

Planning Services

HEAD OF SERVICE: ADRIAN DUFFIELD



Listening Learning Leading

Roger Hudson
Clerk to the Shiplake Parish
Council
Shiplake Parish Council
Via email only

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Textphone users add 18001 before you dial

17 May 2019

Dear Mr Hudson

DECISION REGARDING DESIGNATION OF SHIPLAKE AS A NEIGHBOURHOOD AREA UNDER SECTION 61G OF THE TOWN AND COUNTRY PLANNING ACT 1990 AS AMENDED

This letter confirms that on 03 May 2019, the Head of Planning at South Oxfordshire District Council approved an application to amend the boundary of the designated Shiplake neighbourhood area. The amended boundary is shown on the map 1 below. The area designation has been made for the purposes of preparing a Neighbourhood Development Plan by Shiplake Parish Council under section 61G(1) of the Town and Country Planning Act 1990 as amended. It was decided not to designate the area as a business area under section 61H(1) of the Act as it is not primarily or wholly business in nature.

The amendment to the Shiplake neighbourhood area boundary required the Joint Henley and Harpsden neighbourhood area boundary to be modified as it previously included part of the Shiplake Parish.

Section 61G(6D) of the Town and Country Planning Act 1990 sets out that a modification under subsection (6) of a designation already made does not affect the continuation in force of a neighbourhood development plan even though as a result of the modification—

- (a) it no longer relates to a neighbourhood area, or
- (b) it relates to more than one neighbourhood area.

This means the amended Shiplake neighbourhood area does not affect the continuation in force of the joint Henley and Harpsden Neighbourhood Plan, in part of the parish of Shiplake, even though as a result of the modification the plan now relates to two neighbourhood areas.

The relevant designation information is set out below:

- a) Name of neighbourhood area: Shiplake
- b) Map of revised neighbourhood area (identifying the area within the neighbourhood area that is affected by the made Joint Henley and Harpsden Neighbourhood Development Plan) as shown below.

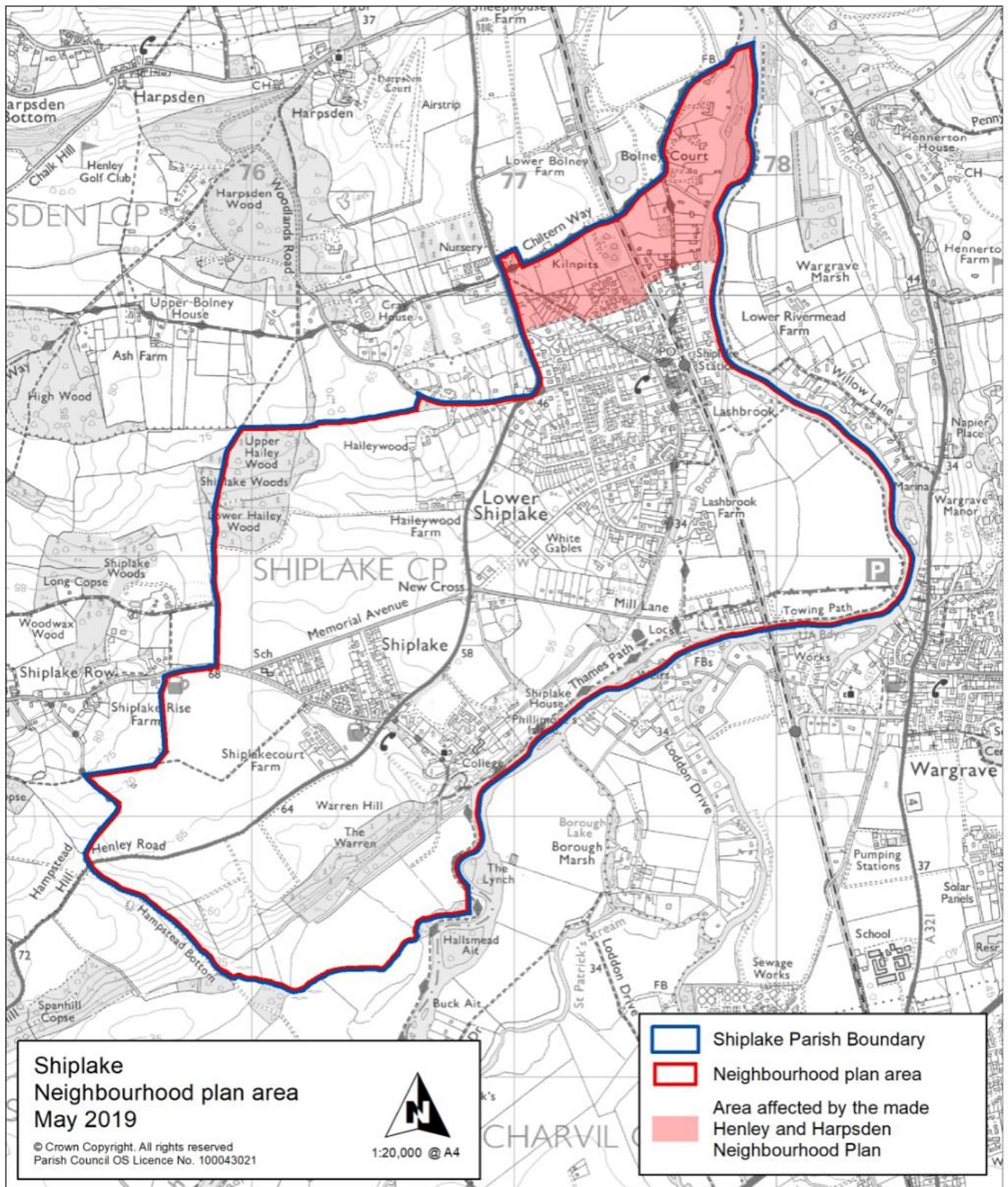
- c) Relevant body: Shiplake Parish Council
- d) The Area Designation Application form and Supporting Statement submitted by Shiplake Parish Council is available in Appendix 1

Yours sincerely,

A handwritten signature in black ink that reads "Adrian Duffield". The signature is written in a cursive style with a long horizontal stroke underneath.

Adrian Duffield
Head of Planning

Map 1 Designated Shiplake Neighbourhood Area



Appendix 1

Application form for Shiplake Neighbourhood Planning Area:

24 JAN 2019

Neighbourhood Planning Area Designation Application Form



Application to designate a Neighbourhood Area
Town and Country Planning Act 1990
Neighbourhood Planning (General) Regulations 2012



1. Single point of contact regarding the Neighbourhood Plan

Title: First Name: Surname:
Address:
Postcode: Telephone:
Email:

2. Parish clerk details (if different from those above)

Title: First Name: Surname:
Address:
Postcode: Telephone:
Email:

3. Relevant Body

Please confirm that you are the relevant body to undertake neighbourhood planning in your area in accordance with section 61G of the 1990 Act and section 5C of the 2012 Regulations.

Yes No

Name of Relevant Body:

Note: in areas covered by a town or parish council, the town or parish council is the relevant body. For applications covering more than one parish area, please nominate a lead parish to act as the Relevant Body. If your area is not covered by a parish council (only a parish meeting), please contact the Planning Policy Team before making your application.

4. Extent of area

Please attach an OS plan showing the extent of the proposed Neighbourhood Area and indicate below the relationship of the proposed area to parish boundaries. For further information about obtaining OS maps please see note 1.

Proposed area covers the whole of a single parish boundary area:

Proposed area covers part of a single parish boundary area:

Proposed area covers multiple parish boundary areas:

5. Applications covering more than one parish area:

If your application area covers more than one parish area, please list the parishes covered by the area application, the extent of the parish included and obtain consent from the parish by getting them to sign below:

| Name Town/Parish Council | Extent of parish included in Neighbourhood Area | Name and Position | Authorising Signature |
|--------------------------|---|----------------------|-----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

By signing this form your Parish Council is agreeing to the inclusion of part or the whole of your parish into the Neighbourhood Area named below and shown on the attached OS map.

6. Name of Neighbourhood Area

Please give the name by which your Neighbourhood Area will be formally known:

Shiplake Neighbourhood Plan

7. Intention of neighbourhood area:

Please indicate which of the following you intend to undertake within your neighbourhood area:

Neighbourhood Development Plan:

Neighbourhood Development Order:

Community Right to Build Order:

8. Reasons for considering the area appropriate

Please briefly describe below why you consider this area is appropriate to be designated as a Neighbourhood Area:

Please see accompanying supporting statement

Note: Agreement by neighbouring councils' Neighbourhood Plan representatives (Harpsden and Henley), to re-designated Shiplake Neighbourhood Plan Area consistent with current parish boundaries, at SODC hosted meeting on 23 May 2018. The change is also consistent with Henley and Harpsden currently renewing their existing neighbourhood plan.

9. Previous applications

Has this relevant body previously submitted an application to designate a neighbourhood area, which has not yet been determined?

Yes

No

10. Withdrawal of previous application

If you answered 'yes' to question 9 above, please sign below to withdraw your previous application

I/we hereby wish to withdraw any previous application/s to designate a neighbourhood area made by this relevant

Name: |

Date: 23/01/2019

Signature

11. Declaration

I/we hereby apply to designate a Neighbourhood Area as described on this form and the accompanying plan.

Name: |

Date: 23/01/2019

Signature

Please return the form to:

Vale of White Horse District Council
135 Eastern Avenue
Milton, Milton Park, OX144SB
planning.policy@whitehorsedc.gov.uk

or South Oxfordshire District Council
135 Eastern Avenue
Milton, Milton Park, OX144SB
or planning.policy@southoxon.gov.uk

Publications of applications to the Council's website.

Please note, as required under the Neighbourhood Planning (General) Regulations 2012, a copy of this form and accompanying information will be published on the Council's website. However, all personal information, with the exception of the name and address of the main contacts, will be redacted from the website. The complete form will be available to view in the council offices. If you require any further clarification, please contact the Planning Policy Team.

Supporting statement for Neighbourhood Planning Area Designation for Shiplake

Shiplake Neighbourhood Plan Re-designation Statement

Shiplake Parish Council's submission was accompanied by 'A profile of Shiplake Parish' effectively summarising the location, its rural nature, housing and population profile, and the views of residents, including how they wished the villages of the parish to develop in the future. This was all encompassed within 'The Shiplake Villages Plan' published in 2014. Importantly, in the context of the re-designation application, the views of all the residents within Shiplake Parish Boundary (from 2015) were included in the survey i.e. including those in what were previously classified as 'Harpsden' prior to the parish boundary change and included in the Joint Henley and Harpsden neighbourhood Development Plan (2014). This includes housing along the A4155, Northfied Avenue and Bolney Road and Lane, which are the areas referenced by the re-designation request. The Shiplake Parish Boundary change was agreed with Harpsden parish council and following the request to SODC for a formal change in parish boundaries to reflect the reality of the location of housing in the area in question, SODC agreed and the formal changes were fully implemented in 2015. It is also noteworthy that the Inquiry Inspector's decision in 2018 to approve the housing development at Thames Farm, albeit in Harpsden, referenced being strongly influenced by the proximity of the site to Lower Shiplake making the site 'sustainable'.

As referenced in the submitted profile, Shiplake itself has approximately 630 dwellings with a population of approximately 2000, based on 2011 Census (1954 people) and ORCC's community profile project 2013 (1955 people). According to the electoral role about 80% of electors live in Lower Shiplake and 20% in Shiplake Cross. The number houses which this re-designation affects is approximately 50, which although now in Shiplake administratively and logically, are disenfranchised from voting in a Shiplake Neighbourhood Plan referendum. The reasons (Neighbourhood Planning legislation) for this has been discussed with affected residents since the initiation of the development of Shiplake's Neighbourhood Plan. It has always been the intent that, as and when legislation changed, and at an appropriate stage in the development of plan and the JHHNP being revised, we would make the request for the logical re-designation of the respective neighbourhood plan areas and ensure all residents of our villages are properly enfranchised. This matter was discussed at a neighbourhood planning meeting hosted by SODC on 23 May 2018, with all three councils (Henley, Harpsden and Shiplake) represented by councillors and neighbourhood planning steering group members able to agree to the requested re-designation as and when appropriate. This was agreed with minutes to this effect distributed by SODC on 15 June 2018.

The logic for and timing of the requested re-designation cannot be disputed and has been submitted on the basis of the current legislation (**Neighbourhood Planning Act 2017 enacted March 2018**) and with the benefit of prior agreement to the changes by the respective councils.

In providing this statement, reference should be made to the substantial efforts that have been made to engage with residents and landowners since the inception of the neighbourhood plan and before; **all households in the settlements of Lower Shiplake and Shiplake Cross, regardless of parish boundaries**, were included in The Shiplake Village Plan consultations, the deployment of the Shiplake villages website and circulation of the Shiplake newsletter electronically and hard copy via manual distribution. All households, unless inaccessible, were visited by a volunteer and invited to take part in the neighbourhood plan survey in June 2017 and responses collected in the agreed timescale. All individuals 18 years and above were encouraged to respond. In excess of 700 completed documents were received representing over 750 people; a very high percentage of the approximated 1200 registered electors at the time and their views, together with population demographic factors, became the basis of the policies in the development of the neighbourhood plan. The respondents naturally included developers/land owners resident in the Shiplake settlement areas e.g Mr Schwartzenbach's family from whom a comprehensive response was received and a meeting with Mr Schwartzenbach took place to understand his aspirations.

In the early stages of the development of the plan in 2017, a subgroup of the Steering Group undertook the initial site assessments of potential available sites in the settlement area with a view to inclusion in the plan. Sites in Shiplake parish, previously in Harpsden and included in the JHHNP, had to be taken out of consideration when the Shiplake designated Area was approved in April 2017. Updates on progress of the plan were presented at Shiplake's APM in 2017 and 2018, which is open to the general public. As site options were considered based on the assessments, potential proposals were discussed with the parish council and subsequently presented at Shiplake's Open Exhibition in November 2017 open to all residents, neighbouring parish representatives, the press and the wider general public and reviewed by SODC Neighbourhood Planning Team. Appropriate clarification was sought from developers/landowners regarding availability of land before it could be referenced at the Open Exhibition as a possibility to be included in the plan. Copies of the material presented and outcomes were published in hard copy with a 'Neighbourhood Plan Special Supplement' in the Shiplake newsletter (November 2017), distributed by hand, as usual, to all households in the parish settlements i.e including those parts of parish (and beyond) in parts of Harpsden. It is also made available electronically via the Shiplake website. A view of this issue should be available by clicking on this link:

<http://www.shiplakevillages.com/page-content/documents/1511377339-ShiplakeNewsNovember%2020.11.2017.pdf>

The high-level summary of the success of the Open Exhibition is illustrated by the following:

Including visitors from neighbouring parishes, our local MP and press, **over 300 attendees** came to the Open Exhibition. Based on the 265 completed response forms, early analysis indicates **73% would support the proposals**, 24% would not, 2% were unsure at this stage and 1% would not be voting at a referendum. The responses from residents across the parish were consistent with housing numbers in the two villages i.e. Lower Shiplake 83% and Shiplake 15% - 3% of responses were from non-residents.

The importance of the Shiplake Villages website cannot be underestimated in its importance in keeping residents and others, in and around Shiplake parish, apprised of the progress of the neighbourhood plan. There are 5 separate pages dedicated to the Neighbourhood Plan in the Council Section plus a specific section of the Open Forum dedicated to the Neighbourhood Plan. The site is open to the public and averages 6,000 + visits per week, sometimes in excess of 10,000. It has approx. 630 registered users, primarily residents within the settlement areas of Shiplake e.g. Harpsden and Binfield Heath. A recent assessment indicated that 85% to 90% of households in Shiplake have registered users who receive electronic updates on items of their choice, the council page and neighbourhood plan news being favoured topics. Such notifications and important updates featured on the website Home page generate responses from developers. eg. Savills acting on behalf of owners of a proposed site.

Following the recent confirmation of the change in approach to the SODC Local Plan, particularly including the attribution of Thames Farm housing numbers and requirements of Smaller Villages, Shiplake is currently conducting a short Supplementary Survey to seek resident's views on possible changes to the Neighbourhood Plan as a result. The website is the primary means for response by Shiplake residents. For those unfamiliar with use of the internet, hard copies have been made available in the villages and publicised via posters. The resident owner of Mt Ida and the Estate Mgr. of Mr Scharzenbach's land have responded and their views will be taken account of.

Concurrently, we have initiated the additional Site Assessment and Options study c/o AECOM as advised by SODC. All sites in the current parish of Shiplake, as referenced in the re-designation request are included in this study. During this study it was felt that we were unable to have any meaningful contact with developers until we know the outcomes of this study. This has been readily understood by the one contact made. We have the initial draft of AECOM's proposals. When finalised we will update our website appropriately.

<http://www.shiplakevillages.com/index.php?pid=58>

Steering Group monthly updates for the parish council have been made available initially from January 2017, via council meeting minutes and subsequently to date via the neighbourhood plan website pages. Prior to pre-consultation, all such updates will be made available in one file for ease of access.

In summary, we are confident Shiplake Parish Council and the Shiplake Neighbourhood Plan Steering Group have been open and transparent in its communications with all parties with an interest in the development of the Shiplake Neighbourhood Plan. We have communicated progress of the plan proactively via both our website and hard copy means.

We have liaised closely with SODC, been guided by their recommendations and responded accordingly in a professional manner and will continue to do so. We have agreement with Henley and Harpsden that the re-designation should be done at the appropriate time, which is now. Approval of the re-designation is also consistent with SODC's Local Plan's approach to administrative boundaries.

Should you have any queried please do not hesitate to contact myself or Susan Mann.

David Pheasant

Vice Chair of Shiplake Parish Council & Chair of Neighbourhood Plan Steering Group.

19th March 2019