

PETERLEE TOWN COUNCIL

MINUTES OF A MEETING OF THE PARKS &  
CEMETERY COMMITTEE

HELD ON MONDAY 12<sup>th</sup> NOVEMBER 2012

PRESENT: COUN. C J METCALFE (CHAIR)

Mesdames: L Wood & J Black

Messrs: D Milsom, R Huitson,  
W M Jeffrey, H Bennett MBE,  
C Watkins & E W Hall

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

26. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors:- J Hardy (poorly), J Alvey (poorly) and R Jones (poorly).

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

MATTERS ARISING -

Minute No. 30 – Banqueting Suites Boiler – Asset Management

It was asked that boilers across all of the Council's buildings, be properly maintained and reports be submitted when works were required, rather than emergency works. At the Council meeting it was RESOLVED progress be made with the tendering for services to the Town Council.

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

28. LICENSING – PREMISES VARIATION APPLICATION RECEIVED – FIVE QUARTER, PETERLEE

To remove the condition relating to having SIA Registered door supervisors.

**RECOMMENDED that a letter be sent advising the Town Council had no concerns as long as this action complied with current Government Legislation and the Police had been notified.**

29. NOTICE OF DELETION OF AN EXISTING 2010 RATING LIST ENTRY, PETERLEE CRICKET CLUB

The Town Clerk advised of notification from The Valuation Office Agency advising that the Peterlee Cricket Club had been deleted from an existing 2010 rating list entry.

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

30. FEES AND CHARGES

The Town Clerk advised Members that in accordance with the guidance from the recent internal audit, a meeting would be held at Officer level to deliberate on the fees and charges, based on their research. Reviews of fees and charges for 2013 would then be considered at the Precept Meeting to be held in December 2012.

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

31. REPORT OF THE HORTICULTURAL SUPERVISOR

a) Annual Planting Schemes

All planting had been completed throughout Peterlee, with the exception to the roundabout at Surtees Road which had been replenished with suitable soil and re formed for maximum visual impact in preparation for Spring planting. All plants received from Darlington nurseries were of good quality stock and hardened off in time for the scheduled delivery dates.

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

*PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM COUNCILLOR C J METCALFE DECLARED AN INTEREST ON THE MATTER RELATING TO LOWHILLS LEISURE GARDENS.*

b) Future Maintenance issues

The Horticultural Supervisor advised Members of works the Parks Department intended to complete for the remainder of 2012 season on the following sites:-

- i) Lowhills Leisure Gardens
- ii) Lowhills Football Pitches Lowhills Play Area (Hill Rigg)
- iii) Woodhouse Park

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

32. COMPLETION OF HEALTH AND SAFETY STUDY OF EXISTING TREE STOCK BASED WITHIN SHOTTON HALL GROUNDS AREA TOGETHER WITH ASSOCIATED CONDITION SURVEY

A copy of the Horticultural Supervisor's Report had been circulated to each Member, for their consideration.

**RECOMMENDED that Arbour Division Ltd be engaged to carry out the Health and Safety study and condition survey at Shotton Hall grounds, at a cost of £1,400 plus VAT, which was within the current budget.**

**FURTHER RECOMMENDED that the Horticultural Supervisor submit a further report on the outcome of this survey.**

33. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC  
IN VIEW OF THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEMS TO BE DISCUSSED, THE COMMITTEE WERE ASKED TO PASS THE FORMAL RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING, PURSUANT TO THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT, 1961 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985.

34. FIELDS IN TRUST

The Town Clerk advised of correspondence from the Fields in Trust offering assistance in registering the fields at Helford Road and Eden Lane in connection with this scheme.

**RECOMMENDED that this offer not be taken up and the Town Clerk advise the Organisation accordingly.**

35. BUILDING SURVEY – PROPOSALS

Correspondence from Dayes Kenyon Associates Ltd, Structural Engineering Consultants had been circulated to Members for their consideration.

**RECOMMENDED that Dayes Kenyon Associates Ltd be engaged to carry out a survey and inspection works to the following buildings;-**

- i) **Shotton Hall**
- ii) **Ancillary building 1 to Shotton Hall**
- iii) **Eden Lane facilities building**

**FURTHER RECOMMENDED that a comprehensive report be awaited. Providing the quality of the reports submitted were satisfactory then consideration be to Dayes Kenyon Associates Ltd carrying out similar surveys and inspection works to all the Town Council buildings.**

36. REPLACEMENT/PURCHASE OF NEW MACHINERY

The Horticultural Supervisor had circulated a report for Member's consideration in replacing/purchasing new machinery for the Parks Department. He had sought three quotations, which were detailed in the Report.

The items were required for replacement and to enhance more efficient working practices, particularly grass cutting and snow removal.

**RECOMMENDED that the quotation submitted from Company A be accepted, and the order be placed for machinery in the sum of £14,457, as detailed in the Report.**

**FURTHER RECOMMENDED that the Asset Register be updated as a matter of urgency.**



