



76 Front Street
Newbiggin by-the-Sea
Northumberland NE64 6QD
Tel: 01670 851833
22 April 2021

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

Dear Councillor

You are requested to attend an Extraordinary meeting of the **Newbiggin by-the-Sea Town Council** to be held at 7.00 pm on **Wednesday 28 April 2021 via Zoom.**

AGENDA - PART I

1. **Apologies for absence**
2. **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.
3. **Payments update and report on Budget Income and Expenditure**
4. **Milburn Park Play Scheme**
5. **Neighbourhood Plan and Independent Housing Needs Assessment**

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 Any Reports referred to are enclosed for members and officers only and marked "Not for Publication".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

That in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 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 confidential and exempt information relating to employee contractual and financial information.

6. **Employment Matters**
7. **The Bungalow**
8. **Football Project – AFC Newbiggin**

Yours faithfully

A handwritten signature in black ink, appearing to read 'Dennis Earl', is written over a horizontal line.

Dennis Earl Town Clerk

1. Finance Report – Payments and Budget Accounts 2020-21

1.1 The Fourth Quarter schedule of payments is attached and have been published on the web site as usual.

1.2 The report on twelve months income and expenditure against budget headings is also attached showing the out-turn in this unusual year of low expenditure.

RECOMMENDED that the finance reports be received and approved.

2. Milburn Park Play Scheme

2.1 The first phase of the Milburn Park regeneration was agreed with County Countryside and Coastal Service and incorporated in the 3-year Project Plan. Formal confirmation of the contribution of £50,000 from NCC is awaited and with the developer contribution of £30,000 provides an initial budget of £150,000 for expenditure in the current financial year.

2.2 Following on the successful consultation in the town last year a more detailed consultation has taken place this month regarding the play area.

2.3 The consultation exercise on Milburn Park – Destination Play Area went live online and to be distributed to every household on 26th March initially with a closing date of 16th April. Unfortunately, due to a delay in the printing and distribution of the consultation, the newsletter was only delivered on 14th April. The consultation was therefore extended to 30th April publicised online, in the noticeboard and in the Council Office windows.

The consultation seeks to establish:

The support for a destination play area,

The views on the chosen location,

The views on the mock designs,

Anything else the community would like to see in the plans.

2.4 At the time of writing this report 101 responses had been received with the majority supporting the destination play area. An update on response statistics from the consultation will be given at the meeting and a full report will be made available upon closing.

2.5 While the majority of respondents supported the chosen site, some questioned the proximity to the Bowls Club, preferring to see one of the tarmac areas used instead of the grassland. This can be investigated as an alternative location.

2.6 A small number have indicated a desire to have the destination play area located on the 'Bull field', while this land was designated as 'recreation and open space' in the Wansbeck District Plan, the emerging Northumberland Local Plan categories this area as green infrastructure. The intention is that the new play area at Milburn park will be replace the existing play provision at Spital Burn as previously agreed and as part of the regeneration strategy for the town.

2.7 A majority of respondents welcomed the mock designs of both the play area and the splash play.

Respondents commented on:

- seeing more accessible play equipment included within the designs,
- provision of adult exercise equipment,
- the provision of public toilets and amenities for refreshments,
- concern of adequate parking provision and alleviating parking issues on Beach Terrace,
- the provision of picnic benches and seats and other landscaping.

All of these matters are intended to be addressed in future phases of the refurbishment of the park.

2.8 At present the Town Council has £100,000 budgeted for the play area, this includes a developer contribution of £30,000 specific to the Milburn Park site.

2.9 A further contribution of £50,000 for the project offered by NCC was due to be confirmed by Cabinet on 14th April but feedback has not yet been received.

2.10 Further funding for subsequent phases can be investigated once the consultation is complete and final costs are obtained.

2.11 The Town Council is required to comply with The Public Contracts Regulations 2015 and the tender must be advertised on Contract Finder. It is recommended that the tender be open for a minimum period of 4 weeks and a maximum period of 6 weeks to allow time for the full design to be put together.

2.12 It is recommended that the tender be broken down into 3 phases. Phase 1 – the play area, Phase 2 – the splash play and Phase 3 – adult fitness equipment.

2.13 The proposed play area requires planning permission although it is noted that certain works could, in isolation, be considered as 'permitted development' under Schedule 2 Part 12 Class A of the Town and Country Planning (General Permitted Development) (England) Order (2015). Only the structures exceeding 4 metres in height formally require planning permission as does the change of use for the land which is classed as recreation and open space in the Wansbeck District Plan and protected open space in the emerging Northumberland local plan, the usual location for such schemes. Northumberland County Council are the landowners of Milburn Park and supportive of the destination play scheme, but the Town Council would need to formally notify them of the intention to submit an application 21 days before it is submitted.

2.14 The following would be included in any tender specification:

- A secure perimeter fence,
- Assessable safety surfacing,
- Theme of seaside location to include bespoke lighthouse climbing frame,
- All play equipment to be included should promote the development of children via physical, cognitive, social emotional and creative means. In selecting play equipment, we would be looking for the opportunity for

- children to balance, co-ordinate, bounce, climb, crawl, jump, share, spin, swing, learn, take risks, use their imagination, play alone, make friends etc and a good range of accessible play opportunities
- Splash play with an assessable surface providing opportunities for users to see water shoot, spray, splash, and bubble.
 - Adult exercise equipment range to help to build cardiovascular endurance whilst also improving strength, balance, and flexibility.

RECOMMENDED that the Town Council:

- i) Welcome the positive response to consultation and the contributions to the first phase of the scheme;
- ii) Instruct the Town Clerk to specify the equipment and obtain tenders from suitable companies for supply and installation and confirm delegated authority to the Town Clerk to conclude orders and contracts with the lowest tenderers and make all necessary payments within the overall budget as soon as possible;
- iii) If necessary, seek planning consent to appropriate aspects of the scheme.

3 Neighbourhood Plan and Independent Housing Needs Assessment

3.1 Members will recall that following the initial positive consultation responses to the development of the Neighbourhood Plan an independent Housing Needs Assessment for the local area was commissioned from AECOM a leading environmental planning company funded by grant for specific technical support for Neighbourhood Plan preparation.

3.2 In consultation with our Planning Consultant and NCC Planning the study and report have been concluded and signed off by the Department for Housing Communities and Local Government. This report confirms the need for a larger new housing allocation during the plan period than originally provided in the Northumberland Local Plan which is replacing the Wansbeck District Plan and that is agreed with County Planners.

3.3 Newbiggin by the Sea has fallen considerably behind other communities in the County and particularly other towns in South East Northumberland and needs to redress that to retain families and regenerate the town moving towards a sustainable future for the next generation.

3.4 The Economic Plan has been previously welcomed and together with the Housing Needs Assessment will sit alongside the draft Neighbourhood Plan for the consultation leading to the local referendum.

3.5 The feedback from the consultation exercises has been considered by the Planning Consultant who has provided the policy draft of the plan taking account of the principal requirements to maintain separation of settlements with the provision of the linear wildlife corridor along the A189 and linking together the substantial allocated wildlife areas and improving footpath and cycleway links.

3.6 Over the 15-year plan delivery period a net increase in housing availability of between 424 and 521 dwellings is required and taking account of the long-standing District Plan requirement of providing a new road link from the Woodhorn Roundabout this is only likely to be achieved in tandem and strategically placed around the wildlife areas.

3.7 The complex planning policy wording required for the Plan is being developed by the Planning Consultant and the final version for submission to the County Planning Authority which will take responsibility for future consultation and the referendum should be agreed by delegation to the Town Clerk so there is an opportunity to progress while lock-down restrictions are easing throughout the summer.

RECOMMENDED that the Town Council:

- iv) Welcome the consultation responses and the general agreement with the direction of the Neighbourhood Plan taking account of the environmental issues and the need for regeneration of the town;
- v) Welcome the final independent Housing Needs Assessment from AECOM and agree it be submitted alongside the Draft Neighbourhood Plan and Economic Plan to the County Planning Authority;
- vi) Request the Planning Consultant to complete the policy wording of the Draft Plan as outlined above and confirm delegated powers to the Town Clerk to finalise arrangements for the Neighbourhood Plan process.

Budget Income and Expenditure Report Month 12

Newbiggin by the Sea Town Council Current Year 2020-21						
Detailed Income & Expenditure by Budget Heading 31/03/2021						
Months 1- 12		Cost Centre Report				
		Actual Yea	Annual			
100 Income		To Date	Budget			
1076	Precept	254981	254981			
1090	Income -Interest	276	0			
1100	Income - Donations	40000	0			
1105	Income - Grants NPlan	6910	0			
1110	Income - Rent Bungalow	8500	0			
1120	Income - Rent Allotments	7340	0			
1130	Income - Dedication Donations	2499	0			
1200	Income - other	173	0			
	Income :- total	320679	254981			
	Movement to Gen Reserve	320679				
					% Spent	
110	Administration		87010			
	Employment Costs	70585	74260		95%	
4000	Staff Salary					
4030	PAYE and NI	Redacted				
4040	Pension					
4080	Training					
4082	SLCC Community Governance					
	Fees & Charges	3149	6200		50.78%	
4090	Bank Charges	127				
4091	Payroll Processing	150				
4100	Audit Fees	1138				
4105	Accounts Software	387				
4110	Professional Fees	536				
4120	Subscriptions & Memberships	810				
4130	Insurance	1080	1200		90%	
	Office & Meeting Costs	3455	4000		86.35%	
4140	Stationery	86	800			
4150	Postage	124				
4160	Printing	660				
4170	Telephone & Broadband	690	3000			
4180	Website	240				
4190	IT	644				
4200	Room Hire	144				
4250	Newsletter	0				
4260	Utilities	669				
4210	Equipment & Furniture	197	200		98.30%	
4225	Civic & Councillor expenses	0	1350		0%	
4226	Councillor Training	0				
4228	Town Assembly	0				
4230	Remembrance	0				
	Gen Administration :- Ind Exp	78269	87010		89.95%	
	Movement from Gen Reserve					

	Environmental Services				131889				
200	Local & Enhanced Service								
4410	Enhanced Partnership (3,883)	25244		36120					
4440	Play Area Inspections	3316		3416					
4450	Floral Bedding Displays	6953		6153					
	Local & ES:- Ind Exp (3,883)	35513		45689		77.70%			
	Movement from Gen Reserve								
210	Asset Repairs & Replacements				27500				
4405	Allotments	268		11500					
4415	Public seats	2875							
4416	Bus Shelters	2451							
4420	Litter Bins	1624							
4500	Play Areas	3164							
4510	Accommodation	2694		1000					
4520	Facilities Upgrade			15000					
	Asset Repairs & Replacements	13076		27500		47.45%			
	Movement from Gen Reserve								
220	Environmental Projects								
4600	Bay Town & Gateway	3239		10000		32%			
4610	Town Improvement Scheme	12478		20000		62.40%			
4620	Car Parking Improve / Signage	40		8000		0.0%			
4640	Milburn Park	179		20000		0.9%			
	Env Projects :- Indirect Exp	15936		58000		27.50%			
	Movement from Gen Reserve								
300	Recreation & Leisure				34830				
4700	Children's Holiday & Leisure	18260		18830		97%			
4720	Christmas Lighting	9031		16000		56.44%			
	Recreation & Leisure :- Ind Exp	27311		34830		78.40%			
	Movement from Gen Reserve								
400	Grants				19580				
4810	Small Grants (under 300)	2400		6000		40.00%			
4820	Larger Grants	6500		10000		65%			
	Grants :- Indirect Expenditure	8900		16000		55.60%			
	Movement from Gen Reserve								
410	Support Scheme								
4830	Newbiggin Nipper Service	1754		2580		68.00%			
4840	Newbiggin Food Bank	1000		1000		100.0%			
	Support Scheme :- Indirect Exp	2754		3580		77.00%			
	Movement from Gen Reserve								

01/03/2021	NCC		101406	R		2.5	4091	110	12.5	Payroll Mth 11 processing		
03/03/2021	Advance Northumberland		101407		77.61		4510	210	77.61	Insurance		
08/03/2021	Barclays Bank		DD		14.3		4090	110	14.3	Commission Charges		
10/03/2021	Survey Monkey		101408		384	64	4850	420	320	Survey Monkey		
11/03/2021	BT		DD		63.54	10.59	4170	110	52.95	Voip bill		
11/03/2021	Smart Pensions		DD	R			4040	110		Pension contributions		
16/03/2021	NCC		101409	R		2.5	4091	110	12.5	Payroll Mth 12 processing		
16/03/2021	Jo-Anne Garrick Ltd		101410		300		4850	420	300	Consultancy fees		
19/03/2021	SLCC		101411		472.5		4082	110	472.5	CG - LEVEL 5		
19/03/2021	Newbiggin WI		101412		200		4810	400	200	Donation - dishwasher		
19/03/2021	Citizens Advice Northumberlar		101413		300		4810	400	300	Donation		
19/03/2021	EON		DD		30.63	1.46	4260	110	29.17	Electricity		
24/03/2021	Amazon		101414		61.2	10.21	4140	110	50.99	Stationery		
24/03/2021	EON		DD		39.26	1.87	4260	110	37.39	Gas		
30/03/2021	NCC		101415		53.69	8.95	4720	300	44.74	Christmas Tree removal		
30/03/2021	Newbiggin Arts Centre		101416		300		4810	400	300	Donation		
30/03/2021	NCC		101417		290.4	48.4	4450	200	242	Planters (tiered)		
30/03/2021	Unipart Dorman		101418		6942	1157	4610	220	5785	Unipart Dorman - SID		
30/03/2021	Bad Apples NE		101419		300		4810	400	300	Donation		
31/03/2021	Place On Earth Ltd		101420		1404	234	4610	220	1170	Place On Earth Ltd		
31/03/2021	Morpeth Welding LTD		101421		529.2	88.2	4405	210	441	Town Furniture works		