

# HENLEY-ON-THAMES TOWN COUNCIL

**MIKE KENNEDY**  
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COUNCIL OFFICES  
TOWN HALL  
HENLEY-ON-THAMES  
OXFORDSHIRE  
RG9 2AQ

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

to be held on

**THURSDAY 26 SEPTEMBER 2013 AT 9.00AM**

in

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

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

Mr M Kennedy  
Town Clerk  
18 September 2013

### **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 **26<sup>th</sup> July 2013** (attached)

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

6. **DROP-IN INFORMATION SESSIONS**

7. **BUDGET REPORT** (attached)

8. **DATE OF NEXT MEETING**

**HENLEY-ON-THAMES TOWN COUNCIL**

**MINUTES OF THE NEIGHBOURHOOD PLANNING GOVERNANCE  
COMMITTEE HELD ON FRIDAY 26 JULY 2013 AT 9.00am  
IN THE COUNCIL CHAMBER, TOWN HALL, HENLEY-ON-THAMES.**

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**Present:** Councillor S Gawrysiak (Mayor ex officio)  
Councillor D Hinke (Chair)  
Councillor W Hamilton  
Councillor Mrs P Phillips (substituting for Councillor Akehurst)

**Officer:** Mr M W Kennedy – Town Clerk

**Also Present:** Councillor R Dorkings (Harpsden PC)  
Councillor K George (Harpsden PC)  
Councillor Mrs O Moss (Harpsden PC)  
Councillor M Plews (Harpsden PC)  
Mrs S Tipple Parish Clerk (Harpsden PC)  
3 members of the public

24. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors M Akehurst and D Nimmo-Smith.

25. **DECLARATIONS OF INTEREST**

None.

26. **PUBLIC PARTICIPATION SESSION**

Dr B Wood, Blandy Road, sought clarification on the suggested parish boundary changes submitted by Henley Town Council and Harpsden and Shiplake Parish Councils to South Oxfordshire District Council (SODC) as part of the district council's Community Governance Review. The Chairman ruled that the question could not be put as it was not included as an item for discussion on the agenda.

Dr Wood iterated his concern that the efforts of those residents who had volunteered their services to the production of the neighbourhood plan could be jeopardised while this uncertainty remains because SODC will ultimately decide on any boundary changes before the submission of the neighbourhood plan and its progress to referendum.

27. **MINUTES**

The Minutes of the Meeting of the Neighbourhood Planning Governance Committee held on 6 June 2013 were approved and signed by the Chairman as a true record.

28. **PROGRESS ON THE CURRENT WORK PLAN**

Members had before them a copy of the Joint Henley and Harpsden Neighbourhood Plan (JHHNP) Work Plan, copy having been previously issued.

Expressions of thanks were recorded to UNITED! for the presentation by Dr Wood of his critique of the plan.

In noting that Stage 1 (inception meeting) was completed on 14 June, Members acknowledged that the Baseline report, Stage 2, would be presented by Nexus Planning to the joint meeting of the Governance Committee with Harpsden Parish Council following this meeting. Members recognised that the JHHNP was organically evolving and that the Governance Committee, working with Nexus, would continue to formulate an overall route map for the Plan's development and the establishment of important aspects such as Working Group protocols, the website and public launch. The process should be transparent and would be defined by the residents of Henley and Harpsden as the public participation process begins.

A press release had been issued to the Henley Standard confirming the arrangements for launching the neighbourhood plan in Henley on 7 September and at the Henley Show on 14 September. The website, [www.jhhnp.co.uk](http://www.jhhnp.co.uk) was now live and a facebook page, for information only, has been created. A landowners' information day would be held on 13 August to explain the plan process.

The timetable for Stages 3 and 4 would involve workshop sessions with working groups. In noting that there was no legislation preventing landowners from submitting applications for development to SODC alongside/outside the neighbourhood planning process, it was

**RESOLVED TO RECOMMEND that a letter be sent to the Chief Executive of SODC making it absolutely clear that any application for the development of 2 or more houses within the Henley and Harpsden Neighbourhood Plan Area must come through the neighbourhood planning process and that the suggested boundary changes to the parish boundaries should be made after the Joint Henley and Harpsden Neighbourhood Plan is passed at referendum.**

## 29. THE PROPOSED COMMUNICATION AND CONSULTATION STRATEGY

Members had before then the Joint Henley and Harpsden Neighbourhood Plan Communication and Consultation Strategy (working paper) prepared by Nexus Planning for approval, copy having been issued. The importance of a transparent, open communication of the plan, its preparation and associated activities was considered to be central and essential to the process.

Within section 2, the decision making structure, Members were reminded that this Committee has no influence over the policies only the governance of the plan. The roles and responsibilities of Nexus Planning, the Governance Committee and the Working Groups were clearly defined. In noting that Nexus Planning would be responsible for facilitating meetings of events and workshops, the Governance Committee would be required to sign off public consultation material prior to print and distribution. It was

**RESOLVED TO RECOMMEND that the Terms of Reference of the Governance Committee be amended to include a delegated power to sign off public consultation material prior to printing and distribution.**

It was further recognised that the Governance Committee, jointly with Harpsden, would appoint the working groups (in accordance with their terms of reference). Regular meetings would need to be held between the various working groups so that the policies could evolve. It was suggested that around 25 people be appointed to serve on each working group.

A view was expressed that since every Councillor on Thame Town Council was involved in some way in the work of the Thame Neighbourhood Plan, all Henley Town Councils would need to be appointed to serve on at least one working group. It was further suggested that a co-ordinating group was needed to oversee the work of the working groups, possibly through the appointment of a foreman from each group. This view was not supported by Nexus Planning who see policies evolving from the working groups.

Questionnaires would be sent out to volunteers explaining the process. This should allow Nexus and the Committee to gauge numbers for each workshop. The time of day meeting convene should be flexible to ensure those in full time employment could attend every workshop.

As regards communications, the Committee acknowledged the need to work closely with the Henley Standard. It was further suggested that a pictorial editorial was required to capture readers' attention. Banners across the road should be used sparingly otherwise they could quickly be taken for granted and the message would be lost. An information board should be provided outside the Town Hall Information Centre. It was

**RESOLVED TO RECOMMEND that the Communication and Consultation Strategy be approved subject to further discussions by Nexus Planning ,at the following Co ordinating Working Group meeting ,having regard to the views expressed at the meeting.**

Post meeting note-- The discussions with the Co ordinating Working Group resulted in the Communications and Consultation Strategy being accepted without amendment. However , it was noted that this document could evolve further after Public Consultation.

30. **LANDOWNER INFORMATION SESSION**

The arrangements for the Landowners' information day on 15 August 2013 were reported. This would be an opportunity to exchange information between Nexus Planning and landowners about their sites. To ensure transparency, this information would also be published on the website.

31. **BUDGET REPORT**

A copy of the income and expenditure report to July 2013, copy having been issued was considered. The report gave details of the total income to date of £67,000, including a grant from SODC of £15,000. A second application would be made to Locality UK for a grant of £7,000. A full breakdown of the expenditure incurred to date included £178 on the website; £590 on the public opinion day at Harpsden Village Fete, staff costs of £4,037; the first tranche of the consultants' costs of £5,000; and sundry costs of £18. It was

**RESOLVED TO RECOMMEND that the financial report to July 2013 be received and noted.**

32. **CO-OPTION OF COUNCILLOR K GEORGE AND COUNCILLOR M PLEWS**

The Committee considered the appointment of Parish Councillors George and Plews as co-opted members of the Neighbourhood Planning Governance Committee. In noting that the appointment of the working groups required input from Harpsden Parish Council, it was

**RESOLVED TO RECOMMEND that Councillors K George and M Pews be appointed as co-opted members of the Neighbourhood Planning Governance Committee.**

33. **DATE OF NEXT MEETING**

The date of the next meeting was confirmed for Friday 30 August 2013 at 9.00am.

The meeting closed at 9.50am

Chairman

# Agenda Item. 5

JHINP workplan  
amended 17 September 2013

Timescale	Stage	Purpose	Key activities (NMP)	Public consultation	Working Groups	Governance Committee
Jun-13	1) Inception	Project start up	Information exchange			14th June 2013
June - July 2013	2) Baseline	Nexus collate existing information - evidence base and post consultation	Baseline report Consultation Strategy Social Media Presentation			
Aug - Oct 2013	3A) Vision and Objectives	Confirm evidence base priorities with residents Explore key issues and development principles	Advertise event Prepare consultation material	Runs 7th - 21st Sept 7th Sept Henley Town Centre	Workshops: Week 1st - 4th Oct 2013	26th July 2013 26th September 2013
			Facilitate public events Facilitate working groups	14th Sept Henley Show Henley Town Hall	Review Plan Emit, Confirm objectives and baseline, Explore key issues and development principles / potential options.	
			Drop-in information sessions	26-28th Sept Henley Town Hall		
Nov - Dec 2013	3B) Option Development	Develop options	Facilitate working groups Sustainability Appraisal Prepare consultation material Advertise event Facilitate public events	Dec 2014 Dates TBC Town Centre event Options consultation	Workshops: Mid Nov 2014 Consider and develop options.	
Jan - March 2014	4) draft Plan Development	Develop draft Plan and Policies	Develop preferred option Facilitate working groups Sustainability Appraisal Prepare consultation material Advertise event Facilitate public events Statutory consultation	Feb/Mar 2014 Dates TBC Town Centre events draft Plan consultation	Workshops: Mid Jan 2014 Consider options consultation results and emerging preferred option	
Jan - March 2014	5) draft Plan Development	Refine draft Plan and Policies	Facilitate working groups Technical appendes Prepare consultation material	Refine draft Plan and Policies	Workshops: April 2014 Consider preferred draft Plan	

£	Note	Actual Month 5 August 2013	Expected Out-turn 13/14	Budget 13/14
<b>Income</b>				
Grants:				
SODC 2013/2014		0	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>6,300</b>	<b>74,000</b>	<b>50,000</b>
<b>Expenses</b>				
<b>Website expenditure:</b>				
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>
<b>Public Opinion Day costs:</b>				
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>
<b>Launch event costs (7th/14th September):</b>				
Stand at Henley Show 14th Sept 2013		80	80	
Other launch event costs - possible banners/stands etc ref venue		420	500	
<b>Sub total for Launch event costs</b>		<b>500</b>	<b>580</b>	<b>1,000</b>
<b>Labour costs:</b>				
HTC staff		5,100	12,111	12,500
Nexus Planning	1	2,500	50,005	30,000
<b>Sub total for labour costs</b>		<b>7,600</b>	<b>62,116</b>	<b>42,500</b>
<b>Other costs:</b>				
Refreshments at meetings		59	11	0
Publicity/marketing costs		0	5,000	0
Mobile phone provided for staff member		0	50	0
Other		0	5,476	5250
<b>Sub total for other costs</b>		<b>59</b>	<b>10,537</b>	<b>5,250</b>
<b>Total expenditure</b>	<b>2</b>	<b>8,927</b>	<b>74,000</b>	<b>50,000</b>
<b>Net cost to HTC after deducting grants receivable</b>	<b>per summary</b>	<b>2,627</b>	<b>50,000</b> incl £10k in contingencies	<b>50,000</b> incl £10k in contingencies

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

Jun-13	2,500.25	5%
Sep-13	5,000.50	10%
Oct-13	10,001.00	20%
Jan/Mar 14	12,501.25	25%
Mar/Apr 14	10,001.00	20%
2014	5,000.50	10%
2014	5,000.50	10%
	<u>50,005.00</u>	100%

**Note 2**

'Invisible' costs not included above:

HTC Staff - Town Clerk hours spent on JHHNP matters	?	estimated value
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	