

# HENLEY-ON-THAMES TOWN COUNCIL

**MIKE KENNEDY**  
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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 24th MAY 2013 AT 9.00 AM**

in

**THE COMMITTEE ROOM, TOWN HALL  
HENLEY-ON-THAMES**

A handwritten signature in black ink that reads 'Mike Kennedy' with a stylized flourish at the end.

Mr M Kennedy  
Town Clerk  
15 May 2013

### **MEMBERSHIP**

Councillor M Akehurst  
Councillor W Hamilton  
Councillor H Hinke  
Councilor D Nimmo-Smith

Members are reminded to sign the attendance book

## **A G E N D A**

**1. ELECTION OF CHAIRMAN**

**2. APOLOGIES FOR ABSENCE**

**TO RECEIVE** apologies for absence.

Apologies have been received from Councillor W Hamilton.

**3. 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.

**4. 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.

**5. TO APPROVE THE MINUTES OF THE MEETING HELD ON 12<sup>th</sup> APRIL 2013** (copy attached)

**6. PROGRESS ON THE ROAD MAP**

**7. PROGRESS REPORT ON THE WEBSITE DEVELOPMENT**

**8. UPDATE ON THE APPONTMENT OF CONSULTANTS**

**9. FUNDING FOR THE NEIGHBOURHOOD PLAN**

**10. BUDGET REPORT** (to be tabled)

**11. DATE OF NEXT MEETING**

**HENLEY-ON-THAMES TOWN COUNCIL**

**MINUTES OF THE NEIGHBOURHOOD PLANNING GOVERNANCE  
COMMITTEE HELD ON 12 APRIL 2013 AT 9.00AM IN THE COMMITTEE  
ROOM, TOWN HALL, HENLEY-ON-THAMES.**

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**Present:** The Deputy Mayor, Councillor S Gawrysiak (substituting for  
Councillor Akehurst)  
Councillor D Hinke (Chair)  
Councillor W Hamilton  
Councillor D Silvester (substituting for Councillor Nimmo-Smith)

**In attendance:** Mr M W Kennedy – Town Clerk  
Councillor R Dorkings (Harpsden PC)  
Councillor K George (Harpsden PC)  
Mrs S Tipple Parish Clerk (Harpsden PC)  
1 member of the public  
1 member of the press

11. **APOLOGIES FOR ABSENCE**

Apologies for absence was received from Councillors M Akehurst and  
Councillor D Nimmo-Smith.

12. **DECLARATIONS OF INTEREST**

None.

13. **PUBLIC PARTICIPATION SESSION**

None

14. **THE JOINT NEIGHBOURHOOD PLAN APPLICATION TO SODC**

Members had before then a letter from the South Oxfordshire District Council's  
(SODC) Policy Team, copy having been issued, confirming receipt of the Joint  
Neighbourhood Plan Area for Henley and Harpsden, which replaced the original  
submission made solely by Henley Town Council, and publication of a seven  
week consultation period which ends on 17 May and which should be adopted  
by SODC by the end of May It was **RESOLVED**

**that the report be received and noted.**

15. **APPOINTMENT OF CONSULTANTS**

Members had before then the final draft copy of the brief for the appointment of  
consultants to assist in the neighbourhood planning process, copy having been  
issued. In noting that the amendments proposed by Harpsden had been  
incorporated into the revised brief, Councillors considered all aspects of the  
tender documentation and those companies who would be invited to submit  
bids. It was **RESOLVED**

**that the final draft brief, as amended at the meeting, be approved  
and that the invitations to tender, as discussed, be issued.**

16. **DRAFT PROJECT PLAN**

Following Committee's adoption of a Road Map at its last meeting, Councillors considered the preparation of a Project Plan, a prerequisite for unlocking SODC funding towards the cost of the Joint Neighbourhood Plan.

It was **RESOLVED**

**that Councillors Akehurst and George be delegated responsibility for preparing the Project Plan.**

17. **PROGRESS ON THE ROAD MAP**

The Chairman confirmed that progress on the Road Map was now moving forward. There were no notable delays to report. it was **RESOLVED**

**that the report be noted.**

18. **WEBSITE DEVELOPMENT**

The Committee was delighted to learn that a volunteer had agreed to assist in the design of a dedicated website for the Joint Henley and Harpsden Neighbourhood Plan. A domain name [www.JHHNP.co.uk](http://www.JHHNP.co.uk) had been acquired. Meanwhile, the design of the logo and the homepage of the website is progressing. Members recognised the need to engage with the whole community, including young people and to make the website as interesting as possible. It was **RESOLVED**

**that the report be noted and that the Committee's thanks and appreciation be recorded to the website designer recognising that his costs were being given free and ex gratia.**

19. **THE REVISED NEIGHBOURHOOD PLAN MAP**

The Committee was informed that a new combined Map of the parishes of Henley and Harpsden would be required as part of the travelling exhibition and would be used at future Public Opinion Days. A new banner, to be used in conjunction with the exhibition stand previously purchased last year, would be commissioned. It was **RESOLVED**

**that the report be noted.**

20. **FUNDING FOR THE NEIGHBOURHOOD PLAN**

Members had before then a letter from SODC's Head of Planning, copy having been issued, confirming that £15,000 was available from SODC towards the cost of producing the neighbourhood plan. Funding is conditional on receipt of an application, a neighbourhood project plan ( see Min. No. 16 above), and an estimate of the cost to produce the joint neighbourhood plan. It was **RESOLVED**

**that the report be noted.**

21. **SODC OFFICER SUPPORT**

Members had before then an email from the SODC Policy Team, copy having been issued, which expressed support from the district council's leisure team to assist in the neighbourhood planning process when looking at leisure/sport provision within neighbourhood plans.

The Committee welcomed this offer and acknowledged that the protection of green spaces is fundamental to the vision of the both Henley and Harpsden. Although the neighbourhood plan is not just about housing, the provision of leisure facilities is important, the last public opinion day held in Henley included seven suggested topics on which the public were invited to express their views and yet the focus was on housing and traffic. It was **RESOLVED**

**that the report be noted.**

22. **DATE OF NEXT MEETING**

The date of the next meeting was confirmed for Friday 24 May 2013 at 9.00am.

The meeting closed at 9.27am.

Chairman

Neighbourhood Plan Budget v Expenses 2013/2014

<u>Income</u>	£	£
HTC Budget 2013/2014		40,000.00
Earmarked reserves 2013/2014 (contingency fund)		10,000.00
Earmarked reserves bfwd 2012/2013 (subject to approval by Council)		2,000.00
<u>Grants</u>		
SODC 2013/2014		15,000.00
Locality UK- Application pending		7,000.00
		<u>74,000.00</u>
<u>Expenses</u>		
<u>Purchase Orders issued, invoices not yet received</u>		
Envato- Wordpress for website design	31.59	
Akismet- Spam filter for website	40.00	
LCN- purchase of domain name	7.20	
Sub total for Website	<u>78.79</u>	
CAS Marketing- Design works for new map	425.00	
Publicity works- printing of map for Public Opinion Day	165.00	
Sub total for Public Opinion Day	<u>590.00</u>	
Staff costs- P Price Davies £11,000 pa(part of HTC Budget £40k)		
April- 15th -30th April	428.34	
May 2013	916.67	
Sub total for staffing costs	<u>1,345.01</u>	
Total Expenditure		<u>2,013.80</u>
Balance available 2013/2014		<u>71,986.20</u>