



30th September 2026

Dear Councillor,

I hereby summon you to attend a meeting of **Peterlee Town Council** on
Monday 5th October 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) 5869957.

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. Minutes

To approve the Minutes of the following meeting:-

- a. Council Meeting held on 21 September 2026 (Copy attached)
- b. Events Committee Meeting held on 29 September 2026 (Copy attached)

- 6. Peterlee Community Fund**
To consider applications received from:
- a) East Durham FC
 - b) Little Treasures
 - c) Lowhills Road Allotment Society
 - d) Durham Coast Youth FC
- 7. CCLA Public Sector Deposit Fund Authorised Signatories**
Report of the Town Clerk (Attached)
- 8. Telecommunications Mast Eden Lane**
Report of the Town Clerk (Attached)
- 9. Exclusion of the Press & Public**
To resolve that in view of the confidential nature of the items to be discussed, the committee pass the formal resolution to exclude the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1960 & the Local Government (Access to Information) Act, Part 1, paragraphs 11.
- 10. Shotton Hall Proposed Sale Update**
Report of the Town Clerk (Attached)

PETERLEE TOWN COUNCIL

Minutes of the **Town Council** meeting held on **Monday 21 September 2026** at **6.30pm** in the Council Chamber, Shotton Hall, Peterlee.

Present: Councillor M. A. Cartwright (Mayor) and Councillors P Brown, D. Burrell, K. Hawley, D. Howarth, A. Laing, D. Meadows, R Moore, I. Pygall, H Pygall, and D. Wright.

Also Ian Hall (Chief Officer and Town Clerk)

C.75/26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors P. Cartwright and M Sanderson.

RESOLVED: That the apologies be noted.

C.76/26 DECLARATIONS OF INTEREST

No interests were declared

C.77/26 PUBLIC PARTICIPATION

3 members of the public were in attendance to observe only.

C.78/26 MINUTES

a. Council Meeting held on 7th September 2026

RESOLVED: That the minutes of Council Meeting held on 7th September 2026, be approved.

C.79/26 MOTION ON NOTICE

Consideration was given to the Motion on Notice submitted by Councillor D. Howarth and seconded by Councillor K. Hawley, requesting that Full Council reconsider Minute C59/26 – Proposal for the Development of a Splash Park at Woodhouse Park.

Members discussed the motion and agreed that the matter should be brought back to a future meeting once the Council has determined its wider plans for the future of the Council.

Members also agreed that when the matter is brought back for consideration, the report should include full costings associated with the proposed Splash Park development.

RESOLVED: That consideration of Minute C59/26 – Proposal for the Development of a Splash Park at Woodhouse Park be deferred and brought back to a future meeting once the Council has determined its wider plans for the

future of the Council, with a further report to include full costings for the proposal.

C.80/26 PETERLEE BUS STATION

Consideration was given to a report of the Town Clerk, which had previously been circulated, regarding the current condition of Peterlee Bus Station and to determine whether the Council wished to make representations regarding the concerns raised.

The Town Clerk provided Members with an update from correspondence which had been forwarded by Councillor D. Meadows. Members were advised that a new cleaning provider had been appointed and would commence from 1 October 2026, with cleaning hours adjusted to improve standards at peak times.

Members were also advised that a new security provision was being arranged, which would include locking the bus station each evening from 1 November 2026 to help address anti-social behaviour. CCTV was regularly monitored, the bus station was inspected weekly for maintenance issues, and a contractor was being awaited to repair a damaged door.

The correspondence acknowledged that the current standard of the bus station was below that expected and advised that it was hoped the new arrangements would lead to improvements.

Following the update, Members discussed the condition of the bus station and expressed disappointment at its current state.

Councillor D. Howarth proposed that the Council should still write to the relevant organisations expressing its concerns and disappointment regarding the condition and cleanliness of the bus station. It was further proposed that a multi-agency meeting be requested involving Durham County Council, Nexus, Castle Dene Shopping Centre and the Police to discuss the issues and identify a coordinated way forward.

The motion was seconded by Councillor D. Meadows and a vote was taken:

For: 11
Against: 0

RESOLVED:

1. That the update regarding the measures being introduced at Peterlee Bus Station be noted.
2. That the Town Council write to the relevant organisations expressing its concerns and disappointment regarding the current condition and cleanliness of Peterlee Bus Station.
3. That a multi-agency meeting be requested involving Peterlee Town Council, Durham County Council, Nexus, Castle Dene Shopping Centre and the Police to discuss the

issues affecting Peterlee Bus Station and consider a coordinated way forward.

C.81/26 COMPLETION OF THE 2025/26 EXTERNAL AUDIT – ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR)

Consideration was given to a report of the Town Clerk, which had previously been circulated, advising Members that Forvis Mazars LLP had completed its limited assurance review of the Council's Annual Governance and Accountability Return for the financial year ended 31st March 2026.

Members noted that the Council had received a clean external audit outcome, with no qualifications, no matters giving cause for concern, no other matters raised by the External Auditor and no minor improvement issues identified. The required conclusion of audit documentation had been published on the Council's website on 8th September 2026, in advance of the statutory deadline.

RESOLVED:

1. That the successful completion of the external audit of the Council's Annual Governance and Accountability Return for 2025/26 and the clean audit outcome, with no qualifications, other matters or minor improvement issues identified, be noted.
2. That the publication of the Notice of Conclusion of Audit, certified AGAR and associated documentation on the Council's website on 8th September 2026, within the statutory deadline, be noted.

C.82/26 PETERLEE CRICKET CLUB – PLANNING CONSULTATION FOR CRICKET PRACTICE FACILITY

Consideration was given to a report of the Town Clerk, which had previously been circulated, advising Members of a planning consultation received from Durham County Council in respect of proposed improvement works at Peterlee Cricket Club, Helford Road, Peterlee.

Members were reminded that Council had previously granted landlord consent, at its meeting held on 18th May 2026, for the installation of a two-lane all-weather cricket practice facility. Members noted that the planning application was a separate statutory process and would be determined by Durham County Council as Local Planning Authority, with any Town Council representations required to relate to material planning considerations.

Following discussion, Members confirmed that they were satisfied with the proposed development and were happy for the application to proceed.

RESOLVED:

That the planning consultation be noted and that Peterlee Town Council raise no objection to the proposed development.

PETERLEE TOWN COUNCIL

Minutes of the **Events Committee** meeting held on **Tuesday 29th September 2026** at 10.00am in the Council Chamber, Shotton Hall, Peterlee.

Present: Councillor K Hawley (Chair); and
M A Cartwright, B Fishwick, D Howarth, and S Simpson

Also Present: Ian Hall (Chief Officer/Town Clerk) Laura Freeman (Events Officer),
Richard Parker (Hospitality Supervisor)

E.37/26 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor A Laing.

RECOMMENDED: That the apologies be noted.

E.38/26 DECLARATIONS OF INTEREST

No declarations of interest were submitted.

E.39/26 VARIATION TO ORDER OF BUSINESS

The Chair proposed that Item 6 – Over 60s Christmas Event Catering Options be brought forward and considered at this point in the meeting to allow R Parker, Hospitality Supervisor, to return to his duties at the Pavilion.

RESOLVED: That Item 6 – Over 60s Christmas Event Catering Options be considered at this point in the meeting.

E.40/26 OVER 60s CHRISTMAS EVENT – CATERING OPTIONS

Members considered the report of the Hospitality Supervisor setting out two catering options for the Over 60s Christmas event.

Councillor K Hawley proposed, seconded by Councillor B Fishwick, that Option 2 be approved, with a single event for 100 attendees to be held on 23 December 2026.

R Parker left the Meeting at this point.

The menu discussed was turkey stew, with a vegetarian option of vegetable soup, followed by a selection of fresh cream cakes, cheese boards, mince pies, After Eight mints, tea and coffee.

Members discussed Councillors assisting with the event where they had completed appropriate food-hygiene training. Councillor S Simpson volunteered to complete the required training and Councillor M A Cartwright offered to assist with preparation of the stew and on the day, having already completed food-hygiene training.

Members asked officers to confirm that adequate refrigerated storage would be available. For the proposed February 2027 event, officers were asked to obtain written confirmation from Peterlee and Horden Rugby Club that the venue remained available and to agree a date.

RESOLVED:

1. That Option 2 be approved, with a single Over 60s Christmas event for 100 attendees to be held on 23 December 2026.
2. That officers confirm adequate refrigerated storage for the event.
3. That availability and a date for the February 2027 event at Peterlee and Horden Rugby Club be confirmed in writing.

E.41/26

MARTYN'S LAW

Members considered the report of the Chief Officer/Town Clerk providing an update on the Terrorism (Protection of Premises) Act 2025 (Martyn's Law) and its potential implications for the Council's premises, functions and events.

The report highlighted the need to assess Council premises and significant events individually, retain appropriate attendance information, review emergency and event-management arrangements and continue to monitor Government and Security Industry Authority guidance as implementation progresses.

RESOLVED:

That the contents of the report and the preparatory work identified be noted.

E.42/26

THIRD PARTY EVENTS

Members considered the report of the Chief Officer/Town Clerk regarding third-party events and the hire of Council land, including the officer's time involved in reviewing and obtaining event documentation and the additional considerations arising from Martyn's Law.

Members noted that a new Outdoor Events Policy and application process was being developed, including a proposed requirement for applications to be submitted at least six months before an event with all documentation that's required, and that the policy would be presented to the Governance Committee in due course.

RESOLVED:

1. That the contents of the report be noted.
2. That the development of the new Outdoor Events Policy and proposed six-month application with all documentation periods be noted.

EVENTS PLANNING AND AGREEMENTS 2027

Members considered the proposed events programme for 2027. During discussion, Members considered whether the three Fun Days, Garden Competition, Peterlee's Got Talent and Christmas Tree Light Switch On should be cancelled and the Peterlee Show reinstated for 2027 instead.

Councillor K Hawley proposed that the three Fun Days, Garden Competition, Peterlee's Got Talent and Christmas Tree Light Switch On, be cancelled and allow officers to investigate the return of the Peterlee Show.

The proposal was seconded by Councillor M A Cartwright and a vote was taken:

For: 5
Against: 0

Members also agreed that officers investigate a three-day Show running from Friday evening through to Sunday.

The following outline was discussed: Friday evening to explore a Country and Western and/or Northern Soul event; Saturday to feature mixed live bands, with the Events Officer asked to check the availability of UB40 as a potential headline act; and Sunday to feature an organised talent show as the main-stage attraction.

Members also asked officers to investigate the cost and feasibility of a large sprung dance floor suitable for use on grass and an extra-large open marquee with a large platform in place of a conventional stage. Nobles were to be contacted regarding flexibility over dates, with Members expressing a preference for the third week in August if possible.

The proposed site layout discussed included Nobles on the first pitch, music on the third pitch, an artisan and food market on the middle field, and children's activities such as face painting, a climbing wall and workshops on the cricket pitch.

Members asked officers to investigate a volunteer scheme for the Show, with volunteers trained and allocated defined roles and the possibility of providing food vouchers. Promotion through the Council's social media channels was also suggested.

It was further suggested that the Pavilion provide a portable bar, with no other alcohol vendors on site. Officers were asked to investigate reusable plastic cups or steins and to check whether suitable stock remained at Shotton Hall.

RESOLVED:

1. That officers investigate the feasibility and indicative cost of reinstating the Peterlee Show in 2027 based on the outline discussed.
2. That the three Fun Days, Garden Competition, Peterlee's Got Talent and Christmas Tree Light Switch On cancelled and officers investigate the reinstatement of the Peterlee Show for 2027.
3. That the detailed Peterlee Show proposals be brought back to the next Events Committee meeting for further consideration.

E.44/26

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.

E.45/26

2026 REMEMBRANCE PARADE – PROVISION OF TRAFFIC MANAGEMENT SERVICES

Members considered the report of the Events Officer setting out the quotation exercise for traffic management services for the Remembrance Parade on Sunday 8 November 2026. Seven companies had been invited to quote, and two quotations had been received, at £2,415 and £4,400 respectively.

RESOLVED:

That the quotation from Chevron Traffic Management in the sum of £2,415.00 be accepted and the contract for the provision of traffic management services for the 2026 Peterlee Remembrance Parade be awarded accordingly.

E.46/26

NEXT EVENTS COMMITTEE MEETING

RESOLVED:

That the Events Committee agreed a work shop on Tuesday 6 October 2026 at 10.00am inviting all members to discuss Peterlee Show 2027.

Report to: Peterlee Town Council

Date: 5th October 2026

Report of: Ian Hall Chief Officer/Town Clerk

Subject: **Peterlee Community Fund Applications**

Report Purpose: The purpose of this report is to present applications received under the Peterlee Community Fund and to invite the relevant Ward Members to consider whether they wish to support the applications from their individual Community Fund allocations.

Background: The Peterlee Community Fund provides individual Members with an allocation of £1,000 to support eligible community projects and organisations benefiting residents of Peterlee.

The Council's current Community Fund record shows a total remaining budget of £20,100.

At the Council meeting held on 7th September 2026, Members considered a number of applications under the Fund.

In relation to East Durham FC, Members noted that a significant proportion of applications received since the launch of the Fund had been from local football teams. Members considered it important that the Fund was publicised more widely to ensure that other eligible community groups and organisations were aware of the opportunity to apply.

It was therefore resolved that consideration of the East Durham FC application be deferred to a future meeting to allow further publicity and marketing of the Fund and to encourage a wider range of applications.

Following that decision, further applications have now been received. These are presented alongside the deferred East Durham FC application for consideration.

Detail: **APPLICATIONS RECEIVED**

East Durham FC - Winter Jackets

Ward: Acre Rigg

The current Acre Rigg Ward Members are:
Councillors Dennis Burrell, Diane Wright, Irene Pygall, Pauline Brown and Sheila Simpson.

East Durham FC has applied for £910 towards winter jackets for its youth football team.

The application states that the total cost of the project is £910, with no match funding. The applicant confirms that the organisation is not-for-profit and that the necessary permissions, insurance and safeguarding arrangements are in place.

The applicant explains that its youth football provision aims to provide opportunities for exercise and physical fitness as well as supporting confidence, friendships, teamwork and social development. The Club also aims to reduce financial barriers to children participating in grassroots football.

This application was previously considered on 7th September 2026 and deferred to allow further publicity of the Community Fund.

Amount requested: £910

Acre Rigg Ward allocation currently remaining: £4,000.

Little Treasures Autism Charity

Ward: Dene House

The current Dene House Ward Members are:
Councillors Audrey Laing, Bobby Fishwick, Darren Meadows and Paul Cartwright.

Little Treasures Autism Charity has applied for £1,000.
The application states that the overall project cost is £1,200 and identifies 80 volunteer hours.

The application also identifies concessionary use of The Guide House, with approximately 25 children expected to attend each session. The proposed programme includes sessions on the first Saturday of each month and additional sessions during school holidays.

The Charity explains that the funding would support autistic children and their families in Peterlee and would assist with room hire for its monthly sessions and additional activities during school holidays.

The application states that the activities provide children with opportunities to learn life skills, build confidence, interact with other children and families and participate in activities within a safe, familiar, non-judgemental and sensory-appropriate environment. Little Treasures Application Fo...

Amount requested: £1,000

Dene House Ward allocation currently remaining: £4,000.

Lowhills Road Allotment Society Defibrillator Battery

Ward: Acre Rigg

The relevant Ward Members are:

Councillors Dennis Burrell, Diane Wright, Irene Pygall, Pauline Brown and Sheila Simpson.

Lowhills Road Allotment Society has submitted an application relating to the replacement battery for the defibrillator located at the allotment site.

The application states that the Society has provided locally grown fruit and vegetables to food banks and food kitchens for approximately ten years.

The Society advises that the defibrillator battery had reached its expiry date and therefore required replacement to ensure that this potentially life-saving emergency equipment remained ready for use. Given the nature of the equipment, the Society arranged for the replacement battery to be purchased without delay, using its own funds, and is now seeking Community Fund support to reimburse the cost incurred.

The application records a project cost of £228.78 and identifies Acre Rigg residents as beneficiaries.

Amount requested: £228.78

Durham Coast Youth – Socketed Ball Stop Nets

Ward: Passfield

The current Passfield Ward Members are:

Councillors David Hawley, Emily Sanders, Helen Pygall, June Black and Karen Hawley.

Durham Coast Youth has applied for £600 towards socketed ball-stop nets following the relocation of its football pitch.

The application states that approximately 40 local residents will benefit. The total project cost is stated as £800, comprising £600 for the ball-stop net and an assumed £200 cost for the Council to install the sockets. The applicant proposes £100 match funding and estimates that the project will involve 45 volunteer hours.

The Club explains that, following relocation of the pitch, footballs are frequently entering the surrounding shrubbery. Children and volunteers then have to enter these areas to retrieve them.

The proposed ball-stop nets are intended to improve safety, reduce lost footballs and replacement costs and reduce disruption to training and matches.

Amount requested: £600

Passfield Ward allocation currently remaining: £5,000.

Members should note that the application assumes that the Council would undertake installation of the sockets at an estimated cost of £200. This element would need to be clarified separately before any works were undertaken as they are located at Helford Road Playing Fields which are own by Peterlee Town Council.

Applicant	Ward	Amount Requested	Ward Balance
East Durham FC	Acre Rigg	£910.00	£4,000
Little Treasures Autism Charity	Dene House	£1,000.00	£4,000
Lowhills Road Allotment Society	Acre Rigg	£228.78	£4,000
Durham Coast Youth	Passfield	£600.00	£5,000
Total		£2,738.78	

There is sufficient funding within the relevant ward allocations to meet the applications presented in this report. However, individual Members will need to determine whether they wish to contribute from their respective remaining allocations and, where an application is supported, the amount each Member wishes to contribute.

Members should also note that the Durham Coast Youth application refers to an assumed additional £200 cost associated with Council installation of sockets. This is separate from the £600 grant requested and would require clarification before any commitment is made.

Recommendation: Members are requested to consider each application and determine whether they wish to award funding from their individual Community Fund allocations.

Appendix 1: Implications

Area	Implication
Finance:	Any grants approved will be met from the existing Peterlee Community Fund 2026/27 budget and charged against the relevant Members' individual allocations. The total budget remaining is currently £20,100.
Staffing:	No direct implications.
Risk:	There are no significant risks arising directly from this report.
Equality & Diversity:	The Community Fund provides financial support to eligible organisations and projects that benefit residents of Peterlee. Applications should be considered consistently and fairly in accordance with the Fund criteria.
Crime & Disorder:	No direct implications.
Consultation:	No direct implications.
Procurement:	No direct implications.
Legal:	Any funding awarded must be made in accordance with the Council's Community Fund terms and conditions and an appropriate statutory power.
Data Protection:	Applicant information will be handled in accordance with the Council's data protection requirements. Personal or banking information contained within applications should not be published or disclosed unnecessarily.

Report to:	Peterlee Town Council:
Date:	5 th October 2026
Report of:	Ian Hall Chief Officer/Town Clerk
Subject:	CCLA Public Sector Deposit Fund Authorised Signatories
Report Purpose:	To seek formal Council approval of the authorised signatories for the Council's CCLA Public Sector Deposit Fund account and to enable the completed application and supporting Council minute to be submitted to CCLA.
Background:	At the Annual Council meeting held on 18th May 2026, Members approved the investment of appropriate Council balances within the CCLA Public Sector Deposit Fund. Members agreed to retain approximately three months' operational costs within the Council's bank account and invest the remaining balances within the Fund. Delegated authority was also given to the Chief Officer/Responsible Financial Officer to implement the agreed approach and undertake the necessary arrangements for the transfer and management of funds. As part of implementing this decision, the Council is required to complete the CCLA account application and formally identify those persons authorised to operate the account. The CCLA application requires a minimum of two persons with appropriate authority to provide the necessary authorisation and allows the account to be operated on the basis of any two authorised signatories.
Detail:	At the Annual Council meeting on 18th May 2026, Members appointed Councillors M. Cartwright, P. Cartwright, B. Fishwick, A. Laing and D. Wright as the Council's authorised signatories in accordance with Financial Regulation 6.10. It is proposed that these Members also be authorised to operate the CCLA account. For operational purposes, it is also proposed that the following officers are authorised signatories: Ian Hall – Chief Officer/Town Clerk and Responsible Financial Officer Deborah Woodhall – Resources Manager Helen Young – Finance Officer This will provide sufficient flexibility for the day-to-day management of the Fund while maintaining the requirement for appropriate authorisation and financial controls.

The CCLA application requires confirmation that those named as authorised signatories have authority to act on behalf of the Council. The relevant Council minute will therefore be submitted to CCLA as evidence of the Council's formal approval.

Recommendation: Members are requested to approve:

1. That Councillors M. Cartwright, P. Cartwright, B. Fishwick, A. Laing and D. Wright be authorised signatories for the Council's CCLA Public Sector Deposit Fund account.
2. That the following officers also be authorised signatories for the CCLA Public Sector Deposit Fund account: Ian Hall, Chief Officer/Town Clerk and Responsible Financial Officer; Deborah Woodhall, Resources Manager; and Helen Young, Finance Officer.
3. That the CCLA account be operated in accordance with the mandate approved by Council and the Council's Financial Regulations, including the appropriate authorisation requirements for transactions.
4. That the Chief Officer/Town Clerk and Responsible Financial Officer be authorised to submit the completed application, a copy of the Council minute confirming this decision, and any other documentation reasonably required by CCLA to establish and operate the account.

Appendix 1: Implications

Area	Implication
Finance:	The proposal enables the implementation and ongoing administration of the Council's previously approved investment arrangements with the CCLA Public Sector Deposit Fund.
Staffing:	The Chief Officer/Town Clerk and RFO, Resources Manager and Finance Officer will be authorised to undertake appropriate transactions and administrative functions associated with the CCLA account within their respective roles and the Council's financial controls.
Risk:	Having a suitable number of Member and officer signatories provides operational resilience while maintaining appropriate financial controls. Transactions will remain subject to the Council's Financial Regulations and the requirements of the CCLA mandate.
Equality & Diversity:	No direct implications.
Crime & Disorder:	No direct implications.
Consultation:	No direct implications.
Procurement:	No direct implications.
Legal:	The authorised signatories must act within the authority granted by Council, the Council's Financial Regulations and the terms of the CCLA account mandate.
Data Protection:	No direct implications.