



HENLEY-ON-THAMES  
TOWN COUNCIL

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**COUNCILLORS ARE HEREBY SUMMONED TO ATTEND A  
MEETING OF THE  
NEIGHBOURHOOD PLAN COMMITTEE  
TO BE HELD ON  
TUESDAY 10 JULY 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 Sara Abey - HTC  
Councillor Donna Crook - HTC  
Councillor Miss Lorraine Hillier – 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  
Mr D Whitehead  
Mrs R Chandler-Wilde

C Adams  
Acting Town Clerk  
4 July 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 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

**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 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.
- 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. TERMS OF REFERENCE AND CODE OF CONDUCT

**TO NOTE** the Terms of Reference for the Neighbourhood Plan Committee agreed at Planning Committee on 5 June 2018. Non-Councillor members of the Committee are requested to confirm their acceptance of the Code of Conduct in accordance with the requirements of the Localism Act 2011, Section 27. [Code of Conduct here](#)

[Terms of Reference here](#)

### 5. TO APPROVE MINUTES

Committee to approve the Minutes of the meeting of the Neighbourhood Plan Committee held on 10 May 2018. [Document here](#)

## **6. REVIEW UPDATES FROM WORKING GROUPS**

- i) Schools, Colleges, Doctors' Surgeries, Utilities etc – report attached
- ii) Transport – update from meeting with Peter Brett Associates - report attached
- iii) Car Parks - *Verbal update*
- iv) New Housing, Permitted Development Rights since March 2017 – report attached
- v) Meeting Henley Business Partnership - *Verbal update*
- vi) Liaison with other Parishes carrying out NP Reviews - *Verbal update*
- vii) Review of all existing sites and meeting with Stuart Turner - *Verbal update*

## **7. MINISTRY OF DEFENCE – TA CENTRE**

TO RECEIVE and NOTE the letter from the Ministry of Defence regarding the potential gifting of the TA Centre to Henley on Thames Town Council which has been deemed as not possible. Letter attached

## **8. QUESTIONS FOR SODC DROP IN SESSION**

TO CONSIDER whether there are any questions the Committee would like taken to a drop in Q&A session at SODC on Thursday 12 July 2018.

## **9. TO AGREE**

Committee to agree a date for the next meeting

## **10. GDPR**

All members of the Sub group who are not Henley Town Council members to sign a GDPR form. Form attached