



9<sup>th</sup> September 2025

Dear Councillor,

I hereby summon you to attend a meeting of **Peterlee Town Council** on **Monday 15th September 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. Extraordinary Council Meeting held on 1<sup>st</sup> September 2025 (Copy attached)
- b. Council Meeting held on 1st September 2025 (Copy attached)
- c. Governance & Performance Committee held on 15<sup>th</sup> September 2025 (To follow)

**5. Policies**

The Governance & Performance Committee will consider the following policies at its meeting to be held on 15<sup>th</sup> September 2025.

- a. Members Email and Device Policy
- b. Sexual Harassment Policy

Members are requested to consider the recommendations of the Governance and Performance Committee, which will be reported at the meeting.

Policy documents are published within the Governance and Performance Committees agenda, which can be found on the Council's website at <http://bit.ly/4pek3dX>

**6. Request for Financial Donation – Central Club**

Report of the Town Clerk (Attached)

**7. Traffic Management Services**

Report of the Events Officer (Attached)

**8. 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.

**9. Peterlee Town FC – Request to Lease Land**

Report of the Town Clerk (To Follow)

**10. Recovery of Council Property**

Report of the Town Clerk (Attached)

**11. Sale of Shotton Hall – Update**

Report of the Town Clerk (Attached)

**12. Sale of Land – Updates**

Report of the Town Clerk (To follow)

- a. Essington Way, Peterlee
- b. Eden Lane, Peterlee

## PETERLEE TOWN COUNCIL

Minutes of the **Extraordinary Town Council** meeting held on **Monday 1<sup>st</sup> September 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, M Sanderson, S. Simpson, M.T. Tough and D. Wright.

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

6 members of the public were in attendance.

**C.60/25 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors B. Fishwick and D. Meadows

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

**C.61/25 DECLARATIONS OF INTEREST**

No declarations of interest were made.

**C.62/25 CORRECTION TO REPORT**

Councillors K. Hawley and D. Howarth had requested the extraordinary meeting to correct a factual inaccuracy contained in a report submitted to Council on 21st July 2025.

The report 'Provision of Devices (Smart Phones, Tablets/Laptops) to Councillors' stated that Members Allowances were £1,000 pa where in fact they are £1,206 pa.

**RESOLVED:** That members note that the Members Allowance is £1,206 pa



## PETERLEE TOWN COUNCIL

Minutes of the **Town Council** meeting held on **Monday 1st September 2025** at 6.33pm 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, M Sanderson, S. Simpson, M.T. Tough and D. Wright.

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

6 members of the public were in attendance.

### **C.63/25 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor L Sanders.

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

### **C.64/25 DECLARATIONS OF INTEREST**

- Councillor H Pygall declared an interest in respect of item No. 6 'Flying Flags on Council Buildings and Sites' and left the meeting for the duration of this item.
- Councillors J. Black and M. A. Cartwright declared an interest in respect of Item No 14, 'CALM CIC Rent Review' and left the meeting for the duration of this item.

### **C.65/25 PUBLIC PARTICIPATION**

There were no issues raised during public participation.

(See also Minute Nos. C.68/25 and C.74/25)

### **C.66/25 MONTHLY UPDATES FOR DURHAM COUNTY COUNCILLORS**

County Councillor S. Franklin provided an update to Members on the following matters:

- **School Crossing Patrols** – There are currently a number of active vacancies for School Crossing Patrol staff in Peterlee. Until these positions are filled, patrols will not be in place.
- **Bus Stop Upgrades** – Plans are in place for the upgrade of 496 bus stops across the county, with Peterlee included in this scheme.
- **Customer Access Point** – Durham County Council is planning to establish a customer access point in Peterlee town centre to provide residents with the opportunity to resolve issues face to face.

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

## **C.67/25 MINUTES**

- a. Council Meeting held on 18th August 2025

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

## **C.68/25 FLYING FLAGS ON COUNCIL BUILDINGS AND SITES**

Councillor H. Pygall left the meeting for the duration of this item.

Members considered a report of the Town Clerk, which had been circulated with the agenda, regarding flying flags on Council buildings and sites. The item had been included on the agenda at the request of Councillor D Hawley, who had received requests from several residents asking if the Council could fly the Union Flag and Cross of St George across its sites and buildings.

It was noted that the Union Flag was normally flown at the Council Offices, Shotton Hall, and The Pavilion, Helford Road.

Three members of the public in attendance at the meeting spoke in favour of the Council flying the flags.

Moved by Councillor K. Hawley, seconded by Councillor D Burrell, that the Council install poles and flags.

On a vote being taken the motion was agreed unanimously by all Members present, subject to quotes being obtained and approved by Council.

**RESOLVED:** That the Council install flagpoles and purchase flags, subject to quotes being obtained and approved by Council.

## **C.69/25 THORNTREE GILL LEISURE GARDENS – AMENITY BUILDING**

Consideration was given to a report of the Town Clerk, which had previously been circulated, with regard to the power supply and future use of the amenity building at Thorntree Gill Leisure Gardens.

Councillor D. Meadows reported that he had held a community surgery at the amenity building and members of the public had raised issues with the facility not being used and suggested that it should be utilised for community activities, such as PACT meetings.

Members considered the options detailed in the report. It was noted that the Council had spent a substantial amount of money on the building and were reluctant to invest further funds.

Following detailed consideration it was moved by Councillor A Laing, seconded Councillor K Hawley, that the Council take no further action with regard to the power supply.

On a vote being taken the motion was agreed unanimously.

It was noted that the facility had been created for the allotment association to utilise. The association had since disbanded. It was suggested that grants may

be available to rectify the issues and bring the building into use, if the allotment association was reformed.

- RESOLVED:**
1. That the Council take no further action with regard to the power supply.
  2. That enquiries be made with the current allotment holders to identify whether they wished to reform the allotment association.

**C.70/25 PROVISION OF TABLETS/LAPTOPS FOR MEMBERS**

Consideration was given to a report of the Town Clerk, which had previously been circulated, detailing quotations received for the provision of suitable tablets / laptops for Members to conduct Council business.

Moved by Councillor M Tough, seconded by Councillor D Wright that the Council provide members with an Honor Pad Tablet to conduct Council business.

On a vote being taken the motion was agreed. (For: 13, Against: 7).

- RESOLVED:**
1. That all Members be provided with an Honor Pad Tablet, together with Microsoft 365 Business Basic and supporting licenses to use for Council business.
  2. That Members be provided with the equipment following the adoption of a suitable policy and successful completion of training on GDPR and Data Protection.

**C.71/25 LOCAL GOVERNMENT SERVICES PAY AWARD**

Consideration was given to a report of the Town Clerk, which had previously been circulated, to inform Members of the National Joint Council (NJC) pay agreement for Local Government Services for 2025–2026, which provides for a 3.20% increase in NJC pay rates and allowances with effect from 1 April 2025.

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

**C.72/25 REPLACEMENT FLOOR COVERING, THE PAVILION**

Consideration was given to a report of the Town Clerk, which had previously been circulated, detailing quotations received for the replacement of flooring within the Pavilion, specifically the Stairs, Landing & Corridor, and the William Jeffery Room.

- RESOLVED:**
1. That the contract be awarded to Company C (Durham Flooring) in the sum of £6,541.86
  2. That the cost be funded from the Building Maintenance and Miscellaneous budgets.

**C.73/25 OUTDOOR CATERING EQUIPMENT**

Consideration was given to a report of the Deputy Supervisor (Hospitality), which had previously been circulated, regarding the allocation of funds from the 2025/26 Events to purchase outdoor catering equipment to support future events, as recommended by the Events Committee.

**RESOLVED:** 1. That the purchase of outdoor catering equipment, at an estimated cost of £3,674.83; be approved and funded from the 2025/26 unallocated Events budget.

**C.74/25 PUBLIC QUESTION**

Prior to the exclusion of Press and Public, members of the public asked what action the Council was taking about an alleged incident which took place in Eden Lane Park on Saturday 30<sup>th</sup> August 2025. They were advised that the Council could not comment on the incident as it was subject of an ongoing

**C.75/25 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 personal information contained in the report.

**C.76/25 REVIEW AND CONSIDERATION OF ALTERNATIVE STAFFING STRUCTURE, DUTY SUPERVISOR, PAVILION**

Consideration was given to a report of the Town Clerk, which had previously been circulated, proposing an alternative staffing structure in relation to the vacant Pavilion Duty Supervisor post which would better meet the operational needs of the Pavilion.

**RESOLVED:** That the Council deletes the current full-time Duty Supervisor post and replace it with two part-time Facility Operative posts, as detailed in the report.

**C.77/25 CALM CIC – RENT REVIEW**

Councillors J Black and M A Cartwright left the meeting for the duration of this item.

Consideration was given to a report of the Town Clerk, which had previously been circulated, updating Members on progress with the rent review for the CALM CIC lease at Lowhills Road, Peterlee, and to seek a decision on how to proceed in light of the tenant's offer, the professional valuations obtained, and CALM CIC's presentation to Council.

Following detailed consideration it was moved by Councillor K Hawley, seconded by Councillor David Hawley, that the rent be set at £4,445 pa being the RPI based index figure advised by the Council's agent as a reasonable compromise.

On a vote being taken the motion was agreed. (For 13, Against 5).

**RESOLVED:** That the rental figure be revised to £4,445 pa, being the RPI based index figure advised by the Council's agent as a reasonable compromise.



## PETERLEE TOWN COUNCIL

Minutes of the **Governance and Performance Committee** meeting held on **Monday, 15<sup>th</sup> September 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:** Councillor P. Cartwright.

I Hall (Town Clerk), L Hudson (Democratic Services Assistant), D Woodhall  
(Resources Manager), D Anderson (Locum Democratic Services Manager)

### **G.4/25 APOLOGIES FOR ABSENCE**

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

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

### **G.5/25 DECLARATIONS OF INTEREST**

No declarations of interest were submitted.

### **G.6/25 REVIEW OF POLICIES**

The following policies were reviewed in detail:-

- a. Councillor Email and Device Policy
- b. Sexual Harassment Policy

During discussion of the Councillor Email and Device Policy it was suggested that as the Council had agreed to supply Members with a tablet the grant towards the cost of a device was no longer required and should therefore be formally revoked.

### **RECOMMENDED**

1. That Council agree the above policies.
2. That the grant towards the cost of a device be formally revoked.

**Report to:** Peterlee Town Council

**Date:** 15<sup>th</sup> September 2025

**Report of:** Ian Hall Chief Officer & Town Clerk

**Subject:** **Request for Financial Donation – Central Club**

**Report Purpose:** To inform Members of a request received from the Central Club and to seek Council's consideration of a £300 donation to support the Club's provision of food at the annual Remembrance Parade.

**Background:** The Central Club has traditionally provided food at the start and finish of the Remembrance Parade event. Food is available to all those attending the parade, including veterans, community representatives, civic guests, parade participants, and members of the public.

**Request** The Club has expressed that, following financial struggles, they are finding it increasingly difficult to continue offering this service without external support. They have formally requested a donation of £300 from Peterlee Town Council to assist with the costs of providing food at this year's event.

Options for consideration

1. Approve the request and authorise a donation of £300 to the Central Club.
2. Approve a different amount of financial support.
3. Decline the request and advise the Club accordingly.

**Recommended:** Members are asked to consider the request from the Central Club.

## **Appendix 1: Implications**

### **Finance:**

The donation of £300 can be met from the Council's budget.

### **Staffing:**

No direct implications.

### **Risk:**

No direct implications.

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

No direct implications

### **Crime and Disorder:**

No direct implications.

### **Consultation and Communication:**

No direct implications.

### **Procurement:**

No direct implications.

### **Legal & Data Protection:**

The Council has the legal power to make donations to local organisations under the Local Government Act 1972, Section 137, provided the expenditure is in the interests of, and brings direct benefit to, the community.

**Report to:** Peterlee Town Council

**Date of Meeting:** 15<sup>th</sup> September 2025

**Subject:** **Remembrance Parade 2025 – Traffic Management**

**Report of:** Laura Freeman, Events Officer

**Report Purpose:** To present Members with quotations received from potential suppliers for the provision of Traffic Management for the 2025 Remembrance Parade, and to make recommendations for appointments based on value for money and service offer.

**Background:** Peterlee Town Council has been involved in the organising and delivery of the Remembrance Parade now for eight years. The 2025 parade will mark the 107<sup>th</sup> anniversary since the guns fell silent in 1918 to mark the end of the First World War. New quotes have now been sought to ensure the Council continues to receive best value for money.

Emails were sent to a range of companies inviting them to quote for traffic management services. Suppliers were asked to provide itemised quotations based on the specification for the event taking place on Sunday 9<sup>th</sup> November 2025

All suppliers have provided up-to-date insurance certificates and relevant documentation, which have been verified.

#### **Quotations Received Traffic Management**

Seven companies were invited to quote to produce all event traffic plans, advance warning signage including manufacture and installation, road closure and diversion install, maintenance and removal. Only two companies provided quotes.

<b>Company</b>	<b>Quote</b>
A	£2,415
B	£2,759
C	No quote
D	No quote
E	No quote
F	No quote
G	No quote

**RECOMMENDED:** That the quotation from Company A, (Chevron Traffic Management LTD), for the amount of £2,415 be accepted, offering comprehensive cover and all required services.

## **Appendix 1: Implications**

### **Finance**

The appointments represent best value and are within the allocated events budget for 2025.

### **Staffing**

Officers will liaise with appointed providers to ensure coverage at the remembrance parade event and will oversee operational delivery.

### **Risk**

An experienced and insured contractor delivers high quality Traffic Management alleviating health & safety and reputational risks to the Council event..

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

Supplier will be briefed on inclusive service delivery and accessibility requirements for all attendees.

### **Crime and Disorder**

A professional and committed traffic management supplier at the remembrance parade, supports a safe and secure environment.

### **Consultation & Communication**

Event planning is being undertaken in collaboration with relevant internal departments and external agencies where appropriate.

### **Procurement**

The quotation process was carried out in accordance with the Council's procurement policy.

### **Legal**

All suppliers have provided evidence of insurance and regulatory compliance.