

HENLEY-ON-THAMES TOWN COUNCIL

MINUTES OF THE **NEIGHBOURHOOD PLANNING GOVERNANCE COMMITTEE** HELD ON THURSDAY 24 OCTOBER 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 M Akehurst
Councillor D Nimmo-Smith
Councillor K George (Harpsden)
Councillor M Plews (Harpsden)

Officers: Mrs P Price-Davies – *Committee Administrator*

43. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr M Kennedy (Town Clerk).

44. **DECLARATIONS OF INTEREST**

None.

45. **PUBLIC PARTICIPATION SESSION**

There were no members of the public present.

46. **MINUTES**

The Minutes of the Meeting of the Neighbourhood Planning Governance Committee held on 26 September 2013 were approved and signed by the Chairman as a true record.

47. **PROGRESS ON THE CURRENT WORK PLAN**

Members had before them a copy of the Joint Henley and Harpsden Neighbourhood Plan (JHHNP) Work Plan, copies having been previously issued.

It was noted that Stage 3a (Vision and Objectives) had been completed 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 first meetings of the Working Groups that had been facilitated by Nexus Planning in the first week of October had been successful and well attended. 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.

48. **WORKING GROUP SESSIONS**

Members had before then a summary report from Nexus of the Joint Henley and Harpsden Neighbourhood Plan (JHHNP) Working Group sessions held on the 1,2 & 3 October 2013, copies having been previously issued.

- TRAFFIC 1/10/13
- ENVIRONMENT 2/10/13
- SOCIAL 2/10/13
- HOUSING 2/10/13
- RETAIL 3/10/13
- OVERVIEW 3/10/13

The Chair gave a brief overview of the sessions and confirmed the attendance and productivity at each of them. Members requested that Nexus checked the attendees list as it was apparent that some lists were incorrect, it was agreed that the registration process should be tightened. Members were also in agreement that Nexus had facilitated the workshops to a high standard as a result they had been thorough and extremely productive. The Chair thanked all the Members that had supported these sessions.

49. **PUBLIC CONSULTATION**

Members had before them a summary report on the Consultation Feedback on the Joint Henley and Harpsden Neighbourhood Plan, copies having been previously circulated. The Chair gave a brief overview of the main issues. Members discussed various aspects of the report and felt that several issues and concerns were not adequately highlighted. The Chair stated that the Governance Committee's role was to Govern the process and not shape or aid discussion. Any concerns regarding interpretation of data should be taken back to the working groups.

The Chair confirmed that Nexus were liaising with Henley College and Gillotts School and had scheduled meetings in November to make presentations to the students and teaching staff. He also confirmed that he and the Administrator had distributed postcards to commuters at Henley Train station between 6.15 and 8.30am prior to the meeting. Members felt that this programme of engagement with the various age groups satisfied their remit of ensuring that all sectors of the community were targeted to ensure maximum awareness of the Neighbourhood Plan and the scheduled meeting and information sessions.

The Chair confirmed that Nexus Planning had scheduled a Developers Presentation session for Tuesday 26th November, a discussion ensued and it was decided that Nexus should be approached to re-schedule this important event and that no other meetings should be booked on Tuesday evenings as this was when official Henley Town Council meetings were held. It was Resolved

that the summary report on the Issues and Consultation feedback on the Joint Henley and Harpsden Neighbourhood Plan be received and noted.

50. **BUDGET REPORT**

A copy of the income and expenditure report to 16 October 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 £6,120; consultants' costs of £7,500; and sundry costs of £ 2,390. It was **RESOLVED**

that the financial report to 16 October 2013 be received and noted.

51. **DATE OF NEXT MEETING**

It was agreed that the Chairman would circulate the proposed date of the next meeting.

The meeting closed at 10.45am

ppd

Chairman