

# HENLEY-ON-THAMES TOWN COUNCIL

MIKE KENNEDY  
*Town Clerk*

Tel No. (01491) 576982  
Fax No. (01491) 571660  
Email: enquiries@henleytowncouncil.gov.uk  
Website: www.henleytowncouncil.gov.uk



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 29 MAY 2012  
AT 7.00 PM**

in

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

  
Mr M W Kennedy  
Town Clerk  
22 May 2012

### MEMBERSHIP:

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

Members are reminded to sign the attendance book.

## AGENDA

### 1. TO RECEIVE APOLOGIES FOR ABSENCE

### 2. DECLARATIONS OF INTEREST

*Members are hereby reminded that, under the provisions of Part 2 of the Local Government Act 2000 (The Code of Conduct), a member with a personal interest 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 personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgement of the public interest. A member with a prejudicial 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 has obtained a dispensation from the standards committee of the responsible authority; and not seek improperly to influence a decision about that matter. You do, however, have the same right as a member of the public to make representations, give evidence and answer questions about the matter during Public Participation and may remain in the room to enable you to exercise that right and then leave immediately. You must not seek to improperly influence a decision on the 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

**TO APPROVE** the Minutes of the Meeting of the Planning Committee held on 15 MAY 2012 (Papers previously circulated).

5. **PLANS (amended)**  
**P11/S0116** **Flat 3, 74 St Marks Road** (Minor – South Ward – JW, WH)  
Proposed second floor extension to flat (As amended by Drawings Nos: AAN.12.437.1 Revision A and AAN.12.437.2 accompanying agents letter dated 8 May 2012).  
For: Mr D Isaacs  
HTC Observation: 05.05.12 - Recommend refusal as the proposal is detrimental to the character of the area.
6. **PLANS (new)**
- P11/E2108** **18 Valley Road** (Other – North Ward – EH, JB)  
2 storey rear extension & 1<sup>st</sup> floor side extension.  
For: Mr & Mrs J Clegg
- P11/E2423** **5 Harpsden Road** (Other - South Ward – JW- WH)  
Erection of dormer window to the rear elevation.  
For: Mr G Lamden
- P12/S0468** **139 Reading Road** (Other – South Ward - JW, WH)  
Demolition of existing single .  
For: Mr T Weston
- P12/S0644/FUL** **Red Lion Lawn, Thameside** (Minor - North Ward EH, JB)  
Installation of a steel sheet piling river wall. To replace the existing failing masonry wall. The existing wall has become undermined by the river and following a survey undertaken by divers, the park has been closed for safety. For: Mr M Kennedy, Town Clerk Henley on Thames Town Council
- P12/S0658/HH** **20 Nicholas Road** (Other -North Ward – JB, EH)  
Single storey rear extension; removal of the single fruit tree.  
For: Mr & Mrs R Hodgkin
- P12/S0674/LB** **The Malsters House, 76 Bell Street** (Other – North Ward – JB, EH)  
Replacement of defective metal windows (circa 1930s) in 1930s dormer with new sashes in oak-double glazed leaded panes to match as closely as possible the style of those which were approved for use on ground and second floor under previous LBC..  
For: Ms A Chumas
7. **FOR 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.*  
**P11/E1998/RET – Tobermory, Peppard Lane**

8. **OBJECTIONS / CALL IN APPLICATIONS**  
TO DECIDE which Councillor is to speak at District Council in the event of an objection.
  
9. **PROPOSED BASE STATION INSTALLATION AT 18649 HENLEY RAILWAY STATION – (CONERSTONE, VODAFONE & 02)** (Papers attached)  
TO RECEIVE notification of Proposed Base Station at 18649 Henley Railway Station.

jb

22<sup>nd</sup> May 2012

Our ref: 18649

Mr Mike Kennedy  
Parish Clerk  
Council Offices,  
Town Hall,  
Market Place,  
HENLEY-ON-THAMES  
RG9 2AQ

16/05/2012

Dear Councillor,

**RE: PROPOSED BASE STATION INSTALLATION AT 18649 HENLEY RAILWAY STATION –  
(CORNERSTONE, VODAFONE & O2)**

Telefónica O2 UK Limited has entered into a network sharing agreement with Vodafone Limited pursuant to which the two companies plan to share network equipment on a number of sites across the UK. A joint project team has been created, called Cornerstone and comprising Vodafone and O2 employees, to oversee these arrangements.

This agreement allows both organisations to:

- consolidate the number of base stations required through sharing, which is in accordance with Government Policy, and therefore
- significantly reduce the environmental impact of network development.

Vodafone and O2 are in the process of progressing a suitable site in the Henley-On-Thames area for a radio base station. We aim to work with you to progress a proposal that is both acceptable to your authority and meets Vodafone's and O2's technical network requirements. This approach accords with Vodafone's and O2's Best Practice Commitments to ensure consultation with Local Planning Authorities and other appropriate key stakeholders.

As part of Vodafone's and O2's continued network improvement program, there is a specific requirement for a radio base station at this location to provide new 3G coverage in the area.

Mobiles can only work with a network of base stations in place where people want to use their mobile phones or other wireless devices. Without base stations, the mobile phones and other devices we rely on simply won't work.

This letter therefore invites the Local Planning Authority, in accordance with planning policy guidance and Best Practice Commitments, to enter into pre-application discussions with regard to our preferred site option prior to a formal planning submission. Several steps in the site identification process have already been undertaken. The Local Planning Authority must register and our records of other potential sites have been reviewed, the policies in the Development Plan have been taken into account and we have examined the inter-operator site sharing database.

Our technical network requirement is as follows:

- Cell Site Ref 18649 (Cornerstone, Vodafone and 02) Henley Railway Station
- The site is required to provide 3G coverage

A number of options have been assessed in the search for a suitable site. The site below is the only realistic opportunity within the cell search area.

Option 1

Henley Railway Station  
Station Road,  
Henley-On-Thames  
Oxfordshire  
RG9 1AY

We look forward to receiving your comments on the preferred option identified above. We would also like to take this opportunity to extend an invitation to meet with you to discuss the proposal and undertake a tour of the options considered, should you consider this to be beneficial.

All Vodafone and 02 installations are designed to be fully compliant with the public exposure guidelines established by the International Commission on Non-Ionizing Radiation Protection (ICNIRP). These guidelines have the support of UK Government, the European Union and they also have the formal backing of the World Health Organisation. A certificate of ICNIRP compliance will be included within the planning submission.

We would be grateful if you would therefore please forward copies of the Council's planning application forms as appropriate and advise us of any pending telecommunications applications or recent planning decisions in this particular area so these can be evaluated.

Finally, we would be interested in any local stakeholders or groups that you consider would like to know more about our proposals.

We enclose a copy of our Consultation Plan and welcome your suggestions.

We look forward to receiving your response within 14 days of the date of this letter.

Yours faithfully,

**Damian Hosker BA(Hons) MA MRTPI**  
**Town Planner**  
**WHP Projects Ltd**

**07771527070**

(for and on behalf of Vodafone (UK) Ltd and Telefónica O2 (UK) Ltd as a duly authorised agent)

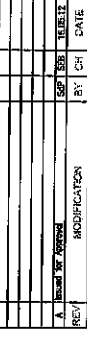


Notes:

1. All dimensions are in millimetres unless stated otherwise

N.G.R. Easting: 476600 Northing: 182047  
 Directions:  
 At Junction 4 of the M40, take the A404 exit to H.Wycombe/Milow/Madenhead. At the roundabout, take the 3rd exit onto A404 and cross the roundabout. After 6 miles take the A4130 exit toward Hurley/ Henley/Burchetts Green. At the roundabout, take the 3rd exit onto Henley Rd/A4130. Stay on the A4130 for 5.4 miles. Turn left onto Thomassie and continue onto Station Road. Turn into the Railway Station long stay car park and drive to the very end of the car park where the site is located adjacent to the palisade boundary fence.

REV	DESCRIPTION	BY	CHK	DATE
A	Issue for Approval	SB	SB	16.05.12



Cellular Systems Limited  
 Unit 1 Stud Green, Tel: 0151 462 8424  
 Bennetts Lane, Widdow, Tel: 0151 465 1569  
 Cheshire, WA9 6JY  
 email: enquiries.cellular-systems@csll.co.uk

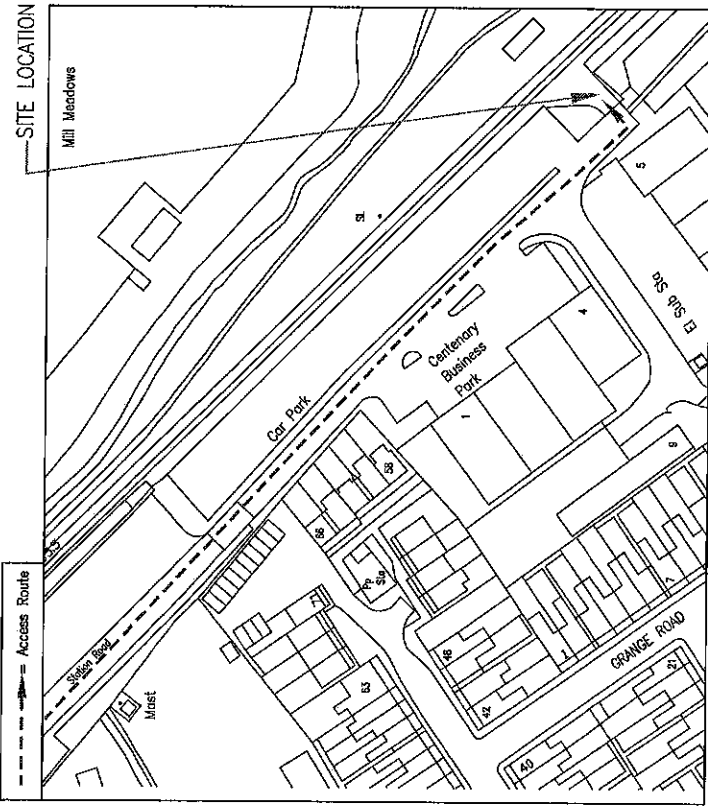


CORNERSTONE PROJECT  
 Cell Name: Option  
 HENLEY STATION PREMISES B

Cell ID No. 18549  
 RF: VF 84007  
 Status: Start

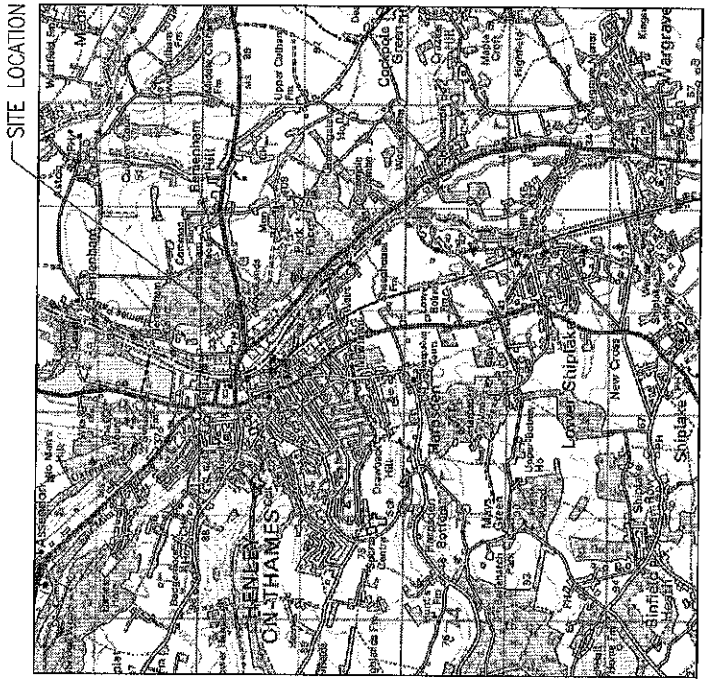
Site Address / Contact Details:  
 HENLEY RAILWAY STATION  
 STATION ROAD  
 HENLEY-ON-THAMES  
 OXFORDSHIRE  
 RG9 1AJ

Drawing Title: SITE LOCATION MAPS  
 Purpose of Issue: PLANNING  
 Drawing Number: 100  
 Status: -  
 Scale: 1:1250, 1:50000  
 Drawn By: SB  
 Checked By: MRJ  
 Issue Date: 16.05.12  
 Approved By: SB  
 Issue: A

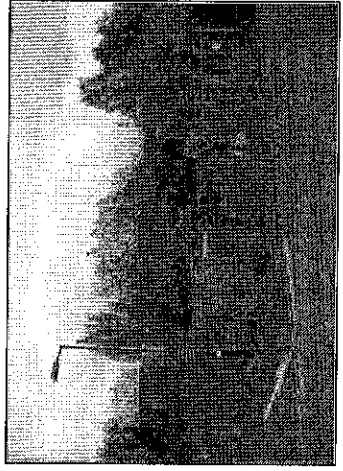


SITE LOCATION  
 SCALE 1:1250

BASED ON ORDNANCE SURVEY AT 1:1250 WITH THE PERMISSION OF THE CONTROLLER OF HER MAJESTY'S STATIONERY OFFICE. © CROWN COPYRIGHT. LICENCE NO. 10003859



SITE LOCATION  
 SCALE 1:50000



SITE PHOTOGRAPH



Notes:  
 1. All dimensions are in millimetres unless stated otherwise.

M.C.R.	Existing: 476600	Northings: 162047
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These drawings comply with Vodafone & O2 Standard IONPP design guidelines.

Confirmations:  
 Stage 1 Geotechnical Investigator: recommended.  
 REC supply preferred source of cover.

REV	DESCRIPTION	BY	CHK	DATE
1	ISSUE FOR APPROVAL	SEP	SEP	16.05.12
2	MODIFICATION			

Unit: 1 Small Green, Tel: 0151 452 8684  
 Brooklands, Wokingham, Fax: 0151 455 1655  
 Chesham, Bucks HP8 4JW  
 e-mail: enquiries@cellular-systems.co.uk

**O<sub>2</sub>**  
 CORNERSTONE PROJECT

Cell Name	Option
HENLEY STATION PREMISES	B

Cell ID No.	Post	Sharef.
18649	VF B4007	O2 49124

Site Address / Contact Details:  
 HENLEY RAILWAY STATION  
 STATION ROAD  
 HENLEY-ON-THAMES  
 OXFORDSHIRE  
 RG9 1AY

Drawing Title:  
 SITE PLAN

Purpose of Issue:  
 PLANNING

Drawing Number: 200

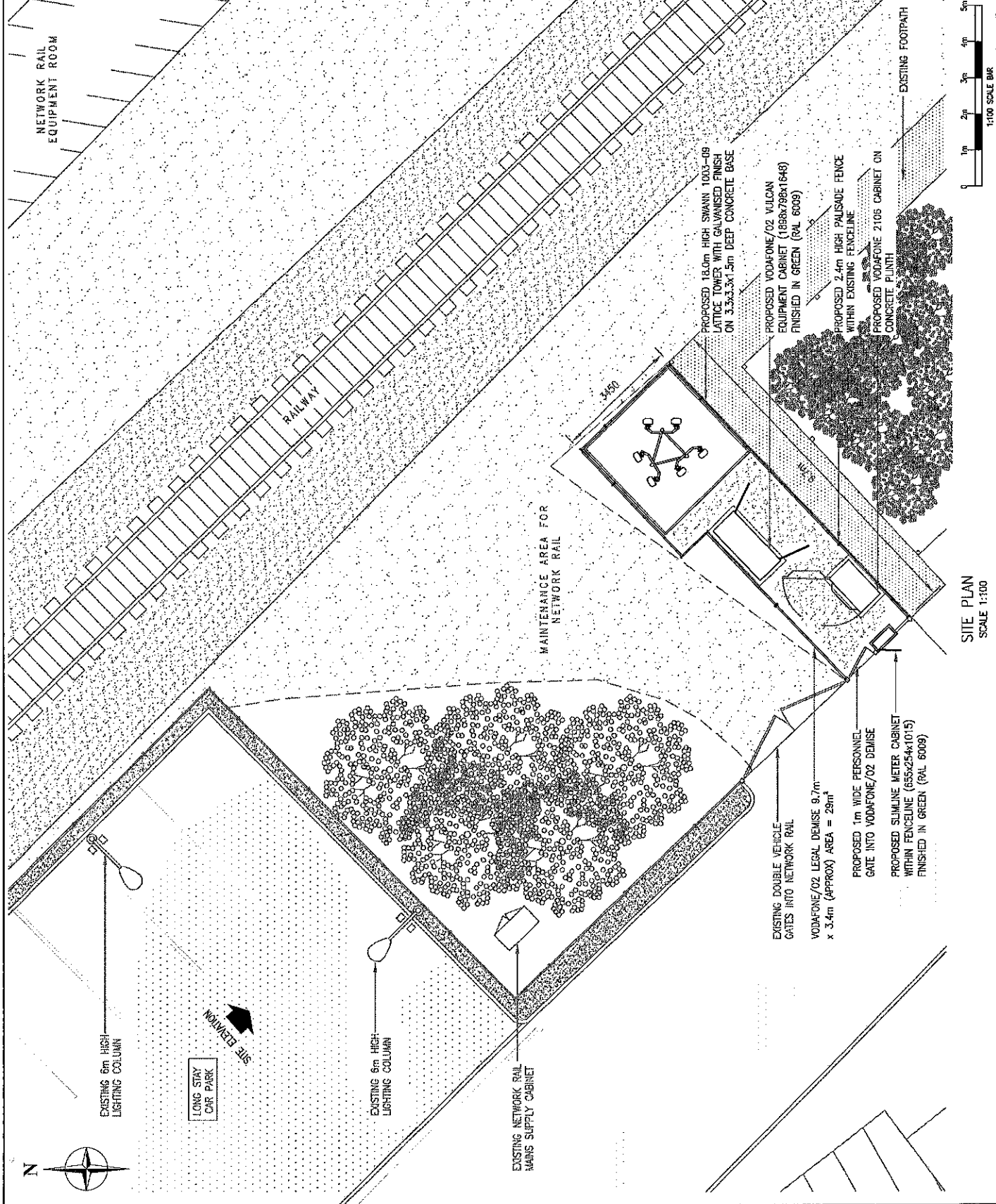
Scale: 1:100

Checked By: MRM  
 Date: 16.05.12

Drawn By: SEP  
 Date: 16.05.12

Approved By: SEP  
 Date: 16.05.12

Issue: A



SITE PLAN  
 SCALE 1:100

Notes:


1. All dimensions are in millimetres unless stated otherwise.

N.C.R.	Ending: 476600	Northings: 182047
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REV	DESCRIPTION	BY	CHK	DATE
A	ISSUED FOR APPROVAL	SKP	SKP	16.05.12

	
Unit: 1 Shaft Green, The Parkway, Chesham, Bucks, UK Tel: 01494 462664 Fax: 01494 462665 Email: info@cellularsystems.co.uk	

O<sub>2</sub>



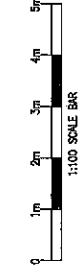
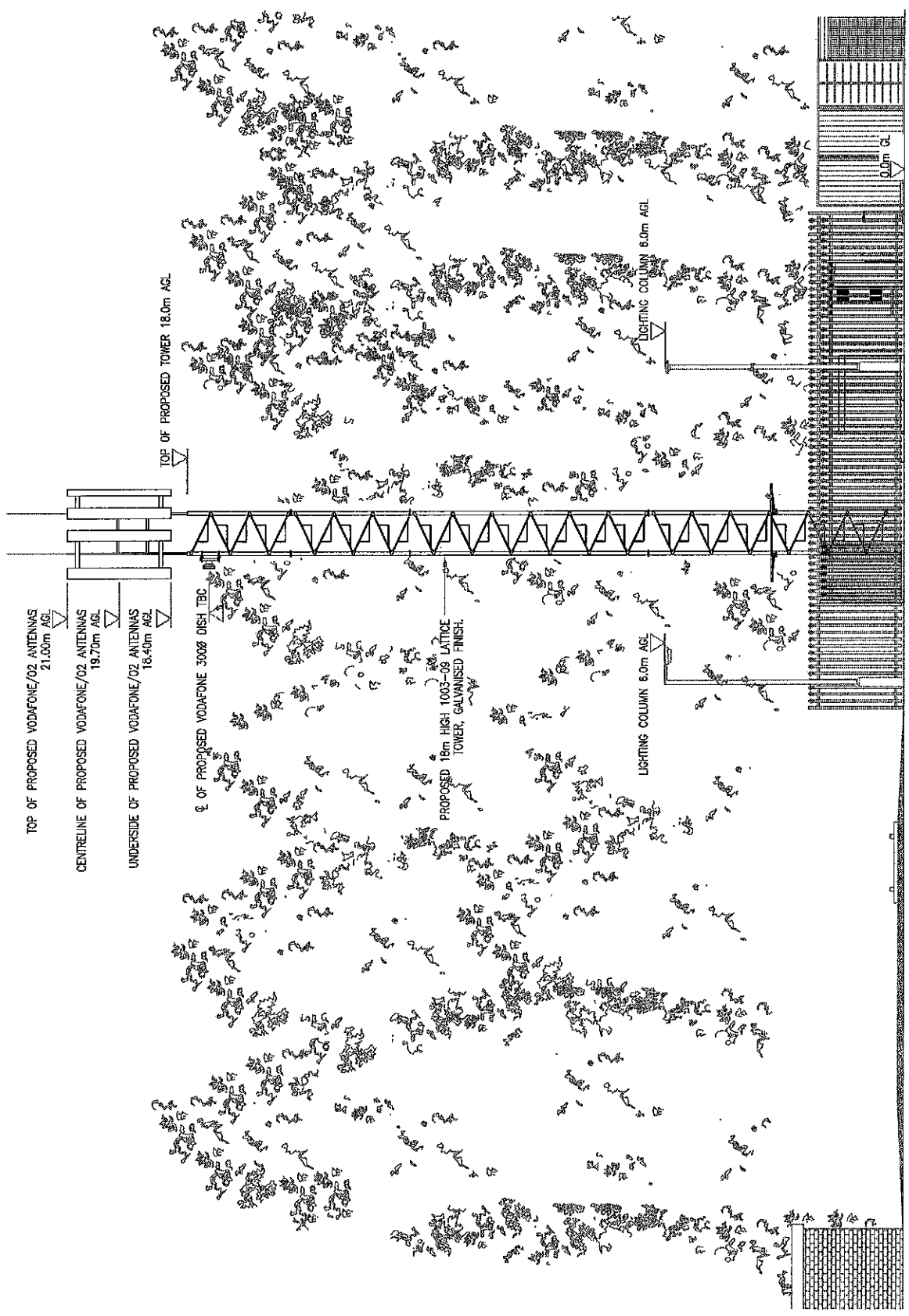
**CORNERSTONE PROJECT**

Cell Name	Option
<b>HENLEY STATION PREMISES</b>	<b>B</b>

Cell ID No.	300
Corporation:	VF 84007 02 49124
Site Address / Contact Details:	HENLEY RAILWAY STATION HENLEY-ON-THAMES OXFORDSHIRE RG9 1AY

Drawing Title:	SITE ELEVATION
Purpose of Issue:	PLANNING
Drawing Number:	300
Series:	-

Scale:	1:100
Checked By:	SKP
Drawn By:	SKP
Issue Date:	16.05.12
Approved By:	SKP
Issue:	A




SITE ELEVATION  
SCALE 1:100

1. All dimensions are in millimetres unless stated otherwise.


N.G.R. Eastings: 476600 Northing: 182047

REV	DESCRIPTION	BY	CHK	DATE
A	Issued for Approval	SEP	SEP	16.05.12



Unit 1, Small Green,  
Barnetts Lane, Witley,  
Christiansburg, W1AG, GU24  
email: enquiries@cellular-systems.co.uk

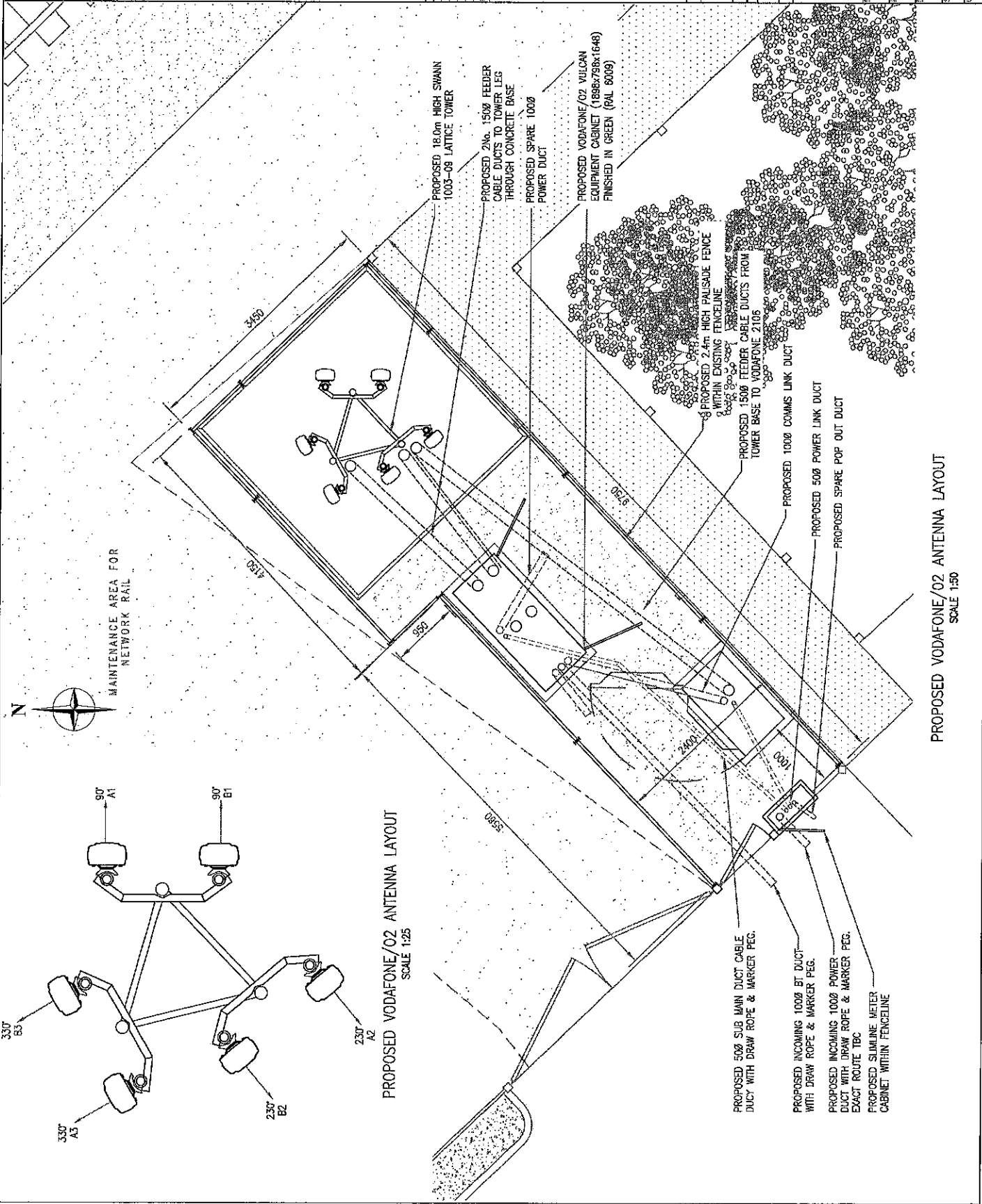
Tel: 01491 455284  
Fax: 01491 455185



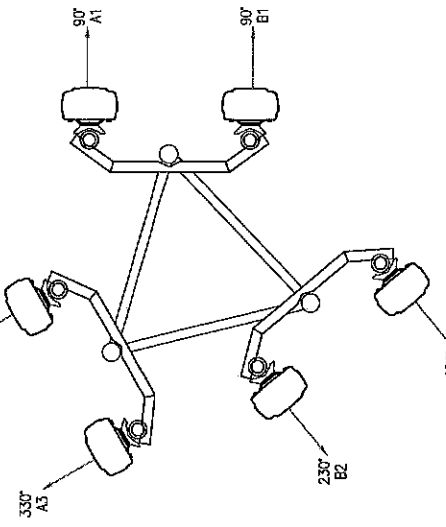
O<sub>2</sub>  
CORNERSTONE PROJECT

Cell Name	Option
HENLEY STATION PREMISES	B
Cell ID No.	
Coordinates:	
18649	VF 84007 OZ 49124
Site Address / Contact Details:	
HENLEY RAILWAY STATION STATION ROAD HENLEY-ON-THAMES OXFORDSHIRE RG9 1AY	

Drawing Title	ANTENNA & EQUIPMENT LAYOUT
Purpose of Issue:	PLANNING
Sheet Number	400
Scale:	1:25, 1:50
Checked By:	MRN
Drawn By:	SAP
Date:	16.05.12
Approved By:	SEP
Date:	16.05.12
Issue:	A



MAINTENANCE AREA FOR NETWORK RAIL



- PROPOSED 500 SUB MAIN DUCT CABLE DUCT WITH DRAW ROPE & MARKER PEG.
- PROPOSED INCOMING 1000 BT DUCT WITH DRAW ROPE & MARKER PEG.
- PROPOSED INCOMING 1000 POWER DUCT WITH DRAW ROPE & MARKER PEG. EXACT ROUTE TBC
- PROPOSED SIMULINE METER CABINET WITHIN FENCELINE

- PROPOSED 18.0m HIGH SWANN 1003-08 LATTICE TOWER
- PROPOSED 2No. 1500 FEEDER CABLE DUCTS TO TOWER LEG THROUGH CONCRETE BASE
- PROPOSED SPARE 1000 POWER DUCT
- PROPOSED VODAFONE/O2 VULCAN EQUIPMENT CABINET (1868x796x1648) FINISHED IN GREEN (RAL 6009)

- PROPOSED 2.4m HIGH PALISADE FENCE WITHIN EXISTING FENCELINE
- PROPOSED 1500 FEEDER CABLE DUCTS FROM TOWER BASE TO VODAFONE 2106
- PROPOSED 1000 COMMS LINK DUCT
- PROPOSED 500 POWER LINK DUCT
- PROPOSED SPARE POF OUT DUCT

Notes:

1. All dimensions are in millimetres unless stated otherwise.

EXISTING/ PROPOSED	OPERATOR	ANT. REF.	FUNCTION	QUANTUM CODE	VPN	BEARING	HEIGHT TO TOP TO U/S TO £	POSITION	STATUS	TYPE	SIZE	LENGTH	No. of Feeders		MHA(s)/ ASC(s)	COMMENTS
													EXISTING	PROPOSED		
PROPOSED	VODAFONE	A1	G09 U21	65X776M26K	802 097	90°	21.00m	HEADFRAME	NEW	LDPS-50	7/8"	26.0m	2	2	-	-
PROPOSED	VODAFONE	A2	G09 U21	65X776M26K	802 097	230°	21.00m	HEADFRAME	NEW	LDPS-50	7/8"	26.0m	2	2	ASC	-
PROPOSED	VODAFONE	A3	G09 U21	65X776M26K	802 097	330°	21.00m	HEADFRAME	NEW	LDPS-50	7/8"	26.0m	2	2	ASC	-
PROPOSED	O2	B1	G09 U21	65X776M26K	802 097	90°	21.00m	HEADFRAME	NEW	LDPS-50	7/8"	26.0m	2	2	ASC	G900 NOT IN USE
PROPOSED	O2	B2	G09 U21	65X776M26K	802 097	230°	21.00m	HEADFRAME	NEW	LDPS-50	7/8"	26.0m	2	2	MHA	G900 NOT IN USE
PROPOSED	O2	B3	G09 U21	65X776M26K	802 097	330°	21.00m	HEADFRAME	NEW	LDPS-50	7/8"	26.0m	2	2	MHA	G900 NOT IN USE

SUPPORT STRUCTURE SCHEDULE

EXISTING/ PROPOSED	MANUFACTURER	TYPE	HEIGHT	COLOUR	STATUS	COMMENTS
PROPOSED	SWANN	LATTICE 1003-109	18m	GALVANISED	NEW	18m TOWER + 3m H/F. TOTAL HEIGHT 21m

EQUIPMENT SCHEDULE

EXISTING/ PROPOSED	OPERATOR	MANUFACTURER	TYPE	SIZE	COLOUR	STATUS	COMMENTS
PROPOSED	VODAFONE/O2	ALIFAB	VULCAN	1888x798x1648	GREEN	NEW	

POWER SUPPLY SOURCE

EXISTING/ PROPOSED	OPERATOR	MANUFACTURER	TYPE	SIZE	COLOUR	STATUS	COMMENTS
PROPOSED	VODAFONE/O2	ALIFAB	METER CABINET	655x254x1015	GREEN	NEW	REC SUPPLY RECOMMENDED

EQUIPMENT/DISBURSED SOLUTIONS KEY

EXISTING/ PROPOSED	OPERATOR	ANTENNA REF.	MANUFACTURER	TYPE	SIZE	COLOUR	STATUS	DEPLOYMENT METHOD	FIBRE LENGTH	COMMENTS
PROPOSED	VODAFONE	-	ERICSSON	RBS2106	1302x710x1926	GREEN	NEW	WITHIN CABINET	-	2106 SUBJECT TO AVAILABILITY
PROPOSED	VODAFONE	-	ERICSSON	RBS6601	492x350x66	-	NEW	WITHIN CABINET	-	LOCATED WITHIN VULCAN
PROPOSED	VODAFONE	A1	ERICSSON	RRU-W	600x350x66	-	NEW	WITHIN CABINET	-	LOCATED WITHIN VULCAN
PROPOSED	VODAFONE	A2	ERICSSON	RRU-W	600x350x66	-	NEW	WITHIN CABINET	-	LOCATED WITHIN VULCAN
PROPOSED	VODAFONE	A3	ERICSSON	RRU-W	600x350x66	-	NEW	WITHIN CABINET	-	LOCATED WITHIN VULCAN
PROPOSED	O2	-	NSN NOKIA	FLEXI BIS SVS MODULE	590x490x133h	-	NEW	WITHIN CABINET	-	LOCATED WITHIN VULCAN
PROPOSED	O2	B1	NSN NOKIA	FLEXI BIS RF MODULE	590x490x133h	-	NEW	WITHIN CABINET	-	LOCATED WITHIN VULCAN
PROPOSED	O2	B2	NSN NOKIA	FLEXI BIS RF MODULE	590x490x133h	-	NEW	WITHIN CABINET	-	LOCATED WITHIN VULCAN
PROPOSED	O2	B3	NSN NOKIA	FLEXI BIS RF MODULE	590x490x133h	-	NEW	WITHIN CABINET	-	LOCATED WITHIN VULCAN

TRANSMISSION ENCLOSURE

EXISTING/ PROPOSED	ENCLOSURE	U SPACE AVAILABLE	CURRENT BY/TRANSMISSION LOCATION	PROPOSED MEAS LOCATION
PROPOSED	VULCAN	6	-	VULCAN

PROPOSED COMMS LINK

EXISTING/ PROPOSED	OPERATOR	TYPE	HEIGHT	ORIENTATION
PROPOSED	VODAFONE/O2	300mm DISH	T.B.C	T.B.C

FEEDER KEY

EXISTING	PROPOSED	DIPLEX OR TRIPLEX	MHA(s)/ASC(s)	COMMENTS
-	2	-	-	-
-	2	-	ASC	-
-	2	-	ASC	-
-	2	-	ASC	-
-	2	-	ASC	-
-	2	-	MHA	G900 NOT IN USE
-	2	-	MHA	G900 NOT IN USE
-	2	-	MHA	G900 NOT IN USE

ANTENNA REFERENCE KEY	
A=	ANTENNA GROUP
1=	CELL No. (1, 2, 3)

DUAL BAND EXAMPLE

PROPOSED	OPERATOR	ANTI. FUNCTION
02	A1	109
02	A1	11021

FUNCTION KEY

1=	SECTOR (1, 2, 3 etc)
G=	GSM
9=	900 BAND
18=	1800 BAND
21=	2100 BAND
U=	UNITS

TRANSMISSION INTER-CABINET CABLING

CABLE TYPE	CABLE LENGTH	RADIO CONNECTION	TRANSMISSION CONNECTION
16 CORE CO-AX	3m	SMB SOCKET	BNC PLUG

PROPOSED COMMS LINK

EXISTING/ PROPOSED	OPERATOR	TYPE	HEIGHT	ORIENTATION
PROPOSED	VODAFONE/O2	300mm DISH	T.B.C	T.B.C

N.G.R. | Easings: 476800 | Hurthing: 182047

Concessions:

Multiple antennas for O2 on 3G only site as requested by Radio

REV	DESCRIPTION	BY	DATE
1	ISSUE FOR APPROVAL	SEP	18.05.12



Unit 1, Elm Green, Little Wymondley, Cambridge, CB4 3JY, UK  
Tel: 01223 412264  
Fax: 01223 455118  
email: enquiries@cellular-systems.co.uk



Cell Name	Option
HENLEY STATION PREMISES B	
Cell ID No.	
Posit	Shaver.
18E49	VF 84007 02 49124

Site Address / Contact Details:

HENLEY RAILWAY STATION  
STATION ROAD  
HENLEY-ON-THAMES  
OXFORDSHIRE  
RG9 1AT

Drawing Title: ANTENNA & EQUIPMENT SCHEDULES

Purpose of Issue: PLANNING

Drawing Number:	500	Series:	-
Scale:	N/A	Drawn By:	SEP
Checked By:	MHN	Approved By:	SEP
Issue:	18.05.12	Issue:	18.05.12
Checked By:	MHN	Issue:	18.05.12

# CORNERSTONE CONSULTATION PLAN

<b>Site no:</b> 18649	<b>Site Contacts</b>
<b>Address:</b> Henley Railway Station Station Road, Henley-On-Thames Oxfordshire	
<b>Initial Rating (Stage 2.A.1)</b>	South Oxfordshire District Council <b>GREEN</b>
<b>Re-assessed Rating</b>	<b>GREEN</b>

## Stage 2.A.4 - Identify Consultation Strategy

Ref	Consultation Method	Agreed to be carried out Yes/No	Details (location, time, address, invitees, etc)	Start Date	Closing Date	Comments
3.A.1	Letter to Ward Councillor	YES	Cllr Bucket, Cllr Myer South Oxfordshire District Council Benson Lane Crowmarsh Gifford Wallingford, Oxon OX10 8ED	16-06-12	30/06/2012	
3.A.2	Letter to Parish Council	YES	Mr Mike Kennedy Parish Clerk Council Offices, Town Hall, Market Place, HENLEY-ON-THAMES Address details	16-06-12	30/06/2012	
3.B.1	Consultation Letter Mail Shot	YES / NO				
3.B.2	Erect Voluntary Consultation Notice	YES / NO	Position where Notice is to be displayed			
3.B.3	Informal 'Drop In' Session	YES / NO	Agreed venue, date to be held, list of invitees (both sides)			
3.B.4	Key Stakeholder Briefing session	YES / NO	Agreed venue, date to be held, list of invitees (both sides)			

Ref	Consultation Method	Agreed to be carried out Yes/No	Details (location, time, address, invitees, etc)	Start Date	Closing Date	Comments
3.B.5	Information Leaflets	YES / NO	Position to be left			
3.B.6	Public Notice Placed in Local Press	YES / NO	Paper to be advertised			
<b>Schools (must be consulted under PPG8) if 'near'</b>						
	<b>Schools to be consulted</b>	<b>Agreed to be carried out Yes/No</b>	<b>Address (Chair of Governors and Head Teacher)</b>	<b>Start Date</b>	<b>Closing Date</b>	<b>Comments</b>
	Infant School	NO	N/A			
	Junior School	NO	N/A			
	Secondary School	NO	N/A			
<b>Others</b>						
MP		YES	Mr John Howell MP for Henley House of Commons, London SW1A 0AA	16-05-12	30/05/2012	

**When the consultation plan has been completed please upload to either omnix or evenflow**