

**MINUTES OF THE MEETING OF SHIPLAKE PARISH COUNCIL HELD IN SHIPLAKE  
MEMORIAL HALL ON WEDNESDAY APRIL 4<sup>th</sup> 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, Mr D Bartholomew (OCC), Dr S Mann and Miss A Manning, in addition there were 5 members of the public present. APOLOGIES: Mr F Maroudas and Mr P Harrison (DC) sent their apologies
- 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 12<sup>th</sup> MARCH 2018** were approved on a motion proposed by Mr R Curtis and seconded by Mr D Pheasant.
- 4. MATTERS ARISING FROM PREVIOUS MEETINGS**
  - 1) Planning enforcement response to Chelford House. Clerk requested to send strongly worded letter to enforcement to obtain a satisfactory update. ACTION: Clerk
  - 2) A request has been received from County to nominate a volunteer to liaise directly with contractors regarding fix my street issues. B/F from March meeting. Mr D Pheasant and Mr E Povey have volunteered.
  - 3) APM 2018 date to be decided. Proposal is before end of May to allow an NP update. Mr P Boros and Mr D Pheasant to identify suitable date.
- 5. POLICE MATTERS.** PCSO Ruth Hands.
  - 1) The following is a link which shows incidents/crimes that have happened in the Henley/Shiplake area. With the link you can view crimes as far back as 2016.  
<https://www.police.uk/thames-valley/N379/crime/>
  - 2) Council were made aware of the news of a missing elderly resident Mr F Lawson near to the river which is in flood, all councillors expressed their concerns and thoughts were with the friends, relatives and family and hopefully a positive outcome.

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

**REPORT TO SHIPLAKE PARISH COUNCIL APRIL 2018**

**1. GOVERNMENT MINISTER SIGNS £215M GROWTH DEAL FOR OXFORDSHIRE**

Housing Minister Dominic Raab visited Heyford Park near Bicester last month to sign a deal to deliver a £215m investment in transport infrastructure and affordable housing in Oxfordshire. The Minister met Councillor Yvonne Constance, the county council's Cabinet Member for Environment and Economy. The deal was signed by all six members of the Oxfordshire Growth Board: Oxfordshire County Council, Oxford City Council, Cherwell District Council, West Oxfordshire District Council, Vale of White Horse District Council and South Oxfordshire District Council. March also saw the Oxfordshire Growth Board announce the first year of projects to be funded by an initial release of £30m for infrastructure projects as part of the Deal agreement. Government road money is for major improvements and cannot be used for day-to-day maintenance, but the investment will help to improve the overall standard of the road network.

**2. HOUSING INFRASTRUCTURE FUND (HIF)**

On 21 March the Government announced 44 bids which have made it through to stage 2 of its Housing Infrastructure Fund (HIF) to fund major infrastructure projects. Two of the three HIF bids submitted by OCC last autumn on behalf of Oxfordshire made it through and will now progress to a co-development stage: Didcot Garden Town – £171m is sought for transport improvements including a Didcot Science Bridge and A4130 dual carriageway, a new river crossing at Culham and Clifton Hampden Bypass. This would support the delivery of over 22,000 homes in Didcot, Culham, Harwell and Berinsfield. Additionally, up to £70m of cycle and other sustainable transport improvements are proposed for inclusion in the bid plan. West Oxfordshire Garden Village – £135m is sought for further upgrades to the A40, building on existing schemes and based on the approved A40 Long Term Strategy including development of the Rapid Transit network and additional highway capacity

on A40 transport corridor. This would support the delivery of over 10,000 homes in Witney & Carterton, and around Eynsham.

Detailed business plans will now be developed for the £300 million of transport infrastructure investment behind these two bids. The Growth Board partners expect to hear this autumn whether the two bids going through have ultimately succeeded.

### **3. COUNCILLOR PRIORITY FUND**

As announced in last month's report, all Oxfordshire County Councillors now have a £15k budget to allocate to highways or community projects within their parishes.

### **4. LIVE WELL OXFORDSHIRE WEBSITE CAMPAIGN**

The OCC Adult Social Care Team is running a campaign to raise awareness of its Live Well Oxfordshire website. Live Well Oxfordshire brings together over 2,000 services and activities in one easy to search online directory – from residential care homes and care services that help people stay living at home, to transport services to get them out and about and new hobbies to enjoy. Residents can find useful information and advice on a range of subjects – all aimed at giving them greater choice and control over the support and services they, or a loved one, need. Details here:

[www.oxfordshire.gov.uk/livewell](http://www.oxfordshire.gov.uk/livewell)

### **5. POTHOLE FUND BOOSTED TO REPAIR ROADS AFTER WINTER DAMAGE**

Central Government has announced that local roads badly affected by recent winter weather will benefit from a further £100 million to help repair any potholes and other storm damage, Transport Secretary Chris Grayling announced on 26 March. Nationally, this money will help repair almost 2 million potholes as well as help protect the roads from any future severe weather. This is on top of the £75 million in government funding already given to councils from the Pothole Action Fund this year, as well as the additional £46 million boost for highways authorities announced just before Christmas. Around 7 million potholes across the UK will be filled due to this money, announced in the 2016 Budget. Oxfordshire's share of these funds comes to nearly £3m.

## **SPECIFIC REPORT FOR SHIPLAKE**

### **6. COUNCILLOR PRIORITY FUND**

As advised, I have a £15k fund for Highways works, which I will allocate across my nine parishes in relation to parish size. In respect of Shiplake, I will provide match-funding of up to £3k. This means that if the PC identifies projects costing a total of £6k, I will meet half the cost from my fund.

### **7. BLOCKED DRAIN AT TOP OF STATION ROAD**

Further to the report lodged by Geoff Thomas, I have escalated the issue to a senior officer. He is investigating both the problem and the unhelpful nature of the FMS response.

### **8. MEMORIAL AVENUE VAS SIGN**

Mark Francis has advised that regulations do not permit permanent VAS signs that indicate the actual speed of the vehicle. These are known as Speed Indicator Devices (SIDs). He suggests that the sign displays a solid diagram 670 sign (maximum miles per hour) with the text 'slow down' when illuminated. Solagen can supply these signs but OCC usually has to supply and install the pole that the apparatus is mounted on. Mark is awaiting instructions as per his email to me of 13 March 09.07, which I forwarded to Cllrs Head and Taylor on the same day at 09.30, copy to the clerk.

### **9. MEMORIAL AVENUE WIG-WAG SIGN NEAR SCHOOL**

Mark has also advised about the sign that keeps being damaged near the school. The sign in question encompasses a speed limit terminal sign, so the location is fixed by a Traffic Regulation Order. His updated advice was emailed to me 14 March at 08.51 and I forwarded this to Cllrs Head & Taylor the same day at 18.12, copy to the clerk. Instructions are awaited from the PC.

### **10. MEMORIAL AVENUE 'TRENCHES' OPPOSITE SCHOOL**

Repairs to a 'temporary' standard using topsoil and planings will be undertaken next week. The defects do not meet OCC criteria for a more substantial repair within current budget constraints.

### **11. FMS SUPER-USER**

As previously advised, there is a pilot programme being run by OCC in respect of FMS, whereby a parish councillor could be trained as an FMS 'SuperUser' and would be able to identify

potholes for repair and go direct to the contractor, bypassing the OCC Highways team. Cllr Pheasant has now contacted the OCC Highways team in respect of this.

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

### **District Councillor's Report**

April 2018

#### **1. Extra Bin Collection**

Residents in SODC who are signed up to for the Brown Bin collections can put out twice as much garden waste during the week commencing 9th April.

Residents should leave their extra garden waste out in bin liners or sacks beside their brown bins. Trade waste bags will not be accepted.

#### **2. South Oxfordshire Charitable lottery**

Almost 50 charities and voluntary groups have so far applied to benefit from an exciting new community lottery launching.

£1 tickets can be obtained from [www.socharitable.co.uk](http://www.socharitable.co.uk) and the first draw will take place on the 28th April. It will then run weekly, with a one in 50 chances of winning a prize with a jackpot of £25,000. From each ticket bought, 60p will go to good causes and the local community. Players can choose what local good causes they support when they purchase tickets.

The rest of the money will go to the prize fund and running costs – the council will not receive any of the proceeds.

#### **3. Service Manager appointments**

Interviews for the service manager posts have been completed and the following have now been appointed:

- Licensing and Community Safety Manager - Diane Foster
- Housing Needs Manager - Phil Ealey
- Environment Services Manager - Ian Matten
- Technical Services Manager - John Backley
- Arts and Community Centres Manager - Duncan Grainge
- Community Enablement Manager - Shona Ware
- Customer Engagement Manager - Sally Truman

There are a couple of roles yet to be finalised and we're aiming to announce those in the next two weeks.

For any posts not filled, staff will have the opportunity to apply through an expression of interest process, which has been applied to all recent internal appointments.

You can see the full list of service managers and heads of service that have been appointed so far here.

#### **4. VINCI staff**

From 1 April staff currently working for VINCI Facilities and Arcadis as part of the 5 Councils Partnership will be council employees once again after the formal TUPE process comes to an end. We're currently working positively with Indigo, who provide our car parks service about their element of the VINCI contract.

#### **5. Safe Places launched in Henley**

Following the success of Safe Places in Wallingford and Didcot, we've just extended the scheme in Henley to ensure even more people have a safe place to go if they feel worried, lost or threatened. So far ten premises in the town have signed up and now display a distinctive Safe Places logo in the window for people feeling vulnerable to look out for. Staff inside the shops or cafes are trained especially by Oxfordshire Fire and Rescue to help put people at ease and keep them safe.

If you know of a business interested in becoming a Safe Place in Henley, Wallingford or Didcot, please contact our community safety team by email or phone 01235 422593.

#### **8. OPEN FORUM** The Chairman closed the meeting at 7.58pm to allow comment from members of the public present. Mr Spearpoint asked whether Council would be reviewing PA 0886. The Chairman confirmed this. Mrs Stone requested that the February minutes be adjusted to remove the comment

about Mrs Stone speaking on behalf of the New Road residents association as there is no association and she was speaking on her own behalf .Mr Denehy did not comment but later sent a message and wished it to be recorded in the minutes of his congratulations to the council. There being no other questions the chairman resumed the meeting at 8.00pm.

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

### **10. PLANNING**

The Planning Working Party submitted the following recommendations

#### **APPLICATIONS**

Application Reference: P18/S0886/FUL (Full Application) Application Type (see definition over).  
Graham & Annie Spearpoint: Minor Proposal: Erection of garden shed and greenhouse in addition to new dwelling and garage already approved. Address: The Cobb The Crescent Lower Shiplake RG9 3LL.**NO OBJECTIONS**

Application Reference: P18/S0926/HH (Householder) Mr & Mrs Michael and Morag Broom  
Application Type (see definition over): Other Proposal: Construction of a hard-surfaced tennis court with surround fencing Address: Kingsley Gate House Mill Road Lower Shiplake RG9 3LX.**NO OBJECTIONS**

Application Reference: P18/S0905/HH (Householder) Miss Sara Louise Langton Application Type (see definition over): Other Proposal: First floor upward extension to remove split level bedroom and replace with two bedrooms and bathroom Address: The Hockett Lashbrook Road Lower Shiplake RG9 3NX **NO OBJECTIONS**

AMENDED DETAILS Application Reference: P18/S0483/FUL (Full Application) Application Type (see definition over): Minor Amendment: No. 2 - dated 14th March 2018 Proposal: Demolition of existing house and erection of a detached 6-bedroom dwelling and two semidetached 4-bedroom dwellings and formation of access (bat survey submitted 13th March 2018 and visibility splays shown on amended site plan received 14th March 2018). Address: Old Court Cottage Baskerville Lane Lower Shiplake RG9 3JY **NO OBJECTIONS with comments about concerns over parking**

AMENDED DETAILS Application Reference : P17/S4454/FUL (Full Application) Application Type (see definition over) : Minor Amendment : No. 2 - dated 2nd March 2018 Proposal : Demolition of existing single storey house and garage and construction of two new three storey 5-bedroom houses and two detached double garages (additional tree report received 25th January 2018 and layout of dwellings and site area altered as shown on amended plans received 2nd March 2018). Address: Dulverton Reading Road Lower Shiplake RG9 3JN **REFUSAL**

RE: CERTIFICATE OF LAWFUL DEVELOPMENT FOR: Use of a narrow boat as a permanent houseboat for security of the school rowing boat house AT: Shiplake College Reading Road Shiplake RG9 4BW REF: P18/S0770/LDE no comment required.

Clerk requested to confirm the Chairman to attend the forthcoming planning meeting.

**ACTION: Clerk**

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

#### **DECISIONS**

Application No: P18/S0178/FUL Application proposal, including any amendments: Subdivision of dwelling to form two dwellings Site Location: The Springs Mill Road Shiplake RG9 3LN

Application No: P17/S1888/FUL Application proposal, including any amendments: 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. Site Location: Land at Sheepphouse Farm Reading Road Henley-on-Thames RG9 4HF

## **11. FINANCIAL MATTERS.**

1. The following payments require approval

R V Hudson – salary March	1.18	102673	344.94
R V Hudson – expenses, office allowance. March	2.18	102674	143.39
Inland Revenue – clerk’s tax March	3.18	102675	229.87
Mr D Pheasant (Telephone Box /NP expenses)	4.18	102676	342.25
SODC (Dog Bin Servicing)	5.18	102677	12.56
Broadband	6.18	DD	39.00

The month accounts/payments were approved on a motion proposed by Mr T Taylor and seconded by Mr G Davies

2. Budget vs Actual by summary cost centre @ 1/4/2018 (Appendix 1) were approved on a motion proposed by Mr T Taylor and seconded by Mr G Davies
3. Bank Reconciliation at year end 31/3/2018 (Appendix 2) were approved on a motion proposed by Mr T Taylor and seconded by Mr G Davies.
4. Grant Request for play equipment grant Nursery B/F from March meeting wish list total £203.74. Council approved on a motion proposed by Mr T Taylor and seconded by Mr R Head
5. Council reviewed a grant request from Mr Ken Graham in support of Shiplake Vikings rowing club. Clerk requested to respond saying in principle supportive, but Council would request sight of last three-year accounts as per grant policy, copy to Mr P Harrison (DC). **ACTION: Clerk**

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

**01/19 HIGHWAY MATTERS.** Mr Head reported he had not seen the emails from Mr M Francis as stated by Mr D Bartholomew above in item 6.8 and 6.9, Clerk requested to forward these emails to Mr R Head cc Mr T Taylor **ACTION: Clerk**

### **02/19 RECREATION GROUNDS/OPFA**

1. Badgers Walk -. Mr M Leonard was not present at this time so there was no report on the condition of the equipment and the general condition of the playground. . Council reviewed the Rospa report on BW playground .and the Clerk was requested to obtain an additional quote for repairs to the safety surface. **ACTION: Clerk**
2. Memorial Hall. Mr G Davies reported the condition of the equipment and the general condition of the playground as satisfactory.

### **03/19 FOOTPATHS**

### **04/19 SHIPLAKE – DEVELOPMENT OF FACILITIES.**

#### **IMPORTANT UPDATE TO NEIGHBOURHOOD PLAN: PROPOSED REVISIONS**

A number of important things have happened since we last updated everyone in January:

1. Progress on the SEA
2. The outcome of the Thames Farm Judicial review - which was not allowed
3. Discussions with SODC about the implications of the Thames Farm decision on our NP
4. A Planning Application in respect of the former Wyevale site

### **1. PROGRESS ON SEA**

When updating everyone in January on progress, we mentioned delays (3-4 months) owing to the unexpected requirement for a Strategic Environmental Assessment (SEA) for the Shiplake Neighbourhood Plan. This has been resolved by gaining government funds (c. £10,000) and the appointment of expert consultants to deliver the assessment, whilst also verifying the integrity of our plan proposals.

This work will also make it possible to produce a credible plan to be referenced at the Retirement Village Inquiry which is scheduled for September 11th to 14th 2018.

Please note these dates in your calendar.

### **2. THE THAMES FARM DECISION CHANGES THINGS!**

The most significant event in the past month, however, has been the rejection of our and SODC’s appeals for a Judicial Review against the Thames Farm 95 houses development on a green field site.

This development, although in the Parish of Harpsden and part of the Joint Henley and Harpsden Neighbourhood Plan (JHHNP), is essentially dependent for its ‘sustainability’ through its proximity to Lower Shiplake. This will also apply to other proposals such as those at Mt. Ida and Wyevale, which could, if approved, add a further 40-50 houses to those at Thames Farm, and all of which significantly exceeds our target of a minimum of 33 new houses for Lower Shiplake and Shiplake Cross.

This change in circumstances resulted in the Parish Council and NP Steering Group having discussions with SODC to request consideration of these factors in establishing a revised housing requirement for Shiplake’s Neighbourhood Plan.

SODC now accept that in planning terms developments that are proximate to a settlement form part of that settlement, irrespective of Neighbourhood Development Plans and parish boundaries. SODC’s determination, of which they have advised us in the last few days, is that the above housing developments should therefore be ascribed to the ‘settlement’ to which they are closest and effectively form part of. This is Lower Shiplake.

It should be borne in mind that in this context, the settlement of Shiplake Cross is assessed separately but within our Neighbourhood Plan.

Based on this latest decision, the Parish has already considerably exceeded its 33 houses requirement. Specifically, Lower Shiplake has exceeded its estimated ‘settlement’ target of 28 houses - Thames Farm’s 95 houses, Thames Farm barn of 4 units plus the 18 houses (‘in-fill’) built or with planning permission to do so within the plan period. Shiplake Cross should also meet its requirement by building at least five new houses by 2033.

### **3. DO WE STILL NEED A NEIGHBOURHOOD PLAN?**

- 1 Many residents might ask: ‘We have met SODC’s requirements, why bother?’ Yes, in exceeding the housing number, we will have significantly overachieved one of the plans objectives but not the others:
2. Providing smaller lower cost houses for younger families and those wishing to ‘downsize’ was a key feature of residents’ responses in the Shiplake NP Survey. To achieve this in any further new developments we need to have a Neighbourhood Plan.
3. Developing a Neighbourhood Plan also makes it possible to protect the villages from inappropriate large scale speculative planning applications on areas that the community deems to be unacceptable.

### **4. SO WHAT NEXT?**

The next step is for the Shiplake NP Steering Group to meet to provide revised recommendations as to the alternative content of any NP for consideration by the Parish Council, which would then be presented to the residents for their views.

In Lower Shiplake there should not now be any requirement to build on green field land beyond the current village settlements and we continue to strive to preserve the green gap between settlements.

We also need to establish how best to transition the existing plan content. Starting again is not an option to be considered. We should make every effort to deliver the revised plan before the Retirement Home Inquiry.

The Parish Council and Steering Group is very aware that the impact of the Thames Farm development e.g. commuter traffic and parking, will be felt most by the northern area of Lower Shiplake, including Station Road and the area at the centre of the village. We expect the Neighbourhood Plan ‘Shared Space’ initiative to provide the opportunity to help address such issues.

Please note that the information provided in this update following discussions with SODC is not yet fully in the public domain. We felt however, all residents should be made aware of the changing situation as soon as possible. Also, the position needs to be conveyed formally by SODC to Harpsden and Henley Councils, to avoid any misunderstandings.

Further updates will follow on the villages website and for questions please do not hesitate to use: [np2017@shiplakevillages.com](mailto:np2017@shiplakevillages.com)

David Pheasant – Shiplake Parish Council & NP Steering Group

### **05/19 ENVIRONMENTAL MATTERS/AONB**

1. Communication received Mr John Butterfield

“Apologies for the delayed response. We are currently progressing a significant review of the way we undertake the statutory landscape designation process to try and identify ways in which we could:

- Make new designations or boundary variations more attainable by making use of local expertise and knowledge of stakeholder groups in evidence gathering and presentation;
- Make the way we select new projects “smarter” so that it identifies the best possible cases to take forward through a transparent and accessible prioritisation process.

In addition, Defra’s recently published 25-year plan for the natural environment announced an intention for a “Hobhouse” style review of the need for additional or extended National Parks and AONBs. This will, obviously, influence some aspects of our own review.

Neither of these will affect our current work on a boundary extension to the Suffolk Coast and Heaths AONB which should complete towards the end of this year. A boundary extension for the Chilterns AONB remains one of 14 cases to be considered under any new arrangements or Defra policies that arise following the two reviews. An announcement on the nature and timetable of the “Hobhouse 2” review is expected from Defra in the near future. We will have a better idea of the timing of subsequent landscape designation events soon after.”

Regards

John Butterfield

Senior Specialist – Landscape Designations

Resilient Landscapes & Seas

Natural England

Clerk requested to circulate to other local Parishes. ACTION : Clerk

**06/19 S.O.D.C.**

**07/19 OCC**

**08/19 O.A.L.C. /O.R.C.C.**

1. 2018 OALC Members Latest update circulated by email

**09/19 MEMORIAL HALL**

**10/19 CHILTERN SOCIETY/CPRE**

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

2. Latest CPRE newsletter circulated by email

**11/19 DEFRA & OTHER GOVERNMENT CORRESPONDENCE**

**12/19 TOWNLANDS & OXFORDSHIRE PCT.**

**13 CORRESPONDENCE**

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

1. Clerk briefly updated Council on progress with Councillor emails stating that the glitches seem to have been resolved and on return from holiday he will circulate new email addresses
2. There being no other items of business the Chairman closed the meeting at 9.40pm

R.V. Hudson.

Clerk to the Council.

28/04/2018

**SHIPLAKE PARISH COUNCIL**  
**Summary of Receipts and Payments**  
**Summary - Cost Centres Only**

Cost Centre	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spond
ADMINISTRATION				34,387.00	27,396.87	6,990	6,990
COMMUNITY				17,857.63	13,199.52	4,658	4,658
GRANTS				10,400.00	4,919.80	5,480	5,480
PUBLIC/OPEN SPACES				883.00	2,714.36	-1,831	-1,831
RECEIPTS	28,100.00	35,492.84	7,393				7,393
STAFF COSTS				8,610.00	8,170.41	440	440
SUBSCRIPTIONS				664.71	610.48	54	54
<b>NET TOTAL</b>	<b>28,100.00</b>	<b>35,492.84</b>	<b>7,393</b>	<b>72,802.34</b>	<b>57,011.44</b>	<b>15,791</b>	<b>23,184</b>
V.A.T.					6,694.87		
<b>GROSS TOTAL</b>		<b>35,492.84</b>			<b>63,706.31</b>		

**SHIPLAKE PARISH COUNCIL**

## APPENDIX 2

**Bank Reconciliation at 31/03/2018**

Cash in Hand 01/04/2017

78,799.99

**ADD**

Receipts 01/04/2017 - 31/03/2018

35,492.84

114,292.83

**SUBTRACT**

Payments 01/04/2017 - 31/03/2018

63,706.31

**A Cash in Hand 31/03/2018**  
(per Cash Book)**50,586.52**

Cash in hand per Bank Statements

Cash	31/03/2018	0.00
Cooperative Bank Current	31/03/2018	4,364.75
Cooperative Bank Business	31/03/2018	22,529.63
National Savings and	31/03/2018	23,973.84

**50,868.22**Less unrepresented cheques  
As attached

281.70

50,586.52

Plus unrepresented receipts  
As attached

0.00

**B Adjusted Bank Balance****50,586.52****A = B Checks out OK**