

PRUDHOE TOWN COUNCIL

**DRAFT Report of the Planning, Contract and Works Committee,
held on Wednesday 14th November 2018, beginning at 7:00 pm in meeting room 1, The
Spetchells Centre**

PRESENT

Cllr Jennifer McGee, Cllr Chris Cuthbert, Cllr Bryan Futers, Cllr Andy Gill, Cllr Angie Scott, Cllr Tracy Gilmore, Cllr Ignasious Varghese, Cllr Duncan Couchman, Cllr Cassie Taylor, Cllr Brenda Grey, Cllr Gerry Price, Cllr Glenn Simpson

1819/053 Apologies for Absence

Cllr Russ Greig, Cllr Carol Stephenson

1819/054 Declarations of Interest - None**1819/055 Committee Terms of Reference and Scope of Work**

IT WAS AGREED to receive and adopt the revised remit, membership and powers of the committee, as agreed by full council on 24th October 2018.

Proposed: Cllr Jennifer McGee Seconded: Cllr Tracy Gilmore

1819/056 Draft Minutes of the Planning, Contract and Works Committee held on 10th October 2018

IT WAS AGREED to receive the draft minutes as a true record.

Proposed: Cllr Chris Cuthbert Seconded: Cllr Glenn Simpson

1819/057 Matters Arising**1819/029 Audit of Litter Bins**

This item is on the agenda under section 68.

1819/032 Mickley Square Bus Shelter

NCC was expected to contact the contractor installing the base on the south side, with a view to potentially using them to install the base required on the north side. Although it was discussed that both bases could be installed at the same time, in view of the delay our contractor has been advised to proceed, as agreed, with the install on the south side; this will be carried out next week.

1819/039 New Litter Bins

New litter bins have been delivered and will be installed over the next few weeks.

1819/040 Mickley Square

Following some checks with Northern Gasworks, the additional planter has now been installed; the planter will be filled by Hollybush Nursery.

1819/042 Vacancy for Administrative Officer

Pauline Cant accepted the offer made by the council and is due to commence work on 12th November 2018.

1819/048 Commemorative Beds (Road Ends)

The 100 bed looks very effective with the yellow planting and green background and has been very well received. It is further accentuated by the poppy wall created by Prudhoe Methodist Church.

1819/049 Overgrown hedge, Edgewell Cemetery East, Highfield Lane

Geoff Cairns (NCC Local Services Officer) has agreed that the hedge will be cut, as expected, as soon as grass cutting is finished for the season.

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1819/050 Defibrillator for Mickley Square

The defibrillator was collected by County Cllr Anne Dale on Monday 5th November to be installed at Mickley Social Club. As soon as the invoice for installation is received and paid by us, a reclaim under the Local Members Improvement Scheme will be made to Northumberland County Council for the full costs associated with purchase and installation.

1819/051 Signs for Play Areas

The signs have been installed and they are very eye-catching and informative.

1819/052 Christmas Lights

The lights have been installed, the Christmas trees are being delivered on Monday 12th November and a final dress will be carried out during that week. The Christmas Lights switch-on event is on the agenda.

1819/058 Planning Matters**a) Planning Applications****Castledene & Eltringham****18/03644****126 Western Avenue, Prudhoe, Northumberland, NE42 6QB****Mr Chilton**

Erection of a 5m x 3.5m external balcony at first floor level to rear of property.

It was AGREED to SUPPORT the application.**West Wylam Ward****18/03716/FUL****West Wylam Community Centre, Broomhouse Road, West Wylam, NE42 5EH****Mrs Kathryn Hop**

Proposed change of use to D1, to run as day care centre for people with dementia.

It was AGREED to SUPPORT the application in principle, with concerns raised about the lack of parking spaces.**18/03571/FUL****16-17 Front Street, Prudhoe, NE42 5HN****Mr Sukhwinder Dhillon**

Proposed extension and alteration of existing rear basement unit at 16 Front Street to link a combine with existing outbuilding retail unit at the rear of 17 Front Street.

It was AGREED to SUPPORT the application, with comments that the building should be fully accessible for all.**b) Planning Decisions****Prudhoe Hall Ward****18/01334/VARYCO****Former Prudhoe Hospital, Prudhoe Hospital Drive, Prudhoe, NE42 5NT****Mr Alan Sears/Mr Paul Nagel**

Variation of Condition 2 (approved plans) to seek approval for updated drawings following Highways Section 38 approval for a Construction Phasing Plan, and Variation of Condition 5 (surface water drainage) pursuant to planning permission 17/03254/VARYCO

NCC Granted permission

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18/03103/FUL**7 Moorlands, Prudhoe, NE42 5LR****Mr Scott Johnson**

Erection of two-storey side extension.

NCC Granted permission**Castlefields and Low Prudhoe Ward****18/02803/FUL****10 Towneley Court, Castlefields, Prudhoe, NE42 5FF****Mr Shepherd**

Proposed single-storey sunroom extension, block up door to existing side elevation and replace kitchen window with patio door.

NCC Granted permission**1819/059 Enforcement Officer**

- a) It was **AGREED** to receive the 'Business case for the provision of an Environmental Enforcement Officer (EEO) to Parish Councils', from Northumberland County Council (sent out with agenda papers).
- b) It was **AGREED** to receive the following verbal update which includes a summary of the meeting held with Stocksfield Parish Council Clerk, Nick Spencer and discussion with Ashington Town Council who are sharing an EEO with Blyth Town Council.
- There have been 10 dog fouling reports in Prudhoe in 2018 and no fixed penalty notices issued.
 - Looking at 2017, East Tynedale accounted for 2% of dog fouling complaints in Northumberland, the same in 2016, this looks likely to be less in 2018 based on the figures provided so far.
 - It is likely that Stocksfield would only be interested in sharing an EEO if the role was combined with that of a Civil Enforcement Officer as they have greater issues with parking than with environmental enforcement.
 - Ashington and Blyth share an EEO; 2.5 days each under an SLA with Northumberland County Council.
 - Ashington spent £35k on a resident's survey which resulted in dog fouling, litter, fly tipping and private landlord's issues coming out as a high priority for residents.
 - NCC could not respond sufficiently quickly to the high number of reports being made on-line in Ashington and in Blyth.
 - In Ashington, refuse collection was being interrupted as NCC staff had to abort to respond to fly-tipping reports.
 - Ponteland Town Council will share an EEO with Cramlington from January 2019.
 - Ponteland Town Council also noticed a poor response time from NCC to reporting's of litter, dog fouling and fly-tipping, most specifically fly-tipping.
 - Ponteland are keen to use the EEO for education in schools and organisations.

There was a discussion regarding the lack of reporting, the green dog walker's scheme, reduced incidents of dog-fouling, possible education of offenders, health factors in play areas and on sports fields and the financial implications of employing an EEO.

It was AGREED to approach Hexham Town Council to ask if they would be interested in discussing the shared support of a dedicated EEO.

Proposed: Cllr Bryan Futers

Seconded: Cllr Tracy Gilmore

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1819/060 Prudhoe East Centre

- a) **It was AGREED** to receive the update of work carried out to date on the community asset transfer of Prudhoe East Centre (sent out with agenda papers).
- b) **It was AGREED** to receive the summary of points raised in the meeting with Anne Lawson (NCC Town Regeneration), held on 2nd October 2018 (sent out with agenda papers).

There was a discussion regarding the negative tone of the feedback given and the sudden change from what was thought would be a freehold asset transfer to a long-term lease; this would make funding more difficult and would run the risk of the town council investing capital in something which was not a listed asset.

With regards a long-term lease, it was discussed that before a business plan could be formed the terms of that lease would need to be known and NCC has not provided this information.

Cllrs voiced concerns over the lack of investment in the building over a number of years and whether NCC would be prepared to invest some capital themselves, so the building was 'fit for purpose', like they were in other areas of the town and in Hexham. Cllrs wondered what NCC would do with the building if there had been no approach from the town council, and what the future of the Youth Service operating from the building would be.

It was also AGREED to write to Northumberland County Council with the following questions and to request a meeting:

1. *Is a freehold asset transfer of the site now 'off the table'?*
2. *If a long-term lease is the only option, what would the terms of the lease be? Can you supply 'heads of terms' which are essential for the formation of a business plan?*
3. *What funds are available from NCC to make the building 'fit for purpose' as investment has been severely lacking over a number of years whilst under the ownership of NCC? The town council has concerns about investing capital in a building that would not be a town council asset.*
4. *Where is the positive support and appreciation from NCC to the town council's initiative in bringing this building back into community use?*
5. *If there was no interest from PTC or another, what plans would NCC have for the building?*
6. *The only users of the building at present are West Northumberland Youth Service; what are the future plans for the Youth Service in relation to delivery from this site?*

Proposed: Cllr Gerry Price

Seconded: Cllr Jennifer McGee

Discussion continued on what 'aims' the town council has for the building and the need for more targeted, structured information and evidence of what the community needs and wants on the site. With young people as an important target group, it was felt that there should be a greater effort to gather information from them.

It was also discussed that the New Locality Officer for West Northumberland was expecting to carry out community mapping to identify local needs.

It was also AGREED that Cllrs Brenda Grey and Angie Scott would come up with the terms of reference for a 'Business Plan' tender which should include gathering targeted, structured information from residents, formulating a number of options to bring back to council and to the community, and finally preparing a business plan to present to NCC. **It was AGREED** that the tender document should be brought back to council for approval.

Proposed: Cllr Jennifer McGee

Seconded: Cllr Chris Cuthbert

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1819/061 Unauthorised Advertising (Fly-posting) (Placed on the agenda by Cllr Bryan Futers)

It was AGREED that town council staff should remove any unauthorised fly-posting from town council property, with immediate effect.

It was also AGREED to contact NCC Highways and NCC Neighbourhood Services to request a zero-tolerance to unauthorised banners and adverts placed on the roadside, at cross-roads and on railings throughout the town, most specifically a problem at the top of Station Bank and at the Western Gateway.

Proposed: Cllr Bryan Futers

Seconded: Cllr Andy Gill

1819/062 Christmas Lights Switch-On 2018

The details of the Christmas Lights switch-on were received and Cllrs volunteered to help marshal the event.

1819/063 Overhanging Ash tree branches behind Road Ends Toilets

a) **It was AGREED** to receive an update relating to the overhanging branches of a large ash tree from the Road-Ends toilets site over the walkway to the east of Prudhoe Methodist Church. The clerk advised that following contact with the NCC trees officer, it was agreed that work was required and the chair's approval was given to seek recommendations and quotations for the work to be carried out.

It was AGREED to approve a motion, that in view of the confidential nature of the business to be transacted, the press and public be excluded for consideration of the following items, in accordance with Section 68 of the Council's Standing Orders:

b) The following recommendations and quotations were received, from qualified tree surgeons, in relation to the ash tree on the road-ends toilets site:

Contractor A - £280 to remove the large limb overhanging the church and to reduce back and shape the rest of the tree.

Contractor B - £165 to remove the large limbs over the church roof back to the main stem of the ash tree, or, **£620** to remove the whole ash tree to ground level and kill off the stumps.

Contractor C - £200 to remove the stem overhanging the church, or, **£800** to fell the ash tree to ground level.

It was AGREED to approve that the work be carried out by Contractor B; **D.C Tree Care & Ground Services** and that the tree is completely felled to ground level, as recommended, at a cost of **£620**.

Proposed: Cllr Andy Gill

Seconded: Cllr Jennifer McGee

1819/064 Litter Bin Cleansing and Graffiti Removal

Following the decision of the Planning, Contract and Works Committee in August (Minute Ref: PCW1819/029), to receive quotations to carry out cleansing and graffiti removal in respect of town council litter bins, the following quotations were received and considered:

Contractor A - £1016, as per work specification

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Contractor B - £3,200, to sanitise and remove graffiti from approximately 100 litter bins @ £32/per bin.

It was AGREED to approve that the work be carried out by Contractor A; **CarFresh Valeting** at a cost of **£1,016**.

Proposed: Cllr Jennifer McGee

Seconded: Cllr Chris Cuthbert

1819/065 Space Net at Highfield Park

Following this equipment being taken out of use in August, it was agreed to seek cost indications for its removal and 'like' replacement with a 4-metre Space Net.

Quotations from three contractors were received and considered and it was resolved to offer to the contractor who would carry out the work in full, including renewing the entire wet pour surface.

Following contact with the chosen contractor, costs not previously noted at the meeting were identified by the clerk. As a result, it is recommended that the work be put out to tender again, requesting a full replacement unit, supplied and installed and replacement wet pour, also specifying a full site survey is required.