

HENLEY-ON-THAMES TOWN COUNCIL

MINUTES OF THE **NEIGHBOURHOOD PLANNING GOVERNANCE COMMITTEE** HELD ON 12 APRIL 2013 AT 9.00AM IN THE COMMITTEE ROOM, TOWN HALL, HENLEY-ON-THAMES.

Present: The Deputy Mayor, Councillor S Gawrysiak (substituting for Councillor Akehurst)
Councillor D Hinke (Chair)
Councillor W Hamilton
Councillor D Silvester (substituting for Councillor Nimmo-Smith)

In attendance: Mr M W Kennedy – Town Clerk
Councillor R Dorkings (Harpsden PC)
Councillor K George (Harpsden PC)
Mrs S Tipple Parish Clerk (Harpsden PC)
1 member of the public
1 member of the press

11. **APOLOGIES FOR ABSENCE**
Apologies for absence was received from Councillors M Akehurst and Councillor D Nimmo-Smith.

12. **DECLARATIONS OF INTEREST**
None.

13. **PUBLIC PARTICIPATION SESSION**
None

14. **THE JOINT NEIGHBOURHOOD PLAN APPLICATION TO SODC**
Members had before then a letter from the South Oxfordshire District Council's (SODC) Policy Team, copy having been issued, confirming receipt of the Joint Neighbourhood Plan Area for Henley and Harpsden, which replaced the original submission made solely by Henley Town Council, and publication of a seven week consultation period which ends on 17 May and which should be adopted by SODC by the end of May It was **RESOLVED**

that the report be received and noted.

15. **APPOINTMENT OF CONSULTANTS**
Members had before then the final draft copy of the brief for the appointment of consultants to assist in the neighbourhood planning process, copy having been issued. In noting that the amendments proposed by Harpsden had been incorporated into the revised brief, Councillors considered all aspects of the tender documentation and those companies who would be invited to submit bids. It was **RESOLVED**

that the final draft brief, as amended at the meeting, be approved and that the invitations to tender, as discussed, be issued.

16. **DRAFT PROJECT PLAN**

Following Committee's adoption of a Road Map at its last meeting, Councillors considered the preparation of a Project Plan, a prerequisite for unlocking SODC funding towards the cost of the Joint Neighbourhood Plan.

It was **RESOLVED**

that Councillors Akehurst and George be delegated responsibility for preparing the Project Plan.

17. **PROGRESS ON THE ROAD MAP**

The Chairman confirmed that progress on the Road Map was now moving forward. There were no notable delays to report. it was **RESOLVED**

that the report be noted.

18. **WEBSITE DEVELOPMENT**

The Committee was delighted to learn that a volunteer had agreed to assist in the design of a dedicated website for the Joint Henley and Harpsden Neighbourhood Plan. A domain name www.JHHNP.co.uk had been acquired. Meanwhile, the design of the logo and the homepage of the website is progressing. Members recognised the need to engage with the whole community, including young people and to make the website as interesting as possible. It was **RESOLVED**

that the report be noted and that the Committee's thanks and appreciation be recorded to the website designer recognising that his costs were being given free and ex gratia.

19. **THE REVISED NEIGHBOURHOOD PLAN MAP**

The Committee was informed that a new combined Map of the parishes of Henley and Harpsden would be required as part of the travelling exhibition and would be used at future Public Opinion Days. A new banner, to be used in conjunction with the exhibition stand previously purchased last year, would be commissioned. It was **RESOLVED**

that the report be noted.

20. **FUNDING FOR THE NEIGHBOURHOOD PLAN**

Members had before then a letter from SODC's Head of Planning, copy having been issued, confirming that £15,000 was available from SODC towards the cost of producing the neighbourhood plan. Funding is conditional on receipt of an application, a neighbourhood project plan (see Min. No. 16 above), and an estimate of the cost to produce the joint neighbourhood plan. It was **RESOLVED**

that the report be noted.

21. **SODC OFFICER SUPPORT**

Members had before then an email from the SODC Policy Team, copy having been issued, which expressed support from the district council's leisure team to assist in the neighbourhood planning process when looking at leisure/sport provision within neighbourhood plans.

The Committee welcomed this offer and acknowledged that the protection of green spaces is fundamental to the vision of the both Henley and Harpsden. Although the neighbourhood plan is not just about housing, the provision of leisure facilities is important, the last public opinion day held in Henley included seven suggested topics on which the public were invited to express their views and yet the focus was on housing and traffic. It was **RESOLVED**

that the report be noted.

22. **DATE OF NEXT MEETING**

The date of the next meeting was confirmed for Friday 24 May 2013 at 9.00am.

The meeting closed at 9.27am.

Chairman