



Date of Issue: 7th February 2023

A MEETING OF THE COMMUNITY & ENVIRONMENT COMMITTEE WILL BE HELD ON MONDAY 13TH FEBRUARY 2023 IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE, SR8 2PH at 6.30pm

Mr I Morris, F.S.L.C.C.

Town Clerk

A G E N D A

Due to the current COVID situation the capacity of the meeting room is reduced and public admission to the meeting will be limited. Any members of the public wishing to attend Shotton Hall to observe the meeting are strongly advised to contact the Council in advance to reserve a seat: council@peterlee.gov.uk or 0191 5862491.

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 before the meeting if they are unable to attend.

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 5th December 2022, attached)
4. Resurfacing of Car Parks
To approve the award of two contracts for resurfacing works for Town Council car parks at Oakerside Drive, Helford Road, and Eden Lane to a total value of £47,184.26
Report of the Neighbourhood Services Manager, (attached)
5. Policies - CCTV
To approve an updated CCTV policy for the Town Council's CCTV system (To view the policy please use the following link - <https://bit.ly/3x3da5e>)
6. Nomination to the DCC Standards Committee
To consider whether to nominate up to two Members for a vacancy on the Durham County Council Standards Committee. Nominations are only open to Town Councillors who are not County Councillors. If any member of the Council would like more information about the position please contact Democratic Services Team prior to the meeting. This item was considered at the Council Meeting held on 30th January 2023. The closing date for nominations is 21 February 2023.
7. Nominations to the Royal Garden Party
To confirm the nomination of Councillor Burnip by the Town Council into the CDALC draw for County Durham representation a Royal Garden Party in 2023.
8. Peterlee 75
To provide an update on progress with the bid submission and other arrangements for the proposed 'Peterlee 75' program of community events.
(Verbal report of the Town Clerk)

The press and public are welcome to attend this meeting

Contact:- Ian Morris, Town Clerk, Peterlee Town Council, Shotton Hall, Peterlee Co Durham
SR8 2PH
e mail: council@peterlee.gov.uk

THE MINUTES OF THE MEETING
OF THE COMMUNITY & ENVIRONMENT COMMITTEE
HELD IN THE COUNCIL CHAMBER,
SHOTTON HALL, PETERLEE ON MONDAY 5TH DECEMBER 2022 AT 6.30PM

PRESENT: M A CARTWRIGHT (CHAIR)

M McCue, S Simpson, R Burnip, R Moore, J Black, D Hawley, A Laing, M A Cartwright, D Howarth & M Sanderson

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.

6. Apologies for Absence

Apologies were submitted by Councillors K Liddell, A Stockport, K Duffy, T Duffy, S McDonnell, D Quinn, K Hawley, S Franklin & S Meikle. RESOLVED the Council approve the reason submitted for absence received from these Councillors, and their apologies for absence be recorded.

7. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. None were given to the meeting.

8. To Approve the Minutes of the Last Meeting

The contents of the Minutes of the last meeting held on 10th October 2022, a copy of which had been previously circulated, were approved and signed as a true and correct record.

9. Eden Hill Skatepark project

Members considered a report from the Town Clerk recommending the award of a contract for the provision of a new skatepark at the Council depot/rugby club site at Eden Lane to Wheelscape/Active Legacy Ltd subject to final confirmation of funding.

It was reported Wheelscape were an established skatepark design and installation company with a substantial portfolio of case studies of similar projects around the country. They had identified a credible proposal for increasing the council's existing funding of £90,000 up towards a target of £150,000 for the project. RESOLVED approval be given to the principle of the award of contract for the design and installation of a new skate park at Eden Lane to Wheelbase at a minimum target value of £100,000 + VAT, with delegated authority for the Town Clerk to work with the contractor on a funding plan to increase this towards an upper of target of £150,000 + VAT in consultation with the Chairs of Council and Resources Committee.

10. Budget 2023/24

Members gave further consideration to the various options open to the Council in setting its budget for the next financial year. During discussions it was asked if the progress report from Citizens Advice could be re circulated. RESOLVED the budget be re considered at the next meeting.

11. Winter Resilience/Community Emergency Plan

Members were asked to further consider actions to be taken forward by the Town Council to compliment the disaster recovery/civic contingencies plan for County Durham and it was suggested a small working party/group be established to work on a draft Winter Resilience/Community Emergency Plan for Peterlee. Councillors Moore, Howarth, McCue and Cartwright expressed an interest in being part of this group. RESOLVED the working party be convened to make progress with the plan and report back to Council in due course.

Report to: Peterlee Town Council Community & Environment Committee

Date: 13th February 2023

Report of: Ian Hall, Neighbourhood Services Manager

Report Title: Community Car Park Resurfacing

Purpose: This report seeks approval for the award of contract for resurfacing the Town Council's public car parks at Helford Road, Oakerside Drive and Eden Lane.

Background: As members will be aware, the Town Council's Neighbourhood Services department maintains the highways and paths owned by PTC. The Council's car parks at the Pavilion Sports & Community Centre's MUGA (Helford Road), Oakerside Play Area (Oakerside Drive) and Eden Lane have been deteriorating and despite periodic inspection and patch repairs are now in need of full resurfacing works. The Council has also received complaints and negative feedback from the public/users of the car parks regarding their current condition. Photographs highlighting some of the condition issues are attached as appendix 2 to this report.

County & Town Cllrs Karen Hawley and Diane Howarth have supported successful bids by the Neighbourhood Services Manager for AAP Neighbourhood Budget and Towns & Villages funding, with £20,000 allocated via Cllr Karen Hawley to resurface the Helford Road MUGA and Oakerside car parks and £25,500 allocated via Cllr Dianne Howarth to resurface Eden Lane car park.

The Neighbourhood Services Manager sought quotes from reputable road surfacing contractors and after exhaustive attempts has been able to source 2 contractors to submit quotes to complete the works as follows:

MUGA and Oakerside car parks

Company A £23,566.61

Company B £21,216.25

Eden Lane car park

Company A £25,968.00

Company B £26,629.00

Budget: Although the majority of the costs for the proposed resurfacing works will be covered by the AAP grant funding, a shortfall of £1,216.25 for the MUGA and Oakerside car parks and £468.00 cost for the Eden Lane car park will be required from the council's budget. The Neighbourhood Services Manager has confirmed that this £1,684.25 is available in the current year's budget.

Recommendation Members are recommended to:

- (i) Agree to the contract for the MUGA and Oakerside car parks resurfacing works been completed by Company , KO.DS Surfacing LTD to the value of £21,216.25

- (ii) Agree to the contract for the Eden Lane car park resurfacing works been completed by Company A Jem Road Construction to the value of £25,968.00

Appendix 1: Implications

Finance – The report sets out the cost to resurface The Pavilion MUGA Helford Road, Oakerside Play Area, and Eden Lane car parks at a total cost of £47,184.26. £45,500 of this sum will be covered by external capital grant funding, with the remaining £1,684.25 coming from the Council's 'Parks General' budget

Staffing - No direct implications.

Risk – No direct implications.

Equality and Diversity / Public Sector Equality Duty No direct implications.

Accommodation – No direct implications.

Crime and Disorder - No direct implications.

Human Rights - No direct implications.

Consultation - No direct implications.

Procurement – The procurement process outlined in this report is in line with the Council's

Financial Regulations

Disability Issues - No direct implications.

Legal Implications - No direct implications.

Data Protection - No direct implications.

Appendix 2: Photos

MUGA Car park



Oakerside Play Area



Eden Lane

