

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 21 April 2017 at 10.30am 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 10 February 2017, 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.
6. To receive a schedule of Neighbourhood Plan expenditure to date (see attached).
7. To agree the date for the next meeting of Committee.
8. 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
13 April 2017

Hexham Town Council
Council Office
St Andrew's Cemetery
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Hexham
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Hagenda0417NeighbourhoodPlanCommittee

HEXHAM TOWN COUNCIL
MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON
10 FEBRUARY 2017

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| 154. | PRESENT: Councillor T G E Gillanders in the Chair together with Councillors Mrs C R Homer, T Robson and P E Oliver. |
| 155. | APOLOGIES FOR ABSENCE were received from Councillors D Clegg and T Cessford. |
| 156. | MINUTES of the Committee meeting held 15 November 2016, having been circulated, were AGREED. |
| 157. | MATTERS ARISING: There were no matters arising. |
| 158. | DECLARATIONS OF INTEREST: There were no declarations of interest made. |
| 159. | UPDATE REPORTS: a. STEERING GROUP. Councillor Gillanders made an oral report on the Neighbourhood Plan Steering Group meetings held on 14 December and 11 January (attached to the agenda) and the minutes were NOTED. b. FORUM 8. Councillor Gillanders made an oral report on the group conclusions about sustaining Hexham's economy which was NOTED. It was also noted that there will be a chapter on the economy in the Hexham Neighbourhood Plan and that a draft of the plan will be the focus at the final Forum on 26 April. |
| 160. | NEIGHBOURHOOD PLAN EXPENDITURE: A schedule of expenditure to date (attached to the agenda) was NOTED. |
| 161. | NATURAL ENVIRONMENT DRAFT: Councillor Gillanders advised that the draft chapter of the natural environment, health and wellbeing that had been circulated with the agenda was not complete but was to indicate the type and style of the content of the Hexham Neighbourhood Plan. Comments on the following to advise the steering group were NOTED: a. the circular trail at Tyne Green b. the need to refer to High Wood c. verges (and their condition, particularly in East Hexham) d. the County Council's responsibility regarding trees and the need for them to be replaced on a like for like basis e. the need to identify all of the burns running through and under the town f. the list of assets of community value (some should not be listed as "highly valued" and the Army Reserve Centre in Burn Lane should be added to the list). |
| 162. | NEXT MEETING: It was AGREED the next Committee meeting will be held on Friday 21 April 2017 at 10.30am 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 Wednesday 15th February 2017 (1.30-3.00pm) in the Town Council Office, St Andrew's Cemetery.

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

| Agenda Item | | Agreed Action(s) |
|-------------|---|--------------------------------------|
| | Apologies for Absence Bob Hull | |
| 1 | Welcome | |
| 2 | Minutes of Meeting held on 11/1/2017 Approved as a true record. | |
| 3 | Matters Arising not covered by the Current Agenda A response from Go North East was noted. | |
| 4 | Verbal Report on HTC NP Committee Met on 10 th February. Very interested in the draft chapter shown. Various comments made: <ul style="list-style-type: none"> a. the circular trail at Tyne Green needs to be clarified/amended b. the need to refer to High Wood c. verges (and their condition, particularly in East Hexham) d. the County Council's responsibility regarding trees and the need for them to be replaced on a like for like basis e. the need to identify all of the burns running through and under the town f. the list of assets of community value (some should not be listed as "highly valued" and the Army Reserve Centre in Burn Lane should be added to the list). | |
| 5 | Verbal Report on Sub-Groups: Built Environment Sub-Group Has not met recently. Natural Environment Sub-Group Has not met recently. | |
| 6 | Additional Support AECOM/Locality Because of Zoe McClelland and DC's availability, the next contact has been arranged for tomorrow. | DC will email an update to the group |
| 7 | Hexham Housing Needs Survey – Feedback No further developments... Questions from Dr Mike Quinn have been sent to the | |

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| | County Council and Arc4. | |
| 8 | <p>HNP Formulation: Natural Environment Noted there was a meeting on 19 January to progress this.</p> <p>Built Environment and Heritage A draft of this had been circulated prior to the meeting. Some minor amendments and additions were discussed. It was agreed to meet on Weds 22 February to review this section further.</p> | JL to consider when can complete other draft sections |
| 9 | <p>HNP Forum 8 (25 January) Had collation of round-table proposals. Discussed standards of public realm, including signage. JL noted only relevant where planning permission required.</p> | DC to send email to all Forum members |
| 10 | <p>Locality Conference Starter homes land fund mentioned. PRu noted NCC has £2.3M relating to this.</p> | |
| 11 | <p>Tom Johnston To discuss funding and asset transfer at 6.00pm today. Bringing Wooler NP members with him to discuss re HNP practice.</p> | |
| 12 | <p>HNP Website and Communications PRo will update as required.</p> | |
| 13 | <p>HNP Steering Group – Specific Support Need None.</p> | |
| 14 | <p>Any Other Business None</p> | |
| | <p>Dates of Next Steering Group Meetings Wednesdays 8th March, 5th April and 3rd May 2017, at 1.30pm at the Cemetery Office.</p> <p>Dates of next Forum Wednesday 26th April 2017, in the Great Hall of Hexham Abbey.</p> | |

Hexham Neighbourhood Plan Steering Group

Minutes of the meeting held on Wednesday 8th March 2017 (1.30-3.10pm) in the Town Council Office, St Andrew's Cemetery.

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

| Agenda Item | | Agreed Action(s) |
|-------------|--|--|
| | Apologies for Absence None | |
| 1 | Welcome | |
| 2 | Minutes of Meeting held on 15/2/2017 Approved as a true record. | |
| 3 | Matters Arising not covered by the Current Agenda WB updated re the workhouse site – clean-up and NCC agreement to act. | |
| 4 | Verbal Report on HTC NP Committee Has not met since the last steering group meeting. | |
| 5 | Verbal Report on Sub-Groups: Built Environment Sub-Group Has not met recently. Natural Environment Sub-Group Has not met recently. | |
| 6 | Hexham Housing Needs Survey – Feedback No further developments. JL and DC are seeking a meeting with Steve Robson re proportions of affordable housing to be included in HNP. | |
| 7 | Additional Support AECOM/Locality The draft report has been received. Some inaccuracies and inconsistencies were discussed. It was also noted that the assessment often feels to give policy constraints precedence over the actual suitability of a site. Therefore NCC views on local strategic policies are needed. Can then go back to AECOM with that information for it to be reflected in the final report. | DC and JL to contact PRu and David English |
| 8 | Site Allocations The HNP will proceed to allocate sites. The decision whether the bunker site and the Dalesway site will be included is dependent on discussion with NCC David English, in first place, as above. | |
| 9 | Strategic Environmental Assessment | |

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| | Noted NCC can start screening for environmental constraints that would inform the planning process, for identified sites. | DC to email PRu. |
| 10 | <p>HNP Formulation: Natural Environment No further comments</p> <p>Built Environment and Heritage Waiting to hear from Sarah Dyer.</p> <p>Dates for SG advice on emerging drafts (all 9.30am except 5/4): 15/3 Built Environment; 22/3 Sustainability; 5/4 Economy; 12/4 Housing; tbc 19/4.</p> | JL to invite SD to 15/3 meeting |
| 11 | <p>HNP Forum 9 (26 April) Will need to focus attention on a substantial document. Careful thought will be needed. Agreed to discuss nearer the time, also by 22/3 decision re postponement of April's Forum 9.</p> | |
| 12 | <p>Pre-submission Consultation and Beyond Agreed a price for a health check of the draft plan should be sought, without commitment, from an experienced Assessor.</p> | JL to email further info. |
| 13 | <p>HNP Website and Communications PRo will update as required.</p> | DC to advise PRo |
| 14 | <p>HNP Steering Group – Specific Support Need None.</p> | |
| 15 | <p>Any Other Business None</p> | |
| | <p>Dates of Next Steering Group Meetings Wednesdays 5th April and 3rd May 2017, at 1.30pm at the Cemetery Office.</p> <p>Date of next Forum Wednesday 26th April 2017, in the Great Hall of Hexham Abbey.</p> | |

Hexham Neighbourhood Plan Steering Group

Minutes of the meeting held on Wednesday 5th April 2017 (1.30-2.00pm) in the Town Council Office, St Andrew's Cemetery.

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

| Agenda Item | | Agreed Action(s) |
|-------------|---|--|
| | Apologies for Absence None | |
| 1 | Welcome | |
| 2 | Minutes of Meeting held on 8/3/2017 Approved as a true record. | |
| 3 | Matters Arising not covered by the Current Agenda WB advised of free Locality NP event at Durham County Hall on 18 th April. | BH to attend? |
| 4 | Verbal Report on HTC NP Committee Has not met since the last steering group meeting. | |
| 5 | Verbal Report on Sub-Groups: Built Environment Sub-Group Has not met recently. Natural Environment Sub-Group Has not met recently. | |
| 6 | Hexham Housing Needs Survey JL and DC are seeking a meeting with Steve Robson. | JL to pursue 13/4 at 11.00 |
| 7 | Screening (by NCC) and Strategic Environment Assessment Noted consultation on scoping report will take five weeks. Then possibly six months delay for the assessment. Mixed use of bunker site was discussed and deemed important enough to continue to include, also Dalesway site. | DC to go through statement of interest |
| 8 | Forum 9 Agreed to defer to the next meeting. | |
| 9 | HNP Website and Communications DC to advise PRo. | |
| 10 | HNP Steering Group – Specific Support Need None. | |
| 11 | Any Other Business | |

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| | <p>Moira Riseborough has advised WB of debates/lectures this autumn on housing needs. She has also offered to review the draft housing chapter.</p> | |
| | <p>Date of Next Steering Group Meeting Wednesday 3rd May 2017 at 1.30pm at the Cemetery Office.</p> <p>Date of next Forum Wednesday 24th May 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 |
| | £1410.00 | Planning Consultant fee | 19/1-19/2/17 | 108667 | -£5348.95 |
| | £300.00 | Peter Rodger for website and associated services | 10/3/17 | 108684 | -£5648.95 |
| | £2115.00 | Planning consultant fee | 19/2-31/3/17 | 108701 | -£7763.95 |