

AGREED Minutes of the Combined Ordinary Meeting and Planning, Contract & Works Committee of Prudhoe Town Council held on Wednesday 17<sup>th</sup> April 2019 at 7.00pm in Meeting Room 1 of the Spetchells Centre.

**PRESENT**

Cllr Tracy Gilmore (Chair of Ordinary Council Meeting part of Meeting); Cllr Gerry Price; Cllr Andy Gill; Cllr Angie Scott; Cllr Carol Stephenson; Cllr Christine Cuthbert; Cllr Glenn Simpson; Cllr Brenda Grey; Cllr Jennifer McGee (Chair of Planning Contract & Works part of Meeting)

Also in attendance: - Town Clerk; Administrative Officer; County Cllr Anne Dale

**PCW 1819/095 Apologies for Absence**

Cllr Brian Futers; Cllr Chris Barrett; Cllr Russ Greig; Cllr Ignasious Varghese;  
County Cllr Gordon Stewart; County Councillor Ken Stow

**PCW 1819/096 Declarations of Interest**

None received.

**PCW 1819/097 Draft Report of The Planning, Contract and Works Committee Meeting held on 16<sup>th</sup> January 2019**

It was **AGREED** that subject to the following amendment (shown in italics for ease of reference only) relating to the Prudhoe East Centre – Community Asset Transfer that the previously circulated Draft report of the Planning, Contracts and Works Committee held on 16<sup>th</sup> January 2019 could be confirmed as a true and correct record of the meeting

*1819/161 Prudhoe East Centre – Community Asset Transfer*

*Members gave consideration to the previously circulated reports in connection with this item, namely the responses to questions previously posed by the Town Council to Northumberland County Council Strategic Estates regarding a Community Asset Transfer of the Prudhoe East Centre and the updated Financial and Management Risk Assessment in relation to the Community Asset transfer of the East Centre.*

*Following a lengthy debate on this matter the motions placed on the agenda were discussed and the following was **AGREED**.*

*a) It was **AGREED** to receive and note the response received from Northumberland County Council Strategic Estates in relation to the questions put to them by Prudhoe Town Council in relation to the proposed community asset transfer of the East Centre.*

*b) It was **AGREED** to receive and note the updated Financial and Management Risk Assessment in relation to the proposed community asset transfer of Prudhoe East Centre.*

*c) It was **PROPOSED** to proceed with a site meeting of the East Centre site.*

**Proposed: Cllr Russ Greig                      Seconded: Cllr Chris Cuthbert**

*4 in favour/5 against (2 abstentions) The motion was voted against.*

*d) The motion to proceed with instructing an independent chartered building surveyor to survey the East Centre site fell as there was no proposer/seconded*

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e) *The motion to proceed with issuing the previously agreed terms of reference for a consultant to undertake a Feasibility Study for the future use of the East Centre site fell as there was no proposer/seconded.*

*The following resolutions were moved without notice:*

*It was **PROPOSED** to pull back on plans for the asset transfer of Prudhoe East Centre site and put in abeyance*

**Proposed: Cllr Tracy Gilmore      Seconded: Cllr Bryan Futers**

*4 in favour/6 against (1 abstention)*

*It was **PROPOSED and AGREED** not to make any firm decisions on the asset transfer of Prudhoe East Centre site but to explore on a future agenda*

**Proposed: Cllr Glenn Simpson      Seconded: Cllr Russ Greig**

*An amendment was put by Cllr Brenda Grey that negated the resolution before the council and therefore failed.*

*A vote was taken on the original motion:*

*7 in favour/4 against*

*It was **PROPOSED and AGREED** that Prudhoe Town Council could not viably work alone on the asset transfer of Prudhoe East Centre site and should seek the views of Prudhoe Community Partnership or another*

**Proposed: Cllr Brenda Grey      Seconded: Cllr Angie Scott**

*6 in favour/4 against (1 abstention)*

*Cllr Russ Greig left the meeting.*

*It was **PROPOSED and AGREED** to close the debate.*

*Proposed: Cllr Carol Stephenson      Seconded: Cllr Glenn Simpson*

*4 in favour/2 against (4 abstentions)*

**Proposed Cllr Chris Cuthbert      Seconded Cllr Gerry Price**

**PCW1819/098 - Planning Applications received.**

**Application Number 19/00901/VARYCO**

**8A Front Street Prudhoe** – Variation of Condition 2 pursuant to planning permission 18/04526FUL in order to restructure front street elevation and internal ground floor works

Applicant- Evolve Estates

**IT was AGREED** to support this application

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**Application Number 19/00806/FUL**

**5 Cockshott Dean**, Castlefields, Prudhoe- Proposed extension over existing garage to form a new bedroom

Applicant - Mr Patrick O'Neil

**IT was AGREED** to support this application

**Proposed Cllr Tracy Gilmore   Seconded Gerry Price**

**Application Number 19/00543/FUL**

**37 Cherry Grove Prudhoe NE42 6PT** – Replacement of lean to roof with hipped roof

Applicant – Mr David Storey

**IT was AGREED** to support this application

**Application Number 19/01066/COU**

**3B Front Street, Prudhoe NE42 5HJ** – Change of use of commercial property from hairdressers to Sui Generis” for a dog grooming salon and retail space.

Applicant – Mr Aaron Gordon

**IT was AGREED** to support this application

**Application Number 19/01045/OUT**

**Land at junction with Western Avenue and Cranbrook Drive, Western Avenue, Prudhoe-** Outline Planning Consent for the proposed construction of ONE three bed detached dormer bungalow.

Applicant Mr Steve Lamb

**It was AGREED to OBJECT** to the application for the following reasons:

In summary, parking; highway safety and traffic; layout and density of the building; concerns over flood risk and drainage and the Town Council’s previous decision in relation to an earlier application.

The Town Clerk accordingly responded to the Planning Authority as follows in light of Member concerns

*“The area proposed for development is on the bend of a very busy road that is already at capacity with parked cars; it is almost single track driving all the way along Western Avenue. The driveways for the two houses are expected to be onto Cranbrook Drive with another additional road to the east for the already permitted development; this poses considerable highway safety issues due to the proximity to the corner. The area proposed for development is amenity/recreational land for those on the estate and has been for 40 years. This goes against the NPPF to promote healthy and safe communities. The land was left as amenity land by the previous developer when the estate was built and has been used as such since. It is believed that the information detailed in the application with reference to the*

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*flood risk and surface water run-off is incorrect. Planning permission has been given for the site the south of this and a breach of planning conditions was raised by residents and this Council, 18/01053/BRCOND, concerns remain live with no regard for site safety."*

**a) Planning Decisions**

**St Matthews Catholic Primary School Highfield Lane Prudhoe** – Proposed new single storey classroom

**Members NOTED** that NCC REFUSED permission.

**126 Western Avenue Prudhoe, Northumberland** - Retrospective permission for erection of a 5m x 3.5 m external balcony at first floor level to the rear of the property.

**Members NOTED** that following consideration of this matter by the Local Area Planning Committee NCC GRANTED permission.

**School House Prudhoe Castle First School, Castle Road, Prudhoe** – Change of use from residential to school use.

**Members NOTED** that following consideration of this matter by the Local Area Planning Committee NCC GRANTED permission.

**PCW1819/099 SPECIAL RESOLUTION Standing Order 36 – Rescission of Previous Resolution**

**IT was AGREED** to suspend standing order 36 to rescind the previous resolution in relation to Prudhoe East Centre Community Asset Transfer, item 7b of the Planning, Contract and Works meeting dated 13th February 2019[minute ref 1919/073]

**Proposed Cllr Jennifer McGee      Seconded Cllr Carol Stephenson**

**PCW1819/100 Prudhoe East Centre Community Asset Transfer**

**It was AGREED** to instruct an independent chartered building surveyor to survey the Prudhoe East centre

**Proposed Cllr Jennifer McGee      Seconded Cllr Chris Cuthbert**

**PCW1819/101 Essity Prudhoe Miners Race 2019** It was **AGREED** that the group of Councillors who had previously convened to make recommendations on this matter (Cllrs Gilmore, Price, Stephenson, Scott and Barrett) reconvene to meet with those parties who had expressed an interest in acting as Race Director for the 2019 event in order to make their recommendations to the next Scheduled meeting of the Planning Contract and Works Committee on 8<sup>th</sup> May 2019.

**OM 1819/208 Draft Report of the Ordinary Meeting of the Council held on 27<sup>th</sup> March 2019**

**It was AGREED** to receive the report as a true and correct record of the meeting.

**Proposed Cllr Jennifer McGee      Seconded Cllr Glenn Simpson**

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## **OM 1819/209 Clerks Report**

**It was AGREED to receive and note the following report of the Clerk updating them on matters actioned since the previous meeting.**

### **Northumbria Specialist Emergency Care**

Following an invite to attend a meeting, the trust has confirmed that trust executives will be happy to attend the Town Council meeting on 29th May to address members concerns regarding The Cramlington Specialist Emergency Care Hospital service.

We will be informed before the agenda goes out on 23rd May who will be attending but it will be one or more of the following executives listed below:

Chief Executive Officer – Sir James Mackey

Alan Richardson – Trust Chairman

Jeremy Rushmer – Executive Medical Director

Helen Ray – Chief Operating Officer

Claire Riley – Director of Communications and Corporate Affairs

If there is anything else Council members wish to raise with the trust at the meeting, we are asked to let them know in advance so helpful and up to date information can be provided.

### **New Website**

The Clerk held an initial meeting with the website designer to discuss the Council's requirements and priorities for the website. It is anticipated designs will be presented towards the end of April, going live in the last week of May.

### **Entrance to Redwell Road**

Paul Jones and County Cllr Gordon Stewart were contacted, as per the Council's instructions, to advise that we would like to see a double kerb installed on the west side of the entrance to Redwell Road from the B6395. Karbon Homes has been requested to tidy up the environment at this entrance, on the side for which they are responsible.

### **Grant Aid Awards**

All grant aid applicants have been notified of their respective awards; those who were unsuccessful were also advised.

### **Edgewell Cemeteries**

The contractor will commence work on the new footpath into the old cemetery at the end of April. NCC has installed notices on the cemetery gates to advise that memorial stability testing will be undertaken; we have shared details on the Town Council website and Facebook page.

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### **High Street Clean-Up Fund**

Following consultation with the fund, we have confirmed that the cigarette disposal units can be included in this scheme so a further x10 have been order from CJL Fenwick to be supplied and installed on Front Street litter bins.

We have ordered a shed for the community litter picking station at Adderlane Academy; this has been up and running for some time and is accessible by the community. We have also ordered x10 Range Max litter pickers for Prudhoe Ground Force (as requested) and additional litter pickers for those schools who carry out litter picks.

We are awaiting cost for x3 road signs, to be placed at the gateways, that will depict the Town Council logo and the wording KEEP PRUDHOE TIDY, PLEASE TAKE YOUR LITTER HOME WITH YOU and will also feature the NCC strapline/artwork 'Keep our county beautiful'. TBC

### **OM 1819/210 County Councillor Reports**

County Councillor Dale advised the meeting that the broadband works in Mickley area would be suspended during the school Easter holidays. She further advised that following stress tests a new Bus Shelter would be required on the North side of the road, as it could not be moved across and that following problems with the suppliers, new planters had now been ordered that would be higher and make a greater impact.

County Councillor Dale advised that she was aware of the parking issues and that she was working with Karbon Homes in an attempt to address the issue and that "keep Clear" signs were being installed.

Councillor Cuthbert raised concerns about the fence at the playing field at West Mickley because although the gate had been repaired there was a gap in the fence and she was concerned that if this was not repaired it may result in children running out on to the A695.

### **OM 1819/211 Accounts**

- a) **Statement of Expenditure – It was AGREED** to receive and note the previously circulated statement of expenditure for the period 1<sup>st</sup> April 2018 – 31<sup>st</sup> March 2019.
- b) **Bank Reconciliation – It was AGREED to** receive and note the previously circulated bank reconciliation for the period 9<sup>th</sup> March 2019 – 31<sup>st</sup> March 2019.
- c) **Accounts Payable –** Following clarification from the Town Clerk about the payment of business rates on the public conveniences and cemetery chapel and an explanation that this years Annual Report will be more detailed and substantial than last year's document **IT was AGREED** to endorse the payment of those accounts paid since the March meeting and to authorise the tabled schedule of accounts still to be paid.

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### **OM 1819/212 Financial and Management Risk Assessment**

Following consideration of this item and discussion in relation to those three risks identified as RED (out of a total of thirty-three risks identified) the Town Clerk confirmed that she would be presenting reports and policies in relation to the three RED risks for Members to consider at future meetings. **IT was AGREED** to receive and note the Financial and Management Risk Assessment.

### **OM1819/213 Annual Review of Effectiveness of Internal Controls**

Following consideration of this item and a recommendation from the Town Clerk that the Members who undertook the review should not be the Council's agreed cheque signatory's **IT was AGREED** that Cllrs Christine Cuthbert and Carol Stephenson would undertake the review prior to 29<sup>th</sup> May 2019

### **OM 1819/213 North East War Memorials Project**

Following Consideration of this item **IT was AGREED** that the Town Council would make a payment of £250 under s137 of The Local Government Act 1972 towards the North East War Memorials Project towards the cost of updating their website.

### **OM 1819/214 Prudhoe Town Council Young People's Forum (PTCYPF)**

Following some discussion on this matter **IT was AGREED** that the Town Clerk would arrange a meeting with Northumberland Youth Service regarding the administration and remit of the PTCYPF

### **OM1819/215 Summer Activities Funding**

Following on from the success of last years "42 Days of Summer" Summer Activities Programme of activities for Children and Young People **It was AGREED that: -**

- a) The Council would seek proposals from youth organisations that can provide fun activities, learning opportunities and trips for Prudhoe's children and young people during the Summer
- b) The Town Clerk design an application form and associated eligibility to ensure that applicants for funding can ensure equality of opportunity for all young people, the provision of a meal, and promotion of their activity/event to those children and young people who are not the providers usual attendees.

**It was FURTHER AGREED that: -**

Councillors Gilmore; Scott McGee and Grey meet to review the proposals received and to make recommendations with regard to those providers that should receive funding to the Ordinary Meeting of the Council in June.

### **OM1819/216 Annual Meeting of the Council; Election of Chair**

**It was AGREED** to note that the Annual Meeting of the Council to elect the Chair and Vice- Chair of the Council will be held on Wednesday 8<sup>th</sup> May 2019, in accordance with Local Government Act 1972, schedule 12 para7(1)

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### **OM1819/217 Annual Town Meeting of Electors**

**It was AGREED** to note that the Annual Meeting of Electors will be held on Thursday 16<sup>th</sup> May 2019 in accordance with Local Government Act 1972 schedule 12 para14 and that the Annual Report of the Council will be delivered during the week commencing 29<sup>th</sup> April.

### **OM1819/218 Reports from Outside Bodies**

#### **a) Prudhoe Community Partnership**

**IT was AGREED** to receive the previously circulated report of Prudhoe Community Partnership

#### **b) SLCC/NALC and NCC Officers Meeting**

**It was AGREED** to receive the previously circulated report of the SLCC/NALC and NCC Officers Meeting and invite Rob Murfin the NCC New Director of Planning to the September meeting of the Planning Contract and Works Committee so that the Town Council could raise with him issues around social housing affordability, 106 monies and agreements and the development plan.

**Proposed Cllr Jennifer McGee      Seconded Cllr Glenn Simpson**

#### **c) NALC County Committee**

Some disappointment was expressed at the fact that NALC would only have observer status on the scrutiny Committee of the new North of Tyne establishment however **it was AGREED** to receive the previously circulated support.

#### **d) Town Centre Working Group**

The Town Clerk explained to the meeting that she had gone back to the Chairman of the Prudhoe Community Partnership and clarified that the Town Council had not indicated that hanging baskets could be obtained for £55 each, as this may cover purchase costs only and not include maintenance and watering.

Noting this clarification from the Town Clerk **It was AGREED** to receive the previously circulated report of the Town Centre Working Group.

### **OM1819/ 219 Correspondence**

**It was AGREED** to receive the letter from Northumberland County Council's Service Director for Local Services dated 3<sup>rd</sup> April 2019, and noted that the Town Council could apply to the Community Chest for funding in connection with the Prudhoe's Light Up to Christmas Annual Christmas Light Switch on Event.