

## **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 Thursday 22 June 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 6 June 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 consider options regarding the non-working vehicle activated sign at Allendale Road (see attached).
8. To consider correspondence received (if any).
9. To agree a date and time for the next meeting.
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  
15 June 2017

Hexham Town Council  
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St Andrew's Cemetery  
West Road  
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Hagenda0617 No2 PlanningInfrastructureCommittee

**HEXHAM TOWN COUNCIL**  
**MINUTES OF THE TOWN COUNCIL PLANNING AND INFRASTRUCTURE**  
**COMMITTEE MEETING HELD ON 6 JUNE 2017**

624.	PRESENT: Councillor J V R Hare in the Chair and Councillors T G E Gillanders, Mrs D Bell, Mrs C Hanley, J Ord and E Green.
625.	APOLOGIES FOR ABSENCE: No apologies for absence were received.
626.	MINUTES of the Committee meeting held 26 May 2017, having been circulated, were AGREED.
627.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none"> <li>a. BANDSTAND (minute 617 refers): it was noted that Lost Art has been requested to complete the stone store work.</li> <li>b. OUTDOOR GYM EQUIPMENT AT TYNE GREEN (minute 613a and action log refers): it was noted that an initial response from the Friends of Tyne Green indicates, if there is only to be one site, for equipment to be close to the water sports clubs although at least two sites, with the second closer to the golf clubhouse, would be preferred. The Friends will meet soon and consider this further.</li> <li>c. CEMETERY GATES NOTICE (minute 620 and action log refers): a proof from Top Signs was approved with one amendment, changing “dusk” to “lighting up time”.</li> <li>d. INTERACTIVE SIGN ON ALLENDALE ROAD (minute 621 and action log refers): it was noted that the manufacturer was identified and a visit to look at the fault has been arranged.</li> <li>e. CEMETERY GATEPOST (minute 622 and action log refers): it was noted that no written quotes have been received to date but the first verbal quote indicates a cost of more than £4,000.00 for this work.</li> </ul>
628.	DECLARATIONS OF INTEREST: Councillor Gillanders declared an interest in application 17/01813/FUL, left the meeting and took no part in the related discussion.
629.	PLANNING APPLICATIONS: It was AGREED there were no objections to the applications received in accordance with the list circulated and attached to the agenda, except to application 17/01762/FUL (West Orchard House, Allendale Road, Hexham) on the grounds of the “Wendy House” being moved and now overlooking a neighbouring property and causing potential loss of privacy.
630.	PRE-PLANNING APPLICATIONS: No pre-planning applications had been received for comment.
631.	QUATRE BRAS ALLOTMENT ASSOCIATION: It was noted that the Community Engagement Committee would be considering an application from the Quatre Bras Allotment Association to fund two large benches/tables to be used by community groups. It was AGREED that this Committee would support the Community Engagement Committee in providing funding.

632.	CRIBLOCK AT QUATRE BRAS ALLOTMENTS: It was noted that Miller Homes had contacted the Council and requested copies of letters sent to allotment holders regarding storing items against the criblock. This was AGREED, subject to names and addresses being removed. It was also NOTED that confirmation would be sent to Miller Homes of the Committee's decision (minute 458 refers) to erect a post and wire fence at the allotment boundary.
633.	LOST PHONE IN PLAY EQUIPMENT AT TYNE GREEN: It was noted that an iphone had been dropped into play equipment at Tyne Green and could not be retrieved. Cemetery staff advised, because of the way the equipment is constructed, it would have to be broken to access the phone. It was AGREED that it was therefore not possible to access the phone.
634.	NEXT MEETING: It was AGREED the next Committee meeting will be held on Thursday 22 June 2017 at 5.15pm in the Council Office, St Andrew's Cemetery, Hexham.

Chairman.....

**Action Log**

Advise Top Signs of the agreed wording for the Cemetery gates replacement notice (done 7/6/17)	Clerk
Send information to Miller Homes as agreed (done 8/6/17)	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 22 JUNE 2017**

<b>Reference</b>	<b>Description</b>	<b>Applicant</b>
17/01814/LBC	New signage and repainting of shop front at Thomson Holidays, 28 Fore Street, Hexham	Karen Darler
17/01840/ADE	Installation of 1 non-illuminated fascia sign and 1 non-illuminated hanging sign at Thomson Holidays, 28 Fore Street, Hexham	Karen Darler
17/01804/LBC	Replacement of existing secondary windows at Flat 1 The Granary, St Mary's Wynd, Hexham	Michael Charlton
17/02007/FUL and 17/02008/LBC	Proposed removal of existing conservatory and the erection of an orangery at Highford Farm, Highford Lane, Hexham	Mr Hubbuck
17/01708/FUL	Construction of single storey side extensions to extend the current office forward, replacement of conservatory and construction of front porch and decking area to rear at Newsteads, Causey Hill Road, Hexham	Mrs Crowe
17/01104/LBC	Refurbish two waiting rooms (redecorating, new flooring, seating, associated signage and lighting); replace one existing ticket vending machine and provide three new machines (four in total); wi-fi connect at Hexham Railway Station	Northern Railways

**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 22 JUNE 2017**

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

Reference	Description	Applicant

**HEXHAM TOWN COUNCIL**  
**Planning & Infrastructure Committee**

**Options Report on the Non-Working Vehicle Activated Sign, Allendale Road**

**Background**

In 2008 Hexham Town Council agreed to fund the maintenance of vehicle activated interactive speed signs in Hexham. There are currently six of these: at Causey Hill Road, Dene Avenue, Dipton Hill Road, West Road, and two at Allendale Road.

One of the signs at Allendale Road has not worked for some time and an enquiry from a local resident was received in April 2017, asking if this issue could be raised but also noting that a sign that displays drivers' speeds (rather than one that just flashes 30mph) may be more effective.

Swarco Traffic Ltd's Site Works Manager has advised it would cost £726.20 + VAT for an engineer to attend the site. He also advises that, due to the location, a traffic management vehicle and operative would be needed to provide a safe working area for the engineer, and to provide traffic management, while the works are carried out. This would cost £1,200.00.

**Options**

<b>Option</b>	<b>Cost (net)</b>	<b>Comments</b>
Repair existing sign	Engineer visit: £726.20 Cost of repair/parts: ? Traffic management: £1,200.00	Total cost unknown; repair may not be possible; complainant advises different sign may be more effective
Remove sign	Traffic management: £1,200.00	Future maintenance not required
Replace with a sign of the same type	£tbc Traffic management: £1,200.00	May have limited effect
Replace with a sign advising of the driver's speed	£2,672.55 ex-works Traffic management: £1,200.00	May be more effective

**Budget**

The 2017/18 budget to repair or replace these signs is £1,000.00.

**Financial Regulations – Authority to Spend**

The Council's Financial Regulations (4.6 refers) state:

*No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is*



*satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.*

Financial Regulation 4.7 states:

*All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.*

### **Financial Regulations – Contracts**

Financial Regulation 10.3 states:

*All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11(1).*

Financial Regulation 11.1h states:

*When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5000 and above £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise Regulation 10.3 above shall apply.*

### **Confidentiality**

The Local Government Act 1972 (s100) states a meeting shall be open to the public except when confidential information would be disclosed or if the Council resolves to exclude the public because of the nature of the proceedings. Accordingly, this report may be considered in open session.

### **Recommendation**

I have requested comments from Northumbria Police on this sign and will be able to make a recommendation to the Committee on the date of the meeting.

Jane Kevan  
Town Clerk  
14 June 2017