



23rd November 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 **BRANGLING SUITES, SHOTTON HALL, PETERLEE, SR8 2PH** on **MONDAY 29th NOVEMBER 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.

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. To Approve the Minutes of the last meeting of the 25th October 2021
The minutes of the previous meeting are attached for consideration and approval as a true and correct record. (attached)

5. Report of the Resources Committee of the 8th November 2021
The minutes of the Resources Meeting are attached for information. (attached)

6. The notes of the Events Working Party of the 8th November 2021
The notes of the Event Working Party are attached for the information of Members (attached)
Members are asked to confirm the suggested price of early bird tickets for Peterlee Music Fest 2022 as £20.00 per ticket and £35.00 for a weekend pass which shall go on sale immediately.

7. Notes of the Finance Sub Committee of the 24th November 2021
To confirm and endorse the resolution of the Finance Sub Committee of 24th November 2021 to approve BACS payments to be paid on 30th November 2021.

8. 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)

9. Woodhouse Park – Avenue of 50th Anniversary Trees
Members will be asked to consider a report from the Parks Manager on options to deal with the '50th Anniversary Avenue' of trees in Woodhouse Park which are substantially diseased, damaged or dead/dying.
Report of the Parks Manager (attached)

10. Quarter 2 Budget Outturn report

Members will be asked to consider the budget outturn report for the first six months of the current financial year to 31st September 2021.

(Report of the Town Clerk, attached)

Members are asked to note that Section 106 of the Local Government Finance Act 1992 prohibits a local councillor in council tax arrears for at least two months, from voting or being involved in any decision which might affect the calculation of the precept. If a local councillor in such a position fails to notify the council of the fact or votes they could be subject to a fine of up to £1,000.

11. Medium Term Financial Plan (MTFP) and initial draft budget for 2022/23

Members will received a presentation from the Town Clerk on an update to the draft MTFP presented to Resources Committee in June 2021 alongside the outline budget for the 2022/23 financial year.

(Presentation by the Town Clerk)

12. Award of contract for the Oakerside Play Area renewal contract

Members will be asked to approve a recommendation to award a contract for the renewal of the Oakerside Drive play area and the provision of new outdoor gym and toddler play areas outside the Pavilion Sports & Community Centre.

(Report of the Parks Manager and Town Clerk, attached)

13. Spokesperson of the North East Party's Report

14. Spokesperson of the Labour Party's Report

15. Exclusion of the Press and Public

To resolve 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 1960 & the Local Government (Access to Information) Act, Part 1, paragraphs 1 & 11.

16. Proposals for the restructuring and renaming of the Town Council's Parks Department

Members will be asked to approve proposals for the restructuring and renaming of the Town Council's Parks Department and the launch of a formal consultation process with staff and the Trade Unions.

(report of the Town Clerk, attached)

The press and public are welcome to attend this meeting for the open part of the meeting (up to item 15). There is also the opportunity to address the council in the Public Participation session at the start of the Meeting.

Contact:- Ian Morris, Town Clerk, Peterlee Town Council, Shotton Hall, Peterlee Co Durham
SR8 2PH

e mail: council@peterlee.gov.uk

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE BRANDLING SUITE, SHOTTON HALL, PETERLEE

ON MONDAY 25TH OCTOBER 2021 at 6.30PM

PRESENT:- COUN M A CARTWRIGHT (CHAIR)

Mesdames:- S Simpson, K Liddell, H Stockport, K Hawley, D Howarth &
E Watson

Messrs:- S Franklin, G Johnson & B Fishwick

78. Apologies for Absence

Apologies for absence were offered and accepted from Councillors K & T Duffy, J Black, D Hawley, D Quinn, R Moore, M McCue, S McDonnell, S Meikle, M Sanderson & A Laing

79. Public Participation Session

There were no members of the public present.

80. To receive declarations of interest

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

81. Citizens Advice County Durham

The Chair welcomed Sarah Ward, Vic Cheston and Wendy Holliday to the meeting to provide an update on their Funded Benefits Project. It was reported Peterlee Town Council had continued to fund CAB for a benefits caseworker since 2017 which had proven to be a very successful and essential service for the residents of Peterlee. Despite the face of the project being hugely altered due to COVID-19 and the closure of all of their offices, staff had continued to mobilise and deliver advice solely through the telephone and e mail.

Some of the key statistics were provided to the meeting. From April 2021 to October 2021 the Advice worker for Peterlee had advised 100 clients with 353 issues affecting their lives. The project had identified £237,868 of unclaimed benefits for clients meaning on average each clients helped had an income gain of £2,378.68. 94% of clients had been helped over the telephone; their advice was now being taken back into the community as well. The top enquiry areas in the period were given as benefits and tax credit, benefits and universal credit, employment, housing, relationships and family and "other". The age range of clients had become wider than before covid.

In closing it was reported the last 18 months had been extremely challenging for all involved and CAB County Durham thanked the Town Council for its continued support and understanding during these times. The money that PTC provide to fund the project had a substantial impact on clients in Peterlee.

The project funding was due to finish at the end of March 2022 however it was their belief that if the project continued to be funded by PTC, they would continue to progress to similar pre covid figures in terms of clients helped and income generated.

RESOLVED the information given be noted and further consideration be given to future funding at the appropriate budget setting committee.

82. To Approve the Minutes of the last meeting of the 27th September 2021
The minutes of the previous meeting were attached for consideration and approval as a true and correct record. **RESOLVED the minutes be accepted and signed as a true and correct record.**
83. Report of the Community & Environment of the 11th October 2021
The minutes of the Resources Meeting were attached for information of Members. **RESOLVED the information given, be noted.**
84. The notes of the Events Working Party of the 6th October 2021
The notes of the Event Working Party were attached for the information of Members. **RESOLVED the information given, be noted.**
85. Notes of the Finance Sub Committee of the 25th October 2021
RESOLVED Council confirm and endorse the resolution of the Finance Sub Committee of 25th October 2021 to approve BACS payments to be paid on 28th October 2021.

86. COVID-19 Update

Council received an update from the Town Clerk on the Council's response to the COVID-19 situation. He was pleased to report there had been no further positive cases with the staff and that services were starting to "return to normal" ie at the Pavilion with hirings returning. **RESOLVED the information given, be noted.**

87. Policies

The following policy was an update of the current policy and was for consideration, approval and adoption by Peterlee Town Council - Pensions & Flexible Retirement and Retirement Policy. **RESOLVED the updated policy be approved and adopted immediately.**

88. To review the arrangements for the opening and closing of the gate at the car park adjacent to the CALM CIC community hub at Lowhills Road

This item had been requested by Cllr Scott Meikle following complaints about the car park being left locked during some week days and weekends. Following discussion it was **RESOLVED the Clerk look into the option of advertising for a part time role of a person to act as a Car Park Attendant for Lowhills Road. The main element of the role would be to open and close the car park gate on a Saturday, Sunday and Monday.**

89. Pavilion Roof Repair

Members considered the report of the Pavilion Manager seeking approval to award a contract for the repair of the Pavilion Roof. **RESOLVED the quotation from Roof Guardian Ltd at a cost of £4,800 +vat, be accepted. FURTHER RESOLVED a suitable maintenance programme for the cleaning of the roof be established.**

90. Spokesperson of the North East Party's Report

Councillor Hawley gave details of this year's Santa's Wish with donations being made and on 17th December various service providers would collect them and distribute them to groups/families. There would also be a Just Giving page and an Amazon page. She asked if Members would reach out to business/friends etc to seek help and support. Private Santa visits were also being made with the proceeds going to St Benedicts Hospice, Ryhope. **RESOLVED the information given be noted.**

91. Spokesperson of the Labour Political Party's Report

There was no report given to the meeting.

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE

HELD IN THE BRANDLING SUITE, SHOTTON HALL, PETERLEE

ON MONDAY 8TH NOVEMBER 2021 at 6.30PM

PRESENT:- COUN M A CARTWRIGHT (CHAIR)

Mesdames:- J Black, M McCue, L Liddell, S Simpson, K Hawley & D Howarth

Messrs:- M Sanderson, B Fishwick & R Moore

13. Apologies for Absence

Apologies for absence were offered to the meeting and accepted from Councillors G Johnson, S McDonnell, A E Laing, D Hawley, K Duffy & T Duffy.

14. 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.**

15. To approve the minutes of the previous meeting

RESOLVED the minutes of the previous meeting of the Resources Committee held on Monday 13th September 2021 be approved as a true and correct record.

16. Appraisal & Development Policy and Process

Members received a presentation outlining the Council's approach to staff appraisal and development from the Town Clerk. He explained why an appraisal and development process was so important, why it was introduced in 2019 by the Town Council, what the process was, what a performance appraisal is, how the process works. The Town Clerk also reported how the staff felt after the start of the process and then what the results of the staff survey in 2021 were. In closing he demonstrated how staff had taken up various learning and development opportunities throughout each Department. The Appraisal Panel for the Town Clerk were to meet on Monday 15th November 2021 and

then Managers and then staff would receive their 12month annual appraisals.
RESOLVED the information given, be noted.

17. The Report of the Scrutiny Committee of the 27th September 2021

Members were asked to consider the recommendation made by Scrutiny Committee on 27th September 2021 that the Town Council should invest in Shotton Hall as a venue for community use and events and not a commercial hospitality/banqueting venue and to approve the Town Clerk proceeding on this basis. There was discussion on the item and it was unanimously agreed the focus be on retaining Shotton Hall grounds and building as a community asset. The Town Clerk advised he was working with DCC procurement on the proposal for the necessary repair works to the building and would report that to Council for consideration and approval. When the project had been costed he would consider avenues for grant funding for the works and there may still be an element of Public Works Loan Board funding required. **RESOLVED a further report be awaited on the cost of the repairs.**

18. The notes of the Events Working Party of the 6th October 2021

Members were asked to note the contents of the notes of this Working Party.
RESOLVED the information given, be noted.

19. Repairs to the Showers – Lowhills Road Sports Changing Rooms

The Report of the Facilities Manager, (Shotton Hall), requesting endorsement of action taken in making the showers fully operational for the football season was considered.
RESOLVED the action taken in this regard be endorsed.

THE NOTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD IN THE BRANDLING SUITE, SHOTTON HALL, PETERLEE ON WEDNESDAY 8TH NOVEMBER 2021 AT 10.00am

Present: Cllr K Hawley (Chair)

Councillors: S Simpson, J Black, M Sanderson, M McCue, K Liddell, M A Cartwright, B Fishwick & R Moore

Officers: I Morris, J Hugill, L Freeman, L Hudson & K Tweddle

1. Apologies for Absence

Apologies for absence were offered and accepted from Councillors A E Laing & K Duffy.

2. The Notes from the last meeting held on 6th October 2021 were considered and agreed as a true and correct record, subject to the Pavilion Craft Fair date being correctly recorded as 20th November 2021 and it was being organised by Sports Development & Well Being Assistant.

3. Christmas Tree Lighting, 3rd December 2021

It was agreed the switch on be carried out by the Mayor at 5.30pm on 3rd December 2021 and this be done live on social media.

4. National Bike Week – 30th May – 5 June 2022

It was proposed a bike event at Woodhouse Park, (Saturday 4th June 2022), be organized. This would be in the place of one of the Summer Fun Days. As part of this event it was suggested the bike display that had been previously booked to perform at The Peterlee Show and a non returnable deposit had been paid. It was agreed this be confirmed for the bike event. The Mayor asked if it would be possible to have a stall to re use bikes that had been donated and it was agreed this was a fantastic idea and would support the event in a positive way and also promoted recycling and re use of goods. It was suggested a local biker be invited to come along. There would also be bike marking and a food van.

5. Peterlee Music Fest 2022, Saturday 18th & Sunday 19th June 2022

An update was given by the Corporate Services Manager outlining the pricing options and the approximate costs of the event.

It was agreed early bird tickets be offered for sale at £20.00 for one day, £35.00 for a weekend pass. From January full price tickets be offered at £25.00 and £45.00.

Various options for the bar service were discussed to either hire in the hardware and then staff it. Alternatively a bar company could be invited to provide the bar service on a profit share or tender basis. It was agreed Officers come back to the Working Party with costed proposals.

6. Food Festival

It was agreed the event be named the Peterlee Artisan Craft & Food Festival 2022. Suggested dates were considered and the types of event it could be with live music, a seating area (s), craft beers, gins etc. The date of the event would be 7th & 8th May 2022.

7. Calendar of Events

Event	Date	Location
Food Festival	7 th & 8 th May	Helford Road
Bike Fun day	4 th June	Woodhouse Park
Music Festival	18 th & 19 th June	Helford Road
1940's Event	23 rd & 24 th July	Shotton Hall
Fun Day	12 th August	Woodhouse Park
Fun Day	26 th August	Eden Lane
Fireworks Display	5 th November	Helford Road
Remembrance Day	13 th November	St Cuthberts Church
Christmas Light Switch on	2 nd December	Shotton Hall

8. Ideas for future Events

It was suggested a winter lantern parade be held in the future. An Oktoberfest in a marquee was also suggested and it was asked if this could be costed..

Report to Peterlee Town Council

Date: 22nd November 2021

Report of: Ian Hall, Parks Manager

Report Title: 50th Anniversary Trees in Woodhouse Park.

Purpose: This report is intended to provide members with recommended options to deal with the '50th Anniversary Avenue' of trees in Woodhouse Park which are substantially diseased, damaged or dead/dying..

Background: As members will be aware, the Town Council's Parks department maintains Woodhouse Park, which covers over 11 acers of land. When the town celebrated its 50th anniversary the Town Council planted an avenue of 50 trees in Woodhouse Park which consisted of 25no Cherry Blossom trees (*Prunus serrulate/tai-haku*) and 25no Norway Maple trees (*Acer platanoides 'Emerald Queen'*). These trees were planted by Council Members, local business, schools, PTC employees and other stakeholders.

Over the past few years, the trees have started to suffer from disease particularly the Cherries, which has had an impact on the flowering of the trees meaning very few flowers and leaves leaving the tree looking in poor health. A number of the trees are only just holding on, and over the next 2-3 seasons it is expected that the trees will die off all together. The Maples are in a little bit better health however they have suffered some damage and vandalism to the trunks which in time will cause the trees to die back. Photos of the trees and some of the issues are attached in appendix 2 to this report.

Proposal: The Parks Manager is proposing that we remove all of the trees in the Anniversary Avenue and replant with the same species as they have an excellent visual value in the park when in healthy condition. The cost of replacing the trees is estimated at £6,570.00. The Parks Manager is also proposing that the Town Council approaches local business, schools, and other stakeholders to ask if they would like to sponsor a tree, helping the local community to maintain a sense of ownership in the park and reducing the total cost to the Council.

Budget: There is no budget set for the replacement of these trees within the current financial year, however the Parks Manager has identified some areas of underspend within the overall Parks budget. It is expected that this underspend alongside income raised from 'sponsorship' of some of the new trees will cover the total cost of the proposal.

Recommendation Members are recommended to:

- (i) Members are recommended to note the contents of this report and provide feedback to the Parks Manager on the proposal to replace the Anniversary Avenue.
- (ii) Agree to the removal and replanting to the 50th Anniversary Trees in Woodhouse Park.

Appendix 1: Implications

Finance – The report sets out the cost of replacing the anniversary trees in Woodhouse Park with as £6,570.00. It is proposed that the Council offers opportunities to ‘sponsor’ one or more new trees, which will reduce the total net cost to the Council.

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 - No direct implications.

Procurement – If agreed, the new trees will be procured in line with the Council’s Financial Regulations

Disability Issues - No direct implications.

Legal Implications - No direct implications.

Data Protection - No direct implications.

Report to: Peterlee Town Council
Date of Meeting: 29th November 2021
Subject: 2021/22 financial year – second quarter budget summary report
Report of: Ian Morris, Town Clerk

Report Purpose: To provide the Council with a budget summary report to the end of the second quarter of the 2021/22 financial year, in line the Council's Financial Regulations¹.

Background: This budget report is intended to satisfy the requirement of s5.8 of the Council's Financial Regulations to provide Council with a report on income and expenditure against the Council's budget heads on a quarterly basis.

The working process that enables this report is as follows:

- End of Quarter budget report produced and circulated to Budget holders by Finance Team;
- Variance report produced and discussed with each budget holder;
- Report to Council for discussion and approval.

This report represents the Council's position at the end of the second quarter of the 2021/22 Financial Year, i.e. as at 30th September 2021.

Q2 summary: The 2021/22 quarter 2 overall budget outturn per budget head is provided in Appendix 1 to this report.

The headline for the first half of the financial year is the continued impact of the COVID. Members have already received a number of updates on the financial impact of COVID in relation to income and expenditure at Shotton Hall and The Pavilion.

The main areas of expenditure reduction are reduced cost for stock and casual staff at Shotton Hall and The Pavilion, and the cancellation of Town Events such as Peterlee Show, Summer Family Events, Pantomime, Bogey Derby, etc.

The main areas of income reduction are Bar, Catering and Hire Income from Shotton Hall and The Pavilion, and income from activities and sports hires at The Pavilion.

Based on the Q2 outturn figures and making a prudent estimate of performance for the rest of the financial year to end of March 2022

¹ Council's financial regulations are available from the Town Clerk on request or here: <http://www.peterlee.gov.uk/wp-content/uploads/sites/37/2019/03/Financial-regs-amended-March-2019.pdf>

the projected budget outturn position at year end is a budget deficit of £70,000. This compares to the original agreed budget deficit of £60,843 agreed by Council in March 2021 in order to protect council tax payers from a precept increase.

Decisions to cut major areas of expenditure such as the Peterlee Show has helped the Council to reduce the financial impact of the loss of revenue arising from the COVID situation.

The deficit sum will fall to reserves, which is likely to place the Council close to its prudent minimum level of reserves at the end of the financial year. This is likely to have implications for budget setting for 2022/23.

Due to the ongoing volatility of the current COVID context and uncertainties around financial performance between now and April 2022 this projected deficit figure must be treated with some caution.

Q2 variances: A number of individual budget heads have variances in excess of the 'material' 15% limit prescribed in the Financial Regulations. Summary explanations for these material variances are provided in Appendix 2 to this report.

2022/23 budget: Members are asked to note that the quarter 2 outturn figures are usually used as the basis for the budget-setting process for the following financial year.

However, given the unprecedented impact of COVID and the ongoing uncertainty about the future of Shotton Hall and levels of activity at The Pavillion there will be more risk associated with the 2022/23 budget forecasts.

It will be difficult for the Council to accurately forecast likely income and expenditure for the period April 2022 to March 2023 in January/February 2022 given the current levels of uncertainty. But the precept demand will need to be submitted to Durham County Council by the end of January 2022 and so Members will need to have agreed an outline budget and precept level by that point.

Recommendation: Members are recommended to note the content of this report.

Appendix 1: 2021/22 quarter 2 variance table by budget heads

N.B. Members' attention is drawn in particular to columns G and H which provide the *pro rata* (i.e. quarter 2 position) variances. Column H describes pro rata over or underspend at the half-way point in the year, assuming 50% of budget.

A: Code	B: Budget Head	C: 2021/22 Budget	D: Q2 Actual	E: Variance	F: % of Budget	G: pro rata variance %	H: pro rata variance £
101	Central & Civic HQ Costs	£576,733	£335,854	£240,879	58%	16%	£47,488
102	Democratic Costs	£32,000	£14,495	£17,505	45%	-9%	-£1,505
103	Corporate Management	£36,000	£13,218	£22,782	37%	-27%	-£4,782
105	Other Costs and Income	£1,552,857	-£783,017	-£769,840	50%	1%	-£6,589
201	Shotton Hall banqueting suites	£123,433	£39,274	£84,159	32%	-36%	-£22,443
221	The Pavilion Sports & Community Centre	£239,619	£138,127	£101,492	58%	15%	£18,318
240	Sport & Leisure (pitches & equipment, etc)	£118,943	£63,562	£55,381	53%	7%	£4,091
241	Hill Rigg House	£12,403	£711	£11,692	6%	-89%	-£5,491
242	Lowhills Bowls Pavilion	£500	-£1	£501	0%	-100%	-£251
261	Rugby Club site	-£6,001	-£5,602	-£399	93%	87%	-£2,602
262	Eden Lane Parks Depot	£27,085	£14,706	£12,379	54%	9%	£1,164
293	Eden Lane Bowls Pavilion	£1,584	£719	£865	45%	-9%	-£73
280	Woodhouse Park	£52,563	£30,266	£22,297	58%	15%	£3,985
290	Sports Development	£35,746	£30,147	£5,599	84%	69%	£12,274
301	Parks Department general budget	£221,225	£110,788	£110,437	50%	0%	£176
325	Cemetery Service	£33,093	£42,747	-£9,654	129%	158%	£26,201
350	Allotments	£15,974	£2,585	£13,389	16%	-68%	-£5,402
410	Town Activities	£43,000	£4,929	£38,071	11%	-77%	-£16,571
430	Town Events	£21,800	£705	£21,095	3%	-94%	-£10,195
901	Capital Projects	£28,000	£40,020	-£12,020	143%	186%	£26,020

Appendix 2: material (>15%) variances for quarter 2 by budget head

NB: negative variances indicate an underspend, whether through reduced expenditure or increased income or both.

A: Code	B: Budget Head	G: pro rata variance %	H: pro rata variance £	Explanation
101	Central & Civic HQ Costs	16%	£47,488	paid Insurance premium in single payment at start of year
103	Corporate Management	27%	-£1,505	Invoices paid at start of year
201	Shotton Hall banqueting suites	36%	-£22,443	Lower than forecast losses due to Furlough income and additional bar/hire income
240	Sport & Leisure (pitches & equipment)	23%	£14,312	COVID impact on income
241	Hill Rigg House	89%	-£5,491	Lower than forecast expenditure in first half of year
261	Rugby Club site	87%	-£2,602	Annual income received at start of year.
290	Sports Development	69%	£12,274	income down due to COVID, classes still returning to normal operations slowly
350	Allotments	68%	-£5,402	Not yet incurred any substantial expenditure
410	Town Activities	77%	-£16,571	A number of invoices not yet received eg Castle Eden Dene, CAB Caseworker, etc
430	Town Events	94%	-£10,195	main events still to be charged to this budget eg fireworks, remembrance parade, etc
901	Capital Projects	186%	-£26,020	Capital projects not completed in first half of year

Report to: Peterlee Town Council

Date: 29th November 2021

Report of: Parks Manager and Town Clerk

Report Title: Award of contract for the play area strategy – Oakerside Drive/Pavilion play areas

Purpose: This report is intended to provide Members with an update on progress with the procurement of the Council’s Play Area Strategy and provides a recommendation for the award of contracts for the Oakerside Drive/Pavilion play area renewal project.

Background: As members will be aware, in November 2018 the Council approved a Parks and Play Area investment strategy proposal that included recommendations to invest in the renewal of most of the Town Council’s play areas.

The first wave of play area investment projects were procured and completed in 2019/2020, resulting in new play equipment and other facilities at Woodhouse Park, Eden Lane, and Heath Close.

A further procurement process was launched in spring 2021 for designs and costs for the replacement/renewal of the existing play area at Oakerside Drive, and the provision of new static outdoor gym equipment and a toddlers play area outside the Pavilion Sports & Community Centre off Helford Road.

The procurement process for the Oakerside Drive project was an open process, with the opportunity advertised on the national contract finder website and with technical support provided by the Corporate Procurement team at Durham County Council.

The procurement process included a three main stages:

Stage 1: all tenders were evaluated against mandatory pass/fail criteria

Stage 2: all tenders that successfully pass through stage one were subjected to technical scoring of their proposal, including their designs, quality of play provision, project management, health and safety, previous experience, etc. The pricing element of the project was fixed at a maximum target value of £100,000 ex VAT

Stage 3: the 4 top scoring designs from Stage 2 go to public consultation with designs posted on the walls in the reception area at The Pavilion Sports & Community Centre and visitors asked to score the designs.

Result: Following the technical evaluations and community consultation events, the winning design was submitted by HAGS SMP Ltd at a cost of £100,000 + VAT. An illustration of the winning design is attached as appendix 2 to this report.

Budget: The Oakerside Play Area renewal project already has budget provision in the current financial year and the Town Council has been successful in securing s106 funding via Durham County Council to cover the cost of the project.

Recommendation: Members are recommended to approve the award of contract for the Oakerside/Pavilion play area renewal project to HAGS SMP Ltd at a value of £100,000 + VAT

Appendix 1: Implications

Finance – The report seeks approval of rewards of contract for £100,000+VAT. This expenditure is contained within this year’s capital programme and will be fully covered by the s106 funding application made to Durham County Council.

Staffing - No direct implications.

Risk – The development and delivery of the Play Area Strategy is a key action point in the Council’s Corporate Risk register.

Equality and Diversity / Public Sector Equality Duty – the design and specification of the play areas includes specific requirements for accessible play equipment/opportunities.

Accommodation - No direct implications.

Crime and Disorder - No direct implications.

Human Rights - No direct implications.

Consultation – This play area renewal project has been subject to specific consultation with local ward members and with the local community through consultation events held at The Pavilion Sports & Community Centre during the October half term holiday

Procurement – The Council used an open public tendering process for this contract, with support from DCC Corporate Procurement team.

Legal Implications - No direct implications.

Data Protection - No direct implications.

Appendix 2: winning design by HAGS SMP Ltd, picked by local residents who took part in the consultation event