



23rd April 2019

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 29TH APRIL 2019 at 6.30pm**

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. Members are reminded that they can check their published declaration of interests here: <https://bit.ly/2wVyeLA>

4. Police Monthly update

5. To Approve the Minutes of the last meeting of the 25TH March 2019

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

6. The Minutes of the Resources Committee of the 1st April 2019

The minutes of the meeting of the Resources Committee are attached for Members to note their contents. (attached)

7. The Minutes of the Community & Environment Committee of the 8th April 2019

The minutes of the Community & Environment meeting are attached for Members to note their contents. (attached)

8. Spokesperson of the North East Party's Report

9. Spokesperson of the Labour Political Party's Report

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 25TH MARCH 2019 at 6.30PM

PRESENT:- COUN A S H MEIKLE (CHAIR)

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

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

143. Apologies for Absence
Apologies for absence were offered and accepted from Councillors V Watson, J Robinson & S McGlen.
144. Public Participation Session
A public participation session was held to allow members of the public an opportunity to put questions to the Council.
PCSO A Jepson and PC D Parker from Peterlee Ne4ighbourhood Policing Team gave a brief report and made a note of items from Members. They confirmed that representatives from the Team would try their best to attend future monthly meetings.
145. 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 received. Councillors Long & Moore declared an interest in item 8(a) Community Garden as they were members of this Group.
146. The Minutes of the Council Meeting of the 25th February 2019 a copy of which had been circulated to each Member, were approved.
147. The Minutes of the Resources Committee of the 4th March 2019 a copy of which had been circulated to each Member, were noted.

148. The Minutes of the Community & Environment Committee of the 11th March 2019
a copy of which had been circulated to each Member, were noted.
149. The Minutes of the Joint Health & Safety Committee of the 18th March 2019 a copy of which had been circulated to each member, were noted.
150. NEP Applications
This was the final opportunity to make a grant from Member's NEP Fund and applications had been received as follows:-
- (a) Peterlee Community Garden Group, funding towards the purchase of tools and equipment, £500.00
- RESOLVED a grant award of £500 be made to this group.**
- (b) Inspired Gymnastics Academy, funding towards their team of gymnasts representing GB at the World Gymnaestrada in Austria, £5,000 requested
- RESOLVED a grant of £3,100.00 be made towards the costs of this trip.**
- (c) East Durham Partnership, funding towards their Haven Project, £250.00 requested
- RESOLVED a grant of £610.00 be made to the Haven Project.**
151. 2018/19 Debt Write Off
Members received a report from the Town Clerk recommending the write-off of three bad debts to the value of £4,136.41 in line with the Council's Debt Recovery policy.
- RESOLVED the debts be written off as detailed in the report.**
152. Review of the use of Direct Debit, Standing Order and BACS/CHAPS payments
Members received a report from the Town Clerk seeking approval for the use of Direct Debit, Standing Order and BACS/CHAPS payments as per Financial Regulations.
- RESOLVED the continuation of the use of direct debits and BACS/CHAPS payments as outlined in the report, be approved.**
153. Review of Financial Orders
Members were asked to approve a number of amendments to the Council's Financial Regulations in line with recommendations from internal audit and general updating. A list of amendments was included in the document that had been previously circulated.

RESOLVED the amendments be approved and the new updated version of Financial regulations, be adopted.

154. Review of Officers' Scheme of Delegation

Members were asked to approve a number of amendments to the Council's Officers' Scheme of Delegation, a copy of which had been circulated. A list of amendments was included in the attached document, a copy of which had been circulated. Members suggested a number of further amendments which the Town Clerk accepted.

RESOLVED the reviewed and amended document be approved and adopted.

155. Twinning Visit – July 2019

Members received a verbal update regarding correspondence from the Chair of the Peterlee & Nordenham Friendship Association regarding the visit by Nordenham guests in 2019. There was considerable discussion on the matter and it was **RESOLVED this item be re considered at the Resources Meeting the following week.**

156. Spokesperson of the North East Party's Report

Councillor A Watson reported he had received positive comments from those who had recently visited the Apollo Pavilion for the recent light show.

He commented overall crime statistics showing crime doubled in the previous two years.

He reported following his attendance at the recent planning meeting where approval had been given to the re location of Durham County Council's headquarters to the Durham Riverside, which he felt was very disappointing. He felt this office move could have offered opportunity and investment to other areas in the County rather than Durham City. **RESOLVED the information given, be noted.**

157. Spokesperson of the Labour Political Party's Report

Councillor L Fenwick thanked those that had organised the recent Lumiere at The Apollo Pavilion. She felt the light installation had provided a great start to the 50th Birthday celebrations for the Apollo Pavilion. **RESOLVED the information given, be noted.**

**THE MINUTES OF THE MEETING OF THE
RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE ON MONDAY 1st APRIL 2019 AT 6.30PM**

PRESENT:- COUN A WATSON (CHAIR)

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

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

78. Apologies for Absence
Apologies had been submitted and accepted from Councillors A C Long, T Duffy, S McGlen & R Moore. **RESOLVED the Council approve the reasons submitted at the meeting for absence received from the Councillors listed, and their apologies for absence be recorded.**
79. To receive declarations of interest
Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. No declaration of interests were received.
80. The Minutes of the Last Meeting
Members approved the content of the draft minutes as a true and correct record of the last meeting of this Committee held on 4th March 2019.
81. Report of the Finance Sub Committee of the 27th March 2019, a copy of which had been circulated to each Member, was agreed.
82. The Minutes of the Consultative Joint Health & Safety Committee held on 18th March 2019
Members noted the content of the draft minutes of the last meeting of this Committee held on 18th March 2019.
83. Notice of Motion received from Councillor A Watson
In the spirit of April Fool's Day, members were presented with alternative ideas for the PTC crest.

84. Neighbourhood Engagement Project – Updated grant funding policy:-

The Town Clerk reported on the changes made to the Neighbourhood Engagement Project form and the addition of a second form, which would be issued to successful candidates after 6 months of receiving funding, along with the new information leaflet detailing the timescales candidates could expect when applying for funding.

Members were pleased with the changes and provided feedback to the Democratic Services Assistant for additional improvements and an Office-use section which included checks on information received, previous applications, etc. It was also suggested that a list of successful grant applications for 2018/19 be listed on the website to show who PTC has supported.

RESOLVED an updated grant information leaflet and an office-use form be submitted for approval with these suggestions incorporated. FURTHER RESOLVED when a grant is awarded, pledges exceeding the candidates request will not normally be given. Should more than the requested amount be pledged, then only the requested amount will be given and the total will be divided between the pledging members.

85. Outdoor & Adventurous Activities days, Request the use of Shotton Hall grounds – Easington School Sport Partnership, 21/22 & 23rd May 2019

Members approved the concessionary use of Shotton Hall grounds and expressed concerns regarding the safety of the children when arriving and departing due to the volume of traffic.

RESOLVED Concessionary use be granted to Easington School Sport Partnership for the use of Shotton Hall Grounds on 21st, 22nd & 23rd May 2019. FURTHER RESOLVED The Town Clerk is to discuss arriving and departing arrangements with the Partnership Development Manager/School Games Organiser.

Powers used:- Under the power of GPC, The Localism Act 2018, as 1-8.

86. Twining Visit – July 2019

Councillor M A Cartwright distributed a floor plan to members of her unit at Whitehouse Court and reported on the provisions she was able to provide. She also clarified that the financial support offered to hosts would not be made to her and instead, would be given to Peterlee & Nordenham Friendship Association. Members requested that the friendship association confirm in writing they would be the hosts responsible for the visitors. The Town Clerk also read aloud a letter from the Peterlee & Nordenham Friendship Association confirming they were happy with the Whitehouse Court unit and they were awaiting their visitors confirming they were happy with the arrangements.

Councillor K Hawley requested it be known that she objects to the Twinning visit going ahead due to alternative arrangements having to be made, as a result of a lack of hosts and would like PTC to cease financial support.

Members discussed this opinion at length and a vote was then requested to decide if 2019 closes the financial support PTC offers from its budget for the annual Twinning Visits:-

For – 9

Against - 2

RESOLVED The Peterlee & Nordenham Friendship Association are to confirm in writing that they are the hosts responsible for the visitors staying at Whitehouse Court unit. **FURTHER RESOLVED** the Town Clerk is to contact Peterlee & Nordenham Friendship Association to confirm that 2019 will be the last year of financial support from Peterlee Town Council's budget.

87. Peterlee show – Catering Tenders

Members were asked to consider and approve the recommendations in the report which had been previously circulated regarding tender quotes for the catering for the 2019 Peterlee Show.

Coffee

RESOLVED Company A, The Coffee Box Van tender be accepted for the amount of **£101.00**

General Food

RESOLVED Company A, Lily's Coffee Kitchen tender be accepted for the amount of **£640.00**

Ice-Cream

RESOLVED Company A, Super Whippy Ice's tender be accepted for the amount of **£1,250.00**

Sweets Unit

RESOLVED Company A, Sweets of Yesteryear tender be accepted for the amount of **£355.00**

Speciality food

RESOLVED The following tenders be accepted:-

Company A, Ronnie's Plaice for the amount of £300.00

Company B, Memories of the Blackforest for the amount of £200.00

Company C, mobile catering for the amount of £501.00

Company D, mobile catering for the amount of £360.00

Company E, DDC Event Catering for the amount of £350.00

Company F, J'aime Crepes for the amount of £200.00

Company G, Spread from the Med for the amount of £200.00

Other food

RESOLVED Company A - Lily's Coffee & Donuts be accepted for the amount of £385.00 and Company B - Sweets of Yesteryear be accepted for the amount of £355.00.

88. Proposed Stopping up of Highway at Helford Road, Peterlee, SR8 1EN
Councillor A Watson reported he had personally objected to the stopping up of the carpark opposite The Pavilion junction on Helford Road and informed members this was rejected.
89. Pony Fields, Eden Lane
Councillor A Watson suggested this site could be made into a woodland burial site for both humans and pets and/or a recreational park. He explained the woodland burial ground would prevent flooding, reduce winds and reduce anti-social behaviour. The Town Clerk reported he had met with the Cemetery Officer and the Parks Manager to discuss the idea and it was welcomed. The Town Clerk stated he had arranged meetings with appropriate authorities and companies to discuss the possible changes to the land and recommended a Pony Fields Working Party be created.

RESOLVED The Town Clerk is to investigate options for a woodland burial and/or a recreational park. **FURTHER RESOLVED** a 'Pony Fields Working Party' be created to monitor the progress of the project.

THE MINUTES OF THE MEETING OF THE
COMMUNITY & ENVIRONMENT COMMITTEE HELD IN THE COUNCIL CHAMBER,
SHOTTON HALL, PETERLEE ON MONDAY 8TH APRIL 2019 AT 6.30PM

PRESENT: **COUN M A CARTWRIGHT (CHAIR)**
Mesdames:- L Fenwick, K Hawley, S Simpson, K J Duffy
Messrs:- S Miles, A S H Meikle, C Watkins, R Moore
 & 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.

93. 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.**

94. 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.

95. To Approve the Minutes of the Last Meeting

Members agreed the attached minutes of the meeting held on 11th March 2019 as a true and correct record of the meeting and they were duly signed.

Matters arising

(i) Minute number 90 – Cllr A Watson asked if there was an update regarding the Eden Lane Community Garden. The Town Clerk confirmed he had contacted the Edenhill People’s Project Co Ordinator for an update and was awaiting a response.

(ii) Minute number 91 – Cllr S Miles advised there were no signs up yet at Lowhills Road to prevent parking and/or driving on Lowhills Road playing fields. The Sports and Wellbeing Manager advised these will be in place for the next football season, which starts in August 2019.

96. Update on Sports Development Activities

The report of the Sport & Wellbeing Manager providing information for Members about new activities, PACES, events, marketing, sports clubs and pitches, a copy of which had been previously circulated, was considered.

Local Member A Watson reported he had met with a representative of Peterlee Cricket Club and the Parks Manager and they had agreed planters could be used around the Cricket pitch, as these could be moved during events. A Watson also asked on the progress of seating and several options were discussed. The Town Clerk suggested recycled plastic chairs as these had been used elsewhere and the feedback was positive. **RESOLVED the Town Clerk report on the possibility of recycled plastic chairs at the next meeting with prices and pictures.**

A Watson questioned the measurements of the rugby pitches, and the Head Groundsman's recommendation was that the Rugby pitch could not be moved. The Town Clerk advised that the Town Council could replicate the current pitch size, but the field was too small for a full-sized Rugby League pitch as per the required specifications and this was what the Head Groundsman's report re iterated. **RESOLVED the Sports and Wellbeing Manager check the dimensions of the pitch with the Head Groundsman and report back to Members.**

The Sports and Wellbeing Manager reported that the Taste Buddies event had gone well, with 22 people attending and compliments had been received on the food. The Sports and Wellbeing Manager explained that more volunteers would be welcomed, and A Watson suggested utilising PTC Staff. Councillor S Simpson reported that the atmosphere was brilliant and there had been lots of positive feedback from those attending and Members discussed marketing ideas. **RESOLVED the Sports and Wellbeing Manager to speak to the Pavilion Manager to arrange for an additional Member of PTC staff to help at the next Taste Buddies event.**

97. Pitch Renovation report

The Town Clerk spoke about the report and confirmed the Parks Manager had amended the specifications. The Town Clerk confirmed he had checked that the difference in quotes was correct and for the same specifications. **RESOLVED Company A, Turfcare be awarded the contract for the pitch renovations at a cost of £5,193.00.**

Cllr L Fenwick commented on how pristine Heath Close play area was and it was reported that Cllr K Duffy and Cllr T Duffy had litter picked the area themselves and Members offered their thanks.

Cllr S Miles praised the standard of the grass-cutting at Lowhills Road.

98. Notes of the Lowhills Road Working Party of the 13th March 2019, a copy of which had been circulated, were noted. In relation to grant funding not being available for Hill Rigg House, The Town Clerk reported that surveys of the building were due to start week commencing 15 April 2019 to confirm the standard of the building.
99. Minutes of the Woodhouse Park Working Party of the 20th March 2019 a copy of which had been circulated, were noted. Cllr A Watson had questions relating to the community building and the portable cabins and Cllr R Moore answered these.
100. Minutes of the Events Park Working Party of the 27th March 2019 a copy of which had been circulated, were noted. There were several items raised as follows:-

Members raised and discussed concerns relating to the two fun days at Woodhouse Park, as it had been agreed only one larger fun day was to be held. Members local to the Acre Rigg ward explained the fun day held on Acre Rigg School field did not go well in 2018 as the field was too big and using the field also meant that fairground rides could not be booked. It was agreed that further discussions be held between the Corporate Support Manager and Acre Rigg Members.

Councillor A Watson raised concerns over the Horticulture Show and asked if this should be continued in future years as feels the interest has dwindled. The Horticultural Show Organiser, Councillor T Duffy, confirmed people had to be turned away last year due to bringing too many entries. Also, due to the heat, it was too hot for flowers inside The Pavilion and so fewer people entered this category. Councillor K Hawley recommended if there was little interest this year, the future of the Horticulture Show needed to be discussed.

Councillor R Moore suggested PTC enter the 'Britain in Bloom' competition in 2020 and that this could be community orientated. The Town Clerk confirmed that he had already discussed Britain in Bloom and Green Flag Status with the Parks Manager, however, other projects were currently taking precedence.

Councillor A Watson asked about the progress of arranging a Christmas Tree in the South Dene and The Town Clerk reported DCC had denied the Town Council's request to use an electricity supply to accommodate this and suggested PTC contact NEDL to see if they would allow PTC to tap into the substation nearby. Members then discussed this option and considered having a Christmas Tree on each of the two larger roundabouts in the Town Centre, situated near the Post Office and McDonalds.
RESOLVED The Town Clerk is to investigate the electricity supply to both of the roundabouts and report back to Members.