



2nd July 2025

Dear Councillor,

I hereby summon you to attend a meeting of **Peterlee Town Council** on  
**Monday 7th July 2025** In the **Council Chamber, Shotton Hall,**  
**Peterlee, SR8 2PH, at 6.30pm**

Mr I Hall  
Town Clerk

Members of the public are very welcome to attend our meetings. We have a limited number of designated public seating in our Council Chamber and so any members of the public wishing to attend to observe the meeting are advised to contact the Council in advance so that we can reserve a seat for you: [council@peterlee.gov.uk](mailto:council@peterlee.gov.uk) or (0191) 5862491.

### AGENDA

**1. Apologies for Absence**

**2. 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>

**3. Public Participation**

Members of the public will have an opportunity to put questions to the Council. This item of business to last no more than 15 minutes, as per Council Standing Orders.

**4. Minutes**

To approve the Minutes of the following meeting:-

- a. Council Meeting held on 16<sup>th</sup> June 2025 (Copy attached)
- b. Governance & Performance Meeting held on 17<sup>th</sup> June 2025 (Copy attached)
- c. Events Committee Meeting held on 24<sup>th</sup> June 2025 (Copy attached)

**5. Review of Policies**

The Governance & Performance Committee at its meeting held on 17<sup>th</sup> June 2025 considered proposed amendments to the following policies to reflected changes in legislation and/or contact details and recommended that Council agree the amended policies. (Minute No G.3/25 refers)

Cont ...

- a. Abusive, Unreasonable & Vexatious Complaints Policy
- b. Allotment Policy
- c. Annual Leave Policy
- d. Eyecare Policy
- e. Maternity Policy
- f. Menopause in the Workforce Policy
- g. Performance Appraisal Policy
- h. Redundancy Policy
- i. Retirement flexible retirement & Pensions Policy
- j. Special- Bereavement and Emergency Leave Policy
- k. Whistle Blowing Policy
- l. Working from home Policy

Proposed policies are available on the Council's website at [Governance & Performance Committee held on 17<sup>th</sup> June 2025](#).

**6. Special Motion on Notice**

In accordance with Standing Order 7a, Previous Resolutions, notice has been received of the following Special Motion.

Moved by Councillor R. Moore and A. Laing:

"That Council rescind the decision made on 2nd June 2025 to provide Members with mobile phones and devices (Minute No C.13/25) and that Council request the Town Clerk to submit a report in due course, i.e. when all relevant information can be obtained, to enable Members to make an informed decision on the need, cost and common practice in relation to the provision of electronic devices to Town Councillors".

**7. Parish Plan**

Report of the Town Clerk. (Copy attached)

**8. Installation of a Boundary Fence Enclosing Football Pitches at Helford Road**

Report of the Neighbourhood Services Manager. (Copy attached)

**9. Section 106 Skatepark Project**

Report of the Town Clerk. (To follow)

**10. Exclusion of 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, due to the commercial and/or personal information contained in the report.

**11. Sale of Shotton Hall**

Report of the Town Clerk (To follow)

**12. Rent Review Calm CIC**

Report of the Town Clerk (To follow)

## **PETERLEE TOWN COUNCIL**

Minutes of the **Town Council** meeting held on **Monday 16<sup>th</sup> June 2025** at 6.30pm in the Brandling Suite, Shotton Hall, Peterlee.

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

**Also Present:** Ian Hall (Chief Officer and Town Clerk), David Anderson (Locum Democratic Services Manager) and Deborah Woodhall (Resources Manager).

Two Members of the public were in attendance

### **C.15/25 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors, M.L. Franklin, S. Franklin, D. Hawley, K. Hawley, D. Howarth E. Sanders and M. Sanderson.

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

### **C.16/25 DECLARATIONS OF INTEREST**

Councillor M. Tough declared an interest in respect of Item No. 6 'Lease of Land at Helford Road to Peterlee Cricket Club' and took no part in the discussion or voting thereon.

### **C.17/25 PUBLIC PARTICIPATION**

#### **Provision of Devices to Members**

Robert Scott, a former Town Councillor, was present at the meeting to raise concerns regarding the decision made at the previous Council meeting to provide mobile phones and devices to councillors. He stated that there had not been a need for the provision previously and council tax payers' money could be better spent on the delivery of services for the community. He requested that the Council reconsider the decision.

Councillor Moore advised that he was uncomfortable with the decision made at the previous meeting and that he and Councillor Laing had submitted a special motion to the Town Clerk, for discussion at the next meeting, requesting that the decision be rescinded and the Town Clerk be requested to submit a full report to a future Council meeting so that Members could make an informed decision on the provision of mobile phones and devices.

The Chairman thanked Mr Scott for his attendance at the meeting.

#### **Peterlee Cricket Club**

James Pratt was in attendance at the meeting with regard to Item No 6 'Lease of Land at Helford Road to Peterlee Cricket Club' to request that the Council agree the lease to the Club. Mr Pratt advised Councillors of the history and

current activities provided by the Club and explained that the approval of the lease would help the Club apply for grant funding to improve facilities and secure its future success.

The Chairman thanked Mr Pratt for his attendance at the meeting.

#### **C.18/25 MINUTES**

- a. Council held on 2<sup>nd</sup> June 2025
- b. Events Committee held on 3<sup>rd</sup> June 2025

**RESOLVED:** That the Minutes of the above meetings be approved.

#### **C.19/25 MOTIONS ON NOTICE**

Moved by Councillor Meadows, Seconded by Councillor Fishwick,

"That Peterlee Town Council acknowledge the importance of remembering the sacrifices made by those who served in times of conflict and commit to exploring the possibility of enhancing Peterlee's War Memorial."

The motion was unanimously supported. Members noted that the Council would need to engage with relevant organisations to seek agreement to enhancing the Memorial and consult wider regarding potential alterations.

**RESOLVED** That the motion be approved.

#### **C.20/25 LEASE OF LAND AT HELFORD ROAD TO PETERLEE CRICKET CLUB**

Consideration was given to a report of the Town Clerk, which had been circulated with the agenda, with regard to the proposed lease of land at Helford Road to Peterlee Cricket Club.

Members noted the background to the Council's decision made on 26th June 2023 to grant Peterlee Cricket Club a 30 year lease of the land at a peppercorn rent.

**RESOLVED** That the decision of the Council made on 26th June 2023 (Minute No 34) to grant a 30 year lease of land at Helford Road to Peterlee Cricket Club CIC on terms contained in the report be confirmed.

#### **C.21/25 END OF YEAR BUDGET SUMMARY 2024/25**

In accordance with Financial Regulations, consideration was given to a report of the Town Clerk, which had previously been circulated, setting out a budget summary for the financial year ending 31<sup>st</sup> March 2025.

**RESOLVED:** That the budget summary for 2024/25 financial year be agreed.

**C.22/25 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/25**

Consideration was given to the Annual Governance and Accountability Return (AGAR) for 2024/25, together with the period for the exercise of public rights.

- RESOLVED:**
1. That the Annual Audit Report (page 3 of the AGAR) be noted.
  2. That the Annual Governance Statement (page 4 of the AGAR) be approved.
  3. That the Accounting Statement (page 5 of the AGAR) be approved.
  4. That the period for the Exercise of Public Rights for the year ending 31st March 2025 commence on 18th June 2025 and end on 29th July 2025.

## PETERLEE TOWN COUNCIL

Minutes of the **Governance and Performance Committee** meeting held on **Tuesday 17<sup>th</sup> June 2025** at 10.00am in the Council Chamber, Shotton Hall, Peterlee.

**Present:** Councillor R Moore (Chair) and  
Councillors P. Brown and M Cartwright.

**Also Present:** D Woodhall (Resources Manager), David Anderson (Locum Democratic Services Manager)

**G.1/25 APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor A Laing and I Pygall.

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

**G.2/25 DECLARATIONS OF INTEREST**

No declarations of interest were submitted.

**G.3/25 REVIEW OF POLICIES**

The following policies were reviewed:-

- a. Abusive, Unreasonable & Vexatious Complaints Policy
- b. Allotment Policy
- c. Annual Leave Policy
- d. Eyecare Policy
- e. Maternity Policy
- f. Menopause in the Workforce Policy
- g. Performance Appraisal Policy
- h. Redundancy Policy
- i. Retirement flexible retirement & Pensions Policy
- j. Special- Bereavement and Emergency Leave Policy
- k. Whistle Blowing Policy
- l. Working from home Policy

Members noted that the policies had been updated to reflect any changes in legislation and/or to update the contact details contained in the policies.

Following detailed consideration of each policy the Committee agreed the proposed amendments.

**RECOMMENDED** That Council agree the policies.

## PETERLEE TOWN COUNCIL

Minutes of the **Events Committee** meeting held on **Tuesday 24th June 2025** at 10.00am in the Council Chamber, Shotton Hall, Peterlee.

**Present:** Councillor K Hawley (Chair) and D Howarth, A Laing, M T Tough and L Sanders.

**Also Present:** Ian Hall (Chief Officer and Town Clerk), Laura Freeman (Events Officer), Deborah Woodhall (Resources Manager), Richard Parker (Pavilion Supervisor (Hospitality)) and Louise Hudson (Democratic Services Assistant)

### **E.5/25 APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors D Hawley, D Meadows, H Pygall, E Sanders

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

### **E.6/25 DECLARATIONS OF INTEREST**

No declarations of interest were submitted.

### **E.7/25 UPDATE FROM THE PAVILION SUPERVISOR (HOSPITALITY)**

#### **Polar Express**

The Pavilion Supervisor (Hospitality) asked for consideration to be given to holding a Christmas Pantomime Event at The Pavilion instead of a Polar Express Event, proposing that tickets be sold to Peterlee Residents only at £3.00 per person, with all children receiving a drink and a sweet treat, as well as a visit from Santa and a selection box.

#### **Over 60's Event**

Members considered the arrangements proposed by the Pavilion Supervisor (Hospitality) to hold two events in one day with entertainment and food.

Members asked that the two events be held on separate days to allow each event to last longer. The Pavilion Supervisor (Hospitality) agreed and will update Members with a second proposed date at the next meeting, after checking the availability.

#### **RESOLVED**

1. That a Pantomime be held on Tuesday 23<sup>rd</sup> December 2025, instead of a Polar Express Event, with each ticket being sold to Peterlee Residents only at £3.00 per person. All children in attendance will receive a drink, sweet treat, visit from Santa and a selection box.

2. That two separate Over 60's Parties be held, with the second date being confirmed at the next meeting by the Pavilion Supervisor (Hospitality) once availability had been checked.

**E.8/25**

## **UPDATE FROM THE EVENTS OFFICER**

### **Big Market/Car Boot Sale**

Consideration was given to verbal update provided by the Events Officer on the research she has completed about holding this type of event and the costs and the organisation involved. She explained that it may be more beneficial to allow independent event organisers to arrange this type of event if Peterlee Town Council are approached in future.

### **Food Van**

An update was provided by the Events Officer, explaining a local food van is available and has all the pipework and gas lines certified, however, it needs all new equipment installing. Research was also completed into the range in costs of vans for sale. These ranged from £5,000 to £22,000.

### **Lottery**

Consideration was given to verbal update provided by the Events Officer on the research she has completed about having a Town Lottery to help raise funds for the community. The costs and process were explained to Members, and it was agreed that a Town Lottery was not appropriate at this time.

### **Events for 2026/27**

The Events Committee Chair expressed to all Members present that it was advantageous to discuss this item after a workshop was held to recap the Council's Aims, Visions & Objectives.

## **RESOLVED**

1. That independent event organisers are able to arrange this type of event, should they approach Peterlee Town Council in future and provide all of the necessary paperwork and safety checks.
2. That The Pavilion Supervisor (Hospitality) is to research the cost of installing new equipment in the food van which is available locally to bring it up to code and to conduct further research about the cost of a new van.
3. That a Town Lottery was not appropriate at this time.
4. All Members agreed that the item to discuss events for the financial year 2026/27 be deferred to a future meeting.

**E.9/25**

## **NEXT EVENTS COMMITTEE MEETING**

**RESOLVED**

That the next Events Meeting be held on Tuesday 22nd July at 9.30am in the Council Chamber, Shotton Hall.

DRAFT

**Report to:** Peterlee Town Council

**Date of Meeting:** 7<sup>th</sup> July 2025

**Subject:** **Parish Plan**

**Report of:** Ian Hall, Town Clerk

**Report Purpose:** To consider the production of a Parish Plan for Peterlee.

**Background:** County Durham Association of Local Councils (CDALC) recommends that wherever possible all parish/town councils should prepare a Parish Plan.

The production of a parish plan would assist the Town Council to develop an action plan to help achieve its broad Vision and Aims, agreed in August 2024.

#### **Detail**

Parish Planning is a step-by-step structured process to create a vision for a community and an action plan to achieve it. The process involves using a mix of evidence collection, different types of consultation and debate at the very local level. The process should allow each and every citizen the opportunity to participate. The outcome of consultation can cover various themes, including social, economic, environmental and well-being.

Following the consultation stage the Town Council can then develop an action plan to respond to the issues highlighted. There are a number of ways the Council can have influence the various issues raised including direct service provision, working in partnership with others or lobbying for change. It should respond appropriately to each issue raised to effect the greatest positive change.

The parish planning exercise provides the evidence of need required by funders to consider grant applications. The Town Council will therefore be in a strong position when applying for grants to fund initiatives aimed at resolving local issues.

CDALC advise that if acted on promptly and properly parish planning and the resulting action plan can have a tremendous positive impact on local communities.

It requires a substantial amount of time, effort and money to produce an effective plan that reflects local needs. Most parishes in County Durham use the services of Durham Community Action to undertake the consultation stage and produce a report setting out the issues raised.

It is suggested that Durham Community Action be approached to ascertain their capacity to undertake the consultation stage, possible timescales and costs.

It is anticipated that the cost of the parish planning exercise will be in the region of £10,000.

- Recommended:**
1. That Durham Community Action be approached to ascertain their capacity to undertake the consultation stage of the Parish Planning exercise, possible timescales and costs.
  2. That a budget of £10,000 be established to fund the parish planning exercise.

**Report to:** Peterlee Town Council

**Date:** 7<sup>th</sup> July 2025

**Report of:** Neighbourhood Services Manager

**Subject:** **Installation of a Boundary Fence Enclosing Football Pitches at Helford Road**

**Report Purpose:** The Neighbourhood Services Manager has been approached by a Member to identify the cost of installing a boundary fence around Helford Road football pitches to help alleviate anti-social behaviour.

This report provides members with a cost comparison for the installation of approximately 680 metres of fencing around Helford Road football pitches. A site plan is attached at **Appendix 2**

**Background:** Members are aware that over the past several years damage is regularly being caused by anti-social activity on the area at Helford Road football pitches, namely off-road motor bikes, electric bikes along with unacceptable levels of dog fouling.

The sports users who hire these pitches are constantly complaining about the unacceptable activities mentioned above.

**Cost of Fence** Costs have been obtained from three companies to install a 1.8 meter high fence around the area shown on the plan. The lowest cost obtained is £44,410.

**Comparison of prices for fencing and gates.**

Company	RAL6005 colour coated profile mesh fencing, approx. 1.80 meters high. 200 x50mm mesh x single diameter wires
A	£44,410
B	£48,285
C	£46,960

All costs are exclusive of VAT

**Considerations:** There is no provision in the current year's budget.

Possible grant funding has been identified for up to £25,000. If a bid is successful, the remainder of the cost will need to be found from within the current year's budget or taken from reserves.

The installation of a fence around the playing fields may result in less anti-social behaviour by restricting access. However the design of entry/exit points will need to be carefully considered so that they prevent access by off-road vehicles and electric bikes, while allowing access by legitimate users, including people with disabilities, wheelchair users and Motability scooters, spectators, vehicles and equipment associated with Council events, eg funfair vehicles.

## Item 6

A regime for locking / unlocking gates will need to be agreed, together with any additional costs involved.

**Recommendation:** That Members consider the possible installation of a boundary fence at Helford Road to alleviate anti-social behaviour, together with potential implications.

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## **Appendix 1: Implications**

### **Finance**

No budget allocation for the project.

### **Staffing**

Additional requirement for locking / unlocking gates including weekend / evenings

### **Risk**

No direct implications

### **Equality and Diversity, Cohesion and Integration**

Need to access for people with disabilities and mobility issues.

### **Crime and Disorder**

Potential to restrict anti-social behaviour

### **Consultation & Communication**

No wider consultation has been undertaken.

### **Procurement**

Three quotes have been obtained in accordance with Financial Regulations.

### **Legal**

The Equality Act 2010 – requirement to ensure that disabled people can access services.

Appendix 2;

