



20 February 2018

In accordance with Paragraphs 7 & 10(2) (b) of Schedule 12A of the Local Government Act 1972 I hereby summon you to attend a Meeting of **PETERLEE TOWN COUNCIL** to be held in the **Council Chamber**, Shotton Hall, Peterlee, SR8 2PH, on **Monday 26th February 2018 at 6.30pm**

A handwritten signature in blue ink, appearing to read "Ian Morris".

Ian Morris M.C.I.H., P.S.L.C.C

Town Clerk

(Proper Officer of the Council)

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.

BUSINESS TO BE TRANSACTED

1. Apologies for Absence

2. Public Participation Session

Will be held to allow Members of the public an opportunity to put questions to the Council. This item of business to last no more than 15 minutes, as per Council Standing Orders.

3. 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.

4. Policing in Peterlee

To welcome Mr Ron Hogg, Crime and Police Commissioner, to the meeting

5. Youth Provision in Peterlee Town

Letter received from Inspector Lee Blakelock, attached

(Verbal Report of the Town Clerk)

6. Proposals for a Community Garden, Woodhouse Park

Agreed in principle at the Woodhouse Park Working Party held on Monday 19th February 2018.

(Verbal Report of the Town Clerk)

7. To Approve the Minutes of the Council Meeting of the 29th January 2018 and Special Meeting held on 22nd January 2018

The minutes of the previous meeting are attached for consideration and approval as a true and correct record.

(attached)

8. The Minutes of the Resources Committee of the 5th February 2018

The minutes of the previous meeting are attached for consideration and approval as a true and correct record.

(attached)

Matters Arising – Quiet Fireworks

To advise further and confirm

9. The Minutes of the Community & Environment Committee of the 12th February 2018

The minutes of the previous meeting are attached for consideration and approval as a true and correct record.

(attached)

Matters Arising

“Roy Simpson, MBE Oval” further consideration of naming the cricket square

10. The Minutes of the Special Council Meeting of the 19th February 2018

The minutes of this meeting are attached for consideration and approval as a true and correct record

(attached)

11. The Minutes of the Extra Ordinary Meeting of the 20th February 2018

(copy to follow)

12. Exclusion of the Press and Public

To resolve 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, paragraphs 2 & 8.

13. Shotton Hall Catering Procurement

Report of the Town Clerk

(Copy to follow)

14. Spokesperson of the NEP Member’s Report

15. Spokesperson of the Labour Political Party’s Report



Dear Councillors,

Youth Provision in Peterlee Town Centre

For the last two years Operation Honeygate has been up and running in Peterlee Town Centre. The aim of the operation was to see a reduction in calls relating to anti-social behaviour and criminal damage caused by young people.

As a result, we have had a successful two years and have seen a reduction of 44% in anti-social behaviour calls. From a policing perspective this reduction has been largely due to the implementation of 'The Project' youth sessions delivered on a Thursday and Friday night, between the months of October and April. To date the sessions have been funded by Durham County Council however this funding will cease in April 2018.

I am very keen to promote partnership working across Peterlee and very much see this as the way forward with the somewhat limited resources Police have to hand. With this in mind and from previous discussions with Councillors, it is my understanding one of the Town Council's key priorities are to tackle the anti-social behaviour in Peterlee. I would therefore like to request the Town Council consider assisting with the funding of future sustainable youth provision in the area.

My colleague PCSO Michelle Burr and I would be happy to discuss any questions or queries you may have arising from this letter and would be more than happy to attend a Council meeting in this regard.

Yours sincerely,

A handwritten signature in black ink that reads 'Lee Blakelock'.

**Inspector Lee Blakelock
Durham Constabulary**

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 29TH JANUARY 2018 at 6.30PM

PRESENT:- COUN M A CARTWRIGHT(CHAIR)

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

Messrs:- A T Wilkinson, A S H Meikle, S Kirkup, R Kyle, C Watkins, G Carne, T Duffy, R Moore, S Miles, S P Franklin & A Watson

114. Apologies for Absence

Apologies had been submitted from Councillor S McDonnell, S McGlen, (work commitments), K Liddell & J Robinson, (work commitments). **RESOLVED the Council approve the reasons submitted for the absences received on the grounds where given above, and the Councillor's apologies for absence be recorded.**

115. Public Participation Session

A public participation session was held to allow members of the public an opportunity to put questions to the Council.

The Mayor welcomed representatives from Lowhills Road Bowling Club, Mr John Lormor and Mr Colin Armitage were in attendance at the meeting to address the Council. Mr Armitage thanked the Council for the opportunity to come along to the meeting. He spoke about the current review of the lawn bowling provision being carried out by the Town Council, he commented neither he nor or any of his colleagues had any prior knowledge of this and he felt their input at the start would have been helpful. Mr Armitage then went on to detail what he felt were the real costs of the upkeep of the bowling green at Lowhills Road. The meeting was then opened for questions and answers with the representatives. In closing it was assured by the Town Council that members from both sites would be involved in consultation on this matter. Any decisions made would be communicated with as much notice as possible, in the meantime the clubs

should carry on as normal. The Mayor thanked Mr Lormor and Mr Armitage for coming along to the meeting.

In closing the resolution made at the Community and Environment Committee held in December was confirmed in that the contents of the report be noted and approval be given to the de-commissioning of one of the lawn bowling sites owned and managed by the Town Council, with consolidation of bowls provision on the remaining site. It had been further resolved the Community & Environment Committee oversee the transition process, and consider establishing a working party to complete this task/project if required. **RESOLVED progress be awaited.**

The Mayor then welcomed two residents from Yoden Road who had come along to the meeting to speak about the issues they were having with anti social behavior which had escalated to such an extreme level it was affecting their health and well being. They were encouraged by the Council to make reports to the Police via the appropriate telephone number. It was agreed that a public meeting be called by the Town Council inviting Ron Hogg, the Police Commissioner, to the meeting.

RESOLVED contact be made with Mr Hogg to see if a public meeting could be arranged with him in attendance.

116. To receive declarations of interest

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

117. The Minutes of the Council Meeting of the 18th December 2017 a copy of which had been circulated to each Member, were approved.

An update on Peterlee Cricket Club was requested, which was given. An assurance was given a report would be made to Council soon on the fencing proposal along with other issues related to the cricket and Helford Road. It was suggested that the oval be named "The Simpson Oval" and Members felt this was something that should be supported. **RESOLVED the report be awaited.**

118. The Minutes of the Resources Committee of the 8th January 2018 a copy of which had been circulated to each Member, were approved.

PETERLEE TOWN COUNCIL MINUTES OF THE COUNCIL MEETING OF THE 29th JANUARY 2018

119. The Minutes of the Community & Environment Committee of the 15th January 2018 a copy of which had been circulated to each Member, were approved. In relation to litter and dog fouling it was asked if further work could be done on the suggestion that Peterlee be a pilot council to carry out enforcement action against litter and dog fouling and the Town Clerk offered to report back to a future meeting on this proposal. **RESOLVED a report be awaited.**

120. The Minutes of the Special Council Meeting of the 22nd January 2018, a copy of which had been circulated to each Member, were approved.

121. Matters Arising from the Minutes

Matters had been raised under the individual minutes.

122. Santa's Wish

Members received a verbal update from Councillor K Duffy on the success of the Santa's Wish 2017 Appeal. The Appeal had been extended from Peterlee to covering all of East Durham with collection tins, donations from local and nationwide businesses, bag packs, sale of sweets and treats, a raffle and small grants from the AAP had given a total of £4,538.83 being raised. 121 families had been helped with 285 children, 167 adults, 39 dogs and 11 cats. The reaction to the Appeal had been very positive and Councillor K Duffy thanked everyone that had been involved including the Salvation Army and Marks and Spencer. She reported it had been an ambitious project but one which had been well worth the effort.

123. Exclusion of the Press and Public

RESOLVED that in view of the confidential nature of the items to be discussed, the committee passed 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, paragraphs 2 & 8.

124. Consideration of legal opinion on the issue of future Horden Cemetery contributions

The report from the Town Clerk on future contributions to Horden Parish Council relating to Horden Cemetery, a copy of which had been circulated to each Member, was considered. Following discussion it was **RESOLVED approval be given to the Town Clerk sending the two letters, the contents of which were detailed in the report, to Horden Parish Council. FURTHER RESOLVED Councillor Cartwright, A Watson and the Town Clerk meet with Horden Parish Council to resolve the matter on behalf of the Council.**

125. Spokesperson of the NEP Member's Report

Councillor A Watson reported he was concerned at the increase in the levels of crime, not only in Peterlee but all over the country. He then spoke on the former college site and his concern that the site would become a waste land with a high potential for becoming a crime hot spot.

126. Spokesperson of the Labour Political Party's Report

Councillor Kyle asked that his thanks and appreciation be passed on to the Park Department for making sure the grit bins were filled up over the recent spells of bad weather.

Local Members requested another grit bin for Helford Road and one for Carrock Close.

PETERLEE TOWN COUNCIL

MINUTES OF THE SPECIAL MEETING OF THE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 22nd JANUARY 2018 at 6.30PM

PRESENT:- COUN M A CARTWRIGHT(CHAIR)

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

Messrs:- A T Wilkinson, S Kirkup, C Watkins, G Carne, T Duffy, R Moore, S D McGlen, S Miles, J Robinson & A Watson

112. Apologies for Absence

Apologies had been submitted from Councillor S McDonnell, K Liddell, A S H Meikle, S P Franklin & R Kyle. **RESOLVED the Council approve the reasons if submitted for the absences received on the grounds where given above, and the Councillor's apologies for absence be recorded.**

113. Estimates of Expenditure 2018/19 & Setting of the Precept for 2018/19 financial year

The report of the Town Clerk detailing the outline budget for the Town Council for 2018/19 was considered and Members were requested to approve the precept level for the 2018/19 financial year prior to submission to Durham County Council. The report also made reference to risk and actions that had been taken to bring some of the risks identified in December 2017 within tolerance, alongside with regular budget monitoring and the agreed Internal Audit Plan for 2018/19.

RESOLVED the information contained in the report be noted and approval be given to the outline budget for 2018/19 as detailed in the report, and the precept figure for 2018/19 at £1,274,085, equivalent to Band D £289.00 a 0% increase form 2017/18.

THE MINUTES OF THE MEETING OF THE
RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE ON MONDAY 5TH FEBRUARY 2018 AT 6.30PM

PRESENT: COUN A WATSON (CHAIR)

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

Messrs:- G Carne, S D McGlen, S Miles, A T Wilkinson, R Moore, A S H
Meikle, R Kyle, J Robinson & C Watkins

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.

74. Apologies for Absence

Apologies had been submitted and accepted from Councillors S Simpson, S McDonnell, S Kirkup and T Duffy. **RESOLVED the Council approve the reasons submitted at the meeting for absence received from the Councillors listed, and their apologies for absence be recorded.**

75. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. **RESOLVED it be noted both Councillor R Kyle and S Miles declared an interest in the item relating to Twinning.**

76. Internal Audit Progress report

The Chair welcomed Mr Stephen Carter, Audit & Fraud Manager, Internal Audit, Risk & Fraud, DCC to the meeting to present the report and outstanding audit recommendations as at quarter ended 31st December 2017, a copy of the reports had been circulated prior to the meeting. Mr Carter presented his report and then advised

he was happy to take questions from Members, there were none offered. Mr Carter thanked the Council and then left the meeting.

RESOLVED the outturn position be noted and the progress made in delivering the internal audit plan for 2017/18 together with that made by managers in responding to the work of the internal audit to gain assurance on the adequacy and effectiveness of the internal control environment. FURTHER RESOLVED the outstanding audit recommendations for the quarter ended 31 December 2017, be noted.

77. The Minutes of the Last Meeting

Members approved the minutes of the last meeting of this Committee held on 8 January 2018 and they were signed as a true and correct record.

78. Report of the Finance Sub Committee of the 18th January 2018

Members were requested to note the payments approved at the meeting of this sub committee held on 18th January 2018, a copy of the minutes had been previously circulated. **RESOLVED the payments made at the meeting held on 18 January 2018, be endorsed.**

79. Town Twinning

Members were asked to give further consideration of the May 2017 Council resolution to conduct a review of future twinning arrangements in conjunction with officials from Nordenham, Germany, and the potential for establishing a Twinning Working Party to take the matter forward. There was discussion on the future of Twinning and the Chairman of the Peterlee & Nordenham Friendship Association advised the Council that the usual twinning trip was not going to be held to Germany this year as the date offered in July was not suitable. Members questioned the benefit or value twinning gave to the residents of Peterlee and it was reported a sum of £441.00 had been spent in 2016/17 and £2,693.00 in 2017/18. **RESOLVED the proposed budget for 2018/19 be reduced by 50% and also the future budgets be reduced by 50%.**

80. Long Service Awards - 2018

Members were advised that three officers namely Mr Jeff Hall (February), Mrs Kate McMenam (June) and Ms Kay Tweddle (December) would achieve 25 years service with the Town Council this year. **RESOLVED this service be recognised with a £100.00 cheque as per council policy.**

81. Shotton Hall Surveys - Appointment of Technical contractors

The report of the Town Clerk to informing Members of a number of recent surveys on the Council's main public building, Shotton Hall, was considered. Members were asked to note the contents of the report and to await further reports on the outcome of the surveys in due course. **RESOLVED further reports be awaited.**

82. Peterlee Show and Bonfire Night 2018 – suppliers' quotations

The report of the Show Coordinator presenting a list of quotes from various companies to provide supplies for the Peterlee Show and Bonfire Night 2018, a copy of which had been circulated, was considered. **RESOLVED the recommendations made for the companies to provide security, fencing, medical cover, fire extinguishers, (foc), traffic management, toilets, skips, marquees, temporary accommodation, pa lighting, stage, generators and lighting, and lighting towers, be accepted. FURTHER RESOLVED the PA & audio for the bonfire night be deferred and further prices be obtained from the fireworks companies for quiet fireworks. Prices for the provision of security lighting around the Pavilion be awaited.**

THE MINUTES OF THE MEETING OF THE
COMMUNITY & ENVIRONMENT COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE ON MONDAY 12TH FEBRUARY 2018 AT 6.30PM

PRESENT: COUN M A CARTWRIGHT (CHAIR)

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

Messrs:- A Watson, R Moore, T Duffy, G L Carne, A S H Meikle, S Miles, R
Kyle, J Robinson, S Kirkup & S P Franklin

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.

67. APOLOGIES FOR ABSENCE

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

68. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Councillors T & K Duffy declared an interest in item No. 78 – Thorntree Gill Leisure Gardens. Councillor Meikle declared an interest in the cricket club as he was now on the Management Team for cricket Team.

69. The Minutes of the last Meeting held on 15 January 2018, a copy of which had been circulated, were approved and signed as a true and correct record.

70. Minutes of the Events Working Parties of the 9th & 23rd January 2018

The Minutes from these working parties, copies of which had been previously circulated to each Member, were considered. **RESOLVED the contents of these minutes be noted and approved.**

71. Minutes of the Woodhouse Park Working Party of the 22nd January 2018

The Minutes from this working party, a copy of which had been previously circulated to each Member, were considered. **RESOLVED the contents of these minutes be noted and approved.**

72. Update on Sports Development Activities

The report of the Sports Development Officer providing information for Members about new and existing sports development activities, club development and issues raised by sports users was circulated for the consideration of Members. The Sports Development Officer confirmed that as agreed at the last meeting, final warning letters had been sent to all football Team Managers about parking on Lowhills Road. She also gave an update on the Horden and Peterlee Rugby Club, reporting on their success with grant funding and planning consent for the new floodlights to the second pitch at Eden Park and also the purchase of a 16 seater mini bus. **RESOLVED the information given, be noted.**

73. Progress Report of the Horticultural Supervisor

The report of the Horticultural Supervisor seeking approval for the procurement of a 4 wheel drive vehicle and grass cutting machinery for the daily maintenance of sports and open space areas was considered.

RESOLVED the quotes from Firm A for the provision of horticultural vehicle and machinery, together with the trade in of surplus machinery to the combined values of £20,811 + vat from capital projects (901) new vehicles 4912 budget heading, be accepted.

74. Patio area – The Pavilion

This item had been requested by Councillor Hawley for discussion on the inclusion of a patio area at the Pavilion Helford Road. Councillor Hawley suggested extending the current patio area to make it more user friendly extending the bistro outside area, and she offered to support the project, if approved, with funding from her Durham County Council Neighbourhood Budget Fund. **RESOLVED it be agreed in principle the patio area at The Pavilion be extended, and prices be obtained for this project prior to formal approval.**

75. Opening and Closing of the Play Areas, the Park and Cemetery – progress

The Town Clerk advised that he had received advice from the Health & Safety Team, DCC, and an impact assessment and site visit on all of the sites was to be held on 21 February 2018. Councillor Moore asked if he could be included in the visit to

Woodhouse Park. A further report would then be submitted to Council to confirm the arrangements. **RESOLVED the further report be awaited.**

76. Thorntree Gill Leisure Gardens – proposed building - progress

The Town Clerk reported the quotations for the design of the proposed building were due to be returned that week. **RESOLVED the further report be awaited.**

77. Cricket Fence, Helford Road

The Town Clerk advised he had met with the cricketers and gone through the specification with them. DCC Procurement Team were now preparing the Request for Quotes paperwork. Contractors would be expected to visit the site in preparing a cost for the work. **RESOLVED further details be awaited.**

It was asked that the naming of the cricket Oval be considered further at the Council Meeting.

78. Lowhills Road Leisure Gardens

The Chairman introduced the three gentleman from the site, Mr John Scott, Mr Jason Teneur, and Mr Billy Robson. They advised they were making progress with a new committee, a new constitution etc and they wished to introduce themselves to the Council. Councillor Watson assured the representatives of the Town Council's support for the leisure gardens. **RESOLVED the information given, be noted.**

79. North Denes

Members spoke about issue of anti social behavior in this area and the problems of excessive littering, even following a recent litter pick. Information was also given on recent discussions relating to a joint initiative with the Police to provide a scheme involving young people where this area was being considered. There was some uncertainty about the detail of this and the Town Clerk assured he would clarify this and report back to Council. There was also the issue of the current SLA in place with Durham County Council to maintain the area. **RESOLVED this item be placed on the agenda for the next meeting of this Committee.**

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 19TH FEBRUARY 2018 at 6.30PM

PRESENT:- COUN M A CARTWRIGHT(CHAIR)

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

Messrs:- A S H Meikle, S Kirkup, R Kyle, C Watkins, G Carne, T Duffy, R Moore, S Miles, S P Franklin & A Watson

127. Apologies for Absence

Apologies had been submitted from Councillors S McDonnell, A T Wilkinson, J Robinson, L Fenwick **RESOLVED the Council approve the reasons submitted for the absences received on the grounds where given above, and the Councillors' apologies for absence be recorded.**

128. Exclusion of the Press and Public

RESOLVED that in view of the confidential nature of the items to be discussed, the committee passed 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, sc12A, Part 1, paragraph 11.

129. Proposed Restructure

Councillor S McGlen declared an interest in this item, and having sought advice from the Town Clerk continued to participate in the meeting.

Members considered a report and presentation from the Town Clerk on the proposed restructuring of the Council's staffing resource.

On the issue of the renaming of the Town Clerk's role, a number of Members felt that the traditional title of Town Clerk was one what should be retained and that the additional title of 'Chief Officer' would be more suitable than the proposed 'Chief Executive Officer'.

Members discussed the overall financial impact of the restructure and the Town Clerk's assurance that the additional expenditure on salaries would be off-set by

additional income and reduced costs, with the intention of recouping the additional costs within the 2017/18 financial year.

Members discussed the proposed changes to Terms and Conditions including Time Off in Lieu (TOIL) and Overtime arrangements. It was noted that one of the key outcomes for the restructure was a reduction in use of and better management of TOIL and overtime in the future.

Members discussed the proposals for slot-ins and ring-fencing into roles as well as the potential for redundancies, which the Town Clerk assured would be avoided if at all possible. It was noted that there were no proposals to offer enhanced early retirement/voluntary redundancy packages as part of the restructure process.

Members were presented with the results of the Equality Impact Assessment for the restructure and noted that the use of job evaluations for every post in the structure provided reassurance that issues relating to pay equality had been considered. It was also noted that team and 1:1 coaching sessions were included in the process as well as additional support and training for staff members who felt the need for support through the selection process.

RESOLVED the contents of the report be noted and approval be given to the proposed restructure, including the launch of the restructure consultation period on 26th February 2018, as per the report and presentation.