



31st March 2026

Dear Councillor,

I hereby summon you to attend a meeting of **Peterlee Town Council** on
Tuesday 7th April 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 **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 16th March 2026 (Copy attached)

5. Urban Foresight Focus Group Session

A focused discussion to inform the development of the Peterlee Strategic Place Plan.

- 6. Committee Structure 2026/27**
Report of the Town Clerk
- 7. Pump Track**
Report of the Neighbourhood Services Manager
- 8. Bleed kits**
Report of the Town Clerk
- 9. Exclusion of the Press & 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, paragraphs 11.
- 10. Innovations Lease Review**
Report of the Town Clerk
- 11. Peterlee Cricket Club SLA Review**
Report of the Town Clerk

PETERLEE TOWN COUNCIL

Minutes of the **Town Council** meeting held on **Monday 16th March 2026** at **6.30pm** in the Council Chamber, Shotton Hall, Peterlee.

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

Also Ian Hall (Chief Officer and Town Clerk), Deborah Woodhall (Resources Manager) and Louise Hudson (Democratic Services Assistant).

C.199/26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D. Hawley, M-L Franklin, S Franklin, H. Pygall, E. Sanders and M. Sanderson

RESOLVED: That the apologies be noted.

C.200/26 DECLARATIONS OF INTEREST

No interests were declared

C.201/26 PUBLIC PARTICIPATION

1 Member of the Public was present; however, they chose not to participate.

C.202/26 MINUTES

a. Council Meeting held on 2nd March 2026

RESOLVED: That the minutes of the above meeting be approved.

C.203/26 DURHAM COMMUNITY ACTION PRESENTATION (DCA)

A representative from Durham Community Action attended the meeting and presented Members with the available governance options on how to operate Hill Rigg House as a community building, in particular, the options previously discussed during the meeting with DCA representatives on 17 February 2026 and detailed in the report of the Town Clerk, which had previously been circulated.

During detailed discussions, Members proposed holding an open day at Hill Rigg House to better understand and determine the specific needs within the area.

Councillor A Laing proposed that the item be deferred to a future meeting, allowing Members time to reflect on all they had learned, and the options presented, before making an informed decision.

Councillor D Meadows seconded the motion.

A vote was held:

For – 15
Against - 0

When bringing this item to a future Council meeting, Members asked if it would be possible to bring additional information to the future meeting that this item would be discussed, namely costs related to Hill Rigg House, any savings the Council will be making and by relocating staff to the Pavilion.

RESOLVED:

1. That the item be deferred to a future meeting, and that further information be obtained and presented to assist Members in making a fully informed decision.
2. That an open day be arranged at Hill Rigg House to better understand and determine the specific needs within the area.

C.204/26 FILMING REQUEST

Consideration was given to a report of the Town Clerk, which had previously been circulated, to inform Members of a request to use Shotton Hall as a filming location and to seek agreement that the Chief Officer be granted delegated authority to agree an appropriate filming fee and final arrangements.

A vote was held:

For – 15
Against - 0

RESOLVED:

1. That using Shotton Hall as a filming location be approved.
2. That delegated authority be given to the Chief Officer to agree the filming fee and final arrangements with the production company.

C.205/26 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.206/26 EVENTS SUPPORT 2026

Consideration was given to a report of the Events Officer, which had previously been circulated, to present Members with quotations received from potential suppliers for Event Safety and First Aid provision for the Council's events programme in 2026, and to make recommendations for appointments based on value for money and service officer.

RESOLVED:

1. That Company A, TJR Events had been awarded the contract for safety officer for the next 3 years, at an hourly rate of £19.00 per hour and mileage at £0.50 per mile.
2. That Company A, Salus Medical be appointed to provide medical cover for the 2026/2027 events at a total cost of £1,930.85, offering comprehensive cover and equipment.

C.207/26 SHOTTON HALL SALE UPDATE

Consideration was given to a report of the Town Clerk, which had previously been circulated, to provide Members with an update on the ongoing sale of Shotton Hall and to outline the amendments to the proposed transfer arrangements and legal provisions currently being progressed with the purchaser.

RESOLVED:

1. That the updated position regarding the sale of Shotton Hall be noted.
2. Note that the pond area will remain in Council ownership with no reduction in the sale price.
3. That following legal advice, the Council approves the following amendments to be made to the original proposal:-
 - The property will be required to operate as a SEN school for a minimum period of five years.
 - After this period, the restriction may be lifted.
 - A permanent restriction preventing the building from being used as a House in Multiple Occupation (HMO) will remain in place.

Report to: Peterlee Town Council

Date of Meeting: 7th April 2026

Subject: **Review of Committee Structure**

Report of: Ian Hall Chief Officer/Town Clerk

Report Purpose: To request Members consider retaining the current committee structure for the 2026/2027 municipal year.

Background: Council approved a revised committee structure for the 2025/2026 municipal year following a review of governance arrangements. The structure streamlined decision making, reduced duplication between committees and enabled more matters to be considered directly by Council.

The agreed structure included:

- Council meeting twice monthly
All Members of the Council
Meets first and third Monday of each month except August recess; except when a Bank Holiday falls on a Monday on the first or third week, in which case Council will be held on the following Tuesday.
- Human Resources Committee reporting to Council
5 Members
Meets as required
Reports directly to Council
- Health & Safety Committee reporting to Council
5 Members
Meets as required
Reports directly to Council
- Governance & Performance Committee
6 Members
Meets quarterly or as required
Reports directly to Council
- Events Committee
15 Members
Meets monthly or as required
Reports directly to Council
- Disciplinary & Grievance Panel
5 Members
Meets as required
- Appeals Panel
5 Members
Meets as required
- Town Clerk Appraisal Panel
5 Members
Meets annually or as required

The Resources Committee and Community & Environment Committee were disbanded, with their responsibilities incorporated into full Council meetings.

Detail:

The current structure has now operated for the 2025/2026 municipal year and has provided:

- Streamlined decision making
- Reduced duplication of reports
- Improved transparency with more decisions taken at full Council
- Greater involvement of all Members in key decisions
- Clearer governance arrangements for staffing, health & safety and performance monitoring

Retaining the existing structure for 2026/2027 would provide continuity of governance arrangements and avoid unnecessary changes at the Annual Meeting. This would also ensure consistency for officers, Members and partners and allow the Council to continue operating under the arrangements already established.

The committee memberships would continue to be appointed at the Annual Meeting in line with political proportionality where applicable

Recommended:

Members are to consider retaining the existing committee structure for the 2026/2027 municipal year as previously agreed by Council.

Appendix 1: Implications

<u>Area</u>	<u>Implication</u>
Finance:	No direct implications.
Staffing:	No direct implications.
Risk:	Retaining the current structure provides stability and reduces governance risk.
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.

Council
 All Members
 Meet 1st and 3rd Monday of each month, except for August recess

Human Resources Committee	Health & Safety Committee	Events Committee	Governance & Performance Committee	Disciplinary & Grievance Panel	Appeals Panel	Town Clerk's Appraisal Panel
5 Members Meet as and when required	5 Members Meet as and when required	15 Members Meet monthly or as and when required	6 Members Meet quarterly or as and when required	5 Members Meet as and when required	5 Members Meet as and when required	5 Members Meet as and when required
<ol style="list-style-type: none"> 1. To make recommendations to Council with regard to Human Resources policies and practices for the Town Council; 2. To act as an Appeals Panel in relation to staffing issues if required under a council policy; 3. To appoint the Town Clerk's appraisal committee 	<ol style="list-style-type: none"> 1. To make recommendations to Council with regard to Health & Safety issues, policies and practices for the Town Council; 2. To receive reports from council officers on accident and incident monitoring. 	<ol style="list-style-type: none"> 1. To make recommendations to Council about the planning and delivery of social, civic and democratic events by the Town Council; 2. Oversight of the Town's major events. 	<ol style="list-style-type: none"> 1. To reviewing and make recommendations to the Council in respect of new and existing policies, including Standing Orders and Financial Regulations. 2. Overview of key targets and major projects 	<ol style="list-style-type: none"> 1. Hear and determine appeals against dismissal and appeals against all disciplinary action taken by the Town Clerk. 2. Hear representations by trade unions and managers in respect of disputes not capable of resolution by other means and discuss and reach decisions thereon. 3. Consider and reach decisions on grievances by employees, groups of employees or trade unions in terms of the procedures for staff 	<ol style="list-style-type: none"> 1. To hear and determine all matters of appeal in connection with the comments and complaints policy. 2. To hear and determine all matters of appeal in connection with Freedom of Information requests 	<p>To carry out the Town Clerks annual appraisal in line with the Councils Appraisal Policy</p>

Delegations to Committees and Working Parties

Committee Name:	Peterlee Town Council
Reports to:	n/a
Membership:	All 22 elected members of the Council (quorum = 8)
Chair & Vice Chair:	
Responsibilities:	All business of the Council, including all statutory powers and duties of the Council. Specifically including: <ul style="list-style-type: none"> - Setting the final annual budget and the precept - Approving the annual return and accounting statements - Approving the annual governance statement - borrowing - declaring eligibility for the power of well-being - approve any grant, contract or single financial commitment of £30,000 or more
Delegated authority:	n/a as the Council has authority for all council decisions
Budgets:	All budgets
Meeting Frequency:	Annual Meeting in May Council to be held on first and third Monday of each month, with the exception of the August recess; except when a Bank Holiday falls on a Monday on the first or third week, in which case Council will be held on the following Tuesday
Public and Press access to meeting:	Yes, with the exception of exempt items. Public questions standing item at all regular meetings, i.e 10 minute open session at the start of the meeting
Council Officers advising the Committee:	Town Clerk and all senior Managers of the Council

Committee Name:	Human Resources Committee
Reports to:	Council
Membership:	5 Members of the Council (quorum = 3) Due to the confidential nature of much of the business of this committee membership will not be available to non-councillors.
Chair & Vice Chair:	
Responsibilities:	<ol style="list-style-type: none"> 1. To make recommendations to Council with regard to Human Resources policies and practices for the Town Council; 2. To act as an Appeals Panel in relation to staffing issues if required under a council policy; 3. To appoint the Town Clerk's appraisal committee
Specific delegated authority:	<ul style="list-style-type: none"> - appointment of Appeals Panel - appointment of Town Clerk's appraisal committee
Delegated Budgets:	none
Meeting Frequency:	As required.
Public and Press access to meeting:	Yes, with the exception of exempt items.
Council Officers advising the Committee:	Town Clerk/ Senior Managers

Committee Name:	Health & Safety Committee
Reports to:	Council
Membership:	5 Members of the Council (quorum = 3)

	The Committee may appoint non-councillors as standing or co-opted members as required.
Chair & Vice Chair:	
Responsibilities:	<ol style="list-style-type: none"> To make recommendations to Council with regard to Health & Safety issues, policies and practices for the Town Council; To receive reports from council officers on accident and incident monitoring.
Specific delegated authority:	n/a
Delegated Budgets:	none
Meeting Frequency:	As required.
Public and Press access to meeting:	Yes, with the exception of exempt items.
Council Officers advising the Committee:	Town Clerk and Senior Managers

Committee Name:	Events Committee
Reports to:	Community & Environment Committee
Membership:	15 Members (quorum = 5) The Committee may appoint non-councillors as standing or co-opted members as required.
Chair & Vice Chair:	
Responsibilities:	<ol style="list-style-type: none"> To make recommendations to Council about the planning and delivery of social, civic and democratic events by the Town Council; Oversight of the Town's major events.
Specific delegated authority:	<ul style="list-style-type: none"> to oversee and agree the specification of services related to the planning and provision of events to make recommendations to Council on expenditure for Town Events
Delegated Budgets:	Town Events (within individual budget heading limits agreed by Council)
Meeting Frequency:	Monthly
Public and Press open access to meeting:	Yes, with the exception of exempt items.
Council Officers advising the Committee:	Town Clerk, Resources Manager, Events Officer and Hospitality Supervisor

Committee Name:	Governance & Performance Review Committee
Reports to:	Council
Membership:	6 Members (quorum = 3)
Chair & Vice Chair:	
Responsibilities:	<ol style="list-style-type: none"> To reviewing and make recommendations to the Council in respect of new and existing policies, including Standing Orders and Financial Regulations. Overview of key targets and major projects
Specific delegated authority:	None
Delegated Budgets:	None
Meeting Frequency:	Quarterly / As and when required.
Public and Press access to meeting:	Yes, with the exception of exempt items.
Council Officers advising the Committee:	Town Clerk and all senior Managers of the Council

Committee Name:	Disciplinary & Grievance Panel
Reports to:	Council
Membership:	5 Members (quorum = 3)
Chair & Vice Chair:	
Responsibilities:	<ol style="list-style-type: none"> 1. Hear and determine appeals against dismissal and appeals against all disciplinary action taken by the Town Clerk. 2. Hear representations by trade unions and managers in respect of disputes not capable of resolution by other means and discuss and reach decisions thereon. 3. Consider and reach decisions on grievances by employees, groups of employees or trade unions in terms of the procedures for staff
Specific delegated authority:	None
Delegated Budgets:	None
Meeting Frequency:	As and when required.
Public and Press access to meeting:	Yes, with the exception of exempt items. NB Given the nature of the Panel it is anticipated that all items will be of an exempt and therefore any public in attendance will be excluded.
Council Officers advising the Committee:	Town Clerk and all senior Managers of the Council

Committee Name:	Appeals Panel
Reports to:	Council
Membership:	5 Members (quorum = 3)
Chair & Vice Chair:	
Responsibilities:	<ol style="list-style-type: none"> 1. To hear and determine all matters of appeal in connection with the comments and complaints policy. 2. To hear and determine all matters of appeal in connection with Freedom of Information requests
Specific delegated authority:	None
Delegated Budgets:	None
Meeting Frequency:	As and when required.
Public and Press access to meeting:	Yes, with the exception of exempt items. NB Given the nature of the Panel it is anticipated that all items will be of an exempt and therefore any public in attendance will be excluded.
Council Officers advising the Committee:	Town Clerk and all senior Managers of the Council

Committee Name:	Town Clerks Appraisal Panel
Reports to:	Council
Membership:	5 Members (quorum = 3)
Chair & Vice Chair:	
Responsibilities:	To carry out the Town Clerks annual appraisal in line with the Councils Appraisal Policy
Specific delegated authority:	None
Delegated Budgets:	None
Meeting Frequency:	Meets annually or as required.
Public and Press access to meeting:	No
Council Officers advising the Committee:	Town Clerk and all senior Managers of the Council

- Report to:** Peterlee Town Council
- Date of Meeting:** 7th April 2026
- Subject:** **Removal of the Existing Pump Track Facility Woodhouse Park**
- Report of:** Wayne Harriman, Neighbourhood Services Manager
- Report Purpose:** To seek Council approval for the removal of the existing pump track facility at Woodhouse Park due to continued underutilisation, ongoing vandalism, maintenance costs, and the opportunity to repurpose the space for a more inclusive and better-used community facility.
- Background:** The pump track was installed to provide a dedicated wheeled-sports facility for bicycles and scooters, encouraging physical activity, increasing park usage, and providing a safe space for recreational cycling.
- However, since installation, the facility has not achieved its intended outcomes and has not become a focal point for wheeled sports activity within the park.
- Details:** Underutilisation
Monitoring and observational assessments indicate consistently low usage levels. Engagement remains limited when compared to other park amenities, with little sustained or repeat participation. Feedback also suggests the facility has limited appeal to the wider community. As a result, the pump track is not delivering proportional social or recreational value relative to the space it occupies.
- Not Fit for Intended Purpose
The existing layout does not adequately cater for a range of skill levels and lacks progression features expected of modern pump tracks. Users have indicated the facility does not meet expectations, and it has not developed into a destination facility for wheeled sports. Consequently, the asset is not fulfilling its original strategic objectives.
- Vandalism and Maintenance Burden
The facility has experienced repeated vandalism and anti-social behaviour, requiring reactive repairs. Maintenance costs are disproportionate to usage levels, and continued investment does not represent best value for public funds. Ongoing repairs also divert resources from other higher-priority park improvements.
- Opportunity Cost of Land Use
The area occupied by the pump track presents an opportunity to deliver a more inclusive and better utilised facility. Potential alternative uses include:

- Chill-out / informal seating area
- Enhanced landscaped green space
- Outdoor gym or fitness equipment
- Flexible community event space

Repurposing the site would allow the Council to provide a facility that serves a broader demographic, encourages positive use of the park, and aligns with community priorities.

Financial Considerations

Current Position

The existing pump track requires ongoing reactive maintenance due to repeated vandalism and general wear. These costs are disproportionate to the level of usage the facility receives and represent a poor return on investment. Continued expenditure on repairs diverts limited resources away from higher priority park improvements and more widely used community facilities.

Future Position (Post Removal)

Removal of the pump track would eliminate recurring maintenance and vandalism repair costs. This would allow the Council to redirect resources towards a replacement facility that delivers greater community benefit. The removal also provides an opportunity to seek external funding or partnership investment for a new provision, ensuring improved value for money and long-term sustainability.

Community Impact

Whilst the removal of any facility requires careful consideration, current evidence indicates that the pump track has a limited regular user base and is not widely used by the broader community. The removal of the facility would therefore have minimal impact on park users overall. Repurposing the space provides an opportunity to deliver a more inclusive and better utilised amenity that serves a wider demographic and encourages increased positive use of the park. Undertaking consultation with residents, local schools and youth groups will ensure that any replacement facility reflects community needs and priorities. This approach will support the delivery of a more accessible and sustainable facility that provides greater long-term benefit to the community.

Recommendation: Members are to consider:

1. The decommissioning and removal of the existing pump track facility at Woodhouse Park.
2. Undertake community consultation to identify preferred alternative use of the site.
3. Develop proposals for redevelopment that maximise community benefit, usage and long-term sustainability.

Appendix 1: Implications

<u>Area</u>	<u>Implication</u>
Finance:	Potential removal costs to be met from existing budgets. Future redevelopment subject to funding opportunities and available capital.
Staffing:	No direct implications.
Risk:	Risk of negative perception from removal of facility mitigated through consultation and replacement provision.
Equality and Diversity, Cohesion and Integration:	Replacement facility provides opportunity for more inclusive provision for a wider demographic.
Crime and Disorder:	Removal of underused facility may reduce anti-social behaviour and vandalism within the park.
Consultation & Communication:	Public consultation to be undertaken prior to redevelopment.
Procurement:	Any future redevelopment will follow the Council's procurement procedures.
Legal:	No direct implications.

Report to: Peterlee Town Council

Date of Meeting: 7th April 2026

Subject: **Application for Funding – Public Access Severe Bleed Kits (Including Peterlee Bus Station)**

Report of: Ian Hall Chief Officer & Town Clerk

Report Purpose: To seek Council approval to submit an application to the Local Network for funding to install public access severe bleed kits at locations across Peterlee, including one at Peterlee Bus Station, and to confirm that Peterlee Town Council will take responsibility for ongoing inspection and maintenance.

Background: A request has been received from partners working with Town and County Councillor Steven Franklin regarding the installation of publicly accessible severe bleed kits across Peterlee. These kits are designed to provide immediate lifesaving equipment in the event of a catastrophic bleed, supporting emergency services prior to their arrival.

Details: It is proposed that, subject to funding approval, kits would be installed at Peterlee Town Council venues and an additional unit at Peterlee Bus Station. Written consent is required for the installation at the bus station, together with confirmation that Peterlee Town Council will take responsibility for future inspection and maintenance.

The proposal is that Peterlee Town Council submits an application to the Local Network to fund:

- Two bleed kits at two Peterlee Town Council venues The Pavilion and Eden Lane
- One portable bleed kit for Events
- One fixed bleed kit at Peterlee Bus Station

All capital costs would be covered through the external funding application.

Maintenance and Inspection Requirements

Should the Council approve the proposal, Peterlee Town Council would assume responsibility for ongoing monitoring and maintenance of the kit at Peterlee Bus Station (and any other installed kits). This would include:

Monthly visual checks to confirm the cabinet is secure and undamaged, the tamper seal is intact, the kit is visible and accessible, and signage remains present and legible.

Quarterly detailed checks to open the cabinet and verify contents, check expiry dates of medical supplies, confirm that the tourniquet, haemostatic dressing, trauma dressing and gloves are present, and replace any items approaching expiry.

Any used or missing items would be replaced as required to ensure the kit remains fully operational at all times.

Recommendation: Members are to consider:

1. Whether to support the submission of an application to the Local Network for funding for public access severe bleed kits across Peterlee.
2. Whether Peterlee Town Council should take responsibility for the ongoing inspection, maintenance and upkeep of the bleed kit at Peterlee Bus Station and any other installed units funded through the application.

Appendix 1: Implications

<u>Area</u>	<u>Implication</u>
Finance:	The purchase and installation costs would be met through external funding via the Local Network application. Ongoing maintenance costs would be minimal and met from existing service budgets. Replacement consumables would only be required periodically or following use.
Staffing:	Inspections would be undertaken by existing staff as part of routine operational checks. This can be incorporated into current working arrangements.
Risk:	Providing publicly accessible bleed kits supports community safety and reduces risk to life in emergency situations. There is a small operational responsibility associated with inspection and maintenance, which can be managed within existing resources.
Equality and Diversity, Cohesion and Integration:	The provision of publicly accessible emergency bleed kits benefits all members of the community and supports inclusive access to emergency lifesaving equipment.
Crime and Disorder:	The provision of publicly accessible severe bleed kits supports community safety. These kits provide immediate access to lifesaving equipment in the event of serious injury, including incidents arising from violent crime, accidents, or other emergencies. Their availability within the town, including at Peterlee Bus Station, may help reduce the severity of injuries and improve outcomes while emergency services are en route. The presence of bleed kits can also provide reassurance to residents and visitors and support wider community safety initiatives.
Consultation & Communication:	No direct implications.
Procurement:	No direct implications.
Legal:	The Council would assume responsibility for reasonable inspection and maintenance once installed.