

PRUDHOE TOWN COUNCIL

Planning, Contract and Works Committee – Terms of Reference and Scope of Work

Unless a statutory prohibition applies, the performance of the statutory powers and functions and related work of a local council can be delegated to a committee.

This Committee is appointed in accordance with the provisions of Section 101, subsection 1 (a) of the Local Government Act 1972.

Changes to the terms of reference, spending power and membership were approved at an Extraordinary Meeting on 24th October 2018, EOM1819/101.

- The Committee is called the Planning, Contract and Works Committee.
- Membership includes all councillors. The chair and vice chair of this committee will be appointed at the Annual General Meeting (AGM) of the council.
- The Committee agrees to meet at 7.00pm on the second Wednesday of each month unless otherwise agreed by the Committee.
- The remit of the committee is agreed by full council.
- The committee has full delegated power of decision making and spending in regards all items within its remit.
- The Committee may consider other issues outside its remit referred to it by full council.

The Planning, Contract and Works Committee is responsible for the following items:

1. Planning Matters

The Committee shall consider all planning matters, including planning applications, tree preservation orders, stopping-up requests and the like on behalf of the Council, unless otherwise agreed.

2. Service Level Agreements (SLAs)

The Committee shall be responsible for approving specifications for SLAs, and monitoring and reviewing *performance* of these, as follows:

- a) Edgewell Cemeteries
- b) Highfield Park
- c) Play Areas
- d) Gateways & Roundabouts
- e) Christmas Lights
- f) Grass Cutting
- g) Hanging Baskets and Planters
- h) Formal Floral Bedding
- i) Road Ends Toilets

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3. Property owned / managed by the Council

The Committee shall be responsible for matters pertaining to the provision, maintenance and repair of the following property owned / managed by the Council (**a full asset register is maintained and updated in March each year**)

- a) Litter bins; including those transferred from Northumberland County Council (NCC)
- b) Bus shelters; including those transferred from NCC
- c) Seats; including memorial seats in Edgewell Cemetery and those transferred from NCC.
- d) Allotments owned / managed by the Council, including the boundaries thereof. NB: the day-to-day management of the allotments is the responsibility of the Prudhoe Gardeners' Association.
- e) Town signs at the Gateways to the town and notice boards (installed by PTC)
- f) Play equipment, signage, fencing/gates and surfacing in Highfield Park, The Copse, West Mickley, Castledene and Orchard Hill.
- g) Edgewell Cemetery East (New Cemetery); brick built shelter, boundary fencing and hedging, trees, gates, signage and all surfacing.
- h) Edgewell Cemetery West (Old Cemetery); former chapel building, toilet block, boundary fencing and hedging, trees, gates, signage and all surfacing.
- i) Road Ends Toilets; male, female and accessible WC blocks and all interior fixings, external planting and shrubbery and walls.
- j) Hanging basket columns and planters in Front Street, Mickley Square and Low Prudhoe.
- k) Miners Tub and planting at Low Prudhoe.
- l) Defibrillator on wall of Spetchells Centre.
- m) Roundabouts and Gateways, including stone planter at western gateway and silent soldiers.
- n) Office equipment.
- o) Lychgate War Memorial. NB: this falls within the remit of the Cemetery and War Memorial Committee.

4. Town Events

The Committee shall oversee and agree actions in respect of all town events, including the Christmas Lights Switch-On, Highfield Fest and the Essity Prudhoe Miners Race.

5. Prudhoe In Bloom

The Committee shall oversee and agree actions in respect of the Prudhoe in Bloom competition.

6. The Community Asset Transfer of Prudhoe East Centre

The Committee shall oversee the completion of the Community Asset Transfer of The East Centre, from Northumberland County Council to Prudhoe Town Council. In doing so the Committee will engage with the local community to establish the need for the building(s), the community benefits of the building(s) and future use, as well as how best to promote the building(s). The Committee will identify how the building(s) should be managed in the future and whether there is a need for a separate charitable trust. The committee will look at sources of external funding available.

7. The Town Council Newsletter

The Committee shall oversee the production of the council's quarterly newsletter.

8. The Civic and Community Forum

The Committee shall oversee any future Civic and Community Forum meetings.