

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 6 February 2018 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 13 November 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 schedule of Neighbourhood Plan expenditure to date (see attached).
7. To consider the pre-submission draft Hexham Neighbourhood Plan (circulated to Committee members on 31 January).
8. To agree the date for the next meeting of Committee.
9. 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
31 January 2018

Hexham Town Council
Council Office
St Andrew's Cemetery
West Road
Hexham
NE46 3RR
01434 609575
clerk@hexhamtowncouncil.gov.uk
Hagenda0218NeighbourhoodPlanCommittee

HEXHAM TOWN COUNCIL
MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON
13 NOVEMBER 2017

181.	PRESENT: Councillors T G E Gillanders, Mrs C R Homer, T Cessford and J Ord and Mr D Clegg, Chair of the Neighbourhood Plan Steering Group.
182.	APOLOGIES FOR ABSENCE were received from Councillors R Hull, J M Graham and D Kennedy.
183.	MINUTES of the Committee meeting held 12 July 2017, having been circulated, were AGREED.
184.	MATTERS ARISING: There were no matters arising.
185.	DECLARATIONS OF INTEREST: There were no declarations of interest made.
186.	<p>UPDATE REPORTS:</p> <p>a. STEERING GROUP. The minutes of the Neighbourhood Plan Steering Group meetings held on 11 September, 9 October and 7 November (attached to the agenda) were NOTED.</p> <p>b. OTHER UPDATES. Mr Clegg made an oral report and the following were NOTED:</p> <p>(1) The neighbourhood plan is currently with AECOM after the County Council advised a full Strategic Environmental Assessment (SEA) was required. A draft of the SEA report is expected in mid-December.</p> <p>(2) Any required modifications can then be made and a sound draft schedule can be made for the remaining work. This will include the draft plan then going to Locality for a free healthcheck, followed by any further modifications.</p> <p>(3) The plan will then be a pre-submission consultation document. Information may be sent out with the March Hex-press, or by another method, for a consultation period of 6 weeks.</p> <p>(4) Further modifications may then be made if necessary, prior to the plan being sent to the County Council and then the formal external assessor.</p> <p>(5) There is very little affordable housing in Hexham and, with none built since 2011 and the withdrawal of the Core Strategy, the proportion of desired affordable housing will increase.</p>
187.	NEIGHBOURHOOD PLAN EXPENDITURE: A schedule of expenditure to date (attached to the agenda) was NOTED.
188.	2018/2019 PROVISIONAL BUDGET: the Committee considered whether any budget will be required and AGREED the following draft Committee budget.

	NEIGHBOURHOOD PLAN COMMITTEE	2017/18 Agreed budget	2017/18 Spent at 30/9/17	2017/18 Estimated at 31/3/18	2018/19 Draft Budget	Ref
		2000 (+5700 carried forward)	4606	7500	5000	5600
189.	NEXT MEETING: It was AGREED the next Committee meeting will be held on Tuesday 6 February 2018 at 6.30pm in the Council Office, St Andrew's Cemetery, Hexham.					

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 December 2017 (9.30-11.20am) in the Town Council Office, St Andrew's Cemetery.

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

Agenda Item		Agreed Action(s)
1	Apologies for Absence None	
2	Minutes of Meeting held on 7/11/2017 Approved as a true record.	
3	Matters Arising not covered by the Current Agenda None.	
4	Verbal Report on HTC NP Committee Met on 14 th November. Positive meeting. Whether to proceed with heritage asset statements was discussed. £5000.00 budget agreed for 2018/19.	DC to ask Sarah Dyer for advice
5	AECOM Strategic Environmental Assessment New technical support coordinator, Mary Kucharska, and Ian McCluskey in AECOM's Leeds office, have now picked up where Paul Copeland left off. Various general questions answered by DC. Can't guarantee draft report by mid-December and final report by the end of the month as promised by predecessor but appreciates HNP SG desire for progress.	DC to circulate a detailed timetable for next stages when dates are available.
6	Outline Plans for: Healthcheck – noted AECOM may start this later than we planned, e.g. start February, because of the delay on SEA. Review of HNP based on Healthcheck findings – mid-February Pre-submission Consultation and Consultation on SEA Report – March into April Review of HNP before Submission to NCC – April 2018.	
7	AECOM: Review of Site Assessments See 5.	
8	Non-Listed Heritage Assets See 4.	

	DC has again emphasised the request for a review that takes into account specifically the NCC's withdrawal of the Core Strategy, as the latter figured prominently in the AECOM sire report.	
9	HNP Monitoring BH was thanked for his modifications to DC's draft. Agreed all satisfied with this document, except for a couple of modifications, to include inclusion of Steering Group in monitoring Plan's implementation, use of footfall or other statistics (as HTC has an interest in these being generated), and a statement relating to Plan enforcement.	DC to circulate modified version.
10	Future Management of HNP The HNP Steering Group should continue beyond the 'making' of the Plan. A substantial Plan review may be necessary at the point when NCC agree a replacement Core Strategy/Local Plan.	
11	NCC Assets in Hexham A further 2-3 sites may be assessed, with advice from Sarah Dyer re any that may be more under threat than others.	DC to contact Sarah Dyer.
12	Update on Workhouse Project PR proposed this is community-led housing and not be considered as a separate agenda item. WB advised no current update except NCC has lifted s125 order.	
13	Community-Led Housing PR and WB attended conference in London. Funding to continue for the next 4 years. Looking out for specific guidance from DCLG on how you can bid for this money. Now organisation, Co-Housing UK, set up. Noted Town and Parish Councils able to apply and be involved up to the completion and submission of a planning application. Also noted DC had prepared a paper for HCP to promote activity on community-led housing in Hexham.	
14	Hexham Debates Housing 20/1/18 Date noted.	
15	HNP Website and Communications Agreed up to date.	To update when definite dates from AECOM, and add draft plan.

16	HNP Steering Group – Specific Support Need None.	
17	Any Other Business Acomb consultation on its draft neighbourhood plan – noted response required by 5 th February.	
	Dates of Future Steering Group Meetings Tuesdays 9 th January, 13 th February, 13 th March and 10 th April at 9.30am at the Cemetery Office.	

Hexham Neighbourhood Plan Steering Group

Minutes of the meeting held on Tuesday 9th January 2018 (9.30-11.15am) in the Town Council Office, St Andrew's Cemetery.

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

Agenda Item		Agreed Action(s)
1	Apologies for Absence Jenny Ludman, Chris Anderson	
2	Minutes of Meeting held on 11/12/2017 Approved as a true record.	
3	Matters Arising not covered by the Current Agenda None.	
4	Verbal Report on HTC NP Committee Not met since the last SG meeting. Next meeting on Tuesday 6 th February at 6.30pm.	
5	AECOM Strategic Environmental Assessment Ian McCluskey confirmed SG will receive draft report by the end of this week. DC will trigger Healthcheck once SG has responded to SEA draft to get this done in February.	To meet and consider as soon as necessary
6	AECOM: Review of Site Assessments Locality has approved Technical Support/Facilitation Package for this. AECOM will commence 10 th January.	
7	Outline Plans for: Healthcheck – noted AECOM may start this later than we planned, e.g. February, because of the delay on SEA. Review of HNP based on Healthcheck findings – mid-February Pre-submission Consultation and Consultation on SEA Report – March into April Review of HNP before Submission to NCC – April 2018.	
8	Non-Listed Heritage Assets Report on heritage assets received from Sarah Dyer. More than one Chare in Hexham and more info needed on some premises. Noted Broadgate and Hallgate confused. Agreed to omit former bus station.	BH to circulate TSF report on Hexham Station. DC to prepare revised list, including themes

		and SG comments.
9	<p>HNP Draft for Consideration</p> <p>Agreed to have Shopfront Design Guide as a web reference rather than annex. To sort page numbers. Various clarifications discussed and noted from list provided by DC. To add golf courses to list of green spaces.</p> <p>Agreed to have one open day as part of pre-submission consultation.</p>	DC to check with SD what HCT stands for, make further agreed changes, and then send latest HNP draft to NP Committee.
10	<p>Arrangements for Final Presentation of Draft for Consultation</p> <p>PR and DC to work on for mid/end of February. Are Consultation and Basic Conditions Statements required for Healthcheck?</p>	DC to check.
11	<p>NCC Assets in Hexham</p> <p>Noted updated map still required.</p>	
12	<p>Update on Workhouse Project and other Community - Led Housing</p> <p>PR and WB met with NCC officers yesterday. To press on with second grant from Locality and look at possibilities of building layout. NCC not going straight in with compulsory purchase as hope Helen McCardle plan still forthcoming.</p> <p>Noted Locality has arranged a free conference on 17th January in Leeds: PR and WB to attend.</p>	
14	<p>Hexham Debates Housing 20/1/18</p> <p>Date noted.</p>	
15	<p>HNP Website and Communications</p> <p>Agreed up to date.</p>	To update when definite dates from AECOM, and add draft plan.
16	<p>HNP Steering Group – Specific Support Need</p> <p>None.</p>	
17	<p>Any Other Business</p> <p>None.</p>	
	<p>Dates of Future Steering Group Meetings</p> <p>Tuesdays 13th February, 13th March and 10th April at 9.30am at the Cemetery Office.</p>	

Hexham Neighbourhood Plan 2017/18

(As at 31 January 2018)

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
	£833.75	Sarah Dyer (Heritage Consultant)	Statement of significance re: Workhouse	108959	£2090.73