



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

4th December 2019

Dear Sir/Madam

The Combined Meeting of Prudhoe Town Council, including both the Ordinary Meeting and the Planning, Contract and Works Committee, will be held in Meeting Room 1, the Spetchells Centre, Front Street, Prudhoe, **commencing at 7:00pm on Wednesday 11th December 2019**, and you are summoned to attend.

This is a public meeting.

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. Planning Matters** to receive and consider planning applications and notifications received since the last meeting (enc)ⁱ
- 4. DRAFT Minutes of the Planning, Contract and Works (PCW's) Committee, held on 13th November 2019** to agree to receive the minutes as a true record (enc)ⁱⁱ
- 5. Highfield Park** to receive response from Northumberland Estates regarding the lease of Highfield Park, currently due to end in 2026, with a ten-year extension to 2036, and agree response to be given and further action to be taken (enc)ⁱⁱⁱ
- 6. Allotment Management Agreement with Prudhoe Gardeners Association (PGA)** to receive draft agreement and agree to adopt with effect from 1st April 2020 (enc)^{iv}
- 7. Floral Bedding, Planters and Hanging Baskets**
 - a) to agree colour scheme for 2020/21
 - b) to agree to plant Euphorbia Tasmania Devil as central perennial, noting toxicity (enc)^v

8. **Christmas Lights Contract 2020-2023** to receive documents relating to the contract for 2020-2023;
 - a) To agree advert (enc)^{vi},
 - b) To agree invitation to tender (enc)^{vii}
 - c) To agree tender documents to be completed by the supplier (enc)^{viii}
 - d) To agree to post in line with Financial Regulations, including generic contract obligations (enc)^{ix}
9. **DRAFT Minutes of the Ordinary Meeting, held on 27th November 2019** to agree to receive the minutes as a true record (enc)^x
10. **Clerk's Report** to receive the clerk's update on items actioned since the previous meeting (to be tabled)
11. **Budget and Expenditure** to receive updated statement from 1st April 2019 – 4th December 2019 (enc)^{xi}
12. **Prudhoe Youth Project** to receive further information relating to the work of Prudhoe Youth Project into 2020/21 and the prospective use of any funding awarded by Prudhoe Town Council (enc)^{xii}
13. **Prudhoe Community Flood Plan** to receive response from Colin Hall (Environment Agency) to Council's questions on Prudhoe Community Flood Plan, and agree any action to taken (enc)^{xiii}
14. **Correspondence and Publications** to receive items of formal correspondence received since the last meeting, including any tabled publications (to be tabled)
15. **Exclusion of the Press and Public** to agree to approve a motion to invoke Standing Order 2d) to exclude the press and public, in view of the confidential nature of the business to be transacted, permitted under Schedule (12A) Local Government Act 1972
16. **CONFIDENTIAL ITEMS (enc)^{xiv}, (enc)^{xv}**

Enclosures

- ⁱ Planning Applications and Notifications Received since the last meeting
- ⁱⁱ DRAFT Minutes of the Planning, Contract and Works Meeting, held on 13th November 2019
- ⁱⁱⁱ Response from Northumberland Estates
- ^{iv} DRAFT Allotment Management Agreement
- ^v Response from Hollybush to question of toxicity of chosen plant
- ^{vi} Christmas Lights advertisement
- ^{vii} Christmas Lights Invitation to Tender
- ^{viii} Christmas Lights Tender Document
- ^{ix} Christmas Lights Contract Obligations
- ^x DRAFT Minutes of the Ordinary Meeting, held on 27th November 2019
- ^{xi} Updated Statement of Budget & Expenditure 1st April 2019 – 4th December 2019
- ^{xii} Information received from PYP Chair, Rachel Noble
- ^{xiii} Response from Colin Hall, Environment Agency
- ^{xiv} Confidential Item
- ^{xv} Confidential Item