

ATTENDEES

The Chairman, Councillor Ken Arlett – Henley Town Council (HTC)
Councillor Julian Brookes – substituting for Sara Abey - HTC
Councillor Donna Crook - HTC
Councillor Jane Smewing - HTC
Councillor Kester George – Harpsden Parish Council (HPC)
Councillor Tony Wright – HPC
Mr Patrick Fleming – Henley in Transition
Mr Don Barraclough
Mr Ian Clark
Mr Geoff Lockett
Mr Jim Munro
Mrs Jackie Walker
Mr David Whitehead

Cath Adams - HTC Project and Planning Manager
Kirsty Waterman – HTC Committee Administrator

1 Member of the press

11. APOLOGIES FOR ABSENCE

Apologies were received from Chris Baker, Joan Clark, Rebecca Chandler-Wilde and Councillors Sara Abey, Glen Lambert and Lorraine Hillier.

12. DECLARATIONS OF INTEREST

There were no declarations of interest.

13. PUBLIC PARTICIPATION

None

14. TO APPROVE MINUTES

The Minutes of the Neighbourhood Plan Committee held on 10 July 2018 were received, approved and signed by the Chairman, Councillor Arlett, as a true record.

15. REVIEW UPDATES FROM WORKING GROUPS

The Chairman thanked everyone for their work and commitment to their research and stated that the information coming back was excellent. A meeting to update group representatives on further sources of infrastructure evidence was held on 24 July 2018 and more research has been undertaken since. Reports and further information gathered were presented and received:

- i) **Schools, Colleges, Doctors' Surgeries, Utilities etc** – reports were attached to the agenda.

- ii) **Transport** – a report on further research was presented including notes from a meeting with SCOOT which was held on 11 July and a follow up to the Peter Brett meeting which was held on 24 July 2018. The Traffic Signals team have evidenced that Henley is at saturation levels of traffic. The optimum level of traffic flow should run at 90% whereas at some periods of the day Henley Roads are being used at 140% capacity. Some information from the baseline report could be re-used within the transport section. Next steps are to look at the Knightsbridge and Benson Neighbourhood Plans. Peter Brett Associates made reference to comparisons with Dorking where they have a main road running through the town. It is of a similar size to Henley but has no Neighbourhood Plan. Timescales were discussed for commissioning the next research and update of evidence through Peter Brett Associates.

Benson's Neighbourhood Plan was cited as a good example of evidence sitting alongside policies to make it clear.

Actions:

- Members to send pictures of Henley traffic queues to the Committee Administrator as evidence of saturated traffic - **All**
 - Make contact with Dorking Town Council regarding traffic issues – **PF/CA**
 - Peter Brett Associates to be consulted on the appropriate time for further research - **CA**
 - Latest information from the sub group to be circulated to the Committee - **KW**
- iii) **Car Parks** – it was noted that spaces were to be lost in the coming weeks due to the Market Place Mews development.
- iv) **New Housing, Permitted Development Rights** since March 2017 – an up to date report on research into Windfall and PDR housing was discussed. 200 dwellings have been granted planning permission and are included in Henley's housing numbers, with a further 105 under consideration.

The report on the current demand for house purchases and rental properties that was attached to the agenda provided interesting information on the current situation in Henley.

Action:

- Latest spreadsheet from the sub group to be circulated to the Committee - **KW**
- v) **Meeting Henley Business Partnership** – The Planning and Project Manager invited extra members to join this group. Members were asked to put themselves forward after the meeting. The Chairman stated his intention of joining the group as there were 3 possible dates for presentation to businesses. A Retailer meeting on 19 September, Henley Business Partnership on 21 September and the Vision/Mission/Destination Henley group on 17 October.
- vi) **Liaison with other Parishes** carrying out NP Reviews – It was agreed it would be beneficial to meet again with other Councils who are also reviewing their Neighbourhood Plans.

Action:

- To arrange a meeting with other local Councils also currently reviewing their Neighbourhood Plan – **Councillor Arlett**

16. REVIEW UPDATES

The Committee received a verbal update on the status of existing Neighbourhood Plan sites:

Highlands Farm – 4 properties reserved, expect first occupancy in September.

116-118 Greys Road - Over 50% reserved. 2 have moved in. Site to be complete by the end of the month.

Gillotts School - HTC last met with Gillotts approximately 6 months ago, but there has been very little contact since. The previous feeling was they wanted to move quickly on this project.

Chilterns End - No movement at present

Jet Service Station - Work continues but no available completion date. A small number have been reserved.

357 Reading Road - TA Fisher have been successful with their pre-app. The contract for the site is with the lawyers.

Empstead Works/Enterprise Park - No start date. Meetings to take place with SODC/HTC and Enterprise Park Ltd on a way forward for the complete site, including the Stuart Turner area.

Wilkins Site - Work progressing. Completion expected early 2019.

Youth Centre - Since the application for a care home was rejected, nothing has been forthcoming. No information was available from SODC.

TA Centre, Friday Street - The request to central government to donate the building to HTC was refused. A meeting with the Detachment Officer is to be arranged. The site needs further discussion in the JHHNP Review with reference to the cadets.

Fairmile - A pre-app has been deposited with SODC. Negotiations are still taking place between HTC and the representatives of land owners. Hopefully this will soon be concluded.

Wyevale - A pre-app has been lodged with SODC and further information is awaited on this.

Thames Farm, Harpsden - Although not part of the JHHNP, planning permission is granted and the site should be considered in the JHHNP Review.

17. UPDATE FROM SODC DROP IN SESSION

The Committee received a verbal update from attendees of the drop-in session held at SODC on Thursday 12 July 2018. Some questions from that session are yet to be answered. A workshop for reviewing the documentation on the existing Neighbourhood Plan will take place on 30th August at 1pm.

18. NEXT MEETING

The next meeting of the Neighbourhood Plan Committee is to be held on 10 September 2018 at 3.00pm.

The meeting closed at 4.18pm

KW/CA

15.08.18