

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.

E38/26 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:

1. 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:

1. 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 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 period be noted.

E.43/26

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 agreed unanimously. 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 was 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:

1. 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.