

HENLEY-ON-THAMES TOWN COUNCIL

MINUTES OF THE NEIGHBOURHOOD PLANNING GOVERNANCE COMMITTEE HELD ON WEDNESDAY 8 APRIL 2015 AT 9am IN THE COUNCIL CHAMBER, TOWN HALL, HENLEY-ON-THAMES.

Present: Councillor M Akehurst (Mayor ex officio)
Councillor S Gawrysiak
Councillor W Hamilton
Councillor D Nimmo Smith (Chair)
Councillor Mrs J Wood (Deputy Mayor ex officio)
Councillor K George (Harpsden)
Councillor M Plews (Harpsden)

Officer: Ms P Price-Davies (Committee Administrator)

Also Present: 1 Member of the public
1 Member of the press

68. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor D Hinke (Chair) .

69. DECLARATIONS OF INTEREST

The following declaration of interest was received:

Councillor S Gawrysiak – currently employed as a Teacher at Gillotts School.

70. PUBLIC PARTICIPATION SESSION

Mr M Phelan, Deanfield Road

Mr Phelan enquired as to whether Councillor D Hinke had responded to Mr Birch's five questions that were put to him during the Public Participation session at the last Neighbourhood Planning Governance Committee meeting held on 25 February 2015. The Chair informed him that Councillor Hinke had written to Mr Birch and that the Committee Administrator would ensure that they were circulated along with the minutes of the meeting. (Appendix A)

71. MINUTES

The minutes of the Neighbourhood Planning Governance Committee Meeting held on the **25 February 2015** were received, approved and signed by the Chairman as a true record.

Mr M Kinghan entered the meeting at 9.07pm.

72. PROGRESS REPORT

(i) The Workplan

The Chair updated Members on the recent Public Consultation, thanking all Members that had taken part in both the Drop-in sessions and Roadshows, he confirmed that the Workplan was still on schedule and that the final Plan would be with SODC in May for inspection and Nexus Planning were working towards the referendum being held in Autumn 2015.

(ii) Results of the Public Consultation on the Draft Neighbourhood Plan Pre-Submission (6 February – 20 March 2015)

The Chair gave an overview on the Pre-Submission Draft Consultation Results, following Nexus Planning's initial assessment of the results. He listed how it was promoted and outlined the events that had taken place. He confirmed that a great volume of responses had been received, including a total of 711 questionnaires (471 were online and 240 hardcopy). In addition, 16 statutory and 12 non-statutory consultees and organisations had provided comments. He highlighted some of the consultation results but made it clear that HTC would release a more detailed analysis of the questionnaire results which would be available on the website alongside the statutory and non-statutory responses.

The Nexus Planning Consultant, Mr Matthew Kinghan was introduced and invited to the table to give his views on the Public Consultation. Mr Kinghan agreed that until the responses were considered in further detail, the Town Council were unable to make the necessary refinements to the Plan. The timescale of this procedure was discussed with regards to current Members serving on the Governance Committee and it was understood that if it was finalised by 6 May 2015 then it could be signed off by the current Members as this marked the final day of their four year term, if it was after this date then it should be the Town Clerk.

73. 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 publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

MINUTES OF THE CONFIDENTIAL SESSION OF THE NEIGHBOURHOOD PLANNING GOVERNANCE COMMITTEE MEETING HELD ON 8 APRIL 2015

74. VARIATION TO THE ORDER OF BUSINESS

It was **RESOLVED**

that due to the attendance of Mr M Kinghan the order of business be varied to take Agenda Item 7.ii, Public Consultation – update from Nexus Planning before Agenda Item 7.i. Appointment of Transport Consultant.

75. PUBLIC CONSULTATION RESULTS

Mr M Kinghan (Nexus Planning) tabled a document summarising the key issues and actions from the Draft plan consultation 2015. It focussed on 3 main aspects:

1. Questionnaire results
2. Statutory Consultees responses
3. Non- statutory consultees responses

It also highlighted further issues and decisions regarding several sites that had been excluded from the draft Plan but Mr Kinghan pointed out that further analysis and clarification was required before the Council drew conclusions from these responses. It was imperative that these issues should be investigated further at the meeting with the Planning Policy Officer at South Oxfordshire District Council which had been scheduled later in the week.

The Chair aired concern over an email that had been circulated by Bix and Assendon Parish Council, encouraging local residents to vote against development on the Fairmile Site. Members were in agreement that a postcode analysis of all the respondees should be undertaken to ensure that they were located within the boundary area of Henley or Harpsden, conforming to the statutory regulations.

Mr Kinghan relayed to Members that Gillotts School had received formal confirmation that the Secretary of State had consented to the disposal of part of their playing field area which now meant that their site was deliverable. Members discussed the implications of this decision on both the Plan and the opportunities for the School itself.

Councillor M Akehurst left the meeting at 10.50am.

Members agreed that a press release should be issued imminently that gave the facts and figures gleaned from this initial analysis of these Public Consultation results.

Mr M Kinghan left the meeting at 11.05am.

76. APPOINTMENT OF A TRANSPORT CONSULTATION

The Chairman confirmed that four tender bids for the appointment of the Transport Consultant on the Joint Henley Harpsden Neighbourhood Plan had been received from:

*Alan Baxter and Associates;
Peter Brett Associates;
JMP Consultants; and
Vectos.*

Members had before then the completed tender submission bids received opened by the Town Clerk on Friday 27 March, 2015, copies having been previously circulated. Each bid was assessed having regard to both qualitatively and quantifiably evidence submitted. Having regard to specific considerations for each, it was **RESOLVED**

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

***Alan Baxter and Associates and
Peter Brett Associates.***

77. **DATE OF NEXT MEETING**

The date of the next meeting was confirmed for **Monday 13 April 2015** at 2pm when the two short listed companies would be invited to attend for interview and make a presentation.

The meeting closed at 11.45am.

ppd

Chairman

From: Dieter Hinke
Date: 6 March 2015 20:09:34 GMT
To: STEPHEN BIRCH
Subject: Fwd: Henley and Harpsden Neighbourhood Plan

Hi Stephen,

The replies are noted below after consultation with Matthew Kinghan (Consultant, Nexus Planning).

They are in note format for speed as I am just about to leave on holiday

Best regards

Dieter

Dear Dieter,

I should be grateful if I were given the opportunity to put the following questions to the Committee tomorrow morning in the public access time. I am sending the questions ahead of time to give opportunity for answers to be prepared as appropriate:

Q1. Highlands Farm is on the edge of the Neighbourhood plan area in the Area of Outstanding Natural Beauty. In this location the draft Neighbourhood Plan calls for a maximum density of 25 units/Ha. The site area is given as 6.2Ha, so with 140 houses, this would be within the recommended density. However a further 30 houses are also allocated as 'reserve': in this case the density would be 27.5 houses per Hectare: too dense for the recommendations. Could the Committee confirm the accuracy of these figures and comment please?

Q1 Answer: The reserve allocation provides an additional 2ha of developable area, thus increasing the total area to 8.2ha, enabling a density of 25dw/ha (see policy SP12). Furthermore the 25dw/ha is not set as an absolute maximum in any policy.

Q2. The definition of 'Brownfield' land has now been changed to " previously developed land, which is or was occupied by a permanent structure, including the curtilage of the developed land and any associated fixed surface infrastructure'. Part of the Highlands Farm site seems to qualify under this definition as 'brownfield' with the remainder as 'greenfield' Could the Committee comment on the desirability of this please?

Q2 Answer: Note response to point 1 above. The final layout will be established in a Design Brief for the site incorporating the elements set out in policy SP1 (and SP12 if required). The indicative masterplans put forward to date by the developer have indicated that there will be limited, if any, encroachment on the green element within the red line -Any comments on this as part of the current consultation are welcome.

Q3. Please could the Committee confirm whether public transport will be provided for the Highlands Farm site and confirm the Traffic Assessment will be made public before any referendum on the Plan?

Q3 Answer: It is anticipated that public transport will be funded by the developer to the site. The Transport Assessment undertaken by the developer for the 2014 consultation is available on the JHHNP website (under site information).

Q4. Could the Committee comment please on the likely deliverability of the Stuart Turner site within the plan period, before 2027, given that the land will not be available at the earliest until 2020? Can the Committee also comment on whether suitable vehicle access can be provided to this site and confirm that the site has sufficient room within its constrained area, for housing, employment and Town centre uses?

Q4 Answer: A seven year period is more than ample to deliver a site of this size. The site is 10,000 SQM therefore the elements identified should be fully deliverable. The site has direct access onto Greys Road and Greys Road car park.

Q5. Could the Committee confirm please whether there is sufficient room on the constrained Badgemore Primary School site for the expansion considered and also comment on how expansion in this location will serve the need for primary school places on the South side of Henley?

Q5 Answer: Cllr Nimmo-Smith did answer this at the meeting, that Badgemore had already been expanded last year ,and there was room for a further expansion on the site.

Trinity also had room for expansion if necessary.