

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 12 July 2017 at 6.30pm when the following items will be discussed:

A G E N D A

1. To agree the Committee Chairman.
2. To note Committee members are Councillors Gillanders, Graham, Cessford, Ord, Mrs Homer, Kennedy and Hull.
3. Apologies for absence.
4. To receive minutes of the Committee meeting held 21 April 2017, enclosed.
5. Matters arising (if any).
6. Declarations of interest (see enclosed).
7. Report by Councillor Gillanders on recent meetings of the NP Steering Group.
8. To receive a schedule of Neighbourhood Plan expenditure to date (see attached).
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
5 July 2017

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Hagenda0617NeighbourhoodPlanCommittee

HEXHAM TOWN COUNCIL
MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON
21 APRIL 2017

163.	PRESENT: Councillor D Clegg in the Chair together with Councillors T G E Gillanders and T Cessford.
164.	APOLOGIES FOR ABSENCE were received from Councillor P E Oliver.
165.	MINUTES of the Committee meeting held 10 February 2017, having been circulated, were AGREED.
166.	MATTERS ARISING: It was noted that the draft chapter on the natural environment is still being worked on.
167.	DECLARATIONS OF INTEREST: There were no declarations of interest made.
168.	<p>UPDATE REPORTS:</p> <ul style="list-style-type: none"> a. STEERING GROUP. The minutes of the Neighbourhood Plan Steering Group meetings held on 15 February, 8 March and 5 April (attached to the agenda) were NOTED. b. OTHER UPDATES. Councillor Clegg made an oral report and the following were NOTED: <ul style="list-style-type: none"> (1) Via Locality, neighbourhood plan groups are entitled to free assistance for work relating to town planning and AECOM has done a site assessment for Hexham. This is not in conflict with the Core Strategy and there is an emphasis on affordable housing for older people close to the town centre. The assessment opens up new opportunities such as the bunker site. (2) Northumberland County Council is 'screening' the impact of the Hexham Neighbourhood Plan on local environment and infrastructure to decide if it will be necessary for the plan to include a full Strategic Environmental Assessment. AECOM may be engaged by Locality do this (for no charge). It may take up to four months. (3) By the date of the Forum, rescheduled from 26 April to 24 May, there will be final drafts of four sections. (4) The consultation in the Hex-Press is likely to be in the pre-Christmas edition. (5) There were payments committed to come out of the 2016/17 Neighbourhood Plan Committee budget that have not yet been completed and paid as invoices have not been received. The Finance and General Purposes Committee, at its meeting on 11 April, noted this.
169.	NEIGHBOURHOOD PLAN EXPENDITURE: A schedule of expenditure to date (attached to the agenda) was NOTED.
170.	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 Wednesday 10th May 2017 (9.30-11.15am) in the Town Council Office, St Andrew's Cemetery.

Present: Dave Clegg (Chair), Jenny Ludman, Tom Gillanders, Chris Anderson (NCC), Peter Rodger, Jane Kevan.

Agenda Item		Agreed Action(s)
	Apologies for Absence Wendy Breach, Bob Hull	
1	Welcome Chris Anderson was welcomed to the meeting.	
2	Minutes of Meeting held on 5/4/2017 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. No changes in the makeup of the SG expected.	
5	Verbal Report on Sub-Groups: Built Environment Sub-Group Has not met recently. Natural Environment Sub-Group Has not met recently.	
6	Locality Event, Durham CA had attended as had BH on SG's behalf. Noted it was mostly a networking session.	
7	Hexham Housing Meeting JL and DC met with David English and Steve Robson. Agreed JL to send SR and CA a copy of the draft housing chapter. Also need further conversation about allocations and strategic policy.	JL to contact Jonathan Nicholson
8	Progress towards Draft HNP Acknowledged the amount and quality of work done by JL. Noted several additional SG meetings held to consider draft chapters. DC will write the consultation statement. Draft on economy sent to Hexham BID for comment. Noted transport/infrastructure chapter also drafted. Agreed to get the Northumberland National	JL to circulate emerging plan with sections pulled together

	Park Authority to provide the remaining maps required.	
9	<p>Screening (by NCC) and Strategic Environment Assessment</p> <p>NCC has now produced a screening report. The consultation bodies have until 31st May to comment. If agreed, goes on to scoping then an environmental report.</p> <p>Noted need to restart process with AECOM for subsequent SEA, though still not clear when optimum time for this will be.</p>	
10	<p>Non-Listed Heritage Assets</p> <p>Agreed to ask Sarah Dyer to focus on certain premises.</p>	DC to consider cost
11	<p>Forum 9</p> <p>To display large maps with relevant policy statements, e.g. each Objective constituting one display board. 4 big maps required to show (a) the HNP area, and (b) maps relating to specific policies. Agreed to conduct drop-in and emphasise drop-in nature in poster and circulate invites via HCP, etc.</p>	JL and PR DC
12	<p>Key Stages for HNP post Forum 9</p> <p>DC and JL to discuss.</p>	
13	<p>HNP Website and Communications</p> <p>PR to put draft plan and glossary on the website.</p>	
14	<p>HNP Steering Group – Specific Support Need</p> <p>None.</p>	
15	<p>Any Other Business</p> <p>None.</p>	
	<p>Date of Next Steering Group Meeting</p> <p>Tuesday 6th June 2017 at 9.30am at the Cemetery Office.</p> <p>Date of next Forum</p> <p>Wednesday 24th May 2017, in the Great Hall of Hexham Abbey.</p>	

Hexham Neighbourhood Plan Steering Group

Minutes of the meeting held on Tuesday 6th June 2017 (9.30-10.55am) in the Town Council Office, St Andrew's Cemetery.

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

Agenda Item		Agreed Action(s)
	<p>Apologies for Absence Wendy Breach, Peter Rodger</p>	
1	<p>Chairman It was agreed that Dave Clegg will continue as Chairman of the steering group.</p>	
2	<p>Minutes of Meeting held on 10/5/2017 Approved as a true record.</p>	
3	<p>Matters Arising not covered by the Current Agenda No update to date re Core Strategy. Inspector appointed: Roger Clewes. Copies of the Good Councillor's Guide to Neighbourhood Planning were circulated.</p>	
4	<p>Verbal Report on HTC NP Committee Has not met since the last steering group meeting.</p>	
5	<p>Verbal Report on Sub-Groups: Built Environment Sub-Group Has not met recently. Natural Environment Sub-Group Has not met recently.</p>	
6	<p>Review of Forum 9 Most comments very positive. Micro level knowledge useful e.g. on green spaces. Noted "no" ticked regularly regarding market forces.</p>	DC to collate for next meeting
7	<p>Progress towards draft HNP Following meeting with BID, JL advised park and ride policy should be taken out. Added policy on signage. BID consider may be a lack of larger office spaces in Hexham (BID doing large scale survey in the next few months). Agreed to schedule NP Committee meeting 6.30pm on Weds 21st June. JL suggested removing a couple of policies (such as Dukes House woods) and providing some background (evidence based e.g. for each green space) info for</p>	JL to circulate revised draft

	<p>others.</p> <p>DC to contact Tim Tatman regarding A1 retail vacant premises over time and their replacement businesses.</p> <p>Consider source of updated photos.</p>	DC to contact TT
8	<p>Screening (by NCC) and Strategic Environmental Assessment - Update.</p> <p>Consultation closing date was 31st May. Advised NCC will publicise a decision that the NP will need a SEA. Noted Locality statement of interest for further technical support will be live for 4 weeks. CA to advise on timescales.</p>	DC to contact Locality re statement of interest and complete application process.
9	<p>Non-Listed Heritage Assets</p> <p>Noted Sarah Dyer initially advised 7-8 days' work (£3600). Reduced list subsequently sent and waiting for revised cost. Agreed the key premises are the workhouse.</p>	
10	<p>Key Stages for HNP post Forum 9</p> <p>Statement of interest to be completed immediately. Once we have NCC's formal SEA screening decision, the on-line Locality application for technical support can be completed. We will then have to await acceptance of application. If successful the actual negotiation of the SEA brief will probably again be with AECOM. Then ...</p> <ul style="list-style-type: none"> *consultation on pre-submission draft and SEA, late autumn; *modifications to draft HNP in line with consultation outcomes; *submission to NCC for their examination and appointment of an external assessor; *final town-wide referendum, possibly March 2018. 	
11	<p>HNP Website and Communications</p> <p>To update homepage. Noted Google search on "Hexham Neighbourhood Plan" fails on finding the website.</p>	DC to discuss with PR.
12	<p>HNP Steering Group – Specific Support Need</p> <p>None.</p>	
13	<p>Any Other Business</p> <p>None.</p>	
	<p>Date of Next Steering Group Meeting</p> <p>Friday 30th June 2017 at 1.30pm at the Cemetery Office.</p>	

Hexham Neighbourhood Plan 2017/18

(As at 15 June 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