

**Minutes of the meeting of the Council held on  
Thursday 10<sup>th</sup> August 2017  
in St James Church Rooms, Pottergate, Alnwick at 7.15pm**

**Present** Cllrs A Symmonds, S Allcroft, P Broom, P Edge, J Humphries, G Mavin,  
R Moore, S Patience, M Swinbank and G Watson.

**In attendance** W Batey, Chief Officer and Town Clerk; J Pibworth, Assistant to the Town Clerk;  
T Kirton, Project & Funding Officer; Carlo Biagionni for Item 1.

**C17/63 Questions from the public**

Carlo Biagioni, Alnwick Chamber of Trade asked car parking during the summer season. He explained that Lynne Ryan from NCC had agreed to a new 24 hour maximum stay rule which should have been in place by August or September but had not been.

He added that the field next to the bowling green had been allocated as overflow parking especially for concerts and festivals.

Councillor Symmonds advised that the Town Council had agreed to have a working group to look at parking which would be reviewed with Northumberland County Council.

The Town Clerk reported that car parking surveys had been carried out by Town Council Officers which had identified a number of issues including 7 cars parked in the same spaces for four days without moving.

Carlo explained that there was a good turnover of cars in the 4 hour car parks in Greenwell Road and felt that one of the other car parks in Greenwell Road could be made a 4 hour maximum stay.

Councillor Allcroft felt that this could be done during busy times.

The Town Clerk advised that a number of actions could be taken to improve parking.

Councillor Symmonds explained that as the new administration at Northumberland County Council had asked for new evidence with regard to parking and had organised an external parking consultants to carry out a survey.

Councillor Broom asked if the data from the Town Council surveys could be share with Carlo. The Town Clerk advised that it could.

Councillor Broom felt that reducing the permitted parking time to 4 hours would reduce the number of cars being left overnight.

**C17/64 Apologies for absence**

Cllrs Aynsley, Castle, Grisdale, Harrington and Westendarp.

**C17/65 Declarations of Interest**

Councillor Castle and Moore declared a non-pecuniary interest in NCC matters and Councillor Patience declared a pecuniary interest in item 8a.

**C17/66 Mayor's Report**

The Mayor reported that the main event since the last meeting had been the Alnwick International Music Festival which had been very successful. Performances included more night time events, including the spoken word, and he commended the organisers

for their hard work. He explained that the festival had been different from previous years and that future festivals would follow a similar format.

He reported that, as part of National Citizen's Action Week he and the Town Clerk had attended a meeting organised by a marvellous group of young people who had been highly motivated and given confident report and well defined success criteria.

He had been impressed with the Youth Leaders who had given the young people the chance to prepare their own plans.

Councillor Allcroft advised that the group had taken her comments about being more involved in local groups. The Town Clerk advised that the young people had been asked to volunteer with local organisations.

**C17/67 Minutes of the Last meeting**

The minutes of the Full Council meeting held on 13<sup>th</sup> July 2017 were tabled for approval.

**RESOLVED: The minutes of the meeting held on 13<sup>th</sup> July 2017 were agreed as a true record.**

**C17/68 Matters Arising**

C17/21 Deallocation of Willowburn Estate – The Town Clerk reported that he had written to Northumberland County Council asking them to remove this from the revised Core Strategy.

**C17/69 LTP Priorities**

Councillor Swinbank advised that the Town Council's Local Transport Plan priorities needed to be with NCC by September 30<sup>th</sup> 2017. He advised that there would be a Working Group on August 31<sup>st</sup> at 6.30pm at The Mechanics Institute to which all councillors would invited. Feedback from NCC on the previous LTPs would be brought to the meeting.

**C17/70 Update on**

**a) Alnwick and Denwick Neighbourhood Plan**

The Town Clerk advised that the Neighbourhood Plan had been 'made' on July 24<sup>th</sup> by NCC and would now be used to review planning applications in Alnwick and Denwick. He explained that Alnwick was the 3<sup>rd</sup> T&PC to have their plan made and that a further 20 T&PCs were in the process of preparing Neighbourhood Plans.

He explained that the plan need to be managed and that the Planning Committee would receive training on how the Neighbourhood Plan should be used when reviewing planning applications.

Councillor Swinbank asked if there were copies of the made plan for the Planning Committee. The Town Clerk advised that these were currently being printed.

Councillor Patience asked if these would be the whole document. The Town Clerk advised that it would be.

Councillor Patience asked if the Steering Group should meet again. The Town Clerk advised that the Town Council needed to decide how the plan is managed and whether the Steering Group is needed.

Councillor Symmonds said that the Steering Group should be commended for their work on the Neighbourhood Plan as he knew how much time and effort had gone into it.

Councillor Edge asked if Denwick Parish Council had been notified. Councillor Symmonds advised that he and the Town Clerk had met with Denwick Parish Council.

The Town Clerk advised that someone from Denwick Parish Council could be invited to the Neighbourhood Plan Planning Applications training.

Councillor Broom felt that it was important for the parish Council to be aware of how the Neighbourhood Plan should be used in reviewing Planning Applications, as many were in Denwick.

Councillor Swinbank advised that Alnwick Town Council could look at larger applications in Denwick and give comments to NCC.

Councillor Symmonds advised that the Planning Committee could look at all NE66 planning applications and comments given if relevant.

Councillor Mavin advised that the Willowburn Freeholders would like a Strategic Road Plan to help improve the road system.

Councillor Moore explained that he and Councillor Castle also represented Denwick and felt that the Town Council should speak to Denwick Parish Council. He added that planning applications with comments from T&PCs usually go to an NCC committee.

### **b) CCTV**

All cameras have been installed, except the one at the Playhouse which will be installed on a lighting column to give a better view of the car park.

Still awaiting NCC to switch on power for cameras on the street-light mounted columns but all other cameras are up and running and images are already being sent to and recorded on a Hard Disk Drive at Alnwick Police Station.

The old CCTV system had five standard definition cameras, not all of which worked and the new Town Council CCTV system will have 21 High Definition cameras with additional cameras added as needed or required.

The cameras mainly cover the town centre (Bondgate Within, Narrowgate/Pottergate corner, Hotspur Statue, Market Street, Clayport Bank and Greenwell Road and its car parks) and known hot spots in Market Place, between Mojo and The Mail House on Fenkle Street and the passageway under the Town Hall between the Market Place and Fenkle Street.

Subject to Arriva approval and funding the Arriva owned bus station cameras will link to the Town Council's CCTV system at Alnwick Police Station. The cameras will be monitored by the Police during Alnwick Police Station's opening hours and recording will take place 24/7 365 days a year.

Subject to the relevant software, Police Officers will be able to access Alnwick CCTV images on their new tablets when issued, but as yet no date has been for this.

Councillor Swinbank asked about signage for the new cameras. The Project & Funding Officer advised that new signs were being made and would be installed shortly.

Councillor Allcroft asked about the system being monitored at Berwick Police Station. The Project Funding Officer advised that this had not been part of the original specification.

### **c) Gallery Youth Funding**

The Town Clerk advised that the Town Council had approved a significant grant to Gallery Youth and reported that their Lottery bid for £288k had been successful and would be available from September 2017. The grant includes £15k to build skills (capacity building).

Councillor Patience thanked the Town Council for their support of Gallery Youth.

Councillor Broom asked if the delivery format and opening hours had been decided. Councillor Patience advised that this had not yet been decided.

#### **d) Business Networking**

The Project & Funding Officer advised that the next meeting would be held at St James Centre at 5.30pm on 22<sup>nd</sup> August 2017 and the main speaker would be Anne Marie Trevelyan MP. Some questions have been sent to her in advance of the meeting.

Councillor Castle will also explain the new North Northumberland Area Council and what this means for businesses

So far there are 57 confirmed attendees including seven Town Councillors.

#### **e) Alnwick Public Spaces Protection Order (APSP)**

Councillor Allcroft reported that she had attended a meeting to discuss the new Public Space Protection Order which will be in place from October 2017. The PSPO will cover drinking; urinating, spitting and possibly littering.

Sgt Wilmore-Greaves would like the areas covered to include Shilbottle and Rothbury.

The new PSPO could lead to a gating system at Chapel Lane and meant that the police could issue on the spot fines of £100.

Councillor Broom explained that there used to be a bollard in place at Chapel Lane.

Councillor Moore thought it might be gated over the summer period.

Councillor Swinbank asked when the gate would be closed. Councillor Allcroft advised that this was unclear at this time.

Councillor Patience explained that some of the problem was caused by the late night opening of food outlets including Pizza Royale.

**RESOLVED: To accept the updates.**

### **C17/71**

#### **Request for Funding**

The Town Clerk reported that the Town Council had received a request for funding for a Mental Health project encouraging people with mental health issues to take up sport or physical activity as a means of recovery. Two locations in Northumberland (Hexham and Alnwick) have been selected for a pilot which will be a partnership between the NHS (Talking Matters), Active Northumberland and Tyneside and Northumberland Mind. They have requested a letter of support as well as financial support. Any financial support falls outside the Town Council's specific powers and duties but could be covered under general provisions.

He explained that the request would usually go to the Finance & Policy committee but timescales for a reply (August 14<sup>th</sup>) was very tight.

A bid to Sports England has been submitted and has made it to 2<sup>nd</sup> Stage.

The bid was for funding to pay to train health volunteers to help individuals and sports clubs trained to help people.

He advised that they had already been fairly successful with their requests for money. He also advised that the bid did not just cover Alnwick Town but the wider Alnwick area up to Wooler. He added that support in kind might be helpful such as providing venues for training or lists of other T&PCs in the areas covered by the project.

He suggested that the Town Council provide a letter of support and offer a grant for one year and review this when it is known how many people from Alnwick have been supported.

He reminded councillors that the Grant budget for 2017/18 was £16k, that the maximum grant in 2016/17 was for £1,400 and that most Sports Clubs received grants of around £300.

Councillor Allcroft felt it was a worthwhile project and asked if less funding than that requested could be offered with support in kind offered in addition. The Town Clerk advised that he didn't think the project would be short of financial support.

Councillor Symmonds thought that the offer of a venue for training would be useful.

Councillor Moore advised that an NCC Community Chest grant might be possible.

The Town Clerk advised that the Town Council ask how any grant was spent and that the project could be asked for data on the volume of people in Alnwick who had accessed the project which could impact on grants for future years.

Councillor Patience advised that mental health has no boundaries and that there was a rise in the number of young people who were affected so would like to support the project.

Councillor Watson thought it sounded like a good project but was unsure if T&PCs should support it as he was not sure they should close the funding gap.

Councillor Mavin proposed £500 assistance plus he in kind support plus a suggestion to contact other relevant T&PCs.

Councillors Broom and Swinbank both supported the project.

**RESOLVED: To send a letter of support, offer £500 for year 1 of the project, plus in kind support and provide contact details for other T&PCs.**

## **C17/72**

### **Minutes of Committees**

Minutes of the Planning Committee Meeting (13<sup>th</sup> July 2017) were tabled for approval.

**RESOLVED: The minutes of the Planning Committee meeting held on 13<sup>th</sup> July 2017 were agreed as a true record.**

Minutes of the Cemetery Committee Meeting (20<sup>th</sup> July 2017) were tabled for approval.

**RESOLVED: The minutes of the Cemetery Committee meeting held on 20<sup>th</sup> July 2017 were agreed as a true record.**

Minutes of the Recreation & Amenities Committee Meeting (27<sup>th</sup> July 2017) were tabled for approval.

**RESOLVED: The minutes of the Recreation & Amenities Committee meeting held on 27<sup>th</sup> July 2017 were agreed as a true record.**

## **C17/73**

### **Correspondence**

The following correspondence had been received since the last meeting:

<b>Date</b>	<b>Detail</b>	<b>Action if any</b>
July 18	NALC enews	Circulated
July 31	CAN news	Circulated
July 31	NCC – Local Area Councils	Circulate to Councillors
Aug 1	NCC – Planning Training details	Considered by Planning Committee

Aug 4	NCC – Car Parking Survey to be undertaken	Considered by Planning Committee – to be discussed
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Aug 4	Letter of thanks from Alnwick Tri Club	To note
Aug 4	Thank you from Alnwick International Music Festival	To note

**RESOLVED: To receive the correspondence.**

**C17/74 Financial Matters**

**a) Payments**

The following invoices had been received/payments were due:

<b>PAYEE</b>	<b>TOTAL</b>	<b>VAT</b>	<b>DETAIL</b>
Northumberland County Council	£60.00	£0	Remembrance Sunday – Northumberland Hall Booking Nov 16 (paid July 27)
Ace Seating Hire	£3,777.60	£629.60	Hire for seats for Music Festival (to be deducted from grant) (paid July 27)
Wages Account	£7,000.00	£0	Wages for August
Glasdon	£2,241.56	£373.59	5 new litter bins
Marmax	£486.00	£81	New Bench in Cemetery (costs met by a donation)
M Harrington	£235.20	39.20	Steel work for Peter’s Mill project
W R Batey	£7.25	£0	Postage
DVLA	£240.00	£0	Tax for council van
James McLean	£224.69	£37.45	Taps, step ladders and materials
Scotts JCB	£137.21	£22.97	Repair to JCB digger
J Pibworth	£15.98	£2.66	Steps and paint materials
<b>TOTAL</b>	<b>£14,425.49</b>	<b>£1,186.47</b>	

\* Indicates LGA 1972 s137 Expenditure (Total £0).

The following invoices were paid by direct debit & were reported for information:			
O'Brien Waste	£82.56	£13.76	Trade Waste July

BT	£57.05	£9.51	Cemetery Office
BT	£34.20	£5.70	Fenkle Street
NEST	£597.92	£0	Employee & Employer Pension contributions July
Npower	£200.70	£9.56	Cemetery chapel
npower	£42.74	£2.04	Cemetery store

**RESOLVED: To approve and authorise the above payments amounting to £14,425.49 and to note the direct debit payments of £1,015.17.**

**C17/75 Any Other Urgent Business**

Councillor Patience said that she was concerned about Arch and their developments in Alwick and asked if this could be added to a future agenda for discussion.

Councillor Symmonds felt that if some of the buildings were not being developed for some time they needed

Councillor Moore advised that NCC were looking at the issues with regard to taking action such as putting up fencing.

Councillor Mavin said that Arch also needed to look at economic development focus for the county.

Councillor Moore advised that he would give feedback at the next meeting.

Councillor Allcroft reported that there was a dangerous area in Swansfield Park where fencing was down. The Town Clerk advised that this would be reported to NCC.

The meeting closed at 8.50pm.