



Date of Issue: 9th January 2018

A MEETING OF THE **COMMUNITY & ENVIRONMENT COMMITTEE** WILL BE HELD ON **MONDAY 15th JANUARY 2018** IN THE **COUNCIL CHAMBER SHOTTON HALL, PETERLEE, SR8 2PH** at **6.30pm**

Mr I Morris M.C.I.H

Town Clerk

A G E N D A

Members of the Committee and members of the public are reminded that the public part of the meeting may be recorded in both audio and video, and photographs may be taken.

1. Apologies for Absence

Members are cordially invited to inform the Deputy Town Clerk of their apologies as soon as practicable

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 or Deputy Town Clerk prior to the meeting if in doubt.

3. To Approve the Minutes of the Last Meeting

Members are asked to agree the attached minutes as a true and correct record of the meeting.

(Minutes of the Meeting held on 11th December 2017 attached)

Reply received from Durham County Council

4. Minutes of the Events Working Parties of the 5th & 19th December 2017
Members are asked to note and approve the attached minutes of these working parties.
(Minutes of the Events working parties are attached)

5. Progress on New Activities
A verbal update will be given by the Sports Development Officer

6. Progress Report of the Horticultural Supervisor
The report of the Horticultural Supervisor shall be circulated for the information of Members.
(Progress report to follow)

7. Litter
Item requested by Cllr Meikle relating to a proposed anti litter campaign.

8. Lowhills Road Playing Fields
Item requested by Councillor Miles for discussion with regard to the open aspect and access to these fields.

9. Lowhills Road Leisure Gardens – update
A verbal report of the Town Clerk on progress forming a new committee and constitution at Lowhills Road Leisure Gardens

THE MINUTES OF THE MEETING OF THE
COMMUNITY & ENVIRONMENT COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE ON MONDAY 11TH DECEMBER 2017 AT 6.30PM

PRESENT: COUN S MEIKLE (CHAIR)

Mesdames:- K Liddell, L Fenwick, S Simpson, K Duffy, K Hawley, M A Cartwright & S McDonnell

Messrs:- A Watson, R Moore, T Duffy, S McGlen, J Robinson & S P Franklin

The Chairman advised Members of the committee that part of the meeting may be recorded by both audio and video, and it may be that photographs were taken.

51. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors A C Long, V Watson, C Watkins, S Kirkup, S Miles, G Carne, A Wilkinson & R Kyle. **RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

52. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise.

53. The Minutes of the Last Meeting held on 13th November 2017, a copy of which had been circulated, were approved and signed as a true and correct record, subject to Councillor Mc Donnell being shown as in attendance. The Town Clerk gave brief updates on the cricket fencing at Helford Road, the Leisure Garden sites and controlled fishing at Shotton Hall.

Matters Arising

Minute number 44 – Proposed de illumination – various sites

The reply received from Durham County Council, a copy of which had been circulated to each Member, was considered. **RESOLVED that Clr McGlen would forward the concerns discussed to the Town Clerk in writing, and this be forwarded to Durham County Council as a formal note of the Town Council's concerns.**

54. Minutes of the Events Working Parties of the 7th & 21st November 2017 Minutes from these working parties, copies of which had been previously circulated to each Member, were considered. Members offered their compliments on the tree lighting event which they said had been excellent. **RESOLVED the contents of these minutes be noted and approved.**

55. Financial/Maintenance implications of Northern Premier League Cricket aspirations of Peterlee Cricket Club on the current PTC Parks Department Regime

RESOLVED consideration of the Joint Report of the Horticultural Supervisor and Sports Development Officer, requesting Members consideration of the implications of the Peterlee Cricket Club being successfully promoted to a higher league, be deferred.

Councillor S Franklin left the meeting at 7.20pm.

56. Review of Lawn Bowling provision

The report of the Town Clerk informing Members of the current position regarding the provision of lawn green bowling facilities by Peterlee Town Council and they were asked to consider a number of options for the future. There was considerable discussion on the contents of the report and the options offered for consideration. **RESOLVED the contents of the report be noted and approval be given to the de-commissioning of one of the lawn bowling sites owned and managed by the Town Council, with consolidation of bowls provision on the remaining site. FURTHER RESOLVED the Community & Environment Committee oversee the transition process, and consider establishing a working party to complete this task/project if required.**

THE NOTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD IN THE COUNCIL CHAMBER
SHOTTON HALL, PETERLEE ON TUESDAY 5TH DECEMBER 2017 AT 1.00PM

PRESENT: COUN A WATSON (CHAIR)

Mesdame:- K Hawley, S Simpson, A Long, K Duffy

Messrs:- G Carne, S Miles, R Moore, S Franklin

46. Apologies for Absence

Apologies had been submitted and accepted from Councillors S Meikle and T Duffy.

47. The notes from the last meeting held on 21st November 2017, were considered and agreed as a true and correct record.

(a) Oktoberfest

The Town Clerk gave Members details of the income and expenditure for this event and the bar profit made, which had been a significant achievement. It was agreed that this event be included in the 2018 Event Diary for 20th October 2018.

(b) Halloween

The Town Clerk gave details of the profit made before wages and bar income for this event. It had been agreed at the last meeting provisional 2018 Halloween events be agreed as: Kids – Wednesday 31st October 2018; Adults – Saturday 27th October 2018. These events had been booked into the Banqueting Suites.

48. Events

- 1st December – Tree Lighting event – HELD

It was reported the Peterlee Christmas Tree Event had gone very well and the Town Clerk thanked staff and Members for their efforts. The feedback from those attending had been very positive and the costs of the event would be reported back in due course. It was asked that an expression of thanks be sent to all of the partners that had supported the event.

- Various dates – Christmas party functions at Shotton Hall

Members were provided with an update on ticket sales.

- Brunch with Santa, 17 December 2017 – 78 tickets sold to date, (menu offered discussed).
- Children’s Christmas Party, 9 December 2017, The Pavilion
- Santa’s Wish – it was reported this was going very well and a bag pack was going to be held at Asda to raise funds, all welcome.
- New Year’s Eve Gala Night, Shotton Hall: sold out
- Over 60’s event, 12 January 2018, Shotton Hall – tickets were going well
- Pantomimes, 24 & 25 January 2018, discussed difficulty of contacting some of the local schools. Asked a price for holding the Pantomimes in December 2018 be obtained.
- Burns Night – date confirmed as 20th January 2018 – progress given agreed the band be booked along with a piper and caller with a ticket price of £25.00 being set.
- Armed Forces – flag flying and armed forces day event had been agreed at the Council Meeting on 27 November 2017 and a re enactment troupe had been booked. It be registered as Peterlee Armed Forces Day Event. It was suggested that perhaps small children’s rides could come along, maybe military vehicles make a display. All ideas were welcomed.

49. Peterlee Show 2018 – Layout options

Details of the budget for this year’s event was circulated showing an efficiency saving on the original budget set. Members were asked to consider the preferred layout for the event his year and it was agreed the layout continue as this year, with the addition of a trance tent on the cricket pitch. It was also agreed the Meatloaf tribute band be booked as the headline act, and mountain bikes also be booked.

50. Date and time of next meeting

It was agreed that the next meeting be held on **Tuesday 19th December 2017 and 1pm at Shotton Hall.**

THE NOTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD IN THE COUNCIL CHAMBER SHOTTON HALL, PETERLEE ON TUESDAY 19TH DECEMBER 2017 AT 1.00PM

PRESENT: COUN S MEIKLE (CHAIR)

Mesdame:- S Simpson

Messrs:- A Watson, S Miles, R Moore, S Franklin

51. Apologies for Absence

Apologies had been submitted and accepted from Councillors M A Cartwright, K Hawley, K Liddell, K Duffy & T Duffy.

52. The notes from the last meeting held on 5th December 2017, were considered and agreed as a true and correct record.

53. Events

- HELD Various dates – Christmas Party Functions held at Shotton Hall

The Town Clerk reported the relationship with the current caterer had come to an end and alternative arrangements were being made. A further report would be presented to Council in due course.

- HELD Brunch with Santa, 17th December 2017
- HELD Children's Christmas Party, 9th December 2017, The Pavilion – numbers were low, agreed that this event needed to be better publicized next year.
- Christmas 2017 use of the former TIC for Santa's Wish – very successful, going well
- HELD 14th December 2017, Christmas Carol Sing Along, The Pavilion, 2.00- 2.45 - successful
- New Year's Eve Gala Night, Shotton Hall – sell out
- Over 60's event, 12th January 2018, Shotton Hall, tickets at 122 (out of 200)
- Pantomimes, 24th & 25th January 2018

The Events Co Ordinator provided an update on the take up of the January 2018 performances and costs for December 2018 and January 2019. **It was agreed Pantomimes be offered to the local schools in January 2019, free and approval was given to make this booking with M & M Productions.**

- Burns Night – 20th January 2018 – update provided. Confirmed the proceeds of the raffle and the auction would go to the Mayors Charity Appeal. Agreed there

would be no concessions and the event was suitable for over 14's only. Invitations be sent to Civic guests.

- NEW Mad Hatters Tea Party – agreed that a potential provider for this event be invited to a future meeting to discuss supporting the Council with it.
- NEW Circus, Eden Lane 10 – 13th May 2018 – to note
- NEW Fake Festival, 26th May 2018, Eden Lane – to note
- Peterlee in Bloom – June – agreed the event be held again this year if a judge could be sourced; the costs of the event be considered at a future meeting.
- Peterlee Armed Forces Day 30th June 2018– progress/update – the event has been registered, several contacts were provided for a variety of activities that could be included, report back to a future meeting.
- Peterlee Show 1 & 2 September 2018
The Co Ordinator had met with the Safety Officer and gave the working party details of the advice she had received. Agreed the trance tent be as near to the Pavilion as possible, to accommodate 250 – 500 persons, a ticket price of perhaps £10.00, with a bar inside the marquee.
- Elvis Tribute Night – new idea check availability (Eddie Popescu)
- Teddy Bears Picnic – bring back the event
- Australian Cricket Team to play at Helford Road in July - tbc

54. Date and Time of Next Meeting

It was agreed the next meeting be held on **Tuesday 9th January 2018** at **1.00pm**, Shotton Hall.