



10th February 2026

Dear Councillor,

I hereby summon you to attend a meeting of **Peterlee Town Council** on **Monday 16th February 2026** 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: <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 2nd February 2026 (Copy attached)

5. Q3 Budget

Report of the Town Clerk (attached)

- 6. Replacement and Sale of Existing 4x4 Vehicle**
Report of the Neighbourhood Services Manager (Attached)
- 7. Proposal for the Siting of a New Christmas Tree**
Report of the Neighbourhood Services Manager (Attached)
- 8. Future Use of Refurbished Building – Lowhills Road Allotment Site**
Report of the Neighbourhood Services Manager (Attached)
- 9. CT Pump Replacement**
Report of the Deputy Pavilion Sports & Community 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 personal information contained in the report.
- 11. Padel and Community Sports Hub Expansion – Multi-Site Options for Consideration**
Report of the Town Clerk (Attached)
- 12. Permission to Install Social Cabin**
Report of the Town Clerk (Attached)

PETERLEE TOWN COUNCIL

Minutes of the **Town Council** meeting held on **Monday 19th January 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 27th 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 27th 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:

For	Against	Abstained
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 19th 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.

Report to: Peterlee Town Council

Date of Meeting: 16th February 2026

Subject: **2025/26 Financial Year – Third Quarter Budget Summary Report**

Report of: Ian Hall, Chief Officer/Town Clerk

Report Purpose: To provide the Council with a budget summary report to the end of the third quarter of the 2025/26 financial year, in line the Council's Financial Regulations¹.

Background: Section 5.8 of the Council's Financial Regulations provides that as the Council's Responsible Financial Officer (RFO) I am required to provide a statement comparing actual expenditure to that planned in the budget for each head of the Council's budgets.

The working process that enables this report is as follows:

- End of Quarter budget report produced and circulated to Budget holders by Finance Officer;
- 1:1 meeting between budget holders, Town Clerk and Finance Officer;
- Variance report produced and discussed with each budget holder;
- Report to Council for discussion and approval.

This report represents the Council's position at the end of the third quarter of the 2025/26 Financial Year, i.e. as of 31st December 2025.

Q3 summary: The 2025/26 quarter 3 overall budget outturn per budget head is provided in Appendix 1 to this report. In basic terms, net expenditure is lower than the *pro rata* forecast budget expenditure for the first 9 months by just over £215,120, equivalent to 36.98% of the total expenditure budget for the year.

This favourable position reflects a combination of staffing vacancies, lower-than-anticipated utility costs in certain buildings, delayed or reduced capital expenditure, and increased income or grant funding in specific service areas. The underspend is not attributable to any single budget head but is spread across a number of service areas.

Q3 variances: A number of individual budget heads show variances in excess of the materiality threshold of 15% prescribed within the Council's Financial

¹ Council's financial regulations are available from the Town Clerk on request or [here](#):

Regulations. In each case, these variances have been reviewed with the relevant budget holders and explanations have been provided.

Appendix 2 to this report summarises the material variances at Quarter 3 together with the reasons for those variances. These include timing differences, staffing-related underspends, lower energy costs in unoccupied buildings, increased income levels, unspent grant funding, and delayed expenditure on capital projects and programmed works.

Recommendation: Members are recommended to note the content of this report and Appendices 1 and 2 which set out the quarter 3 variances by budget head and summary explanations for each variance over 15%.

Appendix 1: 2025/26 Quarter 3 Variance Table by Budget Heads

N.B. Members' attention is drawn in particular to columns E and F which provide the *pro rata* (i.e. quarter 3 position) variances.

		A	B	C	D	E	F	
		2025/26	Q3	Q3	Variance	% of	pro rata	
		Budget	Forecast	Actual		Budget	variance	
						(D/A)	%	
							(D/B)	
101	Central & Civic HQ Costs	694,993	544,126	471,492	-72,634	-10%	-13%	NET
102	Democratic Costs	49,500	41,500	42,998	1,498	3%	4%	Expenditure
103	Corporate Management	26,175	20,184	15,352	-4,832	-18%	-24%	Expenditure
105	Other Costs and income	2,108,255	2,108,255	2,108,255	-1	0%	0%	NET
221	The Pavilion	482,090	351,187	296,087	-55,100	-11%	-16%	NET
240	Sport & Leisure	199,389	145,481	112,769	-32,712	-16%	-22%	NET
241	Hill Rigg House	20,761	15,045	11,835	-3,210	-15%	-21%	NET
242	Lowhills Road Bowling Club	499	-1	-1	0	0%	0%	NET
261	Eden Lane Community Fac	7,001	7,001	7,535	534	8%	8%	NET
262	Eden Lane Depot	39,735	30,946	21,771	-9,175	-23%	-30%	Expenditure
263	Eden Lane Bowling Club	1,588	1,441	1,331	-110	-7%	-8%	Expenditure
280	Woodhouse Park	97,598	73,738	51,969	-21,769	-22%	-30%	NET
290	Sports Development	34,278	18,393	3,871	-14,522	-42%	-79%	NET
301	Parks General	260,068	194,295	175,953	-18,342	-7%	-9%	NET
325	Cemetery & Burials	53,670	40,257	38,090	-2,167	-4%	-5%	NET
350	Allotments	16,709	11,178	10,339	-839	-5%	-7%	NET
410	Town Activities	8,000	6,750	6,402	-348	-4%	-5%	NET
430	Town Events	45,800	27,200	21,064	-6,132	-13%	-23%	NET
901	Capital Projects	63,000	15,000	7,452	-7,548	-12%	-50%	NET
950	Earmarked Reserves	74,400	34,300	38,732	4,732	6%	14%	Expenditure

Appendix 2: material (>15%) variances for quarter 3 by budget head

A: Code	B: Budget Head	E: Variance	G: proa rata variance %	Explanation
103	Corporate Management	-£4,832	-13%	Audit Fees to be paid
221	The Pavillion	-£55,100	-16%	Underspend on staffing
204	Sports and Leisure	-£32,712	-22%	Grant Funding
241	Hill Rigg House	-£3,210	-21%	Lower than anticipated spend on electricity as unoccupied
262	Eden Lane Parks Depot	-£9,175	-30%	Lower than anticipated spend on electricity as unoccupied
280	Woodhouse Park	-£14,522	-30%	Underspend on staffing and electricity
290	Sports Development	-£5,839	-79%	Increase in income and unspent grants
430	Town Events	-£6,132	-23%	Unspent an unallocated budget
901	Capital Projects	-£7,548	-50%	Under spend on emergency works/consultants' fees

Report to: Peterlee Town Council

Date of Meeting: 16th February 2026

Subject: **Replacement and Sale of Existing 4x4 Vehicle**

Report of: Wayne Harriman, Neighbourhood Services Manager

Report Purpose: The purpose of this report is to seek Council approval to replace the Council's existing 4x4 vehicle currently in service and to approve the sale of the existing vehicle, with the replacement to be provided through a leasing arrangement.

Background: The Council currently operates a 4x4 Ford Ranger vehicle (registration number NU15 GKD), which is primarily used by Neighbourhood Services for towing trailers, field inspections, routine and reactive maintenance works, emergency winter response, and access to rural and off-road locations.

The vehicle has been in service for an extended period and, as it has aged, has experienced increasing maintenance requirements, higher operating costs, and reduced reliability. Over the past 24 months, the Council has incurred maintenance and repair costs in excess of £4,000.

Details: Current Vehicle Assessment

The current vehicle can be summarised as follows:

Vehicle type:	4x4 Ford Ranger
Age:	Approximately 10 years
Mileage:	Approximately 62,000 miles
Condition:	Fair
Estimated resale Value:	£2,500 - £3,500

The frequency of repairs and servicing has increased, resulting in vehicle downtime and reliability concerns, which have the potential to impact service delivery. Continued operation of the vehicle is anticipated to result in escalating maintenance costs and an increased risk of service disruption.

Need for Replacement

A reliable 4x4 vehicle is essential to ensure staff safety, maintain operational efficiency, and support the Council's statutory and operational service obligations. Replacing the existing vehicle would:

- Reduce ongoing maintenance and repair costs
- Improve reliability and availability
- Enhance safety for staff through modern vehicle features
- Ensure continued access to remote and off-road locations
- Support the efficient delivery of Council services, including winter response

**Options
Considered:**

Option 1 – Lease a Replacement 4x4 Vehicle

This option would involve replacing the existing vehicle with a leased 4x4 vehicle.

This option would provide a vehicle with a full manufacturer's warranty, modern safety features and technology, and predictable running costs. Maintenance and road tax would be included within the lease arrangement, removing the risk of unexpected repair costs. Leasing would also avoid vehicle depreciation and allow for continuity of service over the life of the agreement.

Option 2 – Purchase a Replacement 4x4 Vehicle

This option would involve the outright purchase of a new replacement vehicle for around £26,000. While this would provide ownership of the asset, it would require a higher initial capital outlay, potentially longer lead-in times for delivery, and ongoing responsibility for maintenance and repairs. The vehicle would also depreciate in value over time.

- The estimated cost of leasing a replacement 4x4 vehicle is approximately £118 per week.
- The existing vehicle is estimated to have a resale value in the region of £2,500 to £3,500, depending on market conditions at the time of sale.
- Subject to Council approval, the leasing costs can be met from existing leasing budgets. The proceeds from the sale of the existing vehicle would be returned to the Council.

Recommendation: Council is requested to:

1. Approve the replacement of the existing 4x4 vehicle through a leasing arrangement; and
2. Approve the sale of the existing 4x4 vehicle.

Appendix 1: Implications

<u>Area</u>	<u>Implication</u>
Finance:	The cost of leasing a replacement 4x4 vehicle is estimated at approximately £118 per week and can be met from existing leasing budgets, subject to Council approval. The sale of the existing vehicle is expected to generate a receipt in the region of £2,500 to £3,500, which would be returned to the Council. Leasing will provide cost certainty and reduce the risk of unplanned expenditure associated with increasing maintenance and repair costs.
Staffing:	No direct implications.
Risk:	Failure to replace the existing vehicle presents an increasing risk of service disruption due to breakdowns, rising maintenance costs, and potential unavailability during critical periods such as emergency winter response. Approving the replacement will reduce operational and financial risk and improve service resilience.
Equality and Diversity, Cohesion and Integration:	No direct implications.
Crime and Disorder:	No direct implications.
Consultation & Communication:	No direct implications
Procurement:	Any leasing arrangement and disposal of the existing vehicle will be carried out in accordance with the Council's Financial Regulations and procurement requirements, ensuring transparency and value for money.
Legal:	No direct implications.

Report to: Peterlee Town Council

Date of Meeting: 16th February 2026

Subject: **Proposal for the Siting of a New Christmas Tree at the Pavilion for 2026**

Report of: Wayne Harriman, Neighbourhood Services Manager

Report Purpose: To seek Council approval for the planting of a new Christmas tree at the Pavilion site to replace the current Christmas tree located within the grounds of Shotton Hall, which is to be sold.

Background: The Council's Christmas tree is currently planted within the grounds of Shotton Hall and has traditionally served as the focal point for the community's annual Christmas celebrations. Following the proposed sale of Shotton Hall, the Council will no longer have control or access to this site.

As a result, it is necessary to identify an alternative, Council-controlled location for a permanent Christmas tree to ensure the continuation of this long-standing community tradition beyond 2025.

Details: It is proposed that a new Christmas tree be planted at the Pavilion site in advance of the 2026 Christmas season.

The Pavilion is considered a suitable location due to:

- Its central and accessible position within the community
- Council ownership and long-term security of the site
- Proximity to community events and facilities
- Adequate space for a tree to mature without impacting buildings or services

The new tree would become the permanent focal point for future Christmas light switch-on events and associated celebrations.

Subject to Council approval, an appropriate species would be selected that is:

- Suitable for long-term growth
- Resilient and low maintenance
- Appropriate for seasonal lighting

Professional advice would be sought regarding species choice, planting position, and ongoing maintenance requirements.

Estimated costs may include:

- Purchase of a suitable tree
- Professional planting
- Initial protection (staking, guards, etc.)

These costs can be met from:
The Council's existing budget

Exact costs will be confirmed once approval in principle is given.
Estimated cost at this early stage would be in the region of £3.000.

Recommendation: Council is requested to:

1. Approve the proposal to plant a new Christmas tree at the Pavilion site for use from Christmas 2026 onwards.
2. Authorise officers to obtain quotations and professional advice regarding tree selection and planting.
3. Agree the allocation of funding for this purpose.

Appendix 1: Implications

Area	Implication
Finance:	Costs would be met with current budgets
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 direct implications
Procurement:	The procurement process complies with the Council's Financial Regulations, with a minimum of 3 quotations obtained and evaluated.
Legal:	No direct implications.

Report to: Peterlee Town Council

Date of Meeting: 16th February 2026

Subject: **Future Use of Refurbished Building – Lowhills Road Allotment Site**

Report of: Wayne Harriman, Neighbourhood Services Manager

Report Purpose: To seek Members' views and approval on the future use, management arrangements, and potential charging structure for the recently refurbished building located at the Lowhills Road Allotment Site.

Background: The Council has recently completed the refurbishment of the former allotment shop building at the Lowhills Road Allotment Site. The project is now fully complete, and the building is ready for occupation and community use.

The refurbishment was funded through a combination of Section 106 monies and Council budgets and was undertaken to improve the safety, accessibility, and long-term usability of the facility for allotment holders and the wider community.

Members' direction is now required to determine how the building should be used and managed going forward.

Details:

Project Title:	Refurbishment of the Old Allotment Shop
Location:	Lowhills Road Allotment Site
Start Date:	July 2025
Completion Date:	October 2025
Funding:	Section 106 monies and Council budgets

The refurbishment works included structural repairs and safety improvements; upgrades to utilities including electricity, water and heating; internal refurbishment including flooring, insulation and finishes; and accessibility improvements. All works were completed in line with current health and safety standards.

The building is now fully operational and ready for use. All relevant health and safety inspections have been completed and signed off. The space provides flexible, multi-purpose accommodation capable of supporting a range of allotment and community activities.

Proposed Uses

Consultation with allotment plot holders and community groups has identified several potential uses, including a community meeting space; an educational venue for workshops and gardening sessions; a welfare facility including tea and coffee provision and rest space; and a hub for community events or volunteer coordination.

Members are invited to consider the primary purpose of the building, whether multiple uses should be supported, whether a formal booking system should be introduced, and whether hire charges should be applied.

Subject to Member direction, officers will develop an operational management plan, draft any required policies, complete minor adaptations if required, and prepare a timetable for opening the building for use.

That Council notes the completion of the refurbishment works and authorises officers to utilise and manage the building in accordance with Member direction.

Recommended: That Council:

1. Notes the completion of the refurbishment works; and
2. Authorises Officers to utilise and manage the building in accordance with Member direction.

Appendix 1: Implications

<u>Area</u>	<u>Implication</u>
Finance:	Ongoing costs, including utilities, cleaning, and minor maintenance, will need to be met from existing budgets. Any income generated through hire charges would help offset these costs.
Staffing:	Management and oversight will be undertaken within existing staffing resources.
Risk:	Appropriate policies and procedures will be required to manage health and safety; safeguarding and access risks associated with public use.
Equality and Diversity, Cohesion and Integration:	The refurbished building includes accessibility improvements and will provide inclusive facilities for allotment holders and the wider community.
Crime and Disorder:	No direct implications.
Consultation & Communication:	Informal consultation could take place with allotment plot holders and community groups. Any agreed arrangements will be communicated through the Council's usual channels.
Procurement:	No direct implications at this stage.
Legal:	No direct implications.

Report to: Peterlee Town Council

Date of Meeting: 16th February 2026

Subject: **CT Pump Replacement – The Pavilion**

Report of: Adrian Sanders, Deputy Pavilion Sports & Community Manager

Report Purpose: The purpose of this report is to present Members with the quotations received for the replacement of the CT / twinset pump system at The Pavilion and to seek approval to appoint a contractor.

Background: The Pavilion is designed to operate with two CT pumps to ensure continuous circulation of heating and hot water throughout the building. The system is configured so that if one pump fails, the second pump can continue to operate, ensuring the building remains safe, warm, and operational for staff, users, and events.

At present, one of the CT pumps has failed and is no longer operational. This means there is currently no redundancy within the system. Should the remaining pump fail, this would result in a complete loss of heating and hot water to the building, which could lead to closure of the facility and significant disruption to services. For this reason, it is essential that both pumps are fully operational.

Details: The Deputy Manager has obtained three quotations from suitably qualified contractors for the replacement of the CT / twinset pump system. The quotations received are summarised below:

Contractor	Net Cost (£)	VAT (£)	Gross Total
Company A	£8,115.00	£1,623.00	£9,738.00
Company B	£5,254.50	£1,050.90	£6,305.40
Company C	£4,198.00	£839.60	£5,037.60

Company C submitted the lowest quotation at £5,037.60 gross. Company B provided a mid-range quotation, while Company A submitted the highest quotation.

All contractors have relevant experience in commercial heating systems, and references have been sought as part of the evaluation process.

The cost of the works would have to be met from Council reserves, as no specific provision exists within the approved revenue budget.

Recommendation: Members are requested to:

1. Approve the appointment of Company C, Commercial Boiler Solutions (CBS) to undertake the CT pump replacement works at The Pavilion, at a total cost of £5,037.60, including VAT, with the expenditure to be met from Council reserves.

Appendix 1: Implications

Area	Implication
Finance:	The cost of the works £5,037.60 would have to be met from Council reserves, as no specific provision exists within the approved revenue budget.
Staffing:	No direct implications.
Risk:	Failure to replace the CT pump would leave the Pavilion without system resilience, increasing the risk of a complete failure of heating and hot water, which could result in temporary closure of the building.
Equality and Diversity, Cohesion and Integration:	No direct implications.
Crime and Disorder:	No direct implications.
Consultation & Communication:	No direct implications
Procurement:	The procurement process complies with the Council's Financial Regulations, with a minimum of 3 quotations obtained and evaluated.
Legal:	No direct implications.

- Report to:** Peterlee Town Council
- Date of Meeting:** 16th February 2026
- Subject:** **Update – Lowhills Road Pitches 1 & 2: PTJAFC and Stephen Paylor Proposal**
- Report of:** Ian Hall Chief Officer & Town Clerk
- Report Purpose:** The purpose of this report is to update Members that Peterlee Town Junior Association Football Club (PTJAFC) are continuing to progress their plans and remain committed to leasing Pitches 1 and 2 at Lowhills Road, and to formally advise Members of the reasons why the proposal submitted by Mr Stephen Paylor has been withdrawn from further consideration.
- Background:** Members will be aware that the Council has previously received a formal proposal from Mr Stephen Paylor setting out aspirations to develop a social and sporting hub within Peterlee, supported by significant personal funding and delivered through a Community Interest Company or charitable structure. The proposal outlined a long-term lease arrangement, substantial capital investment, and the establishment of a football academy and community stadium, with links to existing operations based in the United States.
- At the same time, Members have been considering a Community Asset Transfer and Community Benefit Lease proposal from PTJAFC in respect of land at Lowhills Road, including Pitches 1 and 2. Officers had previously advised that the parallel progression of two significant football-led projects within the town raised strategic considerations around sustainability, governance and long-term deliverability.
- Details:** Officers have now been advised that Mr Stephen Paylor has withdrawn his proposal and is no longer pursuing a football or sporting development in Peterlee.
- The reason for this withdrawal arises directly from the funding and governance model described within Mr Paylor’s formal proposal. As set out in his submission, the project relied on significant funding being provided from the United States, either through a charitable trust, charitable incorporated organisation, or a Community Interest Company linked to his existing U.S.-based operations.

Mr Paylor has since advised that, under U.S. tax law, the transfer or donation of funds to a foreign entity would trigger a substantial capital gains tax liability unless the overseas organisation could be treated as a true subsidiary of the U.S. charitable entity. For this to be the case, there would need to be a high degree of control, including overlapping directors and governance arrangements between the U.S. charity and the UK-based organisation.

Mr Paylor has advised that these requirements could not be reconciled with appropriate UK governance expectations, local accountability, or the independence that would be required for a community-based organisation operating on Council-owned land. As a consequence, the proposed funding model was no longer viable in practice, and the proposal was therefore withdrawn.

PTJ AFC have confirmed that they are continuing to progress their plans and remain committed to securing a lease of Pitches 1 and 2 at Lowhills Road. Their proposal remains focused on delivering grassroots and community football provision, securing long-term certainty of tenure, and investing in facilities that support health, wellbeing and social inclusion across a broad range of age groups. With the withdrawal of Mr Paylor's proposal, PTJ AFC's plans now represent the sole football development proposal under active consideration by the Council in respect of Lowhills Road.

Officers are continuing the preparation of a draft Community Benefit Lease with PTJ AFC, based on the principles previously reported to Members. The draft lease will address, among other matters, the length of term, permitted use, repairing and insuring responsibilities, safeguarding of community access, and appropriate protections for the Council as landowner.

The draft lease is being prepared in consultation with the Council's professional advisers Align Property Services. Any material issues arising from this process will be reported back to Members.

No lease will be completed or entered into without being presented to Full Council for formal consideration and approval.

Recommendation: That members note the update.

Appendix 1: Implications

<u>Area</u>	<u>Implication</u>
Finance:	No financial commitment is sought at this stage.
Staffing:	No direct implications.
Risk:	No direct implications at this stage.
Equality and Diversity, Cohesion and Integration:	No direct implications.
Crime and Disorder:	No direct implications.
Consultation & Communication:	Ongoing engagement with PTJAFC and relevant stakeholders will continue as part of the process.
Procurement:	No direct implications.
Legal:	The lease will be subject to full legal due diligence to ensure compliance with statutory duties, including the Local Government Act 1972 and best value considerations.