

## HENLEY-ON-THAMES TOWN COUNCIL

### MINUTES OF THE NEIGHBOURHOOD PLANNING GOVERNANCE COMMITTEE HELD ON WEDNESDAY 25 FEBRUARY 2015 AT 9am IN THE COUNCIL CHAMBER, TOWN HALL, HENLEY-ON-THAMES.

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

**Officers:** Mr M Kennedy (Town Clerk)  
Ms P Price-Davies (Committee Administrator)

**Also Present:** 15 Members of the public

**60. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor M Plews (Harpsden).

**61. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**62. PUBLIC PARTICIPATION SESSION**

*Mr S Birch, Shiplake Cross*

Mr Birch put the following five questions to the Chair, which he had emailed him in advance of the meeting:

1. Confirmation on the maximum housing density allowed on the Highlands Farm site.
2. Clarification on the definition of 'Brownfield' land and the application of this to the Highlands Farm site.
3. Confirmation on whether public transport will be provided for at the Highlands Farm site and whether the Traffic Assessment will be made public before the Referendum.
4. Clarification on the likelihood of the Stuart Turner site being deliverable before 2027 and whether suitable vehicle access will be provided to this site and whether the site is able to accommodate the proposed uses.
5. Confirmation on whether the Badgemore Primary School site can accommodate further expansion to adequately serve the need for primary school places to the South of Henley.

He was informed by the Chair that he would personally receive a written response which would fully answer each question.

Mr M Dodds, Greys Road

Mr Dodds spoke on behalf of Henley in Transition (HiT), welcoming the planned traffic study and looked forward to contributing to the proposed Traffic Forum, making the point that a forum on public transport should also be arranged. He also informed Members that HiT were currently compiling their response to the Public Consultation, airing their primary concerns which were infrastructure and the lack of public awareness on the Neighbourhood Plan. HiT were willing to support the Neighbourhood Plan process by raising public awareness of both the consultation and the referendum and Mr Dodds agreed to discuss this offer of help with the Co-ordinator. He noted, with regret, that John Howell MP had now revoked his previous viewpoint that Infrastructure needed to be in place before new housing is completed.

The Chair welcomed this offer of help in ensuring maximum community engagement with the Plan and urged other organisations and individuals within the town to come forward.

Councillor Mrs J Wood, Henley Town Council

Councillor Mrs J Wood sought clarification on which Primary School catchment area the Highlands Farm site would fall within, she aired concern about the fact that it currently fell within the catchment of the Rotherfield C of E Primary School which this currently oversubscribed. She questioned whether the Community Infrastructure Levy (CIL) would contribute towards building a new school and sought clarification on which Parish would receive it. County Councillor D Nimmo-Smith responded, clarifying Oxfordshire County Council's (OCC) position that Parish boundaries were no boundary for school catchments and that the catchment area would be adjusted by OCC to enable children living at the Highlands Farm site to be in the catchment area of the Henley primary schools with expansion potential.

Mr C Langler, Queen Street

Mr Langler aired his concern about amenities not being adequately covered within the Draft Plan, he was informed that this consultation stage was an opportunity for points such as this to be raised and addressed. The Chair confirmed that there was a set formula for the provision of amenities and services according to the housing allocation. County Councillor D Nimmo-Smith agreed that this provision and funding would be dictated at a central level and that Developers would be expected to contribute to these costs.

Councillor S Gawrysiak, Henley Town Council

Councillor S Gawrysiak drew Members attention to the political make-up of the Neighbourhood Planning Governance Committee, stating that two members from both the Henley Residents Group (HRG) and the Conservatives had been appointed to the Committee along with the two co-opted Harpsden Councillors. He stated the importance of this political balance in the successful deliverability of the Neighbourhood Plan and raised concern that the current balance was no longer reflected in its current membership. He pointed out that new Members had joined this committee since it started and had familiarised themselves with all aspects of the Plan adequately even after some periods of absence.

The Chair invited the Town Clerk to respond. The Town Clerk informed the Committee that unlike principal councils, the composition of committees is not required to represent the same proportions in which the council as a whole is politically divided.

**63. MINUTES**

The minutes of the Neighbourhood Planning Governance Committee Meeting held on the **21 January 2015** were received, approved and signed by the Chairman as a true record.

**64. PROGRESS REPORT**

The Chair updated Members on the attendance at both the recent Drop-in Exhibition events held at Henley Town Hall and Harpsden Village Hall which were generally deemed successful in engaging with local residents. He spoke on the other Public Engagement events that were scheduled over the Public Consultation period, requesting members to volunteer to staff these remaining events.

He confirmed that to date, approximately 130 completed feedback forms had been received both via survey monkey and posted hard copies.

**65. TRAFFIC SCOPING REPORT**

Members had before them a copy of the Traffic Scoping report which was attached to the agenda. The Chair confirmed that he had received feedback on this from various individuals and that a Traffic Forum would be proposed and scheduled with local groups to provide background information on traffic and transport issues within the town. He re-iterated the importance of OCC's input into the Plan and the fact that this would give the Plan credibility and acceptability.

The Chair drew Members attention to the comments from Mr P Fermer, Locality Manager at OCC, which were also attached to the agenda. Members discussed the wording in the additional paragraph he was proposing for inclusion. It was **RESOLVED**

**that this additional paragraph proposed by Mr P Fermer not be included in the Traffic Scoping report.**

Amendments to the Traffic Scoping report - point by point:

1. Introduction

1.5. Fourth line change word '*place-making*' – unclear definition?

2. Background

2.1. Fourteenth line down, wording '*provide a steer*' – be replaced with '*clear achievable strategy*'.

3. Overview of Policy and Strategy

3.2. List to include Air Quality and HGV's as two main areas of concern and prioritised.

3.3. Objectives to be put in priority order

3.4. List to include Air Quality Assessment and HGV's

3.11

m) *Restricted HGVs totally – not just over the bridge.*

p) *To include new and enhanced '**pedestrian crossings across Henley**'.*

r) *Encourage a review of the price of parking throughout the town.*

s) *Take out as a duplicate of r).*

t) *Stipulate 'Clean/non-polluting buses' and encompass all bus services.*

\* **note** – now 19 measures in total, therefore top line to now read '*The following measures identified are:*'.

4. The Objectives of the Transport Study

4.1. Second line after NP, 'identify existing problems and the potential impact of the NP'

4.1. List to include:

- Air Quality Assessment and Environment issues
- Pedestrian crossings
- HGVs and Local Transport
- To be prioritised

5. The requirement for Consultancy Advice – no changes

6. Detailed Guidance on Expected Outputs

6.2. A additional third bullet point to be included;

- Provision for a Traffic Forum with local groups to provide background information on traffic and transport issues within the town.

7. Summary of the Project Requirements – no changes

Members discussed the traffic impact on the surrounding parishes and areas from the proposed developments and sites within the Neighbourhood Plan area. It was agreed that the impact study had to focus on this area but the additional traffic would undoubtedly have an impact on the neighbouring parishes along with other projects in the area, including the proposed third bridge. It was confirmed that OCC were aware of this inevitable traffic impact further afield would enable them to undertake Modelling work building on the work of the Traffic Study and would form part of the assessment.

*(Points 8 – 11 (below) to be decided on once the process begins)*

8. Project Timescales and Key Milestones

9. Management of the Commission

10. Timescale and Submission Deadline

11. Consultant Selection Process/Evaluation Criteria

It was **RESOLVED**

**that the Traffic Scoping Report be approved subject to the changes set out above and be applied to the final tender document.**

Following the recommendation from the Finance, Strategy and Management Committee at a meeting held on 20 January 2015 (Minute No. 83), Members were in agreement that once these amendments were made to the report, the final version could then be put out to tender without the need for further assessment delaying the process. The Chair confirmed that this decision was within the terms of reference of the Committee and Members thanked both the Town Clerk and Mr Burrage for producing such a comprehensive report.

**66. BUDGET REPORT**

Members had before them a copy of the Income and Expenditure Budget to **18 February 2015** which was attached to the agenda. The report gave details of the total income to date, including a grant from SODC of **£15,000** and a grant payment from Locality UK of **£7,000** (100% payment of total award received). A full breakdown of the expenditure was attached to the agenda. It was **RESOLVED**

**that the financial report to 18 February 2015 be received and noted.**

**67. DATE OF NEXT MEETING**

Members were in agreement that the date of the next meeting would be agreed once the Traffic Scoping Report had been tendered.

The meeting closed at 9.45am.

*ppd*

*Chairman*