

**DRAFT MINUTES FOR THE ORDINARY MEETING INCLUDING PLANNING, CONTRACT AND
WORKS COMMITTEE OF PRUDHOE TOWN COUNCIL
held on THURSDAY 11th DECEMBER 2025 at 7:00PM
at The Spetchells Centre, Meeting Rooms 1 & 2 Front Street, Prudhoe, NE42 5AA**

Present:

Cllr Jonathan Wheeler (Chair), Cllr Bryan Futers, Cllr Jane Johnson, Cllr Valerie Leslie, Cllr Carol Stephenson, Cllr Angie Scott (and County Cllr Prudhoe West & Mickley), Cllr Mike Smith,

Shirley Ann Gaut (Clerk)

Stephanie Kirby (Deputy Clerk)

OM2526/106 Welcome by Chair

Meeting opened by Chair Cllr Jonathan Wheeler.

Before the commencement of the agenda, Cllr Jonathan Wheeler informed members that Cllr Gerry Price was unwell, and might be absent for some time. Members were advised that a card had been made available for signing, providing an opportunity to convey their best wishes and support to Cllr Price during this time.

OM2526/107 Apologies for Absence

Cllr Chris Barrett, Cllr Kiran Bell, Cllr Dot Dickinson, Cllr Gerry Price, Cllr Glenn Simpson, Cllr Ignasious Varghese, Cllr Holly Waddell

Cllr Lawrence O'Donnell (Prudhoe North & Wylam)

Cllr Gordon Stewart (Prudhoe South)

Apologies not Received

Cllr Bradley Lloyd

OM2526/108 Declarations of Interest

None received.

OM256/109 Dispensations

None received.

OM2526/110 Public Participation

No items of public participation had been received.

OM2526/111 West Northumberland Food Bank

To receive an update from Sam Gilchrist from West Northumberland Food Bank regarding current level of service provision within Prudhoe. **It was AGREED** due to Sam being unwell this item will be deferred and added to a future agenda.

OM2526/112 Neighbourhood Police

It was AGREED to receive an update from Neighbourhood Police Sergeant Samantha Maughan regarding current policing activity within the area.

Sergeant Maughan thanked members and took the opportunity to introduce the two newest members of the team, Police Community Support Officers Abbey and Kieran. Both officers are currently undergoing training and mentoring and will focus on anti-social behaviour and community engagement.

It was reported that crime and anti-social behaviour at Prudhoe Waterworld have reduced as a result of collaboration between Waterworld staff, councillors, and Prudhoe Youth Project. Incidents in December decreased by 61% compared to November. However, it was noted that individuals

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previously involved in anti-social behaviour have moved to other areas within the town, particularly West Wylam. Additional patrols have been organised to address this.

Reported crimes remain predominantly shoplifting, although these incidents have declined. Conversely, burglaries have increased in the run-up to Christmas, particularly targeting garden sheds.

Councillor Scott highlighted that anti-social behaviour has shifted towards Highfield Park and requested that patrols be directed to this area. It was noted that residents are reporting incidents to councillors and the office rather than directly to the Police. The Clerk has liaised with both Gemma at Prudhoe Youth Project and the Neighbourhood Team regarding prior incidents, and the area can be monitored when officers are available.

Sergeant Maughan reiterated the importance of the public reporting crimes and instances of anti-social behaviour directly to the Police via official platforms, either by telephone or online, rather than through social media. While it was acknowledged that reporting via these channels can sometimes be frustrating, it remains the preferred method.

Councillor Smith commended the officers for their work, particularly their focus on early intervention with young people.

Councillor Wheeler extended his thanks to Sergeant Maughan and the team for their continued service and dedication.

OM2526/113 Prudhoe Youth Project

Gemma Nixon, Youth Project Manager: -

- a) Second Quarter report – It was AGREED** to receive third quarter update and address any questions
- b) Funding 2025/26- It was AGREED** to release third quarter funding (£5,000.)

Gemma reported that attendance continues to improve, with an average of 80 young people engaging with the service each week. The Junior Club recorded 206 attendances this quarter, while the West Wylam group saw 343 attendances. In total, the service has supported more than 930 young people through group sessions, drop-ins, and assemblies.

Strengthened links with local schools have resulted in increased collaboration, and the team is currently providing weekly one-to-one support for five young people. The drop-in sessions at Prudhoe Community High School have now operated for three consecutive years without a single session missed, with an average weekly attendance of 14–20 young people.

All clubs continue to offer a wide range of engaging, practical activities, including arts and crafts, talent shows, cooking sessions, Fire Service demonstrations, pamper evenings, quizzes, and mobile phone safety workshops.

Happy Faces this now has two neurodiverse groups with consistent staffing this is going from strength to strength.

Development of a Youth Club at Mickley is being planned pending funding.

Gemma thanked Prudhoe Town Council members for their continued support and acknowledged the positive impact their commitment has had on the delivery of youth services across the town.

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Cllr Wheeler extended his thanks to Gemma and her team for their dedication, professionalism, and the high-quality provision they continue to offer. He noted the significant difference their work makes to young people and families in Prudhoe and expressed appreciation for the team's ongoing efforts to engage, support, and inspire the community's youth.

OM2526/113 Draft Minutes of the Ordinary Meeting held on 27th November 2025
It was **AGREED** to receive the minutes as a true record.

OM2526/114 Draft Minutes of the Finance Committee held on 20th November 2025
It was **AGREED** to receive draft minutes and endorse agreed actions which will be presented for agreement as a true record, at the next Finance Committee meeting.

OM2526/115 Reports

a) Chair's Report

Cllr Jonathan Wheeler gave the following report:-

The Christmas Lights Switch-On was very well attended, and I would like to extend my sincere thanks to Councillor Jane Johnson and the Town Council staff for their excellent organisation and dedication in ensuring the event's success.

I attended the Northumberland Veterans Network meeting, which focused on planning and coordinating future events to support veterans in the region.

I also had the pleasure of attending the Air Cadets Award Ceremony, where it was inspiring to see so many young people actively participating and being recognised for their achievements.

In addition, I would like to express my gratitude to the Clerk and Deputy Clerk for their hard work and commitment throughout the year, which has been invaluable to the smooth running of Council activities and events.

b) Clerk's Report

The Clerk gave the following verbal report

1st May Election Re-Charge

Following notification from NCC advising they have reassessed the methodology used to proportion costs between parish councils. The costs for our council has decreased following the reassessment. The refund amount we have been overcharged is £696.01.

Councillor Training

The online session took place on Wednesday 3rd December 2025, 6pm, hosted by Council HR and Governance Support, which covers understanding the role of the Chair/Mayor of the Council and of committees, effectively managing meetings, and ensuring the council operations in terms of reference.

In addition, the Clerk noted that any questions arising from the training, or any other queries, should be forwarded to the office and these will be forwarded to the trainer.

c) County Cllrs Reports

County Cllr Lawrence O'Donnell (Prudhoe North & Wylam)

In the past fortnight I have attended the Prudhoe Christmas lights switch on - thank you to PTC for organising a great event, and a fundraiser for the Angie Scott Christmas Appeal, the Tynedale Sports Awards and Northumberland Citizens Advice Bureau AGM. I met with Cllr Angie Scott and Joe Morris MP to discuss banking in Prudhoe.

3 Signature/Initial Chair

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I have been assured that the promised work to Broomhouse Lane are on a works list.

County Cllr Gordon Stewart (Prudhoe South)
Highfield proposed development.

25/01971/FUL

Land To East Of School Highfield Lane Prudhoe Northumberland

Concern Over Recent Traffic Survey.

<https://www.hexham-courant.co.uk/news/25670827.councillor-voices-concerns-prudhoe-housing-development/>

Coop Car Park - Restrictions

The Coop HQ team is still considering options, another communication last week, and no progression.

Concern over collapse of poorly run social housing provider - With a property in Prudhoe

<https://www.hexham-courant.co.uk/news/25677308.fears-vulnerable-tenants-left-derelict-big-help-homes/>

West Wylam Bus Services

New poles & flags be installed by NCC ASAP.

Miners lamp cafe has reopened after extensive building work

Footpath lighting has been installed in Eastwoods park.

County Cllr Angie Scott (Prudhoe West & Mickley)

I would like to extend my thanks to Prudhoe Town Council for organising the Christmas Lights Switch-On.

A street light for Mickley has been purchased using my Member's Allowance.

A dropped kerb is scheduled for installation at Holly Grove.

This year's Christmas Appeal has been exceptionally busy, with many organisations including West Northumberland Food Bank, Miner Lamp, Family Hub, and NDA to name but a few, are set to benefit from the appeal.

Wishing everyone a Merry Christmas and a Happy New Year.

OM2526/116 Financial Update

To receive reports and raise any questions.

a) Schedule of Accounts Paid/To be Paid

It was **AGREED** to endorse those accounts paid via delegated authority and approve those accounts to be paid since 27th November 2025.

b) Bank Reconciliation

It was **AGREED** to receive the Bank Reconciliation dated 10 December 2025.

c) Statement of Budget and Expenditure

It was **AGREED** to receive statement to date.

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OM2526/117 Draft Budget 2026/2027

It was **AGREED** this item be deferred and added to the January agenda due to the postponement of the Finance Committee meeting scheduled for 9 December 2025, to be rescheduled within the first two weeks of January.

- a) To receive the draft Budget Proposal
- b) To agree the Town Council Expenditure Budget for 2026/27
- c) To agree the Budget allocation to General Reserves and Contingency
- d) To agree the 2026/27 Precept Demand to be submitted to Northumberland County Council.

OM2526/118 Reports from Outside Bodies

It was **AGREED** to receive following reports and record any questions for response:-

OUTSIDE BODY	CURRENT PTC REPRESENTATIVE(S) 2025-2026
Prudhoe Town Twinning Association	Cllr Chris Barrett & Cllr Jane Johnson
Prudhoe Community Partnership (3 rd Tuesday of the month, bi-monthly)	Cllr Dot Dickinson
Northumberland Association of Local Councils County Committee	Cllr Dot Dickinson & Cllr Holly Waddell
East Tynedale Local Council's Forum	Cllr Holly Waddell & Cllr Jonathan Wheeler
Essity Community Consultation Forum (lunchtime meetings at the Mill, when permitted)	Cllr Bryan Futers & Cllr Dot Dickinson
Prudhoe Pathforce	Cllr Angie Scott & Cllr Carol Stephenson
NCC Town and Parish Council Liaison Working Group	Cllr Holly Waddell
Tyne Valley Community Rail Partnership	Cllr Holly Waddell & Cllr Gerry Price
Prudhoe Youth Project (PYP) (previously met monthly on a Monday evening)	Cllr Dot Dickinson & Cllr Gerry Price
Borderlands	Cllr Bryan Futers & Cllr Mike Smith
Tyne Valley Parish Council Active Travel Route	Cllr Chris Barrett & Cllr Jonathan Wheeler
Prudhoe Community Partnership Working Group	Cllr Dot Dickinson, Cllr Gerry Price, Cllr Mike Smith & Cllr Jonathan Wheeler
Climate Change and Biodiversity	Cllr Dot Dickinson, Cllr Gerry Price, Cllr Scott, Cllr Carol Stephenson & Cllr Jonathan Wheeler
East Centre Advisory Group	Cllr Kiran Bell & Cllr Dot Dickinson
Trustee Friends of Eastwood Park	Cllr Jane Johnson
Poverty Coalition	Cllr Valerie Leslie

Cllr Johnson extended her thanks to Prudhoe Town Council on behalf of the Town Twinning group. She noted that the link between the towns has been re-established and expressed appreciation for the Council's support in facilitating this.

As a Trustee of Friends of Eastwoods Park, Councillor Johnson reported visiting the park, commenting that the extension is looking excellent and will reopen this week.

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Cllr Stephenson provided an update from the Climate Change Group, noting that Alan is retiring from the Prudhoe Community Partnership. She thanked him for his contributions to climate change initiatives. While the group remains active, his departure may create a gap in provision, which should be noted for future planning.

Cllr Leslie advised that no Poverty Coalition meetings had taken place due to the recent building works.

OM2526/119 Correspondence

It was AGREED to receive the following correspondence:-

- NALC Chief Executive Bulletins – circulated 27/11/2025, 04/12/2025
- NALC Events Newsletter – circulated 24/11/2025
- Christmas in Prudhoe – email from a resident regarding concerns about Christmas provisions and community events in Prudhoe
- Northumberland Net Zero: November update – circulated 24/11/2025
- Rural Services Network Newsletter, 03/12/2025 – circulated 05/12/2025
- Thriving Together Newsletter – circulated 05/12/2025

OM2526/120 Date of Next Meeting

It was AGREED the next meeting will be held on Thursday 22nd January 2026.

**AGENDA – PLANNING, CONTRACT AND WORKS COMMITTEE OF
PRUDHOE TOWN COUNCIL**

**Cllr Jonathan Wheeler continued to Chair, due to the absence of Chair Cllr Gerry Price and
Cllr Glenn Simpson**

**PCW2526/118 Draft Minutes of the Planning, Contract and Works Committee Meeting held on
13th November 2025**

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

PCW2526/119 Planning Matters

a) *Planning Applications requiring a response.*

It was AGREED to receive and agree a response to the following Planning Applications, received since 13th November 2025. To view planning applications, please visit the [planning portal](#) and input the reference numbers listed.

Ref: 25/04074/FUL 44 Front Street Prudhoe Northumberland NE42 5DB
New shopfront.

It was AGREED to submit NO COMMENT.

It was noted that members felt further information is required regarding this application to clarify the intended purpose of the proposed retail venture. Detailed information regarding the nature of the retail use, including the type of goods or services to be offered, to enable a full assessment of the potential impact on the local area.

Ref: 25/04035/FUL14 Ovington View Bewick Grange Prudhoe Northumberland NE42 6RG
Retrospective application for removal of fence and hedge and erection of replacement fence.
It was AGREED to support the application.

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Ref: 25/01971/FUL Land To East Of School Highfield Lane Prudhoe Northumberland
Full planning application for the construction of 65no. Residential dwellings (Use Class C3) with associated landscaping, access arrangements, parking and infrastructure.

It was AGREED to object the application for the following reasons:-

- Highway Safety and Traffic Impact
- Previous Planning Decisions
- Impact on Conservation and the Environment

The objection in its entirety can be viewed [Prudhoe Town Council Objection](#)

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 13th November 2025.

Ref: 25/02866/FUL Land To South Of Moor Grange Prudhoe Northumberland
Retrospective retaining wall, stone chipping hardstand, timber boundary fence, new driveway and access gate.

Northumberland County Council REFUSED permission.

Ref: 25/03481/VARYCO Oakwood Station Bank Mickley Northumberland NE43 7DE
Variation of condition 2 (approved plans) and discharge of condition 4 on application 25/02479/FUL to allow alteration of amount of render and removal of sunroom with shortening of forward extension by 1m. Submission of licence issued by Natural England per condition 4.

Northumberland County Council GRANTED permission.

Ref: 25/03226/FUL 7 Riding Terrace Mickley Stocksfield Northumberland NE43 7BU

Retrospective: Construction of a bay window

Northumberland County Council GRANTED permission.

PCW2525/120 Clerk's Report

The Clerk gave the following verbal report :-

Christmas Lights

Another successful Christmas Lights Switch-On took place; however, the section from the Parish Hall to R Salon did not illuminate as expected. This issue has since been resolved through the replacement of the necessary connections. The lights at West Wylam, Halfway, and West Mickley were programmed to illuminate simultaneously with those on Front Street.

Play Area Repairs

Highfield Play Area

Repairs have been carried out on the following:-

- Cableway
- Junior Multiplay
- Swings
- Ladybird Rocker

In addition, fixing strips for cableway footholds have been posted to be installed in-house.

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Bus Shelter

West Wylam Bus Shelter

Repairs to the West Wylam Bus Shelter have now been fully completed. All identified issues have been addressed, and the shelter is once again in a suitable condition for public use.

West Road Bus Shelter

Installation of bus shelter on 10th December 2025, now insitu.

Allotments

Stonyflat

The repairs and replacement of fencing at the Stonyflat allotments have now been successfully completed.

Castle Dene

Issues with tap leaking, plumber has been contacted and work carried out to resolve.

South Road Toilets

Lock has been replaced on male toilets.

Planning Training

This is planned for 15th January 2026 5.30- 7.30pm, Spetchells Centre in person with Rob Murfin, NCC.

Neighbourhood Planning

Plans to meet Rob Naples, NCC in the new year regarding next steps for Neighbourhood Plan initiative.

PCW2526/121 Playground Inspection Reports

It was AGREED to receive the latest Playground Inspection Reports.

PCW2526/122 Bollards outside of takeaways

It was AGREED to consider Cllr Bryan Futers' proposal that Prudhoe Town Council submit a request to Northumberland County Council Highways for the installation of bollards along the westbound section of the B6395, between Ball's Fish Shop and the Stationery Shop. The proposal also includes the introduction of "Keep Clear" road markings at three access points. These measures are intended to address inconsiderate parking outside the takeaways, which currently obstructs traffic flow, delays public transport, and, in some instances, forces vehicles into the opposing carriageway, thereby creating unsafe conditions.

It was AGREED that Northumberland County Council Highways be contacted for advice on the matter and that County Councillor Gordon Stewart, as the ward councillor, also be consulted.

PCW2526/123 Environmental Contracts

It was AGREED to receive the associated documentation relating to the environmental tenders for 2026–2029. **It was AGREED** to agree to publish them in accordance with Financial Regulations, including details of the generic contract obligations.

The Council's current environmental contracts for the specified services are due to expire on 31 March 2026:-

- a) Formal Floral Bedding, planters and hanging baskets Tender Document 1

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- b) Formal Floral Bedding, planters and hanging baskets Tender Document 2 (supplier complete)
- c) Grass-cutting Tender Document 1
- d) Grass-cutting Tender Document 2 (supplier complete)
- e) Landscaped Gateways and Roundabouts Tender Document 1
- f) Landscaped Gateways and Roundabouts Tender Document 2 (supplier complete)
- g) Cemetery Formal Bedding Tender Document 1
- h) Cemetery Formal Bedding Tender Document 2 (supplier complete)

It was noted that the Front Street planters are to be removed due to ongoing issues with plants being taken. It was further noted that the use of additional hanging baskets will be considered as a replacement, in line with the Council's intention to move towards more sustainable planting.

In addition, the formal planting beds within the cemetery have been removed from the current Formal Floral Bedding, planters, and hanging baskets tender contract. This amendment reflects a review of the scope of works and the intention to tender these works separately from the existing contract arrangements.

PCW2526/123 Correspondence

None received.

PCW2526/124 Date of Next Meeting

It was AGREED that the next meeting is scheduled to be held Thursday 15th January 2026 following the Planning Training session.

It was noted Cllr Leslie left the meeting at 8.30pm

Meeting ended 8.46pm