

**MINUTES OF THE MEETING OF SHIPLAKE PARISH COUNCIL HELD IN SHIPLAKE  
MEMORIAL HALL  
ON THURSDAY APRIL 6<sup>th</sup> 2017 AT 7.45 PM.**

- 1. PRESENT** Mr T Taylor(Chair) Mr M Leonard, Mr G Thomas, Mr R Head, Mr D Pheasant, Mr R Curtis Mr D Bartholomew (OCC) Mr P Harrison (DC) **APOLOGIES**. Mr C Smith. Mr F Maroudas, Mr G Davies sent their apologies. In addition, there were 6 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 R Curtis declared an interest in PA for Shiplake College
- 3. MINUTES OF THE MEETING HELD ON MONDAY MARCH 13<sup>th</sup>, 2017** The following changes were noted Item 6 .12. Page 3 line 3 “OCC would have any highway issues” should read “OCC would not have any highway issues”. The minutes were then approved on a motion proposed by Mr R Head and seconded by Mr T Taylor
- 4. MATTERS ARISING FROM PREVIOUS MEETINGS**
  1. The Clerk has received a response acknowledging Councils interest in the BT Phone Box, no information supplied on the red paint.
  2. **The APM will be held on Thursday 24<sup>th</sup> May 2017 at 7.30pm**
- 5. POLICE MATTERS.**
  1. A new PCSO Ruth Hand has been appointed.
  2. Report below from PCSO Will Pomroy

URN	DATE	INCIDENT	RESULT
1011	02/02/2017	Nonstop RTC - Reading Road, Shiplake near Plough Lane	Police attended, observations given regarding car.
492	04/02/2017	Theft from Vehicle - Westfield Crescent	Police investigating
1102	08/02/2017	Dangerous driving near Shiplake College CCF	Advice given to caller, observation given out.
1244	15/02/2017	Non-injury RTC Woodlands Road.	Police attended.
888	18/02/2017	Burglary on Memorial Avenue, Shiplake Cross	Police investigating
1561	16/02/2017	Non-Stop, Damage only RTC - Station Road, Lower Shiplake.	Observation given, ANPR cameras checked.
880	16/02/2017	Attempted vehicle break in - Badgers Walk	Police investigating
1135	23/02/2017	Road Hazard, Woodlands Road, Shiplake	Highways contacted
	03/03/2017	Aggressive Nottingham Knockers - Crowsley Road	suspect spoken to by officers, details taken and words of advice given
1084	04/03/2017	Dangerous driving - A4155	Observation given, ANPR cameras checked.
61	10/03/2017	Dangerous driving - A4156	Area searched, no trace. No index to check
619	18/03/2017	Cold caller/rogue trader - tree cutting	advice given to caller, observation given out.
1428	21/03/2017	Nottingham Knockers - Plough Lane	Area searched, no trace.
1253	31/03/2017	youths broken into Lashbrook care home site.	Police attended, no sign of youths in area. No way of telling if any damage done.

3.Sydney Harrison House We've had two calls about this on two different evenings, both times police have attended. First time, the youths couldn't be found. Second time, they were found names, address taken and parents spoken to. Hopefully this will put an end to it happening, as it was most likely the same group both nights.

**6. O.C.C. Cllr D Bartholomew.  
GENERAL OCC REPORT**

**1. COUNTY COUNCIL ELECTIONS**

Elections to Oxfordshire County Council are now just under five weeks away and there are a series of key dates in the lead up to the Thursday, May 4 poll.

The final full council meeting of the county councillors elected in May 2013 took place on Tuesday, March 21.

All 63 county council seats will be up for election and residents all over Oxfordshire began to receive polling cards during the last week of March.

On Wednesday, April 5 the list of candidates for each OCC seat will be published. A number of existing county councillors have already indicated they are standing down but the definitive list will not be clear until April 5.

### **Registering to vote**

The last day for people to register to vote is Thursday April 13. Although this is a county council election, Oxfordshire's district councils are the authorities responsible for administering the electoral register and people should contact them if they are not already registered to vote.

The last date to apply for a postal and postal proxy vote is Tuesday 18 April and the last date to apply for a new proxy vote is Tuesday 25 April 2017.

### **Polling day**

Polling Day on Thursday, May 4 runs from 7.00am to 10 pm. The election count takes place on Friday, May 5 in Abingdon.

#### **2. PURDAH**

The County Council pre-election period ('purdah') has now started and the Council must comply with restrictions outlined in Section 2 of the Local Government Act 1986. In addition, a 'Code of Recommended Practice on Local Authority Publicity' published in 2011 makes clear that care should be taken in periods of heightened sensitivity, such as in the run up to an election. The Act defines publicity as "any communication, in whatever form, addressed to the public at large or to a section of the public."

Generally, the Act says that a council should "not publish any material which, in whole, or in part, appears to be designed to affect public support for a political party." The Code of Practice recommends that authorities should generally not issue any publicity which seeks to influence voters and that publicity relating to individuals involved directly in the election should not be published unless expressly authorised by statute.

#### **3. UNITARY UPDATE**

For the reasons above, the County Council, Oxford City Council and the four District Councils have agreed not to promote their standpoint on the issue of Unitary Government for the period of purdah.

#### **4. TRAVEL APP CAN SHOW BETTER WAZE TO GO**

OCC has joined forces with Waze, the free crowdsourced traffic and navigation app, in a data sharing link-up that could help residents get from A to B more easily. Waze is effectively a Sat Nav app used exactly as any in-car navigation device – except Waze has the added benefit of crowd-sourced traffic flow info and OCC roadworks as part of the mix. This means that the app can see the traffic hotspots on the roads and route residents round them where appropriate, saving them time. Waze is FREE to download and use – simply go to

<https://www.waze.com/download>

### **SPECIFIC REPORT FOR SHIPLAKE**

#### **1. BUNDS AT NEW NAVIGATION CHANNEL**

I am hoping the District Councillor will have an update on this matter.

#### **2. ALLEGED DIVERSION OF FOOTPATH AT END OF BOLNEY ROAD**

I have again chased the ROW Officer with regard to progress.

#### **3. DAMAGE TO GAS VALVE COVER AT JUNCTION OF MILL ROAD/WESTFIELD CRESCENT**

This was reported to me by a resident, but I said this was not an OCC Highways issue and she should report it to the utility company, which she agreed to do. The PC may wish to monitor the situation.

#### **4. POTHOLE OUTSIDE 'THE SPRINGS'**

I followed up Cllr Thomas' query regarding incorrect information on FMS. I understand the pothole has now been correctly marked up.

#### **5. THIRD READING BRIDGE**

I met with the responsible officer on Thursday 16th March and reviewed the draft traffic modelling report. There were a number of errors and the officer will be seeking clarification on various points. In essence the draft indicates a minor improvement on Henley bridge, increased

traffic on the B481 and little change elsewhere in Oxfordshire. There are wider benefits for Reading. However, the officer shared my concerns about the ability of the model to reflect behaviour change, also known as 'suppressed demand'. The Steering Group will not now meet until after the May elections, due to 'purdah', referred to above.

6. **CAVERSHAM QUARRY LIAISON COMMITTEE**

I chaired the first meeting of this committee for a year on Thursday 23rd March. All planning conditions have now been discharged and works will commence shortly. A firm schedule of key events will be issued by the operator soon. There will be a public 'Information Day' on the site in April or May and I would urge the PC to send a representative – details to follow.

7. **SUBSIDENCE ON A4155 NEAR FLOWING SPRING**

Part of the A4155 near The Flowing Spring has been coned-off and is subject to traffic lights and one-way traffic. A temporary 30mph speed limit has also been introduced. These measures are required while an investigation into subsidence is conducted.

**7. S.O.D.C. Cllr. P Harrison**

**District Councillor Report April 2017**

**1. Unitary Council**

At an emergency, full council meeting on Friday 10th March SODC voted to pursue the setting up of a Unitary Council based on the Oxfordshire County Council. This immediately followed a cabinet meeting to agree the proposals prior to putting to the full council. Our sister council the Vale of the White Horse had an emergency full council meeting a couple of days before. The reason for such a rush was so that it could go Oxfordshire County Council's full council the following Tuesday.

The proposed bid now goes to the minister of state (Sajid Jarvid MP) for a decision. The combined proposal would have regional boards which would handle planning based on the same boundaries as the current District Council's boundaries, and there would be local decision making in as yet not fully defined town zones.

Because of the purdah rules surrounding the County Council elections any further movement will have to wait until these elections are complete. However, although the Vale, SODC and Oxfordshire County Council have recommended the proposed unitary three other councils are opposed to this. These are West Oxfordshire District Council, Cherwell District Council and Oxford City Council.

There is a further complication, you can only have one council tax for the whole of this new unitary and because Oxford City has the majority of the Social Services need unless they agree to take some of the current services from the unitary council then there could be a substantial increase in council tax across the county. There is also the question of the £50m+ reserves held by SODC, not all this could be used to for residents in South Oxfordshire and a lot of this will have to go outside our district possibly to massage the council tax increase for the first year of the new unitary.

**2. Local Plan**

As we all know both the Vale and South Oxfordshire District Councils have failed the 5-year land supply test, mainly due to developer's land banking significant parts of Didcot which was expected to take 60% of our housing supply. This then leaves a large proportion of our District open to aggressive development often by the same developers who land banked most of the development areas in Didcot. The one saving grace is those towns and villages which have a neighbourhood plan as Gavin Barwell MP the minister responsible for the planning Inspectorate has decreed that a neighbourhood if under 2 years old in a District with over 3 years land supply should be considered "In Date", which is significant because the inspectorate will consider that area to be protected.

We are therefore keen to get our 5-year land supply back up to date which is where the Local Plan 2033 becomes important. 2033 is the period covered by this local plan. There has been a number of public meetings in our market towns and the one relevant to us in in Henley at the Christ the Church Centre between 10am – 4pm on Saturday 22nd April.

### **3. Thames' Farm**

The planning appeal for this will be held in June between 13th and 16th June. However the last date for letters to the inspectorate is only a few days away on the 11th April so we need to get our objections in quickly.

The applicant has withdrawn her original application for 110 houses and is concentrating on the 95 house application. This will be a test of Gavin Barwell MP's directive as it is in the Henley and Harpsden neighbourhood planning area.

### **4. Bolney Lane Road Closure**

A request has been received from Dyer and Butler for a temporary road closure to apply to a section of Bolney Lane, whilst essential embankment works are carried out.

A Temporary Traffic Regulation Order (TTRO) is being made to implement the temporary closure and will operate from 27 February to 10 March 2017 (07:00 – 16:00 daily).

Notice of intention to make the Order will be published in the local press.

A copy of the drawing showing the extent of the closure and also the alternative route for traffic is attached.

Further information regarding the works may be obtained by contacting Dyer and Butler on 02380742222.

Please note that this road closure will now start on 4 April for 1 day and then a further two closures will take place on 5 June for 5 days and 12 June for 5 days.

### **5. Charity and Volunteer Awards** - nominate volunteers or groups

Nominations for this year's OCVA Charity and Volunteer Awards are still open. This annual event celebrates charities, voluntary and community groups as well as not-for-profit enterprise groups and non-statutory groups whose main beneficiaries are in Oxfordshire.

Please pass on the word to nominate volunteers or groups and organisations in our districts for an award. The event will take place on 9 May at Oxford Town Hall and nominations must be received by 3 April. Go to OCVA's website for more details about the event and how to nominate.

### **6. Oxford Flood Alleviation Scheme meeting**

The team from the Oxford Flood Alleviation Scheme will be at the Abingdon Community Free Space, Bury Street on Saturday 1 April 10am-3pm.

### **7. More than £1million for community groups**

We are providing more than £1million in grant funding to 16 community groups, charities and support organisations across the district.

This revenue grant funding will help groups to pay for costs such as salaries, rent, rates, marketing, transport and utilities, and will mean that important services such as support for disabled people, carers, and the elderly, can continue to be available locally for South Oxfordshire residents.

The groups receiving funding are:

- Age UK Oxfordshire - £93,289
- Berinsfield Information and Volunteer Centre - £56,814
- Community First Oxfordshire - £74,250
- FISH Volunteer Centre - £12,000
- Home-Start Southern Oxfordshire - £66,706
- My Life My Choice - £16,840
- Nomad Youth & Community Project - £80,000
- Oxfordshire Association for the Blind - £25,000
- Oxfordshire Sexual Abuse & Rape Crisis Centre - £52,500
- Riverside Counselling Service - £65,000
- South & Vale Carers Centre - £83,508
- South Oxfordshire Food and Education Alliance - £94,000
- Style Acre - £66,000
- The Chiltern Centre for Disabled Children - £100,000
- Thomley Activity Centre - £97,500
- TRAIN - £79,297

### **8. Capital grants scheme still open**

Grants for capital projects are still open for applications until 30 April. For more details visit the website.

**8. OPEN FORUM** The chairman closed the meeting at 7.55pm to allow comment from members of the public present. Mr E Povey commented that he was in need of firm commitment financially to allow him to progress with the new Scout Hut roof. Mr T Taylor proposed the following motion: Subject to an order being placed for the work to proceed Council will grant £1k to the replacement bill. Motion seconded by Mr G Thomas and approved by Council. Several members of the Public spoke strongly objecting to the proposed developments at Lock End House. The chairman resumed the meeting at 8.11pm.

**9. SPECIAL REPORTS-PLANNING.**

1. Mr D Pheasant updated Council on progress with the Neighbourhood Plan see item 4/18
2. Community Infrastructure Levy paper received from SODC

**10. PLANNING**

The Planning Working Party submitted the following recommendations

**A) APPLICATIONS.**

P17/S0832/33/HH: Highfield House, Mill Lane, Lower Shiplake RG9 3ND

Applicants: Mr & Mrs Hatton Type: Other

Proposals: Timber framed rear garden room and porch, and garage barn.

Recommendations: **NO STRONG VIEWS.**

P17/S0842/HH: Holywell Cottage, Station Road, Lower Shiplake RG9 3NY

Applicant: Mrs G Myer Type: Other

Proposal: Single storey side extension and increase in width to existing rear extension.

Recommendation: **NO STRONG VIEWS.**

P17/S0863/HH: 10 Brocks Way, Lower Shiplake RG9 3JG

Applicant: Mr N McAdam Type: Other

Proposal: New flat roof, internal alterations and bi-fold doors.

Recommendation: **NO STRONG VIEWS.**

P17/S0864/HH: Brook Cottage, Mill Road, Lower Shiplake RG9 3LW

Applicants: Mrs J Abey & Mr T Plaskitt Type: Other

Proposal: Two storey rear extension and associated works.

Recommendation: **REFUSAL** on the following grounds:

-scale, bulk and length of proposed two storey extension

-height of proposed extension roof line

-potential overlooking from proposed end first floor balcony

-overall effect of proposal out of character with existing property.

P17/S0876/HH: Riversmeet, Mill Lane, Lower Shiplake RG9 3LY

Applicant: Mr J Sawbridge Type: Other

Proposal: Installation of 2 Velux windows to existing garage.

Recommendation: **NO STRONG VIEWS.**

P17/S0858/HH: 1 The Chestnuts, Lower Shiplake RG9 3JZ

Applicant: Mr M Johnson Type: Other

Proposal: New porch, entrance hall and cloakroom.

Recommendation: **NO STRONG VIEWS.**

P17/S0019/HH: Saffrons, Station Road, Lower Shiplake RG9 3JP

Applicant: Ms. S Hailstone Type: Other

Proposal: Amendment to application for demolition of existing garage and proposed new single storey extensions to east elevation and proposed two storey side extension to west elevation.

Proposed new double carport with associated hardstanding.

Recommendation: **CONTINUED REFUSAL** on the following grounds that:

- although there has been some reduction in the dimensions of the original proposal, the scale, design and materials remain out of character with the existing property.
- the ground footprint remains some 130% larger than the existing building.
- the two storey west extension abuts closely to neighbouring property, with the bedroom 2 window potentially overlooking neighbours gardens.
- the garage height at 5m remains high and its positioning unneighbourly.

With comment that, given the narrowness of the access lane (and of the main Station Road route in/out of the village), any grant of permission should be conditional on a careful Construction Methods and Traffic Management Plan in order to ensure highway safety and neighbours amenity. Recently received and pending review: P17/S1048/O-Lockend House, Mill Road.

P17/S1048/O: Lock End, Mill Road , Lower Shiplake

Applicant: Lock End Investments Type: Minor

Proposal: Erect one 4-bedroom dwelling and one 6-bedroom dwelling with separate accesses and garages/parking.

Recommendation: **REFUSAL** for the following reasons:

- Detrimental impact on locally valued village landscape scene
- Significantly detract from character and visual appearance of immediate setting-in fact totally out of character in a very public and incongruous manner
- Highway Safety: the proposed two new additional accesses would pose a safety risk, given their proximity to the blind Mill Rd/Lane corner and the absence of pedestrian footpaths on the roadside.

P17/S1087/FUL: Shiplake College, Reading Road

Applicant: Shiplake College Type: Minor

Proposal: Replacement grounds maintenance shed in existing compound area.

Recommendation: **NO STRONG VIEWS.**

The Planning Recommendations were approved on a motion proposed by Mr R Head and seconded by Mr M Leonard

### **B) DETERMINATIONS.**

The following application has been granted by SODC (SPC recommendation in brackets):

P17/S0244/FUL: Collingwood, Baskerville Lane, Lower Shiplake-variation of condition (NSV).

The following application has been refused by SODC Planning Committee;

P16/S3770/O: Land adjacent Ridgeways, New Road (SPC recommendation Refusal).

### **C) OTHER.**

We have been informed that the appeal inquiry for the Thames Farm applications P13/S2184/O and P16/S0970/O has been set for w/c 12th June-further details tbc.

Presentation on SODC draft New Local Plan attended 28th March. (TT/DP)

## **11. FINANCIAL MATTERS.**

1. The following accounts needed approval

R V Hudson – salary March	1.17	102561	341.49
R V Hudson – expenses, office allowance. March	2.17	102562	115.43
Inland Revenue – clerk’s tax March	3.17	102563	227.60
Urban Recreation (repairs to ground Badgers Walk)	4.17	102564	804.00
SODC (dog bin servicing)	5.17	102565	8.56
Reimbursement Mr D Pheasant (NP expenses)	6.17	102566	97.99
Community First Oxfordshire (Subscription)	7.17	102567	70.00
Broadband	8.17	DD	39.88

The Month’s Accounts were approved on a motion proposed by Mr T Taylor and seconded by Mr R Curtis

2. The Financial Regulations were approved on a motion proposed by Mr T Taylor and seconded by Mr G Thomas
3. The Standing Orders were approved on a motion proposed by Mr T Taylor and seconded by Mr R Head

4. The year end results were approved on a motion proposed by Mr T Taylor and seconded by Mr G Thomas
5. The Final Ytd vs Budget figures were approved on a motion proposed by Mr T Taylor and seconded by Mr G Thomas.
6. The End of Year Bank reconciliation was approved on a motion proposed by Mr T Taylor and seconded by Mr G Thomas
7. The statement of variances was approved on a motion proposed by Mr T Taylor and seconded by Mr R Head
8. The draft AFR figures were approved on a motion proposed by Mr T Taylor and seconded by Mr G Thomas.
9. A Grant of £400 for proposed Shiplake Party and Picnic was approved on a motion proposed by Mr T Taylor and seconded by Mr D Pheasant. The Clerk was requested to write to the organisers complimenting them on their efforts organising the event and the fun run. ACTION: Clerk
10. Council approved the Neighbourhood plan working group to authorise up to £500 before requiring three quotations

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

### **1/18 HIGHWAY MATTERS.**

1. Mr R Head briefly updated Council
2. The Clerk was requested to contact OCC to say that Council had no objection to the stopping up at Sydney Harrison House. ACTION: Clerk
3. The Clerk was requested to contact Wendy Nicholson to thank her for her input and to state that we are continuing to explore the issue. ACTION: Clerk

### **2/18 RECREATION GROUNDS/OPFA**

1. Badgers Walk -. Mr C Smith not being present there was no report on the condition of the equipment and the general condition of the playground.
2. Memorial Hall. Mr G Davies not being present there was no report on the condition of the equipment and the general condition of the playground.

### **3/18 FOOTPATHS** Thames Path signage nothing further to report

### **4/18 SHIPLAKE – DEVELOPMENT OF FACILITIES.**

#### **Future Phases**

Shiplake Neighbourhood Plan (NP):

1. **NP Area Designation based on pre - 2014 parish council boundaries submission w/e 08/04/2017** with detailed background for area justification.
2. **NP draft Resident Questionnaire finalised subject to clarification of considerations** regarding two questions. Preferred timescale for circulation and collection is late May/June 2017, based on similar logistics approach to that adopted for the Shiplake Villages Plan. Also, dependent on vetting by SODC and confirmation of company processing and analysing the data. Preference currently is to use the same services as that for Shiplake Villages Plan.
3. **Initial assessment of possible development sites** completed. Next stage is an assessment by Steering Group members, discussions with land owners and further work on identifying possible sites. The results of the questionnaire will be taken into account in assessing the sites and proposals presented to the parish council when appropriate and prior to recommendations to residents. At this stage and in the context and for governance purpose, approval sought from SPC for cost of advertisement in the Henley Standard' Public Notice section, requesting any land owners for submission of possible sites. Costs for 10cm x 4cm and 8cm x 10cm are £122.04 and £203.00 per insertion, respectively. Subject to VAT (reclaimable) and allowance for 2 insertions represents costs of £122.04 to £406.00.
4. **Initial Project Plan has been drafted** and will be circulated to the parish council once discussed and agreed at the Steering Group's April meeting.

5. **Promotion of the NP activities to be undertaken in the lead up to** the distribution of the questionnaire and an update provided at the Annual Parish Meeting.

**5/18 ENVIRONMENTAL MATTERS/AONB**

1. Mr Head to update Council

**6/18 S.O.D.C.**

**7/18 OCC**

**8/18 O.A.L.C. /O.R.C.C.**

1. 2017 OALC Members Latest update circulated by email

**9/18 MEMORIAL HALL** update on proposals from NP working group Mr D Pheasant.

**10/18 CHILTERN SOCIETY/CPRE**

1. Latest Chiltern /Conservation Board /Society newsletters circulated by email
2. Latest CPRE newsletter circulated by email

**11/18 DEFRA & OTHER GOVERNMENT CORRESPONDENCE**

**12/18 TOWNLANDS & OXFORDSHIRE PCT.**

**13 CORRESPONDENCE**

1. War Memorial on the grass triangle at the junction of Station Road and Reading Road (A4155) in Lower Shiplake. I am writing to let you know that Historic England has received an application to add the above building to the List of Buildings of Special Architectural or Historic Interest ('The List'). We understand that you are the owner of the building and would be grateful if you could let us know if this is not the case.
2. A further letter received from Mr R Milne ref road sweeping in Station Road a road sweeper has serviced Station Road following a request from Mr Milne however no other roads were done and to date there has been no response from OCC in relation to his complaint re gulley clearance. He will follow up

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

There being no other items of interest the Chairman closed the meeting at 9.58pm

R.V. Hudson.

Clerk to the Council.

24/04/2017