

HENLEY-ON-THAMES TOWN COUNCIL

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

Present: Councillor S Gawrysiak (Mayor ex officio)
Councillor W Hamilton (Chair)
Councillor M Akehurst
Councillor D Nimmo-Smith
Councillor K George (Harpsden)
Councillor M Plews (Harpsden)

Officers: Mr M W Kennedy – Town Clerk
Mrs P Price-Davies – Committee Administrator

34. **ELECTION OF A CHAIRMAN**

In the absence of a Chairman, Councillor W Hamilton was elected to chair the meeting.

35. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor D Hinke.

36. **DECLARATIONS OF INTEREST**

None.

37. **PUBLIC PARTICIPATION SESSION**

Dr B Wood, Blandy Road

Dr B Wood aired his concerns about the delay in setting up the Working Groups. The Chairman assured him that Nexus Planning would be liaising with all those people that had registered an interest, informing them of the scheduled meetings.

38. **MINUTES**

The Minutes of the Meeting of the Neighbourhood Planning Governance Committee held on 26 July 2013 were approved and signed by the Chairman as a true record on a point of information, it was confirmed that the meeting scheduled for 30th August had been postponed.

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

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

In noting that Stage 2 (Baseline report) was completed and presented by Nexus Planning to the joint meeting of the Governance Committee with Harpsden Parish Council on the 26th July, Members recognised that this was the draft report and that a press release should be written to highlight that it was available to the public via the website (www.jhhnp.co.uk).

The Chair reported that Stage 3 (Visions and Objectives) was underway and that the three launch information initiatives had been successful both in creating awareness and gaining feedback from the public. Members were in agreement

that the recent double page spread feature in the Henley Standard and related press coverage alongside the erection of the banners in the marketplace had ensured that public awareness of the JHHNP was increasing. It was also noted that an information board had been erected in the foyer area of the Town Hall.

The first meetings of the Working Groups were scheduled for the first week in October and Nexus Planning were co-ordinating the recruitment of these groups and processing the Issue consultation forms that had been submitted. The Chair concluded that the JHHNP was on schedule, that the next stage of setting up the Working Groups was on track and that it was essential that Members supported these sessions.

40. **DROP-IN INFORMATION SESSIONS**

The Chair gave a brief overview of the public consultation sessions:

- **Saturday 7th September** - *Market Place, Henley*
- **Saturday 14th September** – *Henley Show*
- **26th- 28th September** – *Henley Town Hall*

It was felt that these sessions had been informative and useful and that the residents were now engaging with the JHHNP which was essential. Volunteers for the Working Groups had submitted questionnaires both from these sessions and via the website. Members of the public had also used these sessions to state their concerns and ideas by completing the Issues Consultation feedback forms.

The Chair thanked all the Members that had supported these sessions.

41. **BUDGET REPORT**

A copy of the income and expenditure report to 18 September 2013, copy having been issued was considered. 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 incurred to date included £178 on the website; £590 on the public opinion days, Launch event costs of £500, HTC Staff costs of £5,100; the first tranche of the consultants' costs of £2,500; and sundry costs of £ 59. It was **RESOLVED**

that the financial report to 18 September 2013 be received and noted.

42. **DATE OF NEXT MEETING**

The date of the next meeting was confirmed for **Thursday 24 October 2013** at 9.00am.

The meeting closed at 9.14am

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Chairman