

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 25 July 2018 at 6.00pm 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 T G E Gillanders, T Cessford, Mrs C R Homer, J M Graham, R Hull, J Ord and D Kennedy.
3. Apologies for absence.
4. To receive minutes of the Committee meeting held 16 May 2018, 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 consider the consultation on the Northumberland Draft Local Plan.
10. To agree the date for the next meeting of Committee.
11. 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
18 July 2018

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Hagenda0718NeighbourhoodPlanCommittee

HEXHAM TOWN COUNCIL
MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON
16 MAY 2018

199.	PRESENT: Councillors T G E Gillanders, T Cessford, J Ord and R Hull.
200.	APOLOGIES FOR ABSENCE were received from Councillors Mrs C R Homer and J M Graham.
201.	MINUTES of the Committee meeting held 6 February 2018, having been circulated, were AGREED.
202.	MATTERS ARISING: There were no matters arising.
203.	DECLARATIONS OF INTEREST: There were no declarations of interest made.
204.	<p>UPDATE REPORTS:</p> <ul style="list-style-type: none"> a. STEERING GROUP. The minutes of the Neighbourhood Plan Steering Group meetings held on 13 February, 13 March, 18 April and 8 May (attached to the agenda) were NOTED. b. OTHER UPDATES. Councillor Gillanders made an oral report and the following were NOTED: <ul style="list-style-type: none"> (1) Full information on the pre-submission consultation was on the Hexham Neighbourhood Plan website. (2) Hard copies of the draft plan, policy maps, the Strategic Environmental Assessment (SEA) Report and the Freepost response form were available in Hexham Library for the full consultation period. (3) The consultation was covered in three editions of the Courant and its website. There were 122 click-throughs on the digital newspaper site skin which opened the HNP website homepage. (4) 36 letters have been sent to national statutory consultees. (5) 32 letters have been sent to local organisations with an interest in Hexham's environment and future. (6) Every household in Hexham (just over 5,000) received an update and consultation response form within the April Hex-Press. Copies were also delivered to over 40 town centre businesses. (7) All Town Councillors and every member of the HNP public forum received two emails regarding the consultation. (8) A drop-in consultation event was held on 14 April at the Queen's Hall. More than 220 people attended. (9) Dedicated inputs were made to encourage participation in the consultation at meetings of the Town Council, Hexham East Residents Association and Hexham Civic Society. (10) Multiple- occupancy single address residences received special deliveries of response forms. (11) Additional response forms and extra copies of the Hex-Press were available in the Forum Cinema, Abbey Café, Abbey Dentists, Hexham Dental Clinic, Bin 21, Orchard View Vets and Cogito

	<p>Bookshop.</p> <p>(12) 555 resident response forms have been submitted.</p> <p>(13) 10 extended responses have been received from local consultees.</p> <p>(14) 8 extended replies have been received from statutory consultees.</p> <p>(15) The HNP website (on 8 May) recorded 340 downloads of the draft consultation document; 172 downloads of policy maps; 97 downloads of the response form; 16 downloads of the site assessment report; 77 downloads of the SEA report; and 73 downloads of the neighbourhood area map.</p> <p>(16) Between 22 and 29 May there will be a collation and analysis of all the responses.</p> <p>(17) By 12 June all changes to the plan should have been made and then the modified plan may be submitted formally to the County Council for assessment by an external specialist.</p>
205.	NEIGHBOURHOOD PLAN EXPENDITURE: A schedule of expenditure to date (attached to the agenda) was NOTED. It was further noted that an invoice for £167.29 (net) had just been received from Royal Mail for the Response Plus service.
206.	PRESENTATION AT FULL COUNCIL: It was AGREED to ask Dave Clegg, Chair of the Neighbourhood Plan Steering Group, to make a presentation at the Full Council meeting on 2 July.
207.	NEXT MEETING: It was AGREED the next Committee meeting will be held on Wednesday 4 July 2018 at 6.00pm 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 5th June 2018 (9.45-11.30am) in the Town Council Office, St Andrew's Cemetery.

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

Agenda Item		Agreed Action(s)
1	Apologies for Absence Wendy Breach, Chris Anderson	
2	Minutes of Meeting held on 22/5/2018 Approved as a true record.	
3	Matters Arising not covered by the Current Agenda DC noted application process to Locality for an extra £2000 is underway. Noted NCC proposal for Local Plan (that won't be approved until 2020) is 530 houses for Hexham 2016-2036. 138 houses already built at Craneshaugh and Esh, Corbridge Rd count within the 540 figure. Moving from 30% to 40% to be considered. Noted if to consider any additional housing sites, may need further consultation, although if these sites are consistently brownfield, this may not be the case.	
4	Pre-Sub Consultation – Update Work on collating responses from statutory consultees, local consultees and other interested parties delayed but now done. Noted some consistent resident comments outside HNP remit, such as litter.	
5	Pre-Sub Consultation – Residents' Responses DC had added the summary of the 'Overall' column, on the collation table and within the summary doc.	
6	Pre-Sub Consultation – Statutory and Local Extended Responses (Summary) In brief: there are helpful comments, including some advice re wording and some reference to assumed new NPPF; local organisations that had responded included solid representation of developers with local interests, whose comments invariable related to 40% requirement for affordable homes, unviability of particular sites to be allocated, HNP's inability to reach housing quota (assumed consistently to be 450) without greenfield.	
7	Hexham Sites currently under Proposal for Housing Development Further info required from NCC (completion data and grants of consent, why variation from AECOM housing	DC to contact NCC

	numbers data, and Acomb included?). Agreed to remain Brownfield with some additional sites.	
8	Pre-Sub Consultation - Statutory and Local Extended Responses (Next Steps) 13 th June meeting arranged (PR and WB to attend for beginning if possible), to consider detailed SG's responses and modifications to draft HNP in light of all consultation responses, after JL has been able to draft some preparatory proposals.	
9	NCC Housing Quota for Hexham and Requirements of Revised NPPF 530 houses proposed in draft NLP. Is the Hexham town or Hexham delivery area, a question complicated by a separate figure for Acomb (45) in Appendix A, P289. SG will investigate total potential for Hexham, applications, consents, additional sites (e.g. in draft NLP), with supporting info to be sought from NCC.	DC to email CA
10	Deadline for Completion of this Phase, and Submission Aiming for early July. SG to have additional meeting at 9.00am on Weds 13 June. By the HTC meeting of 2 July SG will have clarity re revisions to draft HNP and re final stages to submission, with dates.	
11	Next Steps June 12: meeting with NCC officers and start of confirmation of modifications to draft HNP. June 13: consider additions/amendments to draft HNP resulting from consultation responses. June 26: to plan DC presentation to HTC on 2 July.	
12	HNP Website and Communications Homepage has been updated to contain consultation reach data. This to be communicated to HNP Forum members by email.	
13	HNP Steering Group – Specific Support Needs None	
14	Any Other Business None.	
	Dates of Future Steering Group Meetings Tuesdays 12 th June, 26 th June and 3 rd July at 9.45am at the Cemetery Office.	

Hexham Neighbourhood Plan Steering Group

Minutes of the meeting held on Tuesday 10th July 2018 (9.30-11.05am) in the Town Council Office, St Andrew's Cemetery.

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

Agenda Item		Agreed Action(s)
1	Apologies for Absence Bob Hull, Peter Rodger	
2	Minutes of Meeting held on 5/6/2018 Approved as a true record.	
3	Matters Arising not covered by the Current Agenda Noted: <ul style="list-style-type: none"> • any change in sites means a further consultation will be required • website not yet up to date • £2000 grant received. 	DC to contact PR
4	Pre-Sub Consultation – Final Actions Completed. Noted presentation given to Full Council on 4 July.	
5	NCC Local Plan – Implications for HNP Noted 530 houses for Hexham 2016-2036, so includes houses recently built at Corbridge Road, etc. The Shop Front Design Guidance document has not been given policy status, but the HNP will be able to do this. HNP can make reference to the NLP for instance in respect of development of high tech employment.	ECN 19-21 on local economy to be looked at by JL.
6	Hexham Housing Numbers Noted purpose is to see if can identify sites for 530+ houses, not including any in the greenbelt. Applications already granted planning permission for 271 units. 15 applications currently being considered. Proposed sites for allocation discussed – minimum of 382 units. With an assumed “windfall” figure of 60 (3 per year), this totals 713. This figure includes the Middle School site as eventually available. Without this, the 530 is exceeded.	
7	Locality – Housing Sites Self-Assessment Pack Noted pro formas to be completed for several sites not already done by AECOM (map, photo and completion of form required).	DC and BH to do site assessments
8	Viability Testing – NCC Arrangements Info required to pass to NCC to allow them to quantify	

	and cost viability assessments. SG would want this to cover all sites (not required for sites of less than 10 units), but SG must be mindful that the onus is on developers to prove unviability of a proportion of affordable homes on a given site.	
9	Conclusions regarding Housing Numbers and Sites See above. Still awaited: any data from NCC regarding the sites for housing they have added.	DC to send report to NCC, to seek data from DH
10	Proposed Schedule for Next Stages of HNP July – sites and viabilities, update plan. Mid-August – end-September Consultation 2 October – assess responses, final draft. November – HTC approval. Submission to NCC for external assessment and some negotiation, before referendum. Finally, HNP “made”.	
11	Presentation of Final Draft Agreed to use design software. Trust that PR will be available for this.	
12	HNP Website and Communications As above.	
13	HNP Steering Group – Specific Support Needs None	
14	Any Other Business Noted NCC policies to be checked by all, to check agreement.	JL to forward
	Dates of Future Steering Group Meetings Tuesdays 24 th July and 14 th August at 9.30am at the Cemetery Office.	

Hexham Neighbourhood Plan 2018/19

(As at 30 June 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
£1540.00		Transfer of unspent 2017/18 budget (minute 7102 refers)	14/5/18		£4739.77
	£1006.25	Stacy Towler: support work	27/3-14/5/18	109146	£3733.52
	£167.29	Royal Mail Response Plus service	14/5/18	109147	£3566.23
	£5.04	Royal Mail Response Plus Service	18/6/18	109169	£3561.19