

PETERLEE TOWN COUNCIL

MINUTES OF A MEETING OF THE PARKS & CEMETERY
COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 8th SEPTEMBER 2008

PRESENT: Coun. C J METCALFE (CHAIR)

Mesdames: L Wood, J Black & M Cartwright

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

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

37. APOLOGIES FOR ABSENCE

Apologies had been received from Councillors J I Measor and M Milsom.

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

MATTERS ARISING – Minute No. 32 – Asset Management Meeting the Town Clerk asked which Members wished to be included in this meeting.



RECOMMENDED that an answer be given at the Council meeting.

39. PARKS SUPERINTENDENT'S PROGRESS REPORT, a copy of which had been circulated to Members, was considered under the following headings:-

a) DAMAGED GATES – EDEN LANE

Unfortunately there had been a number of instances whereby gates had been damaged or stolen within the Eden Lane area, notably the main gate to the Medieval Village site, opposite the Scout Hut and also the Steel gate entrance of the pony fields. The cost to replace the actual gate alone at the Medieval Village site would be £600.00, although there was damage to the post and surrounding steel work. These incidents had been reported to the Police within 24 hours of the Parks Department being informed of the damage/thefts and although the Council had replaced/repainted the pony fields site on at least three occasions since October 2009 to date no one had been apprehended.

The Parks Department had also installed a motorcycle inhibitor at the bottom of Horden steps to prevent motor cycles riding up the steps within the public areas and were continuing to adopt a 'patch and fence' policy with regard to the damaged fencing. It would appear that most of the damage was allegedly caused by motor cyclists gaining access to these field areas.

The Supervisor advised that because the Police would not give a crime reference number for the damage to the steel entrance gate in order to submit a claim to the Council's insurance company.

RECOMMENDED that the Town Clerk or Leader contact the Police to ascertain further details in relation to this incident.

FURTHER RECOMMENDED that the Town Clerk and Horticultural Supervisor refer to the Council's insurers for advice and regarding accidental damage to the specified equipment and payments on claims.

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b) EAST DURHAM ARCHERS – STORAGE AT LOWHILLS ROAD

The Supervisor had met with the Senior Planning Officer from the District of Easington and Mr A Armstrong of the East Durham Archers. After viewing the area the Planning Officer had agreed since there were no overlooking buildings or any mains services feeding the building then the structure would be classed as a temporary structure and could be sited there for a period of up to two years. The structure had now been placed alongside the Scout Hut at Lowhills Road and the fencing did not have to be altered.

It was noted that at the site meeting the Superintendent had spoken to the Senior Planning Officer regarding the siting of a container at Helford Road for the storage of nets etc. and he had assured him that the same criteria would be applicable subject to the container being the same dimensions (20 foot by 8 foot).

RECOMMENDED that the information given, be noted.

c) PARKS INSPECTIONS 19TH JULY & 2ND AUGUST 2008

Summer Parks inspections were held on the 19th July and 2nd August 2008. The sites visited were Eden Lane Cemetery, Bowls and Depot, together with Shotton Hall, Woodhouse Park, Lowhills Bowls, Thorntree Gill Allotments and Hill Rigg House. Generally all areas had been well received other than Lowhills Road Bowls which had major problems with the drainage ditch which surrounds “the green”. This has since had an immediate ‘temporary’ repair which had been completed in house by staff.

Three other areas were highlighted as problematic, these being;

- Eden Lane Changing Rooms – tiling
- Eden Lane Bowls – No hedge line and unsafe mats
- Cemetery – Shrubs and hedge line
- Dene Parks – Abandoned shopping trolleys and vandalised areas.

A number of these problem areas were or had already been dealt with, however, some were ongoing and reports would be brought to future meetings when further progress was made.

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Members made particular reference to the state of Hill Rigg House upon their visit. The Superintendent advised that this building had been thoroughly cleaned and would continue on a regular weekly basis. Arrangements would also be made for decoration of the interior of the building.

RECOMMENDED that the information given, be noted.

d) ICCM CONFERENCE & EXHIBITION (TRAINING) 29 SEPTEMBER – 1ST OCTOBER 2008, KENILWORTH

The Superintendent proposed that permission be granted for the Cemetery operatives to attend the above course so as to further their training and development. The delegate fee was £495 plus V.A.T. per person and would include hands on machinery, grave digging and shoring techniques as well as important advice and opportunities for further training. The only trained operative within Peterlee Town Council Parks Department were Mr V. Harriman and Mr R. Dilks, who attended an ICCM recognised course in 1996 and who had only since received further training in 1998 relating to the teleshore shoring tool. At present the only recognised ICCM training course available to the North East was in Glasgow and was subject to a minimum number of operatives to enable the course to run.

RECOMMENDED that this item be deferred to the Full Council meeting.

40. CEMETERY OFFICER'S PROGRESS REPORT

a) Cemetery – Burials & Internments

The following figures were received from the Cemetery Officer for burials and internments that had taken place from 1st August through to 3rd September 2008.

	<u>Burials</u>	<u>Ashes</u>
August – September	3	1

RECOMMENDED that the Cemetery Officer contact local funeral directors to ascertain the death rate within Peterlee, the number of cremations being carried out, and at which Crematoriums.

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b) Memorial Scheme

The Memorial Scheme had now received and completed orders on four trees and one bench.

RECOMMENDED that the information given, be noted.

c) General Overview

The Leylandi hedging had now been pruned around the Remembrance Garden and weekly maintenance of grass cutting, strimming and blowing was ongoing.

RECOMMENDED that the information given, be noted.

41. PROPOSED SPORTS & SOCIAL CLUB, HELFORD ROAD – MINUTES OF SITE MEETINGS HELD ON 18TH JUNE, 23RD JULY & 20TH AUGUST 2008

Copies of the above had been circulated to Members for their information.

RECOMMENDED that the information given, be noted.

42. CONTRIBUTIONS FROM S106 AGREEMENTS

Correspondence had been circulated to Members confirming approval of the funding request in the sum of £44,000 for the upgrading of the children's play area at Eden Lane and new youth equipment in an area adjacent the multi use games area in accordance with the terms of the section 106 Agreement.

RECOMMENDED that the information given, be noted.

43. RESTORATION OF THE PASMORE PAVILION - DELIVERY ACCESS

A letter had been received from Burns Architects, a copy of which had been circulated to all Members.

It was proposed that the delivery access would be from the public car park adjacent to the Hearts of Oak Public House to the north of the Pavilion. The contract was expected to be let in November/December 2008 and the works were expected to take

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five to six months. All disturbed surfaces would be reinstated on completion. A site compound was proposed adjacent the Pavilions itself.

RECOMMENDED that the Town Clerk obtain further details in relation to health and safety aspects and out of hours deliveries.

44. WOODHOUSE PARK – ACTIVITY WEEK

The Town Clerk reported receipt of an email from East Durlingham Positive Inclusion Partnership highlighting the excellent facilities at Woodhouse Park for children with disabilities, and her work with the Partnership to use this facility in the future.

RECOMMENDED that the information given, be noted.

45. JOINT WORKING ARRANGEMENTS REGARDING USE OF WIEDENMANN TERRA SPIKE

Members had been circulated with a copy of a letter of thanks from Seaham Town Council regarding their borrowing of Wiedenmann Terra Spike and asking if the Town Council would be prepared to enter into reciprocal arrangement on some specialist equipment their Parks Department have.

RECOMMENDED that the future joint working arrangements for the Wiedenmann Terra Spike be agreed.

FURTHER RECOMMENDED that the Horticulture Supervisor investigate further reciprocal arrangements for other equipment.

46. 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.

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47. LOWHILLS BOWLS PAVILION – FEASIBILITY STUDY

The Town Clerk had circulated to Members details of the quotations received to carry out this feasibility scheme.

RECOMMENDED that the lowest fee quotation submitted by Burns Architects in the sum of £375.00 plus V.A.T. be accepted, subject to this work not already been carried out as part of the D.D.A. Access Survey.

COUNCILLOR E W HALL DECLARED AN INTEREST IN THE FOLLOWING ITEM AND AT THIS POINT LEFT THE COUNCIL CHAMBER AND TOOK NO PART IN THE DISCUSSIONS THAT ENSUED.

48. REDUNDANT MACHINERY

The Supervisor had circulated a report to all Members for their consideration.

Due to the acquisition of new machinery etc, space within the Eden Lane Depot had become a major issue, particularly in relation to health and safety implications for the Parks Department.

With this in mind the Superintendent recommended that several items of horticultural plant items be sold and the monies used to supplement the existing plant and machinery budget. After extensive talks with suppliers only two companies were interested in purchasing equipment outright, other companies preferring some of the usable items to be used as part exchanges for other plant/machinery items on a like for like basis.

It was difficult to value some of the machines as there were no price guides available for used small plant machinery/tools. The Supervisor had approached Lloyds Ground Care and Tees Turf Machinery, both are reputable dealers who had dealt with Peterlee Town Council, to ascertain the value of the redundant machinery on the open market and who would be prepared to take all of the machinery listed at one time, a copy of which had been circulated to Members.

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The Town Clerk added that he had recently received correspondence from Councillor E W Hall who had submitted a price to purchase a grass cutter, although the equipment had not been offered to “public tender”.

RECOMMEND that this item be deferred to the Full Council meeting.

49. ITEC SITE - PETERLEE

The Town Clerk advised that a meeting to discuss this item had been re-scheduled to 9th September 2008, and, he would update Members in due course.

RECOMMENDED that the information given, be noted.

50. USAGE OF THE MUGA

An update on the usage of the MUGA had been circulated to Members for their information.

RECOMMENDED that the information given, be noted.

51. CAR PARK – ‘WEEK IN ACTION’

The Town Clerk reported receipt of a request from North Peterlee Pathfinder to use the Helford Road Car Park (adjacent Hearts of Oak) from 12th – 14th November 2008, as part of the Week in Action.

RECOMMENDED that this request be agreed.

52. HELTFORD ROAD WORKING PARTY

The Town Clerk reminded Members of the Helford Road Working Party meeting to be convened on Tuesday 9th September at 7.30pm at Shotton Hall.

RECOMMENDED that the information given, be noted.

