



19th November 2019

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 25th NOVEMBER 2019 at 6.30pm**

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. Mayor's/Chair's Report

4. **Police Update Report**

5. **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>

6. **To Approve the Minutes of the last meeting of the 28th October 2019**

The minutes of the previous meeting are attached for consideration and approval as a true and correct record. (attached) Matters Arising – letter received from Mr Steve White, Chief Executive the Office of the Durham Police, Crime & Victims Commissioner (attached).

7. **The Minutes of the Resources Committee of the 4th November 2019**

The minutes of the meeting of the Resources Committee are attached for Members to note their contents. (attached)

8. **The Minutes of the Community & Environment Committee of the 11th November 2019**

The minutes of the Community & Environment meeting are attached for Members to note their contents. (attached)

9. **Minutes of the Scrutiny Meeting of the 15th November 2019 – Shotton Hall**

To receive a verbal update on progress from the Chair of Scrutiny and the Town Clerk (attached)

10. **Show Layout – to finalise and agree Option 4**

11. **Award of contract – Thorntree Gill Leisure Gardens Amenity Room/Store**

Members will be advised of the outcome of the procurement process for the proposed contract for the Thorntree Gill Project and award the contract to the value of £100,012.36 (copy to follow)

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

13. **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 28TH OCTOBER 2019 at 6.30PM

PRESENT:- COUN T DUFFY (CHAIR)

Mesdames:- D Howarth, K Liddell, K J Duffy, S Simpson, K Hawley,
M A Cartwright & L Fenwick

Messrs:- S Miles, G Carne, R Moore, S Kirkup, R Kyle

78. Apologies for Absence
Apologies for absence were offered and accepted from Councillors S McDonnell, A Wilkinson & C Watkins.
79. Public Participation Session
A public participation session was held to allow members of the public an opportunity to put questions to the Council.
80. Additional Policing Resource for Peterlee
The Chairman welcomed Mr Steve White, Chief Executive of the Office of the Durham Police, Crime & Victim's Commissioner to the meeting. Mr White explained he had been appointed as Acting Commissioner until May 2020, when the next election for Police Commissioner was to be held. He intended listening and engaging with communities in County Durham and the contents of the Police, Crime and Victims' Plan covering 2016 to 2021 for County Durham and Darlington would continue unchanged and there would be continuity. Mr White then gave an overview of Durham as a force and reported on what the latest announcement from the government of an increase in funding for police may mean, with at best an increase of 200 across the County over the next three years, which he stressed may not all be Police Officers, may also include support staff. The Chair then opened the meeting for questions from Members on local issues in Peterlee and wider matters such as the 101 reporting service, the precept levied by Durham Constabulary. In closing the Chairman thanked Mr White for his attendance.
81. Police Report
PCSO Simon Walters reported the off road bikes section had been carrying out further patrols in Peterlee and stressed the importance of intelligence reporting. **RESOLVED the information given, be noted.**

82. Mayor's/Chair's Report

"This month I have been to Seaham to attend the Mayors at home event where I met with their councillors for a very pleasant afternoon tea.

I have been busy with Haswell council too as I judged and presented the awards for their brilliant Scarecrow competition. The competition was a super event, with many excellent entries, that really created a feel-good community spirit.

I have presented cheques to successful Neighbourhood Engagement Project applicants, including the Helford Road under 7's and Peterlee Evo under 11's.

This weekend, together with Cllr Karen Hawley, Cllr Susan McDonnell, Cllr Andrew Watson, Cllr Steve Miles, Cllr Karen Duffy, Cllr Gordon Carne, Cllr Rob Moore and Cllr Karon Liddell and some fabulous volunteers I attended Asda in Peterlee to help to raise funds for Stray Aid. Together, and with the generosity of the people of Peterlee and surrounding villages, we were able to raise £847.29 for this very worthy cause. Thank you to the councillors and volunteers that took part and to those that donated so generously.

The month, as far as civic duties are concerned, was a short one for me as my most important duty of the month, took me out of the country for a fortnight to walk my daughter down the aisle on her wedding day."

83. 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.

84. To Approve the Minutes of the last meeting of the 23RD September 2019 the minutes of the previous meeting were attached for consideration and were approved as a true and correct record, subject to the amendment suggested at the meeting relating to the item on Acre Rigg Social Club being made.

85. The Minutes of the Resources Committee of the 7th October 2019 a copy of which had been circulated to each Member, were noted.

86. The Minutes of the Community & Environment Committee of the 14th October 2019 a copy of which had been circulated to each Member, were noted.

87. Minutes of the Scrutiny Meeting of the 4th October 2019 – Shotton Hall a copy of which had been circulated to each Member, were noted.

The Town Clerk offered his apologies and would make a verbal update on progress from to a future meeting. **RESOLVED the report on Shotton Hall outlining the various options, be awaited.**

88. Spokesperson of the North East Party's Report

Councillor A Watson thanked the public for donating and those who had taken part in the recent back pack in Asda in support of Stray Aid. He commented that it was excellent news that the retail park development had received the green light. He was pleased to see progress with the Christmas Tree to be installed on the Post Office roundabout. He said it was fantastic news the Peterlee Community Garden had won the Community Partnership Category Winner, DCC Environment Awards 2019 and he offered his congratulations to those involved. **RESOLVED the information given, be noted.**

89. Spokesperson of the Labour Political Party's Report

Councillor Fenwick was happy to report the Scouts, Cubs and Beavers had been involved with a litter pick and were taking pride in their local area. She was pleased that the planned retail park was to go ahead and hoped it would have a positive impact on the Town Centre. She congratulated those involved with the Community Garden for their Award. **RESOLVED the information given, be noted.**

Ian Mirris
Clerk of Peterlee Parish Council
ian.mirris@peterlee.gov.uk

Police, Crime and Victims' Commissioner for Durham
Police Headquarters
Aykley Heads
Durham
DH1 5TT
Telephone Number: 0191 3752001
Email:
general.enquiries@durham.pcc.pnn.gov.uk
Website: <http://www.durham-pcc.gov.uk>

Acting Police, Crime & Victims' Commissioner:
Acting Chief Executive:

Stephen White
Jon Carling

7 November 2019

Dear Ian

It was a pleasure attending your town council meeting on Monday 28th October. Thank you for your warm welcome. I very much enjoyed the discussion and listening to the concerns of the councillors and residents of Peterlee. During the meeting we spent some time discussing specific resource allocation of officers to Peterlee, and a pledge made by Ron in early 2019 regarding additional personnel. I have asked the Force to provide me with the details and can confirm that an additional Neighbourhood Team was created, over and above the existing establishment, in early 2018. This was an additional Sergeant, 3 PC's and 2 PCSO's. This continues to be maintained.

As I stated in the meeting, Police visibility is a difficult thing to quantify and I accept that the increase in resource may not be particularly visible to all, but I am glad that a commitment to increase officers did come to fruition, although accept that it did not meet the additional 8 or 9 officers quoted in the meeting.

With the recruitment of additional officers for the whole Force, I will ensure that I will listen to the concerns of local people and feedback to the Force and Chief Constable on how best to use the officer uplift.

I would be grateful if you could circulate this letter to the members of the Town Council.

Yours sincerely



Steve White
Acting Durham Police, Crime & Victims' Commissioner

**THE MINUTES OF THE MEETING OF THE
RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER,
SHOTTON HALL, PETERLEE
ON MONDAY 4TH NOVEMBER 2019 AT 6.30PM**

PRESENT:- COUN A WATSON (CHAIR)

Mesdames:- D Howarth, A C Long, S Simpson, K Liddell, I Fenwick & K J Duffy

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

42. **Apologies for Absence**
Apologies had been submitted and accepted C Watkins, S McGlen & K Hawley. **RESOLVED the Council approve the reasons submitted at the meeting for absence received from the Councillors listed, and their apologies for absence be recorded.**
43. **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 Miles and Carne declared an interest in the item relating to Acre Rigg Social Club.
44. **To approve the minutes of the previous meeting**
Members approved the content of the draft minutes as a true and correct record of the last meeting of this Committee held on 7th October 2019.
Matters Arising
Planning Applications, signs for the Peterlee Hand Car Wash Bede Way and free standing
Members were advised as requested by PTC the Planning Officer held a site visit and noted the extent of the signage as well as additional signs not included on the application form. Whilst the Planning Officers had not yet finalized their decision on this application, they advise they have continued concerns over the quality of adverts on the site. **RESOLVED the information given be noted.**
45. **The Report of the Finance Sub Committee of the 21st October 2019** a copy of which had been circulated to each Member, was agreed.
46. **The Notes from the Building Survey Meetings held 11th & 18th October 2019**, a copy of which had been previously circulated, were noted.
47. **Child Protection Safeguarding Children Policy**
A copy of the draft of this policy was circulated for consideration. approval and adoption by the Town Council. **RESOLVED the Child Protection Safeguarding Children Policy be approved and adopted for use by the Town Council.**

48. Experimental Order for Prohibition of Motor Vehicles – O’Neill Drive, Peterlee
Members considered the details of this experimental order for prohibition of motor vehicles and provide feedback/comments on the Order to DCC. Residents of O’Neill Drive were in attendance at the meeting for this item and they were given the opportunity to speak. Following discussion it was **RESOLVED:-**
- (i) **DCC be advised that PTC welcomed the introduction of this experimental Order, however they reserved the right to make further comment in the first six months of the Order as per the regulations;**
 - (ii) **The detail on how DCC plan to enforce this Order be requested, as the Council consider that without enforcement the Order is unlikely to effect the change that local residents deserve to see;**
 - (iii) **That DCC be informed that PTC continues to strongly oppose the introduction of charging in the NHS-operated car park as it is plain that this single act was a key contributor to the current parking problems being faced by residents; and,**
 - (iv) **An Officer from DCC be requested to meet with PTC to consider strategic parking issues in the Town Centre, and that a further report be brought to committee in due course.**
49. Major Sporting Event (Rugby World Cup – 2 November 2019)
Councillor A Watson expressed his disappointment that a temporary events notice had not been applied for the trading times to be extended for the bar at The Pavilion when this sporting event was to be shown. Ms V Nesbitt had attended the meeting to speak on this issue. She explained The Pavilion was the cricketers social club and they wanted to use the bar more. **RESOLVED for any future major sporting events, if held out of the licensing hours, PTC would make a TENS application well in advance of the event.**
50. Exclusion of the Press and Public
RESOLVED that in view of the confidential nature of the items to be discussed in the next item, the committee 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 Act 1972, due to various items relating to commercial leases between the Town Council and external organisations discussed in the report.
51. Are Rigg Car Park
The Town Clerk outlined the history of the car park and building. Following considerable discussion it was **RESOLVED the Town Clerk arrange to meet with representatives of the Club and advise there were no plans for any major car park repairs and should there be the Council would, at that time, re consider the Club’s request for their obligation to pay towards the costs of repairs to be reduced.**

THE MINUTES OF THE MEETING
OF THE COMMUNITY & ENVIRONMENT COMMITTEE
HELD IN THE COUNCIL CHAMBER,
SHOTTON HALL, PETERLEE ON MONDAY 11TH NOVEMBER 2019 AT 6.30PM

PRESENT: COUN M A CARTWRIGHT (CHAIR)

Mesdames:- D Howarth, L Fenwick, K Liddell, S Simpson, S McDonnell & K J Duffy

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

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.

36. Apologies for Absence

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

37. 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.

38. Exclusion of the Press and Public

RESOLVED that in view of the confidential nature of the items to be discussed in the next item, the committee 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 Act 1972, due to various items relating to commercial leases between the Town Council and external organisations.

39. Site of the former bowling green

The Chair welcomed Barbara Chrisp and her colleagues, Calm in East Durham, to present her proposal to the meeting which she did. She stressed Calm needed somewhere established to use as a base and this would allow them to plan for the next 2-3 years. Her proposal was to grow the services steadily, leasing the premises, doing works on the

building with their Man Day Project and in partnership with Believe Housing and build on the venture, then to seek funding to have something more substantial on the site. She felt there was so much potential in the site, especially on the men's side to be working outside also. The Chair opened the meeting up to questions and answers.

Members were reminded there was also another expression of interest and the organisation had been invited in to make a presentation to Council also.

The Chair thanked the representatives for their attendance and it was **RESOLVED a deadline be set at 28 days from 12 November 2019 for the group to attend and make a presentation or any further interest in the building to be made known.**

At this point the meeting was then re-opened for the public to attend should they so wish.

40. To Approve the Minutes of the Last Meeting a copy of which had been circulated to each Member were approved and signed as a true and correct record.

41. Progress Report of the Sport & Well Being Manager

The progress report of the Sports & Well Being Manager providing information for Members about Taste Buddies, MacMillan Coffee Morning, Sports Buddies Launch Event, Sport and Wellbeing exercise event, the Paces Christmas Party and Dance Like Nobodies Watching exercise and social event was given. **RESOLVED the information given, be noted.**

42. Report of the Events Working Party of Monday 21st October 2019 a copy of which had been circulated, were noted.

43. Notes of the Woodhouse Park Working Party of the 16th October 2019 a copy of which had been circulated, were noted.

Matters Arising

(a) White on brown signage for Woodhouse

It was **RESOLVED these signs be installed.**

(b) Public Space Protection Orders

Members were agreeable to re consider this item and it was **RESOLVED a report be submitted to a future meeting.**

44. Notes of the Lowhills Road Working Party of the 1st November 2019 a copy of which had been circulated, were noted.

45. Yoden village/Eden Hill Environmental Improvements scheme

Members were asked to re consider proposals for a footpath/environmental improvement scheme on Town Council land in the Eden Hill area that was being proposed as part of a potential future development agreement for the North East Industrial Estate. Members had been asked to give 'in principle' consent to the scheme, subject to future negotiations with prospective developers.

RESOLVED at this point the Town Council withhold their agreement in principle

DRAFT

THE MINUTES OF THE MEETING OF THE SCRUTINY COMMITTEE
HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE
ON FRIDAY 15TH NOVEMBER 2019 AT 10.00AM

PRESENT: COUN A WATSON (CHAIR)

Mesdames:- K Hawley, D Howarth, & K Liddell

Messrs:- S Miles & T Duffy

1. Apologies for Absence

Apologies for absence were submitted and accepted on behalf of Councillors L Fenwick, K Duffy, R Moore & G Carne. **RESOLVED the Council approve the reasons submitted at the meeting for absence received from the Councillors listed, and their apologies for absence be recorded.**

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, none were given.

3. Shotton Hall

The Town Clerk gave an update for Members and then went on to outline, as had been requested previously, the rates and terms of various amounts of loan from the Public Works Loan Board were given.

Following discussion and consideration it was **AGREED:-**

- (a) in principle, investment be made in Shotton Hall;**
- (b) approval be given to engage professional support to obtain a a costed programme of works to be drawn up for Shotton Hall;**
- (c) a loan from PWLB be used to finance the works rather than using reserves.**

Councillor K Hawley wished for it to be recorded in the minutes that she was against these proposals.

4. The Pavillion

The Town Clerk outlined the story so far and then the items of information requested at the last meeting were considered. There was an overview report for the Pavilion showing two weeks of room bookings and use. The details of use by community groups on a discounted rate was also provided.

At this point in the meeting it was agreed to pass the resolution to exclude the press and public.

5. To exclude the press and public

RESOLVED that in view of the confidential nature of the 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 1961 & the Local Government Act 1972, due to various items relating to commercial operations and staffing issues at Shotton Hall.

6. The Pavillion

There was considerable discussion on concessionary rates and community use and it was **AGREED** a full review of room hire rates be carried out and this include a restructure of the room hire rates for community use, (for a registered charity or not-for-profit organization or constituted community group; private hire and business/commercial hire.

Report to: Peterlee Town Council

Date: 25th November 2019

Report of: Town Clerk

Report Title: Award of contracts for the provision of a new amenity room and storage area, Thorntree Gill Leisure Gardens.

Purpose: This report is intended to provide Members with an update on the procurement process for the Thorntree Gill Amenity Room project and provides a recommendation for the award of contracts to the winning tenderer for a sum of £100,012.36

Background: As Members will be aware, the Council has previously committed to providing a new amenity/meeting room and storage area on the Thorntree Gill leisure gardens site in Peterlee. The Council commissioned a draughtsman to design the proposed building in consultation with gardeners on the site, and the plans (attached as appendix 2 to this report) obtained planning and building regs approval in spring 2019.

The Town Clerk was initially working with Durham County Council's procurement team for support on the preparation of relevant documentation to enable a full tendering exercise to be completed. Following feedback received from Members this work was subsequently placed in the hands of a reputable design and construction consultancy firm, Summers Inman of Newcastle, following a cost comparison exercise using the NEPRO regional suppliers framework.

The Town Clerk worked with Summers Inman to draw up the tender documentation including pre-construction information, specifications, schedule of work and preliminaries documents as well as the contract, form of tender, and tender submission forms.

The tender was advertised through a national contracts finder portal as well as being posted in social media and on the council's website. The tender period was initially 3 weeks, but at the request of one potential bidder this was extended to 4 weeks. During the tender period there were two 'open sessions' available whereby prospective bidders could visit the Thorntree Gill site and speak with the contract administrator from Summers Inman about any technical or procedural questions relating to the project. Potential tenderers were also able to submit questions online via the procurement portal.

The tender period ended on Monday 11th November, at which point 4 tenders had been submitted. One of the responses was invalid as it did not meet any of the initial qualifying criteria for bidding – essentially it was from a firm that provided a sub-contracting service for external cladding, but was not proposing to take on the build itself.

The three remaining tender submissions are summarised below.

Submissions: The three qualifying submission were evaluated on the basis of the advertised tender scoring criteria:

Quality Score (60% weighting overall) with the following sections:

- Previous contract experience (10%)
- Proposed construction manager and delivery team (20%)
- A detailed programme of works (30%)

Price score (40% of weighting overall) – calculated as:

(lowest price/bidder's price) x 40 = bidder's score

(e.g. the lowest price bid gets 40 points, and then the other bids get a score below 40 *pro rata* to their actual bid)

For the quality sections, tenders are provided with a detailed breakdown of how the scoring would be applied, with a score of 0(zero) for 'does not satisfy the criteria' to 5 (five) for a response that fully satisfies the criteria, with additional benefits. The forms allow for submissions of up to 1,000 words per section to enable the prospective contractors to provide ample evidence for each section.

Using this framework the three submissions were scored as follows:

	Quality Score	Price Score	Total Score
Company 1	16/60	35.3/40	51.3
Company 2	54/60	40/40	94
Company 3	50/60	25/40	75

Company 2 was both the cheapest price and the best quality response of the three submissions, and as a result also had the highest total score by a considerable margin. Summers Inman have reviewed Company 2's submission and confirmed that it conforms to all expected standards. As such Members are recommended to award the contract to Company 2, McCarrick Construction Ltd of Chester le Street, County Durham subject to the satisfactory taking up of references provided in the tender submission. The total contract sum for this bid was £100,012.36

Works: An indicative outline programme of works is provided as appendix 3 to this report. It is estimated that the contractor will start on site w/c 2nd December 2019 and hand the site back to the Town Council w/c 15th February 2020.

Budget: The current financial year's capital programme has a budget allocation of £30,000 for the Thorntree Gill project for the financial year to 31st March 2020. The current indicative project timetable suggests that all or most of the contract sum is likely to be payable within the current financial year and as such the remaining balance of £70,012.36 would need to be taken from reserves.

Recommendation: Members are recommended to:

1. Approve the award of the contract for the provision of the new amenity room at Thorntree Gill leisure gardens to McCarrick Construction Ltd of Chester le Street for the contract sum of £100,012.36, subject to the satisfactory take up of references;
2. Approve the funding of the project from the current capital programme (£30,000) and the remainder from reserves (estimated at £70,012.36)

Appendix 1: Implications

Finance – The report sets out recommendations for the commitment of £100,012.36. £30,000 of this expenditure is contained within this year's capital programme and it is recommended that the remainder is taken from reserves.

Staffing - No direct implications.

Risk – The tender process was designed with substantial weighting to issues relating to health and safety and financial risk. All three of the qualifying submissions passed the mandatory criteria relating to financial standing, insurances and approach to health & safety and Construction Design & Management regulations.

Equality and Diversity / Public Sector Equality Duty – The tender process was designed with substantial weighting to issues relating to equality and diversity. All three of the qualifying submissions passed the mandatory criteria relating to equality and diversity.

Accommodation – The award of this contract would result in the building of a new council property on the Thorntree Gill leisure gardens site. Access to the building by users of the site would be arranged between the Council and the local leisure gardeners association through an appropriate form of license or lease. Further details on this arrangement will be brought to the council in due course.

Crime and Disorder – The tender documentation includes provision for adequate site security throughout the duration of the contract.

Human Rights - No direct implications.

Consultation – The design element of this project was undertaken in consultation with representatives from the Thorntree Gill Leisure Gardeners Association. The plans have already received planning and building regulations approval.

Procurement – This project was procured in line with the Council's Financial Regulations and Standing Orders via an open tendering process advertised through national contract portals and also via the council's facebook page and website.

Legal Implications - No direct implications.

Data Protection - No direct implications.

Appendix 2: designs

Appendix 3: indicative programme of works

Element	Commencing from:
Site set up	2nd December 2019
Groundworks	6th December 2019
Foundations	10th December 2019
Brick/block work	18th December 2019
Roofing	1st January 2020
1st fix & floor	16th January 2020
Doors & windows	20th January 2020
Kitchen install	3rd February 2020
2nd fix, decoration	07th February 2020
External works	12th February 2020
Site handover	19th February 2020

N.B. these dates are indicative only and could change due to adverse site or weather conditions etc