

HARPSDEN PARISH COUNCIL

Minutes of a Meeting of the Council held virtually via Zoom on Monday 20th July 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

2952 Apologies:

There were none.

2953 Declarations of pecuniary interests and/or requests for dispensations from Members regarding any item on this agenda: There were none.

2954 Approval of Minutes of last Council Meeting on 18th MAY 2020: The minutes were approved and signed into the record by AMS on behalf of KG.

2955 Matters arising:

Subsumed in the Minutes below.

2956 Oxfordshire County Council Report: (attached at Appendix 1)

(i) Reading Transport Strategy 2036 (Including Third Reading Bridge)

DB had emailed all clerks in his Division on 17th May to let them know that Reading was then consulting on its Transport Strategy 2036. Several proposals would have major impacts on South Oxfordshire including:

- North Reading Orbital Route (p97)
- A Third Thames crossing (see p98)
- North Reading Park and Rides (p111)

The consultation would close on 30 August and he urged the Council to respond here

<https://consult.reading.gov.uk/dens/reading-transport-strategy-2036/>

In addition, he suggested that Council email the Leader of OCC ian.hudspeth@oxfordshire.gov.uk

He also reported that a joint parish response was being coordinated by Kidmore End PC and that a meeting to discuss it took place recently. DB said it would be a big transport infrastructure project carving its way through the AONB.

(ii) Gillotts Lane: Road Improvements

DB had attended the Cabinet Member Decision Meeting on 18 June and had supported the proposals, which were subsequently approved. The works were scheduled to start on 20th July and would last for three weeks. Warning notices had been placed in advance. DB asked the Council would to him informed about progress on the site.

(iii) Unnamed Road Linking A4155 to Harpsden Way

The unnamed road (known locally as Sheepphouse Lane) had been in a very poor state of repair and had been a low priority for OCC Highways. DB and KG had discussed what needed to be done to Sheepphouse Lane and DB had been pressing the case that usage of the road would increase significantly due to the developments at Highlands Park, Bremont, Thames Farm and Wyevale. An officer had subsequently visited the site and agreed that work was required. DB had suggested:

- Proper repair to road (resurfacing) without major widening.
- Consideration given to adding kerbing.
- Special attention to repair of humpback bridge.
- Upgrading and formalisation of passing places with addition of road markings or signage.

HPC had agreed with this, apart from the kerbing, and had further agreed to meet half the reasonable costs using CIL monies. DB would be chasing OCC for an update.

ACTION: DB to pursue OCC Highways.

(iv) Thames Farm Southern Crossing Point on A4155

Shiplake PC was campaigning for a traffic-light-controlled pedestrian crossing at that point in the road, as detailed at length in DB's May report. The proposal was not supported by OCC or by DC for the reasons given previously. Shiplake would be launching a campaign in September. HPC should consider its position.

(v) Relocation of 'Lower Shiplake' Sign on A4155

DB requested an update on the discussion between the Chairs of Harpsden and Shiplake PCs.

ACTION. KG to resume discussions with Chair of Shiplake PC.

(vi) SPECIFIC SODC REPORT FOR HARPSDEN

P20/S2103/FUL PROPOSED DEVELOPMENT OF 20 HOUSES BEHIND CROSSWAYS

DB had objected to this application as part of the OCC 'Single Response' and had copied the PC in on the relevant emails.

CR had questions regarding DB's report.

- (i) CR asked if Sheepphouse Lane could have a speed limit of 30 mph. DB said that the cost would be too expensive saying that a traffic order alone would be £2,500. CR said that parishioner David Brough had asked her to initiate a discussion about having a 20-mph speed limit on Gillotts Lane and possible speed-reduction measures in the village. CR said that many Harpsden residents were concerned about speeds through the village. DB said he was completely opposed to that idea. He said that it would cost £7,500 and it would not make a noticeable difference. KG agreed.
- (ii) CR said that she had forwarded to some villagers an email (in which DB had been CC'd) from Daniel Depp outlining the intended drainage and kerbing work at the bottom of Perseverance Hill. Residents had fed back to Daniel Depp suggestions for the work but there had been no response. CR asked if DB could follow up and let HPC know when the work would take place.
- (iii) DB asked about the drainage problem in the centre of the village. CR said she had heard from resident Nick Young that OCC would be coming the following day to replace a section of the drain. MP said he had been in touch with SODC about the problem. Council agreed to monitor the situation.

ACTION. DB to contact Daniel Depp and inform the Council when work would begin on the road at the foot of Perseverance Hill.

2957 South Oxfordshire District Councillors Report: (attached at appendix 2)

Regarding Local Plan (see attached report) and the Examination in Public (EiP) MP asked LR if Henley would be in danger of getting an increased housing allocation. LR said that if the Inspector made a number of changes he would have to have another six-week consultation period. LR thought that the Inspector appeared to see the differences between small villages and big towns. LR also said that given the physical restraints Henley had it was probably unlikely to get an increased allocation of housing. LR said that in the ‘Western Wedge’ both Reading and Oxford were the places most obviously in need of more housing stock.

2958 Ongoing involvement in JHHNP

KG had spoken to Ken Arlett (KA), the chairman of the JHHNP Committee, about HPC’s involvement in the NP and would attend the next Planning Meeting on 21 September after which he would hope to have a statement to report. KA had said that when HTC knew if they could charge Henley for participation in the NP he would then come to a meeting to inform HPC of the Town’s plans.

MP said that HPC had previously spoken of writing their own NP. CR said that she would contact Locality. MP, CR and HA were keen to explore the idea of an independent Harpsden NP. MP asked if discussing a Harpsden NP would warrant a separate dedicated meeting of the Council. SL suggested an informal meeting to discuss individual tasks. KG said that Locality’s advice was paramount and that the Council should have an informal meeting to discuss the legitimacy of an independent NP and the costs of involving a professional. The Council decided to meet informally on Monday 4th August 2020 at 6pm at Harpsden Wood Lodge for a socially distanced meeting outdoors. In preparation CR would look at the paperwork for the previous NP and SL would invite David Pheasant from Shiplake, who had experience of writing an NP. HA said that the overriding question facing HPC was that of extra housing. KG said that Harpsden ought to be able to avoid any extra housing whether they had their own NP or not and that he was supported in this view by KA and HTC.

2959 Completion and approval of Annual Governance Statement 2019/2020 (attached appendix3)

AMS had previously circulated the Annual Governance and Accountability Return (AGAR) signed off by the Internal Auditor, Philip Hood. KG asked about the VAT on the Kissing Gates which the Trust for Oxfordshire’s Environment (TOE) purchased last year. AMS said that £421.90 of VAT had been returned to HPC in the two-month period prior to meeting. That sum was for the financial years ending 2018 and 2019 and included the £186 related to the Kissing Gates. The breakdown is attached at Appendix 4. The Annual Governance Statement was duly accepted.

2960 Completion and approval of Accounting Statement 2019/2020

The Annual Accounting Statement had been on the website since May, approved by the Internal Auditor and was officially accepted by the Council.

ACTION. AMS to submit AGAR to External Auditor Moore

2961 Planning Matters:

(i) New Applications since the last meeting:

P20/S2103/FUL

Land to the rear of Crossways, Reading Road, Shiplake, RG9 4AA

Proposed erection of 20 dwellings with associated landscaping and parking.

Planning Officer Katherine Pearce

Target 17th September 2020

Consultation Period 2nd-31st July

KG had objected but it was not appearing on the register.

ACTION AMS to follow up with Katherine Pearce to enquire if the objection had gone through.

P20/S1611/HH

Larks Rise, Upr Bolney, RG9 4AQ

Addition of six dormer windows and ground floor side extension to existing detached garage with internal and external alterations.

Planning Officer Caitlin Phillpotts

Target 7th August 2020

Consultation Ends 21st July

20/7 As the consultation period would end the following day KG said he would comment immediately as the plans indicated that the garage was being converted into a separate dwelling and might set a precedent for ribbon development on a rural lane in the AONB.

ACTION. AMS to email Caitlin Phillpotts and ask her to call KG before 9.30 am on 21st July.

P20/S1623/HH

Hunts Farm House, Harpsden Bottom, RG9 4HY

Installation of four conservation style rooflights in the roof of the Dairy rear southwest elevation.

Planning Officer Mark Pullen

Target 14th July 2020

20/7 No objection

P19/S4397/HH- AMENDED

Hunts Farm Cottage, Harpsden Bottom, Harpsden RG9 4HY

Provision of new access from main road and driveway. (Arboricultural method statement and amended plan received 22nd May showing the existing gate and fencing to be retained in the existing position.)

Planning Officer Mark Pullen

Consultation Ends 18th January 2020

Target 3rd Feb 2020.

3/2/20 HPC had no objections

Target 26th March 2020.

No new target set.

P20/S1671/LB

Hunts Farm Cottage, Harpsden Bottom, Harpsden RG9 4HY

Installation of five windows into Barn in North East and North West elevations (as amended by plan 9, July 2020 to provide clarity on opening and changes).

Planning Officer Mark Pullen

Consultation Ends 26th June 2020

Target 14th July 2020.

20/7 HPC had no objections.

P20/S1670/HH

Hunts Farm Cottage, Harpsden Bottom, Harpsden RG9 4HY

Installation of five windows in North East and North West elevations (as amended by plan 9th July to provide clarity on openings and changes).

Planning Officer Marc Pullen

Consultation Ends 26th June 2020

Target 14th July 2020.

20/7 HPC had no objections

P20/S1624/LB

Hunts Farm Cottage, Harpsden Bottom, Harpsden RG9 4HY

Installation of four conservation style rooflights in roof of Dairy rear South West elevation.

Planning Officer Mark Pullen

Consultation Ends 26th June 2020

Target 14th July 2020

20/7 HPC had no objections

P20/S1628/HH

Hunts Farm Cottage, Harpsden Bottom, Harpsden RG9 4HY

Erection of detached oak framed car port with pitched roof over two existing parking spaces.

Planning Officer Mark Pullen

Consultation Ends 26th June 2020

Target 7th July 2020. *20/7 HPC had no objections*

P20/S2161/FUL

Johnson Matthey, Blounts Court Road, Sonning Common, RG9 9NH

Demolition of existing restaurant building and development of a new customer innovation centre within the existing Johnson Matthey site plus associated arrivals space, landscaping, access, servicing area and car parking.

Planning Officer Mark Pullen

Consultation Ends 14th August 2020

Target 12th October 2020

P20/S2182/DIS

RE (P19/S4381/HH) Harpsden Court Harpsden RG9 4AX

Discharge of condition 4 (Tree Protection) on planning application P19/S4381/HH. Construction of greenhouse and swimming pool Harpsden Court gardens.

Planning Officer Caitlin Phillpotts

Target 5th August

2961 (ii) SODC Decisions since the last meeting:

P20/S1927/DIS

Harpsden Court, Harpsden Way, RG9 4AX

RE P19/S4066/HH & P19/S4067/LB

Discharge of Conditions 3 (Lime Render) & 4 (Gable Detail)

1. Reinstatement of central gable to front elevation.
2. Application of Lime Render coat to 'pebble dash' elevations together with exposure of limestone quoins.

Fully Discharged 17th July

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.

REFUSED 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 refused 1 June 2020

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)

ADDITIONAL DRIVEWAY INFO REC'D 22 MAY 2020

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 JHNP and more of an extension of the Taylor Wimpey estate into rural Harpsden on the edge of Chilterns AONB

REFUSED 26th June

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, Crest Nicholson agent, that HPC would withdraw their 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.

Granted 26 June 2020

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) received 5 February 2020, amended description agreed with applicant on 5 March 2020 and revised Heritage Statement received 8 April 2020) (Amended Plans received 14 May 2020 to address conservation officer's concerns)

Planning Officer Davina Sarac

13/2/20 HPC had no objections

Permission Granted

P20/S0227/HH

Harpsden Court, Harpsden, RG9 4AX

Removal of first and ground floor bay windows **on the south elevation and replacement with 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. (Amended Plans received 14 May 2020 to address conservation officer's concerns). Preliminary Roost Assessment (PRA) assessment submitted 2 June 2020.).

Planning Officer Davina Sarac

Permission Granted

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.

FULLY DISCHARGED

P20/S0715/DIS

(RE P16/S0970/O)

Land at Thames Farm, Reading Road, Shiplake

Discharge of Condition 11 – drainage strategy on Planning Application P16/S0970/O (additional information received 16 March 2020, 25 March, 3 April & 17 April). Outline Planning Application for up to 95 dwellings and associated public open space and landscaping, means of access and strategic landscaping not reserved.

Planning Officer Emma Bowerman. Withdrawn 10 June

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

Rejected

2961 (iii) Outstanding Applications and Appeals:

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.

Planning Officer Victoria Clarke

Target 28 May

P19/S4049/FUL

Crowsley Park Lodge, Harpsden Bottom, RG9 4JD

Demolition of existing dwelling. 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 NO DECISION A/O 20th July 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."

No Decision a/0 20/7

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.

2962 Financial Matters

2962.i Bank Balances and Reconciliations (attached Appendix 5a)

Community Account:	£135.16
Business Saver Account:	£363,431.30

Total of both accounts: £363,566.46
Total Amount of CIL Money: £357,150.03

AMS had previously circulated by email the bank reconciliations for the 2 months to 30th June 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 5a.

2962.ii Approval of Payments

The following were approved for payment and are attached at Appendix 5b
Philip Hood Internal Audit £165.00

2962.iii Budget vs Actual Expenditure: This had been circulated previously and approved by Council and is at Appendix 5c.

2962.iv Review of the effectiveness of the internal audit: KG wondered if an internal audit was still required since HPC had to have an external audit due to CIL monies.

ACTION. AMS to check with OALC whether Internal Audit was still necessary.

2962. v Investment of CIL Money: Having discussed the possibility with Mr Jamie Charters, a manager at CCLA, KG proposed putting some of the Parish Council's CIL money into CCLA funds. The funds mainly used by local authorities were the Public Sector Deposit Fund (PSDF) and the Local Authorities Property Fund (LAPF), but the latter was temporarily unavailable. This was unfortunate because the LAPF was always expected to yield a higher rate of interest. Nonetheless the PSDF allowed withdrawals on demand and historically yielded very slightly more than Barclays paid on HPC's Business A/C. After discussion, the Council agreed to invest £100,000 in CCLA's PSDF and invited KG to arrange this.

2963. AOB:

CR suggested having interim meetings to discuss both finance and planning. An informal meeting had already been organised for 4th August.

CR also suggested that Council review the Action List before ending the meeting and the following items were agreed

AMS to contact Kidmore End to get a copy of their transport meeting minutes.

AMS to contact Rob Cramp re his rejection of Holly House discharge conditions.

CR to contact Locality re NP

KG & AMS to organise opening CCLA account.

CR to follow up with DB re Daniel Depp

AMS to contact OALC to see if an Internal Audit is still required when HPC is also subject to external audit.

KG to contact Shiplake PC regarding the location of the Shiplake Sign

2964 Dates of next meetings:

Council Meeting 21st September 2020 7.45pm

Council Meeting 16th November 2020 7.45pm

Approved: Date: 20th July 2020
Kester George, Chairman