



17th July 2018

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 23rd July 2018 at 6.30pm**

A handwritten signature in blue ink, appearing to read "Ian Morris".

Ian Morris M.C.I.H., P.S.L.C.C

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.

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 receive declarations of interest

Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk or Deputy Town Clerk **prior to the meeting** if in doubt.

4. To welcome Alan Simpson, Community Alcohol Partnerships Advisor, England (East) and Scotland to the meeting

5. To Approve the Minutes of the Council Meeting of the 25th June 2018

The minutes of the previous meeting are attached for consideration and approval as a true and correct record.

(attached)

6. The Minutes of the Resources Committee of the 2nd July 2018

The minutes of the previous meeting are attached for consideration and approval as a true and correct record.

(attached)

7. The Minutes of the Community & Environment Committee of the 9th July 2018 & the Special Meeting held on 14th June 2018

The minutes of the previous meeting are attached for consideration and approval as a true and correct record.

(attached)

8. The Minutes of the Scrutiny & Progress Meeting of the 22nd June & 6th July 2018

The minutes of these meetings are attached for consideration and approval as a true and correct record.

9. Anti Social Behaviour in the Town Centre

Item requested by Councillor K Duffy. Councillor Duffy advises they have been contacted by residents living close to Asda and apparently the noise from cars driving around on the rooftop car park is causing a nuisance and disrupting sleep. She asks for the Council's support in contacting the Police and Asda to ask for their support in tackling this issue.

10. Spokesperson of the North East Party'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 25TH JUNE 2018 at 6.30PM

PRESENT:- COUN S MEIKLE (CHAIR)

Mesdames:- L Fenwick, K Hawley, K J Duffy & S Simpson

Messrs:- S Kirkup, R Kyle, T Duffy, R Moore, S Miles & A Watson

25. Apologies for Absence

Apologies had been submitted by Councillor S McDonnell, K Liddell, A C Long, S McGlen, C Watkins & A Wilkinson. **RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

26. Public Participation Session

A public participation session was held to allow members of the public an opportunity to put questions to the Council.
Four representatives from the Lowhills Road Leisure Gardens site addressed the Town Council about the metal container being taken from the site recently.

27. To receive declarations of interest

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

28. The Minutes of the Council Meeting of the 21st May 2018 a copy of which had been circulated to each Member, were approved.

Matters Arising

(i) Minute Number 21 – Possible delegation to meet Rt Hon Nick Hurd, Minister of State for Policing, it was asked if any response had been received.

(ii) Asset Transfer, North Blunts site, progress was requested with this item. The Town Clerk confirmed that on first read of the County Durham Plan, this land

was identified as land for 65 houses. This item was to be considered further at the Resources Meeting the following week.

29. The Minutes of the Resources Committee of the 4th June 2018 a copy of which had been circulated to each Member, were approved.

30. The Minutes of the Community & Environment Committee of the 11th June 2018 a copy of which had been circulated to each Member, were approved.

Matters Arising

Minute Number 14 – Hampshire Place Play Area

The Deputy Clerk made reference to a recent e mail from a Local Member following representations made to her by local resident asking if the Council would consider closing the park again. It was reported this gentleman had been invited to attend the public open session held this evening. It was confirmed the play area would remain open and this would be reviewed, as previously agreed, at the end of the trial in October 2018. **RESOLVED the information given be noted.**

31. The Minutes of the Scrutiny & Progress Meeting of the 11th June 2018 a copy of which had been circulated to each Member, were approved.

It was reported trials of the community cinema had received very positive feedback from the public when the football was screened, with a family atmosphere, the quality was excellent.

It was reported the Woodhouse Park toilets had a few snagging items that needed to be carried out before they would be opened, however the disabled toilet was available for use. **RESOLVED the information given be noted.**

32. Financial Matters

(i) 2017/18 Financial Year Budget outturn report

This report was to be submitted to the next meeting of the Resources Committee.

(ii) Statement of Accounts 2017/18

RESOLVED the accounts for 2017/18 as previously circulated, be accepted.

(iii) Annual Governance Statement 2017/18 – Report of the Town Clerk for approval

RESOLVED the Annual Governance Statement for 2017/18 and the report of the Town Clerk, be approved and the Chairman/Mayor and the Town Clerk sign the statement on behalf of the Town Council.

(iv) Section 2 – Accounting Statements 2017/18 & Annual Internal Audit Report 2017/18

RESOLVED the Accounting Statements 2017/18 and Internal Audit Report, be approved and the Chairman/Mayor and the Town Clerk sign the Accounting Statement on behalf of the Town Council.

Councillor M A Cartwright came into the meeting at 7.20pm.

33. Spokesperson of the North East Party's Report

Councillor A Watson referred to the Flying the Flag for Armed Forces which had been held that morning and he thanked everyone for their attendance and participation. He reported on the testing of the community cinema system which other than a few minor tweaks, had received fantastic feedback. He also reported the big screen in the bar was excellent. **RESOLVED the information given be noted.**

34. Spokesperson of the Labour Party's Report

Councillor Fenwick congratulated the parks Department on work on the roundabouts. She reported on the Flying the Flag Event and thanked Councillor Moore and the Corporate Services Manager. She said she was looking forward to Armed Forces Day. **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 2ND JULY 2018 AT 5.30PM

PRESENT: COUN A WATSON (CHAIR)

Mesdames:- K Hawley, L Fenwick, K J Duffy & M A Cartwright

Messrs:- C Watkins, S McGlen, G L Carne, S Miles, S P Franklin, R Moore, T Duffy & S Meikle

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.

14. Apologies for Absence

Apologies had been submitted and accepted from Councillors K Liddell, A C Long, S Simpson, V Watson & J Robinson. **RESOLVED the Council approve the reasons submitted at the meeting for absence received from the Councillors listed, and their apologies for absence be recorded.**

15. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Councillor M A Cartwright declared an interest in item 7(a) on the Agenda being a governor at Seascape School.

16. The Minutes of the Last Meeting

Members approved the minutes of the last meeting of this Committee held on 4th June 2018 and they were signed as a true and correct record.

Matters Arising

Minute Number 7 - Community Related Asset Transfer – North Blunts site

The Town Clerk confirmed the Town Council's expression of interest had been rejected by DCC and they were now offering the site for sale. **RESOLVED the information given, be noted.**

Floodlights at the Rugby Club

It was confirmed the issue of the lights for motorists had been reported to the Club.
RESOLVED the information given be noted.

17. Report of the Finance Sub Committee of the 21st June 2018

RESOLVED the payments approved at the meeting of this sub committee held on 21st June 2018, a copy of the minutes circulated, be noted.

18. 2017/18 Financial Year Budget outturn report

The report of the Town Clerk providing Members with a budget outturn report for 2017/18 financial year, in line with s5.8 of the Council's Financial Regulations was to be made to the Council Meeting. **RESOLVED the report be awaited.**

19. Request for Financial Assistance

(a) Community Summer Fayre, Seascape primary School

RESOLVED a donation of £500.00 be made.

(b) East Durham FC Men's Team

RESOLVED further information be requested to support this application.

(c) Edenhill People Centre – Summer Programme

RESOLVED a donation of £600.00 be made.

(power: The Localism Act 2018, ss1-8, General Power of Competency)

20. County Durham Plan – Consultation

Members had already received details of this consultation which began on 22nd June and would last for six weeks until 3rd August 2018. The Town Clerk had prepared a report, a copy of which had been circulated, making suggestions as to how the Town Council may wish to respond to the 32 policies set out in the consultation draft. The Chair took each of the policies in turn and gave Members the opportunity to add/amend the response to be made. The main points given by Members were the need for more social housing stock, protecting the open spaces, the cumulative effects of housing developments such as the adequacy of the infrastructure in terms of utilities and schools, healthcare, traffic etc. loss of wildlife if the north Blunts site was re developed – the site should be retained for recreational use Peterlee should be re classified and become a first tier Town in the retail hierarchy, the policy for affordable housing for any new housing development in the Town be 25% rather than 10% for affordable housing within the development, within

transport there was no mention of powered two wheelers. **RESOLVED the Town Clerk make a response to DCC in light of the suggestions made and the report circulated.**

21. Purchase of various catering appliances

The joint report of the Deputy Town Clerk & the Facilities Team providing details of prices for the purchase of an ice cream machine, a pop corn maker, a hot dog steamer, a barbeque, a waffle machine and seeking approval to purchase the items, a copy of which had been circulated, was considered. **RESOLVED the ice cream machine be purchased form Cooltrader at a cost of £4,495.83, plus training costs of £150 and vat. FURTHER RESOLVED the other items listed be purchased from Catering Appliance Superstore at a total cost of £1,627.18.**

THE MINUTES OF THE MEETING OF THE COMMUNITY & ENVIRONMENT

COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,

PETERLEE ON MONDAY 9th JULY 2018 AT 6.30PM

PRESENT: COUN M A CARTWRIGHT (CHAIR)

Mesdames:- K Liddell, S Simpson, K J Duffy & K Hawley

Messrs:- A Watson, R Moore, T Duffy, G L Carne, A S H
Meikle, S Miles &

S McGlen

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.

20. Apologies for Absence

Apologies had been submitted and accepted from Councillors S McDonnell, A C Long, L Fenwick, J Robinson & A Wilkinson. **RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

21. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise.

22. Youth Provision

The Chair introduced Joanne Holloway and Maureen Conway from Groundwork NE & Cumbria to the meeting. They gave details on how the youth sessions were being developed with 30-50 young people attending the Friday night sessions, at these sessions areas of concern to young people were covered and there were very positive outcomes from them working in partnership with various agencies. **RESOLVED approval be given to funding The Project at a cost of £17,800 up to 31 March 2019. FURTHER RESOLVED following a review and evaluation prior to budget setting for 2019/20 this project be funded until April 2021.**

23. The Minutes of the Last Meeting held on 11th June and Special Meeting of the 18th June 2018 2copies of which had been circulated, were approved and signed as a true and correct record.

Matters Arising

- (i) Minute Number 5 - Christmas Tree – South Denes

The order had been placed for the tree for Shotton Hall and an approach had been made to DCC about the electricity supply for a tree in the Dene Parks. **RESOLVED progress be awaited.**

- (ii) Community Gardening in neighbourhoods and roadside grass verges

Reference was made to this project and it was asked any leaflets or publicity for projects where the Town Council was working in conjunction with a group or partner, be agreed prior to circulation. **RESOLVED this course of action be agreed.**

- (iii) Emergency works – Eden Lane Shutter door

It was asked why a contractor that had previously carried out work with the shutters had not been approached to carry out this work. Officers explained that the works were of an urgent nature on a Friday afternoon and an immediate emergency call-out was required. The Town Clerk agreed to look into the matter further for future reference. **RESOLVED the information given be noted.**

- (iv) Opening and Closing of the Play Areas, the Park and Cemetery – progress

It was reported there had been two incidents that had been reported to the Police. **RESOLVED the information given be noted.**

- (v) Minutes Number 15 - Thorntree Gill Leisure Gardens – proposed building – progress

It was reported that a number of suggested amendments had been received from the Thorntree gardeners and that these would be fed back to the architect to be amended. It was further reported that once the final plans were agreed they would be issued to local builders as part of an open tendering process in line with financial regulations. **RESOLVED progress be awaited.**

24. Minutes of the Events Working Parties of the 6th, 13th & 26th June 10th, 24th April & 16th May 2018

The Minutes from these working parties, copies of which had been previously circulated to each Member, were considered. **RESOLVED the contents of these minutes be noted and approved.**

25. Minutes of the Woodhouse Park Working Parties of the 24th April & 23rd May 2018

The Minutes from these working parties, a copy of which had been previously circulated to each Member, were considered. **RESOLVED the contents of these minutes be noted and approved and the Arts and Development Officer at DCC be contacted with regard to an art installation in the Park, themed as suggested.**

26. Update on Sports Development Activities

The report of the Sport & Wellbeing Manager providing information for Members about new and existing sports development activities, club development and issues raised by sports users. Progress was reported on the membership scheme and there was discussion on the item. It was reported there were 27 teams that had applied to play, (there were 17 last year) and the Officer advised with more teams playing there would be increased parking. There was considerable discussion on the parking and

it was **RESOLVED** parking on Lowhills Road be reviewed as the season progressed.

27. Former bowls Pavilion, Lowhills Road

The building had been recently vacated voluntarily by a local bowling club and the Council was committed to keeping it in community use by exploring different ways for the community to make use of the club house and surrounding landscaped areas. **RESOLVED the Town Council seek expressions of interest from local community groups who might be interested in taking on the management of, or running sessions from the former bowls Pavilion. Those interested to be given until 1st August 2018 to contact the Council.**

28. Woodhouse Park

(a) leylandi planting

This item had been requested by Councillor Long (referred from the Woodhouse Park Working Party). **RESOLVED an arbor consultant be requested to provide advice on this coppice.**

(b) Noticeboards in the Park

Members were asked to approve in principle, the purchase of new noticeboards in the park and a full report shall be presented to the next meeting for approval following consultation with the Woodhouse Working Party. **RESOLVED the report be awaited.**

(c) Use of the temporary demountable building by the Community

This was a request from residents to use the space alongside the current users for a camera club, community garden meetings, shared use of the greenhouse space, a toddlers play area, bingo area for seniors, use by groundworks for training young gardeners that had come via Councillor Long. Members agreed to the principle being developed further by the Woodhouse Park Working Party and brought back to council for further consideration. **RESOLVED a further report be awaited.**

(d) Opening & Closing of the toilets

This item had been referred from the Woodhouse Park Working Party for the Council to consider the opening and closing of the toilets. The Residents Group supported the toilets being closed at the close of each working day, as at present. **RESOLVED the toilets be closed daily at the end of the Parks working day. FURTHER RESOLVED that officers research options for provision for weekend opening and closing for consideration at a future meeting.**

THE MINUTES OF THE MEETING OF THE
SCRUTINY & PROGRESS COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE ON FRIDAY 6TH JULY 2018 AT 9.00am

PRESENT: COUN A WATSON (CHAIR)

Mesdames:- M A Cartwright, K J Duffy & K Hawley

Messrs:- T Duffy, G L Carne & S Miles

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.

No declarations of interest were made by those present.

Prior to the meeting the Chair stressed the purpose of the meeting was not to interrogate staff.

12. Apologies for Absence

Apologies had been submitted and accepted from Councillors V Watson, R Moore & J Robinson. **RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

13. To receive declarations of interest

Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk or Deputy Town Clerk prior to the meeting if in doubt.

14. The Minutes of the last Meeting held on 22ND June 2018

Members were asked to note and approve the attached minutes. Members asked for an update with the cricket fencing, following discussion the Town Clerk assured he would run the install in line with the planning application. Reference was made to Woodhouse Park and recent vandalism/graffiti on the newly refurbished toilets, it was asked that vandalism be publicized over social media. It was suggested table menus for the food offered be produced for use at the Pavilion. **RESOLVED the minutes be approved as a true and correct record.**

15. The Pavilion

- Suppliers of food

The Deputy Facilities Manager, (The Pavilion) gave the details of the current suppliers of food to the Council. It was suggested a supplier of fresh meat be considered to achieve a menu range where there was both quality but at a decent price and consistent. A point of sale till system would help analyse sales. Councillor Hawley offered to support with this to work with the Team. It was felt the Bistro was not big enough and should be extended. Keen to establish the Pavilion Steering Group again.

- Staffing costs were considered
- Opening hours were considered – felt a clear Business Plan was needed with a statement of what the identity and opening hours of the Bistro would be;
- Feedback from customers - positive
- Costings considered
- Update on the patio – to meet with the Architect to fine tune the design then it could go out to local builders/firms for a price
- Update on the community cinema – a few tweaks were needed

16. Bedding Plants

It was asked that this matter be considered at the next meeting and the new Parks Manager be invited to attend.

17. Youth Provision

Reference was made to comments made by a County Council Officer with regard to the former Youth Centre in the Town Centre. It was asked that this be clarified.

18. To agree items for the next meeting, date & time

Items given for the next meeting on 20th July 2018 were as follows:

- **Hill Rigg House, including users, utility bills, sports use, showers;**
- **Play areas, play strategy, programme, plan - to consider a brief, installing a new play area at Helford Road**

THE MINUTES OF THE MEETING OF THE
SCRUTINY & PROGRESS COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE ON FRIDAY 8TH JUNE 2018 AT 11.00am

PRESENT: COUN A WATSON (CHAIR)

Mesdames:- L Fenwick, M A Cartwright, K J Duffy & K Hawley

Messrs:- R Moore, T Duffy, G L Carne & S Miles

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.

7. Apologies for Absence

Apologies had been submitted and accepted from Councillors V Watson, S Simpson, C Watkins, A C Long, J Robinson & S Kirkup. **RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

8. Woodhouse Park – toilets refurbishment

It was asked if the temporary toilets could be taken off hire, if possible before the weekend.

9. The Pavilion

(i) Cricket Fence

Progress with the planning application was requested.

(ii) Redecoration

Progress with this matter was requested. It was reported two prices had been obtained for the work and a third was awaited. There was discussion on what colour(s) should be used. It was asked that an up to date price for the ceiling drapes be obtained. It was asked if Councillors Meikle and Hawley could be involved with the colour selection.

(iii) Advertising and Marketing for the World Cup

It was asked what promotion had been done for the world cup and also could the main hall be made available to screen the football. It was also agreed the Resources Committee to be held on 2nd July 2018 be rescheduled to take place at 5.30 rather than 6.30pm.

(iv) Various items to purchase

-ice cream machine

-pop corn maker

-waffle maker

-hot dog steamer

-propane griddle

Prices and suppliers were given for this equipment. It was agreed orders be placed where they could be, and this be considered further at the Resources Meeting as per financial regulations and contracts.

Progress with the purchase of the coffee machine was requested.

(v) outside patio area

It was reported the patio area was cleaned often enough and the cigarette receptacles needed consideration. Progress with drawings for an extension of the patio area was requested.

(vi) regular toilet checks were requested

(vii) uniform signage throughout the building was suggested

(viii) caretaker/handyman for both sites

(ix) tv to be relocated and sky lights needed to be re painted

10. Hill Rigg House

Defer to a future meeting.

11. Lowhills Road Leisure Gardens

Arrangements in hand for their meeting on 16 July 2018. Rules being re drafted.

12. Items, date and time for the next meeting

RESOLVED the next meeting be Friday 6th July 2018 at 10.00am, with the Bistro being the main item – suppliers of food, staffing costs, opening hours, feedback from customers, costings; an update on the patio and the community cinema.