

# HENLEY-ON-THAMES TOWN COUNCIL

MIKE KENNEDY  
*Town Clerk*

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COUNCIL OFFICES  
TOWN HALL  
MARKET PLACE  
HENLEY-ON-THAMES  
OXFORDSHIRE RG9 2AQ

## COUNCILLORS ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE PLANNING COMMITTEE

to be held on

**TUESDAY 25 FEBRUARY 2014**

**AT 7.30PM**

in

**THE COUNCIL CHAMBER, TOWN HALL  
HENLEY ON THAMES**

A handwritten signature in black ink, appearing to read 'Mike Kennedy'.

Mr M W Kennedy  
Town Clerk  
19 February 2014

### MEMBERSHIP:

Chairman, Councillor D Hinke  
Vice Chairman, Deputy Mayor Councillor M Akehurst (ex-officio)  
Councillor D Clenshaw  
Councillor Miss S Evans  
Councillor Miss L Hillier  
Councillor Mrs E Hodgkin  
Councillor Ms L Meachin  
Councillor D Silvester  
Mayor, Councillor S Gawrysiak (ex-officio)

Members are reminded to sign the attendance book

## AGENDA

### 1. APOLOGIES FOR ABSENCE

**TO RECEIVE** Apologies for absence.

### 2. DECLARATIONS OF INTEREST

*Members are hereby reminded that, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011, a member with a disclosable pecuniary interest of which they are aware in a matter who attends a meeting of the authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent. A member with a disclosable pecuniary interest in any matter must withdraw from the room or chamber where a meeting is being held whenever it becomes apparent that the matter is being considered at that meeting, unless he/she has obtained a dispensation from the council; and not seek improperly to influence a decision about that matter*

### 3. PUBLIC PARTICIPATION

**TO RECEIVE** questions or statements from members of the Public. The following rules shall apply:

- You may ask questions or make a statement on any item included on the agenda. The session, which is also open to Councillors who may have a personal and prejudicial interest on any item included on the agenda, will last for a period of up to 10 minutes (but capable of being extended at the Chairman's discretion).
- Questions from the town's residents will take priority, followed by property owners, businesses and then non-residents.
- All speeches shall last for no more than 2 to 3 minutes.
- If there are no statements or questions, or if all statements have been made or questions asked before the period of time allotted, the meeting will start to consider the remainder of its business. No further public questions or statements will be entertained at that meeting.
- If an answer to a question cannot be given at the meeting the Chairman may, at his/her discretion, arrange for a written answer to be given.
- The Chairman of the meeting will have complete discretion as to the order in which questions are taken and statements made. Supplementary questions may be asked at the Chairman's discretion.
- The Chairman of the meeting may rule that any public remarks are not appropriate and will not be accepted; for example if they are defamatory, frivolous or offensive. In such an instance the Chairman may disallow a question or statement or cut short a statement or discussion, or disqualify any member of the public from continuing to speak.
- Questions which require the disclosure of exempt or confidential information will not be answered.
- The Chairman of the meeting's interpretation of this procedure shall not be questioned and his/her ruling on any questions relating to this procedure shall be final.

4. **MINUTES** (Previously circulated)  
**TO APPROVE** the Minutes of the Meeting of the Planning Committee held on 28 January 2014.

5. **PLANS (amended)**

**P13/S2423/A**      **Johnson Cleaners, 24 Bell Street** (Other – North Ward –JB, EH)  
Renew existing fascia and projecting signs to match existing material and dimensions. Redecorate shop front frame and entrance door to new corporate green BS14C39 (as amended by drawings received 7 February 2014).

For: Mr I Battle

HTC Observation: 03.09.13 Recommend Refusal subject to Officer comment. The new fascia sign does not conform to guidelines in the Shop front Guide, and listed building rules, with particular reference to the height of the sign. Even though it is replacing an existing sign, that sign was incorrect as it covers the base of the windows in a Grade 2 Listed Building.

**P13/S2424/LB**      **Johnson Cleaners, 24 Bell Street** (Other – North Ward –JB, EH)  
Renew existing fascia and projecting signs to match existing material and dimensions. Redecorate shop front frame and entrance door to new corporate green BS14C39.(as amended by drawings received 7 February 2014).

For: Mr I Battle

HTC Observation: 03.09.13 Recommend Refusal subject to Officer comment. The new fascia sign does not conform to guidelines in the Shop front Guide, and listed building rules, with particular reference to the height of the sign. Even though it is replacing an existing sign, that sign was incorrect as it covers the base of the windows in a Grade 2 Listed Building.

**P13/S3777/HH**      **14 St Marks Road** (other – South Ward – JW, WH)  
Single storey rear extension and loft conversion that includes a dormer window to the rear and roof lights to the front elevation (as amended by drawings accompanying email from Agent dated 31 January 2014).

For: Mr & Mrs J Groat

HTC Observation: 07.01.14 Recommend Refusal. The large Dormer window is overlooking neighbouring properties and the use of rooflights in the front of the property is out of keeping with the street scene and inappropriate in a Conservation Area.

**P13/S3092/FUL**      **196 Greys Road** (Minor – South Ward –JW, WH)  
Demolition of existing dwelling and erection of two 2 storey 5 bedroom detached dwellings with basements and single detached garage to serve Plot 1 (as amended by plans received 7<sup>th</sup> February 2014).

For: Mr R Roy

HTC Observation: 29.10.13 - Recommend Refusal. Overdevelopment and un-neighbourly due to its size. This is back land development and does not fit with the present streetscape.

**P13/S3885/HH**      **57 Albert Road** (Other – South Ward –JW, WH)  
Provide ground floor infill of rear covered area and loft conversion with 3 dormers. (as amended by drawing numbers Dwg 4B, Dwg 5B, Dwg 6A).

For: Ms L Tarling

HTC Observation: 28.01.14 - Recommend Refusal. The dormers on this application are over looking neighbouring properties and should have obscure glass on the back as well as the side window.

6.      **PLANS (new)**  
**P13/S2955/LB**

**Town Hall, Market Place** (Other – North Ward – JB, EH)

Oak notice board with toughened glass with locks and matching keys. 24" x 24" (61cm x 61cm).

For: Mr M Kennedy on behalf of Henley Town Council

**P13/S2957/LB**      **The Old Fire Station Gallery, 52 Market Place**  
(Other – North Ward– JB, EH)

Proposed oak notice board to be hung at the front of the building.

For: Mr M Kennedy on behalf of Henley Town Council

**P13/S3843/LB**      **Full House, 10 Friday Street** (Other - South Ward – JW, WH)

Attach new sign with associated brackets and lighting in location of existing sign (works already carried out)

For: Mr R Tsang.

**P13/S3868/HH**      **22 Niagara Road** (Other – South Ward – JW, WH)

Proposed two storey and single storey extensions.

For: Mr & Mrs Samyui-Adams

**P14/S0071/HH**      **38 Western Road** (Other –South Ward – JW, WH)

Erection of new porch.

For: Mrs H K Aston

- P14/S0073/HH**      **161 Greys Road** (Other South Ward – JW, WH)  
Single storey rear side return extension.  
For: Mr R Friend
- P14/S0104/FUL**      **Flat 11, 45 New Street** (Minor – North Ward – JB, EH)  
Additional dormer window to match adjacent existing.  
For: Mr & Mrs T Bingham
- P14/S0105/LB**      **Flat 11, 45 New Street** (Other – North Ward – JB, EH)  
Additional dormer window to match adjacent existing.  
For: Mr & Mrs T Bingham
- P14/S0148/HH**      **Myrtle Lodge, Badgemore Lane** (Other – North Ward – JB, EH)  
Retrospective consent for the erection of gate piers, vehicular and pedestrian gates.  
For: Mr & Mrs P Henderson
- P14/S0151/HH**      **Myrtle Lodge, Badgemore Lane** (Other – North Ward – JB, EH)  
Erection of a single storey rear extension to include the increase in height of the extension and the wall (Retrospective).  
For: Mr & Mrs P Henderson
- P14/S0166/HH**      **88 Vicarage Road** (Other – South Ward – JW, WH)  
Erection of rear conservatory.  
For: Mr I Petrie
- P14/S0172/FUL**      **6 Bell Street** (Minor – North Ward – JB, EH)  
Replace existing shopfront with full height glazing and new signage.  
For: Mr J White / Sharps Bedrooms Ltd
- P14/S0081/LB**      **6 Bell Street** (Other – North Ward – JB, EH)  
Replace existing shopfront with full height glazing and new signage.  
For: Mr J White
- P14/S0241/A**      **6 Bell Street** (Other – North Ward – JB, EH)  
Erection of a set of externally illuminated letters fixed to existing fascia and an externally illuminated hanging sign.  
For: Sharps Bedrooms Ltd

- P14/S0298/FUL**      **Falaise House. 37 Market Place** (Other – North Ward – JB, EH)  
Change of use from Bed and Breakfast to residential.  
For: Mr & Mrs P Conroy
- P14/S0304/HH**      **35 Berkshire Road** (Other – South Ward – JW, WH)  
Demolition of existing garage, single storey side extension, front porch, new windows and doors, and renderings of walls and re-landscaping front drive.  
For: Mr & Mrs Sundeep Makkar
- P14/S0339/LB**      **1 Fonthill, Hop Gardens** (Other – North Ward – JB, EH)  
Proposed repairs and alterations to the rear garden room.  
For: Mr & Mrs R & D Simmonds
- P14/S0093/LDP**      **18 Hamilton Avenue** (South Ward – JW, WH)  
Certificate of lawfulness for a proposed single storey rear extension.  
For: Mrs I Venning
- P14/S0231/PDH**      **6 Empstead Court, Gravel Hill** (North Ward – JB, EH)  
Permitted development notification for single storey rear extension.  
For: Mr J Murdoch & Mrs A Spencer
- P14/S0290/LB**      **Argyll, 15 Market Place** (North Ward – JB, EH)  
Erection of illuminated signage.  
For: Green King
- P14/S0292/AB**      **Argyll, 15 Market Place** (North Ward – JB, EH)  
Erection of illuminated signage.  
For: Green King
- P14/S0370/FUL**      **18-20 Reading Road** (Minor - South Ward – JW,WH)  
Widening of existing rear entrance doors to existing shop unit for customer/disabled access.  
For: High Seats Ltd
- P14/S0378/HH**      **57 Valley Road** (Other - North Ward – JB, EH)  
Proposed two storey rear extension.  
For: Mr & Mrs M McAllister

**7. OBJECTIONS / CALL IN APPLICATIONS**

**TO DECIDE** which Councillor is to speak at District Council in the event of an objection.

**8. INFORMATION ONLY**

*Plans for information only relate to minor alterations to planning applications that have already been considered by this Committee and which in the opinion*

*of the Planning Officer will make no significant difference to the outcome of the decision.*

None received.

9. **DECISION NOTICES** (Papers attached)  
**TO RECEIVE AND NOTE** the decision notices received from SODC.
10. **ADDITION TO THE ALIAS NAME** (Papers attached)  
**TO NOTE** Addition of the alias name: Hamilton Place to the exiting numbered property: 66 Reading Road, Henley, RG9 1AU.
11. **PROGRESS REPORT** (Papers attached)  
**TO RECEIVE AND NOTE** the attached Progress Report.
12. **PLANNING APPEAL** (Papers attached)  
**TO RECEIVE AND NOTE** the attached Planning Appeal.

jb

19 February 2014

**DECISION NOTICES – 25<sup>th</sup> FEBRUARY 2014**  
**(Papers available in Information Centre)**

**PLANNING PERMISSION IS GRANTED**

- P13/S3692/HH**      **9 Leicester Close** (Other – North Ward –JB, EH)  
Single storey rear and side extension. (As amended by drawing numbers 1117 A 001 rev A; 117 A 005 rev C; 1117 A 006 rev B; 1117 A 007 rev C; 1117 A 008 rev A; 1117 A 009 rev A accompanying email from Agent dated 20 January 2014).  
For: Ms F Esom
- HTC Observation: 07.01.14 - Recommend Refusal. This application does not cover the issue raised by a member of the importance of the mature trees on the property. Is over development of the site, out of character with the design of the rest of the locality and considers the 10 foot replacement boundary wall to be un-neighbourly.
- HTC Observation: 28.01.14 - Recommend Refusal, This application is out of character with the area, un-neighbourly in size and design as well as unsuitable for the Conservation Area. The Committee raised the following objections:
- The Height of the garden wall (10 feet ) is still a cause for concern.
  - The white exterior is out of keeping with the surrounding buildings
  - The Conservation Officer must be consulted and we suggest a site visit on this application to assess the visual impact from the recreation ground
- P13/S3851/HH**      **17 Milton Close** (Other – North Ward – JB, EH)  
Single storey extension to the rear of the house.  
For: Mr & Mrs P Mulcahy
- HTC observation: 07.01.14 - **Recommend Approval. The Neighbours have given positive responses to this application.**

**LISTED BUILDING CONSENT**

- P13/S3298/LB**      **35 DUKE STREET**  
Proposal: Erection of a non illuminated projecting sign.  
HTC observation: 07.01.14 - Recommend Approval. The Committee applauded the applicant for the sympathetic design and proper use of materials for the subtle sign to be mounted to a Listed wall. It was considered a suitable location for the sign and the use of traditional materials was to be commended.



## **PLANNING REQUEST WITHDRAWN**

**P13/S3733/HH**

**23 QUEEN STREET**

Proposal:

Alterations to existing conservatory to include removal of glazed pitched roof and construction of a flat roof with perimeter glazed guarding and two glazed rooflights (Retrospective) (as amended by drawings accompanying letter from Agent dated 2 January 2014)

## **CONSENT TO DISPLAY ADVERTISEMENTS**

**P13/S3297/A**

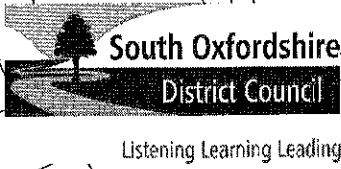
**35 DUKE STREET**

Proposal:

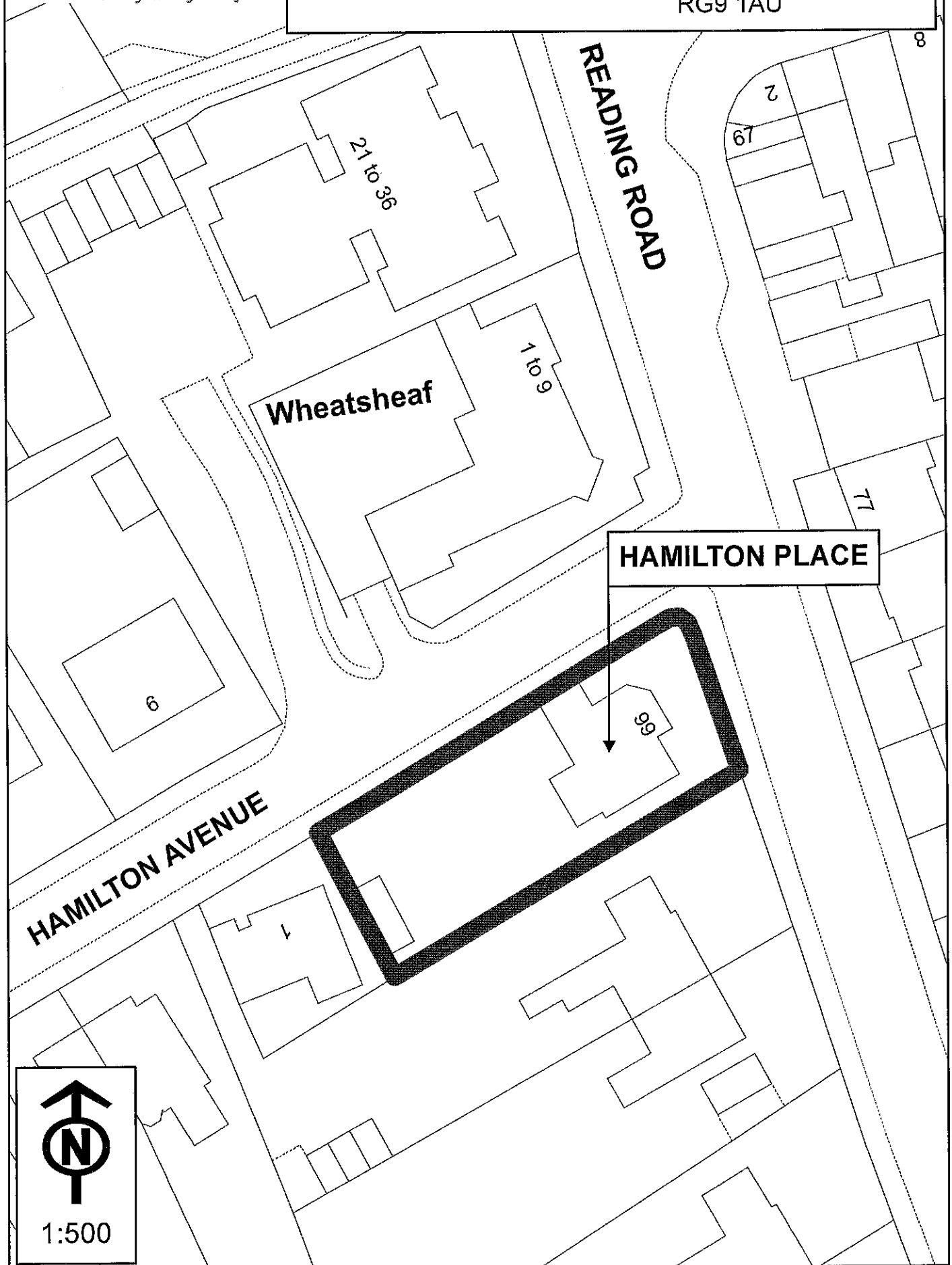
**Erection of a non illuminated wall mounted sign.**

HTC observation:

07.01.14 - Recommend Approval. The Committee applauded the applicant for the sympathetic design and proper use of materials for the subtle sign to be mounted to a Listed wall. It was considered a suitable location for the sign and the use of traditional materials was to be commended.



Addition of the alias name: Hamilton Place  
to the exiting numbered property: 66 Reading Road  
HENLEY-ON-THAMES  
RG9 1AU



**PROGRESS REPORT –25<sup>th</sup> February 2014**  
**PLANNING COMMITTEE**

<b>Minute No</b>	<b>Subject</b>	<b>Progress</b>
<p>Full Council Meeting request (09.08.11)</p>	<p>Bollards on West Street</p>	<p>Councillor Nimmo-Smith has requested Oxfordshire County Council remove the Bollards, restore the block paving and refund any monies to Mr Bastian of West Hill House, 39 West Street.</p> <p>16.08.11 Cllr Hinke has contacted SODC Planning Enforcement Officer and the Conservation Officer regarding this matter and they both support Henley Town Council's objections and clarify that these bollards are illegal as planning permission has not been sort and will take enforcement action to have the bollards removed.</p> <p>23.08.11 this item has now been referred to Town and Community Committee for further consideration at meeting 20.09.11</p> <p>18.10.11 This item is now being dealt with by South Oxfordshire District Council Enforcement Officer. Councillor Hinke to supply verbal update at meeting.</p> <p>06.12.11 This item is now in the hands of the Enforcement Officer of South Oxfordshire District Council who are dealing with the case and all contact with Mr Bastian.</p> <p>24.01.12 on going - Awaiting retrospective Planning Permission from OCC</p> <p>06.08.13 Update. Cllr D Hinke emailed SODC requesting progress. Cllr Nimmo-Smith contacted OCC - Awaiting reply.</p> <p>12.11.13 Update – OCC have planned pavement works on West Street. Request from J Brazil to include the removal of the illegal bollards and reinstatement of the Listed Pavement. OCC Highways Department and SODC Planning and Planning Enforcements Departments in communication to rectify this long outstanding issue in the 2014/2015 Highways and Pavement .works. Please see attached email Item 12 (i).</p> <p>19.12.13 Update - OCC applied for Listed building and Conservation Area consent to remove the bollards and reinstate the Listed pavement. Work to commence in new municipal year 2014/2015.</p> <p>13.02.14 – Update - Planning application to relay the pavement and reinstate bollards came before HTC Planning Committee 07.01.14 – it was confirmed by OCC Councillor DNS that the Bollards would not be replaced. This matter is still on going.</p>

**PROGRESS REPORT –25<sup>th</sup> February 2014**  
**PLANNING COMMITTEE**

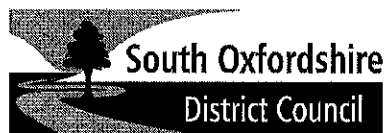
06.08.13	On the grade 2 listed flint walls of the Cattery hangs a plastic banner and firmly attached is a large metal information board.	06.08.13 – SODC have written to the owners of the Brick and flint wall requesting they comply with the planning regulations for a Grade II listed wall.  12.11.13 Please see attached email Item 12 (ii).  19.12.13 – on going.
06.08.13	Letter for the Enforcement Enquiry at Oxfam Shop 26 Market Place.	06.08.13 SODC Tim Small Senior Enforcement Officer (Planning) has written to Oxfam requesting they comply with the Planning regulations for a Listed building and in a conservation area.  12.11.13 SODC Planning Officer met with Oxfam and advised to contact SODC Conservation Officer. SODC will report back on the outcome in due course.  19.12.13 – on going.
06.08.13	Removal of front boundary wall at 24 St Andrews Road, Henley. 08.05.13 - Appeal Decision wall to be reinstated.	06.08.13 SODC Now re-established contact with the owner of the property and their chosen representative.  At owners request, a site meeting has been arranged after 07.08.13 so that discussions may be held on the options available and progress the matter further. SODC to update HTC at a later date.  12.11.13 –Planning Application number P13/S3309/HH applies Please see attached email Item 12 (iii).  19.12.13 – Wall to be rebuilt by owner of 24 St Andrews Road.
06.08.13	Signage on side wall of Bunkers Opticians	06.08.13 SODC Enforcement Officer has written to Bunkers Opticians requesting they comply with the Planning regulations for a Listed building and in a conservation area. SODC are awaiting compliance from Bunkers  08.10.13 - SODC Planning Officer met with Bunkers who agreed to apply for Retrospective Listed Building Planning Consent.  19.12.13 – SODC Still awaiting Retrospective Listed Building application from Bunkers.  13.02.14 – On going
	12.11.13 Satellite Dishes in Conservation Area	Complaint received regarding the location of Satellite Dishes in a Conservation Area. Forwarded to SODC who will investigate the issue and inform the Council of their findings. To report back to a future meeting. 19.12.13 – on going. - 13.02.14 – on Going

**PROGRESS REPORT –25<sup>th</sup> February 2014**  
**PLANNING COMMITTEE**

	Note to File	11.02.14 – 19 Hart Street – Internal works have been carried out on a Listed building without a planning application. Chairman has opened a case with Planning Enforcement, who are carrying out a Review of the situation.

## Planning

HEAD OF SERVICE : Adrian Duffield



Listening Learning Leading

Henley-on-Thames Town Council  
c/o Mr Mike Kennedy  
Council Offices  
Town Hall  
Market Place  
RG9 2AQ

CONTACT OFFICER : Mrs J Matthews

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Benson Lane Crowmarsh Gifford  
Wallingford OX10 8NJ

31 January 2014

**Ref: P13/S2888/FUL**

Dear Sir/Madam

### **TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED) NOTIFICATION OF PLANNING APPEAL**

**Location: Costa Coffee 25 Duke Street Henley-on-Thames Oxfordshire RG9 1UR  
Development : Proposed external table and chair area for use by coffee shop owners.**

**Appellants name : Coffee Snobs Ltd**

**Appeal reference number : APP/Q3115/A/14/2212522**

**Appeal start date: 28th January 2014**

I refer to the above appeal. I am writing to let you know that an appeal has been made to the Secretary of State against the Council's decision to refuse the above planning application.

This appeal will be decided by the Inspector reviewing written representations from the appellant and the council. They will visit the site as well before making their decision.

I will forward all the comments received from third parties during the application process to the Planning Inspectorate. If you wish to withdraw your comments, so they are not considered as part of the appeal, you need to send a request to the Planning Inspectorate within 6 weeks of the appeal's starting date.

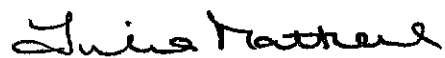
You can also make further comments on this appeal, or request to be notified of the date of the Inspector's visit by:

- writing to The Planning Inspectorate, Room **3/10a Wing**, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN
- online at the planning portal website [www.planningportal.gov.uk/planning/appeals](http://www.planningportal.gov.uk/planning/appeals)

You should quote the appeal reference number and enclose 3 copies of your letter. You must submit your comments by **4th March 2014** for them to be taken into consideration. The Planning Inspectorate will not acknowledge your comments but will make sure they reach the Inspector.

You can keep track of progress on this appeal on the Planning Portal website at [www.planningportal.gov.uk/planning/appeals](http://www.planningportal.gov.uk/planning/appeals). The decision will also be published here too. The Planning Inspectorate has produced a 'Guide to Taking Part in Planning Appeals'. This is also available on the planning portal website.

Yours faithfully



Appeals Assistant  
for the Planning Appeals and Enforcement Manager