

PETERLEE TOWN COUNCIL

MINUTES OF A MEETING OF THE PARKS & CEMETERY  
COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 8<sup>TH</sup> DECEMBER 2008

PRESENT: Coun. C J METCALFE (CHAIR)

Mesdames: L Wood & M Milsom

Messrs: J Hardy, D Milsom, R Huitson, C Austin,  
T Jones, W M Jeffrey, H Bennett MBE,  
J Alvey, R Curtis, R Jones, 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.**

71. APOLOGIES FOR ABSENCE

Apologies had been received from Councillors:- J I Measor, S  
McDonnell, M Cartwright and G Cowie.

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

73. PARKS SUPERVISOR'S PROGRESS REPORT, a copy of which  
had been circulated to Members, was considered under the  
following headings:-  
a) GRIT BINS



All Grit Bins were out in designated areas, and were subject to a weekly check by the highways operative. Three additional bins had been procured to replace damaged / missing bins and he had also purchased two pedestrian salt spreaders for Shotton Hall and the Cemetery to enable a quick response to forecasted freezing weather. The Supervisor had personally made sure that a weekly weather forecast was displayed so that all staff could prepare beforehand. Attendants would be given instruction to visually check areas for ice at weekends and grit accordingly.

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

b) LOWHILLS ROAD BOWLING CLUB AGM

The meeting was attended by Councillor C. Metcalfe (Chair of the Parks Committee), Councillor J. Alvey (Ward Councillor) and the Supervisor. The main purpose of attendance was to address the members of the Bowling Club, regarding the Council stance on the possible provision of a new clubhouse or to possibly extend the existing one.

It was explained to the Bowling Club members that because of the Helford Road scheme, it would be unlikely that the Council were in a position to fund such a scheme in the near future, However it was also explained that the Council were commissioning architects reports regarding DDA requirements. It became apparent that the Club had approached the Lottery Fund several months ago but had heard nothing.

The second concern related to the bowling green itself, most notably the bowling green ditches and although the Club had had their best season yet, and were more happy with the green. It was reported that the Council had tasked the Parks Department to rectify the temporary repair during the closed season. Since the Annual General Meeting the Supervisor had been in touch with Maurice Brown, (Chairperson) to offer assistance in potential funding sources and would be arranging a meeting with Barbara Hind, of the District of Easington Community Involvement Team, to assist the group with their endeavours to attract younger members and in recruiting volunteers to help run the club.

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

*Tom*

c) HELDFORD ROAD – PITCHES

Pitches One and Two at Helford Road were still not in a suitable state to permit play, with Peterlee Helford United being temporarily relocated to Lowhills Road. The problem relates to the fact that even though the damaged areas were repaired after the Peterlee Show, which consisted of rotavating / adding soil and then reseeding the damaged areas that did not have sufficient time or weather conditions to establish before the fireworks display on November 5<sup>th</sup>, consequently the maintenance has been 'undone' by pedestrian footfall, etc. The Ground Staff had been instructed to identify areas that could be re-maintained, however, given the time of the year and temperatures etc, it was unlikely that the area would be playable before Spring.

A Local Member asked if consideration had been given to turfing the area. The Supervisor added that it had, but for various reasons felt seeding was a better option on this occasion.

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

d) SMALL TOOLS AND MACHINERY

Alan Bean, of Tees Turf Machinery, had informed the Supervisor that he was unable to collect items one to three of the tools and machinery that he purchased from Peterlee Town Council, (Brower 5 Gang Mower Unit, Gannon Super Gill Seeder, Howard Selectatilh Rotovator), Alan had, therefore, donated the items back to Peterlee Town Council.

**RECOMMENDED that the items be sold as scrap metal.**

e) HELDFORD ROAD MULTI USE GAMES AREA

Letters had been sent to customers who 'block book' sessions to ascertain their plans for usage over the Christmas Period, and if they were happy to continue with the current timetable in use. The three block bookers had confirmed dates and times for both of these matters and details had been added to the 2009 diary as far as March.

Hours Used in November – 99 hours.

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

*Tom*

74. CEMETERY OFFICER'S PROGRESS REPORT

a) CEMETERY – BURIALS AND INTERNMENTS

The following figures had been received from the Cemetery Officer for Burials and internments that had taken place from 1<sup>st</sup> November through to 3<sup>rd</sup> December.

	<u>Burials</u>	<u>Ashes</u>
November - December	5	1

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

b) MEMORIAL SCHEME

There had been no more requests for information during the month of November.

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

75. INFORMAL CIVIC RECEPTION – FRIDAY 30<sup>TH</sup> JANUARY 2009 – 7.30PM – 11.00PM

An invitation to the above event had been received from Seaham Town Council, a copy of which had been circulated to each Member.

**RECOMMENDED that Members wishing to attend this function were to notify the Mayor's Secretary.**

76. AREA ACTION PARTNERSHIPS – FURTHER CONSULTATION

The Town Clerk had circulated to Members details of further consultation from the County Council on function, governance and budgets of Area Action Partnerships.

In the correspondence it was proposed that a starting point for discussion on the Boards composition was representation from elected Members, the public, and partners each having seven representatives.

The Town Clerk advised that Town and Parish Councils were not identified in the report as being in any particular group.

*tom*

**RECOMMENDED** that the Town Clerk respond with the proposal that as there is know a two tier system of local government in County Durham, that a number of elected Member Board positions should be allocated to Town & Parish Councils.

77. DISASTER PLAN

A copy of the recently prepared Disaster Plan for the Town Council had been circulated to Members. It was hi lighted that Zurich Municipal would like to use the Town Council as an example of good practice in this area of work.

**RECOMMENDED** that the Disaster Plan be received, and staff be congratulated in completing this piece of work.

78. PETERLEE TOWN LADIES FOOTBALL CLUB – SPORTS/FITNESS TV PROGRAMME

The Town Clerk had circulated copies of a letter from the Club which advised that a member of the Ladies Team would shortly take part in a sports/fitness programme.

**RECOMMENDED** that the letter be received.

79. 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.

80. MINUTES OF THE MEETINGS OF THE HELFORD ROAD WORKING PARTY OF THE 29<sup>TH</sup> OCTOBER AND 18<sup>TH</sup> NOVEMBER 2008

*lmm*

**RECOMMENDED that the Minutes of the 29<sup>th</sup> October 2008, be endorsed, the Minutes of the 18<sup>th</sup> November 2008, be agreed subject to the wording “The revised 47 week contract be agreed” being omitted from the minute.**

81. THE REPORT OF THE PARKS SUPERVISOR

a) ASBESTOS REPORT

Member's attention is drawn to recommendations from a type 2 survey report submitted by Apec Environmental in 2007, in order for Peterlee Town Council to comply with the Control of Asbestos Regulations 2006 (Section 4, Duty to Manage). The report stipulated certain requirements to be carried out within a reasonable time frame. Completed actions from the report carried out so far include;

- Formal training of employees likely to come into contact with Asbestos, e.g. Cleaners, Parks Staff.
- Marking up of areas identified as having an asbestos content.
- Inspections of areas with asbestos content to record any further degradation or damage.
- Requirement to prevent any further works which may expose or further damage Asbestos.
- Production of Asbestos Register.

Upon submission of the previous report to the Parks Committee I was tasked with the responsibility of requesting the same companies re-quote for the removal of identified asbestos as per the Apec Report and also to issue guidance regarding the subsequent scenario if more asbestos was found.

The prices for the complete removal of asbestos do not include any removals of radiators, nor do they include any replacement insulating boards. Both companies also suggested that this type of removal would also be more akin to a type 3 removal (pre demolition/major refurbishment survey).

The Prices for encapsulation are as follows;

Company A            £1,200.00 (Plus V.A.T) (Chirmarn)

Company B            £1,770.00 (Plus V.A.T) (Phoenix Hazmat Ltd)

*LMM*

The price for the complete removal of asbestos, as outlined in the Apec Environmental report, are as follows;

Company A	£8,975.00 (Plus V.A.T)
Company B	£3,800.00 (Plus V.A.T)

**RECOMMENDED that a decision on this matter be deferred to the Council Meeting.**

82. CREATION OF ADDITIONAL PITCH AT HELFORD ROAD

The Town Clerk advised Members of the proposal to possibly create an additional playing pitch at Helford Road. This would be paid for by the developer involved in the development of the former Blunts School site who was in the process of submitting a further planning application for this scheme.

**RECOMMENDED that this proposal be agreed and the Town Clerk keep Members updated.**

