



## **HEXHAM TOWN COUNCIL**

**I GIVE NOTICE** that a meeting of the Hexham Town Council Planning & Infrastructure Committee will be held online on Tuesday 1 June 2021 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 Baty, Bell, Domingue, Hartland, Kennedy, O'Farrell and Ord.
3. Apologies for absence.
4. To receive minutes of the Planning and Infrastructure Committee meeting held 4 May 2021, enclosed.
5. Matters arising.
6. Declarations of interest (see enclosed).
7. To comment on Planning Applications received (see enclosed).
8. To suggest names for the retail park development at the former bunker site.
9. To consider the play area at Wydon Park (information circulated to Committee members on 25 May).
10. To consider historical information signage in Hexham (information circulated to Committee members on 25 May).
11. To consider updates to the Sustainability Action Plan (if any).
12. To consider correspondence received (if any).
13. To agree a date and time for the next meeting.
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.*)

A handwritten signature in blue ink, appearing to read 'Jane Kevan'.

Jane Kevan  
Town Clerk  
25 May 2021

Hexham Town Council  
Council Office  
St Andrew's Cemetery  
West Road  
Hexham  
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Hagenda 0621 PlanningInfrastructureCommittee

**HEXHAM TOWN COUNCIL**  
**MINUTES OF THE TOWN COUNCIL ONLINE PLANNING AND**  
**INFRASTRUCTURE COMMITTEE MEETING HELD ON 4 MAY 2021**

1580.	PRESENT: Councillor T G E Gillanders in the chair and Councillors R Hull, S Ball, J Ord, C Hanley and J V R Hare.
1581.	APOLOGIES FOR ABSENCE were received from Councillor Bell.
1582.	MINUTES of the Committee meeting held 7 April 2021, having been circulated, were AGREED.
1583.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none"> <li>a. WELCOME TO HEXHAM SIGNS (minute 1571a and action log refers). It was noted that NCC Highways has been advised of the sign dimensions and locations.</li> <li>b. TYNE GREEN SIGN (minute 1571c and action log refers). It was noted that progress on this is pending confirmation of NCC's related budget.</li> <li>c. FISH PASS INFORMATION BOARD (minute 1571d and action log refers). It was noted that the Tyne Rivers Trust submission of information for the board is pending.</li> <li>d. LEAF VACUUM OPTIONS (minute 1571f and action log refers). It was agreed to check the specifications of the model demonstrated in 2020.</li> <li>e. ALLOTMENT GUIDANCE (minute 1563f and action log refers). It was noted that combining allotment guidance and publicising an award is pending.</li> <li>f. CARAVAN PARKS (minute 1571g and action log refers). It was noted it was agreed to pursue this post-lockdown so remains pending.</li> <li>g. RAILWAY STATION (minute 1571i and action log refers). A response from NCC was noted. It was AGREED to request an update.</li> <li>h. TOWN TWINNING ASSOCIATION (minute 1574 and action log refers). It was noted that NCC and the Association had been contacted.</li> <li>i. CEMETERY LODGE (minute 1575c and action log refers). It was noted this is pending.</li> <li>j. TEMPORARY SKATEPARK (minute 1575d and action log refers). It was noted that Councillor Kennedy had advised that the NCC Property Team had removed everything following a complaint but he had no information about the complaint.</li> <li>k. SOLAR PANELS (minute 1576 and action log refers). It was agreed for the information found to be forwarded to Committee members.</li> <li>l. DUKES WOOD (minute 1578 and action log refers). It was noted that some work has taken place but Councillor Ord will provide photos of any ongoing concerns.</li> </ul>
1584.	There were no DECLARATIONS OF INTEREST.
1585.	PLANNING APPLICATIONS: It was AGREED there were no objections to, or comments on, the applications received in accordance with the list circulated

	and attached to the agenda, except for 21/01040/COU (1 Wanless Lane) where it was noted the application was no longer listed on the planning portal. Applications 21/01312/PRUTPO (17A Robson Drive) and 21/01371/FUL (Briarbank, 4 Windmill Hill) were also considered. It was AGREED there were no objections to the former or latter but not to submit a response to the latter until the closing date, dependent on no other objections being submitted.
1586.	<b>BIN REQUESTS:</b> It was AGREED to add a new bin at Priestlands near the play area as requested by Councillor Cessford. It was further AGREED to provide another bin at Bishopton Way, subject to checking it can be easily accessed by NCC to empty.
1587.	<b>SUSTAINABILITY ACTION PLAN:</b> It was AGREED to pursue quotes for an assessment of the Town Council's carbon footprint.
1588.	<b>CORRESPONDENCE:</b> <ul style="list-style-type: none"> <li>a) <b>GREEN FLAG AWARD SILVER JUBILEE:</b> It was noted that all Green Flag Award-winning green spaces are being offered a free silver birch tree to be planted with a commemorative plaque if an order worth £2,500.00 or more for trees is submitted. It was AGREED not to pursue this for the Cemetery.</li> <li>b) <b>5 DILSTON AVENUE:</b> It was noted that an appeal has been submitted.</li> <li>c) <b>PROPOSED ZEBRA CROSSING AT HENCOTES:</b> Consultation letters were noted and it was AGREED that the Town Council supports the installation of a crossing.</li> <li>d) <b>DAMAGE AT THE SELE PLAY AREA:</b> Additional costs due to recent vandalism was noted.</li> <li>e) <b>RETAIL PARK DEVELOPMENT AT FORMER BUNKER SITE:</b> The developer's proposed name of "Abbey Retail Park" was noted, together with their advice that NCC does not intend to name the access road. It was AGREED to consider alternative names after the elections.</li> <li>f) <b>ROYAL BRITISH LEGION CENTENARY:</b> It was AGREED to refer this to the Community Engagement Committee.</li> </ul>
1589.	<b>NEXT MEETING:</b> It was AGREED that the date of the next Committee meeting will be Tuesday 1 June 2021 at 9.30am.

### Action Log

Arrange a draft design for a new sign at Tyne Green (minute 1583b)	Councillor Gillanders
Recontact the Tyne Rivers Trust (minute 1583c)	Clerk
Check spec of leaf vacuum demonstrated in 2020 (minute 1583d)	Operations Manager/ Clerk
Combine allotment guidance and publicise award (minute 1583e)	Councillor Gillanders/ Clerk/Admin Officer
Post-lockdown, contact NCC about caravan parks (minute 1583f)	Clerk
Post-election, consider the Wydon Park play area (minute 1571h)	Clerk to list on agenda
Recontact NCC re the Railway Station (minute 1583g)	Clerk
Source quotes relating to the Cemetery Lodge (minute 1583i)	Operations Manager/Admin Officer
Distribute info on planning permission required for solar panels in the Cemetery to all Committee members (minute 1583k)	Admin Officer
Visit Dukes Wood and write with concerns (minute 1583l)	Councillor Ord/Clerk
Check/site bin at Bishopton Way (minute 1586)	Operations Manager
Source carbon footprint assessment quotes (minute 1587)	Councillor Ord/Clerk
Advise NCC re proposed Hencotes crossing (minute 1588c)	Clerk
Consider Retail Park names (minute 1588e)	All
Refer RBL Centenary to CE Committee (minute 1588f)	Clerk

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 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 1 JUNE 2021**

<b>Reference</b>		<b>Applicant</b>
21/01272/FUL	Conversion of loft space to provide additional bedrooms; refurbishment of the lower ground floor room and construction of a two storey rear extension to provide access between the ground floor and the lower ground floor at 3 Windmill Hill, Hexham	Jane Harrison and Chris Bowlby
21/01422/ADE	Advertisement consent for installation of 3 sets of internally illuminated letters and logos, 1 fret cut internally illuminated fascia, 14 up lights, 1 non-illuminated car park directional sign and 1 internally illuminated fascia sign at Travelodge, Alemouth Road, Hexham	Mr Caslake
21/01304/FUL	Construction of a two storey side extension to create living area with bedroom above and two storey extension to the front elevation to provide porch and office accommodation at Fourways, 8 Queensway, Hexham	Mr/Ms Stewart
21/01476/FUL	Extension and minor alterations to existing property at Highford Cottage, Highford Lane, Hexham	Mrs Rebecca I'Anson
21/01417/FUL	Proposed demolition of industrial building and erection of new industrial unit at Northumberland Highway Depot, Burn Lane, Hexham	Mr Joe Orrell
21/01446/VARYCO	Variation of Condition 2 (Approved Plans) pursuant to planning permission 20/03393/VARYCO to allow revised elevation plans to Units 1-4 at Breckon Hill, Lowgate, Hexham	Dockleaf Developments
21/01428/VARYCO	Variation of Condition 2 (Approved Plans) on approved planning application 18/04441/LBC in order to regularise with the as built development at land at West of Breckon Hill, Lowgate, Hexham	Dockleaf Developments
21/01479/LBC	Rewiring and new consumer unit; restore fireplace and hall staircase wall; remove airing cupboard; repair plaster in bedroom 1; construct wall for new WC; enlarge loft access; repair outbuilding	Mr Ray Taylor

	roof flashing; repair alley ceiling at 12 Glovers Place, Hexham	
21/01647/VARYCO	Removal of conditions 18 & 19 (contamination) pursuant to planning permission 19/03638/FUL at 1 Holmdale, Hexham	Mr Peter Fowle
21/01535/FUL	Removal of hedge and dilapidated fence, construction of new boundary wall and fence at 3 Armstrong Close, Hexham	Mr & Mrs S Prandle
21/01303/ADE	Removal of 4 signs; 3 internally illuminated building letters signs to be replaced; 1 internally illuminated totem sign to be replaced; 7 new signs to be installed; 6 vinyl artworks to be replaced and 7 signs to be replaced at Waitrose, Alemouth Road, Hexham	Waitrose & Partners
21/01582/VARYCO	Variation of condition 6 (Ecology) on approved application 15/02445/FUL to allow bat slates to be exchanged with provision of approved bat boxes located elsewhere on site at Cantray, East Fellside, Hexham	Mr D Knowles
21/01438/FUL	Erection of glazed balustrade and privacy screen to create sun terrace on top of existing garage at Anston, 24 Leazes Lane, Hexham	Mr & Mrs Russell
21/01695/FUL	Proposed loft conversion with provision of forward and rear dormer windows at 12 Shaftoe Crescent, Hexham	Mr & Mrs Williams
21/01697/FUL	Single storey dual pitched extension to rear of 11 Quatre Bras, Hexham	Mr & Mrs Greenwood

**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 Neighbourhood Plan Considerations**

### **Hexham Neighbourhood Plan**

**Practical Guide May 2020**

The Plan’s referendum is deferred; NCC must give its provisions ‘significant weight’. The Plan’s provisions are, as the Independent Examiner has confirmed, the result of ‘comprehensive and robust’ consultation across the town’s population.



**Two overarching Planning Policies** that address **Sustainability** in widest sense – to sustain/expand Hexham’s economic, social and community well-being base as well as environmental concerns:

**HNP1** p18 supports e.g. expansion of community facilities and recreation, new (market and affordable) housing, increasing local employment e.g. tourism, development that increases travel on foot or by bike; use of brownfield for above. All **inside** existing greenbelt boundary (greenbelt dev subject to national policy).

**HNP2** p19 establishes **principles for design**: positive attention to local character (different in different parts of town) (developers can be asked how they have met this), with attention to appearance, scale, massing, height, density, access, landscaping, highway safety, residential amenity (e.g. retail, public transport, noise)

**and for low carbon technology**: embedded renewables (solar, geo-thermal), low carbon build technologies (reduced carbon footprint into future, e.g. insulation, glazing), reduction of water run-off (Sustainable Drainage Systems - SuDS), plus net biodiversity gains or enhancement nearby.

**Built Heritage Environment**, uniquely strong in Hexham, visually the Hexham story.

**HNP3** p21 **Design in the Conservation Area**. Makes existing national CA regulations Hexham-specific. Local character to be sustained or enhanced, with attention to character and setting (neighbours): i.e. views into and out of Hexham, with historic and unique roofscapes, and 3 key historic buildings, lay-out of streets and narrow chares.

**HNP4** p25 **Non-designated Heritage Assets**: special protection for specific buildings that have value to local community (list at Annex A). Can be added to.

**HNP5** p26 **Shopfront Design**, must respect 2018 NCC Hex Shopfront design guide.

**HNP6** p28 **Market Place**: conserve or enhance character, respect highway safety, pedestrians, especially old or with disability, and cyclists.

**HNP7** p29 **Designated/Listed Assets**: names buildings, parks, gardens and monuments for clarity.

**New Housing**, including to redress the imbalance in available housing and respond more strongly to local people’s needs.

**HNP8** p31 **Site Allocations**: lists 10 sites with sizes and special considerations.

**HNP9** p40 **New Housing Developments**: these must demonstrate how they have considered: trees, wildlife corridors, heritage assets; vehicular and non-vehicular movement and safety; high quality design (see HNP2 and Building for Life 2015); the locally needed mix of housing: more 2- and 3-bedroom houses and bungalows.

**HNP10** p41 **Affordable Housing**: market schemes of 10+ houses must include 10%,15% and majority of town 25% affordable homes, to rent or buy, according to NCC/HNP Viability Zones (see map). Some data from Housing Needs Assessment Report provided. Emphasises 1-, 2- and 3-bedrooms.

**HNP11** p41 Older People’s housing: including sheltered, supported and bungalows, well served by public transport.

**HNP12** p42 **Rural Exception Sites**: follows national policy for new dwellings on greenbelt – must be small sites of affordable homes to benefit *local* people.

### **Natural Environment and Wellbeing**

**HNP13-17** pp44-49 **Green Spaces**: lists the protected green spaces the public value, and also covers protection for Tyne Green, wildlife corridors, allotments (+increased provision), and hedgerows/trees/verges (any new build could impact negatively on these, and replacement can be required).

**HNP18** p50 **Dark Skies** – link to policy of Northumberland National Park and ‘astro-tourism’.

**HNP19** p51 **Community Facilities**: no loss of these, as listed, unless defunct.

**HNP20** p52 **Community Renewable Schemes**: support for these, with caveats.

**HNP21** p53 support for **Improvements to Walking and Cycling** expected in all applications where it is relevant, and impact of new development on access and safety to be explicitly avoided.

### Local Economy

**HNP22** p56 **Primary Shopping Area:** aims to maintain the vitality and viability of this crucial area, and explanatory text offers tests to ensure any change of use will contribute positively; conversion to residential above ground floors is supported.

**HNP23** p57 **Hotel and Tourism Accommodation** is supported to develop what Hexham offers and to encourage longer stays; Hexham's proximity to key areas (Hadrian's Wall, Dark Skies, North Pennines AONB) can lead to visitor hub status.

**HNP24** p58 **New Business Units** for small scale businesses and live-work units. Earlier developments have been very successful.

**HNP25** p59 **New Car Parking Facilities:** much needed, but new proposals must meet design criteria HNP2+3, with cycle storage included; if multi-storey, impact to be carefully considered, on setting, views and roofscape.

### Section 9 Monitoring and Review

Para 9.1.8 provides a framework for monitoring, registering and reporting achievements within the Plan's policies.

A review of the Plan, also a formal opportunity to make small updates and modifications (e.g. post-pandemic) was planned for 2020 (from 2018). This will presumably now be scheduled for 2022.

NB Also available and useful are NCC/HNP viability zones map and HNP town centre policies map.