

PETERLEE TOWN COUNCIL

MINUTES OF A MEETING OF THE PARKS &
CEMETERY COMMITTEE

HELD ON MONDAY 10th JUNE 2013

PRESENT: COUN. C J METCALFE (CHAIR)

Mesdames: L Wood, M Thompson, J I Measor,
M Milsom, S Simpson & V Watson

Messrs: R Curtis, G Cowie, A Watson,
W M Jeffrey, F Price, D Milsom,
R Kyle, C Robbins, D Sillito & S Miles

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

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors K Liddell (holiday), L Cook (poorly), J Alvey (ill health), C Watkins (work commitments) & C Baty (otherwise engaged with long standing arrangements).

RECOMMENDED that the apologies submitted be accepted.

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

***COUNCILLOR S MILES DECLARED AN INTEREST IN THE
FOLLOWING ITEM, BEING A COMMITTEE MEMBER OF
THE SOCIAL CLUB, AND TOOK NO PART IN THE
DISCUSSION THAT ENSUED.***

(i) Minute No. 52 – Request to site a Clothing Bank in the Car
Park of Acre Rigg Social Club

The Deputy Town Clerk advised Members of the background to this item, she also reported that planning advice had been received from Durham County Council, a copy of which had been circulated to each Member.

RECOMMENDED that Officers liaise with the Club Officials/Stewardess of Acre Rigg Social Club, with regard to the payment of the planning application fee and the preferred location for the bank to be sited.

(ii) Minute No. 54 – Request to Purchase Land – Garage, Essington Way

Member's gave further consideration to this request and it was **RECOMMENDED that the Town Council do not sell any land at this present time and this request be refused.**

COUNCILLOR J I MEASOR DECLARED AN INTEREST IN THE FOLLOWING ITEM, HER HUSBAND BEING THE FORMER MANAGER OF THE MENS FOOTBALL TEAM AT EDEN LANE.

3. GLOBAL SPORT

a) The Development of Eden Lane Community Facilities

A copy of the above Report had been circulated to all Members for their consideration, which Members considered and discussed in depth.

RECOMMENDED that:-

- (i) a Steering Group be formed to meet bi-monthly, consisting of two Members from the Eden Hill Ward and one Member from the remaining wards, (Members on The Pavilion Management Board not be included if possible).**
- (ii) Mr Arnell take on the managerial Role for Eden Lane on a temporary basis on the short to medium term, whilst the strategic future of Eden Lane is decided;**
- (iii) Global Sport be granted permission to hire the kitchen at Eden Lane to cater for Teams playing from home. They being required to register and comply with the requirements of Durham County Council for food hygiene etc. This would be for an initial twelve month period, with an annual review, and subject to a suitable rental fee and**

**SLA to be agreed by the Town Council and Global Sport.
The use of the kitchen at Eden Lane to be granted immediately to allow progress to be made.**

- (iv) **Mr G Ganning and S Monaghan be employed by the Town Council on a part time basis with variable hours, an average of 15 hours per week, with additional hours to cover additional bookings as and when they are received.**
- (v) **A Service Level Agreement be prepared for Stonham currently operating from Eden Lane;**
- (vi) **Approval be given for tables to be purchased at a cost of £700.00, (vired from the miscellaneous budget).**

b) To Welcome Keith & Phil Brown from Global Sport
The Chairman welcomed Keith and Phil Brown from Global Sport, to the meeting.

They gave a full and detailed report on the background to their Company and their aspirations for Eden Lane Community Facility. They also mentioned a proposal to use the empty unit that had been the Information Centre. There was a questions and answer session with Members where an opportunity was given to explore the proposals being put forward by Global Sport and partnership working with the Town Council.

The Chairman thanked Global Sport for coming along to the meeting to appraise Members of their activities and future goals and vision.

RECOMMENDED Global Sport be advised immediately of the approval for them to use the kitchen facilities at Eden Lane and the supporting paperwork be completed as soon as possible.

FURTHER RECOMMENDED a report be prepared on the proposal of use of the former TIC Unit in Peterlee Town Centre by Global Sport.

4. SUMMER ACTIVITIES IN WOODHOUSE PARK

A copy of the Parks Development Officer's report detailing the Summer activities planned to take place at Woodhouse Park, had been circulated to all Members, for their information.

RECOMMENDED that the information given, be noted.

5. THE PARKS & CEMETERY PROGRESS REPORT

a) LOWHILLS ROAD

It was reported the request for a skip on this allotment site had now been carried out.

A letter had been received from the Stonham Home Group regarding a request to the Council to purchase some additional wooden sleepers so they could build a further three raised beds on their plot. A copy of Stonham's letter of request had been circulated to Members. It was felt the request was not clear and should have been directed to the Leisure Gardeners Association.

The gate at Lowhills Road Bowling Green car park had once again been removed and replaced due to the unsafe procedure necessary to close it.

It was advised that the bottle banks in the car park had been removed by Durham County Council following complaints. No notice had been given to the Town Council that this was to happen and representations had been made to the Department involved, and the reply was given for Members.

RECOMMENDED that a letter be sent to Stonham (Home Group) suggesting that they apply for funding to purchase additional wooden sleepers, as they were able to apply for grant funding they also be asked to re direct their request to carry out this work to the Leisure Gardeners Association.

FURTHER RECOMMENDED a letter be sent to Durham County Council expressing the Town Councils concerns at the action of removing a service, the bottle banks, without consultation or notice.

b) THORNTREE GILL ALLOTMENTS

The request for a skip on site had now been carried out. A request to erect a poly tunnel had been submitted from a plot holder.

RECOMMENDED that this item be dealt with as per agreed Council procedure via the Cemetery Officer and the Leisure Gardeners Association.

c) LOWHILLS ROAD FOOTBALL PITCHES

Goal posts had now been removed allowing renovation works and re-seeding to be carried out. This was now almost complete.

A Member advised that Teams were playing and training on a weekend, he asked if they had applied for and received permission to do this.

RECOMMENDED that the Deputy Town Clerk make investigations as to this activity and report back to Members.

d) EDEN LANE FOOTBALL PITCHES

It was advised that goal posts had been removed from pitch two and renovation work was now underway. Pitch one had now had the goalmouths re-turfed and the pitch was ready for topdressing and seeding. This was now almost complete.

RECOMMENDED that the information given, be noted.

e) EDEN LANE PARKS DEPARTMENT

A request had been made from the Parks staff regarding the siting of a recycling bin in the Parks Department yard. Staff felt that they should be recycling waste material produced from the canteen areas. This could be provided at a cost of £178.00 per year from Durham County Council, and would provide a fortnightly collection service.

RECOMMENDED that this request be agreed and implemented.

f) PETERLEE IN BLOOM

The Parks Department had received a garden competition entry form from a regular and successful member of the public, however this entrant had a family member who was now part of the panel of Councillors. Councillor A Watson advised Members that his Father, Mr F Watson, had now withdrawn his application. However, he added that as he had put a lot of effort into his garden preparing for the Competition he invited the judges and Panel to visit his garden during their inspections.

RECOMMENDED that the information given, be noted and this offer be made to the Panel.

g) WOODHOUSE PARK

The undertaking of the pruning works to the large cotoneaster hedging which runs along the West side of the Park had now started and all of the chipped material from this would be re-applied as mulch to the underneath of this hedging.

The Parks Department had received a complaint from a regular user of the Park regarding the toilets being locked. The complainant stated that the child she had with her had to be taken to nearby bushes so the child could relieve herself.

Members discussed this issue and it was agreed to keep the toilets locked due to the extreme vandalism, however, they suggested if perhaps arrangements could be made to have a key on deposit for use in an emergency instance whether this be with a member of staff or the user Group.

RECOMMENDED that the Parks Development Officer take this suggestion on a key being on deposit, forward with the user Group in the Park.

h) SEASONAL BEDDING PREPARATION

The seasonal bedding was now in the process of being removed around all sites and the rotivating work necessary was also underway. A visit to the nursery was planned to view and inspect the forthcoming deliveries which had been scheduled for the second week in June.

RECOMMENDED that the information given, be noted.

i) SHOTTON HALL

Parks staff had began to re-paint the white and yellow parking lines in and around Shotton Hall buildings and Suites. The Gardener at Shotton Hall had requested that a ‘no-entry’ sign be purchased and placed at the entrance of the drive leading to reception as cars continued to disregard the one- way system that was currently in place, he felt that this was an unsafe area to work in, with many near misses being reported.

RECOMMENDED that a large sign with the wording ‘No Entry except for HGV vehicles’ be purchased and in addition whenever the Gardener was carrying out his duties to ensure the area was coned off, to ensure his safety.

j) CEMETERY- BURIALS

In the past two months, April & May there had been seven burials, three Ashes and four full interments.

RECOMMENDED that the information given, be noted.

k) RENEWAL OF GAS BOILER AT EDEN LANE

It was advised that an Engineer had recommended that the boiler at Eden Lane be replaced, due to the various costly repairs in recent months.

RECOMMENDED that the Parks Officer contact the Council's gas supplier; Total Gas & Power, as to whether they operated an old for new deal, and a further two prices be sought and approval be given for the boiler to be replaced.

AT THIS POINT IN THE MEETING, (9.00PM) SEVERAL MEMEBERS LEFT, THOSE REMAINING WERE COUNCILLORS M THOMPSON, J I MEASOR, M MILSOM, W M JEFFREY, A WATSON, V WATSON, S SIMPSON, S MILES AND C J METCALFE.

l) REPLACEMENT OF MEMORIAL SEATS & TREES

A copy of the paperwork that was currently provided when purchasing a memorial seat or tree in the Cemetery at Eden Lane or Woodhouse Park had been circulated to all Members. At present there was no Policy on items within Shotton Hall grounds.

RECOMMENDED that the current Policy for the Cemetery at Eden Lane, Woodhouse Park be adopted for Shotton Hall grounds and read as follows, with a copy to be given to each customer;-

“Memorial seats are manufactured with FSC 100% pure reclaimed teak and are designed and constructed to minimise vandalism. However, Peterlee Town Council cannot accept liability if any damage should occur. In the event that the Memorial is damaged to the extent that it is deemed unsafe, Peterlee Town Council reserves the right to remove the Memorial without notice. In such instances the Council will then contact you to discuss future options, although there is no guarantee that Peterlee Town Council will fully fund a replacement.”

It be made clear that the cots included installation and only the required cosmetic general annual maintenance to keep the seat etc in a usable condition. In the event of it being damaged to the extent it is deemed unsafe the Town Council reserves the right to remove the memorial without notice. In such instances the Town Council would contact the person to discuss options.

6. HORTICULTURE SCHEDULE

The Show Co Ordinator circulated at the meeting a copy of the above schedule agreed following a meeting with the Show Vice Chairman, Councillor Curtis, Jeffrey and Metcalfe. A Member advised that there could be a possibility of a sponsor for this event and further details would be given when known. The Chairman advised that the Class 2 – Intermediate Leek (8” – 12”) had also been deleted from the schedule.

RECOMMENDED that the amendments as suggested be made to the Schedule.

7. 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 AND PUBLIC FROM THE MEETING, PURSUANT TO THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT, 1961 & THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985.

8. CAFÉ IN THE PARK

A copy of the report of the Parks Development Officer had been circulated to Members for their consideration. It was felt that this could be a factor in reducing anti social behaviour in the surrounding area and could possibly assist in the management of the toilet facilities in the Park. Several of the new Members had not visited the Park and other Members were not familiar with the proposed location of the unit involved.

RECOMMENDED that this item be deferred to the Full Council, in the meantime Members would familiarise themselves with the location of the proposed café.