

ATTENDEES

The Chairman, Councillor Ken Arlett – Henley Town Council (HTC)
The Vice Chairman, The Mayor, Councillor Glen Lambert – HTC
Councillor Julian Brookes – substituting for Sara Abey - HTC
Councillor Donna Crook - HTC
Councillor Jane Smewing - HTC
Councillor Kester George – Harpsden Parish Council (HPC)
Councillor Tony Wright – HPC
Mr P Fleming – Henley in Transition
Mr Chris Baker
Mr Don Barraclough
Mr Ian Clark
Mrs Joan Clark
Mr Geoff Lockett
Mr D Whitehead
Mrs R Chandler-Wilde

Cath Adams - HTC Project and Planning Manager
Kirsty Waterman – HTC Committee Administrator

1 member of the press
1 member of the public

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Lorraine Hillier and Sara Abey, together with Jim Munro.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PUBLIC PARTICIPATION

There was no public participation

4. TERMS OF REFERENCE AND CODE OF CONDUCT

The Committee **NOTED** the Terms of Reference for the Neighbourhood Plan Committee which were agreed at Planning Committee on 5 June 2018.

The Committee called Jackie Walker to the table with the intention of co-opting her formally at Planning Committee on 17 July 2018. Non-Councillor members of the Committee were requested to confirm their acceptance of the Code of Conduct in accordance with the requirements of the Localism Act 2011, Section 27. In the event of not accepting the Code of Conduct members will be asked to leave the Committee.

Action: Non-Councillor Committee members to read and sign the code of conduct within 2 weeks of the date of this meeting. Signed copies to be returned to Henley Town Council.

5. TO APPROVE MINUTES

The Committee **APPROVED** the Minutes of the Neighbourhood Plan Committee meeting held on 10 May 2018.

6. REVIEW UPDATES FROM WORKING GROUPS

The Chair thanked all members for their hard work to date.

i) Schools, Colleges, Doctors' Surgeries, Utilities etc

Schools: Badgemore currently have spaces. 2018/19 Reception intake is currently 4. Other primary schools are full. Gillotts School currently have spaces and with the Free School opening in Reading which may take pupils who would otherwise have attended Gillotts, there may be further spaces available in the future at Gillotts. Oxfordshire County Council do not have full lists of new developments on their database so when they run their school spaces analysis it may not be accurate but generally it is felt that currently school spaces are available in Henley Town.

Care homes: Of the care homes that replied, they are full in Henley on Thames. There are spaces across Oxfordshire. Staff issues are a major concern and feeds directly into the needs of the Neighbourhood plan in that staff cannot afford to live locally. Affordable housing needs to be a priority for local workers. Committee was reminded that the proposed care home for Deanfield Avenue was refused partly on grounds of staffing and parking concerns.

Health: extra patients are welcome. If patient numbers exceed capacity surgeries will look to employ additional staff.

Utilities: Some updates and upgrades would be required with increased housing. Thames Water will likely be requesting conditions with future developments and are minded to point out the length of time it takes to upgrade infrastructure – some 18 months to 3 years.

ii) Transport – update from meeting with Peter Brett Associates

The impact of any development will be felt in Henley as it is already a busy town. The group was informed that the only other town thought to be as congested as Henley is Dorking. Henley has floodplains, trunk road issues and the infrastructure cannot take any more traffic inevitable from new developments.

Managing traffic flow was discussed but it appears that when individual lights are amended and “solve” localised traffic concerns, it pushes the traffic problems on to another road within Henley.

Actions:

i) Patrick Fleming to follow up with Peter Brett Associates to obtain the traffic flow model which was previously commissioned.

ii) Committee Members to attend a meeting with SCOOT on Wednesday 11 July 2018 and report back.

iii) Removal of PDR rights was discussed in relation to Bracknell. Bracknell Council to be asked how they implemented this.

iii) Car Parks

A verbal update was given to the Committee. Research from 2014 stated that Henley car parks were 95% full. 4 years later it is felt they have become busier with many people having to drive round a few times before getting a space, or giving up looking for a space altogether. Agreed that more spaces are needed. A possibility if it is not appropriate for the Kings Road or Greys Road car parks to be decked, could be to deck the station car park and increase signage to the town centre. It was discussed that more needs to be done to encourage cycling where possible – bike storage in town for example.

iv) New Housing, Permitted Development Rights since March 2017

It was noted that Bracknell is a case study worth investigating with reference to PDR and including numbers in the Neighbourhood Plan. A couple of applications are coming through under N1A to convert offices to residential use. It was agreed HTC need to be mindful of the amount of office space required in the town and the amount being taken away due to these conversions.

v) Meeting Henley Business Partnership

No update available at present. Committee to speak with HTC's Town Manager Helen Barnett to see if she can liaise with current shops with reference to footfall and improving appropriate business capacity in town.

Action: Chair, Planning and Project Manager, Town Manager and Town Clerk to liaise and agree way forward on this point.

vi) Liaison with other Parishes carrying out NP Reviews

It was agreed that is has been very valuable to discuss with other parishes. This link will continue.

vii) Review of all existing sites and meeting with Henley Enterprise Park Ltd

A meeting with Henley Enterprise Park Ltd, who own the Empstead Works and Stuart Turner sites, was held on 5 July 2018. Plans are being discussed for future use and development of the site. A meeting is planned for the end of July with SODC to discuss further. A sub group for this site was formed and members are: Councillor Ken Arlett, Councillor Julian Brookes, Chris Baker and Ian Clark.

7. MINISTRY OF DEFENCE – TA CENTRE

The committee **NOTED** the letter from the Ministry of Defence regarding the potential gifting of the TA Centre to Henley on Thames Town Council which has been deemed as not possible. Ian Clark asked how much it was thought to be worth and whether money could be raised to buy the site. Ian Clark to look into this.

8. QUESTIONS FOR SODC DROP IN SESSION

The Committee **CONSIDERED** questions the Committee would like taken to a drop in Q&A session at SODC on Thursday 12 July 2018.

Questions:

- i) Do SODC have a view on when we should be trying to complete the NP Review by?

- ii) Do SODC have experience on how long a review should take?
- iii) What examples are there of the 5.4 year land supply being tested?
- iv) What do SODC know about protecting areas from PDRs using Article 4?
- v) Is there any update on Thames Farm housing allocation?
- vi) What are the planned timescales on the Emerging Local Plan?

All committee members were advised to familiarise themselves further with the Local Plan 2011-2033 and Emerging Local Plan.

How HTC advertise and ask for more members to join and participate with the Neighbourhood Plan was discussed. To be decided.

9. TO AGREE

The Committee agreed the next meeting is to be held on Tuesday 14 August 2018 at 2.00pm. A representative from each sub group is to meet next week and report next actions and agreed way forward to their sub groups.

Action: Cath Adams to arrange a meeting of sub group leaders.

10. GDPR

All members of the Sub group who are not Henley Town Council members agreed to sign a GDPR form.

Action: Signed copies need to be returned to Henley Town Council within two weeks of the date of the meeting.