

**COUNCILLORS ARE HEREBY INVITED TO ATTEND A  
MEETING OF THE NEIGHBOURHOOD PLAN COMMITTEE**

to be held on

**MONDAY 18 NOVEMBER 2019 AT 3PM**

**THE COUNCIL CHAMBER  
TOWN HALL  
HENLEY-ON-THAMES**

***PLEASE BRING YOUR COPY OF THE NEIGHBOURHOOD PLAN  
TO THE MEETING***



Sheridan Jacklin-Edward  
Town Clerk  
12<sup>th</sup> November 2019

**MEMBERSHIP:** The Chairman, Councillor Ken Arlett – Henley Town Council (HTC)  
The Vice Chairman, Councillor Laurence Plant – HTC  
Councillor Ian Clark – HTC  
Councillor Glen Lambert - HTC  
Councillor Michelle Thomas - HTC  
Councillor Kester George – Harpsden Parish Council (HPC)  
Councillor Sara Langton – HPC  
Don Barraclough  
Rebecca Chandler-Wilde  
Joan Clark  
Patrick Fleming – Henley in Transition  
Geoff Lockett  
Jim Munro  
Jackie Walker  
David Whitehead

Members are reminded to sign the attendance book.

**MEETING OF THE NEIGHBOURHOOD PLAN COMMITTEE  
18 NOVEMBER 2019 AT 3pm  
TOWN HALL, HENLEY-ON-THAMES  
AGENDA**

- |   | <b>Pages</b> |
|---|--------------|
| <b>1 APOLOGIES FOR ABSENCE</b><br>To receive and consider for acceptance apologies for absence.   |              |
| <b>2 DECLARATIONS OF INTEREST</b><br>To receive any interests relating to the business to be transacted at the meeting.   |              |
| <b>3 PUBLIC PARTICIPATION</b><br>To receive questions and comments from members of the public on any items included on the agenda. <b>NB: attention is drawn to the Council's Public Participation Scheme attached</b>  |              |
| <b>4 MINUTES</b><br>i) To approve the Minutes of the Neighbourhood Plan Committee meeting held on 14 October 2019 (attached).   | <b>5 - 8</b> |
| <b>5 UPDATE FROM PLANNING AND PROJECT MANAGER</b><br>To receive an update on progress since the last meeting.   |              |
| <b>6 UPDATES FROM WORKING GROUPS</b><br>To receive any updates since the last Neighbourhood Plan Committee meeting:<br>i) Schools, Colleges, Doctors' Surgeries, Utilities etc. <i>(Rebecca Chandler-Wilde and Councillor Michelle Thomas)</i><br>ii) Libraries, Community Halls, Sports and Leisure Facilities <i>(Joan Clark)</i><br>iii) Transport <i>(Patrick Fleming, Don Barraclough, Geoff Lockett, Councillor Kester George, Jackie Walker)</i><br>iv) Car Parks <i>(Councillor Ken Arlett and Geoff Lockett)</i><br>v) New Housing, Permitted Development Rights since March 2017 <i>(David Whitehead, Rebecca Chandler Wilde, Councillor Kester George and Councillor Michelle Thomas)</i><br>vi) Business and Community Engagement <i>(Rebecca Chandler-Wilde, Jackie Walker, Patrick Fleming and Councillor Ken Arlett)</i> – update from meeting on 8 November 2019 with Community First Oxfordshire |              |



- vii) Liaison with other Parishes carrying out NP Reviews (*Patrick Fleming, Councillor Ken Arlett, Cath Adams*)
- viii) Review all existing sites (*Councillor Ken Arlett, Councillor Kester George, Councillor Ian Clark*)
- ix) Green Living
- x) Industrial Land (*Councillor Ken Arlett, Councillor Ian Clark, Councillor Sara Langton*)
- xi) Site Selection (*Councillor Ken Arlett, Councillor Kester George, Councillor Michelle Thomas and Joan Clark*)
- xii) Local List

**7 OXFORDSHIRE NEIGHBOURHOOD PLANS ALLIANCE (ONPA)**

To receive any update from the Oxfordshire Neighbourhood Plans Alliance.

**8 NEXT MEETING**

To consider a date for the next meeting of the Neighbourhood Plan Committee.

## Henley-on-Thames Town Council

### Public Participation Scheme

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:

1. This scheme applies to meetings of the Council, its committees, and sub-committees.
2. There will be a Public Participation Session at the start of every meeting to which this scheme applies. At Full Council, members of the public, including Councillors who may have a personal and Pecuniary interest on any item included on the agenda, may ask questions or make a statement on any matter which affects the town. The session will last for a period of up to 20 minutes (but capable of being extended at the Chairman's discretion).
3. Members of the public 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.
4. Questions from the town's residents will take priority, followed by property owners, businesses and then non-residents.
5. All speeches shall last for no more than 2 to 3 minutes.
6. 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.
7. 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.
8. 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.
9. 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.
10. Questions which require the disclosure of exempt or confidential information will not be answered.
11. 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.

**Present:** The Chairman, Councillor Ken Arlett – Henley Town Council (HTC)  
The Vice Chairman, Councillor Laurence Plant - HTC  
Councillor Michelle Thomas - HTC  
Councillor Kester George – Harpsden Parish Council (HPC)  
Councillor Sara Langton - HPC  
Don Barraclough  
Rebecca Chandler-Wilde  
Joan Clark  
Patrick Fleming – Henley in Transition  
Geoff Lockett  
Jackie Walker  
David Whitehead

**In attendance:** Sheridan Jacklin-Edward – Town Clerk  
Cath Adams - Planning and Project Manager  
1 member of the press

**21. INTRODUCTION**

The Chairman welcomed Sheridan Jacklin-Edward, the new Town Clerk, and members of the Committee introduced themselves.

**22. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Ian Clark and Jim Munro.

**23. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**24. PUBLIC PARTICIPATION**

No one wished to speak.

**25. MINUTES**

**RESOLVED: that the minutes of the meeting held on 8 July 2019 be approved.**

**26. UPDATE FROM PLANNING AND PROJECT MANAGER/LOCAL PLAN**

The Planning and Project Manager reported on successful grant applications for funding for Community Engagement work and technical support for a Housing Needs Assessment and Strategic Environmental Assessment. Confirmation of support for the Site Assessment is awaited. The Committee was made aware of the requirement for a timely response to requests for information, although this would largely be the responsibility of Council Officers. A meeting with the Community Engagement group

will take place shortly. Any points to feed into the Housing Needs Assessment should be passed to Cath Adams.

The Local Plan at SODC is currently awaiting resolution following representations from Central Government regarding the ability of SODC to withdraw the current Local Plan. Discussion revolved around housing numbers and the ability to influence the numbers passed down from higher tiers of government. It was advised that while the Committee waits to see what happens with the Local Plan, it is still worthwhile progressing with the review. An up to date Housing Needs Assessment could be beneficial for influencing any revised housing numbers for Henley.

## **27. NEIGHBOURHOOD PLAN REVIEW - DELIVERY SECTION**

The Committee considered the list of projects in the Delivery Section of the JHHNP. Members had been asked to consider which of these, or any other, projects should be considered for the Neighbourhood Plan Review. The inclusion of Climate Change related policies and projects was raised, together with the separation of Air Quality and Environment from Transport.

## **28. UPDATES FROM WORKING GROUPS**

### **i) Schools, Colleges, Doctors' Surgeries, Utilities etc. - Rebecca Chandler-Wilde and Councillor Michelle Thomas**

It was reported that there were spaces in both primary and secondary schools, though exact numbers won't be known until the school census in December. Information from the Henley College is awaited. Joan Clark will provide Councillor Thomas with the questionnaire that had been sent to the College previously.

The doctors' surgeries also had capacity for more patients, though would need more consulting space in order to accommodate more staff to cope with the patients.

### **ii) Libraries, Community Halls and Indoor and Outdoor Facilities - Joan Clark**

The topic paper for this had been distributed and will be sent to the Neighbourhood Planning team at SODC for comment. As the situation changes regularly, this should now only be updated close to submission date.

### **iii) Transport - Patrick Fleming, Don Barraclough, Geoff Luckett, Councillor Kester George, Jackie Walker**

The Transport subgroup had met to consider the amendments suggested by SODC. These will be applied by Patrick Fleming and the updated report sent back to SODC for review.

- iv) **Car Parks - Councillor Ken Arlett and Geoff Luckett**  
This topic paper had been updated following comments from SODC, but it was felt that the car park numbers should be checked. Councillor Arlett to review. SODC had not received the proposal of decking the Kings Road car park favourably to date, but it was suggested that a business case was put forward to show the likely return. It was also noted that decked car parks could be attractively presented, as in Buxton.
- v) **New Housing, Permitted Development Rights since March 2017 – David Whitehead, Rebecca Chandler Wilde, Councillor Kester George and Councillor Michelle Thomas**  
Taking completed development into account and working on the current allocation in the Local Plan 2034, Henley would only have to provide another 38 dwellings to meet the 156 dwellings allocated. As the Local Plan is currently under review, it cannot be known whether the allocation will be revised. There is a query outstanding with SODC regarding the inclusion of certain sites in the completion figures. The Planning and Project Manager stated that the initiation call with AECOM for the Housing Needs Assessment would be taking place on Tuesday 15 October.
- vi) **Business and Community Engagement – Rebecca Chandler-Wilde, Jackie Walker, Patrick Fleming and Councillor Ken Arlett**  
A meeting will be arranged to plan work on community engagement activities with Community First Oxfordshire.
- vii) **Liaison with other Parishes carrying out NP Reviews – Patrick Fleming, Councillor Ken Arlett, Cath Adams**  
It was suggested that a meeting with Thame Town Council to share information would be beneficial.
- viii) **Review all existing sites - Councillor Ken Arlett, Councillor Kester George, Councillor Ian Clark**  
The Chair gave a summary of the current position with existing sites.
- ix) **Green Living**  
A member had been to talk to the group that produced the Thame Green Living Plan. They are happy for us to use their template, though the Plan has yet to be implemented. It was noted that as much as possible will be included in the revised Neighbourhood Plan and that there is a crossover with the Climate Emergency Working Group, who may be able to assist with policies.

- x) **Industrial Land** – *Councillor Ken Arlett, Councillor Ian Clark, Councillor Sara Langton*

A meeting had been held with SODC regarding an Article 4 direction, but further work on this had been held up due to the Local Plan. SODC had stated that an Article 4 was proposed for Henley previously, but had failed. The Chair will update the topic paper.

- xi) **Site Selection** – *Councillor Ken Arlett, Councillor Kester George, Councillor Michelle Thomas and Joan Clark*

The confirmation of technical support for Site Assessment is awaited. It was agreed to add Councillor Michelle Thomas and Joan Clark to the group and a meeting will be arranged once AECOM have made contact.

- xii) **Local List (Heritage Sites)**

The Interim Project Officer had met with a local resident who is a key contact for this as well as the voluntary historian/archivist at the library. The Henley Historical and Archaeological Society will also be contacted. This is awaiting additional resource at the Council for progression.

**29. OXFORDSHIRE NEIGHBOURHOOD PLANS ALLIANCE (ONPA)**

Patrick Fleming, Vice Chairman of the ONPA, informed the meeting that this organisation had now been constituted. It represents 33 made plans across Oxfordshire as well as plans in progress and covers 120,000 residents. The aim of the group is to influence up the strategic planning hierarchy rather than accepting the decisions passed downwards as well as to share information on the review of neighbourhood plans. The ONPA had met Bev Hindle, Director of the Oxfordshire Growth Board and hoped to be more involved with the Joint Statutory Spatial Plan (JSSP).

**RESOLVED: to recommend to Planning Committee that the Neighbourhood Plan Committee formally joins the ONPA at a cost of £50 per annum. The representatives are to be Patrick Fleming, Jackie Walker and Councillor Laurence Plant.**

**30. NEXT MEETING**

The next meeting of the Neighbourhood Plan Committee will be held on 18 November 2019 at 3.00pm.

Meeting closed at 16:27