

Record of Delegated Executive Decisions by Officers

1. Subject of Decision

Designation of Hurworth Parish as a Neighbourhood Area for the Purpose of Neighbourhood Planning – as detailed in Appendix 1.

2. Name and Title of Decision Maker

Ian Williams Director of Economic Growth

3. Cabinet Member(s) consulted (and other consultees, if any)

Cllr McEwan, Economy and Regeneration Portfolio

4. Details of any Conflict of Interest and any Dispensation granted in respect of such interest

5. Executive Summary

In designating Hurworth as a Neighbourhood Area for the purpose of neighbourhood planning, the authority is using the powers of designation set out in the Town and Country Planning Act 1990, as amended by the Localism Act 2011. Designating the area will enable the Parish to undertake neighbourhood planning activity, culminating in a Neighbourhood Plan which, when made by the Authority, will become part of the Borough's statutory development plan. The authority will be required to provide appropriate support to the Parish Council.

6. Alternative options considered

The Neighbourhood Planning (General) Regulations 2012 (as amended by the Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2016) specify what a local authority must do on receipt of a valid application to designate a Parish Boundary as a neighbourhood area for the purposes of neighbourhood planning.

The local authority has established that the application is valid, having been proposed by a qualifying body for neighbourhood planning (the Parish Council) and including the required statement and plan of the proposed neighbourhood area. The proposed area does not overlap any other designated or proposed neighbourhood areas.

Previously Regulation 2(6) required that prior to making a designation, the local planning authority should undertake a consultation on the designation and should also carry out other publicity to bring the area application to the attention of people living, working and carrying out business in the area in the area prior to making a decision on whether to allocate all or part of the area.

However, following the Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2016 coming into force on 1 October 2016, the requirement to publicise and invite representations on applications for designation which consist of the full Parish area no longer applies.

Therefore, the Council must move directly to determining the application with regard to:

- (a) the desirability of designating the whole of the area of a parish council as a neighbourhood area, and
- (b) the desirability of maintaining the existing boundaries of areas already designated as neighbourhood areas.

Should the authority refuse the application because it considers that the specified area is not an appropriate area to be designated as a neighbourhood area, the authority must exercise their power of designation so as to secure that some or all of the specified area forms part of one or more areas designated (or to be designated) as neighbourhood areas. However this modification may be made only with the Parish Council's consent.

7. Decision(s)

To designate Hurworth Parish as a Neighbourhood Area for the Purpose of Neighbourhood Planning.

8. Reasons for the Decision(s)

The Parish boundary is historic and was not developed with Neighbourhood Planning in mind; however, the legislation and regulations encourage and seek to expedite neighbourhood planning in Parish areas. The proposed area is relatively small in comparison to neighbourhood areas elsewhere, however the Parish Council has not sought to designate a larger area in collaboration with neighbouring parishes. As there are no significant anomalies in the boundary, or cross boundary sites with particular known planning issues, it is considered reasonable to designate the whole of the area of the parish council as a neighbourhood area for the purposes of neighbourhood planning.

9. Key Decision?

No

(If item is a Key Decision, please contact Democratic Services on ext 5803, to include item in the Forward Plan)

10. Date of Decision

26 May 2017

11. Date of Publication

2 June 2017

12. Implementation Date

2 June 2017

Hurworth Neighbourhood Plan Statement

1. Designated Area.

The Hurworth Neighbourhood Plan Committee has decided that The Hurworth Neighbourhood plan will encompass the entirety of all that falls within the existing Hurworth Parish Boundary.

2. Why This Area?

After much conversation both at parish council and committee level it was unanimously agreed that the Parish Council has been elected to represent the whole of Hurworth Parish, as such it would be wrong of the Parish Council to exclude any one particular area from the plan. Subsequently the Neighbourhood Plan Committee unanimously supported this view at a meeting on the 16th February 2017.

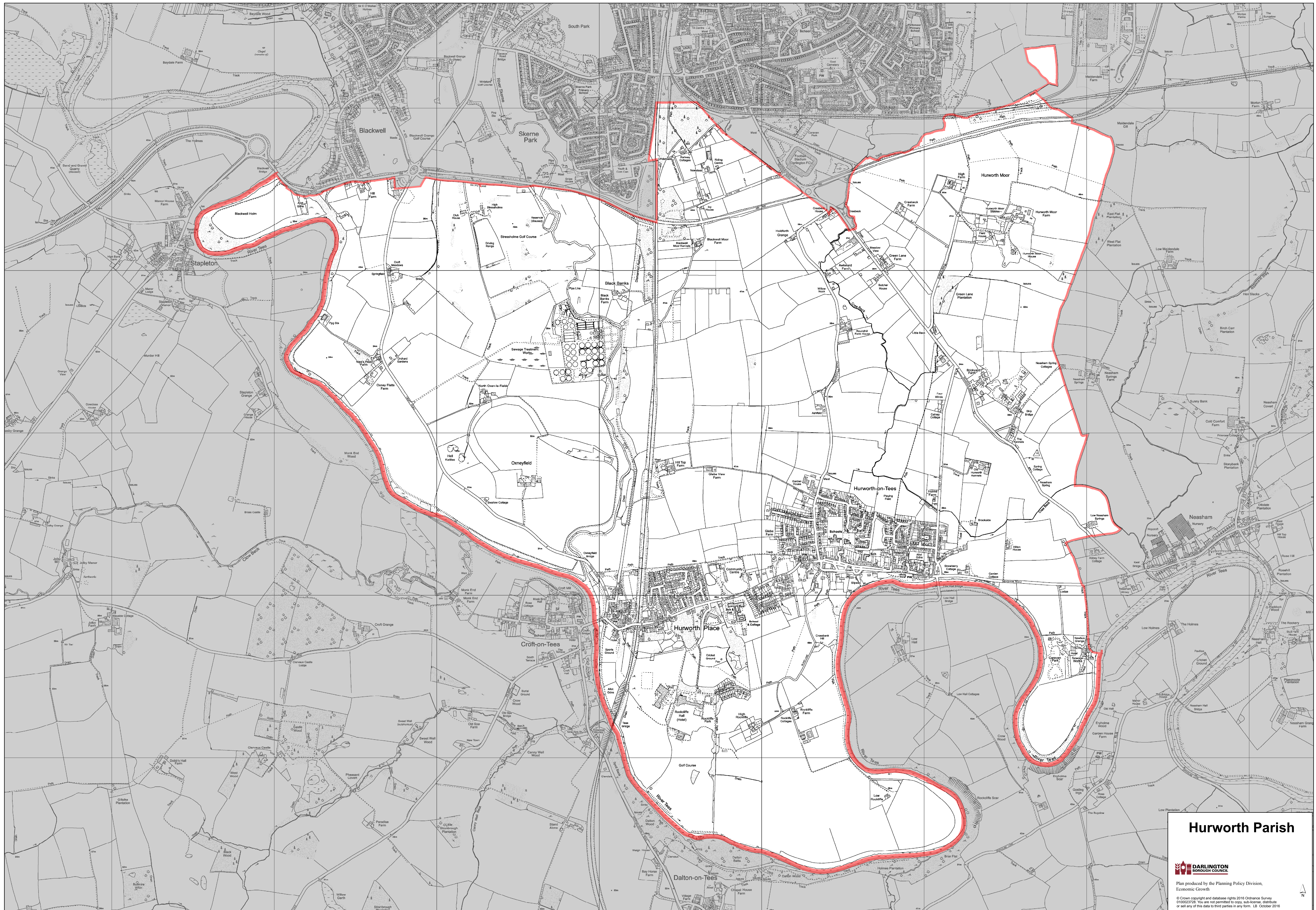
The Committee are of the view that all quarters of the Parish are indelibly related to each when considering the future development of the village.

3. Why is this Body Qualified

The Parish Council is an elected body that forms part of the Local Government structure. Hurworth Parish Council plays an active role in the community and in the recent past has developed its own Parish Plan.

In June 2016 the Parish Council passed a motion to develop a Neighbourhood Plan. It subsequently passed a further motion to establish a Neighbourhood Plan Committee responsible for leading the development of the Neighbourhood Plan. Records of these motions can be found on the Hurworth Parish Council website.

Should any further supporting evidence be required i.e. Parish Council Minutes or maps of the boundaries then please contact Peter Allan (HPC Clerk).



Hurworth Parish



Plan produced by the Planning Policy Division,
Economic Growth

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Hurworth Parish Council

Minutes of the meeting of the Parish Council held at Hurworth Grange, Hurworth –on-Tees, on Thursday 4th June 2016, preceded by the PACT Meeting starting at 6.30pm.

PACT Meeting – Chair Paul Walters

Attended by eight councillors, and four residents. Also in attendance the Parish Clerk.

John Angus PCSO gave the police report for the period from 3rd March to 31st May 2016, as follows:-

Total Crimes	15
Burglaries	2 Sanderson Road and Holdforth Grange.
Burglary Other	1 Greenkeeper's store at Rockliffe
Theft	6 Rockliffe Hall, Hurworth Road, Blackwell Golf Club (2). West end and Westfield Drive
Vehicle theft	0
Theft from vehicle	2 Blackwell Golf Club and Church View.
Criminal damage	1 Blackwell Golf Club
Antisocial behaviour	3 all at Blackwell Golf Club
Criminal harassment	0

John Angus reported that Blackwell Golf Club has now erected a high fence, which should substantially reduce the incidents at the club.

Speed Watch

New volunteers have been very active at both Hurworth Place and the Spar corner area, and this is having a good impact. More volunteers would be welcome.

Parish Council Business meeting

18 Those present: Margaret Williams (Chair), Paul Walters, Wilma Campbell, David Wood, Carol Paylor, Elaine Hedley, Graham Wylie, Janine Forster, Jean Peacock, Simon Coultas, and Richard Lawley.

Also attending: Peter Allan (Parish Clerk), plus eighteen members of the public.

19. Apologies for absence

Cllr Lorraine Tostevin, Cllr Joe Kelley,

20. Declarations of Interest

Jean Peacock	HCA
Wilma Campbell	HCA and EPICH
David Wood	Priory School
Graham Wylie	Allotment

21. Chairman's Address

The Chair welcomed the councillors and the public and Sharon Pearson and Vicky Skilbeck from Priory Hurworth House School.

The Chair reminded all councillors to fill in and hand in their Declaration of Interest forms.

The Chair expressed the council's thanks to Lesley Swinbank for conducting a Councillor Training Course at the Grange at short notice. Five new councillors attended, along with five from Middleton St George.

The Chair said that about 100 residents had attended the Annual Assembly and that feedback had been positive.

The Chair then introduced Sharon Pearson, Principal of Priory Hurworth House School, who will be making a presentation.

22. Priory Hurworth House School presentation by Sharon Pearson, School Principal.

Sharon's presentation featured the following points:-

- The school is currently registered for 52 students, and has received an excellent review from OFSTED stating the school is 'good/out standing'.
- The school now wished to extend the facility to take in Primary Level students, with a maximum of a further 20 young people.
- They have applied for planning permission and the exterior will not be altered but improvements are being made to the interior to accommodate the new teaching facility.
- At least three additional staff will be required. The principle is that there should be two teachers / supervisors for every six students
- This extension to the school's activities offers benefits to the parish of job opportunities, refurbishment of an old property and opportunities for work experience.
- The work has started and the new facility is scheduled to open in September 2016.
- They intend to host an Open Day in September when members of the council and public can visit the new facilities.
- The students and staff for the Primary section will all enter and leave via the front of the building, using the natural traffic flow which the front driveway offers. The staff for the Primary section will park in the front car park. There will be no additional traffic at the rear of the complex.
- The school intends to undertake some of their transportation by using two minibuses to collect and deliver batches of the older students. This will reduce the number of taxis at the rear and help to reduce the congestion.
- Sharon then invited questions.

Reference was made to the continuing vandalism and internal control of the students. Graham Wylie suggested using anti-vandal grease on the walls and fences to increase the security. Sharon agreed to explore this possibility.

Residents expressed their discontent about the students smoking outside the school and also playing on Manorfield without supervision. Sharon responded that the students are

always supervised either via radio or direct visual surveillance. At most times staff are physically with the young people.

John Lawrie introduced himself and recalled that he heads the Resident Group which has held meetings with the school management. He expressed his disappointment that this new activity had gone ahead without reference to the Resident Group. He sought confirmation that 'there will be no additional traffic on Westfield Drive'. Sharon Pearson gave her undertaking to this request. The additional traffic would use the front entrance, and **that**, if their Business Plan receives acceptance from the local authorities, the new minibuses should lighten the traffic burden.

John Lawrie asked if the school would participate in a Review of the traffic on Westfield Drive. Sharon Pearson agreed to this suggestion, and will co-operate.

Cllr David Wood asked for details of the facilities at the front of the building and how the young people will be controlled. Sharon replied that they were clearing an area inside the school grounds, currently a hidden garden, and this would become the main play area, under supervision. They do not anticipate any disruption to neighbours at the front.

Cllr Coultas asked whether Risk Assessments have been carried out for both the internal and external facilities. Sharon reassured Cllr Coultas that adequate risk assessment has **been** performed by Priory Group.

Cllr Jean Peacock asked if the school would consider a 'no smoking' policy, and Cllr Wylie (**who works at a similar type of establishment**) informed the meeting that **his** school were hoping to deploy **this** policy starting next term. **Sharon agreed to take this back to the school for consideration.**

23. The Minutes of the PC Meeting dated 12th May 2016

The **draft minutes** have been amended during the month and the final version was duly accepted by the council.

Proposed by Jean Peacock

Seconded by Elaine Hedley

24 Matters arising from the Minutes

The Chair put forward a motion that the Hurworth Parish Council Code of Conduct document should be formally accepted by the Council. The motion was Seconded by Wilma Campbell and passed unanimously.

25. Public Participation

Much of the public participation had been covered during the discussion on Priory School.

A resident reported outbreaks of hogweed at Hurworth Place and from Croft Bridge to the Skerne Bridge. The Clerk informed the meeting that most areas have been sprayed in the last three weeks, but this area may have been omitted.

Action: Clerk to investigate and take action.

A resident reported the bad state of many potholes in Linden Drive and other roads. The Chair read a recent report from DBC scheduling the various areas due for repairs and resurfacing. Linden Drive is not on this schedule. **Action Clerk to follow up.**

Mr Andrew Coakes reported that he has still been unable to get DBC to install dropped kerbs in Linden Drive. He had exhausted his efforts through NHS departments, and again requested the council's assistance. The Chair stated that the parish council has endured similar disappointment in their efforts to get two other dropped kerbs.

However this is a new financial year, so HPC will readdress this issue with DBC.

26 Accounts for Payment

Accounts for Payment as at 31st May 2016

<u>Name</u>	<u>Cheque No</u>	<u>Details</u>	<u>31st May 2016 Amount</u>
Cancelled cheque	102715	Auditor	0.00
Gordon Fletcher	102716	Internal audit	250.00
P D Allan	102717	April Expenses	29.76
Cumbria Clock Co.	102718	Church clock maintenance	150.00
HCA	102719	Annual rent and utilities	620.00
Bob Iles	102720	May salary	301.50
P D Allan	102721	May salary	522.48
Inland Revenue	102722	PAYE	142.60
HCA	102723	Photocopying new council- lor packs	40.96
M. Williams	102724	Honorarium	100.00
Darlington B.C.	102725	Annual group insurance	218.77
P D Allan	102726	May expenses	110.54
Comet Catering	102727	Annual Assembly buffet	700.00
Barclays Bank	DD	Bank charges	4.60
TalkTalk	DD	Communication costs	25.20
TalkTalk	DD	Communication costs	13.72
Total outlay			3230.13

The schedule having been distributed to all councillors prior to the meeting, was formally accepted by the council.

27. Financial Report to 31st May 2016

The Financial report having been previously distributed to all councillors was presented at the meeting.

Simon Coultas drew attention to the modification of the April report which now reflected the DBC grant of £3561. He suggested that this figure should be shown under the heading of grants in April, rather than bundled into the Precept

Action the Clerk will make the amendment.

The Financial report is a codicil to this report.

28. Matters of Interest

- a. Further discussion on **Priory School** included:
 - Wish to stop the young people smoking
 - Try to prevent the young people playing football on Manorfield
 - **Action Clerk to contact DBC to clarify ball games taking place on Manorfield.**
 - It was agreed that two councillors would join [the Resident Group](#) to give support and co-ordinate efforts. Graham Wylie and Carol Paylor [agreed](#) to assume this responsibility under their role of 'Highways'.
- b. **16 Hawkswood, Hurworth.** The Chair informed the meeting that the resident at this address appears to have raised an insurance claim against the council, relating to implied damage caused by tree roots. The matter is in the hands of our [insurers, Zurich Insurance Co](#), and the DBC have also been made aware. HPC deny any responsibility as the trees [are considered to be too far away](#) to have caused damage.
- c. **Centenary Field**
The Chair introduced this request for the council to dedicate a piece of land to commemorate soldiers who fell in the two world wars.
After a debate, it was agreed in principle that the council would proceed with this, and the area suggested is the new wild flower meadow inside the model railway track at Hurworth Grange. **Action : Chair and Parish Clerk.**
- d. **All Saints Church** has requested use of the Village Green for a church service combining several churches on 17th July 2016. The council unanimously agreed to give permission.

e. Armed Forces Day Flag

Parish and Town councils are being requested to fly a special Armed Forces Flag on 20th June as a commemoration. The council agreed to purchase an appropriate flag, and to arrange with the flagman to raise it.

Action; Clerk to purchase the flag.

29. Planning Applications

Jean Peacock reported that there are only two applications this month, viz:-

The Base Station is being erected on Roundhill Road, and the road will be closed during the work.

Extensions to the house at Thornfield 1 Croft Road, Hurworth. No comment. Jean Peacock declared an interest, so the matter was conducted by the Chair.

30. Planning Development Working Group Report

David Wood reported as follows:-

The Working Party had held a meeting on Wednesday June 1st 2016, and the Minutes of this meeting form the report to the council.

Planning Working Party Minutes (Draft)

Present: Margaret Williams, Jean Peacock, David Wood, Richard Lawley,

Carol Paylor

1. The name of the group was decided: 'Planning Working Party' (to resist larger scale developments over ten units and other development matters affecting the character of the village).
2. Chairperson was agreed unanimously: David Wood. Carol Paylor : Secretary

Aims:

The following aims for the group were decided:

1. **To propose a motion to Hurworth Parish Council that the Council undertake a Neighbourhood Development Plan.**
2. To develop and formulate methods by which developments over 10 units can be opposed. (in line with the Parish Plan)
3. To develop and formulate methods to help protect the village from 'character changing' planning developments.
4. To develop a Land Ownership map including Land Registry documents for the boundary land around the Parish
5. To work internally (within the council) and externally (with outside bodies) to identify currently unknown methods that can be utilised to maintain the character of the village.

Methods:

1. **It was agreed to put a motion before the Council as follows:-**
Motion: To create a Committee to establish a Neighbourhood Plan in line with the Government's National Planning Support Programme. (Suggested number of 3 Parish Councillors)
2. **Communication links to our community** – It was agreed that the following methods of communication could be used: Parish Newsletter, leaflet drops, advertorials in local press.
We discussed the use of other media such as Facebook in order to inform and update the public on larger planning matters. We agreed that we would recommend that the Parish Council review the methods by which the use of Social Media sites such as Facebook would be acceptable.
3. **Structure of Working Party:** It was agreed that the council members will form the Working Party and, **in turn**, may seek to ask the advice or support (if appropriate) from Consultation Groups such as:
 - Legal Advice groups
 - Conservation Experts such as EPICH
 - Environment Agency
 - Northumbrian Water
 - Darlington Borough Council and
 - Any other representation from Community Groups
 -
4. To meet once a month prior to the following Parish Council meeting.

Finance:

Land Registry and publicity costs estimated to be in the region of £1000 per annum for this year and would request £1000 per year for the following two years also.

Actions: The following actions were agreed:

1. **Motion to HPC:** as per Method, David will propose to Hurworth Parish Council in the meeting of the 2nd June 2016
2. **June - Parish newsletter item:** To recommend that an update as to the Banks Outline Application Proposal (or lack of) be included in the next addition of the Parish Newsletter. To recommend that an update on the work that council has undertaken to resist larger developments be published. E.g. The establishment of the Working Party, Neighbourhood planning developments etc

The council considered the report and the motion was tabled,

To create a Committee to establish a Neighbourhood Plan in line with the Government's National Planning Support Programme. (Suggested number of 3 Parish Councillors)

Proposed by David Wood and Seconded by Richard Lawler. The council voted unanimously in favour. Motion carried.

Cllrs Coultas, Paylor and Wood volunteered to begin the process.

David Wood said that grants are available up to £8000, and it is intended to apply for these to fund the project. The timeframe is likely to be 18 to 34 months.

Carol Paylor added that there was the possibility of a higher percentage of funding available under section 106, if we have an approved Neighbourhood Planning Plan in place.

It was further agreed that a budget to £1000 per annum for three years will be assigned to this Working Party.

31. Tree Report

In the absence of Peter Foster there was no report.

32. Open Spaces report

Wilma Campbell reported as follows:-

Open Spaces

Japanese knotweed has been reported at the Grange and Giant Hogweed on the village Green outside no 31 The Green. Appropriate action has been taken to deal with both.

EPICH

The ground preparations and the planting of the wildflower meadow on the inside of the Model Railway area has been completed. This had been delayed due to the very wet weather conditions in April/May.

EPICH volunteers have also started to replace the wood chippings on the paths around the Grange.

32. Projects Report

The Chair asked the council to endorse the schedule of Projects which had been discussed and agreed upon at the Finance Working Party Meeting on 19th May 2016 and presented at the Annual Assembly on 27th May 2016 This schedule will be published along with these Minutes. It was agreed that the new Planning Work Party should be removed from a 'Project' as it will report regularly to the council.

33. Allotment Report

Richard Lawley reported that:-

All the plots have been allocated and all the rents have been received for 2016.

There is a Waiting List at Strait Lane with two people, and seven people on the list for an allotment at Hurworth Grange.

The Chairman of the Allotment Committee (Graham Wylie) has convened a meeting on 9th June, starting at 7:15pm. This is an open meeting, and allotment holders are encouraged to attend.

Wilma Campbell suggested that the Allotment Committee consider a Communal Compost Unit, which appear to be inexpensive. Richard Lawyer agreed to investigate this approach, and report back. **Action Richard Lawley**

34 Highways report

Margaret Williams took the meeting through the traffic statistics as follows:-

Highways report May 2016

Data analysis 1/5/2016 to 1/6/2016

Green towards Spar

Total vehicle count 46,335 and 20 % all vehicles exceeded speed limit- Average speeder travelled at 33.0 mph -Max speed was 60 mph on 7/5/2016 @ 10.17

Hurworth Road past Academy towards Hurworth Place

Total vehicle count 80,057 and 41% of all vehicles exceeded speed limit- Average speeder travelled at 33.9 mph - Max speed was 75 mph on 19/5/2016 @ 20.56

Roundhill Road incoming towards Spar

Total vehicle count 54,755 and 26.6% of all vehicles exceeded the speed limit- Average speeder travelled at 33.1 mph Max speed was 60 mph on 10/5/2016 @ 16.00

The post at Croft is still not yet wired up ready for the addition of a speed monitor - this work is promised by DBC to be completed in the next few weeks

The use of 30 mph repeater signs on posts from Croft Road at Hurworth Place and through the village will be further investigated as will the dropped curbs at the entrance to Westfield Drive and Mowbray Drive. Both items via DBC.

The A167 Croft Road Resurfacing.

Works will be carried out in two phases. Phase One will be preparation works due to commence the week beginning 6th June, these works will take place between 9:00 hrs and 15:00 hrs under traffic signals. Phase Two will be the resurfacing works which will take place under a night time closure from 7:00pm until 6:00: am as traffic levels are comparatively light compared to a normal working day.

Roundhill Road resurfacing (Spar shop end) is scheduled for 8th August 2016.

Graham Wylie added the following comments, based on the figures above. [Looking at the figures](#), the 85% of vehicle's speed has gone down slightly.

Other figures to look at are:

Hurworth road going out, the average speeder at school times was 47mph, maximum speed at this time was 60mph.

Hurworth green going out, the average speeder at school times was 40mph, maximum speed at this time was 50mph.

Roundhill road incoming, the average speeder at school times was 40mph, maximum speed at this time was 55mph.

It would be good for the community speed watch group to go out with the camera at these times, as these are the busiest times. If we can combat this, and set up the community speed watch at the weekend, the figures will keep falling.

The Chair agreed to follow up on the DBC stance about implementing dropped kerbs at the locations identified. **Action Chair and Clerk**

Carol Paylor reported that she had received complaints from landowners about dog poo in a number of areas in the parish, and in particular:

- The pathway leading from the Green to the river [at the Ring Field](#)
- [Footpath from Minster Walk](#)
- The Glebe

Carol suggested that notices are installed stating 'Dogs must be kept on lead' The council agreed to this, based on an estimated cost of £150. **Action Clerk**

Carol stressed the need to take action to make dog owners more responsible, and several suggestions were discussed;

1. An independent company has offered to train people and monitor activities to identify culprits and they will be fined. Part of the proceeds of the fine would be paid to the council, thereby making it a self-supporting venture. The council decided not to pursue this at this time.
2. The notices drawing attention to the problem have been up for more than two years and are no longer effective.
3. Carol suggested that the schools are invited to get their students to design a suitable 'stop dog poo' sign, and prizes will be awarded to the winners at this year's Hurworth Country Fair. An amount of £100 can be allocated from the Fair funds. This was agreed and Carol will pursue the initiative **Action: Carol Paylor.**
4. Also an article will be put in to the next Parish Chronicle.
- 5.

35. Contingency Plan

Simon Coultas reported that he has been liaising with Philip Hall who is [now](#) leading the Contingency team. The team are focussing on the most likely disaster which is flooding and making their plan to assist in such an event.

The council confirmed that the Flood Contingency Reserve now stand at £7000. Also that there is money in the budget for the Contingency Team, if requisitioned through Simon, as the council's representative.

Simon said that they wish to purchase some rechargeable battery units, which are not expensive. The council agreed for them to proceed.

It was agreed that the Contingency Team should have their own Tab on the council web site. **Action Clerk**

36 Newsletter

Elaine Hedley requested that all contributors to the newsletter should send their text and pictures to her within the next two weeks.

The next newsletter is scheduled to be distributed at the end of June.

Alternative quotations for the printing of the newsletter have been obtained, but are not very attractive. The council agreed to stay with MT Print for the June edition, but to keep seeking a lower cost provider. MT Print have always been co-operative and flexible, but their price has risen.

37 Association Reports

Nothing to report.

38. Any Other Business (Non-Financial)

- a. The Chair handed notes from Val Hughes to Richard Lawley appertaining to the parish walks; Val Hughes and Peter Foster should be able to help Richard and Janine Forster in planning this year's walks. The Clerk added that he has requested Malcolm Thompson, DBC, to supply one large and two small maps showing all the definitive walks in Hurworth Parish.
- b. Wilma Campbell introduced a DBC initiative to help to preserve the Green areas in Darlington Borough, including the rural areas. The project, called Darlington Greener Communities are looking for support from Parish councils, to ensure that the plans are properly considered and interested parties consulted. After discussion, the council agreed to confirm their support. **Action Clerk to confirm HPC support.**
Paul Walters advised the council that he had made contact with the owners of Strawberry Cottage, and they have agreed to keep the council informed about any future plans or arrangements they may have for a change of use of the farm land and property.

The meeting closed at 9:24pm

