

PETERLEE TOWN COUNCIL

MINUTES OF A MEETING OF THE PARKS & CEMETERY
COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 12TH FEBRUARY 2007

PRESENT: G COWIE (CHAIR)

Mesdames: A Laing, J I Measor & M Cartwright

Messrs: H Bennett MBE, D Coates, R Huitson,
G Calvert, B Joyce, T Jones & E W Hall

**MEMBERS WERE REMINDED OF THE NEED TO
DISCLOSE ANY INTEREST, PREJUDICIAL OR
PERSONAL, IN ACCORDANCE WITH THE CODE OF
CONDUCT.**

76. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors; W M Jeffrey, C Robbins, C J Metcalfe, B Scott, D Milsom and Mrs M Milsom.

77. THE MINUTES OF THE LAST MEETING, a copy of which had been circulated to each Member, were approved.

Minute No. 68(j) – Leisure Gardens – Poly Tunnels
RECOMMENDED that this item be deferred to the Council Meeting.

78. THE ESTATE MANAGER'S PROGRESS REPORT, a copy of which had been circulated to Members under the following headings:-

a) Woodhouse Park

The planters made by the two young offenders had now been located in the Community Garden at Woodhouse Park.

RECOMMENDED that the information given, be noted.

b) Shotton Hall

i) Driveways

The Estates Manager advised that an order had been placed with Bateson Environment and Leisure of Tow Law for repairs and resurfacing work to the driveways of Shotton Hall. The firm had confirmed they would carry out these works within the next two weeks.

RECOMMENDED that the information given, be noted.

ii) Mole Traps

A letter had been received from Mr Fleming, the mole man, who had been engaged by the Town Council to carry out professional duties within Shotton Hall grounds. Unfortunately, after a weekend, it was discovered that the mole traps had been stolen. Mr Fleming stated that these traps cost him £10.00 each and 16 no. had been stolen. Mr Fleming asked for the Council's consideration in reimbursing him in some way for this loss.

RECOMMENDED that this item be deferred to Council for further consideration.

c) Cemetery

i) Signage

As recommended an order had now been placed for new signage at Eden Lane Cemetery.

RECOMMENDED that the information given, be noted.

ii) CCTV & Lighting

Work was now well underway on the installation of CCTV and lighting at Eden Lane Cemetery. The Town Council staff were currently carrying out groundworks while weather conditions were favourable. Kennedy Lighting Services

would be on site over the next couple of weeks to install the lighting scheme.

RECOMMENDED that the information given, be noted.

d) Peterlee Football Club

i) Heating

As Members had requested D.T.A. Consulting Engineers had visited Peterlee Football Club to enable them to prepare a heating scheme for the premises. Their proposals were awaited.

RECOMMENDED that the information given, be noted.

ii) Boiler

Work was currently in progress on site installing the replacement boiler in the kitchen area.

RECOMMENDED that the information given, be noted.

e) Litter Pick

The Town Council had been invited to participate in a joint litter picking exercise consisting of the District of Easington, Castle Eden Dene and the Town Council's Parks staff. This clean up operation would take place at North Blunts on Tuesday 20th February 2007.

RECOMMENDED that permission be granted for a maximum of 6 no. Town Council Parks staff to participate in this litter pick.

f) New Fire Regulations

The Estates Manager advised that he had recently received from Tom Walsh his report on the work/procedures which were required to be put into place to meet the requirements of the new Fire Regulations on all buildings of the Council. A detailed reference file was available for Members to peruse at the meeting, however, this was quite comprehensive and only one copy was available at the meeting.



RECOMMENDED that this item be deferred to Council for further consideration and a copy of the summary be circulated for Members.

g) Allotment Meeting

Member's permission was requested for the Estates Manager to attend the 'North East Region Allotment Officers Forum' on Wednesday 21st February 2007, between 10.00am to 12.30pm.

RECOMMENDED that permission be granted for the Estates Manager to attend this meeting.

h) Peterlee to Horden Footpath

Work had now commenced on the first two phases of the Peterlee to Horden footpath repairs by Debmatt Construction. Signs were being erected by Peterlee Town Council informing the public of these works and apologising for any inconvenience caused. These works were essential and were expected to go on several weeks. The Deputy Town Clerk confirmed that a request for assistance towards funding Phase III of these works had been made to Horden Parish Council but to date a reply had not been received.

RECOMMENDED that the Estates Manager keep Member's informed of progress.

i) Lowhills Road Leisure Gardens

i) Bonfire Policy

As requested by Members the Estates Manager had contacted Peterlee Fire Station, and after speaking with Steve Wharton, the Fire Rescue Officer, he had advised that whilst they had no legal right to comment on whether the Town Council should allow or should not allow bonfires on allotments, there were certain guidelines which ought to be adhered to. These were circulated to Member's at the meeting. He did state that if a fire was out of control on one of our sites and they were called to this fire that they would be allowed to take any appropriate action necessary.

RECOMMENDED that the information given, be noted, and the guidelines be followed and enforced by the Town Council.



ii) Zurich Insurance

As requested by Members, the Estates Manager had also contacted Clive Speed from Zurich Insurance regarding allotment fires as he suggested that some sort of a record be kept to monitor that rules and regulations were adhered to and also that it be checked with Easington and East Durham Homes as to who the adjacent properties belong to.

RECOMMENDED that the suggestions made be taken up by the Estates Manager.

79. PETERLEE LEISURE GARDENER'S ASSOCIATION – LETTER OF SUPPORT

A copy of a letter of support to the Peterlee Leisure Gardeners Association confirming that the Town Council had no objections to the work being carried out on this land had been circulated to all Members for their information. Members were advised that the Association had been successfully in obtaining £23,000 grant funding towards the toilet/ramp works, and £3,000 towards opening the Shop.

RECOMMENDED that the information given, be noted.

COUNCILLOR MRS J I MEASOR DECLARED AN INTEREST ON THE FOLLOWING ITEM AND TOOK NO PART IN THE DISCUSSION THAT ENSUED.

80. PETERLEE YOUTH & PETERLEE LADIES FOOTBALL TEAMS – LETTER OF SUPPORT

A copy of a letter of support for Peterlee Youth & Peterlee Ladies Football Club was circulated to each Member.

RECOMMENDED that the action taken in forwarding this letter of support, be endorsed.

81. THE POST OFFICE NETWORK – A CONSULTATION DOCUMENT

A copy of the above comprehensive document had been circulated to Members for their information.

RECOMMENDED that the Town Council send a strong letter of support for the retention of the Post Offices in local communities.

82. HELFDOR ROAD WORKING PARTY & HELFDOR ROAD SPORTS & SOCIAL CLUB COMMITTEE

RECOMMENDED that Members make a note of the next meeting of the Helford Road Working Party Representatives and Helford Road Sports & Social Club Committee will be held on Friday 23rd February 2007 at Helford Road at 7.00pm.

83. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC

IN VIEW OF THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEMS TO BE DISCUSSED THE COMMITTEE PASSED THE FORMAL RESOLUTION TO EXCLUDE THE PRESS & PUBLIC FROM THE MEETING, PURSUANT TO THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1961 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985.

84. PETERLEE TOWN FOOTBALL CLUB (LTD) – LETTER FROM MR. P MULCASTER

A copy of a letter from Mr Mulcaster had been circulated to Members for their information.

RECOMMENDED that the contents of the letter, be noted and received.

85. REQUEST FOR COUNCIL TO REPURCHASE GRAVESPACE

A request had been received from a Mrs Sanderson who had purchased a grave space block from the Town Council in August 2006. However, she now lived in Suffolk with her family and asked if she could re-sell this plot back to the Town Council at the original purchase price of £106.00.



RECOMMENDED that this request be agreed to and approval to do this be incorporated within the existing Cemetery/Burials Policy.

86. REPLACEMENT OF KUBOTA 'RIDE ON' GRASS CUTTING MACHINE

The Estates Manager circulated a report to Members requesting consideration to purchase a replacement Kubota. At the moment the Parks Department had this machine on demonstration from E.A. Clayton Ltd, who are a distributor for John Deere Machinery.

RECOMMENDED that the Kubota be purchased at a cost of £9,385.00 plus VAT, and plenary powers be granted for the Estates Manager to proceed with this purchase.

87. ASBO NOTIFICATION – LUTHER SMITH

The Deputy Town Clerk advised Members of a recently issued ASBO to a youth named Luther Smith of Peterlee. Correspondence was received from the Police and the Magistrates showing a map of the areas within Peterlee this youth was not permitted, one of which being an area in Woodhouse Park. Members queried why all of the Park was not included and asked for this to be investigated further.

RECOMMENDED that the information given, be noted.

88. SHOTTON HALL BANQUETING SUITES – RENEWAL OF CURTAINS & POLES

The Facilities Manager had obtained 3 no. quotations for the supply of new curtains, tie backs and poles for the Banqueting Suites, as the current curtains were now over twenty years old and needed to be replaced.

RECOMMENDED that the quote received by Chapman's Curtains, Peterlee, at a cost of £5,409.50 plus VAT, be accepted and the Facilities Manager be given plenary powers to place an order immediately.



89. YOUTH POD

The Town Clerk had circulated a report relating to the youth pod for Member's consideration.

RECOMMENDED that:-

- a) **the Town Council accept the gift of the youth pod from the District of Easington and it be sited at Woodhouse Park and included onto the Town Council's insurance policy**
- b) **the necessary service utility connections and appropriate security measures be put in place**
- c) **the Parks Development Officer to work with the appropriate Officers from the youth services to develop the pod facility and activities from it.**

LBW