

PETERLEE TOWN COUNCIL

THE MINUTES OF THE PARKS & CEMETERY  
COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL  
PETERLEE

ON MONDAY 11<sup>TH</sup> JUNE 2007

PRESENT: COUN C J METCALFE (CHAIR)

Mesdames: J I Measor, L Wood & J Scott

Messrs: R Kyle, B Scott, T Jones, J Alvey,  
H Bennett MBE, W M Jeffrey, J Hardy, R  
Curtis, R Jones, D Langan, R Huitson, C  
Austin & E W Hall

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

1. APOLOGIES FOR ABSENCE

RECOMMENDED that apologies be recorded for Councillor D  
Milsom, M Milsom, M A Cartwright and C Robbins.

2. THE MINUTES OF THE LAST MEETING a copy of which had  
been previously circulated, were accepted.

3. ESTATE MANAGER'S PROGRESS REPORT

Consideration was given to the report of the Estate Manager under the  
following headings:-

(a) Woodhouse Park



Maintenance standards in the Park continue to improve and vandalism seems to be decreasing, with any instances of damage being dealt with quickly.

(b) Acre Rigg Infant School

A letter of thanks had been received from Lyn Laws, Head Teacher, and the school's pupils regarding the planters at the school.

(c) New Machine Purchase

The new John Deere X595 Compact Tractor had arrived, and all staff had been trained in its use. The new machine was being used frequently with staff commenting that they are more than happy with the results.

(d) Peterlee To Horden Footpath

Having visited the site with David Brown, of Burns Architects, some minor faults were identified, at both the footpath and Eden Lane Parks Department Depot car park. It was agreed with Debmatt that these problem areas would be rectified at no extra cost. The Estate Manager has re-inspected the site and signed off the work as completed and ready for payment, with the agreement of David Brown, of Burns Architects.

(e) Eden Lane Play Area Report

All work has now been completed although as previously reported the site was still suffering from vandalism with damage to trees, turf, drain covers and extensive graffiti.

When discussing Eden Lane, the Leader commented on the general untidy state of the entrance roadways to the site and suggested that sweeping and cleaning should be included in a regular work rota to keep up the high standards expected. He also reported instances of broken glass and bottles following the weekend which he felt should be attended to immediately.

(f) Spring And Summer Bedding, Shotton Hall

Details were given of soil investigations carried out following bedding plant failure and the measures taken to try and address this in readiness for planting of the summer bedding.

(g) Fine Turf

The new pitch at Lowhills Road has been spiked and top-dressed.

(h) Peterlee In Bloom

This year's Garden Competition would be taking place on Thursday 12<sup>th</sup> of July, with the Presentation Evening being held at Shotton Hall on Tuesday 24<sup>th</sup> July at 7pm.

(i) Hill Rigg House Play Area

The Estate Manager had made a visit to the site and intended to prepare a report in due course.

(j) Ronnie Allen

As well as his skills as a respected team member, Ronnie Allen has received a Clean Vehicle Award from Durham County Council for the maintenance of his vehicle.

(k) Cemetery Lights and CCTV

The Estate Manager reported that although the CCTV cameras were working, they need trained personnel to interpret the tapes, and an accurate identification of the period time of which an incident has occurred. The Town Council are required by law to erect signs notifying the public that CCTV cameras are in operation in the area in order to prosecute any offenders. The Estate Manager had spoken with the Crime Prevention Officer, Kay Woodall, who has said that all of the above was down to them, apart from incident times. The Estate Manager will be informed when the above had been complied with, until this time the Town Council are unable to prosecute any offenders.

The Leader commented on the re-instatement works to the arch on the Cemetery Gate and asked that this be inspected and improved.

(l) CDM Course Report

The Estate Manager had prepared a report following his attendance at this course.

**RECOMMENDED that:-**

- (i) the information given in the report be noted;
- (ii) the cleaning of Eden Lane site be added to the weekly rota;
- (iii) a letter of congratulations be sent to Ronnie Allen;
- (iv) a further report be awaited from the Estate Manager regarding the Hill Rigg House Play Area, and
- (v) the Cemetery gate be inspected and works carried out to improve the general appearance.



4. WOODHOUSE PARK - NATURAL ENGLAND ACITIVITY DAY,  
SUNDAY 11<sup>TH</sup> MARCH 2007 – REPORT OF THE PARKS  
DEVELOPMENT OFFICER

Members were circulated with a copy of the Parks Development Officer's report following the above event.

**RECOMMENDED that the information given, be noted.**

5. PETERLEE TOWN LADIES FOOTBALL CLUB – LETTER OF  
THANKS

A copy of a letter of thanks from the Secretary of the Peterlee Town Ladies Football Club was circulated to each Member for information.

**RECOMMENDED that the letter be received.**

6. DENEHOUSE & CHAPEL HILL SOUTH RESIDENT'S  
ASSOCIATION

Consideration was given to a letter received from the Secretary of the above Residents Association, a copy of which had been circulated to each Member. The Town Clerk detailed the reply that had been sent to Mr Clubley explaining that specific names needed to be given. During discussions it was suggested that perhaps the telephone number of the Street Wardens could be placed on a plaque in the play area to allow easy reporting. The Town Clerk agreed that he would speak to the Senior Street Warden for agreement to post their contact number in the play area this to be used as a pilot area.

**RECOMMENDED that this course of action be followed.**

7. RE-VALUATION OF PETERLEE TOWN COUNCIL'S NON HOUSING ASSETS

Members were circulated with a copy of a report prepared on the Town Council's behalf by the District Valuer giving a re-valuation of the Town Council's non housing assets as required by the Audit Commission as part of the closure of the Council's accounts.

**RECOMMENDED that the contents of the report be accepted.**

8. PETERLEE LEISURE GARDENS ASSOCIATION – COLLECTION OF GREEN WASTE

Members were circulated with a copy of a proposal from the Peterlee Leisure Gardeners regarding the collection of green waste.

The Town Clerk had contacted the District of Easington, Environmental Services for their comments on the possibility of a composting scheme being implemented at Lowhills Road Leisure Gardens site. They advised that such a scheme would need to be controlled and there would need to be consultation with neighbours. Members felt that the leisure gardeners should be encouraged to compost their own waste but were wary of extending the scheme any further. A Local Member also commented that this had been trialed unsuccessfully in the past.

**RECOMMENDED that green waste composting be trailed at the Leisure Gardens Sites, with regular monitoring to ensure that it was not abused. This scheme not to be offered to the public at this current time.**

9. WOODHOUSE PARK – FUN IN THE PARK EVENT – AUGUST 2007

Details were circulated to each Member of the "Fun in the Park" events planned to run through August 2007.



**RECOMMENDED that the information given be noted.**

10. 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 AND PUBLIC FROM THE MEETING, PERSUANT TO THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1961 & THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT.

11. ESTATE MANAGER'S REPORT

**RECOMMENDED that:-**

- (a) A further report be awaited on the roof repairs to the Annexe Building at Shotton Hall;
- (b) The Asbestos Report of APEC Environmental for the Cricket Club be awaited;
- (c) The contract of Mr G McCourt, Apprentice Gardener, be extended until March 2008, when the position be reviewed;
- (d) A further report be submitted on chemical storage requirements and facilities;
- (e) The further report relating to the Parks Attendants be re-submitted with costings and
- (f) All Park Attendants be subjected to a CRB check as soon as possible.

A handwritten signature in dark ink, appearing to read 'G. McCourt', is written vertically on the page.