



BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL
MINUTES FOR THE ADVISORY PANEL MEETING
HELD AT HENLEY STATION, STATION ROAD HENLEY
SEPTEMBER 10TH 2024
NDP2

Here are the Minutes of the Special Public Meeting of the Beaudesert and Henley in Arden JPC, which took place on Tuesday the 10th of September at 7.00pm in the Henley Railway Station Rooms, Station Road, Henley in Arden.

Present: JPC

Cllrs Andrews, Okey, Broadbent, Tomlinson, Rouse and McCaskie.

NDP2 Advisory Panel

Richard Clark, Carol Spires, Sheriden & Mark Bevan, John Latham, Simon Woods, Simon MacDonald and Jonathan Dovey

In Attendance

Mike Rice [SDC] Andy Robinson [FG] Gary Kirk [YourLocale] Dom Regan [RG].
One member of the public also attended.

Proceedings:

1. Appointment of Chair and Minute Taker

M1.

The Clerk called upon the assembled to consider the appointment of the Chair of the Advisory Panel, only one name was put forward that of Wendy Andrews. The Clerk further asked if the assembled might consider the role of Vice Chair and recommended Richard Clark as suited due to his deep involvement with the progression and final adoption of the 'made' NDP.

RESOLVED: Both persons were elected by a unanimous show of hands.

2. Welcome & Apologies

M2.

Apologies were received and accepted from Guy Hornsby, Josh Niderost & Roger Cooper.

3. Declarations of Interest

M3.

None were declared at the meeting.

Clerk's Note: Items 4 to 8 of the Agenda are *abridged* and *non-verbatim* but contain salient points throughout. Here are the minutes in response to the order they were debated:

Welcome and Introduction (Gary Kirk [GK])

- GK expressed pleasure at seeing a large attendance.
- Introduced his company *YourLocale*, an initiative working with parishes on Neighbourhood Development Plans (NDPs) over a 10-year period. Currently, 77 plans have been made, with 23 still in progress.
- He emphasised the critical nature of moving forward with the NDP and stressed the importance of maintaining protection through the planning process, especially considering emerging local plans and the green belt review.
- Highlighted the importance of setting up NDP processes correctly to avoid future challenges, and the need to bring along landowners and businesses on the journey.

Draft Terms of Reference (ToR) and Governance (GK)



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- The draft ToR is an important document that establishes the remit of the JPC and an advisory panel where parish councillors and residents have an equal say, although final decisions rest with the JPC.
- The ToR will define the process, membership, quorum, and public relationship codes, ensuring that any sensitive issues are handled respectfully.
- There were no immediate questions regarding the ToR.

Policy Background (Richard Clark [RC])

- RC thanked all participants and noted his departure from the JPC.
- He explained that substantial changes to the NDP may be necessary, especially concerning housing, green belt reviews, and other development-related issues, in response to emerging policies.
- A draft response has been prepared, a document he said contained around 100 questions, of which 15-20 are critical to the NDP.
- RC stressed the need for calm and measured responses to these changes, balancing the town's needs with sustainability.

Draft Programme Overview (GK)

- GK presented a draft programme outlining the key stages and a proposed timeline.
- External factors, including potential changes at government level, were identified as potential influences on the timeline.
- The programme will serve as a guide but must remain flexible.

Funding and Design Code (GK, Simon MacDonald [SM] & Mike Rice [MR])

- GK explained that £18K of funding is available, with £10K already secured. Additional funding will be drawn down as required.
- AECOM has been commissioned by the government to assist with technical support, particularly in housing needs assessment, design code creation, and other relevant areas.
- SM raised a concern about whether there was an obligation to use AECOM. GK confirmed that it is a contractual agreement but offered to share examples of other successful applications using AECOM's services.
- MR questioned if the design guide might be too restrictive. It was clarified that the guide must balance flexibility and planning regulations.

Housing and Infrastructure (Dave Broadbent [DB], RC, GK & Andy Robinson [AR])

- DB asked whether AECOM's assessment includes infrastructure such as sewers and utilities. GK clarified that AECOM's role focuses on housing design and aesthetics rather than infrastructure.
- RC raised concerns about the limited priority given to infrastructure in the current NDP, emphasising that developers must contribute through legal frameworks (e.g., Section 106). He also stressed that infrastructure issues would be addressed in the draft response.
- AR asked that the JPC keep an open mind on funding for infrastructure by developers.

Public Engagement and Community Involvement (GK, RC, MR & Carol Spires [CS])

- GK discussed the importance of community involvement and suggested a public walk-around with AECOM to assess the design elements across different parts of the parish.



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- CS asked if there would be opportunities for public feedback on the draft design guide. GK assured that there would be ample chances for input.
- MR highlighted the need for a balanced housing stock, and GK confirmed that this would be considered in the NDP, taking into account local housing needs and affordability.

Theme Groups and Next Steps (RC, GK & John Latham [JL])

- RC emphasised the importance of setting up theme groups to facilitate discussions around various topics such as housing, environment, green spaces, and infrastructure.
- Each theme group will have a representative, and the work will be ongoing to ensure the NDP reflects community aspirations.[Please refer to Clerks Report Reference 24-11103 posted on website on the NDP2 pages]
- JL noted that the theme groups would start with the existing NDP as a foundation, with input from the community survey.
- A clear structure for reporting will be established, and regular meetings will take place to ensure continuous progress.

Conclusion and Actions (GK)

- GK summarised the key points and set a clear course for the next steps, including the formation of theme groups and a focus on public engagement.
- The meeting closed with a reminder to continue working collaboratively and to ensure that all community members remain informed and involved in the process.

9. Future actions – review policies in Made NDP/Steps to a new vision

1. **Form Theme Groups:** Representatives from the community to lead and organize discussions on housing, environment, and other critical areas.[See Document 24-11103]
2. **Review Draft Design Code:** Public engagement with AECOM and the panel to ensure the design code reflects the community's needs.
3. **Prepare Draft Response:** Address the critical questions raised regarding housing and infrastructure.
4. **Secure Remaining Funding:** Draw down the next tranche of NDP funding as needed.

10. Date of next meeting and provisional October-December

Signed

Date.....