



14<sup>th</sup> August 2017

In accordance with Paragraphs 7 & 10(2) (b) of Schedule 12A of the Local Government Act 1972 I hereby summon you to attend a Meeting of **PETERLEE TOWN COUNCIL** to be held in the Council Chamber, Shotton Hall, Peterlee, SR8 2PH, on **Monday 21<sup>st</sup> August 2017 at 6.30pm**

Ian Morris M.C.I.H.

Town Clerk

(Proper Officer of the Council)

**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.**

**MEMBERS ARE REMINDED OF THE NEED TO DISCLOSE ANY INTEREST, PREJUDICIAL OR PERSONAL, IN ACCORDANCE WITH THE CODE OF CONDUCT.**

**BUSINESS TO BE TRANSACTED**

1. **APOLOGIES FOR ABSENCE**

2. PUBLIC PARTICIPATION SESSION

A Public Participation session will be held to allow Members of the public an opportunity to put questions to the Council. This item of business to last no more than 15 minutes, as per Council Standing Orders.

3. TO APPOINT A CHAIRMAN FOR PETERLEE TOWN COUNCIL

Members will be asked to appoint a Chairman for the Town Council following the recent resignation of the previous Chairman.

Relevant powers: Local Government Act 1972 s15

4. TO APPOINT A VICE-CHAIRMAN FOR PETERLEE TOWN COUNCIL

Members will be asked to appoint a Vice Chairman for the Town Council following the appointment of the new Chairman.

Relevant powers: Local Government Act 1972 s15

5. TO APPROVE THE MINUTES OF THE COUNCIL MEETING OF THE 24<sup>th</sup> JULY 2017

To consider and approve as a true record the minutes of the last meeting of the Council (attached)

6. TO CONSIDER A MOTION FROM CLLR A WATSON AND K HAWLEY REGARDING THE MAYOR'S BUDGET FOR THE 2017/8 FINANCIAL YEAR

Motion that the Town Council incur no further expenditure against the Mayor's budget for 2017/18, with immediate effect. The Chairman's allowance to remain at £1,500.

Motion submitted by Cllr Andrew Watson and Cllr Karen Hawley.

Relevant powers: Local Government Act 1972 s14(1), s15(5).

7. TO CONSIDER ADOPTING THE GENERAL POWER OF COMPETENCE

The Town Council are now in a position to consider adopting the General Power of Competence (GPC) fulfilling the necessary criteria. Members are recommended to approve the GPC with immediate effect.

Relevant powers: The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

8. REQUEST FOR CONCESSIONARY USE – THE PAVILION, 29<sup>TH</sup> JULY 2017 (Retrospective)

To consider the request received from Peterlee Cricket Club to use the Pavilion for a fund raiser/Music Night on 29<sup>th</sup> July 2017.

Relevant powers: Local Government Act 1972 s145

9. REQUEST FOR FUNDING – PETERLEE PUMAS ARLFC

Peterlee Pumas, £545.00 towards the cost of the End of Season Awards Evening towards the cost of trophies, catering and disco (NB concessionary use granted for this event at The Pavilion.

To consider a request from Peterlee Pumas for a grant towards the cost associated with the end of Season Awards Evening

Relevant powers: Local Government (Miscellaneous Provisions) Act 1976, s19(3) and Local Government Act 1972 s145)

10. Purchase and installation of Community Cinema equipment, The Pavilion, Helford Road Peterlee

Members are asked to approve the purchase of equipment to enable the provision of a Community Cinema at The Pavilion Sports & Community Centre, Helford Road.

(Report of the Town Clerk – copy to follow)

Relevant Powers: Local Government Act 1972 s145

11. Shotton Hall Catering Concession – Procurement Options

Members are asked to note the contents of the report of the Town Clerk and to approve the commencement of a Soft Market testing exercise for the future catering concession at Shotton Hall, as detailed in the report.

(Report of the Town Clerk – attached)

Relevant powers: Local Government Act 1972 s145

12. Resolution to Exclude the Press and Public

in view of the confidential nature of the following item to be discussed, the committee is asked to pass the formal resolution to exclude the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act, 1960 & the Local Government (Access to Information) Act 1985, (Schedule 7a, Part 1, Paragraph 6).

13. Shotton Hall Catering Concession – Alteration to existing contract

(Report of the Town Clerk – attached)

Relevant powers: Local Government Act 1972 s145

14. SPOKESPERSON OF THE NEP MEMBER'S REPORT

15. SPOKESPERSON OF THE LABOUR POLITICAL PARTY'S REPORT

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 24<sup>TH</sup> JULY 2017 at 6.30PM

PRESENT:- COUN L COOK (CHAIR)

Mesdames:- M A Cartwright, K Duffy, S Simpson, K Liddell, V  
Watson & K Hawley

Messrs:- R Kyle, S Kirkup, T Duffy, S Meikle, A Wilkinson, R  
Moore, S McGlen, G L Carne, & A Watson

33. Apologies for Absence

Apologies had been submitted from Councillors A Long, (on holiday), S McDonnell, (work commitments), S Franklin, (work commitments), S Miles. **RESOLVED the Council approve the reasons submitted for the absences received on the grounds where given above, and the Councillor's apologies for absence be recorded.**

34. Public Participation Session

A public participation session was held to allow members of the public an opportunity to put questions to the Council. There were several members of the public in attendance at the meeting and the Chair welcomed them to the meeting then allowed each to speak in turn. The first speaker spoke on issues relating to the amount of litter in and around the Town. The resident had moved to the Town some 5 months ago and had been welcomed by residents and had been struck by the open green areas in the Town

but was shocked at the amount of litter. She was a volunteer with CEDNNR and she felt there needed to be more education to prevent littering and felt perhaps local businesses could be encouraged to become involved in trying to reduce litter problems. The Chair thanked Mrs Hewson for her interest and also for volunteering in the Town, Members assured Mrs Hewson of the Councils support with her efforts to reduce litter in their work with various agencies and partners. **RESOLVED the information given, be noted.**

Representatives of the Peterlee Cricket Club were also in attendance at the meeting. Mr Andrew Laidler acted as their spokesperson at the meeting. Mr Laidler gave an update on what was going on at the Club and in particular he made reference to their Development Plan and to discussions relating to security of tenure and how this would positively affect the Club and its future opportunities. He also referred to issues with unauthorised access to the pitch and damage where the Club felt the installation of fencing would improve issues. A copy of a letter of support from Durham Cricket Board Club and Coach Development Officer was referred to. It explained from their point of view, fencing and enhanced facilities would be very appealing, in terms of them potentially holding representative games at Peterlee. He felt fencing would be in the cricket club's best interests as well as to the community of Peterlee. Mr Laidler also reported that East Durham College were in talks with Peterlee Cricket Club about a potential cricket academy in Peterlee. The Chair explained there was a detailed report later on the agenda to consider the request from the Club for a lease of the cricket field area and provision of perimeter fencing. Mr Laidler indicated he wished to remain at the meeting to listen to the debate on the item and so that he could feed back to the Club. **RESOLVED the information given be noted.**

35. The Minutes of the Council Meeting of the 26<sup>th</sup> June 2017 a copy of which had been circulated to each Member, were approved.
36. The Minutes of the Resources Committee of the 3<sup>rd</sup> July 2017 a copy

of which had been circulated to each Member, were approved.

37. The Minutes of the Community & Environment Committee of the 10<sup>th</sup> July 2017 a copy of which had been circulated to each Member, were approved.

38. Vacancy – Denehouse Ward

It was reported there had been a request for an election in the Denehouse Ward and this would be scheduled for 31 August 2017.  
**RESOLVED the information given be noted.**

39. Notice of Motion

The Motion was to agree to the change of the date for the 2018 Peterlee Show to 1<sup>st</sup> & 2<sup>nd</sup> September 2018, in accordance with the recommendation at the Show Working Party. This was submitted by Councillor A Watson. **RESOLVED the date for the 2018 Show be agreed as 1<sup>st</sup> & 2<sup>nd</sup> September.**

40. Granting of a lease for Peterlee Cricket Club

The report of the Town Clerk providing Members with an update on the request from Peterlee Cricket Club for a lease of the cricket field area and provision of perimeter fencing was considered. Members stressed the importance of keeping players and young people safe and it was **RESOLVED:-**

- (i) **The Town Clerk be granted plenary powers to appoint Durham County Council Assets team, to act on behalf of the Town Council in drawing up a draft lease with the Cricket Club for the oval cricket field, subject to a further report to Council once the lease had been finalised;**
- (ii) **The Town Clerk be granted plenary powers to work with the Sports Development Officer, Parks Supervisor and representatives from Peterlee Cricket Club to draw up costed plans for the fencing of the Helford Oval cricket field, to include options for funding of the capital works. This work to**

**be given priority, with a timescale to action in the 2017/18 closed season, and regular progress reports be made to Council.**

Councillors K & T Duffy declared an interest in the following item.

41. Provision of a rain shelter/meeting room – Thorntree Gill Leisure Gardens

The report of the Town Clerk provided Members with an update on the proposals to provide a new temporary rain shelter at the Thorntree Gill site. **RESOLVED:-**

- (i) it be agreed in principle to proceed with option 3 contained in the report, to provide a new permanent brick structure, the design and build of a new permanent shelter/meeting room on the Thorntree Gill Leisure Gardens site, subject to a final report on design and costings once these had been confirmed;**
- (ii) The Town Clerk be granted plenary powers to work through the NEPO/Bloom procurement framework to appoint a suitably qualified consultant to support the Council in the design, specification and costings of the project;**
- (iii) The current hire of a temporary cabin be cancelled and the monies that would have been used for the hire offset the costs of this project**
- (iv) This work also be given priority and regular progress reports be made to Council.**

42. SPOKESPERSON OF THE NEP MEMBER'S REPORT

Councillor A Watson also spoke about Bradley Lowery and what an amazing and brave little boy he had been. He commented that Bradley's short life had brought out the best in so many people from all over the world but no more so than people of Blackhall and the surrounding area. He felt not only had he raised the awareness of childhood cancer, he also continues to inspire so many people to do amazing things and his spirit would last forever.



Councillor Watson also commented on the missing resident of the Town. **RESOLVED the information given, be noted.**

43. SPOKESPERSON OF THE LABOUR POLITICAL PARTY'S REPORT

Councillor Kyle echoed the sentiments of Councillor Watson, both about Bradley Lowery and the missing resident. **RESOLVED the information given, be noted.**



**Report to:** Peterlee Town Council  
**Date:** 21<sup>st</sup> August 2017  
**Report title:** Shotton Hall Catering Concession – Procurement Options  
**Report of:** Ian Morris, Town Clerk

**Report Purpose:** To provide Members with an update on the catering concession for Shotton Hall and to seek approval for the procurement process to secure a new contract from October 2018.

**Background:** The current concessionary licence agreement with Oldfields provides reception and event catering at Shotton Hall and, on occasion, the Pavillion Sports Centre. The agreement provides exclusive rights to Oldfields in respect of catering for any bookings at Shotton Hall – which is where the vast majority of catered events take place.

The license permits Oldfields to make full use of the kitchen at Shotton Hall, which may at times include uses not related to Peterlee Town Council bookings.

The current operation generates around £80,000 net income p/a for Oldfields. Whilst a respectable level of income, this is less than may have been forecast at the start of the agreement, based on historic booking levels. The fact that the level of bookings is not in the licensee’s control has been an issue of concern for them and they have highlighted a desire to be more involved in generating trade.

Since January 2018 Oldfields have been increasingly involved in generating new offers for weddings and other events at Shotton Hall, including production of marketing material, social media posts and responses, and face to face meetings with customers as part of the sales process. They have also been instrumental in the introduction of a number of improvements to the administration of the council’s functions & banqueting service, including the implementation of a shared electronic bookings diary to replace the old paper books, the use of some specialist catering software to improve planning and ordering, and most recently the introduction of online ticketing software.

This additional involvement has undoubtedly improved internal processes and is also partly responsible for the upturn in bookings at Shotton Hall.

The current licence agreement with Oldfields expires at the end of September 2018.

**Objectives:** The Town Council’s primary objective is to drive an increase function bookings with a current target 40% increase in the first year, rising to 100% over the lifetime of the new arrangements from October 2018.

In the interim, a continued positive relationship with Oldfields, during the remainder of the term of the current licence, should be supported.

**Options:** Three options for the future of the catering operation have been identified.

1. Bring the operation in-house when the current licence expires, employing catering staff directly;

2. Re-tender for a new concessionary licence agreement, on the same terms as currently operated;
3. Re-tender for a new concessionary licence agreement, on updated terms designed to secure a more effective outcome in terms of quality and net financial contribution to the Town Council.

It is important to note that a final decision on which option to take does not need to be made at this stage.

The estimated value of the catering concession for Shotton Hall as a commercial opportunity is below the OJEU tender threshold which, for concessions, is £4.1m. There is therefore some flexibility afforded to the process although a fair and transparent competition would still be required if option 2 or 3 were to be selected.

It is recommended that, in the first instance, a soft market testing exercise is conducted. This would involve reaching out to potential operators – not seeking formal bids at this stage, but seeking their feedback on a number of issues regarding the future opportunity. This could cover issues including:

- The general attractiveness of the opportunity to provide an events and catering service at Shotton Hall (to gauge the likely level of competition);
- Views on whether the concession operator could in future take a lead in marketing and generating bookings as well as the core catering service;
- Level of interest in making the bar operation part of the scope of the concession;
- Potential revenue splitting;
- Issues relating to the balance of commercial risk.

**Timetable:** The proposed procurement timetable would be as follows:

| <b>Dates</b>               | <b>Milestone / Event</b>  |
|----------------------------|---|
| September to November 2017 | Soft Market Testing exercise, supported by DCC Corporate Procurement team |
| January 2018               | Decision on procurement route, following Market Testing                   |
| April 2018                 | Advertise concession tender opportunity                                   |
| June 2018                  | Deadline for tender submissions   |
| June - July 2018           | Evaluation of tenders   |
| August 2018                | Award decision  |
| October 2018               | New agreement commences.  |

**Recommendation:** Members are asked to note the contents of this report and to approve the commencement of a Soft Market Testing exercise for the future catering concession at Shotton Hall, as detailed above.

## **Appendix 1: Implications**

**Finance** – There are no immediate financial implications arising from the recommendation in this report.

**Staffing** – There are no immediate financial implications arising from the recommendation in this report.

**Risk** – The main risk associated with the commencement of the procurement process outlined in this report is around the relationship with the current suppliers, Oldfields, during the remainder of the contract period. The Town Clerk has met with the company directors on a number of occasions to discuss the process, and the lead officer from DCC Corporate Procurement team has also spoken with the directors. Oldfields are comfortable with the process and relationships with the Council remain positive.

**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.

**Consultation & Communication** – There has been ongoing consultation with Oldfields as the incumbent catering supplier, and with staff from the Facilities Team who may be affected by any future decisions about the scope of the catering contract. The wider staff team has also been regularly informed of progress.

**Procurement** – this report sets out the intended process for the proper procurement of the catering concession from October 2017, in line with the Council's financial regulations. DCC's Corporate Procurement team will be providing expert advice and assistance to Council officers throughout the process.

**Legal** – there are no immediate implications arising from the recommendation in this report.