



Date of Issue: 5th March 2019

A MEETING OF THE **COMMUNITY & ENVIRONMENT COMMITTEE** WILL BE HELD ON **MONDAY 11th MARCH 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. Update on Parks Activities

To receive a verbal report of the Parks Manager providing information for Members about progress on tackling the various parks & cemetery issues.

4. 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 February 2019 attached)
5. Update on Sports Development Activities
To receive a verbal report of the Sport & Wellbeing Manager providing information for Members about activities, PACES, events and funding.
6. Minutes of the Woodhouse Park Working Party of the 6th February 2019
Members are asked to note the attached minutes of this working party.
(Minutes of the Woodhouse Park working parties are attached)
7. Minutes of the Events Working Party of the 20th February 2019
Members are asked to note the attached minutes of this working party.
(Minutes of the Events Working Party working party are attached)
8. Review of Allotment Provision
Item referred for consideration by the Resources Committee held on 4 February 2019 – recommendation that the Community & Environment Committee review the current allotment provision in the Town
9. Parking on the playing fields at Lowhills Road
The report of the Sports & Wellbeing Manager highlighting the ongoing issue of cars not parking in the designated car parks at Lowhills road and parking on the grass areas near to their allocated pitches
(report attached)
10. Pony Fields Eden Lane
For PTC to investigate the feasibility of creating a woodland/recreational area on the land commonly known as the Pony Fields at Eden Lane
Notice of Motion received from Councillor A Watson

THE MINUTES OF THE MEETING OF THE
COMMUNITY & ENVIRONMENT COMMITTEE HELD IN THE
COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE ON MONDAY 11TH FEBRUARY 2019 AT 6.30PM

PRESENT: COUN R MOORE (CHAIR)

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

Messrs:- G Carne, S Miles, A S H Meikle, C Watkins &
A Watson

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.

75. Apologies for Absence

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

76. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. None were given.

77. To Approve the Minutes of the Last Meeting

Members agreed the attached minutes of the meeting held on 14th January 2019 as a true and correct record of the meeting and they were duly signed.

78. 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 a copy of which had been previously circulated, was considered.

It was reported it was hoped there would be another Walk and Talk event in early 2019 and that the Taste Buddies project was being externally funded with support from PTC for room hire and staffing. Members reported the Street Games youth activities had been excellent and well attended with 45-50 young people taking part in the lower level of the Asda car park. **RESOLVED the information contained within the report, be noted.**

79. Minutes of the Woodhouse Park Working Party of the 6th February 2019 a copy of which had been circulated, were noted. In relation to the Period Poverty initiative it was reported a review and progress report would be provided to a future next meeting.

80. Minutes of the Events Park Working Party of the 23rd January 2019 a copy of which had been circulated, were noted. There were several items raised as follows:-

Summer Fun Days it was asked would the play area investment improvement programme affect the dates and it was assured a timeline for the works to the play areas would be provided for Members soon.

The Peterlee Show the issue of wrist bands for the stage area was questioned along with how the Pavilion would be accessed. It was suggested the next Events Meeting be held at Helford Road to allow this to be clarified and considered further.

Remembrance Parade it was suggested only one wreath be placed by the Town Council. It was also asked if the possibility of the Parade falling out at the traffic lights on the return journey at the bottom of Edenhill Road and would the Parade Marshall discuss this with the Veterans and report back to the Committee.

Christmas Tree Lighting Event it was suggested the Round Table be asked to sell glow in the dark novelties at the event to alleviate the workload for staff on duty that evening.

Over 60's New Year Party - The limit of 10 tickets per care home for the Over 60's Event was challenged and it was recommended this be reconsidered at the Events next meeting for there to be no limit applied. It was also asked if an Over 60's Summer Party could be

considered and planned. **RESOLVED these items be referred back to the Events Working Party for further discussion.**

81. Peterlee Show 2019 – Entry to the Circus

To receive an update on the proposal for charitable collections for the circus and entry at the Peterlee Show 2019. The Town Clerk confirmed that a Street Collection Permit had to be applied for by an individual rather than the organisation. **RESOLVED free entry to the circus be given to all and a Street Collection Permit be applied for. FURTHER RESOLVED that should other organisations wish to collect at other Events eg Armed Forces day, they be requested to apply for their own Street Collection Permit.**

82. Amendment to Parks Department working hours

The Town Clerk gave a verbal report on a proposal to amend their working hours to 37 hours per week, all year round. He explained the background to the request that had been received from all of the Parks & Cemetery Team. Following discussion it was **RESOLVED the Parks Team working hours be altered to 7.70 – 3.30 Monday to Thursday, 7.30 to 3pm Friday, 37 hours, and this be for a trial period of 12 months commencing 11th March 2019.**

THE MINUTES OF THE MEETING OF THE WOODHOUSE PARK WORKING PARTY HELD IN THE
COUNCIL CHAMBER, SHOTTON HALL, PETERLEE ON WEDNESDAY 6TH FEBRUARY 2019 AT
10.30AM

PRESENT: COUN R MOORE (CHAIR)

Messr:- S Meikle

Mr J Warne - Howletch Resident's Association
J Smith - Direct Steps

79. Apologies for Absence

Apologies had been submitted and accepted from Councillor A Long, J Duffy, M Burr, G Pratt and U Wilding. **AGREED the apologies for absence be accepted and recorded.**

80. Notes from the Woodhouse Park Working Party held on 17th January 2019, a copy of which had been previously circulated were considered and agreed.

Matters Arising

(a) Item 75(ii) Period Poverty

The Parks Special Projects Officer, (PSPO), reported on progress made and work done so far with this initiative. He had spoken to a representative of East Durham College and they had confirmed they had a well-established scheme which also included sexual health etc. as did the NHS. He had investigated the cost of a vending machine for the yearly hire and cost of the products. It was reported that Sunderland City Council were currently rolling out their period poverty initiative. **It was agreed a progress report be made to the Community & Environment Meeting.**

(b) Item 76 Lighting in the Park

It was asked if there was any progress with this item. The Parks Manager suggested perhaps this could be a phased project and included in a future capital project programme.

81. The Park – The Future

The Parks Manager reported that the task to cut back the conifers was now complete and 75% of the new hedge was now planted. Whilst the weather conditions had not been good the Police had pledged to help with some planting and it was assured there would be further opportunities for groups, schools etc to be involved with planting as the year progressed.

There was discussion on the increased use of the glass houses in the Park in partnership with the various user groups. The PSPO advised he was to meet and co-ordinate the various groups and partners using the Park and this was in the early stages.

The Parks Manager reported the final specification for the procurement of the new play area equipment for all of the Town's play areas had been sent to DCC to confirm prior to it being sent out to the eight companies to submit a tender. Local Members would be consulted and public engagement.

82. The Community Building

This was a standard agenda item and there was nothing to report.

83. Community Garden

An update was given on the opportunity for free fencing, gates etc that may be used by the Town Council, it was agreed the Parks Manager and PSPO visit the building site and see what fencing was offered, and where the fencing could be used, be fully considered.

84. Date and time of the next meeting

AGREED the meetings be held bi-monthly and the next meeting be held on 27th March 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 20th FEBRUARY 2019 AT 10.00AM

PRESENT: COUN S MEIKLE (CHAIR)
Mesdames:- S Simpson
Messrs:- R Moore, G Carne & S Miles

58. Apologies for Absence

Apologies for absence were offered and accepted from Councillors K Hawley, K & T Duffy & L Fenwick.

59. Notes from the last meeting held on 23rd January 2019 were considered and agreed as a true and correct record.

Matter Arising from the Community & Environment meeting held on Monday 11th February 2019

(a) Summer Fun Days

Members had asked if the new play areas will be installed and ready for the fun days. The Town Clerk reported that he and the Parks Manager had a meeting with the Procurement Team week commencing 25 February 2019 and he would be able to provide an update afterwards. **AGREED The Town Clerk to provide an update at a future meeting.**

Members asked if it was possible to use a different provider to support PTC with the events, and it was advised the provider had already been agreed at a previous meeting. There was discussion about themes to be used and it was agreed local ward members advise the Corporate Services Manager of what their collective wishes were for each of the Fun Days. **AGREED Members advise the Corporate Services Manager of what they would like for their Fun Days.**

(b) The Peterlee Show

The Corporate Services updated Members with the pros and cons of using wristbands and explained the alternative was to utilise the Security Team to count the number of people in and out of the stage area to ensure capacity was safely controlled. It was also confirmed the access to the Pavilion would be from the main front door. **AGREED The Corporate Services Manager is to make a decision on the access and egress arrangements based on the recommendations of the Health and Safety Officer and the Fire Officer.**

The Corporate Services Manager reported she had liaised with the Pavilion Manager and suggested the Horticulture Show was to be held outside in a marquee, with a children's cinema being held indoors over the weekend, free of charge in the Pavilion. There would only be films during the day.

The Corporate Services Manager provided a site plan for Members to view. Members asked questions and suggested helpful changes to the layout. Details were given in relation to the application for a Street Collection for the event at the circus.

(c) Remembrance Day

The Parade Route was discussed and Councillor Moore, Parade Marshall, reported he had spoken to his colleagues in the veterans group, and they were all happy with the current route and to fall out at the Central Club. **AGREED the route remain as it was currently.**

(d) Christmas Tree Lighting Event

AGREED Peterlee Town Council to sell glow in the dark novelties at the event, (if this was to be offered).

(e) Over 60's New Year Event

The Democratic Services Team were to promote this event from October each year with it being promoted the seating was tables of ten persons. **AGREED there be no limit on the number of tickets a care home can request. FURTHER AGREED an Over 60's Summer Party was to be organised in 2020 to allow sufficient planning and marketing time and would be promoted at the next New Year Party.**

60. Peterlee Show 31 August & 1 September 2019

There were no further updates regarding this event other than the discussions earlier in the meeting.

61. Community Cinema

The Chair explained Members were seeking to have increased use of the community cinema and asked the Pavilion Manager did he have a plan to achieve this. The Manager asked if this was to be a community led group or to be taken forward by staff. He also reported a local Group had shown an interest in taking the community cinema forward. Members confirmed this was to be a community led project, with the help of the Pavilion Manager with regards to facilities and staff **AGREED the Town Clerk and Pavilion Manager take this up and make progress and report back to Council with a proposal for the operation of the community cinema.**

62. Events

(a) Ladies Day, Sunday 3rd March 2019

An update was provided by The Facilities Assistant; ticket sales were low and it was agreed this be considered further as to if it was to go ahead or not.

(b) Motown Event, Friday 29th March 2019

An update was provided by the Facilities Assistant. It was suggested at this point that the 2019 events for Shotton Hall could be promoted by dropping a flyer in shopping bags during the planned bag pack(s) at ASDA. **AGREED the Corporate Services Manager discuss this further with the Marketing and Communications Officer.**

(c) Brass Band Event, Sunday 7th April 2019

An update was provided by Democratic Services Team.

(d) Armed Forces Day, 29th June 2019

The Corporate Services Manager reported a horse drawn ambulance had been added to the schedule.

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

An update was provided by the Facilities Assistant and Members suggested the marketing of this event needed to focus on the Hypnotist which had been booked. **AGREED the Corporate Services Manager is to discuss this with the Marketing and Communications Officer.**

(f) Summer Fun Days in the Park, 2nd August, Eden Hill, 9th August, Woodhouse Park & 16th August 2019, Heath Close

There were no further updates regarding these events other than the discussions earlier in the meeting.

(g) Remembrance Sunday, November 2019

There were no further updates regarding this event other than the discussions earlier in the meeting.

(h) Christmas Tree Lighting Friday 29th November 2019 & Tree in the Dene Parks

The Town Clerk reported he had made a formal request to DCC connect to a supply from a nearby lamppost and this had been rejected by Durham County Council. Members discussed and considered this further and then **AGREED only one tree be lit and this be at Shotton Hall.**

(i) Over 60's Event, 10th January 2020

There were no further updates regarding this event other than the discussions earlier in the meeting.

(j) Elvis Night, Shotton Hall

The Facilities Assistant reported Eddy Popescu had successfully been booked to perform and the event was taking place on 21 June 2019. There would be food for sale, and the ticket price was to be agreed. Members reported they were very happy this event had been booked due to its success last time, explaining it was a fantastic night.

(k) Pantomimes, December 2019

The Corporate Services Manager reported that she had arranged to hold the pantomime performances during early December 2019, with 6 performances in total. A number of performances would be during the day, with local primary schools invited to attend free of charge. 1-2 performances would then be held on an evening for a small charge. **AGREED the Corporate Services Officer to research ticket prices and contact the Corporate Service Manager with their findings to agree a reasonable cost per ticket.**

(l) Other ideas and suggestions for events:-

(a) The Pavilion 10-year anniversary

The Pavilion Manager reported that it was the 10-year anniversary of the opening of The Pavilion in June 2019 and discussed his ideas of marking this occasion during the week leading up to Armed Forces Day. **AGREED The Pavilion Manager to keep Members informed of his plans.**

(b) Oktoberfest

A Local Member reported the feedback he received from the people who attended this event, held on 20 October 2018 was that they would prefer tables and benches traditionally used at an Oktoberfest event. The Facilities Assistant explained there was insufficient storage space to purchase additional seating options and the Town Clerk suggested these could be hired. This was to be discussed further at the next meeting.

(c) Brass on the Bus – 19 July 2019

The Deputy Town clerk reported that 2019 marked the Passmore Pavilion's 50th birthday. As part of the programme of celebrations and in conjunction with the Durham Big Brass festival, the Town Council had been offered the opportunity to have a 'Brass on a Bus' mini festival to be held at the Pavilion from 10am - 2pm on Tuesday 19th July 2019.

The intention was to have two of the 'headline' street bands from the main Durham Brass festival, alongside performances from local school groups. The Town Council had been asked for a contribution of £2,500 towards the cost of staging the event.

The Pavilion Manager reported that there would also be a community picnic held at The Pavilion on the day, with over 500 school children attending. The Pavilion had been asked to provide the picnics at a cost of £3.00 per head. **AGREED this item is to be discussed further Council Meeting.**

The Town Clerk also reported the Durham Lumiere was coming to Peterlee at Pasmore Pavilion. Pop ups were to be displayed to promote the proximity of The Pavilion for parking and facilities.

63. Events held in partnership

(a) Peterlee Cricket club, Sportsman's Dinner, 18 April 2019, £300.00 room hire)

AGREED concessionary use to be granted and the room be offered free of charge for this event.

(b) Holistic Health day, Well Being Event, Sunday 12th May 2019, (room hire at a cost of £504.00)

Chair, Councillor S Meikle confirmed this event, organised by Barbara Chrisp, was supporting the Mayor's Charity, Dementia and Alzheimer's Society, therefore it was asked the cost of the room hire could be taken from the Mayor's Fund, (six concessionary uses per year granted).

AGREED further information be obtained with regard to the expected level of support for the charity.

(c) Young Heroes Awards Event, Friday 10th May 2019, (room hire at a cost of £252.00)

AGREED concessionary use to be granted and the Banqueting Suites be offered free of charge for this joint event.

(d) Community Alcohol Partnership Launch, Tuesday 5th March 2019, (room hire at a cost of £190.00)

AGREED concessionary use to be granted and the Banqueting Suites be offered free of charge for this joint event.

64. Date and Time of Next Meeting

It was **AGREED** the next meeting held on Wednesday 27th March 2019 at 10.00am until 12.00 noon in the Council Chamber at Shotton Hall Banqueting Suites.

Report To: Community & Environment Meeting, Peterlee Town Council

Date of Meeting: 11th March 2019

Subject: Parking on Pitches; Low Hills Road

Report of: Sports & Wellbeing Manager

Purpose of Report

This report is to highlight the on-going issue of cars not parking in the designated car parks at Low Hills road and parking on the grass areas near to their allocated pitches as reported by Council members living next to the pitches. Members have raised the issue in the past and are now highlighting this and other issues on a regular basis to the Sport and Wellbeing Manager.

Background

The Parks Audit issued in November 2016 stipulated a recommendation to utilise the pitches to their full capacity and to keep a reserve list of teams, which has been implemented. This season there are 20 football teams hiring pitches at Low Hills; 12 Junior teams and 8 adult teams. The Junior teams play Saturday mornings, and 6 of the junior teams are 9v9 teams whose matches are one hour only and require a smaller pitch. The senior teams play Sunday mornings, except for one adult team who play Saturday mornings and an adult female team who play Sunday afternoons.

In terms of the number of teams playing at home at any one time over the weekend, parking facilities at Low Hills are inadequate, there are only 26 spaces plus 3 disabled bays next to the Bowling green, and 36 spaces plus 4 disabled bays available at the Acre Rigg Social Club car park.

Home teams and away teams require parking facilities along with spectators, Managers, Coaches and referees.

Current situation

Pitch allocation is done in conjunction with the Head Groundman and Parks Manager. The Parks Department maintain the pitches and in the case of bad weather, make the decision to cancel matches. The Sport and Wellbeing Manager deals with the teams/clubs who hire pitches, including pitch hire forms, training requests, lost property, additional game requests including cup games and friendlies, and any other issues in relation to the facility.

A Council member opens and locks the car park gate near to the Bowling green on a voluntary basis so that the car park is available to park in. Players as a rule share lifts where possible to cut down on travel expenses and number of vehicles attending a game, but the number of car parking spaces is inadequate for the number of teams that could potentially be at home on a Saturday/Sunday morning.

Peterlee Town Council staff are no longer on duty at weekends to police the area and identify who is parking on the grass. Identifying the culprits is extremely difficult even when Council members supply vehicle registration numbers. The vehicles could belong to the away teams and although Managers of each team are responsible for overseeing their opposition on site, the lack of car parking spaces can be an issue. (See copy of Football Pitch Rules; Appendix 1).

Some of the more pro-active teams Managers take ownership of their pitches and do challenge vehicles parked on the grass, however, they are doing this at their own risk, and it is not something PTC enforce.

The FA and the Football Foundation have indicated they will not support the refurbishment of existing changing rooms but have indicated their support for the development of new facilities on the Low Hills site.

Recommendations:-

Short term

-official signage be installed reinforcing no parking on grassed areas. (The signage may require planning permission).

-the Sport and Wellbeing Manager to reinforce the rules about parking with all football team Managers.

Long Term

-for the newly established Lowhills Road Working Party to meet to look at options for the future use of the various Town Council buildings and sites in that area.

APPENDIX 1 – Copy of Football Pitch Rules (amended prior to the start of the 2018 season)

FOOTBALL PITCH RULES 2018/19

Playing accommodation is let on a Home and Away basis. Pitches will be let for play by each individual Team no more than once in two weeks, except by special arrangement. Alterations of fixtures of teams sharing a pitch must be mutually agreed with the Head Groundsman in an email to gary.mccourt@peterlee.gov.uk, failure to do so may result in the Head Groundsman refusing to allow play. All fixtures must be sent in advance to the Head Groundsman and Sport and Well-being Manager sharon.pounder@peterlee.gov.uk

Any decision which the Ground Staff make regarding the condition of the fields and their suitability for play is final and binding.

Please inform the Sport and Well-being Manager immediately if the team has disbanded and do not require facilities and inform us immediately of any changes to contact details for Secretaries/Managers. **No partial fees refunds are given for pitch fees.**

The home team are the hirers of the facilities and are responsible for the conduct of their opponents. Any damage to the facilities will be charged to the home team and could result in the use of facilities being withdrawn.

Home Teams are to inspect the football pitch on each occasion before play and should be happy the pitch is in an acceptable and playable condition before commencing play. Any incidents or accidents should be reported immediately in writing or emailed to the Sport and Well-being Manager.

Changing rooms are available and included in the fees. Some facilities have no showers, or reduced shower provision, however, the same fees apply. Individuals leave valuables in changing rooms at their own risk.

Car Parking on grass areas is strictly not permitted and teams found not complying to this will have their pitch hire terminated with this Council. You are also responsible for reinforcing this rule with your opponents.

Home Teams are to ensure that any litter created during match time is taken away or placed in litter bins provided.

Teams must not use tape to secure nets to goal posts, you are responsible for providing your own nets and clips.

Deposits

A £50.00 deposit in addition to the fees and charges will be paid by each new team which will be returned on request at the end of the season or carried over to the following season subject to:-

- 1) No damage to facilities including goal posts reported.
- 2) No late cancellation being received which incur costs.
- 3) No costs are incurred by any other means.

Pitch fees

Pitch fees remain the same for this season, however, teams please note, fees will be reviewed ahead of next season; 2019/20 and will increase. See booking form for pitch fees.