



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

76 Front Street
Newbiggin by-the-Sea
Northumberland NE64 6QD
Tel: 01670 851833
15 January 2020

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 St Bartholomew's Church Centre Newbiggin on **Wednesday 22 January 2020**.

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 - PART I

1. **Apologies for absence**
2. **Minutes** of the previous meeting held on 20 November 2019.
3. **Minutes** of the Finance Committee meeting held on 18 December 2019.
4. **Minutes** of the Grant Committee meeting 15 January 2020.
5. **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.

PART 1

6. **Dispensation for Members and Property Tax Base for setting the Precept**
7. **Budget for 2019-20**
8. **Precept for 2019-20**
9. **CCTV Project**
10. **Neighbourhood Plan**
11. **Outside Bodies – Reports from Representatives**

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 Any Reports referred to are enclosed for members and officers only and marked "Not for Publication".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.

12. Enhanced Services Contract - Northumberland Neighbourhood Services

Yours faithfully

A handwritten signature in black ink, appearing to read 'Dennis Earl', written in a cursive style.

Dennis Earl Town Clerk

NEWBIGGIN-BY-THE-SEA TOWN COUNCIL
Minutes of the Ordinary Meeting of the Town Council held on Wednesday 20th
November 2019 at 7.00pm at the Grace Darling Academy Newbiggin by the Sea

PRESENT: Councillors: A Thompson (Chairman)
M Boon L Burns M Cholerton
E Hartley S Harrison M Peden

Officers: D Earl – Town Clerk

IN ATTENDANCE: 12 members of the public

Questions were again raised about reporting back from the Development Trust including community benefits in relation to the grant. It was pointed out that the Trust had reported back and the Chairman referred to other large grants made to other organizations. On a point of order it was stated that matters relating to private organizations should not be brought into a public meeting.

A member of the public expressed an opinion that changes should not be made to the grant conditions. The matter would be considered later in the agenda.

Regarding the Neighbourhood Plan Steering Group a member of the public referred to the list of members which did not appear to be up to date and whether there would be a review of membership. It was confirmed that the Town Council had invited key organizations to be represented on the Steering Group and that it was for them to appoint the individual members to represent them.

C067/19. APOLOGIES FOR ABSENCE: Councillor A Bromwich-Alexandra.

C068/19. MINUTES OF THE MEETING HELD ON 16 OCTOBER 2019

RESOLVED that the minutes of the meeting held 16th October were agreed and signed as an accurate record.

C069/19. MINUTES OF THE FINANCE COMMITTEE HELD ON 23 OCTOBER 2019

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

C070/19. DECLARATION OF MEMBERS INTERESTS

No new declarations were made.

C071/19. NEIGHBOURHOOD PLAN

A Member enquired when the financial application would be submitted and the Town Clerk advised that it was being prepared in accordance with the government provisions and hoped it would be submitted by the New Year.

C072/19. OUTSIDE BODIES

There were no reports from appointed representatives.

C073/19. REVIEW OF LARGE GRANT CONDITIONS

The report referred to previous consideration of the conditions for large grants and suggested some minor amendments to provide some flexibility regarding initial set up costs for new projects.

The Chairman moved the recommendation which was seconded. An amendment was proposed that the conditions be agreed with the exception of revenue costs which was seconded.

On being put to the vote the amendment was agreed and it was **RESOLVED** that the minor changes to the grant conditions be approved with the exception of revenue costs.

C074/19 REVIEW OF FINANCIAL REGULATIONS

The report highlighted the consideration and adoption of financial regulations for 2017/18 in light of the NALC 2016 model and the financial arrangements in place including increased publication of payments beyond national requirements; mandate for all payments by two councillors; monthly bank reconciliation; quarterly reporting to Finance Committee.

The Chairman moved the recommendation that Members endorse the continued use of the existing financial regulations which was seconded.

An amendment was proposed and seconded that the continued use of the existing financial regulations be endorsed provided a Working Group open to all councillors was established to consider in detail the provisions of the NALC model in relation to existing financial regulations and that the Working Group report back to the Town Council with recommendations before the Financial Regulations were next due for review.

As provided in Standing Orders a named vote was requested on the amendment.

For	Against	Abstention
M Boon	M Cholerton	M Peden
L Burns	A Thompson	
S Harrison		
E Hartley		

RESOLVED that:

- i) the existing Financial Regulations be endorsed;
- ii) the Town Council establish a Working Group as outlined in the amendment.

C075/19. TOWN CENTRE BANNER REPLACEMENT

Members considered the report for replacement banners in the town centre noting that the original artwork could not be obtained and new photographs would be required.

The quotations set out in the report were updated with a third one recently received and it was confirmed that they all had experience of working with local councils with two having worked with the Town Council previously.

A Member requested that in place of a new photo shoot that local talented photographers be requested to supply images for adaption in the designs. The timescales involved would not allow for wider involvement of local residents and it was confirmed to concentrate on the town centre replacement initially.

RESOLVED that:

- i) the lowest quotation from company 1 be accepted;
- ii) local photographers be invited to submit relevant local images for the design of the replacement town centre banners.

PART II

C076/19 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.

C077/19. GRANT REQUEST; NEWBIGGIN GENEALOGY GROUP

Members considered the outstanding element of the grant request deferred from a previous meeting and some queried the financial detail available and the sustainability of the project particularly regarding the lease of the premises.

RESOLVED that: the further grant of £805.16 be approved subject to receipt of appropriate invoices; lease details; further financial information.

C078/19 GRANT REQUEST; LITTLE GEM ARTS & CRAFTS GALLERY

RESOLVED that: the application be approved and a grant of £854 awarded to Little Gem Arts & Crafts Gallery.

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

NEWBIGGIN BY THE SEA TOWN COUNCIL

Minutes of a Meeting of the Finance Committee held on Wednesday 18 December 2019 at 7.00pm at St. Bartholomew’s Church Centre, Front Street, Newbiggin by the Sea

PRESENT

Councillors: A Thompson (Chairperson), S Harrison, E Hartley and M Peden
Officers D Earl – Town Clerk

Also, present: Cllrs A Bromwich-Alexandra; L Burns
Public: 3

FC13/19 APOLOGIES FOR ABSENCE

Apologies for absence received from Cllr M Cholerton.

FC14/19 MINUTES

RESOLVED that: the minutes of the previous meeting held on 23 October 2019 be approved as a true record and signed by the Chairperson.

FC15/19 DECLARATIONS OF INTERESTS

No new declarations were received.

FC16/19 BUDGET EXPENDITURE AND PROJECTIONS

Members considered the report circulated previously covering the budget income and expenditure in relation to the approved budgets and projections of anticipated expenditure to the end of the financial year.

RESOLVED that: the report be received.

FC17/19 BUDGET PLANNING – DRAFT PROPOSALS

The report of the Town Clerk was considered which incorporated some updated figures and draft proposals for the budget for the next financial year. A number of projects were still to be completed and there were allocations in balances to cover some projects not included in the budget.

The Town Clerk advised that the draft allocations would allow the Town Council to progress the three-year project plan and the budget being supported by the anticipated balances available meant there would be no need to amend the Precept for 2020/21.

RECOMMENDED that: the draft budget proposals set out in Appendix 1 be adopted by the Council.

The meeting closed at 7.25pm

Chairperson.....Date.....

NEWBIGGIN BY THE SEA TOWN COUNCIL

2020/21 BUDGET Draft Budget Recommendations	Appendix 1
	2020/21 Proposals
MANAGEMENT & SUPPORT	
Employees costs & contributions	74260
Office/Meeting Costs	
Rates; Utilities; Phone; IT & Web site dev & maintenance	3000
Room Hire; Printing; Stationery; Postage	800
Equipment & Furniture	200
Insurances	1200
Fees & Charges	
Audit; Subscriptions; Newsletters; Bank charges	6200
Civic & Members Expenses	1350
Civic; Remembrance; Training; Assembly	
	<u>87010</u>
ENVIRONMENTAL SERVICES	
Local & Enhanced Service Delivery	46389
Bus Shelters; Seating; Litter Bins; War Memorials	
Play Areas Inspections; Floral Bedding displays	
Asset Repairs and Replacements	27500
Bus Shelters; Play Areas; Public Seats; Litter Bins	
Accommodation; Facilities upgrade	
Environmental Projects	
Bay Town & Gateway	10000
Town Improvement Schemes	20000
Car Parking improvements and signage	8000
Play Park refurbishment and upgrade	20000
	<u>131889</u>

NEWBIGGIN BY THE SEA TOWN COUNCIL

RECREATION & LEISURE	
Children's holiday and leisure schemes	18830
AFC Newbiggin Sports Development	
Christmas Lighting	16000
	<u>34830</u>
GRANTS & SUBSIDIES	
Small Grants scheme (under 300)	6000
Support Schemes:	
Newbiggin Nipper Service	2580
Newbiggin Food Bank	1000
Larger Grants and support:	10000
Special events; Music; Sports;	
Youth & Adult; Community Volunteering	
	<u>19580</u>
OTHER SERVICES	
Neighbourhood Plan	2500
Events Leaflet	1200
	<u>3700</u>
BUDGET TOTAL	<u>277009</u>

NEWBIGGIN-BY-THE-SEA TOWN COUNCIL

Minutes of a Meeting of the Grant Committee held on Wednesday 15th January 2020 at 14:00 at The Council Offices Newbiggin by-the-Sea

PRESENT: Councillors: L Burns – part (Chairperson)

M Boon, M Cholerton, E Hartley

Officers: E Brown – Deputy Town Clerk

GC19/11 MINUTES OF PREVIOUS MEETING HELD 23 July 2019 were agreed and signed as a true record.

GC19/12 DECLARATION OF INTERESTS – None.

GC19/13 EXCLUSION OF PRESS AND PUBLIC

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 paragraphs 1 and 3 of Part I of Schedule 12A of the 1972 Act relating to personal financial and business affairs.

GC19/14 APPLICATIONS FOR GRANT

RESOLVED that:

- (i) Pursuant to Local Government Act 1972, s.137, a donation of £146.39 was agreed towards the hosting fee for Newbiggin by the Sea lifeboat website. Members stressed that they were not minded supporting this in the future as the website duplicated information which already existed and set a precedent for other groups to apply for hosting fees.
- (ii) Pursuant to Local Government Act 1972, s. 137 it was agreed to donate £250 to replace the roses within St. Andrew and St. Mark UDC church garden.
- (iii) Pursuant to Local Government Act 1972, s. 145 it was agreed to support Northumberland Festival of Music by contributing no more that £300 to Active Northumberland to cover venue hire fees at Newbiggin Sports and Community Centre.
- (iv) Pursuant to Local Government Act 1972, s.145 it was agreed to support theatre productions within Newbiggin via a donation to Northumberland Theatre Company to the amount of £300.
- (v) It was agreed that further information be requested regarding the numbers of Newbiggin residents that have benefited from the services of Lifespan within the last 3 years and further details on the complimentary therapies provided.
- (vi) Pursuant to Local Government Act 1972, s.133 it was agreed match the previous years' donation of £50 to Community Action Northumberland.
- (vii) Pursuant to Local Government Act 1972, s.137 it was agreed match the previous years' donation of £300 to Great North Air Ambulance.
- (viii) Pursuant to Local Government Act 1972, s.137 it was agreed match the previous years' donation of £150 to Northumberland AGE UK.

NEWBIGGIN-BY-THE-SEA TOWN COUNCIL

GC19/15 FEEDBACK ON GRANT APPLICATIONS

Feedback was provided from St. Andrew's and St. Marks lunch club which members noted favourably.

RESOLVED that:

- (i) Feedback on previous noted and accepted.

GC19/16 REVIEW OF SMALL GRANT SCHEME

Members discussed and agreed amendments to the small grants scheme.

RESOLVED that the amendments be made, and a copy of the revised draft application form be submitted to the February meeting of the Council for adoption.

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

1. NEWBIGGIN TOWN WIDE CCTV PROJECT

1.1 At the meeting of the Council held May 2019 it was agreed to accept the recommendations of a report on a town wide CCTV System to:

- prioritise locations,
- consider measures to mitigate the need for surveillance, and
- ask the public for comments in line with the Surveillance Camera Code of Practice

1.2 PROPOSED SCHEMATIC AND ROUGH LOCATIONS

It is intended that a CCTV system will be town wide, expanded on over time and dependent on need and finances available. In the first instance cameras would be installed to protect the assets of the Town Council that suffer as a result of anti-social behavior and vandalism for which repairs can cause significant expense to the ratepayer.

1. Central Park Play Area
2. Attlee Terrace Play Area
3. Skatepark
4. The Bungalow
5. Milburn Park/Spital Burn

Assets of prominence that require preservation for the future extending into the retail area.

6. Quay wall piazza/Bandstand
7. Bandstand/Front Street
8. Memorial Park/junction to Central Parkway
9. Colliery Memorial/Pit wheel/junction to Oakland Avenue/junction to Collingwood Road

Town entrances and the main junction between Front Street and Woodhorn Road (which should include coverage of a retail area) should be provided with Automatic Number Plate Recognition cameras.

ANPR Cameras provide

- Increased gatehouse efficiency.
- Visual warnings of known perpetrators.
- Ability to set up watch lists.
- Means of logging all vehicles entering / leaving a location

10. Town Entrance B1334/junction to Spital Burn
11. Town Entrance A197
12. Front Street junction to Woodhorn Road

Cameras are intended to be installed on street lighting columns to be visible but out of reach. This will require the permission of Northumberland County Council and installation of power supply boxes (to be provided and installed by Northumberland County Council)

The CCTV system is intended to be installed within Newbiggin Sports and Community Centre to replace the existing skatepark CCTV system.

Remote connectivity should be provided to enable Northumbria Police to access live footage via their smart devices.

1.3 MEASURES TO MITIGATE THE NEED FOR CCTV

Measures have been considered to mitigate the need for CCTV at specific locations but these have proved to be cost prohibitive and while they may act as a deterrent there would not be as effective as providing evidence.

- Play area – Open aspect around the play area to provide better sightlines for surrounding residents e.g. Central Park excavating and disposal of waste mound.
- Increased police presence – beyond the duties of the Town Council.
- Provision of security measures on buildings – in place.
- Improved lighting; responsibility of principal authority

1.4 SURVEILLANCE CAMERA CODE OF PRACTICE REQUIREMENTS

Statement of need

'To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law. The scheme will be used for the following purposes:

- to reduce the fear of crime;
- to reduce vandalism of property and to prevent, deter and detect crime and disorder;
- to act as a deterrent to potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display in areas being monitored;
- to assist in the maintenance of public order and reducing offences involving vandalism and nuisance;
- to provide high quality evidence which may assist in the detection of crime and the apprehension and prosecution of offenders;
- to protect property;
- to provide assistance with issues relating to public safety and health;
- to provide assistance and reassurance to the public in emergency situations.

This will contribute to a reduction in crime and disorder to improve public perception of personal safety and protection of assets.'

Estimated cost of proposed system

Based on an initial 12 cameras it is estimated to cost in up to £25,000 to design, supply and installation of a system with the following features:

4K UHD cameras

Automatic number plate recognition

Wi-Fi networking

Remote CCTV Monitoring

Maintenance

Data Protection Impact Assessment

“the use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified” This reflects data protection obligations set out in data protection law.

Under the Protections of Freedoms Act 2012 It is a statutory requirement to carry out a Data Protection Impact Assessment. The DPIA is intended to show that processing of personal data is compliant with General Data Protection Regulations and the Data Protection Act 2018. The Surveillance Camera Commissioners provide a template for the DPIA which addresses statutory requirement under the Human Rights Act 1998. The DPIA should be carried out:

- prior to the installation of a CCTV system,
- whenever new technology or functionality is being added to an existing system,
- whenever there are plans to process more sensitive data or capture images from a different location.

The DPIA should include a description of the proposed CCTV system.

The DPIA must:

- describe the nature, scope, context and purposed of processing;
- access necessity, proportionality and compliance measures;
- identify and assesses risks to individuals;
- identify any additional measures to mitigate those risks; and
- include an overview of the views of those who will be under surveillance

1.5 TENDER OVERVIEW

Design, Supply, Installation and Maintenance of CCTV Cameras and Recording Facilities

Allocated budget of £25,000 (although £25,000 has been allocated, this is intended to include the supply and installation of power supply for which the cost is still undetermined)

Include proposed schematic and rough locations

Include specification for proposed system

Deadline 12th February

1.6 **RECOMMENDED** that the Council

- i) Accept report,
- ii) Proceed with the scheme in accordance with the Data Protection requirements, and
- iii) Proceed with putting the scheme out to tender with delegated authority to officers to accept the lowest tender within budget

2 NEIGHBOURHOOD PLAN

2.1 In order to move forward with Newbiggin by the Sea Neighbourhood Development Plan (NDP), a Neighbourhood Planning Consultant is required to:

- i) prepare a Report of Survey and Physical Appraisal incorporating the evidence base to support the Neighbourhood Plan preparation,
- ii) carry out comprehensive community and stakeholder engagement to inform the evidence base and test the topic themes that emerge resulting in the establishment of a Vision and set of Objectives,
- iii) draft a set of robust policies for the topic themes, and
- iv) draft the intended Neighbourhood Development Plan and the statutory required supporting documents.

2.2 The Town Council, as qualifying body, can submit a grant application to Locality after 1st April to cover consultancy fees for the year 2020/21 upon provision of quotations. Council are eligible for the basic grant of £9,000 and the Technical grant of £8,000 throughout the NDP process. Due to the conditions of grant we would not be able to commission the consultant to start until end of April. Grants cannot be claimed retrospectively.

2.3 The Neighbourhood Planning Consultant should have expertise to include the following:

a. Experience

- A track record of successful delivery in the field of spatial planning, preferably including neighbourhood planning.
- Working with community organisations to find solutions.

b. Skills and Knowledge

- Chartered (or working towards) member of the Royal Town Planning Institute.
- Ability to problem solve and find the most appropriate solutions for customers.
- Excellent organisational skills.
- Professional and warm communication manner, both on the phone and via email.
- Excellent numeracy skills and attention to technical planning detail.
- Excellent administration and IT skills, including proficient in the use of Microsoft Office Packages and preferable proficient in the use of customer relationship managements systems, such as salesforce.
- Able to prioritise and stay calm in the face of pressure.

c. Core attributes

- A belief in the power of local community.
- A desire to create a fairer society.
- To be flexible and able to respond to change.
- To be solutions focused with a can-do attitude.

2.4 It is intended that the Neighbourhood Planning Consultant would meet regularly with Newbiggin by the Sea NDP Steering Group for the duration of the commission working closely with the Steering Group throughout the process.

2.5 RECOMMENDED that

- i) the requirement for a consultant be put out to tender with a deadline set of 13th March for applications
- ii) delegated powers be given to the Steering Group to interview the candidates and make recommendation to Town Council regarding appointment.