



The Spetchells Centre
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Town Mayor/Chair: Councillor Tracy Gilmore
Clerk to the Council: Sarah Eden

7th February 2019

Dear Sir/Madam

The **Planning, Contract and Works Committee Meeting of Prudhoe Town Council** will be held in Meeting Room 1, the Spetchells Centre, Front Street, Prudhoe, at 7:00 pm on Wednesday 13th February 2019, 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 be reminded that this committee now includes all councillors.

Yours faithfully

Sarah Eden
Town Clerk

AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **Draft Minutes of the Planning, Contract and Works Committee, held on 15th January 2019** (encⁱ) to agree as a true record
4. **Clerk's Report** to receive Clerk's report on updates since last meeting (encⁱⁱ)
5. **Planning Matters**
 - a) to consider planning applications, including any pre-applications, received since the last meeting (encⁱⁱⁱ) and agree response to NCC Planning Comments
 - b) to receive recent planning decisions (enc^{iv} and to be tabled)
6. **SPECIAL RESOLUTION Standing Order 36 – Rescission of Previous Resolution** to agree to suspend standing order 36, to rescind previous resolutions and agreements pertaining to item 8 of the Planning, Contract and Works Committee, Minute Reference: 1819/161 Prudhoe East Centre – Community Asset Transfer
In respect of item 6 above, written notice was received from Cllr Brenda Grey on 30th January 2019, bearing the name of six members
7. **Prudhoe East Centre - Community Asset Transfer**
 - a) To agree to the Town Clerk arranging a site visit to Prudhoe East Centre buildings and land with appropriate Officers and Cllrs. from Northumberland County Council and representatives from local Youth and Community groups, including Citizens Advice

Northumberland, who may have a future interest in using or occupying the East Centre in the future (previously agreed minute reference: December 1819/143)

- b) To agree the most appropriate time to instruct an independent chartered building surveyor to survey the East Centre site
- c) To agree those organisations who should be contacted with a view to working in partnership with Prudhoe Town Council, and at what stage interest should be invited
- d) To agree to issue the terms of reference (previously agreed minute reference: December 1819/143 for a Consultant to undertake a Feasibility Study for the future use of Prudhoe East Centre site (enc)^v
- e) To agree to the following organisations/consultants be approached, inviting them to tender for the initial phase one work; Community Matters, Durham Community Action, Northumberland Community Action, Tony Dodd's Consulting (previously agreed minute reference: December 1819/143) and agree any other organisation to be invited

Items 7a) to e) were placed on the agenda by Cllr Jennifer McGee on 5th February 2019

8. SPECIAL RESOLUTION Standing Order 36 – Rescission of Previous Resolution to

agree to suspend standing order 36, to rescind previous resolutions and agreements pertaining to item 6 of the December Combined Ordinary Meeting and Planning, Contract and Works Committee, Minute Reference: 1819/143 Prudhoe East Centre (enc)^{vi}

In respect of item 8 above, written notice was received from Cllr Brenda Grey on 6th February 2019, bearing the name of six members

9. Prudhoe East Centre - Community Asset Transfer

- a) To agree to apply to register the East Building as an Asset of Community Value
- b) In line with the previously discussed process, arrange a site visit for Councillors and Prudhoe Community Partnership (PCP) and invites sent to a wide section of Prudhoe's community groups and community activists to have a look around the building and put forward their own views about what they would like to see happen or take place in the East Centre if an asset transfer is achieved
- c) To agree to arrange a meeting with PCP to seek agreement that PCP lead on the asset transfer project, Prudhoe Town Council will support that decision, and have active involvement in the PCP working group/decision making body. Both parties will be Strategic Partners, however day to day decision making of the project will lie with PCP working group of which Prudhoe Town Council will have representatives (enc)^{vii}
- d) Provide PCP with the Terms of Reference for their consideration and review to ensure that they meet the needs of their own organisation as project lead, and may use or amend the Terms of Reference should they feel
- e) Following a review of the terms of reference, and engagement of any consultancy work by PCP as project lead with active involvement from Prudhoe Town Council as a strategic partner assured by having membership of a specifically set up working group and regular joint meetings and via a financial contribution towards the required consultancy set aside in the Town Council's professional expenses budget

Items 9a) to e) were placed on the agenda by Cllr Angie Scott on 7th February 2019

Depending on the wording of any resolution passed under item 7) above, amendments included, Standing Order 36 'Rescission of Previous Resolution' may mean that any proposal put under item 9 above cannot be discussed, if they are deemed to reverse the resolution already agreed.

- 10. Northumberland Local Plan: Publication Draft Plan (Regulation 19) to agree** representation to be made on the 'soundness' of the plan; whether the plan is positively prepared, justified, effective and consistent with national policy, in advance of submission to independent examination (enc)^{viii} NB. The Town Council Office has a CD containing the Publication Draft Plan (Reg 19) which is also available at www.northumberland.gov.uk/localplan

11. Prudhoe Gardeners Association/Allotment Liaison

- a) To receive the report of the Allotment Liaison meeting, held on 10th January 2019 (enc)^{ix}
- b) To endorse the budgetary decisions taken into account for the 2019/20 budget
- c) To receive confirmation of completion of phase 1, works to the fence on 'the piggy bank', adjacent to Castledene Allotments
- d) To agree to investigate a solution to the parking issues at Stoneyflat Allotments and place item on future agenda
- e) To agree to write to Northumberland Estates requesting information on the land to the rear of Front Street, previously allotment land and then with planning permission for housing, that is now designated 'protected open space' (enc)^x
- f) To agree to write to Northumberland Estates raising the previously made promise of a designated allotment site near Orchard Hill, as part of the Castlefields Estate development
- g) To receive confirmation that Prudhoe Town Show will be held on 7th and 8th September 2019

12. Town Council Website to agree a small group of website savvy Cllrs to review the proposals received from parties interested in developing a new and improved website for Prudhoe Town Council, with a view to making a recommendation to the March Planning, Contract and Works Committee meeting

*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 item**, in accordance with Section 68 of the Council's Standing Orders: -*

13. Beech trees in Edgewell Old Cemetery to receive quotations submitted in response to the work required (previously agreed OM 1819/032) and agree the preferred contractor to be offered (enc)^{xi}

14. Space Net at Highfield Park to receive quotations submitted in response to work required (previously agreed PCW 1819/065) and agreed the preferred contractor to be offered (enc)^{xii}

Enclosures

- i Draft Minutes of PCW's Committee, 15th January 2019
- ii Clerk's Report, 13th February 2019
- iii Planning Applications Received
- iv Planning Decisions Received
- v Prudhoe East Centre – Terms of Reference for Feasibility Study
- vi Decisions Agreed Minutes Ref. 1819/143 Prudhoe East Centre
- vii Report to PCP Trustees from Mr George Hepburn, Chair of PCP
- viii Guidance on making representation on Northumberland Local Plan
- ix Report of Allotment Liaison Meeting, 10th January 2019 and letter with reference to car parking at Stoneyflat Allotments
- x Map, Inset 42, with reference to Protected Open Space
- xi Quotations received in respect of Beech trees at Edgewell Cemetery
- xii Quotations received in respect of Space Net at Highfield Park