

HENLEY-ON-THAMES TOWN COUNCIL

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COUNCIL OFFICES
TOWN HALL
HENLEY-ON-THAMES
OXFORDSHIRE
RG9 2AQ

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

to be held on

THURSDAY 24 OCTOBER 2013 AT 10.00AM

in

**THE COUNCIL CHAMBER, TOWN HALL
HENLEY-ON-THAMES**

A handwritten signature in black ink that reads 'Mike Kennedy'.

Mr M Kennedy
Town Clerk
16 October 2013

MEMBERSHIP

Councillor S Gawrysiak (ex-officio)
Councillor M Akehurst
Councillor W Hamilton
Councillor H Hinke
Councillor D Nimmo-Smith
Councillor K George (Harpsden)
Councillor M Plews (Harpsden)

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 **26th September 2013** (attached).

5. PROGRESS ON THE CURRENT WORKPLAN (attached)

To RECEIVE AND NOTE the progress on the Workplan.

6. WORKING GROUP SESSIONS(attached)

To RECEIVE AND NOTE a summary of the Working Group sessions held on the *1,2 & 3 October 2013* and the proposal for the second round of meetings in November.

7. PUBLIC CONSULTATION (attached)

To RECEIVE AND NOTE a report on the progress on Public Consultation.

8. BUDGET REPORT (attached)

To RECEIVE AND NOTE the Income and Expenditure report to 30 September 2013.

9. DATE OF NEXT MEETING

Henley-on-Thames Town Council

Public Participation Scheme

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:

1. This scheme applies to meetings of the Full Council, the Planning Committee, Finance, Strategy and Management Committee, Recreation and Amenities Committee and Town and Community Committee and any other committee or sub-committee of the Council.
2. There will be a Public Participation Session at the start of every meeting to which this scheme applies. At Full Council, members of the public, including Councillors who may have a personal and prejudicial interest on any item included on the agenda, may ask questions or make a statement on any matter which affects the town. The session will last for a period of up to 20 minutes (but capable of being extended at the Chairman's discretion).
3. Members of the public 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.
4. Questions from the town's residents will take priority, followed by property owners, businesses and then non-residents.
5. All speeches shall last for no more than 2 to 3 minutes.
6. 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.
7. 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.
8. 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.
9. 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.
10. Questions which require the disclosure of exempt or confidential information will not be answered.
11. 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.

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

ppd

Chairman

JHHNP workplan
amended 16 October 2013

Timescales	Stage	Purpose	Key activities (NXP)	Public consultation	Working Groups
Jun-13	1) Inception	<i>Project start up</i>	Information exchange		
June - July 2013	2) Baseline	<i>Nexus collate existing information - evidence base and past</i>	Baseline report Consultation Strategy Social Media Presentation		
Aug - Oct 2013	3A) Vision and Objectives	<i>Confirm evidence base priorities with residents. Explore key issues and development principles.</i>	Advertise event Prepare consultation material Facilitate public events Facilitate working groups Drop-in Information sessions	Runs 7th - 21st Sept 7th Sept Henley Town Centre 14th Sept Henley Show 26-28th Sept Henley Town Hall	<u>Workshops:</u> Week 1st - 4th Oct 2014 <u>Review Plan remit.</u> Confirm objectives and baseline. Explore key issues and development principles / potential options.
Nov - Dec 2013	3B) Option Development	<i>Develop options</i>	Develop options Facilitate working groups Sustainability Appraisal Prepare consultation material Advertise event Facilitate public events	Dec-14 Dates TBC Town Centre event Options consultation	<u>Workshops:</u> Mid Nov 2014 Consider and develop options. Developer presentations 2013
Jan - March 2014	4) draft Plan Development	<i>Develop draft Plan and Policies</i>	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	<u>Workshops:</u> Mid Jan 2014 Consider options consultation results and emerging preferred option
Jan - March 2014	5) draft Plan Development	<i>Refine draft Plan and Policies</i>	Refine draft Plan and Policies Facilitate working groups Technical appendices Prepare consultation material		<u>Workshops:</u> April 2014 Consider preferred draft Plan

OCTOBER 2013

First

Surname

WORKING GROUP

Name

TRAFFIC

15 people attended the meeting held on 1-10-13

	First	Surname
1	Nicola	Pitt
2	Kester W. N	George
3	Clive and Inez	Hemsley
4	Odette	Moss
5	Malcolm	Plews
6	Luciano	Candilio
7	Peter	Reader
8	Kelvin	Logan
9	Alistair	Washbourn
	Karen	Washbourne
10	Catherine	Rubenstein
11	Ian	Reissman
	Karen	Rees Washbourn
	Sarah	Tipple
	David	Chenery
	Thomas	Kane
	Nicholas	Aitchison
	Richard	Garton
	Ken	Arlett
	David	Nimmo-Smith
	Dave	McEwen
	Anthony	Wright
	Michael	Herriot
	Derek	Eltze

NB: will dip in and out of all groups

ENVIRONMENT

15 people attended the meeting held on 2-10-13

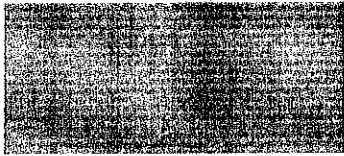
1	Luciano	Candilio
2	John	Murdock
3	Anna	Van Leemputten
4	Ruth	Gibson

5 NB: No email given must ring



6

7



NB: will dip in and out of all groups

Valerie	Alasia
Catherine	Rubenstein
Nicholas	Willenbrock
Thomas	Kane

Nicholas	Aitchison
Kester W. N	George

Dick	Fletcher
David	Nimmo-Smith
Nicholas	Willenbrock
Anthony	Wright
Derek	Eltze

SOCIAL

11 people attended the meeting held on 2-10-13

1	Catharine	Darnton
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2	Christopher Michael	Baker
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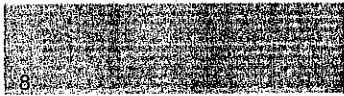
3	Joan	Clark
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	Robin	Dorkings
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5	R. James (Jim)	Munro
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6	Barry George	Wood
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7	Canon	Martyn Griffiths
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8	Catherine	Rubenstein
	Sarah	Tipple



Nicholas	Aitchison
Thomas	Bowlby



NB: will dip in and out of all groups

Kester W. N	George
David	Nimmo-Smith
Kellie	Hinton
Odette	Moss
Anna	Van Leemputten
Derek	Eltze

HOUSING34 people attended the meeting
held on 2-10-13

1	Nicola	Pit
	Kester W. N	George
2		
3	Malcolm	Plews
4	Luciano	Candilio
5	Peter	Reader
6	Alistair	Washbourn
7	John	Murdock
8	Anna	Van Leemputten
9	Christopher Michael	Baker
10	Joan	Clark
11	Robin	Dorkings
12	R. James (Jim)	Munro
13	Barry George	Wood
14	Hugh	Crook
15	Simon	Mack
16	John C	Pragnell
17	Dave	Prior
18	Richard	Garton
19	Eileen	Bottjer
	Catherine	Rubenstein
	Jeni	Wood
	Will	Hall
	Rebecca	Chandler-Wilde
	Karen	Rees Washbourn
	Sarah	Tipple
	Simon	Parsons
	Pam	Philips
	Thomas	Kane
	Nicholas	Aitchison
	Malcolm	Dodds

Patrica Robinson

Ken Arlett

Michael Herriot

Richard Wilson

NB: will dip in and out of all groups

David Nimmo-Smith

David Whitehead

David Parry

RETAIL

8 people attended the meeting
held on 3-10-13

1 Christopher Michael Baker

2 Sally - Anne Lenton

3 Gilliam Nahum

4 Pat Jovden Evans

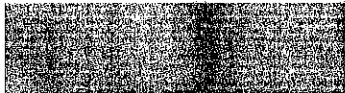
5 Shirley Lees

6 Mrs J Reader

7 Ruth Gibson

8 Canon Martyn Griffiths

9 Valerie Alasia



Catherine Rubenstein

Jeni Wood

Will Hall

Peter McConnell

Canon Martyn Griffiths

NB: will dip in and out of all groups

David Nimmo-Smith

Catherine Rubenstein



Kester W. N George

Michael Herriot



Nicholas Aitchison

OVERVIEW

18 people attended the meeting
held on 2-10-13

Nicola Pit

Kester W. N George

Malcolm Plews

Alistair Washbourn

18

Luciano	Candilio
Canon	Martyn Griffiths
R. James (Jim)	Munro

Richard	Garton
Hugh	Crook



Catherine	Rubenstein
Nicholas	Willenbrock
Ian	Reissman
David	Nimmo-Smith
Rebecca	Chandler-Wilde

NB: will dip in and out of all groups

Nick	Young
David	Nimmo-Smith
Justin	Bowles
Graham	Beswick

Thomas	Kane
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Nicholas	Aitchison
Malcolm	Dodds

Dave	McEwen
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Richard	Wilson
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Kester W. N	George
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Dick	Fletcher
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NO GROUP PREFERENCE GIVEN

William (Bill)	Bowder
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Mollie	Jeffrey
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Anthony	Wright
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Michael	Herriot
Dave	Parry

Joan	Clark
------	-------

Richard	Garton
Hugh	Crook



Catherine	Rubenstein
Nicholas	Willenbrock
Ian	Reissman
David	Nimmo-Smith
Rebecca	Chandler-Wilde

Nick	Young
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NB: will dip in and out of all groups

David	Nimmo-Smith
Justin	Bowles
Graham	Beswick

Thomas	Kane
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Nicholas	Aitchison
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Malcolm	Dodds
---------	-------

Dave	McEwen
------	--------

Richard	Wilson
---------	--------



Kester W. N	George
-------------	--------

Dick	Fletcher
------	----------

NO GROUP PREFERENCE GIVEN

William (Bill)	Bowder
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Mollie	Jeffrey
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Anthony	Wright
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Michael	Herriot
Dave	Parry

Joan	Clark
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Susan	Edwards
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Issues Consultation Feedback

As a part of the issues consultation for the Joint Henley and Harpsden neighbourhood Plan, questionnaires were available, along with consultation boards, at consultation events held at:

- Market Place Henley, 10AM-4PM, 7th September 2013
- Henley Show, 10AM-4PM, 14th September 2013
- Henley Town Hall, Sept 19th, 20th, 21st

These were advertised by:

- A postcard drop to all households in the last week of August promoting the events on September 7th and 14th
- A double page spread in the Henley Standard promoting the events on the 19th, 20th and 21st, including a copy of the questionnaire
- Notices around the town square
- Updates on Twitter, Facebook and website
- Issues forms were available at all events and also were available to download from the website. Responses could be sent to the Town Hall or emailed in.

By October the 4th, 82 questionnaires had been received.

This report provides a summary of the information collated for each question.

1. Do you broadly agree with the issues that we propose the Neighbourhood Plan considers? Do you have any comments on how the Plan should respond to these issues?

Respondents were asked if they agree with the issues that are being considered for inclusion within the Joint Henley and Harpsden Neighbourhood Plan. The areas under consideration include the Town Centre, Traffic, Community Facilities, Economy, Character, Environment and Housing. The issues of most importance to respondents are:

- Finding appropriate sites for housing development (92% consider it to be a priority).
- Protecting the local environment and landscape (88%).
- Traffic, reducing congestion and improving access for pedestrians, cyclists and public transport (82%).
- Character, maintaining distinctive character (77%).
- Community, providing appropriate community facilities (60%)
- Economy, maintaining and enhancing local employment opportunities (53%)
- The issues of least importance was improvement to the town centre (52%)

	Yes, a priority		No, not a priority		Not sure	
	No.	%	No.	%	No.	%
a. Improving the town centre	40	52	23	30	14	18
b. Traffic	64	82	3	4	11	14
c. Community Facilities	45	60	16	21	14	19
d. Economy	46	59	10	13	22	28
e. Character	60	77	5	6	13	17
f. Environment and Landscape	67	88	3	4	6	8
g. Housing Requirement	72	92	2	3	4	5

Details of each issue are noted below:

a) Improving the town centre

	No.	%
Yes, It is a priority	40	52
No, It is not a priority	23	30
Not sure	14	18

(no. of responses 77)

Comments:

Of comments received, 8 respondents stated that the character of the town centre must be preserved, 5 commented on the need for more or cheaper parking, whilst the encouragement of small independent shops and the need to keep the town centre clean was stated by 4 respondents each. Other points raised by more than two people included the requirement to pedestrianize the town centre, improve the public realm, reduce business rates and lessen the impact of pollution

b) Traffic – reducing congestion and improving access for pedestrians, cyclists and public transport

	No.	%
Yes, It is a priority	64	82
No, It is not a priority	3	4
Not sure	11	14

(no. of responses 78)

Comments:

With regards to traffic issues within the Henley and Harpsden Joint Neighbourhood Plan area, the issue that causes most concern with respondents (7) is the amount of heavy lorries that travel through the area, 6 respondents would like more or improved cycle paths in the area. Other issues of concern are the heavy flow of traffic through Henley (4), the lack of parking (4) The need to adjust the current traffic lights to ease congestion (3), the worry that new development will make congestion worse (3) and the suggestion that facilities (such as Townlands) should be moved out of the town centre.

c) Providing appropriate community facilities

	No.	%
Yes, It is a priority	45	60
No, It is not a priority	16	21
Not sure	14	19

(no. of responses 75)

Comments:

Respondents consider Henley and Harpsden to already have a high quality and good range of community facilities available (11), of the greatest concern is the pressure on schools (7) and health facilities (5) that development may bring.

d) Economy – maintaining and enhancing local employment opportunities

	No.	%
Yes, It is a priority	46	59
No, It is not a priority	10	13
Not sure	22	28

(no. of responses 78)

Comments:

Points raised on the issue of maintaining the local economy include the need to reduce business rates and rents within the town centre (6) and the need to encourage small business into the area (3). Three respondents stated that the economy is not an issue that should be covered by the neighbourhood plan.

e) Character – maintaining distinctive local character

	No.	%
Yes, It is a priority	60	77
No, It is not a priority	5	6
Not sure	13	17

(no. of responses 78)

Comments:

The majority of respondents, over three quarters of those who answered the question agree that the character of Henley and Harpden should be preserved.

f) Protecting the local environment and landscape – whilst meeting development needs.

	No.	%
Yes, It is a priority	67	88
No, It is not a priority	3	4
Not sure	6	8

(no. of responses 76)

Comments:

Respondents agreed of the importance of protecting the local environment whilst meeting development needs. It was stated that development should take place on brown field sites (4).

g) Finding appropriate sites to meet the housing requirement

	No.	%
Yes, It is a priority	72	92
No, It is not a priority	2	3
Not sure	4	5

(no. of responses 78)

Comments:

Of comments received, 5 respondents stated that brownfield sites should be used, a further 5 agreed that appropriate development is needed. It was stated that development should be spread over several smaller sites (4) and that traffic issues need to be taken into consideration whilst planning development (3). A number of sites were also suggested including Townlands, Friar Park, Highlands Engineering, land behind the youth centre, the old garden centre on Reading Road, Highlands Farm and Lucy's Farm.

2. Are there any other issues that you consider should be reflected in the Neighbourhood Plan?

Respondents were given the opportunity to state which other topics should be considered in the Neighbourhood Plan. The most mentioned topics raised were **traffic** (8) and congestion that is currently an issue within Henley and the surrounding area; **Housing** (5) comments including the suggestion of sites¹;

¹ Suggested sites: Highlands Farm, Gillotts Lane/Greys Road

Health (5) comments stating that additional health provision would be required as a result of new development; **Infrastructure** (4) comments stating that the current infrastructure in Henley would struggle with a vastly increased population; **Education** (4) stating the need to ensure that sufficient school / higher education places are available; and **Pollution** (4) comments suggesting that the air quality could be affected by an increase in population and car users.

3. Identifying suitable housing sites will be a central part of the Neighbourhood Plan. In considering suitable sites what factors do you think will be the most important to consider?

a) Making use of 'brownfield sites' where possible

	No.	%
Yes, It is a priority	68	92
No, It is not a priority	1	1
Not sure	5	7

(no. of responses 74)

Comments:

Respondents supported the use of brownfield sites wherever possible (92% agreed).

b) Sites should be well served by public transport

	No.	%
Yes, It is a priority	53	71
No, It is not a priority	12	16
Not sure	10	13

(no. of responses 75)

Comments:

Nearly three quarters of respondents felt that new sites should be well served by public transport, other comments included, that the residents of Henley tend not to be reliant on public transport (6), 3 respondents felt the public transport requirements will need to directly respond to new developments and a further 3 replies stated that they felt the provision of public transport would not be essential.

c) Sites should be smaller and distributed across the area (these may be less able to contribute significantly to infrastructure or other improvements)

	No.	%
Yes, It is a priority	42	57
No, It is not a priority	15	20
Not sure	17	23

(no. of responses 74)

Comments:

Just over half of respondents think that smaller sites should be a priority. Comments received include, benefits could be gained from placing development on larger sites (4), because better infrastructure possible provided and as it could protect the town if one area is built on instead of many. Other comments stated that smaller sites will have less localised impact on Henley and Harpsden (3), in general, smaller sites should be utilised where available (3) and that smaller sites would integrate better within the area than a larger development (3).

d) Sites should be larger and concentrated in the most appropriate locations

	No.	%
Yes, It is a priority	17	24
No, It is not a priority	26	37

Not sure	27	39
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(no. of responses 70)

Comments:

Only one quarter of respondents agree that utilising larger sites is a priority. It was suggested that a larger site would create further congestion (4) within Henley and Harpsden. It was also stated that appropriate locations should be used, which isn't necessarily related to the size of the development (4).

e) Sites should be within walking distance of the town centre and/or other key services

	No.	%
Yes, It is a priority	30	43
No, It is not a priority	23	33
Not sure	16	23

(no. of responses 69)

Comments:

Just under half of all respondents consider having the sites within walking distance of the town centre to be a priority. Respondents consider this to be unlikely to be possible (6), the definition of walking distance was mentioned (3), stating that walking distance varies between groups of people i.e. pensioners and young children. Three respondents felt the reduction of car use would be positive.

f) The development of sites should contribute to improved community facilities and infrastructure

	No.	%
Yes, It is a priority	51	71
No, It is not a priority	9	13
Not sure	12	17

(no. of responses 72)

Comments:

Nearly three quarters of respondents agreed that the development of sites should contribute to community facilities and infrastructure.

g) The development of sites should provide for affordable housing

	No.	%
Yes, It is a priority	56	75
No, It is not a priority	10	13
Not sure	9	12

(no. of responses 75)

Comments:

Three quarters of respondents stated that affordable housing needs to be provided for by new development. It was stated that the proportion of affordable housing needed to be at an 'appropriate' level (7), it was also stated that Henley needs to retain young people and families and housing is currently too expensive (6).

h) Sites should be identified to minimise the impacts on the surrounding countryside and landscape

	No.	%
Yes, It is a priority	63	86
No, It is not a priority	2	3
Not sure	8	11

(no. of responses 73)

Comments:

The vast majority of respondents agreed that impacts need to be minimised on the surrounding countryside and landscape, only 3% stating that it is not a priority. Quotes from respondents include:-

"This decision we make will impact on the character of Henley and Harpsden for generations to come - we can't squander the wonderful countryside we are so lucky to have"

"Some impact is inevitable and will need to be accepted if objectives are to be achieved"

"This should not be used as an excuse to prevent building on green field sites"

4. **A number of potential sites for new homes have been put forward for development. These will be considered as part of the Neighbourhood Plan process. Are you aware of any other sites that are suitable and potentially available for housing which you would wish to be considered?**

Respondents suggested a number of sites (19). The most popular suggestions included:

- Thames Farm 10
- Wyevale Garden Centre 8
- Highlands Farm 7
- Reading Road Allotments 6
- United Sites (31) 3
- Garden Centre Engbers 2
- Stuart Turners, Greys Road 2
- Swiss Farm 2
- Jewsons, Reading Road 1
- Reading Road (no specific site given) 1
- Marlow Road 1
- Fair Mile 1
- Behind Youth Centre 1
- Lucy's Farm 1
- Playing fields near Henley College 1
- Elizabeth Road 1
- Adjacent to Village Green 1
- Empstead Works 1
- Deanfield Avenue 1
- Gillotts Corner 1

5. **What priority do you think the community infrastructure projects listed below should be given?**

Potential Community Infrastructure Priorities	Essential (Highest)	Important	Desirable (Lowest)	This is not a priority
1: Reducing congestion in and around the town centre	37	26	10	1
2: Expanding local primary school education	22	37	9	4
3: Expanding local secondary education places	17	34	13	6
4: Improved sports pitch provision	8	19	28	17
5: Improved health facilities in the town centre (perhaps an additional GP surgery)	21	20	21	9

6: A defined town centre 'zone' inc. 20mph, improved car parking, traffic calming, enhanced gateways and signage	28	15	14	16
7: Renewable energy project	6	13	19	32
8: Provision of Affordable housing	34	18	13	9
9: New units for start-up businesses	12	19	27	11
14: Town centre environmental enhancements	11	18	23	19
15: A police drop in facility	19	14	19	18

Reducing congestion in and around Henley town centre (37) is the highest priority for residents within the Neighbourhood Planning area, closely followed by the need for affordable housing to be made available.

The expansion of local primary school education (37) and secondary school education (34) was important to respondents.

Respondents thought that improved sports pitches (28) were desirable, along with new units for start-up businesses (27).

A renewable energy project (32) was found to be the lowest priority to respondents

6. Do you consider there to be other priorities not listed here?

Respondents were given the opportunity to identify other priorities not listed on the questionnaire, the majority of comments remain around transport issues. The need for an improved road infrastructure was identified by respondents and the current traffic and congestion (4) with Henley was also mentioned. There were suggestions for walking (2) and cycle routes (2) to be introduced to help ease current congestion. Other comments stated that current infrastructure would need to be assessed and increased to cope (3).

7. Do you have any other comments you wish to make at this stage?

Of other comments received, the main issue for residents within the Neighbourhood Plan area is traffic and congestion and how this would be affected by further homes in the area and the road improvements that would be required (13). Concern for the healthcare provision is also noted (4)

Respondent's age

A table showing the age of respondents is shown below:

Under 20	20-35	36-45	46-65	66-75	Over 75
1	2	7	23	24	13

£	Note	Actual Month 6 September 2013	Expected Out-turn 13/14	Budget 13/14
Income				
Grants:				
SODC 2013/2014		15,000	15,000	0
Locality UK - received 90% August 2013		6,300	7,000	0
Other:				
Earmarked for JHHNP, reserves b/f from 2012/2013		0	2,000	0
Budget 2013/14, including £10k from contingencies		0	50,000	50,000
Available to spend 2013/14		21,300	74,000	50,000
Expenses				
Website expenditure:				
Envato- Wordpress for website design		32	32	
Akismet- Spam filter for website		40	40	
LCN- purchase of domain name		6	6	
Cartoon for website, at reduced rate		100	100	
Sub total for Website		178	178	500
Public Opinion Day costs:				
CAS Marketing- Design works for new map		425	425	
Publicity works- printing of map for Public Opinion Day		165	165	
Sub total for Public Opinion Days		590	590	750
Launch event costs (7th/14th September):				
Stand at Henley Show 14th Sept 2013		80	80	
Other launch event costs - possible banners/stands etc ref venue		420	500	
Sub total for Launch event costs		500	580	1,000
Labour costs:				
HTC staff		6,120	12,111	12,500
Nexus Planning	1	7,500	50,005	30,000
Sub total for labour costs		13,620	62,116	42,500
Other costs:				
Refreshments at meetings		38	11	0
Publicity/marketing costs - Printing of survey 20 Sept 2013		2,352	5,000	0
Mobile phone provided for staff member		0	50	0
Other		0	5,476	5250
Sub total for other costs		2,390	10,537	5,250
Total expenditure	2	17,278	74,000	50,000
Net cost to HTC after deducting grants receivable	per summary	-4,022 (currently net receipts)	50,000 incl £10k in contingencies	50,000 incl £10k in contingencies

The budget figures had not included the £15,000 grant from SODC or the £7,000 Locality UK grant as they were not known about at the time. Having taken these into account in 2013/14, it is possible to include the full cost of the Nexus Planning contract into account in 2013/14 rather than spreading it across 2 years.

The expected out-turn figures for 2013/14 now indicate that there may not be any requirement for further expenditure on the JHHNP in 2014/15.

Note 1

Payment schedule for Nexus Planning is as follows:

2013/14	Jun-13	2,500.25	5%	Paid
	Sep-13	5,000.50	10%	Paid
	Oct-13	10,001.00	20%	
	Jan/Mar 14	12,501.25	25%	
2014/15	Mar/Apr 14	10,001.00	20%	
	2014	5,000.50	10%	
	2014	5,000.50	10%	
		<u>50,005.00</u>	<u>100%</u>	

Note 2

estimated value

'Invisible' costs not included above:

HTC Staff - Town Clerk hours spent on JHHNP matters	?
Cartoons for website amount charged (£100) v. commercial rate (£250)	150
Ian Clarke (Neomark), building website - not charged	500
Nexus Planning - Ben Ramsden personal design work not charged	500
InTouch web hosting est £30 pcm x 12	360
Ian Wainwright - logo design, not charged	500