



Date of Issue: 6th November 2018

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

Mr I Morris M.C.I.H, P.S.L.C.C.

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 practical

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.

Members are reminded that they can check their published declaration of interests here: <https://bit.ly/2wVyeLA>

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 8th October 2018 attached)

4. Minutes of the Woodhouse Park Working Party of the 3rd October 2018
Members are asked to note and approve the attached minutes of this working party.
(Minutes of the Woodhouse Park working parties are attached)

5. Minutes of the Events Working Party of the 10th October & 24th October 2018
Members are asked to note and approve the attached minutes of these working parties
(Minutes of the Events working party are attached)

6. Update on Sports Development Activities
The report of the Sport & Wellbeing Manager providing information for Members about new and existing sports development activities and events.
(Report of the Sports & Wellbeing Manager attached)

7. Shotton Hall Pond Fishing
Members are asked to consider the attached report and suggestions made by the Working Party at a recent meet up.
(report of the Town Clerk attached)

8. Bring Back the Denes
Report of the Parks Manager providing Members with a summary of the proposed works to be carried out in the North & South Denes.
(report of the Parks Manager attached)

9. Play Area Investment Strategy
To receive a report of the Town Clerk & Parks Manager recommending a new investment strategy for the Town Council's Parks & Play Areas.
(report of the Town Clerk & Parks Manager attached)

THE MINUTES OF THE MEETING OF THE
COMMUNITY & ENVIRONMENT COMMITTEE HELD IN THE COUNCIL CHAMBER,
SHOTTON HALL,

PETERLEE ON MONDAY 8TH OCTOBER 2018 AT 6.30PM

PRESENT: COUN M A CARTWRIGHT (CHAIR)

Mesdames:- L Fenwick, S Simpson, K J Duffy, K Hawley & V Watson

Messrs:- S P Franklin, S McGlen, A Watson, A Watson, R Moore, T Duffy,
A S H Meikle, S Miles & C Watkins

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.

41. Apologies for Absence

Apologies had been submitted and accepted from Councillors S McDonnell, A C Long, K Liddell & R Kyle. **RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

42. To receive declarations of interest

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

43. Minutes of the last Meeting held on 10th September 2018, a copy of which had been circulated, were approved and signed as a true and correct record.

44. Update on Sports Development Activities

The report of the Sport & Wellbeing Manager providing information for Members about activities, PACES, events and meetings, a copy of which had been circulated to each Member, was considered. The Sports & Well Being Manager reported the Tai Chi 4 week taster session had gone well with 10 participants and a further 5 expected the next week. The walk and talk event had been well attended and had been a very social event. **RESOLVED the contents of the report be noted.**

45. Minutes of the Woodhouse Park Working Party of the 5th September 2018 a copy of which had been circulated, were approved and signed as a true and correct record.
46. Notes of the Play Area Strategy Meeting of the 25th September 2018 a copy of which had been circulated, were approved and signed as a true and correct record.
47. Minutes of the Events Working Party of the 26th September 2018 a copy of which had been circulated, were approved and signed as a true and correct record.

48. Draft Notice of Motions submitted by Councillor A Watson

(a) Elimination of Single use plastics

Consideration was given to this Notice of Motion. The Town Clerk advised this had been discussed at the Strategic Management Team and Officers were very supportive of this and the Town Clerk tasked each department to identify 2 or 3 specific actions that they could achieve within their departments to reduce the use of single use plastics. He intended bringing a report back to Members should this motion be adopted. **RESOLVED PTC commit to eliminate all non recyclable single use plastic within Town Council managed buildings and facilities by 2020. FURTHER RESOLVED a report from the Town Clerk be awaited.**

Councillor K J Duffy joined the meeting at 7.00pm.

(b) Period Poverty

Members considered and discussed this notice of motion and whilst they fully supported it, were worried that it may be abused and also felt it was important for it to be targeted at need. It was suggested the motion be amended to include a reference to working with secondary schools and youth groups. It was then **RESOLVED PTC to make available FREE sanitary products in the Pavilion as part of a drive to tackle 'period poverty'. For this to be reviewed within 3 months with the aim to apply to all PTC public buildings and facilities and at the same time PTC encourage schools, local youth groups etc to take part in this initiative.**

49. Fishing at Shotton Hall Lake

The Chair advised she had been approached by a local fishing group about using the lake to fish. **RESOLVED the report prepared in November 2017 on this item be re considered at a future meeting.**

THE MINUTES OF THE MEETING OF THE WOODHOUSE PARK WORKING PARTY HELD IN THE
COUNCIL CHAMBER, SHOTTON HALL, PETERLEE ON WEDNESDAY 3 OCTOBER 2018 AT
10.30AM

PRESENT: COUN R MOORE (CHAIR)

Mesdames:- A Long

Messrs:- S Meikle

Mrs U Wilding & Mr J Warne - Howletch Resident's Association

Jackie Smith - Direct Steps

60. Apologies for Absence

Apologies had been submitted and accepted from Councillors K Duffy, T Duffy and S Miles, G Pratt from Howletch Resident's Association and PCSOs M Burr & J Duffy. **AGREED the apologies for absence be accepted and recorded.**

61. Notes from the Woodhouse Park Working Party held on 5 September 2018, a copy of which had been previously circulated were considered and agreed.

Matters Arising

a) Rubbish Bins

An update was also provided by the Parks Special Projects Team Leader advising they had trialled using bin liners in all of the waste bins at the park and this had been a success. Larger bins were being considered along with the preferred sites to install them in the Park.

b) Noticeboard

The new noticeboard was due to be delivered on Thursday 4 October 2018 and it was agreed the Howletch Residents Association be provided with a key to allow them access.

c) Restorative Justice

The Parks Special Projects Team Leader thanked PCSO Michelle Burr and her team for their great work in apprehending the youths responsible for vandalising the park and for their quick response in arranging appropriate action. This had been given a positive result with the persons involved now offering to volunteer in the Park.

d) Graffiti Project – skatepark

The Parks Special Projects Team Leader advised he had engaged with Groundwork and they were keen to work with the Town Council in the Park.

d) Public Toilets

Deputy Town Clerk provided an update to advise that Phoenix Eye Security had been contracted to open and lock the toilets on a weekend. During the week Monday to Friday the toilets would be locked around 3pm as winter working hours would be adopted shortly. Residents reported the toilets were immaculate at the weekend.

62. The Park – The Future

The Parks Manager was to give a full report at the next Woodhouse Park Working Party meeting.

63. The Community Building

The temporary classroom/community building was installed in the Park in 2002 and it was nearing the end of its lifetime. It was, therefore, suggested by several members that the building be replaced by a permanent new build. It was suggested a contact be established with Assets, Durham County Council, to discuss the terms of the lease and any permissions that may be required in terms of new buildings. The Deputy Town Clerk suggested in advance of this members/groups needed to continue prove there was a need for this building and gather evidence of its use and potential uses. A Member suggested acquiring a visitor's book, so that visitors using the building could sign-in and out to gather evidence of the number of people/groups attending and using the building and to utilise social media to promote the building. The Parks Special Projects Team Leader recommended arranging a 'Planning for Real' board, allowing people to think about what having the building means and what opportunities and problems it creates, as well as its strengths, weaknesses, opportunities and threats. He also advised there were several activities taking place in the park where consultation would be carried out. The use of social media to promote the Park as a facility was also discussed.

The Parks Manager then joined the meeting.

A Member suggested adopting a hedgehog symbol for Woodhouse Park. This was due to quite a number of hedgehogs making the Park their home. The Member also suggested that the Parks Staff be made aware of hedgehog nest and hibernation sites to ensure hedgehogs were not disturbed while carrying out daily duties and maintenance work.

A number of Members asked if it would be possible to move to using organic pesticides to protect the environment in the Park. The Parks Manager advised this was difficult as herbicide/organic pesticides such as salt or vinegar do not select what to kill and they also run into the surrounding earth during wet weather which means it could not be controlled. Strimming was an alternative however as it was so labour intensive this would only be done say 3 times a year. This was an issue to continue to be considered.

64. Date and time of the next meeting

Agreed the next meeting be held on 7 November 2018 at 10.30am in the Council Chamber, Shotton Hall.

THE NOTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE ON WEDNESDAY 10 OCTOBER 2018 AT 10.00AM

PRESENT: COUN K DUFFY(CHAIR)

Mesdames:- S Simpson, L Fenwick & K Hawley

Messrs:- S Miles, R Moore, S Meikle, T Duffy

42. Apologies for Absence

Apologies for absence were offered and accepted from Councillors A C Long, G Carne & K Liddell.

43. Notes from the last meeting held on 26 September 2018 were considered and AGREED as a true and correct record.

44. Peterlee Show 31 August & 1 September 2019

(a) Saturday Main stage

The Corporate Services Manager reported that Gangsters of Ska and Zen were now booked for the Saturday Main Stage, however, Central Park were unavailable. The Corporate Services Manager welcomed suggestions for another band and Members recommended several acts. The Corporate Services Manager was to report on availability of the various acts suggested at the next Events meeting.

Members S Meikle and R Moore joined the meeting at 10.13am.

(b) Main Arena

The Corporate Services Manager reported she was awaiting confirmation of prices for the entertainment and that Sheridan Sheepdog and girl groups; The Dolls and Sparkle were now booked. Unfortunately, Johnny Davies, stunt bike rider, was unable to perform due to the car park surfaces not being suitable.

(c) Layout

Various options of site Layout plans were given to Members for consideration by the Corporate Services Manager with a brief report on the safety aspects of moving the main stage to the cricket field. Consideration was also given to the site for the Fireworks Event as the newly erected fencing affected the evacuation procedure for The Pavilion, which was

being reviewed by the Centre Manager and the Town Clerk. The Corporate Services Manager was to bring the plans with options to the next/future Events Meeting and Members asked for this to be displayed using the projector.

Member K Hawley left the meeting at 10.30am

(d) Sunday Main Stage

Several acts and themes were suggested by Members to the Corporate Services Manager and it was agreed a “Mish Mash” theme be used with a variety of bands being booked. Further details to be considered at the next Events meeting.

(e) Horticulture

The Corporate Services Manager asked Members if they would like to see additional categories, such as; chutneys, jams and cakes. Members agreed with this suggestion and also suggested a new category/class for staff and Members to enter with a “wooden spoon” award.

(f) Armed Forces Day, 29 June 2018

The Corporate Services Manager reported she had enquired about booking a Circus Big Top and the cost was £1,645.00. Members agreed this be booked for Armed Forces Day. Approaches had been made for vintage fire engines and steam engines to come along on the day.

45. Events

(a) Oktoberfest

The Facilities Manager reported that 136 tickets had been sold so far and he had ordered large bread pretzels and a selection of flavored bratwurst sausages which were to be sold at £4.00 each. It was asked that the Facilities Manager keep Members updated regarding the entertainment at this event.

(b) Children’s Halloween Party

The Facilities Manager reported that 78 tickets had been sold so far. Deputy Town Clerk asked Member/Deputy Mayor T Duffy if he would be available to judge the best children’s costumes, as well as provide some large pumpkins to be used for the story telling display and he agreed to both.

(c) ABBA

The Facilities Manager reported that 57 tickets had been sold so far and that the event was to be advertised in East Durham Life newspaper, and he had agreed to provide 2 tickets for a promotion competition to be held by the newspaper.

(d) Remembrance Day Service, Sunday 11 November 2018

The Corporate Services Manager reported she had arranged a meeting with Police and was awaiting replies from the various groups. Arrangements were in hand with St Cuthbert's for them to hold the service. Traffic Management was also in place and Road Closures had been requested.

(e) Christmas Tree Lighting event

The Deputy Town Clerk reported GT Group Brass Band and Shotton Hall Academy Choir had been booked. Only 1 Primary school had replied to nominate a pupil from their school to help switch on the lights and the Facilities Manager confirmed parking at the Shotton Hall Academy was awaiting approval. The Corporate Services Manager reported walk about children's characters had been booked and that the tree was ordered and asked Members what they would like on the top of the tree. Members agreed this would be a star. Tickets were free, and 80 tickets had been requested so far. The Corporate Services Manager reported 17 applications for stalls had been sent out.

(f) Christmas Tree Dene Parks

The electricity supply was not yet secured, and this was still being investigated. The Mayor reported the Town Centre were hoping to put a tree at the top of Yoden Way rather than in the middle of the Centre this year.

(g) Over 60's Event, 11 January 2019

The Deputy Town Clerk reported that singer Deborah Taylor-Smith had been booked, and afternoon teas was to be served alongside a game of bingo. Tickets were free to Peterlee residents, with non-residents tickets being sold at £7.50.

(h) Burn's Night, 25 January 2019

The Facilities Manager confirmed the band was now booked.

(i) 80's Extravaganza, Friday 15 February 2019 (Mayor's event)

The Mayor reported the Democratic Services Team had this event in hand and his chosen charity, Dementia Friends had arranged for the event to be advertised in their magazine. The Democratic Services Manager confirmed Zen were booked along with a disco and flyers would be distributed during the Zen Christmas party nights at Shotton Hall to promote the event.

(i) Pizza and Prosecco

The Admin Assistant gave further details following this suggestion for an event at the last meeting. A proposed date was Friday 12th July 2019 with a comedic hypnotist. Members were also advised the ticket would include pizza prosecco at a cost of around £15.00 per person. There were proposals for a 'Pimp my prosecco' table. Members agreed this was an excellent proposal and agreed for this event to be arranged.

46. Date and time of next meeting

It was AGREED the next meeting is to be held on Wednesday 24 October 2018 at 10.00am until 12.00 noon in the Council Chamber at Shotton Hall Banqueting Suites. It was FURTHER AGREED meetings, thereafter, were to be held monthly; should an urgent meeting be required this be convened.

THE NOTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE ON WEDNESDAY 24th OCTOBER 2018 AT 10.00AM

PRESENT: COUN K HAWLEY (CHAIR)

Mesdames:- K Duffy & S Simpson

Messrs:- A Watson, S Miles & G Carne

42. Apologies for Absence

Apologies for absence were offered and accepted from Councillors S Meikle, T. Duffy, V Watson, R Moore, L Fenwick & A C Long.

43. Notes from the last meeting held on 10 October 2018 were considered and AGREED as a true and correct record.

It was also noted that Members discussed the current capacity for the Fireworks Display event, which was due to be held on The Pavilion cricket field on Monday 5 November 2018 and it was suggested the Corporate Services Manager was to look at opening the bottom gate for the public to exit the event only. If this was possible, this would increase the capacity by approximately 1,200, allowing more public to enter the field. It was **AGREED Members be advised accordingly**. Town Clerk was also to get a price for an additional double gate in the fence.

44. Peterlee Show 31 August & 1 September 2019

The Corporate Services Manager reported information had been gathered confirming prices, however, these bands/groups had not yet been listened to/viewed. Members would, therefore, be presented with various options at the next Events Meeting. The Corporate Services Manager confirmed a headline act for the Saturday Stage and bands for the Mish Mash Sunday Stage were required.

(a) Layout

The Corporate Services Manager offered Members the various options of layout plans for the weekend event; one showing the layout used for the past five years and a suggested new layout if the main stage was moved to The Pavilion cricket field. If the second layout option was chosen this would mean a fireworks display could not be held as the area used for this would not be the stage area. Several Members were agreeable to not having a firework display on the Saturday evening; this would also be a cost saving. The Corporate Services Manager reported additional gates may be needed for the band's vehicle access as one set of

gates had to be kept for emergency vehicle access only. **AGREED this amended layout for the Show with the main stage on the cricket field be recommended and put forward for final decision at the Community and Environment Meeting to be held on Monday 12 November 2018.**

(a) Main Arena

The Corporate Services Manager reported numerous acts were available and handed out posters to show Members a few of the options and it was **AGREED the Clown Bluesy Fire Truck and a motorcycle display be booked.** Several suggestions were made, including Monster Trucks, a dog agility display, acts that interact with the public, a parachute display and a motorbike display. AGREED the Corporate Services Manager report back on prices and availability at the next Events Meeting.

45. Events

(a) Oktoberfest

The Facilities Assistant reported on the number of tickets sold, bar takings and food sales. Members reported it was a good night and fun was had by all. It was suggested by a local Member for this event to be held outside next year, either at Shotton Hall or at The Pavilion, with the possibility of hiring a company to arrange the event. The Corporate Services Manager was to look into this.

(b) Children's Halloween Party

The Deputy Town Clerk reported that Castle Dene Shopping Centre had kindly offered to help the Town Council promote this event and a family ticket to be used in the online competition they are running had been agreed. It was confirmed the Deputy Mayor, Cllr T Duffy was providing several pumpkins and these were to be used alongside a projector/singing pumpkins display provided by Cllr A Watson.

(c) ABBA Tribute Night

The Facilities Assistant reported arrangements for this event were in hand and tickets sales were increasing.

(d) Remembrance Sunday

The Deputy Town Clerk confirmed the poster/social media post had been updated as requested. It was asked that the Deputy Town Clerk to contact the Parks Manager about poppies being displayed on Council vehicles.

(e) Christmas Tree Lighting Event, 30 November 2018

A local Member suggested various craft activities be made available to children on the evening, such as decorating cookies which could be placed on a Christmas tree and making Christmas cards. The Corporate Services Manager was to arrange these activities.

(f) Christmas Tree, Dene Parks

The Deputy Town Clerk reported the possibility of Castle Dene Shopping Centre changing the location of their own Christmas tree to a space near the main road, a short distance from the chosen location of the Christmas Tree in Dene Parks. It was, therefore, decided this would not be done this year and arrangements would continue to be made for the possibility of an electricity supply being available for Christmas 2019.

(g) Over 60's New Year's Party

It was confirmed a singer had been booked for this event and tickets were now available, free of charge to Peterlee residents and £7.50 for those living outside the Town. A local Member suggested that the Democratic Services Team make certain there were raffle tickets and bingo books available for this event. Democratic Services Team confirmed this was in hand.

(h) Burn's Night

The Facilities Assistant confirmed this event was in hand and a Ceilidh band was booked.

(i) Lovin' the 80's event, Friday 15 February 2019 (Mayor's event)

The Democratic Services Team confirmed arrangements for this event were in hand and 80's band, Zen were booked.

(j) Pizza & Prosecco

The Administration Assistant confirmed this event was booked for 12 July 2019 with a comedy hypnotist booked.

(k) Chef - Update

Interviews were being held the following week.

46. Date and time of next meeting

It was **AGREED** the next meeting held on **Wednesday 21 November 2018 at 10.00am until 12.00 noon in the Council Chamber at Shotton Hall Banqueting Suites.**

Report To: Community & Environment, Peterlee Town Council

Date of Meeting: Monday 12th November 2018

Subject: Information on Sport and Wellbeing Activities & Events

Report of: Sharon Pounder; Sport and Wellbeing Manager

Purpose of Report:

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

1. Activities

PACES

We currently have 690 members. We recruited 21 new members during October (14 last month), sold 22 monthly class passes (17 last month), had 845 attendances by members not paying for a class pass, and 42 non-member attendances.

Tai Chi for People with Parkinson's Disease

The 4-week taster sessions have now been delivered. 15 people living with Parkinson's and their carers have attended the sessions. Participants travelled from Coxhoe, Sunderland, Stockton-on-Tees, Wheatley Hill, West Rainton, Easington and four attended from Peterlee. Kirsty McDowell; Area Development Manager for Parkinson's UK, helped recruit participants for the activity and Kirsty attended the first session and assisted with paperwork to get all attendees registered. Due to the amount of positive feedback Elaine has decided to keep the sessions on until Christmas and will review the activity before continuing next year. The idea was to integrate the people attending into the existing Chi Kung class, however, due the different stages of the disease, this will not be possible.

Hola Hoop class

Hoop Nation has re-commenced on a Sunday morning on a trial basis up until Christmas.

2. Events

Big Pink

Sports Development held the Big Pink Event, which took place at The Pavilion on Friday 12th of October 10.30 – 12.00 p.m. A total of £198 was raised in aid of Breast Cancer. Members of the public joined in a special 'pink' exercise class, then into the Bistro for a cuppa, cake and quiz. A special thank you to Scott Meikle for supporting the event.



Tie Your Laces for PACES

This event was held at the Pavilion on Tuesday 16th October 6-8 p.m. 28 tickets were sold, and 26 people attended the event. Instructors delivered a range of 30-minute taster sessions which included Pound, Fitness Fusion, Hoop Nation, Yoga, and kettlebells. The evening was successful and several of our members made positive comments and would like the event repeated in the New Year.

PACES Christmas Party

The PACES members Christmas party will take place in The Pavilion bar on Wednesday 19th of December 11.30 – 2.30 p.m. We are also organising a Christmas event on Tuesday 11th December 1.00 – 4.00 p.m. on behalf of Scott

Meikle for people living with Dementia. Asda have kindly offered to cater for the event, and any money raised will be donated to Scott's charity for people living with Dementia.

Peterlee Football Tournament 2018

An u9s football tournament took place on Sunday 28th October, this was organised by Sports Development and James Lowery; Manager of Peterlee Helford Orange u9s. Ten teams took part in the event, which ran from 9.30 a.m. – 2.00 p.m. at The Pavilion. The winners were Durham City Colts, our home team; Peterlee Helford Orange, won the challenge cup. The Bistro was busy throughout the day and all the teams involved enjoyed the competition. A big thank you to Scott Meikle for attending the event and presenting the trophies and medals, and James Lowery for his help and input. The money raised from the entry fees will go towards helping Peterlee Helford FC develop an u7s team.



Home Team
Peterlee
Helford Oranges





Winner: Durham City Colts

Item 6: Fishing at Shotton Hall pond

Report to: Peterlee Town Council Community & Environment Committee

Date: 12th November 2018

Subject: Fishing at Shotton Hall Pond

Report of: Ian Morris, Town Clerk

Report purpose: To seek Members' approval of a proposal to open up fishing at Shotton Hall pond on controlled basis.

Background: Members will be aware that Shotton Hall was built in around 1760 as a fine country mansion following the wedding of the heiress to the Brandling family. The current pond at Shotton Hall was built as a fish pond for the mansion, and although the exact date of the pond's excavation is not known it is clearly shown on an ordnance survey map of 1861 (see appendix 2 for further detail).

Despite a 'no fishing' policy being in place for the past few decades, the pond has been sporadically fished over the years. Staff at Shotton Hall regularly approach people fishing on the pond to ask them to leave. Sadly many of the people who do come to fish at Shotton Hall do not have the attitude, skill or equipment to fish the water correctly and this has led to some small levels of damage, litter, discarded tackle and foul-hooked fish.

The Community & Environment committee considered a paper recommending the introduction of a new fishing syndicate at Shotton Hall in November 2017. Members deferred the decision and it was agreed that a small group of Councillors meet to discuss the matter further.

This subsequent report has been updated to include their suggestions.

Proposal: A draft set of pond fishing rules are attached as Appendix 2 to this report.

In summary, the proposal is to establish a Shotton Hall fishing syndicate – that is, a group of anglers who have registered an interest in fishing at Shotton Hall pond. The initial membership of the syndicate will be limited to 50 people, although this number will be reviewed if there is sufficient demand. There will be an annual fee of £20 to join the syndicate. Only residents from Peterlee will be able to join the syndicate, with photo ID and proof of residency required when joining. Non-residents can fish as a visitor only.

It is proposed that day tickets will be available to syndicate members for £5 per day, for which an angler can have one fishing spot (a 'peg') and no more than 2 active rods. Non-members may be allowed on an exception

basis, for £15 per day. Tickets will be issued from Shotton Hall reception, and only issued to anglers who can provide a valid Environment Agency fishing license.

Fishing will only be permitted on weekdays, and only between 8.30am – dusk. There will be a closed season for the calendar month of May to coincide with the main fish spawning season and to allow for any remedial/improvement works to the pond.

There will be a set of rules that apply to anyone fishing on the pond. These will be ‘policed’ by Council staff and also self-policed by syndicate members, as is common on other fisheries. Environment Agency enforcement officers (bailiffs) will be invited to visit the site to carry out spot checks of anglers, although in reality this is likely to be on a very limited basis due to their scant resources.

Implications:

There are a number of key implications arising from this report and these are considered in Appendix 2.

The key implication of this proposal is that fishing will be permitted on Shotton Hall pond, but in a regulated and controlled way. This is intended to reduce the risk of unregulated and uncontrolled fishing at the pond, and also to raise a small amount of revenue funding that the Council can invest in some habitat improvement work.

Recommendation:

Members are recommended to note the contents of this report and the attached fishing rules, and to grant the Town Clerk plenary powers to publish and promote the opening of the syndicate with immediate effect.

Appendix 1: Implications

Finance – There are no direct costs associated with this proposal. Any revenue raised from the operation of the syndicate and day tickets will be used to fund habitat improvement works for the pond. An initial estimate of this revenue is in the region of £2,000 per annum.

Staffing – There are no direct staffing implications. The administration of the syndicate and day tickets will be minimal and will be delivered by existing staff at Shotton Hall.

Risk – The proposed introduction of fishing at Shotton Hall is intended to reduce the risk to life, property and the environment through better control and management of who fishes on the site, how and when.

Equality and Diversity, Cohesion and Integration – There are no immediate implications arising from the recommendation in this report.

Crime and Disorder – There are no immediate implications arising from the recommendation in this report. It is intended that the introduction of this policy will reduce the level of unauthorised fishing on the site, which does at times include damage to the grounds, and issues relating to alcohol and drug use.

Consultation & Communication – If approved the new policy will be publicised through our usual channels as well as to local fishing clubs and tackle/bait shops.

Procurement – There are no immediate implications arising from the recommendation in this report.

Legal – the proposed rules are intended to ensure compliance with the legal requirements for fishing in England, as set out by statute¹ and the Environment Agency's regional bylaws²

¹ A summary of national laws on fishing are available here: <https://www.gov.uk/freshwater-rod-fishing-rules/when-and-where-you-can-fish>

² For north east and north yorkshire detailed bylaws please see: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/619259/LIT_5003.pdf

Appendix 2: proposed rules

Peterlee Town Council

Fishing at Shotton Hall Pond

About Shotton Hall Pond

Shotton Hall was originally an 18th Century fine country house and grounds. It is currently owned by Peterlee Town Council and is both a wedding and conferencing venue as well as the Council's administrative offices.

The pond at Shotton Hall is roughly as old as the Hall itself. The Ordnance Survey six-inch map of England and Wales of 1861 clearly shows the 'fish pond' in its current place and almost identical shape.



Figure 1: looking up to Shotton Hall from the far bank of the pond

The pond is not particularly deep, but it does have an abundant natural stock of the usual native fresh water course fish including common and mirror carp, tench, bream, roach, rudd and perch. A number of the carp are easily in double figures weight. There are also a number of non-native ornamental (koi?) carp that have obviously been introduced at some point in the past by local residents! There are rumours of pike, but to date no recorded landings.



Figure 2: extract from Durham XXVIII Ordnance Survey map, published 1861

Despite a 'no fishing' policy being in place, the pond has been sporadically fished over the years. Sadly many of these anglers have not had the skill or equipment to fish the water correctly and this has led to some small levels of damage, litter, discarded tackle and foul-hooked fish.

In November 2017 the Town Council took the decision to open up the fishing rights to the pond to proper anglers who would work with the Council to ensure the pond is fished responsibly and to enable the small amount of revenue raised to be used to invest in the upkeep of the pond as a natural habitat.

Closed Season

There is no fishing permitted at Shotton Hall during the calendar month of May. This is to broadly coincide with the coarse fish spawning season, and also to give the pond and surrounds a rest and allow us to carry out improvement work. Anyone fishing the pond during this closed season will be asked to leave and will be banned from the syndicate (see below).

Opening Hours

Fishing at Shotton Hall is available Monday to Friday only during the open season. There is no weekend fishing on this site due to the fact that the grounds are frequently used for weddings and other functions at weekends. Anyone found fishing on a weekend will be asked to leave immediately and will be banned from the Shotton Hall syndicate.

Shotton Hall grounds are open to the public from 8.30am Monday to Friday and day tickets are available from the reception from 9am. Please feel free to pick your peg and set up from 8.30am onwards but ensure that you have paid for your ticket by no later than 10am.

The grounds are closed and locked at 5.00pm Monday – Thursday, and 4.30pm Friday. Any cars left in the car park must be removed by 5pm (4.30pm on a Friday) or they will be locked-in. Fishing is permitted until dusk, with a pedestrian exit available once the car park is locked.

There is no night fishing permitted on this site.

Shotton Hall syndicate

Shotton Hall pond is open to members of the Shotton Hall fishing syndicate only. Joining the syndicate costs £20 for a rolling 12 months. There will be no more than 50 syndicate Members, and we will maintain a waiting list if this number is reached at any given time. Only Peterlee residents can join the syndicate. You will be asked for photo ID and proof of residence when you apply for membership.

The Council reserves the right to grant day tickets to non-syndicate anglers on an exception basis and by prior arrangement only. Non-syndicate anglers who wish to fish the pond are advised to contact the council on 0191 5862491 before coming to the site.

Membership of the syndicate is subject to the pond rules. If a member is found to be in breach of any rules then they will generally receive one warning, and an opportunity to rectify their behaviour. A second breach will result of them being removed from the syndicate without further notice or refund and they will lose the right to fish at Shotton Hall.

Serious breaches of the rules could result in immediate removal from the syndicate.

Pond Rules

Please take the time to read the following rules before you start to fish. Anyone disobeying these rules will be asked to remedy the situation immediately or to leave without a refund. They also risk being banned from the syndicate.

1. All anglers must have a valid rod license from the Environment Agency. You must produce your rod license when paying for your day ticket. No license = no ticket. No exceptions.;

2. All persons participating in fishing on the site must buy a day ticket by 10am at the latest. Anyone avoiding purchase of a ticket risks being banned;
3. There are a maximum of 4 pegs available per day, with a maximum of 2 active rods per peg;
4. No stoves, BBQs or campfires are permitted on the site;
5. Only barbless hooks are permitted. Micro barbs and squashed barbs don't count – barbless only please!
6. Please remain on your selected peg while fishing. Active rods should not be left unattended;
7. No keep nets are allowed, unless pre-arranged as part of a match event.
8. You must ensure that you have the correct equipment including one landing net (knotless) and one unhooking mat per peg;
9. Anglers must ensure that their peg is clear of litter before commencing fishing and then again on departure. Rubbish bags and dog poo bags are available from reception, please help us to keep the pond and grounds in good order;
10. All fish must be returned to the water as soon as possible and without delay;
11. All fish must be handled with care and not lifted more than 18 inches above the ground;
12. Floating baits are not allowed;
13. Bait rods are not allowed;
14. Children are welcome, but parents leaving juniors unattended do so at their own risk. Parents/guardians are responsible for their children's behaviour – if the child you are responsible for breaks any of these rules, then you break the rule;
15. You are welcome to use our toilet facilities in reception, and if you do please remove your footwear or use the overshoes provided to avoid bringing grass and mud onto the carpets;
16. Anyone observed damaging the property, including plants or our wildlife, causing a disturbance, using foul language or being inconsiderate to staff, guests or other anglers will be asked to leave and may be removed from the syndicate without further notice;
17. You are also expected to abide by the Environment Agencies rules and regulations for fishing, particularly the Yorkshire and North East fisheries bylaws³. A copy of these bylaws are available from reception if required.

Current day ticket prices (as of 06/11/2017):

Syndicate Day ticket (8.30am – 5.00pm) -	£5	this includes one peg, with up to two rods.
Non-syndicate Day Ticket (8.30am – 5pm)	£15	as above.

(non-syndicate tickets by prior arrangement only, please do not turn up on the day and expect to fish if you are not a syndicate member. You may be disappointed and will have wasted your time!)

Please direct any enquiries to:

Ian Morris, Town Clerk

Peterlee Town Council, Shotton Hall, Peterlee, County Durham SR8 2PH

Tel: 0191 5862491 email: clerk@peterlee.gov.uk

³ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/619259/LIT_5003.pdf

Report to: Peterlee Town Council Community & Environment Committee

Date: 12th November 2018

Subject: Peterlee Town Council Parks and Play area investment strategy

Report of: Ian Morris, Town Clerk
Ian Hall, Parks Manager

Purpose: This report is intended to provide Members with an update on progress with the development of a Parks & Play area investment strategy for the Town Council. The report makes a number of recommendations relating to the allocation of funding to the Town Council's parks and play areas for the provision of new/replacement equipment, fencing and other associated works and recommends that a detailed tendering specification be drawn up to enable a full procurement process for the works.

Background: The Town Council owns and manages a number of parks and play areas across the town, with 8 play areas across 6 sites:

- Woodhouse Park (toddler)
- Woodhouse Park (senior)
- Oakerside Drive
- Hampshire Place
- Eden Lane – junior/toddler
- Eden Lane – senior
- Heath Close
- Hill Rigg House

In October 2015 the Town Council received a commissioned report from the environmental regeneration charity, Groundwork North East, which assessed the quality of play provision across these play areas & sites. The report used a combination of community consultation and analysis by a professional landscape consultant against Play England's national quality assessment tool.

The consultation exercise included members of the community who were using the park/play areas, youth groups, door to door consultation (Heath Close and Hampshire Place) and an public event (Oakerside).

On the basis of this qualitative and quantitative analysis, the sites were ranked for quality follows (best to worst):

- Eden Lane Toddler
- Hampshire Place
- Woodhouse Toddler
- Woodhouse Senior
- Eden Lane Senior
- Heath Close
- Oakerside
- Hill Rigg House

(a full breakdown of the scores is provided in Appendix 2 to this report)

In 2017 the Town Council completed capital works at Hampshire Place to provide a range of new and replacement play equipment to a value of £25,000. Hampshire Place is not included for further capital investment as part of this iteration of the investment strategy.

The Town Council made an allocation in the 2017/18 capital budget of £110,000 for play equipment provision, and has earmarked an additional £200,000 of the council's reserves for future play area provision.

The 2017 and 2018 Parks internal audits found that despite the capital allocation the Town Council did not have a clear strategy for making that investment in the town, and have recommended that the Town Council develops a play area strategy.

In August 2018 the new Parks Manager engaged with a number of independent play providers – HAGS, Streetscape, Kompan, and Sutcliffe Play, to review play areas in the town and provide ideas and estimate prices to inform the Council's future decisions. A Play Area Working Party was convened in September 2018 to discuss options and ideas presented by the play providers, and the working party discussed both costs and funding sources for future investment. These conversations with play providers and local Members have been used to inform this report.

Proposals: While it is generally accepted that there is a need to invest in all of the parks/play areas across the Town, this is not the case for the Hill Rigg House play area. The Hill Rigg House play area was ranked lowest in terms of location, amenities, and use in the 2015 Groundwork report. It is located behind Hill Rigg House and access to the site is by crossing a busy road with no nearby pedestrian crossing point.

It is recommended that Hill Rigg House play area does not receive additional investment under this play area strategy, but is maintained and as equipment deteriorates it will not be replaced and the site will eventually be decommissioned altogether.

The Oakerside play area is not ideally located. Following conversations with local ward Members, it is proposed to relocate to a new play area site outside of the Pavilion Sports & Community Centre on Helford Road, on the site of the former cricket pavilion. This site will be available for local families as well as customers and sports users visiting the Pavilion.

It is recommended that the Oakerside play area be decommissioned and returned back to a grassed public space once the new play area at Helford Road is complete.

For the sites to receive investment under this strategy, initial estimates from discussions with the independent play equipment providers were:

Site	Summary of works	Budget recommendation
Woodhouse Park	Replace existing toddlers play area including accessible equipment; Replace existing junior equipment; Installation of pump track near existing skate park; Parquor equipment; DJ booth.	£150,000
Heath Close	Replace existing with new play equipment and 5aside MUGA unit.	£60,000
Eden Lane	Decommission seniors play area; Replace existing junior play equipment.	£60,000
Helford Road (new site, to replace Oakerside)	New provision of equipment for under10s.	£45,000
Total		£315,000

Members should note that these prices are for supply and installation of equipment only, and do not include removal of existing equipment and groundwork or fencing.

On the issue of fencing, with the Council's decision to un-lock the parks and play areas it is an opportune time to review the current situation with c.2m high security fencing around the current play areas. It is recommended that the existing security fencing around two of the play areas (Woodhouse Park and Eden Lane) be retained; while Heath Close and the new site at Helford Road be provided with 1.2m looped barrier fencing with self-closing gates (see appendix 3 for examples).

The potential cost for fencing would be as follows:

Site	Proposal	<u>Approximate</u> cost
Woodhouse Park	Retain existing (large site)	Nil
Heath Close	Remove existing and provide new 1.2m fencing and gates	£10,000
Eden Lane	Retain existing (immediately adjacent to main road)	Nil
Helford Road (new site)	provide new 1.2m fencing and gates	£6,000
Total		£16,000

For the removal of existing play equipment, soft pore surfacing, reinstating, etc the Parks Manager has estimated up to £30,000 across the sites.

S106: As the Planning Authority, Durham County Council holds a pot of ‘planning gain’ funding from developers, known as ‘section 106’ funding. This funding is available to local councils and other organisations through a bidding process. The County Council’s Development Manager has confirmed that the following s106 funding is available for Peterlee:

Developer	Site	Ward	Area	Amount Available	To be used for
Isos Housing	Former Leisure Centre, Lowhills Road	Peterlee West	vicinity of site	125	Enhancement of a recreational facility
Persimmon	Thorpe Mews, Peterlee	Peterlee West	Electoral Division	28,500	Recreation
Persimmon	Eden Grange, Peterlee	Peterlee West	Electoral Division	29,000	Recreation

The Peterlee West electoral division includes the Woodhouse Park site.

It is recommended that the Town Clerk be authorised to prepare bids for s106 funding for the Woodhouse Park project as part of the funding of this play area investment strategy.

Budget: The total anticipated costs of play area investment strategy as outlined above are:

New equipment:	£315,000
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Fencing:	£16,000
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Groundworks:	£30,000
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Total estimated:	£361,000
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Less s106 funding (if successful):	(£57,625)
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<u>Total Town Council budget requirement</u>	<u>£303, 375</u>
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The available budget and reserves allocation is currently:

Earmarked in use of reserves policy	£200,000
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2018/19 capital budget allocation	£110,000
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<u>Total identified funding</u>	<u>£310,000</u>
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Procurement: It is recommended that the Parks & Play area investment strategy outlined in this report be put out to procurement as one item, as multiple lots. The Town Clerk will prepare a separate report on the detail of the procurement process, however it is anticipated that providers will be invited to bid for one or more of the identified sites, with a fixed maximum value for each site. It is proposed that local ward members for each site be involved in the final evaluation of the proposals. It is proposed that each bid is evaluated as follows:

- Fit with initial brief (score out of 10)
- Suitability of equipment (score out of 20)
- Innovation (score out of 20)
- Long term sustainability/lifetime costs (score out of 20)
- Supplier aftercare (score out of 20)
- Case study/references (score out of 10)

It is recommended that Heath Close and Helford Road be prioritised for commencement in the current financial year (i.e. within the existing £110,000 allocation), with the remainder of the works commencing in the 2019/2020 financial year, with the necessary funds drawn from reserves into the capital programme.

Recommendations:

Recommendation 1: It is recommended that Hill Rigg House play area does not receive additional investment under this play area strategy, but is

maintained and as equipment deteriorates it will not be replaced and the site will eventually be decommissioned altogether.

Recommendation 2: The Oakerside play area be decommissioned and returned back to a grassed public space, with a new play area installed adjacent to the Pavilion on Helford Road.

Recommendation 3: the Town Clerk be authorised to prepare bids for s106 funding for the Woodhouse Park project as part of the funding of this play area investment strategy.

Recommendation 4: that the Town Clerk prepare a separate report on the detailed procurement process to put all of the identified sites out to procurement as part of a single process

Recommendation 5: that Heath Close and Helford Road be prioritised for commencement in the current financial year (i.e. within the existing £110,000 allocation), with the remainder of the works commencing in the 2019/2020 financial year, with the necessary funds drawn from reserves into the capital programme.

APPENDIX 1: IMPLICATIONS

Finance – The recommendations within this report involve expenditure of approximately £361,000 as part of a parks and play area strategy. This expenditure will be funded from s106 funding (if successful), £110,000 from the current financial year's capital programme, and the remainder coming from earmarked reserves.

Staffing – no direct implications

Risk – the recommendations contained in this report directly relate to addressing risks highlighted in the Council's strategic risk register and those identified through our internal audit process

Equality and Diversity, Cohesion and Integration – no direct implications

Crime and Disorder – no direct implications

Consultation & Communication – The October 2015 Groundwork report into the Council's parks and play areas included direct engagement with park users, youth groups, local resident and members. The recommendations within this report have been developed in consultation with the Woodhouse Park working party and Play Area Strategy working party, and by engaging with four independent play equipment providers.

Procurement – The report includes a recommendation to undertake a full procurement process as part the Council's financial regulations.

Legal – no direct implications

Data Protection – no direct implications

Appendix 2: Groundwork report results summary, October 2015

Characteristic	WHP toddler	WHP Senior	Oakerside	Hampshire Close	Eden Lane – Toddler	Eden Lane – Senior	Heath Close	Hill Rigg House
Location and Users	63	77	69	80	81	57	66	30
Play Value	56	56	44	54	56	58	48	50
Care & Maintenance	77	54	51	63	83	63	54	63
Totals	196	187	164	197	210	178	168	143

On the basis of this qualitative and quantitative analysis, the sites were ranked for quality follows (best to worst):

- Eden Lane Toddler
- Hampshire Place
- Woodhouse Toddler
- Woodhouse Senior
- Eden Lane Senior
- Heath Close
- Oakerside
- Hill Rigg House

Appendix 3: Example of barrier fence and self-closing gate



Report to: Peterlee Town Council Community & Environment Committee

Date: 12th November 2018

Report of: Ian Hall Parks Manager

Report Title: Update on the 'Bring back the Denes' project

Purpose: This report is intended to provide members with a summary of the works that will be carried out to 'Bring back the Denes' both North and South using the allocated budget off £25,000.00 by using it for surveys for the bridges and walls in the North side of the Dene Park as well as Equipment and Supplies for the Parks Department to carry out the work.

Background: As members will be aware, the Town Council's Parks Department maintains the Dene Parks. However, over the last few years they have suffered from issues of anti-social behaviour and arson which has caused damage to the woodland, walls, paths and bridges. The whole area has recently benefitted from a significant increase in staff time – both through the Parks Team and also the 'Skills Mill' organisation - to deal with issues of litter and substantial over-growth. The whole area is covered by a Tree Preservation Order (TPO) so to carry out any substantial tree work we need to apply for permission of the planning department within Durham County Council. In light of the TPO, Officers from the Town Council have commissioned a tree survey for the North Dene Park which has brought up issues that will also be addressed regarding trees in the area with in the project.

Proposal: Although some work has already been undertaken to improve the Dene Parks, there remains much still to do. The Parks team propose the following key activities during the forthcoming winter and spring seasons:

- Surveys to be completed on the bridges and damaged walls in the Dene Parks, starting with the North side.
- Work to commence to the rear of Spire Hollins regarding tree branch over hang (an application for planning permission has been submitted)
- The Parks staff to start work on the Denes over growth and opening areas and clearing the woodland.
- Plant wild flower seed in cleared areas.
- Send the tree surveys off to Durham County Council for permission on any additional tree work required.
- To work with Skill's Mill to help clear areas (see appendix 2 to this

- report)
- Invest in equipment and supplies to help the parks department carry out the tasks needed.

Budget: Members will recall that the Council approved a capital budget of £25,000 for Dene improvements when setting the current year's budgets. At the time of budget setting it was anticipated that this would be used for capital (ie fixed asset) investment, however since the Parks Manager took up post in July he has identified a more immediate need in people and equipment investment, ie revenue expenditure.

It is therefore proposed to switch the £25,000 capital budget from capital to revenue in the current year's budget.

Recommendation: Members are recommended to note the contents of this report and provide feedback to the Parks Manager on the activities proposed for the winter and spring seasons.

Members are further recommended to approve the reallocation of the £25,000 capital allocation to revenue.

APPENDIX 1: IMPLICATIONS

Finance – members are recommended to switch the £25,000 capital project for the Denes to revenue, to allow investment in time (Skills Mill, Surveys, etc) and equipment. There is no net effect arising from this switch.

Staffing – no direct implications

Risk – no direct implications

Equality and Diversity, Cohesion and Integration – no direct implications

Crime and Disorder – Members will be aware that the Dene parks have been a problem area for crime and disorder in recent years. The proposed works is anticipated to help the Town Council bring the Denes back into use as a public asset and to reduce the potential for crime and disorder in the future.

Consultation & Communication – no direct implications

Procurement – no direct implications

Legal – no direct implications

Data Protection – no direct implications

Appendix 2: An introduction to The Skills Mill

The Skill Mill is a Not for Profit Social Enterprise providing employment opportunities for young people aged 16-18. With origins in the North East of England the Skill Mill was established to combine the provision of high quality and cost-effective outdoor work with maximum social impact.

The Skill Mill is supported by an Advisory Board of representatives from the public, private and voluntary sectors. It is this partnership which makes the Skill Mill unique and brings significant added value.

What we do

The Skill Mill undertakes water and land-based management, helping to reduce flood risks and improve the local environment. The Skill Mill also brings social and environmental benefits to communities by involving local people directly in the delivery of services.

The young employees undertake accredited training and achieve a nationally recognised qualification. They acquire knowledge and skills by working alongside local private contractors and partners. Follow on employment opportunities with partner organisations and the wider labour market are sought for each employee and we work with them to achieve this goal from the outset.

Each cohort will receive six months paid employment, invaluable practical real work experience, a nationally recognised qualification, and further opportunities for progression with local companies at the end of their time with The Skill Mill.