

Present: The Chairman, Councillor D Hinke
The Deputy Mayor, Councillor Mrs E Hodgkin
Councillor M S Akehurst
Councillor D Clenshaw
Councillor Miss S Evans
Councillor S Gawrysiak (substitute for Councillor Ms L Meachin)
Councillor Miss L M Hillier
Councillor D Silvester

In attendance: Mr M Kennedy – Town Clerk
Mrs B Walker – Minute Taker

Also Present: One member of the press
16 members of the public

103. APOLOGIES FOR ABSENCE

Apologies were received from The Mayor, Councillor Mrs P A Phillips and Councillor Ms L Meachin.

104. DECLARATIONS OF INTEREST

Councillor Miss L Hillier – P11/E1590 – 7 Vicarage Road – personal - knows the applicant. P11/E1614 – Phyllis Court Club – personal – member of the club. P11/E/E1665 – Caxton Court – personal – knows the applicant. P11/E1666 – 4 Market Place – personal and prejudicial. P11/E1108/RAD (agenda item 10 - Progress Report) – 12 Friday Street – personal and prejudicial.

Councillor D Clenshaw - P11/E1590 – 7 Vicarage Road – personal - knows the applicant.

Councillor M Akehurst - P11/E1590 – 7 Vicarage Road – personal - knows the applicant.

Councillor Mrs E Hodgkin – P11/E1588 – Broughton House, Green Lane – personal. P11/E1590 – 7 Vicarage Road – personal - knows the applicant.

Councillor D Silvester - P11/E1614 – Phyllis Court Club – personal – member of the club. P11/E1609 – 8 Wyndale Close – personal – friend of neighbour.

Councillor D Hinke - P11/E1590 – 7 Vicarage Road – personal - knows the applicant.

105. PUBLIC PARTICIPATION

The Chairman, Councillor D Hinke reminded the public that comments on planning applications should be confined to planning aspects only.

Mr Roy Atkin, Elizabeth Road – Agenda Item 14 – Highlands Farm – Mr Atkin referred to the charge that Local Authorities can ask developers to pay, which is put towards infrastructure improvements, when large developments are considered. This payment was called Section 106 and is now called the Community Infrastructure Levy. Mr Atkin

urged the Town Council to be active in the negotiations for this charge should the Highland Farm development go ahead. Mr Atkin handed the Chairman a detailed paper outlining his views on this matter.

Mr D Matthews – 57 Deanfield Road – Agenda Item 5 – P11/E0794 – 18 Harcourt Close
- Mr Matthews expressed concern at the amended plans, which he felt did not address the concerns raised by the South Oxfordshire District Council Planning Officer in particular the size of the development in relation to the plot, the elevated nature of the development and its potential to overlook and intrude on the residential area below. Further information was handed to the Chairman.

Mr Russell Challis on behalf of his mother who lives in Wyndale Close – Agenda Item 5 P11/E1609 – 8 Wyndale Close Mr Challis expressed concern regarding the plans in particular that the extension on the second storey came within 600 mm away from his mother's property and the required minimum is 1 m, the size of the development which leaves very little garden space and that there is only provision for 2 cars for what will be a 4 bedroom house. There is no on-street parking available outside the property as Wyndale Close is a cul-de-sac and the property is located at the end by the turning circle.

Mr A Shand – Agenda Item 5 – P11/E1609 - 7 Wyndale Close. Mr Shand raised the following concerns re the proposed extension to the house next door to him – the excessive size of the extension and the subsequent loss of light to his property, that the extension is on 2 storeys, loss of garden and green space and consequent loss of habitat for wildlife.

Mr K Arlett – Agenda Item 5 – P11/E1666 – 4 Market Place – Mr Arlett raised objections to the change of use of the ground floor from class A1 retail to mixed use classes A1 and A3 and urged the Committee recommend refusal of this application as it reduces the amount of retail space available in the town. Mr Arlett referred to planning policy TC8 which aims to protect the retail function of town centres and quoted as follows “It would undermine the vitality and viability, and the dominant retailing character and function of the primary shopping frontage”.

Mrs R Shearman – Agenda Item 5 – P11/E1634 – 37 Milton Close – Mrs Shearman, who is the applicant, spoke to the application and informed the Committee the reason her family required the extension was for medical reason regarding her son. Mrs Shearman assured the Committee they had done their utmost to adhere to the planning regulations and to accommodate their neighbours and had liaised closely with the South Oxfordshire District Council Planning Officers.

106. MINUTES

The minutes of the meeting held on 4 October 2011 were approved and signed by the Chairman, Councillor D Hinke as a true record.

**107. PLANS (amended)
P11/E0794**

18 Harcourt Close, (Minor – North Ward – JB, EH)
(Registered 31.05.11 – 28 Days 27.06.11)

AMENDMENT:

New detached dwelling house within curtilage of existing dwelling house.

For: Mr R Hudson

- OBSERVATION: 28.06.11 - Recommend Refusal on grounds of overdevelopment and over intensive use of the site. The proposal is un-neighbourly and out of character with the surrounding properties.
- OBSERVATION:** **The Committee re-iterates its previous objection and recommends refusal on the grounds that the proposal is an over development, is over intensive, is un-neighbourly and is out of character with the surrounding properties.**
- P11/E1308** **47 Elizabeth Road** (Other – North Ward – JB, EH)
(Registered 25.08.11 – 28 Days 21.09.11)
Single storey rear extensions to provide new living room and larger utility/workroom.
For: Mr & Mrs A Duncan
- OBSERVATION: 13.09.11 Recommend Approval the proposal is an improvement on the present building.
- OBSERVATION:** **The Committee noted that this planning permission had been granted for this application.**
- P11/E1266** **24 Albert Road** (Other – South Ward – JW, WH)
(Registered 10.08.11 – 28 Days 06.09.11)
Single storey rear extension.
For: Mr N Strange
- OBSERVATION: 23.08.11 Recommend Approval. The proposal is within the building line.
- OBSERVATION:** **The Committee re-iterates its previous observation and recommends that the application should be approved and the proposal is within the building line.**
108. **PLANS (new)**
P11/E1588 **Broughton House, Green Lane** (Minor – South Ward – JW, WH)
(Registered 03.10.11 – 28 Days 30.10.11)
New Timber window to match other gable windows to be inserted into south gable at second floor level (Flat 9).
For: Ms G Nahum
- OBSERVATION:** **The Committee recommends approval on the grounds that the proposal is in-keeping with the area.**
- P11/E1590** **7 Vicarage Road** (Other – South Ward – JW, WH)
(Registered 26.09.11 – 28 Days 23.10.11)
Insulation of external face of house wall, north facing painted brick walls. (solid brick wall) and 1 short section of g.f. east facing brick wall.
For: Mr & Mrs C W Gibson
- OBSERVATION:** **The Committee recommends approval on the grounds that the proposal will not change the visual amenity of the property.**

- P11/E1592** **41 Berkshire Road** (Other – South Ward – JW, WH)
(Registered 21.09.11 – 28 Days 18.10.11)
 Extensions and remodelling.
 For: Mr P Nicholls
- OBSERVATION:** **The Committee recommends refusal on the grounds that the positioning of glass on the north elevation will mean neighbours can be overlooked.**
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- P11/E1593** **1 Chiltern Close** (Other – North Ward – JB, EH)
(Registered 21.09.11 – 28 Days 18.10.11)
 Erection of two storey rear extension, single storey front extension to form cloak room, entrance lobby and dining room extension. Alterations to existing garage door and window above to include new gable roof.
 For: Mr & Mrs S Bertenshaw
- OBSERVATION:** **The Committee recommends approval on the grounds that the proposal is in keeping with the area.**
-
- P11/E1605** **18 Valley Road** (Other – North Ward – JB, EH)
(Registered 29.09.11 – 28 Days 26.10.11)
 Two storey rear extension & first floor side extension.
 For: Mr & Mrs J Clegg
- OBSERVATION:** **The Committee recommends approval on the grounds that the proposal is in keeping with the area.**
-
- P11/E1609** **8 Wyndale Close** (Other – South Ward – JW, WH)
(Registered 26.09.11 – 28 Days 23.10.11)
 Demolition of garage and utility room. Construction of single and two storey side and rear extension.
 For: Miss Z Elgood
- OBSERVATION:** **The Committee recommends refusal on the grounds that the proposal is an over development of the site, is un-neighbourly, would result in loss of light and privacy to neighbouring properties, would result in loss of garden space and lack of parking provision.**
-
- P11/E1614** **Phyllis Court Club, Phyllis Court Drive** (Minor – North Ward – JB, EH)
(Registered 12.10.11 – 28 Days 08.11.11)
 Removal of existing window/doors/roof to East elevation and replacement with new timber framing and new glazed/zinc roof (members lounge).
 For: Mr G Owen
- OBSERVATION:** **The Committee recommends approval on the grounds that the proposal is in keeping with the area and subject to the Conservation Officer’s approval.**

- P11/E1620** **74 St Marks Road** (Other – South Ward – JW, WH)
(Registered 27.09.11 – 28 Days 25.10.11)
1. To create a parking space to the left of the driveway to the front of the house
2. To place a shed in the front of garden.
For: Mr J Mitchel
- OBSERVATION:** **The Committee noted that planning permission is not required for a shed and therefore only considered point 1 and recommends approval as long as the materials are approved by the Planning Officer.**
- P11/E1629** **Woodside, Fairmile** (Other – North Ward – JB, EH)
(Registered 29.09.11 – 28 Days 27.10.11)
Erection of a cart shed.
For: Mr & Mrs N Atchinson
- OBSERVATION:** **The Committee recommends approval as the proposal is in character with the area.**
- P11/E1634** **37 Milton Close** (Other – North Ward – JB, EH)
(Registered 03.10.11 – 28 Days 30.10.11)
Single & two storey rear extension, single storey front extension and minor internal alterations.
For: Mr R Sherman
- OBSERVATION:** **The Committee recommends approval for the proposal however would ask that South Oxfordshire District Council visit the site to ascertain any impact on neighbours particularly re number 36 Milton Close.**
- P11/E1646** **5 Baronsmead** (Other – North Ward – JB, EH)
(Registered 05.10.11 – 28 Days 01.11.11)
Insertion of doors to side elevation.
For: Mr M Fenton
- OBSERVATION:** **The Committee recommends approval as the proposal is in keeping with the area.**
- P11/E1665** **Caxton Court, St Marks Road** (Minor – South Ward – JW, WH)
(Registered 05.10.11 – 28 Days 01.11.11)
The renewal of all existing external windows and balcony doors to all flats (1 to 24), including external communal doors and screens (the proposed works do not include the windows and doors to flat number 25).
For: Mr D Temple
- OBSERVATION:** **The Committee recommends approval and notes the use of sympathetic materials and that this will be an improvement to the building.**

Councillor Miss L Hillier left the meeting at 8.15 pm having previously declared an interest.

P11/E1666 **4 Market Place** (Other – North Ward – JB, EH)
(Registered 05.10.11 – 28 Days 01.11.11)
Change of use of ground floor from class A1 retail to mixed use, classes A1 & A3.
For: Mr V Scalzo

OBSERVATION: **The Committee recommends approval of the application.**

Councillor Miss L M Hillier re-joined the meeting at 8.21 pm.

P11/E1681 **Horse & Groom, 40 New Street** (Minor – North Ward – JB, EH)
(Registered 06.10.11 – 28 Days 02.11.11)
Form new external fire escape.
For: Mr L Davies

OBSERVATION: **The Committee recommends approval of the application.**

P11/E1682/LB **Horse & Groom, 40 New Street** (Other – North Ward – JB, EH)
(Registered 06.10.11 – 28 Days 02.11.11)
Form new external fire escape.
For: Mr L Davies

OBSERVATION: **The Committee recommends approval of the application.**

P11/E1707 **7 Norman Avenue** (Other – South Ward – JW, WH)
(Registered 11.10.11 – 28 Days 07.11.11)
New brick piers to match original with terracotta caps.
New wrought iron gates & railings.
Natural Yorkshire paving introduced on front garden path.
To replace concrete paving slabs, new front lawn.
For: Mr S Lewis

OBSERVATION: **The Committee recommends approval subject to the views of the Forestry Officer.**

P11/E1497/LB **7 Norman Avenue** (Other – South Ward – JW, WH)
(Registered 11.10.11 – 28 Days 07.11.11)
Proposed new brick piers to match original with terracotta caps, existing wall rebuilt with terracotta capping, new wrought iron gates & railings and natural Yorkshire paving introduced on front garden path.
For: Mr S Lewis

OBSERVATION: **The Committee recommends approval subject to the views of the Forestry Officer.**

109. FOR INFORMATION ONLY

The Committee received and noted the following plans for information only.

P11/E1431/LB 21 – 23 Hart Street

P11/ E1430/A & P11/E1431/LB 21 – 23 Hart Street

110. DECISION NOTICES

The Committee received and noted the Decision Notices from South Oxfordshire District Council as follows:-

111. PROGRESS REPORT

The Committee received and noted the Progress report and made the following comments:-

Minute 55 (09.08.11) – P11/E1108/RAD - comment dated 18.10.11 – the Committee received a letter drafted by Councillor D Hinke and the Town Clerk to be sent to all business regarding “A” boards. After discussion the Committee agreed the letter be distributed to all businesses with “A” boards with the addition of a sentence emphasising that businesses give serious consideration to the size and positioning of “A” boards.

112. OBJECTIONS

The Chairman, Councillor D Hinke informed the Committee that he had sought advise from Ms P Fox, Planning Manager, South Oxfordshire District Council Planning Department with regard to when plans need to be called in. Ms Fox advised that if a plan is categorised as “major” or “minor” and a parish council recommends refusal the plan will automatically be called in should the Planning Officer recommend approval. However if a plan is categorised as “other” and a parish council recommends refusal and the planning officer recommends approval the plan would not automatically be called in - on these occasions a District Councillor would need to call it in.

The Committee considered which Councillor should speak at South Oxfordshire District Council’s Planning Committee in the event of an objection and **RESOLVED**

that Councillor M Akehurst be nominated to attend the South Oxfordshire District Council Planning meeting on 16 November 2011 and to speak on behalf of the Town Council.

The Committee noted that the recent planning training evening organised by South Oxfordshire District Council had been very informative in particular the information that residents can register for email alerts notifying them of planning applications in the immediate vicinity. This system has been introduced as planning notices are no longer required to be displayed outside the property.

113. PLANNING APPEAL DECISION

The Committee received and noted the Planning Appeal notifications for the following applications:-

Beechwood Lodge, Lambridge Lane, Henley on Thames.

114. CHANGE OF PROPERTY NAME

The Committee received and noted the notification of change of property names from Hill View to Birch House, 259A Greys Road, Henley on Thames, RG9 1QS and from Normanstead Lower Lodge: to Holly Lodge, Norman Avenue, Henley on Thames RG9 1SG

115. REGISTRATION OF AN EXISTING FLAT

The Committee received and noted notification of the registration of an existing flat address know as Flat 1, 47 Duke Street, Henley on Thames, RG9 1UR

116. HIGHLANDS FARM DEVELOPMENT

The Committee received the following motion moved by Councillor I Reissmann at Full Council on 18 October 2011 -

Henley Town Council and the Townlands Steering Group have heard presentation from English Care Villages on a proposed health care village at Highlands Farm. Henley Town Council are not currently able to consider whether this proposal is in Henley's interests until much more information of this proposal is made available. More information is required on the nature of the health and social care to be provided and the affect on Henley in planning terms.

when Henley Town Council have the information needed, we will consider whether this development is overall in Henley's interests and whether we can support the plans.

Councillors were also asked if they wish to submit any further questions which can be included in a letter to the developer and the following questions were received:-

- How many C2 and C3 graded homes will there be on the site?
- The site is served by 3 roads, one of which is a single track road (Gillotts Lane) – what does the developer intend to do to address this problem?

After discussion the Committee **RESOLVED**

that the following questions be submitted to the developer in a letter as follows:-

- **How many C2 and C3 graded homes will there be on the site?**
- **The site is served by 3 roads, one of which is a single track road (Gillotts Lane) – what does the developer intend to do to address this problem?**

that any further consideration of this development be postponed until after the meeting with the government inspector on 4 November 2011.

Post meeting note: The questions raised at Full Council on 18 October 2011 will be included in the letter to the developer.

The meeting closed at 9.00 pm.

bw

Chairman