

PONTELAND TOWN COUNCIL

Unit 1 Meadowfield Court
Meadowfield Industrial Estate
Ponteland, NE20 9SD

Tel: 01661 825092 Fax: 01661 820244

Email: enquiries@ponteland-tc.gov.uk

www.ponteland-tc.gov.uk

3 May 2023

To: ALL MEMBERS OF PONTELAND TOWN COUNCIL

I hereby give notice that the Annual Meeting of Ponteland Town Council will be held on **WEDNESDAY 10TH MAY 2023 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

1. ELECTION OF MAYOR
2. ELECTION OF DEPUTY MAYOR
3. APOLOGIES FOR ABSENCE
4. DECLARATIONS OF INTEREST
5. MINUTES OF THE COUNCIL MEETING HELD ON 12 APRIL 2023
6. MATTERS ARISING
7. APPOINTMENT OF ACCOUNTS COMMITTEE
To approve the appointment of the Mayor, Deputy Mayor and 7 Town Councillors to the Accounts Committee for the purpose of authorising all payments made by the Council.
8. APPOINTMENT OF REPRESENTATIVES ON LOCAL ORGANISATIONS
(List of current appointees attached)

9. TOWN COUNCIL COMMITTEES/WORKING PARTIES
(List of current appointees attached)
10. PLANNING
 - (i) Planning Committee – Minutes of meetings held on 28 March, and 11 April 2023 – copy attached for information
 - (ii) Report on recent planning decisions
11. DATES OF TOWN COUNCIL MEETINGS AND
CALENDAR OF MEETINGS FOR 2023-24 – copy attached
12. GRANT APPLICATION – PONTELAND MEMORIAL HALL
13. ALLOTMENT TENANCY AGREEMENT – Report attached
14. EVENTS WORKING PARTY – Minutes of a meeting held on 26 April 2023 are attached for consideration.
15. NORTHUMBERLAND COUNTY COUNCIL REPORT
16. MAYOR'S REPORT
 - (i) Mayor's Diary – April/May 2023 attached
17. REPORTS BY TOWN COUNCIL REPRESENTATIVES ON LOCAL ORGANISATIONS
18. ACCOUNTS/BANK RECONCILIATION/BUDGET REPORT – See attached

PONTELAND TOWN COUNCIL

Agenda item no. 8

Report by Clerk to the Council
Report to May 2023 Council meeting

The **current** list of representatives on outside bodies is set out below:

Merton Hall Recreation Centre Trustees

Councillor Mrs C Greenwell (Treasurer) Please note Mrs Greenwell is not a PTC rep
Councillor S Ahmed
Councillor N Sehgal

Ponteland Memorial Hall Committee

Councillor A Hall

Newcastle Airport Consultative Committee

Councillor A Varley

Northumberland Association of Local Councils (NALC)

Councillor C Greenwell

Northumberland County Council Parish Liaison Group

Councillor C Greenwell

Pont News and Views Editorial Group

Councillor A Hall

Councillor K Overbury

Councillor A Varley

The Clerk & member of staff responsible for the PNV accounts attend as non-voting representatives.

Friends of Ponteland Park

Mrs K Mavin

Plus member of Environment Working Party to attend where possible

Ageing Well Group

Councillor K Overbury

Councillor N Sehgal

PONTELAND TOWN COUNCIL
Report by Clerk to the Council
Report to May 2023 Council meeting
Report re Committee/Working Party membership

Agenda item no. 9

The current appointments to the Town Council's Committees and Working Parties are set out below.

CURRENT APPOINTMENTS TO PTC COMMITTEES / WORKING PARTIES

ENVIRONMENT WORKING PARTY (Bi - monthly)

Councillor C Greenwell (Chair)
Councillor S Ahmed
Councillor K Overbury
Councillor N Sehgal

HIGHWAYS COMMITTEE (Bi-monthly)

Councillor L Darwin
Councillor R Dodd
Councillor C Greenwell
Councillor A Hall (Chair)
Councillor A Varley
Councillor K Woodrow

PLANNING COMMITTEE (Fortnightly)

Councillor S Johnson (Chair)
Councillor S Ahmed
Councillor A Hall
Councillor K Overbury
Councillor A Varley
Councillor K Woodrow

ACCOUNTS COMMITTEE (Ad-hoc)

Councillor C Caisley
Councillor R Dodd
Councillor C Greenwell
Councillor A Hall
Councillor S Johnson
Councillor K Overbury
Councillor N Sehgal
Councillor A Varley
Councillor K Woodrow

EVENTS WORKING PARTY (Ad-hoc)

Councillor S Ahmed
Councillor L Darwin
Councillor R Dodd
Councillor A Hall
Councillor K Overbury (Chair)

Continued APPENDIX B PTC COMMITTEES / WORKING PARTIES

STAFFING COMMITTEE

Councillor L Darwin
Councillor A Hall
Councillor S Johnson
Councillor K Overbury (Chair)

CEMETERY COMMITTEE

Councillor C Caisley
Councillor L Darwin
Councillor C Greenwell (Chair)
Councillor A Hall
Councillor A Varley

Footpath Users Group

Cllr Alan Varley (Chair)
Cllr Alan Hall
Mr Alan Mitcham
Mr Christopher Winks
Mr Craig Ellis
Mr Derek Deans
Mr Ian White
Mr John Colin Braithwaite
Mr Peter Bailey
Mr Peter Simpson
Mr Tim Fish

Bus Users Group

Mr Mark Ellis - Go North East
Mr David Parker – Stagecoach North East
Mr Malcolm Bell – Stagecoach North East
Mr Neil Easton Northumberland County Council
Mr Richard Bell - Ponteland resident bus user

Note – Mayor and Deputy Mayor are ex-officio members of Committees and Working Parties

PONTELAND TOWN COUNCIL
Report by Clerk to the Council
Report to May 2023 Council meeting
Report re grant application

Agenda item number 12

A grant application has been received from Ponteland Memorial Hall. Members are advised that an amount of £6,600 is available in the budget for the grant to the Memorial Hall. This was increased from £3,300 at the budget discussions in January 2023 and agreed at the special Council meeting held on 24 January 2023.

An application form, letter and business plan from the Memorial Hall are attached to this report for consideration.

Recommendation – The Council is asked to consider the grant application from the Memorial.



PONTELAND MEMORIAL HALL
Darras Road, Ponteland
NE20 9NX

Ms K Mavin
Ponteland Town Council
Council Offices, Unit 1, Meadowfield Court,
Meadowfield Industrial Estate,
Ponteland,
Northumberland,
NE20 9SD

3 April 2023

Dear Kath

Please find attached a grant application form together with a supporting Business Plan from Ponteland Memorial Hall.

We are very grateful for the Council's support for the Hall over the years and in particular the recent grant which has allowed us to install CCTV at the Hall.

We would also like to thank the Council for inviting us to the last Council meeting and the warm welcome we received.

My fellow Trustees and/or myself would be willing to meet with you and Councillors as required to discuss the grant application. If you require any further any information, please let me know.

Yours sincerely

John Harrison
Chair of the Charity Trustees
Ponteland Memorial Hall



GRANT APPLICATION FORM
VOLUNTARY ORGANISATIONS

FINANCIAL YEAR 2023-2024

Applicant	Ponteland Memorial Hall
Organisation & Charity number if applicable	A Charitable Incorporated Organisation registered with the Charity Commissioners for England and Wales number 1188263
Address	Ponteland Memorial Hall Darras Road Ponteland NE20 9NX
Telephone Number & Email address	01661 822603 info@pontelandmemorialhall.com
Bank Details Sort code and Account number	Barclays Sort Code:20-59-61 Account No: 70721891
What year was your Organisation formed?	Ponteland Memorial Hall was formed as an unincorporated charity in 1922. It incorporated as a Charitable Incorporated Organisation on 28 Feb 2020.
What is your current Membership and how much are subscriptions?	Senior: N/A Junior: N/A
Organisation's Aims and Objectives	To further or benefit the residents of Ponteland and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents. In furtherance of these objects but not otherwise, the trustees shall have power: to establish or secure the establishment of a community centre and to maintain or manage or co-operate with any

	statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.
Description of Project or purpose for which a grant is required.	<ol style="list-style-type: none"> 1. Re-felting repair of Lounge Roof 2. Replacement of ACV Boiler 3. Purchase of Second-hand Demountable Furniture 4. New Front Entrance Door & Remote Entry System 5. Other Roof Repairs (damaged tiles & rear office roof) 6. Upgrade of Security Alarm System 7. Repainting of Main Hall Ceiling 8. Refurbishment of Lounge 9. Upgrade thermostats to support remote configuration
Estimated Total Cost	£46,500
Amount Requested from Ponteland Town Council	£36,500
What funds are available from your Organisation towards this project?	£10,000 forecast retained surplus in 2023/24
Have other Authorities or sources for funds been approached for funds towards this project?	No – See attached Business Plan for details of separate Future Capital Projects
What were the results from these applications? (please indicate amounts pledged)	n/a
Have you any plans for raising the additional finance for the project?	No – See attached Business Plan for details of separate Future Capital Projects
Please confirm the proportion of the grant that will be spent in Ponteland.	100%

DECLARATION

I HEARBY DECLARE ON BEHALF OF

Ponteland Memorial Hall

THAT:

- (i) This application is submitted on behalf of a non-profit making Voluntary Organisation
- (ii) 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 give, or if the project winds up within five years.

SIGNED:

STATUS

John Harrison

Chair of Ponteland Memorial Hall Charity Trustees

DATE: 3 April 2023



CALENDAR OF MEETINGS 2023-24

Meeting	Day	Time	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Town Council	Weds	18.15	14	12		13	11	8	13	10	14	13	10	8
Agenda briefing	As stated	09.30	Mon 5	Mon 3		Mon 4	Mon 2 & 30 Oct(for Nov mtg)		Mon 4	Tues 2)	Mon 5	Mon 4	Tues 2 & Mon 29 for May mtg	
Annual Town Meeting	Weds	18.15											10	
Annual Meeting	Weds	18.15												8
Planning	Tues	10.00	6, 20	4, 18	1, 15, 29	12, 26	10, 24	7, 21	5, 19	2, 16, 30	13, 27	12, 26	9, 23	7, 21
Accounts	Varies	10.00	23	20	23	21	23	23	14	23	22	21	23	23
Env. W P	Mon ^(1st meeting is on 23/5)	10.00		24		25		27		22		25		27
Highways WP	To be decided	10.00	TO	BE	AGREED									
Cemetery	Various		TO	BE	AGREED									

See notes overleaf

It is difficult to programme dates of the Highways Working Party due to the need for an NCC officer to attend.

Note – There may be some changes required to Planning Committee dates due to Christmas/New Year office closure. It may also be necessary to change the date of the January 2024 meeting due to office closure.

PONTELAND TOWN COUNCIL
Report by Clerk to the Council
Report to May 2023 Council meeting
Report re revised allotment tenancy agreement

Agenda item no. 13

Councillors will be aware that the Environment Working Party have been working on an updated allotment tenancy agreement for the allotments at Prestwick which seeks to provide more protection to the interests of the tenant and the Town Council.

The current agreement is out of date and has not been revised for many years (if at all).

Advice was taken from the Northern Counties Allotments Association (NCAA) who work with various groups including parish and town councils to assist them with management of allotments. The Town Council joined the Association in January 2023.

The adviser has attended an Environment Working Party and he has provided advice in relation to the revised agreement and other issues.

The new agreement requires the approval of the Town Council prior to providing tenants with a copy.

The Clerk has already been contacted by a tenant who has asked if a meeting will be held with all plot holders prior to issuing the new agreement. A meeting is planned to be held in Merton Hall in the evening which all tenants will be invited to attend if there is sufficient interest in this arrangement.

As an interim measure all tenants have been asked to pay half of the current cost of the allotment rent. The new tenancy agreement makes a change to the allotment year which will start on 1 October and end on 30 September.

A copy of the new tenancy agreement is attached for consideration and approval.

Recommendation – The Council is asked to consider and approve the revised tenancy agreement attached to this report.

Enclosure – revised tenancy agreement for Prestwick Allotments

ALLOTMENT TENANCY AGREEMENT

AN ALLOTMENT GARDEN TENANCY made the [Day], [Month], [Year] between:

1. Ponteland Town Council, Unit 1 Meadowfield Court, Meadowfield Industrial Estate, Ponteland, NE20 9SD
2. [tenants-name], [tenants-address] ("the Tenant"),

WHEREBY IT IS AGREED AS FOLLOWS

1. In this Agreement the expressions below shall have the following meanings: -

"the Landlord"	Shall mean the entity whose name and address are stated in (1) above"
"the Tenant"	Shall mean the person whose name and address are stated in (2) above, and who shall be over eighteen years old and resident in the Catchment Area. Groups or Organisation tenancies shall be in the name of the Group or Organisation but signed by one person known as the Responsible Person. Joint or shared Tenancies are not permitted.
"the Plot"	Land situated at Prestwick Allotments ("the Allotment Site") within the parish of Ponteland and being identified on the plan annexed hereto by being numbered plot number and verged or coloured red thereon [(not exceeding 250 square metres)].
"the Rent"	The sum of rent will be determined by the Landlord. It is payable yearly in advance on the date determined by the Landlord and is subject to annual review.
"the Term"	The period from the date of this Agreement terminating on the 30th day of September next following.
"the Catchment Area"	Shall mean the parish of Ponteland
"the Rules"	Shall mean a set of rules to which the Tenant agrees to abide by.
"the Perimeter Fence"	Shall mean the fence bordering the whole allotment site.
"the Boundary Fence"	Shall mean the fence bordering the above stated [Plot] [Allotment Garden].

2. AGREEMENT

The Landlord agrees to Let, and the Tenant agrees to take, the [Plot] [Allotment Garden] for the Term and continuing from year to year until terminated by either party.

3. TENANT'S OBLIGATIONS

The Tenant hereby agrees with the Landlord as follows: -

1. **Payment of Rent** - to pay Rent in advance to the Landlord without any deduction, (except as provided by law), on the date specified by the Landlord each year and during the continuation of this tenancy.
2. **Use of Land** - to use the Plot solely as an Allotment Garden for the production of vegetable or fruit crops for consumption by the Tenant or the Tenant's family in accordance with the relevant Allotment Acts [or for other such recreational purpose as the Landlord may from time to time agree in writing]. Any business use is strictly forbidden including storing and disposing of materials related to any business or trade.
3. **Restriction on Assignment etc.** – subject to the provisions of Co-Workers, not to assign, charge, sub-let or part share the possession, occupation or use of the said Plot or any part or parts thereof or suffer any person to occupy the said Plot or any part or parts thereof as a Licensee.
4. **Plot and Boundary Fences**– The Tenant must keep in good repair any existing Boundary Fences and gates on the said Plot and not to erect any fence whatsoever sub-dividing the inside of any Plot. Not without the written consent of the Landlord to remove, breach, take down, erect or otherwise any Perimeter Fencing or gates. The Tenant must ensure that the number of the Plot is visibly displayed at all times.
5. **Cultivation** – the Tenant must ensure that:
 - a) the said Plot is kept in good condition and reasonably free from weeds and well maintained in a good state of cultivation, fertility and tidiness, and to maintain any pathway included therein or abutting thereon, or in the case of any shared pathway abutting on the said Plot and any other Plot (s) the half-width thereof, reasonably free from weeds and rubbish.
 - b) on taking over the Plot, the Tenant should liaise with the Landlord if they believe it may not be possible for them to achieve the required levels of cultivation within the first 6 months;
 - c) the Landlord is informed if the Tenant is unable to work the Plot because of illness or any other matter at the earliest opportunity. Where possible the Landlord will try to assist by relaxing the requirements of cultivation; however, this cannot be guaranteed.
6. **Nuisance** - not to cause or permit any nuisance or annoyance to the occupier of any other Plot or to the owners or occupiers of any adjoining or neighbouring Land nor to obstruct or encroach on any path or roadway used by the Landlord or by the owners or occupiers of any adjoining or neighbouring property. Not to access any other Plot unless given permission by only the Tenant of that Plot.
7. **Co-Workers** – the Tenant can request from the Landlord permission to nominate up to two Co-Worker(s) to participate in the cultivation of the said Plot, such request not to be unreasonably refused. The Tenant is responsible for the safety and conduct of Co-Workers.
8. **Vehicles** – not to bring or place any vehicle, caravan, trailer or vehicle parts onto the Plot.
9. **Timber, Minerals etc.**- not without the written consent of the Landlord to cut or prune any trees or other timber or to take, sell or carry away any mineral, sand, earth or clay.
10. **Hedges, Fences, etc** - to keep all existing Boundary Fences or similar between their plot and any other plot in a good state of repair including the regular and proper cutting back of any existing hedges. All boundary fences surrounding the plot on all sides must not be extended in height.
11. **Buildings etc.**- Not without the written consent of the Landlord to erect, construct, place or lay any buildings, structure or works on the said Plot or any part or parts thereof provided that consent shall not be unreasonably refused under this clause to the erection of a garden shed, greenhouse or polytunnel.

- 12. Restriction on Cropping** – not without the written consent of the Landlord to plant any woodland trees or bushes or any crops which require more than two years to mature. Any such trees or bushes must not account for more than 25% of the cultivated area.
- 13. Depositing Refuse** – not to deposit or allow other persons to deposit on the said [Plot] [Allotment Garden] any refuse or decaying matter (except manure and compost in such quantities as may be reasonably required for use in cultivation) or place any refuse or decaying matter in the hedges or ditches adjoining the said Land. Any manure or compost deposited on the Allotment Site must be moved to the Tenants Plot within 24 hours.
- 14. Dogs** – not to keep dogs on the Land, nor to bring or cause to be brought on the Allotment Site any dog unless the dog is held on a leash and to clear away from the Allotment Site all dog faeces that may arise.
- 15. Fires** – Fires are not allowed on any part of the Plot or any other part of the Allotment site
- 16. Animals and Livestock** – No animals/livestock including hens and rabbits etc can be kept on the allotments at any time.
- 17. Water supply**, The Tenant can be issued with a water butt from the Landlord on request. This must be left on the Plot when terminating the tenancy.
- 18. Inspection** – to permit the Landlord or their agent at any reasonable time to enter on to the said Plot to inspect the state and condition thereof.
- 19. Indemnity** – to indemnify and keep indemnified the Landlord its officers and servants from and against all costs claims demands proceedings expenses and payments whatsoever that may be made or instituted against them or any of them in relation to the use by the Tenant or the tenant's employees visitors or contractors either directly or indirectly of the Allotment Site and which would not have arisen but for the granting of this tenancy. The Council accepts no liability for damage, loss or injury caused by or to tenants whilst on the Allotment Site.
- 20. Visitors/Deliveries to site** – make arrangements to meet personally at the entrance of the Allotment Site any persons visiting them or vehicles making deliveries to them on the Allotment Site. In the case of deliveries, it is the Tenant's responsibility to ensure that paths or roadways are not blocked and any such deliveries if deposited on the paths or roadways are removed to the Tenants Plot within 24 hours of delivery.
 - a) Any persons and children that accompany the Tenant may not enter onto another Plot without express permission of that Tenant. The Tenant has full responsibility for the actions of children and others entering the allotment site with their permission.
- 21. Change of Address** – that the Tenant shall inform the Landlord forthwith of any change of address and that of any Co-Workers or Associates connected to the Plot.
- 22.** Tenants must comply with all reasonable directions given by the Landlord or person acting on behalf of the Landlord to preserve the Allotment Site from deterioration and of which notice shall be given to the Tenant.

4. LANDLORD'S OBLIGATIONS

The Landlord hereby agrees with the Tenant as follows: -

- 1. Rent** – the Landlord will inform the Tenant of the annual Rent and full payment is due within one month of being requested, whether or not an invoice is sent or received.
- 2. Rent Review** – any proposed change in Rent will be advised 30 days in advance.
- 3. Refunds** – that no refund will be given for a Plot taken up and subsequently cancelled or terminations due to disciplinary actions.

4. **Repairs** – the Landlord will only be responsible for repairs and maintenance to the Perimeter Fencing, gates and access tracks, taking into account the annual maintenance budget. This does not include any internal fencing dividing Plots, or any hedges at all.
5. **Outgoings** – the Landlord shall pay all rates, taxes, dues or other assessments which may be at any time levied or charged upon the Allotment Site.
6. **Compensation** – The Landlord shall not be liable to make good or pay compensation for any damage or loss whatsoever caused directly or indirectly by the existence of poles or overhead or underground cables, or appliances and all other works edifices and machinery over or within or adjacent to the Allotment Site.
7. **Access to the Allotment Site** – The Landlord shall have the right to refuse admittance to any person other than the Tenant or Co-Worker or a member of their family or household to the Allotment Site unless accompanied by the Tenant or Co-Worker or a member of their family.
8. **Losses** – the Landlord is not liable for loss by accident, fire, theft or damage of any allotment shed, greenhouse of similar structures or vehicles brought onto the allotment site or tools or contents left in any shed, greenhouse or similar structure or vehicles brought onto the allotment site.
9. **Data Protection Act (GDPR)** – for allotment management purposes, the Landlord will keep a record of each Tenant's address and contact details both on computer and in paper records, (a copy of this tenancy agreement for instance). The Tenant's financial account details will also be held on computer. This information may occasionally be disclosed to third parties for reasons that are compatible with the above purpose e.g., very occasionally we may need to share your information with Central Government and its agencies, the Police and Fire Service. None of the information will be released other than as above.

By signing this agreement, you are authorising the Landlord to store and use this information for the purposes stated above.

5. DETERMINATION OF TENANCY

It is further agreed between the Tenant and the Landlord as follows: -

1. The tenancy shall terminate:
 - a) 30 days following the death of the Tenant; or
 - b) By the Landlord giving to the Tenant 12 months' previous notice in writing expiring at any time between 29 September to 6 April inclusive; or
 - c) By re-entry by the Landlord at any time after giving one month's previous notice in writing to the Tenant: -
 - (I) If the Rent or any part thereof is in arrears for not less than 14 days whether legally demanded or not; or
 - (II) If there has been a breach by the Tenant of any term or condition of the tenancy; or
 - (III) If the Tenant shall become bankrupt or compound with his creditors; or
 - (IV) If the Tenant becomes resident outside the Catchment Area.
2. Tenants may terminate this tenancy by giving the Landlord one month's written notice.

6. NOTICES

Any notice required to be given by the Landlord to the Tenant may be signed on behalf of the Landlord and may be served on the Tenant either personally, or by leaving it at his last known place of abode, or, by registered or recorded delivery letter addressed to them there, or by fixing the same in some conspicuous manner on the Plot comprised in this Agreement.

Any notice required to be given by the Tenant to the Landlord shall be sufficiently given if signed by the Tenant and sent in a prepaid post letter [or an email] to the Landlord or as the Landlord may from time to time designate.

DRAFT

The Landlord

SIGNED by: -

Duly authorised on behalf of a Proper Officer of the Landlord

The Allotment Tenant

I have read and understood the attached terms of this Tenancy Agreement and Rules and have signed below to agree to be bound on these terms.

SIGNED by the said: -

(Print Tenant name below)

(Please sign your name below)

.....
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Witnessed in the presence of: -

(Print witness name below)

(Witness to sign their name below)

.....
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Address of Witness: -

.....

.....Post Code.....

In the event of a Tenant wishing to terminate the tenancy of an Allotment Tenancy Agreement they MUST inform the Landlord. Under NO circumstances may the person giving up the [Plot] [Allotment Garden] transfer [a Plot] [an Allotment Garden] to another person.

Schedules

These Schedules contain Rules. The Landlord reserves the right to amend, add and delete rules from time to time based on changing legislation and exceptional circumstances.

Wherever possible, these changes will not be retrospective. Tenants will be notified within 14 days of any such changes.

Schedule 1 – Exceptions and Reservations

Right of	1.	The right with all necessary machinery equipment vehicle to enter upon the said Land or any part or parts thereof for the purposes of exercising any of the rights hereinafter excepted and reserved for the purpose of inspecting the state used and conditions of the said Land or any neighbouring Land of the Landlords and the making of any necessary tests thereon provided always that the Landlords shall make good all damage caused by or arising from such entry or at their option make reasonable compensation to the Tenant for any damage in consequence of the exercise of the rights hereinafter excepted and reserved.
Wayleaves	2.	The benefit of all wayleave contracts (whether existing at the date of this Agreement or entered into during the continuance of this tenancy) and all other contracts existing at the date of this Agreement and affecting the said Land or any part or parts thereof and all rents and other monies payable thereunder and the power to carry out at the Landlords cost anything required to be done thereunder by the Landlords.
Right of Way	3.	All rights of way (if any) hitherto used or enjoyed across the said Land or any part or parts thereof whether by the Landlord or their tenants in respect of other property of the Landlords or otherwise howsoever.
Planning Permission	4.	Consents under the Town and Country Planning Act for development involving change of use (including use of land for storage, keeping of horses, vehicles and caravans); and/or the erection of new structures (including sheds, greenhouses and poly tunnels). The Tenant shall be responsible for obtaining all such consents as required by the County Council local planning authority. Such consents must be obtained prior to implementation of any works or change of use. Please also note that as Landlords, the Council has the right to refuse any such requests, irrespective of any application for planning permission.
Contracts	5.	The Contracts (Rights of Third Parties) Act 1999 is hereby excluded and shall not apply hereto.

Ponteland Town Council

Events Committee

Minutes of a meeting held on Wednesday 26 April 2023

Present: Councillors K Overbury (in the chair), R Dodd and A Hall.

1. Apologies: Councillor L Darwin

2. Minutes of last meeting

The Minutes of the last meeting held on 15 February 2023 were noted.

3. Easter Trail

The event had taken place on 8 April and had been well attended with over 100 children taking part. Some positive feedback had been received although it was suggested that the photo clues could be simpler. The refreshments in Merton Hall had been well received and it was suggested that the hall should be booked for the event taking place in 2024. The Chair mentioned she was grateful to the members of Rotary who had attended to help with placing the clues in the park, this had been much appreciated,

4. The Coronation of King Charles III

Preparation for the weekend of the Coronation of King Charles III were progressing well.

The Clerk reported as follows:

- i) The bunting and decorations for the lampposts were nearly complete. The new coronation flag was displayed on the flagpole on Coates Green.
 - ii) A display had been created for Coates Green which had been installed.
 - iii) Ten businesses had agreed to display gold crowns in their windows and the hunt had been advertised on social media and notice boards.
 - iv) Only two schools had participated in the poster competition, and these would be judged and prizes awarded.
 - v) A letter had been sent to ground floor shops and businesses in March asking them to decorate their premises for the coronation and prizes of £200 for the best decorated premises in the three areas agreed at the last meeting.
- Businesses had been asked to have their decorations in place by 1 May as judging would be carried out on Tuesday 2 May. There had been a limited response, but businesses could be waiting until nearer the deadline to decorate.
- vi) Nine grant applications had been received for a donation towards the cost of holding an event over the Coronation weekend. One had been received from the Church choir but had been withdrawn. Approval had been given to provide these grants and all other actions for the coronation at the March Town Council meeting (Minute 29(ii) refers).

A schedule of applications had been circulated and the following grants were agreed:

- a) Merton Hall – afternoon tea event - £100
- b) Ponteland Methodist Church – sit down lunch for 80 people - £80
- c) 1st Ponteland Scout Group – coronation uniform badges - £100
- d) Darras Hall Primary school – Afternoon tea for local older residents - £100
- e) Grange Road residents – Street party - £50
- f) Low Haugh coronation party - £50
- g) Ponteland Memorial Hall – coronation tea party - £100

- h) Friends of Royal Hampton – tea party - £100
- i) Residents of Ladyrigg – tea party - £50
- j) Ponteland Manor tea for residents - £100
- k) Grange Lea Care Home – event for residents - £100

A suggestion was made by the Chair to consider purchasing a small decoration for children entering reception classes in Ponteland in September 2023. She understood there were around 90 reception places. This could be a Christmas decoration but with mention of the coronation included. This was discussed and members asked if some further research into this idea could be carried out and information could be provided to the next meeting for consideration. This was agreed.

It was agreed – That the item listed above relating to items for reception children be researched and discussed at the next meeting.

5. Ponteland Party in the Park

The Clerk had contacted the Council's insurance company regarding insurance for the above event which would take place on Sunday 11 June.

The insurers had now changed their policy in relation to insurance for events. Those events that had less than 2000 attendees at any one time did not require an additional premium and were being offered free of charge. However, there was still list of requirements that must be met prior to the event taking place. This included obtaining copies of third parties public liability insurance and food hygiene requirements. The Clerk had advised the organisers of the event of this information and requested that she should be provided with the necessary information prior to the event.

The Clerk was asked to write to the organisers and insist on copies of the information two weeks prior to the event.

6. Remembrance Poppy Displays

Members were reminded that it had been agreed at the last meeting to have a small poppy display at the Pele tower gates.

The Clerk reported that to date around 1500 poppies had been received. She reported that the Council's contractor had asked if he could purchase the metal materials required as soon as possible as he wanted to make the frame well in advance. This was agreed and the Chair agreed to speak to the contractor regarding arrangements.

7. Remembrance Sunday Parade arrangements

Arrangements for the Parade were discussed. It was likely that another volunteer would be needed to carry out the marshalling duties at the leisure centre car park this year.

This item would be further discussed at the next meeting.

8. Date of next meeting

A date would be arranged.

PONTELAND TOWN COUNCIL
Report by the Mayor
Report to May 2023 Council meeting
Mayor's report

Agenda item number 16(i)

20th April 7pm – Local Services – Presented by Paul Jones. Only 5 councils attended this Zoom meeting along with the new NALC coordinator G Popay.

1. All Aspects of Local Services were covered.
 - a. All Grey Bins go to Teeside and are used to generate electricity – this makes money for NCC.
 - b. Fix my street app is looking at adding public rights of way.

I had 4 questions once the presentation was finished.

- a. **Q.** Glass waste sites. I asked if our bins in the car park could be emptied more often as they were permanently overflowing.
PJ Answer. All glass will be collected curb side by 24/25. At the moment where this is being tried out it is a four week collection once it is in situ it may go to a six week collection.
At the moment residents are only putting this bin out on every other collection date.
 - b. **Q.** Could they add the C343 road leading to Medburn & Dissington onto the road gritting programme? This road has serious flooding from farmland which turns to ice very quickly and is dangerous. This road serves a large number of homes now due to all the new homes built in this area.
PJ Answer. email PJ the full details and he will look into it.
 - c. **Q.** What can be done to speed up the removal of trees with Ash Dieback. The does not take trees out unnecessarily. We are having a full tree survey carried out at the moment but as most trees have TPO's on them we have to get permission to remove them. What can you do to speed this process up?
PJ Answer email me with the full details once you have them and email him regarding the dangerous tree at the bus stop. Trees can be removed with TPO's on them.
 - d. **Q.** Did you say NCC will supply litter picking groups with high viz jackets, pickers and bags to groups.
PJ Answer:- Yes they also arrange to collect the bags once the litter picking has been carried out & check they are carrying out litter picking safely, all details as to how groups apply is on the NCC web page. They also encourage residents & councils to put forward an environmental champion.
2. Saturday 22nd April – 3pm – 5pm. The Inauguration of the 13th Bishop of Newcastle, The Rt Revd Dr Helen-Ann Hartley.
This was carried out traditionally and was an event I thoroughly enjoyed. It was attended by hundreds and Newcastle Cathedral, was packed out.
 3. Sunday 23rd April – 3pm. St James Church, Morpeth. St George's Day Parade held by the Scouts etc. This is one not to be missed a great afternoon singing camp fire songs and celebrating the scout movement. I was very surprised to receive a lovely thank you card from the District Commissioner for the Scouts thanking me for all of the help and support I have given during my term of office as Mayor. He wished me all the best for the future.

4. Wednesday 25 April – Informal discussions with Chair/Vice Chair of Ponteland Memorial Hall re application submitted. Some initial ideas were discussed with the above. Further information will be given at the end of the meeting.
5. Just a note for the new Mayor. As I did not find this out until my 2nd year as Mayor but there is a process of etiquette when you are invited outside of the parish of Ponteland you should ask the Lord Mayor or Mayor of which ever town or city you are going to for permission to attend and wear your chains.
6. 7th May Memorial Hall. Coronation Tea Party invited to judge the Children's Design A Crown Competition.
7. Merton Hall afternoon tea to commemorate the Kings Coronation.
8. May 4th Morpeth Locality Meeting – Teams meeting.