**HARPSDEN PARISH COUNCIL**

**Minutes of a Meeting of the Council held virtually via Zoom**

**on**

**Monday 18th May 2020 at 7.45 pm**

Present: Cllr Kester George (KG) Chairman

Cllr Hilary Andrews (HA) Parish Councillor

Cllr Catherine Rubinstein (CR) Parish Councillor

Cllr Sara Langton (SL) Parish Councillor

Cllr Matthew Phillips (MP) Parish Councillor

Cllr David Bartholomew (DB) OCC & SODC Council

Cllr Leigh Rawlins (LR) SODC

In attendance: Anne Marie Scanlon (AMS) Clerk

**2939 Apologies:**

There were none.

**2940 Declarations of pecuniary interests and/or requests for dispensations from Members regarding any item on this agenda:** There were none.

**2941 Approval of Minutes of last Council Meeting on 28th March 2020**: The minutes were approved and signed into the record.

**2942 Matters arising:**

There were none.

**2943 Oxfordshire County Council Report**: (attached at Appendix 1)

(i) **Third Reading Bridge**

The Summit Meeting which was to have been in March had been cancelled due to the Covid Crisis. A consultation had been launched. DB had emailed all councillors in respect of that. He said that the proposed mitigation regarding a link road had become the proposed Reading North Orbital Road. He said there was scant information or detail on the proposed roadway, but it was important for Parish Councils to respond to the consultation. DB said that LR would also need to become involved in the consultation. The closing date of the consultation was in the email he had already circulated to councillors.

CR asked if the financial situation caused by Covid-19 would have an impact on future plans by SODC.

DB was unsure as there had been discussion about spending on infrastructure to improve the economy after the lockdown period.

**(ii) Gillotts Lane Improvements**

DB was happy to report that the Formal Consultation period on the proposed improvements to Gillotts Lane had commenced. He said Planning Officers were against having signs for the passing places and DB was worried that without markings they would become parking spaces. He had formally responded that he was fully supportive of the improvements plan but wanted the passing places clearly marked. The consultation period would end on 29th May. KG said that the Parish Council would respond before then.

ACTION: HPC to respond to the formal consultation on Gillotts Lane.

<https://consultations.oxfordshire.gov.uk/consult.ti/GillottsLaneCalming/consultationHome>

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**(iii) Sheephouse Lane (Unknown Road)**

DB said he had been pressing the case for repairs to Sheephouse Lane and had told OCC that traffic would increase significantly due to the new developments at Highland Park, Thames Farm and Wyevale. He said that OCC had been slowly moving it up the agenda.

**(iv) Relocation of Lower Shiplake Sign A4155**

At the last meeting (18th March) Harpsden Parish Council had unanimously supported DB’s suggestion that the sign be moved closer to Highland’s House. Conversely Shiplake Parish Council had voted unanimously against moving the sign. CR said that Jo Stone had contacted her to ask why the sign should be moved. CR said she had replied that it was confusing for post, deliveries etc. DB said he thought that moving the sign was a bigger issue than that. He said the people who would be living at the Thames Farm site would be Harpsden residents and it would be confusing for them if they thought they were living in Lower Shiplake. MP wanted to know why Shiplake did not want the sign moved. DB said Shiplake were concerned that it would be confusing for the three or so houses on the left (coming from Henley). DB said that not moving the sign would ensure the rampant confusion of the future residents of Thames Farm and that was a more pressing concern. He said that they would be Harpsden parishioners and confusion might lead them to lobby Shiplake PC. He said that Highways were very supportive about moving the sign until Shiplake PC had voted against it. DB said it would be best if Harpsden PC and Shiplake PC were to speak further about this and to let him know the outcome.

Related to this but a separate issue, DB said that Shiplake wanted a traffic light controlled pedestrian crossing. OCC had deemed this unnecessary as it would involve road widening and would cost approximately £100,000. DB also thought traffic lights would be urbanising.

SL agreed about the traffic lights but thought there should be some sort of crossing as it was a dangerous part of the road and when residents moved into Thames Farm there would be more people attempting to cross the road. DB repeated that the road was too narrow and added that if the road were to be widened there would be drainage issues and new drainage would be needed. Further there was no space for a traffic island. CR asked if a crossing would be better further along the road. KG said that he was very disappointed at OCC’s performance at the public enquiries into Thames Farm. Both Shiplake PC and Harpsden PC had said that the road was extremely dangerous and yet OCC had said nothing at that time. Having a safe crossing on the road should have been made a condition of allowing the estate(s) to be built.

MP asked about pavements. DB said a new footpath had been built on the Thames Farm side of the road and there would be another footpath built on the Shiplake side. SL asked if OCC could introduce traffic calming measures on the road, but DB said that could not be done as it was a key route for emergency vehicles.

**(v) Roadworks at Thames Farm**

DB reported that the roadworks which had been suspended due to the Covid-19 Pandemic would restart in early June.

**(vi) Sonning Common Road / Blounts Court Road Surface Dressing**

The surface dressing on the road from the top of Devil’s Hill up to Sonning Common had been completed and the entire road had been completely repaired.

CR wanted to know if there would be any plans for the road that went to Chalkhill and Binfield. DB said it would be highly unlikely but reported potholes would be fixed. CR said there were many more large lorries using the road. DB said if HPC had CIL money after it met the priorities it had set that OCC might be able to cooperate on the repairs.

DB concluded his report.

MP asked if DB knew when Highspeed Broadband would be extended to Harpsden and Shiplake. DB said that parts of Shiplake and Binfield Heath had highspeed broadband, but he thought that Harpsden would be too far out for the extension. DB suggested that Harpsden residents rally support if they wished to get highspeed broadband and added that Zoom and Airband were in competition with each other

**2944 South Oxfordshire District Councillors Report**: (attached at appendix 2)

(i) Much of the Council business had been related to Covid-19 and that all councils were extremely busy since the pandemic began. He was concerned that the planning system would not be making any changes and he was worried that things which normally went to the planning committee would be bypassed. The Government, he said, had not made any changes at all and were unyielding on deadlines.

(ii) Council finances were in difficulty and the quarterly indications were that the Government would not be reimbursing councils for lost income. DB added that there was a £38 million hole in the Council’s finances.

(iii) There would be a double collection of garden waste in the coming week and that OCC recycling centres had opened as of 18th May.

(iv) The Secretary of State was keen to find ways for local councils to continue their planning functions electronically.

**2945 Review of adequacy of insurance policy prior to renewal**

Council agreed unanimously to renew the HPC insurance policy with Zurich.

**2946 Completion and approval of Annual Governance Statement 2019/2020**

This item was deferred as per guidance from OALC and Moore in regard to Covid-19 pandemic.

**2947 Completion and approval of Annual Governance Statement 2019/2020**

This item was deferred as per guidance from OALC and Moore in regard to Covid-19 pandemic.

**2948 Planning Matters**:

**(i) New Applications since the last meeting:**

**P20/S0715/DIS**

**(RE P16/S0970/O)**

**Thames Farm**

Discharge of Condition 11 – drainage strategy on Planning Application P16/S0970/0 (additional information received 16 March 2020). Outline Planning Application for up to 95 dwellings and associated public open space and landscaping, means of access and strategic landscaping not reserved.

**P20/S1259/DIS**

**(RE P19/4180/FUL**

**Upper Bolney House, Upper Bolney Road, RG9 4AQ**

Discharge of Conditions 4 levels, 5 Spoil Distribution, 6 Planting & 8 Lighting on planning application for proposed riding school as addition to existing facilities.

**APPEAL**

**APP/Q3115/W/20/3247466**

**P19/S2024/HH**

**Bellehatch Park, Harpsden, RG9 4AN**

Erection of single storey pavilion adjacent to tennis court (within Bellehatch Farm as per amended plans received 4th December 2019) (As per tree protection details uploaded 30th January 2020)

**All written representations must be made by 28th May and must quote appeal reference number**.

**2948 (ii) SODC Decisions since the last meeting:**

**P19/S4692/HH**

**Highwood House, Upper Bolney Road, RG9 4AQ**

Demolition of detached 3 bay garage. Erection of 2 storey side extension, infill stair tower and replacement 3 bay attached garage. (Preliminary Root Assessment Survey dated 14/07/19 received 7 February 2020). (Updated Arboricultural Report and drainage/service plan received 17 February 2020)

**Planning Officer Davina Sarac.**

**Target 20th March**

20/1/20 HPC had no objection.

**New Target 20th March**

**APPROVED 20th March**

**P19/S4381/HH**

**Harpsden Court, Harpsden Way, RG9 4AX**

Construction of Greenhouse and Swimming Pool. (As clarified by Additional Information received 28 January 2020, Amended Design and Access Statement submitted 5 February 2020 along with images of pool plant shed and location map showing location of plant and Written Scheme of Investigation received 26 February 2020).

**Planning Officer Davina Sarac.**

**Consultation ends 17th January 2020**

**Target Decision date 7th Feb 2020.**

*KG has the hard copies of the plans a/o 28/12/19*

20/1/20 HPC had no objection.

**No decision a/o 16th March**

**Permission Granted 14th April**

**P19/S4066/HH**

**Harpsden Court, Harpsden Way, RG9 4AX**

1. Reinstatement of central gable to front elevation.
2. Application of lime render coat to ‘pebble dash’ elevations together with exposure of limestone block quoins.
3. Reinstatement of leaded glazing to front elevation windows to replace modern glass.

**Planning Officer Davina Sarac.**

**Consultation ends 29th December 2019**

**Target Decision date 22nd January 2020.**

**Granted 17th April**

**P20/S0608/HH**

**Southwood Lodge, Upper Bolney Rd, Harpsden, RG9 4AG**

Replacement of an existing conservatory with a new extension to the east of the house, addition of a dormer window and relocation of external staircase to the existing garage building.

**Planning Officer Lilua Iheozor-Ejiofor**

**Consultation Ends 25th March**

**Target Decision 22nd April**

By email 17/3/20

Harpsden Parish Council has no objection to this Application.

**Permission Granted 18th April**

**P19/S4067/LB**

**Harpsden Court, Harpsden Way, RG9 4AX**

1. Reinstatement of central gable to front elevation.
2. Application of lime render coat to ‘pebble dash’ elevations together with exposure of limestone block quoins.
3. Reinstatement of leaded glazing to front elevation windows to replace modern glass.

**Planning Officer Davina Sarac.**

**Consultation ends 29th December 2019**

**Target Decision date 22nd January 2020.**

20/1/20 HPC had no objection.

**New Consultation ends 27th Feb 2020**

**No decision a/o 16th March**

**Listed Building Consent 17th April**

20/1/20 HPC had no objection.

Further information received by SODC 24/1/20 revised Design and Access/Heritage Statement submitted 5 February 2020).

No decision a/o 16th March

**(Amended plan received 27 March 2020 showing windows are existing and central gable to front elevation).**

**Granted 17th April**

**P19/S3301/FUL**

**Harpsden Cricket Club, Harpsden Way, RG9 4HG**

Erection of a changing block pavilion for Harpsden Cricket Club next to existing cricket pavilion. (As per amended plans and supporting information submitted 30/1/20 and plans for the internal layout of the pavilion submitted 23/3/20)

**Planning Officer C. Philpotts.**

**Target 16th December 2019**

18/11/19 The Council had no objection on planning grounds but were not prepared to consider the

Cricket Club request for a share of CIL money to help with building the new pavilion. The Council agreed that while they supported the Cricket Club in principle they would have to wait until the three priority projects had been completed in order to see what funds remained and also to clarify if giving funds to the Cricket Club was allowed under CIL regulations.

20/1/20 No decision.

**Amended 30th Jan.** 13/2/20 HPC had no objection.

**New Target 5th March 2020**

**No decision a/o 16/3/20**

**Permission Granted 22/4/20**

**P20/S0986/HH**

**Ash Farm, Upper Bolney Road, RG9 4AQ**

Electric vehicle/pedestrian gate with metal posts.

**Planning Officer Simon Kitson**

**Consultation ends 15th April**

**Target 6th May**

**Permission Granted 5th May 2020**

**2948 (iii) Outstanding Applications and Appeals:**

**P19/S4049/FUL**

**Crowsley Park Lodge, Harpsden Bottom, RG9 4JD**

Demolition of existing dwelling and erection of proposed new four-bedroom dwelling.

**Planning Officer Caitlin Phillpotts.**

**Consultation Period Ends 5th December**

Harpsden Parish Council objects to the proposed demolition of the existing dwelling and to its replacement with a larger building that would be out of place in this very quiet rural corner of the Chilterns AONB, both because of its size and its shape.

**Target 7th January 2020**

**NO DECISION A/O 20th Jan 2020**

**NO DECISION A/O 16th March 2020**

**P19/S2646/FUL \*\*REVISED APPLICATION**

**Highlands Farm RG9 4PR (re P17/S0024/RM)**

Full planning permission for a variation of housing mix at Highlands Farm (as consented under P17/S0024/RM) comprising the substitution of 85 dwellings in the central and south west parts of the site with 113 dwellings, a net increase of 28 dwellings with 40% affordable housing maintained across the site along with footpath connection.

**Planning Officer Tom Wyatt.**

**Target Decision Date 29 November**

**Consultation to 25th November 2019**

16/9/19 HPC viewed the revised plans and concluded that the increased number of dwellings would lead to an increase in vehicles which would put further pressure on Gillotts Lane and would lead to more pollution. They also took the view that terracing would look much better than the giant blocks proposed, which would impinge on the AONB.

18/11/19 KG had told Krystian Groom from Crest Nicholson that HPC would withdraw the objection regarding the height of blocks but would replace it with an objection to the increased density since they believed it would amount to overdevelopment.

20/1/20 No decision.

NO decision a/o 16/3/20

**P19/S1858/O**

**Thames Poultry Farm House, Harpsden Woods, RG9 4AD**

Erection of three detached dwellings with scale layout and means of access to be determined at this stage and landscaping of external appearance to be determined at reserved matters stage. **September 27th, 2019 Update**. Outline application for erection of 3 detached dwellings with scale, layout and means of access to be determined at this stage; and landscaping and external appearance to be determined at reserved matters stage (access and layout revised to take account of protected trees as shown on amended plans and arboricultural information received 27th September 2019)

**Planning Officer Paul Lucas.**

**Target 31st Jan 2020**

**Consultation Closed 9th July.** HPC objected 3/7/19 as contravening the NP as “not a brownfield site with good road access.”

13/2/20 HPC had a strong objection – not a brown field site with good road access & therefore in conflict with JHHNP and more of an extension of the Taylor Wimpey estate into rural Harpsden on the edge of Chilterns AONB

Target was revised to 29/2/20 & subsequently to 31/3/20 **No decision a/o 16/3/20**

**P20/S0048/DIS**

**(P17/S1888/FUL)**

**Sheephouse Farmhouse, Reading Road, RG9 4HF**

Discharge of conditions 11 – external lighting, 15-cycle parking & changing facilities

And 18 – Travel Plan on Application Ref P17/S1888/FUL. Demolition of existing buildings, alterations to existing vehicular access to Reading Road, Construction of new buildings for use by Bremont Watch Company, new access for car parking and landscaping

**Planning Officer Tom Wyatt.**

**Target 17th Feb**

**APPEAL APP/Q3115/W/19/3240835**

**P19/S2089/FUL-HAR**

**The Cottage, (Bellehatch) Harpsden, RG9 4AP**

Replacement dwelling.

**Planning Officer Davina Sarac**

**Consultation to 9th August**

**Target Decision 27th August.** HPC had no objections.

**DENIED 9th October 2019. “**The proposed development would result in a replacement dwelling that would have a materially greater visual impact than the existing dwelling. The height, scale, width and mass of the dwelling when viewed alongside the neighbouring property would be unduly prominent and would significantly diminish the landscape quality of the site and its surrounding area causing harm to this part of the Chilterns AONB landscape. As such, the proposed development would not conserve or enhance the landscape and scenic beauty of this part of the Chilterns AONB. Therefore, the development would be contrary to Paragraph 179 of the NPPF, Policies CSEN1 and CSQ3 of the South Oxfordshire Core Strategy, Policies D1, G2, C4 and H12 of the South Oxfordshire Local Plan 2011, and Policy DQS1 of the Henley and Harpsden Neighbourhood Plan.”

**APPEAL. 9th DEC 2019** to Sec of State by Mrs M Caprotti. The appeal will be determined on the basis of written representations. The procedure to be followed is set out in Part 2 of the Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009, as amended. We have forwarded all the representations made to use on the application to the

Planning Inspectorate and the appellant. These will be considered by the Inspector

when determining the appeal. If you wish to make comments, or modify/withdraw your previous representation, you can do so online at

https://acp.planninginspectorate.gov.uk

If you do not have access to the internet, you can send your comments to: Natalie Durose

The Planning Inspectorate Room Zone 3C Eagle Wing Temple Quay House2 The Square

All representations must be received by **13th January 2020**

Any representations submitted after the deadline will not usually be considered and will be returned. The Planning Inspectorate does not acknowledge representations. All representations

must quote the appeal reference **APPEAL APP/Q3115/W/19/3240835**

20/1/20 KG said he had agreed with the initial planning decision and the reasons for it

**P19/S4397/HH**

**Hunts Farm Cottage, Harpsden Bottom, Harpsden RG9 4HY**

Provision of new access from main road and driveway

**Planning Officer Davina Sarac.**

**Consultation Ends 18th January 2020**

**Target 3rd Feb 2020.**

3/2/20 HPC had no objections

NEW **Target 26th March 2020.**

**P19/S4085/FUL \*\*REVISED**

**The Cottage, Highlands Lane, Highlands Farm RG9 4PR**

Construction of 5 detached dwellings including garages on land at the former ‘Cottage’ site on Highlands Lane (as amended to alter the layout and design of the development)

**Planning Officer Tom Wyatt.**

**New Consultation Ends 17th March**

**Target** has not been amended **8th January 2020.**

**Applicant is Greenland Henley Ltd via an agent.**

20/1/20 KG reported he had objected on behalf of the Council.

By Email 17/3/20 “Harpsden Parish Council still sees this application for five houses on a tiny plot as oppressive over - development, all the more unfortunate in that its site near the entrance to the new estate would have a depressing effect. We recommend at most three, and preferably no more than two, houses on this plot.”

**P20/S0227/HH**

**Harpsden Court, Harpsden, RG9 4AX**

Removal of first and ground floor bay windows and replacement with windows to match the existing windows of the south elevation. Replacement and internal alterations of existing kitchen and new roof to rear flat roof section at first floor over the kitchen. New dormer windows on north elevation of the roof. Internal alterations (Amended Design and Access/Heritage Statement rec’d 5th Feb 2020) (Amended description agreed with applicant 5th March 20) Revised Heritage Statement received 8th April.

**Planning Officer Davina Sarac**

**Consultation Ends 28th Feb 2020**

**Target Decision 24th March**

**P20/S0228/LB**

**Harpsden Court, Harpsden, RG9 4AX**

Removal of first and ground floor bay windows and replacement with windows to match the existing windows of the south elevation. Replacement and internal alterations of existing kitchen and new roof to rear flat roof section at first floor over the kitchen. New dormer windows on north elevation of the roof. Internal alterations (Amended Design and Access/Heritage Statement)

**Planning Officer Davina Sarac**

**Consultation Ends 28th Feb 2020**

**Target Decision 24th March**

13/2/20 HPC had no objections

**P20/S0651/DIS**

**Holly House, Harpsden Bottom, RG9 4HR**

Discharge of condition 4 - Tree Protection of application P19/S1395/FUL. Erection of detached replacement dwelling and outbuilding (including modifications to the existing dwelling and removal of existing outbuilding), removal of underground store with re-grading and landscaping, together with access driveway and alterations to access gates and associated fencing (part-retrospective).

**Planning Officer Rob Cramp**

**No Public Consultation**

**Target Decision 31st March**

**2949 Financial Matters**

**2949.**i **Bank Balances and Reconciliations** (attached Appendix 3a)

Community Account: £135.16

Business Saver Account: £365,533.53

Total of both accounts: **£365,668.69**

Total Amount of CIL Money: £357,159.03

AMS had previously circulated by email the bank reconciliations for the 2 months to 1st May 2020 for the Community and Business Saver Accounts and both were now approved by Councillors and signed by the Chairman. They are attached at Appendix 4a.

**2949.**ii **Approval of Payments**

The following were approved for payment and are attached at Appendix 3b

Clerks Salary (Feb-April) £1050.00

Zurich (Insurance) £294.95

OCC (50% of work to date Gillotts Lane) £800.00

**2949.**iii **Budget vs Actual Expenditure:** This had been circulated previously and approved by Council and is at Appendix 3c.

**2950.** **AOB:**

**(i) Use of HPC's CIL money**

KG said that Henley Town Council (HTC) had reiterated their request for a share of the CIL money received in respect of Highlands Farm/Park. Since Highlands Park affected Henley as well as Harpsden, they certainly had a claim, as they did from sharing the preparation of the Neighbourhood Plan (NP). What worried him was finding a criterion for measuring the extent of Harpsden's debt, particularly given Henley's rather high-handed treatment of several matters (above all the fact that the NP Committee could be overruled by the Town Council but not by HPC and that HTC had recommended the Bremont Watch factory without consultation although the site was in Harpsden). In discussion it was agreed that :

a) HPC must stick to its priorities and reserve enough money not only to pay the up-front costs (the works at last agreed on Gillotts Lane would leave a substantial sum since OCC had agreed to pay half, but they might not prove adequate).

b) KG would ask HTC to spell out the administrative costs they had incurred in preparing the NP; and

c) HPC would give sympathetic consideration to any works or costs imposed on HTC by the building works at Highlands Park once it was clear that our funds could cover our three agreed priorities (Gillotts Lane, the Valley Road and Sheephouse Lane)

d) MP proposed that our CIL money should if possible be distributed into different bank accounts since money in any one bank was only guaranteed up to £85,000. KG doubted if such a move would be worthwhile but it was agreed to ask AMS to see if she could bring it about.

**ACTION**: KG would talk to the chairman of the NPC.

**ACTION** AMS would open new bank accounts for the CIL monies in consultation with MP.

**(ii) Donations to organisations of benefit to Harpsden**

KG proposed that the Council should pre-approve the repetition of the donations made last year (i.e. CAB, Chiltern Conservation Board, the Chiltern Society, the HPCC for the maintenance of the cemetery and the Woodland Trust) so that he and AMS could pay them when it was clear that HPC had the funds, as the budget had been imposed upon by the Covid pandemic and other items. The Council agreed.

**2951** **Dates of next meetings:**

Council Meeting 20th July 2020 7.45pm

Council Meeting 21st September 2020 7.45pm

Council Meeting 16th November 2020 7.45pm

**Approved: ………………………………………………………………….. Date: 20th July 2020**

**Kester George, Chairman**