

**MINUTES OF THE MEETING OF SHIPLAKE PARISH COUNCIL HELD IN SHIPLAKE
MEMORIAL HALL
ON MONDAY JUNE 5th, 2017 AT 7.45 PM.**

- 1. PRESENT** Mr T Taylor(Chairman) Mr G Thomas, Mr R Head, Mr F Maroudas, Mr R Curtis, Mr D Pheasant, Mr M Leonard, Mr G Davies Mr D Bartholomew (OCC) Mr P Harrison (DC). **There** were no members of the public present **APOLOGIES.** Mr C Smith had sent his apologies and has now resigned from the council. Mr G Thomas is standing down after this meeting. Mr F Maroudas proposed, and the motion was seconded by Mr G Davies, a formal vote of thanks to both Mr Thomas and Mr Smith for their invaluable contributions to the Council.
- 2. DECLARATIONS OF GIFTS & INTEREST.** Councillors were given the opportunity to declare any gifts or interest in any item on the Agenda. None Declared
- 3. MINUTES OF THE ANNUAL GENERAL AND ANNUAL PARISH MEETINGS OF SHIPLAKE PARISH COUNCIL HELD ON MONDAY MAY 8TH AND WEDNESDAY MAY 24TH 2017** The AGM minutes were approved on a motion proposed by Mr T Taylor and seconded by Mr R Curtis. The APM minutes were approved after a number of corrective changes to the Open Forum discussion section on a motion proposed by Mr T Taylor and seconded by Mr R Head.
- 4. MATTERS ARISING FROM PREVIOUS MEETINGS**

5. POLICE MATTERS.

No report from PCSO Hands, two incidents reported theft and consequent recovery of a vehicle from New Road and a report of youths entering the derelict SHH site. Clerk was requested to contact SOHA and request more secure perimeter fencing. **ACTION : Clerk**

6. O.C.C. Cllr D Bartholomew.

GENERAL OCC REPORT

1. ELECTION RESULTS

The County Council election results are as follows:

Conservative 31, Labour 14, Liberal Democrat 13, Other 5

The Conservative Group was one short of a majority, but has maintained the alliance formed with two independents in the last administration and has thereby formed the ruling group again.

The new Cabinet comprises:

Leader of the Council Ian Hudspeth

Deputy Leader of the Council Judy Heathcoat

Cabinet Member for Adult Social Care Lawrie Stratford

Cabinet Member for Children & Family Services Steve Harrod

Cabinet Member for Environment /Highways Yvonne Constance

Cabinet Member for Finance David Bartholomew

Cabinet Member for Local Communities Mark Gray

Cabinet Member for Property, Cultural Services Lorraine Lindsay-Gale

Cabinet Member for Public Health & Education Hilary Hibbert-Biles

Parish Councils will be particularly interested in the creation of the new Cabinet post 'Local Communities'. One of the key tasks for the portfolio holder is to re-energise the 'Oxfordshire Together' campaign that promotes closer working between OCC and Parish Councils.

2. PRIORITIES FOR THE NEW ADMINISTRATION

The Leader has stated that he intends to make 'Social Care' and 'Highways Infrastructure' key priorities for the new administration.

3. PURDAH

Although the local elections have passed, the imminence of the General Election means that 'purdah' restrictions still apply to the council's publicity during the pre-election period i.e. up to the close of poll on Thursday 8 June. This means that although the elections are not 'OCC's', the restrictions apply all the same. During the purdah period, 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 we 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. For this reason, the parish report is again brief this month.

4. 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. In any case, the matter cannot be realistically progressed until a new Government is in place.

5. NEW WEBSITE TO SUPPORT VICTIMS OF CRIME

A new website to support victims of crime has been launched by the Police and Crimes Commissioner. Victims First www.victims-first.org.uk is a new online resource for victims of crime which has advice on what to do and how to get help. It includes information and advice for victims including signposting them to services to help them cope and recover from the impact of the crime. It also includes a section on the Victims Code explaining clearly what help victims can expect from the police and other criminal justice agencies if they report the crime. The focal point of the website is a directory which allows victims to find relevant support in their area. Members of the public are able to use the website to refer themselves directly to the PCCs own support services or find information and contact details for other organisations. This support is available regardless of whether the victim has reported the crime to the police.

SPECIFIC REPORT FOR SHIPLAKE

1. MOUNT IDA P16/S2861/O

Highways has stated it intends to withdraw its objection on the basis the applicant has supplied plans for a path connecting the site to Bolney Lane. I have advised the case officer that such a path would require the removal of a number of trees and the Arboriculture Impact Assessment does not refer to this. I added that I consider the track across the field as totally inadequate for as a means of pedestrian access to the village.

2. ALLEGED DIVERSION OF FOOTPATH AT END OF BOLNEY ROAD

The person responsible for the current unofficial diversion has met with the appropriate OCC officer and advised that they intend to make a formal application for a diversion. This will have to go through the normal consultation process.

3. THIRD READING BRIDGE

As previously advised, due to the impending General Election, the Steering Group will not now meet until late June at the earliest. I have asked to see the updated traffic modelling report in advance of this as soon as it is ready.

4. 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. Investigations have revealed subsidence and the affected part of the road will be repaired with steel piles in the near future. Unfortunately, this will involve closure of this section of the road for two weeks prior to the Henley Regatta, and two months afterwards. I am meeting Highways officers tomorrow and being driven around the proposed diversion route.

5. P16/S3438/O (AMENDMENT) RETIREMENT VILLAGE

I submitted an updated objection as part of the OCC single response. Highways is also objecting.

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

1. General election

Polling stations will open at 7am and close at 10pm on Thursday 8th June. This is one of the responsibilities of the District Council to run.

2. Devolution and the Unitary Bid

We will soon know what the result of the General Election is and whether there has been a change in government. Until that is sorted out there will not be any announcement about the Devolution Bid, but we will let you know just as soon as we have any information that we can share with you.

3. Planning Matters.

1. Neighbourhood Planning Up-date.

At the time of writing we have a number of advanced Neighbourhood Plans that have completed their pre-submission consultation, as follows:

Benson, Dorchester on Thames, Chalgrove, Pyrton, Watlington, Wheatley

Neighbourhood Plans are also well advanced and close to pre-submission consultation stage for: Warborough & Shillingford, Cholsey, East Hagbourne, Goring on Thames, The Baldons

Brightwell-cum-Sotwell, Chinnor and Long Wittenham Neighbourhood Plans are currently at examination stage. If successful, they will then proceed to a local referendum.

2 Once a Neighbourhood Plan is approved by local referendum (with a simple majority) it becomes part of the Development Plan for the district and forms the starting point for making decisions on planning applications.

3. Local Plan update

Our Local Plan: Second Preferred Options consultation closed on 17 May and over 1,000 respondents took the time to submit comments.

4. Planning Policy is currently reviewing and processing the comments. These will be available for public viewing in July 2017.

5. Land Supply

The latest assessment made in May has identified that we have a 4.1 year land supply. This means we are still below the demonstrated 5 year land supply needed to allow us to set our own criteria above those set in the NPPF.

4. Biffa bin cleaning service

Biffa has launched a new bin washing service – residents can pay a monthly fee to have their bins washed on a regular basis.

We are not involved in this service and it is not part of their contract with us, so please direct any queries, feedback or complaints about the service directly to Biffa on 0808 164 1000. There's more information at www.biffawheelieclean.co.uk.

They are currently putting bin hangers on bins in the districts to advertise the service – they are doing this with our permission.

5. South and Vale Community Safety Partnership

You may have recently seen the hard hitting BBC production of Three Girls - a true life story based on the lives of three young girls in the Rochdale child sexual abuse case. The series can be viewed on BBC iPlayer.

The South and Vale Community Safety Partnership have funded several projects that are designed to help prevent child exploitation in our area. One of which is 'Chelsea's choice' - an innovative and powerful theatre production highlighting the serious and emotional issues of child sexual exploitation that shows how young people are groomed by adults.

Recently the production company Alter Ego delivered the performance to nine secondary schools in our districts including one to parents and staff in the evening at King Alfred's Academy, Wantage. The Community Safety Team aim to repeat the performances in other secondary schools later this year.

6. Go Active update

We're inviting parish councillors to attend our GO Active Gold "Active Thinking Panel" on Monday 12 July, 2pm-3.30pm at 135 Milton Park offices.

The panel will look at influencing what physical activities take place in their communities for people age 60 and over. GO Active Gold takes place in 70 villages across South and Vale. Over 1,000 people participated in activities set up by GO Active Gold staff last year.

1. South GO Active Gold Villages:

Aston Rowant, Chalgrove, Crowmarsh, Garsington, Goring Heath, Great Milton, Holton, Lewknor, Shiplake, South Stoke, Stoke Row, Watlington, Woodcote, Berinsfield, Bix and Assendon, East Hagbourne Horspath, Kidmore End, Nettlebed, Nuffield, Stadhampton, Stanton St. John, Brightwell-cum-Sotwell, Warborough, Clifton Hampden, Rotherfield Peppard, Tiddington-with-Albury, Dorchester, Beckley and Stowood, Binfield Heath, Checkendon, Ewelme, Forest Hill with Shotover, Great Haseley, Harpsden, Long Wittenham, Moulsoford, Pishill with Stonor, Sandford-on-Thames, Tetsworth.

8. OPEN FORUM There were no members of the public present

9. SPECIAL REPORTS-PLANNING.

10. PLANNING

The Planning Working Party submitted the following recommendations

A. APPLICATIONS RECEIVED

1. P16/S2861/O Mount Ida. Reading Road. Lower Shiplake RG9 3PH

Proposal: Amendment No 5: Erection of 8 houses and a footpath link.

RECOMMENDATION REFUSAL

Mr F Maroudas requested clarification on the issue behind the rejection of the footpath. He rejected the concept that the footpath detracted from the rural character of the site and had safety issues. He did accept that for pedestrians to go along the A4155 road and then back across the fields along a muddy narrow footpath towards Northfield Avenue was impractical particularly for disabled residents. Mr F Maroudas was then satisfied that the refusal rating on the grounds of the footpath issues was justified but he was still supportive of the development concept.

2. P17/S1740/HH Asham Cottage, Baskerville Lane, Lower Shiplake, RG9 3JY

Proposal: First floor front extension and double storey rear extension. Addition of front porch, wood burning stove flue and enclosed link between garage and house.

RECOMMENDATION NSV

3. P17/S1728HH Willows Reach, Mill Lane, Shiplake RG9 3LY

Proposal: Amendment to existing planning permission for proposed living accommodation to existing garage.

RECOMMENDATION: NSV

4. P17/S1791/HH Hillmorton, New Road, Shiplake, RG9 3BH

Proposal: Single storey rear extension.

RECOMMENDATION: NSV

The recommendations were finally approved on a motion proposed by Mr T Taylor and seconded by Mr D Pheasant.

B. DETERMINATIONS

1. P17/S0019/HH Saffrons, Station Road, Lower Shiplake Granted (REFUSAL)

2. P17/S1087/HH Shiplake College Reading Road, Shiplake Granted (NSV)

C.OTHER

1.Lock End application withdrawn

11. FINANCIAL MATTERS.

1. The following accounts need approval

R V Hudson – salary May	18.17	102576	344.94
R V Hudson – expenses, office allowance. May	19.17	102577	93.80
Inland Revenue – clerk’s tax May	20.17	102578	229.87
Mr Robin Head Grasscutting	21.17	102579	75.00
Chiltern Society (Subscription)	22.17	102580	30.00
Shiplake Memorial Hall (Room Hire)17-546A	23.17	102581	28.05
Shiplake Memorial Hall (Room Hire)17-116	24.17	102582	40.60
Fenland Leisure Products	25.17	102583	1,351.63
Arrow Accounting (Audit Fee)	26.17	102584	214.60
Broadband	27.17	DD	39.82

The payments were approved on a motion proposed by Mr T Taylor and seconded by Mr F Maroudas

2. Internal Audit carried out successfully Report has been circulated. Mr F Maroudas stated that the request for Title deeds for the Badgers Walk playground site would be covered by the Land registry proof of title. He agreed that a nominal cost of £1 was acceptable. Mr Taylor made comment that the reserves are high due to the impending consultants costs required to fight the Thames Farm development. Council then approved the report on a motion proposed by Mr T Taylor and seconded by Mr F Maroudas

12. MATTERS FOR CONSIDERATION.

25/18 HIGHWAY MATTERS.

1. Mr R Head reported that he would circulate the issues raised and requested that Councillors visit the sites and prioritise the issues for discussion at follow up meeting to update Council.
2. Mr Head commented that the wig wag sign at the primary School has again been knocked over by a vehicle and reiterated that in his opinion it is located on the wrong side of the road. Clerk requested to contact OCC. **ACTION : Clerk**
3. Parking issues in Station Road, correspondence re parking issues received via Mr D Pheasant

26/18 RECREATION GROUNDS/OPFA

1. Badgers Walk -. Mr M Leonard reported that he had not visited the playground so was unable to comment on the condition of the equipment and the general condition of the playground.
2. Memorial Hall. Mr G Davies reported that he had not visited the playground so was unable to comment on the condition of the equipment and the general condition of the playground. Clerk confirmed that the repairs have now been carried out by Fenland Leisure

26/18 FOOTPATHS Thames Path signage. The Clerk was requested to contact Mr J Beale for more signs for the Thames Path for the village as there is confusion. **ACTION : Clerk**

27/18 SHIPLAKE – DEVELOPMENT OF FACILITIES.

Future Phases

Shiplake Neighbourhood Plan (NP):

1. Shiplake News: next issue scheduled for mid-June with major features on the Shiplake Villages Plan, major planning applications, Thames Farm Inquiry and Shiplake Party & Picnic.
2. Red Phone Box: Ownership transferred to parish council for £1, phone removed and project to renovate box to be initiated.
3. Shiplake Neighbourhood Plan: Steering Group aiming to deliver a proposed plan by the final quarter 2017. Subsequent review and approvals by SODC and Govt. projected to take up to 6 months after submission. Resident questionnaire in circulation with final collection date of June 10th. Full update on project provided by Peter Boros (Chairman of Steering Group) at May APM, available on the villages website.

Formal application for SODC grant towards costs to be made in June, once Neighbourhood Plan Designated Area public notice period expires. Initial assessment of questionnaire results projected to be available for July council update.

The villages website will be the primary mechanism for updates on the plan in the coming months.

4 .NP Governance document to be approved by Council on a motion prosed by Mr D pheasant and seconded by Mr T Taylor, see Appendix 1.

28/18 ENVIRONMENTAL MATTERS/AONB

1. Mr Head gave a brief update.

29/18 S.O.D.C.

30/18 OCC

31/18 O.A.L.C. /O.R.C.C.

1. 2017 OALC Members Latest update circulated by email

32/18 MEMORIAL HALL

33/18 CHILTERN SOCIETY/CPRE

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

34/18 DEFRA & OTHER GOVERNMENT CORRESPONDENCE

35/18 TOWNLANDS & OXFORDSHIRE PCT.

13 CORRESPONDENCE

1. Lower Shiplake War Memorial, War Memorial on the grass triangle at the junction of Station Road and Reading Road (A4155) in Lower Shiplake.

INVITATION TO COMMENT

Further to our previous correspondence, I am writing to advise you that we have completed our initial assessment of the above building to consider whether it has special architectural or historic interest. Please follow the link below to download a copy of our consultation report, which sets out the factual information upon which we will base our recommendation to the Secretary of State for Culture, Media and Sport.

<http://services.historicengland.org.uk/webfiles/GetFiles.aspx?av=B76BB17A-9405-47B3-BF16-FF4CF1D9A546&cn=B1A0EC14-64AA-4A94-991D-94F41EC901E1>

Clerk to respond by saying consultation document looks to be accurate .

ACTION : Clerk

14. ITEMS OF INTEREST OR FOR FUTURE DISCUSSION.

1. A question was raised regarding relocating the seat from Sydney Harrison House (currently held at the College) to be relocated and replace the bench opposite the Plowden Arms Bus stop. Mr G Davies to comment at next meeting
2. Council declined opportunity to participate in Merchant Navy Day in September by flying a red ensign
3. The Chairman asked Councillors to consider possible replacement Councillors for Mr Smith and Thomas, discussion next meeting.
4. There being no other items of interest the Chairman closed the meeting at 9.50pm
5. Date for July Meeting Monday 10th at 7.45pm

R.V. Hudson.

Clerk to the Council.

06/06/2017

APPENDIX 1

Shiplake Neighbourhood Plan Governance

This document summarises the benefits, issues and governance procedures for the Shiplake Neighbourhood Plan initiated in January 2017.

Current Planning Position in South Oxfordshire

Following the South Oxfordshire District Council's (SODC) declaration in 2016 that it did not have a five-year land supply to meet its housing targets, Shiplake and its neighbouring parishes are facing a unprecedented high level of speculative planning applications from property developers; planning applications which under normal circumstances would be rejected. If successful these applications will have very detrimental impact on the 'street scene', the environment of the area, the provision of school places, an already inadequate road infrastructure and access to the villages from such new developments would pose safety issues for adults and particularly children.

Although the population density of Shiplake is already double that of other parts of South Oxfordshire, some additional development is to be encouraged. Speculative developments on the scale being proposed is considered unsustainable by Shiplake Parish Council. The government provides the opportunity - a Neighbourhood Plan - which enables parish and other councils to agree a plan for a proportionate increase in housing, taking account of the wishes of the residents of the parish in shaping the future of our two villages. The plan must be consistent with SODC's new Local Plan 2033 which, in turn, must meet the government's housing requirements. For Shiplake it has been confirmed that 33 new houses are required to be built between 2011 and 2033.

Benefits of developing the Shiplake Neighbourhood Plan

1. An agreed sustainable plan for development of additional housing in the parish taking account of the views of residents.
2. A plan that has significant weight in the planning process. SODC states: 'intended policy of their new Local Plan is to determine planning decisions by reference to Neighbourhood Plans...'. The Neighbourhood Plan would become part of the formal planning process.
3. SODC's intended policy and the weight of evidence embodied in the Shiplake Neighbourhood Plan should enable the parish council to have unsuitable speculative developments rejected at an early stage, thereby saving considerable time, effort and in some cases not insignificant council funds expended in objecting to such applications.
4. CIL funds will be generated for the parish council to support initiatives for the benefit of the community.
5. Possible initiatives benefiting the community are likely to arise as a result of the evidence gathering and 'brain storming' of the where, what and how of the development of the houses and the suggestions/ideas of residents as part of the questionnaire and subsequent community engagement activities.
6. Residents will have the opportunity to vote in a formal referendum to formally accept the plan or otherwise.

Issues Considered

1. Timelines: The Parish Council anticipates a draft Neighbourhood Plan will be produced by the end of 2017 for approval by SODC and subsequently by a government appointed inspector. The latter two approval stages followed by a referendum may take a further 6 months.
2. Engagement: the parish council has to be the designated authority sponsoring the plan, providing funds and applying for relevant SODC and government grants to facilitate the development of the plan, the process for which will be owned and driven by members of the Steering Group on behalf of the community.
3. Role of the Parish Council: sponsoring and supporting the development of the plan, encouraging as wide a representation and involvement of the community as possible. Given the council's role as the designated authority, the requirement for parish funds the parish applying for government grants and its necessary role in the planning process, a member of the council's PWG to be a member of the Steering Group established to deliver the plan.
4. Governance: A Steering Group was established in February 2017 to manage the process with monthly updates on progress provided to the parish council. The parish council to approve the selection of sites proposed for development prior to presentation to residents and to approve the draft neighbourhood plan prior to submission to SODC.
5. Budget: all requests for funds and grants to be facilitated via the parish councillor on the Steering Group, such requests to be approved by the parish council's finance committee. Appropriate due diligence to be exercised in pursuing sources of funding and grants and the selection of suppliers/contractors, whilst taking advantage of the council's understanding of local govt. and its procedures.

Recommendation to the Parish Council to approve governance structure for the Shiplake Neighbourhood Plan as outlined above.

Given the necessity to respond to the threats of speculative applications from developers, whilst seeking clarity from SODC on the commitments to be made by both parties in developing a neighbourhood plan, the parish council began engaging with residents at a meeting in December 2016 to seek their support for and involvement with the Shiplake Neighbourhood Plan. Based on a positive response, the parish council facilitated a meeting of volunteers in January 2017, which resulted in the formation of the Steering Group of 12 residents, inclusive of one councillor representing the parish council as referenced above. Peter Boros was proposed and accepted as the Chairman of the Steering Group. The appointment of a Deputy Chairman was considered desirable and Charlotte Colver was proposed and accepted. (Due to Charlotte's position as an SODC employee, advice subsequently received from SODC was that this represented a conflict of interest and she stood down from the Steering Group.)

Clarity on the requirements SODC wish of Shiplake in the development of a neighbourhood plan has been received and continues to be sought, along with its further commitment to the importance and role of neighbourhood plans in the new Local Plan 2033. As such the parish council is asked to approve this process for the 'Shiplake Neighbourhood Plan Governance'

David Pheasant – 30/05/2017