

# HENLEY-ON-THAMES TOWN COUNCIL

**MIKE KENNEDY**  
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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 8 MARCH 2013 AT 9.00AM**

in

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

A handwritten signature in black ink that reads 'Mike Kennedy'.

Mr M Kennedy  
Town Clerk  
1 March 2013

### **MEMBERSHIP**

Councillor M Akehurst  
Councillor W Hamilton  
Councillor H Hinke  
Councilor D Nimmo-Smith

Members are reminded to sign the attendance book

## A G E N D A

1. **ELECTION OF CHAIRMAN**
2. **TO RECEIVE APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBER(S)**
3. **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.

#### 4. **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.

5. **TO NOTE THE COMMITTEE'S TERMS OF REFERENCE** - ( approved by FULL COUNCIL on 26.2.13) (attached)
6. **TO CONFIRM THE NAME OF THE NEIGHBOURHOOD PLAN AS THE 'JOINT HENLEY AND HARPSDEN NEIGHBOURHOOD PLAN',**
7. **REPORT ON THE PROGRESS OF THE JOINT NEIGHBOURHOOD PLAN APPLICATION TO SODC**
8. **TO CONSIDER ARRANGEMENTS FOR DETERMINING THE BRIEF FOR THE APPOINTMENT OF CONSULTANTS TO ASSIST IN THE NEIGHBOURHOOD PLANNING PROCESS**  
It is suggested that the Committee may wish to consider consultants for both planning and community engagement.
9. **PROGRESS ON THE ROAD MAP**
10. **DATE OF NEXT MEETING**

## **Terms of Reference**

### **for the Neighbourhood Planning Governance Committee**

1. The Committee shall comprise 4 Councillors, 2 from each political group
2. The Committee will elect a Councillor to Chair the meeting
3. The quorum shall be 3
4. The Committee's role is to implement the Roadmap for the Joint Neighbourhood Plan for Henley and Harpsden
5. The Committee shall hold joint meetings with Harpsden Parish Council to discuss all aspects of the Joint Neighbourhood Plan for Henley and Harpsden
6. The Committee shall have delegated powers to spend up to the budget allocated by the Council
7. The Committee shall appoint consultants as necessary to support the delivery of the Joint Neighbourhood Plan
8. Jointly with Harpsden Parish Council, the Committee shall consider the appointment of topic /working groups and the membership thereof to deal with any specific issue or theme relating to the Joint Neighbourhood Plan arising from public consultations/community engagement
9. The Committee will present regular reports to Council on its work.