

## PETERLEE TOWN COUNCIL

Minutes of the **Town Council** meeting held on **Monday 2<sup>nd</sup> February 2026** at **6.30pm** in the Council Chamber, Shotton Hall, Peterlee.

**Present:** Councillor R. Moore (Mayor) and Councillors D Burrell, M A Cartwright, B Fishwick, M-L. Franklin, K. Hawley, D. Howarth, A. Laing, H. Pygall, I. Pygall, M Sanderson, S. Simpson, M. Tough and D. Wright.

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

### **C.163/25 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors, J Black, P. Brown, S. Franklin, D. Hawley, D. Meadows and L. Sanders

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

### **C.164/25 DECLARATIONS OF INTEREST**

Chief Officer and Town Clerk declared an interest in item 10.  
Councillors B Fishwick and ML Franklin declared an interest in item 11.

### **C.165/25 PUBLIC PARTICIPATION**

Member and County Councillor S Franklin, provided a written update in his absence:

#### New Food Waste Bins

Later this year, households will be provided with new food waste bins. Each household will receive a small indoor caddy and a slightly larger outdoor bin, which will be collected weekly. From April, glass bottles and jars will be recycled by placing them directly into household recycling bins, and kerbside boxes will no longer be used.

#### Peterlee Strategic Plan Consultation

Durham County Council has launched the Peterlee Strategic Plan consultation, giving residents the opportunity to have their say on what investment they would like to see in the town. The consultation will include engagement events across Peterlee, where residents can speak to representatives in person, as well as a number of planned events to encourage wider participation.

#### Pride in Place

Durham County Council will be contacting Peterlee Town Council to request the nomination of a Town Councillor to represent the Council on a committee overseeing the Pride in Place funding.

## **C.166/25 MINUTES**

- a. Council Meeting held on 19th January 2026
- b. Events Meeting held on 27<sup>th</sup> January 2026  
The Acting Chair of the Events meeting, Councillor A Laing explained that the Clerk had advised of a factual correction to minute E.24/25 regarding the timing of the proposed Fun Days and Fun Run for Summer 2026.

The minute currently refers to three Fun Days including a Fun Run proposed for June and two further Fun Days during the July/August half-term period. The corrected wording should read that three Fun Days are being planned for Summer 2026, along with a Fun Run proposed in collaboration with local running clubs. The first Fun Day will take place during the May half-term, the Fun Run will be arranged for June, and the remaining two Fun Days will take place during the summer half-term period in July/August.

The Acting Chair asked Members to agree this amendment to ensure the minutes accurately reflect the information provided.

Councillor K Hawley seconded the amendment.

### **RESOLVED:**

1. That the amendment to the Events Meeting minutes held on 27<sup>th</sup> January 2026 be approved.
2. That the minutes of the above meetings be approved.

## **C.167/25 DURHAM COUNTY COUNCIL PENSION FUND ACTUARIAL VALUATION**

Consideration was given to a report of the Town Clerk, which had previously been circulated, to inform members of the outcome of a valuation of the Durham County Council Pension Fund by the actuary resulting in a proposed reduction in employer contributions to the fund.

### **RESOLVED:**

1. That the information be noted.
2. That adjustments be made to the employer's pension contribution when certified by the actuary.

## **C.168/25 FUTURE USE OF HILL RIGG HOUSE**

Consideration was given to a report of the Town Clerk, which had previously been circulated, to consider and determine the future use of Hill Rigg House following Council's decision to relocate staff to The Pavilion, (Minute C.156/25 refers) including consideration of proposals for the building to operate as a community centre through the establishment of a Community Interest Organisation (CIO), and to authorise further engagement with Durham Community Action should Members agree in principle.

Councillor K Hawley proposed that the building be used as a Community Building and that a meeting be arranged with Durham Community Action to provide advice on the most appropriate way to establish a Charitable Incorporated Organisation (CIO), where the building is managed by Members of the Council (Trustees).

Councillor D Howarth seconded the proposal.

A vote was held:

For: 14 Against: 0

**RESOLVED:**

1. That authority be given to the Chief Officer & Town Clerk to arrange a meeting with Durham Community Action.
2. That a representative of Durham Community Action attend a future meeting to discuss the proposal with Members.

**C.169/25 AGAR ASSERTION 10 – DIGITAL AND DATA COMPLIANCE**

Consideration was given to a report of the Town Clerk, which had previously been circulated, to update Members on progress on meeting Assertion 10 of the Annual Governance and Accountability Return.

**RESOLVED:**

1. That Members note the requirements of the AGAR Assertion 10.
2. That progress in achieving compliance with the new Assertion be noted and Members continue to support the associated principles.

**C.170/25 DENE PARK WATERWAYS – CURRENT ISSUES AND REMEDIAL WORKS**

Consideration was given to a report of the Town Clerk, which had previously been circulated, to inform Members of recent issues affecting the Dene Park North waterways, specifically following an incident involving silt accumulation caused by collapsing side walls on the outer edge of the water ways.

Following discussion, Members expressed the view that the matter warranted further investigation and agreed that the Environment Agency should be involved. It was further agreed that correspondence be sent to the head office of a nearby food outlet to raise general concerns regarding waste disposal practices and to seek reassurance that appropriate procedures are in place.

**RESOLVED:**

1. That the recent incident and ongoing risks associated with the Dene Park waterways be noted.
2. That the potential financial implications of required remedial works be acknowledged.

3. That support will be given to officers in pursuing further investigations and external funding opportunities.
4. That correspondence be sent to the head office of a nearby food outlet to raise general concerns regarding waste disposal practices and to seek reassurance that appropriate procedures are in place.
5. That a further report be brought to a future Council Meeting once costings and funding options are confirmed.

**C.171/25 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.172/25 EVALUATION PANEL OUTCOME**

The Chief Officer & Town Clerk exited the meeting during the discussion of this item.

Consideration was given to a report of David Leask, North East Regional Employers' Organisation, which had previously been circulated, to present the findings of the appraisal process and advise Full Council on the appropriateness of progression of the Chief Officer & Town Clerk to LC4 Above Substantive (SCP 62), following the outcome of the most recent appraisal.

**RESOLVED:** That the progression of the Chief Officer & Town Clerk to LC4 Above Substantive (SCP 62), effective from 1 February 2026, be approved.

**C.173/25 ROOM HIRE AT HILL RIGG HOUSE**

Councillors B Fishwick and ML Franklin exited the meeting during the discussion of this item.

Consideration was given to a report of the Town Clerk, which had previously been circulated, to enable Council to determine whether a request to use Hill Rigg House can be approved.

A recorded vote was held:

<b>For</b>	<b>Against</b>	<b>Abstained</b>
Cllr M Cartwright	Cllr R. Moore	Cllr M Tough
Cllr M Sanderson	Cllr D Burrell	Cllr P Cartwright
	Cllr K. Hawley	

	Cllr A. Laing	
	Cllr D Howarth	
	Cllr H. Pygall	
	Cllr I. Pygall	
	Cllr S. Simpson	
	Cllr D. Wright	

**RESOLVED:** That the request to hire the building was refused, as the proposed terms were not considered appropriate.

**C.174/25 HILL RIGG HOUSE – LEASE REVIEW AND SUMMARY**

Consideration was given to a report of the Town Clerk, which had previously been circulated, to provide Members with a review and summary of the existing lease for Hill Rigg House.

**RESOLVED:**

1. Note the contents of the report and the summary of the 2015 lease.
2. Authorise the Chief Officer & Town Clerk to seek legal and valuation advice on the current status and market rental value of the demised premises.
3. Agree in principle that a new lease, licence, or notice to terminate should be progressed, subject to a further report to Members.

**C.175/25 REVIEW OF SERVICE LEVEL AGREEMENTS (SLAS) MAINTENANCE**

Consideration was given to a report of the Town Clerk, which had previously been circulated, to present Members with a review of the current Service Level Agreements (SLAs) in place between the Town Council and organisations using their facilities.

**RESOLVED:**

1. Note the contents of the report and the comparison between current SLA contributions and actual maintenance costs.
2. That, due to the size and complexity of each Service Level Agreement, it be agreed that individual SLAs will be brought to future meetings for consideration and discussion on a one-at-a-time basis, including whether existing arrangements should remain unchanged or be subject to further review and potential revision of contribution levels.

**C.176/25 CRICKET LEASE**

Members considered an updated lease, which had previously been circulated, following amendments requested at the Council meeting held on 19<sup>th</sup> January 2026. (Minute C.162/25 refers).

**RESOLVED:**

1. That the revised wording of the lease be noted.
2. That the revised final draft lease be approved, with an annual rent cost of £2,000 for the first year, £2,500 for the second year and £3,000 for the third year, with a SLA review thereafter.
3. Authorise the Chief Officer & Town Clerk to issue the lease to tenant and their solicitors for execution, subject to completion of any minor technical or presentational legal amendments.