

**MINUTES OF THE MEETING OF SHIPLAKE PARISH COUNCIL HELD IN SHIPLAKE  
MEMORIAL HALL ON MONDAY 11<sup>th</sup> SEPTEMBER AT 7.45 PM.**

**1. PRESENT:** Mr T Taylor (Chairman), Mr R Head, Mr D Pheasant, Mr R Curtis, Mr G Davies, Mr M Leonard, Mrs A Manning, Mr D Bartholomew (OCC) and Mr P Harrison (DC) in addition there were 4 members of the public present **APOLOGIES:** Mr F Maroudas, sent his apologies.

The Chairman welcomed our new Councillor Mrs A Manning and wished her well in the role.

**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 MEETING OF SHIPLAKE PARISH COUNCIL HELD ON MONDAY JULY 10th, 2017** were approved on a motion proposed by Mr R Head and seconded by Mr R Curtis.

**4. MATTERS ARISING FROM PREVIOUS MEETINGS**

**5. POLICE MATTERS.** Clerk requested to contact PCSO Hands and ask 1), if no member of the force can attend could she send a report .2) if a speed survey could be carried out on Memorial Avenue as there is evidence of drivers speeding at excessive speed when trying to circumvent the road closure and 3) would it be possible to have a mobile contact number in the event a Councillor wishes to contact more urgently than using 101. ACTION: Clerk

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

AUGUST 2017

GENERAL OCC REPORT

**1. GOVERNMENT CASH PAVES WAY FOR MAJOR UPGRADE TO THE A34 IN ABINGDON**

Major improvements to the A34 in Abingdon got the green light today on 26 July 2017 after Communities Secretary Sajid Javid pledged more than £9 million of Government funding. Two new south-facing slip roads at the Lodge Hill Interchange will help end years of congestion and pave the way for up to 1,700 new homes in Abingdon. The long-awaited scheme, which will receive up to £9.45 million over 4 years, will also boost growth in the wider Science Vale area, where up to 20,000 new jobs and 20,000 new homes will be created by 2031. This is on top of the £2.3 billion Housing Infrastructure Fund, announced earlier this month, which will pay for local infrastructure across the country to support local housing delivery.

**2. COUNCIL AND CARILLION REACH AGREEMENT OVER CONTRACT**

Oxfordshire County Council is to exit a significant proportion of the contract with Carillion that sees the latter provide many services on the council's behalf. Constructive negotiations have been ongoing for many months and both parties have now reached a mutually beneficial agreement, which involves no termination costs for the taxpayer and allows for changes to the contract that were not efficient for either side. The deal was originally signed in 2012 and the vision at that time was that it would last for 10 years through to 2022. Since 2012 the council's policies and strategies – particularly in relation to property and its estate – have evolved in such a way that the tie-up with Carillion makes less commercial sense now than it did in 2012. New arrangements for the design and construction element of the contract that has been terminated will take effect later this year on September 1. They will be procured externally. One element of the contract, strategic asset management, had already been agreed to transfer back to being directly run by the county council. This is on track for a transfer date of August 1. The Council will continue to work with Carillion on a non-exclusive basis to deliver elements of strategic asset management where it is in the Council's interest to do so to meet its corporate and financial objectives. A key area of the contract that will remain in operation is Facilities Management – the work that takes place to ensure the general upkeep and day to day operation of council buildings. A review is to be carried out to ensure that this operates in the best way for the council.

**3. OXFORDSHIRE MINERALS AND WASTE LOCAL PLAN**

A plan which will govern how Oxfordshire's minerals and waste needs will be met for fifteen years has received Government support. The County Council's new minerals and waste core strategy, which outlines the planning strategy and policies for the supply of minerals and the management of waste in Oxfordshire until 2031, has received support from the Government's Planning Inspectorate, and following approval by Cabinet on 18th July will now go to Full

Council in September. Following an independent examination of the strategy, the Inspector concluded that the strategy, with modifications, meets legal requirements and provides a sound and appropriate basis for the planning of future quarrying and waste management in Oxfordshire for the next 15 years. More information can be found here;  
<http://news.oxfordshire.gov.uk/inspector-backs-oxfordshire-minerals-and-waste-strategy/>  
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#### **4. OXFORDSHIRE COUNCILS NEED £9BN FOR INFRASTRUCTURE TO SUPPORT GROWTH**

An independent report commissioned by Oxfordshire's six councils who make up the Oxfordshire Growth Board sets out the investment in transport, schools, hospitals and other infrastructure needed to support the predicted growth in population, jobs and homes to 2040 and beyond. The report by AECOM, a professional and technical services firm highlights the need for long-term investment that will be required to plan for and manage growth in a way that supports the local economy and protects quality of life across the county. For the first time Oxfordshire councils are working together to develop a joint infrastructure strategy, detailing the county's key infrastructure requirements. Some of these have been outlined already in individual Local Plans and the Local Transport Plan, but the Oxfordshire Growth Board has looked more comprehensively at what is going to be required further into the future across all areas.

#### **5. LIBRARIES LAUNCH 'ANIMAL AGENTS' READING CHALLENGE FOR CHILDREN**

Oxfordshire County Council's libraries are inviting thousands of youngsters to take part in a detective-themed reading challenge this summer. Children aged four to 11 can 'join' the Animal Agents investigative team and solve a mystery by reading six library books and collecting special stickers. All children need to do is sign up at their local library and receive a collector's folder. As they read their books over the summer, they will receive stickers to help them crack the clues and help the Animal Agents find out what's really been going on behind the scenes! When they've completed the Challenge, they can claim their medal and certificate. Young volunteers aged 13-24 are also needed to help library staff promote the challenge, talk to children about the books they have read and help them to choose others. More information and application forms for volunteers can be found at [www.oxfordshire.gov.uk/libraries](http://www.oxfordshire.gov.uk/libraries)

#### **6. SCHOOLS WIN AWARDS FOR SUPPORTING YOUNG CARERS**

Eight Oxfordshire schools have received awards as part of a county council support scheme for pupils who care for family members at home. The Young Carers Standard recognises schools' efforts to identify young carers and provide targeted support to help them achieve their potential. Since its launch in 2013 more than 60 schools have received training and support to deliver the scheme and earn an accreditation. Any school across Oxfordshire can sign up to the programme run by Oxfordshire County Council Young Carers Team. The team offers free support, advice and guidance for schools to identify and support young carers. Schools can work towards the Bronze, Silver and Gold Award level. Schools interested in taking part should email the Oxfordshire County Council Young Carers team: [young.carers@oxfordshire.gov.uk](mailto:young.carers@oxfordshire.gov.uk)

### **SEPTEMBER 2017**

#### **GENERAL OCC REPORT**

#### **7. KEY PROJECTS AROUND GROWTH AND INFRASTRUCTURE REACH CRITICAL POINTS**

Key projects informing how Oxfordshire grows and develops in the coming years will reach critical points in September. They are:

The Oxfordshire Infrastructure Strategy - led by Oxfordshire County Council (OCC) on behalf of the Oxfordshire Growth Board, the strategy will be considered for board approval on 26 September by Oxfordshire's six councils, who collectively deliver projects from the government's City and Growth Deals. Public consultation on the strategy's prioritisation framework concludes on 3 September.

Housing Infrastructure Fund - bids totalling up to £500m will be made by OCC, with the support of the Growth Board, to the government's HIF by 28 September.

Oxfordshire Growth Board will decide on the business case for a spatial plan for Oxfordshire. Place Based Proposal – negotiations are underway with government to agree a package for Oxfordshire that will help unlock housing and increase productivity through a number of freedoms and flexibilities. The initial proposal is due to be with DCLG by 6 September and an

MP briefing session will be arranged to provide an overview of the proposal.

The National Infrastructure Commission establishes governance in the region around major infrastructure projects and connectivity through the `first and last mile` principle.

#### **8. CONGRATULATIONS AND SUPPORT FOR YOUNGSTERS AFTER EXAMS**

Congratulations to all students who achieved their objectives after receiving GCSE, AS and A Level exam results last month. For those who got their desired grades, and those who would like support, OCC is giving advice for 16 to 19-year-olds about staying in learning, finding a job or starting an apprenticeship. Throughout the results period and beyond, staff will be available via the web chat service on the Oxme website to talk to young people and parents about the wide range of learning and employment opportunities available in Oxfordshire, and to help with applications. Information can be accessed via a dedicated page on the Oxme website [www.oxme.info/resultsday](http://www.oxme.info/resultsday)

#### **9. CHANGES TO DAYTIME SUPPORT**

As demand for social care grows, OCC needs to make sure there is a secure core service in place for the future. To achieve this OCC is introducing a new daytime service. This follows a review of adult daytime support and a public consultation. From 1 October OCC's Health and Wellbeing and Learning Disability Daytime Support Services will be replaced by a new Community Support Service. This will be delivered from eight centres: Abingdon, Banbury, Bicester, Didcot, Oxford, Wallingford, Wantage and Witney. Everyone with eligible care needs for daytime support is guaranteed to receive a service and can choose to receive this from OCC. Most day services in Oxfordshire are provided by community groups - three-quarters of these receive no council funding and continue to flourish. The clear majority of the 47 voluntary sector day services that have received funding from OCC have been awarded transitional grants. Further grants will be available in the future. Many people who use daytime services have multiple needs and the Community Support Service buildings will be used by all service user groups with staff providing personalised support to meet individual needs. By introducing these changes OCC is making sure that the services are in place for the people that need them most. Further information is available at

<https://www.oxfordshire.gov.uk/cms/news/2017/mar/changes-daytime-support>

#### **10. HOUSEHOLD WASTE RECYCLING CENTRE UPDATE**

As detailed in the July Parish Report, OCC has signed a new Household Waste Recycling Centre (HWRC) contract that secures all seven sites in the medium term, with no change to the sites opening hours or days. Banners and leaflets are now on site at all seven HWRCs, informing residents that there will be a change in non-household waste charges from the 1st October. The existing DIY 1,2,3 for free scheme is being replaced by a small fixed fee per item of £1.50 for non-household waste. Tyres and plasterboard will also be charged for at an affordable rate. OCC is not obliged to provide residents with a disposal site for non-household waste. However, in the HWRC public consultation carried out in summer 2016, 91% of responses indicated that residents would prefer to pay to deposit non-household waste as a way of saving money and protecting other council services. Soil, rubble, hard-core, plasterboard (gypsum) other DIY type items are classified as construction waste, not household waste, and are expensive for OCC to dispose of. OCC recognises that many householders carry out small DIY projects from time to time, and by applying a small charge this allows HWRCs to continue accepting these discretionary types of non-household waste. Non-household or DIY items, as a general rule are materials created from the construction, demolition, alteration or repair of a home or garden. Residents can still dispose of all their household waste free of charge at any of the county's HWRCs. Also new in October 2017 will be a bin for recycling hard plastics. After a successful trial at Dix and Alkerton HWRCs, items such as plastic garden furniture and children's toys will be collected and recycled from all sites. PCs may want to remind residents that all HWRCs are open until 8pm on Thursdays until 1 October 2017. More information about the changes are available online at [www.oxfordshire.gov.uk/chargeablewaste](http://www.oxfordshire.gov.uk/chargeablewaste) and <http://news.oxfordshire.gov.uk/new-household-waste-recycling-centre-contract-for-oxfordshireannounced/>

#### **11. SOUTH OXFORDSHIRE HOME CARE AGENCY RATED "OUTSTANDING"**

A home care provider in Oxfordshire has been rated as “Outstanding” by the Care Quality Commission (CQC), confirming that the county is ahead of national averages. George Springall Homecare is a domiciliary care (home care) agency providing support and care to people in their own homes in the South Oxfordshire area - currently with clients in Wallingford, Botley, Steventon, Shippon, Standlake, Abingdon and Berinsfield. Following an inspection earlier this year it has been given the CQC’s top rating of “Outstanding” – which is rarely awarded. The other possible ratings following an inspection are “Good”, “requires improvement” or “inadequate”. The award means that Oxfordshire is now better than the national average for “Outstanding” domiciliary care agencies with three per cent given the top rating locally compared to two per cent nationally. A total of 86 per cent of local agencies are rated “good” compared to 82 per cent nationally.

**12. £6.2M GOVERNMENT FUNDING TO `HELP UNLOCK 15,000 NEW HOMES` IN DIDCOT**  
Housing and Planning Minister Alok Sharma has announced that Oxfordshire is set to benefit from thousands of new homes and improvements to local transport networks thanks to a £6.2 million government cash injection awarded to South Oxfordshire District Council. This will accelerate delivery of Didcot’s Northern Perimeter Road, a vital piece of local infrastructure and key to the success of Didcot Garden Town, where over 15,000 homes are expected to be built by 2031. The infrastructure investment promises to boost economic growth across the Science Vale and enterprise zone, increasing employment by 20,000 over the next 20 years. Didcot Garden Town’s delivery plan sets out a vision for the development of high quality housing and the transformation of the local area. Good design is at the heart of the plan, prioritising high quality public and green spaces. In keeping with its location at the heart of Oxfordshire’s Science Vale, cutting-edge technology will underpin and enable development. A mix of affordable and private rented homes will be supported not only by new roads but by a host of other new facilities, including new cycle paths, a leisure centre, new schools, shops and more green spaces. Guided by residents, this development promises to rejuvenate the area while retaining the unique character of Didcot town.

**13. OXFORD TRANSPORT STRATEGY: DEMAND MANAGEMENT OPTIONS CONTINUE**  
As part of the Oxford Transport Strategy (OTS), work continues around the potential introduction of demand management measures, including consideration of a workplace parking levy, congestion charging and access restrictions in Oxford. The strategy also includes ambitious proposals for rapid transit, mass cycling and a much stronger emphasis on place and better air quality across the city. September sees the next stage of a programme of work including research with businesses in Oxford and residents across the county, using focus groups and individual interviews, to gather attitudes and views on transport, congestion, and demand management options. Sample representatives from major employers, small and medium enterprises and sole traders will be contacted to better understand their expectations, needs and priorities for transport improvements. Workplace parking surveys will also be carried out to understand the availability and occupancy of car parking in the city. Over 1,500 employers will be contacted in writing to request permission to carry out a survey on their land. Wider consultation on demand management options will be vital to help shape proposals and this is expected to take place between next February and April.

**14. NIC CYCLING ADVISER VISITS OXFORD**  
The Sunday Times journalist Andrew Gilligan was in Oxford on 7 and 8 August in his newly appointed role of cycling adviser to the National Infrastructure Commission (NIC). Mr Gilligan has been asked to write a report, by 11 September, on cycling across Oxford, Milton Keynes, Cambridge and the Growth Corridor and how to make it “world class”. The former London Cycling Commissioner was appointed to the role in July by NIC Chairman, Lord Andrew Adonis. During his visit, co-ordinated by OCC and involving Oxford City Council, the University of Oxford, local cycling charity Cyclox, the Oxfordshire Cycling Network and OxLEP, Mr Gilligan was able to gather information and views on current and future provision for cyclists in the city. He had meetings with the Leader, Councillor Ian Hudspeth; the Cabinet Member for Environment, Councillor Yvonne Constance, and Bev Hindle, Strategic Director for Communities, along with several of his directorate colleagues. Discussions covered the Local Transport Plan, recent infrastructure achievements, plans for the future including provision for cycle commuters (who account for 19% of all commuter journeys in the city), how to get more

**15. CONSULTATION ON DOUBLE YELLOW LINES OUTSIDE SIDNEY HARRISON HOUSE**

I forwarded all documentation to the clerk in case it had not been received directly. I raised no objection as local Member.

**16. BREMONT FACTORY P17/S1888/FUL**

I spoke against this application at the Planning Committee meeting on 6 September. The committee Chairman criticised Harpsden and Shiplake Parish Councils for objecting then not attending. I understand the reasons for this are being investigated. The application was unanimously approved.

**17. RETIREMENT VILLAGE P16/S3438/O**

I have raised concerns about the lack of detail in relation to the proposed footpath and its impact on the rural character of the area.

**18. SIGNAGE AT SHIPLAKE PRIMARY FIXMYSTREET REF 764229**

I am advised by the Area Steward that Fixmystreet 764229 is with the OCC Street Lighting Team. Unfortunately, OCC is between contractors at the moment and only dealing with emergency situations. The work is listed for when a replacement contractor is appointed.

**19. THIRD READING BRIDGE**

The Strategic Outline Business Case document has now been subject to a preliminary review by OCC officers, but has not yet been discussed by the Member Steering Group. Officers have raised technical queries in relation to the way the report has been produced. The next evaluation stage (Outline Business Case) would cost hundreds of thousands of pounds to produce and the final project cost is estimated at well in excess of £100m. I will report back with further news when it is available.

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

District Councillor's Report for July 2017

**1. Waste Collection Issues**

We have suffered a number of break downs with our waste collection vehicles over the last few weeks. Hence £6.5 million is been invested in a new fleet of vehicles which will arrive in autumn.

**2. Councils recover over £1.6million unpaid council tax**

Over £1.6million in council tax arrears was recovered last year thanks to enforcement action taken by South Oxfordshire and Vale of White Horse District Councils.

In 2016/17 the councils issued over 5,300 court summonses to people who had failed to pay their council tax. Magistrates then granted liability orders against 3,600 of those individuals – this meant enforcement action, including the use of bailiffs, could be taken to retrieve the money. Almost all of those in arrears then paid the money they owed, however the councils were forced to take further action against 96 people to ensure they paid their fair share towards the cost of providing public services.

This resulted in 53 people receiving charging orders – which allows the councils to enforce the sale of a persons' property to retrieve the money. One person who deliberately failed to pay was sent to prison, while seven were given suspended sentences.

The councils also recovered and saved a further £167,000 after 62 people were caught claiming discounts on their council tax they weren't entitled to. This resulted in nine being prosecuted in court and 47 fined.

Cllr Jane Murphy, Deputy Leader of South Oxfordshire District Council said: "It's vital that everyone pays their fair share for the services we provide, such as waste and recycling collections. Anyone who doesn't do so puts added pressure on the public purse and effectively cheats all those who do contribute."

**3. Grant Schemes open**

The next round of applications opens from 15th July to 6th September.

These grants are available to support town/parish councils and not-for-profit organisations across the districts with projects that will improve, replace or create new community facilities.

**4. Grants for rural community projects**

Grant funding up to £75,000 is available from the LEADER Programme for farmers, foresters, rural businesses and communities involved with projects that create jobs, bring visitors to the area or provide essential community services across South and Vale.

South is administering applications. These will be assessed by a Local Area Group (LAG), a non-political group that brings together public, private and community representatives.

Oxfordshire LAG is keen to see applications that will revive local waterways, support local food markets, create vibrant villages, or unlock the potential of woodlands.

#### **5. Free workshops for businesses**

As part of the economic development team's support for local businesses, two free workshops will take place next month. Please help spread the word among your local business communities about the events:

- **Placing a Value on Intangible Assets – Secure and Protect Your Business IP**

11 July, Wallingford Town Hall, 8-10.30am. Hosted by SO Business with Firm Advantage and Knights 1759. Please book [here](#)

- **GDPR – Should you be concerned?**

26 July, Milton Park Innovation Centre, 5.30-7.30pm. Hosted by Vale4Business with Faringdon-based CIS. Please book [here](#)

#### **6. Councillor Community Grants**

As you'll be aware, councillors each have a £5,000 grant budget to award for projects or services that offer community benefits in their ward area.

Councillors who have already completed the relevant training will see their grants scheme open for applications on 3 July.

### District Councillor's Report

September 2017

#### **7. Deep Clean.**

Biffa have deep cleaned Badgers Walk in Lower Shiplake.

#### **8. Judicial review - Thames Farm, Shiplake**

We are seeking a judicial review on a decision to allow up to 95 homes to be built at Thames Farm, Reading Road in Shiplake.

Following our refusal last September, the applicant appealed and a public inquiry was held in June this year. The planning inspector concluded last month that the appeal should be upheld and the development allowed to go ahead.

The grounds on which we are seeking a review are that:

- the inspector failed to address the proposed development's conflict with the spatial strategy policies in our development plan
- the inspector failed to address our arguments concerning the application of a 20 per cent buffer as advised in paragraph 47 of the national planning policy framework

Further information can be found on our website.

#### **9. Endorsement from the Food Standards Agency**

We are two of only 24 district councils to have completed all the food hygiene inspection programmes for the year according to the Food Standards Agency.

As a result of our hard work, we have ensured that 95 per cent of food businesses were considered to be compliant with food hygiene laws. 14 businesses were subject to enforcement notices and 800 received written warnings. Seven locations were temporarily closed to address serious issues and we took three prosecutions following significant breaches of food hygiene laws.

You can read the FSA's full monitoring data from [here](#).

For any further information, please contact Diane Moore, Food and Safety Manager, by email or phone 01235 422116.

#### **10. Charges for non-household waste at recycling centres**

From 1 October, Oxfordshire County Council is increasing charges for items of non-household waste taken to recycling centres, including those in our districts.

Most items of chargeable waste — generally waste from DIY projects such as sinks, baths, kitchen units, soil and rubble — will cost £1.50 to dispose of, with higher charges for items such as plasterboard (£10 per sheet) and car tyres (£5).

The county council is keen to reassure everyone that it will still be FREE to dispose of all household waste at the centres.

For more information, see Oxfordshire County Council's website.

#### **11. Veterans' Gateway**

The Veterans' Gateway, funded by the MOD Covenant, is a 24/7 service aimed at supporting veterans, their families and carers. The website is a handy toolkit for officers and councillors to access relevant content and links to help support military veterans.

The website address is [www.veteransgateway.org.uk/partner-toolkit](http://www.veteransgateway.org.uk/partner-toolkit) and password is PartnerToolkit.

Should you require any further information on the website service, please contact [enquiries@veteransgateway.org.uk](mailto:enquiries@veteransgateway.org.uk).

#### **12. Local Plan**

Following on from the recent councillor round table sessions, the publication version of the South Oxfordshire Local Plan will be considered on the following dates.

Scrutiny Committee — Thursday 14 September 2017 at 6pm in Meeting Room 1 at our offices

Cabinet — Thursday 21 September 2017 at 10am in Meeting Room 1 at our offices

Council — Thursday 28 September 2017 at 6pm in the Fountain Conference Centre at Howbery Park, Crowmarsh Gifford

Subject to its approval for publication, the document will be available for public comment between Wednesday 11 October and Wednesday 22 November 2017.

#### **13. Infrastructure consultations**

Consultation on the revised draft section 106 planning obligations, supplementary planning document (SPD) and community infrastructure levy (CIL) regulation 123 list will be available until Wednesday 11 October.

The documents are interim updates and will be further reviewed in line with the new local plan and revised infrastructure delivery plan.

Comments are invited on the revisions to the section 106 SPD and CIL regulation 123 list. To view the full details you can access our website and comments can be submitted via our online survey.

#### **14. Changes in Personnel**

Three interim heads of Service have been appointed: -

Ian Matten has been appointed as Interim Head of Waste, Leisure, Parks and Environmental Health.

Adrianna Partridge has taken up the role of Interim Head of Corporate Services and will be responsible for assurance, communications and grants as well as having overall responsibility for the council's property assets, the policy and strategy team, strategic HR and IT.

In addition, Liz Hayden has now started her new role as Interim Head of Five Councils Delivery. She will work closely with myself and the other Heads of Service, notably Adrianna Partridge, and will focus on the operational aspects of services within the five councils contract and their effective mobilisation.

#### **15. Henley Leisure Centre upgrade**

Swimmers at Henley Leisure Centre are set to benefit from a major upgrade to their changing area later this year.

The planned refurbishment will improve the whole environment, with the pool-side changing rooms and toilets being completely refurbished. There will be new changing cubicles, lockers, vanity units, while new LED lighting will be installed to help reduce the amount of energy the building uses.

Work on the changing area will start in November and take around eight weeks to complete.

During this time the swimming pool and all other facilities will remain open.

**8. OPEN FORUM** Chairman closed the meeting at 8.35pm to allow comment from members of the public present. Mr D Skillitoe requested clarification on where the liabilities would lie in the event the Thames Farm appeal was upheld and costs were awarded against the Council. the Chairman reassured Mr Skillitoe that our advisers had stated that costs would be capped. Mr M Shelley raised a

number of issues in connection with the application for Chestnut House in particular some inconsistencies in scales. The Chairman requested the Clerk to contact planning for clarification and extension see below. The meeting resumed at 8.45pm.

**9. SPECIAL REPORTS-PLANNING.**

1. Thames Farm decision update from the Chairman

**10. PLANNING**

The Planning Working Party submitted the following recommendations

**PLANNING REPORT – SEPTEMBER 2017 DETERMINATIONS**

Application No: P17/S1938/HH Application proposal, including any amendments: Replace existing shed with new outbuilding. Site Location: Watersmeet Mill Lane Shiplake RG9 3LY – Recommendation: NSV - Granted

Application No: P17/S0833/HH Application proposal, including any amendments: Erection of an oak framed garage barn. Highfield House Mill Lane. Recommendation: NSV – Granted

Application No: P17/S2479/FUL Application proposal, including any amendments: Variation of Condition 2 - to facilitate internal and external alterations to the approved dwelling on application ref. P15/S4337/FUL (Change of use from an ancillary domestic building to a 1-bedroom dwelling). Site Location: Lashbrook Chapel Mill Road Lower Shiplake RG9 3LW. Recommendation: NSV – Granted

Application No: P17/S1247/FUL Application proposal, including any amendments: Erection of two storey four-bedroom dwelling and detached double garage (realigned driveway shown on amended block plan and tree protection plan received 15th June 2017). Site Location: Tower House Reading Road Lower Shiplake RG9 3JN. Recommendation: Refusal– Granted

Withdrawn Application Location: 14 Badgers Walk Lower Shiplake RG9 3JQ Proposal: Rear Orangery Extension (As amplified by Arboricultural Tree Survey & Implication Assessment and Tree Constraints Plan received 1 June 2017) Application Reference: P17/S1381/HH

Application No: P17/S2170/HH Application proposal, including any amendments: Single storey ground and first floor rear extensions. Erection of outbuilding for use as home office (Amended plans received 2 August 2017 showing side facing windows on first floor to be high level). Site Location: 7 Westfield Crescent Lower Shiplake RG9 3LJ. Recommendation: NSV – Granted

Application reference: P17/S1888/FUL: Land at Sheepphouse Farm Reading Road Henley-on-Thames RG9 4HF Proposal: Demolition of existing buildings, alterations to existing vehicular access to Reading Road, construction of new buildings for use by Bremont Watch Company, new access drive, car parking and landscaping. Recommendation: Refusal – Granted

Application No: P17/S0355/HH Application proposal, including any amendments: Two storey front and rear, and single storey side extensions. Detached two bay garages in front of host dwelling. Raise the existing roof line. As amended by drawings received 3 April 2017 to show a double bay garage instead of a triple bay garage and amplified by tree survey plan received 12 July 2017). Site Location: Bunbury Northfield Avenue Lower Shiplake RG9 3PD. Recommendation: NSV – Granted

**APPEALS**

Appeal Ref: APP/Q3115/W/17/3171236 “Dulverton”, Reading Road, Shiplake, Reading, RG9 3JN. The development proposed is the demolition of existing bungalow and attached garage and the erection of two 5-bedroom dwellings, with second floor accommodation within the roof space, and detached double garages. Appeal dismissed.

Appeal APP/Q3115/D/17/3177204 Site Address: Brook Cottage Mill Road Lower Shiplake RG9 3LW Description of development: Proposed two storey rear extension and associated works. Appellants name: Mrs J. ABEY & Mr. T. PLASKITT. Appeal start date: 31st August 2017 Appeal withdrawn

## **APPLICATIONS**

Application Reference: P17/S2659/HH (Householder) Application Type (see definition over): Other Proposal: Improve the vehicular access to the dwelling to allow fire engines to gain access. Address: Lock End House Mill Lane Shiplake RG9 3ND. Recommendation: NSV

Application Reference: P17/S2985/FUL (Full Application) Application Type (see definition over): Minor Proposal: Demolition of existing dwelling and erection of replacement dwelling (amendment to planning permission P15/S3912/FUL). Address: Willows Reach Mill Lane Shiplake RG9 3LY. Recommendation: NSV

Application Reference: P17/S3024/FUL (Full Application) Application Type (see definition over): Minor Proposal: The construction of one new 5 bedroom dwelling plus detached garage and one new 5-bedroom dwelling with integral garage, following the demolition of the existing dwelling and coach house. Address: Christmas Cottage Crowsley Road Lower Shiplake RG9 3JT. Recommendation Refusal – Scale and bulk, possible tree issues and access.

Application No: P17/S1948/FUL (Full Application) Application Type (see definition over): Minor Amendment: No. 1 - dated 26th July 2017 Proposal: Erection of a detached two storey 2-bedroom dwelling (position of access from Oaks Road moved westwards as shown on amended plan received 26th July 2017). Address: Land to rear of The Gables Station Road Lower Shiplake RG9 3JR. Recommendation: Refusal

Application Reference: P17/S2813/FUL (Full Application) Application Type (see definition over): Minor Proposal: Demolition of existing house and outbuildings and erection of replacement two storey 5-bedroom dwelling and detached double garage. Address: The Cobb the Crescent Lower Shiplake RG9 3LL. Recommendation: NSV

Application Reference: P17/S2990/FUL (Full Application) Application Type (see definition over): Minor Proposal: Variation of condition 2 on planning permission P16/S2140/FUL as per submitted report. Three bedrooms, 2 storey detached house within the rear garden of Chestnut House, Station Road, Shiplake. (Amended plans received 12 August 2016 showing dwelling relocated 2.0 metres southwards and reduced in size, reduction in one bedroom from four to three). (Further amended plans submitted 10 October 2016 to show correct scale on the drawings). Address: Chestnut House Station Road Lower Shiplake RG9 3JS. Recommendation: Clarification required from SODC on apparent inconsistencies in plans submitted.

On a motion proposed by Mr T Taylor and seconded by Mr R Curtis the Clerk was requested to contact planning and request clarification on three points raised during the open forum

- 1) Scales are inconsistent on page 14 of the Bradbury report
- 2) The fence height measure 2.4metres
- 3) And the glazing on the overlooking windows will, they be obscured?
- 4) Request an extension to the submission date.
- 5) ACTION: Clerk

Application Reference: P17/S3160/FUL (Full Application) Application Type (see definition over):  
Minor Proposal: Demolition of existing dwelling and erection of a replacement 2-storey dwelling  
Address: Saffrons Station Road Lower Shiplake RG9 3JP – To be reviewed

Mr G Davies commented on the issues surrounding the College proposal to build rugby pitches on land opposite Memorial Avenue.

The Planning recommendations were approved on a motion proposed by Mr T Taylor and seconded by Mr G Davies.

Mr T Taylor was requested to supply applicant's names on the report next month to assist Councillors where there may be conflict of interests.

## **11. FINANCIAL MATTERS.**

1. The following August accounts need approval

Shiplake Memorial Hall (deposit NP meeting room hire )	42.17	102598	62.52
Harrison Grant (Solicitors Fees)	43.17	102599	5,000.00
R V Hudson – salary July	44.17	102600	344.94
R V Hudson – expenses, office allowance. July	45.17	102601	96.85
Inland Revenue – clerk's tax July	46.17	102602	229.87
Mr Robin Head Grasscutting	47.17	102603	50.00
Broadband	48.17	DD	39.50

2. Cheque for £5000 authorised by email to allow urgent briefing of QC for advice on Judicial review of Thames Farm. Clerk has, on behalf of Council, authorised Solicitors to brief QC  
The accounts were approved on a motion proposed by Mr T Taylor and seconded by Mr M Leonard

3. The following September accounts need approval

R V Hudson – salary August	49.17	102604	344.94
R V Hudson – expenses, office allowance. August	50.17	102605	81.60
Inland Revenue – clerk's tax August	51.17	102606	229.87
Mr Robin Head Grasscutting	52.17	102607	50.00
Mr Robin Head Badgers Walk maintenance	53.17	102608	260.00
Came & Company(Insurance)	54.17	102609	1,190.44
LCR subscription	55.17	102610	17.00
Rospa Safety report playgrounds	56.17	102611	159.60
Parish On line annual sub	57.17	102612	33.60
SODC Dog bin service	58.17	102613	12.56
Oxford IT solutions domain renewal	59.17	102614	24.00
Broadband	60.17	DD	40.01

The accounts were approved on a motion proposed by Mr T Taylor and seconded by Mr M Leonard

4. Issues have been raised by the external auditors which could result in a qualified audit however the Clerk is challenging their comments as the information is in conflict with previous guidance issued by BDO. Response below from Mrs Prince

“Dear Mr Hudson

Assets should be recorded at the total cost which has gone through your cash book. So if you receive a grant for £1500 and spend out £3000 on assets the asset would be recorded at £3000. If you paid £1500 for an asset and the other £1500 was paid for by another body then the asset, although in total it cost £3000, would only be recorded on your asset register as £1500. I hope this helps explain the confusion.”

5) Council have received a grant request to assist with replacing the Curtains in the Memorial Hall, 3 quotations have been received from the MH Shaddo committee and reviewed by the FWP who recommend approval of £3000 towards the costs. Motion approved on a proposal by Mr Taylor and seconded by Mr G Davies.

6) Mr D Pheasant presented his budget recommendation for the Neighbourhood plan .The budget was approved on a motion proposed by Mr D Pheasant and seconded by Mr T Taylor

## 12. MATTERS FOR CONSIDERATION.

### 47/18 HIGHWAY MATTERS.

1. Mr R Head suggested that the Clerk and he get together to discuss his ideas to resolve the highway safety issues ACTION Mr R Head and Clerk
2. Clerk requested to submit a highways report to fix my street regarding the white lines at the school junction Plough Lane and Memorial Avenue ACTION: Clerk

### 48/18 RECREATION GROUNDS/OPFA

1. Badgers Walk -. Mr M Leonard reported the condition of the equipment and the general condition of the playground as satisfactory. The Clerk raised the issues identified in the RoSPA report and it was agreed to review these in more depth at October meeting. ACTION Mr M Leonard
2. Memorial Hall. Mr G Davies reported the condition of the equipment and the general condition of the playground as satisfactory. The Clerk raised the issues identified in the RoSPA report and it was agreed to review these in more depth at October meeting. ACTION Mr G Davies

### 49/18 FOOTPATHS

### 50/18 SHIPLAKE – DEVELOPMENT OF FACILITIES.

#### PROJECT UPDATES 10/09/2017

- 1) **VILLAGE WEBSITE**: No. of registered users now 620+ following Neighbourhood Plan (NP) Survey. Further functionality developments for article creation and management being considered for development this financial year.
- 2) **NEWSLETTER**: Next issue being scheduled for November with NP and Thames Farm as key features.
- 3) **TELEPHONE BOX**: Request for volunteers to refurbish the Lower Shiplake phone box to be initiated. Projected material costs of up to £350.
- 4) **NEIGHBOURHOOD PLAN**:

Project is currently on schedule with key tasks completed or nearing completion:

- Designated area based on old pre-2014 parish boundaries, minus area on north side of Woodlands Road and bounded by A4155, agreed by SODC, with request for approval from Sec. of State to agree to consultations with Henley, Harpsden and JHHNP for movement of the area east of A4155 along Bolney Lane to Bolney Road (Mt Ida and pony fields essentially), which are currently part of the JHHNP area, to Ship lake's designated area, consistent with new parish boundaries.

- Resident survey completed, site identification and assessment being finalised with proposals now requiring approval by parish council in September, date to be agreed at parish council meeting 11/09/2017, to enable preparation of 'open meeting' inviting resident's views on draft plans and proposals on November 3rd and 4th at Memorial Hall.

- Based on the NP project plan\* and budget proposal\* attached, the latter previously discussed in outline with council PWG and to be agreed at September 2017 council meeting, the application for £5,000 SODC grant to be forwarded to SODC by parish council clerk by w/e 16/09/2017.

- The parish council to investigate and, if appropriate, submit a request for a Govt. grant in the region of £7,000 for production of the NP.

- Project Plan references production of Final Draft of Neighbourhood Plan by 22/12/2017 for parish council (SPC) for approval. The evidence base and drafts of the plan are being collated simultaneously and updated continuously to meet this date. Once proposed plan is approved by SPC, the council will submit to SODC for review and approval. The next stage is then for the plan to be assessed and approved by a Govt. appointed inspector, prior to a referendum of residents in the designated area. As the latter stages for the timeline for this review, approval and referendum process are beyond the remit and control of the NP Steering Group, it is not possible to provide a date when the NP should be finalised. It is envisaged a period of up to 6 months may be required to complete the review, approvals and referendum process.

Note: Whilst the major tasks within the project plan are unchanged, individual tasks within them are subject to change based on progress and may be awaiting an update.

\*The project plan and the budget proposal reference the requirement for a 'Landscape Character Assessment', which needs to be undertaken by professional consultants. In considering the proposals please take account of the reasons below for undertaking this requirement

1. It was very much recommended as a necessary by a Planning Officer at SODC to justify any proposal to protect large areas of open countryside and particularly if there was to be a proposal that sought to protect a 'green gap', such as the one that exists between the 2 villages.
2. It will highlight anything of value including key vistas and the importance in agricultural, landscape and other terms and provide support from a professional assessment as to the need to preserve the green gap and or vistas
3. It will build and update upon previous Landscape Assessments undertaken historically in the area, such as the district wide assessments commissioned by SODC historically
4. Support (or not as the case may be) for the move to extend AONB
5. Adds to the weight of evidence that we are a rural parish not an urban one.
6. Highlights the rural economy and its importance to the wider area.

**51/18 ENVIRONMENTAL MATTERS/AONB**

1. Mr Head requested that the Clerk write to Chilterns AONB for an update. ACTION :Clerk

**52/18 S.O.D.C.**

**53/18 OCC**

**54/18 O.A.L.C. /O.R.C.C.**

1. 2017 OALC Members Latest update circulated by email

**55/18 MEMORIAL HALL**

**56/18 CHILTERN SOCIETY/CPRE**

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

**57/18 DEFRA & OTHER GOVERNMENT CORRESPONDENCE**

**58/18 TOWNLANDS & OXFORDSHIRE PCT.**

**13 CORRESPONDENCE**

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

- 1) It was recorded that Mr John Bryant had recently passed away and Council requested the Clerk to write to his family thanking him for all his contributions to the Community over many years.
- 2) There being no other business the Chairman closed the meeting at 10.15pm

R.V. Hudson.  
Clerk to the Council.

24/09/2017