

# SEDFIELD TOWN COUNCIL



Minutes of the proceedings of the **OCTOBER  
SPECIAL Meeting** of the **Council** held at  
**6.30 p.m.** in the **Council Offices**, Sedgefield,  
on **Monday 9<sup>th</sup> October 2017.**

## MINUTES

**Present**                    **Cllr. Mel Carr (Chairman)**  
**Cllr. Gloria Wills (Vice-Chairman) and**  
Cllrs. Allan Blakemore, David Brown, Vanessa Carmichael, Ann Carr, Alda  
Hummelinck, Chris Lines, Leo McCormack, Alf Walton and Mavis Wayman

**Officer**                    Dr Jane Ayre (Town Clerk)

**1. Apologies**

Cllrs Mark Cant and Julie Towler

**2. Declaration of interest**

Cllrs Chris Lines and Allan Blakemore reported that they have caravans stored at the current Turners site. No other Cllrs made any declarations of interest.

**3. Mr Jeff Pike, Hardwick Homes Ltd (Developer), Mr Jonathan Wallace and Mr Chris Smith, Lichfields (Planning Consultants) and Mr Chris Pyle, LOM Architecture (Architect) to present proposals for re-development of Turners of Sedgefield, Salters Lane, Sedgefield**

Cllr Mel Carr welcomed Mr Jeff Pike and his colleagues to the meeting.

Mr Pike thanked the Town Council for the opportunity to present his proposed vision for the redevelopment of the Turners of Sedgefield site at Salters Lane. Mr Pike acknowledged that Sedgefield feels under siege due to all the number of planning applications recently submitted, most of which are on greenfield sites. The site being considered by Mr Pike is a brownfield site and within the Town which he felt made this a significantly different proposal to those of other developers who he feel have been unscrupulous in their use of land and money in order to get developments on greensites. Mr Pike explained that he is a Director of Hardwick Homes Ltd along with Mr Paul Archer who lives in Sedgefield. Mr Pike is

originally from Trimdon before moving away to Manchester. Hardwick Homes Ltd is a property company operating in the North West and North East of England dealing with commercial units and housing. Mr Pike was approached by Turners 18 months ago in order to structure a deal whereby the business could relocate to a premise more suitable to its business needs without losing any of its existing contracts or staff. A site has now been purchased in Fishburn upon which a smaller bespoke unit can be built subject to planning permission. This will then allow a planning opportunity for residential development on the vacant site at Salters Lane in Sedgfield. Mr Pike circulated to all Cllrs copies of "Sedgfield, Salters Lane – Initial Proposals – Design Development" booklet for information.

Mr Chris Pyle, originally from Trimdon and now working in London, explained that he is now involved in the designing of such a development on Salters Lane and has been for the last 5 weeks. During this time he has become familiar with the site and the surrounding environment to understand the constraints and opportunities. To the South and West of this site is existing residential housing and to the North and East are industrial units. Thought is being given to access for any future development with three options currently in place. Consideration is being given to the perimeter treatment for any development with a mature tree line for the North (to Jewsons), a land rise and mature tree line for the South (to Pine Ridge) with acoustic testing and light pollution testing being conducted to the East leading to industrial units. Thought is being given to the West of the site which leads along Salters Lane and is the main approach into the Town from the North, currently the site of the caravan storage area. From these considerations an outline design has been produced and submitted to DCC for comment. This is very much a work in progress and some feedback has been received. Mr Pyle wants to obtain as much feedback as possible at this stage of the project. It is hoped to populate a frontage along Salters Lane which will create an arrival point to the residential area as well as enhance and increase the green space along the boundary edge, a buffer zone of approximately 8 metres. At this stage it is thought that one of the entrances to the site will be enhanced significantly and the entrance to the site from the South will be closed. It is the intention to have a mix of 2 and 3 storey units. It is also hoped to have a shared green space on site and put in place matured landscaping to the east of the site. DCC have given initial feedback with many positive comments and some constructive. Constructive comments relate to the proposed density of housing along Salters Lane, a request to review the Eastern boundary approach and the suggestion that the central green space be enhanced. As a result of this feedback modifications have been made to the initial design to reduce the number of properties along Salters Lane allowing the opportunity for some four bedroomed properties there and the creation of space to provide views through into the development. Enhanced pedestrian routes have been created throughout the site with a potential footpath along the roadside frontage on Salters Lane.

With regards to the Eastern boundary the design has been altered to turn gardens towards the boundary and increase the landscaping in this area. Mr Pyle concluded that nothing is set in stone and the outlines presented have been developed in five weeks of a ten to twelve week process to develop an outline planning application. He stressed that the view along Salters Lane is considered to be a key view from this development leading into the Town.

Cllr Mel Carr thanked Mr Pike and Mr Pyle for their presentation and opened the meeting for Cllr questions.

Cllr Alf Walton asked whether Sedgefield already had enough houses. Mr Jonathan Wallace acknowledged that two large developments have already been granted planning permission. He also acknowledged that DCC has not got a land supply strategy in place and for this reason he believed that regard should be given to the longer-term situation. Mr Wallace believed that it was best to take advantage of brownfield sites that are available and felt that there was a need for such development. He also said that Turners of Sedgefield needed to do something for their business in other premises more suitable to their needs. Cllr Walton expressed concern that this development would remove a considerable area from the industrial estate, an area which could create jobs for the Town potentially.

Cllr Allan Blakemore commented that he had been involved with The Sedgefield Plan's development for a considerable time. Whilst Cllr Blakemore said he understood Turners business needs had changed that was not a matter of concern for the Town Council. The Town now already knows that two large-scale developments will be built imminently and as a result of these the Town is now facing a far bigger housing allocation than that which DCC had set for the area in its County Durham Plan. Cllr Blakemore said in his personal opinion he believed that the significant public presence at this meeting reflected that the Town's public did not wish to see any further development in the Town and did not want to see the loss of an industrial area.

Cllr Chris Lines urged against second guessing the views of the public in relation to this development and asked Mr Pike if there would be any form of public consultation opportunity to allow residents to have their say. Mr Pike replied that a public consultation event will be held on Wednesday 18<sup>th</sup> October 2017 from 2pm – 7pm in the Manor House, an event which is due to be publicized imminently in The Northern Echo. Cllr Lines commented that some of the other developments are far from the centre of the Town it is likely they will add to the current parking and traffic problems in the Town. He noted that this site was near to the centre of the Town and asked if the vision for this development included any thought to linking with existing paths and the creation of cycle paths. Cllr Lines

also noted Mr Pike's earlier suggestion that this development could comprise of a mix of housing and type. Mr Pike replied that there is a chance that this development could join into the school for foot access. With regards to housing mix, Mr Pike believed there was a requirement for retirement properties in Sedgefield and was currently liaising with a company who specialize in this area.

Cllr Leo McCormack asked that percentage of affordable homes would be included in this development. Mr Pike replied that in County Durham there is a requirement for a minimum of 10% of such in developments.

Cllr Gloria Wills commented that the area of land upon which this development is being proposed is industrial land and that if that land is lost to the Town then what is the economic benefit to the Town in terms of jobs from the development now being proposed, i.e. how could this industrial land be replaced? Mr Pike replied that Turners of Sedgefield currently employ 30 people on the site but from the four acres of land currently used for the caravan storage facility only 1 person is employed. Mr Pike confirmed that all 30 jobs will be transferred to the Fishburn site depending upon planning approval. Mr Pike noted that NETPark is already in existence in the Town. Cllr Wills replied that NETPark is designated as a business site.

Cllr Mel Carr, the Chair, thanked Mr Pike and his colleagues for their presentation and attendance at this meeting.

The Chair thanked everyone for attending and closed the meeting at 6.58pm.

# SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **OCTOBER  
MONTHLY MEETING** of the **Council** held at  
**7 p.m.** in the **Council Offices**, Sedgefield, on **Monday  
9<sup>th</sup> October 2017.**

**Present**                    **Cllr. Mel Carr (Chairman)**  
**Cllr. Gloria Wills (Vice-Chairman) and**  
Cllrs. Allan Blakemore, David Brown, Mark Cant, Vanessa Carmichael, Ann  
Carr, Joanne Elliott, Alda Hummelinck, Chris Lines, Leo McCormack, Alf Walton  
and Mavis Wayman

**Officer**                    Dr Jane Ayre (Town Clerk)

**1. Apologies**

Cllr Julie Towler.

**2. Declaration of interest**

Cllr Chris Lines declared an interest in Item 11 as one of the planning applications related to a personal friend. No other Cllrs made any declarations of interest.

**3. STC Minutes / Committee Reports**

**a. Minutes of Butterwick Road Cemetery Working Group Meeting held Monday 4<sup>th</sup> September 2017**

These were confirmed as a correct record. ( M Carr / GW )

**b. Minutes of Finance Working Group Meeting held Wednesday 6<sup>th</sup> September 2017**

These were confirmed as a correct record. ( AB / GW )

**c. Minutes of Estates Working Group Meeting held Monday 11<sup>th</sup> September 2017**

These were confirmed as a correct record. ( AB / GW )

**d. Minutes of Personnel Committee held Monday 11<sup>th</sup> September 2017**

These were confirmed as a correct record. ( GW / AB )

**e. Minutes of Monthly Meeting held Monday 11<sup>th</sup> September 2017**

These were confirmed as a correct record. ( VC / AW )

**f. Minutes of P&R Committee held Monday 11<sup>th</sup> September 2017**

These were confirmed as a correct record. ( GW / M Cant )

**g. Notes of Fireworks Working Group Meeting held Wednesday 13<sup>th</sup> September 2017**

These were confirmed as a correct record. ( AW / JA )

**h. Minutes of Youth Working Group Meeting held Monday 18<sup>th</sup> September 2017**

These were confirmed as a correct record. ( CL / M Carr )

**i. Minutes of Community Development & Engagement Committee held Monday 18<sup>th</sup> September 2017**

These were confirmed as a correct record. ( M Cant / AB )

**j. Minutes of Environment Committee Meeting held Monday 18<sup>th</sup> September 2017**

These were confirmed as a correct record. ( AW / M Cant )

**k. Minutes of Policy & Records Management Working Group Meeting held Wednesday 20<sup>th</sup> September 2017**

These were confirmed as a correct record. ( GW / M Carr )

**l. Minutes of Estates Working Group Meeting held Monday 25<sup>th</sup> September 2017**

These were confirmed as a correct record. ( AB / GW )

**m. Minutes of Fireworks Working Group Meeting held Thursday 28<sup>th</sup> September 2017**

These were confirmed as a correct record. ( M Carr / GW )

**RESOLVED: To accept all of the minutes as above and recommendations contained therein.**

**4. Matters of Information**

**4.1 Franziska Willer Ward, Sedgefield Community Hospital:**

County Cllr John Robinson to keep the Town Council updated following the County Cllrs meeting in Durham with Ms Jacques (Chief Executive – County Durham & Darlington NHS Foundation Trust). The Clerk has written to County Cllr Robinson requesting an update. A response is now awaited. County Cllr Robinson to provide an update. The Clerk suggested this matter be closed as the Town Council had subsequently liaised directly with Ms Jacques. Cllrs agreed. County Cllr David Brown reported that he and County Cllr John Robinson, County Cllr Lucy Hovells and two members for Bowburn had recently met with Ms Jacques at Darlington Memorial Hospital and been presented with the same information as that given to the Town Council at the meeting attended by Cllrs Gloria Wills and Mavis Wayman. County Cllr Brown said that it had been reported that Sedgefield Community Hospital was sustainable, however, he believed this was an example of business before health.

**RESOLVED:**

**To receive this information and to close this matter.**

#### **4.2 Planning Application – NETPark:**

The Clerk has written to Mr Colin Harding of DCC making him aware of the Town Council's disappointment at his recent correspondence. No response has been received. The Clerk to keep Cllrs updated on this matter. Cllr Mark Cant proposed that this matter be escalated to Mr Timmiss of DCC in-light of the non-response from Mr Harding. Cllrs agreed.

#### **RESOLVED:**

**To receive this information.**

#### **4.3 External Report from DCC Members:**

The Clerk has written to County Cllr John Robinson requesting answers to the questions raised by Cllr Lines. No response has yet been received. Cllr Lines expressed his frustration regarding the lack of information being shared with the Town Council from one of the Town's elected County Cllrs. He suggested this matter be escalated. Cllr Mavis Wayman questioned why if information was not forthcoming from County Cllr Robinson was County Cllr Brown not used. Cllr Lines explained that this issue dated back to before the May 2017 Council Elections. Cllr Gloria Wills felt this was a Code of Conduct issue. Cllr Vanessa Carmichael noted that County Cllr Robinson attends Fishburn Parish Council meetings regularly and gives a report on his activities. The Clerk was asked to investigate this potential Code of Conduct issue with the DCC Monitoring Officer. The Clerk to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive this information.**

#### **4.4 Meeting with Ms Sue Jacques, CEO, CDDNHS Trust:**

The Clerk has shared with Mr Peter Howarth a copy of the report produced by Cllrs Gloria Wills and Mavis Wayman.

The Clerk has reminded Ms Jacques of the evidence she had agreed to provide the Town Council. See agenda 9.3.

#### **RESOLVED:**

**To receive this information.**

#### **4.5 EDRC AAP:**

The Clerk is still awaiting information from Ms Jane Bellis of the local AAP regarding

the £9902 annually allocated to each AAP for specific youth activities, however, she had been invited to attend a meeting at Coxhoe on 12<sup>th</sup> October 2017 regarding potential youth funding. Cllr Mel Carr reported that the EDRC AAP have a further £18,000 available for youth activities. The Clerk to keep Cllrs and the Youth Working Group updated on this matter.

**RESOLVED:**

**To receive this information.**

**4.6 Sedgfield Charities Nominated Trustees:**

This matter was discussed at the Community Development & Engagement Committee meeting held on 18<sup>th</sup> September 2017.

**RESOLVED:**

**To receive this information and to close this matter.**

**4.7 Letter from County Cllr John Robinson:**

The Clerk has written to Mr John Reed of DCC asking for an update on the status of the potential shallow wetland feature for Station Road Playing Field. A response has now been received and will be considered at the Environment Committee on 16<sup>th</sup> October 2017.

The Clerk has written to Ms Helen Lynch of DCC asking for an update on the exact status of the application to register Station Road Playing Field as village green. The Clerk to keep Cllrs updated on this matter.

The willows at Station Road Playing Field will be discussed at the October 2017 Environment Committee meeting.

The Clerk is liaising with Cllrs to determine their wish to be involved in a site visit to Station Road Playing Field.

**RESOLVED:**

**To receive this information.**

**4.8 Re-development of Turners of Sedgfield:**

The Clerk has liaised with Mr Jeff Pike of Hardwick Homes Ltd and arranged for him to meet with the Town Council at 6.30pm on Monday 9<sup>th</sup> October 2017 to present his

proposed plans.

**RESOLVED:**

**To receive this information and to close this matter.**

**4.9 Appeal Decision – Land South of Beacon Lane:**

The Clerk has written to Ms Judith Miller's Head of Service, Mr Stuart Timmiss, in accordance with the Town Council's wishes. Copies of the evidence given by Ms Miller have now been supplied by DCC and will be kept on file for future reference, particularly in relation to any future applications regarding the three cornered field. Any Cllrs wishing to have their own copy of this evidence are to contact the Clerk.

**RESOLVED:**

**To receive this information and to close this matter.**

**4.10 The Sedgefield Plan:**

This matter as discussed at the Environment Committee meeting held on 18<sup>th</sup> September 2017.

**RESOLVED:**

**To receive this information and to close this matter.**

**4.11 Current Planning Applications:**

The Clerk has submitted to DCC Planning Officers all comments made by Cllrs in relation to applications 1-3.

Additional planning applications circulated were discussed at the Environment Committee meeting on Monday 18<sup>th</sup> September 2017.

**RESOLVED:**

**To receive this information and to close this matter.**

**4.12 The Crosshill – Granted Planning Permission:**

The Clerk has written to Mr Anthony Walters, the Town Council's solicitor, and instructed him to issue a letter on behalf of the Town Council, or suggest a more suitable approach regarding this matter, as requested by Cllrs. Mr Walters has confirmed receipt and passed this to partner Mr Ian Shuttleworth who is well versed in matters relating to village greens.

**RESOLVED:**

**To receive this information.**

**5. Dates of Meetings**

Dates of the meetings taking place in October 2017 had been circulated prior to the meeting along with events scheduled for October 2017 – February 2018. The Clerk reported that it is hoped to also schedule a Personnel Committee meeting plus Policy & Records Management Working Group meeting in October.

**RESOLVED:**

**To receive this information.**

**6. Public Participation**

The Chairman closed the meeting whilst the public gave their views and comments.

Mrs Julia Bowles reported that one group in the Town does have a project for which they would like to seek S106 monies. She had been advised during the Eden Drive Public Inquiry that any such requests were to be submitted to the Town Council. The Clerk advised Mrs Bowles that the group in question should write to the Town Council, the Clerk would then share for information this request with Town Councillors and also forward the request directly to Mr Stephen Reed at DCC.

Mrs Alwyn Downes reported that she regularly walks to Sainsburys past Jewsons. Just outside Jewsons is a large tree which has branches that hang down very low over the footpath making this very difficult for pedestrians to get past. Mrs Downes asked if the Town Council could do something about this or refer the matter to DCC. Cllr Mel Carr replied that he believed this tree was in the ownership of DCC. The Clerk to report this matter to DCC.

The Chairman thanked the public for their comment and re-opened the meeting.

**7. Internal Reports**

**7.1 Chairman's Report**

Prior to the meeting the Clerk had circulated to all a Chairman's Report which detailed the actions he had undertaken since the last Monthly Meeting.

**RESOLVED:**

**To receive this information.**

## **7.2 Mayor's Report**

Cllr David Brown reported that since his last report to Council he had undertaken the following in his role as Mayor:

- Attended a Railway Extravaganza at Shildon on 16<sup>th</sup> September 2017;
- Attended the Mayor of Spennymoor's Civic Service on 17<sup>th</sup> September 2017;
- Attended the re-launch of Jayne's Fashion Shop in Sedgefield on 22<sup>nd</sup> September 2017;
- Had his own Civic Service at St Edmund's Church on 8<sup>th</sup> October 2017.

### **RESOLVED:**

**To receive this information.**

## **7.3 Councillor Co-option Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all a Councillor Co-option Report which contained within it a proposed Notice and timescale for seeking make a co-option appointment. Cllrs agreed with the Clerk's proposal.

### **RESOLVED:**

**i) To receive this information.**

**ii) The Clerk to display the Notice of Casual Vacancy in Town Council noticeboards, in the Sedgefield Extra and on the Council's website with a closing date for completed application forms by Friday 24<sup>th</sup> November 2017.**

**iii) A Special Town Council meeting to be scheduled to consider applications received.**

## **8. External Reports**

**None.**

## **9. Correspondence**

### **9.1 Stockton on Tees Borough Local Plan Publication Draft: Notice of Formal Consultation (email from Ms Joanne Hutchinson, Spatial Planning dated 22<sup>nd</sup> September 2017):**

Prior to the meeting the Clerk had circulated to all a Stockton on Tees Borough Local Plan Publication Draft: Notice of Formal Consultation email from Ms Joanne Hutchinson dated 22<sup>nd</sup> September 2017.

**RESOLVED:**

**To receive this information.**

**9.2 Stockton on Tees Borough Local Plan Publication Draft: Notice of Formal Consultation CORRECTION (email from Mr John Dixon, Spatial Planning dated 25<sup>th</sup> September 2017)**

Prior to the meeting the Clerk had circulated to all a Stockton on Tees Borough Local Publication Draft: Notice of Formal Consultation Correction email from Mr John Dixon dated 25thSeptember 2017.

Cllr Gloria Wills suggested that fellow Cllrs consider the land allocations which are being proposed near to Sedgefield, e.g. the Garden Village application for Great Burdon.

Cllr Allan Blakemore said that as well as development already granted for the Town and more potentially to be proposed, there is also considerable development in surrounding areas in non-DCC areas. Cllr Blakemore felt this point needed to be made to and discussed with DCC Planning Officers. Whilst central government are clearly stating more houses need to be built, permission has already been granted to build more houses in Sedgefield that DCC initially wanted to allocate and no consideration has been taking into account of new housing builds around Sedgefield, e.g. within a 3-6 mile radius. Cllr Blakemore asked if DCC were already having these discussions with neighbouring authorities? Cllr Mark Cant suggested writing to all adjoining Parish Councils to try to collate a unilateral train of thought. Cllr Blakemore replied that such an approach had been taken with previous windfarms issues where developers had being going to different Local Planning Authorities directly rather than any form of regional dialogue. Cllr Blakemore felt such an approach could assist now with large scale house building.

Cllr Wills said that she agreed with Cllr Blakemore's sentiment but said the Town Council had no supporting legal document to help it prevent such development from happening. Cllr Wills pointed out that it is now some considerable time since any update was given on the County Durham Plan. She expressed her frustration that the same officers who are supposed to be producing a Local Plan (County Durham Plan) were the same people meant to be assisting the Town Council with its Neighbourhood Plan. Cllr Wills said that currently Sedgefield does not have any defence to developments in and around the Town, the only safeguard would be The Sedgefield

Plan and she believed that DCC were continuing to stall the progress of this Plan.

**RESOLVED:**

**To receive this information.**

**9.3 Sedgefield Bed Occ (email and attachment from Ms B Crozier, County Durham & Darlington NHS Foundation Trust dated 27<sup>th</sup> September 2017)**

Prior to the meeting the Clerk had circulated to all a Sedgefield Bed Occ email from Ms B Crozier of the CDDNHS Foundation Trust dated 27<sup>th</sup> September 2017 which was the evidence promised by Ms Jacques at her recent meeting with Cllrs Gloria Wills and Mavis Wayman.

Cllr Mel Carr commented that when looking at the accompanying graph he had noted that for the 19 months of the ward at Sedgefield Community Hospital running as a 16 bed ward, for 7 of those months there was over 90% occupancy and for 5 months there was over 100% occupancy. Cllr Mel Carr therefore questioned the logic that having a 16 bed ward was sustainable. Cllr David Brown felt that the last sentence of this evidence "... For 4 months within the baseline 18 months there would be the potential to be over occupied and if this demand were to be seen then additional, short term beds would be opened" was the Trust's get out clause.

Cllr Allan Blakemore questioned who directs patients to the hospital and where had this baseline information come from. He felt that the evidence had been produced by those trying to justify the reduction in the number of beds and did not accept the evidence.

Cllr Alda Hummelinck said she found it very hard to believe that when the wider NHS are trying to get patients out of hospital and back to their community that the number of community beds were being reduced.

Cllr Ann Carr said that she knew from previous experience that there used to be a waiting list for patients requiring a bed at this facility as well as telephone calls continuously throughout the day seeking a bed. Cllr Ann Carr said beds are available at the facility, however, it is clear that those in power do not want to use them. Cllr Gloria Wills supported Cllr Carr and said that she felt the real issue was those who are making referrals and where money is coming from to pay for these facilities with the worry that this is a step towards privatization.

**RESOLVED:**

**To receive this information.**

**9.4 Feedback Following Meeting (email from Ms Becki Hoyland dated 27<sup>th</sup> September 2017)**

Prior to the meeting the Clerk had forwarded to all an email from Ms Becki Hoyland dated 27<sup>th</sup> Spetember 2017 in which she was seeking the views of the Council following Mr Wilks recent presentation regarding The Crosshill, in particular around the arrangements for the land directly outside the property and also for events taking place on the green (both run independently by the pub and in conjunction with the wider town/community).

Cllr Mel Carr declared an interest as he lives next door to the property.

Cllr Chris Lines said that as the Town Council had not received any formal requests for events it was not possible to provide such feedback. Instead when received formal requests would be considered on a case by case basis. Cllrs agreed.

**RESOLVED:**

**The Clerk to write to Ms Becki Hoyland informing her that she will be hearing from the Town Council's solicitor in due course. With regards to specific events on the village green these would be considered by the Town Council on a case by case basis when formal requests were submitted to the Clerk.**

**9.5 Planning For The Right Homes In The Right Places (email from Mr Steve Ragg, CDALC dated 28<sup>th</sup> September 2017)**

Prior to the meeting the Clerk had circulated to all a Planning For The Right Homes In The Right Places email from Mr Steve Ragg of CDALC dated 28<sup>th</sup> September 2017. This email made Cllrs aware of a consultation process currently underway to which their views would be welcomed.

**RESOLVED:**

**i) To receive this information.**

**ii) Cllrs to participate in consultation exercise if they so wish.**

**iii) The Clerk to circulate to all Cllrs a procedure for accessing the NALC website.**

## **10. The Sedgefield Plan**

### **10.1 The Sedgefield Plan Update Report by Town Clerk**

Prior to the meeting the Clerk had issued to all a Sedgefield Plan Update Report which was accompanied by the legal opinion provided to DCC by Mr Philip Robson of Kings Chamber.

Cllr Alf Walton questioned how independent this advice actually was. Cllr Gloria Wills commented the advice had been sought from a junior member of counsel from Kings Chamber whose resume did not particularly stand out. Cllr Wills also noted that Kings Chamber had been used by DCC previously for other issues including matters relating to the development of Eden Drive. Cllr Chris Lines commented that the Town Council has previously acknowledged the current state of impasse between DCC's views and those of the Town Council, however, the independent advice has come from a qualified person and he urged the Town Council to follow that recommendation, i.e. to withdraw the Plan and to immediately start Regulation 14 consultation. Cllr Wills agreed with Cllr Lines that too much time had been wasted already but she expressed her disbelief that the instruction had asked whether it was possible to accept a second Neighbourhood Plan as an amendment when in actual fact The Sedgefield Plan is a modified first plan. Cllr Wills said she would accept an immediate 6 week consultation on the current modified plan and then resubmit this to DCC.

Cllr Allan Blakemore commented that the consultation which underpinned the Plan was now over 3 years old and he suggested that a further public consultation event take place before the Regulation 14 consultation period commenced. Cllrs considered this matter but felt this would over complicate the process and would effectively mean the plan was withdrawn first. It was agreed instead that a public consultation exercise should take place during the 6 week Regulation 14 consultation period.

Cllr Wills reiterated her concerns about the implications of the Town Council withdrawing The Sedgefield Plan and cited the example of Tattenhill who had not needed to withdraw their Plan. Cllr Wills said that if the Town Council withdrew the Neighbourhood Plan then it would be in the same situation as DCC with their Local Plan and would have to start the entire process from scratch again. Cllr David Brown reiterated that there has only ever been one Neighbourhood Plan albeit that it was modified and then resubmitted to DCC.

Cllrs Chris Lines and Jo Elliott felt the Town Council should follow the advice given in

the legal opinion and withdraw the Plan but immediately re-start Regulation 14 consultation. Cllr Elliott said it seemed from the legal advice that withdrawing the Plan was part of the required process. Cllr Allan Blakemore reiterated his concerns regarding the age of some of the evidence and felt that for the Plan to have the best possible outcome at Community Referendum that further updated public consultation was required.

Cllr Mel Carr reminded Cllrs that in Mr Carter's email, which accompanied the legal opinion, he had suggested a further meeting take place following the Town Council's consideration of this matter. Cllrs Lines and Brown proposed and seconded that such a meeting be scheduled as soon as possible.

Cllr Alf Walton expressed his view that this is a further stalling tactic by DCC.

**RESOLVED:**

**i) To receive this information.**

**ii) The Clerk to set up a meeting with Mr Stuart Carter and Ms Clare Cuskin from DCC and to issue an invitation to all Cllrs.**

**11. Current Planning Applications**

A schedule of the current planning applications had been circulated prior to the meeting. Each application was then considered and the following comments were made (Note: number refers to the number on the circulated list):

**1. DM/17/02891/AD – 2 no new hand painted signs, The Cross Hill Hotel, 1-2 The Square, Sedgefield:**

Cllrs did not have any objections to this application.

**2. DM/17/02900/FPA – extension of Squash Club, Sedgefield Squash Club, Rectory Row, Sedgefield:**

Cllrs were surprised to note that a further planning application has now been submitted by Sedgefield Squash Club when an earlier application had already been approved. Whilst Cllrs do not object to the Club's ambition to have an extension, Cllrs did object to the latest application as they are very concerned that the design now being proposed is much more obtrusive as it will extend considerably further into the gardens of Ceddesfeld Hall than the earlier approved design. In addition, Cllrs would prefer a much more sympathetic design, such as the earlier approved design, and would also prefer the use of those materials originally approved.

**3. DM/17/02960/FPA – demolition of garages and construction of 4 no dwellings,**

**Garage Block, St Marks Road, Fishburn:**

Cllrs did not have any objections to this application.

4. **DM/17/02992/FPA – demolition of existing building and erection of new stable and garage building for personal use, Beechgrove, Thorpe Larches:**

Cllrs did not have any objections to this application.

5. **DM/7/03004/FPA – replace a window to front elevation with double glazed wooden sash windows, 4 Stockton Road, Sedgefield:**

Cllrs did not have any objections to this application.

6. **DM/17/03048/LB – 2 no hand painted signs, The Cross Hill Hotel, 1-2 The Square, Sedgefield:**

Cllrs did not have any objections to this application.

7. **DM/17/03060/FPA – change of use of public amenity space to domestic garden, Southdowns, 6 Farfield Manor, Sedgefield:**

Cllrs did not have any objections to this application.

8. **DM/17/03121/FPA – single storey rear extension, 28 Brockwell Close, Fishburn:**

Cllrs did not have any objections to this application.

9. **DM/17/03178/FPA – replacement windows and door, 16 The Square, Sedgefield:**

Cllrs did not have any objections to this application.

**RESOLVED:**

**The comments on planning applications 1-9 above to be submitted to DCC Planners.**

The Clerk circulated to all details of the following planning application which had been published by DCC earlier that day:

DM/17/03273/FPA - retention of detached timber storage shed to front garden, Southdown House, Old Durham Road, Sedgefield.

**RESOLVED:**

**To consider the above planning application at the Environment Committee meeting on Monday 16<sup>th</sup> October 2017.**

The Chair thanked everyone for attending and closed the meeting at 8.11pm.

# SEDGEFIELD TOWN COUNCIL

## POLICY & RESOURCES



Minutes of the proceedings of the **OCTOBER**  
**POLICY & RESOURCES** of the **Council** held following the Monthly  
meeting in the **Council Offices**, Sedgefield, on  
**Monday 9<sup>th</sup> October 2017.**

**Present**                    **Cllr. Gloria Wills (Chairman)**  
                                 **Cllr. Mel Carr (Vice-Chairman) and**  
                                 Cllrs. Allan Blakemore, David Brown, Mark Cant, Ann Carr, Joanne Elliott, Alda  
                                 Hummelinck, Chris Lines, Leo McCormack, Alf Walton and Mavis Wayman

**Officer**                    Dr Jane Ayre (Town Clerk)

**1. Apologies**

Cllrs. Vanessa Carmichael and Julie Towler.

**2. Declaration of interest**

None.

**3. Matters of Information**

**3.1 Creating a Mayor's Charity:**

The Charity Commission have now responded to the Town Council's application to create a Mayor's Charity. Further work is now required on the constitution and a new application form needs to be submitted. This matter is to be considered by the Finance Working Group at its meeting on 11<sup>th</sup> October 2017. A recommendation will be brought a future P&R Committee meeting. The Clerk to keep Cllrs updated.

**RESOLVED:**

**To receive this information.**

**3.2 Station Road Playing Field:**

The Clerk has written to NWL requesting they proceed with the offer made to County Cllr John Robinson in September 2015, stating they would make and pay for the

boreholes in Station Road Playing Field and also conduct a dye test to find out where the drains go and how they flow in order to determine if there are any other blockages exacerbating the problem in either the drains themselves or the culverts. A further reminder letter has been issued to NWL. A response is still awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.3 Treeworks in Ceddesfeld Hall:**

This matter was considered by the Estates Working Group at their meeting on 26<sup>th</sup> June 2017. The Clerk has written to AW Treecare seeking a revised quotation which includes them directly hiring the cherry picker. A response is now awaited. This matter is to be discussed at the next Estates Working Group meeting. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.4 Cheques for Approval:**

The Estates Working Group are considering the Town's festive lighting requirements for December 2017 and will bring an appropriate report back to a future P&R Committee meeting. The Council's existing electrician has been requested to inspect the existing lights the week commencing 26<sup>th</sup> June 2017 and submit a subsequent recommendation report. This report is still awaited. An on-site meeting has taken place with another electrician to seek an alternative quote. This report has been received and will be considered at the next Estates Working Group meeting. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.5 Zurich Insurance Renewal:**

The Finance Working Group will ensure that a review of the Council's insurance policy and seeking of comparable quotes takes place in 2017/18 for 2018/19 and beyond with a recommendation report being brought to a future P&R Committee meeting. To

date the Clerk has held meetings with a representative from Came & Company plus Zurich. A meeting has been requested with AON. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.6 Grass Cutting 2017/18:**

A competitive tendering exercise for grass cutting will take place in late 2017/18 for the 2018/19 grass cutting season. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.7 Hardwick Hall Hotel – Premises Licence Variation:**

The Clerk has informed Ms Helen Johnson and Ms Yvonne Raine of DCC that the Town Council does not have any objections to the variation being sought in relation to the premises licence for Hardwick Live but would request future events are scheduled so as not to clash with Sedgefield Show. The Clerk has also reminded these DCC Officers of item 4a in the Entertainment Noise Control Action Plan and requested that such information is provided to the Town Council. Ms Helen Johnson has confirmed receipt of the Town Council's correspondence. No further information has been received. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.8 Sedgefield Town Council Corporate Plan:**

This matter has been discussed at the Policy & Records Management Working Group meeting held on 20<sup>th</sup> September 2017. A report will be brought to a future P&R Committee meeting for consideration. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.9 Cheques for Approval:**

The Projects & Media Co-ordinator is now reviewing The Sedgefield Plan website and will produce a recommendation report for transferring onto the Town Council Website. The Clerk to keep Cllrs updated on this matter.

See agenda item 5.11.

**RESOLVED:**

**To receive this information.**

**3.10 Draft Revised Charter Between DCC and Local Councils in County Durham:**

The Clerk has informed Mr Steve Ragg of CDALC that the Town Council is supportive of this Charter but would like further information as to what training will underpin this Charter to ensure that all relevant Officers are aware of it and will work in accordance with it, how the Charter will be disseminated down through the County Council and across the Town/Parish Sector and the protocol for future review of the Charter. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.11 CDALC AGM:**

Cllrs Allan Blakemore and Gloria Wills are able to attend the CDALC AGM at County Hall, Durham on 21<sup>st</sup> October 2017 representing the Town Council. Cllrs Blakemore and Wills to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.12 Ceddesfeld Hall Lease:**

The Clerk has requested advice from the Town Council's solicitor as to how the Council now formally registers Ceddesfeld Hall and grounds with the Land Registry. This work will be overseen by the Estates Working Group. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.13 Purchase of Land from Durham County Council:**

The Clerk has given official notification to Mr Andrew Savage of DCC and Mr Anthony Walters of Anthony Walters Solicitors that the Town Council now wishes to proceed with the purchase of land in the vicinity of Butterwick Road Cemetery. Mr Savage has confirmed that he has issued appropriate instruction to DCC's Legal Section. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4. Public Participation**

The Chairman, Cllr Gloria Wills, closed the meeting for the public to give views and comments.

Mrs Julia Bowles commented that with regards to the Neighbourhood Plan she had always found DCLG to be very helpful with advice and suggested their Officers could help answer any questions which the Town Council had about the progression of The Sedgefield Plan as they are the people who actually make the rules. Mrs Bowles noted that a Council Social Media Policy was to be considered under agenda item 5.7 and whilst she acknowledged receipt of the Town Council's update letter in response to her suggestions for enhancing community engagement she was disappointed to note that there had been no scheduling of quarterly Town Council meetings with the public. Mrs Bowles commented that not everyone has social media and Twitter access and felt that public meetings created a better form of constructive dialogue. Cllr Gloria Wills replied that discussions are underway regarding the scheduling of potentially 3 public meetings per year in addition to the Annual Town meeting and that considered thought is now required regarding format, timing and co-ordination to ensure that such events are meaningful and constructive. The use of social media is to allow the Town Council to also reach those groups who are harder to reach and in particular young people who have directly requested this as their preferred choice of communication. It is important to have a multi-faceted approach.

The Chairman thanked the public for their comment and re-opened the meeting.

## **5. Reports**

### **5.1 Finance Working Group Terms of Reference 2017/18 Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all the Finance Working Group Terms of Reference for 2017/18. The Clerk reminded all Cllrs that they can join any Working Group they wish over the course of the year.

**RESOLVED:**

**To receive this information.**

### **5.2 Fletcher Room Chairs, Tables and Sound Absorbing Paneling Report by Projects & Media Co-ordinator:**

Prior to the meeting the Clerk had circulated to all a Fletcher Room Chairs, Tables and Sound Absorbing Paneling Report by the Projects & Media Co-ordinator confirming that orders for all these items have now been placed and delivery is awaited.

**RESOLVED:**

**To receive this information.**

### **5.3 Parish Hall Wi-fi Update Report by Projects & Media Co-ordinator:**

Prior to the meeting the Clerk had circulated to all a Parish Hall Wi-fi Update Report by the Projects & Media Co-ordinator.

**RESOLVED:**

**To receive this information.**

### **5.4 Notes of Parish Hall User Forum Meeting held 5<sup>th</sup> September 2017:**

Prior to the meeting the Clerk had circulated to all the notes from the Parish Hall User Forum meeting held on 5<sup>th</sup> September 2017. The Clerk reported these notes have also been shared with Forum attendees. It had been hoped to hold the next Forum meeting in December 2017, however, due to the high number of bookings in the Parish Hall in the festive season the next meeting will take place on 9<sup>th</sup> January 2017.

**RESOLVED:**

**To receive this information.**

**5.5 Updated Council Publication Scheme Report by Policy & Records Management Working Group**

Prior to the meeting the Clerk had circulated to all an Updated Council Publication Scheme Report by the Policy & Record Management Working Group.

**RESOLVED:**

- i) To adopt the attached Publication Scheme with immediate effect.**
- ii) The Clerk to update the Town Council's website.**

**5.6 Updated Code of Conduct Report by Projects & Records Management Working Group**

Prior to the meeting the Clerk had circulated to all an Updated Code of Conduct Report by the Policy & Record Management Working Group.

**RESOLVED:**

- i) To adopt the attached Code of Conduct with immediate effect.**
- ii) The Clerk to update the Town Council's website.**

**5.7 Draft Social Media Policy Report by Policy & Records Management Working Group:**

Prior to the meeting the Clerk had circulated to all a Draft Social Media Policy Report by the Policy & Records Management Working Group.

Cllr Chris Lines praised this policy which was very comprehensive and covered those areas of concern raised by Mrs Bowles during earlier public participation regarding the use of social media. This policy would allow sensible use of social media providing appropriate safeguards for the Town Council while allowing the Council to also start to have a social media presence. The Clerk also reminded Cllrs that the young people who had worked with the Town Council during recent consultations and all expressed their view that Twitter would be their social media tool of choice at this time.

**RESOLVED:**

- i) To adopt the Social Media Policy with immediate effect and to start using the Council's Twitter account.**
- ii) The Clerk to update the Council's website.**

**5.8 Draft Councillor and Staff Working Protocol by Policy & Records Management Working Group:**

Prior to the meeting the Clerk had circulated to all a Draft Councillor and Staff Working Protocol by the Policy & Records Management Working Group.

**RESOLVED:**

- i) To adopt the Councillor and Staff Working Protocol with immediate effect.**
- ii) The Clerk to update the Council's website.**
- iii) The Clerk to issue a copy of the adopted Protocol to all Council staff.**

**5.9 Quality Award Update Report by Policy & Records Management Working Group:**

Prior to the meeting the Clerk had circulated to all a Quality Award Update Report by the Policy & Records Management Working Group.

**RESOLVED:**

- i) Due to the requirement for draft minutes being placed on the website, the Town Council does not actively seek to achieve the Quality Award but instead over time works towards the other criteria for this Award as good practice.**
- ii) The Clerk to discuss the issue of the draft minutes criteria with Mr Steve Ragg of CDALC to consider if this can be discussed at a future Larger Councils Forum meeting.**
- iii) All Cllrs produce their own Cllr profile and forward this to the Clerk by 30<sup>th</sup> October 2017 for uploading to the Council's website.**

**5.10 Mediaeval Fayre 2017 Skip Hire Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all a Mediaeval Fayre 2017 Skip Hire Report.

To supplement the content of this report Cllr David Brown explained that originally the Town Council made a financial contribution to the SCA for the Mediaeval Fayre and that this changed over time to becoming a contribution towards the cost of rubbish clearing so as to benefit all the Town. Over the years the contribution paid had increased.

Cllr Alf Walton asked what the skips were used for. Cllr Gloria Wills shared with Cllrs several images which had appeared on Facebook after the 2017 Mediaeval Fayre and

showed donations which had been given to the Fayre seemingly then being thrown out. Cllr Wills reported there had been many unhappy comments on Facebook as a result of these actions with people suggesting instead that such donations should have been given to a charity or other worthy cause. Cllr Wills that no agreed contribution had been allocated in the 2017/18 budget, as a result of no such requests for the preceding two financial years, and that she did not believe the Council should be using public money in such a way when clearly the actions of throwing out donations had caused public offence. Cllr Allan Blakemore, the Town Council's representative on the SCA, confirmed that complaints had been received from the public but the Executive were of the view that they did not have storage facilities at Ceddesfeld Hall for such items. Cllr Chris Lines believed this showed a lack of imagination and research on the part of the SCA as there were many people/organisations who would have collected such items and removed them from the site and them put to good use where required.

Cllr Leo McCormack believed that the pricing system used by the SCA at the event resulted in lots of unsold items and that future thought and pre-planning in this matter would assist. Cllr Mavis Wayman suggested that in future the SCA consider not collecting or accepting as many donations. Cllr Ann Carr agreed and said that as part of pre-planning arrangements should be put in place for any left over items to be taken away and used elsewhere. Cllrs urged Cllrs Ann Carr, McCormack and Wayman to make these suggestions directly to the SCA as the Mediaeval Fayre is not a Town Council event.

Cllr Mark Cant proposed the Town Council write to the SCA stating that it would not make a £600 contribution but instead the SCA should write to the Community Chest seeking a donation. Cllrs pointed out that Community Chest requests cannot be for retrospective matters.

(Cllrs Mark Cant and Allan Blakemore left the meeting at this point)

Cllr Mel Carr proposed the Town Council pay for one of the skips less VAT. Cllr Jo Elliott did not feel it was appropriate for skips to have been used in the way which Facebook evidence suggests.

Cllr Lines commented that no money had been requested by the SCA in 2015/16 and

2016/17 yet a contribution was being sought for this year. He believed this suggested that the SCA were not managing their internal processes effectively.

Cllr Wills proposed that a letter be sent to the SCA stating that the Town Council has over recent years significantly financially supported the SCA by incurring the legal fees relating to the new lease for Ceddesfeld Hall and as a result of this there will be no financial contribution made to the skips for this year's Mediaeval Fayre. It should be noted that £600 was requested when this was greater than the total amount of the skips hired, including VAT, and that the Town Council is aware of the comments made by members of the public regarding donated items having been thrown away in the skips after the event.

Cllr Wills also urged the Town Council to consider at a future meeting the need to issue a reminder letter to Sedgefield Squash Club regarding their latest planning application which is now upon land which is not included in the new lease between the SCA and the Town Council.

**RESOLVED:**

**The Clerk to write to Mr John Robinson of the SCA.**

**5.11 The Sedgefield Plan Domain Names Renewals Report by Town Clerk**

Prior to the meeting the Clerk circulated to all copies of The Sedgefield Plan Domain Names Renewal Report. Cllrs considered the array of domain names which are currently in existence and were purchased with the process of creating a Neighbourhood Plan was started.

**RESOLVED:**

**The Clerk to inform Mr Matt Wilson of Sedgefield Web Design that the Town Council wishes to renew the domain names [thesedgefieldplan.co.uk](http://thesedgefieldplan.co.uk) and [thesedgefieldplan.com](http://thesedgefieldplan.com) for 1 year and that all other domain names are not renewed when they expire in January 2018 (i.e. [the-sedgefield-plan.co.uk](http://the-sedgefield-plan.co.uk), [thesedgefieldplan.info](http://thesedgefieldplan.info) and [thesedgfieldplan.net](http://thesedgfieldplan.net))**

## **6. Financial Matters**

### **6.1 Cheques for approval after 11<sup>th</sup> September 2017:**

Prior to the meeting the Clerk had circulated to all a list of cheques for approval dated 9<sup>th</sup> October 2017 cheque numbers 109026 to 109038. The Clerk circulated a further list updated to show additional cheque numbers 109039 to 109043.

#### **RESOLVED:**

- i) All cheques were approved for payment.**
- ii) Cllrs Carr and Wills plus the Town Clerk to duly sign the cheques.**

### **6.2 Monthly Accounts: Income (as at 27<sup>th</sup> September 2017) / Expenditure (as at 27<sup>th</sup> September 2017 minus unapproved cheques after 11<sup>th</sup> September 2017)**

The Clerk confirmed that the Town Council has now received its second precept instalment from DCC.

#### **RESOLVED:**

**The monthly accounts as had been circulated were approved.**

### **6.3 Debtors List as at 27<sup>th</sup> September 2017**

#### **RESOLVED:**

**To receive the Debtors List as of 27<sup>th</sup> September 2017**

### **6.4 August 2017 Bank Reconciliations Report by Town Clerk**

#### **RESOLVED:**

**The August 2017 Bank Reconciliations as circulated were approved.**

### **6.5 Edge Financial Software Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all an Edge Financial Software Update Report. The Clerk reported that on-site Edge training had been scheduled for Monday 16<sup>th</sup> October 2017, however, due to personal circumstances the trainer needed to reschedule. An alternative date is now being arranged which the Clerk hopes will be before 8<sup>th</sup>-9<sup>th</sup> November 2017 when the Council's Internal Auditor will commence his programme of work for 2017/18.

**RESOLVED:**

**To receive this information.**

**6.6 Annual Return 2016/17 Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulate to all an Annual Return 2016/17 Update Report.

**RESOLVED:**

**i) To receive this information.**

**ii) To approve and accept the External Auditor's findings for the year ended 31<sup>st</sup> March 2017.**

**7. Correspondence**

**7.1 Refurbished Fletcher Room (letter from Mrs B Swinbank, Inner Wheel Club of Sedgefield dated 28<sup>th</sup> September 2017):**

Prior to the meeting the Clerk had circulated to all a letter from Mrs B Swinbank of the Inner Wheel Club of Sedgefield dated 28<sup>th</sup> September 2017 praising the Town Council for its refurbishment of the Fletcher Room at Sedgefield Parish Hall.

**RESOLVED:**

**To receive this information.**

**7.2 General Data Protection Regulations Training (email from Mr Steve Ragg, CDALC dated 5<sup>th</sup> October 2017):**

The Clerk circulated to all a General Data Protection Regulations Training email from Mr Steve Ragg of CDALC dated 5<sup>th</sup> October 2017 in which he was issuing an invitation to attend training on the new Regulations on 1<sup>st</sup> November 2017.

**RESOLVED:**

**i) To receive this information.**

**ii) Cllrs to notify the Clerk by no later than 20<sup>th</sup> October 2017 if they wish to attend such training.**

**iii) The Clerk to identify which Town Council staff are required to attend.**

**iv) The Clerk to book places on this course as required.**

The Chair thanked everyone for attending and closed the meeting at 9.10pm.

# SEDGEFIELD TOWN COUNCIL

## ENVIRONMENT



Minutes of the proceedings of the **OCTOBER ENVIRONMENT** of the  
**Council** held following the Community Development and  
Engagement committee in the **Council Offices**, Sedgefield, on  
**Monday 16<sup>th</sup> October 2017.**

- Present**                    **Cllr. Alf Walton (Chairman)**  
**Cllr. Mark Cant (Vice-Chairman) and**  
Cllrs. Allan Blakemore, David Brown, Ann Carr, Mel Carr, Joanne Elliott, Alda  
Hummelinck, Chris Lines, Leo McCormack, Mavis Wayman and Gloria Wills
- Officer**                    Dr Jane Ayre (Town Clerk)

**1. Apologies**

Cllrs. Vanessa Carmichael and Julie Towler.

**2. Declaration of interest**

None.

**3. Matters of Information**

**3.1 Tractor Maintenance Report:**

The Head Gardener & Cemetery Superintendent is preparing a maintenance schedule for all other gardening equipment. The Finance Working Group and Head Gardener & Cemetery Superintendent to commence discussions in relation to potentially trading in existing tractors and purchasing a new medium sized machine. The Head Gardener & Cemetery Superintendent and Cllr Alf Walton have started to investigate potential options. Cllr Walton and the Head Gardener & Cemetery Superintendent to bring to a future Committee meeting their recommendation for future tractor servicing to take place on-site rather than the current system of off-site. The Clerk to keep Cllrs updated.

**RESOLVED:**

**To receive this information.**

**3.2 Village Green Footpaths:**

The Community Development Officer, upon her return to work, will continue liaising with Cllrs Walton and M Carr to prepare a grant funding application. The Community Development Officer to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information and to close this matter.**

**3.3 Hardwick Hall Hotel:**

The Town Council to continue to respond to noise complaints from the public in relation to Hardwick Hall Hotel. Cllrs to monitor this situation.

**RESOLVED:**

**To receive this information.**

**3.4 Rat Infestation:**

The Clerk has requested an on-site meeting between herself, Cllr Alf Walton, Ms Kelly Gilmore-Craze (DCC Environmental Health) and Mr Andy Denholm (DCC Pest Control) to review the siting of rats in the vicinity of Pizza Castle. A meeting is now scheduled for 1pm on Wednesday 18<sup>th</sup> October 2017. The Clerk to keep Cllrs updated on this matter. Cllr Alf Walton reported that he had visited this area on the evening of Saturday 14<sup>th</sup> October 2017 and found the bins to be open. He had returned on the evening of Sunday 15<sup>th</sup> October 2017 and found the bins to be closed. This matter would also be discussed at the forthcoming on-site meeting.

**RESOLVED:**

**To receive this information.**

**3.5 Signage within Conservation Area:**

The Clerk has circulated to all Cllrs a suggested walk-around route to undertake at their convenience either individually or in a group.

**RESOLVED:**

**To receive this information and to close this matter.**

**3.6 Land between Sedgefield Primary School and Ceddesfeld Hall Wall:**

The Clerk has written to Mr Andrew Jackson of DCC asking if this area of land could be considered as part of their wildflower planting programme. The Clerk has requested that Mr Jackson respond directly to Mr Mitchell of Hornby Avenue with a copy to the Town Council for information. The Clerk has also written to Mr Mitchell making him aware of the Town Council's actions. No further information has been received.

**RESOLVED:**

**To receive this information and to close this matter.**

**3.7 St Edmund's Green:**

The Clerk has referred Mrs Thompson's letter to Mr Stephen Reed of DCC with a request that he investigate this matter and reply directly to Mrs Thompson as well as give an update to the Town Council. The Clerk has also written to Mrs Thompson making her aware of the Town Council's actions. No further information received. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.8 The Crosshill:**

The Estates Working Group is yet to commence work on considering a programme for enhancement of the central village green area. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.9 Durham Constabulary:**

The Clerk has written to Mr Ron Hogg, Police, Crime & Victims Commissioner, in accordance with the Council's instructions. A response is now awaited. A further letter has been sent. The Clerk to keep Cllrs updated on this matter. Cllr Alf Walton

reiterated his disappointment that no written Police reports are submitted.

The Clerk to raise the matter of Police no longer attending Town/Parish Council meetings at a future Larger Councils Forum meeting.

**RESOLVED:**

**To receive this information.**

**3.10 Parking in Sedgefield:**

The Clerk has not yet received any comments from Cllrs regarding the current parking restrictions across the Town. Cllrs to forward to the Clerk their comments by no later than 3<sup>rd</sup> November 2017. Upon receipt the Clerk will collate and schedule a further meeting with DCC Officers and SCA plus Development Trust representatives. Cllr Allan Blakemore said that he had noted potential one way systems within the documentation supplied by DCC.

**RESOLVED:**

**To receive this information.**

**3.11 Location of Stones/Boulders:**

A specification is being drawn up and quotations will then be sought. The Estates Working Group to consider this matter upon receipt of quotation and then bring a recommendation back to a future Environment Committee meeting. Cllr Alf Walton commented that he felt such work would be very expensive for no gain to the Town Council.

**RESOLVED:**

**To receive this information.**

**3.12 Trees at Mitford Court:**

The Clerk has written to Mr Mulligan informing him of the Tree Officer's conclusion, however, Mr Mulligan had submitted a response which would be considered under agenda item 6.7.

**RESOLVED:**

**To receive this information.**

**3.13 Northumbria In Bloom:**

Congratulatory letters have been issued to all winners.

**RESOLVED:**

**To receive this information and to close this matter.**

**3.14 Street Lighting Energy Reduction Project:**

See agenda item 6.3.

Cllr Alf Walton reported that he had investigatee the lighting between Homebryth and White House Drive and found that this area is entirely dark for a distance of approximately 108 yards. The only slight illumination comes from Homebryth itself. Cllrs agreed the Clerk should report this matter to DCC and request they investigate. The Clerk to keep Cllrs updated.

**RESOLVED:**

**To receive this information.**

**3.15 2018 Mediaeval Fayre:**

The Clerk has confirmed the Town Council's agreement for the Fayre to use the village greens on Saturday 19<sup>th</sup> May 2018. The Clerk has asked if the Fayre also want to use the greens on Friday 18<sup>th</sup> May 2018 and if so that no show rides are allowed to set up prior to 9am so as not to interfere with access to school. A response is now awaited from Mr Robinson. The Clerk to keep Cllrs updated on this matter.

The Clerk has also asked Mr Robinson to liaise directly with Mr Roger Clubley regarding potential use of the Farmers Market display boards on the bus shelter.

**RESOLVED:**

**To receive this information.**

**3.16 RoSPA Inspection:**

The Clerk has asked Mr Barrie Alderson of DCC if it is possible for the wetpour shrinkage area to be filled with aggregate. Mr Alderson has said he will investigate

this matter upon his return to work from annual leave. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.17 Burial Plot:**

The Clerk has written to Mrs Joyce Robinson informing her of the new rule regarding the pre-purchase of grave plots.

**RESOLVED:**

**To receive this information and to close this matter.**

**3.18 Grass Cutting:**

The Clerk has written to Ms Lafford in response to her comments regarding grass cutting.

**RESOLVED:**

**To receive this information and to close this matter.**

**3.19 Current Planning Applications:**

The Clerk has forwarded to DCC Planning Officers Cllrs comments regarding planning applications DM/17/02590/FPA and DM/17/02837/FPA.

**RESOLVED:**

**To receive this information and to close this matter.**

**3.20 The Sedgefield Plan:**

The Clerk has requested Mr Stuart Carter of DCC provide the Town Council with written detailed response regarding the legal advice received in relation to The Sedgefield Plan. This matter was discussed at the Monthly Meeting on 9<sup>th</sup> October 2017 and the Clerk reported that she is in dialogue with Mr Carter and Ms Cuskin of DCC to schedule a further meeting as quickly as possible regarding this legal advice.

**RESOLVED:**

**To receive this information and to close this matter.**

#### **4. Public Participation**

The Chair, Cllr Alf Walton, closed the meeting to allow members of the public to comment.

Mr Howard Smith expressed his disappointment that the Police no longer attend or submit Police Reports. Mr Smith felt that Sedgfield had become a very unpleasant place to live on Friday evenings and gave the example of an altercation which had taken place at 10pm on Rectory Row on Friday 13<sup>th</sup> October 2017 when a person had been assaulted going home from the Social Club. Mr Smith said that older residents in the Town were afraid to go out in the Town at night. Mr Smith said that he would like Mr Ron Hogg to know about his concerns so that the Police could start to tackle these issues in Sedgfield as he felt that the marauding gangs of young people were getting out of hand. He informed the Council that the SCA have now turned off their outside tap at Ceddesfeld Hall for exactly the same reasons why the Town Council turned off the tap at Butterwick Road Cemetery. Mr Smith then focused upon parking which he said is an acknowledge problem in the Town. As a resident of Rectory Row he said that he would not want to see any of this Row becoming a one way system as he felt this had the potential to then become a race track.

Cllr Walton thanked Mr Smith for this comments and re-opened the meeting.

#### **5. Reports**

##### **5.1 Willows at Station Road Playing Field Report by Cllr Alf Walton:**

The Clerk circulated to all a Willows At Station Road Playing Field Report by Cllr Alf Walton.

Cllr Alf Walton said he believed the work being proposed by DCC, under agenda item 6.4, would not be value for money as the field was now dry and did not appear to have a problem with standing water, i.e. that actions already undertaken in the area appear to have resolved the problems. Cllrs agreed to discuss that matter under agenda item 6.4. Cllr Walton did voice his concerns regarding the apparent cutting back of certain areas of the willows and suggested that a letter be sent from the Town Council to all residents who properties back onto the willows giving clear instruction that these are only to be maintained by the Town Council. Cllr Gloria Wills reminded Cllrs that some considerable time ago the Town Council had agreed to write to all residents whose properties backed onto Station Road Playing field and request that they refrain from planting shrubs and trees on the field and remove any which they have to date

planted. It was agreed that the issue of the willows be included in this letter. The Clerk reminded all that whilst it had been agreed to send such a letter and this matter had been delegated to the Estates Working Group, and indeed discussion had taken place with Mr Gerard Darby of DCC, that other priorities had been assigned to the Working Group which had taken precedence over this matter, i.e. the refurbishment of the Parish Hall.

Cllr Leo McCormack commented that the Town had experienced a very dry spell of weather and this could be a factor in the current state of the field. Cllr Walton replied that previously the Town had also had prolonged dry spells but still the field had retained standing water. Cllr Walton acknowledged that time would tell but felt that spiking the field could exacerbate the situation rather than improve it. He also commented that the grass is in a very good state currently.

Cllr David Brown agreed with Cllr Alf Walton's comments and he also noted a comment by DCC whereby they recommended that previously affected residents raise the level of their gardens. Cllr Walton questioned whether residents would be happy taking such action.

**RESOLVED:**

**i) To receive this information.**

**ii) The Estates Working Group to prepare a letter to all properties which back onto Station Road Playing Field.**

**iii) The Clerk to write an update letter to Mr and Mrs Scott in their capacity as contacts for the Ivy Row/Station Road Residents Alliance.**

**6. Correspondence**

**6.1 Proposed Path Changes to Public Footpath No 16 Sedgefield Parish (email and attachments from Mr Owen Shaw, Durham County Council dated 20<sup>th</sup> September 2017)**

Prior to the meeting the Clerk had circulated to all a Proposed Path Changes to Public Footpath No 16 Sedgefield Parish email and attachment from Mr Owen Shaw of DCC dated 20<sup>th</sup> September 2017.

Cllr Mel Carr said that he assumed this proposal was for when the new housing

actually comes into being as there is no actual date stipulated on the documentation. Cllr Mel Carr went on to say that two months ago a resident had complained to him regarding the “closure” of the existing footpath in this area. Following discussions with DCC’s Planning Officer it was confirmed that it was a condition of the planning application that this footpath needed to remain open. The footpath is now again obstructed and access is being denied to people. Cllr Gloria Wills confirmed that this footpath has never been closed and it should still be open now. Cllr David Brown agreed and said that this situation was out of order as documentation now being considered is for a footpath diversion not for a footpath closure. Cllr Allan Blakemore commented that many residents and visitors to the Town want to walk on this route as it is advertised and promoted in several publications. Cllr Mark Cant believed the developers had broken their conditions by starting work on this before any agreement has been made, an issue which he felt set a very dangerous precedent.

Cllr Wills felt that the plan which has been provided by Mr Owen Shaw is not good enough and she proposed that the Town Council write to him asking for a more detailed plan showing the location of houses in relation to the footpath as there is a danger this is being changed from a countryside footpath to an urban footpath. Also in this letter is to be reference to the fact that access to the existing footpath is being denied due to obstruction by the current building work. Cllr Allan Blakemore also suggested that within this letter is the request to have a guarantee that any future footpath would be clearly signed within the new development.

**RESOLVED:**

**The Clerk to write to Mr Owen Shaw of DCC in accordance with the Town Council’s wishes.**

**6.2 Proposed Improvement Outside 33 Front Street (letter from Mr Duncan Maw, Sedgefield resident, dated 26<sup>th</sup> September 2017)**

Prior to the meeting the Clerk had circulated to all a letter from Mr Duncan Maw of Sedgefield dated 26<sup>th</sup> September 2017 in which he proposed improvements to outside 33 Front Street, Sedgefield.

Cllr Alf Walton reported that he had viewed the area of Mr Maw’s concern and noted that the land in question is village green. Cllr Chris Lines reminded Cllrs that previously when vehicles have been parking or driving over areas of village green

the Town Council has issued letters to residents and also accompanying articles in The Sedgefield Extra. He suggested that this approach be used again. Cllr Mel Carr reported that as there are no dropped kerbs in this area this is perhaps exacerbating the problem. Cllr Jo Elliott suggested this might be an ideal location for an additional boulder in order to stop vehicles. Cllrs agreed this matter should be deferred to the Estates Working Group for further consideration with a report being brought back to a future Environment Committee meeting.

**RESOLVED:**

**i) This matter to be investigated by the Estates Working Group with a recommendation report brought back to a future Environment Committee meeting.**

**ii) The Clerk to update Mr Duncan Maw.**

**6.3 Street Lighting Energy Reduction Project SLERP 87 – Comments to Consultation – RA77 (email and attachment from Mr Kevin Robson, DCC dated 26<sup>th</sup> September 2017):**

Prior to the meeting the Clerk had circulated to all a Street Lighting Energy Reduction Project SLERP87 – Comments to Consultation – RA77 email and attachment from Mr Kevin Robson of DCC dated 26<sup>th</sup> September 2017. In this correspondence Mr Robson confirmed that these proposals have been withdrawn owing to the implications of the proposed new access at the perimeter of Sedgefield to the West of Stockton Road. Cllrs agreed that this was very good news and hoped that this decision was made as a result of DCC listening to the numerous comments made by Town Cllrs, County Cllrs and the SVAG.

**RESOLVED:**

**To receive this information.**

**6.4 Station Road Playing Field (letter from Mr John Reed, DCC dated 29<sup>th</sup> September 2017)**

Prior to the meeting the Clerk had circulated to all a letter from Mr John Reed of DCC dated 29<sup>th</sup> September 2017 detailing the current situation in relation to Station Road Playing Field and in particular the option of vertidrainning and shallow wetland feature.

Cllr Alf Walton expressed his concerns regarding the danger of having a shallow wetland feature in close proximity to play equipment. Cllr Gloria Wills stated that Station Road is a Playing Field and questioned how a wetland feature would fit in with that? She understood that previously there had been a directive which stipulated how much recreational land per % of the population should be provided. If such a feature was to be created on this site then where would replacement recreational land be found? Cllrs agreed that if Station Road Playing Field could be kept dry then it should remain in entirety as a playing field without any wetland feature. Cllr Alda Hummelinck suggested that planting more trees in this location, and making them a feature in their own right, could also be a potential solution.

Cllr Alf Walton reiterated his earlier expressed concerns regarding vertidrainage (see agenda item 5.1). Cllr Mel Carr commented that in Mr Reed's letter the offer is being made by County Cllr John Robinson to fund this work from his 2017/18 budget and felt that this opportunity should be taken up by the Town Council as there would be no cost to the Town Council. Whilst it was recognised that aerating the land would not be a permanent solution it could potentially provide a temporary solution for several years. Cllr David Brown suggested that if funding was not available to undertake this work that the Town Council then seek the expert opinion of a drainage operator within the Town.

Cllr Mark Cant suggested that within the letter being developed to residents whose properties back onto Station Road Playing field that this matter also be included. Cllrs agreed this was a good idea.

**RESOLVED:**

- i) The Clerk to write to Mr John Reed to accept County Cllr John Robinson's offer to fund in entirety the cost of vertidrainage Station Road Playing Field. The Clerk to keep Cllrs updated on this matter.**
- ii) The Clerk to ensure that residents whose properties back onto Station Road Playing Field are also made aware of this action.**

**6.5 Sedgfield In Bloom (minutes of meeting held on 4<sup>th</sup> October 2017):**

Prior to the meeting the Clerk had circulated to all the minutes of the Sedgfield In Bloom group meeting held on 4<sup>th</sup> October 2017. Cllr Alf Walton had noted that the Bloom group were proposing to move their polytunnel from the Town Council's

compound area at Butterwick Road Cemetery to their own recently created compound area in the car park at Ceddesfeld Hall. Cllrs noted that this would be a matter for discussion between the Bloom Group and the SCA Executive as the car park area is the SCA's responsibility as per the new lease arrangement.

**RESOLVED:**

**To receive this information.**

**6.6 A Question About Village Greens (email from Ms Nicola Heenan dated 3<sup>rd</sup> October 2017):**

Prior to the meeting the Clerk had circulated to all an email from Ms Nicola Heenan in which she was asking if the Town Council would allow permission for a small footpath to be put from the roadside towards the front door of 3 North End over the village green. Cllrs considered this request but noted that as this land is village green it is not possible to accommodate this request and indeed such action would set a precedent for a significant number of other properties which surround areas of village green.

Cllr Mel Carr commented that The Hardwick Arms have recently been placing tables and seating on village green outside their property as well as allowing glass glasses which has resulted in significant debris in this area. Cllr Allan Blakemore pointed out there is a Pub Watch agreement in place which clearly states that glass glasses and bottles are not permitted outside any of the licensed premises in the Town. It was acknowledged by Cllrs that there is the potential for several other properties to place benches and tables on nearby village green areas, including those soon to be opened licensed premises. It was agreed that a letter should be sent to Pub Watch in the first instance requesting that tables and benches are not placed on any areas of village green and that if any property is in doubt about this they should contact the Town Clerk. The letter should also include polite reminder about not permitting glass glasses and bottles outside their licensed premises.

**RESOLVED:**

- i) The Clerk to inform Ms Nicola Heenan of the Town Council's decision.**
- ii) The Clerk to write to Ms Margaret Cooper, Pub Watch Secretary c/o The Golden Lion.**

**6.7 Trees at Mitford Court (letter from Mr Brian Mulligan received 4<sup>th</sup> October 2017):**

Prior to the meeting the Clerk had circulated to all a letter from Mr Brian Mulligan received on 4<sup>th</sup> October 2017 which was his response to the Town Council's recent letter informing him that following discussions with DCC's Tree Officer Mr Simon MGINNETY that no work would be undertaken on the trees at the rear of Mitford Court. Cllr Alf Walton said that he had never said to Mr Mulligan that some trees in this vicinity would benefit from crown lifting.

**RESOLVED:**

**The Clerk to write to Mr Mulligan reiterating the Town Council's decision and recommend that he liaise directly with DCC's Tree Officer. The Clerk to copy DCC's Tree Officer into the letter sent to Mr Mulligan (as was the case with the original letter sent to Mr Mulligan).**

**6.8 Recreation Lan Behind Station Row (email from Ms Marie Etherington dated 11<sup>th</sup> September 2017):**

Prior to the meeting the Clerk had circulated to all an email from Ms Marie Etherington in which she asked if some form of seating could be installed at Station Road Playing Field near to the childrens play equipment. Cllrs considered this requested but noted that whilst the field is leased from DCC by the Town Council it is actually DCC who have installed and maintain this play equipment therefore it was agreed that Ms Etherington's request be forwarded to Mr Barrie Alderson of DCC for consideration.

**RESOLVED:**

**i) The Clerk to forward to Mr Barrie Alderson of DCC the request received from Ms Etherington with a request that he responds to both the Town Council and Ms Etherington.**

**ii) The Clerk to update Ms Etherington about this matter.**

**6.9 Litter Bins (email from Mrs Judith King dated 8<sup>th</sup> October 2017):**

Prior to the meeting the Clerk had circulated to all an email from Mrs Judith King in which she asked if a litter bin in the grounds of Ceddesfeld Hall next to the wooden bench by the lake could be reinstated.

**RESOLVED:**

**i) Cllr Alf Walton to investigate this matter and report back to the Estates Working Group for due consideration.**

**ii) The Clerk to update Mrs King about this matter.**

**6.10 Made Order NE/2988 – Stopping Up of Highway at Wykes Close, Sedgefield (email and attachments from Department for Transport dated 10<sup>th</sup> October 2017):**

The Clerk circulated to all copies of an email from the Department for Transport with accompanying attachments dated 10<sup>th</sup> October 2017 relating to the Made Order NE/2988 for the Stopping Up of Highway at Wykes Close in Sedgefield.

**RESOLVED:**

**To receive this information.**

**6.11 Village Green Owned by Sedgefield Town council (Title Number DU261047) (letter and attachment from Mr Anthony Walters, Anthony Walters & Company Solicitors dated 13<sup>th</sup> October 2017):**

The Clerk circulated to all a letter from Mr Anthony Walters of Anthony Walters & Company Solicitors dated 13<sup>th</sup> October 2017 which was in response to the Town Council's recent letter regarding village green owned by the Town Council in the vicinity of The Crosshill.

**RESOLVED:**

**This correspondence to be considered at the next Estates Working Group meeting.**

**ADDITIONAL ITEM:**

The Clerk reminded all Cllrs that at the previous Monthly Meeting it had been agreed to consider the following planning application:

**DM/17/03273/FPA – retention of detached timber storage shed to front garden, Southdown House, Old Durham Road, Sedgefield:**

Cllrs noted that originally planning permission was granted in 2005 for a brick built garage to be built which would have been in keeping with those of nearby properties. Instead the existing detached timber storage shed was built upon the same footprint. Cllrs object to the existing timber storage shed which is not in keeping with the area and feel it would be better to renew the original planning application for a brick built garage.

**RESOLVED:**

**The Clerk to inform DCC Planning Officers of Cllrs comments.**

The Chair thanked everyone for attending and closed the meeting at 8.06pm.

# SEDGEFIELD TOWN COUNCIL

## COMMUNITY DEVELOPMENT & ENGAGEMENT



Minutes of the proceedings of the **OCTOBER COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the Environment committee meeting in the **Council Offices**,  
Sedgefield, on  
**Monday 16<sup>th</sup> October 2017.**

**Present** **Cllr. Allan Blakemore (Chairman)**  
**Cllr. Chris Lines (Vice-Chairman) and**  
Cllrs. David Brown, Mark Cant, Ann Carr, Mel Carr, Joanne Elliott, Alda Hummelinck, Leo McCormack, Alf Walton, Mavis Wayman and Gloria Wills

**Officer** Dr Jane Ayre (Town Clerk)

**1. Apologies**

Cllrs Vanessa Carmichael and Julie Towler.

**2. Declaration of interest**

None.

**3. Matters of Information**

**3.1 Sports Hub Presentation:**

Cllr Allan Blakemore to keep Cllrs updated on this matter via his attendance at future Hub meetings.

Mr Stephen Howell of DCC to keep the Town Council updated and bring back to the Town Council when ready the feasibility study.

The Clerk to set up a meeting between Mr Stephen Reed and the Butterwick Road Cemetery Working Group once a design and outline costings have been determined with a view to exploring potential access to S106 monies.

The Clerk to keep Cllrs updated.

**RESOLVED:**

**To receive this information.**

**3.2 DRAFT Sedgefield Grant Funding Policy:**

The Community Development Officer will continue to progress this Policy upon her return to work. The Community Development Officer to keep Cllrs updated.

Feedback has now been received from potential funders regarding money towards the cost of refurbishing the Town's War Memorial. The Estates Working Group have requested an on-site meeting with Mr David France, Stone Mason. The Clerk to keep Cllrs updated.

**RESOLVED:**

**To receive this information.**

**3.3 Dementia Seminar:**

Cllrs Allan Blakemore and Ann Carr to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.4 Public Participation:**

The Clerk has included on Cllrs suggested Town walk around route the footpath discussed by Mr Donald MacDonald. Cllrs following their visit to inform the Clerk if they wish this matter to be placed onto the Environment Committee agenda. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.5 Fireworks Display November 2017:**

See agenda item 5.1.

The Clerk had contacted all Cllrs to determine who was able to volunteer to help at this event.

**RESOLVED:**

**To receive this information.**

**3.6 Snow Party 2017:**

See agenda item 5.2.

The Clerk had contacted all Cllrs to determine who was able to volunteer to help at this event.

**RESOLVED:**

**To receive this information.**

**3.7 Involving The Public:**

A draft Social Media Policy was considered and adopted by the P&R Committee on 9<sup>th</sup> October 2017. It is hoped that Twitter activity can commence later this week with the initial focus being on the Fireworks Display and Halloween Howler. The Clerk to keep Cllrs updated on this matter.

The Policy & Records Management Working Group to produce a recommendation for the future format and timings of public meetings and present this to a future Community Development & Engagement Committee meeting.

**RESOLVED:**

**To receive this information.**

**3.8 Sedgefield Youth Club Constitution:**

The Clerk had circulated electronically to all the Sedgefield Youth Club Constitution for information.

Discussions are underway with Mr Michael Parkin to prepare and schedule the inaugural Sedgefield Youth Club Management Committee meeting with the intention this take place on Monday 30<sup>th</sup> October 2017. The Clerk will keep Cllrs updated on this matter.

Initial work has started on developing grant funding applications for the Youth Club with the most likely source of funding being the County Durham Community Fund. The Clerk had reported at the earlier Youth Working Group meeting that there is no available funding from the EDRC AAP for which the Youth Club could apply.

The Projects & Media Co-ordinator to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.9 Sedgefield Treasure Hunt:**

The Clerk has forwarded to Mr Ean Parsons the email from Ms Suziee Cassels of County Durham Sport relating to a potential Mobile Adventures Sedgefield Treasure Hunt and requested he share this with other sporting organisations in the Town. The Clerk has updated Ms Cassels. Mr Parsons has forwarded this information as requested.

**RESOLVED:**

**To receive this information and to close this matter.**

**3.10 Sedgefield Charities Nominated Trustees:**

The Clerk has informed Mr John Hannon of the Town Council's nominated Trustees.

**RESOLVED:**

**To receive this information and to close this matter.**

**4. Public Participation**

The Chairman, Cllr Allan Blakemore closed the meeting for the public to give their views and comments. No members of the public were present. The meeting was then re-opened.

**5. Reports**

**5.1 Fireworks Display November 2017 Update Report by Fireworks Working Group**

Prior to the meeting the Clerk had circulated to all an update report from the Fireworks

Working Group. The Clerk reported that arrangements are on-track for this year's event with publicity and promotional work continuing. Tickets are starting to sell. The Clerk thanked all those Cllrs who had volunteered to help and confirmed that she had informed all of their respective roles for this event. The next Fireworks Working Group is scheduled for Monday 30<sup>th</sup> October 2017.

**RESOLVED:**

**To receive this information.**

**5.2 Snow Party December 2017 Update Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all a Snow Party December 2017 Update Report for information. The Clerk reported that since the production of this report work has commenced to identify potential stall holders and alternative catering providers for Ceddesfeld Hall. Publicity materials are now being produced for dissemination to the Town's primary schools on 30<sup>th</sup> October (Hardwick Primary) and 6<sup>th</sup> November (Sedgefield Primary). The Clerk reported that more volunteers are needed for this event with particular emphasis upon the timings of 3.30pm – 5.30pm. Finally, the Clerk commented that during the previous year it had been considered that something extra was required to supplement the Snowman Parade from the Church to the Turning Circle in the build up to the Christmas lights switch on. The Clerk had noted that Sedgefield Community College have a brass band and an initial email had been sent that day to the College asking if the band had any availability to attend the Snow Party and to find out their costings. Cllrs agreed this would be a good addition to the event. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**i) To receive this information.**

**ii) Cllrs to notify the Clerk as soon as possible as to whether or not they are able to help at this event.**

**5.3 Sedgefield Youth Club Update Report by Projects & Media Co-ordinator**

Prior to the meeting the Clerk had circulated to all a Sedgefield Youth Club Update Report by the Projects & Media Co-ordinator.

**RESOLVED:**

**To receive this information.**

#### **5.4 Future Sedgefield Days Report by Finance Working Group**

Prior to the meeting the Clerk had circulated to all a Future Sedgefield Days Report by the Finance Working Group which Cllr Allan Blakemore talked through.

Cllr Chris Lines said that he understood there had been a very good reason for the Town Council's withdrawal from the 2017 Sedgefield Day. However, he believed that Sedgefield Day has developed over recent years to become established as a free event in the summer with a nice mix of activities. Cllr Lines said that he would be sad to see this event potentially go and felt that it was important to sustain it in order to look to the long-term where other established events in the Town are starting to struggle due to a declining number of volunteers. Cllr Lines concluded by saying that he would like the Town Council to remain central to this event and wants Sedgefield Day to continue with the hope of further potential grant funding being sought such as in 2016 with monies being used to fund and supplement the array of activities provided and run by the Sedgefield Village Games.

No other Cllrs had any comments.

#### **RESOLVED:**

**That community groups across the Town be asked if they would like to take an active part in the future organizing and publicizing of Sedgefield Day (Note: As such this would bring to an end the Sedgefield 700+ in its current form) and that this work will commence in the New Year.**

#### **5.5 Terrace Hill Funding Update Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all a Terrace Hill Funding Update Report which reminded Cllrs of the Committee's previous decision that if any Terrace Hill monies remained unclaimed by 30<sup>th</sup> September 2017 then the group(s) would be requested to give a further progress presentation to the Committee. The Clerk confirmed that on 2<sup>nd</sup> October 2017 she had written to both Sedgefield Harriers and Sedgefield Bowling Club requesting that they deliver such presentations at the Committee's meeting on 20<sup>th</sup> November 2017. To date no responses have been received from either club.

**RESOLVED:**

**To receive this information.**

**6. Correspondence**

**6.1 Squash Club Planning Permission (email from Mr Neil Bunney, Squash Club Chairman dated 12<sup>th</sup> October 2017):**

The Clerk read out an email received from Mr Neil Bunney, Sedgefield Squash Club Chairman dated 12<sup>th</sup> October 2017 in which he apologized for the Club's oversight in not approaching the Town Council prior to submitting their amended plans for the extension to the Squash Club. Mr Bunney assured the Town Council there was no intention to exclude the Town Council from consultation and this was an oversight on their part. The Clerk reported that she had met earlier that day with Mr Bunney to inform him of the Town Council's letter to Ms Hilary Sperring, DCC Planning Officer, in which the Council expressed its support for the Squash Club's ambitions to extend but had also raised concerns regarding the new materials being proposed in the build and the further encroachment into the grounds of Ceddesfeld Hall. The Town Council had requested a meeting with Ms Sperring in order work through these issues. The Clerk had also made Mr Bunney aware that the footprint area now being proposed by the Squash Club is different to that area included in the Ceddesfeld Hall lease between the Council and the SCA. The Clerk confirmed that no response has yet been received from Ms Sperring but that she would keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

The Chair thanked everyone for attending and closed the meeting at 8.35pm.