

## **PETERLEE TOWN COUNCIL**

Minutes of the **Town Council** meeting held on **Monday 2<sup>nd</sup> June 2025** at 6.30pm in the Council Chamber, Shotton Hall, Peterlee.

**Present:** Councillor R Moore (Mayor) and  
Councillors F J Black, P Brown, D Burrell, M A Cartwright, P Cartwright, B Fishwick, M L Franklin, S Franklin, D Hawley, K Hawley, D Howarth, A Laing, D Meadows, H Pygall, I Pygall, E Sanders, L Sanders, S Simpson, M T Tough, D Wright.

**Also Present:** Ian Hall (Chief Officer and Town Clerk), David Anderson (Locum Democratic Services Manager), Deborah Woodhall (Resources Manager), Wayne Harriman (Neighbourhood Services Manager) and Louise Hudson (Democratic Services Assistant)

### **C.1/25 APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor M Sanderson.

**RESOLVED:** That the apology be noted.

### **C.2/25 DECLARATIONS OF INTEREST**

No declarations of interest were submitted.

### **C.3/25 PUBLIC PARTICIPATION**

No members of the public were present

### **C.4/25 MONTHLY UPDATES FOR DURHAM COUNTY COUNCILLORS**

Councillor Dawn Bellingham attending the meeting to provide a verbal update to Members, detailing the complaints she had received from Peterlee residents. Namely issues surrounding overgrown trees, traffic issues, parking issues and anti-social behaviour.

Councillor Bellingham explained the next steps she is taking to resolve those issues and the partners she will be working with to achieve the right outcomes.

A written update had been provided by Councillor Scott Woodhouse, which was read out by the Locum Democratic Services Manager. The update firstly congratulated the new Mayor, Councillor Rob Moore and to the new Deputy Mayor, Councillor Audrey Laing and expressed thanks to Councillor Diane Howarth and Councillor Ray Burnip for everything they had done for the Peterlee Community as Mayor and Deputy Mayor.

He also said thank you and well done to everyone involved in the VE day celebrations and provided updates on the following subjects: Roadworks, the latest Police report, and interactions he'd had with residents.

**C.5/25**

## **MINUTES**

a. Council held on 19th May 2025

**RESOLVED:** That the Minutes of the above meeting be approved as a correct record.

**C.6/25**

### **DONATION OF SURPLUS SANTA'S WISH GIFTS**

Consideration was given to a report of the Town Clerk, which had been circulated with the agenda, to seek approval to donate surplus gifts from the Santa's Wish project to local social services or a registered charity that supports families and individuals in need within the Peterlee community and to formally note that the scheme will be paused for 2025 due to the lack of facilities as a consequence of the sale of Shotton Hall, together with limited capacity to successfully deliver the scheme. It is proposed that the scheme be reconsidered for delivery in 2026.

**RESOLVED** That the surplus gifts be donated to Social Services and/or a registered charity which benefits the Peterlee Community.

**C.7/25**

### **EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** That in view of the confidential nature of the items to be discussed, the Council passed a 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/or personal information contained in the report.

**C.8/25**

### **REQUEST TO USE COUNCIL LAND – CIRCUS**

Consideration was given to a report of the Events Officer, which had been circulated with the agenda, to seek Members' consideration of a request from Circus Montini to hire Eden Lane training pitch for the purpose of staging an all-human circus event.

#### **RESOLVED**

1. That a formal hire agreement be entered into.
2. That a rental fee of £750.00 is to be charged for hire of the land
3. That responsibility for any damage rests with Circus Montini.
4. That water usage is monitored and charged accordingly.
5. That all relevant health, safety, and insurance documentation is submitted in advance.

**C.9/25**

**REQUEST TO USE COUNCIL LAND – FUNFAIR**

Consideration was given to a report of the Events Officer, which had been circulated with the agenda, to consider the final proposal from Noble's Funfairs for the hire of land at Helford Road for a funfair in August/September 2025.

Members discussed the ride prices and requested that the voucher each attendee receives is worth £6.00 to cover the cost of up to 2 rides.

**RESOLVED**

1. That rides will cost up to £3.00 each.
2. That a £2.00 entry fee is to be charged per person.
3. That each paying attendee receives £6.00 worth of ride vouchers redeemable within the fair.

**C.10/25**

**PETERLEE TOWN COUNCIL EVENTS SUPPORT**

Consideration was given to a report of the Events Officer which presented Members with quotations received from potential suppliers for Event Safety and First Aid provision for the Council's events programme in 2025, and to make recommendations for appointments based on value for money and service offer.

**RESOLVED**

1. That Company B, TJR Events be appointed to provide Safety Officer services for 2025 events, at a cost of £18.00 per hour.
2. That Company B, AED Medical Ltd be appointed, at a cost of £936.75 to provide medical cover for the 2025 events, offering comprehensive cover and equipment.

**C.11/25**

**IT SUPPORT CONTRACT**

Consideration was given to a report of the Resources Manager, which had been circulated with the agenda, to present members with three quotations for IT support services and request approval to proceed with the most appropriate option based on cost-effectiveness and service reliability.

An addendum to the report explained that while companies were asked to quote for 21 users, one company had in fact quoted for 24 and so their quote was adjusted for fair comparison.

**RESOLVED**

That Members appoint Company B, Document Solutions for IT support services, at a cost of £9,349.20 for 1 year on the basis of:

- Competitive pricing
- Strong references from other councils
- Compliance with the existing service specification

**C.12/25****CAPITAL WORKS LOWHILLS ROAD ALLOTMENTS**

Consideration was given to a report of the Town Clerk, which had been circulated with the agenda, to approve the appointment of contractors for the refurbishment of the allotment building and the resurfacing of the entrance road at Lowhills Road Allotments, funded through Section 106 contributions.

Members previously approved the use of Section 106 funds, at Council on 23<sup>rd</sup> September 2024, minute number C.63/24 to:

- Refurbish the unused building at Lowhills Road Allotments
- Resurface the entrance road to the site

**RESOLVED**

1. That Company B, Sonic Building Services be appointed for the refurbishment of the allotment building at a cost of £12,870.00.
2. That Company B, Youll Construction Ltd be appointed for the resurfacing of the entrance road at a cost of £7,962.00.

**C.13/25****PROVISION FOR MEMBERS PHONES**

Detailed consideration was given to a report of the Town Clerk, which had been circulated with the agenda, recommending the approval of mobile devices for Members, namely a mobile phone, plus either a tablet or a laptop, to improve security and to reduce the amount of paper used as per the Paperless Policy which was previously approved by Council.

**RESOLVED**

1. That mobile phones be ordered for 18 Members.
2. That the decision to order a tablet or a laptop be deferred to the next Council meeting on 16<sup>th</sup> June 2025.

**C.14/25****LEASE REVIEW (CALM CIC)**

Detailed consideration was given to a report of the Town Clerk, which had been circulated with the agenda, to seek approval for the Council to appoint Align Property Solutions to carry out the scheduled rent review for the CALM CIC lease at Lowhills Road, Peterlee, in accordance with the lease agreement.

**RESOLVED**

1. That Align Property Solutions be appointed to carry out the rent review for the CALM CIC lease at Lowhills Road as per the lease terms.
2. That delegated authority be given to the Town Clerk to instruct Align and to take any necessary actions to conclude the rent review process.

**C.14/25**

**EXTENSION OF DEMOCRATIC SERVICES SUPPORT**

Detailed consideration was given to a report of the Town Clerk, which had been circulated with the agenda, to seek Council approval to continue the engagement of David Anderson to provide support services to the Council's work in the area of Democratic Services until 31st January 2026.

**RESOLVED**

That David Anderson provide Democratic Services support until 31st January 2026.