



10th August 2026

Dear Councillor,

I hereby summon you to attend a meeting of **Peterlee Town Council** on
Monday 17th August 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 20 July 2026 (Copy attached)

5. Peterlee Community Fund Applications

A report of the Town Clerk (Attached)

- Peterlee Town Bowling Club
- Peterlee Town FC

6. **Free Function Friday Trial Pavilion Function Room Hire**
A report of the Pavilion Sports & Community Manager (Attached)
7. **Eden Lane Park Feedback from the *Moving Together Peterlee* Engagement Exercise**
A report of the Pavilion Sports & Community Manager (Attached)
8. **Proposal for the Development of a Splash Park at Woodhouse Park**
A report of the Neighbourhood Services Manager (Attached)
9. **Lowhills Road Car Park Resurfacing Quotations**
A report of the Town Clerk (Attached)
10. **Disclosure and Barring Service (DBS) Checks for Councillors Undertaking Voluntary Roles**
A report of the Town Clerk (Attached)

PETERLEE TOWN COUNCIL

Minutes of the **Town Council** meeting held on **Monday 20 July 2026** at **6.30pm** in the Council Chamber, Shotton Hall, Peterlee.

Present: Councillor M. A. Cartwright (Mayor) and Councillors P. Brown, P. Cartwright, B. Fishwick, K. Hawley, D. Howarth, A. Laing, S. Simpson, M. Sanderson and D. Wright.

Also Ian Hall (Chief Officer and Town Clerk) and Louise Hudson (Democratic Services Assistant)

C.43/26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D. Burrell, M-L Franklin, S Franklin, D Hawley, D. Meadows, R. Moore, I. Pygall, H Pygall.

RESOLVED: That the apologies be noted.

C.44/26 DECLARATIONS OF INTEREST

No interests were declared

C.45/26 PUBLIC PARTICIPATION

A member of the public was in attendance to observe only.

C.46/26 MINUTES

a. Council Meeting held on 6th July 2026

The Town Clerk advised that Councillor Diane Wright had been recorded as present at the Council meeting held on Monday 6 July 2026, however, she had not been recorded as voting under agenda items C.36/26, C.37/26, C.38/26 and C.39/26, nor had her appointment as a volunteer Trustee been recorded under item C.38/26.

Members were asked to approve the minutes subject to the above amendments.

RESOLVED: That the minutes of the above meeting be approved, subject to the amendments outlined above.

C.47/26 GSM EMERGENCY COMMUNICATION UPGRADE PASSENGER LIFTS, THE PAVILION

Consideration was given to a report of the Town Clerk, which had previously been circulated, to provide Members with the additional information requested following the deferral of this item at the Council meeting held on 1st June 2026 and to seek a decision regarding the appointment of a contractor to undertake the GSM emergency communication upgrades to the passenger lifts at The Pavilion.

RESOLVED:

1. That the additional information obtained following the Council's decision to defer consideration of the GSM emergency communication upgrades at the meeting held on 1st June 2026, be noted.
2. That the written responses received from Schindler Ltd, Pickerings Lifts and Ascendant Lifts regarding the operation and future flexibility of their proposed communication systems, be noted.
3. That the additional quotation submitted by Document Solutions following a site visit to The Pavilion, be noted.
4. That Company D, Document Solutions be contracted as the most economically advantageous solution for the Council, taking into account cost, operational requirements, compatibility with the existing lift installation, future flexibility and long-term value for money.
5. That authority be delegated to the Chief Officer to place the necessary order and arrange the works in accordance with the decision of Council.

C.48/26 APPOINTMENT OF INTERNAL AUDITOR 2026/27 TO 2028/29

Detailed consideration was given to a report of the Town Clerk, previously circulated, to seek Members' approval for the appointment of Clive Owen LLP as Peterlee Town Council's Internal Auditor for a further three-year period covering the financial years 2026/27 to 2028/29.

A vote was taken:

For: 10
Against: 0

RESOLVED:

1. That the appointment of Clive Owen LLP as Peterlee Town Council's Internal Auditor for the three-year period commencing 1 April 2026 and ending 31 March 2029, be approved.
2. That the proposed contract value of £32,525 plus VAT, comprising annual fees of £10,350 plus VAT for 2026/27, £10,825 plus VAT for 2027/28 and £11,350 plus VAT for 2028/29, be approved.
3. That authority be given to the Town Clerk and Responsible Financial Officer to enter into the necessary Letter of Engagement and any associated contractual documentation on behalf of the Council.

C.49/26 DURHAM COUNTY COUNCIL CONSULTATION PROPOSED NEW SELECTIVE LICENSING SCHEME (2027–2032)

Consideration was given to a report of the Town Clerk, which had previously been circulated, to inform Members of Durham County Council's consultation on the proposed introduction of a new Selective Licensing Scheme for privately rented properties and to seek a decision on whether Peterlee Town Council wishes to submit a corporate response to the consultation.

Members sought clarification on whether every private landlord was required to be part of the selective licensing scheme and the Town Clerk explained that currently, only certain areas of Peterlee were subject to this scheme, and so no, not every private landlord in Peterlee is required to be part of this scheme.

Members expressed that they would like to submit a response advising that every landlord operating in Peterlee should be a part of the Selective Licensing Scheme.

RESOLVED:

1. That the contents of this report be noted.
2. That the Town Clerk, on behalf of Peterlee Town Council, submit a corporate response to the consultation, proposing every landlord operating in Peterlee should be a part of the Selective Licensing Scheme.

C.50/26 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.51/26 LICENSING ACT 2003 REPRESENTATION

Consideration was given to a report of the Town Clerk, which had previously been circulated, to advise Members that Durham County Council had arranged a Licensing Sub-Committee hearing in respect of an application to vary a Premises Licence and to seek Council's direction as to whether it wished to maintain or withdraw its representation.

RESOLVED:

That Peterlee Town Council withdraws its representation in respect of the application to vary the Premises Licence and authorises the Town Clerk to notify Durham County Council accordingly.

C.51/26 RENT REVIEW

Detailed consideration was given to a report of the Town Clerk, which had previously been circulated, to present the findings of the independent rental valuation undertaken by Align Property Partners in relation to the lease review and to enable Members to determine the Council's position regarding the current rent review.

Member K Hawley reminded the Town Clerk that a breakdown of finances had been requested previously and suggested this information be seen prior to making a decision.

Member A Laing proposed deferring this item to a future meeting to allow the Town Clerk to gather this additional information.

Member D Howarth seconded the motion.

RESOLVED: That the item be deferred to a future meeting, when a financial breakdown can be provided.

Report to: Peterlee Town Council:

Date: 17th August 2026

Report of: Ian Hall, Chief Officer & Town Clerk

Subject: **Peterlee Community Grant Applications Ward Member Support**

Report Purpose: To present two applications received under the Peterlee Community Grant Scheme and to invite the relevant Ward Members to consider whether they wish to support the applications from their individual grant allocations.

Background: At its meeting held on 15 June 2026, the Council resolved to reintroduce the former Neighbourhood Engagement Project Grant Scheme under the new title of the Peterlee Community Grant. Members also agreed to increase the annual budget to £22,000, providing each elected Member with an individual allocation of £1,000 to support constituted community groups and organisations that provide benefit to the residents of Peterlee. The Council also agreed that the existing eligibility criteria, application process, monitoring arrangements and publicity requirements would remain in place.

The purpose of the scheme is to enable local Members to support projects within their wards that enhance community life, encourage participation, improve local facilities and provide lasting benefits to residents.

In accordance with the approved arrangements, applications are presented to Council for consideration by the relevant Ward Members.

Detail: **Application 1 – Peterlee Town Football Club**

An application has been received from Peterlee Town Football Club requesting £1,000 towards the purchase of an away playing kit. The club advises that it is the first adult men's football team to represent Peterlee within the National Football Pyramid for more than fifteen years and has ambitions to establish a successful and sustainable football club for the town.

The application explains that admission to home matches is free of charge, providing local residents with an accessible sporting opportunity, whilst also promoting the town throughout the North East. The club advises that it currently has only one sponsor and that the purchase of an away kit remains one of its outstanding costs. Should funding be approved, the club has offered to display the Peterlee Town Council name across the front of the shirts in recognition of the Council's support.

As the club is based within Acre Rigg Ward, the following Ward Members are invited to consider whether they wish to contribute from their individual Peterlee Community Grant allocation.

Acre Rigg Ward Members Contribution

Cllr Pauline Brown	£
Cllr Dennis Burrell	£
Cllr Irene Pygall	£
Cllr Sheila Simpson	£
Cllr Diane Wright	£

Total Grant Awarded: £_____

Application 2 – Peterlee Town Bowls Club

An application has been received from Peterlee Town Bowls Club seeking financial assistance towards the purchase of twelve replacement bowls pushers/collectors at a total project cost of £900.

The club explains that its existing equipment is old, heavy and increasingly difficult to use, particularly for its predominantly older membership, many of whom have mobility issues or arthritis. The new equipment would improve accessibility, reduce manual handling, encourage greater participation and enable the club to continue providing opportunities for both existing and new members. The application also advises that the equipment will benefit the club's 42 members together with participants from five local bowling leagues.

As the club is located within Eden Hill Ward, the following Ward Members are invited to consider whether they wish to contribute from their individual Peterlee Community Grant allocation.

Eden Hill Ward Members Contribution

Cllr Mary Cartwright	£
Cllr Diane Howarth	£
Cllr Louise Sanders	£
Cllr Martin Sanderson	£

Total Grant Awarded: £_____

Recommendation:

Members are requested to consider the applications contained within this report and indicate whether they wish to support them from their individual Peterlee Community Grant allocations.

Appendix 1: Implications

<u>Area</u>	<u>Implication</u>
Finance:	Any grant awards approved by Members will be funded from the approved Peterlee Community Grant budget. Each Member has an individual allocation of £1,000 per financial year. Funding will only be awarded where sufficient allocations are pledged by the relevant Ward Members.
Staffing:	No direct implications.
Risk:	There is a risk of perceived inconsistency or inequity if grant applications are not assessed and approved in accordance with the agreed Peterlee Community Grant Scheme. Maintaining a transparent decision-making process and accurate records will mitigate this risk. Grant expenditure must be properly recorded in the Council's accounting records and annual accounts. These are subject to internal and external audit and are available for public inspection.
Equality and Diversity, Cohesion and Integration:	The applications seek to support local community organisations that promote participation, health, wellbeing and community cohesion. Funding decisions should continue to be made fairly and consistently in accordance with the approved grant criteria.
Crime and Disorder:	No direct implications
Consultation & Communication:	Successful applicants will be notified of the Council's decision and grant awards will be publicised in accordance with the Peterlee Community Grant Scheme.
Procurement:	No direct implications
Legal:	The Council has powers to award grants where expenditure benefits the area or its inhabitants, subject to the appropriate statutory powers and the Council's adopted Financial Regulations and Peterlee Community Grant Scheme.

Report to: Peterlee Town Council:

Date: 17th August 2026

Report of: Sharon Pounder, Pavilion Sports & Community Manager

Subject: **Free Function Friday Trial Pavilion Function Room Hire**

Report Purpose: To seek Members' consideration of a proposal to introduce a three-month trial offering free room hire for selected private functions at the Pavilion under the initiative "Free Function Friday."

Background: The Pavilion continues to operate in a competitive market for private functions, with a number of local pubs, clubs and function venues offering free room hire as an incentive to attract bookings. Whilst the Pavilion offers high-quality facilities and additional services, including bar facilities and in-house catering, the room hire charge can be a deciding factor for prospective customers when choosing a venue.

The Pavilion Sports & Community Manager has therefore proposed introducing a promotional initiative entitled "Free Function Friday" on a trial basis for a period of three months.

Detail: Under the proposed trial, room hire charges would be waived for selected private functions held on Fridays. The initiative would be targeted at events that are likely to generate significant secondary income through bar sales and catering, such as birthday parties, anniversary celebrations and similar social functions.

The proposal is intended to increase overall usage of the Pavilion by encouraging new customers to book the venue. Whilst the Council would forego the room hire income for these events, it is anticipated that this may be offset by increased revenue generated from bar sales and catering services.

The trial would also provide an opportunity to showcase the Pavilion's facilities and customer service, with the aim of generating repeat business and increasing future bookings.

The Pavilion Sports & Community Manager would monitor the effectiveness of the initiative throughout the trial period, including the number of bookings secured, income generated through ancillary sales and any overall financial impact. A further report would then be presented to Members at the conclusion of the trial, enabling the Council to determine whether the initiative should continue, be amended or cease.

Recommendation:

Members are requested to consider:

1. Approving a three-month trial of Free Function Friday, whereby room hire charges are waived for selected private functions held on Fridays at the Pavilion.
2. Delegating authority to the Pavilion Sports & Community Manager to determine which bookings qualify for the initiative, focusing on events that are likely to maximise bar and catering income.
3. Receiving a further report following the conclusion of the trial setting out the financial performance, usage levels and any recommendations for the future continuation of the scheme.

Appendix 1: Implications

<u>Area</u>	<u>Implication</u>
Finance:	The proposal would result in the temporary loss of room hire income for qualifying Friday functions during the three-month trial period. However, it is anticipated that increased income from bar sales and catering may offset this reduction. The financial performance of the trial will be monitored and reported back to Members.
Staffing:	No direct implications.
Risk:	The principal risk is that increased bar and catering income may not fully compensate for the loss of room hire income. This risk will be mitigated by limiting the initiative to a three-month trial and reviewing the financial outcomes before any permanent decision is made.
Equality and Diversity, Cohesion and Integration:	No direct implications
Crime and Disorder:	No direct implications
Consultation & Communication:	No direct implications
Procurement:	No direct implications
Legal:	No direct implications

Report to: Peterlee Town Council:

Date: 17th August 2026

Report of: Sharon Pounder, Pavilion Sports & Community Manager

Subject: **Eden Lane Park Feedback from the *Moving Together Peterlee* Engagement Exercise**

Report Purpose: The purpose of this report is to advise Members of the findings from Durham County Council's *Moving Together Peterlee* engagement exercise, which explored the experiences of women and girls using Eden Lane Park. The report provides an overview of the feedback received and highlights areas that may assist Members when considering future investment and improvements within the park.

Background: Durham County Council's Active Community Development Officer undertook engagement with women and girls from a number of local organisations, including Moving Together Network Partners, Pride in Place Peterlee, Eden Hill People's Centre and Dene Academy. The aim of the exercise was to better understand how women and girls experience Eden Lane Park, identify barriers to participation and gather ideas that would make the park a safer, more welcoming and inclusive environment.

Detail: The engagement found that Eden Lane Park is recognised as an important community asset with considerable potential. Many participants described it as a pleasant place to spend time with family and friends and acknowledged that, under the right conditions, they would use the park more frequently. Some younger respondents stated that they felt confident using the park and enjoyed the opportunities it provides for recreation and social interaction. However, the findings also demonstrated that use of the park is often conditional, with many women indicating they only visit during daylight hours, when accompanied by others or when attending with children.

The most significant issue raised throughout the engagement was personal safety. Respondents expressed concerns about anti-social behaviour, particularly groups of older teenagers gathering within the park. Reports of abusive behaviour, alcohol consumption and evidence of fires being started all contributed to a perception that the park does not always feel safe. Several women explained that their gender directly influenced when they felt comfortable using the park, with some describing a heightened awareness of personal safety and a reluctance to visit alone. Adult women, in particular, reported that they generally only attended the park when accompanying children rather than for their own recreation or wellbeing.

The physical condition of the park was also identified as having a significant impact on perceptions of safety. Participants referred to damaged play equipment, broken glass, litter, graffiti and vandalism, together with a general feeling that parts of the park appeared neglected. The report concludes that these environmental factors contribute to an increased perception of risk and discourage people from spending time within the park.

Participants also commented that access to facilities could be improved. Concerns were raised regarding the lack of signage, limited promotion of the park and its facilities and the closure of public toilets. Respondents felt that these issues reduced the attractiveness of the park and discouraged longer visits, particularly for families and women with young children.

In considering future improvements, respondents suggested that greater emphasis should be placed on improving safety through better lighting, CCTV coverage and measures to reduce anti-social behaviour. They also wished to see continued investment in maintenance, ensuring damaged equipment is repaired promptly and that litter and broken glass are removed regularly. In addition, there was support for enhanced recreational facilities, including new play equipment, outdoor fitness equipment, cycling facilities and improved football provision, together with additional seating and accessible public toilets.

The findings from the engagement provide a valuable insight into how women and girls currently perceive Eden Lane Park and reinforce the importance of ensuring that the park is both welcoming and safe for all users. Whilst many of the maintenance issues identified are already monitored through the Council's inspection and maintenance programmes, the report highlights the importance of continuing to invest in the park and working with partners, including Durham County Council and Durham Constabulary, to address anti-social behaviour and improve public confidence.

The suggestions made by participants may also assist Members when considering future capital investment, external funding opportunities and the ongoing development of Eden Lane Park as a key community facility.

Recommendation:

It is recommended that Members note the findings of the *Moving Together Peterlee* engagement report and consider the feedback when determining future priorities and investment opportunities for Eden Lane Park.

Appendix 1: Implications

<u>Area</u>	<u>Implication</u>
Finance:	No direct implications.
Staffing:	No direct implications.
Risk:	Failure to consider the issues highlighted within the engagement may impact public confidence and continued use of Eden Lane Park, particularly amongst women and girls. Any future improvements should continue to consider public safety and the Council's responsibilities in managing its assets.
Equality and Diversity, Cohesion and Integration:	The engagement specifically sought the views of women and girls and has identified barriers that may affect their ability to access and enjoy Eden Lane Park. The findings support the Council's commitment to promoting equality of opportunity and ensuring that public spaces are accessible, welcoming and inclusive for all members of the community.
Crime and Disorder:	No direct implications
Consultation & Communication:	No direct implications
Procurement:	No direct implications
Legal:	No direct implications

Report to: Peterlee Town Council:

Date: 17th August 2026

Report of: Wayne Harriman, Neighbourhood Services Manager

Subject: **Proposal for the Development of a Splash Park at Woodhouse Park**

Report Purpose: The purpose of this report is to seek Members' approval in principle to explore the development of a splash park within Woodhouse Park. The report also seeks approval to commission a detailed feasibility study, undertake public consultation and investigate external funding opportunities before any final decision is made regarding the project

Background: Woodhouse Park is one of Peterlee Town Council's flagship parks and continues to attract significant numbers of residents and visitors throughout the year. The Council has invested considerably in improving the park over recent years and has a long-term ambition to continue enhancing its facilities to ensure it remains one of the premier recreational destinations within the town.

Modern splash parks have become increasingly popular across the United Kingdom, safe and inclusive outdoor play opportunities for children and families during the warmer months. Many local authorities have invested in similar facilities as part of wider park regeneration programmes, recognising the health, wellbeing and economic benefits they can bring to local communities.

The Neighbourhood Services Manager has suggested that a splash park could become a significant addition to Woodhouse Park and further enhance its reputation as a destination park for both residents and visitors.

At this stage no final design, location or cost has been determined. Members are therefore only being asked to consider whether they support progressing the proposal to the next stage through a detailed feasibility study.

Detail: Should Members approve the proposal in principle, officers would commission a detailed feasibility study to establish whether a splash park could be successfully delivered within Woodhouse Park.

The feasibility work would identify the most appropriate location within the park, consider technical requirements, develop concept designs, establish estimated capital and ongoing revenue costs, and assess operational and maintenance requirements. It would also include public consultation with residents, schools, user groups and other stakeholders to ensure any future development reflects community needs.

The proposed facility could incorporate a range of interactive water play features designed for children of different ages and abilities together with appropriate landscaping, seating, accessible pathways, sustainable drainage systems and water recycling technology. The intention would be for the splash park to complement the existing play facilities rather than replace them, creating a more attractive destination for families whilst maintaining the wider recreational use of the park.

A splash park has the potential to deliver a number of benefits for the community. It would encourage children and families to participate in outdoor physical activity, supporting healthier lifestyles whilst providing a free recreational facility accessible to all.

The development could also strengthen community cohesion by encouraging families to spend more time within the park, increasing opportunities for social interaction and supporting inclusive play through accessible design.

From an economic perspective, an enhanced visitor attraction could increase footfall within the town, encourage longer visits to Woodhouse Park and provide indirect benefits to local businesses. It would also create additional opportunities for community events and activities.

Environmental considerations would form a key part of the design process, with modern splash parks incorporating water recirculation systems, energy-efficient pumps, sustainable drainage and opportunities to improve biodiversity through additional landscaping and planting.

No financial commitment is being requested at this stage other than the costs associated with undertaking a feasibility study should Members approve the proposal.

Should the project progress beyond the feasibility stage, a full financial appraisal would be presented to Members detailing estimated capital costs, ongoing maintenance requirements, operational costs, lifecycle replacement costs and any associated staffing implications.

Officers would also investigate opportunities to secure external funding, including grant funding, Section 106 contributions and other funding streams, with the aim of reducing the overall financial contribution required from the Council. Any future capital funding requirement would be subject to a separate report and Council approval.

Recommendation:

It is recommended that Council considers:

1. The proposal to explore the development of a splash park within Woodhouse Park.
2. Whether it wishes to support, in principle, the development of a splash park as part of the future enhancement of Woodhouse Park.
3. Whether officers should commission a detailed feasibility study, including concept designs, technical investigations and estimated project costs.
4. Whether officers should undertake public consultation with residents and key stakeholders as part of the feasibility process.
5. Whether officers should explore appropriate external funding opportunities to support the potential delivery of the project.
6. Receiving a further report detailing the findings of the feasibility study, funding opportunities and the full financial implication before any decision is made regarding the progression of the project.

Appendix 1: Implications

<u>Area</u>	<u>Implication</u>
Finance:	There are no significant financial implications arising from this report at this stage other than the cost of undertaking a feasibility study should Members wish to progress the proposal. Any future capital expenditure, ongoing revenue costs and funding arrangements will be reported to Council for consideration prior to any commitment being made.
Staffing:	No direct implications.
Risk:	The feasibility study will identify the technical, financial, operational and environmental risks associated with the project, enabling Members to make an informed decision before any future commitment is made.
Equality and Diversity, Cohesion and Integration:	No direct implications
Crime and Disorder:	No direct implications
Consultation & Communication:	No direct implications
Procurement:	No direct implications
Legal:	No direct implications
Climate Change:	Should the project progress, opportunities will be explored to incorporate sustainable design principles, including water recycling systems, energy-efficient equipment, sustainable drainage and biodiversity enhancements where practical

Report to: Peterlee Town Council:

Date: 17th August 2026

Report of: Ian Hall, Chief Officer & Town Clerk

Subject: **Lowhills Road Car Park Resurfacing Quotations**

Report Purpose: To present Members with the quotations received for the resurfacing of the Lowhills Road Car Park, following the Council's resolution on 6th July 2026 to obtain competitive quotations and report back before any works are commissioned

Background: At its meeting held on 6th July 2026, Council approved, in principle, the resurfacing of the Lowhills Road Car Park and authorised officers to obtain competitive quotations in accordance with the Council's Financial Regulations. Members also authorised officers to seek legal advice regarding the enforceability of the maintenance covenant contained within the transfer of the former Acre Rigg Social Club before considering any contribution towards the cost of the works.

The car park continues to deteriorate, with significant cracking, potholes and surface failure affecting both vehicle users and pedestrians. Resurfacing the site will improve safety, reduce ongoing maintenance costs and provide a longer-term solution for this important community asset

Detail: **Quotations Received**

Three quotations have now been obtained for the resurfacing works:

Contractor	Works Included	Total Cost
A	Plane approximately 1,200m ² of existing surface and lay a new 40mm SMA surface course, including traffic management to the entrance.	£20,400.00 + VAT
B	Plane existing surface, regulate broken areas, apply tack coat, overlay with 40mm SMA surface course and renew line markings.	£23,323.92 (quotation does not identify VAT separately)
C	Plane existing asphalt, supply and lay 40mm SMA surface course and reinstate white lining.	£35,333.86 including VAT

Officer Assessment

All three contractors have quoted for resurfacing the existing car park using a 40mm Stone Mastic Asphalt (SMA) surface, with slight differences in specification and extent of works.

The quotation submitted by contractor A, Youll Construction Ltd is the lowest received and represents a saving of approximately:

£2,923.92 compared with contractor B.

£14,933.86 compared with contractor C.

Whilst price is an important consideration, Members should also have regard to the scope of works, contractor experience, quality of materials, programme of works and overall value for money before making a final decision.

The legal advice regarding the maintenance covenant with the adjoining landowner remains outstanding. Subject to that advice, the Council may be able to recover a proportion of the costs from the owner of the former Acre Rigg Social Club in accordance with the historic transfer documentation. This process can continue independently of Members' consideration of the quotations.

As there is currently no approved revenue or capital budget for these works, should Members decide to proceed, the cost of the resurfacing will need to be met from the Council's General Reserve or another appropriate earmarked reserve, subject to Council approval. Given the significant financial commitment involved, it is important that every opportunity is taken to recover any contribution due under the historic maintenance covenant before the Council commits its own reserves.

Recommendation: Members are requested to:

1. Note the three quotations received for the resurfacing of the Lowhills Road Car Park.
2. Consider the quotations and determine which contractor offers the best overall value for money.
3. Approve the allocation of the necessary funding from the Council's General Reserve (or appropriate earmarked reserve) to meet the cost of the resurfacing works, subject to the final contract value.
4. Note that the Chief Officer/Town Clerk will continue to pursue legal advice regarding the maintenance covenant and, where appropriate, seek to recover any contribution due towards the cost of the resurfacing works from the adjoining landowner.

5. Authorise the Chief Officer & Town Clerk to finalise the necessary contractual arrangements and instruct the successful contractor in accordance with the Council's Financial Regulations.

Appendix 1: Implications

<u>Area</u>	<u>Implication</u>
Finance:	There is currently no approved budget provision for these works. Should Members approve the proposal, the resurfacing works will be funded from the Council's General Reserve (or other appropriate earmarked reserve). The estimated project cost will depend on the successful quotation accepted by the Council. Officers are seeking legal advice regarding the enforceability of the historic maintenance covenant, which may enable the Council to recover a proportion of the costs from the adjoining landowner, thereby reducing the overall cost to the Council
Staffing:	No direct implications.
Risk:	Failure to undertake the resurfacing works will result in the continued deterioration of the car park, increasing maintenance costs and the risk of vehicle damage or public liability claims. Failure to recover any contribution due under the maintenance covenant could result in the Council bearing the full cost of the works unnecessarily.
Equality and Diversity, Cohesion and Integration:	No direct implications
Crime and Disorder:	No direct implications
Consultation & Communication:	No direct implications
Procurement:	Competitive quotations have been obtained in accordance with the Council's Financial Regulations. Should Members approve the proposal, the contract will be awarded in accordance with the Council's procurement procedures to ensure transparency, fairness and the achievement of best value for money.
Legal:	Legal advice has been sought regarding the enforceability of the maintenance covenant contained within the transfer of the former Acre Rigg Social Club. The outcome of that advice will determine whether the Council is able to pursue a contribution towards the cost of the resurfacing works from the adjoining landowner. Any contract award will be made in accordance with the Council's Financial Regulations and all relevant legal requirements.

Report to: Peterlee Town Council:

Date: 17th August 2026

Report of: Ian Hall, Chief Officer & Town Clerk

Subject: **Disclosure and Barring Service (DBS) Checks for Councillors Undertaking Voluntary Roles**

Report Purpose: To consider whether Peterlee Town Councillors should introduce a process for assessing the need for Disclosure and Barring Service (DBS) checks for Councillors who undertake voluntary roles on behalf of the Council or organisations associated with the Council, where those roles may involve working with children, young people or vulnerable adults.

Background: Peterlee Town Council is committed to ensuring that appropriate safeguarding arrangements are in place for all activities delivered by, or on behalf of, the Council. Whilst the Council's primary role is one of local governance, Councillors increasingly become involved in community initiatives, events and voluntary activities which bring them into contact with members of the public.

More recently, a number of Councillors have become Trustees of Hill Rigg House. As part of those responsibilities, there may be opportunities for Trustees to volunteer in activities involving children, young people, families or vulnerable adults. Although many of these activities are undertaken in a voluntary capacity, they nevertheless require the Council to consider its safeguarding responsibilities and whether DBS checks may be appropriate.

Detail: Councillors are elected representatives and are not required to undergo a Disclosure and Barring Service (DBS) check simply because they hold elected office. Likewise, becoming a trustee of a charity or community organisation does not automatically create an entitlement or requirement for a DBS check.

The Disclosure and Barring Service operates within a strict legal framework which determines when organisations are entitled to request a Standard or Enhanced DBS check. Eligibility is based upon the duties and responsibilities of the role being undertaken and not upon the title or status of the individual. A DBS check can only be requested where the role satisfies the legal eligibility criteria.

Where a Councillor volunteers in a role involving regular, close or unsupervised work with children or vulnerable adults, or where the role otherwise falls within the definition of regulated activity or another eligible position, an appropriate DBS check may be required before those duties commence. Each volunteering role should therefore be

assessed individually to determine whether it is eligible under the relevant legislation.

The appointment of Councillors as Trustees of Hill Rigg House presents an opportunity for Members to become more actively involved in supporting community projects and activities. Depending upon the services provided, Trustees may volunteer at youth activities, family events, holiday programmes, wellbeing sessions or other community initiatives where children, young people or vulnerable adults are present.

Where Councillors volunteer in connection with Hill Rigg House or any other organisation supported by Peterlee Town Council, consideration should first be given to whether the duties they are undertaking are eligible for a Disclosure and Barring Service (DBS) check under the relevant legislation. Eligibility is determined by the nature of the role and the activities being carried out, rather than by an individual's position as a Councillor or Trustee. Where the role meets the legal eligibility criteria and the Councillor is acting in an unpaid voluntary capacity, the application may qualify as a volunteer DBS check. In these circumstances, the statutory DBS fee is waived, although a small administration charge may still be payable by the organisation processing the application. As a number of Councillors have recently become Trustees of Hill Rigg House and may become involved in activities with children, young people or vulnerable adults, it is considered appropriate that each volunteering role is assessed individually to ensure the Council fulfils its safeguarding responsibilities whilst remaining fully compliant with DBS legislation.

A DBS check is only one element of an effective safeguarding framework and should not be viewed as a substitute for appropriate safeguarding arrangements. The Council must continue to ensure that safeguarding policies, codes of conduct, appropriate supervision, reporting procedures and safeguarding awareness training remain in place to protect children, young people and vulnerable adults.

Introducing a formal process for assessing DBS eligibility would demonstrate the Council's commitment to safeguarding whilst ensuring that Members are treated consistently and that the Council complies with the legal requirements governing DBS applications.

The statutory fee for an Enhanced DBS check is currently £49.50. Where the application is submitted through an umbrella body or registered organisation, a small administration fee may also be payable. However, where the individual is undertaking an eligible role entirely on a voluntary basis, the statutory DBS fee is waived, meaning that the Council would normally only be responsible for any administration charge levied by the organisation processing the application. It is therefore anticipated that any financial impact on the Council would be minimal and could be met from existing budgets.

Recommendation:

Members are requested to consider the introduction of a process whereby any Councillor undertaking a voluntary role on behalf of Peterlee Town Council, Hill Rigg House or any other organisation supported by the Council is assessed against the statutory Disclosure and Barring Service (DBS) eligibility criteria. Where a role is found to be eligible under the relevant legislation, the appropriate level of DBS check may be obtained before the Councillor undertakes those duties. Council is also invited to consider whether the Chief Officer should prepare a DBS and Safeguarding Procedure for future consideration, setting out a consistent and legally compliant approach to safeguarding and DBS eligibility for Councillors undertaking voluntary roles.

Appendix 1: Implications

<u>Area</u>	<u>Implication</u>
Finance:	There may be a financial implication should Council decide to introduce DBS checks for eligible voluntary roles. Where a Councillor is undertaking an eligible role in a voluntary capacity, the statutory DBS fee is waived, although an administration charge may be payable by the organisation processing the application. Any associated costs would be minimal and met from existing budgets.
Staffing:	No direct implications.
Risk:	Appropriate safeguarding arrangements reduce the risk of harm to children, young people and vulnerable adults and provide assurance to the Council, partner organisations and the wider community. Equally, requesting DBS checks where there is no legal entitlement could expose the Council to legal and reputational risk. A role-based assessment would provide a proportionate and compliant approach.
Equality and Diversity, Cohesion and Integration:	No direct implications
Crime and Disorder:	No direct implications
Consultation & Communication:	No direct implications
Procurement:	No direct implications
Legal:	The Disclosure and Barring Service operates within a statutory framework and DBS checks can only be requested where the role meets the legal eligibility criteria. Councillors are not automatically entitled to or required to undergo a DBS check by virtue of holding elected office. Any assessment must therefore be based on the nature of the voluntary role being undertaken and carried out in accordance with the relevant legislation and data protection requirements.