

HENLEY-ON-THAMES TOWN COUNCIL

MINUTES OF THE **NEIGHBOURHOOD PLANNING GOVERNANCE COMMITTEE** HELD ON WEDNESDAY 6 JUNE 2014 AT 9.30am IN THE COMMITTEE ROOM, TOWN HALL, HENLEY-ON-THAMES.

Present: Councillor M Akehurst (Mayor ex officio)
Councillor D Hinke (Chair)
Councillor Mrs E Hodgkin (Substitute for Councillor Mrs J Wood)
Councillor S Gawrysiak
Councillor D Nimmo Smith
Councillor K George (Harpsden)
Councillor M Plews (Harpsden)

Officers: Mr M Kennedy (Town Clerk).
Ms P Price-Davies (Committee Administrator)

Also Present: 9 Members of the public

1. **ELECTION OF CHAIRMAN**

The Mayor called for nominations for the election of Chairman for the year 2014-15. It was **RESOLVED**

that Councillor D Hinke be elected Chairman of the Neighbourhood Planning Governance Committee for the year 2014-15

2. **ELECTION OF VICE-CHAIRMAN**

The Chairman called for nominations for the election of Vice Chairman for the year 2014-15. It was **RESOLVED**

that Councillor D Nimmo Smith be elected Vice Chairman of the Neighbourhood Planning Governance Committee for the year 2014-15

3. **TERMS OF REFERENCE**

Councillors received and considered the Terms of Reference for the Neighbourhood Planning Governance Committee. No amendments were suggested.

It was RESOLVED to RECOMMEND that the Terms of Reference for the Neighbourhood Planning Governance Committee (attached) be received and re-adopted.

4. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor W Hamilton and Councillor Mrs J Wood.

5. **DECLARATIONS OF INTEREST**

None.

6. PUBLIC PARTICIPATION SESSION

Mr S Birch, Shiplake.

Mr Birch, referring to his email that he had submitted to the Chair prior to the meeting, summarised the five key issues within it that he was seeking a response to:

1. He felt that there was widespread concern about the constitution of the Working Groups and requested that he be provided with the postcodes of all the members of the working groups and the names of the organisations that were represented within the Membership. He was informed by the Town Clerk that Henley Town Council were currently seeking clarification on the implications of the release of this personal information and that once the position on this obligation to fulfil the Freedom of Information Act was clarified then the Governance Committee would respond to his request

2. In relation to the Governing regulations 2012 Schedule 1 and Nexus Planning Tender document of May 2013 he wanted assurance that all the required Consultees listed were actually going to be contacted and consulted as he was aware that some of those listed had not been approached. He was assured by the Chair that the intention of the Committee and Nexus Planning was to consult with all the required bodies on the Neighbourhood Plan.

3. How the consultation will be assessed by the Working Groups.

4. The Draft Neighbourhood Plan calls for a Transport Statement to be produced in order for the assessment of the traffic impacts of the proposed developments to be fully addressed. He was told that Oxfordshire County Council had been consulted on this issue.

4. The Gillotts School Proposals currently lack an outline plan in the Draft Neighbourhood Plan. In order to explain these proposals he requested that these plans be put into the Public Domain. He was told that Gillotts School were currently making this information more widely available.

Mr K Arlett, Elizabeth Road

Mr Arlett requested that he been given copies of all 'Registration of Interest' forms that the Members of the Working Groups had been asked to complete. He was informed that Henley Town Council were currently seeking clarification on the release of this personal information and that once the position on this obligation to fulfil the Freedom of Information Act was confirmed then the Governance Committee would respond to his request. He referred to an email from Oxfordshire County Council to Nexus Planning regarding the issue of traffic impact of the proposed sites and asked why this information had not been circulated to the Working Groups. The Chair responded to this question and said that he would check with Nexus regarding this issue. He complained that the text with the Draft Neighbourhood Plan document on pages 56 and 57 was too small to be legible. He also questioned whether there was a blanket Tree Preservation Order (TPO) in place on the trees on the Parkside site and the Chair informed him that there were individual TPO's on the trees on the site and that this information was available on the website. He requested that the word 'disgruntlement' used to describe his manner in the minutes of the meeting held on 30th April 2014 be replaced with the word 'view'.

Mr J Brookes, Parkside

Mr Brookes sought clarity on the process preceding the end of the Six Week Statutory Public Consultation period. The Chair informed him that not until all the responses from this key phase had been processed would the next stage be confirmed as it was dependent upon these results as to whether any restructuring of the Plan would be necessary.

Mr W Adamson, Pack and Prime Lane

Mr Adamson spoke of the postcodes from the completed questionnaires from the last Public Consultation collated by Nexus Planning and illustrated in a map. He felt that this map had shown that 'block voting' had taken place and questioned whether any methodology was going to be put in place to ensure that this was counter balanced during the referendum. The Chair informed Mr Adamson that the referendum was a key part of the process of the Neighbourhood Plan and that no residents could be excluded but that the postcode representation would be closely monitored.

7. **MINUTES**

The minutes of the meeting of the Neighbourhood Planning Governance Committee held on **30 April 2014** were approved and signed by the Chairman as a true record, save to the following extent:

Minute No. 97 – Public Participation

The Chair requested that the word 'disgruntlement' in the first sentence be replaced with the word 'view'. It was **RESOLVED**

that the minutes be amended to reflect this additional wording.

8. **PROGRESS ON THE CURRENT TIMETABLE**

Members had before them a copy of the Joint Henley and Harpsden Neighbourhood Plan (JHHNP) Timetable.

The Chairman re-iterated the fact that the JHHNP was currently within the Six Week Statutory Public Consultation Phase and was holding various Roadshow Events and the next Drop-in Exhibition sessions that were scheduled to take place during this period. He spoke of the support from the Henley Standard in their coverage of the Public Consultation events and the feature article in the launch issue of the Henley Magazine which had been delivered to all Henley and Harpsden households.

9. **BUDGET REPORT**

The Committee considered the Income and Expenditure report to **29 May 2014**. The report gave details of the total income to date of **£74,000**, including a grant from SODC of **£15,000** and a grant payment from Locality UK of **£6,300** (90% payment of total award). A full breakdown of the expenditure was attached to the agenda. The Chairman advised the Committee that the JHHNP was presently on budget but that three additional Working Group sessions would have to be factored in to the expenditure. It was **RESOLVED**

that the financial report to 29 May 2014 be received and noted.

10. **PUBLIC CONSULTATION**

The Chairman informed the Committee that the recent two day drop-in Exhibition in the Council Chamber at the Town Hall had been well attended and that questionnaires were gradually being returned and completed on-line. He highlighted the roadshow events occurring over the coming weekend at the Henley branches of Waitrose and Tesco's and the further Drop-in sessions that were scheduled to take place at the Town Hall. He spoke of the need to ensure

maximum Public Engagement over this remaining period and in response to Mr Birch's earlier statement during Public Participation, he highlighted the fact that all Voluntary Groups and Churches would be approached. A Member drew attention to the fact that this was a Henley and Harpsden Neighbourhood Plan and that staff at many local Voluntary Organisations were not necessarily local residents.

11. **DATE OF NEXT MEETING**

The date of the next meeting was confirmed for Wednesday 25th June 2014 at 9.30am.

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

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

that the public and press be excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as the matters about to be discussed were considered to be confidential.

13. **CURTIN&CO**

Members discussed the request from Curtin&Co to meet with the Neighbourhood Planning Governance Committee. It was agreed that, after discussing the various approaches from Curtin & Co to individuals and groups in the town, that this meeting would be scheduled once the Public Consultation period was complete.

14. **FREEDOM OF INFORMATION ACT**

Members discussed the issue of releasing personal information regarding the membership of the various Working Groups into the Public domain as a number of requests had been made. The Town Clerk spoke of a recent request for fairly extensive information that under the Freedom of Information Act, had to be responded to by 12 June 2014. As part of Nexus Planning's obligation to provide intellectual property to their client to fulfil the Freedom of Information Act request by Henley Town Council they had collated the various data onto a cd. Members were cautious about releasing this information and it was agreed that the Town Clerk would seek legal advice from the Legal Officer at Oxfordshire County Council before responding to this particular request. A discussion ensued regarding the appointment of a Working Group to support the Town Clerk with the issues regarding the freedom of Information Act. It was **RESOLVED**

that Councillors M Akehurst , D Hinke ,S Gawrysiak, D Nimmo Smith, W Hamilton, K George and M Plews be appointed onto a Working Group to support the Town Clerk with the issues regarding the Freedom of Information Act.

The meeting closed at 10.17 am

ppd

Chairman