

30th September 2025

Dear Councillor,

I hereby summon you to attend a meeting of Peterlee Town Council on Monday 6th October 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 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: <a href="https://bit.ly/2wVyeLA">https://bit.ly/2wVyeLA</a>

# 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. Monthly Updates for Durham County Councillors

To receive an update from Durham County Councillors on relevant issues affecting Peterlee.

#### 5. Minutes

To approve the Minutes of the following meeting:-

- a. Council held on 15th September 2025 (Copy attached)
- b. Events Committee held on 30<sup>th</sup> September 2025 (Copy attached)



#### 6. Motion on Notice

# a. Moved by Councillor R Moore

Peterlee Show was a great success for many years, something that brought our community together and is greatly missed by residents. I have had many local people requesting that it be held again on an annual basis. I propose that Council request the Town Clerk to investigate the costs of using an events provider to bring back Peterlee Show and Carnival from summer 2027.

# 7. Establishment of a Pavilion Development Working Party

Report of Town Clerk (Attached)

# 8. Change to the Citizens Advice Service (CAS) County Durham

Report of the Pavilion Sports and Community Manager (Attached)

#### 9. Eden Lane Skate Park – Outcome of Consultation

Report of the Neighbourhood Services Manager (Attached)

#### 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. CALM CIC

To consider correspondence in relation to the rent review. (Attached)

### 12. Recovery of Council Property - Update

Report of the Town Clerk (Attached)

# 13. Sale of Land at Essington Way – Section of Former Tree Nursery

Report of the Town Clerk (Attached)

#### PETERLEE TOWN COUNCIL

Minutes of the **Town Council** meeting held on **Monday 15th 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, D Howarth, A. Laing, D. Meadows, E. Sanders, L. Sanders, S.

Simpson, and D. Wright.

Also Ian Hall (Chief Officer and Town Clerk), Deborah Woodhall (Resources

Present: Manager), Louise Hudson (Democratic Services Assistant), David Anderson

(Locum Democratic Services Manager) and Sharon Pounder (Pavilion Sport &

Community Manager)

Grant Dickson, Peterlee Town FC

#### C.78/25 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors M Tough, K Hawley, D Hawley, S Franklin, M-L Franklin and M Sanderson.

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

### C.79/25 DECLARATIONS OF INTEREST

No declarations of interest were submitted.

#### C.80/25 PUBLIC PARTICIPATION

No Public were present.

#### **C.81/25 MINUTES**

- a. Extraordinary Council Meeting held on 1st September 2025
- b. Council Meeting held on 1st September 2025
- c. Governance & Performance Committee held on 15th September 2025

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

#### C.82/25 POLICIES

Based on the recommendations of the Governance and Performance Committee, Members were asked to consider the Policies which had previously been circulated.

**RESOLVED:** 1. That the Members Email and Device Policy be approved.

- 2. That the Sexual Harassment Policy be approved.
- 3. That the previously agreed grant towards purchasing a device be formally revoked.

#### C.83/25 REQUEST FOR FINANCIAL DONATION – CENTRAL CLUB

Consideration was given to a report of the Town Clerk, which had previously been circulated, regarding a request from the Central Club for a £300 donation to support the Club's provision of food at the annual Remembrance Parade.

Moved by Councillor D. Howarth, seconded by Councillor D Burrell, that the donation be made.

On a vote being taken, the motion was agreed unanimously.

**RESOLVED:** That a donation of £300 be made to the Central Club to support the provision of food at the 2025 Remembrance Parade.

#### C.84/25 TRAFFIC MANAGEMENT SERVICES

Consideration was given to a report of the Events Officer, which had previously been circulated, detailing quotations received for the provision of traffic management services for the 2025 Remembrance Parade.

**RESOLVED:** That Company A, Chevron Traffic Management LTD, be

awarded the contract for traffic management services for the

2025 Remembrance Parade, at a cost of £2,415.

# C.85/25 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.86/25 PETERLEE TOWN FC - REQUEST TO LEASE LAND

Secretary of Peterlee Town FC, Grant Dickson attended the meeting to present the Club's proposal to lease land from Peterlee Town Council in order to develop a football hub in Peterlee.

Mr Dickson outlined the Club's vision and plans for the site and provided Members with an overview of the potential benefits to the local community.

The Chair thanked Mr Dickson on behalf of all Members for attending and sharing his proposal.

**RESOLVED:** 1. That the proposal to lease land to Peterlee Town FC be agreed in principle.

2. That the Town Clerk continues to work with Peterlee Town FC to develop its proposals.

# C.87/25 RECOVERY OF COUNCIL PROPERTY

Consideration was given to a report of the Town Clerk regarding the recovery of property, a Santa Claus costume, from a former Councillor.

Following detailed consideration, Members were of the opinion that the Council should take whatever action was required via the Police and/or legal action

through the courts to recover the costume or the cost of replacement if it is not returned in full and good condition.

RESOLVED: 1. That

- 1. That a final letter be sent to the former councillor demanding the return of the costume within 7 days.
- That if the costume was not returned in full and in good condition the Council take whatever action is required via the Police and/or legal action through the courts to recover it or the cost of replacement.

#### C.88/25 SALE OF SHOTTON HALL - UPDATE

Consideration was given to a report of the Town Clerk, which had previously been circulated, updating Members on the current position with regard to the sale of Shotton Hall.

**RESOLVED:** That the contents of the update be noted.

#### C.89/25 SALE OF LAND - UPDATES

Consideration was given to a report of the Town Clerk, which had previously been circulated, providing updates regarding (a) the Tree Nursery site, and (b) the telecommunications mast site at Eden Lane.

RESOLVED:

- That Align Property Services be appointed to act on behalf of the Council with regard to negotiated valuations of both sites.
- 2. That a further report be submitted to Council following completion of negotiations to consider the terms of the potential sales, including clawback implications.

#### PETERLEE TOWN COUNCIL

Minutes of the **Events Committee** meeting held on **Tuesday 30<sup>th</sup> September 2025** at 10.00am in the Council Chamber. Shotton Hall. Peterlee.

**Present:** Councillor K Hawley (Chair) and

D Howarth, B Fishwick, S Simpson, M A Cartwright and L Sanders

Also Present: Ian Hall (Town Clerk), Laura Freeman (Events Officer), Richard Parker

(Pavilion Supervisor (Hospitality)) and Louise Hudson (Democratic

Services Assistant)

#### E.10/25 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors D Burrell, P Cartwright, A Laing, D Meadows and M Tough.

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

#### E.11/25 DECLARATIONS OF INTEREST

No declarations of interest were submitted.

# E.12/25 UPDATE FROM THE PAVILION SUPERVISOR (HOSPITALITY)

The Pavilion Supervisor (hospitality) provided updates on the following events:-

#### **Christmas Panto**

Due to the popularity of this event, an additional date had been added on Tuesday 23<sup>rd</sup> December 2025 and had also sold out. Santa had also been booked for both dates.

#### Over 60's Afternoon Tea

Dates had been booked in for this event on 20<sup>th</sup> January 2026 and 24<sup>th</sup> February 2026, with a gap between each to prevent the cancellation of classes and other functions already booked in at the Pavilion.

# Remembrance Day – Tuesday 11 November 2025

Bugler player successfully booked to play after the raising of the flag at 11.00am. A tank had also been booked to attend, and the Bistro would also be open to provide refreshments.

Wreath Making – Tues 25 November 2025 and Tues 2 December 2025 Tickets for this event had been sold at £15 per person and included all materials (foliage, decorations, ribbons, etc.). The promotion of this event had gone well so far and had almost sold out for both dates.

Christmas Night – Freddie Mercury Tribute – Sat 29 November 2025 This event had sold out at £10 per person and he was expecting it to be a great night.

### Children's Halloween Party - Friday 31 October 2025

At a ticket cost of £5.00 per person, children would get a spooky disco, games, party dances, Halloween show, best fancy dress competition and would receive a hot dog & chips. This party had sold out.

#### Jingle & Mingle Festive Lunch – Friday 19 December 2025

A Christmas Lunch event had been organised, and tickets were on sale at £17.50. The ticket price included a 3-course meal and a festive afternoon full of good food and Christmas cheer.

### Burns Night with a Twist - Saturday 24 January 2026

Tickets had recently gone on sale for the forthcoming "Burns Night with a Twist". Tickets had been set at £12 per person.

The event would include a traditional Burns Supper with the piping in of guests, the Address to the Haggis, and a meal of haggis, tatties and neeps with whisky sauce. Following the supper, live entertainment would be provided by Geordie Cinnamon – The Ultimate Gerry Cinnamon Tribute Act, performing Gerry Cinnamon's biggest hits, anthemic singalongs and light-hearted Scottish banter.

### **Upcoming and new events**

The Pavilion Supervisor (hospitality) also updated Members on the following events that he is currently looking to arrange:-

- Northern Soul Night
- Mowtown Night
- Craft Beer Festival
- Abba-oke
- Teatime Club (in the Bistro)

**RESOLVED** That the updates provided be noted.

#### E.13/25 UPDATE FROM THE EVENTS OFFICER

The Events Officer provided Members with an update on the programme of events held over the summer period:-

#### Wednesday 23<sup>rd</sup> July – Woodhouse Park

It was reported that only positive feedback had been received, especially the inclusion of activities catered to older children. A particular highlight was the performances by JD Stunts, which proved extremely popular and even attracted some of his followers who had travelled from as far afield as Scotland to attend.

#### Tuesday 12th August – Pavilion, Helford Road

Although this event had been postponed from its original date of 4<sup>th</sup> August due to a yellow weather warning, the rearranged date was well attended and successful. The Super Soaker Colour Fun Run was highlighted as being especially popular and enjoyable, with Members noting the suggestion that it could become a standalone event in the future given the positive response.

The Events Officer reported that Party Inflatables UK had been unable to attend the rearranged date for the summer event with their largest attraction, as they were already committed elsewhere. However, negotiations had taken place, and it was agreed that the booking could be carried forward and rearranged within the next 12 months.

The Events Chair raised concern that, should adverse weather affect the future event, the booking could be lost altogether. To mitigate this risk, she suggested exploring the option of booking a different style of event, such as an indoor inflatable's session, to ensure the deposit already paid would not be wasted and all Members were in agreement.

It was further reported that The Bistro's takings were greatly enhanced by the event.

# Wednesday 27 August – Peterlee & Horden Rugby Club

The third and final summer event was also considered a success with a very good turnout. While some feedback was received regarding queuing times being too long, it was noted that the event was well received overall.

The Events Chair raised concern regarding the high cost of ice creams at the recent event and asked the Pavilion Supervisor (Hospitality) to explore the possibility of purchasing a tabletop ice-cream machine, with the option of part-exchanging the existing machine to help reduce costs.

# **Upcoming and new events**

#### Remembrance Parade

The Events Officer explained that the final details were in progress for the forthcoming Remembrance event. It was also reported that poppies and silhouettes had been ordered for display on lampposts, along with the annual wreath.

#### **Future Christmas Market**

The Events Officer provided an update on research into the potential organisation of wooden huts for a future Christmas Market, together with the hire of a carousel.

She explained that it had been difficult to obtain set prices for the huts, as most companies are usually booked up to two years in advance. One company had advised that, should the Council provide them with a budget, they would be able to supply the huts, including construction and fencing, within that allocation.

The most reasonable quotation received for a Carousel, to date, was £5,000, should Members wish to consider booking this attraction in the future, subject to inflation.

#### **RESOLVED**

- 1. That a Super Soaker Colour Fun Run be added to the 2026 events programme.
- 2. That the events Officer would look at booking an indoor inflatables event, to use the deposit already paid to Party Inflatables UK.

#### E.14.25 EVENTS RISK FACTORS

The Events Officer asked Members for their views regarding the risks involved in organising events, particularly in relation to the requirement for deposits to be paid upfront for certain attractions. She explained that this had been a challenge when booking larger attractions that require set-up and construction.

The Events Officer advised that she had spoken with other Councils, who had confirmed that they experience the same challenges. She sought confirmation from Members that they were content for her to continue negotiating deposits wherever possible but, where deposits were non-negotiable, she would be authorised to proceed with bookings as required.

The Events Chair enquired about the hire agreements used when booking attractions, suggesting that the terms and conditions be updated to confirm that should the event be unable to go ahead for circumstances out of the Councils control, i.e. Adverse weather, that the booking be carried over to a future date to ensure minimal financial loss.

The Events Officer reported that this had been attempted previously, however, should the hired company require the Council to sign their hire agreement, and then the Council requests the company sign our hire agreement, the two agreements run the risk of cancelling each other out. However, this is something which can be considered in future to negotiate this prior to any agreement being signed.

# **RESOLVED**

- 1. Members supported the Events Officer negotiating deposits where possible and proceeding with bookings where deposits are required and non-negotiable, acknowledging the associated risks.
- 2. That future terms and conditions be negotiated prior to hire agreements being signed to ensure, where possible, that hired attractions may be carried forward to a future date if an event is postponed or cancelled due to circumstances beyond the Council's control (e.g. adverse weather).

#### E. 15/25 EVENTS PROGRAMME PLANNING FOR 2026/27

Members deliberated the success of the town events programme for the 2025/26 financial year so far and considered if they would provide similar events for the 2026/27 financial year.

#### RESOLVED

That recommendations be made to Council to set the events budget to the same figure of £47,000 be for the 2026/27 financial year.

#### E.16/25 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.

#### E.17/25 Roller Skate Arena

Detailed consideration was given to a report of the Town Clerk, which had previously been circulated, to examine the circumstances surrounding the operation and subsequent closure of the roller skate arena at the Summer Fun Day held at Peterlee & Horden Rugby Club on Wednesday 27 August 2025.

### **RESOLVED**

- 1. That a letter be sent to the roller skate arena provider requesting a full refund.
- 2. That should a full refund not be provided, an application will be made to the small claims court to recover costs.

#### E.18/25 NEXT EVENTS COMMITTEE MEETING

#### RESOLVED

That the next Events Meeting be held on Tuesday 27 January 2026, at 10:00am in the Council Chamber, Shotton Hall.

Report to: Peterlee Town Council

Date of Meeting: 6<sup>th</sup> October 2025

Subject: **Establishment of a Pavilion Development Working Party** 

Chief Officer / Town Clerk Report of:

**Report Purpose:** To consider the establishment of a Pavilion Development Working

Party.

Background: The intention to develop the Pavilion has been a long standing

ambition on the Council. The establishment of a Working Party will

help develop plans for the future of the Pavilion.

Draft terms of reference are set out below for consideration.

Committee Name:	Pavilion Development Working Party
Reports to:	Council
Membership:	6 Members (quorum = 3)
Chair & Vice Chair:	
Responsibilities:	To assist in the development of plans for the of the Pavilion
Specific delegated authority:	None
Delegated Budgets:	None
Meeting Frequency:	As and when required.
Public and Press	No
access to meeting:	
Council Officers	Town Clerk and the Pavilion Sports &
advising the Committee:	Community Manager

Recommendation: That Members consider the establishment of a Pavilion Development Working Party with the terms of reference set out in the report and appoint members as appropriate.

**Appendix 1: Implications** 

**Finance** No direct implications.

Staffing No direct implications

**Risk** No direct implications

Equality and Diversity, Cohesion and Integration – No direct implications

**Crime and Disorder** – No direct implications

Consultation & Communication – No wider consultation required

**Procurement** No direct implications.

**Legal** No direct implications

Report to: Peterlee Town Council

**Date:** 6<sup>th</sup> October 2025

**Report of:** Sharon Pounder Pavilion Sports and Community Manager

Subject: Change to the Citizens Advice Service (CAS) County Durham

**Report Purpose:** To notify members of the change to the CAS service

**Background:** Permission was granted by Council members at a meeting on 7th

April 2025 to continue to support the delivery of the Citizens Advice Service by extending concessionary use of a room at The Pavilion for

a further 12 months.

Durham County Council have commissioned another organisation to provide Advice Services across the County, so CAS do not have funding to continue providing this service themselves, which they

have been doing from The Pavilion since November 2021.

**Request:** Citizens Advice County Service would still like to utilise the room to

provide their debt management advice service for the remainder of

the 12 month concessionary agreement.

**Recommended:** Members note the change in the CAS provision and honour the

agreement for concessionary room usage until the end of March

2026 (subject to review January/February 2026).

Finance:	
No additional implications since last report in April 2025	
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:	

**Appendix 1: Implications** 

No direct implications

Report to: Peterlee Town Council

**Date:** 6<sup>th</sup> October 2025

Report of: Wayne Harriman, Neighbourhood Services Manager

Subject: Eden Lane Skate Park Consultation Report

**Report Purpose:** This report outlines the findings from the recent public consultation

regarding the proposed development of a new skate park at Eden Lane. The consultation aimed to gather feedback from residents, stakeholders, and users to guide planning and ensure the facility meets community needs. The response from the public was

disappointing with only seven people in attendance.

**Background:** Location Proposed: Eden Lane Recreation Area, beside tennis

court provision. Appendix A

Purpose: To provide a modern, inclusive, and safe facility for

skateboarders, scooter users, and rollerbladers.

**Objective**: Enhance youth engagement, promote physical activity,

and provide a well-designed recreational space.

#### **Consultation Overview**

### Format & Duration:

In-person consultation event at Eden Lane Rugby Club on the 28/07/2025

Outreach through social media, local schools, and community groups

# **Participation Summary:**

Event attendees: [7 – of which 3 were Town Councillors)

Stakeholder feedback: [None received]

#### **Key Findings**

### 1 Community Support

 Less than half the attendees supported the idea of a new skate park.

# 2 Design Feedback

- Preference for a concrete park over modular design (citing durability and smoother ride).
- · Desired features include:
  - Ramps, bowls, grind rails, quarter pipes, ledges, and a pump track.
  - Potential designs and lay out at Appendix B

#### 3 Location Feedback

- Eden Lane generally supported as suitable due to its accessibility and existing recreational use.
- Some concerns raised over:
  - Noise impact on nearby homes
  - o Anti-social behaviour
  - Traffic and parking pressure
  - Need for regular maintenance and supervision

# 4 Safety and Anti-Social Behaviour

- Suggestions included:
  - o CCTV installation
  - o Clear signage with park rules

#### 5. Stakeholder Feedback

#### Local Police:

Did not attend, following their requested invite

#### Residents:

 Mixed views: The small group expressed concerns about potential noise, loitering and anti- social behaviour.

#### Recommendation

That members note the feedback received on the proposed skate park and consider how to proceed.

# Appendix A: Map of proposed site – Eden Lane

# Google Maps



magagy outside a four reforms policities from the tracer (active) (gap of each in PC) (15). Physical regions (15), and the PC (15).

Appendix B: Design and layout



Appendix B: Design and layout



# WE WANT TO HEAR YOUR VIEWS! PLEASE SHARE YOUR THOUGHTS

FOR / PROS	
AGAINST / CONS	More vandalizam will not be Here long before it round
WISH LIST / ALTERNATIVES	NORE Monley Spent on the Small Park For He spunger and duabled.



# WE WANT TO HEAR YOUR VIEWS! PLEASE SHARE YOUR THOUGHTS

FOR / PROS	Stee is people here would like more parting, and the small part be ingraid to have disabled etc. There access your fitness well impressed with that
AGAINST / CONS	novey fas to Be spent fore movey fas to Be spent fore hour high is it round here, and drugs.
WISH LIST / ALTERNATIVES	more parting.



# WE WANT TO HEAR YOUR VIEWS! PLEASE SHARE YOUR THOUGHTS

FOR / PROS	ENCOUNTE TEENS TO VEED FIT
AGAINST / CONS	
WISH LIST / ALTERNATIVES	FITNESS PARK



# WE WANT TO HEAR YOUR VIEWS! PLEASE SHARE YOUR THOUGHTS

FOR / PROS	More updated equipment In the Park Skate park (Maybe behind locked Fence on an evening)
AGAINST / CONS	
WISH LIST / ALTERNATIVES	more older youth provisions. more policing around the park.



# WE WANT TO HEAR YOUR VIEWS! PLEASE SHARE YOUR THOUGHTS

FOR / PROS	Against altogether to much goes on with clonage to the stuff we have now rather than give more to danage.
AGAINST / CONS	Entice of raf dang graffitie, night times kids horging around. Not gotting locked upon an evening - bad idea
WISH LIST / ALTERNATIVES	Everything to be locked again - I would glodly lock crears and open daily. More parlang is a must



# WE WANT TO HEAR YOUR VIEWS! PLEASE SHARE YOUR THOUGHTS

FOR / PROS	Sport activities keeping kids entertained
AGAINST / CONS	Parking, Anti Social Behaviour Noise Groups gathering
WISH LIST / ALTERNATIVES	extending the Park. Disabled access exercise equipment. for all to use. outdoors.

