

HEXHAM TOWN COUNCIL

I HEREBY GIVE YOU NOTICE that a meeting of the Council will be held at Hexham House, Gilesgate, Hexham NE46 3NH on Monday 14 October 2019 at 6.45pm, when the following items will be discussed:

A G E N D A

1. Council to hear questions from Hexham residents regarding matters on the agenda or relating to Hexham.
2. Apologies for Absence.
3. To agree minutes of the Town Council meeting held on 9 September 2019, enclosed.
4. Matters arising not on the agenda – for report only, if any.
5. Mayor's announcements.
6. Declarations of interest (see enclosed).
7. To agree accounts for payment (list enclosed).
8. To receive and accept the External Auditor's report for 2018/19 (see enclosed).
9. Presentation of the Newcastle and Northumberland Local Council of the Year Award by Councillor Alex Wallace, Chairman of the County Committee.
10. To note progress on the Action Plan (see enclosed).
11. To agree Local Transport Plan priorities for 2020/21.
12. To note the draft minutes (attached) of Committee meetings held in September.
13. To consider any correspondence received.
14. 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
8 October 2019

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St Andrew's Cemetery
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Hagenda1019

HEXHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING HELD ON 9 SEPTEMBER 2019

7334.	<p>PUBLIC QUESTIONS:</p> <p>OLD SWIMMING POOL: A local resident asked about planning permission and the state of the steps. Councillor Cessford advised he would refer the latter issue to the County Council.</p> <p>WENTWORTH TOILETS: A local resident noted that he had been advised that the County council was allocating some funding to improve these.</p> <p>SUSTAINABILITY POLICY: Various local residents asked about this agenda item, asking/noting: clear reasons should be given if this is not adopted; if other Town Councils have been contacted; how will young people be engaged with; how Councillors feel about the climate emergency; whether the passive house standard will be applied to planning applications, including the new school; and if the Council will consider environmental matters as part of the schools' consultation.</p> <p>RECORDING OF MEETING. It was noted that the meeting was being recorded for www.hexhamtv.com.</p>
7335.	<p>SEPTEMBER COUNCIL MEETING: Councillor R Hull, the Town Mayor, then opened the Council meeting. Present were Councillors S Ball, T G E Gillanders, D Kennedy, J V R Hare, C Hanley, T Pearson, T Dodds, J Ord, J M Graham and T Cessford.</p>
7336.	<p>APOLOGIES FOR ABSENCE were given on behalf of Councillors Homer, Bell and Green.</p>
7337.	<p>MINUTES: The minutes of the Town Council meeting held on 5 August 2019, having been circulated, were AGREED.</p>
7338.	<p>MATTERS ARISING: There were no matters arising.</p>
7339.	<p>MAYOR'S ANNOUNCEMENTS. For information Councillor Hull advised the meeting:</p> <ul style="list-style-type: none">a. HEXHAM NEIGHBOURHOOD PLAN: On 13 August he attended a Steering Group meeting.b. LOCAL AREA TYNEDALE COUNCIL: On the same day he attended this meeting, regarding local planning applications.c. NO 28: He was unable to attend the 10th anniversary party on 15 August but was pleased Councillors Homer and Gillanders were there. Hexham Community Partnership is to be congratulated on the success of No 28.d. SHOWCASE EVENT: On 31 August he and various other Councillors went to this. It was a great success and he hopes it will be repeated.e. 3RHA: Earlier today he and Councillor Gillanders had met the new Commanding Officer and discussed Remembrance Day and other future events.f. MARY ROBINSON: He wished to give his condolences to Mrs Robinson's family, following her sadly passing away, noting she did an enormous

	<p>amount of work for the British Red Cross and that she was a former Honorary Steward and Bailiff of Hexham.</p> <p>g. HEXHAM NEIGHBOURHOOD PLAN: He noted that a problem had been identified with the Strategic Environmental Assessment and that, nationally, questions were being asked about historic sites. A small amount of extra work is being carried out in Hexham.</p> <p>h. HEXPRESS: He noted a new revised version is currently being delivered.</p> <p>i. CLEAN-UP: He noted that there will be a further clean-up of the town on 17 and 18 September, including from a Town Council team.</p>
7340.	DECLARATIONS OF INTEREST: There were no declarations of interest.
7341.	ACCOUNTS FOR PAYMENT: It was AGREED to authorise payments in accordance with the list that had been circulated and attached to the agenda.
7342.	LOCAL TRANSPORT PLAN 2020/21: It was AGREED to consider the Council's priorities at the next meeting of the Planning and Infrastructure Committee, on 30 September.
7343.	SUSTAINABILITY POLICY RESOLUTION PROPOSAL: The proposal from Councillor Gillanders as outlined in the agenda was seconded by Councillor Hull and, after a debate, AGREED unanimously by all Councillors present with one amendment to no 5 to "continuing the Council's policy of local and sustainable procurement and encouraging local businesses to do the same". It was further AGREED to contact the County Council as there is only one glass recycling facility in Hexham now and also to propose that Hexham be trialled as a pilot town for a roadside glass collection service.
7344.	DRAFT COMMITTEE MINUTES: The draft minutes for meetings of the Planning & Infrastructure, Neighbourhood Plan and Finance & General Purposes Committees held in August 2019 were NOTED. Councillor Gillanders advised that the Town Council has purchased a twin recycling bin that will be sited in/by the Market Place soon, that wildflower planting on the West Road verge has been agreed and that new allotment fees have been agreed. Councillor Hull announced that an Administrative Officer post to assist the Town Clerk has been agreed and this will be advertised later in September. Councillor Pearson noted that a Bellman (Town Crier) costume is being designed, that a 7 piece band has been booked to celebrate VE Day with a picnic in the park on 10 May 2020, and that the idea of a Youth Council is being considered.
7345.	<p>CORRESPONDENCE RECEIVED. <i>(Note: wherever possible, all communications addressed to the Council are circulated to Councillors for information as and when received.)</i></p> <p>a. TYNEDALE HOSPICE AT HOME: It was noted that Councillors had been circulated information on the Hats and Glad Rags Charity ball to be held on 28 September.</p> <p>b. CHANGES TO ENVIRONMENT AGENCY WATER RESOURCE LICENSING: It was noted that Councillors had been circulated information on a licence maybe being required if you have a private water supply.</p>

	<ul style="list-style-type: none"> c. TYNE VALLEY COMMUNITY RAILWAY PARTNERSHIP: It was noted that Councillors had been circulated information about the AGM on 15 October. d. A69 BRIDGE END JUNCTION: It was noted that Councillors had been circulated information about a drop in event at Hexham on 12 September. e. AUDIOLOGY SERVICES: It was noted that Councillors had been circulated information about an event on 19 September. f. CLIMATE CHANGE AND THE COMMON GOOD PROGRAMME: It was noted that Councillors had been circulated information about this programme of events at St Mary's Church. g. WEST NORTHUMBERLAND VCS NETWORK: It was noted that Councillors had been circulated information about an event on 26 September and the funding fair on 24 October. h. GILSLAND CAR LAUNCH: It was noted that Councillors had been circulated information about this sustainable community transport project. i. HEXHAM ACADEMIES SCHEME CONSULTATION: It was noted that Councillors had been circulated information about two public consultation events, on 11 and 14 September. j. QEHS SITE DEVELOPMENT PROPOSALS: It was noted that Councillors had been circulated a copy of the Hydro Neighbourhood Group's letter to NCC Highways. k. BBC MUSIC DAY: It was noted that Councillors had been circulated information about "The Big Sing" for this event on the Abbey Flag on 26 September.
7346.	FILM IN THE PARK: Councillor Ball advised this had been a marvellous event and the Queen's Hall should be congratulated for arranging it.
7347.	NEXT MEETING: The next meeting of the Council will be held on 14 October 2019 at 6.45pm at Hexham House, Hexham.

Chairman

Signed as a correct record of the minutes of the meeting held on 9 September 2019.

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:-

- “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).
- “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
ACCOUNTS FOR PAYMENT 14 OCTOBER 2019

Payments are authorised by LGA 1972 s14, 144, 145, 214 or 215 or PCA 1957

Payee	Detail	Amount	VAT	Net	Cheque number	Ref.
Safe and Secure 24	Alarm systems 24 hour monitoring	15.60	2.60	13.00	DD	7380
HSBC	Bank charges (August)	17.40	0	17.40	DD	5060
Malthurst Ltd	Diesel (September)	479.94	79.99	399.95	Visa	7310
EE & T Mobile	Accounts (September)	46.15	7.69	38.46	DD	5010
Ford Lease	Monthly payment for Transit Tipper	366.00	61.00	305.00	DD	7315
NCC (wages and PAYE)	August	10504.58	0	10504.58	BACS	6020
NCC (pension fund)	August	1874.44	0	1874.44	BACS	6030
NCC (payroll admin fee)	5 payslips @ £4.167 (August)	25.01	4.17	20.84	BACS	6020
Millennium Quest Ltd	Christmas lights 2019/new column displays/anchor bolt testing	21754.80	3625.80	18129.00	BACS	7040
Tynedale Rugby FC Ltd	One-off donation	1000.00	0	1000.00	BACS	6066
Rotary Club of Hexham	Tourism grant for Rotary jazz festival	500.00	0	500.00	BACS	6096
Stokoe Rodger LLP	Bookkeeping for six months ending 30/6/19	864.00	144.00	720.00	BACS	6000
Alan Neale Electrical	Replace faulty lamps at Cemetery	46.88	0	46.88	BACS	7380
Team Sport & Play	Vertical net, Climbing rope and drag ramp ropes at Dene Park play area	1764.00	294.00	1470.00	BACS	5094
PKF Littlejohn LLP	External audit fee 2018/19	1200.00	200.00	1000.00	BACS	6050
Onecom Ltd	Broadband (June)	3.92	0.65	3.27	BACS	5010
Accent Distribution t/a Distco Ltd	Hex-Press distribution 9/19	199.33	33.22	166.11	BACS	7840

NCC (wages and PAYE)	September	10504.58	0	10504.58	BACS	6020
NCC (pension fund)	September	1874.44	0	1874.44	BACS	6030
NCC (payroll admin fee)	5 payslips @ £4.167 (Sept)	25.01	4.17	20.84	BACS	6020
PWLB	493125 loan instalment	3678.04	0	3678.04	DD	7360
PWLB	496461 loan instalment	1273.65	0	1273.65	DD	7360
Ecoffins UK LLP	10 bamboo caskets	2124.00	354.00	1770.00	BACS	7340
J&J Stanley Ltd	Skip (Quatre Bras – August)	252.00	42.00	210.00	BACS	7020
Onecom Limited	Phone and broadband provision	113.64	18.94	94.70	BACS	5010
TOTALS		60507.41	4872.23	55635.18		

HEXHAM TOWN COUNCIL
MAYOR'S ALLOWANCE – ACCOUNTS FOR PAYMENT 14 OCTOBER 2019

Payee	Detail	Amount	VAT	Net	Cheque number	Ref.
Balance b/f				1790.15		
Cogito Books	Book token for Hebe Lawson	50.00	0	50.00	Visa	5080
Balance fwd				1740.15		

HEXHAM TOWN COUNCIL – INCOME – SEPTEMBER 2019

Credit from	Detail	Amount	Invoice reference	Date	Ref.
Various	Cemetery charges	190.00	HDW2019/56	030919	4010
Various	Cemetery charges	3195.00	HD2019/58	090919	4010
NCC	S106 grant (outdoor gym equipment at Tyne Green)	15126.00		060919	5094
Mr D Robson	Christmas Market fee	130.00		090919	5130
HSBC	Visa offer	0.24		090919	5060
HSBC	Visa offer	0.16		100919	5060
HSBC	Visa offer	0.20		100919	5060
NCC	Precept 2 of 2	162000.00		110919	4020
Slate&Nature	Christmas Market fee	260.00		110919	5130
Annie B/Harvey	Christmas Market fee	200.00		200919	5130
Various	Cemetery charges	7890.00	HDW2019/59	230919	4010
Various	Cemetery charges	2000.00	HDW2019/60	230919	4010
Mr J Gray	Sale of Kubota 360 Excavator	3000.00		230919	7315
Various	Cemetery charges	190.00	HD2019/61	260919	4010
Various	Cemetery charges	475.00	HD2019/62	260919	4010
Various	Allotment Rent	62.00		260919	4000
Sloecrafts	Christmas Market fee	100.00		240919	5130
Basket and Co	Christmas Market fee	100.00		250919	5130
New Vintage Boutique	Christmas Market fee	100.00		250919	5130
Various	Allotment Rent	62.00		280919	4000
TOTAL		195080.60			

Hexham Neighbourhood Plan 2019/20

(As at 30 September 2019)

Budget	Expense (net)	Detail	Date	Cheque No.	Balance
£5000.00					£5000.00
	£1200.00	Planning consultant fee	Balance owed from 2018/2019 (paid 2/5/2019)	BACS	£3800.00
	£800.00	Planning consultant fee	Work done in July and August 2019	BACS	£3000.00

HEXHAM TOWN COUNCIL
AUDIT FOR THE YEAR ENDED 31 MARCH 2019

The Annual Audit was completed and signed off on 29 August 2019 by PKF Littlejohn LLP, the appointed External Auditors.

The External Auditor Certificate states in respect of Hexham Town Council:
We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

The External Auditor Report states:
On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

For information the Accounting Statement audited for 2018/19 was:

	Y/E 31/03/18 (£)	Y/E 31/03/19 (£)	
Balances brought forward	192,671	151,665	Balance at year start
(+) Annual precept	306,875	318,000	Precept received
(+) Total other receipts	167,765	159,603	All income less precept
(-) Staff costs	156,543	155,098	All costs for staff
(-) Loan interest/capital repayments	19,617	9,903	Capital and interest on any loans
(-) All other payments	339,486	272,895	Payments less staff and loans
= Balances carried forward	151,665	191,372	Balance at year end
Total cash/short term investments	121,966	178,674	Bank balances
Total fixed & long term assets	1,541,425	1,541,154	Fixed assets (Premises etc.)
Total borrowings	182,862	181,129	Total due PWLB loans
Trust funds	None	None	

The Council is required and is **RECOMMENDED** to receive and accept the Auditor's report for 2018/19 as detailed above.

Jane Kevan
Town Clerk
September 2019

HEXHAM TOWN COUNCIL ACTION PLAN 2019/20

The actions marked with an * indicate actions that had been expected to be completed in 2018/19, and actions marked with a # are new and specific to 2019/20.

Action	Objective	Budget	Timescale
* Implement the Hexham Neighbourhood Plan	The plan was delayed by the need for a full strategic environmental assessment and a second town-wide consultation on identified sites for housing being required. Once adopted, the Hexham Neighbourhood Plan will contain planning policies and site allocations which will be used by County Council planning officers when making decisions on planning applications in Hexham.	2019/2020 £5000 (reference 5600)	The plan was submitted to NCC on 22 March to be examined, modified if required, and for a referendum to be arranged.
* Provide outdoor gym equipment at Tyne Green	The aim is to provide a type of equipment new to Hexham, and to enhance both the available sporting facilities at Tyne Green and promote fitness.	2019/2020 £10000 + approx. £35000 carried forward (reference 5094), plus s106 funding	S106 funding was granted in March and the installation was completed in July 2019.
* Review the Town Council website	The website needs to be modernised, simplified and be made more user friendly.	2018/2019 £3000 (reference 7830)	The new website went live in October.
# Work with NCC and stakeholders in the town to develop a plan to regenerate the primary shopping area	The aim is to improve the central shopping area of the town		On-going.
# Retain the Green Flag Award for the Cemetery	The Cemetery was awarded this on the first attempt for 2018/19. The aim now is to continue to promote it as well managed and maintained.	2019/20 £20000 (reference 5100)	The Award was granted again for 2019/20.
# Update the Welcome to Hexham signs	These are faded and may be out of date.		
# All Councillors to attend at least one	The Council's Training Policy notes, as a voluntary organisation, the Council values the time given by its	2019/20 £2000 (reference	Councillor Hull has attended a first aid course

training session	Councillors to their community. The policy is aimed at maximising the rewards from that time by ensuring that Councillors understand and enjoy the role they undertake in their community and are properly equipped for it.	6080)	and media training is being planned.
# Review the Hex-Press/ Council newsletter	The current Hex-Press does not reflect or inform on what the Town Council does. The method of circulation also needs to be reviewed.	2019/20 £1200 (reference 7840)	The first edition in a new style was printed in September 2019.
Facilitate a Hexham Taste event	To consider a third food festival event.	2019/20 £3500 from the £5000 budget (reference 5130)	To be held in 2020.
Arrange Remembrancetide events in support of the RBL commemoration events	These are annual events.	2019/2020 £2500 (reference 7800)	Planning started in July.
Arrange a Christmas Lights Switch-On event	This is an annual event to promote community engagement.	2019/2020 £500 (reference 7065)	Planning started in August.
Enhance and improve Christmas lighting	To continue to add to and enhance the Christmas lighting in Hexham (this year in Gilesgate) and also have "winter lights" in the park switched on Oct-Feb/March.	2019/2020 £26000 (reference 7040)	Agreed in January.
Maintain Council links with Hexham in Bloom by having a Council representative on the committee	Support where possible.	2019/2020 £800 (reference 7850) NB Grant Aid of £1000 awarded for 2019/20	
* Monitor and lobby Northumberland County Council regarding car parking facilities in Hexham	Present/expected loss of 500 long-term parking spaces in Hexham. Northumberland County Council need to provide 500 spaces asap. HTC actively engaged.		On-going.

* Have a Tier 1 or 2 risk assessment of the potential for groundwater pollution carried out for the Cemetery	To consider the extension of current burial arrangements was in last year's action plan. Advice was given that this assessment must be carried out before any purchase of land, etc.		The report was received in July 2019.
Develop a sustainability plan	Initiated by the Planning & Infrastructure Committee to protect bees and other wildlife		This was approved by Full Council in September.
Support tourism	Make full use of the dedicated tourism budget.	2019/2020 £10000 (reference 6096)	
Promote the Council's Grant Aid scheme	7 applications were received in 2018 for 2019/20 (two long-term grants had been awarded in 2017).	2019/2020 £12100 (reference 6050), £40000 (reference 6062) and £25000 (reference 6064)	14 applications have been received (with one long-term application granted in 2017 still valid for 2020/21).
Address public toilet provision in Hexham	The Town Council pays for the Sele toilets to remain open in winter.	2019/20 £2000 (reference 5120)	
Look after planters in the town centre	Maintained by HTC staff.		

HEXHAM TOWN COUNCIL

DRAFT MINUTES OF COMMITTEE MEETINGS HELD IN SEPTEMBER 2019

**DRAFT MINUTES OF THE TOWN COUNCIL PLANNING AND
INFRASTRUCTURE COMMITTEE MEETING HELD ON 3 SEPTEMBER 2019**

1183.	PRESENT: Councillor T G E Gillanders in the Chair and Councillors R Hull, J Ord and J V R Hare.
1184.	APOLOGIES FOR ABSENCE were received from Councillors Hanley and Ball.
1185.	MINUTES of the Committee meeting held 19 August 2019, having been circulated, were AGREED.
1186.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none">a) RECYCLING BINS (minute 1174a refers).It was AGREED to contact NCC regarding siting the bins.b) WEEDKILLING AND WILDFLOWER PLANTING (minute 1174b refers). It was AGREED to finance the seeds purchase and also up to £1200.00 for any contractor's costs.c) LAND OWNERSHIP (minute 1174d and action log refers). It was noted that the owner of Prospect House has provided some information but only about where the Council Chamber is so AGREED to contact them again regarding access onto their land to install a seat on Hallstile Bank, and to allow public access through the disused gate.d) TYNE GREEN MAINTENANCE AGREEMENT (minute 1181 and action log refers). It was noted that this had been signed and returned.
1187.	DECLARATIONS OF INTEREST: Councillor Gillanders declared a non-pecuniary interest in applications 19/02846/FUL and 19/01813/VARYCO and took no part in consideration of them.
1188.	PLANNING APPLICATIONS: It was AGREED there was no objections to, or comments on, the applications received in accordance with the list circulated and attached to the agenda, except in respect of 19/02387/VARYCO (former Abbey House Clinic) as it is not listed on the planning portal so the Council has postponed making any comment until it is known if there are any public or other consultees' objections; to object to 19/02846/FUL (land east of Dukewilley) as the proposed development is an intrusion on the green belt; and not to object to 19/02422/FUL (11 Cattle Market) but this is subject to a satisfactory conclusion to the Environmental Protection Team's concerns.

1189.	CORBRIDGE ROAD SEAT: It was AGREED to check the condition of a nearby seat but not to replace the damaged seat removed in November 2018 (minute 988 refers) unless the remaining seat is also damaged.
1190.	PROSPECT HOUSE: Notification of amended plans was noted.
1191.	LAND NORTH OF CLONTIBRET, ALLENDALE ROAD: Notification of an appeal was noted.
1192.	HALLIWELL DENE HALL, DENE PARK: Notification of an appeal was noted.
1193.	PHONE BOXES: Notification of the County Council's proposal to remove the phone boxes at Tyne Green and Shaftoe Leazes were considered. It was AGREED to request evidence of usage in the last 12 months.
1194.	NORTHUMBERLAND LOCAL PLAN EXAMINATION HEARING: Notification of this was noted.
1195.	FOOTPATH ORDER: Formal notice of footpaths 65 and 66 (Hexham Town) (Hallgate) were noted.
1196.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on Monday 30 September at 5.15pm in the Council Office, St Andrew's Cemetery, Hexham.

Action Log

Recontact the Prospect House owner about a seat (minute 1186c)	Clerk
Contact David Hunt re siting the recycling bins (minute 1186a)	Clerk
Contact the local farmer (minute 1174b)	Operations Manager
Check the seat on Corbridge Road (minute 1189)	Operations Manager
Contact NCC re phone boxes (minute 1193)	Clerk

**DRAFT MINUTES OF THE TOWN COUNCIL COMMUNITY ENGAGEMENT
COMMITTEE MEETING HELD ON 3 SEPTEMBER 2019**

530.	PRESENT: Councillor T Pearson in the Chair and Councillors R Hull, S Ball, T G E Gillanders, T Dodds, T Cessford.
531.	APOLOGIES FOR ABSENCE were received from Councillor C Hanley and J Ord.
532.	MINUTES of the meeting held on 17 July 2019, having been circulated, were AGREED.
533.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none"> a. HEXHAM BELLMAN (minute 519a and action log refers). Councillor Ball presented sketches of general designs to members and advised that the cost for each of the two costumes will be £1000.00. He also advised that the costumes will not be ready until the end of September. It was noted that the Courant will run a competition and an article on who will be Bellman. Councillor Gillanders advised that this announcement could be made at the Mayor's spring reception when the Honorary Steward and Bailiff award is announced. It was AGREED to monitor the progress of the costumes and refer the matter to a future meeting. b. HEXHAM MARKET (minute 519c and action log refers). The Committee's disappointment regarding the last-minute cancellation of the continental market as well as plans to rerun the event in October was noted. c. VE DAY 75TH ANNIVERSARY CELEBRATION (minute 519e and action log refers) Councillor Ball sought approval for a budget of £3000.00 to hire a 1940s style 7-piece band to perform a set from 2-4:30pm in the bandstand. This was AGREED. It was also AGREED that Councillor Ball will speak to No. 28 in regards to the organisation of the fancy dress. d. LOVE NORTHUMBERLAND AWARDS (minute 522 and action log refers). It was noted that information had been passed on to relevant organisations. e. QEHS (minute 525 and action log refers) It was noted that QEHS will be holding two public drop in sessions in the Winter gardens to showcase building plans, on 11 September from 5pm-8pm and on 14 September from 9:30-12:30pm. f. HEXHAM HALF MARATHON (minute 528 and action log refers) It was noted that Councillor Cessford had met with the event organiser and that following the problems at this year's event the event is subject to approval from Highways before it may take place again.
534.	DECLARATIONS OF INTEREST: No declarations of interest were made.

535.	SOCIAL MEDIA: It was AGREED that the Committee will start planning when the new Administrative Officer is appointed. Councillors expressed a need to develop a social media policy. It was AGREED that the Clerk will research social media training available.
536.	NEW WEBSITE: It was noted that Councillor Pearson has provided comments to the Clerk regarding the draft website. It was AGREED that Councillor Hull will arrange a meeting with the website developer to finalise plans to get the website published and to organise training. It was AGREED that the new staff member will be responsible for the new website.
537.	LOCAL DEMOCRACY WEEK: This issue is pending a response from Mike Bird, NCC.
538.	YOUTH COUNCIL: It was noted that Councillor Hull had spoken to Graeme Atkins about the idea and that the schools are ready to cooperate. It was proposed by Councillor Hull that the Committee follow the British Youth Council guidelines. It was noted that the Committee would be responsible for providing the Youth Council with a small budget and a space for meeting. It was AGREED that a working group comprised of interested Councillors, Graeme Atkins and potential Council members should be formed. It was AGREED that Councillor Hull will speak with Mike Bird about his experience regarding this topic. It was also AGREED that Hexham Youth Initiative should be consulted.
539.	HEX-PRESS: Councillor Ball's suggestions of adding VE day, Action Plan, Bellman and Jazz day to the content was noted. It was noted that Councillor Dodds would like a calendar containing press and copy days. It was AGREED that Councillor Pearson will ask the editorial committee for a schedule, and ask the editorial committee to ensure that final copies are sent out to the members of this Committee before they are printed.
540.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on 23 October 2019 at 6.30pm in the Council Office, St Andrew's Cemetery, Hexham.

Action Log

Prepare a press release once HCP responded regarding the Market Place and bandstand (minute 519c refers)	Clerk
Arrange for the winter lights and contact HMS to provide singers (minute 519d refers)	Clerk
Contact No. 28 about fancy dress organisation for VE day 75 th anniversary celebration (minute 533c refers).	Councillor Ball
Organise social media Training (minute 535 refers)	Councillor Pearson, Clerk
Arrange a meeting with the website developer to finalise	Councillor Hull/Clerk

plans to get the website published and to organise training (minute 536 refers)	
Contact Mike Bird, NCC and HYI regarding a Youth Council (minute 538 refers)	Councillors Hull
Ask the Hex-Press editorial committee for a schedule of copy/print dates and to send final copies of editions to the members of this Committee before printing begins (minute 539 refers).	Councillor Pearson

**DRAFT MINUTES OF THE TOWN COUNCIL PLANNING AND
INFRASTRUCTURE COMMITTEE MEETING HELD ON 30 SEPTEMBER 2019**

1197.	PRESENT: Councillor T G E Gillanders in the Chair and Councillors R Hull, J Ord, S Ball and C Hanley.
1198.	APOLOGIES FOR ABSENCE were received from Councillors Hare and Bell.
1199.	MINUTES of the Committee meeting held 3 September 2019, having been circulated, were AGREED.
1200.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none"> e) RECYCLING BINS (minute 1186a and action log refers). It was noted that NCC had responded regarding siting the bins and this will be done this week. f) WEEDKILLING AND WILDFLOWER PLANTING (minute 1186b and action log refers). It was noted that the seeds had been ordered. It was also noted that the Operations Manager will contact the Golf Club or another contact regarding required machinery. g) LAND OWNERSHIP (minute 1186c and action log refers). It was noted that the original contact regarding Prospect House has left the company and the Clerk is trying to get a response from a colleague regarding access onto their land to install a seat on Hallstile Bank, and to allow public access through the disused gate. h) CORBRIDGE ROAD SEAT (minute 1189 and action log refers). It was noted that this still needs to be checked. i) PHONE BOXES (minute 1193 and action log refers). Information on usage in the last 12 months was noted and it was AGREED not to object to the removal of the phone box at Tyne Green but to request the one at Shaftoe Leazes to remain.
1201.	DECLARATIONS OF INTEREST: There were no declarations of interest.
1202.	<p>PLANNING APPLICATIONS: It was AGREED there was no objections to, or comments on, the applications received in accordance with the list circulated and attached to the agenda, except in respect of:</p> <ul style="list-style-type: none"> a) 19/03460/FUL (land west of Heathery Hill, Lowgate) as this would be an inappropriate development in the Green Belt and would harm the character and appearance of the area. b) 19/01296/FUL (car park east of Fairnington Centre, Corbridge Road). The Council continues to welcome the principle of this site being developed for retirement homes but notes its serious concerns submitted regarding the original application have not been addressed by the amended plans, apart from the removal of a fourth storey. The following concerns therefore remain: the privacy and impact on Peth Head residents, as demonstrated by their petition received by the County Council on 29th May; the design should be compatible with the Old Workhouse application (19/01380/FUL); that there are no

	<p>references to sustainability, affordable housing, access from Corbridge Road and into the McCardle site; and that a way to reduce the impact of the frontage should be made and the wall at the back should not be raised. It is also now noted that there are concerns regarding the proposed materials including the colours of the PVC and brickwork. The Hexham Neighbourhood Plan requires “high quality design” and, if this development goes ahead as currently planned, the Town Council objects to it.</p>
1203.	<p>LOCAL TRANSPORT PLAN PRIORITIES: The following three priorities were AGREED to be considered at the Full Council meeting on 14 October:</p> <ul style="list-style-type: none"> a) To extend the 20mph limit from the current position near The Fox pub westwards past the Police Station past Shaftoe to the Eilansgate junction, then down the Eilansgate hill past the Cricket Club to join the 20mph limit at Gilesgate. b) To introduce a one way system in Hexham (Priestpopple/Battle Hill, Hencotes, Shaftoe Leazes, Eilansgate, past the Railway Station and back to the Bus Station) c) To deal with parked vehicles causing an obstruction at the Millfield Terrace and Eilansgate junction.
1204.	<p>SEAT AT GALLOWS BANK, EASTGATE: A request for a seat was noted. This was AGREED in principle but the proposed site needs to be checked and approval from the County Council would be required.</p>
1205.	<p>SELE FIRST SCHOOL AND FORMER SWIMMING POOL: Notification of applications being heard at the Strategic Planning Committee on 1 October were noted.</p>
1206.	<p>CONSULTATION ON SCOPING DOCUMENTS FOR THE AFFORDABLE HOUSING AND PLANNING OBLIGATIONS SUPPLEMENTARY PLANNING DOCUMENTS: It was AGREED to put this on the agenda for the next meeting.</p>
1207.	<p>27 HALLSTILE BANK: Amended plans regarding application 19/02188/FUL were noted and it was AGREED not to object to the application.</p>
1208.	<p>SUSTAINABILITY ACTION PLAN: It was AGREED to add a review of this to alternate meeting agendas.</p>
1209.	<p>NEXT MEETING: It was AGREED that the next Committee meeting will be held on Tuesday 15 October at 5.15pm in the Council Office, St Andrew’s Cemetery, Hexham.</p>

Action Log

Contact the Golf Club regarding the wildflower verge (minute 1200b)	Operations Manager/Clerk
Re-contact the Prospect House owner about a seat (minute 1200c)	Clerk
Check the seat on Corbridge Road (minute 1200d)	Operations Manager
Respond to NCC re phone boxes (minute 1200e)	Clerk
Refer the recommended LTP priorities back to Full Council (minute 1203)	Clerk
Check the proposed seat site (minute 1204)	Operations Manager
Put the Affordable Housing and Planning consultation on the next agenda (minute 1206)	Clerk
Put review of the Sustainability Action Plan on the next agenda (minute 1208)	Clerk