

## NORTHUMBERLAND COUNTY COUNCIL

### ASHINGTON & BLYTH LOCAL AREA COUNCIL

At a virtual meeting of the **Ashington & Blyth Local Area Council** held on **Wednesday, 11 November 2020 at 2:00 pm.**

#### PRESENT

Councillor G Webb (Chair)

#### MEMBERS

E Cartie  
G Davey  
S Davey  
B Gallacher  
J J Gobin  
L Grimshaw  
J Lang

K Nisbet  
K Parry  
M Purvis  
J Reid  
L Rickerby  
E Simpson  
T Wilson

#### OFFICERS

J Brown  
M Carle  
P Jones  
R O'Farrell  
K Norris  
N Snowdon  
  
R Wealleans

Consultant in Public Health  
Highways Delivery Area Manager  
Service Director – Local Services  
Interim Executive Director  
Democratic Services Officer  
Principal Programme Officer  
(Highways Programme Team)  
Neighbourhood Services Area  
Manager

Members observed a minute's silence in honour of Remembrance Day.

#### 100. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor D Campbell.

#### 101. MINUTES

**RESOLVED** that the minutes of the meeting of the Ashington & Blyth Local Area Council held on Wednesday, 14 October 2020, as circulated, be confirmed as a true record and signed by the Chair.

#### 102. PUBLIC QUESTION TIME

No questions from the public had been received in advance of the meeting.

## 103. PETITIONS

**(a) Receive any new petitions:** None received.

**(b) Consider reports on petitions previously received:**

### **Speeding Traffic on Woodhorn Road, Ashington**

Neil Snowdon, the Principal Programme Officer (Highways Programme Team) introduced his report (a copy of which is attached to the official Minutes of the meeting as Appendix A).

The petition of 80 signatures had been received from residents raising concerns about excessive vehicle speeds on Woodhorn Road, Ashington from the roundabout at the Rohan Kanhai Public House, eastwards to the roundabout with Woodhorn Lane and the A197. Mr Snowdon advised members that since 1 January 2017 there had been 6 personal injury collisions but pointed out that these could have had contributory factors such as alcohol and drugs.

Councillor K Parry had agreed to fund a feasibility scheme to consider what could be done to address speeding and the issue had also been raised with the Police who would look into this as part of their new enforcement initiative 'Operation Modero'. Mr Snowdon had meeting scheduled with the Police in two weeks and would update members accordingly.

In response to a query from Councillor Parry, Mr Snowdon advised that the target date on the design brief was 6 January 2021 but given the issues raised he would ask for this to be brought forward. Councillor Parry added that he had committed £20,000 from his small schemes budget towards this.

**RESOLVED** that the content of the report be noted and the Principal Programme Officer request that the design brief be brought forward.

**(c) Receive any updates on petitions for which a report was previously considered:** No reports to consider.

## 104. LOCAL SERVICES ISSUES

The Neighbourhood Services Area Manager and Highways Delivery Area Manager were in attendance to provide verbal updates about any key recent, ongoing and/or future planned Local Services work and to respond to issues raised by members.

### **Neighbourhood Services**

R Wealleans, Neighbourhood Services Area Manager, explained the impact of COVID on front line services and the measures taken to protect staff while still delivering a high quality service to the public:

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- In terms of PPE, officers had initially worked with multiple suppliers then collaborated with colleagues in the corporate centre to source equipment and sanitiser needed.
- Risk assessments and safe systems of work were developed to provide a safe and COVID compliant environment for staff; Depots were assessed, advisory signage introduced, wall mounted sanitiser units installed, desks taken out of use, maximum room occupancy introduced, mandatory face coverings used in communal areas etc.
- There were staggered start/finish times for teams and a one-way system in all buildings to manage movement of staff within the depot.
- Social distancing protocols were created for staff working in teams; A fleet of vehicles was hired to ensure social distancing was observed; Screens were fitted inside vehicles to enable the NEAT teams to work safely.
- Agency staff had been brought in to bolster the workforce and cover absence and increased workloads.
- Additional refuse vehicles had been hired for the collection of additional tonnage generated by high numbers of people working from home.
- There had been enhanced toilet cleaning 3 times per day, queuing systems, one-way systems, advisory signage etc to protect residents or visitors to Northumberland.
- Grounds maintenance services had been temporarily suspended (23-25 March), play areas and toilets had been closed. These were quickly reinstated with updated risk assessments and safe systems of work due to the importance of maintaining a clean and tidy environment for people to enjoy and cater for those spending time outdoors.
- The number of deaths had increased and continued to be monitored daily and staffing levels and availability of services were being adjusted to meet the increased demand across the crematorium and cemeteries accordingly, with no issues arising.

Mr Wealleans then updated Members regarding NEAT Grounds Maintenance:

- **Grass cutting** was under continuous review. There had been some challenging periods due to near perfect growing conditions but the team had recovered well and ended the season with the grass at the expected standard. In all areas core cuts were completed and most additional cuts achieved.
- **Street Sweeping** was being carried out on leaf hotspot areas to attempt to prevent localised flooding. Members were asked to bring any areas in need of sweeping to the attention of officers.
- **Winter Works Programme** was about to start and members were asked to bring any requests forward at their earliest convenience. Core works would be carried out first followed by prioritised requests and every effort would be made to get through as much as possible.
- **Waste Services** were all operating well other than a few minor vehicle breakdowns, staffing shortages and COVID restrictions. Garden waste collections would end at the end of November/beginning of December. The income for garden waste had exceeded the target but income from commercial waste and bulk collections was below target due to COVID restrictions. Teams would continue to review existing collection rounds in order to cope with ongoing housing growth as well as continued growth in take up of the garden waste service.
- **Other Information**
  - a trial kerbside glass recycling scheme was due to start on Friday and would cover 4000 households (Bedlington, Alnwick & Lesbury, Hexham and Morpeth). Collections would be monthly, on a 12 month trial, for glass bottles and jars only.

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- Despite restrictions, NEAT teams would attend all of the usual locations for Remembrance Day services to respectfully bring them up to the highest standards possible.
- There would be no 'In-Bloom' awards this year as due to COVID restrictions no judging could take place.
- Northumberland had gained 11 Green Flag awards for parks. A superb effort by all involved in a particularly difficult year.
- Hirst Park, Dr Pitt Park and Ridley Park had all gained Green Flag Status.

On behalf of members the Chair thanked the Neighbourhood Services Area Manager and asked that their appreciation be conveyed to his team for all the work they had carried out.

In response to concerns from Councillor Gallacher about the use of black bin liners, the Service Director, Local Services confirmed that officers were aware of the need to improve waste collection and containerisation arrangements for some households in this part of the county and discussions would be taking place with the Leader this week in that regard. He would provide feedback to Councillor Gallacher thereafter.

## **Technical Services**

M Carle, Highways Delivery Area Manager, provided an update on maintenance and capital:

### **Maintenance**

Statutory functions had been carried out throughout COVID lockdowns from March and had been done in a COVID safe way. Slight variations had been made as to how changes were approached to ensure public safety was adhered to. Maintenance functions had been delivered to a very high standard.

### **Highways Capital Completed Work**

A large amount of funding had been received through various streams in the South East. Northumberland County Council Highways department had recently carried out a resurfacing programme in Hawthorn Road and Station Road, Ashington and Bridge Street and Swaledale Avenue, Blyth. The car park in John Street, Ashington had also been resurfaced.

Tarmac patching had been carried out in Green Lane, Highfield Drive, Holly Street, Fallowfield Way and Monkseaton Avenue, Ashington; Ingram Drive and Laburnum Avenue, Blyth; Glendale Road, North Seaton and King George's Road, Newbiggin. Two micro surfacing schemes had been completed in Alexandra Road and Haydon Road, Ashington; Balfour Street and Winchester Avenue, Blyth; Barnston, North Seaton and Front Street, Newbiggin.

### **Upcoming Work**

- Tarmac patching work was scheduled for various locations in Ashington and Blyth.
- Works were currently ongoing for the new link footpath between Collingwood Road and the Grace Darling Campus in Newbiggin.
- Working on a 'Hedge to Hedge' vegetation clearance scheme across the South East including hedge cutting, footpath and carriageway scraping, fixing drainage and

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cleaning drainage channel issues and carriageway failures. Several sites were programmed as follows:

- Spine Road cycle track as well as a number of locations on the A189;
- A189 channels from Woodhorn Museum up to the A1068 roundabout;
- Quarry Road, Newbiggin;
- Wellhead Dean Road, Ashington;
- All cycle tracks surrounding Newbiggin and the North end of the Spine Road;
- Bothal Bank.

Mr Carle said the NCC Sign Shop based at Stakeford depot has shown its true value to the authority by producing phenomenal amounts of COVID related signage for both external and internal sites as well as stickers for offices. This was in addition to their existing internal and external workload.

Traffic Management teams had been exceptional in the early days of the first lockdown closing car parks and erecting VMS data board and signage and had assisted in delivering a large programme of works. From a personal perspective, Mr Carle praised all the Highways Team, especially the South East managers and workforce from March to the present day. They continued to adapt and change from their day job to deliver food parcels, PPE, magazines and back again to their day job, which had been seamless and the way they had adapted to COVID safe ways of working for their staff had been exemplary.

Questions and comments were invited:

- It was queried if members could be provided with information as to how requests for work in their areas were progressing as, in some cases, they had been outstanding for a number of years. In response Mr Carle said officers did try to keep Councillors up to date with what was happening in their area and to explain what was being done and why. In terms of work being outstanding for several years, Mr Carle said he was uncertain how that could be as budgets were closed off within one financial year and, although there was some slippage, it would not be to that extent. Following further comments Mr Carle offered to speak with Councillor Grimshaw outside of the meeting to discuss details of the issues she had raised.
- With regard to the footpath between Collingwood Road and the Grace Darling Campus in Newbiggin, Councillor Simpson said she had not been aware of this and asked if measures would be put in place to prevent cars driving over it. Mr Carle said he had not seen the design but would speak to Alan Taylor to liaise with the designer to see if any measures had been taken.

On behalf of members the Chair thanked the Highways Delivery Area Manager and asked that their appreciation be conveyed to his team for the work they had done.

**RESOLVED** that

(1) the information be received and noted;

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- (2) The Service Director, Local Services would provide feedback to Councillor Gallacher following upcoming discussions with the Leader to improve waste collection and containerisation arrangements for some households in South East Northumberland.
- (3) The Highways Delivery Area Manager would contact Councillor Grimshaw to discuss details of outstanding works in her Ward.
- (4) The Highways Delivery Area Manager would contact Alan Taylor to liaise with the designer of the footpath between Collingwood Road and the Grace Darling Campus in Newbiggin to address the concerns raised by Councillor Simpson.

The Chair reordered the agenda to discuss the following item next.

## **DISCUSSION ITEM**

### **105. WINTER SERVICES UPDATE**

Mr M Carle, Highways Delivery Area Manager, introduced the above report which provided an overall update of the pre-season preparations ahead of the forthcoming winter services season. (A copy of the report is filed with the official Minutes of the meeting as Appendix B.)

Mr Carle said the teams were ready for winter and highlighted the following key points:

- Weather monitoring and staff rotas were in place.
- New drivers would receive HGV training and, although they would not come on line until later in the year, they may get the opportunity to test drive the gritters before driving them next year.
- COVID measures had been reviewed in line with current guidance which had resulted in revised risk assessments of operational procedures to make sure all staff carrying out winter services were protected.
- Details of a fogging machine for the gritters were provided.
- All necessary PPE and cleaning regimes were in place.
- There had been a larger uptake in flu jabs this year.
- Managers and supervisors were working from home remotely using web based software.
- During the winter a new system would be introduced for automated gritting which would provide some resilience to the pandemic and allow other drivers to be brought in to carry out gritting of the routes. Training would begin in early December for implementation in the new year.
- The gritting route had not changed. There was a large fleet of gritters with 9 back up vehicles this year. Four new 70 plates had been brought in, one of which would be based in Blyth.
- Fleets were on standby to prepare for any breakdowns.
- All salt was in position and there was a strategic reserve in Powburn for 6,000 tonnes to add to Northumberland's resilience levels.
- Grit bins and grit heaps were currently being filled and it was hoped these would be fully stocked by the end of November.

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- Officers would liaise with Customer Services to ensure information on the website was up to date and there would be meetings to ensure call handling procedures and internal communications were in place.
- Farmers' contracts had been extended for another year and in addition there were a number of voluntary groups known as 'snow squads' to help with snow clearing.
- Arrangements were in place for Cross Boundary Working with Newcastle City Council, Durham County Council, Cumbria County Council and Scottish Borders Council.

Councillor Gallacher commented on the benefits of the new fleet and not being reliant on a small number of drivers. With regard to grit bins, he queried if these could be refreshed and not topped up as a lot of salt in the bottom was worthless. In response Mr Carle said instructions were that everything was loosened, put into workable order, topped up with additional salt and mixed in. Councillor Gallacher said he could only comment on his own experience and emphasised that grit bins were there for emergencies.

The Chair thanked Mr Carle for his report and asked that the committee's thanks be passed on to his team.

**RESOLVED** that the report be received and noted.

## 106. COVID UPDATE

Dr Jim Brown, Public Health Consultant, provided a verbal update as follows:

- There had been a rapid increase of 7-day rates of COVID infection since the beginning of November. Following a similar rapid increase at the end of September in Northumberland (which followed the decision of the LA7 to end into local restrictions), this rate had plateaued during October with a small increase towards the end of October.
- In the last week there had been an increase of 30%. The rate had been around 180 per 100,000 of population in October but, in the last week and during November, that had increased to 260 per 100,000. This increase is likely to be the result of a combination of behaviours during half term and when lockdown was announced.
- There had been 831 cases in the last 7 days.
- The rate was higher in Blyth and Ashington at 316 per 100,000 with 233 cases over the past 7 days. High rates had been seen throughout South East Northumberland.
- The testing rate had come down slightly since the peak in September but had stabilised, with similar testing rates in other parts of the North East.
- Northumberland still had lower rates than other parts of the North East.
- There were 4 wraparound groups for the outbreak control plan to support different sectors in preventing outbreaks – care homes and care settings, workplaces and businesses, educational settings and high risk individuals and settings.
- In the majority of care homes, the number of cases had been small and mostly infections were being managed to prevent further increases with the support of the infection control nurses together with Community Nursing, CCG, NCC Commissioning and NCC Public Health colleagues. However, there had been larger outbreaks in 3 care homes and unfortunately there had been an increase in the number of deaths.

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- Prior to lockdown a lot of work had been carried out by the Public Protection Team and the Police around enforcement visiting businesses and providing support. A number of directions had been served where there were concerns and this would need to be resurrected at the end of the national restrictions.
- In terms of developments, caution was needed around the new variant of cases in Denmark involving mink and there had been quarantining and restrictions on travel.
- There were local testing sites in Ashington and Blyth and sites for mobile testing units had been identified.
- A letter had been issued to those in the clinically vulnerable group advising them not to go to work and support through Communities Together had been resurrected.
- Some high impact interventions had been agreed regionally to provide support for the clinically vulnerable in identifying their contacts and a proposal for a regional integrated COVID testing hub. This would include both testing at the new Lighthouse laboratory in Newcastle, need to bring in NHS test and trace capacity to the North East, and would help to link cases and identify clusters early to increase the number of contacts identified.
- There were also developments around COVID testing for visiting professionals to care homes, and use of rapid point-of-care testing to enable testing for designated visitor and domiciliary care staff, and daily testing of care home staff.
- Visiting policy to care homes had been issued in line with national guidance in order to provide some reassurance to care homes and relatives.
- A huge amount of work had been done around communications, locally and regionally, to understand behaviours and to develop interventions and campaigns.
- Work to develop COVID champions, people in the community who would spread messages about social distancing, wearing facemasks, handwashing and following all other guidance around restrictions in place.
- Preparations were being made around vaccines. It was hoped the final trials would be successful and it was envisaged deliveries would be around the beginning of next year with a staggered roll out.

The Chair thanked Dr Brown for the information he had provided and asked that he pass on the committee's thanks to the Public Health Team.

**RESOLVED** that the information be noted.

## **107. LOCAL TRANSPORT PLAN 2020/21 - CAPITAL PROGRAMME UPDATE**

The report provided an update on progress with the delivery of the approved Local Transport Plan (LTP) programme for 2020/21 (copy attached to the signed minutes as Appendix C.)

Paul Jones, Service Director – Local Services referred to the local updates provided earlier and said he would advise members of the countywide position.

- The usual £18.5 million grant had been received from the Government and there was an additional £15 million capital investment from the County Council to take forward a 2 year programme for maintenance of U and C roads and footways across the county. £10 million of that funding had been allocated in the current year.

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- An additional £11.4 million in capital grant funding had been received from the Department of Transport (DfT) for 2020/21, for highway maintenance works, details of which were set out in paragraph 3 of the report.
- As part of the Government's DfT Challenge Fund, the Council had been successful in bidding for a further £3.7 million which would go towards an overall £4.8 million programme to look at steel bridges within the County and as a result eight steel bridges would be repainted and refurbished over the next two years.
- This was the third consecutive bidding round in which the Council had been successful in securing DfT Challenge Funds, with Northumberland being only one of a handful of Council's in England that had secured funds from this competitive process on every round and this was a credit to the Council and to staff within the Technical Services Department and demonstrated the very high quality of the bids.
- COVID had resulted in delays to the delivery of the capital programme as staff had been required to undertake alternative duties. An extensive review of risk assessments and methods of working had to be carried out and teams within Highways Delivery had done very well to turn this around quickly.
- In excess of 40 miles of road resurfacing works were programmed for the current year. This had commenced in June and was expected to be complete by the end of the financial year, with 12 miles having been completed so far.
- In terms of surface dressing, Sheepwash Bank to Bothal Bank was one of the schemes in the Ashington/Blyth area. Overall it was a £3.7 million programme with over 48 miles of roads to be resurfaced and despite the late start and wet weather at the end of August, the team had managed to complete the whole programme.
- The micro-surfacing programme, which was predominantly for urban roads in residential estates, was planned over two stages to cover 10 miles and this had also now been successfully completed.
- There was a range of cycling and walking schemes underway this year, with 34 improvement schemes in various locations, the majority of which would be carried out in Autumn/Winter.
- There was a challenging bridge programme this year, some of which in the north of the county were now complete. Work had recently started on the Berwick Old Bridge and on the Union Chain Bridge, both of which were very high profile projects with significant conservation requirements due to their respective status as ancient scheduled monuments and grade 1 listed structures.
- Of the eight steel bridges being taken forward in the DfT challenge fund project, none were in the Ashington/Blyth area but they were major strategic link roads and officers were currently going through the procurement process to secure a specialist painting contractor with work expected to start at the end of the year, running through to the next financial year.
- There were a number of landslips within the county and details of repair projects were provided.
- On road safety schemes, extensive work had been carried out on minor improvements such as pedestrian crossings, refuges and new walkways. A number of high risk sites, where accident records were particularly high, had also been taken forward for improvement, two of which were complete with a further eight due for delivery by the construction teams and ten where there was design work ongoing.
- Another area of work was around 20mph limits at schools which was particularly challenging due to the amount of design consultation in dealing with stakeholders.

Four schemes had been delivered this year, eight issued for programming for delivery and a further 40 were in progress at various stages. These would be delivered across the remainder of 2020/21 and into the start of 2021/22 so that the whole 20 mph limits at schools programme would be completed before the end of the next financial year.

- The staff across the whole of the Technical Services Team, and those involved with Highways Safety Schemes, had performed extremely well and had responded to a huge challenge in terms of the programme to be delivered. They were working in very difficult circumstances whilst carrying out other duties and the way they had adapted to this was exemplary.

The Chair thanked the Service Director – Local Services for his comprehensive report and asked that the committee's thanks be conveyed to the staff involved.

In response to questions/comments from members the following information was provided:

- Around £800,000 had been allocated to the 20mph limit at schools programme when it was first launched. Traffic Regulation Orders were undertaken, double yellow lines looked at, the number of Civil Enforcement Officers had been increased and there was a mobile enforcement vehicle particularly for activity around schools. Councillor Grimshaw was invited to contact Mr Jones outside of the meeting to arrange some targeted activity for particular concerns raised.
- In terms of the 20 mph limits, the Police would not enforce them, they were there to encourage people to slow down which was why other physical interventions relating to traffic calming measures were in place at the 20mph schemes.
- When people parked on double yellow lines at schools or on school 'keep clear' areas, enforcement action could be taken via the camera enforcement vehicle.
- Civil Enforcement staff were continuing to operate as normal apart from those who were shielding. There was a single parking enforcement vehicle, with a camera on top, and there were no plans to increase the number as it was rotated around the county on a regular basis.
- Those causing the most problems were those actually responsible for dropping children off at school and further work was needed with headteachers and governors of schools to work with parents and guardians for a collective effort to resolve road safety issues.
- It was confirmed that Civil Enforcement Staff could carry out enforcement when people parked on double yellow, single yellow lines, residents only permit zones etc. Enforcement staff did patrol car parks to ensure people were adhering to the rules but they also patrolled on-street parking restrictions in urban areas and targeted schools on a regular basis. Officers were happy to look at particular areas for targeted enforcement should members contact them to do so.
- One of the difficulties with the enforcement of the parking restrictions, such as double yellow lines was the required observation period during which time the Civil Enforcement Officer had to watch the vehicle to make sure a parking offence was being committed before they were able to issue a Penalty Charge Notice. The requirement for observation periods was a standard approach across the UK. In busier town centre locations, yellow lines were double blipped which meant there was no stopping whatsoever and if anyone parked there, they could be issued a Penalty Charge Notice immediately.

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- In relation to school design, it was acknowledged that the expansion of schools in the past had created many parking problems, especially for schools in residential areas with narrow roads. The design of the new school next to County Hall had considered road safety from the outset and it was hoped this approach would continue going forward.
- With regard to concerns about funding for the crossing in Blyth between South Shore and the promenade, the Service Director – Local Services said he would look into this and if it was on the LTP programme it would be taken forward. If it was not included at the present time it would need further discussion. In response to further comments and a request for clarification that this had been on the LTP for a number of years, the LTP process was explained and the Service Director – Local Services said he would provide an update on the current position to Councillors Reid and Rickerby.
- With regard to comments about the content of the report and lack of reference to Ashington and Blyth, it was pointed out that the monthly update from the Local Services team covered works done in those areas and the purpose of this report was to give an overview of the full extent of LTP programme activities across the whole of the county.
- In terms of the consistency of repairs, it was confirmed that teams operated to the same standards across the County. In busier urban areas short term repairs may be carried out for road safety issues but these were temporary before long term repairs were done.
- The Council worked collaboratively with Northumbria Police as part of the Northumbria Partnership that also covered Tyne and Wear authorities and worked alongside Northumberland Fire and Rescue Service to look at a wide range of road safety issues, actions, speed enforcement cameras and their locations. The purpose of mobile speed cameras was to deter people from speeding and change behaviours. Posts on social media to warn others about the location of speed cameras was not a crime.
- Reference was made to page 4, paragraph 18 which highlighted that a variety of TRO's had been introduced in 35 various locations and it was queried how long these took to come to fruition. In response it was explained that each individual scheme was bespoke and the TRO's were varied. It was, however, acknowledged that more transparency was needed and members should be kept up to date about the schemes. Details of the 35 locations would be provided.
- Councillor G Davey requested that information be forwarded to him about the current position regarding the proposed Blyth Relief Road scheme and why work had not started to cost out work to relieve the traffic on Cowpen Road and widen the network.
- With regard to the current position regarding Malverns Road in Blyth, Mr Jones referred to some outstanding problems with the developer which needed to be resolved before resurfacing could begin. Mr Carle said discussions were ongoing with the developer but the design was complete and was programmed to be done before the end of the financial year. He would look into bringing this forward.
- Mr Jones said it was not possible to notify members about all minor road repairs which were converted into permanent repairs. He advised members to log onto the one network web page which could be set up to show alerts for any roadworks that required road closures and included utility works as well as NCC highways maintenance works. Mr Carle offered to speak to Councillor Gallacher outside of the meeting to run through his individual issues.

**RESOLVED** that

- (a) The information be noted.
- (b) The Service Director – Local Services would provide Councillors Reid and Rickerby with an update regarding progress for a crossing between South Shore and the promenade in Blyth.
- (c) Details of the 35 locations where TRO’s had been introduced would be provided to members.
- (d) Councillor G Davey be provided with information regarding the current position of the Blyth Relief Road.
- (e) The Area Manager, Highways Delivery would look into bringing forward the resurfacing work on Malverns Road, Blyth.

**108. LOCAL AREA COUNCIL WORK PROGRAMME**

Members received the latest version of agreed items for future Local Area Council meetings (attached to the signed minutes as Appendix D).

**RESOLVED** that the information be noted.

**109. DATE OF NEXT MEETING**

It was noted that the next meeting would take place on Wednesday, 9 December 2020, time to be confirmed.

The Chair also reminded members about the workshop for the Local Transport Plan which was taking place on Friday, 13 November at 2:00 pm.

The meeting closed at 3.33 pm

**Chair** \_\_\_\_\_

**Date** \_\_\_\_\_