

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 16 May 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 6 February 2018, 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 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
10 May 2018

Hexham Town Council
Council Office
St Andrew's Cemetery
West Road
Hexham
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clerk@hexhamtowncouncil.gov.uk
Hagenda0518NeighbourhoodPlanCommittee

HEXHAM TOWN COUNCIL
MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON
6 FEBRUARY 2018

190.	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.
191.	APOLOGIES FOR ABSENCE were received from Councillor R Hull.
192.	MINUTES of the Committee meeting held 13 November 2017, having been circulated, were AGREED.
193.	MATTERS ARISING: There were no matters arising.
194.	DECLARATIONS OF INTEREST: There were no declarations of interest made.
195.	<p>UPDATE REPORTS:</p> <p>a. STEERING GROUP. The minutes of the Neighbourhood Plan Steering Group meetings held on 11 December and 9 January (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 draft plan is currently with AECOM for a full Strategic Environmental Assessment (SEA). This is expected within a fortnight.</p> <p>(2) All references to the Core Strategy will be removed.</p> <p>(3) It was noted that, although the plan is compliant with the National Planning Policy Framework, the draft plan is also with Locality for a free healthcheck. A response is expected in the next week.</p> <p>(4) Once the SEA is received there will be the next formal stage of the pre-submission consultation. Information will be sent out with the March Hex-press, or by another method, for a consultation period of 6 weeks.</p> <p>(5) Further modifications may then be made if necessary, and there will be further proofreading and consideration of how the plan is laid out and presented, prior to the plan being sent to the County Council and then the formal external assessor.</p> <p>(6) A ballot will then be held.</p>
196.	NEIGHBOURHOOD PLAN EXPENDITURE: A schedule of expenditure to date (attached to the agenda) was NOTED.
197.	PRE-SUBMISSION DRAFT HEXHAM NEIGHBOURHOOD PLAN: This had been circulated to the Committee and several comments were made regarding minor changes. It was AGREED that the Plan is structured very well.
198.	NEXT MEETING: It was AGREED the next Committee meeting will provisionally be held on Wednesday 16 May 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 Tuesday 13th February 2018 (9.30-10.55am) in the Town Council Office, St Andrew's Cemetery.

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

Agenda Item		Agreed Action(s)
1	Apologies for Absence Bob Hull, Wendy Breach, Jenny Ludman	
2	Minutes of Meeting held on 9/1/2018 Approved as a true record.	
3	Matters Arising not covered by the Current Agenda Noted modifications such as walking distances and flood risk made to the SEA. Environment Agency planning app for flood defence at Tyne Green noted.	
4	Verbal Report on HTC NP Committee Met on 6 th February. Committee supportive of the draft plan.	
5	AECOM Strategic Environmental Assessment Noted additional work (see 3. Above) has reduced some of the concerns. Can't complete until review of the site assessments is available. AECOM happy for police houses to be added. AECOM (Katie Britton) to contact CA/NCC for info on Core Strategy withdrawal, status of Bunker Site, etc.	
6	AECOM: Review of Site Assessments Update Agreed to propose addendum to site assessments rather than rewrite the original report.	CA to check with Strategic Estates re Police housing
7	AECOM: Healthcheck Update This has started. Noted the results of this are not needed before the pre-submission consultation commences.	
8	HNP Draft for Consideration Agreed to reduce introduction. TG will produce a foreword/acknowledgements. Add SG members details as an appendix.	
9	Proposals for Preparation for the Pre-Submission Consultation a) Consultation Period. PR noted current format needs little work. Day's work for doing a cover, converting to a pdf, etc. Noted any site	

	<p>assessment addendum, etc will be on the website as separate documents. Approx half a day to draft the Hex-Press insert and reply slip. Q to be added on SEA. Double sided A4 sheet of info (plan summary) and prompts/spaces for responses. These documents will be circulated to SG for comments.</p> <p>b) Circulation probably via Hex-Press? Have article in Hex-Press and feature in the Courant.</p> <p>c) Review of HNP following consultation and Healthcheck.</p>	<p>As £3300 for 5000 pre-franked envelopes; PR to investigate Freepost licence costs with Robson Print. DC to look at option of independent delivery and costs for Stacey T to process responses.</p>
10	<p>Non-Listed Heritage Assets Deferred to next meeting.</p>	
11	<p>Community-led Housing and Heritage Projects Deferred to next meeting.</p>	
12	<p>HNP Steering Group Membership Noted Mike Rowson may be interested to rejoin. Agreed to also contact Sasha Pisarevic to enquire if interested and available.</p>	DC
14	<p>HNP Website and Communications Agreed up to date.</p>	
15	<p>Any Other Business None.</p>	
	<p>Dates of Future Steering Group Meetings Tuesdays 27th Feb (provisionally), 13th March and 10th April at 9.30am at the Cemetery Office.</p>	

Hexham Neighbourhood Plan Steering Group

Minutes of the meeting held on Tuesday 13th March 2018 (9.45-11.45am) in the Town Council Office, St Andrew's Cemetery.

Present: Dave Clegg (Chair), Steve Robson (NCC, item 2 only), Tom Gillanders, Bob Hull, Jenny Ludman, Peter Rodger, Chris Anderson, Jane Kevan.

Agenda Item		Agreed Action(s)
1	Apologies for Absence Wendy Breach	
2	NCC Emerging Local Plan and HNP Steve Robson advised first NCC LP consultation in spring 2018. Housing – how many, where? July is target for draft submission to MHCLG. Hexham – no greenbelt deletion for housing, but possibly for employment and education. Bunker site: national policy may suggest ok but revisions. Also, if no greenbelt intrusion for employment, bunker remains important (at least mixed use). HNP points to highlight, subject to assessor comments: <ul style="list-style-type: none"> • 40% affordable • Market viability • Flood risk • So few non-green sites available. 	
3	Minutes of Meeting held on 13/2/2018 Approved as a true record.	
4	Matters Arising not covered by the Current Agenda Noted.	CA to pursue Police Estate info
5	Review of Site Assessment report Addendum arrived yesterday, looks like nothing has changed.	
6	AECOM Strategic Environmental Assessment – Update At the moment only one partial negative, generally positive for the plan. In total: 4 significant positives 4 minor positives 1 neutral 1 minor negative (flooding)	
7	AECOM: Healthcheck Update Ongoing, should have draft by Friday.	
8	HNP Draft for Consultation Will have drop-in session for minor modifications. PR	

	has made a few changes already. Agreed to add HTC crest. Thanks to PR and WB for all their work on this.	
9	Preparation for the Pre-Submission Consultation 16/3-29/4 Hex-press has accepted shortened article. DC in touch with Journal.	
10	Preparation for the Pre-Submission Consultation: To Do <ul style="list-style-type: none"> a. Formal Notices of Consultation – DC to prepare today for JK to send on Friday b. Local Consultees, non-statutory – names suggested c. Drop in date, etc – Queen’s Hall on Saturday 14 April 10am-4pm (or fallback of Thursday 19 April) d. Courant article – Friday 13 April (DC to contact Gemma to provide press release re: responses and drop-in) 	
11	Review of HNP in light of consultation and Healthcheck Still aiming for May. Noted evidence-based documents must all be on the website so publicly available.	
12	NCC Call for Sites Missed deadline but NCC willing to work with SG.	DC to contact David Hall
13	HNP Steering Group Membership Noted no response to date from Sacha but only had a work email address.	
14	HNP Website and Communications Nothing to discuss.	
15	HNP Steering Group – Specific Support Needs None	
16	Any Other Business None.	
	Dates of Future Steering Group Meetings Tuesdays 10 th April, 8 th May, 15 th May, 12 th June at 9.45am at the Cemetery Office.	

Hexham Neighbourhood Plan Steering Group

Minutes of the meeting held on Wednesday 18th April 2018 (9.45-?am) in the Town Council Office, St Andrew's Cemetery.

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

Agenda Item		Agreed Action(s)
1	<p>Apologies for Absence Tom Gillanders, Jenny Ludman, Chris Anderson</p>	
2	<p>Minutes of Meeting held on 13/3/2018 Approved as a true record.</p>	
3	<p>Matters Arising not covered by the Current Agenda None.</p>	
4	<p>Pre-Sub Consultation – Plans for Remaining 10 Days Press release given to the Courant. If not in this week, will submit a revised version for next week.</p> <p>DC to take Hex-Presses around shops and contact Abbey and PR to circulate round History Society. DC to also take forms to Abbey Court, Abbey café and Forum Cinema, and invited to speak at Labour branch. PR to visit Bin 21 and Café Nero with response forms. WB to take forms for Hexham Debates at St Mary's Church on Saturday and for St Mary's churchgoers via Rosemary Theobalds. BH to check Acomb Court and Egger via Councillor Tom Pearson and take some forms to the Rotary Club.</p>	
5	<p>Arrangements for Collation Stacy putting together a table of responses. It was noted that the digital site skin on the Hexham news page of the Courant website received 122 clicks through to the HNP website and that the following numbers of downloads from the HNP website have been made: Summary 14 Parish map 60 Town map 69 Response form 70 Draft consultation document 268 AECOM sites report 7 SEA report 6.</p>	
6	<p>Arrangements to Consider Outcomes of Consultation</p>	

	When Stacy has confirmed the collation completion date (7 May at the earliest), arrangements will be made for an extended session.	
7	AECOM Healthcheck – Plans to Consider Document's sole purpose feels critical. Yet to be looked at in detail.	To put on 8/5 agenda – DC to contact JL for her view
8	HNP Final Stages SG meeting 8 May: Healthcheck. Attention to collated consultation responses (a longer session to be decided after 8 May). 15 May meeting to confirm review of draft, to then present to NP Committee on 16 May.	
9	NCC Call for Sites/Spring Consultation DC trying to complete.	DC to also email all Forum members
10	HNP Website and Communications No need for modification.	
11	HNP Steering Group – Specific Support Needs None	
12	Any Other Business None.	
	Dates of Future Steering Group Meetings Tuesdays 8 th May, 15 th May, 12 th June at 9.45am at the Cemetery Office.	

Hexham Neighbourhood Plan Steering Group

Minutes of the meeting held on Tuesday 8th May 2018 (9.45-12.50pm) in the Town Council Office, St Andrew's Cemetery.

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

Agenda Item		Agreed Action(s)
1	Apologies for Absence Wendy Breach	
2	Minutes of Meeting held on 18/4/2018 Approved as a true record.	
3	Matters Arising not covered by the Current Agenda New Locality maximum so can apply for an extra £2000 for the additional analysis time.	DC to submit application
4	Pre-Sub Consultation – Update Noted 544 public responses received. Also 20 (in total) responses from statutory consultees, local consultees and other interested parties.	
5	Arrangements for Collation Stacy putting together a table of public responses, hopefully complete by the end of this week. PR and JK to scan consultee responses into one working document. Stacy to be invited to then cut and paste into a single response document.	DC to arrange with ST. JL to forward template.
6	NCC Schedule of Comments DC acknowledged the thoroughness of this NCC response. Agreed need to be consistent using “Neighbourhood Area” and number policies with a prefix of HEX so that there is no confusion with Core Strategy policies. “Non-designated heritage assets” also agreed be used consistently. Agreed to add something about modern design solutions can make a positive contribution if reflects local vernacular. Shorter plan period for housing considered – info from/meeting with NCC required, especially figures for new housing in Hexham. Market Place agreed to be a community action. Primary shopping area definition discussed – to include Hencotes? If not, satellite areas to be specified. To remove school playing fields from the green spaces list. To amend wording re: dark skies. Various other minor amendments.	CA to raise at NCC Planning team meeting JL to add summaries of agreed actions to working doc.
7	AECOM Healthcheck Report Duplicates many NCC comments. To defer to end of	

	assessment process.	
8	<p>HNP Final Stages The following dates and purposes were agreed to sustain intensive assessment of responses through May: May 15: review of residents' responses; May 22: review of statutory and local organisations responses; May 29: confirmation of modifications to draft HNP.</p> <p>To make further progress on housing section, and to decide between basic alternatives (statement of support for brownfield or maintenance of site allocations – with consensus preference for the latter), urgent meeting with NCC sought.</p>	CA to facilitate date etc for this meeting with NCC, possibly 15 th May.
9	<p>Forthcoming Meetings: HMcG and Youngs RPS Meetings planned for 9/5 am 8/5 pm respectively. Also with Karbon, 9/5 pm. TG will attend with DC.</p>	
10	<p>NCC Call for Sites/Spring Consultation No action required.</p>	
11	<p>HNP Website and Communications No need for modification at this stage.</p>	
12	<p>HNP Steering Group – Specific Support Needs None</p>	
13	<p>Any Other Business None.</p>	
	<p>Dates of Future Steering Group Meetings Tuesdays 15th, 22nd and 29th May, 12th June at 9.45am at the Cemetery Office.</p>	

Hexham Neighbourhood Plan 2017/18

(As at 31 March 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
	£97.00	Freepost licence	March 2018	109013	£1993.63
	£150.00	Website protection software	Invoice received 23/3/18	£1843.63	

Hexham Neighbourhood Plan 2018/19

(As at 30 April 2018)

Budget	Expense (net)	Detail	Date	Cheque No.	Balance
£5000.00					£5000.00
	£342.20	Consultation Notices in the Hexham Courant	16 & 23/3/18 – invoice received 3/4/18	109115	£4657.80
	£1057.50	Planning Consultant fee	30/9/17-16/3/18	109120	£3600.30
	£110.74	Accent Distribution Services - consultation responses delivered with Hex-Press	Invoice received 5/4/18	BACS	£3489.56
	£280.00	Robson Print – response forms	Invoice received 6/4/18	BACS	£3209.56
	£9.79	Laminating pouches	Tesco 8/4/18	109121	£3199.77