



The Council Offices, Greenwell Lane,  
Alnwick, Northumberland NE66 1HB

Your Ref:

Our Ref: FC/07/21

Dear Councillor

Clerk to Council

Peter Hately

Tel: 01665 602574

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2nd July 2021

The next meeting of the Council will be held on **Thursday 8th June 2021 at 7.00pm**. You are hereby summoned to attend. The meeting will be held in the St James' Church Centre, Pottergate.

Yours faithfully

Peter Hately  
Clerk to Town Council

### Agenda

1. Questions from the Public
2. Apologies
3. Declarations of Interest
4. Approval of the Minutes of the Last Meeting (10<sup>th</sup> June 2021)
5. Matters Arising
6. Mayor's Report
7. Updates:
  - a. County Council
  - b. Advisory Groups
  - c. Alnwick Forum
8. Funding Request – Alnwick Cycle Hub
9. Funding Request – Heritage Open Days
10. Investing in Alnwick
11. Northumberland Local Plan Consultation
12. Bus Station
13. Minutes of the Committees
  - a. Finance & Policy Committee (1<sup>st</sup> July 2021)
  - b. Planning, Highways & Transport Committee (8<sup>th</sup> July 2021)
14. Financial Matters – a) Payments b) Bank Reconciliation c) Budgetary Control
15. Queens Jubilee
16. Correspondence
17. Any Other Urgent Business

**Agenda Item 3****Declarations of Interest**

To receive disclosures of pecuniary interests from Councillors, on matters to be considered at the meeting. The disclosure must include the nature of the interest. If you become aware, during the course of the meeting, of an interest that has not been disclosed under this item you must immediately disclose it.

**Agenda Item 4**

To consider the minutes of the previous meeting (10<sup>th</sup> June 2021)

**Recommendation: To APPROVE the minutes of the previous meeting**

**Agenda Item 6**

The Mayor will update Councillors on events of the past month.

**Recommendation: To NOTE the update**

**Agenda Item 7**

Councillor Castle & Councillor Swinbank will update the Council of issues relating to Northumberland County Council. Advisory Group Chairs will provide brief updates from groups that have met since the last meeting. The Clerk will provide an update from the Alnwick Forum

**Recommendation: To NOTE the updates**

**Agenda Item 8****Funding Request – Alnwick Cycle Hub – Cllr Swinbank****Matched Funding Request – On behalf of Alnwick Youth Hostel Community Cycle Hub Scheme**

Alnwick Youth Hostel are looking to attract more cyclists to visit the area and promote 'cycling to work' within the town by providing accessible secure cycle storage and maintenance facilities.

They have the space within an existing historic building within their courtyard and are seeking matched funding to complete the first phase of the project to get the hub up and running. The total cost is around £40K, with £16K having already been secured and spent renewing the roof of the building.

The next £20k of work involves replacing the staircase and first floor, insulating, strapping and plaster boarding the walls downstairs ready to accept cycle racks, and installing the electrics (including charging points for electric bicycles). This will provide a functioning facility with the last phase being the upstairs.

They have secured £2K from the Catherine Cookson Foundation, £8K from Cllr Swinbank's Members Small Improvement Scheme and are looking for the consideration of £10k grant from Alnwick Town Council.

Secure cycle storage racks, personal equipment lockers and maintenance equipment are also already funded by Northumberland Estates. All the permissions are already in place to move forward with the works.

Alnwick Youth Hostel is a social enterprise with unsalaried directors and employs 4 local people. Any profits are given to local community groups.

Recent upgrades to the Alnwick to Alnmouth cycle route have already encouraged national cycle touring holidays to visit Alnwick. This facility will provide an affordable, cycle friendly stopping point for visitors and encourage and enable local commuters to cycle to work in the town.

**Recommendation: To consider the funding request.**

## **Agenda Item 9**

### **Funding Request – Heritage Open Days**

The Heritage & Design Advisory Group request that the Town Council supports Heritage Open Days in Alnwick with funding of up to £3,000.

The Heritage & Design Advisory Group has been established to:

- Maintain awareness of national, regional and local regulations regarding heritage and design especially with regard to conservation areas and listed buildings and how they impact on Alnwick.
- Identify and share best practice and advice on heritage issues that impact on Alnwick with residents, businesses and landlords.
- Actively participate in and / or support project work and research relating to heritage in Alnwick, and actively raise awareness of the importance of Alnwick's heritage to local residents, businesses and organisations.

Heritage Open Days provides us with an opportunity to raise awareness of Alnwick's heritage. We also see an opportunity to help develop additional capability across different heritage organisations in Alnwick.

By opening heritage sites that are not normally open to the public, and laying on activities that are not normally offered, Heritage Open Days provides an opportunity to:

- Raise awareness of the importance of Alnwick's heritage to local residents, businesses and organisations
- Showcase Alnwick's heritage beyond Alnwick, attract visitors and encourage them to spend time in the town
- Bring Alnwick's heritage groups together, encourage mutual support, raise their profile, and build local capacity
- Lay the groundwork for similar events in future

At present we have identified more than a dozen organisations that are keen to participate and we anticipate that visitors will have a choice of more than a dozen locations and activities to visit. We are assembling a team of volunteers who are preparing to welcome visitors, act as stewards, offer information, guided walks, and perform traditional music.

Nationally Heritage Open Days run from Friday 10th September to Monday 19th September, but for maximum impact our intention is to focus our efforts this year on opening locations on Saturday 11th September. Beyond that we will deliver legacy value by developing a video of some locations where it will not be practical to offer public access.

Our overall budget for the event is £3,000. Of this we anticipate that we will require:

- No more than £1,500 for promotional material, information leaflets and public liability insurance.
- No more than £1,500 to develop the video legacy.

We are currently seeking additional financial support from elsewhere and we are budgeting on the basis that once this is in place we will require no more than £2,000 from Alnwick Town Council for this initiative. However, to allow some flexibility in planning we are seeking approval from Alnwick Town Council to commit funding up to a maximum of £3,000.

### **Recommendation: To consider the funding request**

#### **Agenda Item 10**

##### **Investing In Alnwick**

Councillors may wish to resolve to discuss this item in private due to commercial sensitivity.

The Council has been invited to take up two positions on the Investing in Alnwick Board.

#### **Background**

Investing in Alnwick was set up and registered as a Company Ltd by Guarantee to both address community needs and work alongside the Town Council. Indeed all the way through our development we have offered ATC a seat on the Board and have attempted to compliment the councils work and where possible embrace a partnership approach. We are not answerable to the Council and as such we are a stand- alone community group with our own bank account. All profits are ploughed back into the community and all Directors are volunteers.

#### **Summary**

- Our 5yr Strategy developed in 2019 includes a number of projects including retail opportunities for the local community.
- The Company is viewed as 'a company with charitable aims' and as such we fit into the Voluntary sector status with regard to seeking funding.
- We have 14 policies in place, reviewed annually.
- 4 Safeguarding trained directors, a Safeguarding Officer and two directors with DBS certificates
- 10 Directors
- Insurances/public liability/Data protection in place
- Bank account
- A website and social media activity.
- An advisors group of over 40 participants (although due to Covid we haven't met for 12 months).
- Proven success in a number of projects necessitating community involvement.

#### **Agenda Item 11**

##### **Northumberland Local Plan Consultation**

The timetable for the consultation on the Northumberland Local Plan will be discussed at the meeting.

**Agenda Item 14**

- a) Payments – A list of payments for approval will be circulated at the meeting
- b) A bank reconciliation will be circulated at the meeting for approval
- c) A budgetary control report be circulated at the meeting

**Recommendation: To APPROVE the payments schedule, To APPROVE the Bank Reconciliation & to NOTE the Budgetary Control Report.**