

**DRAFT MINUTES FOR THE PLANNING, CONTRACT AND WORKS COMMITTEE  
OF PRUDHOE TOWN COUNCIL**  
held on **THURSDAY 10<sup>th</sup> JULY 2025** commencing at **7:00PM**  
at **The Spetchells Centre, Meeting Rooms 1 & 2 Front Street, Prudhoe, NE42 5AA**

**Present:**

Cllr Gerry Price, Cllr Dot Dickinson, Cllr Jane Johnson, Cllr Bradley Lloyd, Cllr Mike Smith, Cllr Holly Waddell, Cllr Jonathan Wheeler

Shirley Ann Gaut (Clerk)

**PCW2526/039 Welcome by Chair**

Meeting opened by Cllr Gerry Price.

**PCW2526/040 Apologies for Absence**

Cllr Chris Barrett, Cllr Kiran Bell, Cllr Bryan Futers, Cllr Wilton Holmes, Cllr Angie Scott, Cllr Glenn Simpson, Cllr Carol Stephenson, Cllr Ignasious Varghese

**PCW2526/041 Declarations of Interest**

None received.

**PCW2526/042 Dispensations**

None received.

**PCW2526/043 Public Participation**

No items of public participation had been received.

**PCW2526/044 Neighbourhood Plan**

Rob Naples, Planning Officer for Neighbourhood Planning at Northumberland County Council, provided an informative overview of the neighbourhood planning process and shared relevant updates pertaining to the local area.

He outlined the key stages involved in developing a neighbourhood plan, including initial community engagement, drafting of policies, consultation requirements, and the eventual examination and adoption process. Additionally, he highlighted recent changes in planning regulations and guidance that may impact the area, emphasising opportunities for local involvement and input throughout the process.

Although Government funding for neighbourhood planning has now been withdrawn, designated officers at Northumberland County Council remain available to provide full support to Councils throughout the process. This support includes assistance with site visits, guidance on drafting policies, and advice on consultation and engagement activities.

It was noted that the implementation of a Neighbourhood Plan does not have a fixed timeline, and the duration of the process may vary depending on local circumstances, community engagement, and the complexity of the policies being developed.

Cllr Wheeler asked who amongst the plans already submitted carried out the work, Rob advised that this was a combination of Town/Parish Councils, local community, steering groups – often those interested groups with specific knowledge and skills. It was reiterated although work can be carried out by others. The Town/Parish Council is the governing body for the Neighbourhood Plan.

Cllr Smith expressed support for the development of a Neighbourhood Plan and shared his previous experience of working on such a plan. He enquired about the statutory weight of a Neighbourhood Plan in the planning process, particularly in relation to pre-submission consultation. In response, Rob advised that a Neighbourhood Plan must be in general conformity with Northumberland County Council's strategic policies in order to carry weight in decision-making.

Cllr Price asked if there was a definitive timeline regarding implementation, Rob advised there is no set timeline for example one Town Council began the process the ten years ago and this is still being

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progressed. In addition, CAN (Community Action Northumberland) are able to access other stakeholders, joint working, and advice alongside working with a dedicated Northumberland County Council officer.

Cllr Price expressed his thanks to Rob for his informative presentation and felt that due to a large number of absences the information will be presented at the next Ordinary Meeting before any decision be made on progressing.

**It was AGREED** this would be added onto the Ordinary Meeting agenda schedule for Thursday 24<sup>th</sup> July 2025.

**PCW2526/045 Draft Minutes of the Planning, Contracts and Works Committee held on 12<sup>th</sup> June 2025.**

**It was AGREED** to receive the minutes as a true record.

**PCW2526/046 Planning Matters**

**a) Planning Applications requiring a response.**

**It was AGREED** and agree a response to the following Planning Applications, received since 12<sup>th</sup> June 2025. To view planning applications, please visit the [planning portal](#) and input the reference numbers listed.

Ref: 25/02052/FUL 1 Highfield Prudhoe Northumberland NE42 6EZ

Demolish existing single storey garage. Construct single storey extension and 2 storey extension.  
**It was AGREED** to support the application.

Ref: 25/01680/FUL 44 Holly Grove Prudhoe Northumberland NE42 6PS

Proposed external domestic, disabled lift access and external door widening.  
**It was AGREED** to support the application.

Ref: 25/02079/FUL Essity Princess Way Prudhoe Northumberland NE42 6HE

Proposed new building for safe storage and handling of chemical materials.  
**It was AGREED** to support the application.

Ref: 25/01942/FUL The Old School House 17 South Road Prudhoe Northumberland NE42 5JT

Erection of a garden shed in the front garden.  
**It was AGREED** to support the application.

**b) Northumberland County Council (NCC) Planning Decisions and Notifications**

**It was AGREED** to receive, if any, the NCC Planning Decisions and any other notifications, received since 12<sup>th</sup> June 2025.

Ref: 24/04060/VARYCO Former Prudhoe Hospital Prudhoe Hospital Drive Prudhoe Northumberland NE42 5NT

Variation of Condition 1 (Approved Plans) pursuant to planning permission 22/04583/VARYCO to (1) Revise garage &/or dwelling positions on 40 plots to provide a greater quantity of in-curtilage car parking, notably to larger house types, (2) Revise the highway design to provide improved access to plots 144-153, (3) Revise plot boundary positions to 6 plots, (4) Remove an additional 4no. existing trees either due to poor condition or to facilitate the development works.  
Northumberland County Council GRANTED permission.

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The following decisions were received after circulation of the agenda:-

Ref: 25/00781/FUL Land North of 10 Front Street Prudhoe Northumberland  
Part Retrospective: Change of use from private car park to hand car wash, including the addition of a boundary fence (as amended - 23/06/2025).  
Northumberland County Council GRANTED permission.

Ref: 25/01561/FUL Prudhoe Town Football Club Kimberly Park Football Ground Broomhouse Road West Wylam, Prudhoe, Northumberland, NE42 5EH  
Single storey extension.  
Northumberland County Council GRANTED permission.

**PCW2526/047 Clerk's Report**

The Clerk gave the following verbal report:-

Bus Shelter

West Road Bus Shelter

We are still awaiting confirmation regarding the installation date of the shelter; it is hoped this will take place in July. The office remains in contact with both NCC and Ace Shelters to monitor progress.

Allotments

Edgewell

Asbestos removal from one of the plots has been carried out, further material has been identified on same plot and will also need to be removed.

Redwell

Awaiting quotes to replace to two gates.

Stonyflat

It has been suggested that additional posts be installed, and any rotten posts removed, in order to secure the front fence line, as the fence itself remains in good condition. The side (west-facing) section may require partial replacement. The exact scope of the proposed works will be confirmed in quotes.

Castle Dene

Two of the paths are currently in a hazardous state due to the existing hardcore being obscured by soil and overgrowth. A straightforward and practical solution would be to add a fresh layer of hardcore to improve safety and accessibility. Awaiting quotes.

Road End Toilets

One of the sensors in the female toilets has been replaced with a push-button mechanism. It is anticipated that, moving forward, each remaining sensor will be replaced in the same manner, as the current sensor system requires frequent maintenance.  
The tap in the male toilets is to be replaced as water is running constantly. Lights/bulbs need attention – awaiting response from electrician.

Cemetery

Memorial Benches

Refurbishment works on the memorial benches are scheduled to commence within the next few weeks, as well as the outstanding painting of the cemetery shelter (located in new cemetery) subject to suitable weather conditions.

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**Demolition of Toilet Block**

The concrete pad has now been installed, and wooden fencing has been erected in place of the removed wall.

**Spoil Pit – New Cemetery**

The soil is to be removed, and ground levelled, this is an area which could be considered for future enhancement through planting.

**PCW2525/048 Playground Inspection Reports**

**It was AGREED** to receive the latest Playground Inspection Reports.

**PCW2526/049 Highfield Park**

- a) **It was AGREED** to receive and approve the draft submission for the Highfield Park Community Right to Bid application. It was further noted that the Clerk would proceed with submission accordingly.
- b) **It was AGREED** to receive for information only, research findings on composting toilets, it was noted that while the initial findings were helpful, further investigation would still be required should this option be pursued in the future.
- c) **It was AGREED** to receive an update confirming that quotations are still being sought in respect of the proposed lighting and footpath works.

**PCW2525/050 Prudhoe Town Council Miners Race 2025**

**It was AGREED** to receive update on the planning and arrangements for the Prudhoe Town Council Miners' Race, scheduled to take place on Sunday, 24th August 2025 (two weekends before Great North Run) It was noted that the same routes will be followed as in the previous year's race and that road closures will be in effect from 9.00 am to 10:30am.

Wild Deer Events, as the appointed organiser, will provide event merchandise, a PA system, and volunteer support. **It was AGREED** in addition to the Council's previously approved financial commitments, Prudhoe Town Council will fund the provision of a breakfast roll and drink (adults), and a snack and drink (juniors) participants.

It was also noted that Cllr Wheeler will approach Aldi to request a contribution of refreshments (drinks) towards the event.

In addition, it was felt that in future the profile of the race should be raised, alongside greater recognition of the area's mining heritage. It was suggested that local organisations, including the History Society and other community groups, could be engaged to promote awareness, celebrate historical significance, and support educational and cultural initiatives related to both the race and the mining history of the area. The Miners' Lamp at Eastwood Park already houses a substantial collection of memorabilia, reflecting West Wylam's rich mining heritage.

**PCW2526/051 Remembrance Parade and Armistice 2025**

It was noted Remembrance Sunday Parade will take place on 9<sup>th</sup> November 2025 and that Armistice Day will be observed on Tuesday 11<sup>th</sup> November 2025.

**PCW2526/052 Christmas Lights Switch On 2025**

**It was AGREED** the Christmas Lights Switch On 2025 will be take place on Friday 28<sup>th</sup> November 2025 from 5.00pm – 6.30pm.

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**PCW2526/053 Correspondence**

The following request was received after circulation of the agenda:-

- a) Request from resident for additional bins at Highfield Park including a suggestion of a recycling option.

It was noted that the Council is currently at its limit regarding bins; however, the Clerk indicated that, in view of the upcoming summer holidays, would contact NCC to enquire whether additional wheelie bins could be provided alongside the existing provision.

**PCW2526/054 Date of Next Meeting**

It was noted the next Planning, Contract and Works meeting will be held Thursday 11<sup>th</sup> September 2025.

**PCW2526/055 Exclusion of the press and public**

It was **AGREED** to approve a motion to invoke Standing Order 2d) to exclude the press and public, for the remainder of the meeting, in view of the confidential nature of the business to be transacted, permitted under Schedule (12A) Local Government Act 1972, paragraph 3, that they relate to contractor's quotes.

**PCW2526/056 Highfield Park**

It was **AGREED** to receive and consider quotes received regarding installation of youth shelter at Highfield Park. While several potential options were presented for consideration, members were of the view that further exploration of alternative solutions would be necessary to ensure that the proposal best meets the needs of the community and represents best value.

It was **AGREED** that no final decision be taken at this stage, and that the matter be deferred pending the outcome of additional investigations.

**PCW2526/057 Christmas Lights**

It was **AGREED** to receive and approve the recommendations provided by Christmas Lights Plus, following the completion of the annual testing of the festive display.

It was **AGREED** for the following replacements and repairs:-

- Waving Santa Motif (ex-hire)
- Jewel lights (on festoon) x3
- Main tree lights x5
- Main tree one set of x3 pulstars
- St Mary Magdalene Tree light repair

Meeting ended 8.53pm.