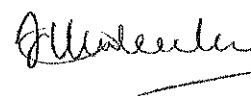


**COUNCILLORS ARE HEREBY SUMMONED TO ATTEND A
MEETING OF THE
NEIGHBOURHOOD PLAN COMMITTEE
TO BE HELD ON
MONDAY 15 OCTOBER 2018 AT 3.00PM
IN THE COUNCIL CHAMBER, TOWN HALL,
HENLEY ON THAMES**

PLEASE BRING YOUR COPY OF
THE JHHNP TO THE MEETING

MEMBERSHIP:

The Chairman, Councillor Ken Arlett – Henley Town Council (HTC)
The Vice Chairman, The Mayor, Councillor Glen Lambert – HTC
Councillor Donna Crook - HTC
Councillor Jane Smewing - HTC
Councillor Kester George – Harpsden Parish Council (HPC)
Councillor Tony Wright – HPC
Mr P Fleming – Henley in Transition
Mr Chris Baker
Mr Don Barraclough
Mr Ian Clark
Mrs Joan Clark
Mr Geoff Lockett
Mr J Munro
Ms J Walker
Mr D Whitehead
Mrs R Chandler-Wilde



Mrs J Wheeler
Town Clerk
9 October 2018

Members are reminded to sign the attendance book

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members are hereby reminded that, under the provision of the Localism Act 2011 (Chapter 7, part 1) and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (S.I 2012/1464), 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 the decision about that matter.

3. PUBLIC PARTICIPATION

TO RECEIVE questions or statements from members of the Public.

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 pecuniary 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.
- If there are no statements or questions, or if all statements have been made or questions asked before the period of time allotted, the meeting will start to consider the remainder of its business. No further public questions or statements will be entertained at that meeting.
- If an answer to a question cannot be given at the meeting the Chairman may, at his/her discretion, arrange for a written answer to be given.
- The Chairman of the meeting will have complete discretion as to the order in which questions are taken and statements made. Supplementary questions may be asked at the Chairman's discretion.
- The Chairman of the meeting may rule that any public remarks are not appropriate and will not be accepted; for example if they are defamatory, frivolous or offensive. In such an instance the Chairman may disallow a question or statement or cut short a statement or discussion, or disqualify any member of the public from continuing to speak.
- Questions which require the disclosure of exempt or confidential information will not be answered.
- The Chairman of the meeting's interpretation of this procedure shall not be questioned and his/her ruling on any questions relating to this procedure shall be final.

4. MINUTES

TO APPROVE the Minutes of the meeting of the Neighbourhood Plan Committee held on 10 September 2018. Document attached.

5. **SODC NEIGHBOURHOOD PLANNING SURGERY**

TO CONSIDER questions to take to SODC on 17 October 2018. An appointment has been made for the HTC Planning and Project Manager, Committee Administrator and Neighbourhood Plan Committee Chairman to attend.

6. **UPDATES FROM WORKING GROUPS**

TO RECEIVE any updates and Topic Paper drafts following the last meeting of the Neighbourhood Plan Committee on 10 September 2018:

- i) Schools, Colleges, Doctors' Surgeries, Utilities etc.
- ii) Transport
- iii) Car Parks
- iv) New Housing, Permitted Development Rights since March 2017
- v) Liaison with Businesses
- vi) Liaison with other Parishes carrying out NP Reviews
- vii) Review all existing sites including a verbal update following a meeting held on 24 September 2018 with a representative of the Army Cadets regarding the TA Centre.
- viii) Community Engagement
TO NOTE the notes from the Community Engagement meeting held on 17 September 2018 and to receive a verbal update on a meeting held on 8 October 2018.
- ix) Green Living
- x) Industrial Land

7. **VISION STATEMENT**

TO DISCUSS vision statement suggestions and start to formulate a draft.

8. **TRANSPORT REVIEW**

TO CONSIDER whether to appoint Peter Brett Associates to specify and commission Automatic Traffic Counts.

9. **CALL FOR SITES**

TO AGREE text for a call for sites advert (attached) and agree Members to work on the criteria for site selection.

10. NEIGHBOURHOOD PLAN RESPONSE TO P17/S0526/FUL

TO DISCUSS a draft response which has been prepared on behalf of The Neighbourhood Plan Committee in response to the Planning Appeal for Deanfield Avenue HENLEY-ON-THAMES RG9 1UE. All representations to be received by 22 October 2018.

<http://www.southoxon.gov.uk/ccm/support/Main.jsp?MODULE=ApplicationDetails&REF=P17/S0526/FUL#exactline>

11. AFFORDABLE HOUSING

TO DISCUSS the Statutory Definition of affordable housing as per an email received from SODC Development and Regeneration Manager and a letter received from the Minister of State for Housing. Documents attached.

12. NEXT MEETING

TO AGREE a date in early December for the next meeting of the Neighbourhood Plan Committee.

kw/ca

8 October 2018

NOTES FROM A MEETING WITH NEIGHBOURHOOD PLANS' COMMUNITY
ENGAGEMENT PROJECT GROUP HELD ON MONDAY 17 SEPTEMBER 2018 AT 2.30PM
IN THE TOWN HALL

PRESENT: Rebecca Chandler Wilde (RCW)
Jackie Walker (JW)
Cath Adams – Planning and Project Manager HTC (CA)
Kirsty Waterman –Committee Administrator (KW)

Based on the SODC Workshop it is agreed that community engagement and a plan for implementing it is required.

An initial draft of an advert to inform members of the public was pencilled to circulate to the committee enabling a consistent message:

Places for advertising the Neighbourhood Plan Review and the invitation for community involvement were:

Facebook ads - RCW
Facebook analytics - RCW
"Is it worth voting in Henley" Facebook Page - JW
"Community Matters" Facebook Page - JW
Put advert on front page of HTC website with link to leave a comment email - KW
Explore Henley College involvement with NP Website construction - CA

Ewelme –example of good NP website

Consistent Message for an advert:

Henley and Harpsden are having another look at our Neighbourhood Plan because the District Council has to take more housing. This gives us an opportunity to revisit the Neighbourhood Plan. We want to look at all aspects of interest to residents within the Plan and would like to see what is already working and what we could improve. If you are interested in getting involved please contact Henley Town Council and look at:

<https://www.henleytowncouncil.gov.uk/default.aspx>

For how to leave your comments.

Alternative consistent message for an advert:

Henley and Harpsden have the opportunity to review our Neighbourhood Plan and would like to invite you all to have your say and get involved. The need to review is due to the District Council's requirement to provide more houses. If you are interested in getting involved please contact Henley Town Council and look at:

<https://www.henleytowncouncil.gov.uk/default.aspx>

For how to leave your comments.

What to do with responses

Once people contact HTC and roles have been explained together it is to be decided which level of involvement they would like to offer;

1. Make a comment – put on form and HTC to register and collate all comments. - commenters
2. Put email addresses on a database for updates and to be kept informed – email out for example once a Full Council cycle asking for leaflet deliverers for example – not very active members.
3. If they would like to get involved have a further chat with committee members to discuss skill set with specific tasks – committee/working group level

Contacting all areas

It was discussed that some areas of Henley and Harpsden should be specifically targeted to try and attract involvement to represent as much of a cross section of the public as possible such as the Luker Avenue/Crisp Rd, and Gainsborough areas and younger members of the public through Henley College. Smaller specific areas are easier to manage for leaflet drops for example.

Business involvement

It is a requirement to engage with businesses as well as residents to obtain a cross section of views. A meeting with HTC's Vision, Mission, Destination group has been organised for 17 October 2018. Need to ask businesses what could be improved, currently working well and what areas impact them.

The next Community Engagement Working Group meeting has been diarised for 8th October 2018 at 2.00pm.

Meeting closed at 4.05pm

KW

18 September 2018

Quotes from Peter Brett Associates for Automatic Traffic Count Surveys

The specification and commissioning of the surveys will be undertaken by PBA and therefore there will be an additional cost on top of £500 (exc. VAT and expenses) in line with our standard conditions of engagement.

As we highlighted in the meeting on 22 June, any further work, meetings or assessment beyond the surveys above will be subject to a new fee agreement, and we would be happy to discuss the anticipated approach and our associated fees at that time.

Traffic Survey Company	Option 1 (22 ATC's)	Option 2 (13 ATC's)
Company 1	£3162.50	£2167.75
Company 2	£5,439.50	£3,438.50
Company 3	£6,578.00	£4,036.50

Joint Henley and Harpsden Neighbourhood Plan Review

Call for Sites – draft text

Henley and Harpsden Parish Councils are reviewing the Joint Henley and Harpsden Neighbourhood Plan. As part of the review, potential new sites for development will be assessed for their suitability.

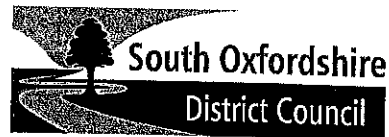
Any resident, landowner, developer, business or agent is invited to recommend sites that are available and suitable for development. The Neighbourhood Plan Committee will then undertake a review of each submitted site. The site selection criteria are currently under consideration. Inclusion of a site on the database does not mean that development on the site will be supported. The completed Neighbourhood Plan will be subject to approval by Henley and Harpsden Parish Councils, South Oxfordshire District Council (SODC) and then by the whole community of both parishes in a referendum.

The form to complete for submission of sites for consideration is [here](#). This must be returned either to Cath Adams, Henley Town Council, Town Hall, Market Place, Henley-on-Thames, RG9 2AQ or emailed to c.adams@henleytowncouncil.gov.uk.

The closing date for submission is 14 December 2018.

Planning

HEAD OF SERVICE: Adrian Duffield



Listening Learning Leading

CONTACT OFFICER: **Mrs J Matthews**

registration@southoxon.gov.uk

Tel : (01235) 422630

Textphone: 18001 01235 422630

135 Eastern Avenue Milton Park
ABINGDON OX14 4SB

Henley-on-Thames Town Council
c/o Janet Wheeler
Council Offices
Town Hall
Market Place
RG9 2AQ

19 September 2018

TOWN AND COUNTRY PLANNING ACT 1990 APPEAL UNDER SECTION 78

Site Address : Deanfield Avenue HENLEY-ON-THAMES RG9 1UE
Description of development: Erection of care home for the elderly, including parking, amenity, landscaping and tree protection (as per additional information received 13 June 2017 accompanying agent's email, amended plans received 3 August 2017 accompanying agent's email and additional arboricultural information received 16 October 2017 accompanying agents email).

Application reference: P17/S0526/FUL

Appellants name : Mr Ian Sloan

Appeal reference : APP/Q3115/W/18/3203476

Appeal start date: 17th September 2018

I refer to the above details. An appeal has been made to the Secretary of State against South Oxfordshire District Council's decision to refuse the above planning application.

The appeal will be determined on the basis of **written representations**. The procedure to be followed is set out in Part 2 of the Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009, as amended.

We have forwarded all the representations made to use on the application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal.

If you wish to make comments, or modify/withdraw your previous representation, you can do so online at <https://acp.planninginspectorate.gov.uk>. If you do not have access to the internet, you can send your comments to:

Heather Langridge
The Planning Inspectorate
Room 3D
Temple Quay House
2 The Square
Bristol
BS1 6PN

All representations must be received by **22nd October 2018**. Any representations submitted after the deadline will not usually be considered and will be returned. The Planning Inspectorate does not acknowledge representations. **All representations must quote the appeal reference.**

Please note that any representations you submit to the Planning Inspectorate will be copied to the appellant and this local planning authority and will be considered by the Inspector when determining the appeal.

If you submit comments and then subsequently wish to withdraw them, you should make this request to the Planning Inspectorate by the date above.

The appeal documents are available for inspection at 135 Eastern Avenue, Milton Park, Abingdon, OX14 4SB between 8.30am - 5.00pm Monday to Thursday and 8.30am to 4.30pm on Friday.

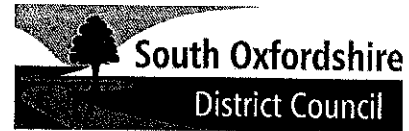
You can get a copy of one of the Planning Inspectorate's "Guide to taking part in enforcement appeals" booklets free of charge from GOV.UK at <https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal> or from us.

When made, the decision will be published online at <https://acp.planninginspectorate.gov.uk>.

Yours faithfully



Registration Officer



Listening Learning Leading

Councillor Jayne Murphy
Leader of the Council

leader@southoxon.gov.uk

Tel: 01235 422082

Textphone users add 18001 before you dial

The Rt Hon James Brokenshire
Secretary of State for Housing,
Communities and Local
Government
2 Marsham Street
LONDON SW1P 4DF

17 August 2018

Dear Mr Brokenshire

Affordable Housing in South Oxfordshire

On 19 July 2018 South Oxfordshire District Council passed a motion noting that South Oxfordshire is an area of exceptionally high property values relative to the rest of England and that the statutory definition of "Affordable Housing", whether for rented or home ownership, is related directly to these values.

Average local incomes have not kept pace with average house prices or rents and "affordable" housing is not, therefore, affordable to many households and individuals.

This has recently been acknowledged in the Ministry of Housing, Communities and Local Government publication, "Additional Housing Revenue Account Borrowing Programme" (June 2018), which defines the district of South Oxfordshire as a high affordability pressure area. The cheapest market housing in the area now costs more than 11.84 times the income of the lowest salaried worker. The median market rent in England is currently in the region of £675 per month compared with £1,350 in one of the highest value areas of South Oxfordshire.

The National Planning Policy Framework (NPPF) defines an Affordable Rent as "...at least 20 per cent below local market rents...". A similar definition is also applied to affordable home ownership, being "...at a price equivalent to at least 20 per cent below local market value...".

You will appreciate that with rents and sale prices capable of meeting the NPPF definition of affordable at only 20 per cent below market value, Affordable Rents and home ownership products can in fact be unaffordable to a growing number of households. This is of great concern to the Council.

Given the growing significance of affordability in South Oxfordshire, the Council urges you to give further consideration to the definition of "Affordable" as defined by

NPPF, taking into account the impact this definition has on very high value areas, such as South Oxfordshire. The Council further requests that you consider holding a national debate on affordability, and the implementation of a regional based definition of "Affordable Housing", setting a maximum price model for affordable housing within an area that reflects local circumstances and salaries rather than continuing an approach that simply discounts from one unaffordable price to another unaffordable price."

Yours sincerely

Councillor Jane Murphy
Leader of the Council



Ministry of Housing,
Communities &
Local Government

RECEIVED

25 SEP 2018

Kit Malthouse MP
Minister of State for Housing

*Ministry of Housing, Communities & Local
Government*
Fry Building
2 Marsham Street
London
SW1P 4DF

Cllr Jayne Murphy
South Oxfordshire District Council
135 Eastern Avenue
Milton Park
Abingdon
Oxfordshire
OX14 4SB

Tel: 0303 444 3430
Email: kit.malthouse@communities.gsi.gov.uk

www.gov.uk/mhclg

Our Ref:3884170

12th September 2018

Dear Cllr Murphy,

Thank you for your letter of 17 August to the Rt Hon James Brokenshire MP about affordable housing. I am replying as the Minister of State for Housing.

The Government understands that in many places and for many people, house prices are simply unaffordable, meaning that too few people are able to get on the housing ladder. To address this effectively over the long term we need to start with an honest and transparent conversation about local housing need, making sure local authorities plan for the right number of homes to be delivered in the right places.

The Oxfordshire Housing Deal is a welcome step towards increasing the delivery of homes across Oxfordshire, including a £60m affordable homes fund up to 2021. This is in addition to existing government programmes and increased developer contributions from the commitment to plan for 100,000 homes to 2031 through a Joint Statutory Spatial Plan.

In developing planning policies for affordable homes, it is important that we strike a balance between securing a range of properties that can help to address the needs of different groups, while not making development unviable (as ultimately this will reduce the number of homes – and the number of affordable properties – available overall). We consider that the revised National Planning Policy Framework, which was published following extensive consultation, strikes a suitable balance between these objectives, but we will keep its implementation under review.

Thank you again for your letter. I hope that this information is helpful.

KIT MALTHOUSE MP

The National Planning Policy Framework* (NPPF) currently provides the statutory definition of affordable housing.

These are:-

Affordable Rents are defined as being no more than 80% of the local market rents.

Shared ownership and other home ownership products must similarly fall below prevailing market values.

Social Rents are traditionally lower than Affordable Rents, but have proven almost impossible to deliver in recent years, due to a lack of subsidy.

Anecdotal evidence suggests that a small number of households on the council's Housing Register have failed to meet a minimum income threshold set by Registered Providers to enable them to access an Affordable Rented property.

The average house price in South Oxfordshire is around £471,564. This compares to the England average of £293,225¹

Market rents across South Oxfordshire are also very high in comparison to the rest of England. The median market rent in England (1 April 2017 – 31 March 2018) is £675². This compares with £1,350 for Henley on Thames, £1,024 for Cholsey and £975 for Thame³

Affordable Rents and Affordable home ownership options are linked to local market house prices and local market rents. This means that a home meeting the statutory definition of Affordable, can be far more expensive than in many other parts of England relative to local incomes⁴

*The National Planning Policy Framework is currently under revision. The definitions of 'Affordable' are unlikely to change fundamentally, although Social Rent is not removed, it no longer appears as a distinct definition.

1. Local Insight Profile for South Oxfordshire
2. Valuation Office Agency
3. home.co.uk
4. Office for National Statistics. House price to workplace-based earnings ratio 2018