

## HENLEY-ON-THAMES TOWN COUNCIL

### MINUTES OF THE NEIGHBOURHOOD PLANNING GOVERNANCE COMMITTEE HELD ON WEDNESDAY 15 OCTOBER 2014 AT 9.30am IN THE COUNCIL CHAMBER, TOWN HALL, HENLEY-ON-THAMES.

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**Present:** Councillor M Akehurst (Mayor ex officio)  
Councillor D Hinke (Chair)  
Councillor Mrs J Wood (Deputy Mayor ex officio)  
Councillor W Hamilton  
Councillor D Nimmo Smith  
Councillor K George (Harpsden)  
Councillor M Plews (Harpsden)

**Officer:** Ms P Price-Davies (Committee Administrator)  
**In Attendance:** Councillor I Reissmann

**Also Present:** 9 Members of the public  
1 Member of the press

#### 29. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor S Gawrysiak.

#### 30. **DECLARATIONS OF INTEREST**

Councillor Mrs J Wood confirmed that she was a Trustee of Henley College.

#### 31. **PUBLIC PARTICIPATION SESSION**

##### Mr M Phelan, Deanfield Road

Mr Phelan referred to Item No. 9 on the Agenda: The Structure of Working Groups and asked why this important aspect of the Neighbourhood Plan was being discussed in Confidential Session as he considered the structure of the Working groups to be an essential component in the plan being deemed a 'People's Plan'. The Chair informed him that there was no intention to ask any members to leave the Working Groups but instead the Committee were to consider recruiting new members due to the fact that the delay on the timetable had caused several members to drop out. As individuals were to be named this item had to be held in Confidential Session.

##### Ms S Conlan, Crest Nicholson

Ms Conlan spoke on behalf of Crest Nicholson on the archaeological significance of the proposed development at the Highlands Farm Site. Referring to recent consultee responses to the Neighbourhood Plan, she felt that the interpretation of palaeolithic remains on the site in some instances had been misleading and that the Landowner and Crest had understood this aspect of the site from the outset. Both Oxfordshire County Council and English Heritage did not preclude development on the site and Crest was well aware that more comprehensive work would have to be undertaken before any work could commence. She confirmed that they had recently met with the Henley Archaeological and Historical Group and would also welcome the opportunity to meet with the Working Groups again to discuss this issue.

The Chair confirmed the importance of Highlands Farm as an archaeological site and that there was no requirement to carry out an archaeological site assessment prior to a planning application, at this stage the housing allocation

was based on its deliverability alone. He re-iterated the fact that Working Groups were due to meet next week and it was up to the Housing Working Group to decide whether further meetings with Landowners and/or Developers were necessary in order to make any required changes to the current allocation.

Councillor I Reissmann

Councillor Reissmann spoke of the responses to the Public Consultation, having attended the summary presentation by Nexus Planning at the Working Group meeting last week. He felt that some of the Statutory Consultee responses had been somewhat abbreviated by the presenter at the meeting, in particular the responses to the proposed development at the Highlands Farm site. He highlighted certain statements contained within the letters and put forward his opinion that the Neighbourhood Plan needed to heed these comments and not make any assumptions. The Chair agreed that there had been some salient points made in regards to the proposed development at Highlands Farm and that all these responses were available on the website and that the Housing Working Group had access to all this important information which would be used in assessing the deliverability of the site.

**32. MINUTES**

The minutes of the Neighbourhood Planning Governance Committee Meeting held on the **15 July 2014** were received, approved and signed by the Chairman as a true record.

**33. PROGRESS ON THE REVISED WORKPLAN**

Members had before them a copy of the revised Workplan which was attached to the agenda. The Chair confirmed that due to the fact that three additional sites had come forward for consideration, there had been a delay in the delivery of the Neighbourhood Plan and that last week the promoters of these three sites had given presentations to the Working Groups and that the housing working group was due to reconvene in mid-October. The Chair, referring to the revised timetable, confirmed that depending on the outcome of the Housing Working Group decision as to whether the Plan would need to be re-drafted, this outcome would then dictate the timescale of the examination and referendum dates.

Members discussed the implications of the delay in the timetable and expressed the frustration for all parties concerned but re-iterated the fact that the process had to be carried out with due diligence to ensure that it was fair and transparent, and in the best interest of the town now that these additional sites had come forward so late.

**34. BUDGET REPORT**

Members had before them a copy of the Income and Expenditure Budget to **10 October 2014** which was attached to the agenda. The report gave details of the total income to date, including a grant from SODC of **£15,000** and a grant payment from Locality UK of **£7,000** (100% payment of total award received). A full breakdown of the expenditure was attached to the agenda. The Chairman advised the Committee that Full Council had approved the extra allocation of £10,000 to the Neighbourhood Plan budget on the 29 July 2014, as recommended in the Town Clerk's report dated 15 September 2014 (attached to the agenda). This figure was allocated to the additional work that was required to be undertaken by Nexus Planning. It was **RESOLVED**

**that the financial report to 10 October 2014 be received and noted.**

35. **DATE OF NEXT MEETING**

The following date was proposed for the next meeting: **Wednesday 5 November 2014 at 9.30am.**

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

It was moved by the Chairman and **RESOLVED**

**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 were about to be discussed would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.**

**MINUTES OF THE CONFIDENTIAL SESSION OF THE NEIGHBOURHOOD PLANNING GOVERNANCE COMMITTEE HELD ON 15 OCTOBER 2014**

37. **STRUCTURE OF THE WORKING GROUPS**

The Chair spoke of recent requests from Members of the public to join the Working Groups. Members discussed the implications of recruiting additional members at this stage of the Plan. It was unanimously **RESOLVED**

**that it would not be conducive to proceedings to recruit any new members at this point in the process.**

The meeting closed at 10.15am.

*ppd*

*Chairman*