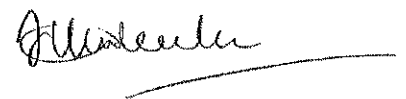


**COUNCILLORS ARE HEREBY SUMMONED TO ATTEND A  
MEETING OF THE  
NEIGHBOURHOOD PLAN COMMITTEE  
TO BE HELD ON  
MONDAY 21 JANUARY 2019 AT 2.30PM  
IN THE COUNCIL CHAMBER, TOWN HALL,  
HENLEY ON THAMES**

PLEASE BRING YOUR COPY OF  
THE JHHNP TO THE MEETING

**MEMBERSHIP:**

The Chairman, Councillor Ken Arlett – Henley Town Council (HTC)  
The Vice Chairman, The Mayor, Councillor Glen Lambert – HTC  
Councillor Julian Brookes - HTC  
Councillor Donna Crook – HTC  
Councillor Laurence Plant - 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 J Munro  
Ms J Walker  
Mr D Whitehead  
Mrs R Chandler-Wilde



Mrs J Wheeler  
Town Clerk  
15 January 2019

Members are reminded to sign the attendance book

## **AGENDA**

### **1. APOLOGIES FOR ABSENCE**

### **2. DECLARATIONS OF INTEREST**

*Members are hereby reminded that, under the provision of the Localism Act 2011 (Chapter 7, part 1) and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (S.I 2012/1464), 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 the decision about that matter.*

### **3. PUBLIC PARTICIPATION**

**TO RECEIVE** questions or statements from members of the Public.

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 pecuniary 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.
- 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.
- 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.
- 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.
- 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.
- Questions which require the disclosure of exempt or confidential information will not be answered.
- 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.

### **4. MINUTES**

**TO APPROVE** the Minutes of the meeting of the Neighbourhood Plan Committee held on 3 December 2018. Document attached.

**5. PAVEMENT IN ROTHERFIELD GREYS**

**TO CONSIDER** a request for Community Infrastructure Levy funds from the Highlands Farm development to be allocated to pavement works to improve pedestrian safety in Rotherfield Greys. (Document attached)

**6. TIMELINE/DEPENDENCIES FOR NEIGHBOURHOOD PLAN REVIEW**

**TO CONSIDER** the outstanding items for the Neighbourhood Plan Review and how this links with the Emerging Local Plan at SODC.

**7. UPDATES FROM WORKING GROUPS**

**TO RECEIVE** any updates and Topic Paper drafts following the last meeting of the Neighbourhood Plan Committee.

- i) Schools, Colleges, Doctors' Surgeries, Utilities etc.
- ii) Transport – verbal update from meeting held on 18 January 2018
- iii) Car Parks
- iv) New Housing, Permitted Development Rights since March 2017
- v) Business and Community Engagement – receive notes from meeting on 10 December and verbal update from meeting on 14 January. Notes attached.
- vi) Liaison with other Parishes carrying out NP Reviews
- vii) Review all existing sites
- viii) Green Living
- ix) Industrial Land
- x) Site Selection
- xi) New Group – Local List

**8. VISION STATEMENT AND OBJECTIVES**

**TO REVIEW** the notes from the meeting on 17 December 2018. Notes attached

**9. NEXT MEETING**

**TO AGREE** a date for the next meeting of the Neighbourhood Plan Committee.

ca

15 January 2019

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# Agenda item 4

HENLEY ON THAMES TOWN COUNCIL

MINUTES OF THE NEIGHBOURHOOD  
PLAN COMMITTEE MEETING HELD ON  
MONDAY 3 DECEMBER 2018 AT 2:00pm  
IN THE COUNCIL CHAMBER, TOWN  
HALL, HENLEY ON THAMES

## ATTENDEES

The Chairman, Councillor Ken Arlett – Henley Town Council (HTC)  
Councillor Julian Brookes - HTC  
Councillor Donna Crook - HTC  
Councillor Laurence Plant – HTC  
Councillor Kester George – Harpsden Parish Council  
Councillor Tony Wright – Harpsden Parish Council  
Mr Don Barraclough  
Mrs Rebecca Chandler-Wilde  
Mrs Joan Clark  
Mr Patrick Fleming – Henley in Transition  
Mr Jim Munro  
Mrs Jackie Walker  
Mr David Whitehead

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

3 members of the public

## **40. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Jane Smewing – HTC, the Mayor, Geoff Luckett and Rebecca Chandler-Wilde.

## **41. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **42. PUBLIC PARTICIPATION**

The Parish Clerk of Rotherfield Greys, Jane Pryce, was invited to the table. She raised the issue of additional traffic generated by the Highlands Park development and the desire of the parish council to access some of the CIL funds from the development to pay for pavements in Rotherfield Greys to allow pedestrians to move around more safely. The Chairman stated that this item would be added to the next agenda of the Neighbourhood Plan Committee for consideration.

Catherine Notaras was invited to the table. She had circulated a map showing possible new footpaths around the Highlands Park development and spoke to her paper on Footpaths and Green Infrastructure initiatives, Agenda Item 8. It was agreed that the items on the paper should be considered by the Green Living Plan project group.

#### **43. MINUTES**

The Minutes of the Neighbourhood Plan Committee held on 15 October 2018 were received, approved and signed by the Chairman, Councillor Arlett, as a true record.

Cath Adams ran through the numerous meetings that had taken place since the last Neighbourhood Plan Committee meeting on 15 October. Meetings and workshops had taken place most weeks and more are planned before Christmas. SODC funding has been applied for and it is hoped to submit the form to obtain a screening opinion from SODC on the necessity for a Strategic Environmental Assessment in the near future.

#### **44. SODC NEIGHBOURHOOD PLANNING SURGERY**

Members had before them the notes from the Neighbourhood Planning surgery with SODC on 17 October. Members gave a verbal update on the Renewable Energy workshop at SODC on 21 November. This had included useful presentations from the Centre for Sustainable Energy, based in Bristol, who will advise on policies for Neighbourhood Plans and from the Low Carbon Hub in Oxford, who can advise on renewable energy projects.

The Chairman updated the Committee on the request for an Article 4 Direction on the Newtown Road estate. A senior planning officer from SODC had contacted the Chairman about this and provided officer contact details, though stated that SODC officers were under a lot of pressure currently and would not be able to attend to the Article 4 Direction in the near future. A meeting with the relevant officers will be arranged to progress this.

#### **45. UPDATES FROM WORKING GROUPS**

Feedback on the topic papers sent to SODC is awaited and no further work had been carried out. The new version of the Emerging Local Plan is due to be issued shortly and it will be necessary to see how policies can fit with this.

- i) Schools, Colleges, Doctors' Surgeries, Utilities
- ii) Transport – *meeting held on 23 November. New Local Plan awaited before further work is carried out.*
- iii) Car Parks - *the Transport Strategy Group had recommended an approach to SODC to consider decking the car parks in Henley. This will go to Planning Committee on 11 December for further approval.*
- iv) New Housing, Permitted Development Rights since March 2017- *a query was raised as to whether SODC kept records of completed properties. It was thought that this information had already been provided. A Member drew attention to p.67 of the National Planning Policy Framework, which states that the Secretary of State will produce housing delivery results for every local authority in November every year. It was not known whether this had been produced this year.*
- v) Business and Community Engagement - *The Committee had notes from the meetings on 8 October and 12 November before them. The Destination Henley event on 17 October had provided details of 16 people who were interested in being further involved with the Neighbourhood Plan Review. Jim*

*Munro and Rebecca Chandler-Wilde have been phoning the contacts and next steps will be considered at the Business and Community Engagement project group on 10 December. Quotations for a new Neighbourhood Plan website are awaited and will be considered next week.*

- vi) Liaison with other Parishes carrying out NP Reviews – *a meeting with Thame will be arranged when schedules allow*
- vii) Review all existing sites - *The Councillors from Harpsden expressed their concern about the attitude of Henley Town Council's Planning Committee to the planning application for the Wyevale site. It was felt that supporting the application did not help the air pollution and congestion concerns in Henley. Further discussion revolved around the viability reports for the site and the amount of industrial space in the planning application.*

*Councillor Plant joined the meeting at 2.45pm*

- viii) Green Living Plan - *It is thought that Sally Rankin of Henley Wildlife Group and Dave McEwen from Henley in Transition will work on this. Catherine Notaras may also be involved. Cath Adams to meet Sally Rankin and Dave McEwen on Tuesday 4 December 2018 to discuss the Green Living Plan.*
- ix) Industrial Land
- x) Site Selection - *it was agreed to send a call for sites out in the next week or so for expressions of interest, but with advice that the criteria for site selection will follow in the New Year. The project group to work on the site selection criteria was agreed at the meeting on 15 October as Councillors Ken Arlett, Julian Brookes, Tony Wright and/or Kester George and Rebecca Chandler-Wilde, Jim Munro, Jackie Walker and David Whitehead. Site selection criteria will follow on from work on policies.*

#### **46. VISION STATEMENT AND OBJECTIVES**

The Committee had the amended vision statements and objectives before them. More work on these is planned at a meeting on 17 December and they will be updated as work on the Neighbourhood Plan Review progresses, but any suggested alterations on this version should be sent to Cath Adams.

#### **47. FOOTPATHS AND GREEN INFRASTRUCTURE INITIATIVES**

Considered under Public Participation, Minute 42 above.

#### **48. ALLOCATION OF HOUSING AT THAMES FARM**

The Committee discussed the minutes from a meeting of Harpsden and Kidmore End Parish Councils with John Howell MP. John Howell had stated that houses would be allocated to the parish in which they were built, even if a neighbouring parish has more facilities. A letter to be drafted by Councillor Kester George is to go to SODC with the statement that Henley and Harpsden expect the Thames Farm houses to be allocated to Harpsden, not Shiplake.

Concern had also been raised at the meeting that responsibility for Highways related matters for applications was left with OCC. John Howell had offered to facilitate a meeting with OCC Highways, the police and the parish councils.

**49. NEXT MEETING**

The next meeting of the Neighbourhood Plan Committee will be held on 21 January 2019 at 2.30pm.

Meeting ended 15:23

ca

4 December 2018





**HENLEY TOWN COUNCIL**

**NEIGHBOURHOOD PLAN COMMITTEE 21 JANUARY 2019**

**Report On: PAVEMENT IN ROTHERFIELD GREYS**

**1. Executive Summary**

- 1.1 Rotherfield Greys Parish Council would like Harpsden Parish Council to consider their request for Community Infrastructure Levy funds from the Highlands Farm development to be allocated to pavement works to improve pedestrian safety in Rotherfield Greys. This has come to the Neighbourhood Plan Committee as the site is in the existing Joint Harpsden and Henley Neighbourhood Plan.

**2. Background Information**

- 2.1 Highlands Farm is a housing development of circa 170 residential dwellings on the edge of Henley on Thames close to the small village of Rotherfield Greys. The residents of the Parish feel that a higher level of traffic will enter the village from Henley on Thames due to the Highland Park development. The increased traffic will make it increasingly dangerous for walkers and residents manouvering around the village on foot as frequently they have to walk on the road at some points due to the lack of continuous pavement. Rotherfield Greys Parish would like to see improvements to the village's pavement facilities therefore, to accommodate a higher number of vehicles on the roads and enable pedestrian safety and enjoyment of the area by creating a new pavement.

**3. Detailed Consideration**

- 3.1 Rotherfield Greys Parish Council would like Harpsden Parish Council to consider their request for Community Infrastructure Levy funds from the Highlands Farm development to be allocated to pavement works to improve pedestrian safety in Rotherfield Greys.
- 3.2 OCC have advised that the estimated cost of the pavement is £65,000.
- 3.3 The proposed pavement length is 65 metres in total covering 2 areas within the village. (See attached plan)
- 3.4 The first area for proposed pavement is a stretch on the right hand side of the village as you enter the village coming from the Henley direction. This area is on the opposite side of the road from the village church.
- 3.5 The second stretch of proposed pavement is on the same side of the road as the Maltsters public house, and is in front of the four houses on the left hand side as you leave the village heading in the direction of Rotherfield Peppard.

4. **Recommendations**

- 4.1 **That the Committee notes the request from Rotherfield Greys Parish Council for Community Infrastructure Levy funds from the Highlands Farm development to be allocated to pavement works to improve pedestrian safety in Rotherfield Greys. This is a matter for Harpsden Parish Council to consider.**

KW – Planning Administrator  
15 January 2019  
[k.waterman@henleytowncouncil.gov.uk](mailto:k.waterman@henleytowncouncil.gov.uk)



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# Agenda item 7

NOTES FROM A MEETING WITH NEIGHBOURHOOD PLANS' COMMUNITY  
ENGAGEMENT AND BUSINESS LIAISON PROJECT GROUP HELD ON MONDAY 10  
DECEMBER 2018 AT 2.00PM IN THE TOWN HALL

**PRESENT:** Patrick Fleming (PF)  
Jim Munroe (JM)  
Rebecca Chandler Wilde (RCW)  
Jackie Walker (JWa)  
Janet Wheeler – Town Clerk (JWh)  
Cath Adams – Planning and Project Manager HTC (CA)  
Kirsty Waterman – Committee Administrator (KW)

**APOLOGIES:** Councillor Ken Arlett – Chairman (KA)

## 1. **NOTES**

The Committee **AGREED** the Notes of the Meeting of the Neighbourhood Plan Committee's Community Engagement Project Group held on 12 November 2018.

Actions from the previous notes were discussed. Responses to the telephone calls that have been made to those who showed an interest in the Neighbourhood Plan review were discussed. It was agreed to respond to them in an official capacity from Henley Town Council. **CA to respond.**

**JWh** to investigate possible courses or workshops which may be of interest and use to recently interested people to gain background information to the Neighbourhood Plan purpose and process.

**PF** to request notes from the previous Destination Henley meeting.

JWalker clarified that the British Council she previously referenced should read British Youth Council. [www.byc.org.uk](http://www.byc.org.uk) **JWa** will ask them for advice on facilitation with engaging youth in the Neighbourhood Plan Review.

**RCW** – to contact Bucks Local Enterprise Partnerships to establish what they have found out and done about gaps in demographic groups.

**CA** to speak to Helen Barnett and pursue possible Henley College contact. Dave McEwen could be asked for a note regarding the work HiT carried out with the College on a transport survey.

## 2. **WEBSITE FOR NEIGHBOURHOOD PLAN REVIEW**

The Committee considered the four quotations which had been received for the new Neighbourhood Plan website. A vote and scoring process was implemented and "Company A" gained the best score.

It was resolved to recommend:

**To appoint "Company A" to produce the Neighbourhood Plan website.**

**CA** to apply for funding from Locality to fund the website.

### **3. COMMUNITY ENGAGEMENT EVENT**

A community engagement event was **DISCUSSED**. It was felt there are many youth groups within Henley which can be involved with this. A few points need to be established in the process of preparing such an event: What do we want to ask a group? What information do we want to find out from them? What will we do with the information/answers that are provided? and What do we want to achieve from the process? The Committee will reconvene in January with further thoughts and once several actions under note 1 have been completed to feed into this.

### **4. NEXT MEETING**

The next meeting will be on 14 January 2018 at 2.00pm

Meeting closed at 3.30pm

KW/CA

11/12/18

## Agenda item 8

NOTES FROM A MEETING WITH NEIGHBOURHOOD PLANS' VISION AND OBJECTIVES SUB GROUP HELD ON MONDAY 17 DECEMBER 2018 AT 2.30PM IN THE TOWN HALL

<b><u>PRESENT:</u></b>	Councillor Ken Arlett – Henley Town Council	(KA)
	Councillor Laurence Plant – Henley Town Council (substituting for JB) (LP)	
	Councillor Kester George – Harpsden Parish Council	(KG)
	Joan Clark	(JC)
	Patrick Fleming	(PF)
	Jim Munro	(JM)
	Rebecca Chandler Wilde	(RCW)
	Jackie Walker	(JW)
	Cath Adams – Planning and Project Manager HTC	(CA)
	Kirsty Waterman –Committee Administrator	(KW)
<b><u>APOLOGIES:</u></b>	Councillor Julian Brookes – Henley Town council	(JB)
	Councillor Tony Wright – Harpsden Parish Council	(TW)

### **1. VISION AND OBJECTIVES**

The Vision and Objectives from existing JHHNP were reviewed and some changes were considered and amendments proposed and decided on. (Amended document attached)

### **2. FORMAT OF NEW NP**

The format of the new Neighbourhood Plan was considered. The structure and layout of the Knightsbridge Neighbourhood Plan document was discussed as a good example. It was agreed to adopt a new structure and layout for the revised JHHNP which will incorporate all items on the same topic will be presented together avoiding cross referencing. For example Objective, Sub objective, relating policy and conformity reference. This will enable the reader to see all the relevant information on each item in one section.

### **3. EXISTING CONTENT OF NP**

It was AGREED that the existing JHHNP content needs reviewing and this will occur once Policies have been considered and gone through.

### **4. FURTHER CONTENT OF NEW NP**

Areas for further consideration in the Neighbourhood Plan will be allocated to a project group by the Chair and Project Manager. Project groups will be notified by email for consideration. Areas to be considered are as below:

- Emergency services – police, ambulance, fire and rescue
- Community and sport – libraries, community halls, indoor and outdoor sports facilities
- Provision for young people – affordable/social housing, sports facilities, provision for social “hang out” areas
- Allotments
- Open space and green infrastructure
- Parks and gardens, amenity green space
- encouraging movement around the town in ways other than by motorised transport: footpaths, cycle paths, paths suitable and safe for disabled scooters and electric wheelchairs, more bicycle parking points e.g. in every car park and far more public places than are currently available

- the provision of electric charging points in car parks together with ways of getting more points around the town e.g. by ensuring every site for development includes public charging points, finding public sites for on street charging points
- Use of Conservation Area Management Plan/Character Appraisal. Local buildings of note using the Local List.
- Social Housing – further enquiries to be made with SODC

#### **5. DATE FOR NEXT MEETING**

It was **AGREED** that the next meeting will be held on 28 January 2019 at 2.30pm.

KW/CA

Meeting Closed at 3.40pm