



Date of Issue: 6 February 2018

A MEETING OF THE **COMMUNITY & ENVIRONMENT COMMITTEE** WILL BE HELD ON **MONDAY 12<sup>th</sup> FEBRUARY 2018** IN THE **COUNCIL CHAMBER SHOTTON HALL, PETERLEE, SR8 2PH** at **6.30pm**

Mr I Morris M.C.I.H

Town Clerk

### **A G E N D A**

**Members of the Committee and members of the public are reminded that the public part of the meeting may be recorded in both audio and video, and photographs may be taken.**

1. Apologies for Absence

Members are cordially invited to inform the Deputy Town Clerk of their apologies as soon as practicable

2. To receive declarations of interest

Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk or Deputy Town Clerk prior to the meeting if in doubt.

3. To Approve the Minutes of the Last Meeting

Members are asked to agree the attached minutes as a true and correct record of the meeting.

(Minutes of the Meeting held on 15<sup>th</sup> January 2018 attached)

4. Minutes of the Events Working Parties of the 9<sup>th</sup> & 23<sup>rd</sup> January 2018  
Members are asked to note and approve the attached minutes of these working parties.  
(Minutes of the Events working parties are attached)
5. Minutes of the Woodhouse Park Working Party of the 22<sup>nd</sup> January 2018  
Members are asked to note and approve the attached minutes of this working party  
(Minutes of the Woodhouse Park working party are attached)
6. Update on Sports Development Activities  
The report of the Sports Development Officer providing information for Members about new and existing sports development activities, club development and issues raised by sports users is attached for the consideration of Members.  
(Report of the SDO attached)
7. Progress Report of the Horticultural Supervisor  
The report of the Horticultural Supervisor seeking approval for the procurement of a 4 wheel drive vehicle and grass cutting machinery for the daily maintenance of sports and open space areas.  
(Report attached)
8. Patio area – The Pavilion  
Item requested by Councillor Hawley for discussion on the inclusion of a patio area at the Pavilion Helford Road.
9. Opening and Closing of the Play Areas, the Park and Cemetery – progress
10. Thorntree Gill Leisure Gardens – proposed building - progress

THE MINUTES OF THE MEETING OF THE  
COMMUNITY & ENVIRONMENT COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,  
PETERLEE ON MONDAY 15<sup>TH</sup> JANUARY 2018 AT 6.30PM

PRESENT: COUN M A CARTWRIGHT (CHAIR)

Mesdames:- K Liddell, L Fenwick, S Simpson, K J Duffy, K Hawley, A C Long  
& V Watson

Messrs:- A Watson, R Moore, T Duffy, G L Carne, A S H Meikle, S Miles, R  
Kyle, C Watkins & A T Wilkinson

**The Chairman advised Members of the committee that part of the meeting may be recorded by both audio and video, and it may be that photographs were taken.**

57. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors S McDonnell, S Franklin, J Robinson & S McGlen. **RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

58. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise.

59. The Minutes of the last Meeting held on 11 December 2017, a copy of which had been circulated, were approved and signed as a true and correct record

60. Minutes of the Events Working Parties of the 5<sup>th</sup> & 19<sup>th</sup> December 2017

The Minutes from these working parties, copies of which had been previously circulated to each Member, were considered. **RESOLVED the contents of these minutes be noted and approved.**

61. Progress on New Activities

The Sports Development Officer gave a verbal update on new activities being offered at The Pavilion. It was reported there had been 32 new PACES members from the beginning of January 2018 and four new classes were now running. There was also a 6 week mindfulness course being offered. Progress was being made with Town Council public buildings and making them and staff dementia friendly. Free mini massages were being offered to staff during the month and the Town Council were working in partnership with a health trainer who would be on site to offer free advice and support. Details were given on the current sporting activities currently in season. It was asked if details of the new classes and timetables could be circulated. **RESOLVED the information given, be noted.**

62. Progress Report of the Horticultural Supervisor

The report of the Horticultural Supervisor was not available.

63. Litter

This item had been requested by Cllr Meikle relating to a proposed anti litter campaign. Councillor Meikle spoke about his ideas for a campaign with a strap line of "Show a Litter Respect". He reported every area in the Town was suffering with litter problems and he hoped a campaign to educate residents would reduce this problem. The Town Clerk advised on measures he felt would make a difference, some working in partnership with Durham County Council and he asked for approval to take immediate action in ordering rubbish bags to be used as a start to this campaign. In considering the litter issues Members also made reference to drug taking in the Dene Parks areas and it was asked that both Ron Hogg and Chief Constable Mike Barton be invited to a future meeting. **RESOLVED approval be given to the purchase of rubbish bags as a start to the "Litter Respect" campaign and invitations be made as discussed.**

64. Lowhills Road Playing Fields

This item had been requested by Councillor Miles for discussion with regard to the open aspect and access to Lowhills Road playing fields and he gave details of problems with off road motorbikes, quad bikes and indiscriminate car parking. **RESOLVED a final warning letter be sent to all football Team Managers about parking on Lowhills Road, stressing that the conditions of hire would be strictly enforced. FURTHER RESOLVED prices be obtained for a post rail fence to run the full length of Lowhills Road Playing fields running parallel to the roadside and to make tarmac parking bays.**

65. Lowhills Road Leisure Gardens – update

The Town Clerk gave a verbal report of the Town Clerk on the positive progress of forming a new committee and constitution at Lowhills Road Leisure Gardens. Councillor A Watson said he felt he was speaking for everyone when he said all the Council wanted was for a fit and proper organization to operate the allotments and fully supported the provision of allotment sites in the Town. It was asked that the Town Clerk make further contact on the issue of volunteers on the sites working with other agencies/organisations. **RESOLVED further progress be awaited.**

66. Various Items/Updates

Members asked for an update on the fencing of Helford Road cricket pitch, which was given.

An update was also given on the building at Thorntree Gill Leisure Gardens.

Councillor Hawley asked that an item be placed on the next meeting agenda – “a patio at the Pavilion”.

There was discussion on the opening and closing of play areas and the cemetery and reference was made to arrangements made over the recent Christmas period.

**RESOLVED the information given be noted.**

THE NOTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD IN THE COUNCIL CHAMBER SHOTTON HALL, PETERLEE ON TUESDAY 9<sup>th</sup> JANUARY 2018 AT 1.00PM

PRESENT: COUN A WATSON (CHAIR)

Mesdames:- S Simpson, L Fenwick, K Duffy & A C Long

Messrs:- J Robinson, G Caren & S Miles

55. Apologies for Absence

Apologies had been submitted and accepted from Councillors K Liddell, S Meikle, R Moore, R Kyle, S McGlen and Mr I Morris.

56. The notes from the last meeting held on 19<sup>th</sup> December 2017, were considered and agreed as a true and correct record.

57. Support for Future Events

The Chairman welcomed Michelle Harland from Creative Opportunities. Ms Harland gave the background to her company which was a not for profit organisation, supporting organisations in arranging events, ranging from performances, characters, props, themes, themed craft activities, lawn games etc, explaining they had worked on events ranging from £350 to £6,000. The possibility of having a vintage type theme and bake off event included in one of the Woodhouse Park Summer Fun Days was discussed. It was agreed that this company be considered to support the Town Council with various events, depending on budget and cost.

58. Events

(i) HELD New Year's Eve Gala Night, Shotton Hall

The Facilities Manger gave feedback on the event which had been very successful with good bar sales. There had been a few issues from customers that were being dealt with.

(ii) Over 60's event, 12<sup>th</sup> January 2018, Shotton Hall

Tickets were going well and the catering was being done in house, Members were invited to come along and support the event.

(iii) Burns Night – 20<sup>th</sup> January 2018

Details with regard to any cancellation charges or fees were given. It was agreed the event go ahead and all were encouraged to buy ticket(s).

**(iv) NEW Mad Hatters Tea Party – Spring**

Agreed the detail of this event be discussed further at the next meeting.

**(v) Peterlee in Bloom – June – to consider costs etc**

Details of costs to run this event were given. It was agreed this event be ran again this year and a judge be sought.

**(vi) Peterlee Armed Forces Day 30<sup>th</sup> June 2018– progress/update**

There was an issue of the car park and access requirements of the Judo class held on a Saturday Morning. In an attempt to overcome this it was asked if the event could be held elsewhere ie Eden Lane, if not could the Council consider changing the date of the event to Sunday 1 July 2018. It was also suggested that perhaps Creative Opportunities could support with theming the event and bringing along entertainment and it was agreed an approach be made to Ms Harland, with a budget of a maximum of £2,500 given.

**(vii) Peterlee Show 1<sup>st</sup> & 2<sup>nd</sup> September 2018**

Following discussion with the Safety Officer, the Show Co Ordinator gave details of the additional expenditure that would be incurred on the provision of a Trance Tent as an addition to this year's Show. It was agreed the detail be discussed further and brought back to the next meeting.

**(viii) NEW Teddy Bears Picnic**

Agreed that this be considered further at the next meeting.

**(ix) NEW Elvis Tribute Night**

Agreed contact be made with Mr Perpescu to seek his availability and a report be made back to the next meeting.

**(x) Australian Cricket Team, Helford Road – 13 July 2018**

It was hoped that this be made into more of an event this year.

**(xi) NEW Northern Soul Nights, Shotton Hall Banqueting Suites/The Pavilion**

Agreed this be considered further at the next meeting.

59. **Date and Time of Next Meeting**

It was agreed the next meeting be held on **Tuesday 23<sup>rd</sup> January 2018** at **10.00am**, Shotton Hall, everyone agreed they would prefer a 10.00am meeting.

THE NOTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD IN THE COUNCIL CHAMBER SHOTTON HALL, PETERLEE ON TUESDAY 23<sup>rd</sup> JANUARY 2018 AT 10.00AM

PRESENT: COUN R MOORE (CHAIR)

Mesdames:- S Simpson & L Fenwick

Messrs:- A Watson, C Watkins & S Miles

60. Apologies for Absence

Apologies had been submitted and accepted from Councillors A S H Meikle, A C Long, J Robinson, K Duffy, T Duffy, S Kirkup & G Carne.

61. The notes from the last meeting held on 9<sup>th</sup> January 2018, were considered and agreed as a true and correct record, subject to Councillor T Duffy as being shown as in the Chair and Councillor Carne's names being corrected.

It was agreed that a Burn's night be booked in the diary for 2019 for either Saturday 19<sup>th</sup> or 26<sup>th</sup> January 2019. Following a discussion about Valentine's Day 2019 it was agreed that Shotton Hall is currently not well suited to "couple" events, and this matter should be reviewed at a later date. It was asked if 3 more Fun Days could be arranged, making a total of 5, one in each ward and it was suggested that perhaps Future Opportunities might be able to organize these on the Town Council's behalf. The Town Clerk said he would arrange to meet with Miss Harland about partnership work with the Town Council and he would also carry out a price comparison in line with the Council's Financial Regulations.

62. Armed Forces Day 2018

Members were asked to consider and agree the content of this event. The purpose was to celebrate the current serving personnel in the Armed Forces. The audience was everyone, including families and children. The anticipated numbers

Members were asked to consider and agree the content of this event. Following considerable discussion it was agreed:-

- The event be held on Sunday 1 July 2018 between 11 – 4pm;
- The purpose of the event is to celebrate the current Armed Forces personnel;
- A family event with around 1,000 people attending
- Various groups such as the scouts, brownies, schools etc be invited to take part in some way;
- PTC Parks equipment and staff be on display if possible



- The WW2 enactment group be confirmed
- Dawn of Chivalry enactment group be confirmed
- The blue light services be invited to provide display vehicles
- The Armed Forces be invited to provide a display/ vehicles etc
- Nobles fairground be asked to provide some rides
- Vintage armoured vehicle be invited, subject to relevant insurance etc
- The GT Group Band be invited to take part
- Suitable medical cover, toilets, security, health & safety, advertising, traffic and parking along with advanced signage be hired.

Prior to the close of the meeting there was discussion about promoting and advertising events and whilst accepting social media captured a very wide audience it was felt that perhaps a brief newsletter that could be produced in house and circulated by local members could be explored. Also opportunities with the college and media students and the new local radio were discussed.

THE MINUTES OF THE MEETING OF THE  
WOODHOUSE PARK WORKING PARTY HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,  
PETERLEE ON MONDAY 22<sup>ND</sup> JANUARY 2018 AT 10.00AM

PRESENT: COUN A C LONG (CHAIR)

Mesdame:- L Fenwick

Messrs:- T Duffy, S Meikle & R Moore

Mrs U Wilding, Mr J Warne & G Pratt, Howlatch Resident's Association

The Chair invited everyone to introduce themselves to the meeting.

1. Apologies for Absence

Apologies had been submitted and accepted from Councillor K Liddell, K Duffy and S McDonnell. **AGREED the Council the apologies for absence be recorded.**

2. Notes from the Play Area Strategy Working Party held on 11<sup>th</sup> September 2017, a copy of which had been previously circulated were considered. It was reported the council had been unsuccessful in requesting brown on white signage. It was suggested that perhaps the County Councillors may be able to assist with this matter.

3. Woodhouse Park Working Party – Terms of Reference

It was suggested the group agree its terms of reference ie what the group is trying to achieve:

- Understanding the Park user and other community needs/aspirations
- Current equipment/facilities in the Park
- Future equipment/facilities
- Role of volunteers eg "Friends of" and "WHIP Group"
- Funding and grants

The Horticultural Supervisor gave a summary of the items listed and he was working with a partner to try and access funding, albeit on a small scale, for such items as repairing the mobile skate park and for small events to be held in the Park. He asked for ideas on how best to engage with volunteers and residents. The Town Clerk advised he had set up a Facebook page, "Friends of Woodhouse Park". It was felt the

Park was for all of Peterlee and as part of the facilities having a community centre or using part of the current permanent building would improve the offer. The group spoke about ways to tackle vandalism and it was stressed the need to make sure reports were made to the 101 number operated by the Police.

4. Play Equipment in the park

The Horticultural Supervisor gave details on the current condition and the results of recent inspections etc and there was discussion on the type of equipment such as play equipment especially for the disabled and equipment that was low or maintenance free such as boulders and pipes. Progress was given on the refurbishment of the toilets and it was hoped further progress would be reported back to the next meeting.

5. The Skatepark

Current usage and potential for the future was discussed. Details were given of a local user where it was felt he would be a positive addition to this group and it was agreed he be invited to the next meeting. The refurbishment of the mobile skatepark it was suggested would be another facility and would allow more use by BMX riders.

6. Review of current users/groups

It was confirmed the following was a list of current groups that use the Park:-

- Direct Steps
- The WHIP Group
- Park & stride (via the school)
- PACES
- Howlatch Residents Association

The Working Party were asked to advise the office if there were other groups they were aware of. It was suggested as this was a Town Park all Local Members should ask their resident's associations (if they had one) to come along to future meetings.

The Horticultural Supervisor reported he had offered facilities at the Park to the PCSO's.

7. Opening & Closing of the Park

The Horticultural Supervisor asked the representatives of the Howlatch Resident's Association how they would feel about the Park being left open. They were positive

about this and it was agreed it be considered further at the next Community & Environment Committee. Mention was made about dogs on leads being allowed in the Park and all felt this was a positive move forward in making the Park more accessible and inclusive. In closing the Chair asked how the Resident's Association felt about more involved with Woodhouse Park and they confirmed they were happy to continue and be involved and support the Town Council.

It was asked that the proposal for a Band Stand in the Park, music in the Park be included on the next agenda.

8. Date and Time of Next Meetings

It is suggested the next meetings be held **on Monday 19 February and 19 March 2018 at 10.30am**, Council Chamber, Shotton Hall.

**Report To:** Community & Environment Committee

**Date of Meeting:** 12<sup>th</sup> February 2018

**Subject:** Update on Sports Development Activities

**Report of:** Sharon Pounder, Sports Development Officer

**Purpose of Report:**

To provide information for Members about new and existing Sport Development Activities, club development and issues raised by Sports Users.

**1. Teqball Update**

The funding Application submitted for a Teqball table to the Use of 106 Funds held by Durham County Council missed the January round due to the high number of applications, but will be included in February.

The amount applied for to cover fixtures and fittings and ground preparation for the Teqball table is £6375. This amount also includes funding for 3 x all weather benches for spectators to utilise, which will act as a barrier around the table. (See Appendix 1 for details on Teqball equipment)

**2. Football Letters**

A letter has gone to all football teams hiring pitches at Low Hills to remind them of the rules and regulations regarding parking/driving on to the pitches. (See Appendix 2 for a copy of rules and regulations).

**3. New Activities**

Hoop Nation Sessions

Fitness Instructor Mel Bevan delivered two Hoop Nation Sessions at The Pavilion on Sunday 4<sup>th</sup> February. Both sessions were full; equipment and space dictates numbers of participants. We had a lot of positive feedback from class participants, therefore, we will continue with delivery every Sunday.

Go Tri Training

Go Tri is a 5-week introductory training course for participants considering participating in a Tri/Duathlon event. The training is aimed at active people

already participating in either running or cycling, and is a funded programme through British Triathlon. The training commences at The Pavilion on Wednesday 7<sup>th</sup> February 6.00 – 7.00 p.m. A mini Go Tri event will take place after training has been completed. A bike and helmet and £5 is all participants require to take part.

#### **4. Pitch Usage**

The weather is affecting weekend fixtured games across the town and MUGA usage (training sessions for clubs) at The Pavilion.

#### **5. Unsuccessful Expression of Interest Funding Application**

Sports Development have had written notification from Sport England that the Expression of Interest submitted for a project to tackle inactivity amongst the unemployed in Peterlee has been unsuccessful (See Appendix 3 for Letter). The project combined well-being with sport, exercise, and social activities to contribute to tackling mental as well as physical health within the local community. Alternative ways of funding the project will be investigated.

#### **6. Staff member's success**

Elaine Hancock, Activity Worker, has completed her Chi Kung; a form of Tai Chi, Instructor training course, which she has been studying for over the past 12 months. Elaine achieved a distinction for the work she has done, and is now working towards completing her Yoga Instructor course. Elaine will be introducing a new Tai Chi class as part of the PACES timetable.



## **FOOTBALL PITCH RULES**

Playing accommodation in respect of football is let on a Home and Away basis. Pitches will be let for play by each individual Team no more than once in two weeks, except by special arrangement. Alterations of fixtures of Teams sharing a field must be mutually agreed and the Parks Supervisor notified in writing ([brendan@peterlee.gov.uk](mailto:brendan@peterlee.gov.uk))

Failure to notify may result in the Parks Supervisor refusing to allow play. All fixtures to be sent in advance to the Parks Supervisor. **Any decision** which the **Ground Staff** makes regarding the condition of the fields and their suitability for play **is final and binding**.

Inform the Parks Supervisor immediately if the team is disbanded and do not require the facilities. Also any change in Secretaries address and telephone number. No part fees refunded.

The home team are the hirers of the facilities and are responsible for the conduct of their opponents. Any damage to the facilities will be charged to the home team and could result in the use of facilities being withdrawn.

Home Team's are to inspect the football pitch on each occasion before play and should be happy the pitch is in an acceptable and playable condition before commencing play. Any incidents or accidents should be reported immediately in writing or emailed to the Parks Supervisor.

Changing and Shower Facilities are available and included in the fees. However, individuals leave valuables at their own risk.

**The hire or use of kitchen facilities is not available in any of the Town Council buildings.**

**Car Parking on grass areas is strictly not permitted and teams found not complying to this will have their contracts terminated with this Council.**

**Home Team to ensure that any litter created during match time is taken away or placed in litter bins provided**

### **Deposits**

A £50.00 deposit in addition to the fees and charges will be paid by each new team which will be returned on request at the end of the season or carried over to the following season subject to:-

- 1) No damage to facilities reported.
- 2) No late cancellation being received which occur costs.
- 3) No costs are occurred by any other means.





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Sharon Pounder  
Peterlee Town Council and Life Spark Health & Well Being  
The Pavilion  
Helford Road  
Petrlee SR8 1ER

9 January 2018

Dear Sharon Pounder,

**Sport England Tackling Inactivity and Economic Disadvantage  
TIED420 PETERLEE TOWN COUNCIL AND LIFE SPARK HEALTH & WELL BEING**

Thank you for submitting an Expression of Interest for Sport England's Tackling Inactivity and Economic Disadvantage funding.

We have reviewed the information that you provided, and unfortunately in this instance we feel that the project is not one that we can support.

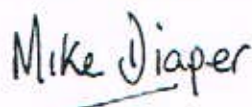
I know you and all involved in developing your project will be disappointed with this outcome. We know that a lot of time and effort will have gone into the Expression of Interest and we are sorry that we cannot support your project this time. The funding round has been very popular and the standard of submissions has been very high. We received over 475 Expressions of Interest requesting more than £55 million of investment, but with only £3 million available it means that only projects that most closely align with our programme objectives can be supported.

If you do not think we have followed our published procedures correctly when assessing your Expression of Interest, then details of our appeals procedure may be found on our website; <http://www.sportengland.org/about-us/corporate-information/complaints-procedure/>. If you want to appeal you need to register your appeal within 21 days of the date of this letter.

There may be other investment funds that are appropriate for your ideas due to the nature of your project or audience. Details of Sport England's other funding programmes are available on our website ([www.sportengland.org/funding](http://www.sportengland.org/funding)). This is regularly updated when new funding opportunities are announced.

We would also encourage you to look at other potential sources of funding, of which further information can be found at <http://www.sportengland.org/funding/other-sources-of-funding>.

Yours sincerely



Mike Diaper  
Executive Director

**Report to:** Peterlee Town Council Community & Environment Meeting

**Date of meeting:** 12<sup>th</sup> February 2018

**Subject:** Procurement of Parks Vehicle and machinery for the ongoing maintenance of Sports and open areas

**Report of:** Brendan Arnell (Parks Supervisor)

**Report Purpose:** To seek approval for the procurement of a 4 Wheel Drive Vehicle and Grass cutting machinery for the daily maintenance of Sports and open space Areas.

**Background:** Peterlee Town Council Parks Department have had several demonstrations of Horticultural Vehicles and machinery to carry out required daily maintenance regimes associated with primarily Sports and open areas. The equipment has to be replaced due to the age and condition of the present equipment. All the relevant personnel have had the opportunity to trial the vehicles and have been engaged in a procurement consultation process over several months.

In line with standing order 11(h) I have obtained three prices from suitably Qualified firms who work within the North East Purchasing Organisation Framework and all three were able to match the required specifications

<b>Machinery required</b>	<b>Firm A</b>	<b>Firm B</b>	<b>Firm C</b>
John Deere 4 wheel Drive XUV vehicle (road Legal) Price includes trade in values below	£15,438	£16,450.00	16,250
Dennis Razor Ultra Grass cutter with Travel wheels	£5,373	£5,975	£5,950
Trade in of 2009 John Deere Gator 4-wheel drive Vehicle and surplus Equipment (spares only)	£3,500	£2,950	N/A

**Recommendations:** Members are recommended to accept the quotes from Firm A for the provision of Horticultural Vehicle and machinery, together with the trade in of surplus machinery to the combined values of £20,811 + vat from capital projects (901) New Vehicles 4912 budget heading