



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

6th June 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 7:00pm on Wednesday 12th June 2019**, and you are summoned 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.

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 immediately after the Annual Meeting of the Council on 8th May 2019** (enc)ⁱ to agree as a true record
4. **Draft Minutes of the Ordinary Meeting, held on 29th May 2019** (enc)ⁱⁱ to receive draft minutes which will be presented for agreement as a true record at the next Ordinary Meeting
5. **Clerk's Report** to receive Clerk's report on updates since last meeting (to be tabled)
6. **Planning Matters**
 - a) to consider planning applications, including any pre-applications, received since the last meeting (enc)ⁱⁱⁱ and agree response to NCC Planning Comments
 - b) to receive recent planning decisions (enc)^{iv} and to be tabled
7. **Front Street and Mickley Planters and Hanging Basket Columns** (*placed on the agenda by Cllr Bryan Futers*)
 - a) to agree to use surplus funds available to procure a contract for the painting of the black planters on Front Street (31) and in Mickley (4) and the black hanging basket columns (10) on Front Street
 - b) to agree that the Clerk inspects the planters and hanging basket columns and issues a quotation request in line with the Council's Financial Regulations

8. **Highfield Fest 2019** to receive an update and agree those Councillors available to help and in what capacity (enc)^v
9. **Essity Prudhoe Miners Race 2019** to receive an update (enc)^{vi}
10. **Environmental Tenders 2020 – 2023** to agree a small group of Councillors to look at the current tender specifications and make any recommendations prior to initiating the procurement process, for:
 - a) Formal Floral Bedding, Hanging Baskets and Planters
 - b) Gateways and Roundabouts
 - c) Grass-cutting
11. **Damage at Highfield Park** (enc)^{vii} following damage to wet pour at Highfield Park (reported on 5th June 2019);
 - a) to agree to seek quotations for repair as a matter of urgency
 - b) *in the hope that quotations can be sought quickly, before Highfield Fest*, to approve that the Clerk, in consultation with the Chair, and in line with the Council's Financial Regulations, places an order for the work to be carried out
 - c) should the cost of the work exceed the limit expressed in Financial Regulation 3.4, to agree to make an exception on this occasion
12. **Prudhoe in Bloom** to agree to delegate responsibility for the Prudhoe in Bloom competition to the Clerk, with decisions relating to spending within budget limits, taken in consultation with the Chair of the Council (enc)^{viii}
13. **Festive Lights** to receive supplier recommendations with regards Christmas Lights displays:
 - a) To agree to replace all remaining 3ft artificial trees (24), angled out from buildings on Front Street, with 450mm assorted coloured spheres, at a cost of £2,688 (enc)^{ix}
 - b) To agree to replace a number of the 2D snowflakes on existing cross-street festoons with new 3D twinkling, jewel bulbs (21), to update the display, at a cost of £462 (enc)^x
 - c) To agree not to carry out any of the repairs listed, in favour of using replacements from stock, at no cost (enc)^{xi}
 - d) To note that the former Original Factory Shop with stockrooms on the upper level, is now Herons with residential on the upper level and therefore Christmas lights may not be permitted (previously x4 wall mounts located here)

*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: -*

14. **Prudhoe East Centre Building Survey** to agree to instruct an independent building surveyor to survey the East Centre, following the receipt of quotations, and in line with the Council's Financial Regulations (enc)^{xii}

Enclosures

- i Draft Minutes of PCW's Committee, 8th May 2019
- ii Draft Minutes of the Ordinary Meeting, 30th January 2019
- iii Planning Applications Received
- iv Planning Decisions Received
- v Highfield Fest update
- vi Essity Prudhoe Miners Race 2019
- vii Extracts from Financial Regulations, with Clerk's note
- viii Clerk's Recommendation in relation to Prudhoe in Bloom competition
- ix Illustrative example of spheres
- x Illustrative example of jewel bulbs
- xi Repairs/Replacement list
- xii Quotations Received and Matrix Summary