

**Minutes of the meeting of the Council held on
Thursday 13th July 2017
in St James Church Rooms, Pottergate, Alnwick at 7.15pm**

Present Cllrs A Symmonds, S Allcroft, L Aynsley, P Broom, G Castle, P Edge, W Gridale, M Harrington, J Humphries, G Mavin, J McDougall, 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; Sgt Sharon Wilmore-Greaves, Northumbria Police for item 12.

The Mayor welcomed Councillors McDougall and Moore to their first Full Council meeting.

C17/42 Questions from the public
None.

C17/43 Apologies for absence
Cllr Westendarp.

C17/44 Alnwick Market Place – possible traffic restrictions

Sgt Wilmore-Greaves (SWG) reported that noisy cars were lapping around Alnwick starting at the Market Place. People felt intimidated walking through the Market Place. As there were only a few parking spaces she wondered if stopping cars from parking in the Market Place might improve the situation. She felt that they could be given a place where they could meet.

Councillor Questions:

Councillor Allcroft asked if there was a way that parking could be stopped just at night. SWG advised that this was problematic as it would need managing.

Councillor Symmonds also advised that 24 hour access through the Market Place was needed by the funeral directors.

Councillor Patience advised that it had not worked previously when cars had been banned as it had not been policed. She also felt that having no parking would be a problem to users of Northumberland Hall. She felt a proper barrier was needed not just a chain.

Councillor Humphries advised that timed barriers were available.

Councillor Watson said he was against removing the car parking spaces but that signs could be used giving access times.

Councillor Castle advised that NCC Enforcement Officers had no powers as there are no yellow lines in the market place. He reminded councillors that vehicles needed access to the Market Place to load / unload. It had already been made a restricted car park but that a working group should be asked to look at the situation again.

Councillor Harrington said it was sad that it had come to this state as the Market Place was an open space and everyone had a right to use it.

Councillor Allcroft reported that she had received complaints about the noisy cars driving up Wagonway Road.

Councillor Symmonds suggested that a working group be set up, which should include the Police and NCC to discuss the Market Place. He felt that perhaps passes could be given to residents and the Co-operative funeral directors.

Councillor Allcroft asked if the new CCTV would help. SWG advised that it would.

RESOLVED: To set up a working group to look at restrictions in the Market Place.

C17/45 Declarations of Interest

Councillor Castle and Moore declared a non-pecuniary interest in NCC matters and Councillor Harrington declared a non-pecuniary interest in Private item 2.

C17/46 Mayor's Report

The Mayor reported that he had attended the Lions Centennial dinner. The Lions provide funds to support local events and organisations. He advised that his charity was Alnwick Talking Newspapers which was a project run by the Lions.

He had also attended the Flag Raising and Lowering ceremonies at Alnwick Castle, on June 19th and 24th, as part of Armed Forces week. He reiterated again that borrowing a flagpole for civic events was not right and the town needed its own civic flagpole.

He had attended lunch with the Northumbria in Bloom judges as part of the judging day co-ordinated by Alnwick in Bloom (AiB) where he had talked to the judges about the close relationship between AiB and the Town Council.

He reported that he and Councillor Grisdale had attended the Local Area Council meeting in Alnwick at which they had asked for further information on the LTP (Local Transport Plan Priorities) and the process. Councillor Castle explained that the Local Area Councils meant local management of services by local County Councillors.

Councillor Patience felt that the meeting could have been more widely publicised. Councillor Castle said he took the criticism and would ensure that future meetings were better organised. He advised that future meeting dates were now organised.

C17/47 Minutes of the Last meeting

The minutes of the Full Council meeting held on 8th June 2017 were tabled for approval.

RESOLVED: The minutes of the meeting held on 8th June 2017 were agreed as a true record.

C17/48 Matters Arising

C17/37 Core Strategy – Councillor Swinbank reiterated that the Town Council wanted to speak at the examination at County Hall regarding Willowburn Industrial Estate on September 25th.

C17/49 Committee Appointments

The Town Clerk advised that Councillor Moore had asked to be added to the Recreation & Amenities Committee.

RESOLVED: To approve the revised committee list for 2017/18 adding Councillor Moore to Recreation & Amenities.

C17/50 Outside Body Appointments

The Town Clerk advised that Councillor Westendarp had expressed an interest in being the Town Council representative at Gallery Youth.

RESOLVED: To approve the revised outside body appointments list for 2017/18 adding Councillor Westendarp as the Town Council representative at Gallery Youth.

Update 2016/17 Alnwick Neighbourhood Plan

The Town Clerk advised that the 2016/17 budgets contained a number of specific expenditure items/projects were not completed during the year.

General Committee – Alnwick Neighbourhood Plan Referendum on June 15th 1,074 (81%) had voted in favour of the Neighbourhood Plan and 270 (9%) against.

Building Repairs – £27,000
New Area – £6,000
Grounds Maintenance/Tree Works – £3,000
New Tractor – £10,000

He explained that the plan is 130 pages long with including a map which was referred to in the document.

Finance and Policy Committee

Neighbourhood Plan – policies under 7 themes which 'made' will have real weight and be used by the Planning Officers when looking at planning applications. The Town Council's Planning Committee will also need to use the plan to phrase their views and comments on planning applications.

He identified 10 key policies in the plan:

Housing – contains 5 policies.

The key policy is H2 which identifies potential housing sites in Alnwick. It also identifies 1,100 new houses (55 per year) needed in Alnwick of which 113 are already built, 435 have planning permission with the remaining 532 at sites identified in the ADNP. He reiterated that just because a site is listed in the ADNP does not mean planning approval is given.

The key sentence in the Housing section is "all proposed planning developments must have reference to the town and other residents".

Economic and Employment – contains 6 policies.

E2 identifies 12 hectares needed and identifies 2 sites.

E3 states that existing industrial sites should be retained.

Retail & Town Centre – contains 4 policies.

TCR1 – relates to primary shopping frontages and maintaining ground floor retail units.

TCR3 – ADNP sets out criteria to be addressed for out of town retail sites.

Community Facilities – contains 8 policies.

CF1 – protecting key community facilities including Lindisfarne Sports Centre.

CF5 – future development of the middle school sites.

Transport – contains 5 policies.

TRA3 – relates to improvements at the bus station

TRA5 – relates to improvements in parking in the town

Environment – contains 11 policies.

All policies are mainly about protecting and adding the town's green spaces.

Heritage, Design & Culture – contains 7 policies.

Concerned with the need to support the historic centre of Alnwick.

The Town Clerk advised that he would send the ADNP map to councillors.

Councillor Swinbank said it was a milestone getting the Neighbourhood Plan through referendum. He felt that training was needed on the links between the Neighbourhood

Plan and Planning Applications.

RESOLVED: To organise training for councillor on the links between the Neighbourhood Plan and Planning Applications.

Councillor Castle advised that the withdrawal of the Core Strategy would not affect the Neighbourhood Plan. He suggested writing to Mark Ketley, Head of Planning at NCC to ask for the deallocation of the Willowburn site to be removed from the revised Core Strategy.

RESOLVED: To write to NCC to ask for the delisting of the Willowburn Industrial Estate to be removed from the revised Core Strategy.

Councillor Mavin asked how the housing needs survey was used in the Neighbourhood Plan as this had identified the need for smaller properties. Councillor Patience advised that the Policy H3 stated that the types of housing were as important as the location of them.

RESOLVED: To receive the update on the Alnwick and Denwick Neighbourhood Plan.

C17/52 Update on Draft 2016/17 Accounts

The Town Clerk advised that the 2016/17 budgets contained a number of specific expenditure items/projects were not completed during the year. The Project & Funding Officer reported that the new CCTV system was being installed around the town and should be completed by the end of July. He advised that there would be an invitation to councillors to view the new system at Alnwick Police Station.

Cemetery Committee

Building Repairs and Pointing £4,000
New Area £5,000
Grounds Maintenance/Tree Works £7,000
New Station £10,000

Councillor Symmonds explained that the cameras could be monitored by the police on their tablets.

Finance and Policy Committee

Neighbourhood Plan £1,300
Councillor Swinbank asked if the CCTV cameras at the bus station would be linked to the Town Council system. The Project & Funding Officer advised that they could be. Town Team contribution to scheme £2500

b) Business Networking

The Project & Funding Officer reported that at the next Business Networking meeting would be on August 22nd at a venue to be confirmed. It had been confirmed that Ann-Marie Trevelyan MP as guest speaker. Councillor Castle will also give a short presentation on the new North Northumberland Local Area Council which includes Alnwick.

He explained that more businesses would be invited to attend including smaller businesses. At present 44 businesses have confirmed their attendance and the venue will be confirmed once final numbers are known. All Town Councillors are welcome to attend and were asked to encourage businesses to attend. Please note that the meeting will consider business matters only.

c) Willowburn Estate Planning Application

The Project & Funding Officer reported that the planning application from Northern Commercial and Harris & Sheldon for housing on parts of Willowburn Industrial Estate was unanimously refused by the NCC Planning Committee on July 4th 2017.

NCC planning officer's recommendation was for refusal so NCC withdrew from the planning application shortly before it was considered. NCC's Chief Planning Officer stated that in the absence of a Core strategy, Neighbourhood Plans would be used as part of Planning Officer's decisions.

Several of the NCC Councillors at the Planning Committee raised the point that employment land must be retained to support the expansion of the town and the additional housing being built so they felt mixed housing/industrial estates would not work and should always be refused because of potential conflict.

He explained that Alnwick Town Council will ask for a meeting with Northumberland County Council to discuss their plans for the old NCC depot. He also advised that the Town Council meet with some of the Willowburn Industrial Estate site owners to discuss a way forward for the Willowburn Industrial Estate site following the planning decision.

He reported that NCC has withdrawn the Northumberland Local Plan Core Strategy from Government and will carry out a review of some aspects of the document including the number of housing numbers. The review will be done as quickly as possible, so that the strategy can be re-submitted to Government as soon as is practicable.

Councillor Mavin advised that there could be an appeal against the planning decision.

Councillor Swinbank thought that the Town Council should talk to NCC about removing the deallocation of the Willowburn Industrial Estate site from the revised Core Strategy.

d) Lindisfarne School Site

Councillor Castle reported that there was no machinery on site waiting to demolish the buildings. There had been two major meetings with users of the site which had highlighted the amount the site is currently used both for sports and other activities. He confirmed that the lower floor of the school would be used for Adult Education whilst the Sports Hall would remain for sports activities.

Councillor Grisdale advised that Swansfield Park Primary School is interested in using the playing fields.

Councillor Swinbank advised that the trees on the site were being surveyed that day.

RESOLVED: To accept the updates.

C17/53

Consideration of Honorary Titles the for Alnwick area

Councillor Mavin reported that Local Councils can confer the title of 'honorary freeman' or 'freewoman' to people who have rendered eminent service in the Alnwick area.

He explained that the current Freeman is a title passed on from father to son.

He added that $\frac{2}{3}$ of the council would need to agree to the proposed person(s).

The Town Clerk explained that the Town Council currently has a Civic Awards Scheme which this new title could form part of. He advised that he would put together criteria that might be used and bring a report to a future meeting.

Councillor Allcroft felt that the title Alderman or Alderwoman could be used.

RESOLVED: To research criteria for the selection of 'Freeman' including possible titles.

C17/54

Minutes of Committees

Minutes of the Cemetery Committee Meeting (8th June 2017) were tabled for approval.

RESOLVED: The minutes of the Cemetery Committee meeting held on 8th June 2017 were agreed as a true record.

Minutes of the Finance & Policy Committee Meeting (15th June 2017) were tabled for approval.

RESOLVED: The minutes of the Finance & Policy Committee meeting held on 15th June 2017 were agreed as a true record.

C17/55**Correspondence**

The following correspondence had been received since the last meeting:

Date	Detail	Action if any
14/6, 28/6, 5/7	NALC enews	Noted
22/6	CAN news	Noted
22/6	NCC – Community Regeneration Team and Local Area Councils	Discussed
7/7	NCC - Additional letter regarding Core Strategy	Circulated
7/7	Dates for Local Area Council meetings (i)	Circulated
7/7	Northumberland Fire & Rescue Service – 2017 – 22 Plan	Circulated
10/7	SUEZ Communities – Letter notifying of successful bid for funds for bike track (ii)	Noted

- (i) Councillor Castle advised that councillors can have item added to any agenda.
(ii) The Town Clerk advised that thanks must go to Groundwork (NE) and Gallery Youth who had prepared the bid.

RESOLVED: To receive the correspondence.

C17/56**Financial Matters****a) Payments**

The following invoices had been received/payments were due:

PAYEE	TOTAL	VAT	DETAIL
Wages	£7,000	£0	Transfer to Wages Account
Initial Washrooms	£1,024.80	£170.80	Toilet improvements (Paid 26/6)
M Rogers	£20	£0	Paint damage (Paid 26/6)
James McLean	£102.67	£17.11	Assorted Tools
Northumberland Estates	£52.50*	£8.75	Armed Forces Week refreshments
Bari Tea	£120*	£20	Armed Forces Week refreshments
South Road Tyres	£68.50	£13.70	New Grasscutter tyre
Alnwick Paint & Glass	£3.78	£0.63	Painting Materials
St James's Church Centre	£225	£0	Room Bookings
Playsafety Ltd	£558.60	£93.10	ROSPA annual checks

Local Living	£25	£0	Market Stall rental - referendum
Argyle Planning Consultancy	£1,450	£0	Neighbourhood Plan consultancy June 2016 – June 2017
Michael Gray Signs	£1014	£169	Painting Fingerpost Signs
NTC	£500	£0	Grant
Diamond Business Systems	£59.40	£9.90	Photocopier Contract
James McLean	£364.56	£60.76	Tools and repairs
W R Batey	£305.58	£52.59	Printer Cartridges (£305.58), Materials £13.98 (after adjusted by £10)
Queensberry	£5730.66	£955.11	Bus shelter – Willowburn Avenue
Mole Country Stores	£133.94	£10.66	Materials
TOTAL	£18,758.99	£1,582.11	

* Indicates LGA 1972 s137 Expenditure (Total £354.98)

The following invoices were paid by direct debit & were reported for information:			
BT	£34.48	£5.75	Fenkle Street Office (paid 22 nd June)
BT	£61.12	£10.19	Cemetery Office (paid 28 th June)
O Brien Waste	£103.20	£17.20	Trade Waste Collection June
NEST	£551.44	£0	Pension payments June 2017
npower	£59.85	£2.85	Electricity – Town Hall clock (12 th July)
npower	£114.83	£5.47	Electricity Robertson' Fountain

RESOLVED: To approve and authorise the above payments amounting to £18,758.99 and to note the direct debit payments of £977.51.

b) Bank reconciliation

The Town Clerk issued the banks reconciliation sheets for Quarter 1 (April to June) 2017/18 and outlined the contents for councillors.

RESOLVED: To receive the bank reconciliation.

C17/57 Unit 5, St Thomas Close Workshops

The Town Clerk reported that the St Thomas's unit licence had been surrendered and the keys returned. A small budget had been used to tidy the unit and undertake an electrical survey.

RESOLVED: To note the position.

C17/58 Councillor Issue – (Councillor Watson) - the state of the Cobbles

Councillor Watson reported that the Cobbles were in a very bad condition, especially the walkways, with repairs being done very badly.

Councillor Moore reported that from his office opposite the Cobbles he saw many people, including the elderly and those with pushchairs, struggling to navigate the cobbles. He added that he had seen flat cobbles used in St Andrews which had looked very good. They had also used different surfaces for the pedestrian areas.

The Assistant to the Town Clerk advised that the issue with the Cobbles had been bought up several years back by Councillors G and S Mavin and had been the Town Council's number 1 LTP priority for the last 3 years. She had contacted Richard Mackenzie at NCC who had advised that the Cobbles had not made it to NCC's final LTP list.

The Town Clerk explained money was the issue as any solution would not be cheap.

Councillor Patience reiterated the bad state of the Cobbles and although NCC had no money wondered if a joint grant bid could be submitted. She added that whatever was done it should be a good scheme.

Councillor Mavin acknowledged that something had to be done about the Cobbles. He added that even smaller LTP priorities had not been taken forward.

Councillor Symmonds felt that NCC should have notified the Town Council if their LTP priorities were too big to be considered and asked to scope them down.

Councillor Allcroft suggested a joint site with NCC Officers and town councillors.

Councillor Castle advised that some repairs had been done but the binder used had not been very good. He added that work to the Cobbles would be a large project.

Councillor Harrington felt that maintenance was the issue with the Cobbles as they would need on-going maintenance.

Councillor Watson explained that phased could be suggested to NCC.

Councillor Edge reported that some areas of the Cobbles were a real health and safety issue.

RESOLVED: To arrange a joint site visit with NCC Officers a town councillors.

C17/59 Any Other Urgent Business

None.

The public meeting closed at 9.08pm.

C17/60 PRIVATE AGENDA ITEMS

Exclusion of the Public and Press

The following resolution was moved and seconded, to exclude the public and press.

"That pursuant to Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business, on the grounds that if members of the public were present during the discussion of these

items there would be disclosure to them of exempt information as defined in Section 100 1 and paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the Act". The items discussed were:

1. Approval of the private minute of last meeting (8th June 2017)
2. Consideration of Tenders for new Cemetery Tractor