

# PETERLEE TOWN COUNCIL

SHOTTON HALL PETERLEE COUNTY DURHAM SR8 2PH

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Your Ref:

Our Ref 5<sup>TH</sup> NOVEMBER 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 21<sup>ST</sup> NOVEMBER 2016 at 6.45pm**

  
..... Ian Morris M.C.I.H.  
Town Clerk  
(Proper Officer of 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  
Presented by Inspector Stephen Thubron, Peterlee NPT, Durham Constabulary  
  
**A PACT Meeting shall be held at 6.00pm at Shotton Hall, prior to the Council Meeting for members of the public and Councillors to raise local Police related issues before the main meeting.**
  
3. PUBLIC PARTICIPATION SESSION  
Will be held to allow Members of the public an opportunity to put questions to the Council
  
4. TO APPROVE THE MINUTES OF THE COUNCIL MEETING OF THE 17<sup>TH</sup> OCTOBER 2016 (Circulated)
  
5. THE MINUTES OF THE JOINT HEALTH & SAFETY COMMITTEE OF THE 31<sup>ST</sup> OCTOBER 2016 (Circulated)
  
6. THE MINUTES OF THE SHOW COMMITTEE OF THE 31<sup>ST</sup> OCTOBER 2016 (Circulated)
  
7. THE MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE OF THE 7<sup>TH</sup> NOVEMBER 2016 (Circulated)
  
8. THE MINUTES OF THE PLANNING COMMITTEE OF THE 7<sup>TH</sup> NOVEMBER 2016 (Circulated)

9. THE MINUTES OF THE ESTABLISHMENT COMMITTEE OF THE 7<sup>TH</sup> NOVEMBER 2016 (Circulated)
10. THE MINUTES OF THE PARKS & CEMETERY MEETING OF THE 14<sup>TH</sup> NOVEMBER 2016 (Circulated)
11. PLANNING APPLICATION  
Asda Surtees Road  
Non illuminated signage (retrospective) & installation of security cameras and associated wall mounted receiver and external cabinets (retrospective)
12. PERMANENT CHANGING ROOMS, EDEN LANE, HORDEN & PETERLEE RFC  
  
Request for landowner's permission
13. NOTIFICATION OF VACANCY OWING TO NON ATTENDANCE – ACRE RIGG WARD (Circulated)
14. TO NOTE THE CHANGE OF THE DATES OF THE MEETING SCHEDULE FOR JANUARY 2017  
Monday 9<sup>th</sup> January, Finance and General Purposes etc; 16<sup>th</sup> January Parks & Cemetery Committee and then the Council Meeting 23<sup>rd</sup> January and finally Health & Safety Meeting on 30<sup>th</sup> January 2017.
15. SPOKESPERSON OF THE LABOUR POLITICAL PARTY'S REPORT
16. SPOKESPERSON OF THE NEP MEMBER'S REPORT

17. 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.
  
18. RENEWAL OF SLA FOR HEALTH & SAFETY SERVICES  
For consideration

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 17<sup>TH</sup> OCTOBER 2016 AT 7.00PM

PRESENT: COUN M CARTWRIGHT (CHAIR)

Mesdames: K Liddell, S Simpson, L M Wood & M A Cartwright

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

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

PRIOR TO THE MEETING, A 15 MINUTE "OPEN SESSION" WAS HELD TO ALLOW MEMBERS OF THE PUBLIC AN OPPORTUNITY TO PUT QUESTIONS TO THE COUNCIL. MEMBERS OF THE PUBLIC WERE PRESENT AT THE MEETING.

80. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillors J Alvey (ill) and V Watson.

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

81. POLICE - UPDATE

Inspector Stephen Thubron, Peterlee NPT, Durham Constabulary provided Members with an update on priorities for the Peterlee area.

These were currently:

1. Maintaining a focus on Peterlee Town Centre – Insp Thubron would like to come back to a future Council meeting with a presentation on some of the highlights of the successful work to date;
2. Arson – currently looking for additional funding to enable some positive engagement work with schools and additional advertising;
3. Forth Close/Avon Road Peterlee – based on feedback from local residents at the PACT meeting earlier that evening;
4. Parking issues around O’Neill Drive - based on feedback from residents at the PACT meeting earlier that evening.

Several Members raised concerns about Police call-handling procedures as there was a perception amongst members of the public that issues were not being followed up properly, or that the same issues were ‘going round and round’. Inspector Thubron undertook to follow up on call-handling at Peterlee and report back the Council at a later date.

**RESOLVED the information given, be noted and progress be awaited.**

82. PUBLIC PARTICIPATION SESSION

No members of the public wished to speak during this open session.

Members discussed the issue of car parking around the Community Hospital on O’Neill Drive and the views of the members of the public who had attended the Police’s PACT meeting that evening. Several Members raised the point that Peterlee Town Council has expressed concerns about the parking situation in the past and had formally raised a ‘strong objection’ to the retrospective planning permission application with the County Council. It was suggested that Durham County Council Councillors needed to do more to pressure their Enforcement Officers to take action on O’Neill Drive.

The Town Clerk was asked to contact DCC to look into arranging a meeting of DCC planning and enforcement teams, the Police, Community Hospital and local residents with a view to making progress to tackle the parking issues properly.

**RESOLVED this course of action be taken.**

83. THE MINUTES OF THE COUNCIL MEETING OF THE 19<sup>th</sup> SEPTEMBER 2016, a copy of which had been circulated to each Member, were agreed.
84. THE MINUTES OF THE MAYOR'S COMMITTEE OF THE 19<sup>TH</sup> SEPTEMBER 2016, a copy of which had been circulated to each Member, were agreed.
85. THE MINUTES OF THE SHOTTON HALL COMMITTEE OF THE 19<sup>TH</sup> SEPTEMBER 2016, a copy of which had been circulated to each Member, were agreed.
86. THE MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE OF THE 3<sup>RD</sup> OCTOBER 2016, a copy of which had been circulated to each Member, were agreed.  
Matters Arising  
Item No. 60 Contract for the Collection of Cash from the Town Council's Premises  
**RESOLVED that the Town Clerk report back to Members on the actual cost impact of moving to the new cash collection service once the service has been in place for at least 3 months.**
87. THE MINUTES OF THE PLANNING COMMITTEE OF THE 3<sup>rd</sup> OCTOBER 2016, a copy of which had been circulated to each Member, were agreed.
88. THE MINUTES OF THE ESTABLISHMENT COMMITTEE OF THE 3<sup>RD</sup> OCTOBER 2016, a copy of which had been circulated to each Member, were agreed.
89. THE MINUTES OF THE PARKS & CEMETERY COMMITTEE OF THE 10<sup>TH</sup> OCTOBER 2016, a copy of which had been circulated to each Member, were agreed.  
Matters Arising  
Item No. 35 Monthly Progress report of the Horticultural Supervisor  
The Town Clerk confirmed that a walking tour of the Dene Parks had been completed and that various issues had been noted regarding drugs paraphernalia, litter, dumped shopping trolleys and general

landscaping and quality of public realm. Cllr A Watson asked for thanks to be noted for the Parks Supervisor and team's subsequent work to tidy up and 'thin out' the North Dene. Cllr W Jeffrey enquired into the current status of the reciprocal working agreement between the Town Council and County Council for public realm in Peterlee. The Town Clerk confirmed that he was looking at future options for the Council's role in the Dene Parks and wider public realm and was meeting with English Nature and Durham County Council Officers in coming weeks.

**RESOLVED that the Town Clerk report back to Members on options for the future upkeep of the Dene Parks and wider public realm areas at a future meeting.**

90. ADOPTION OF AMENDED STANDING ORDERS & FINANCIAL REGULATIONS

The Town Clerk spoke to the report circulated to all Members and to the appended draft amended Standing Orders, Financial Regulations and Officers Scheme of Delegation.

Cllr A Watson raised a number of queries relating to the proposed amended Standing Orders document in light of comments made by various Members when the issue was discussed in May 2016. The Town Clerk undertook to review those comments and to amend the Standing Orders as required before bringing them back to Council for approval.

**RESOLVED that the Financial Regulations and Officers Scheme of Delegation be adopted by the Town Council.**

**FURTHER RESOLVED that the Town Clerk review the Standing Orders document and return to Council with an amended version as soon as practicable.**

91. NOTIFICATION OF INFORMATION COMMISSIONER'S OFFICE DECISIONS REGARDING ALLEGED BREACH OF THE DATA PROTECTION ACT

**RESOLVED that the information given in the report circulated to**



**all Members, be noted.**

92. INFORMATION COMMISSIONERS OFFICE DATA PROTECTION SELF-ASSESSMENT: UPDATE REPORT

**RESOLVED that the information given in the report circulated to all Members, be noted. FURTHER RESOLVED a further report and recommendations be awaited in November once estimates had been sought from suitably qualified consultants.**

93. PLANNING APPLICATION: 1 CHURCH CLOSE, PETERLEE

**RESOLVED that the information on this planning application circulated to all Members, be noted.**

94. SPOKESPERSON OF THE LABOUR POLITICAL PARTY'S REPORT

Cllr W Jeffrey commented on the excellent opening event for Peterlee & Horden Rugby Club on Saturday 15<sup>th</sup> October. He requested that the Town Clerk should write to the Club thanking them for the invitation to the event and wishing them all the best for the future. Members of the Council agreed and supported the request for the letter of thanks.

**RESOLVED the information given, be noted and a letter of thanks be sent as suggested.**

95. SPOKESPERSON OF THE NEP MEMBERS' REPORT

Cllr A Watson also commended the Rugby Club's opening event and asked for his thanks to the Rugby Club to be recorded. Cllr Watson also raised concerns with ongoing issues with the alarm system at the Pavilion during September and October which had resulted in a number of unfortunate alarm activations at night, causing distress to local residents. The Town Clerk confirmed that the issue had been resolved and unintended activations had ceased. Cllr Watson suggested that lessons needed to be learned and communication improved for the future.

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

PETERLEE TOWN COUNCIL

THE MINUTES OF THE MEETING OF THE  
HEALTH & SAFETY CONSULTATIVE COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 31<sup>ST</sup> OCTOBER 2016 AT 7.15PM

PRESENT:- C J METCALFE (CHAIR)

Mesdames:- L M Wood, M A Cartwright & K Hawley

Messrs:- W M Jeffrey, A Watson, D Sillito, L Cook & S Miles

Representatives:- Mrs J Hugill, Miss S Pounder, Mr J P Hunt &  
Mr B Arnell

1. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors S Simpson, (ill and family commitments), R J Curtis K Liddell and Mrs K McMenam and Mr Neil Lawson, (staff reps).

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

2. THE MINUTES OF THE LAST MEETING held on 22<sup>ND</sup> FEBRUARY 2016 a copy of which had been previously circulated, were approved.  
Matters Arising

(i) Minute Number 21(ii) Lone Working in Woodhouse Park – DBS checks

It was advised that the Town Council could not insist on DBS checks for staff and they should be considered on a case by case basis.

**RECOMMENDED the information given be noted.**

(ii) Minute Number 13- Use of Grounds & Facilities by outside groups - Barbeques – Food Hygiene and Safety Advice

During discussions at the last meeting it was felt that perhaps this could be used with only the main users of The Pavilion, with them needing to follow all of the food hygiene and safety rules, and the Facilities Manager made reference to the use of Town Council facilities that would complement such an event and the need to hire some or part of the building facilities. There was also comment on a charge for the administrative support for such applications. The use of the main kitchen by the main users in the Pavilion was discussed at the Meeting of the Management Board in January 2016.

**RECOMMENDED the Facilities Manager, speak to DCC to confirm previous advice provided by them on outside bar b ques to ensure it was up to date.**

(iii) Minute Number 22 – Accident Reporting

It was asked the minute be amended to include a reference to second jobs and in particular staff working in similar roles/occupations and any patterns in relation to injuries that was discussed at the meeting.

**RECOMMENDED this be included in the record of the meeting as requested.**

3. ACCIDENT REPORTING

The following accident has been reported since the last meeting of this Committee:-

- (i) chair broke on a customer as she was sitting taking part on the Quiz Night in the bar area, The Pavilion resulting in a bruised arm;
- (ii) lady taking part in the Health Walk, form the Pavilion, she fell and grazed her right elbow;
- (iii) Taekwondo session, kicked the kick pad and jarred her toe;
- (iv) Taekwondo session , fell whilst performing a kick on the kick pad, banged elbow;
- (v) Lady taking part in the Zumba class, popped muscle in right calf;

- (vi) Nearby residence to the Pavilion, suspected heart attack, attendance by staff

There was a need to consider and agree a policy on the machine's use by Town Council staff and further details were given on the incident. Members congratulated staff on their swift action in this case and agreed there needed to be a policy statement on the use of the de fibrillation equipment at The Pavilion and the Town Clerk advised he would work with staff and report back to a future meeting on this matter.

- (vii) Lady taking part in a body tone session missed the equipment and fell backwards, bumping her head and catching her thumb

- (viii) Lady lost her balance, caught a chair which overbalanced and fell, bruising to the knees and left elbow and shock

- (ix) Skipping rope caught under left eye during a bodytone session

- (x) Receptionist knocked her knee hard against an open door on the reception hatch

**RECOMMENDED the information given, be noted and a further report be made on the use of the de fibrillatory machine at the Pavilion.**

4. ITEM REFERRED FROM THE PARKS & CEMETERY MEETING HELD ON 13<sup>TH</sup> JUNE 2016

Members considered the use of bodycams by staff item which was an item raised by Councillor M A Cartwright following an incident at Eden Lane. There was considerable discussion on the gathering of video evidence and the Town Clerk asked that he be given the opportunity to speak to staff and the police and report back to a future meeting. A Local Member asked also about the possibility of cameras in the Town Council vehicles.

**RECOMMENDED a further report on this matter, be awaited.**

Councillor Jeffrey left the meeting at 8.25pm.

5. H & S MONITORING FORM

This had been circulated at the request of the Horticultural Supervisor.

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

6. HR POLICY AND PROCEDURES – UPDATE ON PROGRESS

A copy of the schedule of work on policies had been circulated to each Member for their information.

**RECOMMENDED the information given be noted.**

7. DATE & TIME OF NEXT MEETING

**RECOMMENDED the next meeting be held on Monday 30<sup>th</sup> January 2017 at 6.30pm.**

PETERLEE TOWN COUNCIL

MINUTES OF A MEETING OF THE PETERLEE SHOW  
COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,  
PETERLEE

ON MONDAY 31<sup>ST</sup> OCTOBER 2016 AT 6.30PM

PRESENT: COUN L COOK (CHAIR)

Mesdames: L M Wood, M A Cartwright & K Hawley

Messrs: D Sillitto, S Miles, W M Jeffrey, C Robbins,  
C J Metcalfe & A Watson

Mrs V Price, Dog Show

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

18. APOLOGIES FOR ABSENCE

Apologies had been submitted from Councillor K Liddell, (other commitments), S Simpson, (ill & family commitments), R Curtis, (ill) and staff reps Mrs McMenam and N Lawson.

**RECOMMENDED the Council approve the reasons submitted for absence received on the grounds given above, and the apologies for absence be recorded.**

19. PETERLEE SHOW 2016 – UPDATE REPORT

Members were circulated with a joint report prepared by the Show Co Ordinator and the Town Clerk which gave an update on the 2016 Peterlee Show. The positive feedback on the better quality of the Bands and entertainment on the main stage had been received as well as on the walk about appearances of the dinosaur. It was reported however, these changes had resulted in an overspend of

the original budget. It was stressed that for the 2017 Show, if agreed, some key decisions needed to be made prior to the budget being set in January 2017.

In considering this year's event there were issues raised in relation to:-

- Should the Show be a show case for the people of Peterlee or for those from outside the Town to display and enter the various competitions ie Arts & Crafts;
- The criteria used by Events2gogo for stalls in the tent;
- Whether to re introduce a "main arena" to the event.

Members noted the contents of the report and were asked to consider and provide initial feedback on the considerations for the 2017 Event to enable officers to produce a more detailed options paper for the next meeting.

**RECOMMENDED this be re considered at the next meeting to be held on Monday 28<sup>th</sup> November 2016.**

20. INDIVIDUAL EVENTS

(a) Dog Show

The Organiser reported there had been 244 entries overall and the tent was full. She felt the monies raised for Stray Aid were disappointing and suggested an entry fee be charged. There had been an issue with the ring and immediately following the close of the Dog Show this was discussed by the organisers and the Show Co Ordinator and agreed safety barriers be used in future. There was also the report of the injury that occurred and this was discussed and the need to try to segregate competitors and spectators. It was asked if the dog show could be held outside. The Organiser advised that under Kennel Club rules there had to be wet weather accommodation.

**RECOMMENDED this be considered further at the next meeting and the organiser report back with options.**

(b) Horticulture

The Organiser reported there were not as many flowers as expected however there had been entries from various parts of the region. Some of the feedback form the Judges on the quality of the exhibits

was it had been a “Joy to Judge”. There had been no feedback from exhibitors on the entries being free.

**RECOMMENDED the information given be noted.**

21. TO APPOINT A CHAIRMAN FOR 2017

**RECOMMENDED Councillor S Miles be appointed as Chair for the next Show. Councillor Miles thanked Councillor Cook for his hard work and efforts with this year’s event.**

22. TO APPOINT A VICE CHAIRMAN FOR 2017

**RECOMMENDED Councillor Miss V Watson be appointed as Vice Chair.**

23. FAKE FESTIVALS

The Town Clerk gave details of this small company that offered big name tribute acts, in a marquee based facility and with a music festival look and feel. A representative was to come along to the next SMT to give a presentation and the Town Clerk would then come back to a future meeting with an update.

**RECOMMENDED an update on Fake Festivals be awaited.**



MINUTES OF THE FINANCE & GENERAL PURPOSES COMM OF THE 7<sup>TH</sup>  
NOVEMBER 2016

THE MINUTES OF THE MEETING OF THE  
FINANCE AND GENERAL PURPOSES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE  
ON MONDAY 7<sup>TH</sup> NOVEMBER 2016

PRESENT: COUN K HAWLEY (CHAIR)

Mesdames:- S Simpson, S McDonnell & M A Cartwright

Messrs:- S Miles, D Sillito, H Bennett MBE, W M Jeffrey, L  
Cook, C Watkins, R J Curtis, C Robbins, R Kyle & 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.**

70. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors Miss V  
Watson, K Liddell, (other commitments) and G Cowie, (ill).

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

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

MINUTES OF THE FINANCE & GENERAL PURPOSES COMM OF THE 7<sup>TH</sup>  
NOVEMBER 2016

Matters Arising

Minute Number 60 – Contract for the Collection of Cash from the Town Council's Premises

At the Council Meeting it was agreed the Town Clerk report back to Members on the actual cost impact of moving to the new cash collection service once the service had been in place for at least three months.

**RECOMMENDED the information given be noted and the report be awaited.**

72. THE REPORT OF THE FINANCE SUB COMMITTEE MEETING OF THE 20<sup>TH</sup> OCTOBER 2016 a copy of which had been circulated to each Member, was approved.

73. PUBLICATIONS, MINUTES, BULLETINS ETC  
(a) Apollo My View photography project – Feedback  
(b) Next CDALC Larger Local Councils Forum Meeting

**RECOMMENDED the information contained in the bulletins and circulars be noted.**

74. REQUESTS FOR A GRANT/CONCESSIONARY USE  
(a) East Durham Community Development Trust – grant requested towards the cost of running community focused events

**RECOMMENDED a grant of £250 be made entirely by Councillor Kyle.**

- (b) Peterlee Cricket Club – grant requested to help fund new covers and scoreboard & sight screen damaged by fire

**RECOMMENDED a grant be made of £500 towards the Cricket Club, made up of grants of £100 each from Councillors Curtis, Watkins, Cook, McDonnell & A Watson.**

PETERLEE TOWN COUNCIL

MINUTES OF THE PLANNING COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,  
PETERLEE

ON MONDAY 7<sup>TH</sup> NOVEMBER 2016

PRESENT: COUN A WATSON (CHAIR)

Mesdames:- S Simpson, S McDonnell, K Hawley & M A  
Cartwright

Messrs:- S Miles, D Sillito, H Bennett MBE, W M Jeffrey, L Cook,  
C Watkins, R J Curtis, C Robbins & R Kyle

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

**Mr Hall, local resident was in attendance at the meeting and the Chair, with the approval of Council, gave Mr Hall the opportunity to speak on the item relating to the proposed change of use at St Bedes & Tyne House.**

16. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors Miss V Watson, K Liddell, (other commitments) and G Cowie, (ill).

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

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

18. PLANNING APPLICATIONS

Members were advised of the following details of the planning application submitted to Durham County Council since the last meeting of this Committee:-

Proposed retail store & associated works  
Site of Peterlee Building Supplies Yoden Way  
Approved subject to Section 106

**RECOMMENDED, no observations be made on this planning application and Officers be proactive in bidding for Section 106 funding that would be available.**

19. DELEGATED PLANNING DECISIONS

Members were advised of the following and asked to note the details:-

(a) 9 Eastfield, single storey rear extension

(b) 13 Lorimers Close, two storey rear extension

Withdrawn  
Former Registry Office and Area Education Office, variation to amend house types and reduce the number of dwellings to 55, Persimmon Homes

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

20. ST BEDES & TYNE HOUSE – REQUEST FOR THE COUNCIL SUPPORT THIS OBJECTION

Mr Hall explained his objections to this change of use. Members had been circulated with a copy of his letter of 25 October 2016, detailing exactly what they were.

**RECOMMENDED the Town Council support Mr Hall's objection to the change of use of premises into Class B8 use on the grounds of compromise of the environmental covenant in place on this Business Park, and make reference to previous objections raised in terms of changes of use as given to the Planning Inspector in December 2014.**

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL  
PETERLEE

ON MONDAY 7<sup>TH</sup> NOVEMBER 2016

PRESENT: COUN L COOK (CHAIR)

Mesdames:- S Simpson, S McDonnell, K Hawley & M A  
Cartwright

Messrs:- S Miles, D Sillito, H Bennett MBE, W M Jeffrey,  
C Watkins, R J Curtis, C Robbins, R Kyle & 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.**

43. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors Miss V  
Watson, K Liddell, (other commitments) and G Cowie, (ill).

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

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

45. CURRENT ESTABLISHMENT LIST

A copy of the current establishment list had been considered at the recent meeting of the SMT and was circulated for Member's attention. Members asked if a copy of the organisational structure could be provided also and it was assured this would be done.

**RECOMMENDED the information given be noted.**

46. 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.

47. OVERTIME & ADDITIONAL COSTS REPORT

Members considered an overtime report and facilities staffing report, as requested at the last meeting TOIL was also recorded in the report.

**RECOMMENDED:-**

- (a) the overtime report be accepted;**
- (b) an update be given on the work of the "task and finish group" commissioned to consider flexi time and TOIL;**
- (c) a special meeting be convened to consider this report when prepared.**

48. ABSENCE REPORT

The Sickness Absence Report, detailing sickness absence figures for the previous month, had been circulated to each Member for information. It had been asked at the last meeting if historical information could be provided to demonstrate any trends in sickness absence and this was being considered and prepared.

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

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE PARKS &  
CEMETERY COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL

ON MONDAY 14<sup>TH</sup> NOVEMBER 2016 AT 6.30PM

PRESENT: COUN M A CARTWRIGHT (CHAIR)

Mesdames: K Liddell, K Hawley & S Simpson

Messrs: C Watkins, S Miles, D Sillito, W M Jeffrey, L Cook,  
R Kyle & A Watson

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

39. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillor G Cowie, (ill) and S McDonnell, (work commitments).

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

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

Matters Arising

(i) Item No. 35 Monthly Progress report of the Horticultural Supervisor

The Town Clerk confirmed that a walking tour of the Dene Parks had been completed and that various issues had been noted regarding drugs paraphernalia, litter, dumped shopping trolleys and general landscaping and quality of public realm. Cllr A Watson asked for thanks to be noted for the Parks Supervisor and team's subsequent work to tidy up and 'thin out' the North Dene. Cllr W Jeffrey enquired into the current status of

the reciprocal working agreement between the Town Council and County Council for public realm in Peterlee. The Town Clerk confirmed that he was looking at future options for the Council's role in the Dene Parks and wider public realm and was meeting with English Nature and Durham County Council Officers in coming weeks.

It was RESOLVED that the Town Clerk report back to Members on options for the future upkeep of the Dene Parks and wider public realm areas at a future meeting.

**RECOMMENDED the discussions at the Council Meeting held on 17 October 2016 be noted and a further report be awaited.**

(ii) Yoden Quarry Presentation and site visit, Monday 5<sup>th</sup> December 2016

Members were given advance notice of this presentation and visit and asked to note it in their diaries.

**RECOMMENDED the date be noted and further details be awaited.**

(iii) Play Areas – Update

The Town Clerk had met with Local Ward Members prior to the meeting to fully update them on progress with the play area at Hampshire Place and he ran through options and discussed how to take the project forward and engage with the public with consultation. He reported that a report would be submitted to Council on this contract for works with an intended start on site for works in January 2017.

He also intended presenting to Members options for a play area strategy for the full refurbishment of all of the Town Council's play areas, with a phased delivery over 4-5 years.

**RECOMMENDED the information given be noted and further details be awaited.**

41. MONTHLY PROGRESS REPORT OF THE HORTICULTURAL SUPERVISOR

Members considered the progress report giving details of Dene Parks North and South, winter bedding schemes, sports areas, Woodhouse Park, community recycling project, and livery of the Town Council vehicles, (Poppies for Remembrance Day).



A Local Member asked about seating at the cricket field and the Officer advised he would be making a further report on this proposal. Members asked about the areas where there were problems in the Dene Parks and details were given of highways issues where children were throwing various missiles at cars and buses. The Chairman reported on an initiative in Consett that she had involvement with and which she hoped to report back with good practice on dealing with such matters. In considering the Town Council's livery on its vehicles, Members wholeheartedly supported adding poppies for Remembrance Day and the Officer reported he had received lots of positive feedback from the general public and it was agreed this be done annually.

Members raised the issue of stray horses and there was a lengthy discussion on the removal of and support or the lack of, from various agencies with this process. The Town Clerk advised he was to carry out a site inspection of the Eden Lane area and would be preparing a report on the issue of stray horses for Council's consideration.

**RECOMMENDED the contents of the report be noted and further reports be awaited.**

42. UPDATED TRANSFER OF EXCLUSIVE RIGHTS OF BURIAL PROCEDURE

Members considered the report of the Cemetery Records Officer in the above regard, a copy of which had been circulated to each Member.

Members asked was the information circulated what was given to those using the service and it was confirmed it was. Another Member asked that the Cemetery Records Officer be thanked for his comprehensive report.

**RECOMMENDED the contents of the report be noted and a further report be submitted on the updated Regulations as soon as the review was completed.**

43. NOTES OF THE PETERLEE HELFORD FOOTBALL DEVELOPMENT MEETING OF THE 2<sup>ND</sup> NOVEMBER 2016

Members were circulated with the notes of this meeting.

**RECOMMENDED the information given be noted.**

44. PROCUREMENT OF TRAILER TRAINING FOR PARKS STAFF

Members considered the joint report of the Town Clerk and Horticultural Supervisor, a copy of which had been circulated to each Member. The town Clerk advised this report had been prepared following a request made by the Team for this training.

**RECOMMENDED approval be given to Company C, ABC Trailers of Hartlepool, for the provision of trailer towing, as outlined in the report.**

45. IMPLEMENTATION OF A PUBLIC SPACE PROTECTION ORDER, (PSPO) FOR DOG CONTROL

Members gave consideration to the report of the Town Clerk, a copy of which had been previously circulated.

There was lengthy debate on the issues of dog fouling and the proposal of DCC to implement a Public Space Protection Order for dog control and the additional enforcement powers to encourage responsible dog ownership. Members were concerned at the cost of implementing such an Order, if it was to be done properly and with adequate manpower to enforce it. Some Members felt the order did not go far enough and that dogs should be kept on leads at all times. Members supported the measures being implemented but had concerns at how and at what cost they could be successfully applied across the County.

**RECOMMENDED an appropriate response be made to the consultation paper and should Members wish to they complete the on line survey independently.**

46. REVIEW OF DURHAM COUNTY COUNCIL WORKING PARTNERSHIP AGREEMENT

Members considered the report of the Horticultural Supervisor detailing the need to review the historical working partnership agreement with Durham County Council Clean and Green Team to bring it into line with current practical working arrangement. A Local Member asked for the costs of the plants for the winter and summer bedding schemes and this was given.

**RECOMMENDED Officers be granted plenary powers to review the Working Partnership Agreement with DCC and explore a new Service Level Agreement for the 2017/18 financial year. The draft SLA would be reported back to Council.**

**Report to:** Peterlee Town Council  
**Date of Meeting:** 21<sup>st</sup> November 2016  
**Subject:** Casual Vacancy on Peterlee Town Council – Acre Rigg Ward  
**Report of:** Ian Morris, Town Clerk

**Report Purpose:** To inform Council that a casual vacancy due to non-attendance at meetings (Local Government Act 1972, s85) has occurred in the Acre Rigg Ward, and to propose arrangements for co-option into the vacancy for the period preceding the local elections in May 2017.

**Background:** Under section 85 of the Local Government Act 1972 (the Act), a local Member vacates office if they fail to attend a relevant meeting for six consecutive months after their last attendance, unless before the expiry of that period the council approves a reason for their absence<sup>1</sup>.

Mrs J Measor, an elected member of Peterlee Town Council representing the Acre Rigg Ward, has not attended a relevant meeting since 21<sup>st</sup> March 2016 and as such has ceased to be a member of the Council. As such there will be a 'casual vacancy' on the Council for that Ward, which according to s87 of the Act, officially occurs on the date on which the office is declared to have been vacated through a resolution of this Council.

Once approved, the casual vacancy will be advertised through a public notice with the support of the election services team at Durham County Council in accordance with s232 of the Act<sup>2</sup>. As the vacancy falls within six months of the date when the councillor would have regularly retired (ie the local elections in May 2017) there is no requirement for an election to fill the vacancy. Instead the Council may choose to fill the vacancy by co-option.

If Council chooses to co-opt into the role then it may do so with whom it pleases, providing the person is qualified to be a councillor. S79(1) of the Act sets out the qualifications for election and holding office as a Councillor<sup>3</sup>.

**Process for co-option:** The person co-opted must receive a majority of the votes of those councillors present and voting at the meeting where the co-option takes place. The National Association of Local Councils (NALC) legal Topic Note 8 'Elections' provides further detail of the recommended process for election of co-opted Members.

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<sup>1</sup> See: <http://www.legislation.gov.uk/ukpga/1972/70/section/85>

<sup>2</sup> See: <http://www.legislation.gov.uk/ukpga/1972/70/section/232>

<sup>3</sup> See: <http://www.legislation.gov.uk/ukpga/1972/70/section/79>

NALC legal briefing L15-08 'Good practice for selection of candidates being co-opted to a local council' suggests that local councils always give public notice of vacancies because this makes the process of co-option open and transparent and could attract more potential candidates. It is suggested that local councils should assess if a proposed candidate has the skills, expertise or other areas of interest which will assist the council exercise its various functions and that this should form the basis of the candidate(s) selection.

I therefore recommend that if Council does resolve to fill the casual vacancy by co-option I should prepare an advert and 'application form' which asks potential candidates to outline their skills, knowledge and expertise for the post. I would also suggest that potential applicants who meet the basic qualification criteria set out in s79 of the Act are invited to attend a Council meeting to make a short statement in support of their application prior to votes being cast by Members.

**Recommendations:**

Members are recommended to:

- i) note the contents of this report and declare that the office of Mrs J Measor in the Acre Rigg Ward has been vacated on the grounds of non-attendance at meetings under s85 of the Local Government Act 1972;
- ii) consider the option to fill the casual vacancy through co-option;
- iii) if Members decide to fill the casual vacancy through co-option, grant the Town Clerk plenary powers to advertise the vacancy and issue an application form for potential candidates in line with the detail of this report; and,
- iv) agree to consider the applications and personal statements from qualifying candidates at an Extraordinary Council meeting to be held on Monday 5<sup>th</sup> December 2016.