

HAYDON BRIDGE AND HAYDON PARISH DEVELOPMENT TRUST

Minutes of the meeting held on 20 October 2022

Present

Mark l'Anson (Chair), Will Rutherford (Vice Chair), Esmond Faulks, Ian Foster, Siobhan Stephenson, Christina Taylor, Phil Hartley, Peter Fletcher, Kate Minto, Eileen Charlton, Henry Swaddle, Michael Sadgrove

22.38 Apologies Henry Swaddle, Ian Foster

22.39 Declarations of interest None

22.40 Minutes of the meeting held on 24 August 2022

The minutes were agreed subject to the following changes:

22.34 Legal status decision. The designations of Anne Lawson and Ton Johnston need adding

22.34 Annual report and accounts. The depreciation figure should be £3,000 not £3

22.41 Matters arising not already on the agenda

PF reported that he was still waiting to hear from the PCC about a date for the meeting with them.

Action: MS to follow up

22.42 Neighbourhood Plan and Community Actions update

PF reported that the Neighbourhood Plan has now been made (approved) by both the county council and national park authority.

A written update report had been circulated on the items below.

1a. District Heating system energy survey

SS reported that there have been over 70 completed surveys in so far and Directors were asked to encourage neighbours to complete it. A review session will be held with Re-heat at the end of the month to look at further follow up, particularly of areas of the village that had not so far had a good response.

EC reported that the coal man can get anthracite and cobbles but not coal. Coal was needed to enable fires with back boilers to burn overnight to keep hot water and central heating going. This, as well as the rising price was becoming a major problem for households in the village that relied on coal as their main form of heating.

1b. CAN energy drop in on 5 November at Community Centre

This event was confirmed and there will also be a stall about the energy survey as well as children's games, coffee morning and the nurture project

3a. Village enhancement projects – see update report

3b. Habitat creation

CT reported that she had been approached by the Tyne River Trust about areas of the village that would benefit from habitat enhancement. Both the Tyne Rivers Trust and the Nurture Project had been successful in the latest round o Co-op community funding.

3c. Smallholding – see update report

4b. Community led housing – see agenda item 6

5c. Younger people – see update report. It was noted that there is a big and growing rubbish problem at Geeswood despite the fact that it was regularly being cleared up by the Forest School

6b. Tourism

PF reported that he had not had time to meet with IF and was not free to do so because of other commitments

Action: PF to arrange for IF, KM and MS to meet to discuss refining and progressing the draft tourism plan

7a. Cycle route to Hexham

PH reported that there had been a positive meeting of Parish Councils to look at a cycle route between HB and Haltwhistle. He and John Keyte from the PC attended. The HB to Hexham route has been set out in the Neighbourhood Plan. PCs west of Hexham agreed the routes from HB to Bardon Mill and other PCs are working on a route from Bardon Mille to Haltwhistle.

7c. Possible funding application to the Community Foundation – bike racks

PH has not had time to work on this.

Action: MI to look at type and cost of potential bike racks; PF to ask the Parish Clerk to check with Northumberland Highways and Network Rail about the possibility of having bike racks on the S side of the Old Bridge and in the station yard

22.43 Community led housing

PF reported that we have been encouraged by NCC to submit a stage 3 application for the Community Housing Fund as soon as we can so that they can register our funding bid. He has been working with MI on the bid form and the financial viability assessment, which have both been circulated along with a covering paper.

Gentoo Homes have only allowed for 3 affordable homes for rent in their pre planning application but have agreed that we can bid for funding for 4 units if we can successfully make the housing needs case for that.

There was a discussion about unit types and it was agreed that ideally we would want 3 two bedded houses and 1 two bedded bungalow. However, Gentoo Homes had not included any bungalows in the scheme design at this stage

There was a discussion about risk to the DT and PF agreed to re-send to Directors the Appendix 2 draft risk assessment that would go with the application as he had only sent out the blank proforma with the meeting papers. He would also send out the insurance showing trustee liability insurance.

It was stressed that no commitment or liability would be entered into by the Directors by submitting the grant bid at this stage.

It was agreed that the Board needed a better understanding of risk as the project developed, perhaps including a facilitated session.

It was also agreed to add more to the application in relation to governance.

MI said that the financial modelling in the financial viability assessment was conservative at this stage.

It was confirmed that PF would act as project manager for the DT for the development phase and that he would also draft lettings housing management and maintenance policies and procedures before the housing came into management.

Decision and action

It was agreed to submit a stage 3 application subject to: checking the financial viability assessment with Tom Johnston; PF and MS adding more to the application on governance; Directors receiving and sending back any comments on the Appendix 2 risk assessment and the application BY FRIDAY 28 OCTOBER

22.44 Other existing projects

John Martin Information panels:

PF reported that the matter of locating the panel near the Old Church into the churchyard has not yet been dealt with as the meeting with the PCC has not yet taken place.

22.45 The Bridge

Re-opening

EC reported that The Bridge was now open for 5 sessions on Monday (am), Tuesday (pm), Wednesday (pm), Friday (pm) and Saturday(am). The aim was to have 4 volunteers for each team. Each of the teams are developing in different ways but all following the same NCC procedures for the library service.

One High School pupil has completed an 18 hour placement at the Bridge on library services and been given a certificate at the end.

MI said that it was now 12 years since the Bridge was re-furbished and that some upgrading and equipment replacement is needed.

Action: EC to talk to volunteers about what is needed. EC to then meet with IF to put together a proposal for what is needed. PF will discuss this with the Community Foundation who had recently enquired whether we had any pending funding applications following the Neighbourhood Plan adoption.

Checklist and Ts and Cs for hiring the Bridge

The lockable drawer was now in operation.

KM had drafted a simpler Ts and Cs checklist for one-off hiring of the Bridge but had not yet had a chance to go through this with EC

Action: KM to finalise simpler checklist for one-off hirings with EC

Arch visit

EC reported that all documentation was ready for the Arch visit the following week apart from fire extinguisher updating

Action: PF to contact the company the DT uses to liaise with Eileen to arrange a visit

22.46 Communication

HS had circulated the website usage figures.

22.47 Governance matters

Legal status – Charitable Incorporated Organisation

PF reported that since the last meeting further advice had been sought about changing status and there were still queries about our ability to borrow loan finance and have charges over the houses if we change to be a CIO, though the position is still not clear

Decision: it was agreed that the DT should hold off progressing a move to CIO status until the community led housing work was further down the line including arranging loan finance

Policies review

KM had circulated draft policies on:

- Risk management
- Data protection and GDPR
- Equality, diversity and inclusion
- Trustee code of conduct
- Conflict of interest

KM presented her latest thinking on risk management. It was agreed that this work was very helpful and moved the discussion forward. MI and MS said that the key was the process for allocating risk and managing impact. There was a discussion on what was needed to finalise the policy.

Decision and Action: The data protection, equality, code of conduct and conflict of interest policies were agreed. KM would further on the draft risk management draft policy to put to the January 2023 meeting for approval.

Annual report and accounts

PF reported that the 2021-22 annual report and accounts had been submitted to companies house and the charity commission on 20 October 2022.

22.48 Finance and grants

DT finances

MI reported that DT income was £2k down at the 6 month stage would be down this financial year because of lower income from the HH and library fundraising, though the latter was getting back on track and the bonus ball had now started operating again. In addition the HH had had expenditure on new water bottles it would not have next year, which would be the 10th anniversary of the first event.

Decision: it was agreed that MI would produce simplified income expenditure statements for future DT meetings

Christmas gift initiative

PF and MI reported that Hayley Turner had requested that the DT hold the funds for a Christmas gift initiative that she was undertaking, using income from grants and donations from sources such as Tesco.

MI had set out financial procedures to follow which Hayley Turner had agreed, which are:

Money paid into HBDT account is clearly identified and documented (even if only an email confirmation)

Money paid out to designated person only (Hayley Turner)

All money paid out supported by receipts

Maximum paid out will not exceed money already received

All income to be spent by 1st Jan 2023 - any outstanding balance will be transferred to HBDT general funds

It was confirmed that the DT role only related to the administration of the funding that Hayley had raised and not with any other aspect of this initiative.

22.49 Any other business (notified to the chair before the meeting)

There was no other business

22.50 Date of next meeting

Tuesday 17 January 2023 at **7pm**.