

PETERLEE TOWN COUNCIL

MINUTES OF A MEETING OF THE PARKS & CEMETERY
COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 8th OCTOBER 2007

PRESENT: G COWIE (CHAIR)

Mesdames: J I Measor, L Wood & J Scott

Messrs: W M Jeffrey, D Milsom, T Jones,
R Curtis, C J Metcalfe, R Huitson,
D Langan, J Hardy, J Alvey, C Austin,
E W Hall & C Robbins

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

36. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Mrs M Milsom, H Bennett MBE and R Kyle.

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

38. THE HORTICULTURAL SUPERVISOR'S PROGRESS REPORT, a copy of which had been circulated to Members, was considered under the following headings:-



a) Cemetery

Several concrete ‘rafts’ had been installed within the Cemetery to enable the erection of further headstones. Also in order to complete the above and to gain access the Cemetery Arch was temporarily removed and following comments from a previous meeting, had been repainted before re-siting. In order to fulfil requirements for the 2008 Cemetery of the Year Competition, several policy decisions were requested from Members relating to the Special Meeting of 12th June 2007 and a further report was currently being prepared.

A report had been circulated detailing the amount of burials from January 2007 through to September 2007;

	<u>Burials</u>	<u>Ashes</u>
Jan	5	2
Feb	5	1
March	2	1
April	3	0
May	3	1
June	0	0
July	0	2
Aug	6	2
Sept	0	2

RECOMMENDED that the information given, be noted.

b) Pruning of Hedge

Members were in favour of the intention to heavily prune the hedge line adjacent to Peterlee Newtown pitch and to remove certain plants which were problematic, eg. Rosa spinosa and rosa rugosa. Due to their thorns litter was blowing into these plants and becoming stuck making them look unsightly. It was noted that no pruning had been carried out within this area for two to three years.

RECOMMENDED that any Member wishing to visit the site prior to the next Full Council Meeting could do so and advise of comments, if any, at this meeting.

c) Woodhouse Park

The fencing of the Youth Pod situated adjacent to the Community Garden was almost complete. Slight improvements to the surface within the recently completed fenced area and also paving were currently being carried out. These works would be completed within the next two weeks.

The Parks Development Officer was also currently identifying areas of the Park to be considered for re-planting of shrubs, which had been damaged over a period of time and required attention.

RECOMMENDED that the information given, be noted.

d) Spring Planting

Orders had been placed with Darlington Nursery for the Spring bedding, which would be available for the week commencing 15th October 2007. The intention was to plant Shotton Hall first, followed by roundabouts then Woodhouse Park etc. It was also the intention to reduce the number of hanging baskets from 32 no. to 16 no., with the majority of these being placed outside Shotton Hall and the entrances to the Banqueting Suites.

RECOMMENDED that the information given, be noted.

e) Helford Road MUGA/Sports Fields

Work had begun on the reinstatement of the middle pitch at Helford Road, to enable work to progress on the forthcoming MUGA and associated drainage scheme. Lighting had been temporarily sourced on a week to week hire by Peterlee Puma's to allow Community Sports Groups to practice on the site. Mr Rob Laverick of the Peterlee Puma's had conveyed his thanks to the Council for their involvement with this matter.

RECOMMENDED that the information given, be noted.

f) DEFRA – Guidelines for Local Authorities on Preventing Litter in England

A written report of these guidelines was to be submitted by the Parks Supervisor after a special meeting of the District of Easington Joint Parishes Consultative Meeting.

RECOMMENDED that the information given, be noted.

g) Annual Safety Inspection

A draft of the 2007 Annual Safety Inspection had been received from Zurich Municipal. Once the report had been processed the Horticultural Supervisor would report the details that required attention to Members.

RECOMMENDED that the information given, be noted.

39. DECLARATION OF INTEREST

COUNCILLOR MRS M CARTWRIGHT DECLARED AN INTEREST ON THE FOLLOWING ITEM AND TOOK NO PART IN THE DISCUSSION THAT ENSUED.

40. REQUESTS TO ERECT POLY TUNNELS/GREENHOUSE – PLANNING POSITION

The Town Clerk had circulated to Members copies of the existing planning approvals relating to the erection of polytunnels/greenhouses on Leisure Garden sites. It was noted that a further application would need to be made in respect of polytunnels at Thorntree Gill site.

RECOMMENDED that the appropriate application be submitted.

FURTHER RECOMMENDED that approval be given for the erection of polytunnels on Plots 3B and 12 at Lowhills Road and a greenhouse on Plot 10 at Thorntree Gill.

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41. 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.

42. FIREWORKS DISPLAY – MONDAY 5TH NOVEMBER 2007 - TENDERS

Tenders had been sought for the following:-

i) Supply of Fencing

Quotations had been sought for the provision of pedestrian fencing as follows:-

FIRM A	£1,073.53
FIRM B	£ 905.22
FIRM C	£ 849.80
FIRM D	£ 789.72

RECOMMENDED that the lowest tender submitted by Speedy Hire of Peterlee in the sum of £789.72, be accepted.

ii) Supply of Lighting

Quotations had been sought from three companies for the provision of 4 no. lighting towers, as required for the event.

FIRM A	£587.50
FIRM B	£960.00
FIRM C	Failed to quote

RECOMMENDED that the lowest quotation submitted by Speedy Hire of Peterlee, in the sum of £587.50, be accepted.



iii) Supply of an Outdoor PA/Music

Quotations had been sought for the provision of an outdoor pa/music, as follows:-

FIRM A	£350.00
FIRM B	£120 (including the cost of the generator)
FIRM C	Failed to tender
FIRM D	£130.00 (But require a generator also at least £150.00 extra)

RECOMMENDED that the tender submitted by PP Entertainments of Pelton, County Durham, in the sum of £120.00, be accepted.

iv) Guy Factor

To encourage the attendance of families and school children the Administrative Officer had suggested holding a competition amongst the Primary and Junior Schools to build their own guys, with prize money or vouchers as winning prizes for first, second and third places.

Members felt that although this was a good idea, there was not sufficient time to organise this event, in addition staff costs and time would need to be considered in the taking on of this competition.

RECOMMENDED that this suggestion be re-considered for next years Firework/Bonfire Display.

43. PROPOSED MULTI USE GAMES AREA – EDEN LANE – FEASIBILITY FEE QUOTATION

The Town Clerk advised Members that he had been informed that if the Council applied for the above grant application, it stood a chance of being successful. The Clerk added however that in order to proceed the Council would need to carry out a feasibility study and the Council would have to initially pay for the quantity surveying services at a cost of £1,250.00 plus VAT and a civil engineers' report at a cost of £2,500.00 plus VAT. It was felt that

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this would be money well spent which if the grant came to fruition would benefit the Town immensely.

RECOMMENDED that the Town Clerk proceed with this feasibility study and keep Members informed of progress.

44. HORTICULTURAL SUPERVISOR'S PROGRESS REPORT

A copy of the above report had been circulated to Members for their consideration.

Due to changes in the Hazardous Waste Regulations 2005 no hazardous waste could go to landfill, all hazardous waste must be segregated and transported in UN approved containers i.e. sealed 250litre drums. The Horticultural Supervisor had contacted Safety Kleen who could supply the Town Council with three 250litre drums, pre labelled to identify the three waste streams generated from the Parks Department at Eden Lane. These drums would then be collected and the waste disposed of on a call off basis leaving new empty drums after each collection.

The price for this service was as follows:-

205litre drums of empty Horticultural Container Waste - £135 per drum.

205litre drums of Oil Contaminated Absorbent Waste - £165 per drum.

205litre drums of Used Aerosols - £190 per drum.

Environmental Agency Fees - £10.00 per collection.

All prices excluded VAT.

RECOMMENDED that:-

- i) a one off collection be taken up with Safety Kleen immediately.
- ii) the Horticultural Supervisor obtain prices from another two companies and all three companies prices be considered at a future meeting.

