

SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **MARCH MONTHLY MEETING** of the **Council** held at
7 p.m. in the **Council Offices**, Sedgefield, on **Monday 12th March 2018**

Present **Cllr. Mel Carr (Chairman)**
Cllr. Gloria Wills (Vice-Chairman) and
Cllrs. Allan Blakemore, David Brown, Mark Cant, Vanessa Carmichael, Ann Carr, Chris Lines, Leo McCormack, Julie Towler, Alfred Walton

Officer Dr Jane Ayre (Town Clerk)

1. Apologies

Cllrs. Alda Hummelinck, Fiona Warrand and Mavis Wayman.

2. Declaration of interest

None.

3. STC Minutes / Committee Reports

a. Minutes of Policy & Records Management Working Group held Thursday 1st February 2018

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

b. Minutes of the Monthly meeting held Monday 12th February 2018

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

c. Minutes of the P&R committee held Monday 12th February 2018

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

d. Minutes of the Environment Committee held Monday 19th February 2018

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

e. Minutes of the Community Development & Engagement Committee held Monday 19th February 2018

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

f. Minutes of the Finance Working Group meeting held Wednesday 21st February 2018

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

g. Minutes of the Personnel Committee held Monday 26th February 2018

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

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

4. Matters of Information

4.1 Meeting Organised by County Cllr Robinson:

The Clerk has requested from Ms Jane Bellis of the EDRC AAP a copy of the minutes from the youth related meeting organized by County Cllr John Robinson attended by Cllr Chris Lines representing Sedgefield Town Council on 7th December 2017. No minutes have been received as yet. The Clerk to share with Cllrs the minutes when received.

RESOLVED:

To receive this information.

4.2 Sedgefield Squash Club:

No further information has been received. Cllrs to consider this matter when further information is received.

RESOLVED:

To receive this information.

4.3 Public Participation:

The Clerk has reported Mrs Bowles concerns regarding the state of the mud on the road near to the large scale development at Eden Drive. See agenda item 9.3.

The Clerk reported that in several previous Public Participation sessions questions have been asked about the Barclays building in Sedgefield following closure of the branch in May 2018. The Clerk had liaised with Mr Don Crozier, Barclay's Community Banking Director, who had reported that the likely outcome for the building will be that it is sublet upon closure of the branch or alternatively Barclays may approach the landlord to see if an agreement can be reached to terminate the lease. Mr Crozier said that if anyone was interested in expressing an interest to contact him. Cllr Allan Blakemore said he understood that a further meeting regarding the closure of the branch had been held on Friday 9th March 2018 at County Hall. Cllr David Brown confirmed that this was correct and he had been in attendance as a County Cllr. At this meeting it had been reported that the branch was no longer viable and that Barclays were happy to help customers find alternative

options such as the use of the Post Office. Cllr David Brown said that he would be raising with the Finance Working Group the issue of the Town Council moving to paperless financial transactions, however, he understood that legislative requirements for Town/Parish Councils may mean this is not achievable in the short-term. The Clerk reported that had received that day a County Cllr Report which would be circulated under agenda item 8.1 and this included a reference to the meeting at County Hall regarding Barclays Bank.

RESOLVED:

To receive this information.

4.4 Sedgefield Windows:

The Clerk has written to Mr Mark O'Sullivan, DCC Planning Officer, in accordance with the Town Council's wishes. Mr O'Sullivan has acknowledged receipt and said he will ensure the matters raised are covered in his Officer's Report. The Clerk has updated Mrs Andrea Cox of Sedgefield Primary School. See agenda item 9.4 for Mrs Cox's response.

RESOLVED:

To receive this information and to close this matter.

4.5 Footpath at Eden Drive:

The Clerk has informed Mr Owen Shaw of DCC that the Town Council is happy and agreeable to the blue route being proposed but is not happy or agreeable to the purple route being proposed. Mr Shaw has confirmed receipt. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

4.6 The Sedgefield Plan:

A response was received from Mr Stuart Carter of DCC and circulated at the Environment Committee meeting on 19th February 2018. An Extraordinary Town Council meeting is to be held at 7pm on Monday 19th February 2018. The Clerk circulated to all a draft email which she was proposing to disseminate through the Residents Database making people aware of this forthcoming meeting as well as displaying the agenda on the Town Council's website and in its noticeboard.

RESOLVED:

i) To receive this information.

ii) The Clerk to issue the email to the Resident Database.

4.7 Current Planning Applications:

The Clerk has forwarded to DCC Planning Officers comments on applications 1-5.

Planning application DM/18/00274/FPA was discussed at the Environment Committee meeting held on 19th February 2018.

RESOLVED:

To receive this information and to close this matter.

5. Dates of Meetings

Dates of meeting taking place in March 2018 had been circulated prior to the meeting together with the dates of events from March to December 2018. The Clerk reported that a Policy & Records Management Working Group meeting will take place at 9am on Thursday 22nd March 2018. In addition, the Clerk also reported that the Mayor will be hosting a Hog Roast Charity Event at 7.30pm on 20th April 2018 at Sedgefield Cricket Club with tickets priced at £10 each. The Clerk confirmed that this year's Mayor's Carol Service will take place at St Edmund's Church at 7pm on Thursday 6th December 2018 to coincide with the closing of the Christmas Tree Festival.

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 at the recent Neighbourhood Watch meeting Cllr Allan Blakemore had accused her of trying to bring the Town Council into disrepute. At this meeting a lot of residents had attended to make their views known about anti-social behavior in the Town. Mrs Bowles said that at this meeting she had said she felt it was sad that when looking at other locations experiencing similar problems where there was clear signs of the Councils, police, schools, MPs etc working together to try to tackle such problems that she did not feel this was the case in Sedgefield. Mrs Bowles said that she had not implied the Town Council was in disrepute.

The Chairman reopened 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:

The Mayor reported that since the last Monthly Meeting he had presented a bouquet at Willow Dene Nursing Home to a resident on her 103rd birthday and also attended the Sedgefield In Bloom Group's Coffee Morning. The Mayor's main focus since the last Monthly Meeting had been on preparations for his Charity Ball held at Hardwick Hall Hotel on 23rd February 2018. This had been a very successful event and has raised in the region of £4,000 with a further £1,000 match funding from Barclays. The Mayor said he had been overwhelmed by support from individuals and local businesses and expressed his thanks to Town Council staff and fellow Cllrs for their support. Some tombola prizes had been left over and these will be used at his next Charity event at Sedgefield Cricket Club on 20th April 2018.

RESOLVED:

To receive this information.

7.3 Co-option of Councillor Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Co-option of Councillor Update Report which informed Cllrs that the Town Council was now able to proceed towards filling the current vacancy on the Council by co-option. Within the report was a proposed Notice of Casual Vacancy and application form.

RESOLVED:

i) To receive this information.

ii) The Notice of Casual Vacancy to be displayed in the Town and on the website from 14th March 2018 – 27th April 2018.

iii) The Clerk to keep Cllrs updated on this matter and to schedule a Special

Meeting in May 2018 in order to fill the current vacancy.

8. External Reports

8.1. County Report (email from County Cllr John Robinson dated 11th March 2018):

The Clerk circulated to all copies of an email from County Cllr John Robinson dated 11th March 2018 entitled County Report.

RESOLVED:

To receive this information.

9. Correspondence

9.1 Police Engagement with Local Councils (letter from Mr Ron Hogg, Durham Police, Crime and Victims' Commissioner dated 19th February 2018)

Prior to the meeting the Clerk had circulated to all a letter from Mr Ron Hogg, Durham Police, Crime and Victims' Commissioner dated 19th February 2018 which was in response to concerns raised by Town and Parish Councils at the loss of directly monthly Police reporting.

Cllrs considered the content of this letter. Cllr Alf Walton felt that at the very least the Police should provide a written report on a monthly basis. Cllr Mel Carr confirmed, as stated in the 5th paragraph of Mr Hogg's letter, that the balance currently is not right between efficiencies and listening to local communities. Cllr Gloria Wills said that currently it is only by requesting a Police presence that someone will attend our meeting Cllr Allan Blakemore reported that following the recent Neighbourhood Watch meeting Sgt Clarke had spoken to him regarding attendance at a possible public meeting, however, this matter is to be considered at the next week's Community Development & Engagement Committee meeting. Cllr Mark Cant proposed that a Police representative be asked to attend the Town Council's next Monthly meeting. This was agreed by all Cllrs.

RESOLVED:

The Clerk to liaise with Sgt Clarke and Inspector Honeyman to request a Police attendance at the Council's Monthly Meeting on Monday 9th April 2018.

9.2 Land to the South of Eden Drive, Sedgefield (letter from Ms Sandy Bassi, DCC Enforcement Officer dated 14th February 2018)

Prior to the meeting the Clerk had circulated to all a letter from Ms Sandy Bassi, DCC

Enforcement Officer dated 14th February 2018 regarding land to the South of Eden Drive.

RESOLVED:

To receive this information.

9.3 Land to the South of Eden Drive, Sedgefield (letter from Ms Sandy Bassi, DCC Enforcement Officer dated 14th February 2018)

Prior to the meeting the Clerk had circulated to all a letter from Ms Sandy Bassi, DCC Enforcement Officer dated 14th February 2018 regarding land to the South of Eden Drive.

Cllr Alf Walton commented that in relation to items 9.2 and 9.3 he had witnessed mud on the road and footpaths in this area of the Town. Cllr Gloria Wills also confirmed and said the problem was being caused as the verges were being dug up by traffic and parking. It was agreed that Cllrs should continue to monitor this area and take photographs of any issues in order to report to DCC if necessary. Cllr Wills knew that at least one other resident was already doing this. Cllr Allan Blakemore commented that a DCC roadsweeper is operating in this area, however, not often enough. Cllr Walton agreed and said that work on the site was continuing over weekends.

RESOLVED:

i) To receive this information.

ii) Cllrs to continue to monitor this area, take photographs and report to DCC any further instances of mud on the road.

9.4 Re: Sedgefield Windows (email from Ms Andrea Cox, Sedgefield Primary School dated 13th February 2018):

Prior to the meeting the Clerk had circulated to all an email from Ms Andrea Cox of Sedgefield Primary School dated 13th February 2018 acknowledging receipt of the Town Council's submission of comments regarding planning applications relating to Sedgefield Windows.

RESOLVED:

To receive this information.

9.5 Butterwick Road – Construction Site Opposite Graveyard (email from Mrs Pauline Tweddell dated 25th February 2018):

The Clerk circulated to Cllrs an email received from Mrs Pauline Tweddell on 25th February 2018 in which she expressed her concerns regarding safety at the building plot opposite the cemetery at Butterwick Road. The Clerk reported that she had forwarded this to DCC and requested this matter be investigated with an update provided to the Town Council as soon as possible. The Clerk had informed Mrs Tweddell of her actions. Cllr Alf Walton reported that he had noticed that the entrance gates were laid flat but not on the footpath. Cllr Allan Blakemore reported that he had recently seen workers on-site. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

10. 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):

10.1 DM/17/04059/OUT – 2 no dwellings (outline application – all matters reserved), 4 Low Farm, Bradbury:

Cllrs did not have any objection to this application.

10.2 DM/18/00533/FPA – conversion and extension of stables into self-contained holiday flat, Todds House Farm, Butterwick Road, Sedgefield:

Cllrs did not have any objection to this application.

10.3 DM/18/00536/FPA – demolition of existing stables and erection of 60 dwellings with associated access, landscaping and infrastructure, land to the West of junction of A689 and Stockton Road, Sedgefield:

Cllrs expressed their objections to this application on the grounds of the proposed access out onto Stockton Road which is very near to the other developer's access and will exacerbate highway safety concerns in this area. Within this application there are no parking spaces provided for visitors which will lead to congestion problems and safety concerns. It is disappointing to note that the development only includes the absolute minimum allocation of affordable housing. It is felt that the type and style of housing being proposed does not reflect the needs of the Town, for example, there are no bungalows. It is felt that this development is over development of a greenfield site within the Town and will change the historic approach and view to the Town when entering Sedgefield onto Stockton Road. Cllrs believe that this area of land should

remain as a buffer zone so that new housing cannot be viewed and the view of historic approach lost. It was agreed that a letter of objection be submitted to DCC. Cllr Gloria Wills said that she supported all the objections but felt that DCC were determined to allow such developments and that the developers had sufficient money to ensure that they get what they want.

Cllr Alf Walton commented that with regards to the Story Homes development now underway that there appeared to be a very high number of homes near to the roundabout. He questioned if anyone checks the actual number of houses being built. Cllr Allan Blakemore commented that it was important the Town Council ensures that when houses are ready for habitation that it ensures it receives the precept allocation of Council Tax for them. Cllr Gloria Wills and the Clerk confirmed that this matter is being monitored through the Council's Finance Working Group meeting.

RESOLVED:

The comments on planning applications 1-3 above to be submitted to DCC Planners.

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

DM/18/00407/FPA – two storey extension to side, single storey additions to rear, external alterations, attached garages and parking and new walled entrance gateway, Connor Lodge, 1 Durham Road, Sedgefield

DM/18/00522/FPA – single storey rear extension, 5 Cherry Tree Drive, Sedgefield

DM/18/00719/FPA – single storey front and rear/side extensions, 51 White House Drive, Sedgefield

RESOLVED:

The above planning applications to be considered at the Environment Committee meeting on Monday 19th March 2018.

The Chair thanked everyone for attending and closed the meeting at 7.39pm.

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



Minutes of the proceedings of the **MARCH POLICY & RESOURCES** of the Council held following the Monthly meeting in the **Council Offices**, Sedgefield, on **Monday 12th March 2018**

Present **Cllr. Gloria Wills (Chairman)**
Cllr. Mel Carr (Vice-Chairman) and
Cllrs. Allan Blakemore, David Brown, Mark Cant, Ann Carr, Chris Lines, Leo McCormack, Julie Towler, Alfred Walton

Officer Dr Jane Ayre (Town Clerk)

1. Apologies

Cllrs. Vanessa Carmichael, Alda Hummelinck, Fiona Warrand and Mavis Wayman.

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 on the agenda of the Finance Working Group and will be progressed once the issue of the Council's banking arrangements have been finalised following the announcement of the closure of the Barclays Branch in Sedgefield. A recommendation report will be produced for a future P&R Committee meeting. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.2 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.

3.3 Sedgefield Town Council Corporate Plan:

This matter has been discussed at the Policy & Records Management Working Group meeting held on 20th September 2017. A report will be brought to a future P&R Committee meeting for consideration, however, the Group's priority at this moment is the General Data Protection Regulations (see agenda item 5.2). The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.4 Quality Award:

The Clerk has liaised with Mr Steve Ragg of CDALC regarding which draft minutes need to be placed onto a Council's website in order to comply with the Quality Award criteria. The Clerk to discuss this matter with the Policy & Records Management Working Group and bring a recommendation to a future P&R Committee meeting. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.5 Imprest Account:

Barclays have confirmed the Council's Bank Mandate has successfully been updated. Documentation has been submitted to BT in order to amend the Town Council's direct debits. Once transferred to the Council's main account arrangements will be put in

place to close the Imprest Account. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.6 Town Council Offices Heating:

Heaters have been installed and are operational.

RESOLVED:

To receive this information and to close this matter.

3.7 Legal Issues:

The Clerk has informed Mr Anthony Walters that the Town Council instruct him to oversee the registration of Ceddesfeld Hall and grounds once information has been obtained by the Clerk from the Church of England archives. No information has yet been forwarded from the Church of England archives, however, the archives have just sent to the Clerk an application form to complete.

An on-site meeting at Butterwick Road Cemetery between Town Cllrs and Ms Deborah Jobling (Assets) and Mr Alan Glenwright (Highways) of DCC had been due to take place on Wednesday 28th February 2018 to consider the covenants on the land owned by DCC and discuss a potential new access. This meeting had to be cancelled due to the bad weather and will now take place at 11.30am on Wednesday 28th March 2018.

The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive this information.

3.8 Legal Issues:

The Clerk has reported to DCC the bin stores which have been erected outside properties at Church View and West End. Photographs have also been sent with a request that DCC investigate and keep the Town Council updated. The Clerk read out an email received from Ms Susan Porter, DCC's Senior Planning Enforcement Officer (South West Area Planning Team) in which she said her initial view was that these bin

stores are not development but are chattel on the land. There has to be a degree of physical attachment to the land, which was the case for the Pickled Parson of Sedgefield, for something to constitute a 'building' for planning legislation. A DCC Officer has been asked to look at the two properties when they are next in the village. Cllr David Brown noted that a further such store had been erected near to the Post Office. Cllr Gloria Wills expressed her disappointment at the response received from DCC and Cllr Allan Blakemore expressed his concerns regarding the implications of obstruction from such structures. The Clerk asked if Cllrs would find it useful to have a meeting in Sedgefield with either Ms Porter or one of her colleagues in order to discuss this matter and view some of the structures. Cllrs agreed this would be useful.

RESOLVED:

i) To receive this information.

ii) The Clerk to liaise with Ms Porter of DCC to set up an on-site meeting in Sedgefield.

3.9 Dying To Work Campaign:

The Town Council's decision to sign up to the TUC Dying To Work Charter, and adapt any relevant in-house personnel policies accordingly, will be discussed with Ms Carly Stobbs of DCC's HR Department and progressed through the Personnel Committee. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

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

No Cllrs forwarded any comments to the Clerk by the deadline date of 21st February 2018. Mr Steve Ragg of CDALC reported at the Larger Councils Forum meeting on 22nd February 2018 that he has now collated all feedback on the Charter and will be progressing this through the CDALC Executive working towards formal adoption. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.11 Nationwide Building Society:

The Clerk has informed Ms Shorten of Nationwide Building Society that information has been shared with Town Councillors and that they are currently monitoring this situation and will get back in touch with her if required.

RESOLVED:

To receive this information and to close this matter.

3.12 Closure of Barclays Branch in Sedgefield:

The Clerk wrote to Mr Allenson and Mr Lamb thanking them for their correspondence and making them aware of the presentation by Mr David Tinmouth of DCC at the Community & Development Engagement Committee meeting on 19th February 2018 so they could attend if they wished.

RESOLVED:

To receive this information and to close this matter.

3.13 Town Clerk Annual Increment:

Harrogate Payroll will be informed of this decision for the April 2018 payroll.

RESOLVED:

To receive this information and to close this matter.

3.14 Projects & Media Co-ordinator:

The Clerk has written with a formal offer to the Projects & Media Co-ordinator in relation to her permanent hours and rate of pay from 1st April 2018. The Projects & Media Co-ordinator has accepted. Harrogate Payroll will be informed of this for the April 2018 payroll.

RESOLVED:

To receive this information and to close this matter.

3.15 Tree Work – Horse Chestnut:

AW Treecare have been informed of their successful tender. Request paperwork has been submitted to DCC for this work. DCC have now commenced a six week consultation period. If the Town Council has not received any further correspondence from DCC by 9th April 2018 then this work can take place. 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. No members of the public were present. The Chairman re-opened the meeting.

5. Reports

5.1 Meeting with District Church Council Members Report by Town Clerk

Prior to the meeting the Clerk had circulated to all a Meeting with District Church Council Members Report. Cllr David Brown provided the historic background to item 4, i.e. the manual winding of the church clock and then the transition to an automated system. The Clerk reported that very good progress is being made via researching at the Durham Records Office and a further session has been booked. The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive this information.

5.2 General Data Protection Regulations (GDPR) Update Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a GDPR Update Report by the Policy & Records Management Working Group. The Clerk reported that the next meeting of this Group will take place on Thursday 22nd March 2018 at 9am and will consider this matter further in order to prepare recommendations for a future P&R Committee.

RESOLVED:

To receive this information.

5.3 Parish Hall User Forum Update Report by Projects & Media Co-ordinator:

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

RESOLVED:

To receive this information.

5.4 Station Road and Mitford Court Recommendation Report by Estates Working Group:

Prior to the meeting the Clerk had circulated to all a Station Road and Mitford Court Recommendation Report by the Estates Working Group which contained proposed letters to residents whose properties border onto Town Council owned/leased land nearby.

With regards to the proposed letter to residents near to Station Road Playing Field, Cllr Alf Walton requested that additional information is included requesting that no garden rubbish or green waste should be placed on the field. Cllrs agreed to this suggestion. The Clerk suggested that a final sentence be added to the letter stating that the Town Council would be actively monitoring Station Road Playing Field. Cllrs agreed to this suggestion. Cllr Walton commented that he had been made aware of some trees which had been cut down in Haseldon Grove and the debris which had been left in-situ. Cllr Walton had obtained photographs and shared these with the Clerk with a request this matter be considered at the Environment Committee meeting on 19th March 2018.

With regards to the proposed letter to residents near Mitford Court, Cllr Mel Carr requested that additional information is included requesting no shrubs are planted or rockeries made on Town Council owned land. Cllrs agreed to this suggestion and also that the no garden rubbish or green waste should be placed on this land. Again, the Clerk suggested that a final sentence be added to the letter stating that the Town Council would be actively monitoring this locality. Cllrs agreed to this suggestion.

RESOLVED:

- i) The Clerk to amend letters as requested and then to issue to residents.**
- ii) The matter of trees at Haseldon Grove to be considered at the Environment Committee meeting on 19th March 2018.**

Note: Reports related to information exempt from the public are considered under agenda item 8.

6. Financial Matters:

6.1 Cheques for approval after 12th February 2018:

Prior to the meeting the Clerk had circulated to all a list of cheques for approval numbered 109148 to 109149. The Clerk circulated a further list showing additional cheque numbers 109162 to 109169. Prior to these cheques being considered the Clerk circulated to all Cllrs information for agenda items 6.2, 6.4 and 6.5, information which it had not been possible to circulate prior to the meeting on this occasion due to the implications of recent severe weather and staff annual leave.

Following consideration of agenda items 6.2 to 6.5 it was RESOLVED:

- i) All cheques were approved for payment.**
- ii) Cllrs Mel Carr and Wills plus the Town Clerk to duly sign the cheques.**
- iii) The cheque for Zurich Municipal be posted towards the latter part of March 2018 without impacting upon the renewal of the Council's insurance policy.**

6.2 Monthly Accounts: Income (as at 28th February 2018) / Expenditure (as at 28th February 2018 minus unapproved cheques after 12th February 2018) Report by Town Clerk:

RESOLVED:

The monthly accounts as had been circulated were approved.

6.3 Debtors List as at 2nd March 2018:

RESOLVED:

To receive the debtors list as at 2nd March 2018.

6.4 Direct Debits and BACS List for February 2018 Report by Town Clerk:

RESOLVED:

To receive the Direct Debits and BACS list for February 2018.

6.5 January 2018 Bank Reconciliations Report by Town Clerk:

RESOLVED:

The January 2018 Bank Reconciliations as circulated were approved.

6.6 Internal Audit Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all an Internal Audit Report. The Clerk reported that Cllrs will be kept updated by the findings from the Internal Auditor's visit on 14th March 2018. Also during this visit the Clerk will arrange dates for the internal audit visit relating to the 2017/18 year end. The Clerk will keep the the Finance Working Group and P&R Committee updated on these matters.

RESOLVED:

To receive this information.

6.7 Edge Financial Software Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all an Edge Financial Software Update Report.

RESOLVED:

To receive this information.

7. Correspondence

7.1 EN/18/00073 Timber Store, The Pickled Parson of Sedgefield (email from Ms Sally McDyer, DCC dated 21st February 2018):

Prior to the meeting the Clerk had circulated to all an email relating to the Timber Store erected at The Pickled Parson of Sedgefield from Ms Sally McDyer of DCC dated 21st February 2018 which confirmed this store had now been removed and the matter closed.

RESOLVED:

To receive this information.

7.2 Sedgefield Twinning Association (letter from Mrs Nancy Wells dated 15th February 2018):

Prior to the meeting the Clerk had circulated to all a letter from Mrs Nancy Wells of the Sedgefield Twinning Association dated 15th February 2018 in which she was requesting £200 from the Town Council towards the cost of the forthcoming visit to Hamminkeln. Cllrs said they were happy in principle to support the visit which they believed was in June 2018, however, they requested the Clerk write back to Mrs

Wells requesting more specific information as to how this money would be spent in order that a financial allocation can be made in the new 2018/19 financial year.

RESOLVED:

The Clerk to write to Mrs Nancy Wells in accordance with the Town Council's wishes and to keep Cllrs updated on this matter.

7.3 FW Licensing – New Premises Licence Application Received – The Impeccable Pig, Front Street, Sedgefield (email from Mr Steve Ragg, CDALC dated 8th March 2018):

The Clerk circulated to all an email received from Mr Steve Ragg of CDALC dated 8th March 2018 relating to a new Premises Licence Application which has been received for The Impeccable Pig, Front Street, Sedgefield.

RESOLVED:

i) The Clerk to liaise with Ms Carol Graham, DCC Licensing Assistant to request further detailed information regarding the premises licence being sought and to share with Cllrs.

ii) This matter to be discussed at the Environment Committee meeting on 19th March 2018.

7.4 Case Study – Breathing Space (email from Ms Yvonne Probert, Durham Community Action dated 8th March 2018):

The Clerk circulated to all copies of an email received from Ms Yvonne Probert of Durham Community Action dated 8th March 2018 in which she was asking if the Town Council would consider taking part in a case study explaining how Durham Community Action assisted with the mediation during the finalization of a lease for Ceddesfeld Hall.

RESOLVED:

Cllrs to consider this matter and discuss at the Community Development & Engagement Committee meeting on 19th March 2018.

7.5 Cemetery Lodge, Sedgefield (email from Mr Ryan McKenna, Downen Estates

Agent dated 9th March 2018):

The Clerk circulated to all an email from Mr Ryan McKenna of Downen Estates Agent dated 9th March 2018 in which he gave an update on the circumstances of the tenants at Cemetery Lodge and a request that they be moved from 24th April 2018 from a six month tenancy agreement to a Statutory Periodic Tenancy Agreement. Cllrs considered this request.

RESOLVED:

The Clerk to instruct Mr McKenna at Downen Estates Agent that Cemetery Lodge is to remain on a 6 month tenancy agreement from 24th April 2018.

7.6 Review of Local Government Ethical Standards Stakeholder Consultation (email from Mr Steve Ragg, CDALC dated 8th March 2018):

The Clerk circulated to all an email from Mr Steve Ragg of CDALC dated 8th March 2018 detailing a current stakeholder consultation exercise relating to a review of Local Government Ethical Standards. Cllrs are invited to participate in this consultation exercise.

RESOLVED:

To receive this information.

Cllr Gloria Wills explained that due to the confidential nature of the following items these would be discussed under Exempt Information and said that if any members of the public and/or press had been present they would have been asked to leave the meeting at this point (Section 1 Sub Section (2) of the Public Bodies (Admission to Meetings) Act 1960).

8. Consideration of Reports Exempt from Public:

8.1 Sedgefield In Bloom Matters Recommendation Report by Finance Working Group:

Prior to the meeting the Clerk had circulated to all a Sedgefield In Bloom Matters Recommendation Report by the Finance Working Group which was duly considered by Cllrs.

8.2 Treeworks in grounds of Ceddesfeld Hall Report by Cllr Alf Walton and Town Clerk:

Prior to the meeting the Clerk had circulated to all a Treeworks In Grounds of

Ceddesfeld Hall Report by Cllr Alf Walton and the Clerk which was duly considered by Cllrs as part of preparing a rolling programme of works for future years.

8.3 Town Council Trailer Report by Cllr Alf Walton:

Prior to the meeting the Clerk had circulated to all Town Council Trailer Report by Cllr Alf Walton which was duly considered.

The Chair thanked everyone for attending and closed the meeting at 8.52pm.

SEDGEFIELD TOWN COUNCIL

EXTRAORDINARY



Minutes of the proceedings of the **EXTRAORDINARY**
Meeting of the Sedgefield Town Council held at 7pm in the
Council Offices, Sedgefield on Monday 19th March 2018

Present

Cllr. Mel Carr (Chairman)

Cllr. Gloria Wills (Vice-Chairman) and

Cllrs. David Brown, Vanessa Carmichael, Ann Carr, Alda Hummelinck and
Chris Lines

Officer

Dr Jane Ayre (Town Clerk)

The Chair, Cllr Mel Carr, welcomed all to the meeting and explained that this would be the first of three Council meetings that evening. The first meeting, an Extraordinary Town Council meeting, was to progress The Sedgefield Plan. Within this meeting was an opportunity for public participation in accordance with the Council's Standing Orders but it was not a public meeting. The second meeting, the Community Development & Engagement Committee, was a normal Council meeting. The Chair had been made aware that anonymous leaflets had been delivered to certain houses in the Town which implied that this was to be a public meeting. This was incorrect. It is a normal Council meeting, again with the opportunity for public participation in accordance with the Council's Standing Orders and anti-social behaviour was just one of the agenda items. The third and final meeting would be that of the Environment Committee, again a normal meeting with usual opportunity for public participation.

Cllr Gloria Wills suggested that Public Participation on this meeting's agenda could be pushed back until after the motion debate. Cllr Mel Carr sought the views of the public present and it was agreed to leave Public Participation as stated on the agenda.

1. Apologies:

Cllrs Allan Blakemore, Mark Cant, Leo McCormack, Julie Towler, Alf Walton and Mavis Wayman.

2. Declaration of Interest:

None.

3. Public Participation

The Chairman, Cllr Mel Carr, closed the meeting for the public to give their views and comments.

Mrs Julia Bowles said that SVAG members had some questions that needed answering before the Town Council proceed with its decision. Firstly, a resolution was obviously made in November 2017 and then on 19th January 2018 the Council presented to the public its opinion as shown on the slide presentation, i.e. The Town Council believes that the up to date version (of the Plan) is revised/modified and not new. Therefore, nothing needed withdrawing. Why now the motion to withdraw the Plan? Secondly, the public gave their vote on the information presented to them. Does the Town Council intend to make a u-turn without consulting with the public again and giving a clear explanation of the situation? DCC have worked alongside the Town Council for some time so why have things reached this point? Thirdly, there is the example of Tattonhill of a neighbourhood plan which almost identical issues as Sedgefield's which was modified and re-submitted without being withdrawn. Why can this not happen with our Plan? Fourthly, DCC withdrew their Plan and must start from scratch. This would surely be the position if our Plan was withdrawn. Would this leave Sedgefield totally vulnerable to the hundreds of houses already built not being acknowledged as allocated numbers. Finally, it seems strange that DCC should offer a health check on the Plan when they have worked alongside the Town Council on its content. If a health check needs to be done it should surely be done by an independent body.

Mrs Helen Clifford-Brown said she had been interested in the history and politics of Sedgefield for her entire 32 years in the Town. During this time Sedgefield has become a Town and people move to Towns for lots of different reasons including more facilities. Mrs Clifford-Brown said that she was worried that DCC had very different ideas about Sedgefield and its future. In particular she was worried that DCC owned land between Sedgefield and Fishburn and that the Town could become like Newton Aycliffe. Mrs Clifford-Brown said that the rules from The Sedgefield Plan should be kept rather than change to according to DCC.

Mr Howard Smith said that people had voted at the public meeting in January 2018 with 70 people voting in favour and 2 people against. Mr Smith said why do 7 Cllrs think they can change the rules and said this defied democracy.

Mr Alan Watson said that if the Town Council voted in favour of the motion being proposed could there be a request for a Parish Poll.

Mr Andy Lister said that the Council's meeting room was inadequate for such a meeting. Cllr Mel Carr replied that all such meetings are held in the Council Offices and the Council has no way of knowing how many members of the public are going to attend. Mrs Watson said that she had emailed the Clerk with her concerns regarding the venue. Cllr Mel Carr replied that there was no alternative venue available.

The Chair thanked members of the public for their comments and re-opened the meeting.

4. Consideration of following motion submitted in written notice to the Clerk by 7 Town Councillors:

The Clerk reported that Cllrs Blakemore, Brown, Cant, A Carr, M Carr, Hummelinck and Lines had individually signed the following motion:

- i) To reverse the following sentence in part i) of the resolution that was made on Monday 13th November 2017: "There would be no withdrawal of The Sedgefield Plan".**
- ii) To withdraw the examined draft of The Sedgefield Plan, that was submitted for independent examination in June 2016.**
- iii) To undertake Regulation 14 pre-submission consultation for the draft of The Sedgefield Plan that was adopted by Sedgefield Town Council on Monday 13th February 2017.**
- iv) To accept Durham County Council's offer to perform a health-check on the adopted draft of The Sedgefield Plan, at the same time that Regulation 14 pre-submission consultation is taking place.**

Prior to the meeting the Clerk had circulated a background report to Cllrs.

Cllr Gloria Wills requested that those Cllrs present who had submitted this motion each give an explanation as to why they wished now to change the original decision as it was important that other Cllrs and the public understood their rationale. Cllr Vanessa Carmichael agreed with this request.

Cllr Ann Carr replied this motion was needed because DCC have said they cannot accept and proceed with The Sedgefield Plan adopted in February 2017 until the original June 2016 Plan is removed. This was the reason for the motion.

Cllr Chris Lines replied that the procedures and regulations underpinning the neighbourhood planning process define the February 2017 adopted plan, i.e. the version which the community said it wants to progress, as being a 'new' plan. The purpose of the public meeting held in January 2018 was to determine if the community wished the Town Council to proceed with taking the adopted plan of February 2017 to community referendum. In the intervening time DCC have written to the Town Council to confirm that if the Town Council does not withdraw The Sedgefield Plan of June 2016 then they are obliged to take that Plan and make the modifications requested by the Independent Examiner then proceed to community referendum. The regulations are very clear about this and the view from the public in January 2018 is that they wished to proceed with the neighbourhood plan of February 2017. The only way to avoid having a neighbourhood plan which no-one wants is to withdraw the original June 2016 Plan and proceed immediately with taking forward the February 2017 plan by starting to undertake statutory consultation in accordance with Regulation 14 and follow subsequent stages to community referendum. Not withdrawing the June 2016 plan would result in a toothless plan going forward to community referendum. Cllr Lines expressed his concerns that some information posted by individuals on social media was incorrect as this motion is not about withdrawing the plan but about taking forward the version of the Plan which the public requested at the public meeting held in January 2018.

Cllr David Brown said he endorsed all comments made by Cllr Lines. Cllr Brown also said that subsequent to the public meeting in January 2018 DCC had provided written clarification that they could not deal with two versions of the neighbourhood plan. For this reason it was necessary to rescind the first resolution as this is the only way to progress the February 2017 neighbourhood plan.

Cllr Alda Hummelinck agreed with the comments made by other Cllrs. The current situation has been caused as a result of the belief that there is one plan that has evolved, however, DCC have stated that they can only acknowledge the original version of the plan which has been considered by the Independent Examiner.

From DCC's perspective there is only one neighbourhood plan for Sedgefield 'on their books' and that is the June 2016 version. As such they cannot acknowledge the February 2017 version of The Sedgefield Plan which has been modified in accordance with community wishes. Therefore the June 2016 plan needs to be removed so that the February 2017 plan can proceed. If the June 2016 plan remains in place then the Town Council cannot have any control over how DCC, as the Local Planning Authority, amend it.

Cllr Vanessa Carmichael disagreed with the rationale that there were two plans in existence and asked Cllrs to consider how many cars they would have if one was modified with additional features. Cllrs David Brown and Chris Lines said that the Town Council needed to follow the procedures which had been outlined by DCC in order to ensure the correct version of the plan progressed to community referendum.

Cllr Gloria Wills said she felt it was very difficult for someone like Cllr Hummelinck who is new to understand the complex process surrounding neighbourhood planning. DCC had worked with the Town Council since June 2016 to consider the Independent Examiner's comments and requested modifications. The Town Council, members of the Plan's Steering Group and DCC had considered these requested modifications and agreed if made they would not lead to a neighbourhood plan that reflected the wishes of the community. A considerable amount of work has been undertaken, a lot of money has been spent and to accept the modifications requested by the Independent Examiner would mean a plan was produced that was not what anyone wanted. Cllr Wills reported that the latest Planning Act stipulated there should be a period of 5 weeks from the Local Planning Authority receiving a report from an Independent Examiner in which they announce their decision to then taking the neighbourhood plan to community referendum. Cllr Wills asked by DCC had then sent Officers out to talk to, and work with Cllrs, instead of progressing to community referendum. Cllr Wills felt that DCC had delayed the process and that the authority does not want Sedgefield to have a neighbourhood plan. Cllr Wills highlighted that Tattenhill had the same Independent Examiner as Sedgefield. Tattenhill were told they needed to make minor text changes as well as delete some policies which had been requested by the community. Cllr Wills highlighted the relevant section of the neighbourhood planning regulations in which it stipulates that the Local Planning Authority must

consider and decide what action to take in respect of each recommendation from an Independent Examiner and then to produce a Decision Statement. Such a Decision Statement has never been produced by DCC and Cllr Wills questioned why. Cllr Wills noted that Tattenhill had been able to modify their plan which immediately went back to the Independent Examiner without having to be withdrawn or undergo statutory consultation (Regulation 14) again. Cllr Wills said that DCC cannot require the Town Council to withdraw The Sedgefield Plan and if this action took place then it would show that DCC have not incorrectly dealt with this matter. The County Durham Local Plan has now been pushed back to 2020 and this leaves the entire County vulnerable to even more development. Cllr Wills concluded by saying this is now a very difficult situation and she would prefer the June 2016 neighbourhood plan to now go to community referendum so that revision work could commence soon after it was made. Cllr Wills felt the Town Council would be letting the public down if the neighbourhood plan was now withdrawn.

Cllr Mel Carr said that The Sedgefield Plan sets out a vision for the Parish of Sedgefield to continue to develop, and grow; thrive and prosper; while preserving its distinctive character and community, rural landscape, open spaces and historical heritage while delivering a sustainable future for existing and future residents of all ages. The Town Council now knows that the community wish it to take forward the February 2017 plan. Work has been ongoing for 7 years and there has been considerable frustration along the way with excuses and reasons for knock backs. Cllr Mel Carr said that everyone wanted to limit the number of houses being developed in the Town but if the June 2016 neighbourhood plan was not withdrawn it could take years to make meaningful progress, however, if the June 2016 plan was withdrawn there was the opportunity that progress could be made with the February 2017 neighbourhood plan in months. Cllr Mel Carr felt that the quickest and cheapest way forward was to withdraw the June 2016 plan. Cllr Vanessa Carmichael challenged the costs claim.

Cllr Chris Lines said the motion now being considered was about taking forward the February 2017 neighbourhood plan, the plan endorsed by the public in January 2018. The only way to achieve this was to remove the June 2016 neighbourhood plan from DCC's books and at the same time move to undertake statutory consultation in accordance with Regulation 14 as soon as possible. If this was not done then the June 2016 neighbourhood plan would go to community referendum

with only the basic conditions stipulated. Cllr Vanessa Carmichael said that she would be happy for the original plan to go forward to community referendum as then the Town would have some form of formal plan which could be subsequently amended. Cllr Carmichael also said that Cllr Lines could not say he was speaking on behalf of the public. Cllr Lines clarified that he was speaking about those 70 residents who voted at the Council's public meeting held in January 2018 in which a total of 72 people participated.

Cllr Mel Carr said that everyone was concerned about the amount of housing being built and proposed for the Town. Currently neither DCC nor Sedgfield have any plans in place to provide protection. When the Town Council has challenged planning applications it has been ignored. Cllr Mel Carr said it was for this reason he believe the June 2016 neighbourhood plan should be withdrawn.

Cllr Mel Carr asked Cllrs if they had any further comments to make. No further comments were made and a vote took place on the motion presented to all. The vote was by show of hands. 5 Cllrs voted in favour of the motion while Cllrs Wills and Carmichael voted against the motion.

RESOLVED:

- i) To reverse the following sentence in part i) of the resolution that was made on Monday 13th November 2017: "There would be no withdrawal of The Sedgfield Plan".**
- ii) To withdraw the examined draft of The Sedgfield Plan, that was submitted for independent examination in June 2016.**
- iii) To undertake Regulation 14 pre-submission consultation for the draft of The Sedgfield Plan that was adopted by Sedgfield Town Council on Monday 13th February 2017.**
- iv) To accept Durham County Council's offer to perform a health-check on the adopted draft of The Sedgfield Plan, at the same time that Regulation 14 pre-submission consultation is taking place.**

The Chair thanked everyone for attending and closed the meeting at 7.33pm.

SEDGEFIELD TOWN COUNCIL

COMMUNITY DEVELOPMENT & ENGAGEMENT



Minutes of the proceedings of the **MARCH COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the Extraordinary meeting in the **Council Offices**, Sedgefield, on **Monday 19th March 2018**.

Present

Cllr. Chris Lines (Chair) and

Cllrs. David Brown, Ann Carr, Mel Carr, Alda Hummelinck and Gloria Wills

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies

Cllrs. Allan Blakemore, Mark Cant, Vanessa Carmichael, Leo McCormack, Julie Towler, Alf Walton and Mavis Wayman.

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 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 on these matters.

RESOLVED:

To receive this information.

3.2 Draft Sedgefield Grant Funding Policy:

The Clerk is now investigating grant funding training opportunities for the Projects & Media Co-ordinator who will take on responsibility for grant funding from 1st April 2018. At this point work can re-start on finalizing a Grant Funding Policy. The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive this information.

3.3 Involving The Public:

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 CD&E Committee meeting. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.4 Battles Over:

The SCA are planning a series of events during 2018 to commemorate the centenary of the end of World War One. Cllr Allan Blakemore to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.5 Youth Funding Update Report:

The EDRC AAP Team have requested additional information from the Town Council in relation to the funding from County Councillors for Sedgefield Youth Club. This information has duly been provided. There is no date as to when such monies will be received. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.6 War Memorial Update:

Feedback has now been received from the War Memorials Trust regarding money towards the cost of refurbishing the Town's War Memorial. Work is underway to submit an application. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.7 Citizen of the Year 2017:

Nomination forms have now been issued through the February 2018 Sedgefield News. Closing date for nominations is Thursday 22nd March 2018. The Selection Panel will meet on Tuesday 10th April 2018. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

4. Public Participation

The Chairman, Cllr Chris Lines, closed the meeting for the public to give their views and comments.

Ms Paula Swindale reported that she had attended the recent Neighbourhood Watch meeting at which many residents expressed their concerns regarding anti-social behaviour in the Town. It felt like no one was immune from the current situation. Ms Swindale has lived in the village for several years but feels like the behaviour of young people over the last 6 months has taken a sinister turn having witnessed fights, alcohol misuse and criminal activity. Local businesses are being affected and elderly residents feel unsafe leaving their homes. Within recent weeks there has been increasing bad behaviour within the churchyard at St Edmund's. Ms Swindale said everyone had a moral duty to do something about this situation. She had investigated approaches taken in other geographical areas experiencing similar problems and noted that Dispersal Orders were used. For such the Town Council's support would be needed.

Mr Mark Andrews expressed his concern at behaviour taking place in and around Burton

Mews where he has witnessed over 150 young people going through this area without any respect for the roads and gardens, including private gardens at the back of properties. He understood that not all of these young people are from the Town and believed that many were travelling in from a wide area. He understood this was a big challenge but was one that needed to be addressed. The amount of litter and broken glass left on the central village green areas was atrocious. Mr Andrews praised ambulance drivers who were regularly seen having to assist underage drinkers while also dealing with intimidation. He reported that Public Spaces Protection Orders are used in other communities to reduce the size of gangs and do give the local Police some power rather than a Dispersal Order for which only a maximum number can be issued. Mr Andrews hoped the Town Council would support exploring the feasibility of Public Spaces Protection Orders. Mr Andrews concluded by saying there is no innocence in the latest activities taking place in the Town citing examples of drug use and intimidation.

Mr Stan Webb reported that two weeks ago he had witnessed 78 young people congregating at Wykes Close. Mr Webb had asked some why they were there. They had replied that it was a dark area in which they could not be seen. Mr Webb expressed his frustration with the 101 service which did not provide any response. He reported that he has witnessed eggs, stones and litter being thrown. Mr Webb believed that the trouble was caused by young people travelling in from Fishburn, Trimdon and Kelloe.

Ms Gillian France reported that the Town's Co-op store regularly has to deal with bad behaviour on Friday and Saturday evenings with the time period 9.20pm – 9.40pm being the worst. The situation was so bad on Friday 16th March 2018 that the store had to close at 9.45pm when up to 40 young people had surrounded a member of staff. This behaviour was intimidating. Ms France invited Cllrs to visit the Co-op at this time on Friday and Saturday evenings to see this for themselves. Ms France said that even more worryingly if staff try to deter young people they are being threatened with legal action.

Mr Howard Smith reported that he had attended the latest Neighbourhood Watch meeting and sent to the Clerk his comments. The Clerk confirmed that this correspondence would be considered under agenda item 6.1. Mr Smith said that intimidating behaviour and bad behaviour cannot be accepted in the Town. He had discussed the matter of Richmondshire District Council's use of a Public Spaces Protection Order in Colburn to address similar problems with PC Todd of Durham Constabulary. Mr Smith expressed his disappointment with the response received from PC Todd. Mr Smith urged appropriate action to be taken to

address matters as he was concerned that someone could retaliate or be hurt. Mr Smith concluded by saying that the Police were already aware of drugs being readily available in the Town.

Mr John Roper reported that he had recently been beaten unconscious at Eden Drive by young people. He said that the Police did not believe him and informed him that they patrolled this area every hour on the hour. Mr Roper said he had laid unconscious for over an hour. He believed that the lack of Police presence in the Town was the problem and that when Police are in the Town they patrol with cars and not on foot due to lack of resources.

Ms Ann Blood reported that every weekend she picks up bottles, cans and other debris outside her property. This matter has gone on for 15 years. In the past she has complained directly to the Chief Constable about PC Todd and not received any adequate response. Ms Blood reported that recently snowballs had been thrown at her windows and someone had tried to gain access to her house. She urged that action is taken to get an order to stop drinking in public.

Mrs Janet Spalding alleged that one pub in the Town served under-age drinkers.

Mr Bill Todd reported that he had operated business premises in Sedgefield for 36 years. During that time he had experienced 75 broken windows and that the situation has worsened recently. He has already written to the Chief Constable with his concerns and a meeting was subsequently arranged with a PC who then turned up late. With a Town of 6000 residents a considerable amount of money is paid in rates to Durham Constabulary and it is then very difficult to understand how there can be no Police presence in the Town every Friday evening.

Mr Mark Andrews expressed his thanks to local businesses and their staff for continuing to operate in such circumstances. He was concerned that as a result of recent activities that people may no longer wish to visit the Town which would then have further impact upon businesses.

Mrs Julia Bowles felt that the earlier Council meeting had been an appalling example of community development and engagement. She said that she would like to see the Town Council take some action in response to anti-social behaviour.

One gentleman said there were two principle agencies that should be involved in any activities to improve behaviour and that these were the pubs as they encourage people to come into the Town to drink and the Community College whose Head Teacher should be actively engaging with parents and guardians.

The Chair thanked the public for their comments and said that anti-social behaviour was an agenda item later in the meeting. The meeting was then re-opened.

5. Reports

5.1 Snow Party Report by Projects & Media Co-ordinator:

Prior to the meeting the Clerk had circulated to all a Snow Party Report produced by the Projects & Media Co-ordinator. The Projects & Media Co-ordinator will continue to keep Cllrs updated on this community event.

RESOLVED:

To receive this information.

5.2 Sedgefield Youth Club Management Committee Update Report by Cllr Julie Towler:

Prior to the meeting the Clerk had circulated to all a Sedgefield Youth Club Management Committee Update Report produced by Cllr Julie Towler. This was accompanied by the minutes produced following the latest Management Committee meeting held on Monday 26th February 2018.

RESOLVED:

To receive this information.

5.3 Anti-Social Behaviour On Friday Evenings Report by Cllr Allan Blakemore:

Prior to the meeting the Clerk had circulated to all an Anti-Social Behaviour On Friday Evenings Report by Cllr Allan Blakemore. The Clerk reported that since the circulation of this report it had been agreed at the Monthly Meeting held on 12th March 2018 that a request be made for the Police to attend the next Monthly Meeting. The Clerk reported that Inspector Sarah Honeyman and Sgt Alex Clark will both be attending the Town Council's Monthly Meeting on 9th April 2018. Inspector Honeyman had also confirmed that during this meeting she will give details of a proposed multi-agency approach to tackle current anti-social behavior issues. The Clerk suggested that it

would be useful to forward to Inspector Honeyman and Sgt Clark prior to their attendance at the next Monthly Meeting a summary of comments and concerns raised by members of the public during the Public Participation (see item 4 above). Cllrs agreed this would be a good idea. The Clerk also reported for information that PC Keith Todd will be replaced by PC John Lamb who is an experienced officer having served with Durham Constabulary for over 16 years and joined the Newton Aycliffe team in September 2017. PC Lamb has previously worked with John Seymour and Alex Clark so his transition to the new team should be seamless. PC Lamb will start on 1st April 2018 so will have a couple of weeks with PC Todd before his retirement. Finally, the Clerk reported that a decision has been made by the Police Command team that a Sgt post is to be transferred from the Newton Aycliffe policing area to Peterlee and therefore from 1st April 2018 Sgt Alex Clark of Sedgefield Neighbourhood Policing Team will take on responsibility for supervising Shildon's Neighbourhood Team. This will be in addition to his role at Sedgefield but will mean that he splits his working time equally between Shildon and Sedgefield. This decision was also being announced that evening at Shildon Town Council's meeting. Inspector Honeyman will address any concerns regarding Sgt Clark's dual role at the Town Council's Monthly Meeting on 9th April 2018.

RESOLVED:

i) To receive this information.

ii) The Clerk to forward to Inspector Honeyman and Sgt Clark details of the comments and concerns made by the public regarding anti-social behavior in the earlier Public Participation session.

6. Correspondence

6.1 Topic For Next Relevant Council Meeting (email from Mr Howard Smith dated 1st March 2018):

Prior to the meeting the Clerk had circulated to all an email from Mr Howard Smith dated 11th March 2018 in which he detailed the Public Spaces Protection Order being used by Richmondshire District Council in Colburn to tackle anti-social behavior problems. Cllr Gloria Wills pointed out that such Orders require the support of District or Principle Authorities and not the Town/Parish Councils sector. In our case this would be Durham County Council as our Unitary Authority. Cllr Wills requested the Clerk circulate to all Cllrs for information the LGA advice on Public Spaces Protection Orders. Cllr David Brown confirmed that it was essential that DCC are involved.

RESOLVED:

- i) To receive this information.**
- ii) The Clerk to forward LGA advice to all Cllrs for information.**
- iii) The Clerk to ensure Inspector Honeyman is aware of this matter so that DCC are involved in any multi-agency work.**

6.2 St Edmund's Church Christmas Tree Festival (letter from Mr Michael King):

Prior to the meeting the Clerk had circulated to all a letter from Mr Michael King inviting the Town Council to participate in the 2018 St Edmund's Christmas Tree Festival.

RESOLVED:

- i) The Town Council to purchase the largest size tree available at the 2018 Festival.**
- ii) The Mayor to decorate the tree.**

6.3 Sedgefield Village (email from Mr Simon Walton dated 12th March 2018):

The Clerk circulated to all an email received from Mr Simon Walton dated 12th March 2018 in which he detailed his experiences of recent anti-social behavior in the Town on Friday 9th March 2018 and the implications of such upon local businesses. The Clerk confirmed that she had responded to Mr Walton and to his subsequent request for correct contact details (telephone and email) for Durham Constabulary. Cllrs agreed that the comments made by Mr Walton be included into the list of issues to be compiled by the Clerk and forwarded to Inspector Honeyman and Sgt Clarke in advance of their attendance at the Town Council's Monthly Meeting on 9th April 2018.

RESOLVED:

- i) To receive this information.**
- ii) The Clerk to ensure Mr Walton's concerns are included in those list of issues to be given to Inspector Honeyman and Sgt Clarke.**

6.4 Parade Service for St George's Day (email from Mr Michael King dated 19th March 2018):

The Clerk circulated to all an email from Mr Michael King dated 19th March 2018 inviting all Town Cllrs to attend a Parade Service for St George's Day on Sunday 22nd

April 2018.

RESOLVED:

- i) To receive this information.**
- ii) Cllrs to inform the Clerk if they wish to attend so that she can inform Mr King.**

ADDITIONAL ITEM:

A1: Durham Community Action – Request For Participation In Case Study:

The Clerk reminded Cllrs that at the previous week's P&R Committee meeting it had been agreed to defer to this agenda consideration of a request received from Ms Yvonne Probert that the Town Council consider taking part in a case study to promote the work of Durham County Action's mediation services.

RESOLVED:

The Clerk to inform Ms Probert that if the SCA are happy to take part in such a case study then the Town Council are also willing to participate.

The Chair thanked everyone for attending and closed the meeting at 8.10pm.

SEDGEFIELD TOWN COUNCIL

ENVIRONMENT



Minutes of the proceedings of the **MARCH ENVIRONMENT** of the
Council held following the Community Development and
Engagement committee in the **Council Offices**, Sedgefield, on
Monday 19th March 2018

Present **Cllr. Mel Carr (Acting as Chair) and**
Cllrs. David Brown, Ann Carr, Alda Hummelinck and Chris Lines,

Officer Dr Jane Ayre (Town Clerk)

1. **Apologies**

Cllrs Allan Blakemore, Mark Cant, Vanessa Carmichael, Leo McCormack, Julie Towler, Alf Walton, Mavis Wayman and Gloria Wills

2. **Declaration of interest**

Cllrs A and M Carr declared an interest in Additional Item 3 relating to the Turners Garage Site planning application.

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 have reviewed the circumstances around the purchase of the large Kioti tractor via grant funding. This matter will be reported to the P&R Committee meeting on 12th March 2018. A specification for a more suitable medium sized tractor is being produced so that quotations can be sought and considered in the first instance by the Finance Working Group. The Finance Working Group to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.2 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.

3.3 St Edmund's Green:

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

RESOLVED:

To receive this information.

3.4 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.

3.5 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 recommendation back to a future Environment Committee meeting.

RESOLVED:

To receive this information.

3.6 Street Lighting Energy Reduction Project:

The Clerk has reported concerns regarding the lack of lighting between Homebryth

and White House Drive to DCC for investigation. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.7 2018 Mediaeval Fayre:

The Clerk has confirmed the Town Council's agreement for the Fayre to use the village greens on Saturday 19th May 2018. The Clerk has asked if the Fayre also want to use the greens on Friday 18th 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.

3.8 Willows at Station Road Playing Field:

The Estates Working Group's recommended letters to residents whose properties back onto Station Road Playing Field and Mitford Court are to be considered at the P&R Committee meeting on 12th March 2018. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.9 Village Greens:

The Clerk has written to Mrs Margaret Cooper, Pub Watch Secretary c/o The Golden Lion reminding all about not placing tables and benches on any areas of village green and that if any property is in doubt about this they should contact the Town Clerk. This letter also included a polite reminder about not permitting glass glasses and bottles outside their licensed premises. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.10 Butterwick Road Cemetery Expansion Project:

The Butterwick Road Cemetery Working Group continue to progress and investigate this matter. The Working Group to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.11 Parking In Sedgefield:

The Clerk has contacted Mr Lee Mowbray and Mr Danny Harland of DCC and requested a further meeting. A response is now awaited. Invitations will be extended to STC Cllrs plus representatives from the SCA and Development Trust once a meeting date has been identified. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.12 Rabbits at Winterton Cemetery:

Cllr Alf Walton is to liaise with the Head Gardener & Cemetery Superintendent to place rabbit proof netting around the entrance gates. Cllr Alf Walton to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.13 Station Road Playing Field:

Mr John Reed of DCC to inform the Town Council when a date is known for vertidrainning Station Road Playing Field. A response is now awaited.

The Clerk has written to Mr Neil Carter of DCC requesting information on the potential implications of village green status for Station Road Playing Field upon the Town Council. A response is now awaited.

The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive this information.

3.14 Public Participation:

The Clerk has liaised with Mr Stephen Reed of DCC to request he investigates comments made by Mrs Julia Bowles regarding the £1.2 million of S106 monies being held by DCC which were formally held by Sedgefield Borough Council following the building of the Winterton Estate that are ring fences for future sporting needs in the Town and the belief these monies were being used to purchase the field for the proposed Sports Hub. The Clerk reported that this matter had been investigated and she had received an email from Ms Su Lewis of DCC dated 8th March 2018 in which she confirmed that she had been working with the Sedgefield Sports Hub to identify a potential site for their activities, as per the presentation to the Town Council by Mr Stephen Howell last autumn, however, there has been no decision so far to request any S106 funding for land purchase. Mr Reed and Ms Lewis confirmed that the funding to which the resident refers does not exist. Mr Howell will get back in touch with the Town Council to report on the project in the near future, however, progress has been slower than anticipated so it could well be another couple of months.

RESOLVED:

To receive this information and to close this matter.

3.15 Headstone Safety Testing:

Letters have been issued to 3 memorial masons in order to get comparable prices for making safe or dismantling the identified headstones/memorials of concern. The Head Gardener & Cemetery Superintendent continues to monitor this situation. The Finance Working Group will start to consider in future financial years setting aside monies for the necessary making safe of headstones/memorials when no next of kin are known. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.16 Trees in Station Road Playing Field:

The Clerk has written to Mr Lamb informing him of the Council's decision.

RESOLVED:

To receive this information and to close this matter.

3.17 Litter on Village Green:

Discussions are on-going with DCC to determine their litterpicking routes and work in Sedgefield in order that a response can be given to Mr Lister. The Clerk to keep Cllrs updated on this matter. See agenda item 6.5.

RESOLVED:

To receive this information.

3.18 Proposed Sedgefield 700 Bed:

The Clerk has informed Mr Howard Smith, Chair of the Sedgefield In Bloom Group, that the Town Council has approved the proposed design for the Sedgefield 700 bed.

RESOLVED:

To receive this information and to close this matter.

3.19 Current Planning Applications:

The Clerk has submitted to DCC Planning Officers comments made on applications DM/18/00212/FPA and DM/18/00274/FPA.

RESOLVED:

To receive this information and to close this matter.

3.20 The Sedgefield Plan:

The Clerk sought procedural advice from CDALC. Seven Cllrs submitted to the Clerk written notices to review a previous resolution made within the last six months and an Extraordinary Meeting will take place at 7pm on Monday 19th February 2018.

RESOLVED:

To receive this information and to close this matter.

4. Public Participation

The Chair, Cllr Mel Carr, closed the meeting for public participation.

Mrs Mildred Howell commented that lots of very considerate dog walkers regularly walk along West Park Lane and use the dog bin in that locality. However, as the bin is small and not emptied very regularly there is lots of bagged mess piled up underneath the bin. She asked if the bin could either be replaced with a larger bin or emptied more regularly. The Chair asked the Clerk to liaise with DCC on this matter. Mrs Howells highlighted the cobbled area behind the Hardwick Arms which was being undermined by weeds and litter. She asked who this belonged to as it was a disgrace. The Chair said he believed this land belonged to the Hardwick Arms, however, he would investigate further. Mrs Howells noted that there is no longer a waste bin between Barclays Bank and the shop opposite the Lane. The Chair asked the Clerk to report this matter to DCC for investigation. Mrs Howells expressed concern at the state of the bus shelter outside the Turners site before turning onto Woodland Mews. She felt this was an eyesore and needed to be cleaned. The Chair confirmed that this does belong to the Town Council and this matter be considered at the next Estates Working Group meeting.

The Chair thanked the member of the public for their comments and re-opened the meeting.

5. Reports

5.1 Bollards at Winterton Park Report by Cllr Leo McCormack:

Prior to the meeting the Clerk had circulated to all a Bollards at Winterton Park Report by Cllr Leo McCormack. Cllrs agreed to support Cllr McCormack's recommendation and that the Clerk should request an on-site meeting with DCC Officers to consider further.

RESOLVED:

The Clerk to request an on-site meeting with DCC Officers to progress the recommendation of installing two metal bollards between the houses allowing ample space for pushchairs etc to gain access. Once a date has been arranged for such a meeting an invitation be extended to all Town Cllrs.

5.2 Unauthorised Coppicing of Trees at Station Road Playing Field Report by Cllr Alf Walton:

The Clerk reminded all that at the previous week's P&R Committee meeting Cllr Alf Walton had reported that he had been made aware of some unauthorized coppicing of trees and wanted to raise this at the Environment Committee meeting. The Clerk circulated to all a summary provided by Cllr Walton with accompanying photographs.

The Clerk reminded Cllrs that at the previous P&R Committee meeting wording had been agreed for letters to all residents whose properties border onto Station Road Playing field and that one of the matters in these letters related to trees.

RESOLVED:

To receive this information and to continue to monitor Station Road Playing field.

6. Correspondence

6.1 Big Spring Clean (email from Mr Steve Ragg, CDALC dated 27th February 2018)

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Ragg of CDALC which contained details of the forthcoming Big Spring Clean initiative. Cllrs noted that the date within the email was incorrect as 17th April 2018 is not a Sunday. The Clerk was asked to find out the correct date and then share this information with the Sedgefield In Bloom Group and Sedgefield Development Trust for their consideration.

RESOLVED:

The Clerk to clarify with CDALC the correct date and then share information with Sedgefield In Bloom and Sedgefield Development Trust.

6.2 The County Council of Durham – C38 Stockton Road, Sedgefield (30mph & de-restriction speed limits) Order 2018 (letter and attachments from Ms Loraine Holding, DCC dated 26th February 2018):

Prior to the meeting the Clerk had circulated to all a letter and accompanying attachments from Ms Loraine Holding of DCC dated 26th February 2018 relating to the proposed speed restriction changes on the C38 Stockton Road.

RESOLVED:

Cllrs did not have any objections to these proposals.

6.3 Sedgefield In Bloom (minutes of meeting held 7th February 2018):

Prior to the meeting the Clerk had circulated to all minutes from the Sedgefield In Bloom Group meeting held on 7th February 2018.

RESOLVED:

To receive this information.

6.4 Northumbria In Bloom Spring Judging 2018 (email from Ms Dot Patterson dated 7th March 2018):

The Clerk informed Cllrs that Spring Judging for this year's Northumbria In Bloom competition will take place on Friday 20th April 2018 at 10am.

RESOLVED:

To receive this information.

6.5 Litter on the Village Green (email and photographs from Mr A Lister dated 11th March 2018):

The Clerk circulated to all an email from Mr Lister dated 11th March 2018 in which he expressed further concerns regarding the state of litter on the village greens and attached for Cllrs information photographs taken recently. The Clerk reported that Mr Lister's original email had been acknowledged, however, the information which the Town Council had requested from DCC regarding their litter picking work had not been forthcoming.

RESOLVED:

i) To receive this information.

ii) The Clerk to write to Mr Lister regardless of not receiving requested information from DCC regarding their litter picking work.

iii) The Clerk to ensure that the points made by Mr Lister are included in those forwarded to Inspector Honeyman and Sgt Clarke prior to their attendance at the Town Council's Monthly Meeting on 9th April 2018.

6.6 Sedgefield In Bloom (minutes of meeting held 14th March 2018):

The Clerk circulated to all copies of the Sedgefield In Bloom Group's minutes from their meeting held on 14th March 2018.

RESOLVED:

To receive this information.

6.7 Proposed Diversion of Public Footpath 16 Sedgefield – Taylor Wimpey (email from Mr Mike Ogden, Access and Rights of Way Team Leader, DCC dated 15th

March 2018):

The Clerk circulated to all an email received from Mr Mike Ogden, DCC's Access and Rights of Way Team Leader dated 15th March 2018 which related to the Town Council's previously submitted comments regarding the proposed diversion of public footpath 16 through the Taylor Wimpey site.

RESOLVED:

This matter to be considered at the April 2018 Monthly Meeting and the Clerk to recirculate to all the footpath diversion proposed by the Town Council in advance of the meeting.

ADDITIONAL ITEMS:

The Clerk reminded Cllrs that the matter of the new Premises Licence for The Impeccable Pig had been deferred from the previous week's P&R Committee meeting to this agenda and that two planning related matters from the Monthly Meeting were also deferred to this agenda. These items were then discussed as follows.

A1. Licensing – New Premises Licence Application Received – The Impeccable Pig, Front Street, Sedgefield:

The Clerk reminded Cllrs that at the previous week's P&R Committee meeting she had circulated to all an email from Mr Steve Ragg of CDALC detailing a request submitted to DCC's Licensing Department for a new premises licence for The Impeccable Pig, Front Street, Sedgefield. The Clerk had been asked to liaise with Ms Carol Graham, DCC Licensing Assistant to request further information. This was duly received on 13th March 2018 and issued electronically to all Cllrs on 14th March 2018. Cllr Me Carr commented that in Stockton and Yarm's Licensing Policy of 2016 no outside drinking was allowed after 10pm and no extra drinking was allowed after 11.30pm on week nights and after midnight at weekends. This Policy was strictly observed. He noted that Darlington had a similar policy agreed in 2016 which also included a strict closing time of 11pm in any residential area. Cllr Mel Carr noted that in June 2016 Durham County Council had granted a licence to a premise at Claypath in Durham City until 3am. The situation in that area now was that all other licensed premises were seeking to stay open until the same time and this was causing lots of problems for local residents. Cllr Mel Carr asked Cllr David Brown if he could investigate this matter further in his role as County Cllr. Cllr Mel Carr asked if Sedgefield could have the same problem if a late licence was granted as other premises would then also be asking for the same. He commented that he had already been approached by 6 residents

who live with close vicinity to The Impeccable Pig who had concerns about the requested late licence o midnight Sunday to Thursday and 1am Friday to Saturday. Cllrs agreed that these concerns should be forwarded to Ms Carol Graham along with a request that the Town Council be allowed to speak about these concerns at any future Licensing Committee meeting.

RESOLVED:

The Clerk to write to Ms Carol Graham in accordance with the Town Council's wishes.

A2. Current Planning Applications:

DM/18/00407/FPA - two storey extension to side, single storey additions to rear, external alterations, attached garages and parking and new walled entrance gateway, Connor Lodge, 1 Durham Road, Sedgefield:

Cllrs did not have any objection to this application.

DM/18/00522/FPA – single storey rear extension, 5 Cherry Tree Drive, Sedgefield:

Cllrs did not have any objection to this application.

DM/18/00719/FPA – single storey front and rear/side extensions, 51 White House Drive, Sedgefield:

Cllrs did not have any objection to this application.

RESOLVED:

The Clerk to informed DCC Planning Officers of the above comments.

A3. South West Planning Committee Meeting, 22nd March 2018, To Consider Outline Planning Application For Up To 71 Dwellings With All Matters Reserved Except Access, Turners Garage Site, Salters Lane Industrial Estate, Sedgefield:

The Clerk reported that the previous week she had electronically circulated to all Cllrs a letter received from Mr Stuart Timmiss of DCC dated 15th March 2018 informing the Town Council that the planning application for 71 dwellings with all matters reserved except access relating to the Turners Garage Site Salters Lane Industrial Estates, Sedgefield would be considered by the South West Planning Committee on 22nd March 2018. Cllr Mel Carr reminded Cllrs that the Town Council had supported this application and suggested several conditions, all of which were included in the DCC Planning Officer's report being considered at the Planning Committee meeting.

RESOLVED:

The Town Council would not send a representative to attend the South West Planning Committee meeting.

The Chair thanked everyone for attending and closed the meeting at 8.41pm.