

HENLEY-ON-THAMES TOWN COUNCIL

MINUTES OF THE **NEIGHBOURHOOD PLANNING GOVERNANCE COMMITTEE** HELD ON FRIDAY 24 MAY 2013 AT 9.00AM 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
Mrs P Price-Davies – Committee Administrator
Dr L Murfett – Principal Policy Officer, SODC

3 Members of the Public
1 Member of the Press

1. **ELECTION OF A CHAIRMAN**

The Mayor called for nominations for the election of Chairman for the year 2013-14. It was **RESOLVED**

that Councillor D Hinke be elected Chairman of the Neighbourhood Planning Governance Committee for the year 2013-14.

2. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor W Hamilton.

3. **DECLARATIONS OF INTEREST**

None.

4. **PUBLIC PARTICIPATION SESSION**

Dr B Wood, Blandy Road

Dr B Wood raised the issue of ownership of a bridleway between Blandy Road and Gillotts Field. The Chairman assured him that the issue of ownership of any potential development sites would be thoroughly investigated by the appointed Planning Consultant.

Dr L Murfett, SODC

Dr L Murfett reported that the Neighbourhood Plan Area six week consultation process was completed on the 17 May 2013 and that there had been 14 responses to date and that they were overwhelmingly positive. It was now moving forward to the designation process and she anticipated that this would also be completed in the next 2-3 weeks.

5. **MINUTES**

The minutes of the meeting held on the 12th April 2013 were approved and signed by the Chairman as a true record.

6. **PROGRESS ON THE ROAD MAP**

The Chairman confirmed that Road Map was moving forward and that once the Planning Consultants were appointed it would be updated. He noted that this road map would then be forwarded to SODC as a key component in the application for funding.

7. **PROGRESS ON THE WEBSITE DEVELOPMENT**

The Chairman updated the Committee on the development of the website which was being compiled by a local designer on a voluntary basis. It was being hosted as a unique, dedicated website that was independent of the Henley Town Council with its own contact telephone number and its registered office being Henley Town Hall. It was hoped that it would be live within the next two weeks.

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

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

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

The Town Clerk had devised a scoring system that would be distributed to all members along with each tender so that each member would be able to compile a score for each bid based on the criteria listed in the original specification in preparation for the short-listing stage. This process would ensure that each bid was fairly and transparently assessed. It was agreed that the four tender bids would be evaluated at the next meeting of the Neighbourhood Planning Governance Committee.

9. **FUNDING FOR THE NEIGHBOURHOOD PLAN**

The Chairman confirmed that applications for funding would be submitted to SODC and Locality UK on the appointment of the Planning Consultant as the Project Plan would then be completed and the full cost implications would be known.

10. **BUDGET REPORT**

Members received and considered an updated budget (copy attached to the minutes). It was noted that a lot of professional In-Kind support was not included in the budget but as members of the business community were increasingly getting involved in varying capacities, this would be accounted for in future budget reports. It was **RESOLVED**

that the budget be noted.

11. **DATE OF NEXT MEETING**

The date of the next meeting was confirmed for Tuesday 28 May 2013 at 5pm when the tender bids for the appointment of the Planning Consultant on the Joint Henley Harpsden Neighbourhood Plan would be evaluated.

The meeting closed at 9.25am.

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Chairman