



76 Front Street
Newbiggin by-the-Sea
Northumberland NE64 6QD
Tel: 01670 851833
09 October 2019

To: All Members of Newbiggin by-the-Sea Town Council

Dear Councillor

You are requested to attend a meeting of the **Newbiggin by-the-Sea Town Council** to be held at **7.00 pm** at Newbiggin Sports and Community Centre on **Wednesday 16 October 2019**.

Open Session at the invitation of the Chairperson to consider any questions from members of the public prior to the commencement of business limited to 15 minutes and to 3 minutes per person.

AGENDA

1. **Apologies for absence**
2. **Minutes** of the previous meeting held on 18 September 2019
3. **Minutes** of the Extraordinary meeting held on 25 September 2019
4. **DECLARATION OF MEMBERS INTERESTS**

Members are invited to disclose any Disclosable Pecuniary Interests or other personal interests they may have in any of the items of business on the agenda in accordance with the Code of Conduct.

5. **Neighbourhood Plan**
6. **Outside Bodies – Reports from Representatives**
7. **Conclusion of Audit 2018/19**
8. **Review of Large Grant Conditions**

PART II

It is expected that matters included in this part of the Agenda will be dealt with in private. Any Reports referred to are enclosed for members and officers only and marked "Not for Publication". EXCLUSION OF PRESS AND PUBLIC recommended to consider passing the following resolution:

That under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following items on the Agenda as they involve the likely disclosure of exempt information as defined in paragraph 3 of Part I of Schedule 12A of the 1972 Act relating to contractual financial information.

8. **Grant request: Newbiggin Genealogy Group**

Yours faithfully

Town Clerk

C040/19. MINUTES OF THE MEETING HELD ON 17 JULY 2019

RESOLVED that the minutes of the meeting held 17th July were agreed and signed as an accurate record.

C041/19. MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 31 JULY 2019

RESOLVED that: the minutes of the meeting held on 31st July were received and approved.

C042/19 4. MINUTES OF THE GRANT COMMITTEE HELD ON 23 JULY 2019

RESOLVED that: the minutes of the meeting held on 23rd July were noted for information

C043/19. MINUTES OF THE NEIGHBOURHOOD PLANNING STEERING GROUP HELD ON 30 JULY 2019

RESOLVED that: the minutes of the meeting held on 30th July were received and approved.

C044/196. MINUTES OF THE ENVIRONMENTAL WORKING GROUP HELD ON 10 Working Group held on 10 September 2019

RESOLVED that: the minutes of the working group held on 10th September were received and approved.

C045/19. DECLARATION OF MEMBERS INTERESTS

Cllr Burns declared a personal interest in the grant application for AFC Newbiggin as a Committee Member for the organisation.

C046/19 NEIGHBOURHOOD PLAN

The minutes of the meeting of the Steering Group had been circulated together with the positive nature of the responses from residents which provided the Council with a strong base to develop the key areas of a draft plan for the Parish.

Members were invited to proceed with the requests to submit a grant application to cover costs of consultants to progress the development and drafting of the Plan, surveys and evidence collection. Digital Mapping could be acquired from the existing budget.

RESOLVED that the Town Council:

- i) approved the minutes and requests from the Neighbourhood Steering Group;
- ii) agree that an application for maximum funding be submitted to support the development and drafting of the Plan; and
- iii) agree that Digital Mapping software and training be acquired to support the process.

C047/19. OUTSIDE BODIES – REVIEW AND REPORTS FROM REPRESENTATIVES

Members requested that appointments to outside bodies be reviewed.

At the Annual Meeting the usual appointment of the Chairman of the Council to the Northumberland Association of Local Councils was confirmed as the Council is a contributing member of the Association.

The Chairman had also always been nomination to Friends of Woodhorn Church Working Group. Although formal meetings are infrequent it provides a link with the volunteers working to maintain public access to this important ancient building.

RESOLVED that Members confirm continuing arrangements.

C048/19. LOCAL TRANSPORT PLAN

The County Highways Programme Officer is seeking the three identified priority schemes for consideration in the Local Transport Plan for 2020/21 and the criteria and list of requests has been circulated separately.

Feedback on last years' submission is set out below:

Local Transport Plan 2019/20 Priority Submissions Feedback

Improvement Schemes

Your Priority	Included in LTP	Comments
Pedestrian crossing safety measures from Long Park to the Health Centre	Yes	A scheme to provide parking restrictions and a pedestrian refuge is included in the programme.
Increased safe crossing on Front Street; from Whitehouse Corner to the Old Ship	No	There is a crossing nearby at Bridge Street. A second crossing could not be in close proximity. A crossing in the area suggested would also result in removal of parking spaces and perhaps a bus stop.

Maintenance Schemes

Your Priority	Included in LTP	Comments
Highways improvements at the Colliery Estate	No	

Members were invited to consider required local transport improvement schemes and agree three priority schemes for submission to the County Council.

RESOLVED that: priorities be submitted as follows stressing the issues:

- i) Safety improvements for pedestrians and vehicles at Whitehouse corner
- ii) Safety improvements for pedestrians and vehicles at Cleveland Terrace Junction and formalisation of car park to alleviate the issues in this area.
- iii) School road -access and safety improvements

PART II

C049/19 RESOLVED that: under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following items on the Agenda as they involve the likely disclosure of exempt information as defined in paragraph 3 of Part I of Schedule 12A of the 1972 Act relating to contractual financial information.

C050/19. DIGITAL MAPPING SOFTWARE

In 2018 National Association of Local Council (NALC) published a digital mapping toolkit stating that digital mapping can be an easy, time efficient and cost-effective way for local

councils to map their assets and visualize the area that they are responsible for. Digital mapping can be effective for:

- Fulfilling essential legal requirements,
- Maintaining key records,
- Forward planning, and
- Communicating effectively.

Ordnance survey mapping data is available for free for local councils and the software tools are available at affordable prices to local councils.

NALC recommends that digital mapping technology should be part of the standard toolkit for local councils alongside emails, word processing, spreadsheets and accounts.

NALC has formed partnerships with two principal suppliers to the local council market,

RESOLVED that: the Council purchase digital mapping software with one of the principal suppliers recommended by NALC (Pear Technology) with the costs set out in the report being met from the Neighbourhood Plan budget.

C051/19 PHOTOCOPIER UPGRADE/REPLACEMENT

A reliable multi-functional design printer/copier is essential to the effectiveness of the office. The Town Council currently operates a HP LaserJet CM1312 copier/printer in the Council Office which is over 10 years old.

The existing equipment is not fit for purpose for a variety of reasons that were discussed, nor was it economical. Options of equipment from different suppliers were considered.

RESOLVED that Members resolve to authorise officers to replace the existing printer photocopier facilities with a more economical alternative with the benefits of a lease agreement that will improve efficiency in the office from United Carlton on the terms set out in the report.

C052/19. REQUEST FROM TENANTS

The tenants have requested landlord's permission to erect a garage of similar style to that in the neighbouring property, a portable pop up garage, within the grounds of the Bungalow to carry out their mechanical course.

The tenants have been unable to find a suitable alternative available in Newbiggin due to a lack of industrial unit spaces and have been unable to secure use of an existing operational Newbiggin garage due to health and safety requirements.

The practical element of the educational course will only be held on the afternoons from 1.00pm - 2.20pm daily.

The erection of a garage would also be required to go through the planning process.

RESOLVED that this item be deferred, and an extraordinary meeting convened pending the receipt of further information.

C053/19 GRANT REQUESTS:

i) AFC Newbiggin

RESOLVED that pursuant to Local Government (Miscellaneous Provisions) Act 1976, s19 a grant of £937 be awarded to AFC Newbiggin to fund their winter training kit.

ii) Newbiggin Genealogy Group

Members considered a large grant application from Newbiggin by the Sea Genealogy Project requesting support for the new Family History Centre to the amount of £2792.11. It was noted that the large grants policy did not allow for the funding of 'projects which have already been completed or items already purchased'

Members therefore broke this application down into sections;

- a) Items already purchased/projects completed:
- b) Items not yet purchased/ uncomplete projects

RESOLVED that pursuant to Local Government (Miscellaneous Provisions) Act 1976, s19 a grant be awarded to support the Newbiggin by the Sea Genealogy Project by funding items not yet purchased/projects incomplete amounting to £1986.95 with the remaining items to be returned to a future Town Council meeting and considered after a review of the Large Grants Policy.

iii) Newbiggin Traders Association

An application had been received from Newbiggin Traders Association requesting funding for their community events to the amount of £3,500.

Members considered the grant request and noted that a request for the town council's support to be shown on publicity for events had not always been met as per Council Terms and Conditions.

RESOLVED that: pursuant to Local Government Act 1972, s.145 members agreed to support the application in full but release fund in thirds; September, January and March subject to the conditions of grant relating to publicity acknowledging the Town Council's support being met.

Signed by Chairman..... Date.....

NEWBIGGIN-BY-THE-SEA TOWN COUNCIL

**Minutes of the Extraordinary Meeting of the Town Council held on Wednesday 25th
September 2019 at 7.00pm at the Town Council Office, 76 Front Street.**

PRESENT: Councillors: A Thompson (Chairman)

M Boon A Bromwich-Alexandra L Burns

 M Cholerton M Peden

Officers: D Earl – Town Clerk

 E Brown – Deputy Town Clerk

C054/19. APOLOGIES FOR ABSENCE: Councillors S Harrison and E Hartley. These were accepted

C055/19. DECLARATION OF MEMBERS INTERESTS – None.

A Member raised a point of order stating they did not believe the meeting should have been held in a closed session.

C056/19 RESOLVED that: under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following items on the Agenda as they involve the likely disclosure of exempt information as defined in paragraph 3 of Part I of Schedule 12A of the 1972 Act relating to contractual financial information.

C057/19. Request from tenants

The Business Development Manager and Mechanics and Engineering Tutor attended the meeting at the invitation of the Town Council to provide further information and answer members questions.

The Business Development Manager provided an overview of the business and their aims and remit.

The Mechanics and Engineering Tutor informed that the RQF Qualification Course (Regulated Qualifications Framework) had changed from electric bikes to a car, the course would involve light maintenance jobs e.g. breaks, suspension, tyre changes and work to the car electrics. The car would be immobilised on site.

Attempts had been made to find an industrial unit to house the car in Newbiggin, to link with Northumberland College, to work with a local garage all with no avail.

They now requested to locate a pop-up garage within the grounds of The Bungalow and had submitted a detailed proposal providing details of location, materials, anticipated usage etc. The garage would have little more activity than would be expected in a residential garage.

They confirmed that they have no intention of being a nuisance to neighbouring residential properties and pressed the benefits in building knowledge and skills this course could have to the young people they work with.

The Business Development Manager and Tutor were thanked for attending and left the meeting.

As provided in Standing Orders a named vote was requested.

For

Against

Abstention

M Boon
L Burns
M Cholerton
M Peden
A Thompson

A Bromwich-Alexandra

RESOLVED that: a variation of the lease be agreed to allow for the construction of a garage as specified in the proposal, subject to Planning Permission being sought from Northumberland County Council.

Signed by Chairman..... Date.....