



Date of Issue: 6 March 2018

**A MEETING OF THE COMMUNITY & ENVIRONMENT COMMITTEE WILL BE HELD ON MONDAY 12<sup>th</sup> MARCH 2018 IN THE COUNCIL CHAMBER SHOTTON HALL, PETERLEE, SR8 2PH at 6.30pm**

**Mr I Morris M.C.I.H, P.S.L.C.C.**

**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 12<sup>th</sup> February 2018 attached)



4. **Minutes of the Events Working Parties of the 7<sup>th</sup> & 20<sup>th</sup> February 2018**  
Members are asked to note and approve the attached minutes of these working parties.  
(Minutes of the Events working parties are attached)
5. **Minutes of the Woodhouse Park Working Party of the 19<sup>th</sup> February 2018**  
Members are asked to note and approve the attached minutes of this working party  
(Minutes of the Woodhouse Park working party are attached)
6. **Update on Sports Development Activities**  
The report of the Sports Development Officer providing information for Members about teqball, Parkinson's & dementia work, PACES activities and Lowhills Road changing rooms is attached for the consideration of Members.  
(Report of the SDO attached)
7. **Youth Provision in Peterlee Town Centre**  
Referred from the Council meeting held on 26 February 2018 where it was agreed in principle.  
(Report of the Town Clerk – copy to follow)
8. **North Denes, SLA with Durham County Council**  
Referred from the last meeting of this Committee  
(Presentation of the Town Clerk and Horticultural Supervisor)
9. **Opening and Closing of the Play Areas, the Park and Cemetery – progress**  
(Verbal update from the Town Clerk)
10. **Thorntree Gill Leisure Gardens – proposed building - progress**  
(Verbal update from the Town Clerk)
11. **Lowhills Road Fencing**  
(Verbal update from the Town Clerk)



**THE MINUTES OF THE MEETING OF THE  
COMMUNITY & ENVIRONMENT COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,  
PETERLEE ON MONDAY 12<sup>TH</sup> FEBRUARY 2018 AT 6.30PM**

**PRESENT: COUN M A CARTWRIGHT (CHAIR)**

**Mesdames:- K Liddell, L Fenwick, S Simpson, K J Duffy, K Hawley, & V  
Watson**

**Messrs:- A Watson, R Moore, T Duffy, G L Carne, A S H Meikle, S Miles, R  
Kyle, J Robinson, S Kirkup & 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.**

**67. APOLOGIES FOR ABSENCE**

Apologies had been submitted and accepted from Councillors A C Long, S D McGlen, C Watkins & A T Wilkinson. **RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

**68. To receive declarations of interest**

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Councillors T & K Duffy declared an interest in item No. 78 – Thorntree Gill Leisure Gardens. Councillor Meikle declared an interest in the cricket club as he was now on the Management Team for cricket Team.

**69. The Minutes of the last Meeting held on 15 January 2018, a copy of which had been circulated, were approved and signed as a true and correct record.**

**70. Minutes of the Events Working Parties of the 9<sup>th</sup> & 23<sup>rd</sup> January 2018**

The Minutes from these working parties, copies of which had been previously circulated to each Member, were considered. **RESOLVED the contents of these minutes be noted and approved.**

71. Minutes of the Woodhouse Park Working Party of the 22<sup>nd</sup> January 2018

The Minutes from this working party, a copy of which had been previously circulated to each Member, were considered. **RESOLVED the contents of these minutes be noted and approved.**

72. Update on Sports Development Activities

The report of the Sports Development Officer providing information for Members about new and existing sports development activities, club development and issues raised by sports users was circulated for the consideration of Members. The Sports Development Officer confirmed that as agreed at the last meeting, final warning letters had been sent to all football Team Managers about parking on Lowhills Road. She also gave an update on the Horden and Peterlee Rugby Club, reporting on their success with grant funding and planning consent for the new floodlights to the second pitch at Eden Park and also the purchase of a 16 seater mini bus. **RESOLVED the information given, be noted.**

73. Progress Report of the Horticultural Supervisor

The report of the Horticultural Supervisor seeking approval for the procurement of a 4 wheel drive vehicle and grass cutting machinery for the daily maintenance of sports and open space areas was considered.

**RESOLVED the quotes from Firm A for the provision of horticultural vehicle and machinery, together with the trade in of surplus machinery to the combined values of £20,811 + vat from capital projects (901) new vehicles 4912 budget heading, be accepted.**

74. Patio area – The Pavilion

This item had been requested by Councillor Hawley for discussion on the inclusion of a patio area at the Pavilion Helford Road. Councillor Hawley suggested extending the current patio area to make it more user friendly extending the bistro outside area, and she offered to support the project, if approved, with funding from her Durham County Council Neighbourhood Budget Fund. **RESOLVED it be agreed in principle the patio area at The Pavilion be extended, and prices be obtained for this project prior to formal approval.**

75. Opening and Closing of the Play Areas, the Park and Cemetery – progress

The Town Clerk advised that he had received advice from the Health & Safety Team, DCC, and an impact assessment and site visit on all of the sites was to be held on 21 February 2018. Councillor Moore asked if he could be included in the visit to

Woodhouse Park. A further report would then be submitted to Council to confirm the arrangements. **RESOLVED the further report be awaited.**

76. Thorntree Gill Leisure Gardens – proposed building - progress

The Town Clerk reported the quotations for the design of the proposed building were due to be returned that week. **RESOLVED the further report be awaited.**

77. Cricket Fence, Helford Road

The Town Clerk advised he had met with the cricketers and gone through the specification with them. DCC Procurement Team were now preparing the Request for Quotes paperwork. Contractors would be expected to visit the site in preparing a cost for the work. **RESOLVED further details be awaited.**

It was asked that the naming of the cricket Oval be considered further at the Council Meeting.

78. Lowhills Road Leisure Gardens

The Chairman introduced the three gentleman from the site, Mr John Scott, Mr Jason Teneur, and Mr Billy Robson. They advised they were making progress with a new committee, a new constitution etc and they wished to introduce themselves to the Council. Councillor Watson assured the representatives of the Town Council's support for the leisure gardens. **RESOLVED the information given, be noted.**

79. North Denes

Members spoke about issue of anti social behavior in this area and the problems of excessive littering, even following a recent litter pick. Information was also given on recent discussions relating to a joint initiative with the Police to provide a scheme involving young people where this area was being considered. There was some uncertainty about the detail of this and the Town Clerk assured he would clarify this and report back to Council. There was also the issue of the current SLA in place with Durham County Council to maintain the area. **RESOLVED this item be placed on the agenda for the next meeting of this Committee.**





THE NOTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD IN THE COUNCIL CHAMBER SHOTTON HALL, PETERLEE ON TUESDAY 20<sup>TH</sup> FEBRUARY 2018 AT 10.00AM

PRESENT: COUN A S H MEIKLE (CHAIR)

Mesdames:- K Liddell, A C Long, S Simpson, K J Duffy, & L Fenwick

Messrs:- R Moore & T Duffy

71. Apologies for Absence

Apologies had been submitted and accepted from Councillor G Carne.

72. The notes from the last meeting held on 7<sup>th</sup> February 2018, were considered and agreed as a true and correct record.

73. Events

(a) Mad Hatters Tea Party

The date was agreed as 22 July

Michelle Harland be contacted to support in theming the event at the budget discussed, and a plan for the event, ticket prices etc be considered at a future meeting

(b) Armed Forces Day

The Events Co Ordinator gave an update on arrangements for the event and asked for consideration of part of the enactment which involved live firing. It was agreed the live firing be omitted/replaced with an alternative. Agreed 3 small rides be booked for the event, with a ride price set at £1.00 per ride.

(c) Teddy Bears Picnic

Date agreed as Sunday 12<sup>th</sup> August 2018, need to agree if it is to be a Town Event or tickets be sold and what type of activities to include. Consider further in more detail at the next meeting.

(d) Soul Nights

To look into further – suitability of the dance floor being one of the main the issues.

(e) The Mornington Peninsula touring Party, 6<sup>th</sup> July 2018

Cricket club to hold the BBQ. PTC to provide a plaque/gift as a memento for the Team.

(f) Elvis Tribute Act

Tickets were now on sale, consider a cut off for early bird sales, suggested themed drinks and cocktails.

(g) Fun Days – various dates

Suggested the Police interceptors be asked if they could support all or some of the dates/events.

Michelle Harland to be asked to theme each event, Denehouse – circus, Acre Rigg – pirates, Howlatch – pirates and Edenhill - stories in the Park.

(h) Peterlee Show

Consider a local person along with the Mayor to officially open the Show, the band to play at 2-3pm, on the Sunday approval given to booking children's entertainment, (crafty corner and magic show) in the vacant marquee. Mini Oktoberfest in the other vacant marquee 80's themed music on the main stage for the Sunday, hi vis jackets for Councillors that are supporting the event. The dog show schedule had been updated.

(i) Headline Act Concert

Consider the risk to the council various types of business model to consider. A Business Plan be developed for council to consider.

(j) Food Festival

To consider further at the next meeting.

(k) Christmas Tree Lighting

Suggested it be a full day event if the Saturday was available at Shotton Hall, a Victoriana theme, torch light procession.

(l) St Patricks Day

Prices for bands etc to consider further; check availability for the date.

(m) Cuppa with a Coppa and a Councillor

To be held on Wednesday 21 February 2018 and extended to all wards.

74. Prices of Drinks

Clarification requested by the Facilities Manager, a copy of stock reports requested. No further action needed.

75. Circus Eden Lane

To be held 11 – 13 May 2018, details on tickets etc awaited.

76. Fund Raising Events

The Chairman gave details of the following events he was organizing.

-Big Pub Quiz, Sunday 4 March, The Pavilion, £1.00 to enter.

- Sponsored silence, Friday 2<sup>nd</sup> March 2018, 12 hours Councillor Meikle, 10.00 am until 10.00pm.

The need to promote and advertise events more professionally.

77. Date and Time of Next Meeting

It was agreed the next meeting be held on **Tuesday 6<sup>th</sup> March 2018** at 10.00am until 12 noon, Shotton Hall.



**THE NOTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD IN THE COUNCIL CHAMBER SHOTTON HALL, PETERLEE ON WEDNESDAY 7<sup>TH</sup> FEBRUARY 2018 AT 10.00AM**

**PRESENT: COUN A S H MEIKLE (CHAIR)**

**Mesdames:- S Simpson, K J Duffy, K Hawley, A C Long, M A Cartwright & L Fenwick**

**Messrs:- A Watson, C Watkins, R Moore & S Miles**

Prior to the events working party items and agenda the Chair welcomed PCSO Michelle Burr to the meeting. She gave an update and details of “coffee with a councillor and a copper” the first of which was to be held on 21 February 2018 at 1pm and then again that evening. She hoped to come along to future meetings, subject to shift patterns.

**63. Apologies for Absence**

Apologies had been submitted and accepted from Councillor G Carne.

**64. The notes from the last meeting held on 23<sup>rd</sup> January 2018, were considered and agreed as a true and correct record.**

**65. Events**

**(i) HELD Over 60's event, 12<sup>th</sup> January 2018, Shotton Hall**

The balance sheet had been prepared following the event, details reported. Positive feedback received from those that attended, however asked for bingo, 12 noon start, the singer be re booked and a disco be booked for the event.

**(ii) HELD Burns Night – 20<sup>th</sup> January 2018**

This event had been a success and a balance sheet was awaited. It had been agreed to hold the event again and the date be 26 January 2019 with an early bird ticket offer.

**(iii) NEW Mad Hatters Tea Party**

Afternoon tea party, themed, in July. Dates to be considered at the next meeting.

**(iv) Peterlee Armed Forces Day 1<sup>st</sup> July 2018– progress/update**

Agreed the event be confirmed as Saturday 30<sup>th</sup> June 2018 11.00am until 4.00pm.

**(v) NEW Teddy Bears Picnic**

Suggested in August at Shotton Hall, availability and dates to be considered at the next meeting.

**(vi) NEW Elvis Tribute Night**

Date agreed as 22 June 2018, cost of £600, book a disco too, early bird tickets priced at £6.00 (later/or on the door £7.50).

**(vii) NEW Soul Nights at Shotton Hall**

The dance floor was maybe too small; suggested getting a price to extend it. Maybe have a pilot event, more information needed.

**(viii) The Mornington Peninsula touring party, Australian Cricket Team, Helford Road – 6<sup>th</sup> July 2018**

Agreed a gift be given from PTC to the Team. PTC make the offer of providing a bar b que, further details to be awaited.

**(ix) Woodhouse Park Summer Fun Days – 27 July & 10 August 2018**

Agreed the following Summer Fun Days be agreed with Ward Members being consulted on what they wished to be included in their ward event:-

**3<sup>rd</sup> August – Denehouse**

**10<sup>th</sup> August, Howlatch (Woodhouse Park) (organised in house)**

**17<sup>th</sup> August – Edenhill**

**24<sup>th</sup> August – Acre Rigg**

Medical cover and toilets to be provided.

**(x) Peterlee Show 1<sup>st</sup> & 2<sup>nd</sup> September 2018**

Following a meeting to discuss the Trance Tent comments from the Fire Officer were awaited. It was suggested early bird tickets be priced at £6.00, then £8.00 then £10.00 for pay on the door.

It was reported the Little Red Wagon Company could not come along on the Sunday of the Show. Several different types of genres of music were suggested for the Sunday afternoon. Details to be agreed following contacts being provided to the office.

Members suggested finding an alternative source for the stalls at the Show on the Sunday, the issue of limited staff resources was stressed.

It was agreed that the two requests involving ponies and donkeys be refused.

**(xi) NEW St Patricks Day (Sunday 17 March 2019)**

**(xii) NEW St Georges Day (Tuesday 23 April 2019)**

To consider further at future meetings.

**66. Date and Time of Next Meeting**

It was agreed the next meeting be held on **Tuesday 20<sup>th</sup> February 2018** at 10.00am until 12 noon, Shotton Hall.

**Report To:** Community & Environment Committee, Peterlee Town Council

**Date of Meeting:** 12<sup>th</sup> March 2018

**Subject:** Update on Sports Development Activities

**Report of:** Sharon Pounder, Sports Development Officer

**Purpose of Report:**

To provide information for Members about new and existing Sport Development Activities, club development and issues raised by Sports Users.

**1. Teqball Update**

The funding Application submitted for a Teqball table to the Use of 106 Funds held by Durham County Council has been successful. A total of £6,375 is available for the provision of a Teqball table, which includes delivery and installation, and for 3 all weather benches The Pavilion for spectators to utilise. See Appendix 1 for Teqball table image. **Members are asked to provide feedback on the proposal.**

**2. Parkinson's & Dementia Work**

An informal assessment was carried out at The Pavilion to identify what improvements could be made to facilities to make them more Dementia friendly. Some recommendations have already been implemented, some are costlier and will be considered in the longer term. See Appendix 2 for recommendations drawn from the review.

Sports Development are working with Parkinson's UK and will be running a promotion in April this year to encourage people with Parkinson's to become more physically active. 3 instructors and Sports Development staff have undergone Parkinson's awareness training and now have the knowledge and understanding to ensure participants are safe and catered for in classes. See Appendix 3 for promotional literature.

**3. PACES activities**

We had twenty-four new members join PACES in February, this is a total of 54 for the year so far.

**We have introduced five new sessions to the PACES timetable in January & February, which include the following sessions:- two Hoop Nation classes Sunday Mornings, Fit Steps Tuesday Mornings, Aerobics and Active Seniors Thursday Afternoons.**

**Barbara Chrisp is currently delivering a 6-week Mindfulness Course on Friday Afternoons 1.00 - 2.30 p.m.**

**Sports Development will be introducing a new 'Social Afternoon' session, which will take place every Tuesday afternoon in the Bistro 1.00 – 3.00 p.m. This session is the result of many enquiries about social activities, and a short survey carried out with members of the Peterlee Ladies Guild whose evening session had to cease due to low number of attendances. There will be a 6-month activity plan in place for the session to commence 3<sup>rd</sup> April. Activities will include regular pursuits such as board games, dominos, card games, and a quiz and/or bingo, which will be supplemented with additional activities including a monthly afternoon cream tea, meditation & relaxation, recipe sharing, bowls/skittles, mindfulness, simple and quick cookery, and an exercise or sport to try each week such as bowls, Tai Chi, a medicine walk, chair exercise or curling. The name of the session is still undecided and open to suggestions.**

#### **4. Low Hills Road Changing Rooms**

**Due to electrical problems within Hill Rig House, football teams have been offered the use of alternative shower facilities at The Pavilion until such time as a solution can be agreed. Changing rooms can still be accessed but showers will not be available. The League Secretary; Mr Bob Anderson, has been consulted on this matter, and all teams playing from Low Hills have been informed.**



**Appendix 1 - Teqball Table Image**



## Appendix 2 – Dementia Workplaces Assessment

Item	Recommendations	Immediate/Long Term
<b>Signage</b>	<b>All internal signage should be in bold print in black on a bright yellow background</b>	<b>Immediate</b>
	<b>All signage should include a picture for easy recognition</b>	<b>Immediate</b>
	<b>Signage to be placed on glass doors to ensure they are clearly marked</b>	<b>Immediate</b>
	<b>Exit sign on back of toilet doors (bistro only)</b>	<b>Immediate</b>
<b>Coin recognition charts</b>	<b>To display a coin recognition chart at reception and in the Bistro</b>	<b>Immediate</b>
<b>Table cloths</b>	<b>Change table cloths to a plain design, patterns can cause difficulties to people with perceptual problems</b>	<b>Long Term</b>
<b>Toilets seats</b>	<b>Change the colour of the seat so that the division is clear, e.g. bright blue</b>	<b>Long Term</b>
<b>Bistro menus</b>	<b>To include pictures of food on Bistro menus</b>	<b>Immediate</b>
	<b>To introduce wipe clean menus for people to tick.</b>	<b>Immediate?</b>
<b>Carpet/door entry flooring</b>	<b>To change the colour so that there is a clear differentiation between the doors and floor.</b>	<b>Long Term</b>
<b>Door Access point Bistro Toilets</b>	<b>Sign to indicate how to exit this door with an arrow pointing to the exit button to make navigation out of the building clearer.</b>	<b>Immediate</b>
	<b>Exit button to have a bright border round it to distinguish it from the wall (currently both white).</b>	<b>Immediate</b>
<b>Identify a Quiet place</b>	<b>Identify an area within The Pavilion that can be used should a user want to take 5 mins. Advertise the ‘Quiet place’ to make customers aware it is available.</b>	<b>Immediate</b>

## **Appendix 3 – Parkinson’s Promotion**

**PARKINSON'S<sup>UK</sup> CHANGE ATTITUDES. FIND A CURE. JOIN US.**

# JOIN US

## **Peterlee Parkinson's Exercise Month**

**In March 2018 try exercise of your choice with instructors who understand Parkinson's.**

Yoga, health walks, tai chi, Zumba and much more.  
Full listings at: [www.peterlee.gov.uk/paces](http://www.peterlee.gov.uk/paces)

**Free for people with Parkinson's and their partners / carers this April \*.**

**All at PACES, The Pavilion, Helford Road, Peterlee SR8 1ER.**

**\* To access this offer you will be issued with vouchers.**

**To obtain your vouchers and for more information contact:**

Kirsty on [kmcdowell@parkinsons.org.uk](mailto:kmcdowell@parkinsons.org.uk), telephone 07964 036930

or

Elaine on [paces@peterlee.gov.uk](mailto:paces@peterlee.gov.uk), telephone 0191 5869957

