

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE PARKS &
CEMETERY COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL

ON MONDAY 11TH APRIL 2016

PRESENT: COUN M A CARTWRIGHT (CHAIR)

Mesdames: L M Wood, S McDonnell, K Hawley, M J
Thompson & V Watson

Messrs: S Miles, D Sillito, W M Jeffrey, C Watkins, L Cook,
C J Metcalfe & A Watson

**MEMBERS WERE REMINDED OF THE NEED TO DISCLOSE
ANY INTEREST, PREJUDICIAL OR PERSONAL, IN
ACCORDANCE WITH THE CODE OF CONDUCT.**

88. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors K Liddell, (on holiday), S Simpson, (on holiday), C Robbins, (on holiday), G Cowie, (ill) and H Bennett MBE (ill).

RECOMMENDED the Council approve the reasons submitted for absence received from the Councillors on the grounds given above, and their apologies for absence be recorded.

With the approval of Council this item was considered at the beginning of the meeting.

89. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC
IN VIEW OF THE CONFIDENTIAL NATURE OF THE FOLLOWING 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, 1960 &

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985.

90. APPOINTMENT OF THE TOWN CLERK

The Acting Town Clerk declared an interest and left the meeting for the entirety of the item.

The Chair welcomed Lyndsay Greathead, Senior HR Officer to the meeting. Mrs Greathead attended the meeting having previously circulated updated documents following on from attendance at the full council meeting on the 21st March 2016. The following actions were agreed.

RECOMMENDED:-

1) The salary for the Town Clerk be set at LC4 Substantive range-currently £51,062/£57,569. Council agreed that for an exceptional candidate the salary could be negotiated to a higher point.

2)The post will be advertised in the Society for Local Council Clerks/DCC Internal bulletin and existing Town Councils/North East Jobs/Reed.

3) The selection process will consist of shortlisting/ assessment centre (16pf/Psychometric testing) followed by a formal interview and presentation. Only those candidates successful following testing will go forward to the last of interview and presentation.

4)The timescales suggested were agreed as follows:-

-Advert placed week commencing 22nd April 2016

-Application Deadline- Wednesday 25th May 2016

- Shortlisting- Tuesday 31st May 2016

-Assessment Centre- 14/15th June 2016

-Final interview and presentation-week commencing 27th June 2016

5) Following discussion about the process upon which applications are received it was agreed that the process agreed on the 21st March 2016, would remain as follows. Mrs Greathead will bring all unopened applications to the Town Council on the morning of Thursday 26th May 2016 to open and verify the number of applications received. Work will then be carried out by Mrs Greathead to photocopy and anonymise the applications ready to be shared with Councillors in preparation for shortlisting. All Councillors will receive their pack by the Parks Department who will hand deliver them at the end of the working day on Thursday 26th May 2016.

6) Additional further amendments were made to the Job Description.

7) Mrs Greathead agreed to share with all Councillors the finalised documents as advertised for their information.

91. THE MINUTES OF THE LAST MEETING a copy of which had been circulated to each Member, were accepted.

Matters Arising

Minute Number 86

To note at the Council Meeting it was agreed that a roller be hired for the forthcoming cricket season.

92. MONTHLY PROGRESS REPORT OF THE HORTICULTURAL SUPERVISOR

The report of the Horticultural Supervisor was circulated to each Member for their consideration.

The report gave an overview of the various sports and gave actions that were being taken in consultation and agreement with the Sports Development Officer. A value for money survey was being undertaken on the two remaining subsidised sports, bowls and cricket and the results would be provided for Council. An update was given on Rugby Union at Eden Lane and Rugby League at Helford Road.

Members were asked to give suitable date(s) to begin the site inspections and visits to each play area as per the agreed Play Area Strategy.

The Reports of the Parks Development Officer, a copy of which had been circulated at the meeting giving progress with users of Woodhouse Park, and work in the grot spots were also considered.

RECOMMENDED:-

(i) Helford Rd pitch 2 (middle pitch) is used for the provision of 9x9 youth football from the start of the season;

(ii) Peterlee Pumas continue to use main rugby pitch (pitch 3) for their forthcoming season up until September 2016;

(iii) a joint feasibility study (Parks/Sports Development) is compiled to look at future pitch provision at the Helford Road site.

FURTHER RECOMMENDED the first of a series of site meetings be held to visit the play areas beginning at Gloucester Place Play

Area on Thursday 21st April at 5.30pm. Members were asked to note this in their diaries as reminders would not be sent out. If possible and time permitted further play areas would be visited on that evening on a ward by ward basis.

99. THE PLANNED CRICKET FENCE FOR HELFORD ROAD

Members gave consideration to the report of the Sports Development Officer, a copy of which had been circulated to each Member.

There was considerable discussion on not only the provision of a fence at the site but also the sports development, play area, community and sports use of the building and the site. It was felt that residents and the general public needed to be consulted to gauge views and get feedback on ideas for development of the building and the site.

Members to took into consideration all of the above points given in the report and discussed priorities for the Pavilion; income generation, progression of sport, improvements to current Pavilion facilities, and it was agreed this needed to be done before making a decision on erecting a fence around the cricket pitch, whilst it was suggested costings needed to be prepared for the proposals.

RECOMMENDED community consultation with Pavilion users (local tax payers), to establish what would be of more benefit to them; facility improvements or a fence around the cricket pitch. The consultation be extended to include every resident of the Town and a price be obtained for an organization to carry out such a piece of work on the Town Council's behalf.

100. NOTES OF THE MEETING HELD ON 30TH MARCH 2016

Members were circulated with a copy of the notes of the meeting held with representatives of the two leisure garden sites and the Council. It was asked if there were there any amendments required prior to them being circulated to plot holders prior to the meeting to be held on Thursday 14th April 2016. A few slight changes were given and agreed.

RECOMMENDED copies of the notes of the meeting held on 30th March 2016, be made available as agreed.

101. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC
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102. REPAIR TO THE ROOF, WOODHOUSE PARK

The sealed tenders were opened at the meeting by the Chairman. As the meeting was out of time they were to be analysed and considered at the meeting the next night.

All of the following items were also referred to the meeting the following evening:-

- a) Extension Of Paths In The Cemetery
- b) Polytunnel Application
- c) Horden Rugby Club – Progress Report
- (i) Signing of the Lease and Facilities Management Agreement
- (ii) Progress with works – installation of the rugby posts, electrical work
- (iii) Prices for Fire Detection, Emergency Lighting & Intruder System, Eden Lane
- d) Sale of Land – Wallflower Avenue
- e) Purchase of a New Deck System to go on the Tractor

RECOMMENDED the items given above be considered at the **Shotton Hall Committee on Tuesday 12th April 2016.**