

PETERLEE TOWN COUNCIL

MINUTES OF A MEETING OF THE PARKS & CEMETERY
COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 9th FEBRUARY 2009

PRESENT: Coun. C J METCALFE (CHAIR)

Mesdames: L Wood, M Milsom, J Black &
S McDonnell

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

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

97. APOLOGIES FOR ABSENCE

Apologies had been received from Councillors:- G Cowie and M Cartwright.

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

a) In connection with **Minute No. 85(b) Meeting with the Asda Manager** the Town Clerk advised that he had sent a letter requesting a representative to attend a meeting of the Council and a reply was awaited.

- b) In connection with **Minute No. 94 – Castle Eden Dene Bridge Work** the Town Clerk advised that this bridge had now been granted additional finance which would allow the repair rather than demolition of the bridge. A letter from Natural England confirming this had been circulated to Members.

The Chairman thanked the Members for their support with this matter.

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

The Parks Department were continuing to carry out winter maintenance work with the following areas completed:-

Edging off works at Eden Lane, Helford Road and Lowhills Road.

Ellison's bank fence repairs and planting of hedges, together with reduction on some areas to aid maintenance and to thicken hedges in Spring and Summer.

Removal of Ivy and invasive shrubs at Eden Lane Bowling Green.

Clearing of accumulated rubbish at Eden Lane "Gutter".

Salting/Gritting all areas throughout Peterlee, particularly in relation to Horden Bank (steps) Lowhills car parks (Sure Start) and steps at North and South Denes.

Clearing undergrowth at Lowhills Road (Football Pitches) and accumulated rubbish.

Daily inspection of North and South Denes, removal of potential fire sources.

Inclement weather work would consist of carrying out internal redecoration within the buildings as identified from Summer Parks inspections (e.g. Hill Rigg House) and other reports Durham County Council condition survey inspections and also Zurich Annual Health and Safety Report.

The Parks Department would also rationalise storage facilities within the Eden Lane Depot, so as to improve the standard of housekeeping as identified in the Zurich Municipal Annual inspection.

RECOMMENDED that the information given, be noted.

Helford Road M.U.G.A Usage in January 2009

Total – 118 Hours

RECOMMENDED that the information given, be noted.

100. REPORT OF THE CEMETERY OFFICER

Given below are details of the recent figures for burials etc. Also attached for Member's information were details of the burials on an annual basis since January 1992 by calendar year.

Burials in January 2009

Total - 8

Ashes in January 2009

Total – 2

Number of Trees purchased in December 2008/January 2009

Total – 3

RECOMMENDED that the information given, be noted.

101. ANNUAL PERFORMANCE PLAN 2008/09 – MONITOR AGAINST TARGETS

The Town Clerk had circulated to Members details of achievements up to 31st January 2009. A local Member enquired if the children's play area was complete as the area was still closed. The Town Clerk advised that the work was complete, but the play area was closed to allow the grass to establish.

RECOMMENDED that the information given, be noted.

102. PROPOSED SPORTS & SOCIAL CLUB, HELFORD ROAD

(i) Minutes of the Meeting held on 14th January 2009, copies of which had been circulated to Members, were approved.

(ii) Minutes of the Meeting of the Helford Road Working Party held on 20th January 2009, copies of which had been circulated to Members, were approved.

Members of the Working Party highlighted a) the reduction in scheme costs which had recently been achieved, and b) of the line been taken by the Working Party on additional works required to the steelwork, the gas membrane and staircase no. 2.

RECOMMENDED that the following items be deferred to the Council Meeting for further consideration:-

- a) **Official Opening**
- b) **Naming the Rooms**

103. HELFORD ROAD REBUILD – POST OF SPORTS DEVELOPMENT OFFICER – SCALE 6

The Town Clerk had circulated a copy of the draft job description to Members and advised he was awaiting comments from the grant funders.

RECOMMENDED that this item be deferred to the Council Meeting for further consideration, when partners comments should have been received.

104. ADVERTISING ON FLORAL DISPLAYS

The Town Clerk advised Members that he had interest from a further Company wishing to sponsor a floral display within the Town.

RECOMMENDED that the Town Clerk continue discussions as to this possible sponsorship and advise Members in due course.

105. 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.

106. REPORT OF THE HORTICULTURAL SUPERVISOR

a) PETERLEE CEMETERY – MEMORIAL TREE PLANTING SCHEME

Members considered the Horticultural Supervisor's Report regarding the above subject.

RECOMMENDED that the Horticultural Supervisor's recommendations be implemented.

b) PARKS DEPARTMENT – PURCHASE OF VEHICLES

Members considered the Horticultural Supervisor's Report regarding the above subject, prices having been sought from three companies.

RECOMMENDED that:-

- (i) **the lowest tender submitted by Firm C, Jennings Ford, be accepted in the sum of £23,950 for the supply of 2 no. pick ups.**
- (ii) **that the 2 Vivaro vans and 1 Daihatsu Van, as given in the report, be declared surplus to requirements, and offered for sale by sealed tender.**
- (iii) **The Council adopt a Policy whereby the logo on any Town Council vehicles or equipment be removed before selling onto another party.**
- (iv) **The Council adopt a Policy with a Log in/Log Out Record Book relating to each of the Town Council's vehicles, and the Horticultural Supervisor advise the Committee of the system set up at the next meeting.**

107. LEASE OF HILL RIGG HOUSE

The Town Clerk informed Members that he had received two requests to use the Hill Rigg House building, one from a private company, the other from a community organisation which reflected the level of rent both were prepared to pay.

Acre Rigg Ward Members felt strongly that this building should continue to be used solely by the community of the Ward.

RECOMMENDED that the Town Clerk make investigations in relation to the legal aspects of the grant received for this building and advise Members accordingly.

108. PUBLIC TOILET AT EDEN LANE

A local Member asked the Horticultural Supervisor if he could make enquiries why the above toilet was not open at weekends.

RECOMMENDED that the Horticultural Supervisor make enquiries and advise the local Member accordingly.

109. PATHFINDER YOUTH THEME MEETING – 22ND JANUARY 2009

The Town Clerk had circulated to Members the report of the above meeting. As part of the initiative to increase youth provision it was hoped to hold a series of summer activities referred to as a Youth Theme Village. It was hoped that the first of these events could be held at Helford Road Playing Fields.

RECOMMENDED that this request be agreed “in principle” and the Town Clerk keep the Committee advised on progress.