

PETERLEE TOWN COUNCIL

MINUTES OF A MEETING OF THE PARKS & CEMETERY  
COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 10<sup>th</sup> MARCH 2008

PRESENT: Coun. G COWIE (CHAIR)

Mesdames: J I Measor, L Wood & J Scott

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

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

91. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors:-  
M Cartwright, M Milsom, R Jones and J Hardy.

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

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



a) Woodhouse Park

The bed preparation had been completed in the North Gate area, with the planting to be finished by early March. The Sensory Garden raised planter had been removed and paved flat for easier access for our less able visitors and also to discourage vandalism, which was becoming commonplace, lower growing shrubs had been chosen in order for the area to be viewed from the Parks Office and to generally open up the area.

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

b) Dene Parks

The Horticultural Supervisor advised he and the Parks Development Officer, Dave Rogers had identified work to be completed in the North and South Denes respectively. The works would be phased in order of priority from a health and safety point of view and also for areas which would have an immediate impact in order to show that Peterlee Town Council was serious about tackling the Dene Parks as a whole.

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

c) Lowhills Road, Bowling Club

A copy of a letter received from Lowhills Bowling Club via a Member had been circulated to Members, it regarded concerns from the Club and the Supervisor had taken immediate measures, such as removing equipment (1 hosepipe) and had engaged a builder to view and price minor work such as guttering etc. The builder would also look at creating space for the existing members in relation to the kitchen area. The Supervisor had looked at potential funding sources at local and national level and would liaise accordingly with the Club.

**RECOMMENDED that:-**

- i) **the information given be noted**



- ii) **the Horticultural Supervisor and Town Clerk make further investigations into the disabled toilet provision and space utilisation in the building**
- iii) **more effective communication be made with the Bowling Clubs.**

d) Lloyds Groundcare Open Day

The Ground Care Team had been invited to a free open day at Newcastle Race Course on 11<sup>th</sup> March 2008, there would be exhibits featuring vehicles which were particularly suited for 3<sup>rd</sup> generation sports areas.

**RECOMMENDED that the Head Grounds man plus one other member of the Parks staff attend this 'Open Day', from 10.00am until 3.00pm, at no cost to the Council.**

e) HSE SAFETY ADVISORY TRAINING DAY

Members attention had been drawn to the HSE Safety Training Day on 26<sup>th</sup> February, which was attended by the Horticultural Supervisor, Councillor J. Alvey and Councillor C. Austin. The course was very informative and a series of handouts were given to the delegates on the relevant subjects as well as advise on smoking cessation and also practical demonstrations.

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

f) PETERLEE IN BLOOM

The Administrative Officer advised provisional dates for this year's Peterlee in Bloom Competition. Judging would take place on Tuesday 7<sup>th</sup> July with the Presentation Evening taking place on Thursday 17<sup>th</sup> July at Shotton Hall. The availability of Judges, Clive Parker and Peter Horrocks, had been confirmed for these dates, together with the availability of Shotton Hall.

**RECOMMENDED that Members be given a breakdown of the costings to organise this event, these to include the number of staff involved, the judging day/lunch and the Presentation Evening costs.**



94. LOWHILLS BOWLS CLUB – VARIOUS ISSUES

This matter had been discussed under the Horticulture Supervisor's Progress Report.

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

95. ITEC SITE – LETTER OF COMPLAINT

The Town Clerk advised that letters of complaint had been received from local residents, copies of which had been circulated to Members.

The Chief Executive of the District of Easington were dealing with these complaints and the Town Council whole heartedly sympathised with the local residents of this area.

**RECOMMENDED that the Town Clerk send a letter of support to these residents.**

96. 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.

97. EDEN LANE FOOTBALL CLUB – REQUEST FOR FINANCIAL ASSISTANCE

**RECOMMENDED that this item be deferred to the Council Meeting to be held on Monday 17<sup>th</sup> March 2008.**



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98. HORTICULTURAL SUPERVISOR'S PROGRESS REPORT

a) WASTE DISPOSAL

Members attention was drawn to the National Landfill Tax increase which had increased our skip hire charge from £98.00 to £110.00 per 8 cubic yard skip.

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

b) LEARNER OF THE YEAR AWARD

Gary McCourt had been successful in attaining a Level 2 in Sports Turf Management. This was in addition to his NVQ in Amenity Horticulture. Gary was also to be entered for the Learning Skills Council Award by Houghall College. This Award is nationally recognised and is given to the most improved young person within a recognised area, the North East. The nomination for this award was not only testament to Gary's hard work, but also showed the Parks Department's commitment to its trainees.

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

c) TEMPORARY PARKS STAFF

Following on from the report of 10<sup>th</sup> December 2007 Mr Christopher Hickson, on a temporary placement until February, has had his placement extended by one month (at no cost to Peterlee Town Council) in the hope that Christopher will be eligible to apply for the post of Seasonal Gardener. Christopher has attained his Brush cutter Certificate and also his P.A1 and P.A.6 Certificates in Chemical Application. Christopher had 100% attendance since being with Peterlee Town Council and had fitted in well with other members of the Parks Department staff.

**RECOMMENDED that C. Hickson be taken on as a Seasonal Gardener.**



d) PETERLEE TOWN FOOTBALL CLUB – LIGHTING MAINTENANCE

Tenders had been sought from three companies to provide comprehensive service for the ongoing maintenance and testing of the outside lighting systems. However, the Supervisor was experiencing a problem sourcing companies who had special access equipment to repair/maintain our floodlight/lighting systems. Since that time the floodlights had become non-operational and required immediate attention. Only one company had responded to the tender with a quote for the repair of the lights. Of the other two companies the first had requested more time to ascertain whether or not their equipment would be suitable, the second company had not yet responded with a definite proposal.

**RECOMMENDED that as a matter of urgency the Horticultural Supervisor obtain three quotations from reputable companies.**

99. CEMETERY OFFICER'S REPORT

A copy of the Cemetery Officer's Report had been circulated to Members for their information.

a) Cemetery Memorial Scheme Package

Having completed the Cemetery Memorial Scheme Package the Cemetery Officer had now submitted the final prices as follows;

- Seats – would be placed on 2 square meters of Cathedral flagstones. Seats would be 1.5 meters, and made from FSC reclaimed teak, the seats would also come with a brass plaque. The price for this package was £586.00 including VAT.
- Trees – these were to be Prunus Kanzan semi-mature and would include a memorial stone of 15 inches length by 9 inches width by 2 inches deep. The price for this package was £147.80 including VAT.

After consulting with the Organiser of the Tourist Information Centre, the Cemetery Officer had asked her to include news of the

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Memorial Scheme Package in the next 'About Town' newsletter, this would publicise the new scheme without incurring the cost of additional advertising.

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

**b) Burial and Cremation Figures**

Below are the figures for Burials and Ashes from February through to March 2008.

	<u>Burials</u>	<u>Ashes</u>
February	5	1
March	2	1

**RECOMMENDED that the information given be noted and in future the Cemetery Officer's Report be separately itemised on the Agenda.**

**HILL RIGG HOUSE – LICENCE TO NORTH BLUNTS CHILDCARE**

The Town Clerk advised Members that following guidance from the last Audit Report, the Town Council should enter into a licence with North Blunts Childcare rather than hiring the building to them on an hourly basis. This related to the length of hiring of the building and the rental fee would be £1,950.00 per quarter.

**RECOMMENDED that a licence be offered to North Blunts Childcare on the fee set out above.**

**BIG KIDS CIRCUS**

The Town Clerk reported receipt of a request from a company to site their Big Kids Circus on suitable sized land within the Town.

Members felt strongly that this should not be sited on any of the Town Council owned sports fields and also expressed concerns as to the lack of the necessary parking facilities on/adjoining Town Council sites.

**RECOMMENDED that the Town Clerk advise Members accordingly if he was able to identify any suitable land and negotiate a reasonable rental fee.**

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