

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 10 JANUARY 2014 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 December 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 **22th November 2013** (attached).

5. **PROGRESS ON THE CURRENT WORKPLAN** (attached)
To RECEIVE AND NOTE the progress on the Workplan.

6. **DEVELOPER'S PRESENTATION SESSIONS**
To RECEIVE a verbal update on the Developer's Presentation sessions held on the 26 & 27 November 2013.

7. **PUBLIC CONSULTATION**
 - (i) To REPORT on the Public Consultation.
 - (ii) To REPORT on the Business Consultation.
 - (iii) To REPORT on the Henley College Consultation.

8. **BUDGET REPORT** (attached)
To RECEIVE AND NOTE the Income and Expenditure report to 23 December 2013.

9. **DATE OF NEXT MEETING**

10. **EXCLUSION OF THE PUBLIC AND THE PRESS**
TO EXCLUDE the public and the press from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential.

11. **WORKING GROUP REPRESENTATION** (attached)
To DISCUSS the membership of the Working Groups.

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.

The 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

JHNP workplan
amended 23 December 2013

Timescales	Stage	Purpose	Key activities (NxP)	Public consultation	Working Groups
Jun-13	1) Inception	Project start up	Information exchange		
June - July 2013	2) Baseline	Nexus collate existing information - evidence base and past	Baseline report Consultation Strategy Social Media Presentation		
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 Drop-in Information sessions	Runs 7th - 21st Sept 7th Sept Henley Town Centre 14th Sept Henley Show 26-28th Sept Henley Town Hall	Workshops: Week 1st - 4th Oct 2014 Review Plan remit. Confirm objectives and baseline. Explore key issues and development principles / potential options.
Nov - Dec 2013	3B) Option Development	Develop options	Develop options Facilitate working groups Sustainability Appraisal Prepare consultation material Advertise event Facilitate public events	Town Centre event: 13&14 Dec 2013 Public Consultation Period: runs 13 Dec 2013 - 13 Jan 2014 Business Consultation: 21 Jan 2014	Workshops: 4-7 & 28 Nov 2013 Consider and develop options. Developer presentations 25 & 27 Nov 2013
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) Town Centre events draft Plan consultation	(6 Workshops: 3-6 February 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

£	Note	Actual Month 9 December 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 revenue		420	500	
Sound system for Housing workshop 28 Nov 2013		171		
Banner for Town Hall		197		
Sub total for Launch event costs		868	580	1,000
Labour costs:				
HTC staff - 9 months		9,937	12,111	12,500
Nexus Planning	1	22,502	50,005	30,000
Nexus Planning - ref extra SHLAA work		450		
Facilitate housing workshop 28 Nov 2013		900		
Sub total for labour costs		33,789	62,116	42,500
Other costs:				
Refreshments at meetings		110	38	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 - 300 consultation postcards		84	5,449	5,250
Sub total for other costs		2,546	10,537	5,250
Total expenditure	2	37,971	74,001	50,000
Net cost to HTC after deducting grants receivable	to Dec 2013	16,671	50,000	50,000
			Incl £10k in contingencies	Incl £10k in contingencies

per summary

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%	Paid
Jan/Mar 14	12,501.25	25%	£5,000 paid Nov 2013
2014/15			
Mar/Apr 14	10,001.00	20%	
2014	5,000.50	10%	
2014	5,000.50	10%	
	<u>50,005.00</u>	100%	

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 Walnwright - logo design, not charged	500

Working Group: Terms of Reference

Membership

Must be one of:

1. Resident of Henley or Harpsden
2. Employee in Henley or Harpsden
3. Formal connection with Henley or Harpsden i.e. school governor, elected councillor

Those representing a potential development site in the Plan area cannot attend Housing* Working Group meetings, irrespective of whether they meet criteria above.

Those attending Working Group workshops must have completed a Registration of Interest form available at www.jhhnp.co.uk.

Any member of the joint Henley and Harpsden Neighbourhood Plan Governance Committee can attend any meeting but, if not registered, can only be an observer and not participant.

Commitment

1. To act in the interest of the community of the Plan area as a whole, not in self interest
2. To attend relevant meetings
3. To consider relevant information outside of the workshops

*added amendment of Dec 2013