



Date of Issue: 29<sup>th</sup> November 2022

A MEETING OF THE **COMMUNITY & ENVIRONMENT COMMITTEE** WILL BE HELD ON **MONDAY 5<sup>TH</sup> DECEMBER 2022** IN THE **BANQUETING SUITES, SHOTTON HALL, PETERLEE, SR8 2PH** at **6.30pm**

Mr I Morris, F.S.L.C.C.

Town Clerk

## **AGENDA**

**Due to the current COVID situation the capacity of the meeting room is reduced and public admission to the meeting will be limited. Any members of the public wishing to attend Shotton Hall to observe the meeting are strongly advised to contact the Council in advance to reserve a seat: [council@peterlee.gov.uk](mailto:council@peterlee.gov.uk) or 0191 5862491.**

**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 before the meeting if they are unable to attend.

**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 10<sup>th</sup> October 2022, attached)

4. Eden Hill Skatepark project

To receive a report from the Town Clerk recommending the award of a contract for the provision of a new skatepark at the Council depot/rugby club site at Eden Lane to Wheelscape/Active Legacy Ltd subject to final confirmation of funding.

(Report of the Town Clerk)

5. Budget 2023/24

To give further consideration to the various options open to the Council in setting its budget for the next financial year.

(Presentation from the Clerk)

6. Winter Resilience Plan

To further consider actions to be taken forward by the Town Council to compliment the disaster recovery/civic contingencies plan for County Durham.

(Verbal update from the Deputy Town Clerk, documents to follow)

The press and public are welcome to attend this meeting

Contact:- Ian Morris, Town Clerk, Peterlee Town Council, Shotton Hall, Peterlee Co Durham  
SR8 2PH

e mail: council@peterlee.gov.uk

THE MINUTES OF THE MEETING  
OF THE COMMUNITY & ENVIRONMENT COMMITTEE  
HELD IN THE BANQUETING SUITES,  
SHOTTON HALL, PETERLEE ON MONDAY 10<sup>TH</sup> OCTOBER 2022 AT 6.30PM

PRESENT: M A CARTWRIGHT (CHAIR)

K Liddell, M McCue, S Simpson, S McDonnel, S P Franklin, R Moore, E Watson, F J Black,  
D Hawley, B Fishwick & M Sanderson

**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.**

1. Apologies for Absence

Apologies were submitted by Councillors G Johnson, D Quinn, K Hawley, K Duffy, D Quinn, A Stockport, R Burnip, S Meikle, D Howarth and T Duffy.

**RESOLVED the Council approve the reason submitted for absence received from these Councillors, and their apologies for absence be recorded.**

2. 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 to the meeting.

3. To Approve the Minutes of the Last Meeting

The contents of the Minutes of the last meeting held on 14<sup>th</sup> February 2022, a copy of which had been previously circulated, were approved and signed as a true and correct record.

4. Community Emergency Plans

The Chair welcomed Laura Dobson, Civil Contingencies Officer to the meeting and a copy of Durham County Council's Community Emergency Plan template and 6 Step Guide was circulated for each Member. Ms Dobson explained what a community emergency plan was explaining it was community resilience following an incident and she went through the process of how the council may develop such a plan. She reported it was mainly about communication and that DCC could assist PTC in writing their plan. There were various pots of grant funding available also to support with the purchase of for example torches, hi vis vests, shovels etc and larger amounts for equipment to help with resilience. The Chair opened the meeting for questions and following the session it was generally agreed that having a Community Emergency Plan for Peterlee would be a positive piece of work for PTC to carry out.

5. Christmas Tree – Town Centre Roundabout

It was reported there had been a suggestion from the Events Working Party held on 29<sup>th</sup> September 2022 that this work not be commissioned this year. Following discussion and a vote it was **RESOLVED an order be placed with DCC for them to provide and light the tree on the town centre roundabout this year.**

DRAFT

**Report to:** Peterlee Town Council Community & Environment Committee

**Date:** 5<sup>th</sup> December 2022

**Report of:** Ian Morris, Town Clerk

**Report Title:** Eden Hill Skatepark Project

**Purpose:** This report recommends the award of a contract for the provision of a new skatepark at the Town Council depot/rugby club site at Eden Lane to Wheelscape/Active Legacy Ltd subject to final confirmation of funding.

**Background:** As Members will be aware, Council Officers have been working on a proposal for a new skatepark in the Eden Hill area for some time. The Council made a successful bid for £90,000 of section 106 planning grant funding for the project in February 2022, and the Council has already approved an indicative provision of £100,000 in the capital budget for the current financial year for this project.

The proposed location of the skatepark is the decommissioned 'teen' play area to the west of the MUGA and east of the storage compound at the Town Council's depot/tennis courts/rugby club off Eden Lane:

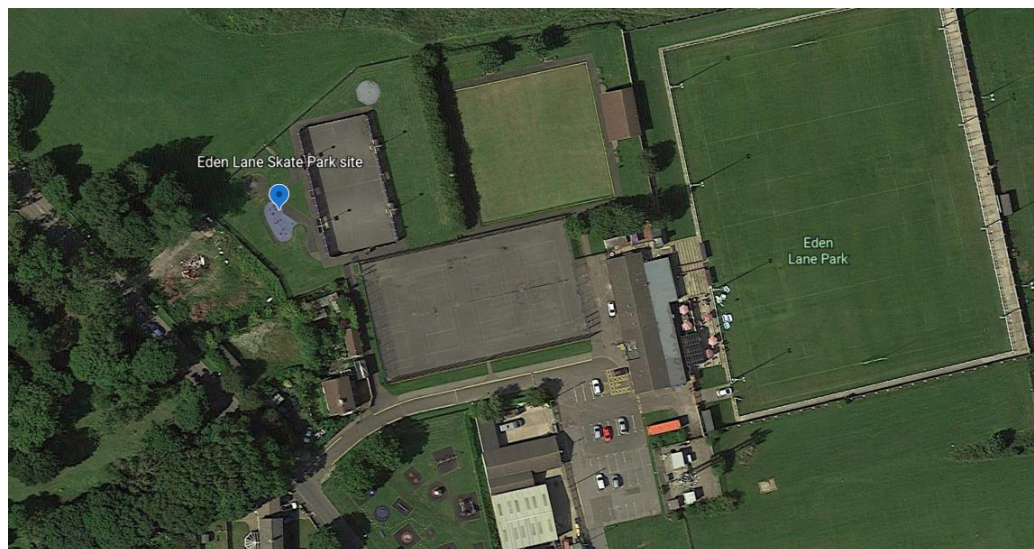


Figure 1: location of proposed Eden Lane Skate Park. Eden Lane, Peterlee SR8 5DJ

**Procurement:** In summer 2022 the Town Council published an open public tender opportunity using the government's 'Find a Tender' procurement portal<sup>1</sup> and also directly contacted a number of known skatepark companies to inform them about the tender opportunity. The opportunity was advertised at a minimum contract value of £110,000 + VAT but with an ambition to go to an increased contract value in the region of £150,000 +VAT if the successful tenderer was able to work with the Council to secure other sources of external grant funding to compliment the existing secured funding for the project.

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<sup>1</sup> Although now closed, the tender opportunity remains available to view here: <https://www.find-tender.service.gov.uk/Notice/023540-2022?origin=SearchResults&p=1>

The only suitable tender response received was from a recognised skatepark design and installation company, Wheelscape (a trading name of Active Legacy Ltd)<sup>2</sup>. The tender response satisfies all of the mandatory criteria and is in itself a comprehensive proposal

**Proposal:** Wheelbase have provided a comprehensive proposal that sets out their credentials as an established skatepark designer and installer. The company have provided two indicative designs to help the Council to visualise what the new skate park might look and feel like, and these are attached as appendix 2 to this report.

Member are asked to note that these designs are indicative only, and the proposal specifically includes detailed consultation with local skatepark users and other interested parties including two local consultation sessions. The company have also stated a specific intention to follow the principles of the 'Make Space for Girls' inclusive design standards<sup>3</sup>.

The proposal is for an end-to-end process that includes a site survey; concept design; 2x consultation sessions; detailed design; construction drawings; steel fabrication and galvanising; project and H&S/CDM management; site establishment, facilities and security during build phase; groundworks and drainage; sub-base preparation including shuttering, reinforcement and steel; concrete pour; ancillary items including seating; post installation inspection and a public opening/launch event.

The company has indicated that they are confident in being able to work with the Council to secure the additional grant funding to increase the budget up (and possibly beyond) the £150,000 + VAT target and are keen to begin work on this grant-finding as soon as the Council gives approval for the project.

**Funding:** The Council has already secured £90,000 in s106 planning grant from Durham County Council and had made initial provision for £100,000 expenditure in the current financial year. Wheelbase have identified a number of potential grant funders who they have experience of working with and are confident of being able to support the Town Council to secure the additional £60,000 (or possibly more) to maximise the quality of the skatepark installation in terms of size and features. The potential funders include Biffa; ASDA; Sport England; National Lottery; and Crowdfunding.

**Consultation:** The proposal from Wheelbase includes a firm commitment to two local consultation sessions with local schools, local skatepark users as well as connecting with the wider skate community in County Durham and the North East before designs for the new park are finalised. If Council give the go-ahead for this project Council officers will arrange to brief other important local stakeholders including Peterlee & Horden RFC, Eden Hill People's Centre/Groundwork, local schools, and local Ward Members will be brief on a regular basis during the project.

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<sup>2</sup> Wheelscape's product portfolio and case studies can be viewed here: [Wheelscape Skatepark Portfolio — Wheelscape \(squarespace.com\)](#)

<sup>3</sup>For more information about this design standard please see: [Skate parks for all - Make Space for Girls](#)

**Recommendation:**

Wheelscape are an established skatepark design and installation company with a substantial portfolio of case studies of similar projects around the country. They have identified a credible proposal for increasing the council's existing funding of £90,000 up towards a target of £150,000 for the project. The Council is therefore recommended to approve the principle of the award of contract for the design and installation of a new skate park at Eden Lane to Wheelbase at a minimum target value of £100,000 + VAT, with delegated authority for the Town Clerk to work with the contractor on a funding plan to increase this towards an upper of target of £150,000 + VAT in consultation with the Chairs of Council and Resources Committee.

## **Appendix 1: Implications**

**Finance** – The report contains details about the financial arrangements for the proposed project. The Council has already made provision for a project sum of £100,000 of which £90,000 has already been secured from s106 planning grant funding. The project includes a target to increase this external funding to an upper target of £150,000, but this will only be extended if external grant funding is confirmed.

**Staffing** - No direct implications.

**Risk** – The contractor’s tender proposal includes specific allowance for Health & Safety and CDM compliance. The contractor has committed to achieving BSEN 14974 as a minimum.

**Equality and Diversity / Public Sector Equality Duty** – the proposal includes specific reference to the ‘make space for girls’ design standards that promote equality of access to girls and women. The contractor has also committed to working within the SEN code of practice 2014, Equalities Act 2010 and Children and Families Act 2014

**Accommodation** - No direct implications.

**Crime and Disorder** – The provision of high quality physical activity at this site is intended to address issues of crime and anti social behaviour by encouraging positive use and more ‘eyes and ears’ in the area. It is hoped that both the rugby club and Eden Hill Peoples Centre will be able to engage with the users of the new skate park in a positive way.

**Human Rights** - No direct implications.

**Consultation** – The report contains proposals for at least two consultation sessions with local schools and users as well as a public launch event once the park is complete. Council Officers will engage with other local stakeholders including the Peoples Centre, Rugby Club, East Durham Trust, and local schools

**Procurement** – The procurement process outlined in this report is in line with the Council’s Financial Regulations and used a full open public tender process advertised through the government’s Find a Tender service as well as direct contact with potential park providers

**Disability Issues** - No direct implications.

**Legal Implications** - No direct implications.

**Data Protection** - No direct implications.



**Appendix 2: initial concept drawings for the proposed skate park at Eden Lane, Peterlee**