

**PRUDHOE TOWN COUNCIL  
PLANNING, CONTRACT AND WORKS COMMITTEE**

**Legal Standing**

Unless a statutory prohibition applies, the performance of the statutory powers and functions and related work of a local council can be delegated to a committee.

This Committee is appointed in accordance with the provisions of Section 101, subsection 1 (a) of the Local Government Act 1972.

**Membership and Scope**

Changes to the terms of reference, spending power and membership were approved at an Extraordinary Meeting on 24<sup>th</sup> October 2018, EOM1819/101.

- The Committee is called the Planning, Contract and Works Committee.
- Membership includes all councillors. The chair and vice chair of this committee will be appointed at the Annual General Meeting (AGM) of the council.
- The Committee agrees to meet at 7.00pm on the second Wednesday of each month unless otherwise agreed by the Committee.
- The remit of the committee is agreed by full council.
- The committee has full delegated power of decision making and spending in regards all items within its remit.
- The Committee may consider other issues outside its remit referred to it by full council.
- As a committee a formal summons for each meeting is required, in line with council standings orders; a public and a private session (section 68) agenda will be agreed by the Chair and Clerk.
- A draft report of each meeting will be included at the next available Ordinary Meeting of the full council.

**Terms of Reference**

**The Planning, Contract and Works Committee is responsible for the following items:**

**1. *Planning Matters***

The Committee shall consider all planning matters, including planning applications, tree preservation orders, stopping-up requests, and the like on behalf of the Council, unless otherwise agreed.

**2. *Service Level Agreements (SLAs)***

The Committee shall be responsible for approving specifications for SLAs, and monitoring and reviewing *performance* of these, as follows:

- a) Edgewell Cemeteries
- b) Highfield Park
- c) Play Areas
- d) Gateways & Roundabouts
- e) Christmas Lights
- f) Grass Cutting
- g) Hanging Baskets and Planters
- h) Formal Floral Bedding
- i) Road Ends Toilets
- j) Wildflowers

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### **3. Property owned / managed by the Council**

The Committee shall be responsible for matters pertaining to the provision, maintenance and repair of the following property owned / managed by the Council (**a full asset register is maintained by the Clerk**)

- a) Litter bins; including those transferred from Northumberland County Council (NCC)
- b) Bus shelters; including those transferred from NCC
- c) Seats; including memorial seats in Edgewell Cemetery and those transferred from NCC.
- d) Allotments owned / managed by the Council, including the boundaries thereof. NB: the day-to-day management of the allotments is the responsibility of the Prudhoe Gardeners' Association.
- e) Town signs at the Gateways to the town and notice boards (installed by PTC)
- f) Play equipment, signage, fencing/gates and surfacing in Highfield Park, The Copse, West Mickley, Castledene and *Waterworld when transferred*.
- g) Edgewell Cemetery East (New Cemetery); brick-built shelter, boundary fencing and hedging, trees, gates, signage, and all surfacing.
- h) Edgewell Cemetery West (Old Cemetery); former chapel building, defunct toilet block, boundary fencing and hedging, trees, gates, signage, and all surfacing.
- i) Road Ends Toilets; male, female and accessible WC blocks and all interior fixings, external planting and shrubbery and walls.
- j) Hanging basket columns and planters in Front Street, Mickley Square and Low Prudhoe.
- k) Miners Tub and planting at Low Prudhoe.
- l) Defibrillator on wall of Spetchells Centre.
- m) Roundabouts and Gateways, including stone planter at western gateway and silent soldiers.
- n) Office equipment.
- o) Lychgate War Memorial. NB: this falls within the remit of the Cemetery and War Memorial Committee.

### **4. Town Events**

The Committee shall oversee and agree actions in respect of all town events, including the Christmas Lights Switch-On, Highfield Fest and the Essity Prudhoe Miners Race.

*(This should be reconfirmed as being within the remit of the PCW's Committee or with Full Council at Ordinary Meeting)*

### **5. Prudhoe In Bloom**

The Committee shall oversee and agree actions in respect of the Prudhoe in Bloom competition.

*(This should be reconfirmed as being within the remit of the PCW's Committee or with Full Council at Ordinary Meeting)*