

# PETERLEE TOWN COUNCIL

## PARKS DEPARTMENT

EDEN LANE PETERLEE COUNTY DURHAM SR8 5ND

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Your Ref:

Our Ref:

13<sup>th</sup> July 2016

Date:

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, on **MONDAY 18<sup>TH</sup> JULY 2016 at 6.45pm**

*K Tweddle*  
..... K Tweddle, ACIS, CILCA  
Acting Town Clerk  
(Proper Officer of the Council)

**PRIOR TO THE MEETING, A 15 MINUTE "OPEN SESSION" WILL BE HELD TO ALLOW MEMBERS OF THE PUBLIC AN OPPORTUNITY TO PUT QUESTIONS TO THE COUNCIL**

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

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

**BUSINESS TO BE TRANSACTED**

1. APOLOGIES FOR ABSENCE
2. POLICE UPDATE
3. TO APPROVE THE MINUTES OF THE COUNCIL MEETING OF THE 20<sup>TH</sup> JUNE 2016 (Circulated)
4. THE MINUTES OF THE MAYOR'S COMMITTEE OF THE 20<sup>TH</sup> JUNE 2016 (Circulated)
5. THE MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE OF THE 4<sup>TH</sup> JULY 2016 (Circulated)
6. THE MINUTES OF THE PLANNING COMMITTEE OF THE 4<sup>TH</sup> JULY 2016 (Circulated)
7. THE MINUTES OF THE ESTABLISHMENT COMMITTEE OF THE 4<sup>TH</sup> JULY 2016 (Circulated)
8. THE MINUTES OF THE MEETING OF THE PAVILION MANAGEMENT BOARD OF THE 5<sup>TH</sup> JULY 2016 (Circulated)
9. THE MINUTES OF THE PARKS & CEMETERY COMMITTEE OF THE 11<sup>TH</sup> JULY 2016 (Circulated)  
Matters Arising  
Helford Road – Consultation  
Further consideration
10. REPORTS OF THE SELECTION & APPOINTMENT PANELS (Copy to follow)

12. USE OF A MEETING ROOM FOR POLITICAL GROUP MEETINGS  
Request from Councillor A Watson
13. FREEDOM OF INFORMATION REQUEST (Circulated)
14. PLANET CIRCUS – REQUEST TO USE LAND AT HELFORD ROAD (Circulated)
15. VARIATION APPLICATION – B&M STORES  
To extend the sale of alcohol and opening hours to 8.00 – 22.00 Monday to Sunday, (currently opening hours and sale of alcohol is 08.00 – 20.00)
16. YORK ROAD POST OFFICE – CHANGES (Circulated)
17. PLANNING APPLICATIONS  
(a) 15 Lancaster Hill, pitched roof  
  
(b) 1 – 3 Upper Chare, prior notification of change of use from office to ice cream parlour
18. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC  
IN VIEW OF THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEMS 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.
19. COMPLAINT – ALLEGED BREACH OF MEMBERS CODE OF CONDUCT (REF COM046-46A) (Circulated)

20. WOODHOUSE PARK – ICE CREAM VAN (Circulated)
21. HORDEN RFC  
(i) Progress Report  
(ii) Request for external shuttering  
(iii) Repair to the Roof – Tenders received (Circulated)
22. MEETING OF THE PARKS & CEMETERY COMMITTEE HELD ON 7 JULY 2016  
(i) Progress and suggested ways to move forward
  - A one year lease to be issued to both sites;
  - An independent overseeing committee be established to work with each site in this 12 month period to put everything in place that was required;
  - A small donation to the NRA for their professional support.  
(ii) Lowhills Road Site, Allotment Shop
23. SPOKESPERSON OF THE MAJORITY POLITICAL PARTY'S REPORT
24. SPOKESPERSON OF THE NEP MEMBER'S REPORT

MINUTES OF THE COUNCIL MEETING OF THE 20<sup>TH</sup> JUNE 2016

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 20<sup>TH</sup> JUNE 2016

PRESENT:- COUN M A CARTWRIGHT (CHAIR)

Mesdames:- S Simpson, L M Wood, V Watson, M J Thompson  
& K Hawley

Messrs:- S Miles, D Sillito, W M Jeffrey, C Watkins, L Cook,  
G Cowie, R Kyle, C J Metcalfe & A Watson

PRIOR TO THE MEETING THE MAYOR ASKED ALL TO STAND FOR  
A MINUTES SILENCE AS A MARK OF RESPECT FOLLOWING THE  
RECENT SHOCKING MURDER OF MP JO COX.

29. APOLOGIES FOR ABSENCE

Apologies had been submitted from Councillor H Bennett MBE,  
(ill), K Liddell, (family commitments), S McDonnell, (on holiday)  
and C Robbins, (hospital appointments).

**RESOLVED the Council approve the reasons submitted for the  
absences received on the grounds where given above, and the  
Councillors' apologies for absence be recorded.**

30. POLICE UPDATE

The Mayor welcomed the PCSO Ian Goodwin to the meeting and he  
gave the report update to Council. An update was given on an  
operation which was ongoing in the town centre where there had  
been a large reduction in calls to Peterlee Town Centre in relation to  
anti social behavior, with eight Community Protection Warning  
Notices being issued to young people in the area and feedback form

MINUTES OF THE COUNCIL MEETING OF THE 20<sup>TH</sup> JUNE 2016

town centre businesses and members of the public had been very positive.

The Mayor then opened the meeting for a question and answer session which covered issues including a delayed response to problems at Woodhouse Park and when reports were made which gave a poor perception by the general public. It was asked if there was any progress with catching off road motor cycles.

The Mayor thanked the Officer for coming along to the meeting.

31. THE MINUTES OF THE COUNCIL MEETING OF THE 16<sup>TH</sup> MAY 2016 a copy of which had been circulated to each Member, were approved.

Matters Arising

(a) Minute Number 10 – Apologies for Absence

A Local Member spoke on her submitting her apologies to Council Meetings and explained that if Council were not going to accept them, she would stop offering them. Another Local Member commented on why this had been agreed previously and referred to the statement made at that time; she suggested if this previous statement was retracted then perhaps the Councillor's apologies could be accepted in the usual way.

**RESOLVED the Council accept verbal apologies to be given at a meeting on someone else's behalf.**

(b) Minute Number 15 – Delegate's to Outside Bodies

**RESOLVED it be amended to show that the Passfield Resident's Association no longer operated.**

32. REPORT OF THE PETERLEE PARISH MEETING OF THE 30<sup>TH</sup> MARCH 2016

A copy of the report prepared by an electors of this meeting was reported to Council. The Mayor did not feel they were a true and correct record of the meeting and signed them with this recorded.

MINUTES OF THE COUNCIL MEETING OF THE 20<sup>TH</sup> JUNE 2016

33. THE REPORT OF THE ANNUAL PARISH MEETING OF THE LOCAL GOVERNMENT ELECTORS OF THE 16<sup>TH</sup> MAY 2016 a copy of which had been circulated to each Member, were approved.
34. THE MINUTES OF THE EXTRA ORDINARY MEETING OF THE TOWN COUNCIL OF THE 23<sup>RD</sup> MAY 2016 a copy of which had been circulated to each Member, were approved.
35. THE MINUTES OF THE SHOW MEETING OF THE 26<sup>TH</sup> MAY 2016 a copy of which had been circulated to each Member, were approved.
36. THE MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE OF THE 6<sup>TH</sup> JUNE 2016 a copy of which had been circulated to each Member, were approved.

Matters Arising

(i) Minute Number 10 Mayor's Personal Allowance

Further consideration of this matter had been requested by Councillors R Curtis & R Kyle.

COUNCILLOR W M JEFFREY DECLARED AN INTEREST IN THE ITEM AND TOOK NO FURTHER PART IN THE DISCUSSION WHICH ENSUED.

There was considerable discussion about the costs involved in taking up this role and former Mayor's spoke at length on why they felt the allowance should be increased to the level it had been the previous year. This then went to a vote and it was **RESOLVED the allowance remain as set in the current budget.**

(ii) Minute Number 19 – Land Adjacent to 9 Marwood Grove

Ward Members were to visit and feedback to Council. No comments were offered.

**RESOLVED no objections be offered to this proposal.**

37. THE MINUTES OF THE PLANNING COMMITTEE OF THE 6<sup>TH</sup> JUNE 2016 a copy of which had been circulated to each Member, were approved.

MINUTES OF THE COUNCIL MEETING OF THE 20<sup>TH</sup> JUNE 2016

38. THE MINUTES OF THE ESTABLISHMENT COMMITTEE OF THE 6<sup>TH</sup> JUNE 2016 a copy of which had been circulated to each Member, were approved.

Matters Arising

- (i) Minute Number 10 – Extension of Temporary Contract – Attendant

**RESOLVED** the advice received from Durham County Council HR be confirmed once again, in writing, and Members be advised accordingly.

- (iii) Minute Number 11 – Appointment of Town Clerk

It was explained that two of the candidates could not make the chosen interview date of the 27<sup>th</sup> June 2016 and it was asked if the Council would consider the interviews being held over two days on the Friday 24<sup>th</sup> and Monday 27<sup>th</sup> June 2016. It was also asked could a smaller panel to be established to conduct the interviews and this Panel then make recommendations back to council. Several Members felt this was the preferred way to conduct the interview; others disagreed and felt all 22 Councillors should be invited to take part. This went to a vote and it was agreed all Members would be involved in the interview(s).

**RESOLVED** interviews be held over the two days given and all Councillors be invited to take part.

39. THE MINUTES OF THE SHOTTON HALL COMMITTEE OF THE 7<sup>TH</sup> JUNE 2016 a copy of which had been circulated to each Member, were approved.

40. THE MINUTES OF THE PARKS & CEMETERY COMMITTEE OF THE 13<sup>TH</sup> JUNE 2016 a copy of which had been circulated to each Member, were approved.

COUNCILLOR M A CARTWRIGHT DECLARED AN INTEREST IN THE FOLLOWING ITEM AND LEFT THE ROOM FOR THE DURATION OF THE ITEM BEING CONSIDERED AND DISCUSSED.

41. NORDENHAM – INVITATION TO THE STADTFEST 18 – 21<sup>ST</sup> AUGUST 2016



MINUTES OF THE COUNCIL MEETING OF THE 20<sup>TH</sup> JUNE 2016

Members considered the invitation received for the Mayor to attend the Stadt Fest in the twin town of Nordenham, Germany in August 2016.

**RESOLVED** the Town Council accept this invitation and the Mayor represent the Town Council, her attendance being part of the summer reciprocal twinning visit to Germany. During the visit the Mayor clarify the Town Council's official input into the town twinning arrangements.

42. PLANNING APPLICATION

(i) Peterlee Hospital O'Neill Drive

Retention of car park management system including parking meters and CCTV; various signage (retrospective)

**RESOLVED** the Town Council object strongly against this application on the grounds as discussed at the meeting.

(ii) 5 Rutland Walk, erection of two storey extension to side and single storey ext to the rear

(iv) 23 Chapel Hill Road, pitched roof and assoc. alterations

**RESOLVED** no comments be offered on these applications.

43. OVERNIGHT ROAD CLOSURE, BURNHOPE WAY (7PM – 7AM) FOR RE SURFACING WORKS SATURDAY 25<sup>TH</sup> JUNE 2016

Members were circulated with details of these works.

**RESOLVED** the information given be noted.

44. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC IN VIEW OF THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEMS TO BE DISCUSSED, THE COMMITTEE PASSED 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.

45. COMPLAINT – ALLEGED BREACH OF MEMBERS CODE OF CONDUCT (REF COM046-46A)

Members were circulated with details of a complaint made to Durham county Council's Governance Solicitor. A Member suggested complaints should not be reported to Council until the decision notice was received; the Acting Town Clerk explained she felt it was good practice to report the complaints when received.

**RESOLVED clarification be sought as to when a report should be made to Council.**

46. SPOKESPERSON OF THE MAJORITY POLITICAL PARTY'S REPORT

Councillor Jeffrey reported three thefts from the Lowhills Road Allotment site which had been reported to the Horticultural Supervisor.

**RESOLVED the report be noted.**

47. SPOKESPERSON OF THE NEP MEMBER'S REPORT

Councillor Watson spoke about the recent tragic events where the MP Joe Cox had been shot dead. He expressed the Council's deepest condolences and said it was a sad day for democracy.

**RESOLVED the information given be noted.**

PETERLEE TOWN COUNCIL

THE MINUTES OF THE MAYOR'S COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,  
PETERLEE

ON MONDAY 20<sup>TH</sup> JUNE 2016

PRESENT: MRS A LONG (CHAIR)

Mesdames: S Simpson & M A Cartwright

Messrs: S Miles, A Watson, G Cowie & L Cook

IT WAS NOTED THAT THE MEETING WAS INQUORATE AND AS PER STANDING ORDERS SHOULD NOT PROCEED, ANY ITEMS WERE FOR INFORMATION ONLY.

1. APOLOGIES FOR ABSENCE

Apologies had been submitted from Councillors H Bennett MBE, (ill), K Liddell, Miss K Cartwright, Miss G Cartwright, Mrs C Miles, Miss L Suwinski and Mr P Cartwright.

**AGREED the Council approve the absences received on the grounds, if given, and the apologies for absence be recorded.**

2. APPOINTMENT OF CHAIRMAN FOR THE ENSUING YEAR

It was suggested Mrs Long be appointed as a Chair for this Committee. The Acting Town Clerk did advise, however, that advice had been obtained previously on a non councillor being appointed as Chair. There was no legislation prohibiting non councillor members from chairing or vice chairing the Committee but common sense would suggest that committees would be better chaired by Council Members. Limited voting rights would also make it difficult for that role to be carried out by a non-member (if the Chair gets a casting vote and the non member Vice Chair is

chairing the meeting but cannot use this). The 1990 Regulations provide that non-councillor members of a committee do have voting rights in respect of:

- the management of land owned or occupied by the council;
- the functions of the council as a harbour authority (as defined in s. 57(1) of the Harbours Act 1964);
- any function under s. 144 of the 1972 Act relating to the promotion of tourism; and
- any function under s. 145 of the 1972 Act relating to the management of a festival.

However, Members wished to disregard this advice and it was **AGREED Mrs A Long be elected as Chair for the meeting for the ensuing year.**

3. APPOINTMENT OF VICE CHAIRMAN FOR THE ENSUING YEAR

**AGREED Councillor S Miles be appointed as Chair of this Committee for the ensuing year.**

4. THE MINUTES OF THE LAST MEETING, a copy of which had been circulated to each Member, were accepted.

5. THE MAYOR'S CHOSEN CHARITIES FOR THE YEAR

The Mayor advised the Committee her chosen charities were as follows:-

- Life threatening illness charities
- Local music
- Elderly and disabled groups
- Great North Air Ambulance
- Youth
- Cruelty to animals

**AGREED the information given be noted.**

6. MAYOR'S CIVIC SERVICE & FATHER'S DAY CELEBRATION – SUNDAY 19<sup>TH</sup> JUNE 2016, ST CUTHBERTS CHURCH, PETERLEE

It was reported this event had been successful and well attended.

**AGREED letters of thanks be sent to those that had been involved and supported this event.**

7. MAYOR "AT HOME" FRIDAY 29<sup>TH</sup> JULY 2016, SHOTTON HALL

Members were asked to make a note of this date in their diary. The Mayor advised she had approached a singer Brian Dee, who was available to sing at the event at a cost of £63.00. The Mayor reported she had received a request regarding complimentary refreshments. The Committee confirmed that no complimentary drinks were to be provided at any council events.

**AGREED the information given be noted.**

8. MAYOR'S CHARITY BALL, FRIDAY 4<sup>TH</sup> NOVEMBER 2016

The Mayor asked the committee to ask friends and family to support the event and if possible help with tombola prizes. The Mayor asked if the Dragoons could be contacted now to see if they would be available.

**AGREED the information given be noted.**

MINUTES OF THE FINANCE & GENERAL PURPOSES COMM OF THE 4<sup>TH</sup> JULY  
2016

THE MINUTES OF THE MEETING OF THE  
FINANCE AND GENERAL PURPOSES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE  
ON MONDAY 4<sup>TH</sup> JULY 2016

PRESENT: COUN K HAWLEY (CHAIR)

Mesdames:- S Simpson, L M Wood, M A Cartwright,  
S McDonnell & V Watson

Messrs:- D Sillito, W M Jeffrey, C Watkins, L Cook,  
R J Curtis, A Watson & C J Metcalfe

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

**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.**

Prior to the meeting the Chair reported the recent passing of former District  
Councillor and Leader Derek Thompson.

23. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors C J  
Robbins, (hospital appointments), G Cowie, (ill), J I Measor, (ill), H  
Bennett MBE, (ill) and K Liddell, (ill).

**RECOMMENDED the Council approve the reason submitted for  
absence received from the Councillors listed, on the grounds given  
above, and their apologies for absence be recorded.**

24. THE MINUTES OF THE LAST MEETING a copy of which had been previously circulated, were approved.

Matters Arising

(a) Minute Number 10 Mayor's Personal Allowance

To note at the Council Meeting it was resolved the allowance remain as set within the current budget.

(b) Minute Number 19 – Land Adjacent to 9 Marwood Grove

To note at the Council Meeting there were no objections offered to this application

(c) Member's Allowances – Advice

Members were circulated with further advice received on this matter. There was discussion on the failure to attend council meetings and it was felt that introducing this policy would encourage better or improved attendance by Councillors. The allowance would be withdrawn following a failure to attend a council meeting in an eight week period, it would then be re started when they returned.

**RESOLVED a Member's allowance be stopped if they had not attended a Council meeting for an eight week period and standing orders be amended to reflect this change in policy.**

(d) CDALC Subscription Charge

Members were given the details of this subscription charge as follows:-

CDALC Subscription charge 2016/2017	£
Electorate of 15,376 @10p per elector for CDALC	1,537.60
Electorate of 15,376 @ 6.6p per elector for NALC	1,014.82
Plus LCR Magazine (6 @ £13.50)	

It was felt the Council needed to consider if they were getting value for money from all of its various subscriptions, including this one and it was asked that further details on the benefits of membership be reported back for Members

**RECOMMENDED a further report on the benefits of membership of CDALC and NALC be awaited.**

25. THE REPORT OF THE FINANCE SUB COMMITTEE MEETING OF THE 23<sup>RD</sup> JUNE 2016 a copy of which had been circulated to each Member, was approved.

The Acting Town Clerk requested endorsement of action taken in ordering a new work station for the newly appointed Town Clerk.

**RECOMMENDED the action taken, be endorsed.**

26. MINUTES OF THE SCRUTINY COMMITTEE HELD ON 10<sup>TH</sup> JUNE 2016 copies of which had been circulated to each Member, were approved, subject to the alteration to Councillor Hawley being shown as in attendance and not Liddell as stated, being made.

Members were asked to provide feedback or any items they wished for this Working Party to consider.

**RECOMMENDED the information given, be noted.**

27. PUBLICATIONS, MINUTES, BULLETINS ETC
- (a) Durham Association Newsletter 57 – June 2016
  - (b) Minutes of the AGM of the East Durham Association of Parish & Town Councils of 13<sup>th</sup> October 2015
  - (c) Training – Your council, Your finances, Your responsibility, 8<sup>th</sup> September 2016, Shotton Hall, Peterlee

**RECOMMENDED places be reserved on this session for Councillors C J Metcalfe, M A Cartwright, L Cook, K Hawley, W M Jeffrey and the Town Clerk.**

- (d) NALC Newsletters 2<sup>nd</sup> & 13<sup>th</sup> June 2016
- (e) Revised legal topic notes on NALC web site
- (f) Next Larger Local Councils Forum – 29 July 2016 – request for items
- (g) NALC's Direct Information Service, Issues 885 & 886
- (h) Bulletin on national developments and meetings
- (i) The Role and Work of a Councillor – short survey



MINUTES OF THE FINANCE & GENERAL PURPOSES COMM OF THE 4<sup>TH</sup> JULY  
2016

Members were circulated with extracts of the above documents and updates, with full copies being made available on request.

**RECOMMENDED the information given, be noted.**

28. INTERNAL AUDIT – TERMS OF REFERENCE, CORE FINANCIAL SYSTEMS

Members were circulated with a copy of the terms of Reference for the internal audit of the Town Councils core financial systems. The Audit was to commence on 11 July and would be followed with a report which would be presented by the Auditor to the Council.

**RECOMMENDED the information given be noted, the terms of Reference be accepted and the report be awaited.**

29. SHOP GIRLS, 6<sup>TH</sup> – 30<sup>TH</sup> JULY 2016

Members were advised of an invitation received to attend the Shop Girls exhibit to be held in the former Information Centre from 6<sup>th</sup> to 30<sup>th</sup> July 2016, daily between 10am and 4pm Wednesday to Saturday. This was an artist collective hosting interactive exhibitions, demonstrations and workshop.

**RECOMMENDED the information given, be noted.**

30. REQUESTS FOR A GRANT

Members were advised of the following requests for grants under the new Members grant scheme and it was **RECOMMENDED grant awards be made as follows:-**

(a) Sophie Allen – local gymnast

Councillors A Watson, K Hawley, S McDonnell, L Cook, C Watkins, W M Jeffrey and R J Curtis all donating £10.00 each and M A Cartwright, £80.00, making a total of £150.00.

(b) The Sunshine Day Nursery

Councillors L Cook and C Watkins, £50.00 each, Councillor L M Wood, £20.00 and Councillors K Hawley, A Watson, S

**McDonnell, M A Cartwright, R Curtis all at £10.00, making a total of £170.00.**

**(c) Oakerside Mother & Toddlers**

**Councillors K Hawley, A Watson, S McDonnell, V Watson all at £50.00 each, L Cook, L M Wood & R J Curtis £20.00 each, M A Cartwright, C Watkins and W M Jeffrey £10.00 each, making a total of £290.00.**

**(d) Peterlee Youth Centre – All Stars**

**COUNCILLOR JEFFREY DECLARED AN INTEREST IN THIS REQUEST.**

The Mayor advised that she had made awards from her charity fund and it was asked that a breakdown on what the monies donated by the Mayor had been used for.

**Councillors L M Wood, £50.00, R J Curtis, £30.00, Councillors W M Jeffrey, S Simpson, A Watson and S McDonnell all at £20.00 each C J Metcalfe at £15.00 and C Watkins at £25.00 making a total of £200.00.**

**(e) Learning Library**

**RECOMMENDED further details be obtained in relation to this request and how many people in Peterlee used the service.**

**(f) My Sporting Chance Foundation**

**RECOMMENDED no grant be awarded to this organisation.**

**(g) Peterlee Helford United FC**

**Councillor A Watson £75.00, W M Jeffrey £25.00, L Cook £50.00, R J Curtis £80.00, V Watson, S McDonnell & K Hawley £50.00 each and C Watkins £20.00 making a total of £400.00.**

**(h) Letter of thanks – Easington School Sport Partnership**

**RECOMMENDED the letter of thanks following the Outdoor & Adventurous activities week held in the grounds of Shotton Hall. This had been a magnificent two days experience (the last day was rained off) for nearly 800 year 2 pupils with teachers, teaching assistants and 60 college students helping in the delivery each day,**

**making the event one of the highlights of the local school calendar.**

**FURTHER RECOMMENDED a condition of grants awarded be that the monies must be used for what the application specified, if not then the Town Council would reserve the right to demand all monies to be returned.**

31. PROGRESS REPORT OF THE SHOW CO-ORDINATOR

It had been previously agreed that as there was only a short progress report to consider a Show Meeting had not been held on 30<sup>th</sup> June 2016. The report was considered and it was noted a meeting had been held with Colin Noble about the price of the fun fair rides, (which would be outlined later in the meeting), the Show Leaflet was ready and details were given of the costs and the potential income. Members were asked to agree how the income should be divided.

**RECOMMENDED:-**

- (i) The income from advertising be split equally between the Mayor's charity fund and as income for the Show;**
- (ii) It be noted there was a pre event safety meeting to be held on 27 July 2016;**
- (iii) The Round Table be asked if they were to sell glo stick novelties at the Show and if they were not then the council do this in aid of the Mayor's Charity.**

32. TWINNING – FURTHER CONSIDERATION

At the meeting held in April 2016 a presentation had been made by the Peterlee & Nordenham friendship Association and it had been agreed in the light of the presentation, the Council consider further their involvement in town twinning and how it may be able to assist financially. It was agreed the Mayor speak to officials when she visited in August and it was also **RECOMMENDED the twin town be invited to the Show, however, this would be at their own cost.**

33. DRAFT DURHAM CITY SUSTAINABLE STRATEGY – 2016 – 2033

Members were circulated with details of this consultation with a closing date for replies as 5<sup>th</sup> August 2016.

**RECOMMENDED** any comments be passed to the Town Clerk/Acting Town Clerk by the closing date.

34. SURPLUS PLANTS – REQUEST TO OFFER THEM FOR SALE IN CONJUNCTION THE NATIONAL GARDEN COMPETITION

**RECOMMENDED** approval be given for any surplus plants to be offered for sale at the National Garden Scheme on Sunday 10<sup>th</sup> July 2016, with the proceeds being divided equally between the Mayor's Charity and the NGS chosen charities.

35. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC  
IN VIEW OF THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEMS TO BE DISCUSSED, THE COMMITTEE PASSED 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.

36. STOCK REPORTS PERIODS ENDING 8<sup>TH</sup> JUNE 2016

- (A) Shotton Hall
- (B) The Pavilion

Consideration was given to the stock reports for the above period for all of the Town Councils licensed premises.

**RECOMMENDED** that the reports be accepted.

37. THE PETERLEE SHOW

- (a) Replacement Entertainment – Dinosaurs

It was reported the dinosaur that had been booked was unable to attend the event; further prices had been obtained and it was

**RECOMMENDED a dinosaur be booked via Big Foot Events at a cost of £1,200.**

(b) Price of Fairground Rides – offer from Colin Noble

The Acting Town Clerk gave Members details of the offer received from Mr Noble.

**RECOMMENDED the offer of rides being fixed at £2.00 max per ride, (with the exception of the dodgem cars), and the rent as detailed, be accepted. FURTHER RECOMMENDED a proposal for a Christmas event to be organised by Mr Noble in the grounds of Shotton Hall, be awaited.**

38. PURCHASE OF 9 v 9 GOAL POSTS

Approval was requested to purchase on set of 9 v 9 goal posts and three prices were outlined at the meeting.

**RECOMMENDED approval be given to purchase a set of goal posts at a cost of £516.00 from Mark Harrod.**

PETERLEE TOWN COUNCIL

MINUTES OF THE PLANNING COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,  
PETERLEE

ON MONDAY 4<sup>TH</sup> JULY 2016

PRESENT: COUN A WATSON (CHAIR)

Mesdames:- S Simpson, L M Wood, M A Cartwright,  
S McDonnell, K Hawley & V Watson

Messrs:- D Sillito, W M Jeffrey, C Watkins, L Cook,  
R J Curtis, & C J Metcalfe

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

6. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors C J Robbins, (hospital appointments), G Cowie, (ill), J I Measor, (ill), H Bennett MBE, (ill) and K Liddell, (ill).

**RECOMMENDED** the Council approve the reason submitted for absence received from the Councillors listed, on the grounds given above, and their apologies for absence be recorded.

7. THE MINUTES OF THE LAST MEETING a copy of which had been previously circulated, were approved.

8. PLANNING APPLICATIONS

Details of the following planning applications had been received:-

- (a) 34 Lorimers Close, tree pruning works
- (b) 45 St Leonards Close, pitched roof

**RECOMMENDED, no observations be made on these planning applications.**

9. DELEGATED PLANNING DECISIONS

Members were advised of the following:-

- (i) 5 Hertford Place, single storey rear extension
- (ii) 53 Balliol Close, erection of pitched roof

**RECOMMENDED that the information given, be noted.**

10. REVISED COUNTY DURHAM PLAN

Members were circulated with a copy of an e mail received from CDALC on the revised County Durham Plan. Several Councillors requested a copy of the “Issues and Options” documents which was this stage of the process.

**RECOMMENDED copies be forwarded as requested and progress with the “new” County Durham Plan, be awaited.**

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL  
PETERLEE

ON MONDAY 4<sup>TH</sup> JULY 2016

PRESENT: COUN C J METCALFE (CHAIR)

Mesdames:- S Simpson, L M Wood, M A Cartwright,  
S McDonnell, K Hawley & V Watson

Messrs:- D Sillito, W M Jeffrey, C Watkins, L Cook,  
R J Curtis & A Watson

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

**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.**

13. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors C J Robbins, (hospital appointments), G Cowie, (ill), J I Measor, (ill), H Bennett MBE, (ill) and K Liddell, (ill).

**RECOMMENDED the Council approve the reason submitted for  
absence received from the Councillors listed, on the grounds given  
above, and their apologies for absence be recorded.**

14. THE MINUTES OF THE LAST MEETING a copy of which had been  
previously circulated, were approved.

Matters Arising

(a) Employment Tribunal Claim – Progress



A brief verbal update was given for Members on this matter and it was noted an extension of the stay had been granted at the claimants request.

**RECOMMENDED Members be kept up to date with this matter.**

**(b)Extension of Temporary Contract – Attendant**

It was confirmed this advice had been received in writing.

**RECOMMENDED the information given be noted.**

15. **RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC**  
IN VIEW OF THE CONFIDENTIAL NATURE OF THE FOLLOWING  
ITEMS TO BE DISCUSSED, THE COMMITTEE PASSED 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.

16. **OVERTIME REPORT**

The Overtime Report and hours worked by Facilities Staff Report, a copy of which had been circulated to each Member, was considered, this identified the various departments and also the element of the costs of casual staff working in the Facilities Team.

**RECOMMENDED the overtime report be accepted**

17. **ABSENCE REPORT**

The Sickness Absence Report, detailing sickness absence figures for the previous month, had been circulated to each Member for information.

**RECOMMENDED the contents of the report be accepted.**

18. **PAYMENT OF HONORARIA – PARKS DEPARTMENT**

Members considered the report of the Acting Town Clerk in this regard.

**RECOMMENDED** approval be given to the honoraria payment as detailed in the report, effective from the date the operative had been covering this vacant post. **FURTHER RECOMMENDED** this arrangement be reviewed on a regular basis.

19. APPOINTMENT OF TOWN CLERK

The Acting Town Clerk reported that following interviews held on Friday 24<sup>th</sup> and Monday 27<sup>th</sup> June 2016, a conditional offer of appointment had been made to Mr Ian Morris for the post of Town Clerk.

Mr Morris had requested the Council consider an increased offer with his starting salary. This had been included in the main terms and conditions for the salary of the post, "where the council is prepared to be flexible and negotiate an appropriate starting salary".

**RECOMMENDED** the conditional offer made to Mr Morris stand, however, the Town Clerk be advised the Council would be prepared to review the salary following the successful completion of his six months probationary period.



MINUTES OF THE PAVILION MANAGEMENT BOARD OF THE 5<sup>TH</sup> JULY 2016

PETERLEE TOWN COUNCIL

THE MINUTES OF THE MEETING

OF THE PAVILION MANAGEMENT BOARD

HELD IN THE WILLIAM JEFFREY ROOM, THE PAVILION,  
PETERLEE

ON TUESDAY 5<sup>TH</sup> JULY 2016

PRESENT: COUN A WATSON (CHAIR)

Mesdame:- K Hawley

Messrs:- L Cook & C J Metcalfe

User Groups:-

R Laverick      Peterlee Pumas Rugby

Mr A Reid      Football

Mr R Simpson   Cricket

1. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillor Miss V Watson, (other commitments), S Miles, (ill) and Mrs P Collins, (quilters).

**RECOMMENDED the Council approve the reason submitted for absence received from the Councillors listed on the grounds given above, and their apologies for absence be recorded.**

2. THE MINUTES OF THE LAST MEETING HELD ON THE 2<sup>ND</sup> FEBRUARY 2016 a copy of which had been circulated to each Member, were accepted.

3. REPORT OF THE SPORTS DEVELOPMENT OFFICER

# MINUTES OF THE PAVILION MANAGEMENT BOARD OF THE 5<sup>TH</sup> JULY 2016

The report of the Sports Development Officer had been circulated to each Member for their consideration and covered the following areas:-

## 1. ACTIVITIES

Sports Development activities and attendances over the last three months were listed below. These activities were either delivered or organised by Sports Development.

April	Taekwondo (Tue)	Taekwondo (Thu)	Little Dribblers	Little Dribblers	Junior Athletics	Ladies Run Club
04/04/2016	4	10	3	Cancelled	Cancelled	33
11/04/2016	Cancelled	15	10	6	9	39
18/04/2016	6	14	8	10	10	42
25/04/2016		11			8	
<b>TOTAL</b>	<b>10</b>	<b>50</b>	<b>21</b>	<b>16</b>	<b>27</b>	<b>114</b>

Tuesday		Friday				
May	Taekwondo (Tue)	Taekwondo (Thu)	Little Dribblers	Little Dribblers	Junior Athletics	Ladies Run Club
02/05/2016	Cancelled	Cancelled	6	6	Cancelled	46
09/05/2016	Cancelled	11	7	11	11	39
16/05/2016	Cancelled	15	Cancelled	6	10	39
23/05/2016	Cancelled	10	Cancelled	11	Cancelled	15
30/05/2016	6	8		2	10	29
<b>TOTAL</b>	<b>6</b>	<b>44</b>	<b>13</b>	<b>36</b>	<b>31</b>	<b>168</b>

Tuesday		Friday				
June	Taekwondo (Tue)	Taekwondo (Thu)	Little Dribblers	Little Dribblers	Junior Athletics	Ladies Run Club
06/06/2016	Cancelled	12	8	12	11	39
13/06/2016	Cancelled	Cancelled	8	10	11	25
20/06/2016	2	11	9	10	13	44
27/06/2016						
<b>TOTAL</b>	<b>2</b>	<b>23</b>	<b>25</b>	<b>32</b>	<b>35</b>	<b>108</b>

## 1b. PACES

Sports Development now had 239 new members signed up to PACES from 1<sup>st</sup> of May to date, 231 members were within the target age range 18-74, 6 members were under the age of 18 and 2 members were over the age of 75. 40 of those members had been identified as at risk of CHD (chronic heart disease). 11 new members were at risk of type 2 diabetes, out of these, 25 members were at risk from both CHD and Type 2 diabetes. Sports Development now had 23 family members sign up to PACES within this

time period, and 140 new members signed up from the other group. 111 of the new members have had a NHS health check.

142 of the new members heard about PACES by word of mouth, 13 from Health trainers, and 20 from posters, 17 from face book, 23 leaflets, 3 from their GP and 21 from website.

The new members were from the following wards in Peterlee:

9 from Acre Rigg

15 from Dene House

15 from Eden Hill

18 from Howlatch

64 from Passfield

118 from outside of Peterlee including Horden, Easington and Blackhall.

#### 1c. Partnership work

PACES staff were currently working in partnership with the Macmillan Centre delivering activity sessions. This was now subject for review. PACES staff deliver a meditation session once a week on a Thursday afternoon at the Macmillan centre in Peterlee Town Centre. PACES members were also able to attend this session. It's a great way to promote sessions at the Centre and also to promote PACES activities at the Pavilion. The outcome of this was for Macmillan clients to feel comfortable with PACES Instructors and to encourage clients to attend established PACES classes within Town Council facilities once they were well enough.

PACES staff were currently working in partnership with Make Your Move, Sport England which is lottery funded. PACES staff delivered a Body Tone Session once a week on a Wednesday morning. The outcome of this was to encourage new members to increase their physical activity levels and to prevent the on-set of type 2 diabetes etc. Members were asked to complete a registration form this allows the project to track their journey. Funders want to find out how many people were participating in the project and to find out what works and what doesn't work in delivering these projects.

#### 1d. PACES Focus Group

Sports Development organised and facilitated a focus group meeting on Wednesday the 27<sup>th</sup> of April 2016 at 10.15 am, 37 members attended the group.

The idea of the focus group was to communicate with our members, as well as a way of gaining valuable feedback on how we could improve PACES. We also wanted to generate interest amongst our members in setting up a 'friends of ' group, at present PACES was not funded and was now solely

funded by Peterlee Town Council. There were many funding opportunities available for PACES, to which the Town Council were exempt from applying. A Friends of Group would give PACES the opportunity to apply for more funding, enabling us to offer more to our members, getting members more involved with PACES and giving them a sense of ownership. The Town Council would benefit by being able to sustain PACES as well as expand activities on offer, thus providing an improved community service and increasing footfall with the Pavilion and Eden Lane.

Sports Development carried out a number of activities within the focus group, and a summary of the outcomes was as follows:-

Our members would like to be communicated with via: PACES notice board, a quarterly newsletter, motivational quotes on Facebook, and increased use of social media in general for up-to-date information and health challenges etc to increase motivation.

Members gave many suggestions on how we could further improve PACES. Members would like activity sessions to begin and end on time. They would like to see more PACES posters in public places and class timetables. Floor mats to be regularly checked and cleaned. Members regularly exercise with the use of the blue Pilates balls, some of these balls needed inflating. **Members had been struggling with the heat in the room and would like to have air conditioning.** Whilst all windows are opened in the main hall and the air vents are open, the room remains very hot during the summer months and some of our members suffer with hay fever.

We asked members if they feel we are providing the right intensity (how hard) within our sessions. Members were happy with the intensity of the sessions and feel they catered for all their abilities. They also stated that Instructors were encouraging and motivating.

Members were asked, what would you like PACES to offer in the future?

Members would like to have an exercise session on a Tuesday morning, five or ten minutes change over between classes, early evening classes, beginners sessions, intermediate sessions and a sharing group. The sharing group would encourage members to get together on a regular basis to participate in a number of social activity sessions which may include dance, singing, meditation etc.

Members were asked what their main reasons are for attending PACES, the responses are below:

- Keeping fit and socialising
- Improve arthritis

## MINUTES OF THE PAVILION MANAGEMENT BOARD OF THE 5<sup>TH</sup> JULY 2016

- Social interaction
- Enjoyment
- To keep joints and muscles supple and to avoid stiffness
- To improve fitness, learn new things and to meet other people
- Meet new friends and improve body
- Early retirement to keep active and meet new people
- To work out at my own ability good to have 3 levels of exercise intensity
- Keep fit get me out of the house and meet new people
- Body tone exercises help keep an 84 year old fit
- Help improve breathing and bad back

**There were 18 members from the focus group who expressed an interest in forming a 'friends of' group.**

### 1e. Junior Athletics

Numbers attending the Junior Athletics had increased over the last few months.

Chris Elliot; Physical Activity Officer from Durham County Council approached Sports Development about the possibility of setting up a session at The Pavilion for Sporting Chance participants. This was not possible due to lack of hall availability, so it was agreed that Chris would sign-post participants to our Junior Athletics session. Sporting Chance provides physical activity opportunities for families with primary aged children who were overweight.

### 1f. Little Dribblers (Football for 3-5 year olds)

All the sessions had been filled once more with children who were on the waiting list.

### 1g. Taekwondo

The last kup grading took place on Sunday 5<sup>th</sup> June in Darlington, and James Lambert; a student at Peterlee Koryo Taekwondo Club, was awarded best of grade.

The black belt grading took place in Spennymoor on Sunday 12<sup>th</sup> June and Peterlee student Abby Wood, was promoted to black belt. Abby is the youngest student at the Peterlee club to achieve her black belt.

### 1h. Ladies Running Club



## MINUTES OF THE PAVILION MANAGEMENT BOARD OF THE 5<sup>TH</sup> JULY 2016

17 members of Peterlee Ladies Running Club took part in and completed the Manchester Marathon on 16<sup>th</sup> April. It was the first marathon event for 13 of the ladies, and two of the girls qualified and took part in the London Marathon on Sunday 24<sup>th</sup> April.

### 1i. New Junior Running Session

A new junior running session had been set up and due to commence on Monday 4<sup>th</sup> July. The session was a closed group and had been set up to accommodate the young females who had come through the ranks from Junior Athletics and into the junior section of the Peterlee Ladies running group. The session would provide a progression pathway for the secondary aged females to enable them to improve their running techniques, focus on strength, speed and endurance. Participation in this session was by referral only, all enquiries to Sports Development.

## **OTHER ITEMS**

### Pitches

Pitch 2 will be used for the provision of 9v9 football from September 2016. The decision has been based on previous usage and current demand.

The sharing of this pitch between the two sports as suggested by Sports users previously was not possible due to the following reasons:

- Over lap of seasons (start and finish)
- Overuse of pitch with no maintenance window
- Show weekend – possible damage to the pitch (to be taken into consideration)
- Decrease in staff numbers at the Parks department to cope with extra demands a shared pitch would create
- Increase in demand for small sided football pitches and general increase in demand for football pitches
- Decision made following review of pitch usage last season and demand for this coming season.

The minimum size for 9v9 football is 80 x 50 yards, which means only one 9v9 pitch can be marked out on a full sized pitch which is 110 x 70 (on average). Pitch 3 will remain a dedicated rugby pitch and pitch 1 will remain a dedicated football pitch with a 9v9 pitch marked out for this coming season.

## MINUTES OF THE PAVILION MANAGEMENT BOARD OF THE 5<sup>TH</sup> JULY 2016

A Local Member asked how many Teams could play on Peterlee's land and it was agreed this be included on the Parks & Cemetery agenda. The Sports Development Officer gave details on how the sports pitches were allocated and that the Town Council had received more requests than ever this year.

**RECOMMENDED the allocation of sports pitches be considered in more detail at the Parks & Cemetery Meeting to be held on Monday 11<sup>th</sup> July 2016 with both the Sports Development Officer and Horticultural Supervisor in attendance.**

### Sports Awards

The Sport & Physical Activity Awards for East Durham & Sedgefield 2016 are now open for nominations. There are several categories for clubs and individuals to be nominated for and the closing date is 31<sup>st</sup> July. The event will take place on 24<sup>th</sup> September 2016. Further information on the categories was available from Sports Development.

## 4. USER GROUPS REPORTS

### (ii) Cricket

Mr Simpson reported they were doing well in the league with the majority of players being from Peterlee. He reported they were using portable advertising signs which provided a source of income for the Teams. Things generally were going well. Mr Simpson was asked to clarify the Club's position on a fence; Mr Simpson confirmed that if the club wished to move forward and improve they were unable to do so without a fence, he felt it would reduce or even stop vandalism. A Local Member suggested the whole Helford Road complex should be fenced.

**RECOMMENDED the information given, be noted.**

### (ii) Rugby

Mr Laverick reported on progress with the Teams as they were half way through the season. He had asked if consideration could be given to an LED display score board and it was asked if grant funding could be obtained. Mr Laverick also spoke about the rugby posts and about the second set that the Pumas had purchased that were on the back pitch at Eden Lane that he wished to be re instated at Helford Road. The posts at Helford Road were to be attended to at the close of the season.

**RECOMMENDED the information given be noted, and progress with the posts be awaited.**

(iii) Football

Mr Reid spoke about issues relating to goal posts and use of the pitches. He was proud to report success with the Teams, particularly with the over 50's walking football.

**RECOMMENDED the information given, be noted.**

5. Bar B Queues

At the last meeting Mr Laverick had asked if further consideration could be given to the use of the commercial kitchen on the first floor of the Pavilion by nominated persons, who held the necessary certificates for food hygiene, on match days. This could also be used as an avenue to raise extra funds for the Club. It was recommended advice be obtained from Durham County Council to see if the use of the kitchen could be extended to nominated persons within the groups using the building.

The Facilities Manager reported on the advice he had received in that basically this could be done, as long as the groups nominated a person(s) to carry out the food preparation. The Chairman asked would the sports users be interested in doing this, Mr Laverick confirmed the Pumas would. It was suggested that a set of rules be drafted to cover the use and outside bar b queues by the Council.

**RECOMMENDED the Sports Users make a formal request to the Town Council to use the Kitchen facilities at The Pavilion, should they wish to on the understanding they would need to comply with the advice received on use.**

6. DATE & TIME OF THE NEXT MEETING

**RECOMMENDED the next meeting be held on 5<sup>th</sup> April 2015 at 6.00pm.**

7. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC

IN VIEW OF THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEMS TO BE DISCUSSED, THE COMMITTEE PASSED 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.

8. STOCK TAKE LICENSED PREMISES – THE PAVILION

Consideration was given to the stock report for the premises. It was suggested that perhaps a “rating” be applied to the wastage figure and it was asked if the stocktakers could do this. The Facilities Manager also reported on the current line cleaning system in place at The Pavilion and outlined the costs, he also gave details of an offer where a percentage of the Sky bill would be paid and progress with the sale of coca cola.

**RECOMMENDED the report be accepted and the line cleaning system be removed from the Pavilion.**

9. PUBLIC BAR & SECURITY OF STAFF

Both the Acting Town Clerk and Facilities Manager declared an interest in this item.

Councillor Cook expressed his concern for staff safety particularly when there were 18<sup>th</sup> & 21<sup>st</sup> Birthday parties. The Facilities Manager reported that he had taken appropriate measures in not allowing “teen” birthday parties, whilst 18 years of age parties were still permitted. He reported staff were issued with a handbook on starting work with the Team and were given training and support on handling customers and potentially difficult situations. There was also a personal attack system in place in the building. he did not feel door staff were necessary however the customer could be asked to hire in suitably qualified door staff for their function, alternatively the Town Council could hire door staff from its security provider, and pass the cost on.

10. DATE & TIME OF NEXT MEETING

**RECOMMENDED the next meeting be held on Tuesday 6<sup>th</sup> September 2016 at 6.30pm.**

## Reception

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**From:** Reception  
**Sent:** 11 July 2016 10:57  
**To:** Kay Tweddle  
**Subject:** FW: FOI

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**From:** Nicholas Alderton [<mailto:AldertonNK@cardiff.ac.uk>]  
**Sent:** 08 July 2016 16:47  
**To:** Reception  
**Subject:** FOI

Dear Sir/ Madam,

I would like to make the following FOI request:

How much funding is your council planning to make or will be making available for the Queen's birthday celebrations, at any point throughout the year, and how much of this funding will be met by your Local Authority and/or by Central Government?

I would like to have included in this, but not limited to, street parties and the recent "Clean for the Queen" event.

I look forward to your reply.

Yours Sincerely

**Nicholas K. Alderton**, BA (Hon's) MA  
Cardiff University Research Student

**Subject:** PhD - History & Welsh History (The Liberal Party in Wales, 1966-1988.)

**Schools:** S.H.A.R.E and Politics & International Relations

**Profiles:**  
S.H.A.R.E- <http://www.cardiff.ac.uk/people/research-students/view/117447-alderton-nick>  
Politics & Int'l Relations -  
<http://www.cardiff.ac.uk/politics-international-relations/profile/nicholas-alderton/>

**Telephone:** 07795382758

*Mrs Janet Hugill  
Show Co-ordinator/Admin Officer  
Peterlee Town Council  
Shotton Hall Banqueting Suites  
Old Shotton,  
Peterlee.  
SR8 2PH.  
Tel 0191/5862491 or 07850 313160  
[parks@peterlee.gov.uk](mailto:parks@peterlee.gov.uk)*

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**From:** Planet Circus [<mailto:planetcircus@hotmail.co.uk>]  
**Sent:** 08 June 2016 15:14  
**To:** Janet Hugill  
**Cc:** Sports Development Officer; Kay Tweddle; Brendan Arnell; Julian Hunt  
**Subject:** Re: Peterlee Town Council

Hi Janet,

Thanks for your prompt reply, if only all councils were as efficient as you :)

We have two shows so it would be the smallest show coming to Peterlee needing a space of approximately 50x50 metres squared. The tent holds up to 400 people but expected numbers would be 100-300 people per show. We never can tell from one day to the next so this is just an estimate.

With regards to dates I'm organising the tour this week so ill be able to get some dates over to you next week. We would need a week stand from a Sunday to Sunday operating for five days, Wednesday to Sunday.

If there's anything else you need please let me know.

Kind Regards,

Jo.

Get [Outlook for iOS](#)

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**From:** Janet Hugill <[parks@peterlee.gov.uk](mailto:parks@peterlee.gov.uk)>  
**Sent:** Wednesday, June 8, 2016 3:03 pm  
**Subject:** Peterlee Town Council  
**To:** <[planetcircus@hotmail.co.uk](mailto:planetcircus@hotmail.co.uk)>  
**Cc:** Sports Development Officer <[sportsdev@peterlee.gov.uk](mailto:sportsdev@peterlee.gov.uk)>, Kay Tweddle <[deputy@peterlee.gov.uk](mailto:deputy@peterlee.gov.uk)>, Brendan Arnell <[parks-super@peterlee.gov.uk](mailto:parks-super@peterlee.gov.uk)>, Julian Hunt <[julian@peterlee.gov.uk](mailto:julian@peterlee.gov.uk)>

Hi Jo, Brendan has forwarded your email to myself as I deal with outdoor events for Peterlee Town Council.

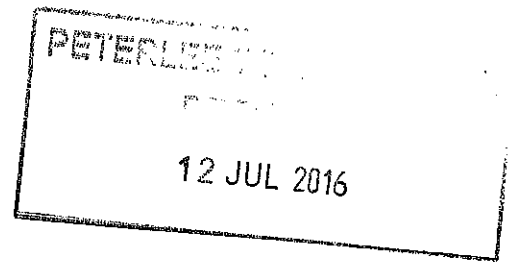
Can I ask a couple of questions?

What dates did you have in mind?

What size overall space would you require, including space for your vehicles?



Town Clerk - Peterlee Town Council  
Shotton Hall  
Old Shotton  
PETERLEE  
SR8 2PH



11 July 2016

Dear Sir/Madam

**York Road Post Office®**  
**60 York Road, Peterlee, SR8 2DP**

**Changes to your Post Office® - tell us what you think**

We're talking to the Postmaster about making some changes to the above Post Office and we'd like you to tell us what you think about the changes before we finalise our plans.

**What's happening?**

There's an exciting programme of investment and transformation taking place across the Post Office network, helping to make our branches more modern and convenient for you and for the Postmasters who run them. We're talking to the Postmaster about changing to one of our new-style local branches and if the change goes ahead:

- Post Office services would be offered from a low-screened, open plan style service point, integrated into the retail counter
- The branch would be open for longer:  
Mon, Tue, Thu & Fri 09:00 – 13:00 & 13:30 – 17:30, Wed & Sat 09:00 – 13:00.  
(Current opening times are: Mon, Tue, Thu & Fri 09:00 – 13:00 & 14:00 – 17:30, Wed 09:00 – 13:00 & Sat 09:00 – 12:30)
- Customers will still be able to get most of the Post Office products and services you're used to however for a small number of services you may need to visit an alternative Post Office, go on-line or, telephone our customer helpline. Details of product availability are provided overleaf
- To get the new branch ready, it may need to close for up to seven days during September/October 2016 for refurbishment

**What's next?**

We want to know what's important to you and would like you to tell us what you think, particularly on the following areas:

- Why you use this Post Office and what you like about it
- What you think about the proposed new-look Post Office. For example the Post Office service point would be on the retail counter, so is there anything you'd like to ask us or would like us to take into consideration about the proposed location of the Post Office till or the queuing area
- What you think about any changes to the opening hours
- If you have any comments about how you will access the Post Office products and services that won't be available at the branch if the change goes ahead
- If you have any comments about the potential closure period during the refurbishment or access to other branches in the area

There's also a list of frequently asked questions provided at the end which you may find useful.

It's easy to let us have your feedback by completing our convenient online survey via the following link [postofficeviews.co.uk](http://postofficeviews.co.uk) and entering the unique code for this branch 21434399

If you have a QR scanner on your mobile phone, all you need to do is scan here:



Customer information materials are also being displayed in branch and details are published on our website too at [postofficeviews.co.uk](http://postofficeviews.co.uk)

We'll be accepting comments up to and including 09 August 2016.

You can also let us have your comments in the following ways:



[postofficeviews.co.uk](http://postofficeviews.co.uk)



FREEPOST Your Comments

**(This is the full address to use.**

**No further address or name details are required)**



[comments@postoffice.co.uk](mailto:comments@postoffice.co.uk)



Customer Helpline: 03457 22 33 44

Textphone: 03457 22 33 55

Please note that items sent by Freepost take 2 working days to arrive and don't include Saturday or Sunday. Therefore please do allow sufficient time for your comments to arrive before the end of the consultation period, as we are unable to consider feedback received after the deadline.

We won't be responding to you individually however the feedback received will be taken into consideration as we finalise plans with the Postmaster. We'll write to you again outlining the main comments received and our response to these and also to explain the final plans for the branch. All of the responses received will be provided to the independent statutory consumer watchdog, which in Great Britain is Citizens Advice and Citizens Advice Scotland, and in Northern Ireland, the Consumer Council.

#### **When would the changes happen?**

We're planning to make these changes in September/October 2016 and we'll put a poster up in branch at least two weeks before to let customers know the exact date and to tell them how we've considered the feedback. We'll make sure any disruption caused by the refurbishment is kept to a minimum.

The following branch will be happy to provide customers with Post Office services during this period.

- Peterlee Post Office, 61-61A Yoden Way, Peterlee, SR8 1BS

We'll also be asking customers for their feedback once the changes have taken place and details will be available in branch shortly after the new look branch opens.

Yours faithfully

**Anne D Clark**  
**Area Manager**

**To get this information in a different format, for example, in larger print, audio or braille please contact the Customer Helpline on 03457 22 33 44 or Textphone 03457 22 33 55.**

This communication process has been agreed with the independent statutory consumer watchdog, which in Great Britain is Citizens Advice and Citizens Advice Scotland, and in Northern Ireland, the Consumer Council, and is being carried out in line with our Code of Practice for changes to the Post Office network, which we have agreed with them. If you'd like copies of the Code they are available in branch, or by contacting us or on our website at: [www.postofficeviews.co.uk](http://www.postofficeviews.co.uk). If you think that the process has not been properly followed and wish to make a complaint, then please write to us or email us via the contact details included in our posters and letters and let us know why. We'll examine your complaint and respond to you as soon as we can. We will provide you with the relevant contact points for the consumer watchdog, so if you are still not satisfied when you have received our response, you can ask them for their assistance.



**York Road Post Office® services available**

**Your Postmaster or our Customer Helpline on 03457 223344 will be happy to help you with any queries about product availability or provide you with details of maximum value of transactions. Customers can also shop online at [www.postoffice.co.uk](http://www.postoffice.co.uk)**

	Current branch	New branch
<b>Mail</b>		
First & Second Class mail	✓	✓
Stamps, stamp books (1 <sup>st</sup> class 6 & 12 only, 2 <sup>nd</sup> class 12 only)	✓	✓
Special stamps (Christmas issue only) & postage labels	✓	✓
Signed For	✓	✓
Special Delivery	✓	✓
Home shopping returns	✓	✓
Inland small, medium & large parcels	✓	✓
Express & contract parcels	✓	<b>Express 24 &amp; 48</b>
British Forces Mail (BFPO)	✓	✓
International letters & postcards (inc. signed for & Airsure)	✓	✓
International parcels up to 2kg & printed papers up to 5kg	✓	✓
Parcelforce Worldwide International parcels	✓	x
Articles for the blind (inland & international)	✓	✓
Royal Mail redirection service	✓	✓
Local Collect	✓	✓
Drop & Go	✓	✓
<b>Withdrawals, deposits and payments</b>		
Post Office Card Account	✓	✓
Personal & Business Banking cash withdrawals, deposits & balance enquiries using a card. Also enveloped cheque deposits and barcoded deposit slips.	✓	✓
Postal orders	✓	✓
Moneygram	✓	✓
Change giving	✓	✓
<b>Bill payments</b>		
Automated bill payments (card or barcoded)	✓	✓
Key recharging	✓	✓
Transcash (without barcode)	✓	x
<b>Licences</b>		
Rod fishing licences	✓	✓
<b>Travel</b>		
Pre-order travel money	✓	✓
On demand travel money	<b>Euro</b>	<b>Euro</b>
Travel insurance referral	x	✓
On demand travel insurance	✓	x
<b>Mobile Top-ups &amp; E vouchers</b>		
Mobile Top-ups & E vouchers	✓	✓
National Lottery Terminal	✓	✓
<b>Payment by cheque</b>	✓	x
Products marked * are available at <b>Peterlee</b> Post Office, 61-61a Yoden Way, Peterlee, SR8 1BS		Opening times: Mon 08:30 – 17:30 Tue - Sat 09:00 – 17:30

## **Frequently Asked Questions.**

### **Why are you looking to make this change?**

This change is part of major programme of modernisation taking place across the Post Office network, the largest in the history of Post Office Limited. The Programme is underpinned by Government investment which will see up to 8,000 branches modernised and additional investment in up to 3,000 community and outreach branches.

### **Will my transactions still be private?**

In most cases Post Office and shop customers queue together but the Post Office service point will be clearly signed. A low level serving screen helps to aid privacy and there would be enough space for people to wait back from those being served. Post Office training also covers the protection of confidential information and personal data.

### **What about security?**

We can't go into detail about specific security arrangements in order to safeguard those people working at and using Post Office branches but there would continue to be appropriate security measures in place, as well as robust procedures and guidelines which postmasters and their staff are required to follow. All of which helps contribute to a secure environment.

### **Will people still be properly trained?**

Our customers deserve to receive the best possible service. Post Office training packages are provided to postmasters so that any person they employ who would be handling Post Office transactions is trained to Post Office standards, just as you'd expect.

### **Will there be enough space?**

To make sure any changes meet with Post Office accessibility standards, an assessment is carried out on what the proposed layout might look like following conversion. This includes having space to wait for service, adequate turning circle space for wheelchair users where appropriate and keeping entrance areas and shopping aisles free of any obstructions, so people have a clear access route to the Post Office service point.

### **Can I see the floorplans?**

The feedback we get from customers and local representatives helps us to deliver the change with the postmaster, including the final layout. Once the change takes place, will be asking customers for their feedback on how they are finding their new style service.

### **Will I have to wait longer to be served?**

The new style branch is designed to handle straightforward transactions which can be carried out quickly and efficiently. Post Office services will also be available whenever the shop is open so customers can choose to visit the branch at a time more convenient to them.

### **Will I still be able to do business banking?**

Staff at the branch will be happy to speak to customers about their individual requirements and transaction limits for their specific transaction.

### **Will I still be able to leave my mail securely?**

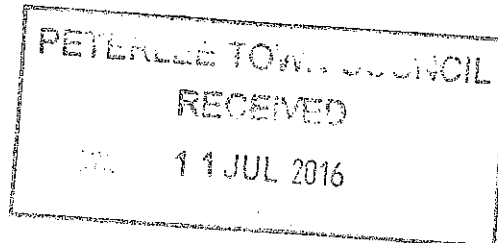
Mail will be held safely at the branch ready for collection by Royal Mail.

Contact: Jill Errington  
Direct Tel: 03000 269703  
Fax:  
email: jill.errington@durham.gov.uk  
Your ref:  
Our ref: JE



**First Class**

Clerk to Peterlee Town Council  
Shotton Hall  
Old Shotton  
Peterlee  
County Durham  
SR8 2PH



8 July 2016

Dear Town Clerk

**Code of Conduct Complaint – COM046, COM46A, COM46B**

Please find enclosed Decision Notices in relation to the above complaint, the contents of which are self-explanatory.

Yours sincerely

Jill Errington  
Senior Committee Services Officer

**Resources, Legal and Democratic Services**

Durham County Council, County Hall, Durham DH1 5UL  
Main Telephone 03000 260 000 Minicom (0191) 383 3802

# **DECISION NOTICE: NO FURTHER ACTION**

**Complaint Ref No. COM 046**

On 6 July 2016 the Governance Solicitor considered a complaint from Mr I Hall concerning the alleged conduct of Councillor M Cartwright of Peterlee Town Council in accordance with Durham County Council's Procedure for Local Assessment of Complaints ("the Procedure").

The Procedure requires the Monitoring Officer to ensure that all Code of Conduct complaints are assessed as soon as reasonably possible, and normally within 20 working days. The Monitoring Officer, in consultation with the Independent Person where appropriate, will ensure that the complaint is considered and decide if any action should be taken on it.

The Monitoring Officer has delegated responsibility for the initial assessment of Code of Conduct Complaints to the Governance Solicitor.

Following initial assessment of the complaint, there are four possible outcomes:-

- (a) That no action should be taken in respect of the complaint
- (b) To seek local resolution
- (c) To refer the complaint for investigation
- (d) To refer the complaint to the Standards Committee

Where the complaint is against a person who is no longer a Member of the Council, but is a member of another relevant authority, it may be referred to the Monitoring Officer of that other relevant authority if this is more appropriate.

This summary of decision is produced to record the decision taken following initial assessment and includes the main points considered, the conclusion and the reasons for that conclusion. It will be available for inspection at the offices of the Council for 6 years beginning with the date of the decision. However, the summary will not be made available for inspection until the member who was the subject of the complaint has received the written summary of the decision.

## **Complaint**

The complainant alleges that at the "annual electors meeting" which incorporates the Peterlee Annual Parish Meeting held on 16 May 2016, Councillor Cartwright;

1. Refused to sign the minutes of a Parish Meeting held on 30 March 2016
2. Failed in her duty of care to employees by not reviewing the workload of the acting Town Clerk

## **Potential breaches of Peterlee Town Council's Code of Conduct identified/relevant paragraphs of the Code of Conduct**

This complaint does not engage the Code of Conduct for the reasons set out in the decision.

## **Decision**

The Governance Solicitor has decided that no further action is required in respect of this complaint.

## **Reasons for decision**

The most likely Code of Conduct provision to be engaged in relation to this complaint is disrepute which could be found in the Code of Conduct adopted under the old Standards Board regime but is not contained in the NALC Code of Conduct adopted by Peterlee Town Council to comply with the Localism Act 2011.

Councillor Cartwright says that she did not sign the minutes of the meeting held on 30 March 2016 because she listened to a recording of the meeting made by a fellow Councillor and the minutes presented were not a true record.

Even if the Town Council's Code of Conduct included the disrepute provision, Councillor Cartwright's behaviour would not constitute a breach of the Code. The minutes of a meeting must be accurate and precise. It is not a breach of the Code of Conduct to not sign the minutes of a meeting if the content is not agreed.

In relation to the second allegation, Councillor Cartwright says that as Chair of the Council she discusses meeting agendas with the acting Town Clerk and a pattern is agreed in advance. If there is too much business the agenda is reduced.

It is the Council as a corporate body which owes a duty of care to its employees. The Code of Conduct does not apply to Councils but to individual

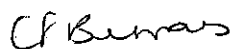
councillors and therefore the second allegation does not engage the Code of Conduct.

This decision notice is sent to the person making the allegation, the member against whom the allegation was made and the Clerk to Peterlee Town Council.

**Terms of reference**

The Localism Act 2011

**Signed**

A handwritten signature in cursive script, appearing to read 'Cl Burrows'.

**Clare Burrows**  
**Governance Solicitor**  
**Date: 6 July 2016**

# **DECISION NOTICE: NO FURTHER ACTION**

**Complaint Ref No. COM 046A**

On 6 July 2016 the Governance Solicitor considered a complaint from Mr I Hall concerning the alleged conduct of Councillor K Hawley of Peterlee Town Council in accordance with Durham County Council's Procedure for Local Assessment of Complaints ("the Procedure").

The Procedure requires the Monitoring Officer to ensure that all Code of Conduct complaints are assessed as soon as reasonably possible, and normally within 20 working days. The Monitoring Officer, in consultation with the Independent Person where appropriate, will ensure that the complaint is considered and decide if any action should be taken on it.

The Monitoring Officer has delegated responsibility for the initial assessment of Code of Conduct Complaints to the Governance Solicitor.

Following initial assessment of the complaint, there are four possible outcomes:-

- (a) That no action should be taken in respect of the complaint
- (b) To seek local resolution
- (c) To refer the complaint for investigation
- (d) To refer the complaint to the Standards Committee

Where the complaint is against a person who is no longer a Member of the Council, but is a member of another relevant authority, it may be referred to the Monitoring Officer of that other relevant authority if this is more appropriate.

This summary of decision is produced to record the decision taken following initial assessment and includes the main points considered, the conclusion and the reasons for that conclusion. It will be available for inspection at the offices of the Council for 6 years beginning with the date of the decision. However, the summary will not be made available for inspection until the member who was the subject of the complaint has received the written summary of the decision.

## **Complaint**

The complainant alleges that at the "annual electors meeting" which incorporates the Peterlee Annual Parish Meeting held on 16 May 2016, Councillor Hawley;

1. In response to a question from another councillor lied by saying that a copy of the Parish Minutes from a previous meeting had been sent by the complainant to a Monitoring Officer when they had not and then failed to withdraw the remark.

## **Potential breaches of Peterlee Town Council's Code of Conduct identified/relevant paragraphs of the Code of Conduct**

The allegation in this case relates to:

### Member Obligations

3. You shall not seek to improperly confer an advantage of disadvantage on any person.

## **Decision**

The Governance Solicitor has decided that no further action is required in respect of this complaint.

## **Reasons for decision**

Councillor Hawley says that she was informed by the Deputy Monitoring Officer that they had a copy of the Parish Meeting minutes. Councillor Hawley says that it was her understanding that they would have come from Mr Hall as the gentleman taking the minutes at the meeting. Councillor Hawley says that when the complainant said that he had not provided any minutes to the Monitoring Officer she retracted her statement by saying to the members and public present that she stood corrected.

Councillor Hawley has explained the basis for her comments and retracted her statement in the Parish Meeting. There is no evidence that Councillor Hawley intended to improperly confer a disadvantage on the complainant. There has been no breach of the Code of Conduct.

This decision notice is sent to the person making the allegation, the member against whom the allegation was made and the Clerk to Peterlee Town Council.



**Terms of reference**

The Localism Act 2011

**Signed**

*Cl Burrows*

**Clare Burrows  
Governance Solicitor  
Date: 6 July 2016**

# **DECISION NOTICE: NO FURTHER ACTION**

**Complaint Ref No. COM 046B**

On 6 July 2016 the Governance Solicitor considered a complaint from Mr I Hall concerning the alleged conduct of Councillor S Miles of Peterlee Town Council in accordance with Durham County Council's Procedure for Local Assessment of Complaints ("the Procedure").

The Procedure requires the Monitoring Officer to ensure that all Code of Conduct complaints are assessed as soon as reasonably possible, and normally within 20 working days. The Monitoring Officer, in consultation with the Independent Person where appropriate, will ensure that the complaint is considered and decide if any action should be taken on it.

The Monitoring Officer has delegated responsibility for the initial assessment of Code of Conduct Complaints to the Governance Solicitor.

Following initial assessment of the complaint, there are four possible outcomes:-

- (a) That no action should be taken in respect of the complaint
- (b) To seek local resolution
- (c) To refer the complaint for investigation
- (d) To refer the complaint to the Standards Committee

Where the complaint is against a person who is no longer a Member of the Council, but is a member of another relevant authority, it may be referred to the Monitoring Officer of that other relevant authority if this is more appropriate.

This summary of decision is produced to record the decision taken following initial assessment and includes the main points considered, the conclusion and the reasons for that conclusion. It will be available for inspection at the offices of the Council for 6 years beginning with the date of the decision. However, the summary will not be made available for inspection until the member who was the subject of the complaint has received the written summary of the decision.

## **Complaint**

The complainant alleges that at the "annual electors meeting" which incorporates the Peterlee Annual Parish Meeting held on 16 May 2016, Councillor Miles;

1. Called a halt to the Meeting during an agenda item to take questions from the public on the say so of the acting Town Clerk who said that it was time for the Town Council's AGM.

## **Potential breaches of Peterlee Town Council's Code of Conduct identified/relevant paragraphs of the Code of Conduct**

The allegation in this case relates to:

### Member Obligations

1. You shall behave in such a way that a reasonable person would regard as respectful.
2. You shall not seek to improperly confer an advantage or disadvantage on any person.

## **Decision**

The Governance Solicitor has decided that no further action is required in respect of this complaint.

## **Reasons for decision**

Councillor Miles says that the complainant was asking questions on behalf of residents and became rude by not going through the Chairman when asking questions and taking over the meeting. Councillor Miles says that the complainant would not let other members of the public have their questions answered and then started directing personal questions towards the acting Town Clerk and raising his voice when his questions were not answered. Councillor Miles says that he was asked by Members of the Council and the acting Town Clerk to bring the meeting to a close before things got out of hand.

The role of the Chair of a meeting is to regulate the conduct of that meeting and to preserve its order to ensure that it runs smoothly. It is not a breach of the Code of Conduct for the Chair to bring a meeting to a close where matters are escalating out of hand. Councillor Miles' behaviour does not constitute disrespect and there is no evidence that he intended to place the complainant at a disadvantage by bringing the meeting to a close before the complainant had opportunity to finish asking questions.

This decision notice is sent to the person making the allegation, the member against whom the allegation was made and the Clerk to Peterlee Town Council.

**Terms of reference**

The Localism Act 2011

**Signed**

*cf B Burrows*

**Clare Burrows**  
**Governance Solicitor**  
**Date: 6 July 2016**

## Kay Tweddle

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**From:** Janet Hugill  
**Sent:** 14 June 2016 15:25  
**To:** Kay Tweddle  
**Subject:** FW: Bells park

Hi Kay, could this be taken to Council please?

Thanks

*Kind Regards*

*Mrs Janet Hugill  
Show Co-ordinator/Admin Officer  
Peterlee Town Council  
Shotton Hall Banqueting Suites  
Old Shotton,  
Peterlee.  
SR8 2PH.  
Tel 0191/5862491 or 07850 313160  
[parks@peterlee.gov.uk](mailto:parks@peterlee.gov.uk)*

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**From:** whippyicecreamhire [<mailto:whippyicecreamhire@yahoo.com>]  
**Sent:** 13 June 2016 21:40  
**To:** Janet Hugill  
**Subject:** Bells park

Hi Janet. ..I have been meaning to ask you about a possible proposal to putting a small ice cream trailer / refreshments trailer in bell's park at a weekend and all school holiday times...I could do tea's and coffee. Cold drinks ...ice cream. Lollies etc...would this be something yourself and the council would consider? May be paying a yearly rate? It is just an idea. ..what's your initial thoughts Janet. ..

David

Sent from my Samsung device

## Kay Tweddle

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**From:** sully12342 <sully12342@yahoo.co.uk>  
**Sent:** 14 June 2016 16:45  
**To:** Kay Tweddle  
**Subject:** Woodhouse park

Hi Katherine. Yes I have everything. .Street trading licence. Food hygiene certificate. Public liability insurance 5 million. 5 star hygiene rating with Durham County council. Crb checked etc...I live in blackhall originally from Peterlee. .I have been in the ice cream business now for 5 years. .I have built up a solid reputation around the northeast. .I currently have 2 vans...I do mostly events..shows...I do a lot for schools throughout the northeast. ..I did the fundays at Woodhouse park last year and again this year. .I did mention the idea to Janet. ..if the council preferred a ice cream trailer /refreshments trailer rather than a ice cream van then I would purchase one...I could offer the uses of the park...light refreshments. ..tea coffee. .soft drinks ice cream lollies etc...of course it would be seasonal March through till September and of course weather permitting. ...

Thanx  
David

Sent from my Samsung device

**UPDATE ON PROGRESS OF THE REFURBISHMENT OF HORDEN & PETERLEE RUGBY FOOTBALL CLUB.**

This is an update for the Lady Mayor and members of Peterlee Town Council.

Firstly, on behalf of our Rugby Club, I would like to thank you for your support in this venture. It shows how working in partnership benefits both parties and more importantly the community. I would also like to mention how much we appreciate the work done on this by Kay Twedde in making the venture a success.

Brendan Arnell has been a massive help in progressing things, some of which have not been easy for him.

Sharon Pounder has greatly assisted us in looking at funding opportunities to better improve the facility.

All three are a credit to Peterlee Town Council.

We started work on the building on 1<sup>st</sup> May 2016, and as you were aware it was in very poor state of repair.

Since that date we have worked every day to bring it up to a high standard. We have a core of volunteers from within the club who have carried out most of the work.

We have replaced the two front windows, installed a bi-fold door and two windows at the back of the club, which open out onto the field. (This is technically your responsibility as we agreed you are responsible for the outside of the building. The front 2 were rotten and the rear ones were unsafe, having been installed without a supporting lintel beams. We did this to show that we are prepared to work with you on costs).

We are in the process of demolishing the stand and already you are able to look out onto the pitch and the North Sea. We intend to turn half of the stand area into an outside seating area with a paved area for tables and chairs and keep the other half covered with seating to watch matches in poor weather. (The stand was condemned and unsafe and would have cost PTC in excess of £10,000 to demolish).

We are in the process of installing the disabled toilets as well as the ladies and gents toilets.

These all needed plumbing in, walls and ceilings boarding, plastering and painting.

We have installed three cubicles in a purpose built ladies toilet as the original with two cubicles were not fit for purpose. Once this is complete, new anti-slip floors will be laid.

We have boarded out the rest of the building, some of which is plastered and decorated, the rest is ongoing.

We have started on the kitchen but have been hampered by dampness on one wall which backs onto the showers. This is being addressed.

The shell of the bar is complete and the rest will be finished within the next two weeks, when the brewery will come in and install their equipment.

We are getting estimates for CCTV, as per licence stipulations, for the inside of the club.

We estimate that over One Thousand Man Hours have been put in so far equating to between £18,000 to £20,000 and we have bought over £10,000 of windows, fixtures and materials. By the end of the project we estimate that we will have invested between £45,000 and £50,000. PTC will be the owners of a virtually new building.

Once the club is finished, we will then move on to the refurbishment of the changing rooms, to be ready for the start of the season on the first Saturday in September.

We take over the building from you on 11th July 2016, when we will become responsible for the running of the club. The licence will be in place and we will enforce strict standards within the club and will not tolerate any unruly behaviour. We are in close contact with Peterlee Police and will work with them on any issues that may arise.

We will be responsible for utilities, cleaning and opening and locking up, which will prove a substantial saving to you. We will also work with Sharon on future funding opportunities.

With our investment and your future savings could you consider the following?

1. Could you fund the costs of the exterior shutters for the building? This is for 4 windows and the bi-fold doors. This is to the exterior of the building, which is your responsibility. If we don't have the shutters and the windows are damaged you will incur the costs so we think this is a reasonable request.

2. One of our concerns is the safety of our players, especially the hundred or more of the junior section on the outside pitch.

This is open and frequently used by dog owners, some of whom do not take home their deposits as well as groups of youths who congregate there and we have sometimes found broken glass as well as other rubbish.

Would PTC be able to help us fence off this area?

Thank you.

Graham Fletcher.

Project Manager.