudson – expenses, office allowance. July	41.14	£87.50
Inland Revenue – clerk’s tax & NIC July	42.14	£218.00
Mr Robin Head (Grasscutting)	43.14	£102.00
Shiplake memorial Hall (6 mths Hire)	44.14	£126.00
SLCC Clerk manual	45.14	£35.50
SODC Dog bin servicing	46.14	£12.56
Playsafety ROSPA report	47.14	£156.00
Higgs group (Newsletter)	48.14	£410.00

September

R V Hudson – salary August	52.14	£327.90
R V Hudson – expenses, office allowance. August	53.14	£147.44
Inland Revenue – clerk’s tax & NIC August	54.14	£218.00
Mr Robin Head Grasscutting	55.14	£88.00
Parish on Line subscription	56.14	£24.00
Staples Business Account	57.14	£81.40
OPFA subscription	58.14	£50.00
Broker Network (Parish Council Insurance) premium	59.14	£1085.12

3 The August Month Accounts were approved on a resolution proposed by Mr T Taylor and seconded by Mr C Smith.

4 The September Month Accounts were approved on a resolution proposed by Mr T Taylor and seconded by Mr C Smith.

5 Council reviewed budget vs. August 2013 actual. Council approved current status on a resolution proposed by Mr T Taylor and seconded by Mr C Smith.

6 Report back from Finance Working Party re MH funding. Council to review proposal to pay for electronic access system £3800 + VAT for Memorial Hall in place of budgeted grant £3000. Council approved recommendations of FWP on a resolution proposed by Mr T Taylor and seconded by Mrs J Arnott.

7 Clerk Salary reviewed in light of National pay award and agreed to implement proposed pay award on a resolution proposed by Mr T Taylor and seconded by Mr R Head.

8 Council approved signing a further 3 yr. LTA with our brokers for the Parish Council Insurance to protect against significant premium increases. Resolution proposed by Mr T Taylor and seconded by Mr Head

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

### **52/14 HIGHWAY MATTERS.**

### **53/14 MODEL CODE OF CONDUCT.**

### **54/14 RECREATION GROUNDS/OPFA**

1. Badgers Walk - Mr C Smith reported on the condition of the equipment and general condition of the playground as satisfactory
2. Memorial Hall. Mrs Law reported on the condition of the equipment and general condition of the playground as satisfactory.
3. ROSPA safety report received and forwarded to Mr C Smith and Mrs A Law on both playgrounds. No issues reported

### **55/14 FOOTPATHS.**

FP 38 Japanese Knotweed is now appearing on this footpath Clerk to contact Mr J Beale and Mr D Baldwin for action and follow up.

**ACTION: Clerk**

### **56/14 SHIPLAKE – DEVELOPMENT OF FACILITIES.**



Projects for improving facilities within village

**Phase 1**

LASHBROOK RESERVE:

**Phase 2**

1. SHIPLAKE VILLAGE PLAN: update from Mr D Pheasant **see Appendix 2**

2. UPDATE ON BROADBAND & VILLAGE WEBSITE

a. Mr D Pheasant gave an in depth update on development of the Parish Website ( presentation attached Appendix 3

BROADBAND UPDATE

b. The extended group of volunteers for this project is in excess of 20 with a core group of 8-10. Councillors have been appraised of the recent activities of the group via emails seeking clarification from OCC, SODC and BT on the position of Shiplake in terms benefiting from the OxOnline initiative, specifically the installation of fibre to the Wargrave Exchange and subsequently to Shiplake. We await an update from OCC in this matter thro' David Bartholomew: the 1<sup>st</sup> meeting of OCC's project 'roll out' team is on 04/09/13. Thro' senior contacts at BT Next Generation DP has proposed a meeting with OCC and our project group/council, as is most appropriate. Dependencies exist in terms of Berkshire Superfast initiative, which we are seeking to clarify but some assurances have been received from BT.

c. Given the concerns that the OxOnline project does not meet expectations of the parish an assessment is being undertaken of possible alternatives of getting fast broadband by other sources/technologies, which would most likely need the support of SODC in funding terms. Based on the experiences of Binfield Heath, the group also has a preliminary view of the potential requirements and costs of fibre connections from Shiplake to Wargrave.

WEBSITE UPDATE

d. As a full update of the progress of the project team will be presented at the council meeting, limited information is provided in this update. Note, Memorial Hall does not currently have a Wi-Fi connection, which may mean an appreciation of the group's recommendations may be difficult to convey fully. In that context it would be beneficial for councillors to briefly sample the following sites as examples of the kind of content and approach we are envisaging: <http://www.manchester.gov.uk/> [www.cuddingtonvillage.com](http://www.cuddingtonvillage.com) and [www.dallington.wordpress.com](http://www.dallington.wordpress.com). Also recommended that you refresh yourselves on the content and style of our current site [www.shiplakeparish.org.uk](http://www.shiplakeparish.org.uk)

**Future Phases**

1. CYCLEPATH.TO HENLEY.

2. VIRTUAL VILLAGE PROJECT

3. BROADBAND speeds /E.COMMS-

4. TREE PRESERVATION

5. FOOTPATHS TO LINK EXISTING PATHS

6. FOOTBRIDGE WARGRAVE

7. TICKET MACHINE AT STATION.

8. FERRY

9. VILLAGE FESTIVAL/STREET PARTY

10. NEW PLAY AREA LOWER SHIPLAKE RECREATION AREA

11. VILLAGE BOAT CLUB -SLIPWAY

12. VILLAGE GREEN-MEADOW

13. AFFORDABLE HOUSING SURVEY-BETTER MIX OF HOUSING----COMMUNITY PLAN

14. HIGHWAYS DEVELOPMENT OF SAFER CROSSING AT MEMORIAL AVENUE AND STATION ROAD/WAR MEMORIAL

**57/14 ENVIRONMENTAL MATTERS.**

**58/14 S.O.D.C.**

**59/14 OCC**

**60/14 O.A.L.C. /O.R.C.C.**

1. Latest ORCC NEWS BULLETIN - AUGUST 2013 circulated by email
2. Invitation to attend ORCC AGM circulated by email.
- 3.

**61/14 MEMORIAL HALL**

1. Mr Head reported all building work now completed .Due to cost overruns final phase will be postponed for foreseeable future. There will be an official opening on Saturday 26<sup>th</sup> October 2013

**62/14 CHILTERN SOCIETY/CPRE**

1. Latest Newsletter from CPRE circulated by email
2. Latest Newsletter from Chiltern Society circulated by email

**63/14 DEFRA & OTHER GOVERNMENT CORRESPONDENCE**

**64/14 TOWNLANDS & OXFORDSHIRE PCT.**

**13. CORRESPONDENCE**

1. Email communication received from Oxfordshire Carers organisation .Tabled

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

There being no further items of interest or discussion the chairman apologised for the lateness of the hour and closed the meeting at 10.27pm

R.V.Hudson.

Clerk to the Council.

01/10/2013

## APPENDIX 1

### SHIPLAKE PARISH COUNCIL-BUS SHELTERS

Inspection carried out September 2013. The following work is recommended.

#### WOODLANDS ROAD / A 4155

- Clear Ivy etc.
- Remove nails externally (used for large posters)

#### STATION ROAD.

- Clear litter.

#### PLOWDEN ARMS (PLOUGH Lane)

- Replace damaged boards at end

#### PRIMARY SCHOOL (PLOUGH LANE)

- Clear Ivy etc. and trim hedge where it overhangs roof.
- Replace badly rusting wastebin on post. (Parish Council to action).

#### GENERALLY (All shelters)

- Remove all posters, business cards etc.
- Remove drawing pins, Staples etc.
- Set aside current posters advertising local events and parish council notices. Reaffix after redecoration.
- Destroy all other papers and cards.
- Clean and prepare all timber surfaces inside and outside.
- Apply one coat of Cuprinol shed and fence treatment in accordance with the manufacturer's instructions-colour Forest Green.
- Apply additional coat to new boards

## APPENDIX 2

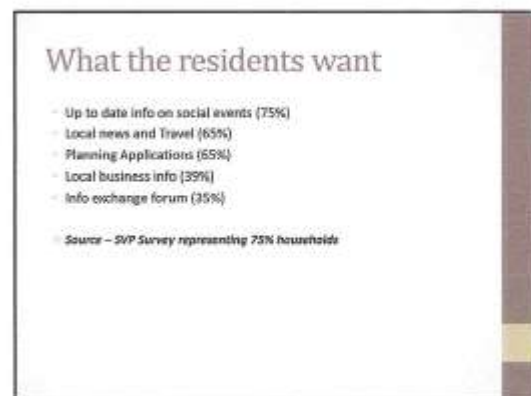
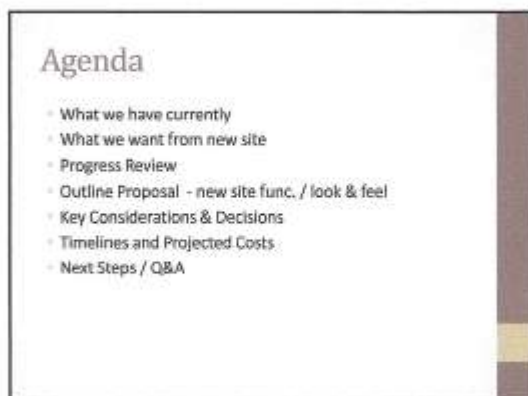
### UPDATES FOR PARISH COUNCIL MEETING ON 9<sup>th</sup> SEPTEMBER 2013

#### SHIPLAKE VILLAGES PROJECT PLAN – Delivery of SVP Report

<u>Date</u>	<u>Activity</u>	<u>Who</u>
Tuesday 16th July	Agree terms of reference Confirm project teams Discuss outline structure of report	SG
Tuesday 13th August	Review status by project Agree report structure	SG
Tuesday 17th September	Review report status by project	SG
Tuesday 8th October	Agree final project reports Agree additional report material	SG
Friday 18th October	Send report to Parish for comments	SG
Friday 1st November	Send report to SODC, OCC & ORCC	SG
Monday 25th November	Receive local authority comments	SODC
Tuesday 10th December	Agree final report	SG
Friday 13th December	Send final report to printers	DO/RH
Monday 6th January	Receive printed report	Printer
Friday 24th January 2014	Launch report at Community Meeting	SG

As per the activities identified and scheduled above, each designated SVP team is addressing the issues and requests identified within the major survey. Each project is reviewed by the SVP Steering Committee for input, group guidance and to take advantage of cross group cooperation e.g. Helen Robinson, responsible for promoting village activities and communications has joined the website project team.

The timescale for completion of the report is challenging but remains on track.



## Progress review

- Since June, 3 meetings – all minuted
- Reviewed current site and desires of stakeholders (SVF, Parish Council, individuals)
- Initial conclusions and proposal agreed 21/8/13
- Determined user functionality as primary / technology as secondary consideration
- Proposal to Parish council 9/9/13

**Website sub-committee team:**

- David Pheasant
- Tim Streater
- Gareth Jones
- Peter Boros
- Helen Robinson
- Elizabeth Tyler
- Robert Pehrson
- Hugh Steel
- John Walker

## Ideas for look and feel of new site

### 1. Homepage content template – see next slide

- 2 main headings for footer info (I think these were the ones agreed at meeting)
- Centre section for local overview of what the site provides / links to Shiplax
- Building "breadcrumbs" (area for Spotlight and Events sections)
  - Simple, uncluttered layout, with icons for each section (perhaps vector line graphics)
  - to follow through style guide for all pages
- Twitter and Facebook info top left
- "Contact Us" button top right – click to go to another page:
  - Site administrator / Moderator details
  - Info on how to become a volunteer to help maintain the website / other community activities
  - Send feedback / suggestions
  - Subscribe details
  - Web designer details?
- User login box to enable former subscribers / subscribers to contact email updates (after 2 week "3 point")
- Legal / disclaimers at bottom
- Theme and design based to mirror through all pages on site



Template of new homepage layout



Template of Parish council page

### Suggested content for Local Activities Page

**Leisure and Activities**

<p><b>Slapton Village Community Club</b></p> <p><b>Interest groups</b></p> <ul style="list-style-type: none"> <li>+ Tennis</li> <li>+ Bowls</li> <li>+ Badminton</li> <li>+ Golf Club</li> <li>+ Chess</li> <li>+ Garden</li> <li>+ Local History</li> <li>+ Walking</li> </ul> <p><b>Youth groups</b></p> <ul style="list-style-type: none"> <li>+ Scouts</li> <li>+ Cubs</li> <li>+ Scouts</li> <li>+ Brownies</li> </ul> <p>+ Women's Institute</p> <p>+ Slapton Club</p> <p>+ Slapton Club</p>	<p><b>Sport</b></p> <ul style="list-style-type: none"> <li>+ Tennis Club</li> <li>+ Football Club</li> <li>+ Bowls Club</li> <li>+ Badminton</li> <li>+ Cycling</li> </ul> <p>+ Slapton</p> <p>+ Slapton and Dunbar</p> <p>+ Slapton Association</p> <p>+ Slapton Club</p> <p>+ Slapton</p> <p><b>Annual events</b></p> <ul style="list-style-type: none"> <li>+ Slapton Festival (January)</li> <li>+ Arts and Crafts (October/Nov)</li> <li>+ Slapton Carnival (June)</li> <li>+ Slapton and Dunbar Regatta (August)</li> </ul>
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Some of the suggested items above may be covered by other local clubs. Please contact the appropriate club for more information. Some of the suggested items above may be covered by other local clubs. Please contact the appropriate club for more information.

### Next Steps / Q&A

- Assign roles (volunteer and paid) to run project
- Secure council funding to start design phase (est. £750-£1,000) now
- Secure council backing - drive committees to provide regular content
- Report back on progress, with fully designed mock-up pages end October
- Questions?

### Key Considerations and Decisions

<p>Website name: slaptonpages.com (or .co.uk)</p> <p>Info Exchange (BLOG / FORUM)</p> <p>Advertising -</p> <p>Privacy Policy - Data Protection Act</p> <p>Information Content &amp; Warranties</p> <p>Copyright Act 1988</p> <p>Electronic Registration &amp; preference for info feeds</p> <p>"Trust" info to registered users - newsletter/social/DMP etc.</p> <p>Local marketing to launch the new site - ensure initial and long-term success</p> <p>Number of web pages</p>	<p>Newsletter content</p> <p>Polls &amp; Petitions - survey monkey?</p> <p>RSS feeds?</p> <p>Hyperlinks (what) &amp; authority</p> <p>Facebook / Twitter / Google links</p> <p>Content generation &amp; Management</p> <p>Key in from Council and parish members to set up</p> <p>Technology - CMS vs coding built vs buy</p> <p>Site maintenance &amp; enhancements</p> <p>Volunteer administrators/moderators</p> <p>£ 10k/15k professional support?</p> <p>Consultants - CPC Aspire, WEI Morgan, DIM</p> <p>Project costs</p>
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### Timelines and projected costs

- If CMS, achievable for go-live Jan 2014...content dependency, however
- Confident of delivering within £4k budget
- £750 - £1,000 spend required now to do design phase - create the "wow" factor??