



18<sup>th</sup> July 2017

In accordance with Paragraphs 7 & 10(2) (b) of Schedule 12A of the Local Government Act 1972 I hereby summon you to attend a Meeting of **PETERLEE TOWN COUNCIL** to be held in the Council Chamber, Shotton Hall, Peterlee, SR8 2PH, on **Monday 24<sup>th</sup> July 2017 at 6.30pm**

Ian Morris M.C.I.H.

Town Clerk

(Proper Officer of the Council)

**Members of the Committee and members of the public are reminded that the public part of the meeting may be recorded in both audio and video, and photographs may be taken.**

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

**BUSINESS TO BE TRANSACTED**

1. **APOLOGIES FOR ABSENCE**
2. **PUBLIC PARTICIPATION SESSION**

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

3. TO APPROVE THE MINUTES OF THE COUNCIL MEETING OF THE 26<sup>TH</sup> JUNE 2017  
(attached)
4. THE MINUTES OF THE RESOURCES COMMITTEE OF THE 3<sup>RD</sup> JULY 2017  
(attached)
5. THE MINUTES OF THE COMMUNITY & ENVIRONMENT COMMITTEE OF THE 10<sup>TH</sup> JULY 2017  
(attached)
6. VACANCY – DENEHOUSE WARD

To report to Council there has been a request for an election in the Denehouse Ward and this shall be scheduled for 31 August 2017.

(verbal report of the Deputy Town Clerk)

7. NOTICE OF MOTION

Motion to agree to the change of the date for the 2018 Peterlee Show to 1<sup>st</sup> & 2<sup>nd</sup> September 2018, in accordance with the recommendation of the Show Working Party.

(Motion submitted by Cllr A Watson)

8. GRANTING OF LEASE FOR PETERLEE CRICKET CLUB

To provide Members with an update on the request from Peterlee Cricket Club for a lease of the cricket field area and provision of perimeter fencing.

(Report of the Town Clerk, circulated)

9. PROVISION OF RAIN SHELTER/MEETING ROOM – THORNTREE GILL LEISURE GARDENS

To provide Members with an update on the provision of a replacement rain shelter/meeting room for the Thorntree Gill Leisure Gardens site.

(Report of the Town Clerk, circulated)

10. SPOKESPERSON OF THE NEP MEMBER'S REPORT

11. SPOKESPERSON OF THE LABOUR POLITICAL PARTY'S REPORT

**PETERLEE TOWN COUNCIL**  
**MINUTES OF THE MEETING OF THE TOWN COUNCIL**  
**HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE**  
**ON MONDAY 26<sup>TH</sup> JUNE 2017 at 6.30PM**

**PRESENT:- COUN L COOK (CHAIR)**

**Mesdames:- A Long, V Watson, M A Cartwright, S McDonnell, S Simpson, K Liddell & K Hawley**

**Messrs:- G L Carne, S Miles, R Moore, A Wilkinson, S McGlen, J Robinson, S Kirkup, R Kyle & A Watson**

**17. Apologies for Absence**

Apologies had been submitted from Councillor K Duffy, (on holiday), S Franklin, (work commitments), S Meikle, (ill).

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

**18. Public Participation Session**

A public participation session was held to allow Members of the public an opportunity to put questions to the Council, no members of the public were present. **RESOLVED the information given, be noted.**

**19. The Minutes of the Council Meeting of the 15<sup>th</sup> May 2017 a copy of which had been circulated to each Member, were approved.**

**20. Acceptance of Office – Denehouse Ward**

It was reported that Mr David Curry was unable to accept the office of Councillor for the Denehouse Ward. **RESOLVED a vacancy be declared for**

**the Denehouse Ward and DCC be contacted to begin the process of filling this vacancy on the Town Council.**

21. The Minutes of the Resources Committee of the 5<sup>th</sup> June 2017 a copy of which had been circulated to each Member, were approved.

22. The Minutes of the Community & Environment Committee Meeting of the 12<sup>th</sup> June 2017 a copy of which had been circulated to each Member, were approved.

23. 12 Month Budget outturn report, 1 April 2016 to 31 March 2017

Members considered the report of the Town Clerk providing details of the budget outturn report for the 2016/17 financial year, in line with s5.8 of the Council's Financial Regulations. Attached to the report was an analysis of 2016/17 budget outturn per budget heading, with explanatory notes for the variances of more than 10%. **RESOLVED the information given in the report, be noted and the 2016/17 budget outturn position, be approved.**

24. Audit 2016/17

Members considered the report of the Town Clerk presenting the Annual Governance Statement for approval. Details were given of the Council's compliance with the statement contained along with examples of compliance. The Town Clerk also presented the Council's Annual Accounting Statements for the 2016/17 financial year, recommending the approval of the various items of supporting information that is required to be submitted to the external auditor alongside the main accounting statements.

**RESOLVED the following reports in relation to the 2016/17 Annual Governance Statement, Accounting Statement and supporting documentation, be approved:-**

**(i) Approval of 2016/17 Annual Governance Statement**

- (ii) **Accounting Statements 16/17 for Peterlee Town Council**
- (iii) **Statement of Accounts for the period ended 1 April to 31 March 2017, (including the asset register).**

**FURTHER RESOLVED approval be given for the Mayor and the Town Clerk to sign the Annual return and it be submitted to the external auditor.**

**25. Replacement Flooring – Hill Rigg House and Shotton Hall**

The report of the Town Clerk informed Members of the recent procurement of replacement safety flooring for the kitchen area at Hill Rigg house and the bar areas at Shotton Hall. **RESOLVED Members note and endorse the action taken by the Town Clerk under delegated powers to replace safety flooring at these sites at a cost of £2,095.63, in consultation with the Chairman and Vice Chairman of Finance Committee.**

**26. Review of Standing Orders, Financial Regulations and Officers Scheme of Delegation**

**RESOLVED Members note the review of the Council's Standing Orders, Financial Regulations and Officers Scheme of Delegation in light of the new council committee structures and to approve the new versions of these documents and other recommendations contained within the report, it being noted the level of delegated expenditure be increased from £500 to £5,000. FURTHER RESOLVED the approval to use BACS and CHAPS payments; to use bankers standing orders and direct debits where appropriate, be renewed.**

**27. Request for Concessionary Use, Cancer United, Support and Exercise Group for cancer patients, The Pavilion, Wednesday evenings**

Members were asked to give consideration of concessionary use of a meeting room for this group during June and July 2017. **RESOLVED free use be granted to this group for the use as given.**

**28. Bar Prices**

Members were presented with information in relation to the recent bar price increases at Shotton Hall and The Pavilion. The Town Clerk circulated actual bar prices of a typical bar order and the difference a price increase had made of the past four years. He had also prepared a table benchmarking Shotton hall and The Pavilion with other venues. There was considerable discussion on the item and members were satisfied with the operational matters applied to the bar services run by the Town Council. Members did however refer to the recruitment policy applied to the hiring of casual staff. **RESOLVED the annual review of fees and charges include reference to the bar prices applied at Shotton Hall and Helford Road.**

**29. EXCLUSION OF 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, (Schedule 12(A), paragraph 11).**

**30. Update on Council Staffing Structure**

The Town Clerk gave a brief update on the progress with the staffing review. In doing so he needed clarification from Council on the following matters;-

- The same terms and conditions (ie Green Book) principles and rates should be applied;
- He had the same staffing budget as he has currently;
- there was a principle of no redundancies being offered or applied;
- approval be given in principle, to changes to the way play areas and the cemetery were currently managed.

Members were agreeable and gave the Town Clerk approval to proceed with the review on these terms. They did ask that he carry out benchmarking

against other councils of our size and operation. **RESOLVED** progress be awaited.

31. Spokesperson of the NEP Member's Report

Councillor Watson did not have any issues or matters to report on.

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

32. Spokesperson of the Labour Party's report

Councillor Kyle did not have any issues or matters to report on.

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





**THE MINUTES OF THE MEETING OF THE  
RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,  
PETERLEE ON MONDAY 3<sup>RD</sup> JULY 2017 AT 6.30PM**

**PRESENT: COUN A WATSON (CHAIR)**

**Mesdames:- K Hawley, K Duffy, A C Long, S Simpson, V Watson, K Liddell  
& S McDonnell**

**Messrs:- S McGlen, S Franklin, R Moore, T Duffy, S Meikle, J Robinson, L  
Cook & A Wilkinson**

**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.**

The Chair also took this opportunity to congratulate and welcome the new Members of the Council to this their first formal meeting of the new municipal year.

**15. APOLOGIES FOR ABSENCE**

Apologies had been submitted and accepted from Councillors S Franklin (work commitments), M A Cartwright & G Carne.

**RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

**16. To receive declarations of interest**

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. **RESOLVED the information given, be noted.**

**17. The Minutes of the Last Meeting**

Members approved the minutes of the last meeting of this Committee and they were signed as a true and correct record.

**18. Peterlee Town Council Bonfire Night Celebrations**

Members were asked to approve the award of contracts for various services in relation to the Annual Bonfire Night celebrations at the Helford Road Pavilion, in line with the Town Council's Financial Regulations. There was discussion on ways in which the Town Council might improve upon the number of tender returns it received. The Town Clerk assured officers were using DCC procurement framework and advice and it was hoped this would increase returns and interest.

**RESOLVED:-**

- (i) the quote received from Colas of Swalwell, Tyne & Wear, in the sum of £705.13 for the provision of traffic management at the event, be accepted.
- (ii) The quote received from Beaver 84, of Gateshead to provide fencing for the event, at a price of £251.00, be accepted.
- (iii) The offer to supply fire extinguishers free of charge, from Hutton Fire Protection, be accepted.
- (iv) The quote received from SPL of Stockton in the sum of £495.00 for the provision of PA and audio systems for the event, be accepted.
- (v) The price from ShowSec in the sum of £844.32 for the supply of security stewards, be accepted.
- (vi) The quotation from SPL of Stockton in the sum of £748.00 for the supply of lighting towers, be accepted.

19. The Report of the Finance Sub Committee Meetings of the 22<sup>nd</sup> June 2017

**RESOLVED** the payments listed and made, be noted.

20. Members Initiative Fund – Requests for Grant Funding

- (a) Murton FC – support to set up an under 17s football Team.

**RESOLVED** this grant application be refused as it did not meeting the funding criteria of having 51% of the organisation's members or users who were Peterlee residents.

- (b) Hedgehog Rescue

**RESOLVED** a grant of £200.00 be made to Cleveland Hedgehog Preservation Society from 10 of the Members present at the meeting, (under the power: Local Government Act 1972 s137).

- (c) Cricket Club Funding – Training equipment for junior and senior cricket

**RESOLVED** a grant of £679.00 be made to Peterlee Cricket Club towards additional outdoor training equipment, (under the power of the Miscellaneous Provisions) Act 1976, s19(3)) .

- (d) Grampian Court – Friendship Garden

**RESOLVED** this request be refused.

- (e) Peterlee Indoor Bowling Club

**RESOLVED** a grant of £200.00 be made towards an annual outing and Christmas Party for the Peterlee Indoor Bowling Club.

21. Request for Concessionary use of the main hall, The Pavilion

Members gave consideration of a request received from the Peterlee pumas to use the main hall, Brian Joyce Room at the Pavilion on 16 September 2017 for their end of Season Awards Night. **RESOLVED** free use be granted for this event.

22. Land at Oakerside Drive – potential development scheme

Members considered the proposal by Durham County Council to sell the identified land at Oakerside Drive. **RESOLVED** the Town Council strongly oppose the sale of the identified land at Oakerside Drive, Peterlee, on both aesthetic and operational grounds.

23. Disciplinary Policy and Procedure

A copy of the updated policy was circulated for Member's consideration and approval. This was an update of the policy that was already in place with slight amendments to make it more suitable for Peterlee. **RESOLVED** the Disciplinary Policy and Procedure be adopted for use by the Town Council.

24. Use of Reserves Policy

Members were asked to approve an interim use of reserves policy for the Town Council, a copy of which had been circulated to each Member. Members asked for it to be recorded this was merely an interim policy. **RESOLVED** the information contained in the report be noted and the Council's interim use of reserves policy for 2017/18 be approved as follows:-

	£
General fund	428,000
Ear marked reserve	426,121
Usable capital receipt*	268,398
*(restricted for use on capital expenditure)	
Total reserves at 1 April 2017	1,122,519

**Ear marked reserves:**

Shotton Hall refurbishment	100,000
Pavilion MUGA	50,000
Parks & Play area strategy	200,000
Dene Parks	75,000



**THE MINUTES OF THE MEETING OF THE  
COMMUNITY & ENVIRONMENT COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,  
PETERLEE ON MONDAY 10<sup>TH</sup> JULY 2017 AT 6.30PM**

**PRESENT: COUNK HAWLEY (CHAIR)**

**Mesdames:- S Simpson, K Duffy, K Liddell, S McDonnell & A Long**

**Messrs:- G L Carne, R Moore, S Miles, R Kyle, T Duffy, S McGlen, A Wilkinson,**

**L Cook, J Robinson, S Kirkup & A Watson**

**In the absence of both the Chair and Vice Chair Councillor Hawley was nominated to Chair the meeting.**

**Prior to the start of the meeting the Chair asked for a minutes silence as a mark of respect for Bradley Lowery.**

**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.**

**8. APOLOGIES FOR ABSENCE**

**Apologies had been submitted and accepted from Councillors V Watson, S Franklin, (work), S Meikle & M A Cartwright. **RESOLVED** the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

**9. To receive declarations of interest**

**Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Councillors K and T Duffy declared an interest in item 10 – Thorntree Gill Leisure Gardens. **RESOLVED** the information given, be noted.**

**10. Minutes of the Last Meeting of the 12 June 2017, a copy of which had been circulated, were approved and signed as a true and correct record, subject to them including reference to Councillor K Duffy raising an item reported to her by a local resident relating to council vehicles driving on grassed areas.**

**11. Minutes of the Events Sub Committee of the 19<sup>th</sup> June 2017, a copy of which had been circulated, were accepted and signed as a true and correct record.**

**12. Vandalised play equipment – Woodhouse Park**

The Parks & Horticulture Supervisor gave a verbal update on the current status of the vandalized play equipment in Woodhouse Park. He reported that the damaged piece of equipment was to be removed, however it was not as simple as considering if a piece of equipment could be repaired or replaced as there was also the matter of the rubber safety surfacing. He stressed the Council needed to consider a play area strategy for all of its play areas. **RESOLVED the information given, be noted.**

13. Parks & Play Area Inspections

The Parks & Horticulture Supervisor gave a verbal update on the current inspection regime for the Town Council's parks & play areas. He advised that all areas were inspected on a daily basis with an inspect and make good basic inspection/check sheet. There is then a Weekly inspection by a suitably qualified member of staff, of the equipment with immediate action/faults being rectified where it was possible to do so. If equipment was damaged and needed a repair that could not be undertaken immediately they were closed and the office and local Members were advised and information posted on the web site. An annual inspection was also carried out by the Town Council's insurer with a more detailed report being issued to the Town Council.

A local Member asked about progress with issues in Woodhouse Park including the toilets, flower beds and a rusty rubbish bin and the Parks & Horticulture Officer offered an update explaining the disabled toilets would be fixed and operational shortly and a longer term proposal for stainless steel equipment was being prepared for Member's consideration. **RESOLVED a play area Working Party be established, with all Members being invited to take part, to progress a play area strategy.**

14. Locking and opening of Town Council Parks & Play Areas

**RESOLVED consideration of this item be deferred.**

15. Tree Preservation Order – Helford Road/Thames Road

Councillor Watson had submitted a motion that the Town Council make formal representation to Durham County Council to make an expedient Tree Preservation Order, (TPO), for the trees in the area of Helford Road/Thames Road as outlined in the plan which had been circulated, in order to protect the trees from being felled, pruned or otherwise damaged as part of a proposed housing development. This motion was seconded by Councillor R Moore. **RESOLVED the Town Council make formal representation to Durham County Council to make an expedient TPO for the trees in the area of Helford Road/Thames Road on the following grounds:-**

- **The trees in question are in clear view and provide enjoyment to the public and local residents;**

- **The trees greatly contribute to the landscape, character and appearance of the area, and,**
- **Many of the trees are mature or reaching maturity.**

**16. Peterlee & Horden Rugby Club, Eden Lane – Pitch Drainage Scheme Update**

The Parks & Horticulture Supervisor gave a verbal update on progress with sourcing external funding for proposed pitch drainage works to the Eden Lane rugby Pitch No 1. It was reported that via the RFU and Groundsmen Connected Scheme a small award for remedial repairs and a grant towards a 4 in 1 piece of equipment had been achieved. Following site inspections and visits by the RFU a vastly improved drainage scheme than that originally proposed had been put forward, at no extra expense to the Town Council, and was being developed. The Eden Lane ground would also be used to showcase best practice. The drainage and changing room improvements represented a substantial investment back into the Eden Lane site. It was reported there would be time where the main pitch would not be available however it was anticipated the second pitch could be used. Members noted the information and congratulated the Parks & Horticulture Supervisor on his efforts and partnership work with the proposed improvements at the site. **RESOLVED further progress on the grant funding bids for Eden Lane, be awaited.**

**17. Rain Shelter – Thorntree Gill Leisure Gardens**

Members were advised the Town Clerk had sought prices from three reputable companies to hire or buy a suitable alternative rain shelter/meeting room for the Thorntree Gill Leisure Gardens site. As there was no budget for this expenditure the Town Clerk was to prepare a report for the Council Meeting to be held on 24 July 2017. In considering this item Members suggested a brick built permanent structure should be considered; it was agreed that the Leisure Gardeners Association were best placed to say what would be preferred type of shelter/meeting room. **RESOLVED the report as discussed be presented to the Council meeting and in the meantime the Association be asked to clarify what their needs were in relation to a rain shelter/meeting room.**





## Item 8 – granting of lease for Peterlee Cricket Club

**Report to:** Peterlee Town Council

**Date:** 27<sup>th</sup> July 2017

**Report title:** Granting of a lease for land to Peterlee Cricket Club

**Report of:** Ian Morris, Town Clerk

**Report Purpose:** To provide Members with an update with proposals to enter into a lease arrangement for the cricket field area at the Pavilion, Helford Road and the related proposal to erect a perimeter fence to the cricket field area. The report seeks Members approval of the recommendation to commission Durham County Council's Asset Management team to support the Town Council in agreeing a suitable lease agreement with the Club. It also seeks approval to draw up firm plans for the installation of a perimeter fence around the Oval, including options for funding of the work.

**Background:** Peterlee Cricket Club has been playing cricket at the cricket ground at Helford Road, Peterlee (referred to as the Helford Oval) for a number of years. The Town Council entered into a lease agreement for the land and the former cricket pavilion in 2000, but following a fire and a number of other issues with that lease in 2010/11 the lease was surrendered by the Cricket Club in November 2011.

In July 2016 the Town Council's Parks & Cemetery Committee considered a request from Peterlee Cricket Club to install perimeter fencing around the Helford Oval. A number of pros and cons were discussed, and the Committee resolved that further meetings be held with the Cricket Club to develop the proposal further.

In September 2016 the Town Clerk presented a report to the Parks & Cemetery Committee that considered a number of issues relating to the proposal to install a perimeter fence:

1. Requirements for fencing arriving from previous capital grant funding for the building of the Pavilion – this concluded that there was no requirement for fencing arising as a condition of grant funding;
2. Requirements for fencing for cricket club/sports development funding – this concluded that there are no specific requirements for perimeter fencing within the Northumberland & Durham cricket boards' joint 'Pyramid Principles' criteria for facilities and ground conditions. It was however noted that the lack of a long term lease of the ground and also of perimeter fencing could effectively hamstring future grant bids by the club for new equipment or facilities to assist the club's future development;

3. Requirements for fencing to deal with problems of damage to the ground and antisocial behavior (ASB) that are related to the Oval's open aspect – this concluded that whilst there was a history of damage and ASB in the area the case for fencing was inconclusive in this regard;
4. The case for fencing as a 'security' solution to perceived issues – following a site visit and report from the Durham Constabulary Architectural Liaison Officer, this concluded that the proposal for full perimeter fencing to the Oval was disproportionate and a number of other less intrusive measures should be considered instead;
5. Costs – this concluded that based on an estimated perimeter of 485 meters, security perimeter fencing would range from £17,000 (minimum specification) to £50,000 (full security specification)

On the basis of these considerations, the Town Clerk recommended that the Council refuse the request for perimeter fencing at the current time, subject to further consultation with the cricket club.

The Committee resolved to defer the decision on the matter following further investigation and discussion with the Cricket Club.

**Current Situation:**

Following the deferment of the decision on the perimeter fencing, the Town Clerk and Sports Development Officer have met with representatives from the club on a number of occasions. The Sports Development Officer has also done some excellent work collating information from regional and national cricket boards and other relevant sources.

What has emerged from these meetings and the information gathered is that if the cricket club is to progress with its club development plan it will need to invest in new and better equipment and facilities. This will be essential to them attracting and retaining good players, and also to enable them to meet the grounds and facilities criteria of the higher leagues if they do progress.

The perimeter fencing is an important part of this plan. Without perimeter fencing any new equipment such as wicket covers, practice nets, etc are more likely to be damaged, and the club may find it hard (if not impossible) to insure against such losses.

Perhaps of more importance, however, is the current situation with regard to the club's security of tenure. Since the surrender of the formal lease in 2011, the club have essentially been using the Helford Oval with a rolling season-on-season casual agreement for the use of the land, similar to the agreements that we have in place for the various football teams that play on Town Council football pitches. The club pays an annual fee to the Council, for which they receive permission to hold their matches on the Council's land and groundsman services such as cutting, rolling, square maintenance, etc.

The lack of a longer-term, formal agreement (ie a lease) for the Oval is actually the preliminary, and probably larger, barrier to the Club attracting grant funding for new equipment. Without a 25 year lease, or similar, the club is unlikely to be able to attract funding from Sport England and the England and Wales Cricket Board (ECB) for new equipment such as ground covers, screens, practice nets, all weather practice facility, rollers, etc. The security of tenure issue has been flagged up as a key weakness in the Cricket Club's development plan.

**Proposal:**

Whilst the installation of a perimeter fence may well be seen as a relatively 'quick win' for the club and cricket facility, without a long term lease in place the club are likely to remain hamstrung in terms of securing grant funding for new equipment and facilities.

It is also possible that with a lease in place the club may be able to attract funding for/towards the installation of the fence, therefore reducing the c£17,000 - £50,000 (depending on specification) burden on the Town Council if a perimeter fence is to be installed.

The Town Clerk has had discussions with the Asset Management team at Durham County Council and is awaiting confirmation of their agreement to support the Town Council with the development of a lease agreement for the Helford Oval. This support would be on a fee-paying basis, however this is likely to be significantly cheaper than instructing an external legal firm to act on behalf of the Council on this matter.

Following the agreement of a new lease for the Oval, it is then recommended that the Town Clerk and Sports Development Officer work with the Cricket Club to draw up a firm proposal for fencing of the Helford Oval, including options to attract inward investment from Sport England, ECB or other relevant funding organisations.

**Recommendation:**

Members are recommended to note the contents of this report and:

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



Item 9 – provision of rain shelter/meeting room – Thorntree Gill leisure gardens

**Report to:** Peterlee Town Council

**Date:** 27<sup>th</sup> July 2017

**Report title:** Provision of rain shelter/meeting room – Thorntree Gill leisure gardens

**Report of:** Ian Morris, Town Clerk

**Report Purpose:** To provide Members with an update with proposals to provide a new temporary rain shelter at the Thorntree Gill Leisure Gardens Site. Members are recommended to grant the Town Clerk plenary powers to instruct a suitably qualified consultant to lead on the design and procurement of a new purpose-built shelter/meeting room on the Thorntree Gill Leisure Gardens site.

**Background:** Members will be aware that the issue of the rain shelter/office at Thorntree Gill Leisure Gardens has been discussed by a number of committees for a considerable time. The current temporary anti-vandal shelter/office unit was put in place when the previous brick/wood shelter was dismantled due to poor repair. The shelter is an anti vandal cabin, 10 x 8ft, and is on hire from Nixon Hire Ltd on a rolling hire agreement.

Gardeners at the Thorntree Gill site have raised the issue that the current shelter is only large enough to accommodate a handful of people, and so they are having to go elsewhere to meet as a group. They have requested that the Town Council provides a shelter/office accommodation that is large enough to accommodate larger meetings, or indeed to shelter a larger number of gardeners in the event of inclement weather.

**Options:** There are three options that have been considered in the preparation of this report:

1. Continue with the provision of the current temporary cabin;
2. Buy or hire a new, larger, temporary cabin for the site;
3. Commission a suitably qualified contractor to design/tender or design/build a new permanent structure.

**Option 1** has already been discounted by Members, who are keen to see progress made on an alternative shelter on the site.

**Option 2** is can be implemented quickly (in a matter of days), is relatively low cost, and enables to the Council to retain a degree of flexibility in considering future plans for the site i.e. potential expansion of the site in the future.

Prices have been sought from a number of reputable. The results for a 20x8ft (ie double the length of the existing cabin) anti vandal office/meeting room are as follows:

### Buy option

Company A - £5,150 + estimated £700 delivery charge

Company B - £7,560 + estimated £700 delivery charge

### Hire option

Company A - £30 per week + £260 delivery/collection charge

Company B - £28 per week + £260 delivery/collection charge

Company C - £38 per week + £290 delivery/collection charge

Company D - £32 per week + £360 delivery-only charge

(based on a 3 year hire period)

Over a 3 year period the hire option would cost a minimum of £4,628 (including delivery & collection), compared to a minimum buy option of £5,850 (including delivery). With company A, although the weekly hire is slightly more expensive the company has indicated that the Council would have an option to buy the unit at the end of the 3 year period, with the hire charge paid being deducted from the 'new' price. As an example:

New price            £5,850 (inc delivery)

Hire                    £30 x 52 x 3 = £4,680

Balance to pay if the Council wished to retain the unit = £1,170

It should be noted that exact costs may vary from this worked version, subject to final confirmation of spec, furniture provision, etc.

**Option 3** – a new permanent brick structure - is potentially a significant undertaking. The Council would need to commission a substantial project that included site survey, design, planning & building regulations, tendering of building works, contract administration, snagging and defects, etc. This could be done by a traditional two-stage route or by a design-and-build route. Either way the Town Council would need to bring in a consultant to advise on procurement route, initial design options and costing as we do not have this expertise in house. Costs are not easy to estimate, but a ball-park figure is in excess of £10,000 and probably closer to £15-20,000, assuming a basic single-story building with no utilities. Connection to utilities and services could increase this cost by in the region of £6,000<sup>1</sup>.

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<sup>1</sup> Estimate prices based on new build detached garage of similar dimensions, taken from [www.housebuilding.co.uk](http://www.housebuilding.co.uk)

**Proposal:**

Following consultation with representatives from the Thorntree Gill leisure gardeners it would appear that the gardeners have a strong preference for a permanent structure. They acknowledge that this option will take substantially longer than the replacement temporary unit (option 2).

In order to expedite the process of appointing a suitably qualified architect/build consultant the Town Clerk has approached the North East professional services framework (NEPRO, now rebranded as Bloom<sup>2</sup>). The process for appointment of a consultant to support the Council through this framework could be significantly shorter and more convenient than if the Council were to try to directly source a consultant itself. Using the NEPRE/Bloom framework will satisfy the requirements of the Council's standing orders and financial regulations.

It is proposed that the Town Clerk be granted plenary powers to appoint a suitably qualified and experienced consultant from the NEPRO/Bloom framework to work with the Council on design and cost options for the new building on the Thorntree Gill site, leading to a further report to Council for the approval of the final project once properly scoped and costed.

The costs for the consultant element of this project can be taken from existing budgets. Members are asked to note that the capital project to build a new permanent structure was not budgeted for in the current financial year, and as such proposal to proceed with such a project will need to come before Council for approval once detailed costs are known.

**Recommendation:**

Members are recommended to note the contents of this report and:

- (i) Agree in principle to proceed with option 3, the design and build of a new permanent shelter/meeting room on the Thorntree Gill Leisure Gardens site, subject to a final report on design and costings once these have been confirmed; and
- (ii) Grant the Town Clerk plenary powers to work through the NEPRO/Bloom procurement framework to appoint a suitably qualified consultant to support the council in the design, specification and costings for the project.

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<sup>2</sup> see <http://nepro.org.uk/> for more information on the NEPRO/Bloom framework