

PONTELAND TOWN COUNCIL

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7 September 2022

To: ALL MEMBERS OF PONTELAND TOWN COUNCIL

I hereby give notice that a Meeting of Ponteland Town Council will be held on **WEDNESDAY 14 SEPTEMBER 2022 at 6.15 p.m. IN MERTON HALL. THE MEETING WILL BE PRECEDED BY PUBLIC QUESTION TIME WHICH WILL COMMENCE AT 6.15 P.M. PLEASE NOTE IF THERE ARE NO QUESTIONS THE COUNCIL MEETING WILL COMMENCE AT 6.15 p.m. PLEASE NOTE THE REVISED MEETING TIME AND VENUE.**

Yours sincerely



K MAVIN

Clerk to the Council

AGENDA

51. APOLOGIES FOR ABSENCE
52. DECLARATIONS OF INTEREST
53. MINUTES OF THE COUNCIL MEETING HELD ON 13 JULY 2022. Copy attached.
54. MATTERS ARISING
55. PLANNING
 - (i) Planning Committee – Minutes of meetings held on 21 June, 5 July, 19 July, 2 August, 16 August 2022 – copy attached for information
 - (ii) Report on recent planning decisions
56. GRANT APPLICATION
 - (i) Sport Tynedale – application form and accounts attached
57. LETTER FROM ROTARY CLUB OF PONTELAND RE SANTAS SLEIGH EVENT IN DECEMBER – Copy of letter attached.

- 58. COST OF LIVING AND ENERGY CRISIS – A 15-minute discussion re possible assistance in respect of the above will take place at the meeting. Any suggestions made will be examined for legalities and other implications for a report to the October meeting.
- 59. EVENTS WORKING PARTY – Minutes of a meeting held on 20 July are attached for consideration.
- 60. ENVIRONMENT WORKING PARTY – Minutes of a meeting held on 25 July are attached for consideration.
- 61. NORTHUMBERLAND COUNTY COUNCIL REPORT
- 62. MAYOR'S REPORT
 - (i) Mayor's Diary
- 63. REPORTS BY TOWN COUNCIL REPRESENTATIVES ON LOCAL ORGANISATIONS
- 64. ACCOUNTS/BANK RECONCILIATION/BUDGET REPORT - Reports attached

EXCLUSION OF PRESS AND PUBLIC – Councillors are asked to pass the following resolution - That under Section 100A (4) of the Local Government act 1972, the press and public be excluded from the meeting during the disclosure of the following item on the agenda as they involve the likely disclosure of exempt information as defined in Part 1 of schedule 12A in the 1972 Act.

- 65. STAFFING COMMITTEE – Minutes of a meeting held on 27 July are attached.

PONTELAND TOWN COUNCIL
Report by Clerk to the Council
Report to September 2022 Council meeting
Report re grant application

Agenda item number 56(i)

A grant application has been received from Sport Tynedale.
The last grant awarded to the organisation was in September 2021 in the sum of £250. (Minute 54 refers).

The only grant awarded this year so far is to NE Youth in the sum of £1200 to enable them to pay the room hire for Merton Hall for the Thursday evening youth club. To date £600 has been paid to the organisation and a further £600 will be paid later in the year. The total grants budget is £4000, therefore the amount of £2800 is available for small grants for the remainder of the year.

A grant application from Sport Tynedale together with a copy of their accounts is attached for consideration.

Recommendation – Councillors are asked to consider the grant application from Sport Tynedale.

Enclosures –

- (i) Grant application form
- (ii) Sport Tynedale accounts from 2021-22



Ponteland Town Council

GRANT APPLICATION FORM VOLUNTARY ORGANISATIONS

FINANCIAL YEAR 2022-23

Applicant	John Maude
Organisation & Charity Number if applicable	Sport Tynedale
Address	c/o Mrs. Kathie Keady, Secretary, Wentworth Leisure Centre, Hexham NE46 3PD
Bank Details Sort Code and Account number	Sport Tynedale Sort Code: 20 40 09 Account Number: 70896195
Telephone Number & Email address	TEL: 01670 620200 (Please use 01434 632485 or 07791 590814 - John Maude - in relation to this application) sporttynedale@gmail.com
What year was your Organisation formed?	1975
What is your current membership and how much are subscriptions?	Membership is required of any organisation we grant aid; 17 sports clubs are current members and we are supported by 21 town and parish Councils. Our constitution provides for nominated membership from sports and community bodies. Our work is carried out through an executive committee of 11 chaired by Edward Heslop; our president is international athlete and BBC athletics commentator Allison Curbishley. Membership is open to all sports clubs, on payment of a subscription - £10 (small), £20 (medium), £30 (large)
Organisation's Aims and Objectives	<p>Sport Tynedale is a voluntary body that supports and champions sporting activity throughout the Tyne Valley and surrounding areas of West Northumberland (broadly defined as Hexham constituency area). We work for people of all ages and abilities.</p> <p>We give financial assistance to athletes and teams, both adult and of school age, who are achieving excellence and gaining representative honours; and to coaches and officials who are seeking new qualifications.</p> <p>Normally over 100 clubs, teams and individuals are recognised at our annual awards night for the contribution they make to local sporting life in West Northumberland.</p> <p>As well as participants, we recognise people like coaches, administrators and grounds staff who do so much to support local sport.</p>

Description of project or purpose for which a grant is required	<p>1. Provision of grants to individuals to encourage them to gain coaching qualifications. Sports Governing body coaching qualifications typically cost £250 plus for the award (plus travelling costs and a substantial amount of time).</p> <p>2. Provision of grants to individuals to help them to pursue sporting excellence – we support (usually) young people who are achieving county/regional success with training or equipment costs, helping them to move on in their chosen sport.</p> <p>3. Provision of prestigious and well-attended annual awards night celebrating sporting achievement and involvement at all levels. (note at present the specific costs of the Awards night are fully covered by sponsorship)</p> <p>4. Management of a Facebook page to connect sports people in the area - a great opportunity for clubs to promote themselves and their activities.</p> <p>https://www.facebook.com/SportTynedale</p> <p>We respond to nominations and applications from clubs, schools and individuals; last year we distributed £3,810 to talented sports players and coaches.</p>
Estimated Total Cost	£6,100 per year (depending on applications received – see also below)
Amount Requested from Ponteland Town Council	£250 is suggested for the larger Town Councils; any grant towards our work will be greatly appreciated. 21 West Northumberland Councils made contributions, ranging from £30 to £500, in 2021/22.

What funds are available from your Organisation towards this Project?	We aim in each year to raise enough from subscriptions, donations and sponsorship to cover the costs of the Awards night, and grants for coaching and sports development, in that year - topping this up from reserves if necessary. Reserves are also held to enable the work of the organisation to continue for a period of time should new sources of income be needed.
Have other Authorities or sources for funds been approached for funds towards this project?	We are applying to all Town and Parish Councils, and sports clubs in our area. We also approach local companies for sponsorship.
What were the results from these applications? (Please indicate amounts pledged)	Applications have been made recently and are being considered by Councils and sports club committees. Sponsorship from Egger (UK) and Physio&TherapyUK is secured for 2022/23.
Have you any plans for raising the additional finance for this project?	In 2021/22, Council and Sports Club contributions were £3,290 and we are hopeful of a similar amount this year.

Please confirm the proportion of the grant that will be spent in Ponteland

This will vary from year to year depending on nominations and applications, which are open to (and promoted to) all Ponteland Clubs. Ponteland area residents have had a very good record of achievement at recent awards nights. The major Ponteland sports clubs support us each year through subscriptions, and we welcome applications to our coaching development and sports development awards funds which are open to them.

DECLARATION

I hereby declare on behalf of Sport Tynedale:

That:

This application is submitted on behalf of a non-profit making Voluntary Organisation

To the best of the Organisation's knowledge, the particulars on this application are correct.

I undertake, on behalf of the Organisation, that the grant or such part of it as Ponteland Town Council may determine, will be repaid in the event that the Organisation is found to be in breach of the above, or if the facilities cease to be used for the purpose for which the grant is given, or if the project winds up within five years.

Signed:



Status:

Committee Member

Date:

6th August 2022



THE ROTARY CLUB OF PONTELAND

Reg. Charity No. 1049648

57

Kath Mavin
Town Clerk
Ponteland Town Council
Unit 1
Meadowfield Industrial Est.
Ponteland NE20 9SD

Dear Kath

This letter is a formal request from Rotary Ponteland for approval to run a Santa's Sleigh event at the beginning of December.

You will no doubt recall that Rotary Ponteland ran this event for the first time last year. This being our first venture of this type, there were some teething problems but from the overwhelmingly positive feedback which we received, we judged the event to be a success.

Our plans for this year are for the event to run over three evenings in December. The first night (Thursday 1st December) would encompass the streets around Thornhill Road, the new Bellway estate, Cheviot View etc. The other two nights (Friday 2nd December & Saturday 3rd December) would take in streets within the Darras Hall estate.

We will be drawing up detailed route plans which we intend to share with the Town Council. We have also applied formally to Northumberland County Council for permission to go ahead with this event.

The Santa's Sleigh event will be a lead-in to the Rotary Ponteland Christmas Market which will take place in the Sports Hall of Ponteland Community Primary School on Sunday 4th December.

If you require any further information from Rotary Ponteland, please let me know.

Yours sincerely,

Alan J Hall
Rotary Ponteland

Ponteland Town Council

Events Working Party

Minutes of meeting held on Wednesday 20th July 2022

Present: Councillors Karen Overbury (in the chair) Richard Dodd and Alan Hall.

1. Apologies: An apology for absence was received from Councillor Darwin.

2. Minutes of last meeting

The Minutes of the last meeting held on 9th May were agreed.

3. Party in the Park – discussion re approach for 2023 event

Members were reminded of the issues that had arisen from the recent Party in the Park event held in June of this year. The Council had been more involved with the organisation of this event due to the links with the Jubilee celebrations.

In the past the Council had paid for the toilets as a grant towards the event and had paid the invoices for things like staging and marquees etc. They had then been reimbursed minus the VAT. This was permissible if they only charged £1 entry to the event.

There was a long debate on this subject. It was suggested that the Council should consider withdrawing from the event and offer a grant instead to cover the cost of toilets, VAT, etc. This would enable them to charge more for entry. The Council could decide later if they required a presence at the event.

It was agreed that this item should be discussed further at the September Town Council meeting.

4. Remembrance Service

The Chair reminded members that in the past the Clerk and herself had made the arrangements for the annual Remembrance Sunday event. It was suggested that this should now be handled by this Working Party.

Work usually started in September and an update would be provided to the Working Party on a regular basis.

5. Operation London Bridge

The details of the above which deals with the arrangements following the death of HM the Queen were discussed. There were various things that had to be done over the period between the announcement and the funeral.

The Town Council was preparing for the event. A new flag had been purchased as well as black armbands. Investigations into providing books of condolence continued.

It had been suggested at an earlier meeting that the Council should consider installing another flagpole on Coates Green. This may need planning permission as it was in the Conservation area, but the Clerk had already looked at prices which were reasonable. It was felt that a small, paved area should be created near to the commemorative bed to include a socket to put the flagpole into. This could also be used in future years for any further beacon lighting events if necessary. The Clerk was asked to investigate these suggestions and report back to the next meeting.

Website training had been given by the Council's website provider. It may be that the Council would provide a link to the Royal Family online book of condolence.

It was suggested that Coates Green should be the designated place for residents to lay floral tributes although this was not to be encouraged. They would need to be laid without cellophane to allow for easy

removal and we would detail on the website when any flowers would be removed, probably the day following the funeral.

It was suggested that the Mayor should lay a special wreath at the base of the flagpole on Coates Green if this went ahead.

Further discussion on this matter would take place at the next meeting.

6. Easter

There were initial discussions about an event for children at Easter.

It was agreed that further debate on this item would take place at the next meeting.

7. Possible event for 2023 spring/summer

The Chair asked for ideas re the above.

It was suggested that this may be a good opportunity to ask the Leisure Centre if they were willing to run a 'fun day' similar to that provided for the Jubilee which the Council could pay for. The Council could also have a presence at the event.

The Chair suggested that she and Councillor Darwin would discuss this with the manager at the centre later in the year.

8. Any other business

There were no items raised.

9. Date of next meeting

A further meeting would be arranged in September.

**PONTELAND TOWN COUNCIL
MINUTES OF THE ENVIRONMENT WORKING PARTY HELD ON 25 JULY 2022
VIA ZOOM**

Present: Councillors C Greenwell, S Ahmed, K Overbury and N Sehgal.

1. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Johnson.

2. MINUTES OF LAST MEETING HELD ON THE 23 MAY 2022

The Minutes were accepted.

3. SPREADSHEET REPORTS

(i) Report covering three main priorities of EWP for 2022-23

(a) Rockery on Main Street.

A site visit had been held on 21st July to look at the rockery and the sensory garden. The Chair had circulated a report and photographs prior to the meeting.

After much discussion, it was agreed that the wall required attention and repair. In the first instance the Clerk needed to check ownership of the wall. The Clerk was asked to seek opinions and prices from two or three companies for any work that was needed if the wall was the property of PTC.

In the meantime, the Clerk was asked to ask one of the park contractors if he would be willing to carry out a thorough tidy up of the rockery including removing plants immediately in front of the wall. If not, another external contractor be approached. The organisation of this work was delegated to the Clerk.

In relation to the bus shelter, the Clerk was asked to check with NCC to see if it would be possible to put the bus timetable on the wall of the bus shelter and to fix the bus stop sign onto the roof of the shelter.

It was also suggested that the bus shelter required painting internally and removal of the seat along the back wall with two bench type seats set at an angle from the back wall. This was to be considered as a recommendation.

Councillors discussed the seat and planter on the area of land in front of the Peel House gardens to the left of the bus shelter. They agreed that the seat should be moved away from the shade of the tree and another planter be placed on the other side of the seat.

Recommendations –

(i) The Council are requested to agree to painting the inside of the bus shelter and to the removal of the seats and installation of two seats at an angle to the back wall. The costs would be reported at the meeting.

(ii) The Council are requested to agree to moving the seat outside of the Peel House entrance away from the shade and to agree to purchase another planter to match the existing green one already in situ. Costs would be reported at the meeting.

(b) Sensory garden

This area required substantial cutting back and weeding.

It was agreed that the Clerk would also raise this with the contractor outlined above to do this work under supervision once the work on the rockery had been completed.

The area would then be reassessed to see what further work/planting was required.

At the site visit, the Chair had asked the contractors working on the former

Barclays bank to move the screening to allow people to access the pavement to the North Road and the garden area. This had been done.

- (c) Project for resurfacing path between Callerton Lane and the Waitrose bridge in the park

It was reported that the Footpaths officer at NCC was in the process of obtaining quotes for the above work. He had asked if it would be possible to use the Callerton Lane entrance and remove the sign and fence whilst work was in progress. The Clerk had some reservations about this. The officer was also looking into the glow in the dark path surfacing that had been suggested. He had said this would be laid on top of the footpath if agreed. He was discussing this with the NCC technical team.

(ii) New list of watching brief items

The list of watching brief items had been circulated together with comments where necessary. In relation to the bin for the North Road, the Clerk had hoped that the bin that had been removed from the Seven Stars could be used in this location. However, it had to be used in the park to replace one that had been vandalised and burned out. The Clerk still needed to check if a bin could be sited on North Road at the junction with Jackson Avenue/Pont View.

(iii) Items discussed at May meeting

An update on items discussed at the May meeting had been circulated.

Allotments – Plots 3a, 3b and 6 had been divided up but not yet fenced. It was likely that a fencing contractor would be needed to erect a basic post and rail fence. The Chair suggested a company to contact for a quote.

Request for funds from Ponteland Red Squirrels group for installation of a rope bridge –

Following on from the last meeting, the Clerk had met with representatives of the group on site at Fox Covert Lane. Their preferred location was from a tree on the park side of the bridge to a tree on land opposite. It appeared that the land belonged to Lugano. The Red Squirrel group agreed to make an approach to the company to seek permission. The Clerk had been given a contact who had worked on the Cramlington bridge and has emailed him to ask what processes had to be followed. A response had not yet been received.

Letter from a resident re suggestion for replacement trees – Three locations for replacement trees had been reported at the May meeting. The Council's gardening contractor had said that two of the locations were not PTC land, but one could be replaced at the Beeches. It was agreed - that the Clerk would check if the other two areas belonged to NCC and inform the correspondent that a tree would be replaced at the Beeches but that the other two locations were not PTC land.

Request for community orchard on land owned by PTC at Ladywell Way

The concerns expressed at the May meeting in relation to the impact on those who bordered the above land, insurance and grass cutting issues had been conveyed to the applicant. He was going to seek the views of neighbouring residents. No further information has been received.

(iv) Older watching brief items

A list of items from before May 2022 had been compiled and circulated for information.

4. ALLOTMENT TENANCY AGREEMENT

It was agreed at the last meeting in May 2022 that the tenancy agreement for the allotments should be discussed at this meeting. The document had been previously circulated, and a further copy had been sent out with the agenda.

The Chair had sent out an email suggesting four additions to the agreement.

The Clerk stated that she would need to check the legalities of changing a tenancy agreement.

It was suggested that two of the suggestions should be included in a new draft agreement to be approved by the Council prior to any consultation with tenants. These two additions required that on termination of an agreement, all rubbish etc had to be removed by the tenant and left in a suitable condition for the next tenant. Something should also be included regarding any requests by tenants to reduce their plot size.

It was envisaged that the new agreement would become operational from 1 April 2023.

It was agreed – The Clerk be asked to revise the agreement including the two items listed above for approval at a future Council meeting, prior to any consultation with allotment tenants.

5. CORRESPONDENCE

(i) Email received from Mr D Butler re Ash trees in the park (question asked at April Annual Meeting of Local Government Electors)

The Clerk reported that she had recently received an email from the above stating that he felt the answer provided at the April meeting was inadequate and requesting an update.

The question was complex and required some work to allow a suitable response to be submitted.

The Chair stated that she believed NCC had an Ash Dieback team who may be able to assist. The Clerk agreed to investigate this.

6. REPORT RE FOPP

A copy of the latest newsletter from the FOPP had been circulated.

7. AOB Verbal

There were no items raised

8. Date of next meeting – A schedule of dates up until March 2023 had been circulated. Councillor Overbury stated that she was unable to make two of the dates and the third clashed with the agenda meeting. Members agreed to meet on the third Monday of the month instead of the fourth as originally suggested.

The new dates were as follows:

Monday 19th September 2022

Monday 21st November 2022

Monday 23rd January 2023

Monday 20th March 2023