



20th September 2021

In accordance with Paragraphs 8 & 10(2) (b) of Schedule 12 of the Local Government Act 1972 I hereby summon you to attend a Meeting of **PETERLEE TOWN COUNCIL** to be held in the **BRANDLING SUITES, SHOTTON HALL, PETERLEE, SR8 2PH** on **MONDAY 27th SEPTEMBER 2021 at 6.30pm**

Ian Morris, 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.

Due to the current COVID situation the capacity of the meeting room is significantly reduced and public admission to the meeting will be limited. Any members of the public wishing to attend Shotton Hall to observe the meeting are strongly advised to contact the Council in advance to reserve a seat: council@peterlee.gov.uk or 0191 5862491

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.

A representative of Peterlee Helford Road Under 12s has indicated he shall be coming along to the meeting to speak on the item 4 relating to the request for a refund of pitch fees.

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. Request for refund of football pitch fees for last season 2021-21 from Peterlee Helford FC u11s

Members will be asked to consider a request from Peterlee Helford FC u11s for a refund of last season's pitch fees.

Joint report of the Sports & Well being Manager and Parks Manager (attached)

5. To Approve the Minutes of the last meeting of the 16th August 2021

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

6. Report of the Resources Committee of the 13th September 2021

The minutes of the Resources Meeting are attached for information consideration and approval as a true and correct record. (attached)

7. The notes of the Events Working Party of the 6th September 2021

The notes of the Event Working Party are attached for the information of Members (attached)

8. Notes of the Finance Sub Committee of the 27th September 2021

To confirm and endorse the resolution of the Finance Sub Committee of 27th September 2021 to approve BACS payments to be paid on 30th September 2021.

9. Notice of conclusion of the External Audit

To receive a verbal report from the Town Clerk confirming the conclusion of the External Audit for the 2020/21 Financial Year. A copy of the Auditor's letter confirming conclusion of the audit will be circulated to Members in advance of the meeting if received.

10. COVID-19 Update

To receive an update from the Town Clerk on the Council's response to the COVID-19 situation.

(verbal report of the Town Clerk)

11. Spokesperson of the North East Party's Report

12. Spokesperson of the Labour Political Party's Report

Report to: Peterlee Town Council

Date of Report: 27th September 2021

Subject: Request for refund of football pitch fees for last season 2020-21 from Peterlee Helford FC u11s team

Report of: Sharon Pounder; Sport and Wellbeing Manager & Ian Hall; Parks Manager

Purpose of Report: This report is intended to provide members with a summary of information to facilitate an informed decision about a request to refund last season's pitch fees.

Background: A team has contacted the Sport and Wellbeing Manager requesting a refund for last year's pitch fees due to their season being affected by COVID. Peterlee Helford FC u11s, who are based out of Helford Road, play 9 a-side football and use the pitch nearest the play area, sharing the pitch with two other 9v9 teams.

Peterlee Town Council's Sport and Wellbeing Manager oversees usage of the nine grass football pitches at Helford Road and Lowhills Road. Last season the pitches were utilised by ten adult teams and twenty junior teams, which include seven 9v9 junior teams.

Teams that hired the pitches in 2019-20 season had their pitch fees waived for the following season (2020 – 21 season) as Covid significantly disrupted the 19/20 season and very few games were played.

However, Peterlee Helford FC u11s made a request to hire a pitch for the first time in 2020-21 and were therefore classed as a new team and charged the proper rate of £105 for a Peterlee-based Junior team, and this fee was paid by the club on 18th June 2020. A copy of the Hire agreement can be found in Appendix 1, and the pitch hire rules are available in Appendix 2.

Despite the impact of COVID, the football season for 2020-21 did take place. The first game for this team was played on 26th September 2020 and the last game played was 26th June 2021. The club's home fixtures were confirmed to have taken place by the league secretary of the Russell Foster Youth League. League games were suspended from November 2020 due to Covid, and recommenced 8th May 2021. All fixtures were played due to the Leagues decision to extend the season, and this team played all their ten home matches at Helford Road.

During the season a representative from the club complained on two separate occasions about excess clumps of dead grass on the pitch after the pitches had been cut. He also complained about losing balls down into the Dene (see information in maintenance section).

The club's request for a refund was firstly made based on the impact Covid had on the football season. His first request was declined by the Town Clerk in consultation with the Sport and Wellbeing Manager. A representative from the club then sent an email listing several other issues with the pitch and surrounding areas and asked that this be sent to the Council, and his request for a refund to be reconsidered.

Please see appendix 3 for the team's email in response to having the first request declined.

Pitch Maintenance:

As members will be aware, the Town Council's Parks department oversees the maintenance of the football pitches situated at Helford Road. The Parks Manager was made aware of the issues of footballs going missing on pitches 1 and 2 as they were ending in the Dene. After the end of the current football session the Parks Grounds Team Leader has moved the 9v9 pitch 1 in by 20 meters to help keep the football's been kicked/loss in the adjacent Dene, at a cost to the Town Council, and is working with Helford Road Football Club to resolve the same issue on pitch 2 by helping with site visits on proposing a fence to cover the area behind the goal and funding applications to help with the cost.

The Town Council's Parks team cuts the grass on a 10-day cycle, however due to COVID-19 related issues, staff testing positive and been pinged through the NHS track and track as well as the main tractor being off the road due to mechanical problems, this put extra pressure on the team and put them behind on maintenance meaning longer grass in places on a small number of occasions. Once they had caught up this left some areas with excess grass on the pitches. The Town Council does not have the capacity or machinery to collect grass on a large scale but they do make best efforts to collect obvious excess grass if operationally-possible.

The football pitches are visually inspected once a week and then again when they are marked out, potholes are part of this and filled in as soon as the team find them.

In April/May 2021 the Parks Manager was approached and ask if he was ok about the football season been extended which would mean the pitches would be still in use until June/July. The Parks Manager agreed to this request for an extension to the season, and it was made clear that as this is the period where all the major pitch renovation/maintenance is usually completed including sand and seeding of the goal mouths and centre of the pitches this would not happen in 2021 and they would be a knock-on effect in terms of pitch quality for the following season.

The Parks Manager has confirmed that to the best of his knowledge used syringes have never been found on the football pitches by the Parks Team when carrying out inspection and maintenance activities.

Recommendation:

The Town Council worked hard in a difficult year to maintain the football pitches at Helford Road for an extended 2020/21 season to enable the clubs to continue to play and complete the games that were postponed due to COVID. The league secretary has confirmed that this u11s team did play all the season's home games as expected.

The Council has responded to feedback that balls were being lost into the Dene and have already re-positioned one pitch and are looking into solutions for another.

The Town Clerk and Sports & Wellbeing Manager recommend that this request for a refund of pitch hire fees for the 2020/21 season be declined.

IMPLICATIONS

Finance – if Members do agree to the request for a refund this will result in reduced income of £105.

Members should also bear in mind that if a refund was granted to this team when there are no significant reasons specific to this team to award one, this might have a knock-on effect with other clubs also asking for refunds.

Staffing - No direct implications.

Risk – No direct implications.

Equality and Diversity / Public Sector Equality Duty - No direct implications.

Accommodation - No direct implications.

Crime and Disorder – No direct implications

Human Rights - No direct implications.

Consultation – The Sport and Wellbeing Manager consulted with a representative from the club following a discussion with The Parks Manager about the complaint the club had raised concerning excess lumps of cut grass on the pitch.

Procurement – No direct implications.

Disability Issues - No direct implications.

Legal Implications - No direct implications.

Data Protection - No direct implications.

Appendix 1 – Example of a Pitch Hire Agreement Form



Pitch Hire Agreement Form

I (insert name) from (insert team)
 have read and understood the football pitch rules
for 2021/22 season and will communicate these with my team.

Signed: Print Name:
Date:

Please return to:

SHARON POUNDER

THE PAVILION

HELFORD ROAD

PETERLEE

SR8 1ER

TEL 0191 5869957

Email: sharon.pounder@peterlee.gov.uk

Appendix 2 -copy of pitch hire rules and regulations



FOOTBALL PITCH RULES 2020/21

Please read the following rules before signing and returning the hire agreement form.

Playing accommodation is let on a home and away basis. Pitches will be let for play by each individual team no more than once in a two-week period, except by special arrangement. Alterations of fixtures for teams sharing a pitch must be mutually agreed with Sharon Pounder; Sport and Wellbeing Manager, failure to do so may result in pitch usage being withdrawn. All fixtures must be sent in advance to the Sport and Wellbeing Manager sharon.pounder@peterlee.gov.uk

Any decision which the Ground Staff make regarding the condition of the pitches and their suitability for play is final.

Please inform the Sport and Wellbeing Manager immediately if the team has disbanded and do not require facilities and inform us immediately of any changes to contact details for Secretaries/Managers. No partial refunds are given for pitch fees.

The home team are the hirers of the facilities and are responsible for the conduct of their opponents. Any damage to the facilities will be charged to the home team and could result in the use of facilities being withdrawn.

Home Teams are to inspect the football pitch on each occasion before play and should be happy the pitch is in an acceptable and playable condition before commencing play. Any incidents or accidents should be reported in writing or emailed to the Sport and Wellbeing Manager.

Changing rooms are available and are included in the fees. Some facilities do not have showers, or reduced shower provision, however, the same fees apply. Individuals leave valuables in changing rooms at their own risk. Low Hills only – for this season, all changing rooms will have a hasp & staple device fitted. You will need to provide your own padlock and be responsible for your own key for the changing room you are utilising and for your away team. Helford Road – Changing room Keys are available at reception.

Home Teams are to ensure that any litter created during match time is taken away or placed in litter bags provided.

Teams must not use tape to secure nets to goal posts, you are responsible for providing your own nets and clips.

Deposits

A £50.00 deposit in addition to the fees and charges will be paid by each new team which will be returned on request at the end of the season or carried over to the following season subject to:-

- 1) No damage to facilities including goal posts reported.
- 2) No late cancellation being received which incur costs.
- 3) No costs are incurred by any other means.

Pitch fees

An invoice will be sent out via email and must be paid within the given timeframe.

Your fee will be inclusive of all league and cup matches, one mid-week training session (must be booked) and up to two pre-season friendlies (must be booked).

As we have more than one team using most of our pitches, please ensure that all mid-week training sessions and pre-season friendly games are booked through the Sport & Wellbeing Manager to avoid problems with double bookings (sharon.pounder@peterlee.gov.uk)

Please sign and return the attached pitch hire agreement to confirm you have read, understood, and will adhere to the above. Please keep this copy for future reference.

Appendix 3 –Complaint email

Hi Sharon

Never really expected anything else to be honest, I would like to point out that we never trained on the pitch once during the season. We did however play our home games on a pitch that was not fit for purpose.

1. Lost Balls, several
2. Danger to parents and children trying to retrieve them.
3. Filthy Dog owners, not cleaning the mess up on the pitch and the verges of the dene.
4. Playing on a pitch with the grass so long the boys could not pass it to each other.
5. Parents and Grandparents clearing dead grass off the pitch in preparation of playing a match
6. Pot holes in the top goalmouth and the centre of the pitch.
7. The most dangerous and important point!!! Dirty used Needles discarded.

Does the council actually know what the pitch and the surrounding area is actually like.???

Sharon I would like to have this email sent to the Council and if possible I would like them to reconsider our plea, if it is possible I would like to attend the meeting to put our points forward.

[name supplied]

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE BRANDLING SUITE, SHOTTON HALL, PETERLEE

ON MONDAY 16TH AUGUST 2021 at 6.30PM

PRESENT:- COUN M A CARTWRIGHT (CHAIR)

Mesdames:- M McCue, S Simpson, E Watson, F J Black, K Hawley, A E Laing &
D Howarth

Messrs:- S Franklin, G Johnson, A S H Meikle, B Fishwick & M Sanderson

53. Apologies for Absence

Apologies for absence were offered and accepted from Councillors K & T Duffy, R Moore, R Burnip, D Quinn & K Liddell.

54. Public Participation Session

County Councillor I Cochrane attended the meeting. He advised he had been asked by the remaining 7 firms on the North East Industrial Estate for the Town Council's support to exert pressure on Durham County Council to push for action and for the site to be re developed. One of the County Councillors present at the meeting advised she was awaiting details of a site visit to the Estate that was to be arranged by DCC. **RESOLVED the Town Council contact DCC to ask for action to be taken in this regard.**

55. 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.

56. Police Update

The Police were unable to attend the meeting and their update report was given verbally to the meeting. It was suggested a PACT Meeting be held at Shotton Hall to allow the Councillors and the public to come along and speak to the Police, this could even be every

quarter. **RESOLVED** this suggestion be made to the Police and Council be advised of the outcome.

57. To Approve the Minutes of the last meeting of the 26th July 2021

The Deputy Town Clerk advised the Police and Crime Commissioner, Joy Allen was to come to Council meeting in October 2021. Councillors were asked to submit any issues they wished to raise with her prior to the meeting. The minutes of the previous meeting were attached for consideration and approval. **RESOLVED the minutes be accepted.**

58. Report of the Community & Environment Committee of the 12th July 2021

The minutes of the Community & Environment Meeting were attached for information. **RESOLVED the information given, be noted.**

59. The notes of the Events Working Party of the 6th August 2021

The notes of the Event Working Party were attached for the information of Members. **RESOLVED the information given, be noted.**

60. Fireworks

Council was requested to approve recommendations from the Events Working Party not to hold this event in November 2021 due to Covid 19 uncertainty. There was discussion and debate on the suggestion the event not be held this year however, following consideration and a vote it was **RESOLVED the fireworks event take place on 5th November 2021.**

61. Weekend Summer Music Event

Council was requested to approve recommendations from the Events Working Party to hold a weekend music festival on 17th/18th June 2022, with approval being requested to begin the booking of bands for the festival immediately. There was discussion and debate on the suggestion and it was **RESOLVED that Peterlee Carnival not be held in 2022 and its place a series of Summer Events be arranged, details to be discussed at the Events Working Party. FURTHER RESOLVED approval be given to a weekend music festival being held on 17 & 18th June 2022 and approval be given for the Corporate Services Manager to book bands for the event immediately.**

62. Finance Sub Committee 16th August 2021

RESOLVED the resolution of the Finance Sub Committee of 16th August 2021 to approve BACS payments to be paid on 19th August 2021 in the sum of £69,840.74, be confirmed and endorsed.

63. COVID-19 Update

The Deputy Town Clerk gave a brief verbal update on the Council's response to the COVID-19 situation. **RESOLVED the information given be noted.**

64. Spokesperson of the North East Party's Report

Councillor Hawley advised she was unable to give an update to the meeting. **RESOLVED the information given be noted.**

65. Spokesperson of the Labour Political Party's Report

Councillor McCue highlighted the achievement of Maureen Conway being nominated for an award in the National Volunteer Awards for her collaborative work with Peterlee & Horden Rugby Club. She reported on the recent successful Family Fun Day that had been held at the site raising money towards holiday hunger schemes. She encouraged everyone to engage wherever they could with local charities with them being stripped of the usual opportunities to fund raise. **RESOLVED the report be noted.**

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE

HELD ONLINE USING VIDEO CONFERENCING TECHNOLOGY

ON MONDAY 13TH SEPTEMBER 2021 at 6.30PM

PRESENT:- COUN M A CARTWRIGHT (CHAIR)

Mesdames:- E Watson, J Black, M McCue, D Quinn, K Hawley, D Howarth & K Duffy

Messrs:- S Franklin, B Fishwick, T Duffy & R Moore

8. Apologies for Absence

Apologies for absence were offered to the meeting and accepted from Councillors S Simpson, G Johnson, S McDonnell, D Hawley & M Sanderson.

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. None were offered. **RESOLVED the information given, be noted.**

10. To approve the minutes of the previous meeting

RESOLVED the minutes of the previous meeting of the Resources Committee held on Monday 14th June 2021 be approved as a true and correct record.

11. Policies

Members were asked to review and adopt the following policies:

- (i) **Standing Orders** - updated to reflect post-Brexit procurement regulations
- (ii) **Financial Regulations** – updated to reflect post-Brexit procurement regulations and the Council's move from cheque payments to internet banking

(iii) **Peterlee Town Council Complaints Procedure** - first adopted in April 2017, no substantive amendments proposed.

(iv) **Abusive, unreasonable and vexatious complaints policy** – first adopted in July 2017, no substantive amendments proposed.

RESOLVED the reviewed policies as presented be accepted, approved and be adopted immediately.

12. Budget outturn report for 2021/22 financial year – quarter 1

Members were asked to consider and approve a report from the Town Clerk providing the first quarter budget outturn for the 2021/22 financial year. The Town Clerk provided an explanation of budget variances over 15% as per financial regulations, and confirmed that there were no budgetary concerns at the end of the first quarter of the financial year. **RESOLVED the contents of the report be accepted and noted.**

THE NOTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD IN THE BRANDLING SUITE, SHOTTON HALL, PETERLEE ON MONDAY 6TH SEPTEMBER 2021 AT 10.00am

PRESENT: CLLR K HAWLEY (Chair)

Councillors: S Simpson, J Black, M A Cartwright, M McCue, B Fishwick & R Burnip

Officers: J Hugill, L Freeman, I Morris

1. Apologies for Absence

Apologies for absence were offered and accepted from Councillors K Duffy, S McDonnell, R Moore, M Sanderson, D Quinn, A Laing, D Howarth, K Liddell, D Hawley & S Meikle.

2. Notes from the last meeting held on 6th August 2021 were considered and agreed as a true and correct record.

3. Events Programme for 2021/2022

• **Fireworks 5 November 2021**

J Hugill provided an update on arrangements for the proposed fireworks display at Helford Road on 5th November 2021, including arrangement for crowd control and safety, traffic management, food and drink concessions, The Pavilion opening arrangements, etc.

• **Peterlee Music Festival, 18/19 June 2022**

J Hugill provide an update on arrangements for the proposed Peterlee Music Festival 2022 including booked bands.

Members of the committee were asked to consider a name/strapline for the event to help with publicity.

It was agreed that a special feature on the music weekend should be placed in the Winter edition of Peterlee Magazine, as part of a 'Peterlee Events 2022' two-page calendar spread.

• **Remembrance Day Parade**

J Hugill provided the working party with an update on arrangements for the 2021 Remembrance Day parade. ***It was agreed that if possible an article about the parade, including timings and road closures etc, be put into the Autumn edition of the Peterlee Magazine.***

• **Christmas Tree Lighting**

Following a short discussion on this event, the working party ***agreed that I Morris would approach Durham County Council about the potential to install a 'living tree' on the town center roundabout and then to consider potential funding/sponsorship from the Town Centre and/or new retail development. Also agreed to consider other festive installations on roundabout, possibly curated by local Community Groups, if DCC were amenable to the idea.***

4. 1940s Event 23rd /24th July 2022

J Hugill presented the Working Party with an outline of the proposal to hold a 1940s/wartime memorabilia event at Shotton Hall over the weekend of 23rd /24th July 2022. The proposed event would include WWI/WWII static exhibits such as vehicles, field kitchen, guns/armour, etc. period entertainment and stalls were also planned.

Members of the working party discussed the merits of such an event, and the success of other similar events around the region in the past and agreed to support the event.

5. Paper craft event November 2021

Councillor M Cartwright presented the working party with a summary of a proposal for a papercraft event to be held in support of the Mayor's Charity Appeal. The event would comprise of a number of paper crafter stalls as well as demonstrations and/or practical craft sessions.

Members of the Working Party supported the idea and discussed the options of using Shotton Hall or The Pavilion for the event, and given the lack of heating at Shotton Hall it was agreed that The Pavilion might be a more practical first option.

It was agreed that the Events Team would look into availability at the Pavilion and work with MC to confirm details.