28th October 2026

Dear Councillor,

I hereby summon you to attend a meeting of **Peterlee Town Council** on **Monday 2nd November 2026** In t**he 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. **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 19 October 2026 (Copy attached)
   b. Events Committee Meeting held on 27 October 2026 (Copy attached)

Civility & Respect
IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

6. **Installation of a Boundary Fence Enclosing Football Pitches at Helford Road**
   Report of the Neighbourhood Services Manager (Attached)

7. **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.

8. **Shotton Hall Proposed Sale and Future Options**
   Report of the Town Clerk (Attached)

PETERLEE TOWN COUNCIL

Minutes of the **Town Council** meeting held on **Monday 19th October 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, A. Laing, D. Meadows, R Moore, I. Pygall, B Reddington, S Simpson, and D. Wright.

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

C.93/26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D. Burrell, ML Franklin, S Franklin, K. Hawley, H Pygall and M Sanderson.

RESOLVED: That the apologies be noted.

C.94/26 DECLARATIONS OF INTEREST

No interests were declared

C.95/26 PUBLIC PARTICIPATION

No members of the public were in attendance.

C.96/26 ENERGISING EAST DURHAM

Helen Taylor, an Energy Advisor at East Durham Trust, attended the meeting and gave a presentation to Members outlining the valuable work they undertake to support people across East Durham. Members were informed of the advice and practical assistance available to residents to help them manage their energy usage, reduce household costs and improve energy efficiency. This includes providing energy-saving tips, offering guidance on reducing carbon footprints, assisting residents with reading their energy meters and helping them understand their energy consumption. The service also supports residents in contacting energy companies to resolve queries and access the advice and assistance they need. Members were given the opportunity to ask questions following the presentation and to gain a better understanding of the support available to local residents.

C.97/26 MINUTES

a. Council Meeting held on 5th October 2026.

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

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C.98/26 PETERLEE CENTRAL CLUB REQUEST FOR FINANCIAL SUPPORT FOR REMEMBRANCE SUNDAY 2026

Consideration was given to a report of the Town Clerk, which had previously been circulated, to inform Members of a Peterlee Community Fund application received from Peterlee Central Club, requesting £300 towards the provision of entertainment and refreshments for the local community and ex-service veterans attending Remembrance Sunday 2026.

Members discussed whether the request should be considered through the Peterlee Community Fund application process, or whether the Council should instead make a direct donation, as had been done in previous years.

Member Audrey Laing proposed Council make a donation of the requested £300 and that this be taken from the Events Unallocated Budget.

Member D Howarth seconded the proposal and a vote was taken:

For: 14
Against: 0

RESOLVED

1. That the Council make a donation to Peterlee Central Club for £300 towards the provision of entertainment and refreshments for the local community and ex-service veterans attending Remembrance Sunday 2026.

2. That the donation be taken from the Events Unallocated budget.

C.99/26 CALM CIC REPLACEMENT ROLLER SHUTTERS

Consideration was given to a report of the Town Clerk, which had previously been circulated, to seek Members' consideration of a request from CALM CIC for consent to replace two existing roller shutters at the former Bowls Pavilion, Lowhills Road, Peterlee.

RESOLVED: That approval be given for CALM CIC to replace two existing roller shutters at the former Bowls Pavilion, Lowhills Road, Peterlee.

C.100/26 PETERLEE WAR MEMORIAL AND REMEMBRANCE GARDEN

Detailed consideration was given to a report of the Town Clerk, which had previously been circulated, to update Members on the progress regarding the proposed enhancement of Peterlee's War Memorial and the development of a Remembrance Garden at St Cuthbert's Church, following the Council's resolution of 16th June 2025.

Member R Moore confirmed he had access to the concept study for the project and would arrange for this to be sent to Members.

DRAFT

Member R Moore proposed that a contribution of £20,000 be made towards the project.

Member D Meadows seconded the proposal and a vote was taken:

For: 14
Against: 0

RESOLVED:

1. That the progress made in developing proposals for the enhancement of Peterlee's War Memorial and the creation of a Remembrance Garden, be noted.

2. That Council continue to support the project through partnership working, consultation and officer involvement.

3. That the following Members be representatives to the proposed project task group:

    - Cllr A Laing
    - Cllr R Moore
    - Cllr B Fishwick
    - Cllr D Meadows

4. That the Council's existing maintenance responsibilities for the War Memorial site and the potential implications of maintaining any additional facilities or landscaping, be noted.

5. That Member R Moore would share the concept study for the project, with Members.

6. That Council make a contribution of £20,000 towards the proposed War Memorial and Remembrance Garden project and that the funds be taken from reserves.

C.101/26 PAYROLL SERVICES – TERMINATION OF EXISTING SERVICE LEVEL AGREEMENT (SLA) FROM DURHAM COUNTY COUNCIL

Detailed consideration was given to a report of the Resources Manager, which had previously been circulated, to inform Members that the Council's current payroll provider- Durham County Council, has given notice of its intention to terminate the existing Payroll Service Level Agreement (SLA) with effect from 31 March 2027, and to seek approval for the appointment of an alternative payroll provider to ensure the continued delivery of payroll services to Council employees and Members.

DRAFT

RESOLVED:

1. That the contract for the provision of payroll services be awarded to Option 1, HR Connect, with effect from 1 April 2027, at an estimated annual cost of £4,204.00, based on the Council's current number of employees.

2. That Council accepts that a one-off onboarding fee of £9.00 per employee shall apply to establish the payroll portal and framework arrangements, resulting in a total implementation cost of £657.00, based on current employee numbers.

3. That Council accepts that the annual costs and the onboarding fees may fluctuate in line with changes to employee numbers and the number of employees processed through the payroll in any given month.

C.102/26 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.103/26 CAR PARK RESURFACING AND MAINTENANCE CONTRIBUTION

Detailed consideration was given to a report of the Town Clerk, which had previously been circulated, to update Members on the legal advice received regarding another party's responsibility to contribute towards the maintenance and resurfacing costs of a Lowhills Road car park.

Member R Moore proposed that the 50% share of the resurfacing costs, which would otherwise be the responsibility of the other party, be waived. That Youll Construction Ltd be hired to resurface the car park and that the Town Clerk should contact Durham County Councillors representing the Peterlee area to enquire whether they would be willing to contribute towards the 50% portion of the waived cost.

Member D Meadows seconded the proposal and a vote was taken:

For 14
Against 0

DRAFT

RESOLVED:

1. That, having considered the financial information provided by our legal team, the 50% share of the resurfacing costs, which would otherwise be the responsibility of the other party, be waived on this occasion.

2. That the contract for the resurfacing of the car park be awarded to Contractor A, Youll Construction Ltd.

3. That the Town Clerk contact the Durham County Councillors representing the Peterlee area to enquire whether they would be willing to contribute towards 50% of the waived cost of the resurfacing works.

4. That the Town Clerk seek legal advice to confirm the implications of waiving the building owner's 50% contribution towards the current resurfacing works, with the intention that this is treated as a one-off exception and does not prejudice the Council's ability to enforce the existing cost-sharing arrangements in respect of future maintenance and resurfacing works, including against any future owners where legally applicable. Any future requests to waive contributions will be considered on their individual merits

C.104/26 TELECOMMUNICATIONS MAST EDEN LANE

Consideration was given to a report of the Town Clerk, which had previously been circulated, to update Members on the revised financial proposal received from Telecom Infrastructure Partners (TIP) for the proposed disposal of a long leasehold interest in the telecommunications mast site at Eden Lane, Peterlee.

RESOLVED:

1. That the revised offer from Telecom Infrastructure Partners (TIP) of £134,312.04 for a 99-year lease, representing an increase of £7,545.46 from the original offer, be accepted.

2. That the financial and legal implications of the proposed disposal, including the Homes England arrangements and any statutory notice requirements, be noted.

3. That authority be given to the Town Clerk, in conjunction with the Council's professional advisers and solicitors, to progress the necessary arrangements, with final terms and reports back to Council for approval.

DRAFT

PETERLEE TOWN COUNCIL

Minutes of the **Events Committee** meeting held on **Tuesday 27th October 2026** at 10.00am in the Council Chamber, Shotton Hall, Peterlee.

Present: Councillor K Hawley (Chair); and
B Fishwick, D Howarth, A Laing, I Pygall, B Reddington and D Wright

Also Present: Deborah Woodhall (Resources Manager) Laura Freeman (Events Officer) and Louise Hudson (Democratic Services Assistant)

E.47/26 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor H Pygall.

RECOMMENDED: That the apologies be noted.

E48/26 DECLARATIONS OF INTEREST

No declarations of interest were submitted.

E.49/26 BANDS FOR PETERLE SHOW

Members discussed the band suggestions brought to the meeting and watched several promotional videos. The following acts were suggested as a potential line-up for the Peterlee Show:

Friday

Futureheads
Coldplace
L1NKN P4RK
Vice Killers
3 Odd Shoes
Nickelback UK
Green Haze
An AC/DC Tribute Band

Saturday

Johnny2Bad	(UB40 Tribute, 9.00pm – 10.00pm)
Flash	(Queen Tribute, 8.00pm – 9.00pm)
Small Town Boy	(Jimmy Somerville Tribute, 7.00pm – 8.00pm)
These Smiths	(The Smiths Tribute, 6.00pm – 7.00pm)
Koss The Band Plays On	(Free Tribute, Saturday afternoon)
Emerald Thieves	(Saturday afternoon)

DRAFT

At the previous Events Committee meeting held on 29 September 2026, Members had requested that the Events Officer contact Johnny2Bad to establish their availability and fee (Minute No. E.43/26). The Events Officer subsequently confirmed at the Peterlee Show Workshop held on 20 October 2026 that the band was available at a cost of £2,400.

Members considered the proposed booking of Johnny2Bad for Saturday 4 September 2027.

RESOLVED: That Johnny2Bad, a UB40 tribute band, be booked to perform at the Peterlee Show on Saturday 4 September 2027, at a cost of £2,400.

Following the departure of Committee Member, I Pygall at 10.50am, the meeting became inquorate. Members subsequently continued to discuss the other suggested bands and the potential line-up for the Peterlee Show. As the meeting was no longer quorate, no further formal decisions could be made.

The Events Officer was asked to check the availability and prices of the other suggested bands, where appropriate, and provide an update at the next Events Committee meeting.

Members also discussed the need for additional bands for the Saturday afternoon programme. Further suggestions are to be brought forward for consideration at the next Events Committee meeting.

As the Peterlee Show Workshop was not a decision-making meeting, the proposed booking of Johnny2Bad for Saturday 4 September 2027 was brought before the Events Committee for consideration. However, as the meeting was inquorate, no formal decision could be made. The proposed booking would therefore need to be brought back to a quorate meeting for consideration and approval before any booking was confirmed.

The Events Officer agreed to check the availability and prices of the other suggested bands, where appropriate, and provide an update at the next Events Committee meeting.

Members also noted that additional bands were required for the Saturday afternoon programme. The Chair asked Members to bring forward further suggestions for consideration at the next Events Committee meeting.

DISCUSSED:

1. The Events Officer to check the availability and prices of the suggested bands and provide an update at the next Events Committee meeting.

2. Members to bring forward further band suggestions for the Saturday afternoon

programme for consideration at the next Events Committee meeting.

E.50/26 NEXT EVENTS MEETING

Members discussed the topics they wanted to be added to the next Events Committee agenda to allow the progression of planning, one of which was the Circus, which would be situated on the cricket pitch.

The Resources Manager expressed concerns about having entertainment on both sides of the Pavilion, as this was essentially two fenced off events, which would require two bag search teams and security etc., adding to the cost of the event. She also expressed concern about booking entertainment, namely bands, before a Safety Officer had been contracted for the event, because without a Safety Officer, the event cannot go ahead, which could lead to paying cancellation fees. Members assured the Resources Manager the event will have a Safety Officer and to continue booking entertainment.

RESOLVED: That the next Events Committee meeting be held on Tuesday 3 November 2026 at 10.00am in the Council Chamber.

DRAFT

Report to: Peterlee Town Council

Date: 2nd November 2026

Report of: Wayne Harriman Neighbourhood Services Manager

Subject: **Installation of a Boundary Fence Enclosing Football Pitches at Helford Road**

Report Purpose: The Neighbourhood Services Manager has been requested by the Members to identify the cost of installing a boundary fence around Helford Road football pitches to help alleviate anti-social behaviour.

This report provides members with a cost comparison for the instillation of approximately 680 metres of fencing around Helford Road football pitches. A site plan is attached at **Appendix 2.**

Background: Members are aware that over the past several years damage is regularly being caused by anti-social activity on the area at Helford Road football pitches, namely off-road motor bikes, electric bikes along with unacceptable levels off dog fouling.

The sports users who hire these pitches are constantly complaining about the unacceptable activities mentioned above.

The installation of a boundary fence at Helford Road was discussed at the Events Committee, and Members requested that the matter be brought before Full Council for consideration due to the nature of future events and Martyn's Law.

Cost of Fence Costs have been obtained from three companies to install a 2.4-meter-high fence around the area shown on the plan. The lowest cost obtained is £53.580.

Comparison of prices for fencing and gates.

Company	RAL6005 colour coated profile mesh fencing, approx. 2.4 meters high. 200 x50mm mesh x twin diameter wires
A	£53.580
B	£57.080
C	£60.265

All costs are exclusive of VAT

Considerations: There is no provision in the current year's budget.

Possible grant funding has been identified for up to £25,000. If a bid is successful, the remainder of the cost will need to be found from within the current year's budget or taken from reserves.

The installation of a fence around the playing fields may result in less anti-social behaviour by restricting access. However, the design of entry/exit points will need to be carefully considered so that they prevent access by off-road vehicles and electric bikes, while allowing access by legitimate users, including people with disabilities, wheelchair users and Motability scooters, spectators, vehicles and equipment associated with Council events, e.g. funfair vehicles.

A regime for locking / unlocking gates will need to be agreed, together with any additional costs involved.

Recommendation: That Members consider the quotations received and determine whether they wish to proceed with the proposed installation of a boundary fence around the Helford Road football pitches.

Appendix 1: Implications

Area	Implication
Finance:	No budget allocation for the project.
Staffing:	Additional requirement for locking / unlocking gates including weekend / evenings
Risk:	No direct implications
Equality & Diversity:	Need to access for people with disabilities and mobility issues.
Crime & Disorder:	Potential to restrict anti-social behaviour
Consultation:	No wider consultation has been undertaken.
Procurement:	Three quotes have been obtained in accordance with Financial Regulations.
Legal:	The Equality Act 2010 – requirement to ensure that disabled people can access services.
Data Protection:	No direct implications


680.89 m
200.00 m
Sunny
Blunts Park
The Pavilion
400.00 m