



20th November 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 26th November 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. Members are reminded that they can check their published declaration of interests here: <https://bit.ly/2wVyeLA>

4. **POP Success**

The Town Clerk is to read out a statement from Chief Inspector Lee Blakelock regarding the recent success of the Peterlee young people's initiative and the POP award success.

5. **To Approve the Minutes of the Council Meeting of the 22 October 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 6th November 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 12th November 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 29th October 2018**

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

Terms of Reference for approval

(attached)

9. **The Notes of the Meeting of the Twinning Working Party of the 12th November 2018**

The notes of the meeting are attached for consideration and approval as a true record.
(attached)

10. **Notice of Motion submitted by Councillor A Watson & K Hawley**

That the Town Council install acoustic panels in the Pavilion

11. **Planning Application**

Land to the north of Hackworth Road NW Industrial estate gas fuelled capacity mechanism embedded generation plant to support the National Grid – application refused

12. **Dene Mayor's Award**

To approve the introduction of this new award at Dene Community School

(attached)

13. **Spokesperson of the North East Party's Report**

14. **Spokesperson of the Labour Political Party's Report**

PETERLEE TOWN COUNCIL MINUTES OF THE COUNCIL MEETING OF THE 22ND OCTOBER 2018

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 22ND OCTOBER 2018 at 6.30PM

PRESENT:- COUN S MEIKLE (CHAIR)

Mesdames:- A C Long, K Hawley, K Liddell, K Duffy, S McDonnell, L Fenwick, S McDonnell & S Simpson

Messrs:- T Duffy, G Carne, A Wilkinson, R Kyle, R Moore, S Miles, C Watkins & A Watson

75. Apologies for Absence

No apologies for absence had been submitted to the meeting.

76. Public Participation Session

A public participation session was held to allow members of the public an opportunity to put questions to the Council. There were no members of the public present at the meeting.

77. 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 Kyle and Carne declared an interest in item 14 relating to the Review of Hill Rigg House, Councillor Kyle as a member of the Committee and Councillor Carne as a member of the Club.

78. The Minutes of the Council Meeting of the 24th September 2018 a copy of which had been circulated to each Member, were approved.

Matters Arising

(i) Minute Number 69 – Former bowls Pavilion

A Member asked for an update with the future use of the building and the Town Clerk advised that business plans were awaited from the various groups/organisations and he would prepare a full report to council in due course. **RESOLVED a further report be awaited.**

(ii) Purchase of John Deere Tractor

PETERLEE TOWN COUNCIL MINUTES OF THE COUNCIL MEETING OF THE 22ND OCTOBER 2018

Members asked had this piece of equipment now been purchased. The Town Clerk advised the order had been placed however he was unsure about the date of delivery. **RESOLVED the information given be noted.**

79. The Minutes of the Resources Committee of the 1st October 2018 a copy of which had been circulated to each Member, were approved.

80. The Minutes of the Community & Environment Committee of the 8th October 2018 a copy of which had been circulated to each Member, were approved.

Matters Arising

(i) Minute Number 49 – Elimination of single use plastics and period poverty

Members asked for progress on these two items and the Town Clerk gave a verbal update, he assured he would make contact with the secondary schools and local youth groups as agreed. **RESOLVED the information given be noted.**

(iii) Minute Number 49 - Fishing at Shotton Hall

It was asked if, before the report was re considered at the next meeting of the Community & Environment Committee, a meeting of the working group be held to consider the matter in detail. **RESOLVED this course of action be agreed.**

81. The Minutes of the Scrutiny & Progress Meeting of the 21st September 2018

It was noted the meeting was not quorate with only 4 Members present and there were no minutes taken.

82. Conclusion of the Audit 2017/18

Members considered the report of the External Auditor for the 2017/18 Audit. The Auditor had identified there was a £50 transposition error in the 2016/17 staff costs figure. Their recommendation was in future the Council should ensure that the Annual Governance & Accountability Return was accurate and complete. Also in 2017 the requirement for the exercise of the public's rights to inspect the accounts had not fallen within the specified period, a technicality relating to the date the accounts were actually signed by the Chairman/Council. Members accepted the report and the reasons for these errors, which would be attended to for future years submissions. **RESOLVED the report be accepted and the remedial action to be taken, be noted.**

83. Peterlee Town Council Assets & Investment Policy

The report of the Town Clerk providing Members with an Assets & Investment Policy for the Town Council, following feedback given and amendments made at the Resources Committee, was circulated and considered by Members. **RESOLVED the contents of the report be noted and the PTC Asset & Investment Policy, be adopted and approved for use by the Town Council.**

84. Review of the Town Council's Approach to Risk and Risk Register

This report was intended to provide Members with an overview of the Council's approach to managing risk, outline the key internal risk controls, and to carry out the annual review of the Council's Risk Register as required by regulation. **RESOLVED the contents of the report be noted and that Council's Corporate Risk matrix had now been reviewed and approved for use.**

85. Planning Application

Redevelopment of former college site to provide a mixed use scheme with three retail units and a restaurant with drive through and coffee house with drive through for Quora (Peterlee) Ltd

Members were asked for their feedback/comments on this application.

RESOLVED the Town Council submit the following comments:-

- **in accordance with Durham City Sustainable Transport Strategy, which broadly supports motorcycle use, motorcycle parking should be included in this application and does not appear to be;**
- **on Units B & C there should be adequate measures to keep HGV noise to a minimum for nearby residents;**
- **the traffic route in and out of the site is a cause for concern in terms of potential for congestion, (lessons learned at the town's Asda where there is only one way in and one way out of the site).**

86. Amendments to Committee membership

(a) Town Clerk's Appraisal Sub Committee

RESOLVED the membership of this Sub Committee be amended to include Councillor S McDonnell, along with Councillors A Watson, K Hawley, S Meikle, T Duffy & R Moore

(b) Scrutiny & Progress Meeting

RESOLVED J Robinson be replaced with G Carne on the membership of this committee and serve along with (Chair) A Watson, Vice Chair K Hawley, S Miles, T Duffy, K Duffy, J Robinson, S Franklin, S McDonnell, S Meikle, M A Cartwright, R Moore, A C Long, L Fenwick & C Watkins

87. Exclusion of the Press and Public
RESOLVED that in view of the confidential nature of the items to be discussed, the committee pass the formal resolution to exclude the press and public from the meeting pursuant to the Public Bodies (Admissions to Meetings) Act 1961 & the Local Government (Access to Information) Act, Part 1, paragraph 7.
88. Review of Hill Rigg House
This report was intended to provide Members with an overview of the various uses and future options for Hill Rigg House, Lowhills Road. This report was classified as exempt from publication as it referred to matters of relating to the detailed commercial arrangements with one or more tenants. **RESOLVED** Members note the contents of the report and await a further report on proposals to refurbish the changing rooms through Football Association grant funding.
89. Spokesperson of the North East Party's Report
Councillor A Watson offered his congratulations to everyone involved in winning the UK wide Constabulary Pop Awards and to PCSO Michelle Burr the WOW Award, he said this was excellent for Peterlee. He referred to a social media post shared by the Police relating to trick or treating and he asked everyone to support any vulnerable neighbours at this time of year.
He then handed over to Councillor Karen Duffy who reported on a very successful litter pick held that weekend in the Dene Parks which had been well attended and had collected 8 bags of rubbish.
RESOLVED the information given, be noted.
90. Spokesperson of the Labour Political Party's Report
Councillor Fenwick reported St Cuthberts Church was in financial trouble. The roof had been repaired but now the spire needed repairing too and it was costing the church £800 a week for the scaffolding alone. The church committee had applied for a bank loan for repairs but that would need repaying. She asked if anyone could support St Cuthberts Church through the various upcoming fundraising events, the current one being the scarecrow competition, and there would be others planned. She thanked everyone in advance. **RESOLVED** the information given be noted.

THE MINUTES OF THE MEETING OF THE
RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE ON TUESDAY 6TH NOVEMBER 2018 AT 6.30PM

PRESENT: COUN A WATSON (CHAIR)

Mesdames:- K Hawley, S Simpson, K J Duffy, A C Long, S McDonnell & M A Cartwright

Messrs:- C Watkins, S P Franklin, S Miles, A Wilkinson & R Moore

39. Apologies for Absence

Apologies had been submitted and accepted from Councillors A C Long, K Liddell, G Carne & L Fenwick. **RESOLVED the Council approve the reasons submitted at the meeting for absence received from the Councillors listed, and their apologies for absence be recorded.**

40. To receive declarations of interest

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

41. The Minutes of the Last Meeting

Members approved the minutes of the last meeting of this Committee held on 1st October 2018 and they were signed as a true and correct record, subject to Councillor Duffy not being recorded as present.

42. Internal Audit

The Chair welcomed Stephen Carter, Audit and Fraud Manager, Internal Audit, Durham County Council, to the meeting and he presented his report advising on work undertaken by Internal Audit between 1 April 2018 and 31 March 2019 with coverage provided in accordance with their agreed SLA. Members considered the report on progress made in delivering the internal audit plan for 2018/19 together with that progress made by managers in delivering against recommendations due during the period. The Audit and

Fraud Manager also reported on the revisions made for “follow up” audits and changes to definitions for priority of recommendations and overall assurance opinion. **RESOLVED the report and revisions be accepted.**

43. The Report of the Finance Sub Committee of the 18th October 2018, a copy of which had been circulated to each Member, was agreed.

44. Request for Financial Assistance, Town Community Initiative Fund Applications
Consideration was given to each of the following requests received for support. In considering the request Members asked the new policy include reference to each application being considered individually and assessed on its merits. It was also suggested the fund be re named to the Neighbourhood Engagement Project Fund. **RESOLVED this inclusion and change of name be agreed.**

(a)Peterlee Lyons FC (under 12 girl's team)

This was a newly established Club and were asking for support to pay for winter coaching facilities and new football equipment.

RESOLVED a grant of £275.00 be made to this team.

(b)Groundwork NE & Cumbria, The Project

Requesting a grant adding value to the youth sessions, providing a pool table and a games console.

RESOLVED a grant of £500.00 be made to the Project to purchase this equipment.

(c)Peterlee Helford United FC

Requesting funding to help start a new Team of Under 7's to help pay the League fees.

RESOLVED a grant of £200.00 be made to this team.

(d)Great North Air Ambulance

Requesting funding towards the cost of blood transfusion equipment that could be used at the scene of an accident.

RESOLVED a grant of £250.00 be made to this Organisation.

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

45. Draft Appraisal & Development Policy

Members received a presentation from the Town Clerk on the draft staff Appraisal and Development Policy and they provided feedback. The Clerk was congratulated on the policy and the presentation. **RESOLVED the Appraisal & Development policy be adopted for use by the Town Council.**

46. Volunteer Policy (Amended)

The amended version of the volunteer policy was attached for consideration and approval. There were minor amendments suggested and it was **RESOLVED** the policy, when amended, be adopted for use by the Town Council.

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THE MINUTES OF THE MEETING OF THE
COMMUNITY & ENVIRONMENT COMMITTEE HELD IN THE
COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE ON MONDAY 12TH NOVEMBER 2018 AT 6.30PM

PRESENT: COUN M A CARTWRIGHT (CHAIR)

Mesdames:- S Simpson, K J Duffy & A C Long

Messrs:- S McGlen, A Watson, R Moore, T Duffy, G
Carne, S Miles & S Kirkup

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.

50. Apologies for Absence

Apologies had been submitted and accepted from Councillors S McDonnell, K Liddell, R Kyle, A Wilkinson, K Hawley, S Franklin, S Meikle, C Watkins & L Fenwick. **RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

51. 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.

52. Minutes of the last Meeting held on 8th October 2018, a copy of which had been previously been circulated with the Council agenda, were approved and signed as a true and correct record.

Prior to the start of the meeting Councillor A Watson asked for it to be recorded that Peterlee was desperate for investment and the Town Council encourage it at every opportunity, this was agreed unanimously by all present who support the development of the proposed retail park. Councillor Cartwright asked for it to be recorded she had been mis quoted.

53. Minutes of the Woodhouse Park Working Party of the 3rd October 2018 a copy of which had been circulated, were approved and signed as a true and correct record.

54. Minutes of the Events Working Parties of the 10th & 24th October 2018 a copy of which had been circulated, were approved and signed as a true and correct record.

Members reported the Halloween Party had been fantastic and the children there had seemed to enjoy it, especially the dancing pumpkins display.

Members also commented on the recent Remembrance Day Parade and how well attended it had been. There were several suggestions made on how both the Parade and the memorial may be improved and it was **RESOLVED a working party be established to consider this in more detail and members of the public be invited to join in. FURTHER RESOLVED the Council's thanks be extended to the Team for organising the Parade.**

55. Update on Sports Development Activities

The report of the Sport & Wellbeing Manager providing information for Members about activities and events, a copy of which had been circulated to each Member, was considered. A Member commented that she felt the events and activities needed to be advertised more extensively. **RESOLVED the contents of the report be noted.**

56. Bring Back the Denes

The report of the Parks Manager providing Members with a summary of the proposed works to be carried out in the North & South Denes was considered. The report provided Members with a summary of the works that would be carried out to "Bring Back the Denes" both North & South, if agreed, using the capital project budget of £25,000 using it for the surveys for the bridges and walls in the North side of the Dene Park, as well as equipment and supplies for the Parks Department to carry out the works in house.

RESOLVED the contents of this report be noted and the approval be given to the activities proposed for the winter and spring seasons in the Dene Parks area. FURTHER RESOLVED approval be given to the reallocation of the £25,000 capital allocation to revenue.

Councillor T Duffy joined the meeting at 7.30pm.

57. Play Area Investment Strategy

The report of the Town Clerk was intended to provide Members with an update on progress with the development of a Parks & Play area investment strategy for the Town Council. The report made a number of recommendations relating to the allocation of funding to the Town Council's parks and play areas for the provision of new/replacement equipment, fencing and other associated works and recommends that a detailed tendering specification be drawn up to enable a full procurement process for the works. Both Councillor S Miles and G Carne objected to the recommendation 1 contained in the report and asked for the play area to be retained; this was agreed. A Local Member commented that the actual user/visitor numbers to each of the play areas would be useful whilst accepting this would be a costly exercise to achieve.

RESOLVED that:-

- 1: Hill Rigg House play area does not receive additional investment under this play area strategy, but is maintained;**
- 2: a new play area installed adjacent to the Pavilion on Helford Road and the Oakerside play area be decommissioned and returned back to a grassed public space;**
- 3: the Town Clerk be authorised to prepare bids for s106 funding for the Woodhouse Park project as part of the funding of this play area investment strategy;**
- 4: the Town Clerk prepare a separate report on the detailed procurement process to put all of the identified sites out to procurement as part of a single process;**
- 5: that Heath Close and Helford Road be prioritised for commencement in the current financial year (i.e. within the existing £110,000 allocation), with the remainder of the works commencing in the 2019/2020 financial year, with the necessary funds drawn from reserves into the capital programme.**

Councillor Mc Glen left the meeting at 8.00pm. Councillor Long left the meeting at 8.10pm.

58. Fishing at Shotton Hall Pond

RESOLVED consideration of this item be deferred.

THE MINUTES OF THE MEETING OF THE
SCRUTINY & PROGRESS COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE ON 29TH OCTOBER 2018 AT 6.30PM

PRESENT: COUN A WATSON (CHAIR)

Mesdames:- S McDonnell, M A Cartwright, L Fenwick, A C Long,
K J Duffy & K Hawley

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

26. Apologies for Absence

Apologies had been submitted and accepted from Councillors C Watkins, S McGlen, A Wilkinson & S Kirkup. **RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

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 disclosed.

28. Terms of Reference

Members were requested to review the Scrutiny & Progress Terms of Reference previously agreed for the Scrutiny Committee, a copy of which was circulated. Several amendments were given and it was **RESOLVED the Terms of Reference be3 amended and submitted to Council for approval.**

29. The Pavilion

Members received a verbal report from the Pavilion Manager and Town Clerk regarding progress, current issues and future plans for the Pavilion. The Pavilion Manager outlined what had been achieved so far in his appointment he then went on to detail work he intended to do in terms of improvements and promotion of the facilities. Members thanked the Pavilion Manager for his presentation and congratulated him on the work achieved so far. **RESOLVED the information given be noted.**

Terms of Reference

Scrutiny & Progress Committee

Committee Name:	Scrutiny & Progress Committee
Reports to:	Council
Membership:	14 Members of the Council (quorum = 5)
Chair & Vice Chair:	A Watson, K Hawley
Responsibilities:	Without prejudice to the responsibilities of the service committees, to review the effectiveness and progress of all of the Council's work and the standards and levels of service provided.
Specific delegated authority:	n/a
Delegated Budgets:	none
Meeting Frequency:	Monthly
Public and Press access to meeting:	Yes
Council Officers advising the Committee:	Town Clerk and Appropriate Manager(s)

THE NOTES OF THE MEETING OF THE TWINNING WORKING PARTY HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE ON MONDAY 12TH NOVEMBER 2018 AT 1.00PM

PRESENT: COUN S MILES (CHAIR)

Mesdames:- A C Long (M A Cartwright - observer)

Messrs:- R Kyle, S Meikle & S Franklin

G Stokoe & M Brown

1. **Apologies for Absence**
Apologies had been submitted and accepted from Councillor J Robinson and they were accepted.

2. **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 Kyle declared an interest as Chairman of the Peterlee & Nordenham Friendship Association and Councillor S Miles as a member of the PNFA.

3. **Various Items received from the PNFA**
 - Update on 2018 and notification of the 2018 Officials
 - 2019 visit by Nordenham and PTC's support
 - Request from Nordenham to bring a youth football team to play with a Peterlee Team and how to accommodate them
 - Attracting new PNFA members, advertising and news articles

It was confirmed that the Chairman of the PNFA was R Kyle, Vice Chair was J Wilson, the Secretary was Mr M Brown, Mr W Davies was the Treasurer with Mr Henderson and Mr Wilson Internal Auditors.

There was discussion about how to improve engagement with the public and encourage their involvement in Town Twinning. The various methods of engaging via social media was discussed. It was noted that the current PNFA facebook group was a closed group, and that more could be done by the PNFA to make the Twinning Association more publicity visible and accessible at an approximate cost of £1,000.

The dates of the visit were proposed as 9th July to 16th July 2019.

It was asked what the PNFA were asking the Town Council for financially. They were requesting a host allowance be paid for each guest, currently at £10.00 per person, per night. For 40 guests this would be a maximum of £2,800. They also asked if the Town Council would host the farewell evening for the guests and the host families.