



Date of Issue: 2nd April 2019

A MEETING OF THE **COMMUNITY & ENVIRONMENT COMMITTEE** WILL BE HELD ON **MONDAY 8th APRIL 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 11th March 2019 attached)

4. Pitch Renovation Report
The report of the Parks Manager providing members with a summary of a process to procure materials for end of season pitch renovations for the Town Council's sports pitches

5. 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.
(report attached)

6. The Notes of the Lowhills Road Working Party of the 13th March 2019
Members are asked to note the content
(attached)

7. Minutes of the Woodhouse Park Working Party of the 20th March 2019
Members are asked to note the content
(attached)

8. Minutes of the Events Working Party of the 27th March 2019
Members are asked to note the attached minutes of this working party
(Minutes of the Events Working Party working party are attached)

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

PRESENT: COUN M A CARTWRIGHT (CHAIR)

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

Messrs:- A Wilkinson, S Franklin, S Kirkup, S McGlen,
G Carne, S Miles, 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.

83. Apologies for Absence

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

84. 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 No 8 – Review of allotment provision and Councillor Miles and Carne on item 9 – parking on playing fields at Lowhills Road.

85. The Minutes of the Last Meeting

Members agreed the minutes of the meeting held on 11th February 2019, a copy of which had been previously circulated, as a true and correct record of the meeting and they were duly signed.

86. Update on Parks Activities

The Parks Manager gave a verbal report of the Parks Department activities in and around the Town. He reported on pruning and re planting works in Woodhouse Park that were now complete. Work in partnership with the Skills Mill in the Dene Parks, the tree survey that was now complete and permissions applied for to carry out the necessary works, the installation of the Christmas tree at Shotton Hall, progress with the parks and play area strategy and maintenance at the two leisure garden sites. Details were also given on works to repair pipes where there were water leaks, road repairs, clearing out the former TIC and grounds maintenance. The Parks Manager gave an update report of the Cemetery Officer Team Leader. The Parks Manager reported on staffing and then offered to answer any questions from Members. **RESOLVED the information given be noted and the Parks Manager be thanked for his comprehensive report.**

87. Update on Sports Development Activities

The Sport & Wellbeing Manager gave a verbal update on classes being held, events, Dementia activities, Taste Buddies, a sponsored run, and an Easter Egg hunt. A Local Member reported feedback from a friend of his on his positive experience using and visiting the Pavilion, and he commended the Team. It was asked if it could be looked into further the swapping of football and rugby pitches at the site. It was agreed the Sports & Well Being Manager speak to the Head Groundsman and get a costing for such a proposal and bring this back to Council to consider. It was asked if there had been any reports of anti social behaviour at the site following the erection of the fencing around the cricket ground, it was confirmed there had not been. **RESOLVED the information contained within the report, be noted.**

88. Minutes of the Woodhouse Park Working Party of the 6th February 2019 a copy of which had been circulated, were noted.

89. Minutes of the Events Park Working Party of the 20th February 2019 a copy of which had been circulated, were noted. It was suggested that ice cream could be sold using Town Council staff and equipment at all Town events held at Helford Road. It was confirmed the Ladies Day had gone ahead, and the suggestion of a canopy over the outside bar area from the Pavilion for the Show would be looked into.

90. Review of Allotment Provision

This item had been referred for consideration by the Resources Committee held on 4 February 2019 with the recommendation that the Community & Environment Committee review the current allotment provision in the Town. The Town Clerk gave a verbal report

to Members and advised the current provision of allotments/leisure gardens in the town, currently 49 plots at Lowhills Road and 17 plots at Thorntree Gill. During discussion Members suggested the idea of potentially setting up some new smaller community garden plots in Peterlee and maybe Edenhill area would be ideal for a pilot project. **RESOLVED the Town Clerk contact East Durham Trust and Groundwork, (Edenhill) to seek their interest in such a pilot and if there was interest in this, Councillor Cartwright be invited to attend a meeting when arranged.**

91. 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 was considered. Following considerable discussion and debate it was **RESOLVED:-**

- (i) **consultation be carried out prior to installing a fence at Lowhills Road to prevent vehicular access to the playing fields on the grounds of safety;**
- (ii) **appropriate No Parking signs be erected at the site as soon as practicable;**
- (iii) **the Teams be advised the No Parking Rules would be strictly applied effective from the next football season with permission for use by Teams being revoked as per their contract with the Town Council.**

92. 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

RESOLVED as the meeting was out of time, this item be considered at the next meeting of the Resources Committee.

Report to: Peterlee Town Council

Date: April 8th , 2019

Report of: Parks Manager and Town Clerk

Report Title: Purchase of Materials for end of season Pitch Renovation's

Purpose: This report is intended to provide members with a summary of a process to procurement for the provision of materials for end of season pitch renovation's for the Town Council's Sports pitches. The report seeks permission to award the contract to the best-price bidder.

Background: As members will be aware, the Town Council's Parks department maintains 8 football pitches and 3 rugby pitches.

At the end of every season all pitches need renovation (repairs, seeding, fertilizer and top dressing). This is required to ensure the pitches are fit for play next season and to continue the quality of the playing surfaces as FA and RFU guidelines state.

Grounds Maintenance Team Leader has sought Four written quotes for the materials required as follows:

(n.b all four quotes have come from accredited Grounds Maintenance specialists)

Budget: The Parks Department has £11,000 budget for Manures, Fertilizers & Seeds a large portion of this has been allocated to the renovation of the pitches.

Net cost

Company	Cost
A	£5,193
B	£5,904
C	£6,515
D	£7,356

Recommendation Members are recommended to:

(i) award the contract for the Pitch Renovations to Company A, Turfcare at a value of £5,193 as this is the best price as well as a high standard of materials.

Appendix 1: Implications

Finance – The report sets out the cost of the materials required for the pitch renovations and states form the allocated budget.

Staffing - No direct implications.

Risk – No direct implications.

Equality and Diversity / Public Sector Equality Duty No direct implications.

Accommodation - No direct implications.

Crime and Disorder - No direct implications.

Human Rights - No direct implications.

Consultation - No direct implications.

Procurement – The procurement process outlined in this report is in line with the Council’s Financial Regulations

Disability Issues - No direct implications.

Legal Implications - No direct implications.

Data Protection - No direct implications.

Report to: Community & Environment, PTC

Date of Report: 1st April 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 now has 712 members.

We currently deliver 21 classes across the week Monday to Friday, which members and non-members can attend. Weekend classes do not work at The Pavilion despite trailing Hola Hoops, Bootcamp and Metafit. We currently have nine Instructors including myself and Elaine delivering PACES classes at The Pavilion.

Dementia

Dementia singing workshops have taken place on Feb 21st & Feb 28th and 7th March 1.00 -2.00 p.m. Zero attendances at the first session, 8 people attended the second session, and 12 at the final session. The purpose of the singing workshops was to establish interest in singing amongst people living with Dementia in East Durham. The sessions have resulted in a singing group being formed, the sessions will be taking place in Blackhall and Horden Community Centres.

The first Dementia Café session will take place in The Pavilion Bistro facilitated by Silverline Memories on 9th April 1.00 – 3.00 p.m. These sessions will take place the second Tuesday of every month.

The next Dementia Friendly Communities meeting takes place on Tuesday 2nd April 2019 at 11.00 a.m. Dementia Friends Champions induction training takes place on Friday 26th of April at The Pavilion.

2. Events

Taste Buddies Launch Event took place on Thursday 28th March 2019 1.00-3.00 p.m. We had 15 attendees, plus 5 council members and 2 members from the AAP. We have received a lot of positive feedback from the event and one lady who attended wants to become a volunteer for the Taste Buddies sessions.

Horden & Peterlee Rugby Club are holding the annual Nat West Rugby Force Weekend Event on Saturday 22nd June 11.00 a.m. – 3.00 p.m. This is a family fun day and Maureen Conway;

Community Development Worker, is expecting in the region of 600 people in attendance Final activities to be confirmed.

Sport and Wellbeing are involved in organising an AAP Networking Health event, which is scheduled to take place at Blackhall Community centre on Wednesday 5th June 1.00 – 4.00 p.m. the first hour of the event is for organisations and projects to Network, followed by a public event to showcase support available.

The Sport and Wellbeing staff attended a funding workshop organised and delivered by Sport England on Monday 25th March at East Durham Trust. The workshop highlighted the pots of money available from Sport England and gave examples of projects they have already funded. The workshop was very useful and free to attend.

3. Marketing

Regular meetings are taking place with the Marketing and Communications Officer who is supporting Sport and Wellbeing to promote activities and events.

4. Sports Clubs

Taekwondo gradings took place in Hartlepool on Sunday 10th March. Only one student from Peterlee club took his grade and was successful in achieving his greenbelt.

The Cricket Club have requested permission to supply planters for the Cricket Oval and to put in a memorial bench for the Club's chairman who's dad passed away last year.

5. Pitches

Feedback on Pitches; swapping Rugby with Football at The Pavilion

Feedback on this request from Gary McCourt; Head Groundsman, is that the dimensions for the rugby pitch are greater than the areas available on both football pitches and won't meet the minimum requirements for rugby league. The rugby pitch is 58 x 112m and the football pitches are only 50 x 80 m with no additional room to expand. There is a manhole cover on the top pitch and it dips at one end. In addition to this, the posts are fixed in the ground into approximately a meter square of concrete, which would make removal a very big job.

Training on Pitches

The training ban that was imposed earlier this year has now been lifted. Teams are now allowed to train on their own allocated pitch once a week. The training ban was implemented to help keep the pitches in a reasonable condition for the remainder of the football season. Despite the training ban, there were several teams reported on the pitches, some of which were not teams who hire pitches from the Town Council. The pitches at Lowhills Road have been problematic to manage this season including policing parking on pitches, unofficial play and changing rooms facilities.

THE MINUTES OF THE MEETING OF THE LOWHILLS ROAD WORKING PARTY
HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE
ON WEDNESDAY 13 MARCH 2019 AT 11.30AM

PRESENT: Mesdames:- K Liddell, S Simpson & K Hawley
Messrs:- G Carne & S Miles

The Town Clerk gave an update on the options discussed previously and circulated a site plan, explaining this was not a proposal, but an example of what the Council could do with the land and various buildings at Lowhills Road. The Town Clerk explained that the Sports & Wellbeing Manager had looked to secure grant funding to refurbish the existing changing rooms at Hill Rigg House, however, whilst they may be willing to invest in new changing rooms they would not in the current building.

A local Member asked about the costs of building a new facility and expressed concerns over where the money would come from. The Town Clerk reported that there were many ways to apply for funding from various sources to help reduce the cost to the Town Council.

When considering the former Bowling Green site, the local Member suggested using funding from Durham County Council through Section 106 of the Town and Country Planning Act 1990 and advised this money could be used to purchase purpose-built log cabins to offer space to community groups and create a community village at the unused bowls site. It was agreed that the Town Clerk would contact the members concerned to progress this option.

The Town Clerk and Sports and Wellbeing Manager suggested that an architect/surveyor could be instructed to prepare a report on the condition of the current buildings, it was agreed this be extended to cover the Eden Lane Depot also.

Members expressed their wish to push on with the use of the former bowling green site with potentially the use of pods and the focus be on the existing buildings at Lowhills Road.

Date and time of the next meeting

AGREED a further meeting be arranged when the building surveys had been received.

THE MINUTES OF THE MEETING OF THE WOODHOUSE PARK WORKING PARTY
HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE
ON WEDNESDAY 20TH MARCH 2019 AT 10.30AM

PRESENT: COUN R MOORE (CHAIR)

Mesdames:- A C Long

Howlatch Resident's Association
J Warne, U Wilding & G Pratt

85. Apologies for Absence

Apologies had been submitted and accepted from Councillors S Miles and G Carne and J Smith (Direct Steps) and Ian Hall (Parks Manager). **AGREED the apologies for absence be accepted and recorded.**

86. Notes from the Woodhouse Park Working Party held on 6th February 2019, a copy of which had been previously circulated were considered and agreed.

Matters Arising

Item 80(a) Period Poverty

The Parks Special Projects Officer (PSPO), reported he was awaiting a response from Girl Guides as they are currently undertaking some activities related to period poverty and tackle the stigma and shame connected to periods to achieve a badge. G Pratt explained that the government had announced they were to provide free sanitary products through funding to schools.

87. The Park – The Future

The PSPO reported that removal of all of the trees and shrubs were now complete, and they had arranged to work with apprentices soon to remove herbaceous plants. He also explained that the glass houses at Woodhouse Park were shared with Direct Steps. The PSPO reported that he was looking to work with additional groups and projects at the Park. He was to put together a plan, in consultation with the various user groups regarding space, materials, storage and use of the site. He explained that should the community garden be extended, additional fencing of around 120 linear metres was needed.

Local Councillor and Chair of this Group R Moore was pleased to report that feedback had been positive towards the work carried out by the Parks Department in Woodhouse Park.

88. The Community Building

The PSPO explained that he had made enquiries about the allocation of storage space and that he had already relocated a number of bicycles to free up some space. He had also enquired about hiring temporary accommodation cabins to allow additional groups to be

located at the park, which in turn, will help prove if there was a greater need for a more suitable, permanent structure to be built in future. He reported the cabins were available in a number of different sizes and can be attached or stacked with other cabins, if needed. All cabins could be linked to the mains unit and would be vandal proof. The cycle group were to apply for grant funding for such a facility and progress was awaited. In the meantime it was agreed the Howletch Residents Association meet with local councillors and the PSPO to ascertain the best place for the temporary accommodation cabins to be sited around the existing community building in the Park.

89. Community Garden

It was reported compost had been donated to the community garden, the Police/PCSO were the contact for this.

90. Additional Item(s)

Recycling Bins

Evidence was required to prove the extent of under-age drinking in the Park and local Members A Long and R Moore suggested acquiring recycling bins for cans and glass which could then be used to collate the evidence from all parks in Peterlee. This could then be shown to local partners to support the possible establishment of the CAP. **AGREED The Parks Special Projects Officer to look at can/bottle banks and any money earned from the collection of these recyclables can be used to fund the Community Garden.**

91. Date and time of the next meeting

AGREED the next meeting be held on 12th June 2019 at 10.30am in the community building at Woodhouse Park (Subject to availability by Direct Steps).

THE NOTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE ON WEDNESDAY 27th MARCH 2019 AT 10.00AM

PRESENT: COUN S MEIKLE (CHAIR)
Mesdames:- S Simpson & L Fenwick

Messrs:- J Robinson, G Carne & S Miles

65. Apologies for Absence

Apologies for absence were offered and accepted from Councillor R Moore.

66. Notes from the last meeting held on 20th February 2019 were considered and agreed as a true and correct record.

Matters Arising

Pantomimes, December 2019

The Corporate Services Manager reported on prices for tickets at local events. **AGREED it be suggested the tickets be priced at £5.00 per adult, £3.00 for children and a family ticket 2+2 at £15.00.**

67. Peterlee Show

The Corporate Services Manager reported on progress made regrading the outside bar arrangements and access and egress arrangements to the Pavilion. The community cinema was to be shown in the main hall and it was **AGREED the Horticulture Event be held in a Marquee on the rugby field.**

68. Community Cinema

This was a standard agenda item and would be updated at the next meeting.

69. Charles Chipperfield Circus, Eden Lane

AGREED permission be granted for this circus to site at Eden Lane in May/June 2020 for a week at a fee to be negotiated but no less than £500.00.

70. Events

(a) Ladies Day

This event had gone well and it was hoped it could be built on for future years.

(b) Motown Event

Ticket sales were currently 143 and a de brief would be given at the next meeting.

(c) Armed Forces Day

It was confirmed a funding application had been submitted for this event and it was hoped the outcome would be known by the end of April 2019.

A Local Member had suggested and given the details of a horse and Medieval Knight and to perform all they for was a small fee and their travel expenses. AGREED they be invited to perform at this event.

It was agreed afternoon tea be offered once again and the catering offer for the event be provided from the Pavilion.

(d) Pizza & Prosecco night

Promotion was going well.

(e) Summer Fun Days in the Park

It was **AGREED a further Fun Day be added in Woodhouse Park of 23rd August 2019 and Local members works with the Corporate Services Manager to agree the activities to be provided at their event.**

(f) Remembrance Sunday Parade

Arrangements were in hand for this event.

(g) Christmas Tree Lighting Event

Arrangements were in hand for this event.

(h) Oktoberfest – to agree a date

It was reported the date had been provisionally booked in the diary as 26th October 2019, other dates were provided, and it was agreed the date be held for the 26th.

(i) Elvis Tribute Night

Tickets were on sale for this event and it was suggested that perhaps Mr Popescu be asked to include Aloha into the evening of entertainment.

71. Events held in partnership

(a) Holistic Health day, Well Being Event, Sunday 12th May 2019,

It was reported the Organiser had cancelled the event.

(b) County Durham & Darlington NHW Force Association – monthly meetings, Shotton Hall, use of a meeting room – day time

AGREED free use be granted for this group to use a meeting room at Shotton Hall once a month and tea and coffee be provided.

72. New ideas

The Chair asked the working party for ideas for new events, that, as had been previously agreed then needed to be worked up into a proposal with costs and suggested ticket prices for the working party:-

- Monty Musica – rave event
- Danny Tetley from X Factor
- Anne Reay (and a Gala dinner)

- Emma Fisk – Jazz Violinst
- Bongo Bingo (done in house)
-

AGREED further details be awaited from those that had suggested the events.

73. Date and Time of Next Meeting

It was **AGREED the next meeting held on Wednesday 24th April 2019 at 10.00am until 12.00 noon in the Council Chamber at Shotton Hall Banqueting Suites.**