

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

to be held on

**TUESDAY 14<sup>TH</sup> JANUARY 2020 AT 6.45 PM**

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



Sheridan Jacklin-Edward  
Town Clerk  
8th January 2020

Mayor, Councillor Ken Arlett  
Deputy Mayor, Councillor Dave Eggleton  
Councillor Ian Clark  
Councillor Donna Crook  
Councillor Stefan Gawrysiak  
Councillor Laurence Plant  
Councillor Rob Romans  
Councillor Michelle Thomas

**MEETING OF THE PLANNING COMMITTEE  
14<sup>TH</sup> JANUARY 2020 AT 6:45pm  
TOWN HALL, HENLEY-ON-THAMES  
AGENDA**

- |   | <b>Pages</b>   |
|---|--|
| <b>1 APOLOGIES FOR ABSENCE</b><br>To receive and consider for acceptance apologies for absence.   |  |
| <b>2 DECLARATIONS OF INTEREST</b><br>To receive any interests relating to the business to be transacted at the meeting.   |  |
| <b>3 MINUTES</b><br>To approve the Minutes of the Planning Committee meeting held on the 17 December 2019.  |  |
| <b>4 PUBLIC PARTICIPATION</b><br>To receive questions and comments from members of the public on any matter affecting the town. <b>NB: attention is drawn to the Council's Public Participation Scheme attached</b> |  |
| <b>5 PLANS (Amended)</b>  |  |
| <b>P19/S4339/LB</b>   | <b>The Flat 25 Bell Street Henley-on-Thames RG9 2BA (Listed Building Consent)</b><br><b>For:</b> Mrs Giles<br>Proposed internal alterations and new off-street parking to existing first floor residential flat. (as amended by drawings received 24 December 2019 to include first floor roof terrace).<br>Plans: <a href="#">The Flat 25 Bell Street</a> |
| HTC Observation:  | <b>17.12.19</b> - Recommend approval subject to Highways acceptance of the parking arrangements  |
| <b>P19/S4338/FUL</b>  | <b>The Flat 25 Bell Street Henley-on-Thames RG9 2BA (Full Application)</b><br><b>For:</b> Mrs Giles<br>Proposed internal alterations and new off-street parking to existing first floor residential flat. (as amended by drawings received 24 December 2019 to include first floor roof terrace).<br>Plans: <a href="#">The Flat 25 Bell</a>               |

**2-4 Bell Street Henley on Thames RG9 2BG** (Full application)  
*For:* Cote Restaurants Ltd c/o Agent Pegasus Group  
Internal Alterations, Shopfront Alterations and installation of  
Plant and Extract Equipment. (Contaminated Land  
Questionnaire submitted 4 November 2019). (Amended plans  
received 17 December 2019 showing changes to shop front  
signage and a reduction in size of the proposed rear extension).  
Plans: [2-4 Bell Street](#)

HTC Observations:

**05.11.19** - Recommend approval subject to the Shop Front  
Design Guide being fully adhered to with reference to  
illuminated signs, the positioning and provision of refuse bins,  
waste and kitchen extraction issues be fully addressed.  
**26.11.19** - Recommend refusal due to concern on the fire risk  
posed by the addition of a wall at the rear and failure to adhere  
to the Shopfront Design Guide. Concerns were reiterated  
regarding positioning and provision of refuse bins, waste and  
kitchen extraction issues. The Committee are opposed to any  
seating on this narrow and busy corner

**P19/S3255/LB**

**2-4 Bell Street Henley on Thames RG9 2BG** (Listed Building  
Consent)  
*For:* Cote Restaurants Ltd c/o Agent Pegasus Group  
Internal Alterations, Shopfront Alterations and installation of  
Plant and Extract Equipment. (Contaminated Land  
Questionnaire submitted 4 November 2019). (Amended  
plans received 17 December 2019 showing changes to shop  
front signage and a reduction in size of the proposed rear  
extension).  
Plans: [2-4 Bell Street](#)

HTC Observations:

**05.11.19** - Recommend approval subject to the Shop Front  
Design Guide being fully adhered to with reference to  
illuminated signs, the positioning and provision of refuse bins,  
waste and kitchen extraction issues be fully addressed.

**P19/S3256/A**

**2-4 Bell Street Henley on Thames RG9 2BG** (Advertisement)  
*For:* Cote Restaurants Ltd c/o Agent Pegasus Group  
Internal Alterations, Shopfront Alterations and installation of  
Plant and Extract Equipment. (Contaminated Land  
Questionnaire submitted 4 November 2019). (Amended  
plans received 17 December 2019 showing changes to shop  
front signage and a reduction in size of the proposed rear  
extension).  
Plans: [2-4 Bell Street](#)

HTC Observations:

**05.11.19** - Recommend approval subject to the Shop Front  
Design Guide being fully adhered to with reference to  
illuminated signs, the positioning and provision of refuse bins,  
waste and kitchen extraction issues be fully addressed.

**2-4 Bell Street Henley on Thames RG9 2BG** (Listed Building Consent)

**For:** Cote Restaurants Ltd c/o Agent Pegasus Group  
Internal Alterations, Shopfront Alterations and installation of Plant and Extract Equipment. (Contaminated Land Questionnaire submitted 4 November 2019). (Amended plans received 17 December 2019 showing changes to shop front signage and a reduction in size of the proposed rear extension).

Plans: [2-4 Bell Street](#)

HTC Observations:

**05.11.19** - Recommend approval subject to the Shop Front Design Guide being fully adhered to with reference to illuminated signs, the positioning and provision of refuse bins, and that waste and kitchen extraction issues be fully addressed.

**PLANS (New)**  
**6 P19/S4319/FUL**

**Gillotts School Gillotts Lane Henley-on-Thames RG9 1PS** (Full Application)

**For:** Ms Anna Windsor  
Boundary fence to enclose school together with vehicular and pedestrian accesses.

Plans: [Gillotts School Gillotts Lane](#)

**P19/S4363/HH**

12 Norman Avenue Henley-on-Thames Oxon RG9 1SG  
(Householder)

**For:** Mrs C Engbers  
The proposed is to convert the existing single-storey detached garage into a small short stay dwelling for occasional use of the applicants mother.

Plans: [12 Norman Avenue](#)

**P19/S4394/HH**

**Harpsden Grange Harpsden Way Henley-on-Thames RG9 1NX**  
(Householder)

**For:** Mr David Wallace  
Addition of roof dormers to allow accommodation in loft space.

Plans: [Harpsden Grange Harpsden Way](#)

**P19/S4425/FUL**

30-30A Bell Street Henley-on-Thames RG9 2BA (Full Application)

**For:** Mrs Giles  
New single-storey rear extension to the retail unit.

Plans: [30-30A Bell Street](#)

**P19/S4478/HH**

**6 Periam Close Henley-on-Thames RG9 1XN** (Householder)

**For:** Mr S Malone  
Demolition of existing conservatory and erection of single-storey rear extension.

Plans: [6 Periam Close](#)

**43 Gravel Hill Henley-on-Thames RG9 2EF (Full Application)**

**For:** Ms S Craig

Demolition of single-storey rear extension and erection of new two-storey rear extension.

Plans: [43 Gravel Hill](#)

**P19/S4505/LB**

43 Gravel Hill Henley-on-Thames RG9 2EF (Full Application)

**For:** Ms S Craig

Demolition of single-storey rear extension and erection of new two-storey rear extension.

Plans: [43 Gravel Hill](#)

**P19/S4583/FUL**

**The Boathouse Rod Eyot Wargrave Road Henley on Thames RG9 3JD (Full application)**

**For:** Mr & Mrs Crisp

Replacement boathouse. Existing leisure use boathouse to be replaced with a new one constructed above the flood at 34 AOD.

Plans: [The Boathouse Rod Eyot](#)

**P19/S4590/A**

**6-8 Market Place Henley-On-Thames RG9 2AN (Advertisement)**

**For:** HSBC CRE / A & Q Partnership (London) Ltd

Replacement of existing ATM header signage

Plans: [6-8 Market Place](#)

**P19/S4619/HH**

**39 St Andrews Road Henley on Thames Oxon RG9 1HZ (Full Application)**

**For:** Nick and Sarah Minnitt

Demolition of existing conservatory and erection of garden room on similar footprint. Internal alterations.

Plans: [39 St Andrews Road](#)

**7 OBJECTIONS / CALL IN APPLICATIONS**

To decide which applications to call in and which Councillor is to speak at District Council in the event of an objection

**8 DECISION NOTICES**

To receive and note the report on the decision notices received from SODC

**9-11**

**9 PERMITTED DEVELOPMENT APPLICATIONS**

To note the change of use from B1a offices to 6 C3 flats.

**P19/S4420/N1A**

Victoria House 35 Queen Street Henley-On-Thames RG9 1AR

**For:** Charlotte and Victoria Stride C/O Agent JPPC

Change of use of from B1a offices to 6 C3 flats.

Plans: [Victoria House 35 Queen Street](#)

Henley Joinery Unit 5/6 Farm Road Henley on Thames Oxon  
RG9 1EJ

**For:** Jamie Smith Estates Ltd

Proposed conversion of existing light industrial workshop  
building to create 4 x one bedroom flats with associated on site  
parking.

**Plans:** [Henley Joinery Unit 5/6 Farm Road](#)

## 10 APPEAL NOTIFICATION

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To consider submitting a written representation for the following appeal application: Appeal  
reference: APP/Q3115/w/19/3242047 (Letter attached)

**P18/S2362/FUL**

**Hallmark House Station Road Henley on Thames RG9 1AY**  
(FULL APPLICATION)

**For:** Ressance Limited

Extension to existing building (benefiting from PDR B1 to C3  
under P18/S0840/PDO) to provide 5 additional residential  
apartments, including new fenestration and other external  
finishes described on the plans (Revised plans and Design and  
Access Statement received 14th May 2019, incorporating the  
following changes: Alteration to the building form, removing  
part of the parapet wall nearest the Imperial Hotel and greater  
set back at top floor accommodation Creation of live/work  
meeting space at ground floor level and relocation of bike store  
to the rear of the building Extension of side bay window area  
and addition of timber fins Alterations to fenestration detail at  
ground floor level)

**Plans:** [Hallmark House Station Road](#)

HTC Observations:

**10.10.18** – Recommend refusal on grounds of overintrusive,  
unneighbourly design being too high and over imposing, too  
close to neighbours at the rear and the mass being too great  
for the area.

**15.01.19** - Recommend refusal on the same grounds as before  
as unneighbourly, overdeveloped, mass too great which will  
create loss of light. HTC Planning Committee have overlooking  
concerns even with a condition on the rear windows to protect  
privacy. The development is uncharacteristic and the area  
would be better suited to a pitched roof design which would be  
generally more in keeping.

**04.06.19** - Recommend refusal due to design and character  
being overbearing in the context of the setting and creating a  
dominant presence even with the current amendments.

## 11 WITHDRAWN APPLICATIONS

To note the following withdrawn applications:

- |                      |   |
|----------------------|---|
| <b>P19/S2979/HH</b>  | <p><b>18 Western Road Henley on Thames RG9 1JL</b> (Householder)<br/> <b>For:</b> Emma Cranston<br/> Proposed loft conversion with raising of ridge line to accommodate.<br/> Plans: <a href="#">18 Western Road</a></p> <p>HTC Observations: <b>05.11.19</b> - Recommend refusal due to the proposal being over bearing in mass and unneighbourly due to the size and bulk of the roof height being raised and proximity to the neighbouring house behind. The design also seems inappropriate for a semi detached property.</p> |
| <b>P19/S3218/FUL</b> | <p><b>Market Place Mews Market Place Henley on Thames RG9 2AH</b><br/> (Full Application)<br/> <b>For:</b> c/o agent Turley<br/> Change of use of first floor of Unit 10 from restaurant and cafe (Use Class A3) to two dwellings (Use Class C3), with external alterations.<br/> Plans: <a href="#">Market Place Mews</a></p> <p>HTC Observations: <b>26.11.19</b> - Recommend refusal due to the lack of affordable housing and insufficient parking provision.</p>   |
| <b>P19/S4019/LDP</b> | <p><b>224 Greys Road Henley on Thames RG9 1QY</b> (Certificate of Lawful Use or Development)<br/> <b>For:</b> Mr &amp; Mrs Gelling<br/> Extension to the detached garage<br/> Plans: <a href="#">224 Greys Road</a></p> <p>HTC Observations: No comment- withdrawn prior to being discussed at Committee</p>  |

## 12 NOTIFICATION OF NEW ADDRESSES

To note the erection of 3 new residential dwellings to be numbered: 8, 10 and 12 Farm Road, Henley on Thames RG9 1EJ (map attached)

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## Henley-on-Thames Town Council

### Public Participation Scheme

The Council will set aside a period at the commencement of each meeting when members of the public can ask questions or make statements. The following rules shall apply:

1. This scheme applies to meetings of the Council, its committees, and sub-committees.
2. There will be a Public Participation Session at the start of every meeting to which this scheme applies. At Full Council, members of the public, including Councillors who may have a personal and Pecuniary interest on any item included on the agenda, may ask questions or make a statement on any matter which affects the town. The session will last for a period of up to 20 minutes (but capable of being extended at the Chairman's discretion).
3. Members of the public 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.
4. Questions from the town's residents will take priority, followed by property owners, businesses and then non-residents.
5. All speeches shall last for no more than 2 to 3 minutes.
6. 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.
7. 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.
8. 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.
9. 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.
10. Questions which require the disclosure of exempt or confidential information will not be answered.
11. 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.



**List of Decision Notices - Planning Committee 14 January 2020**  
**(Papers available in Information Centre)**

**PLANNING PERMISSION - GRANTED**

**P19/S2725/HH**      **Field House 43 Deanfield Avenue Henley-on-Thames RG9 1UE**

(Householder)

*For:* Mr & Mrs Franklin

Proposal: Demolish existing garage; removal of existing chimney stack; refurbishment, alteration of existing second floor roof space; construction of a two-storey extension to the west; single-storey ground floor extension and terrace to the south; extension of existing basement; improved parking and landscaping (as amended by drawings received 19 November 2019 reducing the terrace to a walkway).

Plans: [Field House 43 Deanfield Avenue](#)

HTC Observations: **24.09.19** - Recommend approval subject to trees remaining  
**17.12.19** - Recommend approval subject to the satisfaction of the Tree Officer with regard to retention of trees.

**P19/S2791/HH**      **56 Park Road Henley-on-Thames RG9 1DD** (Householder)

*For:* Mr J Barter

Proposal: Two storey side extension with loft conversion and internal reconfigurations

Plans: [56 Park Road](#)

HTC Observations: **26.11.19** - Recommend refusal due to overdevelopment, impact on neighbours and being out of keeping with the character of the area.  
**12.12.19** – Recommended refusal revoked due to further information.

**P19/S2966/FUL**      **2-4 Bell Street Henley-On-Thames RG9 2BG** (Full Application)

*For:* Cote Restaurants Ltd c/o Agent Pegasus Group

Proposal: Change of use of Class A1 shop to Class A3 restaurant.

Plans: [2-4 Bell Street](#)

HTC Observations: **15.10.19** - Recommend Approval subject to the restaurants waste storage and extraction vents being addressed thoroughly and appropriately in conditions. Also recommend approval subject to a condition that there be no allowance for outside tables and chairs for the proposed restaurant due to the position of the building being on a corner with heavy traffic and pedestrian usage

<b><u>P19/S3368/HH</u></b>	<p><b>31 St Andrews Road Henley-on-Thames RG9 1HY</b> (Householder)  <b>For:</b> Mr &amp; Mrs Willey</p> <p>Proposal: Single-storey rear extension following demolition of conservatory and proposed side windows.  Plans: <a href="#">31 St Andrews Road</a></p> <p>HTC Observations: <b>26.11.19</b> - Recommend approval subject to the satisfaction of the Forestry Officer</p>
<b><u>P19/S3409/HH</u></b>	<p><b>19 Vicarage Road Henley-On-Thames RG9 1HN</b> (Householder)  <b>For:</b> Mr &amp; Mrs Simon Miles</p> <p>Proposal: Single storey rear extension. (Revision to approved scheme P19/S2732/HH).  Plans: <a href="#">19 Vicarage Road</a></p> <p>HTC Observations: <b>26.11.19</b> - Recommend refusal due to the design not being in keeping with the character of the conservation area and this building of local note.  <b>12.12.19</b> - Recommended refusal revoked due to further information.</p>
<b><u>P19/S3410/HH</u></b>	<p><b>Northfield House 11 Northfield End Henley-On-Thames RG9 2JG</b>  (Householder)  <b>For:</b> Mr P Springet</p> <p>Proposal: Retrospective consent for non-obscured glass to the south-east facing first floor window and installation of two roof-mounted solar panels to 1&amp;2 Northfield Mews, to the west side of Northfield House.  Plans: <a href="#">Northfield House 11 Northfield End</a></p> <p>HTC Observations: <b>26.11.19</b> - Recommend refusal due to original condition regarding obscured glass and concern regarding overlooking</p>
<b><u>P19/S4017/HH</u></b>	<p><b>140 Reading Road Henley-On-Thames RG9 1EA</b> (Householder)  <b>For:</b> Ms Laura Barber</p> <p>Proposal: Proposed rear single storey extension and internal alterations  Plans: <a href="#">140 Reading Road</a></p> <p>HTC Observations: <b>26.11.19</b> - Recommend refusal due to height of the proposals and resulting impact on neighbours, together with the negative effect on the character of the Conservation Area</p>
<b><u>P19/S4309/HH</u></b>	<p><b>34 Kings Road Henley-On-Thames RG9 2DG</b> (Householder)  <b>For:</b> Mr B Adefarasin &amp; Ms C Chapman</p> <p>Proposal: Single storey rear extension  Plans: <a href="#">34 Kings Road</a></p> <p>HTC Observations: 17.12.19 - Recommend approval</p>

## **CONSENT TO DISPLAY ADVERTISEMENTS**

**P19/S2594/A** Henley Manor Care Home Newtown Road Henley-On-Thames RG9 1HG (Consent to display advertisements)

*For:* Hallmark Care Homes

Proposal: Proposed new entrance signage

Plans: [Henley Manor Care Home](#)

HTC Observations: **24.09.19** - Recommend approval

**P19/S3319/A** **Tesco Stores Ltd 359 Reading Road Henley-On-Thames RG9 4HA**  
(Consent to display advertisements)

*For:* Tesco

Proposal: 1x 42" LCD media screen and 2x flag pole signs

Plans: [Tesco Stores Ltd 359 Reading Road](#)

HTC Observations: **26.11.19** - Recommend approval. The Committee was particularly in favour of the proposed electric vehicle charging points

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# Planning

HEAD OF SERVICE : Adrian Duffield



Listening Learning Leading

Henley-on-Thames Town Council  
c/o Cath Adams (Sheridan Jacklin-Edward-  
from Sept)  
Council Offices  
Town Hall  
Market Place  
RG9 2AQ

CONTACT OFFICER : Mrs J Matthews

registration@southoxon.gov.uk  
Tel : (01235) 422630  
Textphone: 18001 01235 422630

135 Eastern Avenue Milton Park  
ABINGDON OX14 4SB

7 January 2020

## TOWN AND COUNTRY PLANNING ACT 1990 APPEAL UNDER SECTION 78

**Site Address : Hallmark House Station Road Henley-On-Thames RG9 1AY**  
**Description of development: Extension to existing building (benefiting from PDR B1 to C3 under P18/S0840/PDO) to provide 5 additional residential apartments, including new fenestration and other external finishes described on the plans**

**(Revised plans and Design and Access Statement received 14th May 2019, incorporating the following changes:**

- Alteration to the building form, removing part of the parapet wall nearest the Imperial Hotel and greater set back at top floor accommodation**
- Creation of live/work meeting space at ground floor level and relocation of bike store to the rear of the building**
- Extension of side bay window area and addition of timber fins**
- Alterations to fenestration detail at ground floor level)**

**Application reference: P18/S2362/FUL**

**Appellants name : Rissance Limited**

**Appeal reference : APP/Q3115/W/19/3242047**

**Appeal start date: 2nd January 2020**

I refer to the above details. An appeal has been made to the Secretary of State against South Oxfordshire District Council's decision to refuse the above planning application.

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:

Rachel Smith  
The Planning Inspectorate  
Room 3R  
Temple Quay House  
2 The Square  
Bristol  
BS1 6PN

All representations must be received by **6th February 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.**

Please note that any representations you submit to the Planning Inspectorate will be copied to the appellant and this local planning authority and will be considered by the Inspector when determining the appeal.


If you submit comments and then subsequently wish to withdraw them, you should make this request to the Planning Inspectorate by the date above.

The appeal documents are available for inspection at 135 Eastern Avenue, Milton Park, Abingdon, OX14 4SB between 8.30am - 5.00pm Monday to Thursday and 8.30am to 4.30pm on Friday.

You can get a copy of one of the Planning Inspectorate's "Guide to taking part in enforcement appeals" booklets free of charge from GOV.UK at <https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal> or from us.

When made, the decision will be published online at <https://acp.planninginspectorate.gov.uk>.

Yours faithfully

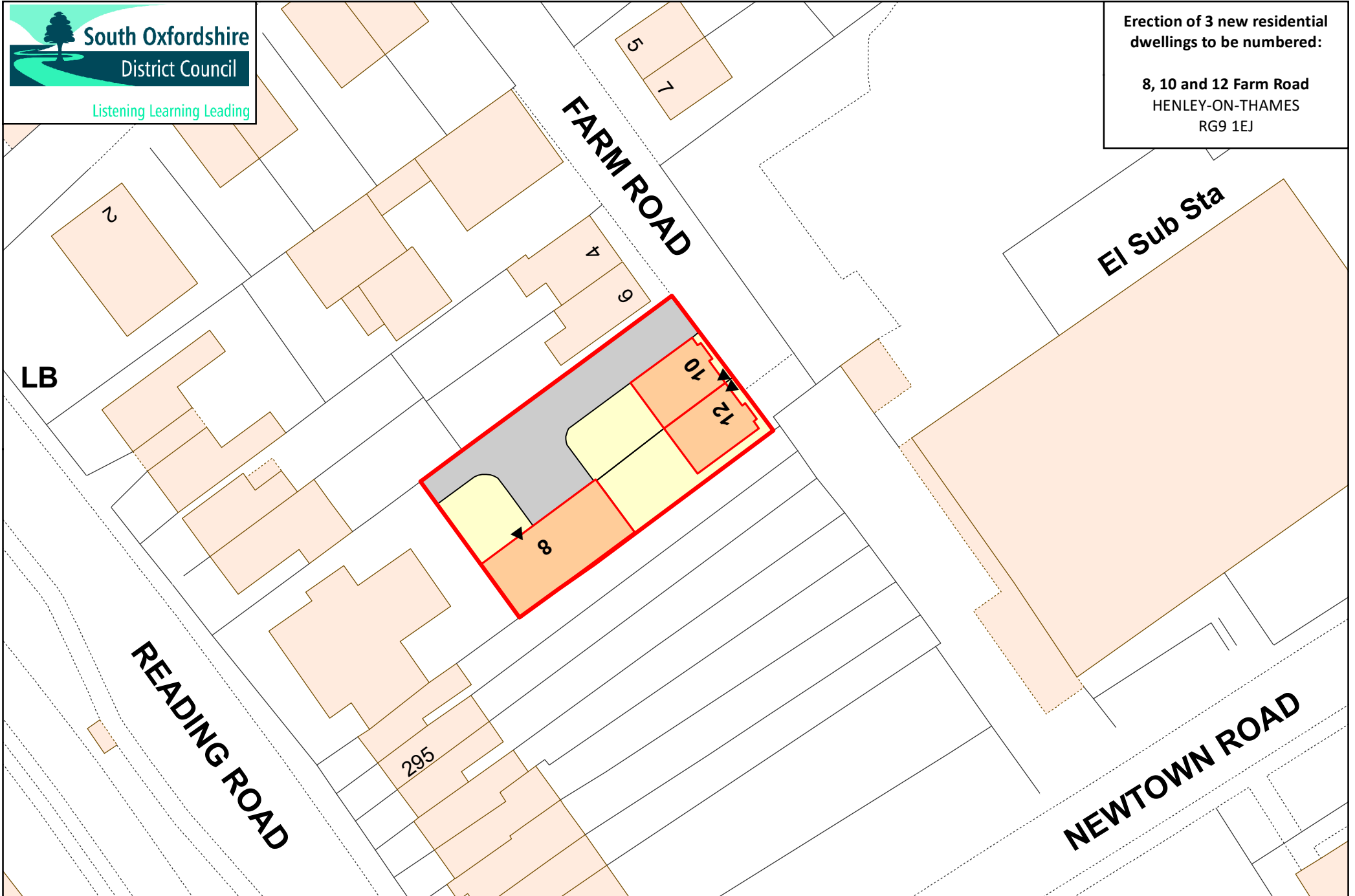


Registration Officer

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Erection of 3 new residential dwellings to be numbered:  
  
8, 10 and 12 Farm Road  
HENLEY-ON-THAMES  
RG9 1EJ





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