

HENLEY-ON-THAMES TOWN COUNCIL

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

to be held on

FRIDAY 26 JULY 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
23 July 2013

MEMBERSHIP

Councillor S Gawrysiak (ex-officio)
Councillor M Akehurst
Councillor W Hamilton
Councillor H Hinke
Councilor D Nimmo-Smith

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 **6th June 2013** (attached)

5. PROGRESS ON THE CURRENT WORKPLAN (attached)

6. APPROVAL OF THE PROPOSED COMMUNICATION AND CONSULTATION STRATEGY (attached)

7. LAND OWNER INFORMATION SESSION

8. BUDGET REPORT (attached)

9. TO CONSIDER THE CO-OPTIONS OF COUNCILLOR K GEORGE AND COUNCILLOR M PLEWS

10. DATE OF NEXT MEETING

HENLEY-ON-THAMES TOWN COUNCIL

**MINUTES OF THE NEIGHBOURHOOD PLANNING GOVERNANCE
COMMITTEE HELD ON FRIDAY 6 JUNE 2013 AT 9.00am
IN THE COUNCIL CHAMBER, TOWN HALL, HENLEY-ON-THAMES.**

Present: Councillor D Hinke (Chair)
Councillor M Akehurst
Councillor W Hamilton
Councillor D Nimmo-Smith

In attendance: Councillor K George (Harpsden PC)
Councillor M Plews (Harpsden PC)
Mr M W Kennedy – Town Clerk
Mrs P Price-Davies – Committee Administrator
Dr L Murfett – Principal Policy Officer, SODC

18. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor S Gawrysiak.

19. **DECLARATIONS OF INTEREST**

None.

20. **PUBLIC PARTICIPATION SESSION**

None.

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

It was moved by the Chairman and

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

**MINUTES OF THE CONFIDENTIAL SESSION OF THE MEETING OF
NEIGHBOURHOOD PLANNING GOVERNANCE COMMITTEE HELD ON 6 JUNE
2013.**

CONFIDENTIAL

22. **TO CONSIDER THE APPOINTMENT OF A PLANNING CONSULTANT ON
THE JOINT HENLEY AND HARPSDEN NEIGHBOURHOOD PLAN.**

The Chairman proposed and the Committee agreed that Councillors George and Plews be invited to the table, along with Dr L Murfett.

Each of the following companies were invited to give a fifteen minute presentation to the Members of the Panel:

Broadway Malyan;
Design Council Cabe; and
Navigus Planning in association with Place Studio.

Following each presentation, the Chairman invited members of the Panel to ask pre-agreed questions to each of the prospective companies.

The meeting adjourned at 12.05pm and reconvened at 1.30pm.

The Chairman invited each member of the panel to outline what they considered to be the strengths and weaknesses of the three bidders. Following an in-depth discussion, it was

UNANIMOUSLY RESOLVED that Broadway Malyan be appointed as the Planning Consultant for the Joint Henley and Harpsden Neighbourhood Plan.

Clerks Note: The appointment was made by the members of the Neighbourhood Planning Governance Committee only, however the members of Harpsden Parish Council endorsed the Committee's decision.

23. **DATE OF NEXT MEETING**

The date of the next meeting was confirmed for Friday 21st June 2013 at 9.00am.

The meeting closed at 2.10pm.

Chairman

Timescale	Stage	Purpose	Key activities (NAP)	Public consultation	Working Groups	Governance Committee
June - July 2013	1) Inception 2) Baseline	Project start up Nexus collate existing information - evidence base and past consultation	Information exchange Baseline report Consultation Strategy Social Media Presentation			14th June 2013
Aug - Oct 2013	3A) Vision and Objectives	Confirm evidence base priorities with residents. Explore key issues and development principles.	Advertise event Prepare consultation material Facilitate public events Facilitate working groups	Runs 7th - 21st Sept 7th Sept Henley Town Centre 14th Sept Henley Show	Workshops: Week 1st - 4th Oct 2013 Review Plan remit. Confirm objectives and baseline. Explore key issues and development principles / potential options.	26th July
Nov - Dec 2013	3B) Option Development	Develop options	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 (6 weeks) Dates TBC Town Centre events draft Plan consultation	Developer presentations Feb/Mar_2014 (6 Workshops: Mid Jan 2014) Consider options consultation results and emerging preferred option	
Jan - March 2014	5) draft Plan Development	Refine draft Plan and Policies	Refine draft Plan and Policies Facilitate working groups Technical appendices Prepare consultation material		Workshops: April 2014 Consider preferred draft Plan	

Nexus

Planning

Joint Henley & Harpsden Neighbourhood Plan (JHHNP): Communication and Consultation Strategy (working paper)

20th June 2013
 Updated 11th July 2013
 Updated 16th July 2013
 Updated 19th July 2013

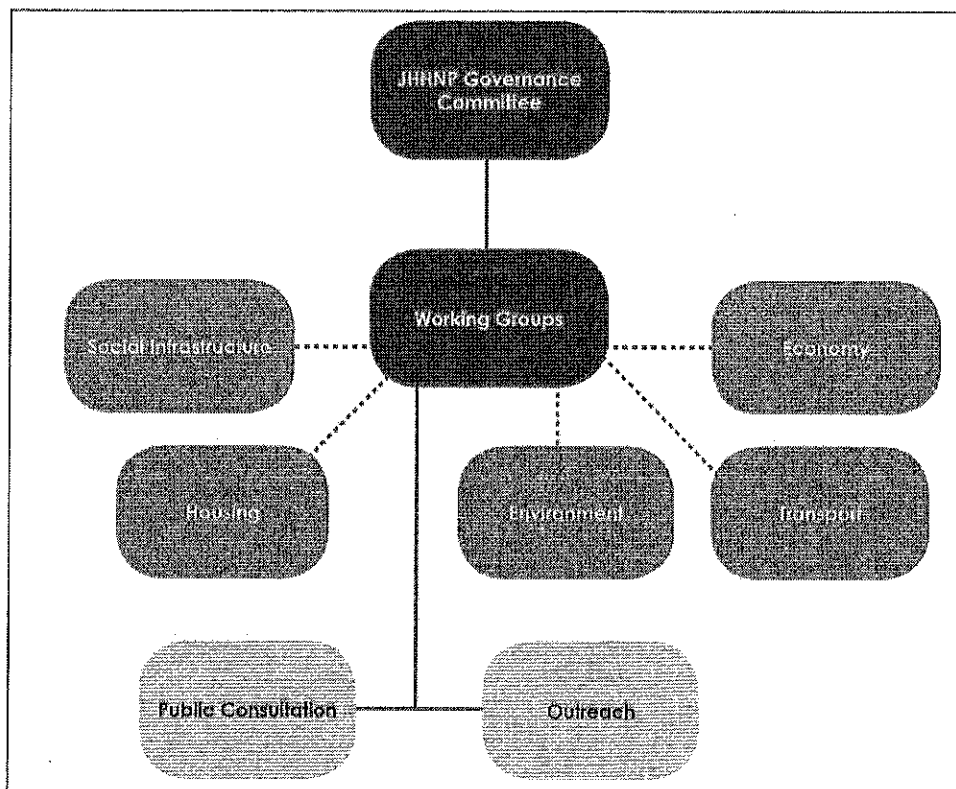
1. Introduction

The Communication and Consultation Strategy develops the detail of the approach set out in the Nexus Planning tender response.

Transparent, open communication of the plan, its preparation and associated activities is considered to be central and essential to the process. The JHHNP is to be owned and validated by the residents of Henley on Thames and Harpsden. All residents and stakeholders of Henley on Thames and Harpsden will therefore be given full opportunity to be involved in the development of the plan.

2. Decision making structure

The following decision making structure is proposed for the JHHNP and described below. It is anticipated that this will be refined as the Plan progresses.



The decision making process and associated groups may alter over time, subject to the number of willing participants in working groups. The proposed structure ensures that a wide range of residents and stakeholders can participate in managed workshops through the working groups.

The roles and responsibilities of organisations and groups involved in the decision making for the Plan are set out below.

Nexus Planning

Nexus Planning has been appointed by Henley on Thames Town Council to support the development of the JHHNP. Nexus Planning will be responsible for:

- organising and facilitating meetings, workshops and events relating to the JHHNP
- transparently recording information
- synthesising information into reports and diagrams including the draft JHHNP
- undertaking a sustainability appraisal

JHHNP Governance Committee

The Governance Committee will be responsible for managing the progress and direction of the JHHNP, undertaking quality assurance and ensuring the approach accords with the original Town Council tender specification, Nexus Planning tender response and reviewing ongoing work papers, including this Strategy. The Governance Committee will meet at regular intervals throughout the process (i.e. monthly) and these meetings will be attended by Nexus Planning. The Governance Committee will sign off public consultation material prior to print and distribution.

The committee comprises:

- 2 Harpsden Parish Council Councillors
- 4 Henley on Thames Town Council Councillors
- Henley on Thames Town Council Mayor
- Henley on Thames Town Council Clerk and Committee Administrator

JHHNP Working Groups

The Working Groups will be responsible for scrutinising topic specific aspects of the Plan as well as the overall Plan direction and the related issues, options and Plan policies and documents. The Working Groups will be responsible for reviewing the results and feedback of public engagement. They will review and approve the draft reports and diagrams developed by Nexus Planning and ultimately the draft JHHNP. Working Group meetings will be run in a workshop format and be facilitated by Nexus Planning.

The Working Groups will meet at appropriate times in the process, being at least:

- To review the baseline and results of the Vision and Objective consultation (Oct)
- To review emerging options / development principles prior to public consultation (Nov)
- To review options feedback and emerging preferred options (Jan/Feb)
- To review the draft Plan and policies (April)

Working Group sessions will be run consecutively over several days during these periods.

The anticipated topic groups are:

- Housing
- Traffic and Transport
- Social Infrastructure
- Economy (retail and town centre)
- Environment

In addition to individual topic group sessions, the Working Groups will also operate as a single entity, coming together to ensure an integrated, holistic and accurate Plan.

Working Groups will be comprised of both self selecting residents and invited locally known organisations, stakeholders and businesses. The aim is to get balanced attendance from across Henley and Harpsden both spatially and in terms of interests. Working Group meetings will be held in a workshop format and be facilitated by Nexus Planning.

Each Working Group should ideally not exceed 25 members however numbers will ultimately not be restricted. Invited organisations will be asked to send 2/3 representatives rather than attend in full to ensure balanced and fair discussions.

The open invitation to attend Working Groups will be made through the website, public events and advertising material. Those wishing to participate will be asked to fill out a short questionnaire to allow Nexus Planning to gauge numbers for workshops.

Public consultation

Full public consideration of the issues, options and draft plan is critical in raising awareness and ensuring a transparent and supported Plan. Widely advertised open events will be held that allow the public to comment on the work on the Plan at each key stage.

Outreach

Specific outreach will be undertaken with particular groups that are considered to be unlikely to be typically represented through the Working Groups or public consultation. In particular, workshops with young people (such as Gillotts School or Henley College) will be undertaken. There may be a need to undertake area specific consultation in relation to key sites as the project develops.

Workshops

The Working Groups will be the key decision makers of the plan direction and consider key issues that will go to wider public consultation. Working Groups will meet at organised workshops. These workshops will be the key forum for discussing and resolving Plan issues and decisions.

The workshops will be facilitated by Nexus Planning and Kevin Murray Associates. Workshops will be structured and key information be made available so that decisions are made on robust grounds. Workshops will be minuted to ensure a fair record is made.

Where differences of opinion and conflict arise at workshops, the facilitators will seek to resolve these between Working Group members through open dialogue and reference to the objective facts.

3. Timeline

An indicative timeline of events is appended. This is subject to change as the project progresses.

4. Land owner information day

A land owner information day is to be held to explain the JHHNP process to land owners known to be promoting sites in the area. A number of developers and landowners have indicated a willingness to participate in the process although some are also suggesting submitting planning applications in advance of the JHHNP. The purpose of the day is to ensure that developers understand the timescales, decision making strategy and statutory status of the JHHNP and to encourage them to adhere to and participate in the Plan making process.

The day will be:

- Invite only event
- Developer list identified based on existing known operators on SODC database
- Letters to be issued Wed 24th July
- SODC to attend and explain their policy position
- Take place 15th Aug 10:00-12:00

The land owner information day and its purpose will be made public on the JHHNP website to ensure a transparent approach. Materials being presented will also be made public.

5. Communications

The following will be used in communicating the process and for encouraging involvement and comment:

- JHHNP website
 - Re drafted by Nexus Planning
 - Due for launch Thurs 26th July
 - To be managed by HoTTC (news and uploads)
- Facebook
 - Created by HoTTC – not for comment but information
 - To be managed by HoTTC, providing new dates and events
- Working with the Henley Standard
 - Ongoing working relationship
 - Meeting with the editor – Nexus, JHHNP Governance Committee
 - Proposed press release with website launch to be issued Tues 23rd July
 - Continuing key information about programme and communication strategy
- Postcard / leaflet drop to all households in Henley on Thames and Harpsden
 - To be undertaken 10 days prior to the first public event
 - Designed by Nexus Planning / approved by Governance Committee
- 'Business Cards' summarising timetable / contacts for NP process to be left in local venues, shop, railway station etc
- Letters / Emails
 - Written to key groups / stakeholders / signed up residents to advise of events
- Posters and banners in the town centre
 - Designed by Nexus Planning / approved by Governance Committee
 - Banner in town centre to be retained for duration (Sept 2013 onwards)
 - Posters put up 7 days prior to events
- Consultation boards at events and working group sessions as appropriate.
 - Designed by Nexus Planning / approved by Governance Committee

Governance Committee

- Appointed members of HoTTC and HPC

Working groups

- Identify from volunteer residents and invited organisations (including the below).

Local Stakeholders / Organisations (emerging list)

- **Harpsden**
 - Harpsden Village Hall
 - Harpsden Parish Council
 - St Margaret's Church Harpsden
 - Henley Golf Club
 - Harpsden Pre School Play Group
 - Woodlands Road Residents Group
 - Harpsden Cricket Club
- **Henley**

- Archaeological and History Society
- Henley Society
- Henley in transition
- Henley Drama School
- Henley College
- Henley Partnership
- British Legion
- Chiltern End
- SOHA Housing
- OCC
- SODC
- Henley Leisure Centre
- Churches
- Hospital
- GPs
- Library's
- United!

Joint Neighbourhood Plan Budget v Expenses 2013/2014
(updated July 2013)

Income

	£
Included in budget 2013/14	40,000.00
From contingency budget 2013/14	10,000.00
Earmarked reserves bfwd 2012/2013	2,000.00

Grants

SODC 2013/2014 - Approved	15,000.00
Locality UK- Application (to be re-submitted)	7,000.00

Total income 2013/14

74,000.00

Expenses	Actual so far 2013/14	Expected out-turn for year, actual	Value of work not charged by supplier
	£	£	£
Website expenditure			
Envato- Wordpress for website design	31.59	31.59	
Akismet- Spam filter for website	40.00	40.00	
LCN- purchase of domain name	6.00	6.00	
Cartoon for website, at reduced rate	100.00	100.00	140.00
Ian Clarke (Neomark), building website			2,000.00
Nexus Planning - Ben Ramsden personal design work			500.00
InTouch web hosting ? £30 pcm x 12			360.00
Ian Wainwright - logo design			500.00
Sub total for Website	177.59	177.59	3,500.00
Public Opinion Day costs (2 more to come)			
CAS Marketing- Design works for new map	425.00	425.00	
Publicity works- printing of map for Public Opinion Day	165.00	165.00	
Other POD costs - possible banners/stands etc ref venue		500.00	
Sub total for Public Opinion Day	590.00	1,090.00	
Labour costs:			
HTC staff - Paula P-D, £1009.37 per month, 4 months	4,037.48	12,112.44	
Nexus Planning £2,500.25 pcm from June, 2 mths (Approved Total Contract Sum £50,005.00)	5,000.25	25,002.50	
Sub total for labour costs	9,037.73	37,114.94	
Other costs			
Refreshments	10.56	10.56	
Mobile handset provided for JNP Website			50.00
Mobile Phone Line rental @ £2.50 per month	7.50	30.00	
Sub total for other costs	18.06	40.56	50.00
Total expenditure	9,823.38	38,423.09	3,550.00
Balance available 2013/2014		35,576.91	

Amounts in shaded area have not been included in actual totals