

HENLEY-ON-THAMES TOWN COUNCIL

MINUTES OF THE **NEIGHBOURHOOD PLANNING GOVERNANCE COMMITTEE** HELD ON FRIDAY 22 NOVEMBER 2013 AT 10.00am IN THE COUNCIL CHAMBER, TOWN HALL, HENLEY-ON-THAMES.

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

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

52. **APOLOGIES FOR ABSENCE**
Apologies for absence were received from Councillor M Akehurst.

53. **DECLARATIONS OF INTEREST**
None.

54. **PUBLIC PARTICIPATION SESSION**
Dr B Wood, Blandy Road
Dr Wood aired his concern about the selected HTC sites that had been put forward for consideration as housing sites for the Neighbourhood Plan. He felt that it was in the interest of the residents of Henley for all HTC owned sites to be put forward for consideration.

Mr H Crook, Peppard Road
Mr Crook requested that there was continuity in ensuring that the membership of the working groups was restricted to residents of Harpsden and Henley as it was their Neighbourhood Plan and they had voting rights at the referendum. He was aware that there were some non-residents currently sitting on the Working Groups and he requested that this issue be clarified by the NPGC.

55. **MINUTES**
The Minutes of the Meeting of the Neighbourhood Planning Governance Committee held on **24 October 2013** were approved and signed by the Chairman as a true record.

56. **PROGRESS ON THE CURRENT WORKPLAN**
Members had before them a copy of the Joint Henley and Harpsden Neighbourhood Plan (JHHNP) Workplan, copies having been previously issued.

It was noted that Stage 3b (Vision and Objectives) had been partially completed, the Developers Presentation sessions were due to take place on the 25 & 27 November and then the Housing Working Group would be in a position to complete their Options Development Stage. The Chair concluded that the JHHNP was on schedule, that the next stage of Option Development was on track and he re-iterated that all members should support the upcoming sessions.

57. **WORKING GROUP SESSIONS**

The feedback from the Working Groups was positive and it was felt that as the membership was becoming more established, the work and the discussions coming through the sessions was more productive. Once the next Housing Working Group session was held then the consideration and development of the options stage would be completed and the consultation material would be prepared for the Public Consultation sessions being held in mid-December. The Chair thanked all the Members that had supported these informative sessions.

58. **DEVELOPERS PRESENTATION SESSIONS**

Members had before them the programme for The Developers Presentation sessions due to be held on the 25th & 27th November, being co-ordinated by Nexus Planning. Each Developer had been allocated a 10 minute presentation slot, followed by a 20 minute Q&A session. The Chair re-iterated that all Working Groups and the NPGC were being encouraged to attend both of these sessions.

59. **BUDGET REPORT**

A copy of the income and expenditure report to 18 November 2013, a 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 was attached to the agenda.

Tha Chairman proposed that the financial report to 18 November 2013 be received and noted.

60. **ADDITIONAL FUNDING**

Members had before them a copy of the request from Nexus Planning for additional fees for the extra two Developer Presentation sessions and the Housing Working Group session being facilitated by Nexus Planning in November 2013 at the cost of £900. It was **RESOLVED**

that the request for the additional fee of £900 for the two Developer Presentation sessions and the Housing Working Group session being facilitated by Nexus Planning in November 2013 be approved.

Clerk's Note: Representatives from Harpsden PC did not vote on this item.

61. **SUSTAINABILITY APPRAISAL**

A copy of the Sustainability Appraisal: *Scoping Report of October 2013*, copy having been issued was considered. The document sets out the scope and describes the procedural steps to be taken, as part of the Sustainability Appraisal of the JHHNP. Members discussed the report and noted that the consultation period would close on 29th November 2013. It was **RESOLVED**

that the Sustainability Appraisal: Scoping Report be received and noted and that all comments be provided by 29th November 2013 to Nexus by the Neighbourhood Planning Governance Committee and Consultees.

62. **DATE OF NEXT MEETING**

It was agreed that the Chairman would circulate the proposed date of the next meeting.

63. **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.

64. **WORKING GROUP REPRESENTATION**

Members discussed the membership of the Working Groups and the terms of reference for them. It was generally felt that if a member of a Working Group also had an interest in a site that was being considered within the Neighbourhood Plan then that interest had to be declared from the outset. The issue of members being on the electoral role for either parish was also discussed and members thought that this issue had already been addressed and that non-residents, without links to the town, were not allowed to sit on any Working Groups. Terms of reference would be issued to all members.

Nexus Planning had made it clear by suggesting that anyone representing the Developers or the Landowners should be excluded from the membership of the Working Groups. The issue of HTC Councillors sitting on Working Groups was discussed as they could be regarded as having an interest even though they were not actively promoting sites. Members highlighted the fact that there was no clear guidance on this issue and the Town Clerk was asked to consult DCLG for advice and guidance in this matter. It was **RESOLVED**

that anyone representing the Developers or the Landowners should be excluded from the Membership of the Housing Working Group as their presence could prejudice the need to maintain transparency and openness in demonstrating that decisions were fair and objective.

The meeting closed at 10.45am

ppd

Chairman