

# HENLEY-ON-THAMES TOWN COUNCIL

**MIKE KENNEDY**  
*Town Clerk*

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COUNCIL OFFICES  
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## **COUNCILLORS ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE NEIGHBOURHOOD PLANNING GOVERNANCE COMMITTEE**

to be held on

**FRIDAY 14 MARCH 2014 AT 9.00AM**

in

**THE COMMITTEE ROOM, TOWN HALL  
HENLEY-ON-THAMES**

A handwritten signature in black ink, appearing to read 'Mike Kennedy'.

Mr M Kennedy  
Town Clerk  
11 March 2014

### **MEMBERSHIP**

Councillor S Gawrysiak (ex-officio)  
Councillor M Akehurst  
Councillor W Hamilton  
Councillor H Hinke  
Councillor D Nimmo-Smith  
Councillor K George (Harpsden)  
Councillor M Plews (Harpsden)

Members are reminded to sign the attendance book

## A G E N D A

**1. APOLOGIES FOR ABSENCE**

**TO RECEIVE** apologies for absence.

**2. TO RECEIVE DECLARATIONS OF INTEREST**

Members are hereby reminded that, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011, a member with a disclosable pecuniary interest of which they are aware 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 disclosable pecuniary 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/she has obtained a dispensation from the council; and not seek improperly to influence a decision about that matter.

**3. PUBLIC PARTICIPATION SESSION**

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:

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.

**4. MINUTES**

**TO APPROVE** the Minutes of the Meeting of the Neighbourhood Planning Governance Committee held on **14<sup>th</sup> February 2014** (attached).

**5. PROGRESS ON THE CURRENT WORKPLAN** (attached)

**TO RECEIVE AND NOTE** the progress on the Workplan.

**6. BUDGET REPORT** (attached)

**TO RECEIVE AND NOTE** the Income and Expenditure report to 11 March 2014.

**7. DATE OF NEXT MEETING**

**TO CONSIDER** the date of the next meeting.

**8. EXCLUSION OF THE PUBLIC AND THE PRESS**

It is proposed by the Chairman

that the public and the press be excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential.

**9. CONFIDENTIAL**

**WORKING GROUP SESSIONS**

**TO RECEIVE** a verbal update on the Developers' Presentation Session held on 26 February 2014 and the Housing Working Group session held on the 27 February 2014.

## **Henley-on-Thames Town Council**

### **Public Participation Session**

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1. 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).
2. Questions from the town's residents will take priority, followed by property owners, businesses and then non-residents.
3. All speeches shall last for no more than 2 to 3 minutes.
4. 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.
5. 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.
6. 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.
7. 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.
8. Questions which require the disclosure of exempt or confidential information will not be answered.
9. 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.

**HENLEY-ON-THAMES TOWN COUNCIL**

**MINUTES OF THE NEIGHBOURHOOD PLANNING GOVERNANCE  
COMMITTEE HELD ON FRIDAY 14 FEBRUARY 2014 AT 9.00am  
IN THE COMMITTEE ROOM, TOWN HALL, HENLEY-ON-THAMES.**

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**Present:** Councillor S Gawrysiak (Mayor ex officio)  
Councillor D Hinke (Chair)  
Councillor W Hamilton  
Councillor D Nimmo-Smith  
Councillor K George (Harpsden)

**Officers:** Mr M Kennedy (Town Clerk).  
Ms P Price-Davies (Committee Administrator)

**Also Present:** 10 Members of the public

76. **APOLOGIES FOR ABSENCE**  
Apologies for absence were received from Councillors M Akehurst and M Plews.

77. **DECLARATIONS OF INTEREST**  
None.

78. **PUBLIC PARTICIPATION SESSION**

*Councillor K George entered the meeting at 9.15am*

*Mr T Howell, Blandy Road,*

Mr Howell referred to the recent analysis document he had compiled that had been circulated to the NPGC regarding his view that Gillotts School should be investigating other options to fund the cost of repairs to building improvements as opposed to selling off part of their land for development. He re-iterated his concerns over the accuracy of information being presented by the School and he urged the Neighbourhood Plan to consider other ways of supporting the School through the Community Infrastructure Fund (CIF). A Member informed him of the upcoming Developers Presentation Session where five sites being considered for development had been asked to make further presentations to address pertinent key issues. He was also assured that all sites were been uniformly considered in-line with the Core Strategy. A Member stated that there were currently delays with SODC's CIF fund but that the NPGC were aware of their potential allocation and once the engagement process was open then all aspects of Infrastructure funding would be investigated.

*Mr K Arlett, Elizabeth Road,*

As a member of both the Housing and Transport Working Groups, Mr Arlett expressed his concern about the behaviour and attitude of other members within the groups and the newly appointed Sub Groups that had been tasked with carrying out site reports. He had also learnt that a certain individual had been contacting the Developers directly and he regarded this as inappropriate behaviour and sought clarification on this issue, he was informed that Nexus were aware of this situation and were intending to address it at the next session.

*Mr A Pontin, Mill Lane,*

Mr Pontin sought further clarification on the Community Infrastructure Levy (CIL) and urged the Neighbourhood Plan to engage more actively with SODC as they

were the appointed body levying the fund. He felt that a list of potential funding initiatives and amenities should be drawn up and that HTC should enter into a discussion with SODC over the 25% allocation that they were entitled to. He was informed that the Infrastructure Working Group was currently addressing these requirements and Nexus were drawing up a list for consideration and inclusion.

Several Members informed the Committee that they were confident that Nexus were safeguarding the process and fairness of the Neighbourhood Plan at each stage. There were concerns that key people had not fully adhered to the code of conduct but both the NPGC and Nexus were totally aware of these issues but were confident that the process was being addressed and managed fairly.

**79. MINUTES**

The Minutes of the Meeting of the Neighbourhood Planning Governance Committee held on **10 January 2014** were approved and signed by the Chairman as a true record.

**80. PROGRESS ON THE CURRENT WORKPLAN**

Members had before them a copy of the Joint Henley and Harpsden Neighbourhood Plan (JHHNP) Workplan progress report.

The Chairman informed the meeting the Workplan was progressing well and keeping within the time frame that had been drawn up. He confirmed that the latest session of Workshops have been extremely productive following the result of the public consultation feedback in January. Referring to recent comments from Mrs J Love (Chair of Henley College), he informed the Committee that Nexus were currently addressing engaging with Henley Employers, Young Families and Businesses to ensure that all sectors of the community had opportunity to engage with the Neighbourhood Plan.

The Chairman confirmed the structure and running order of the Developers Presentations that were being held on 26 February and the next Housing Working Group Session to be held on 27 February 2014.

A Member stressed the importance of approaching all local Sports and Recreation Groups to engage with the Neighbourhood Plan so that they were aware of the CIL and how beneficial it would be for them to be involved in the application process. It was agreed that a letter of invitation from the Chair would be sent out to all the relevant groups giving them the opportunity to present their visions to the Working Groups. This would feed into the overall process, enabling all the Working Groups to present clear, connected recommendations with guidance from Nexus.

Members had before them a copy of the request from Nexus Planning for additional fees for the proposed extra Working Group sessions to be held in February and March 2014. It was **RESOLVED**

**that the request for the fee for the additional three Working Group sessions to be held in February and March 2014 being facilitated by Nexus Planning be approved.**

*Clerk's Note: The representative from Harpsden PC did not vote on this item.*

**81. MEETING WITH SHIPLAKE PARISH COUNCIL**

The Chair informed Members that Nexus Planning had proposed that the NPGC meet up with Shiplake Parish Council to discuss the potential development of the Wyevale Site on the Reading Road. It was understood that Shiplake Parish

Council feel that this site contradicts the Core Strategy and regards it as contentious but it clearly falls within the Neighbourhood Plan boundary so it is within the Neighbourhood Plan's remit to explore this site further. It was **RESOLVED**

**that Shiplake Parish Council would be invited to meet with the members of the Neighbourhood Planning Governance Committee and Matthew Kinghan of Nexus Planning to discuss the potential development of the Wyevale site on the Reading Road.**

**82. WORKING GROUPS SESSIONS**

The Chair gave a verbal update on the Working group sessions held on the 3,5 & 6 February which had all been well attended except for the Retail, Town Centre and Economy group but the members that had attended this session had been thorough and productive. The general consensus was that a core membership had been formed that was committed to the development and vision of the Neighbourhood Plan and producing quality detailed work. Members were in agreement that Nexus Planning were managing the Working Groups well, allowing the community to have adequate input into the process. The Chair thanked Nexus Planning for the quality of work that has been achieved through this engagement process with the Working groups.

**83. PUBLIC CONSULTATION**

The Chair gave a verbal update on the results of the Public Consultation that had taken place between December 2013 and January 2014. Members were positive about the fact that 495 questionnaires had been received during this consultation period. The Committee were in agreement the next stage of public consultation should aim to engage with the wider community and increase public awareness of the Neighbourhood Plan and that in future all accompanying reference documents should be summarised to ensure maximum engagement.

**84. BUDGET REPORT**

The Committee considered the Income and Expenditure report to **12 February 2014**. The report gave details of the total income to date of **£74,000**, including a grant from SODC of **£15,000** and a grant payment from Locality UK of **£6,300** (90% payment of total award). A full breakdown of the expenditure was attached to the agenda. The Chairman advised the Committee that the JHHNP was presently on budget and the cost of the additional sessions would be able to be met. It was **RESOLVED**

**that the financial report to 12 February 2014 be received and noted.**

**85. DATE OF NEXT MEETING**

It was agreed the date of the next JHHNP Committee be held on Friday 14 March 2014 at 9am.

The meeting closed at 10.10 am

*ppd*

*Chairman*

£	Note	Actual Month 10 January 2014	Expected Out-turn 13/14	Budget 13/14
£		£	£	£
<b>INCOME</b>				
Grants:				
SODC 2013/2014		15,000	15,000	0
Locality UK - received 90% August 2013		6,300	7,000	0
Other:				
Earmarked for JHHNP, reserves b/f from 2012/2013		0	2,000	0
Budget 2013/14, including £10k from contingencies		0	50,000	50,000
<b>Available to spend 2013/14</b>		<b>21,300</b>	<b>74,000</b>	<b>50,000</b>
<b>EXPENSES</b>				
Website expenditure:				
Envato- Wordpress for website design		32	32	
Akismet- Spam filter for website		40	40	
LCN- purchase of domain name		6	6	
Cartoon for website, at reduced rate		100	100	
<b>Sub total for Website</b>		<b>178</b>	<b>178</b>	<b>500</b>
Public Opinion Day costs:				
CAS Marketing- Design works for new map		425	425	
Publicity works- printing of map for Public Opinion Day		165	165	
<b>Sub total for Public Opinion Days</b>		<b>590</b>	<b>590</b>	<b>750</b>
Launch event costs (7th/14th September):				
Stand at Henley Show 14th Sept 2013		80	80	
Other launch event costs - possible banners/stands etc ref venue		420	500	
Sound system for Housing workshop 28 Nov 2013		171	171	
Banner for Town Hall		197	197	
<b>Sub total for Launch event costs</b>		<b>868</b>	<b>948</b>	<b>1,000</b>
Labour costs:				
HTC staff - 10 months		11,388	12,111	12,500
Nexus Planning	1	27,502	50,005	30,000
Nexus Planning - ref extra SHLAA work		450	450	
Facilitate housing workshop 28 Nov 2013		900	900	
<b>Sub total for labour costs</b>		<b>40,240</b>	<b>63,466</b>	<b>42,500</b>
Other costs:				
Refreshments at meetings		208	250	0
Publicity/marketing costs		2,503	5,000	0
Mobile phone provided for staff member		0	50	0
Other - 300 consultation postcards		84	3,518	5250
<b>Sub total for other costs</b>		<b>2,795</b>	<b>8,818</b>	<b>5,250</b>
<b>Total expenditure</b>	<b>2</b>	<b>44,671</b>	<b>74,000</b>	<b>50,000</b>
<b>Net cost to HTC after deducting grants receivable</b>	<b>to Jan 2014</b>	<b>23,371</b>	<b>50,000</b>	<b>50,000</b>
			<b>incl £10k in contingencies</b>	<b>incl £10k in contingencies</b>

per summary

The budget figures had not included the £15,000 grant from SODC or the £7,000 Locality UK grant as they were not known about at the time. Having taken these into account in 2013/14, it is possible to include the full cost of the Nexus Planning contract into account in 2013/14 rather than spreading it across 2 years.

The expected out-turn figures for 2013/14 now indicate that there may not be any requirement for further expenditure on the JHHNP in 2014/15.

**Note 1**

Payment schedule for Nexus Planning is as follows:

	£		
2013/14			Paid
	Jun-13	2,500.25 5%	Paid
	Sep-13	5,000.50 10%	Paid
	Oct-13	10,001.00 20%	Paid
	Jan/Mar 14	12,501.25 25%	£5,000 pd Nov 13 + £5,000 pd Jan 14
2014/15	Mar/Apr 14	10,001.00 20%	
	2014	5,000.50 10%	
	2014	5,000.50 10%	
		<u>50,005.00 100%</u>	

**Note 2**

	estimated value
'invisible' costs not included above:	£
HTC Staff - Town Clerk hours spent on JHHNP matters	?
Cartoons for website amount charged (£100) v. commercial rate (£250)	150
Ian Clarke (Neomark), building website - not charged	500
Nexus Planning - Ben Ramsden personal design work not charged	500
InTouch web hosting est £30 pcm x 12	360
Ian Wainwright - logo design, not charged	500

# Timetable

Timescales	Stage	Purpose	Key Activities	Public Consultation	Working Groups	Governance Committee
June 13	1. Inception	Project start up	<ul style="list-style-type: none"> <li>Information exchange</li> </ul>			14 June 2013
June - July 13	2. Baseline	Nexus collate existing information - evidence base and past consultation	<ul style="list-style-type: none"> <li>Baseline report</li> <li>Consultation Strategy</li> <li>Social Media</li> <li>Presentation</li> </ul>			26 July 2013
Aug - Oct 13	3a. Vision and Objectives	Confirm evidence base priorities with residents. Explore key issues and development principles	<ul style="list-style-type: none"> <li>Advertise event</li> <li>Prepare consultation material</li> <li>Facilitate public events</li> <li>Facilitate working groups</li> </ul>	<ul style="list-style-type: none"> <li>Runs 7th - 21st Sept 2013</li> <li>7th Sept Henley Town Centre</li> <li>14th Sept Henley Show</li> </ul>	<ul style="list-style-type: none"> <li>Workshops: Week 1 - 4 Oct 2013</li> <li>Review Plan remit. Confirm objectives and baseline. Explore key issues and development principles / potential options.</li> </ul>	
Nov 13 - Jan 14	3b. Option Development	Develop and consult on site options	<ul style="list-style-type: none"> <li>Develop site options</li> <li>Facilitate working groups</li> <li>Sustainability Appraisal</li> <li>Prepare consultation material</li> <li>Advertise event</li> <li>Facilitate public events</li> </ul>	<ul style="list-style-type: none"> <li>Dec - 2013</li> <li>Town Centre event</li> <li>Site Options consultation</li> </ul>	<ul style="list-style-type: none"> <li>Workshops: 4 - 6 Nov 2013</li> <li>Consider and develop site options</li> <li>Developer presentations</li> </ul>	
Feb - Apr 14	4. draft Policies and Plan Development	Develop draft Plan and Policies Undertake 6 week consultation	<ul style="list-style-type: none"> <li>Develop draft plan</li> <li>Facilitate working groups</li> <li>Sustainability Appraisal</li> <li>Prepare consultation material</li> <li>Advertise event</li> <li>Facilitate public events</li> <li>Statutory consultation</li> </ul>	<ul style="list-style-type: none"> <li>Apr 2014 (6 weeks)</li> <li>Town Centre event</li> <li>draft Plan consultation</li> <li>Outreach engagement</li> </ul>	<ul style="list-style-type: none"> <li>Workshops: Mid Feb 2014</li> <li>Consider consultation results</li> <li>Agree draft allocations</li> </ul>	
Jun 14	5. Refine draft Plan Produce Technical Appendices	Refine draft Plan and Policies	<ul style="list-style-type: none"> <li>Refine draft Plan and Policies</li> <li>Facilitate working groups</li> <li>Technical appendices</li> <li>Support plan to SODC</li> </ul>		<ul style="list-style-type: none"> <li>Workshops: Mid May 2014</li> <li>Consider preferred draft Plan</li> </ul>	