

**MINUTES OF THE MEETING OF SHIPLAKE PARISH COUNCIL HELD IN
SHIPLAKE MEMORIAL HALL
ON MONDAY DECEMBER 9th 2013 AT 7.45 P.M.**

- 1. PRESENT** Mr T Taylor ,Mr G Thomas , Mr R Head, Mr C Smith ,Mr F Maroudas ,Mr D Pheasant ,Mr D Bartholomew (CC) and Mr M Leonard (DC). Mrs J Arnott Mr G Davies, sent their apologies. In addition there were approximately 30 members of the public present.
- 2. DECLARATIONS OF GIFTS & INTEREST.** Councillors were given the opportunity to declare any gifts or interest in any item on the Agenda. Mr T Taylor declared an interest in item 13 correspondence re New Road. Mr G Thomas declared an interest in the PA for Yule Lodge.
- 3. MINUTES OF THE MEETING HELD ON MONDAY, NOVEMBER 11TH 2013**
The minutes of the November meeting were approved on a resolution proposed by Mr R Head and seconded by Mr C Smith.
- 4. MATTERS ARISING FROM PREVIOUS MEETINGS**
 1. Proposal to extend AONB to River Thames in Parish of Shiplake .The Clerk was requested to contact Binfield Heath and Harpsden Parish Councils to ascertain if there was any interest in a joint approach. ACTION : Clerk
 2. Community Governance Review /Harpsden boundaries survey of residents. Mr D Pheasant requested support from Council to issue a questionnaire to all residents affected by proposals .Council agreed to support costs of producing questionnaire and SAE's on a motion proposed by Mr F Maroudas and seconded by Mr G Thomas. Clerk to supply SAE's for returns.
 3. Communications from Vortal properties .Clerk advised to respond to any correspondence when received as per current process
 4. Japanese Knotweed issue awaiting update from Monson .
 5. High Sheriff nomination .Clerk informed Council nomination has been submitted
- 5. POLICE MATTERS.**
SHIPLAKE report for the month of November
 1. 02/11 – MEMORIAL AVENUE, tree covering ½ of road.
 2. 02/11 – MEMORIAL AVENUE, noise complaint due to loud party.
 3. 04/11 – PLOWDEN WAY, suspicious male caught looking through the callers shed.
 4. ·17/11 – BOLNEY ROAD, confirmed break in.
 5. ·17/11 – BROCKS WAY, suspicious vehicle sighted.
 6. ·18/11 – CROWSLEY WAY, burglary dwelling.
 7. ·25/11 – A4155, road hazard reported just before the Tesco round about.
 8. ·26/11 – ORCHARD CLOSE, suspicious vehicle parked-up (was abandoned due to tyre puncture).
 9. ·30/11 – Near CHURCH LANE, burglary dwelling.
- 6. OPEN FORUM**
 1. Meeting suspended at 7.56pm .Henley Line electrification project: Mr D Bartholomew introduced Mr R Turner of Network Rail This item was brought forward to allow discussion from audience following the presentation ref proposed electrification of the Twyford to Henley line. A lively discussion followed. Meeting resumed at 8.33pm
- 7. O.C.C. Cllr D Bartholomew -.**
The following is a report submitted by Mr D Bartholomew :
 - 1. THE BUDGET**

Since 2010, we have saved £127 million, with plans set to save another £74 million over the next few years. Despite this, further cuts to our budget by Central Government mean we must find **another £64 million** bringing the total reduction to **£265 million**. The exact figure will not be known until the Local Government Settlement that is due on 19th December.

We have held six public meetings across the county called *Talking Oxfordshire*. They were attended by over 1,000 residents, with over 400 responses to the online consultation. The draft proposals will be published 6th December ahead of the Performance Scrutiny Committee on 16th December. There will then be a period of consultation with 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. BUDGET LETTER TO MINISTERS

During the public meetings, there were calls to challenge Central Government over the amount of funding that had been removed from Oxfordshire. The Council's Cabinet is always in close contact with the six Oxfordshire MPs, and even more so during the Budget process.

However, Councillors of all parties agreed on 5th November to write to the Prime Minister, the Chancellor of the Exchequer and the Secretary of State for Communities and Local Government. The letter to Eric Pickles is outlined below.

"Mindful of the fact that Oxfordshire has already cut £127m and has in place plans to cut a further £74m from its budget, Council has asked me to write to you, to the Prime Minister and to the Chancellor of the Exchequer, asking you to:

- *Consider the impact on services of a further cut of £60m given that the additional cut will have to be made on services which are not statutory and will hit the rising number of vulnerable elderly people and children in all communities.*
- *Mitigate the damage, which these further reductions in expenditure will have on communities across Oxfordshire through the Autumn Statement and the Local Government Finance Settlement by a combination of giving greater local determination to elected councillors in relation to the Council Tax and providing a less onerous settlement to local government.*
- *Consider in the longer term a new approach to securing the financial stability and sustainability of local government."*

Part of the Minister's reply states, *'we have consulted on the local government settlement for 2014-15 and 2015-16 and exactly how Revenue Support should be distributed, in the usual way. We are grateful for Oxfordshire's response to this consultation and we are considering this at present.'*

3. NATIONAL ADOPTION WEEK

The County Council is encouraging more people to consider whether they could change a child's life by becoming an adopter. Following National Adoption Week (4th to 10th November), the Council's Adoption Team wants to hear from anyone interested in finding out more – especially those willing to adopt older children, children with disabilities and siblings who need to stay together.

Cllr Melinda Tilley (Cabinet Member for Children, Education and Families) says *"We welcome applications from a diverse range of people with different backgrounds and experiences – so it's important that people don't assume they are unsuitable and automatically rule themselves out."*

To find out more visit www.oxfordshire.gov.uk/adoption or call 0800 783 5724

4. HOME TO SCHOOL TRANSPORT

As reported in November, public meetings are being held across the County. The Leader of the Council, Cllr Ian Hudspeth will be available at each meeting to answer your questions, alongside

senior council officers Roy Leach (School Organisation & Planning Manager) and Neil Darlington (Admissions and Transport Services Manager). The December meetings are:

Venue	Date	Time
Icknield Community College	2 nd of December 2013	7:00pm - 8:30pm
Wheatley Park School	4 th of December 2013	7:00pm - 8:30pm
Burford School	9 th of December 2013	7:00pm - 8:30pm
Larkmead School	10 th of December 2013	7:00pm - 8:30pm
Farringdon School	11 th of December 2013	7:00pm - 8:30pm
The Warriner School	12 th of December 2013	7:00pm - 8:30pm

5. THRIVING FAMILIES PROGRESS

With the support of the Government, Oxfordshire has been running a project called ‘Thriving Families’. This aims to identify the most troubled families in society and directly tackle problems such as crime and antisocial behaviour, poor school attendance and unemployment. It is also aimed at making long-term savings by reducing the financial burden these issues place on society.

Families are assigned a dedicated worker from the county council’s Thriving Families team who acts as the single point of contact. The worker liaises with other agencies to deliver an agreed plan of action geared towards achieving specific results. Families’ progress is measured through real-terms improvements in school attendance, behaviour, and reductions in levels of offending over a sustained period of time.

So far 55% of the 558 families the Council has worked with have turned their lives around. This makes Oxfordshire the tenth best nationally, and fourth when the number of families making progress is taking into account.

The council has invested £1.6million in the scheme and is on course to secure a further £3million through the Government’s ‘payment by results’ model for work to continue in future years.

SPECIFIC REPORT FOR SHIPLAKE

6. SHIPLAKE TO HENLEY CYCLEPATH

At recent PC meetings, I have reaffirmed my intention to contribute £1500 of my Councillor Community Fund budget towards the £6500 cost of the Sustrans feasibility study. I have also advised that this was time-dependent as my contribution has to be made before the end of the financial year. A decision from the PC about whether to go ahead with the study or not therefore needs to be made as a matter of urgency. Mr T Taylor commented that he would contact Sustrans and see if a less expensive option was available and with that in mind there would be no need for the offer of funding the feasibility study at this stage.

I have written to Dennis Oliver regarding my concerns about the overly optimistic tone of the sections concerning the cycle path and Thames crossing in the SVP.

7. EXPERIMENTAL TRAFFIC ORDER

The Cabinet member had previously advised me that he would be receiving the officer's report on Thursday 14th November. I have now been advised that the schedule has slipped and matter will now be on the agenda for the Decisions Meeting in January. The PC should have received a letter from David Tole concerning this.

8. SHIPLAKE PUBLIC FOOTPATHS 7 & 36 (MILL LANE)

The OCC Field Officer has written to the relevant property owners stating that action should be taken to remove unofficial signs and obstructions by early January, when an inspection will take place and missing waymarking arrows will be replaced.

9. SAFETY MIRROR: STATION ROAD/OAKS ROAD, SHIPLAKE

I have indicated to the PC and OCC that I would be prepared to support this and contribute to the cost via my Community Fund, but Mark Francis, Senior Traffic Technician, has indicated OCC is unable to progress the matter as there is no record of any accidents occurring at this location and traffic-calming measures are already in place.

10. SPEED CAMERA NEAR PLOWDEN ARMS

I fully support the PC's view that the camera should be positioned to slow traffic coming into the village and that the logic behind the current positioning is unclear. I arranged for Anthony Kirkwood of the OCC Road Safety Engineering Team to visit the site, and this has now been done. A further site visit with the police team is pending. Repositioning may not be possible on technical and cost grounds, but I would be willing to allocate some Area Stewardship Fund money to assist.

11. JHHNP

As per my email to the PC, I am concerned about the weight given to the analysis of data from the 'Consultation Feedback September 2013'. (One section of this shows that Thames Farm and Wyevale come top of the list for other sites that should be considered for development.) I consider the validity of this data to be statistically questionable as there were only 82 responses from a resident base of 12,179 i.e. the response rate was a mere 0.67%. Such a low level of response means the overall findings could easily be swayed by a small interest group.

I attended the first of the two developer presentation evenings.

8. S.O.D.C. – Cllr. M. Leonard.

Mr Leonard reported:

1. The SHMA report is due in January 2014 ,
2. Budget will recommend no rate increases again this year, no services will be cut and some could even do more.
3. Car parks .there will be free parking on Saturdays in all council car parks in run up to Xmas
4. Fly Tipping .Due to the increase in events of fly tipping at recycle points in car parks, Council are proposing to remove all recycling points in these locations.
5. Community Investment Fund will become Communities Capital Grants Scheme , also it will widen the scope of investment projects.(schools are exception as they come under OCC)

9. SPECIAL REPORTS-PLANNING.

THAMES FARM: PLANNING CONSULTANT SUPPORT RECOMMENDATION.

A) BACKGROUND.

Following our recent deliberations on this case we have conferred with Adrian Duffield, SODC Head of Planning, and appraised him of our intention to support SODC at any appeal by offering to supplement its technical resistance of the appeal by PC representation with local knowledge, detail and our own expert support. He thought this an excellent plan and confirmed that, as any appeal would probably take the form of a public enquiry, SODC

would take a very robust line, using a specialist barrister, since vindication of the case was obviously pivotal to SODC's Core Strategy. The applicant has 6 months from the date of refusal (30th October) in which to lodge an appeal and has already intimated she will do so...and is in all likelihood using this time to prepare the appeal case, particularly in view of the comprehensive nature of the rejection by the Planning Committee. However, once the appeal is lodged, things can move pretty quickly, he said, so the more ready we are on the starting blocks, the better. In view of this we thought it expedient to review potential consultants in advance of any appeal being launched so that we can act quickly on notification of an appeal.

B) REVIEW OF POTENTIAL PLANNING CONSULTANTS.

The agreed brief was to take the max. case scenario, i.e. a public enquiry, and obtain quotations for: preparation of a robust statement and response to the appellant's case and support for the PC representative to appear at the enquiry, besides seeking their views on the case. All three of the following consultancies said they were very comfortable with this approach in support of SODC's lead.

1) **TERENCE O'ROURKE, London:**

Haydn Morris, Director, gave their rates as: Director £1600pd and Planner £800 pd. and quoted a fee of £2k to prepare statement and response and £2.5k for preparation/support for the hearing.

2) **BOWHILL PLANNING PARTNERSHIP, London:**

Tony Bowhill quoted partner rates of £1200 pd and estimated the work involved as 3-4 days, i.e. £3600-4800.

3) **JPPC CHARTERED TOWN PLANNERS, Oxford:**

Adrian Gould similarly quoted a partner rate of £1200 pd and estimated around 4 days' work for this, at £4-5k.

NB The above figures are exclusive of VAT.

All the above planning consultancies and persons named are known to, and come recommended by, the Head of SODC Planning.

All three expressed confidence in our case and remarked on the flaws in the TF application.

C) RECOMMENDATION for a Planning Consultant :

All three of the above have given similar estimates for this piece of work and come recommended by SODC. However, we consider that one is the outstanding candidate for this assignment (as in fact does Adrian Duffield, the SODC Head of Planning, himself), and that is Haydn Morris of Terence O'Rourke, whom the Planning Working Party recommend for the following reasons:

- his is a leading national organisation, with first class resources at its disposal
- he personally has a proven track record of success in such cases, including appeals v SODC
- he has established excellent credibility with the parties involved-ourselves, Shiplake residents and SODC-and already has a good handle on the case.

D) PROPOSAL FOR PC

1. We set aside a sufficient reserve to provide professional support for this application and other material applications along the A4155.

2. We ensure we are in a position to act swiftly should the Thames Farm application go to appeal. To achieve this, upon receipt of the appeal documentation, we call an immediate meeting of the FWP and the PWP to agree the scope of the work, the resource required and the provider of services, taking into account the work already done above. The recommendation to be passed to the full PC for agreement (if it is required). RH to check if the PC at the Dec meeting agree the set-aside of funds for professional services whether we need further PC approval for action.

3. The review of consultants will enable the PC to fast track the provider appointment process and therefore it is important to ensure that the favoured consultant is made aware of the PC's position and if possible once appointed can act immediately.

Council agreed to allocate an initial fighting fund of £5000 and the appointment of Mr H Morris on a resolution proposed by Mr G Thomas and seconded by Mr C Smith

10. PLANNING

Working Party Planning Report December

A) APPLICATIONS.

P13/S3306: 5 Orchard Close, Shiplake Cross RG9 4BU

Applicant: Mr R Wood Type: Other

Proposal: Erection of single front and side extensions.

Recommendation: **NO STRONG VIEWS.**

P13/S3432 Lashbrook Leys, Mill Road, Lower Shiplake RG9 3LT

Applicant: Mr & Mrs M. Hall Type: Other

Proposal: Demolition of existing double garage. And erection of one and a half storey double garage with studio above and carport in front.

Recommendation: **NO STRONG VIEWS** , subject to the usual conditions on usage.

P13/S3568: Yule Lodge , New Road, Lower Shiplake RGP 3LH

Applicant: Mr B Mead Type: Other

Proposal variation of approval P13/S1388/HH to include integral garage, fenestration amendments and removal of permitted outbuildings to the rear."

Recommendation: **NO STRONG VIEWS.**

The Working party recommendations were approved on a resolution proposed by Mr T Taylor and seconded by Mr R Head

B) DETERMINATIONS.

P13/S2898: Conway, Baskerville Lane, Lower Shiplake

Proposal: Two storey front and rear extensions.

PERMISSION GRANTED, subject to 4 conditions. (cp our NSV).

P13/S2939: Baskerville Lodge, Mill Road, Lower Shiplake

Proposal: Two storey rear and single storey side extensions with internal alterations.

PERMISSION GRANTED, subject to 5 conditions. (cp our recommendation to refuse).

C) JOINT HENLEY HARPSDEN NEIGHBOURHOOD PLAN.

Sustainability Appraisal Report received on 19th November from JHHNP consultants Nexus for comment as part of the Neighbourhood Planning consultation process by 29th November (whereas documentation refers to a 4 week timescale for consultation). Report documentation reviewed and draft response prepared for approval .Mr G Thomas updated Council Council approved the draft response on a resolution proposed by Mr T Taylor and seconded by Mr D Pheasant and requested the Clerk to send the draft response by Tuesday latest to meet deadline.

ACTION: Clerk

11. FINANCIAL MATTERS.

1. A copy of the financial statements for December together with Budget vs Actual November YTD is attached
 - a) December Financial statement was approved on a resolution proposed by Mr T Taylor and seconded by Mr C Smith
 - b) Budget vs actual November was approved on a resolution proposed by Mr T Taylor and seconded by Mr C Smith.

2. The following payments require approval :

R V Hudson – salary November	84.14	330.96
R V Hudson – expenses, office allowance. November	85.14	107.10
Inland Revenue – clerk’s tax & NIC November	86.14	220.40
Mr R Head (Grasscutting)	87.14	44.00
Grants (Rosemary Club)	88.14	350.00
Grants (CAB)	89.14	250.00
Grants (Shiplake Scouts)	90.14	150.00
SLCC Membership Fee	91.14	116.00
Broadband	92.14	25.95
Mobile Phone	93.14	16.01
Mobile phone ins	94.14	3.99

3. Adoption of revised Standing Orders were approved on a resolution proposed by Mr C Smith and seconded by Mr F Maroudas
 4. Adoption of revised Financial Regulations held over to New Year awaiting new regulations from NALC
 5. Adoption of Risk Assessment Held over to New Year
 6. Approval; of 2014/5 Budget inc Grants were approved on a resolution proposed by Mr C Smith and seconded by Mr G Thomas
 7. Approval of 2014/5 Precept request of £25k was approved on a resolution proposed by Mr R Head and seconded by Mr G Thomas
 8. Approval of 3 grant requests a) Shiplake Scouts ,b) CAB,c) Rosemary Club were approved on a resolution proposed by Mr R Head and seconded by Mr C Smith.(Mr Smith requested Clerk to ask the Rosemary Club that if they were awarded a larger grant what extra could they do. ACTION : Clerk)
 9. Cooperative Bank update following FWP meeting .The Clerk reported that the Cooperative Bank was covered by the FSCS and that there was no need at this stage to consider a change of Bank.

12. MATTERS FOR CONSIDERATION.

91/14 HIGHWAY MATTERS.

Council requested the Clerk to report to OCC highways, the issue of flooding at the junction between Northfield Avenue and the Corner Shop and the dangerous pothole (to cyclists and pedestrians around the water hydrant cover in the centre of the same junction.

ACTION: Clerk

92/14 MODEL CODE OF CONDUCT.

93/14 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 was not present to report on the condition of the equipment and the general condition of the playground.
3. Council requested the Clerk to ascertain from Mr G Davies reference his offer of servicing the playgrounds utilising college resources whether it included grass cutting. **ACTION :Clerk**

94/14 FOOTPATHS

1. Clerk contacted Mr Beale ref FP 7 and 38 and adoption process of unofficial “footpath” from New Road to Oaks Road .Mr Beale has responded, circulated by email. Clerk was requested to ascertain the process for adoption of “footpath “ **ACTION: Clerk** Mr F Maroudas offered to help.

95/14 SHIPLAKE – DEVELOPMENT OF FACILITIES.

Projects for improving facilities within village

Phase 1

1. LASHBROOK RESERVE:

Phase 2

SHIPLAKE VILLAGE PLAN: UPDATES FOR PARISH COUNCIL MEETING

2. **Villages Plan:** Draft report due for circulation to Parish Council, SODC and OCC week beginning 1/12/2013 for comment. Currently printed report on schedule for delivery to residents in February 2014. It will be published simultaneously on the new website. Recommendation from the Steering Committee is that a launch event be organised at Memorial Hall/Shiplake College in February to thank all volunteers who have contributed to the plan. Current thinking is a launch event to the community is not necessary. Clerk requested to prepare a submission for funding support for printing from Mr D Bartholomew’s Community fund for next council meeting.
<http://www.oxfordshire.gov.uk/cms/content/councillor-community-budgets>
ACTION: Clerk
3. **Villages Party:** Helen Robinson (SVP Steering Group) has initiated activities for a Villages Party to take place on 26th May 2014 at Memorial Hall & grounds.....Spring Bank Holiday Monday. Council approved supporting the Memorial Hall costs of this event on a motion proposed by Mr T Taylor and seconded by Mr C Smith
4. **New Parish Website:** Initial test release of the website is on schedule for week beginning 8/12/2014; 2 further releases planned prior to target launch date of 1/2/2014. Focus prior to launch is on content generation and testing of website, with ‘freeze’ on content mid-January. We are still seeking volunteers, particularly content providers. Promotional campaign has 3 phases, which should become increasingly visible in the villages and online. Examples will be circulated to councillors. Clerk requested to prepare a submission for funding support for website from Mr D Bartholomew’s Community fund for next council meeting.
<http://www.oxfordshire.gov.uk/cms/content/councillor-community-budgets>
ACTION: Clerk
5. **Broadband:** Currently a watchful waiting period, whilst we wait for OxOnline project team to assess requirements and confirm ‘roll out’ plan for project. The project team’s resources appear limited and we will monitor progress to gain confirmation of the plans for Shiplake. The information circulated recently by David Bartholomew provides some

indication that reasonable progress is being made but this needs to be validated through the actions of the project team over the coming months.

Future Phases

6. CYCLEPATH.TO HENLEY. See item 7.6 above
7. VIRTUAL VILLAGE PROJECT see 4 above
8. BROADBAND speeds /E.COMMS- see 5 above
9. TREE PRESERVATION email received and circulated When the council consider serving a tree preservation order we have a standardised assessment method to ensure a consistent approach is taken in every situation. As well as assessing the amenity value of the tree within the landscape and the trees physiological and structural condition, we also have to consider what threat the trees are under. If a good quality tree with high amenity value is not at threat of removal or poor pruning it may not be expedient to serve an order. In light of this, for those trees you would like to be the subject of an order, can you provide information on their amenity value and structural condition and (importantly) any threat you are aware of that they are at risk of removal or damage. The information/photographs submitted will be assessed by a tree officer and acted upon accordingly.
10. FOOTPATHS TO LINK EXISTING PATHS
11. FOOTBRIDGE WARGRAVE
12. TICKET MACHINE AT STATION.
13. FERRY
14. VILLAGE FESTIVAL/STREET PARTY see 3 above
15. NEW PLAY AREA LOWER SHIPLAKE RECREATION AREA
16. VILLAGE BOAT CLUB -SLIPWAY
17. VILLAGE GREEN-MEADOW
18. AFFORDABLE HOUSING SURVEY-BETTER MIX OF HOUSING----COMMUNITY PLAN
19. HIGHWAYS DEVELOPMENT OF SAFER CROSSING AT MEMORIAL AVENUE AND STATION ROAD/WAR MEMORIAL

96/14 ENVIRONMENTAL MATTERS.

97/14 S.O.D.C.

98/14 OCC

99/14 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

100/14 MEMORIAL HALL

1. Mr Head stated that there were no significant developments to report.

101/14 CHILTERN SOCIETY/CPRE

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

102/14 DEFRA & OTHER GOVERNMENT CORRESPONDENCE

103/14 TOWNLANDS & OXFORDSHIRE PCT.

13. CORRESPONDENCE

1. Telephone Call received from Dennis Oliver , to enquire to OCC on behalf of the residents of New Road who is responsible for the maintenance of the highway boundaries between New Rd and both Mill Road and Westfield Crescent.? Repairs are needed at both sites and so it is important to ascertain who is responsible for what/where. Clerk requested to report to OCC highways. ACTION : Clerk

14. ITEMS OF INTEREST OR FOR FUTURE DISCUSSION.

Meeting Dates APM, Village Party and SVP launch carried forward to January Meeting
There being no other items of business the Chairman closed the meeting at 10.34pm

R.V.Hudson.
Clerk to the Council.

06/01/2014