

## **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 10 February 2016 at 10.00am 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 15 November 2016, enclosed.
3. Matters arising (if any).
4. Declarations of interest (see memorandum enclosed).
5. Report by Cllrs D Clegg and T G E Gillanders on recent meetings of the NP Steering Group and Forum.
6. To receive a schedule of Neighbourhood Plan expenditure to date (see attached).
7. To receive a draft of the Hexham Neighbourhood Plan section on the Natural Environment, Health and Wellbeing.
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 Clerk of the Council before the meeting begins.*)

Jane Kevan  
Clerk Designate  
6 February 2017

Hexham Town Council  
Council Office  
St Andrew's Cemetery  
West Road  
Hexham  
NE46 3RR  
01434 609575  
[clerk@hexhamtowncouncil.gov.uk](mailto:clerk@hexhamtowncouncil.gov.uk)  
Hagenda0217NeighbourhoodPlanCommittee

**HEXHAM TOWN COUNCIL**  
**MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON**  
**15 NOVEMBER 2016**

145.	PRESENT: Councillor T G E Gillanders in the Chair together with Councillors T Cessford and P E Oliver.					
146.	APOLOGIES FOR ABSENCE were received from Councillors D Clegg, T Robson and Mrs C R Homer.					
147.	MINUTES of the Committee meeting held 12 September 2016, having been circulated, were AGREED.					
148.	MATTERS ARISING: There were no matters arising.					
149.	DECLARATIONS OF INTEREST: There were no declarations of interest made.					
150.	<p>UPDATE REPORTS:</p> <p>a. STEERING GROUP. Councillor Gillanders made an oral report on the Neighbourhood Plan Steering Group meetings held on 5 October and 9 November (attached) and the minutes were NOTED.</p> <p>b. HOUSING NEEDS REPORT AND FORUM 7. Councillor Gillanders made an oral report on the group conclusions about future housing priorities for Hexham (attached) which was NOTED.</p> <p>c. AECOM ADDITIONAL SUPPORT. Councillor Gillanders made an oral report and it was NOTED that it will take three months for this work relating to brownfield sites and infill to be done.</p> <p>d. PLAN CONSTRUCTION. Councillor Gillanders made an oral report and it was NOTED that the Planning Consultant has a draft Hexham Neighbourhood Plan that has been given to the steering group. The draft will continue to be worked on with the information provided from the forums and housing needs survey.</p>					
151.	NEIGHBOURHOOD PLAN EXPENDITURE: A schedule of expenditure to date (attached to the agenda) was NOTED.					
152.	2017/2018 COMMITTEE BUDGET: the Committee AGREED the following draft Committee budget.					
	<b>NEIGHBOURHOOD PLAN COMMITTEE</b>	<b>1617 Agreed budget</b>	<b>1617 Spent at 311016</b>	<b>1617 Estimated at 310317</b>	<b>17/18 Draft Budget</b>	<b>Reference</b>
	Neighbourhood Plan & N/Plan Forum	22150	7262	20000	2000	5600
	<b>TOTALS</b>	<b>22150</b>	<b>7262</b>	<b>20000</b>	<b>2000</b>	
153.	NEXT MEETING: It was AGREED the next Committee meeting will be held on Friday 10 February 2017 at 10.00am 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.]

Derick Tiffin,  
Clerk of the Council  
1 February 2013

## Hexham Neighbourhood Plan Steering Group

Minutes of the meeting held on Wednesday 14<sup>th</sup> December 2016 (1.30-3.35pm) in the Town Council Office, St Andrew's Cemetery.

Present: Dave Clegg (Chair), Jenny Ludman, Wendy Breach, Peter Rutherford (NCC), Bob Hull, Peter Rodger, Callum Moody, Jane Kevan.

Agenda Item		Agreed Action(s)
	<p><b>Apologies for Absence</b> Tom Gillanders</p>	
1	<p><b>Welcome and Introductions</b> Callum Moody, studying town planning at Newcastle University, was welcomed to the meeting.</p>	
2	<p><b>Minutes of Meeting held on 9/11/2016</b> Approved as a true record.</p>	
3	<p><b>Matters Arising not covered by the Current Agenda</b> It was noted that Tom Dodds' role has changed so DC is looking for another Go North East contact.</p>	PR will provide
4	<p><b>Verbal Report on HTC NP Committee</b> Met on 15<sup>th</sup> November. Reported on SG meetings and housing needs assessment. Also considered AECOM support and approved a small budget proposal for 2017/18.</p>	
5	<p><b>Verbal Report on Sub-Groups:</b>  <b>Built Environment Sub-Group</b> Has not met recently.  <b>Natural Environment Sub-Group</b> Has not met recently.</p>	
6	<p><b>Additional Support AECOM/Locality</b> DC had a phone conversation with Zoe McClelland yesterday. Details circulated as attached. Noted no site specifically identified to be considered for the multi storey car park. Site assessment for bunker site discussed. Noted policy expressed in core strategy (available for potential employment use) but aim of NP is to move forward and provide alternatives so this need not be a conflict. Also noted that in a flood zone but could be made resistant. DC has contacted Sasha Pisarevic regarding the Workhouse site, Corbridge Road.  Noted SG needs to provide rationale for Burn Lane</p>	DC to advise AECOM that current plan is 16 years old and suitability for housing not tested

	<p>accessibility to enable AECOM to proceed. Need to clarify what AECOM assessment will include (access, for example). Agreed blanket comment to go to AECOM that SHLAA is limited in scope and SG now requesting more detailed assessment and strategic analysis of these sites.</p>	DC to advise AECOM
7	<p><b>Hexham Housing Needs Survey – Feedback</b> Steve Robson’s most recent email distributed. Noted, towards end of January, JL will be advising on housing policy with a substantial draft. Noted may meet with SR in late January.</p>	
8	<p><b>HNP Formulation: Natural Environment</b> Consider current draft is business-like and impressive. DC thanked JL for this. It can be given the feel of a community-led plan by adjusting some language and adding cross-cutting strands/emphases after the January Forum. Discussed if can have community assets transfer registered for TIC or Forum Cinema (noted HTC has not registered any premises). Agreed to have an hour’s SG meeting in early January dedicated to considering the draft.</p>	BH to forward Market Town Welcome Initiative document to JL and DC
9	<p><b>HNP Forum 8 (25 January)</b> Will be on the economy. Agreed to formally invite Hexham BID to attend. DC will look at other NPs to identify what has been included regarding economic development to enable the Forum to decide what is most relevant to the Hexham NP in this context. To consider possibly tourism, lack of hotels/B&amp;Bs, Broadband infrastructure, small business hubs, etc.</p>	
10	<p><b>HNP Website and Communications</b> Noted the press release given to the Courant on the housing needs survey was not used. Discussed adding survey on website regarding green spaces. Agreed to add. Also discussed to use/link to HCP Facebook page.</p>	DC and PR to check website is up to date. JL to contact PR re social media use.
11	<p><b>HNP Steering Group – Specific Support Need</b> None.</p>	
12	<p><b>Any Other Business</b> WB advised on Locality conference: would like to invite John Thompson from Wooler to discuss asset transfers or Leeds Community Homes re community led housing.</p>	WB to contact John Thompson

	<p>Agreed to invite John Thompson to a meeting in early February. Can mention at Forum and also invite all Councillors.</p> <p>Callum Moody then met with DC, WB and PR for a Q&amp;A session.</p>	
	<p><b>Dates of Next Steering Group Meetings</b>  Wednesdays 4<sup>th</sup> January, 8<sup>th</sup> February, 8<sup>th</sup> March, 5<sup>th</sup> April and 3<sup>rd</sup> May 2017, at 1.30pm at the Cemetery Office.</p> <p><b>Dates of next Forums</b>  Wednesdays 25<sup>th</sup> January (local economy) and 26<sup>th</sup> April 2017, in the Great Hall of Hexham Abbey.</p>	

## Hexham Neighbourhood Plan Steering Group

Minutes of the meeting held on Wednesday 11<sup>th</sup> January 2017 (1.30-3.20pm) in the Town Council Office, St Andrew's Cemetery.

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

Agenda Item		Agreed Action(s)
	<p><b>Apologies for Absence</b> None</p>	
1	<p><b>Welcome and Introductions</b></p>	
2	<p><b>Minutes of Meeting held on 14/12/2016</b> Approved as a true record, except it should be "Tom Johnston" rather than "John Thompson" (Item 12).</p>	
3	<p><b>Matters Arising not covered by the Current Agenda</b> It was noted that a new contact for Go North East is known but not yet been spoken to.</p>	DC to pursue
4	<p><b>Verbal Report on HTC NP Committee</b> Has not met since the last meeting.</p>	
5	<p><b>Verbal Report on Sub-Groups:</b>  <b>Built Environment Sub-Group</b> Has not met recently.  <b>Natural Environment Sub-Group</b> Has not met recently.</p>	
6	<p><b>Additional Support AECOM/Locality</b> PRu advised Zoe McClelland has emailed questions to him about 11 of the sites. AECOM wants clarification on:            Bunker site and whether allocation may be altered – PRu advised this is unlikely.            Workhouse site and density – noted difficult to assess the yield, but this is what a site assessment would achieve.            Bus Depot: new access points identified by the SG. NCC has no view and would await the outcome of the assessment.            Dalesway: possibility that this allocation may be altered – unlikely, as with Bunker site            Telephone Exchange site: site assessment should resolve viability and density, including current owner's operational requirements.            Greenbelt rules exclude Corbridge Road site (and as</p>	



	<p>discussed the former Princess House site on the West Road).</p> <p>Assessment of two school sites would be ill-advised at this time.</p> <p>Agreed to ask AECOM to include Pottery and Old Warehouse site, Broadgates.</p> <p>(County Buildings (east Priestpopple) and Graves Yard will proceed).</p> <p>PRu will copy SG into his reply to AECOM.</p>	
<b>7</b>	<p><b>Hexham Housing Needs Survey – Feedback</b> No further developments, but JL and DC are conscious of the need to reach a final agreement with Steve Robson/NCC on conclusions from the data.</p>	
<b>8</b>	<p><b>HNP Formulation: Natural Environment</b> Noted JL will continue to produce draft sections of the plan. Suggest additional series of meetings to look in detail at these drafts and start to make into a local community document. Agreed to first meet at 9.30am on Thursday 19 January at the Town Council office.</p>	
<b>9</b>	<p><b>HNP Forum 8 (25 January)</b> Will be on economic sustainability. Noted some BID members will attend the Forum. Considered stimulus from DC and agreed the focus should be on the sustainable development of a traditional market town and its potential role in a changing world. What are its 'comparative advantages' and how can these be built on? Discussion included creative thinking on Hexham's future and also the role that can be played by the arts (Arts Town), creative/artisan businesses, and IT. Needs to relate to planning issues and policies, of course. Agreed: JL will present an update on views from previous consultation as SWOT; DC will take ideas further and circulate draft programme and new stimulus to SG in due course. DC will take steps to contact arts and IT communities.</p>	DC, JL to act on this.
<b>10</b>	<p><b>Hexham Economy</b>, paper by TG Agreed this will be useful – some data can be extracted to underpin possible policies and it will stand in HNP docs as solid evidence base. It will be discussed at a later date, in relation to outcomes of Forum.</p>	

11	<p><b>Locality convention</b>  WB's report was tabled. Meeting with Tom Johnston (Wooler) should be open to HCP and HTC. Date will be Weds 15 or Weds 22 February, depending on TJ's availability. 7.30pm start. DC will check availability of rooms, e.g. Community Centre.</p>	WB to contact Tom Johnston
12	<p><b>HNP Website and Communications</b>  Noted the press release given to the Courant on the housing needs survey in early November was used in the 30/12/2016 edition.  The website has been updated.</p>	
13	<p><b>HNP Steering Group – Specific Support Need</b>  None.</p>	
14	<p><b>Any Other Business</b>  None</p>	
	<p><b>Dates of Next Steering Group Meetings</b>  Wednesdays 8<sup>th</sup> February, 8<sup>th</sup> March, 5<sup>th</sup> April and 3<sup>rd</sup> May 2017, at 1.30pm at the Cemetery Office.</p> <p><b>Dates of next Forums</b>  Wednesdays 25<sup>th</sup> January (local economy) and 26<sup>th</sup> April 2017, in the Great Hall of Hexham Abbey.</p>	

## Hexham Neighbourhood Plan 2016/17

Income	Expense (net)	Detail	Date	Cheque No.	Balance
£8678.00		Groundwork UK Grant	29/4/16		£8678.00
	£188.00	Parish Online	6/5/16	107775	£8490.00
	£120.00	Hire of Great Hall 20/4/16	6/5/16	107776	£8370.00
	£108.00	NCC Colour Prints of Maps for Forum	10/5/16	107783	£8262.00
	£1351.25	Planning Consultant Fee	31/3-19/5/16 )	108406	£6910.75
	£94.50	Hexham Courant (Housing Survey Notice)	9/6/16	108420	£6816.25
	£1057.50	Planning Consultant Fee	20/5-19/6/16	108465	£5758.75
	£5.00	Coloured printer paper	19/7/16	108451	£5753.75
	£705.00	Planning Consultant Fee	20/6-19/7/16	108465	£5048.75
	£169.80	Hexham Courant (Forum 6 Notices)	15 & 22/7/16	108473	£4878.95
	£352.50	Planning Consultant Fee	19/7-19/8/16	108508	£4526.45
	£2820.00	Planning Consultant Fee	19/8-19/10/16	108558	£1706.45
	£169.80	Hexham Courant (Forum 7 Notices)	14 & 21/10/16	108563	£1536.65
	£120.00	Hire of Great Hall 26/10/16	9/11/16	108578	£1416.65
	£2820.00	Planning Consultant Fee	19/10-19/11/16	108599	-£1403.35
	£1400.00	Planning Consultant Fee	19/11-19/12/16	108627	-£2803.35
	£940.00	Planning Consultant Fee	19/12/16-19/1/17	108646	-£3743.35
	£195.60	Hexham Courant (Forum 8 notices)	13 & 20/1/17	108647	-£3938.95



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150.	<p>UPDATE REPORTS:</p> <p>a. STEERING GROUP. Councillor Gillanders made an oral report on the Neighbourhood Plan Steering Group meetings held on 5 October and 9 November (attached) and the minutes were NOTED.</p> <p>b. HOUSING NEEDS REPORT AND FORUM 7. Councillor Gillanders made an oral report on the group conclusions about future housing priorities for Hexham (attached) which was NOTED.</p> <p>c. AECOM ADDITIONAL SUPPORT. Councillor Gillanders made an oral report and it was NOTED that it will take three months for this work relating to brownfield sites and infill to be done.</p> <p>d. PLAN CONSTRUCTION. Councillor Gillanders made an oral report and it was NOTED that the Planning Consultant has a draft Hexham Neighbourhood Plan that has been given to the steering group. The draft will continue to be worked on with the information provided from the forums and housing needs survey.</p>					
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	<p>discussed the former Princess House site on the West Road).</p> <p>Assessment of two school sites would be ill-advised at this time.</p> <p>Agreed to ask AECOM to include Pottery and Old Warehouse site, Broadgates.</p> <p>(County Buildings (east Priestpopple) and Graves Yard will proceed).</p> <p>PRu will copy SG into his reply to AECOM.</p>	
<b>7</b>	<p><b>Hexham Housing Needs Survey – Feedback</b> No further developments, but JL and DC are conscious of the need to reach a final agreement with Steve Robson/NCC on conclusions from the data.</p>	
<b>8</b>	<p><b>HNP Formulation: Natural Environment</b> Noted JL will continue to produce draft sections of the plan. Suggest additional series of meetings to look in detail at these drafts and start to make into a local community document. Agreed to first meet at 9.30am on Thursday 19 January at the Town Council office.</p>	
<b>9</b>	<p><b>HNP Forum 8 (25 January)</b> Will be on economic sustainability. Noted some BID members will attend the Forum. Considered stimulus from DC and agreed the focus should be on the sustainable development of a traditional market town and its potential role in a changing world. What are its 'comparative advantages' and how can these be built on? Discussion included creative thinking on Hexham's future and also the role that can be played by the arts (Arts Town), creative/artisan businesses, and IT. Needs to relate to planning issues and policies, of course. Agreed: JL will present an update on views from previous consultation as SWOT; DC will take ideas further and circulate draft programme and new stimulus to SG in due course. DC will take steps to contact arts and IT communities.</p>	DC, JL to act on this.
<b>10</b>	<p><b>Hexham Economy</b>, paper by TG Agreed this will be useful – some data can be extracted to underpin possible policies and it will stand in HNP docs as solid evidence base. It will be discussed at a later date, in relation to outcomes of Forum.</p>	

11	<p><b>Locality convention</b>  WB's report was tabled. Meeting with Tom Johnston (Wooler) should be open to HCP and HTC. Date will be Weds 15 or Weds 22 February, depending on TJ's availability. 7.30pm start. DC will check availability of rooms, e.g. Community Centre.</p>	WB to contact Tom Johnston
12	<p><b>HNP Website and Communications</b>  Noted the press release given to the Courant on the housing needs survey in early November was used in the 30/12/2016 edition.  The website has been updated.</p>	
13	<p><b>HNP Steering Group – Specific Support Need</b>  None.</p>	
14	<p><b>Any Other Business</b>  None</p>	
	<p><b>Dates of Next Steering Group Meetings</b>  Wednesdays 8<sup>th</sup> February, 8<sup>th</sup> March, 5<sup>th</sup> April and 3<sup>rd</sup> May 2017, at 1.30pm at the Cemetery Office.</p> <p><b>Dates of next Forums</b>  Wednesdays 25<sup>th</sup> January (local economy) and 26<sup>th</sup> April 2017, in the Great Hall of Hexham Abbey.</p>	

## Hexham Neighbourhood Plan 2016/17

Income	Expense (net)	Detail	Date	Cheque No.	Balance
£8678.00		Groundwork UK Grant	29/4/16		£8678.00
	£188.00	Parish Online	6/5/16	107775	£8490.00
	£120.00	Hire of Great Hall 20/4/16	6/5/16	107776	£8370.00
	£108.00	NCC Colour Prints of Maps for Forum	10/5/16	107783	£8262.00
	£1351.25	Planning Consultant Fee	31/3-19/5/16 )	108406	£6910.75
	£94.50	Hexham Courant (Housing Survey Notice)	9/6/16	108420	£6816.25
	£1057.50	Planning Consultant Fee	20/5-19/6/16	108465	£5758.75
	£5.00	Coloured printer paper	19/7/16	108451	£5753.75
	£705.00	Planning Consultant Fee	20/6-19/7/16	108465	£5048.75
	£169.80	Hexham Courant (Forum 6 Notices)	15 & 22/7/16	108473	£4878.95
	£352.50	Planning Consultant Fee	19/7-19/8/16	108508	£4526.45
	£2820.00	Planning Consultant Fee	19/8-19/10/16	108558	£1706.45
	£169.80	Hexham Courant (Forum 7 Notices)	14 & 21/10/16	108563	£1536.65
	£120.00	Hire of Great Hall 26/10/16	9/11/16	108578	£1416.65
	£2820.00	Planning Consultant Fee	19/10-19/11/16	108599	-£1403.35
	£1400.00	Planning Consultant Fee	19/11-19/12/16	108627	-£2803.35
	£940.00	Planning Consultant Fee	19/12/16-19/1/17	108646	-£3743.35
	£195.60	Hexham Courant (Forum 8 notices)	13 & 20/1/17	108647	-£3938.95

