

HEXHAM TOWN COUNCIL

I HEREBY GIVE NOTICE THAT a meeting of the Hexham Town Council Planning & Infrastructure Committee will be held in the Council Office, St Andrew's Cemetery, West Road, Hexham on Monday 14 August 2017 at 5.15pm when the following items will be discussed:

A G E N D A

1. Apologies for absence.
2. To receive minutes of the Planning and Infrastructure Committee meeting held 28 July 2017 enclosed.
3. Matters arising.
4. Declarations of interest (see enclosed).
5. To comment on Planning Applications received (if any - see list enclosed).
6. To comment on Pre-Planning Applications received (if any - see list enclosed).
7. To review allotment rents (see enclosed).
8. To review Cemetery charges (see enclosed).
9. To consider correspondence received (if any).
10. To agree a date and time for the next meeting.
11. Any urgent matters at the Chairman of the meeting's discretion. (*Matters to be raised under this item should be written out (if possible) and handed to the Chairman of the meeting or the Town Clerk before the meeting begins.*)

Jane Kevan
Town Clerk
8 August 2017

Hexham Town Council
Council Office
St Andrew's Cemetery
West Road
Hexham
NE46 3RR
01434 609575
clerk@hexhamtowncouncil.gov.uk
Hagenda0817 PlanningInfrastructureCommittee

HEXHAM TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL PLANNING AND INFRASTRUCTURE
COMMITTEE MEETING HELD ON 28 JULY 2017

665.	PRESENT: Councillor J V R Hare in the Chair and Councillors T G E Gillanders and Mrs C Hanley.
666.	APOLOGIES FOR ABSENCE: Apologies for absence were received from Councillors E Green, J Ord and Mrs D Bell.
667.	MINUTES of the Committee meeting held 10 July 2017, having been circulated, were AGREED.
668.	MATTERS ARISING. a) TOURIST INFORMATION SIGNAGE (minute 651 refers): it was noted that the Clerk had attended a meeting on 18 July with the County Council's Tourism and Visitor Centre Manager, Hexham BID Manager and Steve Pardue of Differentia who presented "Hexham Wayfinding": a scoping study of signage and interpretation in and around Hexham. b) VEHICLE ACTIVATED SIGN AT ALLENDALE ROAD (minute 656 and action log refers): it was noted that Councillor Kennedy has indicated he may be able to fund a replacement sign but this is to be confirmed. c) CEMETERY GATES (minute 658 refers): it was noted that the quote from October 2016 is still valid and the work will be done in September.
669.	DECLARATIONS OF INTEREST: There were no declarations of interest.
670.	PLANNING APPLICATIONS: It was AGREED there were no objections to the applications received in accordance with the list circulated and attached to the agenda, apart from 17/00223/FUL (Heathergate Country Park, Lowgate, Hexham) on the grounds that the Ombudsman's report is outstanding and the proposed entrance is on greenbelt land.
671.	PRE-PLANNING APPLICATIONS: No pre-planning applications had been received for comment.
672.	DRAFT HEXHAM SHOPFRONT DESIGN GUIDE: the consultation on this was considered and it was AGREED to support it.
673.	DRAFT NORTHUMBERLAND FIRE & RESCUE PLAN 2017-2021: the consultation on this was considered and it was AGREED there are various concerns, including a lack of data, a focus on administration rather than operations, and no meaningful reference to matters such as volunteer support and major hazards.
674.	PROSPECT HOUSE: It was noted that the planning application to demolish the modern rear single storey extension and convert the building to residential accommodation had been withdrawn.
675.	DESIGN IDEAS: It was noted that a local resident who is an Architectural

	Designer has submitted some draft proposal plans for Hexham. It was AGREED to forward these to Northumberland County Council for an opinion on how they fit into its master plan.
676.	STREET LIGHTING REFURBISHMENT: It was noted that the costs for heritage lighting may be under £20,000.00 and that there will be a meeting at County Hall about this on 2 August.
677.	CEMETERY LODGE: It was noted that the Operations Manager has paid for a fitted wardrobe, at a cost of approximately £400.00, and it was AGREED that the Council will reimburse him as this is for a fixture and fitting.
678.	NEXT MEETING: It was AGREED the next Committee meeting will be held on Monday 14 August 2017 at 5.15pm in the Council Office, St Andrew's Cemetery, Hexham.

Chairman.....

Action Log

Contact Councillor Kennedy to confirm funding regarding the faulty vehicle activated sign (done 3/8/17)	Clerk
Forward the design ideas to NCC (done 3/8/17)	Clerk

HEXHAM TOWN COUNCIL - DECLARATIONS OF INTEREST

Under the Code of Conduct adopted by the Council on 3 September 2012 Councillors must declare if they have a disclosable interest in any matters under consideration.

To do so Councillors must use one of the following statements:-

1. "I have a disclosable pecuniary interest
in..... (for example:) Agenda item 3, Planning
application number 14/1234".
(NOTE: Code of Conduct paragraphs 11&15 apply).
2. "I have a disclosable personal interest
in..... (for example:) Agenda item 4, Grant
aid application by Hexham Youth Initiative
(NOTE: Code of Conduct paragraph 13 applies).

Councillors should familiarise themselves with the Code of Conduct regarding the definitions of (A) pecuniary interest and (B) other personal interest and their obligations when declaring any such interests.

To ensure Councillors interests are correctly minuted please use one of the above statements when declaring an interest.

NB. Should a Councillor wish to take part in the consideration and voting on a matter or matters in which he/she has a disclosable interest then they may request a dispensation be granted to enable them to take part in the discussion and voting on it but at least 10 days' notice must be given for any dispensation request.

HEXHAM TOWN COUNCIL
Planning & Infrastructure Committee

PLANNING APPLICATIONS RECEIVED FROM NORTHUMBERLAND COUNTY
COUNCIL FOR COMMENT ON 14 AUGUST 2017

Reference	Description	Applicant
17/02456/FELTPO	Remove two lowest elm limbs over garden; remove a larch overhanging limb; remove one sycamore limb back to stem; and remove all overhanging limbs of a second elm at Shorngate House, St George's Road, Hexham	Mr Chris Gill
17/02379/ADE	Advert consent for a free standing post sign with digitally printed tenant signage to face at land north of 6 Station Cottages, Station Road, Hexham	Mr Alex Robinson
17/02515/FUL	Refurbishment and relocation of existing "Wendy House" (open timber structure replacing rotten timber members and other elements with similar materials) at West Orchard House, Allendale Road, Hexham	Mr Adrian Arnold
17/02518/FUL	Proposed single storey rear extension to 6 Croft Terrace, Hexham	Ms Jennifer Howe
17/02517/COU	Conversion of integral garage into a small studio comprising bed/sitting room, en-suite shower and mini kitchen for holiday lets and private use (Class C1 (Hotels)) at Pinehurst, Allendale Road, Hexham	Mrs Margaret Meade

These applications to be commented upon under Committee's delegated powers (minute 6588 refers).

Any objections made on applications must be 'material planning considerations'. To be material, a matter must relate to the "purposes of planning". The views of local Councils and other consultees can only be taken into account by the planning authority if they are material. Such comments must always bear in mind that:

"The purpose of the planning system is to contribute to the achievement of sustainable development" (Paragraph 6 National Planning Policy Framework)

There is no definitive list but examples are:

- National planning policy
- The local planning authority's planning policies (including Neighbourhood Plans)
- Overlooking/loss of privacy
- Loss of light or overshadowing
- Parking, means of access, highway safety and traffic
- Noise, odours
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Nature conservation
- Flood risk
- Crime prevention and community safety
- Previous planning decisions
- Views of parish and town councils
- Views of statutory consultees: Highway Authority/Environment Agency/English Heritage/Sport England/Others (neighbouring LPA, HSE, etc.)

Non-material planning considerations include:

- Loss of view
- Negative effects on the value of other properties
- Land ownership or restrictive covenants
- Applicant's personal circumstances or past conduct (unless exceptional, such as relating to a physical disability in certain circumstances)
- Business competition
- Matters controlled under building regulations or other non-planning legislation
- Disabled person's access
- The nature of the applicant or owner
- Prospect of a "better" proposal

These are subject to change in national legislation or planning policy.

NB All planning applications (and related decisions) are online at:

<http://publicaccess.northumberland.gov.uk/online-applications>

If Hexham Town Council objects to an application listed above the objection is lodged online.

HEXHAM TOWN COUNCIL
Planning & Infrastructure Committee

PRE-PLANNING APPLICATIONS RECEIVED FROM NORTHUMBERLAND COUNTY
COUNCIL FOR COMMENT ON 14 AUGUST 2017

Pre-applications will be commented upon under Committee's delegated powers (Minute 6588 refers)

Reference	Description	Applicant

HEXHAM TOWN COUNCIL
Planning & Infrastructure Committee

MEMO TO COMMITTEE MEETING ON 14 AUGUST 2017 REGARDING ANNUAL
REVIEW OF ALLOTMENT RENTS

Rents must be reviewed annually. At the 2016 review the Committee agreed to increase the annual rent from £58.00 to £60.00 and for a half plot to increase from £29.00 to £30.00 from 1st October 2017.

As the rent is due each 1st October, and any change in rents has to be after due notice is given, any increase must be decided before September 2017 in order to allow the one year notice of any increase to be given.

I RECOMMEND there is no rent increase for 2018 so the annual rent remains at £60.00 (£30.00 for a half size plot).

Jane Kevan
Town Clerk
August 2017

HEXHAM TOWN COUNCIL
Planning & Infrastructure Committee

MEMORANDUM TO COMMITTEE MEETING ON 14 AUGUST 2017 REGARDING
ANNUAL REVIEW OF CEMETERY CHARGES

Charges must be reviewed annually. The Charges and Rules valid from 1st April 2017 are below, followed by the suggested Charges and Rules recommended from 1st April 2018.

Charges have traditionally increased each year by approximately 5%. However, in 2015 it was agreed to increase the fees by 3% (in round figures) and in 2016 it was agreed to keep the same charges for 2017/18 as the previous year.

The recommended fees for 2018/19 have been increased by between 1 and 3% (in round figures).

The rules are the same.

Jane Kevan
Town Clerk
August 2017

HEXHAM TOWN COUNCIL

St. Andrew's Cemetery, West Road, Hexham NE46 3RR (on the B6531)
Phone 01434 609575 Mobile 07891 101236 Email: clerk@hexhamtowncouncil.gov.uk

CHARGES AND RULES – 2017/2018

48 hours advance notice must be given for all burials

The Standard charge is payable UNLESS the deceased was before (that is within 12 months of) death a resident living in Hexham Parish.

PART 1: Burials (These charges apply if the burial takes place Monday to Friday)

		Standard charge	Parish resident
1	Body of a stillborn child or baby under six months of age	NIL	NIL
2	Body or cremated remains of a child	602	301
3	Body of a person whose age at death was over 12 years of age	2651	589
4	Burial in a re-opened grave - see Rule 8	1178	589
5	Cremated remains of person whose age at death was over 12 years of age	301	301
6	Cremated remains - below turf level (surface scattering is NOT permitted)	153	153
7	Cremated remains—buried in pre-purchased plot	301	301
8	For a double depth grave there is an additional charge of	151	151

PART 2: Rights granted

		Standard charge	Parish resident
1	Right of burial for 99 years	302	151
2	Right to construct and to burial in a walled grave (a vault)	Fee by prior arrangement	Fee by prior arrangement
3	Right to erect a memorial for 30 years	473	473
4	Renewal of right to erect a memorial for a further 30 years	FOC	FOC

PART 3: Woodland section. The charge includes the casket and flat stone marker, apart from Items (2,3) which include the casket only (Note: Woodland burial plots are larger than in other sections with only one burial in each plot)

		Standard charge	Parish resident
1	Burial	3780	945
2	Burial of cremated remains in area set aside NB Surface scattering is NOT permitted	1419	473
3	Burial of cremated remains in pre-purchased plot. N.B. An <u>additional</u> plaque or surface scattering of cremated remains are NOT permitted	602	301

PART 4: Other charges

		Standard charge	Parish resident
1	Search of burial register and copy of the entry	32	32
2	Certified copy of entry of burial	32	32
3	Transfer of Right of Burial	85	85
4	Use of the Chapel	184	184
5	Brass memorial plaque in the Chapel with up to 70 letters engraved	184	184
6	Every additional letter engraved over 70	At cost	At cost
7	Supply of memorial fixing saddle, each	158	158
8	Any item not previously described	Fee by prior arrangement	Fee by prior arrangement

PART 5: Pet Cemetery charges

Fee includes exclusive right of burial for fifteen years renewable on payment of an additional fee

1	Burial of a pet dog, cat or other small pet or their ashes	88
2	For the same including a numbered flat stone marker	176
3	Renewal of right of burial for additional 15 year period	88

PART 6: Cemetery Rules

[1] **In all** matters relating to the Cemetery the Council's decision is final. The Council acts under the Local Authorities Cemeteries Order 1977 (as amended).

[2] **These Rules** must be read in conjunction with the Rules relating to the erection and maintenance of Memorials.

[3] **Charges.** Any alteration in the charges overleaf will take effect on 1 April. Save in an emergency no changes will be made in charges before the 1 April following. Council employees are not empowered to grant any reduction in the charges for any reason whatsoever.

[4] **The Council** may prune or remove any plants, pots, ornaments, shrubs, grass or trees anywhere within the Cemetery without notice or compensation, if the Council at its own absolute discretion considers it necessary for the good order and running of the Cemetery. Objects of decoration are not allowed on grave plots however objects can be placed on the apron of any memorial.

[5] **After funerals** all flowers and wreaths **laid** on a grave will be removed and disposed of but not earlier than 14 days after the funeral takes place.

[6] **After Christmas** all flowers and wreaths **laid** on a grave will be removed and disposed of but not earlier than the 14th February.

[7] **Grave Spaces.** No marking, delineating or decoration of a Grave space is allowed. Any ornamentation on a grave will be removed. Grave spaces must be kept in a tidy condition. Please contact the Cemetery Supervisory Staff if further clarification is needed.

[8] **Reopened grave.** If a grave is reopened to bury the widow, widower or partner of the deceased then a reduced charge is payable. Charge is under Part 1(4).

[9] **Ashes cannot be scattered:** they must be buried (see charges list).

[10] **Memorial headstones** are not permitted unless the fee in Part 2(3) has been paid.

[11] **Grave curbs are** not permitted anywhere in the Cemetery, however existing curbs may be repaired or renewed.

[12] **In the Woodland Burial area:**

An alternate flat stone marker to that provided by the Council may be used provided it is in stone size 23cm by 23cm by 6cm (depth). Any wording must include the plot number.

Flower bulbs can be planted but only with prior permission from the Cemetery Supervisory Staff.

Any trees planted, the site of, the type of and the retention of, are at the sole discretion of the Council.

Woodland burial plots cannot be purchased in advance but an adjoining plot, if available, may be purchased by the partner of the deceased. No refund is made if the plot is subsequently not used.

For a plot purchased before 31 March 2004 the refund of a prepaid fee is permitted but only if the Reservation Certificate issued at the date of purchase is returned with the request for a refund. An administration charge of £100.00 will be deducted from the original fee paid when the refund is made.

No refund will be made without production of the Reservation Certificate.

[13] **Motor Cars and Dogs (which must be held on a lead) are not allowed in the Cemetery** without permission of the Cemetery Supervisory Staff.

[14] **Pet Cemetery** burials take place between 3.30pm and 4.00pm, Monday to Friday (one hour earlier in winter months).

[15] **The Cemetery is normally open** between 9.00am and 6.00pm (or dusk if earlier).

[16] **The Operations Manager, Steven English, is normally available for enquiries** Monday to Friday (Bank Holidays excepted) between 9.00am and 3.00pm by telephoning 07891 101236.

Valid from 1 April 2017

PlanningInfrastructureCommitteeMinute415

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Phone 01434 609575 Mobile 07891 101236 Email: clerk@hexhamtowncouncil.gov.uk

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PART 1: Burials (These charges apply if the burial takes place Monday to Friday)

		Standard charge	Parish resident
1	Body of a stillborn child or baby under six months of age	NIL	NIL
2	Body or cremated remains of a child	605	310
3	Body of a person whose age at death was over 12 years of age	2670	605
4	Burial in a re-opened grave - see Rule 8	1190	605
5	Cremated remains of person whose age at death was over 12 years of age	310	310
6	Cremated remains - below turf level (surface scattering is NOT permitted)	155	155
7	Cremated remains—buried in pre-purchased plot	310	310
8	For a double depth grave there is an additional charge of	155	155

PART 2: Rights granted

		Standard charge	Parish resident
1	Right of burial for 99 years	305	155
2	Right to construct and to burial in a walled grave (a vault)	Fee by prior arrangement	Fee by prior arrangement
3	Right to erect a memorial for 30 years	485	485
4	Renewal of right to erect a memorial for a further 30 years	FOC	FOC

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		Standard charge	Parish resident
1	Burial	3810	975
2	Burial of cremated remains in area set aside NB Surface scattering is NOT permitted	1430	485
3	Burial of cremated remains in pre-purchased plot. N.B. An <u>additional</u> plaque or surface scattering of cremated remains are NOT permitted	605	310

PART 4: Other charges

		Standard charge	Parish resident
1	Search of burial register and copy of the entry	30	30
2	Certified copy of entry of burial	30	30
3	Transfer of Right of Burial	85	85
4	Use of the Chapel	185	185
5	Brass memorial plaque in the Chapel with up to 70 letters engraved	185	185
6	Every additional letter engraved over 70	At cost	At cost
7	Supply of memorial fixing saddle, each	160	160
8	Any item not previously described	Fee by prior arrangement	Fee by prior arrangement

PART 5: Pet Cemetery charges

Fee includes exclusive right of burial for fifteen years renewable on payment of an additional fee

1	Burial of a pet dog, cat or other small pet or their ashes	90
2	For the same including a numbered flat stone marker	180
3	Renewal of right of burial for additional 15 year period	90

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Valid from 1 April 2018

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