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Town Mayor: Councillor Tracy Gilmore
Acting Clerk to the Council: Sarah Eden

7th June 2018

Dear Sir/Madam

The Planning, Contract and Works Committee Meeting of Prudhoe Town Council, with an Extraordinary item, will be held in Meeting Room 1, the Spetchells Centre, Front Street, Prudhoe, at 6:30 pm (**please note the earlier start time**) on Wednesday 13th June 2018, and you are requested to attend.

Please find as a 'footnote' the items you should expect to be enclosed in this pack. If you find that any items are missing from the pack please contact me.

If there is anything on the agenda that you would like further information on, or that you are unclear of, please do not hesitate to contact the office.

Please note that as the meeting contains an extraordinary item, all Councillors are expected to attend or give apologies if they are unable.

Yours faithfully

Sarah Eden
Acting Clerk

AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **Election of Chair of the Planning, Contract and Works Committee**
4. **Election of Vice-Chair of the Planning, Contract and Works Committee**
5. **Neighbourhood Planning** to receive presentation from Chris Anderson (NCC Neighbourhood Planning and Infrastructure) on the Neighbourhood Planning Process and ask any questions (enc)ⁱ
6. **Planning, Contract and Works Committee Structure**
 - a) to receive the terms of reference of the Planning, Contract and Works Committee, and agree any action to be taken, if any (enc)ⁱⁱ,
 - b) to receive the scope of work of the Planning, Contract and Works Committee, and agree on any action to be taken, if any (enc)ⁱⁱⁱ
7. **Cemetery & War Memorial Sub-Committee**
 - a) to receive the report of the meeting held on 3rd May and consider the recommendations in bold (enc)^{iv},
 - b) to receive the recommendation to remove 'opening and closing gates' from the Edgewell Cemeteries Service Level Agreement from 2019-20 in line with other cemeteries in Northumberland (all have 24 hour access), and agree any action to be taken (*please note that this will impact on the opening and closing of Highfield Park*)

c) to receive the recommendation to seek quotations for a new pedestrian access and footpath into Edgewell Cemetery West (Old) from Edgewell Road, opposite the entrance to Edgewell Cemetery East (New) for ease of access and parking (also to allow movement grass-cutting and operating machinery), and agree any action to be taken (enc)^v

8. Floral Planters at 83 – 87 Riding Dene, Mickley

a) to receive confirmation of permission from Northumberland County Council and Shenstone Housing to the placement of planters on the grass verge (enc)^{vi}

b) to receive results of the residential consultation on proposed scheme and agree any action to be taken (enc)^{vii}

c) to receive quotation for supply of planters, and agree any action to be taken (enc)^{viii}

9. Bus Shelters

a) to receive recommendation to install the new bus shelter located at Mickley Square, on the north side (travelling east) to the agreed location on the south side (travelling west), and agree any action to be taken (enc)^{ix}

b) to receive details of the concrete pad required for installation of the above, and agree any action to be taken (enc)^x

c) to receive proposal to purchase wooden seating for acquired Arun Shelter and delegate install arrangements to acting clerk (enc)^{xi}

d) to receive bus shelter design options for install at Eltringham (travelling west), and agree to place order (enc)^{xii}

e) to receive request from resident for bus shelter at the bottom of Beaumont Way, travelling east (enc)^{xiii}

f) to receive confirmation that the bus shelter on West Wylam Drive has been damaged again, following replacement of the toughened safety glass with 6.4mm laminated toughened safety glass, and agree any action to be taken

10. Public Seats to agree to seek quotations for the repair and treatment of town council seats identified as requiring attention in the October 2017 audit (including seats at Eastwood Park to be reimbursed by Northumberland County Council) and any other action to be taken (enc)^{xiv}, (enc)^{xv}

11. West Wylam Landfill Site to receive email and report from Peter Jeffreys (NCC Contracts and Commercial Manager) outlining landowner consent required for essential works to gas abstraction plant (enc)^{xvi}, (enc)^{xvii}

12. Planning Matters

a) to consider planning applications, including any pre-applications, received since the last meeting (enc)^{xviii} and to be tabled) and agree response to NCC Planning

b) to receive recent planning decisions (enc)^{xix}

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:-

EXTRAORDINARY ITEM

13. Town Events Sub-Committee Meeting

Enclosures

- i NCC Neighbourhood Planning Newsletter – January/February 2018
- ii Terms of Reference of the PCW's Committee
- iii Scope of Work of PCW's Committee
- iv Report of the Cemetery & War Memorial Sub-Committee Meeting, 3rd May 2018
- v Draft Quotation Request for new path into Edgewell Cemetery West (Old Cemetery)
- vi Permissions received
- vii Results of residential consultation on proposed planters at Mickley
- viii Broxap Quotation
- ix Details of Arun Bus Shelter to be removed from north side and located on the south side, east of Elisa Rose
- x Specification of concrete pad required for Arun 3m shelter
- xi Seating options for Arun Shelter
- xii Eltringham Bus Shelter options and costs
- xiii Resident request for bus shelter and path clearance advice
- xiv Draft Quotation Request for repair and treatment of Public Seats
- xv Public Seats Quotation Form
- xvi Email from Peter Jeffreys (NCC Contracts and Commercial Manager) regarding works required at West Wylam Landfill Site
- xvii Report regarding Gas Abstraction Plant at West Wylam landfill
- xviii Planning Applications Received
- xix Planning Decisions Received