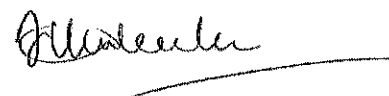


**COUNCILLORS ARE HEREBY SUMMONED TO ATTEND A  
MEETING OF THE  
NEIGHBOURHOOD PLAN COMMITTEE  
TO BE HELD ON  
MONDAY 3 DECEMBER 2018 AT 2.00PM  
IN THE COUNCIL CHAMBER, TOWN HALL,  
HENLEY ON THAMES**

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 Donna Crook - 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  
27 November 2018

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 15 October 2018. Document attached.

**5. SODC NEIGHBOURHOOD PLANNING SURGERY**

**TO RECEIVE** notes from the meeting with SODC Neighbourhood Planning Team on 17 October 2018 (Document attached) and verbal update from Renewables Workshop at SODC on 21 November 2018.

**6. 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 23 November 2018
- iii) Car Parks
- iv) New Housing, Permitted Development Rights since March 2017
- v) Business and Community Engagement – receive notes from meetings on 8 October and 12 November and verbal updates from the Destination Henley meeting on 17 October 2018. 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

**7. VISION STATEMENT AND OBJECTIVES**

**TO REVIEW** the amended vision statements and objectives from the sub group meetings on 19 and 26 November (to follow).

**8. FOOTPATHS AND GREEN INFRASTRUCTURE INITIATIVES**

**TO CONSIDER** a paper from a resident on green infrastructure proposals for inclusion in the revised Neighbourhood Plan. (Paper attached)

**9. ALLOCATION OF HOUSING AT THAMES FARM**

**TO CONSIDER** a statement on the allocation of housing at Thames Farm to go to SODC.

**10. NEXT MEETING**

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

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# Agenda item 4

HENLEY ON THAMES TOWN COUNCIL

MINUTES OF THE NEIGHBOURHOOD  
PLAN COMMITTEE MEETING HELD ON  
TUESDAY 15 OCTOBER 2018 AT  
3:00pm IN THE COUNCIL CHAMBER,  
TOWN HALL, HENLEY ON THAMES

## ATTENDEES

The Chairman, Councillor Ken Arlett – Henley Town Council (HTC)  
Councillor Julian Brookes –substituting Councillor Donna Crook–HTC  
Councillor Laurence Plant – Henley Town Council  
Councillor Kester George – Harpsden Parish Council  
Councillor Tony Wright – Harpsden Parish Council  
Mr Don Barraclough  
Rebecca Chandler-Wilde  
Joan Clark  
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

1 Member of the press  
2 members of the public

## 28. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Jane Smewing – HTC and Councillor Donna Crook – HTC, The Mayor and Ian Clark.

## 29. DECLARATIONS OF INTEREST

There were no declarations of interest.

## 30. PUBLIC PARTICIPATION

No one from the public wished to speak.

*Councillor Brookes joined the meeting at 3.10 pm*

## 31. MINUTES

The Minutes of the Neighbourhood Plan Committee held on 10 September 2018 were received, approved and signed by the Chairman, Councillor Arlett, as a true record.

## 32. SODC NEIGHBOURHOOD PLANNING SURGERY

In addition to questions already submitted to SODC for the Planning Surgery, a number of points were raised for seeking clarity on. Committee members would like to know when a decision is to be reached on Thames Farm. They also requested to know, who is the decision maker as no-one seems to be taking responsibility for it. Committee members feel they are receiving contradictory information on the pending decision as to which town/parish receives the housing numbers from Thames Farm. Councillors would like to know if SODC collect data on housing completions.

### 33. UPDATES FROM WORKING GROUPS

The Committee received 5 topic papers. The Chairman thanked all committee members for their hard work to date. Topic papers are to be sent to Mr Rios at SODC for review prior to the workshop session on 17 October 2018. The next step is to link the topic papers to policies in the Neighbourhood Plan but Committee to wait direction until after the SODC meeting on Wednesday 17 October 2018.

- i) Schools, Colleges, Doctors' Surgeries, Utilities – *A Topic Paper was received*
- ii) Transport – *A Topic Paper was received*
- iii) Car Parks – *A Topic Paper was received*
- iv) New Housing, Permitted Development Rights since March 2017- *A Topic Paper was received*
- v) Liaison with Businesses  
This project group is to be combined with Community Engagement.
- vi) Liaison with other Parishes carrying out NP Reviews  
A meeting with Thame is being arranged for mid November 2018
- vii) Review all existing sites  
A verbal update from a meeting held on 24 September 2018 with a representative of the Army Cadets regarding the TA Centre was given. The Army Cadets would like to remove the TA Centre from the Neighbourhood Plan. The site was allocated as 10 houses. The TA Centre is thriving and provides facilities especially for youth now the Youth Centre on Deanfield Avenue no longer exists. Committee to await an official request from the Army Cadet's representative at MOD.
- viii) Community Engagement  
This project group is to be combined with Liaison with Businesses.  
The Committee **NOTED** the notes from the Community Engagement meeting held on 17 September 2018 and received a verbal update on the meeting held on 8 October 2018 with the new heading of Community Engagement and Business Liaison Project Group. Notes from the meeting of 8 October 2018 to be noted at the next Neighbourhood Plan Committee meeting.
- ix) Green Living- Confirmation awaited regarding who will work on this.
- x) Industrial Land- *A Topic Paper was received*
- xi) Site Selection  
A New Project group was established to work on site selection. Members are Henley Town Council Councillors Ken Arlett and Julian Brookes, Councillors Tony Wright/Kester George representing Harpsden Parish Council, Rebecca Chandler-Wilde, Jim Munro, Jackie Walker and David Whitehead.

**34. VISION STATEMENT**

It was agreed to discuss the Vision Statement after Henley Town Council's Vision, Mission, Destination meeting being held at the Town Hall on Wednesday 17 October 2018.

**35. TRANSPORT REVIEW**

**It was RESOLVED to recommend**

To appoint Peter Brett Associates to specify and commission Automatic Traffic Counts. A term time date is to be agreed. Peter Brett is to be asked for more information on the differentials between the three quotes to ensure the cheapest quote will provide all the necessary data and is comparable with the other two options.

**36. CALL FOR SITES**

The text for the call for sites advert has been sent to SODC Neighbourhood Plan department for guidance and approval. This will be discussed on 17 October 2018 during the Planning Surgery session between HTC and SODC.

**37. NEIGHBOURHOOD PLAN RESPONSE TO P17/S0526/FUL**

The draft response which had been prepared on behalf of The Neighbourhood Plan Committee in response to the Planning Appeal for Deanfield Avenue HENLEY-ON-THAMES RG9 1UE was discussed. All representations to be submitted by 22 October 2018 to SODC. Any amendments to the proposed response to be in to Henley Town Council Officers by 7.00pm on 16 October 2018. The final response is to be submitted to The Planning Inspectorate.

**38. AFFORDABLE HOUSING**

A definition of affordable housing was discussed with reference to the discrepancies between a reduced market value priced house and what people can actually afford to pay for a property in the area. It was agreed that investigation into Community Land Trusts would be useful and that cheaper land purchase may facilitate affordable social housing.

**39. NEXT MEETING**

The next meeting of the Neighbourhood Plan Committee was agreed as 3 December 2018 at 3.00pm.

Meeting ended 16.20  
kw/ca

16 October 2018

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# Agenda item 5

## HENLEY ON THAMES TOWN COUNCIL

### NOTES ON ADVICE APPOINTMENT WITH SODC NEIGHBOURHOOD PLANNING TEAM AT SODC OFFICES, MILTON PARK ON 17 OCTOBER 2018 at 1pm

**Present:** The Chairman, Councillor Ken Arlett, Neighbourhood Plan Committee (NPC)  
Cath Adams, Planning and Project Manager, HTC  
Kirsty Waterman, Planning Administrator, HTC  
Ricardo Rios, Senior Planning Policy Officer (Neighbourhood), SODC  
Cheryl Soppett, Planning Policy Officer (Neighbourhood), SODC  
Sam Townley, Neighbourhood Planning Enquiries Officer, SODC

The meeting followed questions that had been submitted in advance:

#### **i) Strategic Environmental Assessment**

It is very likely that this will be needed due to the constraints of the area and the environmental issues. We need to know whether we are keeping to the vision and objectives from the current JHHNP. Advise SODC and they will produce a screening opinion. This will allow Locality to be approached.

ST to send over draft screening opinion form. NPC need Vision, Objectives and general direction of travel in order to complete this.

#### **ii) Thames Farm Housing Allocation**

The Local Plan policy on this has yet to be finalised. Work on investigation into sharing the houses between parishes has not yet been carried out. RR expects parishes to be contacted to discuss this further in January 2019, before the pre-submission consultation on the amended emerging Local Plan. The decision lies with the Local Plan team.

#### **iii) Call for Sites**

CS will send over an amended version of the call for sites questionnaire.

The call for sites does not have to be advertised in the national press. People should who live, work and do business locally should be made aware. Local press, websites and notice boards should be adequate.

The call for sites should last for a minimum of 6 weeks, though a longer period is fine. A clear cut off date is required so that landowners can't expect consideration of their site after that date.

#### **iv) Statutory Consultees for Pre-submission consultation (Regulation 14)**

The NPC run this. SODC will provide a list of contacts. This can be obtained now and may help with details of bodies to consult in advance of the pre-submission consultation, eg. Historic England, OCC, SODC Leisure etc.

For the pre-submission consultation the NP document and the draft of the Strategic Environmental Assessment (SEA) are required.

The current Conservation Area Management Plan for Henley is dated 2004. It should be updated every 5 years. Locality funding could be used to support the Conservation Officer in updating this. It may be desirable to look at extending the boundaries of the Conservation Area. The Conservation Area Management Plan or Character Appraisal can be used for evidence to support policies.

Stroud NP has non-designated heritage assets. This can give non-listed buildings a value and could be worth investigating for Henley. (Local List)

#### **v) Housing Needs Assessment (HNA)**

It was advised that an HNA may provide an added complication if it doesn't agree with the Local Plan. The NP would not be more open to challenge if none is carried out and the SODC Strategy overrides any HNA.

The revised NPPF has a definition of deliverable sites.

NPC to contact SODC Housing team for information on Social Housing.

#### **vi) Draft Project Plan**

This was thought to be adequate for applications for funding, though may be slightly optimistic. With local elections next May, care should be taken with regard to consultation periods.

It was advised that the NPC consider the objectives - what is being kept and what discarded, policies, availability of grant funding and then map out a planned pre-submission date.

With the current land supply situation and SODC's sign up to the Oxfordshire Growth Deal, pressure has been taken off the revision of the NP. It needs to be progressed within a year of the adoption of the Local Plan, so the deadline is now around the end of 2020.

RR advised that the NPC could submit a grant application immediately.

#### **vii) Article 4 Direction**

Planning Policy at SODC are working on an Article 4 Direction policy and looking for examples. KA to provide examples to RR.

RR to confirm who is the lead officer for the NPC.

#### **viii) Topic Papers**

SODC to come back with comments on the draft topic papers that were submitted.

SODC to come back regarding data on housing completions.

The meeting ended at 3pm.

## Agenda item 6

NOTES FROM A MEETING WITH NEIGHBOURHOOD PLANS' COMMUNITY  
ENGAGEMENT AND BUSINESS LIAISON PROJECT GROUP HELD ON MONDAY 12  
NOVEMBER 2018 AT 2.00PM IN THE TOWN HALL

<b><u>PRESENT:</u></b>	Cllr Ken Arlett – Henley Town Council	(KA)
	Patrick Fleming	(PF)
	Jim Munroe	(JM)
	Rebecca Chandler Wilde	(RCW)
	Jackie Walker	(JW)
	Cath Adams – Planning and Project Manager HTC	(CA)
	Kirsty Waterman –Committee Administrator	(KW)

### 1. **NOTES**

The Committee **AGREED** the Notes of the Meeting of the Neighbourhood Plan Committee's Community Engagement Project Group held on 8 October 2018.

### 2. **REVIEW OF DESTINATION HENLEY MEETING**

The Committee **CONSIDERED** the Destination Henley meeting summary notes that had been circulated. A more formal set of minutes would have been preferred and photocopies of handout notes from the evening will be requested by Patrick Fleming to the organisers. It was noticed from the event that there was a focus on the need to support the young, and encourage their inclusion in future town discussions involving housing and employment. The aim is to support the young demographic locally with affordable housing and appropriate level jobs but there was a lack of presence of that age group represented at the meeting. A key focus for the Community Engagement group therefore would be to encourage such involvement. Avenues for partnerships to be formed will be explored through Henley College and Gillotts School. "Young people" would cover young families, school leavers and early 20s so possibly joining or returning to the area after university.

16 people from the meeting expressed an interest in being involved in some way with the Neighbourhood Plan review. RCW and JM will call each of them with a list of set questions to establish where they might be best placed to assist. A form was discussed and will be circulated.

Structured engagement workshops were discussed with reference to guiding young people in their discussions as it has been noticed that when asked, young people don't know how to answer questions on their future needs as its not areas they necessarily have experience of. Forums could be in university holidays to attract students and future young professionals.

#### Actions:

JW –research British Council and the suitability of tapping into their Make Your Mark Campaign

CA – to liaise with Helen Barnett and Sarah Posey

KA – to liaise with Gillotts to discuss posters and invites being placed on Gillotts noticeboards. Find out from Henley College what apprenticeships they offer.

RCW - Bucks Local Enterprise Partnerships have previously commissioned a study. To establish what they have found out and done about gaps in demographic groups.  
KA – establish from SODC data of number of employers in Henley and how many companies are taking apprenticeships.  
KW & CA – Update contact form and send to RCW and JM

**3. WEBSITE**

The brief was **CONSIDERED**. Any comments are to be sent to CA by the end of the week.

**4. COMMUNITY EVENT**

A leaflet drop at either the Henley Late Night shopping event on 30 November 2018, or through each door to invite residents to engage with the Neighbourhood Plan review was discussed. It was felt the door to door leaflet drop would work best with an advertised date of either the first or second week in January as a meeting to attract younger people.

**5. NEXT MEETING**

The Committee agreed the next meeting will be held on 10 December 2018 at 2.00pm.

Meeting closed at 3.00pm

KW

13 November 2018

NOTES FROM A MEETING WITH NEIGHBOURHOOD PLANS COMMUNITY  
ENGAGEMENT AND BUSINESS LIASON PROJECT GROUP HELD ON MONDAY 8  
OCTOBER 2018 AT 2.00PM IN THE TOWN HALL

<b><u>PRESENT:</u></b>	Councillor Ken Arlett	(KA)
	Rebecca Chandler Wilde	(RCW)
	Patrick Fleming	(PF)
	Jim Munro	(JM)
	Jackie Walker	(JW)
	Cath Adams – Planning and Project Manager HTC	(CA)
	Kirsty Waterman –Committee Administrator	(KW)

**1. NOTES**

The committee agreed the Notes of the Meeting of the Neighbourhood Plan Committee's Community Engagement Project Group held on 17 September 2018 with one amendment. The time of the meeting be changed to 2.30pm

**2. CONSISTENT ADVERTISING MESSAGE**

The committee agreed the message to put forward to Neighbourhood Plan Committee at the next meeting on 15 October 2018:

*Henley and Harpsden are reviewing our Neighbourhood Plan as South Oxfordshire District Council have asked us to take more housing. We would like to invite you all to have your say and get involved. If you are interested in taking part in any way please contact Henley Town Council and look at: <https://www.henleytowncouncil.gov.uk> for how to leave comments.*

**3. COMMUNITY ENGAGEMENT POLICY**

The committee agreed a policy for the Community Engagement and Business Liaison Project Group was not necessary but a written and agreed procedure for managing offers of assistance from interested members of the public and their comments is a statutory obligation to fulfil. This has essentially been drafted and included in the previous notes. To be drawn up as a separate document to be agreed by The Neighbourhood Plan Committee.

**4. VISION MISSION DESTINATION HENLEY – MEETING 17  
OCTOBER 2018**

It was agreed that RCW will initially speak at the meeting followed by Ken Arlett for the 10 minute Neighbourhood Plan allocation. RCW will cover why the Neighbourhood Plan Community Engagement and Business Liaison Project Group are at the meeting, what is NP, How council is involved and what they're tasked with doing, set the scene and offer people to become involved if interested by advertising the date of the next NP committee meeting and having a contact form ready for interested people. Ken will go in to further detail. Patrick Fleming's stance will be to cover perception of Henley with reference to the air quality, health and related matters within the Neighbourhood Plan. The Vision of Henley in 20 years time and

the part the group plays in developing this – conservation of image, attractiveness of the town, and the demographics and profile of Henley's residents.

**5. WEBSITE**

Outline quotes have been received to develop a Neighbourhood Plan website. A brief will be prepared to enable the receipt of detailed quotations and an application for grant funding from locality. A link with Henley's Past and Present Facebook group will be established to hopefully attract people from wide ranging groups within the town. JW to contact the administrator for the Facebook pages and ascertain whether appropriate to link into the forums to attract support and comments.

**6. NEXT MEETING**

The committee agreed the next meeting will be held on 12 November 2018.

KW/CA

09.10.18

Good Morning Cath and Neighbourhood Sub Committee members  
Please take to the Neighbourhood Plan Committee the following points.

### **A New Footpath**

#### **Urban and Rural Footpaths and Wildlife Corridors.**

#### **All Year Round Eco Tourism**

#### **The River**

#### **Town Green Status**

#### **Mitigate Urban Creep**

### **A New Footpath - Connectivity for Henley**

I propose that Henley seize the opportunity and create a new public footpath to run along the new Henley and Harpsden boundary.

Historically boundaries are public rights of way; there is a tradition when residents walk the route, it is called 'beating the boundary'.

A new footpath gives connectivity to existing and proposed public rights of way and encourages people to leave their car at home. Henley has been exceptionally good at creating footpaths in the past and its timely we include new ones to connect with new developments and serve our growing population: A project that can be included in the Neighbourhood Plan.

### **Urban and Rural Footpaths and Wildlife Corridors.**

Henleys' footpaths and bridleways are super shortcuts for traversing the town and connecting the town with the countryside. Henley has been exceptionally good at creating footpaths in the past and its timely we create new ones to connect with new developments and serve our growing population.

Public rights of way are frequently lined either side with shrubs and trees and are called Wildlife Corridors. Birds, mammals and insects use these corridors as a safe highway to access different habitats find water and mates. They provide shelter and nesting opportunities, pollen nuts and fruit for food and cover for resting and roosting. Rights of way and wildlife corridors are taken very seriously by town planners see SODC Didcot Garden Town Plan. Projects to maintain footpath connectivity and encourage wildlife habitat need to be included in a conservation plan, properly mapped and included in the Neighbourhood Plan

### **All Year Round Tourism –Footpaths and Wildlife Conservation.**

Henley has many visitors and festivals in the summer however Eco Tourism provides all year round tourism and is good for the local economy.

Visitors can walk along Henleys' urban footpaths which lead onto rural footpaths and out into the wider countryside; many walkers will arrive and return by train.

Eco- Tourists want the experience of walking through nature and spotting diverse species of flora and fauna; wildlife conservation can increase the biodiversity and enhance their experiences and its good for our residents too. Projects to maintain footpath connectivity and encourage wildlife habitat need to be included in a conservation plan, properly mapped and included in the Neighbourhood Plan.

#### **The River - Eco tourism –Wildlife Conservation.**

Eco Tourists want to experience getting close to the river and its wildlife. Conserving the banks and Eyots will sustain the river side fauna and flora which is in decline. Projects to halt erosion and reintroduce lost waterside wildlife and habitat need to be included in a conservation plan, properly mapped and included in the Neighbourhood Plan.

#### **Town Green Status a Legacy for Future Generations.**

The Town Council acquired Town Green Status for Gillotts' Field, it is now a green space preserved in perpetuity for the enjoyment of Henley residents. It is residents that are now applying for Town Green Status for their local green open space - an indication of how residents value their land.

Additional areas would benefit from Town Green Status but applications need to be submitted before nationally imposed time constraints. Henley residents would benefit from the support of Henley Town Council officers in preparing the necessary paper as achieved at Gillotts Field. Shared open spaces together with specific areas identified for Town Green Status should be mapped and included in the Neighbourhood Plan.

#### **Mitigate Urban Creep and retaining Henleys Character.**

Use Grasscrete for off road parking solutions.

Maintain Henleys Heritage at street level - retain grass verges, front gardens and hedges. Issue more TPOs replace trees and put permitted height fencing behind hedges.

Apply planning conditions to building applications retain mature hedges and trees - promote eco friendly builds with nesting boxes for birds, barn owl and bats.

Follow up developments that have been issued with planning conditions to replace trees, hedging and shrubs and nesting boxes.



Allow safe movement for wildlife by removing barbed wire and close weaved wire fencing.

Reduce unnecessary

New builds to have eco friendly credentials solar panels, electric recharging points and down lighting

Adopt conservation projects and initiatives and work towards Henley being an eco friendly town.

Please let me know if you will be progressing, developing or implementing any of these points.

Kind regards

Catherine Notaras