



Date of Issue: 2nd October 2018

A MEETING OF THE COMMUNITY & ENVIRONMENT COMMITTEE WILL BE HELD ON MONDAY 8th OCTOBER 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 practical

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.

Members are reminded that they can check their published declaration of interests here: <https://bit.ly/2wVyeLA>

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 10th September 2018 attached)

4. **Update on Sports Development Activities**
The report of the Sport & Wellbeing Manager providing information for Members about activities, PACES, events and meetings.

5. **Minutes of the Woodhouse Park Working Party of the 5th September 2018**
Members are asked to note and approve the attached minutes of this working party.
(Minutes of the Woodhouse Park working parties are attached)

6. **Notes of the Play Area Strategy Meeting of the 25th September 2018**
Members are asked to note and approve the attached notes of this focus group.
(Notes of the Play Area Strategy Meeting are attached)

7. **Minutes of the Events Working Party of the 12th September & 26th September 2018**
Members are asked to note and approve the attached minutes of this working party.
(Minutes of the Events working party are attached)

8. **Draft Notice of Motions submitted by Councillor A Watson**

-PTC commit to eliminate all single use plastic within Town Council managed buildings and facilities by 2020.

-PTC to make available FREE sanitary products in the Pavilion as part of a drive to tackle 'period poverty'. For this to be reviewed within 3 months with the aim to apply to all PTC public buildings and facilities.

<https://www.thetimes.co.uk/article/north-aryshire-council-ends-period-poverty-with-free-sanitary-products-rz9zxh9vj>

<https://news.sky.com/video/growing-awareness-of-period-poverty-11499467>

**THE MINUTES OF THE MEETING OF THE
COMMUNITY & ENVIRONMENT COMMITTEE HELD IN THE COUNCIL CHAMBER,
SHOTTON HALL,**

PETERLEE ON MONDAY 10TH SEPTEMBER 2018 AT 6.30PM

PRESENT: COUN M A CARTWRIGHT (CHAIR)

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

Messrs:- A Watson, R Moore, T Duffy, S Kirkup, A S H Meikle, S Miles, R Kyle, C Watkins & J Robinson

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.

29. Apologies for Absence

Apologies had been submitted and accepted from Councillors S McDonnell, A Wilkinson, S Franklin & V Watson. **RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

30. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Councillor K Duffy declared an interest in item Number 12 on the Agenda – removal of metal cabin from Lowhills Road Leisure Gardens.

31. Minutes of the last Meeting held on 9th July 2018, a copy of which had been circulated, were approved and signed as a true and correct record.

32. Minutes of the Meeting of the Sports & Well Being Sub Committee of the 18th June 2018 a copy of which had been circulated, were approved and signed as a true and correct record.

33. Minutes of the Events Working Parties of the 11th & 24th July 2018 copies of which had been circulated, were approved and signed as a true and correct record.

Matters Arising

Item 17 (a) - Armed Forces Day it was asked that a funding application be submitted as soon as the funding stream was available.

Item 17(j) - It was confirmed that the proposal for a Sausage and Cider Event not to be taken any further at this point.

RESOLVED the information given, be noted.

34. Minutes of the Woodhouse Park Working Party of the 27th June & 25th July 2018 copies of which had been circulated, were approved and signed as a true and correct record.

It was asked if the works to the toilets had now been completed; it was confirmed there were out standing items that were being progressed. **RESOLVED the outstanding works be completed as soon as possible.**

35. Play Areas – Focus Group

Members were asked for a suitable time and date for this meeting to be arranged. It was asked that it be held at 10.00am and to avoid a Friday. **RESOLVED Members be advised of the time and date of the focus group meeting for play areas when it was arranged.**

36. Donation of fruit cage frame to Woodhouse Park Community Garden

The Town Clerk gave Members a brief summary of the gifting of this piece of equipment to the Community Garden in Woodhouse Park and approval was requested for the Council to make a small grant of £50.00 to Acre Rigg School to use for equipment, plants etc on their school plot. **RESOLVED the action taken in this regard, be endorsed and approval be given to £50.00 being granted to Acre Rigg Academy towards equipment, plants etc for their school garden.**

37. Update on Sports Development Activities

The report of the Sports & Wellbeing Manager providing information for Members about new and existing sports development activities, club development and issues raised by

Sports users was considered. The report included an update on the football pitches, PACES, activities, events and sports activities at the Show. Members asked about the use of the sports pitches at Helford Road and it was reported an update on this would be made to the

next meeting. The low number of participants for this year's Fun Run was considered and it several suggestions were made to the Sports & Well Being Manager. **RESOLVED the information contained within the report, be noted.**

38. **Former bowls Pavilion, Lowhills Road**

The Town Clerk gave a verbal update report following the closing date for expressions of interest to use this building by community group(s). The Town Clerk intended making a presentation to interested parties, following this he would make a further report to Council. **RESOLVED progress be awaited.**

39. **Exclusion of the Press and Public**

Resolved 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 1961 & the Local Government (Access to Information) Act, Part 1, paragraph12.

40. **Removal of Metal Cabin from Lowhills Road Leisure Gardens**

There was discussion on the matter at the close of which the Chairman advised this was a PLGA issue and there was no further action to be taken by the Council. **RESOLVED the information given, be noted.**

Report To: Community & Environment, Peterlee Town Council

Date of Meeting: Monday 8th October 2018

Subject: Information on Sport and Wellbeing Activities

Report of: Sharon Pounder; Sport and Wellbeing Manager

Purpose of Report:

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

1. Activities

1.1 Tai Chi for People with Parkinson's Disease

Elaine will start to deliver a 4-week Tai Chi taster session specifically targeting people with Parkinson's disease. We are working in partnership with Kirsty McDowell; Area Development Manager for Parkinson's UK, to develop activities in the Peterlee area suitable for people living with Parkinson's, the aim will be to integrate the group into our existing PACES Tai Chi session.

1.2 Walking Football

The daytime Walking football sessions have ceased due to lack of attendances. Feedback gained from various channels highlighted that the sessions aimed at the 50+ age group were not popular because many people in this target age group work during the day. However, funding has been secured to support the on-going development and running costs of the two evening Walking Football sessions organised and delivered by Tom Cowan who manages Peterlee Helford Walking football Team. Funding will be utilised for venue hire and marketing, and the session will benefit from a small kitbag. These sessions are open to anyone wanting to take up the sport; males and females, and cost just £3.00 to attend. First session is free.

2. PACES

We currently have 656 PACES members. This month, we have signed up 14 new members, sold 17 monthly class passes and 3 replacement keyrings. There are no changes to the PACES timetable this month.

3. Events

3.1 MacMillan coffee

MacMillan coffee morning took place at The Pavilion on Friday 28th September. We raised **£285.00** by holding a raffle, a 'bake a cake' competition and guess the weight of the cake game. We also asked for donations for a slice of cake after the judging of the cake competition had taken place Judging was carried out by our very own Mayor; Scott Meikle, who never wants to eat another cake this year. A big thank you to Scott, Louise Fenwick for her donation, Andrew Watson for taking time to attend the event (and eat cake), and to Town Council staff who made cakes and provided donations for the raffle.

The winning cake was baked by one of our PACES members; Dawn Musgrave, Dawn baked a winning carrot and Walnut cake. The cake on the right was a late entry into



The competition and deserved recognition for the creativity and detail, made by another PACES member; Elaine Coatman., that's Elaine and I on the top.

3.2 Big Pink Event

We are doing it all again in aid of Breast Cancer on Friday 12th October. The morning of activities will start with a 'Wear Pink' fun exercise class 9.30 – 10.15 a.m., then

into the Bistro for refreshments, cake and a Big Pink quiz. This event is a public event, not just for PACES members.

3.3 Walk & Talk Event

The funded Walk and Talk event took place on Friday 14th September, we had 13 participants taking part. The hour-long walk took in parts of the dene and local area. Tea and scones were provided in The Pavilion bistro after the walk, all costs covered by the funding. The aim of the walk was to reduce social isolation amongst the 50+ age group and promote our existing Health Walk.

3.4 Fitness Event

The 'Tie Your Laces for PACES' event is due to take place on Tuesday 16th October. Advertising of this event has now commenced, and tickets are available through ticket source. The event is to promote PACES classes and encourage the community to become more fit and active.

4.0 Meetings

4.1 Dementia Friendly Communities Peterlee

The Dementia Friendlies Communities Peterlee Action group met last month and have gained recognition for working towards becoming a Dementia friendly Community. The group comprises of community representatives, staff, a representative from East Durham College, Peterlee Asda, the Police, and the new Town Centre Manager will be joining the group this month.

4.2 AIMS (Active Inclusive Motivational Steps)

The AIMS Constituted Community group met last month and are looking at ways to increase membership. The group is made up of pre-active members of the community, and they looking to increase their membership. The group are particularly interested in increasing community activities in Peterlee and are identifying and applying for pots of funding to enable them to run community projects for all ages. Anyone interested in joining AIMS can come along to the next community event (details to follow) or contact Elaine at The Pavilion.

THE MINUTES OF THE MEETING OF THE
WOODHOUSE PARK WORKING PARTY HELD IN THE WOODHOUSE PARK CLASSROOM,
PETERLEE ON WEDNESDAY 25th JULY 2018 AT 10.30AM

PRESENT: COUN R MOORE (CHAIR)

Mesdame:- A Long

Mrs U Wilding, G Pratt & Mr J Warne - Howletch Resident's Association

J Smith - Direct Steps

PCSO J Duffy

47. Apologies for Absence

Apologies had been submitted and accepted from Councillors V Watson, S Meikle, S Simpson, PCSO Michelle Burr, P Innis & M Pearson, Durham & Darlington Fire & Rescue Service, Amanda Jepson. **AGREED the Council the apologies for absence be recorded.**

48. Notes from the Woodhouse Park Working Party held on 27th June 2018, a copy of which had been previously circulated were considered and agreed.

49. Community Garden, Woodhouse Park – Official opening 12 July 2018

PCSO J Duffy reported the opening went very well and it was a terrific day and he said it was nice to see the youngsters from the skate park join in. Chair R Moore wanted to thank the Howletch Resident's Association for their help and for providing free ice-creams to all children at the opening. Councillor A Long also wanted to express thanks to the Howletch Resident's Association for everything they do in the park.

There was discussion on the allocation of the beds and the sustainability of the community garden. It was suggested that perhaps a community Garden Group be established.

50. Repairs/Refurbishment of the toilets

It was reported approval had been given for additional works for the pipework to be covered by metal sheeting and it was asked what the final cost of this project was. It was asked this be placed on the next meeting of the Community & Environment Agenda for consideration by the Council.

There was a discussion on the opening and closing of the toilets on a weekend. It was agreed this was to be considered further by the Strategic Management Team, for this and other public buildings and sites.

51. Outdoor fitness equipment and Disabled swing – Grant funding

Deputy Town Clerk provided an update on behalf of Sports & Wellbeing Manager on progress with the grant.

Mrs. Wilding reported she had been in touch with the Hope Academy to send a letter of support for the grant funding application.

The Parks Manager asked for an item for the next Working Party Agenda – ‘The Park – The Future’.

52. Noticeboards

Deputy Town Clerk presented a range of noticeboards to the working party to confirm the cost, style and size of noticeboard required, as well as their chosen message/ wording to be displayed on the noticeboard. It was agreed a traditional style noticeboard, black with white lettering with 2 large A1 sized, lockable panels be ordered. Location in discussion. Agreed with the Parks Manager to arrange this.

53. Bins

(a) Rubbish/litter

Councillor Moore expressed his concern regarding littering, which he explained is partly due to rubbish bins being full and suggested additional bins being installed around the park. The Parks Manager agreed to review the number of bins in the Park.

(b) Dog waste

Dedicated Dog waste bins were also suggested by Chair, however, this resource was dealt with by Durham County Council, therefore, a request for additional bins and for these to be included in the current contractual arrangements needed to be made to DCC. Agreed the Parks Manager include this in the discussions with DCC.

54. Various Items

- (i) An update on the Solar System sculpture – an update would be provided once a response had been received from Durham County Council.
- (ii) Utilising the use of the former classroom on evenings and weekends by community groups was discussed. The future aspiration was to have a new

build community building, however, a need for it had to be demonstrated. Agreed the community building be a standard agenda item.

- (iii) Utilising the classroom**
- (iv) Lights on skatepark – Possible funding**
- (v) Re-painting the Skatepark – A professional graffiti artist was used last time**
- (vi) WHIP - Youth workers to work with children and skatepark jams**
- (vii) Location of the polytunnel that had been donated – to be considered at the next meeting**
- (viii) Howlatch School had asked about access to the wooded area to the rear of the community garden.**

54. Date and Time of the Next Meeting

Agreed the next meeting be held on 5 September 2018 at 10.30am, in the former classroom at Woodhouse Park.

PETERLEE TOWN COUNCIL

NOTES OF THE PLAY AREA STRATEGY WORKING PARTY MEETING

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON TUESDAY 25TH SEPTEMBER 2018 at 6.30PM

PRESENT:- COUN R MOORE (CHAIR)

Mesdames:- K Duffy, L Fenwick & AC Long

1. Apologies for Absence

Apologies had been submitted by Councillor S Miles, G Carne, A Watson, S Meikle, S Simpson, K Liddell, T Duffy, K Hawley. **RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

2. Notes of the last meeting held on 12th March 2018, a copy of which had been previously circulated, were approved subject to Councillor M A Cartwright & R Moore being recorded as being present at this meeting.

3. Play Areas

The Town Clerk gave Members an over view of the financial situation in relation to the budget for play areas of the monies notionally set aside in the use of reserves policy. The Parks Manager then went through each of the play areas giving details of the play audits that had been carried out in 2014 and then again in 2018, and then circulated the images and options of the various types of play equipment that might be installed at each of the areas. The approximate costs of each play area were also given. Members gave their feedback, following them speaking to local residents and users of the parks on the proposed schemes presented. During discussions the possibility of obtaining company sponsorship was suggested. **RESOLVED a joint report be prepared by the Town Clerk and Parks Manager outlining the procurement process and programme, timescale etc for the proposals discussed for each of the play areas.**

THE NOTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD IN THE COUNCIL CHAMBER SHOTTON HALL, PETERLEE ON WEDNESDAY 12 SEPTEMBER 2018 AT 10.00AM

PRESENT: COUN. A S H MEIKLE (CHAIR)

Mesdames:- K Hawley, A C Long, K J Duffy, & L Fenwick

Messrs:- R Moore & T Duffy

32. Apologies for Absence

Apologies from Councillor A Watson & V Watson had been received.

33. The notes from the last meeting held on 24 July 2018, were considered and AGREED as a true and correct record. The Corporate Services Manager reported that the Armed Forces Day event has been registered for 29 June 2019, however, this was not shown on the list of armed forces events as this currently only shows details up to November 2018. It was AGREED the Agenda for the next meeting be devoted to the Armed Forces Day and the 2019 Show.

34. Peterlee Show 1 & 2 September 2018

Corporate Services Manager reported that this year's show had been one of the best yet, the weather helping to make the event so successful. It was very busy as it was the largest crowd received in a few years. There was feedback provided about the sound quality from the singers on the main stage as they sounded muffled and too low. Corporate Services Manager reported she has spoken to the Sound Engineer and he said the mixing deck should have been at the front of the stage to provide better sound. The Corporate Services Manager reported that she had received positive feedback about the Horticultural Display and there was an increase in entries from 89 in 2017 to 139 in 2018, with only 3 classes not entered. It was suggested the Horticulture Show be promoted now so that growers could plan for next year's event. It was also suggested advertising in the free Peterlee/East Durham News be used. A complaint had been received from the NE Market stall holders about the heat in the marquee on the Sunday. The Corporate Services Manager reported that the stall holders were given the option of moving their stalls outside at the beginning of the day and they declined. To combat this, the Corporate Services Manager suggested more marquee door panels could be requested next year. The Dog Show Judge has advised he would like to take part again in 2019.

Cllr A Long reported that disabled access from the Pavilion car park was difficult as wheelchairs struggled to get up the grass bank and suggested the disabled parking was relocated for the 2019 event.

The Corporate Services Manager thanked staff for their hard work and help over the Show weekend she also thanked Members for their support.

Cllr K Duffy thanked the Corporate Services Officer and her team. The Chair also thanked the Corporate Services Officer and the Team and reported he had received some lovely comments and great feedback from the public during the Sunday event.

35. Events

(a) Oktoberfest, 20 October 2018

The Facilities Manager was awaiting confirmation from suppliers on the number of different beers available and he and his team were looking into ordering German themed food for example pretzels etc. Once orders had been confirmed, further promotion could be undertaken.

(b) Remembrance Day Service, Sunday 11 November 2018

The Corporate Services Manager reported she was currently looking into road closures for the event and was making contact with the various groups to see who was to take part in the Parade. The Poppy wreath had already been purchased and it was agreed in the Resources Committee meeting on 3 September 2018 that the Town Council would be donating £200.00 to the Royal British Legion Poppy Appeal in lieu of displaying poppies on council vehicles.

(c) Christmas Tree Lighting Event, 30 November 2018

It was agreed 5 children from surrounding primary Schools be invited to switch on the lights. Police Interceptors were to be invited, along with Shotton Hall Academy Choir. NE Markets were to be invited to provide food and markets stalls, at no charge to NE Markets.

The Facilities Manager would report on additional lighting for the Shotton Hall driveway and at the next meeting. Further **AGREED to consider arranging this event 1 week earlier in 2019 and make this a full weekend event.**

It was noted there was also the tree to light in the Dene Parks.

(d) New Year's Day Event

It was AGREED to cancel this event.

(e) Burn's Night, 25 January 2019

Facilities Team Assistant reported that a Ceilidh Band had now been booked for this event and an English alternative main meal will also be available if booked in advance. There will also be 'Address the Haggis'.

(f) 80's Extravaganza, Friday 15 February 2019, (Mayor's Event)

It was agreed the advertising for this event needed to be boosted.

(g) Mardi Gras, Saturday 9 March 2019

It was **AGREED to cancel this event.**

(h) Easter Egg Hunt, Easter Sunday 2019, The Pavilion

There was no further progress to report.

(i) Food Festival, Saturday 17 August 2019, Shotton Hall

It was **AGREED to cancel this event at tis time.**

(j) Sunday lunches – Update

The Head Chef position had not yet been filled. A further job advertisement had been promoted with an increased salary and a full-time, permanent position. The closing date for applications was 28 September 2018. An update would be provided at the next Events Meeting.

(k) Shotton Hall Banqueting Suites – Various Functions

Facilities Team Assistant reported the following events have been booked for 2019: -

January 25th Burns Night

February 1st Post Christmas Party

Sunday 3rd March Ladies Day

Friday 29th March Marvelous Motown Night

Friday 17th May Grease Show/Tribute

Friday 19th July Schools out for Summer (fun fair theme)

Saturday 21st September Dirty Dancing show/tribute

Sunday 6th October Ladies Day

Saturday 16th November Casino Royale

Monday 2nd December Golden Oldies

Friday 6th December Kylie

Saturday 7th December Kylie

Friday 13th December Tom Jones

Saturday 14th December Tom Jones

Friday 20th December George Michael

Saturday 21st December George Michael

(l) Sausage & Cider

A special meeting was held on 22 August 2018 to invite James Dean Events, Festival & Events Management, however, their representative Jon Paul Montgomery did not arrive. Contact was attempted; however, no response has been received. **Agreed this event not be held at this time.**

(m) Over 60's Event, Shotton Hall, Friday 11th January 2019

It was agreed a singer be booked for the Event and they be asked to sing 60's music, with a raffle for the Mayor's Charity Appeal Fund, bingo and an afternoon tea style meal.

36. Date and Time of Next Meeting

It was agreed the next meeting be held on **Wednesday 26 September 2018** at 10.00am until 12 noon, Shotton Hall. With only the 2019 Peterlee Show and the Armed Forces Day on the agenda

THE NOTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE ON WEDNESDAY 26 SEPTEMBER 2018 AT 10.00AM

PRESENT: COUN A S H MEIKLE (CHAIR)

Mesdames:- K Duffy, M A Cartwright, & L Fenwick

Messrs:- A Watson, S Miles, G Carne

37. Apologies for Absence

Apologies for absence were offered and accepted from Councillors T. Duffy, R. Moore, V Watson, A C Long & S Simpson.

38. Notes from the last meeting held on 12 September 2018 were considered and AGREED as a true and correct record.

39. Peterlee Show 31 August & 1 September 2019

The Corporate Services Manager asked Members for their feedback from this year's event and what they would like to see for the Peterlee Show in 2019. It was agreed the Dog Show be held on the Sunday; that Karen Kennedy be asked to compere the event; Events2GoGo be asked to provide the stalls. It was suggested the outside bar be more visible maybe with a canopy.

(a) Saturday Main stage

Several Members reported they felt the sound quality of the main stage was not up to standard and asked for this to be improved when considering the award of this contact for 2019.

The Corporate Services Manager asked what music entertainment was to be booked for the Saturday evening and Members asked for a variety of musical genres to be considered, to try and provide something for everyone and recommended several acts and various types of music.

Members expressed an interest in the GT Group performing as well as opening the event and asked the Corporate Services Manager to enquire about their availability and price however it was explained that the Band were usually not available on the afternoon due to other commitments.

It was agreed Zen, a Bee Gees type band, (Extra Ordinary Gentleman), Gangsters of Ska or a Maddness type group and Central Park be booked, a mixture of different music not just rock music. Local bands be booked for the afternoon.

Councillor M A Cartwright left the meeting at 10.31am.

(b) Main Arena

Members recommended several entertainment and interactive acts to the Corporate Services Manager. They also advised they would like to see Peterlee Town Council Vehicles on display again on the Sunday. It was suggested Dawn of Chivalry, a motor bike display and interactive act(s) be booked.

(c) Layout

A Local Member suggested the main stage be on the cricket field, the main arena on the Rugby pitch, the marquee on the middle pitch and then the fairground on the far pitch.

Following discussion it was agreed the Corporate Services Manager draw up a various layouts of a site plan, and this be considered at the next Events meeting.

(d) Sunday Main Stage

There were several suggestions made and it was agreed a theme be decided at a future events meeting.

(e) Stalls

Members made several suggestions to the Corporate Services Manager with a suggestion that the charity and stalls selling goods be mixed up rather than segregated to a specific area.

40. Armed Forces Day, 29 June 2018

It was confirmed as agreed the acts/stalls/performers that had attended this year had been re booked. It was suggested a circus workshop be booked. There were other suggestions such as assault course. Other military displays, old fashioned fire engines.

Councillor A Long joined the meeting at 11.42am

Members also agreed the flying of the flag at 11.00am open the event, which would last approximately 30 minutes, and this may coincide with the first parachute jump.

41. Date and time of next meeting

It was AGREED the next meeting is to be held on Wednesday 10 October 2018 at 10.00am until 12.00 noon in the Council Chamber at Shotton Hall Banqueting Suites.