



22<sup>nd</sup> October 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 28<sup>th</sup> OCTOBER 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.

Two local residents from Eden Hill Area have advised they shall be coming along to the meeting to speak to the Town Council about their fear of crime and issues in their area.

3. Additional Policing Resource for Peterlee

To welcome Mr Steve White, Chief Executive the Office of the Durham Police, Crime & Victim's Commissioner to the meeting

4. Mayor's/Chair's Report

5. 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>

6. To Approve the Minutes of the last meeting of the 23<sup>RD</sup> September 2019

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

7. The Minutes of the Resources Committee of the 7<sup>th</sup> October 2019

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

8. The Minutes of the Community & Environment Committee of the 14<sup>th</sup> October 2019

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

9. Minutes of the Scrutiny Meeting of the 4<sup>th</sup> October 2019 – Shotton Hall

To receive a verbal update on progress form the Chair of Scrutiny and the Town Clerk (attached)

10. Spokesperson of the North East Party's Report

11. 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 23<sup>RD</sup> SEPTEMBER 2019 at 6.30PM

PRESENT:- COUN T DUFFY (CHAIR)

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

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

63. Apologies for Absence

Apologies for absence were offered and accepted from Councillors A C Long, S McGlen, S Franklin & L Fenwick.

64. Public Participation Session

A public participation session was held to allow members of the public an opportunity to put questions to the Council. Margaret Hotham, Treasurer of Acre Rigg Social Club was at the meeting to speak about the car park at the Social Club along with two other representatives. She thanked the Council for the opportunity to come along and address them and she gave out information they had prepared regarding the covenants in place between the Club and the Town Council following the sale of the car park to them relating to maintenance of the car park and their contribution towards this. They asked for help from the Town Council to consider reducing this financial commitment as contained in the lease. **RESOLVED the Town Clerk prepare a report for a future meeting for Council to consider on the covenants for the car park at Acre Rigg Social Club.**

65. 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 Carne and Miles declared an interest in Acre Rigg Social Club and left the meeting when Mrs Hotham addressed the Council. Councillor Kyle also declared an interest in that item but remained in the meeting. Councillor K Liddell declared an interest in the report on football fees.

66. Police Report

PCSO Simon Walters reported the off road bikes section had been carrying out patrols in Peterlee over the summer. As a result of intelligence received from the local

community the Police had issued 8 warning notices on people suspected of anti social behavior involving motorbikes. Members reported it was not only off road motorbikes causing an issue but also “boy racers” in cars causing noise and nuisance to local residents. The Town Clerk confirmed that a meeting had been arranged for November 2019 with the Police, Believe Housing, ASB Team and the Parks Department to discuss further partnership action to tackle this issue. PCSO Walters advised he was to hold a charity afternoon tea on 16<sup>th</sup> November 2019 and would be presenting young hero awards. **RESOLVED the information given, be noted.**

67. Mayor’s/Chair’s Report

The Mayor, Councillor Terry Duffy, offered his first report to Council on the civic duties he had carried out since the last meeting, (attached). The Mayor thanked everyone for their part in the Bogey Derby. **RESOLVED the information given, be noted.**

68. The Minutes of the last meeting of the 19<sup>th</sup> August 2019 & Extra Ordinary Meeting held on 2<sup>nd</sup> September 2019 a copy of which had been circulated to each Member, were approved and signed as a true and correct record

69. The Minutes of the Resources Committee of the 2<sup>nd</sup> September 2019 a copy of which had been circulated to each Member, were noted.

70. The Minutes of the Community & Environment Committee of the 9<sup>th</sup> September 2019 a copy of which had been circulated to each Member, were noted.

71. The Reports from the Scrutiny Working Party Meetings held on Friday 19<sup>th</sup> July 2019, Friday 9<sup>th</sup> August 2019 and 13<sup>th</sup> September 2019 a copy of which had been circulated to each Member, were noted.

72. Planning Applications, signs for the Peterlee Hand Car wash Bede Way & free standing canvas weather canopy supported off cantilevered structure and columns  
The Town Clerk reported that written representation had been received from Councillor Fenwick and a local resident in opposition to the planning application. **RESOLVED a request be made for a Planning Officer to visit the site to review if the signage is appropriate for the location in the Town Centre.**

73. Fees & charges for football pitch hire

Members received a report from the Town Clerk and Sports & Wellbeing Manager confirming a review of fees and charges for football pitch hire for the 2019/20 season.

In considering the report reference was made to the need to reinforce and apply the rules attached to permission being granted to play at PTC's sites, especially with regard to litter and car parking on the fields.

**RESOLVED:-**

- (i) the contents of the report be noted and approval be given to the new simplified "all inclusive" pricing structure as detailed in the report for Teams from Peterlee;**
- (ii) for Teams outside the Town the fees be increased by 50% this year and 100% in years two and three;**
- (iii) the pitch prices for Teams from Peterlee for the 2020/21 and 2021/22 be set as plus inflation rounded up to the nearest £5.00.**

74. Notice of Conclusion of Audit 2018/19

Members received a verbal report from the Town Clerk on the conclusion of the external audit for the financial year ending 31<sup>st</sup> March 2018 and a copy of the Auditor's (Mazars LLP, Durham), letter, completed AGAR form and draft Completion Notice were circulated. On the basis of their review of Sections 1 and 2 of the Annual Governance Accountability Return, in the auditor's opinion the information in Sections 1 and 2 of the Annual Governance & Accountability Return were in accordance with Proper Practices and no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met. There were no other matters not affecting their opinion drawn to the attention of the authority. Members expressed their appreciation to the Town Clerk and Officers for this report. **RESOLVED the report be accepted and the notice of the conclusion of the audit for 2018/19 be posted on the Town Council's web site.**

75. Christmas Tree – Post Office roundabout

The Town Clerk reported receipt of a quote from DCC streetlighting given following a request made by Councillor McDonnell. The price was to install power, a tree pit and a dressed christmas tree for the ASDA/post office roundabout in the Town Centre. It was suggested that perhaps Praxis and the developers of the new site along with Asda, Believe Housing be asked if they wished to sponsor support this installation and Councillor McDonnell agreed to progress this with the Town Clerk. During discussion it was also asked if DCC could be asked for a price to decorate the tree at Shotton Hall. It was asked if a breakdown could be obtained on the cost of the work and then the ongoing future costs. It was also suggested the Mayor also switch this tree on. **RESOLVED the proposal received from DCC Streetlighting be accepted and further enquiries be made as discussed.**

76. Spokesperson of the North East Party's Report

Councillor A Watson spoke on the fence being agreed for Lowhills Road making the fields safer, supporting residents and also stopping unauthorised access to the fields. He commented on the recent Bogey Derby which had been brilliant. He was pleased to report on progress with the installation of the new play areas, with some of the

Town Council's reserves being used to finance these projects. He offered his congratulations to the Town Clerk on the conclusion of the Audit with no issues raised. He was disappointed to report the lift in the town centre had only been fixed a few weeks ago, almost four weeks after the positive meeting held with the Representatives of the owners of the Town Centre. **RESOLVED the information given, be noted.**

77. Spokesperson of the Labour Political Party's Report

Councillor Watkins reported in the absence of Councillor Fenwick. He offered his congratulations on recent events, the Peterlee Show and the Bogey Derby. He was pleased there was to be progress made with the new play areas and he also said "well done" to the Clerk and the team for the completed Audit. **RESOLVED the information given be noted.**

### MAYOR'S REPORT SEPT 2019

"This month started with a visit to Hawthorn's Nursing Home, in Peterlee. The staff invited me to their open day, which was well attended. I was shown around the home and introduced to residents and staff. I returned a few days later to spend a little time visiting with one of their special residents.

I have also been back to East Durham College to help present the certificates, that were signed by Boris Johnson, to the NCS students that I met last month. All of the students greatly deserved this recognition.

I had the honour of opening Peterlee's 47<sup>th</sup> Show. The show was bigger and better, than ever, this year with a new layout and the introduction of the Circus, which was a great success. I spent most of the weekend meeting and greeting visitors and I thoroughly enjoyed it all. It really is a great feeling when you witness Peterlee people come together for fun and family time. Well done to all those that helped make this event a great success.

I proudly attended the launch of a new business called LG Therapy, situated within the Leisure Centre. LG Therapy offer physiotherapy services and holistic health and healing treatments. I urge you to drop in and have a look around.

The Soapbox Bogey Derby- what can I say that hasn't already been said by members of the public. What a fantastic day! I must say a special thank you to Cllr Andrew Watson for the initial idea and to all of the other councillors and staff that supported this event from the offset, we definitely proved the doubters wrong. I can only envisage this event getting bigger and better every year. With the Clerk's and the Park's Dept help I was able to secure the fencing needed to allow for the extension to the Community Garden, in Woodhouse Park. Thank you to Keepmoat for their kind donation of this fencing and good luck to the Community Garden.

My consort Taiya Duffy and I attended Washington Old Hall for a Heritage Walk. We were given a great history lesson all about the area, the building and the people who built it and lived there. It was a great educational day and the weather was lovely which really added to the day”.

DRAFT

THE MINUTES OF THE MEETING OF THE  
RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER,  
SHOTTON HALL, PETERLEE  
ON MONDAY 7<sup>TH</sup> OCTOBER 2019 AT 6.30PM

PRESENT:- COUN A WATSON (CHAIR)

Mesdames:- L Fenwick, K Hawley, D Howarth, S Simpson &  
V Watson

Messrs:- S Miles, G Carne, S McGlen, R Moore, S P Franklin, A  
Wilkinson & C Watkins

32. Apologies for Absence

Apologies had been submitted and accepted from Councillors K Liddell, M A Cartwright, T Duffy, K Duffy, S McDonnell & A C Long. **RESOLVED the Council approve the reasons submitted at the meeting for absence received from the Councillors listed, and their apologies for absence be recorded.**

33. 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 Hawley declared an interest in item 7(f) funding request from Mencap and left the meeting for the duration of the discussion, and Councillor S Simpson declared an interest in item 7(d) request for funding from Shotton Colts Under 11's.

34. To approve the minutes of the previous meeting

Members approved the content of the draft minutes as a true and correct record of the last meeting of this Committee held on 2<sup>nd</sup> September 2019.

35. The Report of the Finance Sub Committee of the 23<sup>rd</sup> September 2019 a copy of which had been circulated to each Member, was agreed. The Chair made reference to the invoice for the hire of floodlights at the Show and to his previous suggestion that floodlights be installed on The Pavilion

36. Report of the Health & Safety Committee of the 16<sup>th</sup> September 2019, a copy of which had been circulated to each Member, were noted. It was noted that the meeting was inquorate and Members were encouraged to make a note in their diary of the twice yearly meeting and to attend.



37. Health & Safety Policy  
A copy of the draft of the Health & Safety policy was circulated for consideration, approval and adoption by the Town Council. **RESOLVED the Health & Safety Policy be approved and adopted for use by the Town Council.**
38. Neighbourhood Engagement Project
- (a) Update on how much of the NEP budget remains from 1<sup>st</sup> April 2019  
**RESOLVED the balance of each Member's NEP Fund be noted.**
- (b) Charity Team Party, Event 16 November (afternoon tea) Young Heroes,  
**RESOLVED a grant of £999.00 be made towards this event.**
- (c) Peterlee Helford Under 7's, request for monies towards winter training and league fees  
**RESOLVED a grant of £300.00 be made to this Team.**
- (d) Shotton Colts Football Club, Under 11's - towards new training equipment kits  
**RESOLVED a grant of £700.00 be made to this Team.**
- (e) Peterlee Pavilion Bowls Indoor Club, requesting towards the cost of transport for trips and outings  
**RESOLVED a grant of £200.00 be made to this Club.**
- (f) Haswell & District MENCAP Gateway to Inclusion Project  
The Meeting received a presentation by Hayley Hood, CEO Mencap, on the project, along with her colleague and user of the service, Kirby. **RESOLVED a grant of £2,420.00 be made to Mencap.**

The Powers used to make these grant awards are under the power of GPC, The Localism Act 2018, as 1-8.

39. Project Pinch Point Peterlee – Meeting to be held on Friday 22<sup>nd</sup> November at 10.00am, Shotton Hall  
Members were reminded about the task to obtaining feedback from residents with relevant issues for the meeting. **RESOLVED the information given, be noted.**
40. Exclusion of the Press and Public  
**RESOLVED that in view of the confidential nature of the items to be discussed in the next item, the committee passed the formal resolution to exclude the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1960 & the Local Government Act 1972, due to various items relating to commercial leases between the Town Council and external organisations discussed in the report.**

41. Building Surveys

The Town Clerk circulated a report which was a summary of the results from condition surveys that were carried out across the Town Council's property portfolio earlier this year and they were asked to consider options to address the issues raised in the survey reports.

Following considerable discussion it was **RESOLVED:-**

- (i) The information contained in the report be noted;**
- (ii) A Buildings Survey Working Party be established to meet weekly to consider every one of the buildings individually to allow each building and facility to be considered in detail.**

DRAFT

THE MINUTES OF THE MEETING  
OF THE COMMUNITY & ENVIRONMENT COMMITTEE  
HELD IN THE COUNCIL CHAMBER,  
SHOTTON HALL, PETERLEE ON MONDAY 14<sup>TH</sup> OCTOBER 2019 AT 6.30PM

PRESENT: COUN M A CARTWRIGHT (CHAIR)

Mesdames:- D Howarth, L Fenwick, K Liddell, S Simpson, S McDonnell & K Hawley

Messrs:- C Watkins, S D McGlen, G Carne, S Miles, A Watson, A Wilkinson & S 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.**

27. Apologies for Absence

Apologies had been submitted and accepted from A C Long, R Moore and S Meikle. **RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

28. 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.

29. The Minutes of the Last Meeting a copy of which had been circulated to each Member were approved and signed as a true and correct record, subject to Councillor S McDonnell being shown as in attendance.

30. Citizens Advice Bureau – Progress

The Chair welcomed Sarah Ward, Client Services Manager, Peterlee & Seaham and Wendy Holliday, Benefits Caseworker who gave a report on PTC funded benefits project April 2019 – October 2019. From April 2019 until 30<sup>th</sup> September the Benefits Caseworker had advised 149 unique clients with 466 issues affecting their lives. The project had generated an income gain for clients totalling £477,606. This meant on average each client helped has had an income gain of £3,205. It was stressed these were only the figures reported back to the CAB; there would be many outcomes they may not know about. It was reported the CAB's work was heavily focussed on face to face advice although the service was adaptable to the needs of their clients. Members were presented with statistical information on Peterlee case types. In closing the CAB thanked the Town Council for their continued

support, reporting the money PTC offers to fund this project had a substantial impact on clients in Peterlee.

The Chair thanked the representatives for their attendance and their excellent work and it was agreed that Sarah would provide further information and an anonymised case study to be publicised on the Town Council's social media pages.

31. Report of the Events Working Party of Monday 16<sup>th</sup> September 2019 a copy of which had been circulated, were noted.

32. Notes of the Armed Forces Working Party of the 7<sup>th</sup> August 2019 a copy of which had been circulated, were noted.

33. Notes of the Lowhills Road Working Party of the 20<sup>th</sup> September 2019 a copy of which had been circulated, were noted.

34. Yoden village/Eden Hill Environmental Improvements scheme

Members considered proposals for a footpath/environmental improvement scheme on Town Council land in the Eden Hill area that was being proposed as part of a potential future development agreement for the North East Industrial Estate. Members were asked to give 'in principle' consent to the scheme, subject to future negotiations with prospective developers.

**RESOLVED consideration of this item be deferred to the next meeting in November 2019. In the meantime Members visit the site to walk around the proposals for themselves**

35. Progress Report of the Sport & Well Being Manager

The Report of the Sports & Well Being Manager providing information for Members about new and existing Sport & Wellbeing activities, club development and issues raised by Sports Users was circulated.

Members asked for an update on the situation with Peterlee Pumas which the Sports Development Officer gave and it was asked if she could arrange to meet with them. It was reported there had been cars parked at Lowhills Road playing fields on the previous weekend and it was asked if Members could get photographic evidence and pass it on to the office this would help in enforcing the current hire agreement and rules with the football teams. An update on the installation on the Lowhills Road fence was given. **RESOLVED the information contained in the report, be noted.**

THE MINUTES OF THE MEETING OF THE SCRUTINY WORKING PARTY  
HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE  
ON FRIDAY 4<sup>TH</sup> OCTOBER 2019 AT 10.00AM

PRESENT: COUN A WATSON (CHAIR)  
Mesdames:- K Hawley

Messrs:- G Carne, C Watkins & S Miles

1. Apologies for Absence

Apologies had been submitted and accepted from K Liddell & R Moore. **RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, 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.

3. To exclude 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 Act 1972, due to various items relating to commercial operations and staffing issues at Shotton Hall.**

4. The Minutes of the Last Meeting were approved. It was noted these were minutes not notes of the meeting.

5. Shotton Hall

The Town Clerk outlined for Members the “story so far” and referred to the report to be considered at the Resources Committee on 7<sup>th</sup> October 2019 on all of the Town Council’s building stock. He also gave an update on the costs of refurbishing the toilets in Shotton Hall with an initial estimate of £130,000. It was asked how urgent the repairs to the Banqueting Suite roof was and it was confirmed this was an urgent repair. It was agreed

**RESOLVED a commitment be given by the Town Council to keep Shotton Hall in public ownership for the people of Peterlee.**