

HEXHAM TOWN COUNCIL

I HEREBY GIVE NOTICE THAT a meeting of the Hexham Town Council Neighbourhood Plan Committee will be held in the Council Office, St Andrew's Cemetery, West Road, Hexham on 13 November 2017 at 6.30pm when the following items will be discussed:

A G E N D A

1. Apologies for absence.
2. To receive minutes of the Committee meeting held 12 July 2017, enclosed.
3. Matters arising (if any).
4. Declarations of interest (see enclosed).
5. Report by Councillor Gillanders on recent meetings of the NP Steering Group.
6. To receive a verbal report from Dave Clegg, Chairman of the NP Steering Group.
7. To receive a schedule of Neighbourhood Plan expenditure to date (see attached).
8. To consider whether any Committee budget is required for 2018/19.
9. To agree the date for the next meeting of Committee.
10. 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
7 November 2017

Hexham Town Council
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Hagenda1117NeighbourhoodPlanCommittee

HEXHAM TOWN COUNCIL
MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON
12 JULY 2017

171.	PRESENT: Councillors T G E Gillanders, Mrs C R Homer, T Cessford and J M Graham.
172.	CHAIRMAN: It was AGREED that Councillor T G E Gillanders be elected Committee Chairman.
173.	COMMITTEE MEMBERS: It was NOTED the 2017/18 Committee members are Councillors T G E Gillanders, J M Graham, T Cessford, J Ord, Mrs C R Homer, D Kennedy and R Hull.
174.	APOLOGIES FOR ABSENCE were received from Councillors J Ord and R Hull.
175.	MINUTES of the Committee meeting held 21 April 2017, having been circulated, were AGREED.
176.	MATTERS ARISING: There were no matters arising.
177.	DECLARATIONS OF INTEREST: There were no declarations of interest made.
178.	<p>UPDATE REPORTS:</p> <p>a. STEERING GROUP. The minutes of the Neighbourhood Plan Steering Group meetings held on 10 May and 6 June (attached to the agenda) were NOTED.</p> <p>b. OTHER UPDATES. Councillor Gillanders made an oral report and the following were NOTED:</p> <p>(1) Northumberland County Council has resolved to withdraw the Local Plan Core Strategy and a review is likely to focus only on housing numbers and therefore green belt deletions.</p> <p>(2) It is necessary for the neighbourhood plan to include a full Strategic Environmental Assessment (SEA). This means the plan will not be ready for a pre-assessment until the end of the year.</p> <p>(3) It is proposed that the plan, all drafted except for the SEA, includes a list of heritage assets.</p> <p>(4) A list of proposed future costs (attached to these minutes). It was noted that further clarification is required from the steering group on the benefits of the proposed heritage work.</p>
179.	NEIGHBOURHOOD PLAN EXPENDITURE: A schedule of expenditure to date (attached to the agenda) was NOTED.
180.	NEXT MEETING: It was AGREED that the date of the next Committee meeting is to be confirmed.

Chairman.....

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 should use one of the following statements:-

1. "I have a disclosable pecuniary interest
in..... (for example:) Agenda item 3,
Planning application number 13/1234".
(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 Neighbourhood Plan Steering Group

Minutes of the meeting held on Monday 11th September 2017 (9.30-11.05am) in the Town Council Office, St Andrew's Cemetery.

Present: Dave Clegg (Chair), Jenny Ludman, Tom Gillanders, Wendy Breach, Bob Hull, Jane Kevan.

Agenda Item		Agreed Action(s)
1	Apologies for Absence Chris Anderson, Peter Rodger	
2	Minutes of Meeting held on 6/6/2017 Approved as a true record. Minutes of Meeting held on 7/8/2017 Approved.	
3	Matters Arising not covered by the Current Agenda None.	
4	Verbal Report on HTC NP Committee Has not met since the last steering group meeting.	
5	Progress towards pre-submission draft HNP Will be progressed (proofing WB/DC, presentation PR) by the end of September. Jenny suggested we seek technical support from Locality/AECOM for a health check. Noted once SEA done then can go to pre-submission consultation (via November or February Hexpress), then NCC examination and external assessor. Final version then agreed with NCC and Plan 'made'. Easter/summer for completed plan.	DC to await outcome of NCC HRA screening: if this is not necessary, DC will discuss health check with Locality.
6	AECOM Strategic Environmental Assessment Update Noted this is proceeding.	
7	Habitats Regulations Assessment: Screening by NCC Update CA has notified by email that HRA may <u>not</u> be necessary. Final confirmation awaited.	
8	Conclusions for HNP following NCC's Planning Policy Interim Position Statement Meeting Mark Ketley has been requested to discuss some significant issues relevant to above. Possible e.g. to influence 5-year list of available and suitable sites for housing? To consider also at some stage the old bus station and possibly vacated school sites.	DC to arrange meeting with Mark Ketley (hopefully 2 nd or 3 rd October), and with Planning/ Estates, ESH and

		Karbon later in October.
9	Non-Listed Heritage Assets Agreed to do the Workhouse site now (and have a specific policy on this in the plan) and have a provisional list for possible later work.	JL to speak to Sarah Dyer
10	CAN Community-led Housing Workshop It was noted this will be at 6.30pm on 13 th September.	
11	Hexham Debates Housing There will be debates at St Mary's Church on 16 th September, 21 st October and 30 th November, and 20 th January 2018.	
12	HNP Website and Communications DC and PR to have a further meeting about keeping the website up to date. To also update Forum members in due course of progress, once there is clarity re HRA.	
13	HNP Steering Group – Specific Support Need None.	
14	Any Other Business None.	
	Dates of Future Steering Group Meetings Mondays 9 th October, 6 th November and 11 th December 2017 at 9.30am at the Cemetery Office.	

Hexham Neighbourhood Plan Steering Group

Minutes of the meeting held on Monday 9th October 2017 (9.30-10.45am) in the Town Council Office, St Andrew's Cemetery.

Present: Dave Clegg (Chair), Jenny Ludman, Tom Gillanders, Bob Hull, Jane Kevan.

Agenda Item		Agreed Action(s)
1	Apologies for Absence Wendy Breach, Chris Anderson, Peter Rodger	
2	Minutes of Meeting held on 11/9/2017 Approved as a true record.	
3	Matters Arising not covered by the Current Agenda None.	
4	Verbal Report on HTC NP Committee Has not met since the last steering group meeting. Will next meet on 14 th November.	
5	Progress towards pre-submission draft HNP Draft has been proof-read by DC (minor punctuations and linguistic simplifications, outside Policies) before publisher application by PR and final proofing by WB.	
6	Revisions to HNP Draft 4 To re-include smaller sites for housing: Graves Yard, Broadgates and Priestpopple County Buildings. Also possibly the High and Middle School sites. References to the Core Strategy, especially in the section on affordables, will require modifications.	JL to perform
7	AECOM Strategic Environmental Assessment Update Noted this is proceeding. Positive comments on AECOM scoping document and CA has advised this looks fine. Agreed to accept, with mention of up to date anti-flood measures.	DC to let AECOM know additional 3 small sites and convey satisfaction with Scoping doc
8	Habitats Regulations Assessment: Screening by NCC Update NCC has judged that a full HRA for the HNP is unnecessary	
9	HNP Healthcheck application to Locality Once know SEA is going to be delivered, this can be arranged to hopefully coincide with receipt of the SEA. JL advised can do pre-submission consultation (this	

	takes 6 weeks) simultaneously with SEA consultation and combine thus HNP re-editing processes.	
10	HNP AECOM Site Assessments With withdrawal of NCC Core Strategy and new schools thinking, the wider policy context for the AECOM site assessments has changed substantially. AECOM may be prepared to update their final report.	DC to request a review by AECOM
11	Conclusions for HNP following Meeting Noted meeting with Mark Ketley and colleagues held with positive outcomes for the HNP.	
12	Locality Urban Design Codes Whether a Locality technical support package is wanted was discussed. Agreed this is an un-necessary extra step.	
13	Non-Listed Heritage Assets Noted Sarah Dyer starting work on the Workhouse site.	
14	Community-led Housing for Hexham: Potential Sites An update on NCC's map of NCC-owned sites in Hexham will be useful.	DC to request this
15	Preparation for Meetings with ESH and Karbon Monday 16 th October, in Council Office - ESH at 9.30am and Karbon at 11.00am.	
16	Possible Meetings with Other Developers Agreed to also meet with Two Castles, but at a later stage. Also possibly ARCH.	
17	Possible Further Contacts for HNP and Priorities Agreed updated map from NCC would be useful.	
18	Update on Workhouse Project WB-PR unavailable for this.	
19	Hexham Debates Housing There will be debates at St Mary's Church on 21 st October and 30 th November, and 20 th January 2018	
20	HNP Website and Communications DC and PR have had further meeting about keeping the website up to date. DC and PR to discuss the publisher steps re draft HNP when available.	DC to update Forum members Re actions
21	HNP Steering Group – Specific Support Need None.	

22	Any Other Business None.	
	Dates of Future Steering Group Meetings Mondays 6 th November and 11 th December 2017 at 9.30am at the Cemetery Office.	

Hexham Neighbourhood Plan Steering Group

Minutes of the meeting held on Tuesday 7th November 2017 (9.30-10.30am) in the Town Council Office, St Andrew's Cemetery.

Present: Dave Clegg (Chair), Tom Gillanders, Bob Hull, Wendy Breach, Chris Anderson, Peter Rodger, Jane Kevan.

Agenda Item		Agreed Action(s)
1	Apologies for Absence Jenny Ludman	
2	Minutes of Meeting held on 9/10/2017 Approved as a true record.	
3	Matters Arising not covered by the Current Agenda None.	
4	Verbal Report on HTC NP Committee Has not met since the last steering group meeting. Will next meet on 14 th November.	
5	Verbal Feedback on meetings with Developers Both have made contact since the meetings, and Karbon remains the more positive, asking to be kept up to date with HNP and community-led housing developments.	
6	Habitats Regulations Assessment: Screening by NCC No HRA is necessary for the HNP.	
7	SEA re-screening by NCC Noted has taken place. AECOM has a copy. References to "existing <u>ageing</u> development plan" noted.	
8	AECOM Strategic Environmental Assessment – Scoping Update Paul Copeland's expected timescales noted. Draft of final SEA report expected mid-December.	
9	SEA Scoping: Early Response by Natural England This has been circulated by DC.	
10	Outline Plans for: Submission to Locality for Healthcheck – early January, after revisions resulting from SEA;	

	<p>Review of HNP based on Healthcheck Findings – late January, to be followed by input from PR on presentation of HNP for consultation; then February – preparing consultation docs and arrangements, to include HTC in this;</p> <p>Pre-Submission Consultation and Consultation on SEA Report – early March (including via Hex-Press);</p> <p>Review of HNP before Submission to NCC – end May 2018.</p>	DC to produce detailed HNP schedule with target dates once AECOM confirms dates of their schedule
11	<p>HNP AECOM Site Assessments DCLG advice sought by AECOM because of the withdrawal of the Core Strategy. DC has stressed to them the simpler nature of necessary updates.</p>	
12	<p>Non-Listed Heritage Asset (Workhouse) Copy of report circulated by DC. Noted no internal observations. Photos and a little other information to be added.</p>	WB to proofread
13	<p>NCC Assets in Hexham DC has requested a map. Noted TIC and Queen’s Hall omitted.</p>	
14	<p>NCC Support for NPs CA advised of update monthly newsletter started to raise the profile of NPs. Includes national and local updates. Probably to change to 2-sided pdf for town and parish councils. Also setting up opportunity for NP groups to meet and maybe have NP champion(s). JK will circulate these updates to full SG</p>	
15	<p>Update on Workhouse Project Further meeting being arranged with NCC to discuss the pre-planning application.</p>	
16	<p>Community-Led Housing Noted quite a bit of interest in Hexham. DC to attend next meeting of Hex Debates Housing and advise of HNP. HCP have expressed interest and DC will attend their December meeting to inform re steps if they wish to take this further. Linda Lacey is the new NCC appointee for Community Housing – WB will meet and be able to inform SG re her brief.</p>	<p>Get advice from NALC/ Andy Dean on Council involvement.</p> <p>WB to forward info.</p>
17	<p>Hexham Debates Housing 30/11/17 and 20/1/18 Dates noted.</p>	WB will forward details
18	<p>HNP Website and Communications</p>	

	Agreed up to date.	
19	HNP Steering Group – Specific Support Need None.	
20	Any Other Business None.	
	Dates of Future Steering Group Meetings Monday 11 th December 2017 and Tuesdays 9 th January, 13 th February, 13 th March and 10 th April at 9.30am at the Cemetery Office.	

Hexham Neighbourhood Plan 2017/18

(As at 31 October 2017)

Budget	Expense (net)	Detail	Date	Cheque No.	Balance
£7700.00					£7700.00
	£450.00	Sarah Dyer (Heritage Consultant advice)	6/4/17	108822	£7250.00
	£135.00	GIS work	4/17	108823	£7115.00
	£141.67	Hexham Abbey Heritage Trading Ltd (hire of Great Hall for Forum 9)	23/5/17	108842	£6973.33
	£1410.00	Planning Consultant fee	31/3-30/4/17	108843	£5563.33
	£1410.00	Planning Consultant fee	30/4-31/5/17	108863	£4153.33
	£221.40	Courant Forum 9 notices	12 & 19/5/17	108865	£3931.93
	£235.00	Planning Consultant fee	31/5-30/6/17	108893	£3696.93
	£135.00	N'land National Park Authority (maps)	12/7/17	108894	£3561.93
	£167.55	Arc4 presentation 19/10/16	Invoice received 11/8/17	108907	£3394.48
	£470.00	Planning Consultant fee	30/6-30/9/17	108940	£2924.48