

HENLEY-ON-THAMES TOWN COUNCIL

MINUTES OF THE NEIGHBOURHOOD PLANNING GOVERNANCE COMMITTEE HELD ON TUESDAY 28 MAY 2013 AT 5.00PM IN THE COMMITTEE ROOM, TOWN HALL, HENLEY-ON-THAMES.

Present: Councillor D Hinke (Chair)
Councillor M Akehurst
Councillor W Hamilton
Councillor D Nimmo-Smith
Councillor S Gawrysiak Town Mayor (ex officio),

In attendance: Councillor K George (Harpsden PC)
Councillor M Plews (Harpsden PC)
Mrs S Tipple Clerk to the Harpsden Parish Council
Mr M W Kennedy – Town Clerk

12. **APOLOGIES FOR ABSENCE**

There were no apologies for absence as all Members of the Committee were in attendance .

13. **DECLARATIONS OF INTEREST**

None.

14. **PUBLIC PARTICIPATION SESSION**

None.

15. **EXCLUSION OF THE PUBLIC AND THE PRESS**

It was moved by the Chairman and

RESOLVED that the public and the press be excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which were about to be discussed were considered to be confidential.

MINUTES OF THE CONFIDENTIAL SESSION OF THE MEETING OF NEIGHBOURHOOD PLANNING GOVERNANCE COMMITTEE HELD ON 28 MAY 2013.

CONFIDENTIAL

16. **TO EVALUATE THE TENDER BIDS FOR THE APPOINTMENT OF THE PLANNING CONSULTANT ON THE JOINT HENLEY AND HARPSDEN NEIGHBOURHOOD PLAN.**

The Chairman proposed and the Committee agreed that Councillors George and Plews be invited to the table and that Mrs Tipple be invited to remain as an observer in her capacity as Clerk to the Harpsden Parish Council.

Members had before then the completed tender submission bids received and opened by the Town Clerk in the presence of the Chairman on Thursday 23 May, 2013, copies having been previously circulated.

Each bid was assessed having regard to both qualitatively and quantifiably evidence submitted. Councillors had previously evaluated each of the four bids against five specific criteria: value for money; quality of submission; technical merit of the proposal and capacity to deliver; management and communications and community engagement, each one scoring 20%.

Members exchanged this information, each in turn expressing their own views on the quality of the bids received which were generally all found to be very professionally presented.

Having regard to the five identified criteria and the specific considerations for each, it was

RESOLVED that the following companies be shortlisted and invited to attend for interview:

**Broadway Malyan;
Design Council Cabe; and
Navigus Planning in association with Place Studio**

17. **DATE OF NEXT MEETING**

The date of the next meeting was confirmed for Thursday 6 June 2013 at 9.00am when the three short listed companies would be invited to attend for interview and make a presentation.

The meeting closed at 6.20pm.

Chairman
6.6.13