



9th May 2024

In accordance with Paragraphs 7 and 10(2)(b) of Schedule 12 of the Local Government Act 1972, I hereby summon you to attend the **ANNUAL MEETING OF PETERLEE TOWN COUNCIL** to be held in the **BRANDLING SUITE**, Shotton Hall, Peterlee SR8 2PH on **MONDAY 20th MAY 2024 at 6.30pm**

The business to be transacted at the meeting is set out in the Agenda below.

Ian Hall
Acting Chief Officer
(Proper Officer of the Council)

Attendance of the Public at the Meeting

Whilst members of the public are welcome to observe our Council meetings, public viewing space is limited. If you would like to come along to observe the meeting you are strongly advised to contact the office to make sure there are facilities to allow you to come and join us safely. Please telephone 0191 5862491 or e mail council @peterlee.gov.uk for more details.

A G E N D A

1. To Elect a Chairman for the Ensuing Year

To receive and consider nominations for the position. By tradition the incoming Chairman usually names their consort once elected.

Following election the Chairman will sign a Declaration of Acceptance of Office.

2. Apologies for Absence

3. Presentation to the Former Chair of Peterlee to Mark Her Year of Office

4. 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 also reminded that they are personally responsible for ensuring that these declaration forms are complete and are kept up to date and that they should be submitted to the Monitoring Officer at Durham County Council. This is a legal requirement. Members can check their published declaration of interests using the following link: <https://bit.ly/2wVyeLA>

5. To Elect a Vice Chairman for the Ensuing Year

To receive nominations and agree the Vice Chairman of Peterlee Town Council. By tradition the incoming Vice Chairman usually names their consort once elected.

Following election the Vice-Chairman will sign a Declaration of Acceptance of Office.

6. Minutes

To approve the Minutes of the following meetings:-

- a. Council held on 22nd April 2024
- b. Scrutiny Committee held on 3rd May 2024

7. To Confirm the Dates of the Meetings for the Forthcoming Year

Calendar of meetings is attached for approval.

8. Review of the Terms of Reference for Committees

Members are asked to review and approve the terms of reference for the Town Council's committees (attached). No amendments are being recommended by Officers.

9. Committees, Sub Committees, Working Parties and their Chair and Vice Chair

To appoint representatives to the following committees and elect their Chair and Vice Chair:-

- a. Resources Committee (all 22 members)
 - b. Community & Environment Committee (all 22 members)
 - c. Human Resources Sub (14 members)
 - d. Disciplinary Hearings (7 members)
 - e. Appeals Panel (5 members).
- (NB Members cannot sit on both the Disciplinary Hearings Panel and the Appeals Panel)**
- f. Town Clerk's Appraisal Sub Committee (5 members)
 - g. Health & Safety Sub Committee (all 22 members)
 - h. Events Working Party (all 22 members)
 - i. Finance Sub Committee (8 Members. Volunteers to be included as signatories on the bank account. This will involve credit checks being carried out by the Bank)
 - j. Scrutiny & Progress Committee (14 members)

10. Delegates to Other Bodies

To appoint representatives of the Town Council to serve on the following bodies:-

- a. County Durham Association of Local Councils (3 Reps - 3 elected Members or 2 members and the Town Clerk)
- b. East Durham Association of Parish & Town Councils (3 Reps)
- c. Passmore Pavilion Local Steering Group (1 Rep)

- d. Peterlee Cricket Club (1 Rep)

11. Review and Adoption of Policies and Procedures

- a. Standing Orders: [PTC Standing Orders - Reviewed May 2022 \(peterlee.gov.uk\)](https://peterlee.gov.uk/ptc-standing-orders-reviewed-may-2022)
- b. Financial Regulations: [Financial Regulations - Reviewed May 2022 \(peterlee.gov.uk\)](https://peterlee.gov.uk/financial-regulations-reviewed-may-2022)
- c. Scheme of Delegation: [Peterlee Town Council Scheme of Delegation](https://peterlee.gov.uk/peterlee-town-council-scheme-of-delegation)
- d. Complaints Procedure: [Peterlee Town Council Complaints Procedure](https://peterlee.gov.uk/peterlee-town-council-complaints-procedure)
- e. Procedures for Handling Requests made under the Freedom of Information Act 2000: [Guidance for submitting a Request for Access to Information - Peterlee Town Council](https://peterlee.gov.uk/guidance-for-submitting-a-request-for-access-to-information-peterlee-town-council)

Documents can be viewed via above links. Paper copies can be requested from democratic Services.

No amendments are being recommended by officers. Members should however note that NALC published new model Financial Regulations earlier this month. Updated Financial Regulations based on the new model will be presented to Council for adoption in due course.

12. Review of inventory of land and assets including buildings and office equipment

Members are asked to review and approve the inventory of land and assets held by the Town Council (attached)

13. Eden Hill Skatepark Project

Report from the Acting Town Clerk (attached)

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 22ND APRIL 2024 at 6.30PM

PRESENT: - Cllr A Laing (Chair)

J. Black, R. Burnip, M. Cartwright, K. Duffy, T. Duffy, B. Fishwick, S. Franklin, D. Hawley, K. Hawley, D. Howarth, K. Liddell, M. McCue, S. McDonnell, R. Moore, D. Quinn, R. Scott and S. Simpson,

3 members of the public were in attendance.

144. Apologies for Absence

Apologies for absence were offered from Councillors S. Meikle, M. Sanderson, A. Stockport and E. Watson. **RESOLVED Council note the apologies that had been submitted.**

145. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. **No interests were declared.**

146. Public Participation Session

a. Reps from Peterlee Cricket Club, Cricket Club's Future Plans

Andrew Laidler and James Pratt attended the meeting to give a presentation on the future plans of the Cricket Club to grow and become even more successful. Reference was made to the Club's Development and Social Space Proposals. Links had been provided on the agenda for Members attention.

The reps advised that the Cricket Club had become a CIC and had agreed a development plan for the new Club to focus on common goals of progressing the Club in its sporting achievements whilst providing a safe and inclusive community asset for the people of Peterlee and surrounding villages. The Social Space Proposal would allow the Club to create momentum and develop opportunities for funding and grants, through the National Governing Body and other partner organisations. It contained the following options, which has been supported by the Club's membership.

1. Move Operations into The Pavilion.
2. Replace the Marquee with a modular/temporary building
3. New building on the site of the old Helford Road sports & social club

The Social Space proposal requested that the Town Council recognised the Club's needs for improved facilities beyond the current marquee and that moving the Club into the Pavilion in its current layout was not a reasonable solution. It also requested

that the Council support the Club in applying for Section 106 funding towards fast tracking option 1, or alternatively, support Peterlee Cricket Club CIC in implementing option 2 as a stop gap solution until option1 is more financially viable.

The Club representatives explained that they would like to work with the Acting Town Clerk and the Town Council to develop its proposals to move its operations into The Pavilion.

RESOLVED: That the Acting Chief Officer/Town Clerk continue to work with the Cricket Club to develop a viable proposal to present to the Council.

b. Lee House Development

Mr Southam was not present at the meeting and therefore this item was deferred without discussion.

147. To Approve the Minutes of the last meeting of the 25th March 2024

The minutes of the previous meeting were circulated for consideration and approval as a true and correct record. **RESOLVED the minutes be approved and duly signed.**

148. Notes of the Finance Sub Committee of the 25th March 2024

RESOLVED the BACS payments be confirmed and endorsed.

149. The Minutes of the Scrutiny Committee 28th March 2024

The notes of this meeting were attached for information. **RESOLVED: That the minutes be agreed as a correct record.**

150. The Minutes of the Resources Meeting 8th April 2024

The notes of this meeting were attached for information. **RESOLVED: That the minutes be agreed as a correct record.**

151. The Minutes of the Scrutiny Committee 12th April 2024

The notes of this meeting were attached for information. **RESOLVED: That the minutes be agreed as a correct record.**

152. Eden Hill Skatepark Project

This item was withdrawn from the agenda.

153. Entrance Doors Hill Rig House

Consideration was given to a report of the Acting Chief Officer/Town Clerk, which had previously been circulated, advising that a quotation of £5,243.72 had been accepted, to have the entrance doors at Hill Rig House repaired and serviced.

Given the urgency of the work and in accordance with the Scheme of Delegation and Financial Regulations, the Acting Chief Officer/Town Clerk had, in consultation with the Mayor and Chairman of Resources Committee, agreed the quotation so as not to delay the repairs.

RESOLVED: That the actions of the Acting Chief Officer/Town Clerk, in consultation with the Mayor and Chairman of Resources Committee, be endorsed.

154. Recruitment Update

Consideration was given to a report of the Locum Democratic Services Manager, which had previously been circulated, updating Members on the recruitment of the Chief Officer/Town Clerk and the Hospitality Manager, Peterlee Pavilion. The report also considered the position of the Pavilion Manager, which would become vacant on 9th May 2024.

NB. The Acting Chief Officer/Town Clerk left the meeting during discussion on the recruitment to the Chief Officer/Town Clerk's post.

Members also noted advice obtained from NEREO relating to the timing and process of a review of the staffing structure.

Members were advised that 9 nominations had been received from Councillors expressing an interest in sitting on the Chief Officer Appointments Panel. Consideration was given to the size of the Panel and how those members should be selected. It was suggested that the members that had shown an interest in sitting on the Panel be appointed. Councillor Liddell advised that she would not be available on the day of the interview and withdrew her nomination. Councillor Simpson offered to sit on the Panel in place of Councillor Liddell.

Members queried whether recruitment to the post of Hospitality Manager should continue given NEREO's advice on the pending staffing restructure. Members were advised that the post was an operational requirement for the Pavilion to continue to operate. It was suggested that the recruitment process continue, and an appointment be made if there is a suitable applicant.

- RESOLVED:**
1. That the advice obtained from NEREO regarding the proposed staffing restructure be accepted.
 2. That a Chief Officers Appointments Panel be established comprising of 9 members with the following membership: -

Councillors R. Burnip, M. Cartwright, K. Hawley, D. Hawley, D. Howarth, A. Laing, R. Moore, R. Scott and S. Simpson.
 3. That the recruitment to the post of Hospitality Manager continue given its operational necessity.
 4. That the post of Pavilion Manager be held vacant pending a staffing restructure.

155. Policies – PPE Policy

Consideration was given to an updated PPE Policy, which had previously been circulated.

RESOLVED: That the PPE Policy be adopted.

156. Summer Music Event, Eden Lane

Consideration was given to a report of the Corporate Services Manager, which had previously been circulated, requesting that Members give further direction on appropriate local charities to be supported by the event.

Members had previously agreed that 50% of the ticket sales be donated to local charities, one local cancer charity and one local mental health charity. Each charity would receive 25% of ticket sales. It had not been possible to identify charities that only operated within the Peterlee area. All charities suggested to date were part of a national organisation and therefore not acceptable to Members.

Following detailed discussion of various charities, and whether a charitable donation should be made from ticket sales, it was suggested that Members organise a bucket collection for the event with all donations being given to the Mayor's charity(ies).

RESOLVED: That Members organise a bucket collection for the event with all donations being given to the Mayor's charity(ies).

157. Exclusion of 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 1960 & the Local Government (Access to Information) Act, Part 1, due to the commercial and personal information contained in the report.

158. Extension to Sick Pay Request

Members considered a request from an employee to extend their six-month period of full sick pay.

RESOLVED: That the request be refused.

THE MINUTES OF THE MEETING OF THE SCRUTINY COMMITTEE
HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE
ON FRIDAY 3RD MAY 2024

PRESENT: COUN K HAWLEY (CHAIR)

R. Burnip, D. Hawley, A Laing, R Moore and R Scott.

25. Apologies for Absence

Apologies for absence were offered from Councillor K Liddell. **RESOLVED That the apology be noted.**

26. The Minutes of the Last Meeting held on 12th April 2024

The minutes of the meeting held on 12th April 2024 had been approved as a correct record at the meeting of Council held on 22nd April 2024 and had been attached to the agenda for information.

RESOLVED the minutes be noted.

27. Peterlee Cricket Club

The Acting Town Clerk provided members with an update regarding Peterlee Cricket Club.

Members were reminded that representatives of Peterlee Cricket Club were in attendance at the Council meeting held on 22nd April 2024 to present the Club's future plans and proposals for development. Council resolved that the Acting Chief Officer/Town Clerk continue to work with the Cricket Club to develop a viable proposal to present to the Council.

Members are also reminded that at the same meeting the Council agreed to accept NEREO's advice to wait until a new Chief Officer/Town Clerk was in post to undertake a review of services and develop a future vision for the Council. An appropriate structure could then be built to deliver the vision.

The Cricket Club's Development Plan and Social Space Proposals were discussed with particular reference to the Club's request to install stairs to create direct access from the bar to the cricket square; increasing the size of the windows in the bar so that cricket could be viewed whilst seated; the need to operate the bar all year round, including hosting functions on request and also possible potential partnering with the football clubs outside the cricket season.

It was agreed that the Acting Town Clerk continue to talk to the Cricket Club to develop a viable solution for the Club, Council and users of the Pavilion.

RECOMMENDED That the information be noted.

28. Shotton Hall

The Acting Town Clerk provided an update with regard to Shotton Hall.

Members are reminded that, at its last meeting (12th April 2024) the Scrutiny Committee had agreed that a meeting/workshop be arranged to consider in detail the issues and possible options, together with implications, to enable members to arrive at a considered decision concerning the future of Shotton Hall. It was suggested that this could be part of the overall review advised by NEREO.

An update was given on the work of the Plunkett Foundation. It was noted that additional people had come forward to be involved in the proposed community project. Work on the community project was ongoing.

The Acting Town Clerk advised that he was in the process of gathering information requested by members, including costs of the various options to renovate the building, the indicative cost of a loan and also the value of the building.

Members were in agreement that progress needed to be made, although acknowledged that there was no obvious solution. Members preference would be to retain the building if financially viable.

RECOMMENDED That a workshop be arranged at a suitable time following the appointment of the new Town Clerk to consider in detail the issues and possible options, together with implications, to enable members to arrive at a considered decision concerning the future of Shotton Hall.

Dates of Meetings 2024/2025

2024

Resources Meeting	10 th June
Council Meeting	24 th June
Community & Environment Meeting	8 th July
Council Meeting	22 nd July
Council Meeting	19 th August
Resources Meeting	9 th September
Council Meeting	23 rd September
Community & Environment Meeting	14 th October
Council Meeting	28 th October
Resources Meeting	11 th November
Council Meeting	25 th November
Community & Environment Meeting	9 th December
Council Meeting	23 rd December

2025

Resources Meeting	13 th January 2025
Council Meeting	27 th January
Community & Environment Meeting	10 th February
Council Meeting	24 th February
Resources Meeting	10 th March
Council Meeting	24 th March
Community & Environment Meeting	14 th April
Council Meeting	22 nd April (Tuesday – Easter dates)
Annual Council Meeting	19 th May 2025

**PETERLEE TOWN COUNCIL
SUMMARY OF FIXED ASSETS 31 MARCH 2023**

Land and Buildings

Eden Lane Cemetery & Office
E/Lane Pavilion, Changing Room, Field(leased to Peterlee & Horden RFC)
E/Lane Bowls/Pav/Tennis Courts
Shotton Hall
Hill Rigg House, Lowhills Road Offices & Changing Room
Lowhills Road Bowls Pavilion & CALM CiC Annex Building
The Pavilion Sports & Community Centre, Helford Rd
Woodhouse Park Pavilion, Toilets, Greenhouses, etc
Helford Road Car Park
Community Building, Thorntree Gill Leisure Gardens

Vehicles & Equipment

Haytor Harrier Mower 1996
Grays Roller 3/97
Small Equipment
Water Bowser
Diesel Tanks
Fraser Industrial Trailer
Wiedenmann Terraspike
Cemetery CCTV/Lighting
John Deer Ride on Mower
Power Brush
Dennis 20" Mower
Carpets Shotton Hall
New Seats Shotton Hall
Helford Rd Fittings
Cricket Scoreboard
Gazebo and Bell
Dance Floor
Case Tractor
Ford Ranger NU15 GKD
John Deere Lawn Tractor
Citroen Van NL16 NHY
John Deer Front Mower
Striker Rear Mounted Mower
Trimax Flail Mower
John Deer Tractor/Loader/backhoe
Gator Utility Vehicle
Cinema Equipment
Drop Side Trailer
Welder Generator
Augertorque 1200 Earth Drill
Isis Twin Play Brush Frame
Wessex Deck Mower (new)

Play Equipment

Hampshire Place
Hill Rig House
Helford Road
Multi use Sports Facility-Woodhouse Park
Multi use Sports Facility-Eden Lane
Multi Use Sportsfacility- Helford Road
Skatepark, Pump Track and Parkour area, Woodhouse Park
Outdoor Exercise Equipment – relocated
Play Equipment Heath Close
Play Equipment Eden Lane
Play Equipment-Woodhouse Park

Shotton Hall - BURDON SUITE

Tables, Chairs, Table tops
Dance Floor
Dudley Safe
Cellar Cooling Equipment
2x Bottle Cabinets

Shotton Hall - BRANDING SUITE

Tables, Chairs, Table tops
Cooling Equipment
Carpet
Pews
2x Cooker Ranges
Wall Grill
Foster Coldroom
Monarch Wall Shelves
Sink Units
Extractor Canopy
Dishwasher

Shotton Hall - OTHER

1 Chaise Longue
3 Leather Chesterfields
Chairs
Boardroom Table
Computer Server room
Computers
Tills
CCTV Shotton Hall
CCTV Eden Lane
CCTV The Pavilion
CCTV Woodhouse Park

Community Assets

Civic Chains

Report to: Peterlee Town Council

Date: 20th May 2024

Report of: Ian Hall, Acting Chief Officer/Town Clerk

Report Title: Eden Hill Skatepark Project

Purpose: This report recommends the award of a contract for the provision of a new skatepark at the Town Council depot/rugby club site at Eden Lane to Wheelscape/Active Legacy Ltd.

Background: As Members will be aware, Council Officers have been working on a proposal for a new skatepark in the Eden Hill area for some time. The Council made a successful bid for £90,000 of section 106 planning grant funding for the project in February 2022, and the Council has already approved an indicative provision of £110,000 in the capital budget for the current financial year for this project. The proposed location of the skatepark is the decommissioned 'teen' play area to the west of the MUGA and east of the storage compound at the Town Council's depot/tennis courts/rugby club off Eden Lane:

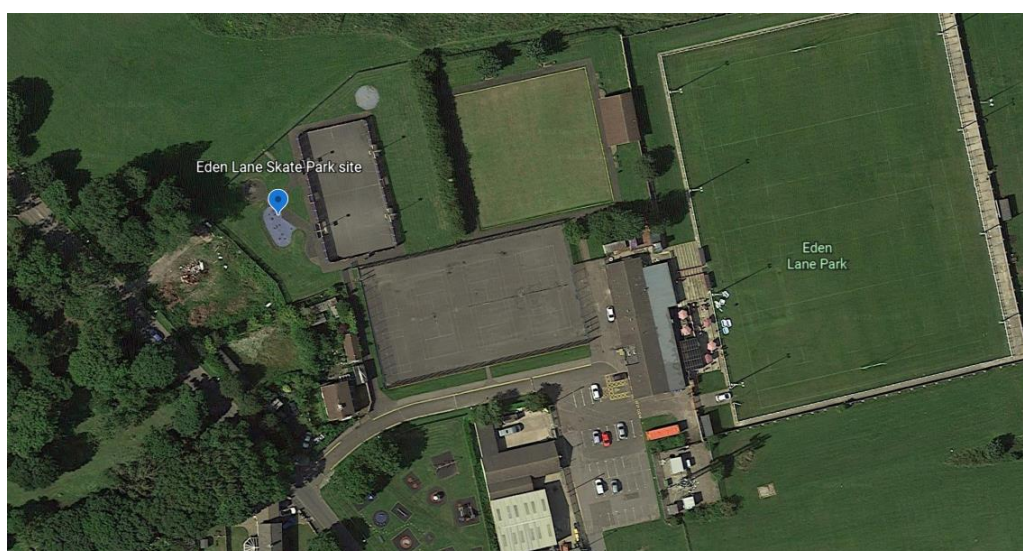


Figure 1: location of proposed Eden Lane Skate Park. Eden Lane, Peterlee SR8 5DJ

Procurement: In summer 2022 the Town Council published an open public tender opportunity using the government's 'Find a Tender' procurement portal¹ and also directly contacted a number of known skatepark companies to inform them about the tender opportunity. The opportunity was advertised at a minimum contract value of £110,000 + VAT but with an ambition to go to an increased contract value in the region of £150,000 +VAT if the successful tenderer was able to work with the Council to secure other sources of external grant funding to complement the existing secured funding for the project.

¹ Although now closed, the tender opportunity remains available to view here: <https://www.find-tender.service.gov.uk/Notice/023540-2022?origin=SearchResults&p=1>

The only suitable tender response received was from a recognised skatepark design and installation company, Wheelscape (a trading name of Active Legacy Ltd)². The tender response satisfied all of the mandatory criteria and is in itself a comprehensive proposal.

Proposal:

Wheelscape had provided a comprehensive proposal that sets out their credentials as an established skatepark designer and installer. The company had also provided two indicative designs to help the Council to visualise what the new skate park might look and feel like.

The proposal was for an end-to-end process that includes a site survey; concept design; 2x consultation sessions; detailed design; construction drawings; steel fabrication and galvanising; project and H&S/CDM management; site establishment, facilities and security during build phase; groundworks and drainage; sub-base preparation including shuttering, reinforcement and steel; concrete pour; ancillary items including seating; post installation inspection and a public opening/launch event.

The company have supplied their final design for the members to agree with the available budget, please see appendix 2

Funding:

The Council has already secured £90,000 in s106 planning grant from Durham County Council and had made initial provision for £110,000 expenditure in the current financial year. Wheelscape did identified a number of potential grant funders who they have experience of working with and are confident of being able to support the Town Council to secure the additional £60,000 (or possibly more) to maximise the quality of the skatepark installation in terms of size and features. The potential funders include Biffa; ASDA; Sport England; National Lottery; and Crowdfunding. Unfortunately this has been a none starter for different reasons, the council were ineligible to apply and we couldn't set up a community group to apply. The budget for the Skatepark project is the £110,000 in the capital budget for the current financial year for this project which includes the £90,000 of section 106 planning grant funding.

Consultation:

Wheelscape came up in May 2023 and conducted 2 consultation discussions with people that were around the existing play area and tennis courts, 1 in the afternoon and 1 on the evening and received great feedback and a feel of what they wanted.

Recommendation:

Wheelscape are an established skatepark design and installation company with a substantial portfolio of case studies of similar projects around the country. They did identify a credible proposal for increasing the council's existing funding of £90,000 up towards a target of £150,000 for the project. For reasons above the budget is only £110,000 now and its recommended to approve the new design for that amount for the new skate park at Eden Lane to Wheelscape so we can now progress with the installation in May 2024.

² Wheelscape's product portfolio and case studies can be viewed here: [Wheelscape Skatepark Portfolio — Wheelscape \(squarespace.com\)](https://www.wheelspace.com)

Appendix 1: Implications

Finance – The report contains details about the financial arrangements for the proposed project. The Council has already made provision for a project sum of £110,000 of which £90,000 has already been secured from s106 planning grant funding.

Staffing - No direct implications.

Risk – The contractor's tender proposal includes specific allowance for Health & Safety and CDM compliance. The contractor has committed to achieving BSEN 14974 as a minimum.

Equality and Diversity / Public Sector Equality Duty – the proposal includes specific reference to the 'make space for girls' design standards that promote equality of access to girls and women. The contractor has also committed to working within the SEN code of practice 2014, Equalities Act 2010 and Children and Families Act 2014

Accommodation - No direct implications.

Crime and Disorder – The provision of high quality physical activity at this site is intended to address issues of crime and anti social behaviour by encouraging positive use and more 'eyes and ears' in the area. It is hoped that both the rugby club and Eden Hill Peoples Centre will be able to engage with the users of the new skate park in a positive way.

Human Rights - No direct implications.

Consultation – The report contains proposals, two consultation sessions with local users as well as a public launch event once the park is complete.

Procurement – The procurement process outlined in this report is in line with the Council's Financial Regulations and used a full open public tender process advertised through the government's Find a Tender service as well as direct contact with potential park providers

Disability Issues - No direct implications.

Legal Implications - No direct implications.

Data Protection - No direct implications.

Appendix 2:



