

**MINUTES OF THE MEETING OF SHIPLAKE PARISH COUNCIL HELD ON MONDAY JULY
9th 2018 IN SHIPLAKE MEMORIAL HALL AT 7.45 PM.**

1. **PRESENT:** Mr T Taylor (Chairman). Mr R Head, Mr R Curtis, Miss A Manning , Dr S Mann Mr D Bartholomew (OCC)and Mr W Hall (DC), in addition there was 1 member of the public present.
APOLOGIES: Mr G Davies, Mr D Pheasant, and Mr F Maroudas had 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. All Councillors declared an interest in PA P18/S1616 FUL for Mr F Maroudas but stated that they wished to make comment about the application as they had local knowledge.
3. **MINUTES OF THE MEETING OF SHIPLAKE PARISH COUNCIL HELD ON MONDAY JUNE 11TH 2018** were approved on a motion proposed by Mr R Curtis and seconded by Mr R Head.
4. **MATTERS ARISING FROM PREVIOUS MEETINGS**
 1. Planning enforcement response to Chelford House. The Chairman had written but received no response Mr W Hall (DC) offered to follow up the issue Clerk to forward PA number of applications to Mr Hall. ACTION: Clerk
 2. GDPR and Councillor emails Councillors continue to have issues with new PC email addresses
 3. The 2019 Parish APM was proposed for Thursday 2nd May 2019. Clerk to arrange venue- ACTION: Clerk
 4. Clerk updated Council on situation regarding supply and installation of waste bin at Badgers Walk. Clerk requested to contact SODC environment to see if a servicing contract can be arranged. ACTION: Clerk
5. **POLICE MATTERS.**
 1. The following is a link which shows incidents/crimes that have happened in the Henley/Shiplake area. <https://www.police.uk/thames-valley/N379/crime/>
Council suggested that the link could be put on the Village website. ACTION : Clerk
Two crimes reported one a theft from a person in Northfield Avenue and a public order offence in Mill Lane
6. **O.C.C. Cllr D Bartholomew**

REPORT TO SHIPLAKE PARISH COUNCIL JULY 2018

GENERAL OCC REPORT

1. **SHARED SERVICE ARRANGEMENT BETWEEN OCC AND CDC**

As reported previously, OCC and Cherwell District Council (CDC) are considering a proposal for shared service arrangements under a joint chief executive, while retaining separate councillor bodies, budgets and decision-making processes. The exact arrangements for sharing services and joining up functions still need to be worked out in detail and then agreed separately by each council. They will be implemented incrementally. Approval to move to the next stage was given by OCC's Cabinet on Monday 4 June. OCC's Remuneration Committee subsequently agreed to recommend the appointment of Yvonne Rees, the current Chief Executive of CDC, as joint Chief Executive of the County Council and Cherwell District Council. The appointment processes now moves on to both Full Councils of OCC (10 July) and CDC (16 July). The final decision therefore, remains a decision for Members.

2. **DELAYED TRANSFERS OF CARE – OXFORDSHIRE FIGURES ARE IMPROVING**

Delayed transfer of care (DToC) cases are now at the lowest level for many years in Oxfordshire. The latest national figures published by the Department of Health showed that the average number of people delayed has fallen from 168 in April 2017 to 117 this April. Since April 2018, the number of delays has fallen further and is currently only 78 – more than halving in just over a year. Effective and sustained joint working by OCC and the NHS across Oxfordshire has seen consistent and on-going reductions in the number of people delayed in hospital. Department of Health figures showed a 44% decrease in the number of social care

delays, and a drop in the overall number of days delayed in a hospital. Only 13% of delays were attributable to social care, which is down from 15% in March 2017.

3. COUNTY COUNCIL BUDGET OUTTURN HITS THE MARK

The council's Cabinet received final budget figures for the 2017/18 financial year at its meeting on Tuesday, June 19. OCC managed its net budget with 99.8 per cent accuracy for 2017/18, with an underspend of just £1m (0.2 per cent) on an overall service budget of £422m.

4. SITE ALLOCATIONS CONSULTATION ON MINERALS AND WASTE LOCAL PLAN

The council reached a new milestone in the ongoing planning process to decide where minerals can be extracted and waste management facilities can be located in June with Cabinet asked to approve a site consultation exercise. This will take place in July-September and it will be open to all interested organisations and individuals to respond. All parish councils, environmental and community groups, organisations and individuals who have previously asked to be informed about the plan will be notified when the consultation starts, where the consultation documents can be seen and how to respond. A core strategy was adopted by the council in September 2017 and it was always planned that work on specific site allocations would follow this.

The report can be viewed here:

http://mycouncil.oxfordshire.gov.uk/documents/s42394/CA_JUN1918R15%20MWLPSitesPlan_Report_final.pdf

5. HIGHWAYS UPDATE

The bad winter has taken its toll on road conditions across the county, so OCC welcomed the additional £2.7m the Government has provided for this year; additional gangs have been employed to ensure we utilise the funds during the summer months. Last month 6,236 defects were repaired showing progress is being made on the defects reported during the bad weather. A fact sheet has been produced giving details about the condition of the county's highways and the actions being taken to maintain them. This will be issued to all councillors and parish clerks during the month of July.

6. OXFORDSHIRE'S NEW DOMESTIC ABUSE SERVICE LAUNCHED

A new domestic abuse service for Oxfordshire was launched in June. The new service was set up by OCC in partnership with District Councils and the Office of the Police and Crime Commissioner for the Thames Valley. The service is designed to be highly inclusive to address emotional and practical support needs for any victim suffering or fleeing domestic abuse in Oxfordshire. It incorporates a single access point for victims and professionals, community based Outreach Workers and Independent Domestic Violence Advisors (IDVA) and includes specialist workers to support young people and Black Asian Minority Ethnic and Refugee (BAMER) communities. There is also a program to support victims with complex needs. Victims fleeing abuse will be able to access refuge in Banbury and in one other location, located in either Didcot or Oxford. In addition, the service launches a new model of refuge, delivered from dispersed locations across Oxfordshire, benefiting those unable to access conventional refuge services including male victims, victims with live in carers and families with older male sons. To report concerns, please use the A2Dominion ODAS helpline (0800 731 0055) or oxfordshiredomestic@a2dominion.org.uk

7. NHS HEALTH CHECKS

OCC-funded NHS Health Checks are designed to spot early warnings of stroke, kidney and heart disease, Type 2 diabetes and dementia. They are available to anyone aged between the ages of 40 and 74 who has not already been diagnosed with an existing cardiovascular condition. They are free, and applicants will be invited to have one once every five years. GP surgeries will automatically send out invitations, but if one is not received, residents should contact their surgery and make an appointment. The check will take around 20 to 30 minutes.

For further information about free NHS Health Checks visit:
www.oxfordshire.gov.uk/nhshealthcheck

8. FIGHTING BACK AGAINST THE SCAMMERS

OCC is an enthusiastic backer of Friends Against Scams, a national scheme run by the country’s trading standards services, which aims to:

- Highlight the scale of the problem by getting communities and the nation talking about scams.
- Change the perceptions of why people become scam victims.
- Prevent people from becoming or continuing to be a scam victim by providing more adequate support.
- Recruit people to join the fight against scams to make this a scam-free nation

Friends Against Scams works on several levels. It has a website which gives detailed information on the huge variety of scams as well as encouraging visitors to take a more active role. Residents can become a ‘friend’ by completing an online course or build up to become a SC Ambassador – giving talks to local groups and organisations – after receiving further face-to-face training by OCC’s own Trading Standards Service. For further information visit the Friends Against Scams website. Advice is available on 03454 04 05 06.

SPECIFIC REPORT FOR SHIPLAKE

9. POSSIBLE FURTHER EXTENSION TO CAVERSHAM QUARRY

I wish to draw the attention of the PC to the report to Cabinet 19 June 2018:

Minerals and Waste Local Plan: Site allocations – issues and options consultation.

See Annex 3: ‘Site Nominations – Potential Mineral Working Sites’

SG-11 and SG-65	Land north east of Sonning Eye (Caversham phases 'D' & 'E')	Eye and Dunsden	3.5	Thames Valley Caversham to Shiplake SRA. Potential extensions to Caversham Quarry.	Site should go forward for detailed assessment
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http://mycouncil.oxfordshire.gov.uk/documents/s42394/CA_JUN1918R15%20MWLP-SitesPlan_Report_final.pdf

I have also asked the clerk to circulate the expression of interest (including site plan) from Tarmac.

10. WOODLANDS ROAD

At the last PC meeting, the PC expressed surprise about the amount of road improvement work that had been undertaken at Woodlands Road. I confirmed I shared this surprise and had already raised the matter with officers. I forwarded the officers’ response to the PC on 13th June.

11. P16/S2861/O MOUNT IDA

In relation to Highways amendments submitted in respect of the above application, I asked SODC officers the following question: “Given that SODC now has a five-year land supply and this site was rejected by the Joint Henley Harpsden Neighbourhood Plan, do the applicant’s plan amendments have any relevance?”

This was their reply: “Whilst the application site is not allocated in the JHHNP, officer support for the principle of development hinges on whether the proposal would comply with the relevant infill and redevelopment policies, namely CSRI of the SOCS and H4 of the JHHNP. A key part of demonstrating that the proposed development would be sustainable is whether the applicant can establish that the development is located where the need to travel will be minimised and use of sustainable transport modes can be maximised through an acceptable footpath link to connect the development to the closest services and facilities in the village and alternative modes of transport.”

12. P17/S4454/FUL 'DULVERTON'

On receipt of the amended plans, Highways has now dropped its objection.

13. COUNCILLOR PRIORITY FUND

As previously 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. S.O.D.C. Cllr. P Harrison** no report supplied. Mr W Hall reported on two items, one the rebuilding of the old SODC council building will commence shortly and secondly 5 further back room services will be outsourced .
- 8. OPEN FORUM** The Chairman closed the meeting at 8.06pm for questions from the floor as there were none he resumed the meeting at 8.07pm
- 9. SPECIAL REPORTS-PLANNING.**

Email received from Sam Lankester

I am writing on behalf of Tarmac in relation to Sonning Quarry. As you may be aware, Oxfordshire County Council recently issued a 'Call for Sites' to identify potential sites for mineral extraction as they look to prepare the new Oxfordshire Minerals and Waste Local Plan.

I wanted to let you know that we have put forward a site, which is a 69ha piece of land north east of Sonning Eye. Please find the red line drawing attached, which shows the proposed allocation area. As you know, we recently started operations in the Phase C area at Sonning Quarry, which we anticipate will be worked over a 12-year period with two further years to complete the restoration. This new proposed extension area (which would be identified as Phase D) would therefore look to serve demand much later in the council's plan allowing a sustained supply of construction materials in line with central and local government policy.

It is worth noting that under the previous Draft Minerals Plan (which has since been withdrawn), we had promoted a site which included the Phase C extraction area and a further area immediately to the south of Phase C. Whilst we have also submitted this option to the Council, it is our initial view that the larger site will provide us with more flexibility to mitigate any environmental impacts.

The 'Call for Sites' exercise is the first stage of the process. There is still a considerable amount of work to be done in terms of site investigations, surveys and reporting to support the red-line drawing. If the site is allocated as a 'preferred area' by the council, there will then be multiple phases of public consultation prior to the adoption of the final plan – a process that will take many years.

This email is therefore a courtesy to let you know that we have submitted a proposal for site allocation. We will of course keep you updated as and when this develops further through the Quarry Liaison Group.

10. PLANNING

The Planning Working Party submitted the following recommendations

PLANNING DECISIONS:

1. Application P18/S1246/HH. Application proposal including any amendments: addition of balcony to west elevation. Amendment to glazing to west elevation. Omission of window and door to south elevation. Relocation of staircase from north to south elevation. Addition of window on east elevation. Site location: Willows Reach Mill Lane RG9 3LY. GRANTED.
2. P18/S0483/FUL. Application proposal including any amendments: Demolition of existing house and erection of a 5-bedroom dwelling and two semi-detached 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 and arboricultural information received 13 April 2018 and second floor massing reduced and footprint of plot 1 adjusted as shown on amended plans received 11 May 2018 and bay survey received 11 June 2018). Site Location: The Old Cottage Baskerville Lane Lower Shiplake RG9 3JY. Granted.

PLANNING APPLICATIONS:

3. Application number P18/S0932/FUL, amendment 12 June 2018. Proposal is demolition of existing stable /outbuilding and build replacement 1 and 2 storey detached building as 1-bedroom annexe to main dwelling (Amended plans received 18 June 2018 showing revised site location plan and block plan, and amended plans reviewed 12 June showing building reduced in width on the two-storey part and the single storey part moved away from the boundary). Address : Siplak House Station Road Lower Shiplake RG9 3NY. Applicant: Mr and Mrs Smith. **NO OBJECTION** is recommended with comment of environmental agency views to be sought as flood zone 3.
4. Application number P18/S1616/FUL. Proposal is for erection of two storey side extension and re-division of single dwelling 3 and 4 Rivermead Cottages to provide two separate dwellings with associated separate parking and amenity space provision. Address: 3-4 Rivermead Cottages Mill Lane Shiplake RG9 3LZ. Applicant: Mr Fred Maroudas. **NO OBJECTION** is recommended with comment of compliant with conditions from Environmental Agency and they approve increased residency in flood Zone 3.
5. Application number P16/S2861/0. Amendment dated 20 June 2018. Proposal is outline planning application for the demolition of existing dwelling and erection of 8 dwellings with matters of access, layout and scale for consideration (bat survey and statement of community involvement received 26th September 2016 & Contamination information received 13th October 2016, additional footpath link detail provided, arboricultural information updated and number, layout and scale of dwellings amended as shown on plans received on 13th April 2017 and width of access enlarged and waste vehicle tracking revised as shown on amended plans received 27th June 2017 and additional sections received 4th October 2017 and footpath detail amended and additional arboricultural information as shown on amended plans received 15th September 2017 and 20th June 2018). Applicant: Miss Sarah Melton. Strong Objection to application is recommended as: 1. It is inconsistent with the JHHNP and SODC has a 5+ years land supply. 2. It is inconsistent with the emerging Shiplake NDP as it is too large, doesn't meet the need for smaller units, doesn't meet the need for less expensive units. 3. A development of this size is not sustainable if the Thames Farm development is taken into consideration. 4. The site is too large to be considered infill. 5. The plans for the footpath still put pedestrians at considerable risk, very hazardous.
6. Application P17/S4454/FUL. Minor amendment No 3- dated 18 May 2018, Proposal: Demolition of existing single story house and garage and construction of two new three story 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 and alterations to access and parking arrangements and garage dimensions as shown on amended plans received 18th May 2018 and 22nd May 2018. PC informed OCC Highway Liaison Officer removed objections 5th July 2018, Address: Dulverton Reading Road Lower Shiplake RG9 3JN. Applicants: Mr and Mrs BC and RM Moore. **NO OBJECTION** is recommended.
7. Application P18/S1837/HH. Proposal Demolition of existing mono-pitched gymnasium, erection of replacement flat roof gymnasium to match the architectural style of the main house and garage building. Replacement front boundary treatment from close boarded timber fence to rendered with new vehicular gates. Address: Willows Reach Mill Lane Shiplake RG9 3LY. Applicant: Mr Julian Glasspole. **NO OBJECTION** recommended but EA views on this are sought as big increase in scale and bulk.-No habitation to be allowed. -Could we check on tree impact.
8. Application P18/S1801/FUL. Proposal: Proposed replacement dwelling. Address: Fairwinds New Road Lower Shiplake RG9 3LH. Applicant: Mrs Helen Munsen. **NO OBJECTION** recommended but very concerned there is due consideration given to heavy construction vehicle accessing the site. Narrow access and limited turning available on New Road. There is a tree on the lane approaching the house that needs protecting. We also echo the concerns of "Brackendale" re the overlooking resulting from removal of screening trees and the alignment of windows in the property.

9. Application P18/S2167/FUL. Proposal: replacement dwelling with partial retention of existing for use as ancillary garaging, stores, and recording studio. Address: The Dog House Bolney Road Shiplake RG9 3NS. Applicant Mr B Barlow. No decision as planning committee have not had time to consider fully.

10. Application P18/S2116/LDP. request for Certificate of Lawful Development for erection of new ancillary building (poolhouse) comprising games room, gym, plant and storage (replacement of existing structure). Address Bolney Court Bolney Road Lower Shiplake RG9 3NR. Applicant: Mrs Helen Notley. Unable to issue comments.

The Planning reported was approved on a motion proposed by Mr R Curtis and seconded by Miss A Manning

11. FINANCIAL MATTERS.

1. The following payments required approval

R V Hudson – salary June	24.18	102691	351.78
R V Hudson – expenses, office allowance. June	25.18	102692	94.90
Inland Revenue – clerk’s tax June	26.18	BACS	234.52
Stephen Head (Grasscutting)	27.18	102693	50.00
Shiplake Memorial Hall	28.18	102694	224.43
Shiplake Bowling Club	29.18	102695	108.00
Kirkham Planning (inv 993/292/18)	30.18	102696	458.40
Kirkham Planning (Inv 999/292/18)	31.18	102697	1,608.00
OALC (meeting fees)	32.18	102698	96.00
Chiltern Society (Sub)	33.18	102699	30.00
Oxford It Solutions (fees)	34.18	102700	61.86
Broadband	35.18	DD	39.00

The month accounts were approved on a motion proposed by Mr T Taylor and seconded by Dr S Mann

12. MATTERS FOR CONSIDERATION.

37/19 HIGHWAY MATTERS.

1. Highways maintenance briefing from Oxfordshire CC circulated by email. Mr R Head requested if this item could be relocated to follow Mr D Bartholomew report on future agendas. Council agreed
2. Mr R Head reported on a number of items A) The Reading Road VAS has been out of action for a while B) The wig wag signs at Shiplake Row repairs and relocation should be carried out during school holidays .C) verges, after work carried out BT Open Reach installed pipes and destroyed verges Mr Head wished to know if work is now complete and if not when D) a large pot hole has emerged in Memorial Avenue, Mr Povey to be advised E) Costings of road safety signs Mr J Beale to supply detailed costings, this item has been ongoing since 30th October 2017.

38/19 RECREATION GROUNDS/OPFA

1. Badgers Walk -. **There was no report**
2. Memorial Hall. Mr R Curtis reported the condition of the equipment and the general condition of the playground was satisfactory

39/19 FOOTPATHS

40/19 SHIPLAKE – DEVELOPMENT OF FACILITIES.

NEIGHBOURHOOD PLAN UPDATE : Mr D Pheasant to update Council

This update focuses on 2 key decisions to be made and references a 3rd support activity important to the ensuring all residents are kept up to date with progress of the NP, crucially so given a decision to continue with the pre-submission of the plan based on current NP boundaries as agreed to date.

1. DECISION 1: AGREEMENT ON DRAFT NP PRE-SUBMISSION DOCUMENT

As referenced in the June council meeting minutes, a working group has been working to finalise the text of this document for starting the pre-submission 6-week consultancy process for the Shiplake NP. My understanding is that subject to final checks/’read through’ and proposed changes to Section 5 – Housing, covering aspects of the transition from the earlier plan’s sites proposals and those currently being proposed post the Thames Farm decision, there essentially is agreement

to the content of the document. The accompanying Strategic Environmental Assessment (SEA) document provided by AECOM is an independent consultancy document, to which we are suggesting some small changes. Acceptance of these is dependent on the consultant's determination in these matters. The changes to Section 5 are not viewed as contentious and are scheduled to be completed by councillor Pheasant for approval in the next 72 hours. The action is therefore for the council to approve the current draft subject to finalisation of the points referenced above by the working group.

2. DECISION 2: DECIDE WHETHER TO CONTINUE WITH THE NP PROCESS ON BASIS OF CURRENT DESIGNATED BOUNDARY OR DELAY THE PROCESS AND RE-DESIGNATE THE NP AREA BASED ON SHIPLAKE'S CURRENT PARSH BOUNDARY

Whilst developing the NP based on the current designated boundary, the Steering Group (SG) and Parish Council have always been mindful of the need to transition that part of Shiplake (Bolney Road, Lane and part of Northfield Avenue and Reading Road), previously part of Harpsden and currently included in the Joint Henley & Harpsden Neighbourhood Plan (JHHNP), into Shiplake's NP, once our own plan had been formally approved by the planning authorities. This became possible legally in recent months and the SG, in discussions with SODC, Harpsden and Henley representatives, has obtained their necessary agreement to this transition in parallel with the JHHNP being 'updated' in the coming months.

At this late stage with our plan essentially complete and ready to be submitted to the approvals process, with a likelihood approval before the end of 2018, it has been suggested by SODC that we might wish to re-designate our NP area at this stage. This would mean further consultations, writing a third version (following the Thames Farm decision) of the NP and considerable delays to having an approved plan, with which to influence housing in the parish and defend itself against more speculative development.

There are 'pros' and 'cons' with any decision such as this and after considerable discussion of and due consideration of all relevant aspects, the SG voted with 6 members to 1 to continue as we are, with no change to the current boundary. It is also important that members of the SG confirmed their willingness to take part in the completion of a subsequent revised plan immediately following the 'making'/approval of the current plan. Their acquired knowledge of the process should ensure a relatively quick execution of a revised plan based on a re-designated boundary.

Underlying all these considerations is concern of matters beyond our control e.g. SODC changes to the Local Plan and housing numbers, aspirations of other neighbouring parish/town councils and developers, the ability to defend the parish against the vagaries of planning interpretations by SODC etc. We have developed a plan that should be approved and provide us with the ability to achieve our objectives on behalf of the parish. It can be augmented later.

3. **SUPPORT ACTIVITY**: Publication of Shiplake News in July with necessary updates for residents on the pre-submission NP document as planned, consistent with consultation initiatives recommended as part of the NP process.

David Pheasant – 09/07/2018

Following this update Council agreed that a small subcommittee continue to work on the final draft and this will then be circulated to all Councillors before issuing to residents for consultation. Council agreed for Mr P Boros to attend the subcommittee working group meeting , as a consultant and non-voting member , the sub committee group would have the final decision on the draft words.

Clerk requested to distribute sections 3 and 5 of the draft to all Councillors

41/19 ENVIRONMENTAL MATTERS/AONB Clerk requested to contact Chilterns AONB and see if there is any update and circulate any response to other Parishes **ACTION ;Clerk**

42/19 S.O.D.C.

43/19 OCC

44/19 O.A.L.C. /O.R.C.C.

1. Latest 2018 OALC update circulated by email
2. Notification of AGM circulated by email

45/19 MEMORIAL HALL. Miss A Manning reported that a number of changes are taking place and that there will be revised constitution to become a Charitable Incorporated Organisation (CIO)

46/19 CHILTERN SOCIETY/CPRE

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

47/19 DEFRA & OTHER GOVERNMENT CORRESPONDENCE

48/19 TOWNLANDS & OXFORDSHIRE PCT.

13 CORRESPONDENCE

1. Email received from A Law “Dear Roger,I am concerned about the verge opposite the school on Memorial Avenue. The side of the road was cleared a week or so ago and the debris was thrown back into the ditch which is now barely visible. This needs inspecting. The school has had two bad floods to my knowledge and if there is heavy rainfall it looks to me as if the chances of this happening again have been increased because of the roadworks. I don’t know a lot about drainage, but I do think that this is worth looking at.”

14. ITEMS OF INTEREST OR FOR FUTURE DISCUSSION.

1. Mr R Head reported that it is the 100year anniversary of the RAF this year and there will be a number of commemorative events
2. There being no other items of business the Chairman closed the meeting at 9.45pm.
3. The next PC meeting will be on Monday September 10th 2018

R.V. Hudson.
Clerk to the Council.

01/08/2018