



1<sup>st</sup> July 2026

Dear Councillor,

I hereby summon you to attend a meeting of **Peterlee Town Council** on **Monday 6th July 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](mailto:council@peterlee.gov.uk) or (0191) 5862491.

## AGENDA

**1. Apologies for Absence**

**2. To receive declarations of interest**

Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk **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. Monthly Updates for Durham County Councillors**

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

**5. Representatives from Peterlee and Horden Rugby Club Presentation.**

**6. Minutes**

To approve the Minutes of the following meeting:-

- a. Council Meeting held on 15 June 2026 (Copy attached)

- 7. Fleet Replacement**  
Report of the Neighbourhood Services Manager (Attached)
- 8. Review of the Council's Glyphosate Use**  
Report of the Town Clerk (Attached)
- 9. Future Governance and Operation of Hill Rigg House**  
Report of the Town Clerk (Attached)
- 10. Peterlee Cricket Club Development Update**  
Report of the Town Clerk (Attached)
- 11. Lowhills Road Car Park, Proposed Resurfacing Works**  
Report of the Town Clerk (Attached)
- 12. Citizens Advice**  
Report of the Pavilion Manager (Attached)
- 13. Pavilion Office Conversion Update**  
Verbal Report from the Town Clerk

## PETERLEE TOWN COUNCIL

Minutes of the **Town Council** meeting held on **Monday 15 June 2026** at **6.30pm** in the Council Chamber, Shotton Hall, Peterlee.

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

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

### **C.17/26 APOLOGIES FOR ABSENCE**

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

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

### **C.18/26 DECLARATIONS OF INTEREST**

No interests were declared

### **C.19/26 PUBLIC PARTICIPATION**

A member of the public was in attendance to speak about Lee House and Ridgemount House, he asked if Peterlee Town Council would be interested in contacting Durham County Council to see if they could purchase these properties, which were in a state of disrepair.

Members asked the Town Clerk to send a letter to Durham County Council to ask for a site visit for both premises highlighting the need for a multi-agency approach.

The member of the public was thanked for their attendance at the meeting.

### **C.20/26 MINUTES**

- a. Council Meeting held on 1st June 2026
- b. Governance & Performance Meeting held on 4<sup>th</sup> June 2026

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

**C.21/26 NEW POLICY**

Consideration was given to the following new policy which was considered by The Governance & Performance Committee at its meeting to be held on 4<sup>th</sup> June 2026.

a. Memorial Benches and Trees

**RESOLVED:** That the new Memorial Benches and Trees Policy be approved.

**C.22/26 MOTION ON NOTICE**

A Motion on Notice, submitted by Councillor Tough, was presented to Council. As the motion was not seconded, it was not moved and no further action was taken.

**C.23/26 REQUEST FOR CONCESSIONARY USE FUNDING – NARCOTICS ANONYMOUS AND ALCOHOLICS ANONYMOUS MEETINGS AT THE PAVILION**

Consideration was given to a report of the Town Clerk, which had previously been circulated, to consider a request from the Chair of Council, Councillor M. Cartwright, regarding the continued use of the Pavilion by Narcotics Anonymous (NA) and Alcoholics Anonymous (AA) and the potential provision of support through the Concessionary Use Budget.

**RESOLVED:**

1. That Narcotics Anonymous and Alcoholics Anonymous meetings at the Pavilion be granted free use funded from the Concessionary Use Budget.
2. That the duration of the concessionary use to be for a period of 6 months then be brought back to Council for review after this period.

**C.24/26 REINTRODUCTION OF THE NEIGHBOURHOOD ENGAGEMENT PROJECT (NEP) GRANT SCHEME**

Detailed consideration was given to a report of the Town Clerk, which had previously been circulated, to provide Members with background information regarding the former Neighbourhood Engagement Project (NEP) Grant Scheme and to seek Council's consideration as to whether the scheme should be reintroduced. A request from the Chair, Cllr M A Cartwright.

Cllr Meadows proposed that option 2 – Reintroduce the scheme with amended funding levels or revised eligibility criteria be agreed and the Grant Scheme be renamed Peterlee Community Grant, seconded by Cllr A Laing.

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

**RESOLVED:**

1. That the Grant Scheme be reintroduced
2. That the Grant Scheme be renamed Peterlee Community Grant
3. That the Peterlee Community Grant have an annual budget of £22,000, equating to a £1000.00 allowance per Member.
4. That the following arrangements remain the:
  - Eligibility criteria – constituted groups
  - Application and assessment procedures
  - Monitoring and reporting requirements
  - Publicity arrangements
  - Timescales for applications

**C.25/26 LICENSING ACT 2003 CONSULTATION – VARIATION OF PREMISES LICENCE APPLICATION – THE ROYAL GEORGE, OLD SHOTTON**

Consideration was given to a report of the Town Clerk, which had previously been circulated, to advise Members of a consultation received from Durham County Council regarding an application to vary the Premises Licence for The Royal George, Old Shotton, and to seek Council's views on whether a formal representation should be submitted.

Following detailed consideration, Members were in full support of a local business, but they were concerned that The George was in a residential area.

**RESOLVED:**

That Members authorise the Town Clerk to submit a representation on its behalf to Durham County Council before the consultation deadline of 3<sup>rd</sup> July 2026 raising concerns relating directly to:

- The prevention of crime and disorder
- Public Safety
- The prevention of public nuisance
- The protection of children from harm

A vote was taken:

For:	15
Against:	0
Abstained:	1

**C.26/26 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.27/26 MANAGED IT SUPPORT SERVICES CONTRACT 2026–2029**

Detailed consideration was given to a report of the Town Clerk, which had previously been circulated, to present the results of the procurement exercise undertaken for the provision of Managed IT Support Services and Microsoft 365 support and to seek Members' approval to award a three-year contract.

A vote was taken:

For: 16

Against: 0

**RESOLVED:**

1. That the contract for Managed IT Support Services and Microsoft 365 support be awarded to Document Solutions at a cost of £12,076.20 per annum, equating to £36,228.60 over the contract period
2. That authorisation be given to the Chief Officer to finalise the necessary contractual arrangements on behalf of the Council.

**C.28/26 RENT REVIEW UPDATE**

Detailed consideration was given to a report of the Town Clerk, which had previously been circulated, to update Members on the receipt of the independent rent review report prepared by Align Property Partners and to seek direction regarding the next stage of discussions with Peterlee & Horden Rugby Football Club.

**RESOLVED:**

1. That the contents of the independent rent review report received from Align Property Partners, be noted.
2. That an invitation be sent to representatives of Peterlee & Horden Rugby Football Club to attend a future meeting of the Council.
3. That a request be made to Peterlee & Horden Rugby Club to see their accounts from the past 5 years.

**C.29/26 PETERLEE CRICKET CLUB UPDATE**

A verbal report was given to Members, providing an update on an incident involving changing the code on the gate to the cricket pitch.

**RESOLVED:**

1. That the details of the update from the Town Clerk, be noted.
2. That the Town Clerk sends a letter electronically to Peterlee Cricket Club conveying members disappointment in their actions.

DRAFT

**Report to:** Peterlee Town Council:  
**Date:** 6<sup>th</sup> July 2026  
**Report of:** Wayne Harriman, Neighbourhood Service's Manager  
**Subject:** **Fleet Replacement**

**Report Purpose:** To seek Council approval, in principle, to allocate a proportion of the capital receipt arising from the proposed sale of Shotton Hall towards the replacement of ageing Neighbourhood Services vehicles and equipment, subject to the successful completion of the property sale and the Council's Financial Regulations.

**Background:** Neighbourhood Services operates a fleet of specialist vehicles and equipment that are essential to the delivery of a wide range of frontline services across Peterlee. These include cemetery operations, grounds maintenance, environmental maintenance, waste-related activities, parks management and wider neighbourhood services.

Over recent years, a number of fleet replacement programmes have been deferred due to financial pressures and competing corporate priorities. As a result, several vehicles have significantly exceeded their intended operational life and are becoming increasingly expensive to maintain.

The anticipated sale of Shotton Hall presents the Council with an opportunity to reinvest part of the capital receipt into essential operational infrastructure. Investment in replacement vehicles represents an appropriate use of capital funding, providing long-term assets that will support efficient service delivery for many years whilst protecting the Council from escalating maintenance costs.

**Detail:** A number of vehicles currently in use have exceeded their recommended replacement lifecycle and are becoming increasingly unreliable. This has resulted in higher repair and maintenance costs, greater periods of vehicle downtime, reduced operational resilience and an increased risk of service disruption. Older vehicles are also less fuel efficient, produce higher emissions and present greater challenges in sourcing replacement parts. Continued reliance on the existing fleet is no longer considered financially or operationally sustainable and presents an increasing risk to the Council's ability to deliver services efficiently.

### **Proposal**

It is proposed that a proportion of the capital receipt generated from the anticipated sale of Shotton Hall be allocated towards the replacement of key vehicles and equipment within the Neighbourhood Services fleet.

Indicative quotations have been obtained from three suppliers and are summarised below:

<b>Vehicle/Equipment</b>	<b>Company A</b>	<b>Company B</b>	<b>Company C</b>
<b>40hp Compact Tractor</b>	£46,927	£43,870	£36,171
<b>Front Mounted Cutting Unit</b>	£37,902	£29,835	£35,825
<b>25hp Compact Tractor</b>	£25,202	£22,865	£22,650
<b>Utility Vehicle</b>	£26,479	£19,999	£23,850

The total estimated investment required to replace the identified vehicles and equipment is £108,655, based on the lowest quotations received, however, the lowest quote might not be the best option. These quotations are indicative at this stage and will be reviewed prior to procurement to ensure the Council continues to obtain best value.

### **Benefits**

The replacement of the existing fleet will significantly improve the reliability and resilience of frontline services while reducing ongoing repair and maintenance expenditure. Newer vehicles will provide improved fuel efficiency, lower emissions and enhanced operational performance. They will also improve staff safety and welfare through the provision of modern equipment that complies with current standards. Overall, the investment will reduce the likelihood of service disruption and support the Council's long-term asset management objectives.

The Neighbourhood Services fleet is fundamental to the delivery of many of the Council's statutory and discretionary services. A number of vehicles have exceeded their intended operational lifespan and are becoming increasingly costly to operate and maintain.

The anticipated capital receipt from the sale of Shotton Hall provides a valuable opportunity to invest in essential operational infrastructure, improve service resilience, reduce future revenue costs and support the Council's long-term asset management objectives.

**Recommendation:**

Members are requested to:

1. Consider the contents of this report.
2. Determine whether to approve, in principle, the allocation of a proportion of the capital receipt arising from the proposed sale of Shotton Hall towards the replacement of Neighbourhood Services vehicles and equipment, subject to the successful completion of the sale.
3. Approve that, should the proposal be agreed, the procurement of replacement vehicles and equipment be undertaken in accordance with the Council's Financial Regulations and Procurement Procedures to ensure best value for money and compliance with the Council's governance arrangements.
4. Note that future fleet replacement requirements will continue to be incorporated within the Council's medium-term financial planning and annual budget-setting process to support the sustainable management of the Council's operational assets.

## Appendix 1: Implications

<u>Area</u>	<u>Implication</u>
<b>Finance:</b>	The proposal would be funded from a proportion of the capital receipt generated from the proposed sale of Shotton Hall. The estimated capital investment required is £108,655, based on the lowest quotations received for the replacement vehicles and equipment. The purchase represents capital expenditure and an investment in the Council's operational assets. Future fleet replacement requirements will continue to be considered as part of the Council's annual budget-setting process and medium-term financial planning.
<b>Staffing:</b>	No direct implications.
<b>Risk:</b>	Failure to replace ageing vehicles may result in increased maintenance costs, greater vehicle downtime, reduced service resilience and an increased risk of disruption to frontline services. The allocation of capital funding will help mitigate these operational risks.
<b>Equality and Diversity, Cohesion and Integration:</b>	No direct implications.
<b>Crime and Disorder:</b>	No direct implications.
<b>Consultation &amp; Communication:</b>	No direct implications.
<b>Procurement:</b>	The quotations contained within this report are indicative and have been obtained to establish the likely cost of replacing the identified vehicles and equipment. Should Council approve the proposal, a formal procurement exercise will be undertaken in accordance with the Council's Financial Regulations, Contract Standing Orders and all relevant procurement legislation. The procurement process will ensure transparency, fairness and the achievement of best value for money before any contract is awarded.
<b>Legal:</b>	Any procurement arising from this proposal will be undertaken in accordance with the Council's Financial Regulations, Contract Standing Orders and all relevant procurement legislation.

**Report to:** Peterlee Town Council:  
**Date:** 6<sup>th</sup> July 2026  
**Report of:** Ian Hall, Chief Officer & Town Clerk  
**Subject:** **Review of the Council's Glyphosate Use**

**Report Purpose:** The purpose of this report is to ask Members to review the current blanket prohibition on the use of glyphosate across Peterlee Town Council land and to consider replacing the existing ban with a controlled policy permitting its use in limited operational circumstances where no practical alternative exists.

**Background:** In December 2018, Members resolved to introduce a blanket ban on the use of glyphosate across all Peterlee Town Council owned and managed land following concerns raised by high-profile legal proceedings in the United States and increasing public concern regarding the product. At the same time, Members approved a manual strimming regime as an alternative method of weed control.

The Council reviewed this position again in both 2020 and 2024. On each occasion Officers advised that, despite extensive research, no suitable alternative had been identified that matched the effectiveness of glyphosate whilst remaining financially sustainable and environmentally preferable. In July 2024 Members considered a proposal to permit limited use on hard surfaces but resolved that the existing ban should remain in place.

The Council has therefore operated without glyphosate for more than seven years.

**Detail:** Throughout this period Officers have continued to investigate alternative methods of weed control and have monitored developments across the local government sector. Whilst a number of alternative products and techniques have been assessed, none have provided the same level of effectiveness as glyphosate without requiring significantly greater resources or creating alternative environmental impacts.

Manual weed removal and repeated strimming remain appropriate in many grassed areas but have proved considerably less effective in controlling weeds growing through tarmac, paving, kerbs, fence lines and around buildings. As a result, weed growth has become increasingly difficult to manage and is now contributing to deterioration of Council infrastructure, including hard surfaced car parks, footpaths, service yards and building perimeters.

This approach has also increased operational costs by requiring additional staff time whilst providing only temporary control before weeds quickly re-establish.

### **Legislative and Scientific Position**

Glyphosate continues to be approved for professional use throughout Great Britain. The Health and Safety Executive, through the Chemicals Regulation Division, remains the national regulator and has extended the approval whilst its current scientific review is completed. Professional users remain subject to strict legal controls governing storage, operator competence, application methods, environmental protection and risk assessment.

Peterlee Town Council employs suitably trained staff who already operate within these statutory requirements and would continue to do so should Members approve a controlled reintroduction.

### **Recent Developments**

Since Members last considered this matter there has been a significant legal development in the United States. In June 2026, the United States Supreme Court ruled in favour of Bayer in litigation relating to Roundup. The Court concluded that where a product label has been approved by the federal regulator, individual states cannot require additional cancer warnings under their own legislation.

Whilst this decision has no legal effect within the United Kingdom, it reinforces the distinction between litigation and scientific regulatory assessment. It is also noteworthy that glyphosate continues to remain authorised for use within Great Britain whilst the Health and Safety Executive complete its own independent review.

### **Operational Considerations**

After more than seven years of operating without glyphosate, Officers are of the view that the blanket prohibition is no longer delivering the best balance between environmental responsibility, operational effectiveness and value for money. The continued absence of an effective systemic herbicide is resulting in increasing weed infestation, damage to Council assets, additional maintenance requirements and higher long-term costs associated with repairing hard surfaces.

It should also be recognised that neighbouring authorities, including Durham County Council, continue to use glyphosate in accordance with national legislation, including on land immediately adjacent to Peterlee Town Council assets.

### **Proposal**

Officers are not recommending unrestricted use of glyphosate. Instead, it is proposed that the current blanket prohibition be replaced with a controlled operational policy permitting its use only where there is no practical alternative and where the treatment is necessary to protect Council assets or maintain infrastructure.

Use would be restricted to hard surfaced areas such as car parks, footpaths, kerb edges, service yards, building perimeters and fence lines, together with invasive weed treatment where appropriate.

Glyphosate would continue to be excluded from children's play areas, sports pitches, watercourses, ecological areas and any other environmentally sensitive locations. All applications would continue to be undertaken only by suitably trained staff using approved products and in accordance with legislation, product guidance and site-specific risk assessments.

**Recommendation:**

Members are requested to consider the contents of this report and determine whether the current blanket prohibition on the use of glyphosate should remain in place or be replaced with a controlled operational policy.

Should Members be minded it is proposed that glyphosate be permitted only where there is no practical alternative and where its use is necessary to protect Council assets and infrastructure. Any use would be undertaken by suitably trained staff, in accordance with all relevant legislation, risk assessments and manufacturer guidance, and would continue to exclude children's play areas, watercourses and environmentally sensitive locations.

## Appendix 1: Implications

<u>Area</u>	<u>Implication</u>
<b>Finance:</b>	The controlled use of glyphosate is expected to reduce ongoing maintenance costs associated with manual weed removal and repetitive strimming, whilst helping to protect Council assets from deterioration and reducing future repair costs.
<b>Staffing:</b>	No direct implications
<b>Risk:</b>	Continued compliance with all relevant legislation, product approvals, risk assessments and operator training will minimise any operational risks. Failure to address weed growth may result in increased deterioration of Council infrastructure and associated financial liabilities.
<b>Equality and Diversity, Cohesion and Integration:</b>	No direct implications.
<b>Crime and Disorder:</b>	No direct implications.
<b>Consultation &amp; Communication:</b>	No direct implications.
<b>Procurement:</b>	No direct implications.
<b>Legal:</b>	Glyphosate remains approved for professional use within Great Britain and any use by the Council will comply with current legislation, Health and Safety Executive guidance, product authorisations and environmental regulations.
<b>Environment and Climate Change:</b>	The proposal seeks to balance environmental responsibility with the effective management of Council assets. Whilst glyphosate is a chemical herbicide, its use would be limited to specific operational circumstances where no practical alternative has been identified. Restricting applications to targeted hard-surfaced areas may reduce the need for repeated mechanical maintenance, fuel consumption and associated carbon emissions. Glyphosate would continue to be excluded from children's play areas, sports pitches, watercourses and environmentally sensitive locations, and the Council will continue to monitor developments in alternative weed control methods and adopt more sustainable solutions where they become practical, effective and financially viable.

**Report to:** Peterlee Town Council:

**Date:** 6<sup>th</sup> July 2026

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

**Subject:** **Future Governance and Operation of Hill Rigg House**

**Report Purpose:** To update Members on the current position regarding Hill Rigg House following the vacation of the building by Innovation, and to seek a decision on the preferred operating model for the future management of the building.

**Background:** At its meeting held on 2<sup>nd</sup> February 2026, Council resolved to explore the future use of Hill Rigg House as a community facility following the decision to relocate Council staff to The Pavilion. Members agreed to seek advice from Durham Community Action (DCA) regarding the establishment of a Charitable Incorporated Organisation (CIO).

Following this resolution, meetings were held with Durham Community Action, and several reports were presented to Council outlining a range of governance options for the future operation of the building.

These included:

- **Option 1** – All Councillors acting as Trustees.
- **Option 2** – Mixed Trustee Board comprising Councillors and independent community representatives.
- **Option 3** – An independent charitable organisation operating under a lease from the Council.
- **Option 4** – Disposal of the asset.
- **Option 5** – Direct management by Peterlee Town Council.

At the meeting held on 16<sup>th</sup> March 2026, following a presentation from Durham Community Action, Members resolved to defer a decision, requesting additional financial information and an open day at Hill Rigg House before determining the preferred option.

**Detail:** Since those discussions took place, Innovation has vacated Hill Rigg House, and the building is now vacant.

Despite the organisation vacating the premises, the Council has received no formal correspondence confirming their departure or surrendering any occupation rights. Solicitors have attempted to establish contact but, to date, no response has been received.

As of writing this report, a public consultation and open day has been arranged for Thursday 2<sup>nd</sup> July 2026 at 6.00pm at Hill Rigg House. The event has been organised to provide local residents, community organisations and stakeholders with the opportunity to view the building, discuss potential future uses and provide feedback on how the facility could best serve the local community.

As the consultation will take place after publication of this agenda but prior to the Full Council meeting, the Chief Officer & Town Clerk will provide Members with a verbal update at the meeting, including attendance levels, feedback received and any emerging themes that may assist Members in determining the future direction of Hill Rigg House.

Given that the building is now vacant, Members are asked to consider the governance and operating options available and determine the preferred direction of travel, taking into account both the consultation feedback and the information contained within this report. Members are asked to determine which of the following options they wish officers to develop further:

**Option 1 - Direct Management by Peterlee Town Council**

The Council would retain complete control over Hill Rigg House, managing bookings, maintenance, staffing and programming directly.

Advantages include:	Considerations include:
Full Council control	Staffing resource
Existing governance arrangements	Operational responsibility
Ability to respond quickly to community needs	Ongoing financial liability
Income retained by the Council	

### Option 2 - Mixed Trustee Charitable Organisation (Preferred by Durham Community Action)

A Charitable Incorporated Organisation (CIO) would be established with a small trustee board consisting of Councillors and independent community representatives.

Advantages include:	Considerations include:
Access to grant funding unavailable to local authorities.	Recruitment of trustees.
Community-led governance.	Establishment costs.
Reduced operational burden on the Council.	Separate governance arrangements.
Retention of Council ownership.	

### Option 3 - Independent Charity with Lease

The Council would retain ownership but lease the building to an independent charitable organisation responsible for all day-to-day management.

Advantages include:	Considerations include:
Reduced operational responsibility.	Less direct Council control.
Retention of the Council asset.	Requirement for a robust lease.
Community management.	Identification of a suitable organisation.

### Option 4 - Disposal

The Council could declare the building surplus and dispose of the asset.

Advantages include:	Considerations include:
Capital receipt.	Permanent loss of a community asset.
Elimination of ongoing maintenance costs.	Limited opportunity for future community use.

**Recommendation:**

Members are recommended to:

1. Note the current position regarding Hill Rigg House.
2. Note that Innovation has vacated the building, but no formal correspondence has been received confirming the termination of its occupation.
3. Determine the Council's preferred future operating model for Hill Rigg House.
4. Authorise the Chief Officer & Town Clerk to liaise with Durham Community Action (Durham Enable) to progress the Council's preferred option and undertake all necessary preparatory work to establish the agreed governance and operating arrangements for Hill Rigg House, with any matters requiring further Council approval being reported back to Members.
5. Continue attempts to obtain formal confirmation from Innovation regarding the surrender of the premises.

## Appendix 1: Implications

<u>Area</u>	<u>Implication</u>
<b>Finance:</b>	Hill Rigg House continues to incur ongoing costs whilst vacant, including utilities, insurance, security, maintenance and statutory compliance. The preferred operating model may have future financial implications, which will be developed with Durham Community Action and brought back to Members where required.
<b>Staffing:</b>	No direct implications at this stage.
<b>Risk:</b>	Delaying a decision may result in continued holding costs, deterioration of the building and missed opportunities for external funding. Appropriate governance arrangements will be required to protect the Council's interests under the preferred operating model.
<b>Equality and Diversity, Cohesion and Integration:</b>	The future use of Hill Rigg House has the potential to provide accessible facilities and services that benefit residents and community groups across Peterlee. Equality and accessibility considerations will form part of the implementation process.
<b>Crime and Disorder:</b>	Bringing the currently vacant building back into active community use may reduce the risk of vandalism, anti-social behaviour and deterioration associated with vacant premises.
<b>Consultation &amp; Communication:</b>	A public consultation and open day is scheduled for Thursday 2 July 2026. A verbal update on the outcome of the consultation will be provided to Members at the Council meeting. Ongoing engagement with Durham Community Action and local stakeholders will continue as the preferred option is developed
<b>Procurement:</b>	No direct implications.
<b>Legal:</b>	The Council should continue to seek formal confirmation from Innovation regarding the termination of its occupation of Hill Rigg House. Any future governance arrangements, lease agreements or charitable structures will require appropriate legal advice to ensure compliance with local government and charity legislation where applicable.

**Report to:** Peterlee Town Council:  
**Date:** 6<sup>th</sup> July 2026  
**Report of:** Ian Hall, Chief Officer & Town Clerk  
**Subject:** **Peterlee Cricket Club Development Update**

**Report Purpose:** To provide Members with an update following a meeting held with representatives of Peterlee Cricket Club on 19<sup>th</sup> June 2026, to outline the Club's revised development strategy, and to ask Members to reconsider their previous decision regarding the installation of a temporary loose gravel patio and low-level picket fence.

**Background:** Members will recall that Council previously considered a request from Peterlee Cricket Club seeking permission to install a temporary loose gravel patio and low-level picket fence adjacent to the existing timber social building. The proposal was intended to improve accessibility, spectator safety and the overall appearance of the facility whilst remaining fully reversible.

At that time, Members did not support the proposal.

Following a meeting with representatives of the Cricket Club on 19<sup>th</sup> June 2026, a number of significant developments have emerged which, in my opinion, materially change the circumstances surrounding the original decision.

**Detail:** The Club has undertaken a review of its long-term development aspirations.

Its original ambition was to secure funding of approximately £400,000 to construct a permanent pavilion and community facility over the next four to five years. Following detailed discussions, the Club has acknowledged that this project currently represents a high-risk aspiration, with funding opportunities of this scale being extremely limited in the present climate.

Instead, the Club has reviewed the condition of its existing timber social building.

Whilst originally regarded as a temporary structure, the Club has now obtained advice indicating that, with appropriate maintenance, the building has an anticipated lifespan of 10 to 15 years.

This is significant new information that was not available when

Members considered the previous request.

The Club has also advised that the quality of the building has exceeded expectations. The social space has proven to be a valuable asset, providing a well-used facility for members, visiting teams and the wider community.

As a result, the Club now intends to adopt a phased development approach, investing approximately £100,000 over time in improving the existing facilities rather than pursuing the larger £400,000 development in the immediate future. This approach is considered considerably more realistic, achievable and financially sustainable.

During the meeting, I reminded the Club that its current agreement to use the Pavilion changing rooms will come to an end following the 2027 cricket season.

It is, therefore, important that the Club begins planning to become operationally self-sufficient.

It has been proposed that a second timber building, similar in appearance and construction to the existing social building, be constructed adjacent to the scoreboard to provide dedicated changing room facilities.

This would enable the Club to become independent of the Pavilion whilst complementing the existing social space and delivering facilities more appropriate to the long-term lease arrangements.

The Council's previous decision was reached on the understanding that the existing timber building was a short-term temporary structure pending the delivery of a permanent pavilion.

The newly available information demonstrates that the building is now expected to remain in use for 10 to 15 years and will form part of the Club's medium-term development strategy.

This represents a material change in circumstances.

The proposed patio and picket fence would therefore support a facility expected to remain operational for the foreseeable future and would improve:

- Accessibility around the building.
- Presentation of the site.
- The experience of members, visitors and community users.
- The long-term sustainability of the Club's facilities.

The proposed works remain temporary in nature and can be removed by the Cricket Club at its own expense should they ever no longer be required.

The Cricket Club has extended an open invitation to all Members of the Council to visit the site at a mutually convenient time.

This would provide Members with the opportunity to view the existing facilities, discuss the Club's future aspirations, inspect the proposed location for the future changing rooms and see the area where the temporary patio and picket fence are proposed.

**Recommendation:** Members are recommended to:

1. Notes the update following the meeting held with Peterlee Cricket Club on 19<sup>th</sup> June 2026.
2. Notes that the Club has revised its development strategy from a high-risk £400,000 pavilion project to a phased investment programme centred on its existing facilities.
3. Notes that the Club will require dedicated changing room facilities following the end of the 2027 cricket season to enable it to become operationally self-sufficient.
4. Acknowledges that the expected lifespan of the existing timber building is now understood to be 10 to 15 years, representing material new information since the Council's previous decision.
5. Reconsiders the previous decision and determines whether permission should now be granted for the installation of the temporary loose gravel patio and low-level picket fence as detailed within the Club's proposal.
6. Notes the invitation from Peterlee Cricket Club for Members to visit the site and inspect the facilities should they wish to do so prior to or following the Council's decision.

## Appendix 1: Implications

<u>Area</u>	<u>Implication</u>
<b>Finance:</b>	No direct implications
<b>Staffing:</b>	No direct implications.
<b>Risk:</b>	No direct implications
<b>Equality and Diversity, Cohesion and Integration:</b>	No direct implications
<b>Crime and Disorder:</b>	No direct implications
<b>Consultation &amp; Communication:</b>	Consultation has taken place with representatives of Peterlee Cricket Club during the meeting held on 19 <sup>th</sup> June 2026.
<b>Procurement:</b>	No direct implications.
<b>Legal:</b>	The proposed works are temporary in nature and would remain subject to the terms of the Lease and Licence for Alterations, together with any necessary statutory approvals. The report is being presented due to material new information which was not available when the previous decision was made.

**Report to:** Peterlee Town Council:  
**Date:** 6<sup>th</sup> July 2026  
**Report of:** Ian Hall, Chief Officer & Town Clerk  
**Subject:** **Lowhills Road Car Park, Proposed Resurfacing Works**

**Report Purpose:** The purpose of this report is to seek Members' approval in principle to undertake resurfacing works to the Council-owned car park at Lowhills Road due to its continued deterioration and to provide Members with background information relating to the historic sale of the adjoining Acre Rigg Social Club and the associated maintenance covenant.

**Background:** The Lowhills Road car park is owned and maintained by Peterlee Town Council and provides parking for a wide range of users including the former Acre Rigg Social Club, Hill Rigg House, local sports clubs, community groups and members of the public.

Over a number of years the condition of the car park has steadily deteriorated. The asphalt surface has reached the end of its serviceable life, with extensive cracking, potholes, surface failure and uneven levels now evident throughout. Whilst reactive repairs have been undertaken where possible, these have become increasingly ineffective and are no longer considered a cost-effective long-term solution.

The current condition of the car park presents an increasing risk to both pedestrians and motorists. Should the deterioration continue, there is an increased likelihood of vehicle damage and personal injury claims against the Council, together with rising maintenance costs as more frequent patch repairs become necessary.

It is therefore considered that a full resurfacing scheme represents the most appropriate long-term investment in this important community asset.

#### **Historic Sale of Acre Rigg Social Club**

In 2000 the Council sold the freehold of the Acre Rigg Social Club to Acre Rigg Social Club Limited for £27,000, with the property subsequently registered under HM Land Registry Title Number DU293313.

As part of the transfer, the Council's solicitors negotiated a number of rights and obligations affecting both the Council's retained land and the land being sold. The transfer granted the Club and its successors the right to use the adjoining Council roads and car park on a non-exclusive basis. In return, the transfer also included a covenant requiring the Club to contribute fifty per cent of the costs incurred by the Council in maintaining and repairing the roads and car park, with the proportion to be determined by the Council's surveyor. The

solicitors further advised that failure to comply with this covenant could constitute a breach of covenant and legal action could be taken if necessary to recover the outstanding contribution.

Correspondence retained within the Council's records also confirms that the transfer documentation experienced delays following the sale due to Land Registry requisitions, although these issues were subsequently resolved and the transfer completed.

Several years later the Social Club Committee submitted representations to the Council regarding the covenant. Whilst the Committee argued that the fifty per cent contribution had become unfair because other organisations made greater use of the car park, the submission acknowledged that the covenant existed and accepted that the Club should continue to contribute towards the upkeep of the car park. The Committee requested that its contribution be reduced to ten per cent and estimated that resurfacing the car park could cost approximately £35,000.

There is no evidence held by the Council that the maintenance covenant has ever been formally varied or released.

**Detail:**

The deterioration of the car park has now reached the stage where resurfacing is considered preferable to continuing with isolated repairs. A new surface would significantly improve safety, enhance the appearance of the site, reduce future maintenance liabilities and provide a longer-term solution for all users of the facility.

Although the historic transfer includes a covenant requiring the adjoining landowner to contribute towards maintenance costs, it is considered prudent that the Council first obtains legal advice to confirm the current enforceability of the covenant before seeking any financial contribution from the present owner or successor in title.

Subject to Members' approval, officers will obtain a condition assessment and competitive quotations for the resurfacing works in accordance with the Council's Financial Regulations. A further report will then be brought before Members detailing the estimated project costs, available budgets, any legal advice received and recommendations regarding the recovery of any contribution under the historic covenant.

**Recommendation:**

Members are requested to consider the contents of this report and determine whether they wish to:

1. Approve in principle the resurfacing of the Lowhills Road car park.
2. Authorise officers to obtain competitive quotations for the proposed resurfacing works in accordance with the Council's Financial Regulations.
3. Authorise officers to seek legal advice regarding the enforceability of the maintenance covenant contained within the transfer of the former Acre Rigg Social Club and, if appropriate, pursue a contribution towards the cost of the resurfacing works from the current landowner.
4. Receive a further report detailing the estimated project costs, and the outcome of the legal advice before any works are commissioned.

## Appendix 1: Implications

<u>Area</u>	<u>Implication</u>
<b>Finance:</b>	The financial implications are currently unknown. Competitive quotations will be obtained, and a further report will be presented to Members detailing the estimated cost of the resurfacing works together with any available funding options.
<b>Staffing:</b>	No direct implications.
<b>Risk:</b>	Failure to undertake the resurfacing works may result in further deterioration of the car park, increased maintenance costs, and an increased risk of public liability or vehicle damage claims.
<b>Equality and Diversity, Cohesion and Integration:</b>	No direct implications.
<b>Crime and Disorder:</b>	No direct implications.
<b>Consultation &amp; Communication:</b>	No direct implications.
<b>Procurement:</b>	Any procurement arising from this report will be undertaken in accordance with the Council's Financial Regulations, and, where applicable, the Public Contracts Regulations, ensuring an open, fair and transparent process that delivers best value for the Council.
<b>Legal:</b>	The Council owns the car park. Legal advice will be sought regarding the enforceability of the maintenance covenant contained within the transfer of the former Acre Rigg Social Club before any contribution towards the cost of the works is pursued.

**Report to:** Peterlee Town Council:  
**Date:** 6<sup>th</sup> July 2026  
**Report of:** Sharon Pounder Pavilion Sports and Community Manager  
**Subject:** **Debt Management Advice Citizens Advice Service (CAS)**

**Report Purpose:** To review the Council's continued support for the delivery of Debt Management Advice by Citizens Advice Service (CAS) from The Pavilion Sports and Community Centre.

**Background:** Council approved the continued concessionary use of accommodation at The Pavilion at its meeting held on 7 April 2025, enabling Citizens Advice Service (CAS) to continue providing debt management advice to residents for a further twelve months. The Council has supported the delivery of this service since November 2021.

In September 2025, Durham County Council commissioned Groundwork North East and Cumbria to deliver its wider advice services across County Durham. Groundwork chose to operate from the Methodist Church in Peterlee Town Centre because of its central location and improved accessibility for residents. Following this change, CAS continued to deliver debt management advice from The Pavilion under the existing concessionary arrangement.

Whilst the service has provided an important benefit to local residents, there have been several operational issues throughout the past year. On a number of occasions the advisor has failed to attend scheduled appointments without prior notification. This has resulted in members of the public arriving for appointments that could not be delivered, requiring Pavilion staff to deal with disappointed visitors, respond to enquiries and direct residents to alternative advice providers. Although staff have been pleased to assist wherever possible, this has placed an additional demand on reception staff, particularly during busy Monday mornings.

**Detail:** Since the original report was prepared, the Council's accommodation requirements have changed significantly. Following the sale of Shotton Hall, Council staff have now permanently relocated to The Pavilion. As part of this relocation, the William Jeffery Room is now occupied by Council administrative and democratic services staff and is no longer available for community use or external organisations.

The relocation has removed the only suitable office accommodation previously available for Citizens Advice Service. The remaining suitable room within the building is the Bill Horsfield Room. However, this room is regularly used for meetings, functions and community activities and provides an important source of income for the Council. Allocating this room for concessionary use on a regular basis would

reduce its availability for hire, resulting in a loss of income and limiting opportunities for other users to access the facility.

Members are therefore asked to consider whether it remains appropriate to continue providing concessionary accommodation at The Pavilion in light of the Council's own operational requirements and the increasing demand for available space within the building.

**Option A**

Members may wish to bring the current concessionary arrangement to an end by providing Citizens Advice Service with one month's written notice. Should the organisation wish to continue operating from The Pavilion, rooms could be hired in accordance with the Council's approved schedule of fees and charges, subject to availability. It is recognised that CAS has previously advised that it does not have funding available to support room hire costs.

**Option B**

Members may wish to continue providing concessionary accommodation by relocating Citizens Advice Service to the Bill Horsfield Room. To reduce the impact on room hire income, the concessionary booking could be limited to a shorter period than is currently provided. Whilst this would enable the service to continue, it would reduce the availability of one of the Pavilion's principal income-generating spaces and restrict future bookings.

**Option C**

Members may wish to advise Citizens Advice Service that accommodation is no longer available within The Pavilion due to the relocation of Council staff and explore whether any alternative Council-owned premises may be suitable. This could include Hill Rigg House, Woodhouse Park or the Lowhills Allotment Building, although the suitability and availability of these venues cannot be guaranteed.

**Recommendation:** Members are requested to consider the information contained within this report and determine the future provision of concessionary accommodation for Citizens Advice Service at The Pavilion.

## Appendix 1: Implications

<u>Area</u>	<u>Implication</u>
<b>Finance:</b>	Continuing the concessionary arrangement within the Bill Horsfield Room would reduce room hire income and restrict availability for commercial and community bookings. Ending the concessionary arrangement would allow the Council to maximise the use of its facilities and retain income from room hire.
<b>Staffing:</b>	No direct implications.
<b>Risk:</b>	There is a reputational risk associated with withdrawing concessionary accommodation. This should be balanced against the Council's operational requirements following the relocation of staff and the limited availability of suitable accommodation within The Pavilion.
<b>Equality and Diversity, Cohesion and Integration:</b>	The proposal may reduce access to debt management advice from The Pavilion. However, debt advice services remain available elsewhere within Peterlee and County Durham through alternative providers.
<b>Crime and Disorder:</b>	No direct implications
<b>Consultation &amp; Communication:</b>	No direct implications
<b>Procurement:</b>	No direct implications.
<b>Legal:</b>	No direct implications