



Date of Issue: 5th February 2019

A MEETING OF THE COMMUNITY & ENVIRONMENT COMMITTEE WILL BE HELD ON MONDAY 11th FEBRUARY 2019 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 14th January 2019 attached)

4. **Update on Sports Development Activities**
The report of the Sport & Wellbeing Manager providing information for Members about new activities, PACES, events, marketing and sports clubs.
(report attached)

5. **Minutes of the Woodhouse Park Working Party of the 17th January 2019**
Members are asked to note the attached minutes of this working party.
(Minutes of the Woodhouse Park working parties are attached)

6. **Minutes of the Events Working Party of the 23rd January 2019**
Members are asked to note the attached minutes of this working party.
(Minutes of the Events Working Party are attached)

7. **Peterlee Show 2019 – Entry to the Circus**
To receive an update on the proposal for charitable collections for circus entry at the Peterlee Show 2019

8. **Amendment to Parks Department working hours**
A verbal report of the Town Clerk on a proposal to amend their working hours to 37 hours per week, all year round.
(verbal report of the Town Clerk)

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

PETERLEE ON MONDAY 14TH JANUARY 2019 AT 6.30PM

PRESENT: COUN M A CARTWRIGHT (CHAIR)

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

Messrs:- R Moore, T Duffy, G Carne, S Miles &

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.

69. Apologies for Absence

Apologies had been submitted and accepted from Councillors A Watson, (funeral), S McGlen (work commitments), A Wilkinson, S Meikle, (ill), V Watson & A C Long. **RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

70. To receive declarations of interest

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

71. To Approve the Minutes of the Last Meeting

Members agreed the attached minutes as a true and correct record of the meeting and they were duly signed.

72. Update on Sports Development Activities

The report of the Sport & Wellbeing Manager providing information for Members about activities, PACES, events, funding, marketing and litter management a copy of which had been previously circulated, was considered. Members had several questions relating to progress with litter on the football fields, grant funding bids, an update on the showers at Lowhills Rad, exercise classes and their marketing. Members also congratulated the Sports & Well Being Manager on the successful social inclusion funding bid for the "Taste Budies" project which was due to launch in March 2019. **RESOLVED the information contained within the report, be noted.**

73. Minutes of the Woodhouse Park Working Party of the 5th December 2018 a copy of which had been circulated, were approved and signed as a true and correct record.

Matters Arising from the Minutes:-

a. Minute Number 72(i) Period Poverty

As part of managing the distribution of products free of charge, it was suggested at the meeting that a sanitary products machine/dispenser be installed in the toilets at Woodhouse Park and the Team Leader was to look into this. It was also proposed that a meeting was set up between Peterlee Town Council and the Manager of East Durham College to discuss providing free sanitary products to them. Members were agreeable to these suggestions. **RESOLVED the information given, be noted.**

b. Minute Number 73. The Community Building

A local Member reported that as they are now a constituted group, they wanted to know if they would be able to move location, or apply for funding towards a new building. The Deputy Town Clerk advised this was something which could be discussed and advised the local member to e-mail the Town Clerk for the details of her plan(s) to be considered. It was stressed this building would be within the Park. It was reported there were various avenues of external support available when it came to applying for grant funding. **RESOLVED the information given, be noted.**

74. Peterlee Show Entertainment 2019

The report presented Members with the option of a circus attending the show to fill one of the areas of the new layout. This would need to be situated on the rugby pitch. One other performer was needed to complete the main arena entertainment on the Saturday afternoon. **RESOLVED a double vander wheel at a cost of £1,895.00 be booked for this years Show, along with a circus at a cost of £6,070. This would complete the entertainment for Peterlee Show for 2019. FURTHER RESOLVED the decision regarding charging for entry to the circus be considered in due course.**

A Local Member advised on fantastic feedback and thanks and appreciation expressed by local residents that had attended the recently held over 60's New Year Party.

Councillor Mc Donnell provided details on consultation being carried out with regard to proposed changes to fire station provisions and cover by County Durham and Darlington Fire & Rescue Service.



Report to: Community & Environment, PTC

Date of Meeting: 11th February 2019

Subject: Information on Sport & Wellbeing Activities and Events

Report of: Sharon Pounder; Sport and Wellbeing Manager

Purpose of Report:

To provide information for Members about new and existing Sport & Wellbeing activities, club development and issues raised by Sports users

1. Activities

PACES

PACES daytime class attendances have been constant throughout January. The evening classes have not been well attended despite an increase in the social media marketing. One evening class and the Sunday morning Hoop Nation class has been dropped from the timetable because of low attendances.

Christmas Cracker Challenge 23rd December - January 2nd, 2019

The Christmas Cracker challenge was introduced to encourage PACES members to stay active over the festive period. We received some great pictures from our members, and we awarded a monthly pass to the member who submitted the best photo.

New Activities

A Meditation class has been introduced to The PACES timetable as part of the new Wellness Wednesday's programme, and takes place 2.00 – 3.00 p.m. every week. The class is not filled to full capacity yet, however, we are promoting this session on social media with a view to increasing awareness and attendances. A meditation taster session is also being offered at the exercise event on the 26th February.

Other new activities around food and cooking skills are in the early planning stage and will be introduced as part of the Wellness Wednesdays later in the year.

The new Thursday morning Circuit class is proving popular with PACES members. Class number have gradually increased each week throughout January, so the class will continue into February.

Taste Buddies

Plans are in place to launch the new Taste Buddies session in March. The new session will aim to help reduce social Isolation in Peterlee and the surrounding villages. Funding will go

towards subsidising a healthy meal, and cover costs for equipment and providing activities for the latter part of the session.

Bistro staff, Shotton Halls Chef, The Pavilion Manager, and The Marketing and Communications Officer have all been consulted about the session, and it has been agreed to launch Taste Buddies on Shrove Tuesday; 6th March, providing a variety of sweet and savoury pancakes. The Launch event will be promoted using various methods of marketing to reach the target audience.

Diversionsary Youth Activities

Sport and Wellbeing staff have represented Peterlee Town Council at partnership meetings between the Police, Groundwork, Castle Dene Shopping Centre Management, Horden Youth & Community Centre, and Street Games. A new session has been organised to take place in the lower level of Asda car park on Tuesday evenings commencing 5th February 6.00 – 8.00 p.m. This activity session will be facilitated by Groundwork who has a small pot of money to run sessions for 16 weeks. The sessions have been setup to reduce the level of anti-social behaviour in the town centre by providing free and easy access activities based on the street games model in a safe environment within proximity to the town centre.

Free Multi Skills Level 2 training took place at The Pavilion in December to upskill potential delivery staff for the new session. Two volunteers who assist in the delivery of PTC activities completed the training.

The partnership approach has enabled the pooling of resources in terms of delivery staff, equipment and recruitment of participants through youth engagement and youth involvement.

2. Events

Dementia Festive Film Event

People living with Dementia attended the Pavilion Festive film event on Tuesday 11th of December 10.00 - 2.00 p.m. The event included a classic Christmas film; It's a Wonderful Life, carol singers from Dene House School, lunch, and craft making activities. The food was funded by Asda, and East Durham creates provided the craft making activities. The feedback we have received from attendees and staff at the event has been very positive. Thank you to all staff, members and organisations involved for making the event a success. To date, this has been the most humbling event we have held at the Pavilion and plans are in place to repeat the event this year.

PACES Christmas Party

We held our PACES Christmas party on Wednesday 19th of December 11.00 -2.00p.m. Tickets were priced at £4 and 41 members attend the party. Scott Meikle also attended, and we held

a raffle prize draw, which raised just under £100 for his charity; the Alzheimer's Society. Our annual PACES Christmas parties are always popular, and members always give positive feedback on how much they enjoy the fun atmosphere and the party games.

Tie Your Laces for PACES Evening of Exercise Event

The aim of the exercise event is to promote all PACES activities and to attract new members to attend our sessions, concentrating on the evening classes. The event takes place on Tuesday 26th February 6.00 - 8.00 p.m. and participants can book tickets on-line or purchase tickets at The Pavilion reception. We are providing 10 taster sessions in total for participants to choose from, and the levels of intensity vary from MetaPWR to Meditation, so there is something for everyone.

Walk & Talk Event

Funded by East Durham Trust; the Walk & Talk Event took place on Tuesday 4th December in Woodhouse Park. The event involved a stroll around the park and refreshments afterwards. The event was hosted by Howletch Residents Association with support from Brendan Arnell and Sport and Wellbeing Team.

Funding workshop

The Sport and Wellbeing team attended a free funding workshop organised by County Durham Sport on 5th December 2018. The workshop was very informative and gave staff chance to speak to individual funders about what they fund, what makes a strong application, and eligibility to apply.

3. Marketing

A new brochure advertising PACES evening sessions has been produced to target dance parents who sit in the Bistro most evenings. The Activities Officer will be contacting Weight Watchers leaders to promote PACES and hand out the new brochure within their sessions.

4. Sports Clubs

Peterlee Pumas are planning on setting away an open age adult team this season. They currently have two junior teams; u10s and u12s.

Peterlee Helford United have gained Charter standard for their Youth teams again this year. The club have met the relevant criteria set out by the FA and are once again recognised as a safe and quality football club.

**THE MINUTES OF THE MEETING OF THE WOODHOUSE PARK WORKING PARTY HELD IN THE
COUNCIL CHAMBER, SHOTTON HALL, PETERLEE ON THURSDAY 17 JANUARY 2019 AT
10.30AM**

PRESENT: COUN R MOORE (CHAIR)

**Mrs U Wilding, Mr J Warne & Mr G Pratt - Howletch Resident's
Association
Jack Duffy and Simon Walters – PCSO's**

74. Apologies for Absence

Apologies had been submitted and accepted from Councillor A Long and Jackie Smith (Direct Steps). **AGREED the apologies for absence be accepted and recorded.**

75. Notes from the Woodhouse Park Working Party held on 5 December 2018, a copy of which had been previously circulated were considered and agreed.

A few updates were provided relating to the notes from the Woodhouse Park Working Party held on 5 December 2018.

(i) Minute Number 72

Clarification was provided by The Deputy Town Clerk relating to item 72, explaining that a local Member had advised the notes suggest the community building was being relocated, however, it was confirmed this was incorrect and any new community building was to remain in Woodhouse Park.

(ii) Period Poverty

The Deputy Town Clerk reported that how free sanitary products were issued was to be reviewed to see how this service was utilised and then best provided. Should it prove popular, then a more permanent machine may be installed in the ladies toilets in the park.

(iii) Community Garden

Following the first community garden meeting, a local Member had reported there was the possibility to receive used fencing from the Dene House housing development, allowing the community garden to be extended. The Parks Team Leader, (Special Projects), reported that he felt the garden could be extended taking into account the areas that were currently being cleared. There was also the use of other raised beds in the area next to the garden.

76. The Park – The Future

The Parks Manager reported that the task to cut back the conifers was almost complete and he and residents thanked his team for their hard work. Upcoming projects taking place are the planting of 475 new trees, for which he welcomed volunteers to help with this task; to utilise the greenhouses with the Team managing the nursery; pull out the overgrown

herbaceous beds and plant flowers in their place, which would be reviewed for issues such as vandalism which had been a problem in the past.

The Parks Manager also reported that the Parks Team Leader and his Team were to be permanently based in Woodhouse Park from March 2019.

The Parks Team Leader reported that he had received positive feedback about the conifers being cut back as this opened up the park and offered improved visibility for the whole site.

(i) Lighting in the Park

The Parks Manager reported that the cost of installing lighting would cost hundreds of thousands of pounds and so solar lighting was still being looked at as an option. However, this was proving to be a difficult task because most solar appliances were best used in sunnier countries and may prove problematic in the winter months.

(ii) Litter bins

The Parks Manager reported that new Litter bins would be installed in Woodhouse Park, however, this was included in the Park Strategy Project. The brief to be provided to companies/suppliers was to be produced shortly and progress would then be made in due course.

(iii) The Community Building

The Deputy Town Clerk reported that groups using the building needed to show visitor figures and consultation needed to be carried out to support an application for grant funding. The Deputy Town Clerk explained The Sports & Wellbeing Manager had offered her help with grant funding bids.

77. Walk and Talk update

The Parks Team Leader reported that the event was successful and had the largest number of people attending and he was applying for funding for future events during February 2019, which will hopefully see more walks organised. A local Member also reported that the event was successful, and it was thoroughly enjoyed by all and thanks were offered to the Howlatch Residents Group who provided hot refreshments and mince pies etc.

One of the residents asked if attention could be given to the small heaters in the toilets.

78. Date and time of the next meeting

AGREED the next meeting be held on 6 February 2019 at 10.30am in the Council Chamber, Shotton Hall.

THE NOTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE ON WEDNESDAY 23rd JANUARY 2019 AT 10.00AM

PRESENT: COUN S MEIKLE (CHAIR)

Mesdames:- L Fenwick & S Simpson

Messrs:- R Moore, G Carne & S Miles

53. Apologies for Absence

Apologies for absence were offered and accepted from Councillors A C Long, K & T Duffy & K Liddell.

54. Notes from the last meeting held on 21ST November 2018 were considered and agreed as a true and correct record.

55. Peterlee Show 31 August & 1 September 2019

The Corporate Services Manager reported that the change in layout had now been approved and advised Members they should expect additional costs as a result of this site layout, such as increased security, additional fencing and extra toilet facilities due to a larger area the event would cover. The Corporate Services Manager also reported that due to the change in layout, there would be no fireworks display. It was advised that the access to the main stage area would be controlled using a wristband issued by PTC. This would allow the numbers of people in the area to be monitored properly and safely for potential evacuation by the door stewards located in this area. It was also fully explained how the Pavilion would be accessed by the general public over the weekend. Councillor Meikle advised Members must support the Corporate Services Manager in this task and should they wish to volunteer at the Peterlee Show, they should complete a volunteer form which could be obtained from the Democratic Services Team. It was suggested a site meeting be held with Members prior to the Event. **AGREED a statement be issued confirming there was to be no fireworks display on the Saturday evening and this be circulated to the public in various ways well in advance of the event.**

56. Community Cinema

It was AGREED this item be a standard agenda item and the Pavilion Manager to be invited to provide details of past events where the cinema had been held and to discuss future plans for the equipment.

57. Events

(a) HELD Christmas Tree Lighting Event, 30th November 2018

Members reported this event was successful, with lots of visitors and positive feedback. Councillor S Miles thanked Staff for doing a great job and for their hard work, as well as member of the public, Richard Fordham for arranging the music. It was asked if the lights could switch on running through the hedge along to the main tree, if possible.

AGREED this event be held again on Friday 29 November 2019 and local school children to switch on the lights. FURTHER AGREED novelty glow in the dark items be sold and the proceeds to go the Mayor's Charity.

(b) HELD Over 60's Event, 11th January 2019

There had been lots of positive feedback provided to Members following this event. It was felt that all of the Town's Nursing Homes should have been invited individually to come along. Following discussion it was agreed 10 tickets per Nursing Home be offered for the event in 2020 and they be advised of the date when advertising commenced later in the year. It was remarked **It was agreed to hold this event again next year on Friday 10th January 2020, and Deborah Taylor Smith be booked to perform once again and 10 tickets per Nursing Home be offered.**

(c) Burns Night, 25th January 2019

This event had been cancelled due to lack of ticket sales. It was suggested this be considered/reviewed in the future.

(d) New Year's Eve

It was reported the event had sold 236 tickets, (240 would be sold out), and the event had gone very well.

(e) Wedding Show and Open Day, 28 February 2019

This event had been cancelled as the local bridal wear shops were not available to provide a catwalk show.

(f) Ladies Day, 3 March 2019

It was reported this was a George Michael tribute singer, a two course lunch, some stalls, a disco, a compare and topless waiters from 12 noon to 5pm. It was agreed a raffle be held to raise funds for the Mayor's Charity.

(g) Motown Event, 29 March 2019

Tickets were now on sale for this event with a singer, disco and two course meal.

(h) Brass Band Event, 7 April 2019

The Mayor reported on this event. The GT Group Band had agreed to perform at this event for free and were to perform music from around Britain and then to do their last section as a

mini last night at the Proms. There was to be a raffle and volunteers were invited to take part and support the event.

(i) Pizza and Prosecco Night, Friday 12th July 2019

Details of this event were given where tickets were on sale. There was to be a hypnotist and a disco as well as pizza and prosecco.

(j) Summer Fun Days, August 2019

The Corporate Services Manager reported she had contacted local Members several e mails regarding the summer fun days. The Members in the Acre Rigg Ward had agreed to combine their fun day with that being held in Woodhouse Park and it was agreed it be held on 9th August, with a theme to be agreed for definite. The Edenhill event would be 2nd August and Heath Close on the 16th August 2019. It was agreed Creative Youth Opportunities be asked to provide their services for all of the Fun Days, what was to be the theme and what else was to provided to be discussed and agreed wit the Local Ward Members.

(k) Remembrance Sunday Parade

The event was discussed and it was felt the laying of a wreath by both the Chair and Vice Chair of the Town Council was noticed and should be done again in the future. The Parade Marshall asked if a meeting could be arranged with the Vicar of St Cuthbert's Church to have a more organised laying of wreaths and assembly at the church with young people with the various groups ie Cubs, Beavers, Scouts, Brownies and Guides have a dedicated position at the front of the cenotaph.

(l) Armed Forces Day, 29th June 2019

It was reported the event had to be approved before a grant application could be made; approval was awaited.

(l) Other ideas and suggestions for events:-

Elvis Night with Eddy Popescu at Shotton Hall

57. Date and Time of Next Meeting

It was **AGREED** the next meeting held on Wednesday 20th February 2019 at 10.00am until 12.00 noon in the Council Chamber at Shotton Hall Banqueting Suites.

In closing the Chair thanked Members and officers for a positive meeting.