

# SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **NOVEMBER  
MONTHLY MEETING** of the **Council** held at  
**7 p.m.** in the **Council Offices**, Sedgefield, on  
**Monday 11<sup>th</sup> November 2019**

**Present** **Cllr. Gloria Wills (Chairman) and**  
Cllrs. Allan Blakemore, David Brown, Mark Cant, Chris Lines, Leo McCormack,  
Julie Towler, Alf Walton, Mavis Wayman and Stephen Winter

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

**1. Apologies:**

Cllrs. Vanessa Carmichael, Ann Carr, Mel Carr and Fiona Warrant.

**2. Declaration of interest:**

Cllr Julie Towler declared an interest in item 4.8. No other Cllrs made any declaration of interest.

**3. STC Minutes / Committee Reports:**

**a. Minutes of the Monthly meeting held Monday 14<sup>th</sup> October 2019:**

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

**b. Minutes of the P&R committee held Monday 14<sup>th</sup> October 2019:**

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

**c. Minutes of Estates Working Group held Monday 21<sup>st</sup> October 2019:**

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

**d. Minutes of the Environment Committee meeting held Monday 21<sup>st</sup> October 2019:**

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

**e. Minutes of the Community Development & Engagement Committee meeting held Monday 21<sup>st</sup> October 2019:**

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

**f. Minutes of the Finance Working Group held Thursday 24<sup>th</sup> October 2019:**

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

**g. Minutes of the Fireworks Working Group held Thursday 24<sup>th</sup> October 2019:**

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

**h. Minutes of the Joint Sedgefield Town Council and Sedgefield Bloom Group Meeting held Thursday 31<sup>st</sup> October 2019:**

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

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

**4. Matters of Information:**

**4.1 EDRC AAP Board Meeting Key Notes:**

Cllr Mel Carr is to feed comments made by Cllr Gloria Wills back to the EDRC AAP's next Board Meeting. Cllr Mel Carr to keep Cllrs updated on this matter.

**RESOLVED**

**To receive the information.**

**4.2 Planning Application DM/18/00536/FPA – land to the West of junction of A689 and Stockton Road:**

The Clerk has written to Mr Henry Jones of DCC in accordance with the Town Council's wishes. On 12<sup>th</sup> June 2019 Mr Jones reported that he had no further update regarding this application but was hopeful of drawing a conclusion to the work soon so that it could go before Members for determination. No specific Planning Committee date is yet known. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**4.3 S106 Monies:**

The Town Council awaits further information regarding this matter. Cllrs to continue to monitor this situation.

**RESOLVED:**

**To receive the information.**

**4.4 Chairman's Report (Build-outs):**

The Clerk has written to DCC's Conservation Officer to ask whether he had been consulted in the design of build-outs at the Rectory Row/Stockton Road junction and to question whether new yellow lines within the Conservation Area would be narrower

and paler in colour in accordance with Conservation Area guidance. DCC's Conservation Officer is now investigating this matter. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**4.5 Pending Planning Application:**

No information has yet been received regarding a retrospective planning application from Sedgefield Racecourse. Cllrs to consider this application when published by DCC.

**RESOLVED:**

**To receive the information.**

**4.6 Aubergine Café:**

No further information has been received regarding the investigation by DCC of recent painting to the front of this property. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**4.7 Public Participation:**

No information has been received from DCC regarding the proposed/amended/cancelled plans for the junction at Stockton Road/Rectory Row. Concerns expressed by Mr Alan Patterson regarding the state of excessive advertising signage on the corner of the Jewsons site have been reported to DCC. DCC will respond to Mr Patterson directly. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**4.8 Land Adjacent to 16 Mitford Court:**

The Clerk has informed Pani Herodotou of DCC that following consideration of the latest information by Ms Lewis, and providing there is definite confirmation that the

existing pathway will remain in place allowing direct access to the tarmacked play area and trees for future maintenance purposes then the Town Council does not have any objections to the purchase of land now being sought adjacent to 16 Mitford Court.

Cllr Julie Towler expressed concern that if this sale went ahead that a flat bed lorry would not be able to access the area to maintain the nearby trees. Cllr Towler also voiced concerns that no notification letters had been issued by DCC to neighbouring residents. It was agreed that Cllr Towler, in her capacity as a private resident and not a Town Councillor, should liaise directly with Pani Herodotou of DCC regarding this matter.

**RESOLVED:**

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

**4.9 Current Planning Applications:**

The Clerk has forwarded to DCC Planning Officers the Town Council's comments on planning applications 1-8.

With regards to planning application DM/19/02831/OUT relating to land to the East of Sedgefield Community College, the Clerk has been informed by Ms Hilary Sperring on 22<sup>nd</sup> October 2019 that this application has been withdrawn. However, the Town Council's comments have been received by Mr Barry Gavillet, DCC's Senior Planning Officer.

**RESOLVED:**

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

**4.12 Additional Planning Application:**

Planning application DM/19/02883/FPA was discussed at the Environment Committee meeting held on Monday 21<sup>st</sup> October 2019.

**RESOLVED:**

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

**5. Dates of Meetings:**

Prior to the meeting the Clerk had circulated to all details of all meetings in November and December 2019 as well as Town Council and civic events until March 2020.

**RESOLVED:**

**To receive this information.**

**6. Public Participation:**

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

Mrs Julia Bowles asked if the Town Council had heard anything further from DCC regarding Hardwick Hall's premises licence and whether there would be any action to resurrect the conditions relating to planning/debrief meetings prior/after Hardwick Live as well as the provision of a dedicated telephone number for members of the public to report comments/complaints. The Clerk replied that no further update regarding this matter had been received as yet from Mr Martin Haigh of DCC. Mrs Bowles noted the Town Council were still awaiting information from Mr Henry Jones of DCC regarding the planning application relating to the "horse field" in the Town. Mrs Bowles said she was disappointed at the lack of Town Council involvement in the latest stage of the County Durham Plan's public examination hearings as she said DCC have made mistakes in documentation underpinning their plan. Mrs Bowles went on to say that some time ago she had been given an assurance by County Cllr John Robinson that the EDRC AAP would hold an open public consultation event allowing the community to have their say on the allocation of Section 106 money and parking in the Town. She has not heard anything further regarding this matter and asked whether the Town Council had. Cllr Gloria Wills confirmed the Town Council had not heard anything but knew that Cllr Mel Carr in his capacity as a representative on the EDRC AAP's Management Board had previously raised concerns regarding this particular matter. With regards to Section 106 monies, Mrs Bowles said that she had found legal statements which stipulate any interest accrued by a principal authority holding Section 106 monies must also be attributed to those project(s). Mrs Bowles asked if the Town Council could look at ways in which it reduced the amount of paper it used and copying it undertook. The Clerk replied that a number of actions are already undertaken to reduce paper usage and this matter is being considered by the Policy & Records Management Working Group. Mrs Bowles concluded by asking if the Town Council could consider using silent fireworks in future as she was concerned about the effects of ordinary fireworks upon guide dogs/assistance dogs.

A man from the local Post Office expressed concerns regarding the "no loading at any time" restrictions which had been placed near to his business which is a shop as well as Post Office. He wished to know the rationale for these restrictions which would have a significant

impact upon his business in terms of postal and business deliveries. The Clerk gave her contact details and said that if he emailed her she would put him in direct contact with the DCC Parking Officers who had recently reviewed/instructed restrictions in the Town.

Mr Alan Patterson said that during a recent meeting he had attended at County Hall he had been told that Post Offices, for the purposes of postal deliveries/collections, had blanket exemptions to no loading at any time restrictions.

Mr Howard Smith said he noted one of the no loading at any time restriction signs was right outside the Post Office/shop and said it would have significant implications upon the shop.

The Chairman thanked the members of the public for their comments 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.

#### **RESOLVED:**

**To receive this information.**

### **7.2 Mayor's Report:**

Prior to the meeting the Clerk had circulated to all a Mayor's Report. The Mayor, Cllr Leo McCormack, expressed his thanks to Town Council staff for organizing an excellent Mayor's Quiz held at Ceddesfeld Hall and for their work with the annual fireworks display. The Halloween Howler competition had been a very challenging one to judge due to the high number of great entries. Cllr McCormack expressed his thanks to Cllr Gloria Wills for her assistance with the amplification at both the Town's remembrance services, both of which had been very well attended. He also expressed thanks to Rev Geoff Short and Mr David Hillerby. Cllr McCormack proposed that a letter of thanks be sent to Mr Hillerby as he was now retiring from his role. Cllrs agreed. Finally, Cllr McCormack reported that plans for the festive season are going well and to date include eight carol services and busking with the Community College's band at Sainsbury's on 12<sup>th</sup> December 2019.

#### **RESOLVED:**

**i) To receive this information.**

ii) **A letter of thanks be sent from the Mayor on behalf of the Town Council to Mr David Hillerby.**

**7.3 Town Councillor Casual Vacancy Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Town Councillor Casual Vacancy Update report which informed Cllrs that the Town Council could proceed to fill the current vacancy via co-option. Included in the report was a proposed notice and application form.

**RESOLVED:**

**The Notice of Casual Vacancy to be displayed from 13<sup>th</sup> November 2019 with a closing deadline of Friday 31<sup>st</sup> January 2020.**

**7.4 Vacancies - Town Council Trustee Vacancy On “The Sedgefield District Relief In Need Charity” and “The Howle Hope Estates” Plus Sedgefield Twinning Association Report by Town Clerk:**

The Clerk reminded all that as a result of the recent Cllr resignation the Town Council needed to appoint a Trustee to the Sedgefield Charities and a representative to the Town’s Twinning Association as detailed in the report circulated prior to the meeting. Cllrs David Brown and Stephen Winter volunteered for the respective roles.

**RESOLVED:**

**Cllr David Brown to be the Town Council’s appointed Trustee on “The Sedgefield District Relief In Need Charity” and “The Howle Hope Estates” of the Sedgefield Charities and Cllr Stephen Winter to be the Town Council’s appointed representative for the Sedgefield Twinning Association.**

**7.5 DCC Policy on New Housing Development Speed Limits Report by Cllr Stephen Winter:**

Prior to the meeting the Clerk had circulated to all a DCC Policy on New Housing Development Speed Limits Report by Cllr Stephen Winter. Cllr Winter said that whilst the road through the new development off Eden Drive was not yet open it would hopefully be soon and there was a concern that this could become a “rat run” for motorists. Cllr Winter had found when looking through historic information relating to DCC’s Planning Committee meeting in July 2017 regarding this application a suggestion that this road have a 20mph speed limit. Cllr Winter said that this road, and indeed many others in the Town, would benefit from such a speed limit and asked if

the Town Council could in any way push this matter.

Cllr Gloria Wills referred Cllrs to the central government briefing paper on speed limits in England in which it stipulates that 20mph speed limits must apply in all new estates. In addition, speed limits of 20mph (including 20mph zones) should apply in streets that are primarily residential and in other town or city streets when pedestrian and cyclist movements are high, such as around schools, shops, markets, playgrounds and other areas, where motor vehicle movement is not the primary function. 30mph speed limits apply in other built-up areas (where motor vehicle movement is deemed more important), with development on both sides of the road. Cllr Wills said that at the time when the planning application was submitted in relation to Eden Drive the Town Council had consistently expressed concerns that the through road being proposed would create a “rat run”. These concerns were again expressed when this application was considered at appeal by the Planning Inspectorate, however, the outcome of that appeal process determined by an Inspector was ambiguous as to whether or not a 20mph limit would be enforced as from a highways perspective it was deemed that the traffic impact of this development would not be severe. Cllr Wills explained that once an application goes to appeal no local conditions can be put into the application as the matter is determined by a Planning Inspector who acts on behalf of the Secretary of State. Cllr Stephen Winter thanked Cllr Wills for this background and suggested that it would still be beneficial to the Town and residents to challenge this matter.

Cllr Chris Lines proposed that the Town Council write to Mr Adrian White of DCC asking him to reconsider placing a 20mph speed limit upon the estate’s through road before it is opened for use. Cllr Lines suggested that Cllr Winter also request local residents living in the new development to also write directly to Mr White. All Cllrs agreed to this proposal and it was felt that if this was successful this could be a starting point for the Town Council proposing other estates in the Town which would benefit from such a speed limit.

**RESOLVED:**

- i) The Clerk to write to Mr Adrian White of DCC in accordance with the Town Council’s wishes.**
- ii) The Clerk to share with all Cllrs a copy of the House of Commons Briefing Paper “Speed Limits In England” (September 2017).**
- iii) Cllr Stephen Winter to liaise with residents living in the new development near Eden Drive.**



**8. External Reports:**

None.

**9. Correspondence:**

**9.1 Sedgefield Community College – Grant Funding Novation (email and attachments from Ms Jane Merritt, DCC dated 11<sup>th</sup> November 2019):**

The Clerk circulated to all information received earlier that day from Ms Jane Merritt of DCC. Ms Merritt reports that she acts for DCC in the proposed academy conversion of Sedgefield Community College. Upon conversion DCC seeks to novate the Transfer of Control Agreement entered into in respect of the Tennis and Multi-play Development over to the incoming Academy Trust. Ms Merritt is liaising with Sport England to determine their requirements to novate the grant and upon hearing from them will agree a draft document with them. At that time a copy of the same document will be issued to the Town Council and the Trust for their approval. Ms Merritt asked if the Town Council had any requirements in relation to the entering of such a Deed. Cllrs agreed that they needed time to study the circulated documentation and would then be in a position to be able to comment upon the draft document when received from Ms Merritt.

Cllr Gloria Wills reported that recently Community College had issued a Statement of Community Involvement to parents seeking feedback about their proposed transition into the Laidlaw Schools Trust. The Clerk confirmed that Cllr Stephen Winter had shared this with her and she had duly forwarded to all Cllrs for their information. Cllr Wills said that she was concerned this only went directly to pupil parents and not the wider community. Cllr Wills reported that in her capacity as a private resident she had sought clarification regarding the proposed extension being proposed at the College as highlighted in red on the feedback form. As a result of this she had been informed this was not an extension to the school but was to provide a space for social events and dining in conjunction with Durham University as a facility to support teacher training programmes. This would also be a space that would be used by the public and local businesses for things such as conferences. Cllr Wills expressed concerns that this would have upon traffic congestion and Section 106 monies which had been explicitly for creating additional school places. Cllr Wills proposed that someone from the Community College, via the get in touch email stated on the feedback sheet, be asked to meet with the Town Council to fully explain the proposals. Cllrs agreed. Cllr Leo McCormack said it was important to determine whether this was for the community of Sedgefield or for a community enterprise. Cllr Wills believed it was very worrying that

agreement is being sought for the signing over of community assets at the College which should belong to the Town without any clear form of community consultation. The proposed lease as part of this Academy creation is for 125 years.

**RESOLVED:**

- i) Cllrs to consider the information received from Ms Merritt of DCC.**
- ii) The Clerk to make Ms Merritt of DCC aware of the Town Council's meeting date in December 2019 and deadline date for inclusion of information into Committee packs as well as meeting dates/deadline date for inclusion in January 2020 Committee packs.**
- iii) The Clerk to request, via the get in touch email on the feedback sheet, that someone from the Community College meetings with the Town Council to fully explain the Academy proposals now being considered and their implications.**

**10. The Sedgefield Plan**

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

Prior to the meeting the Clerk had circulated to all a report which updated them on the latest situation regarding The Sedgefield Plan. The Plan has now been formally adopted by DCC and this along with the Regulation 19 Decision Statement is displayed on DCC's website, the Town Council's and Plan's dedicated site as well as in paper format in the Town Council Offices. Since the production of this report the Clerk has been informed that the domain names associated with the Plan are due for renewal in early 2020 and as the Plan has now been made, and as previously agreed by the Town Council, these additional domains are no longer required and no further costs should be incurred. For this reason the proposal to review the Plan's website and move pertinent information to the Town Council's site will need to be brought forward so that a proposal can be presented to the December 2019 Monthly Meeting for agreement.

**RESOLVED:**

- i) To receive this information.**
- ii) The Clerk and Cllr Chris Lines to review the Plan's dedicated website and present a proposal to the Monthly Meeting in December 2019 for transferring appropriate information to a new page on the Town Council's website.**

## 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):

### 11.1 **DM/19/02628/FPA – erection of 1 no bungalow, land to the North of Station Bungalow, Station Cottages, Wynyard:**

Cllrs did not have any objection to this application.

### 11.2 **DM/19/03287/RM - reserved matters approval for 71 no dwellings, Car Sales Garage, Salters Lane Industrial Estate, Sedgefield:**

Cllrs did not have any objections to this application but would like to see some conditions applied to this development whereby if it goes ahead then there is no more density of housing than 71 dwellings; there is retention of the landscaping, particularly along the Durham Road side with clarification as to which trees are being removed as there are currently 9 on the site but only 6 shown on the plans; there is some form of tree planting to screen between the houses and the road; the public spaces being proposed within the development are retained; and there is pedestrian access from the development to all other areas of the Town as well as cycle paths in accordance with The Sedgefield Plan. Cllrs would also like to request that further thought is given to the type of housing and mix being proposed so as to reflect the needs of older people who may wish to downsize or have sheltered accommodation, as well as starter homes for those joining the property market. Cllrs note that the frontages of the house now being proposed are not as aesthetically pleasing as those presented in the original application. Cllrs would also like to see some form of road crossing point to assist children going to and from the development.

### 11.3 **DM/19/03289/FPA – single storey rear/side extension, rendering of whole property and fenestration alterations, 51 The Meadows, Sedgefield:**

Cllrs did not have any objection to this application.

### 11.4 **DM/19/03293/VOC – variation of condition 2 of approval DM/19/00535/FPA for alteration of front extension roof design and amendment of rear extensions length and width (+112.5mm and +225mm respectively), Garden House, 48A Station Road, Sedgefield:**

Cllrs did not have any objection to this application.

### 11.5 **DM/19/03416/FPA – single storey rear extension, 12 Turnpike Walk, Sedgefield:**

Cllrs did not object in principle to this application, however, they would like clarification that the entire footprint of the application is owned by the property owners as one of the plans associated with this application appears to show a significant portion of land which is outside the property's boundary.

**RESOLVED:**

**The comments on planning applications 1-5 above to be submitted to DCC Planners.**

ADDITIONAL PLANNING APPLICATIONS:

The Clerk circulated to all details of the following planning applications which had been published by DCC since the production of Committee packs:

DM/19/02736/FPA - change of use (part no 60) to hot food takeaway (Class A5), rear flue and associated alterations, 60-62 Front Street, Sedgefield

DM/19/03470/TPO – T1 – Beech – crown lift to 5.5m – 6m of soft growth not main structural limb and crown reduction of approximately 15%, The Pippins, West Park Lane, Sedgefield

DM/19/03499/FPA – demolition of existing bungalow and construction of 4 no dwellings, 5 Durham Road, Sedgefield

**RESOLVED:**

**Cllrs to consider the above planning applications and to delegate discussion of this to the Environment Committee meeting on Monday 18<sup>th</sup> November 2019.**

The Chair thanked everyone for attending and closed the meeting at 8.04pm.

# SEDGEFIELD TOWN COUNCIL

## POLICY & RESOURCES



Minutes of the proceedings of the **NOVEMBER POLICY & RESOURCES** of the Council held following the Monthly meeting in the **Council Offices**, Sedgefield, on **Monday 11<sup>th</sup> November 2019**

**Present**

**Cllr. Gloria Wills (Chairman) and**

Cllrs. Allan Blakemore, David Brown, Mark Cant, Chris Lines, Leo McCormack, Julie Towler, Alf Walton, Mavis Wayman and Stephen Winter

**Officer**

Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllrs. Vanessa Carmichael, Ann Carr, Mel Carr and Fiona Warrand.

**2. Declaration of interest:**

None.

**3. Matters of Information:**

**3.1 Sedgefield Town Council Corporate Plan:**

This matter has also been discussed at a recent Finance Working Group at which the Council's Internal Auditor was in attendance. It is recognised that whilst this Plan is important to have it must also be put into context of the Council's other on-going work priorities. A proposed structure was presented to the Finance Working Group meeting held in September 2018 and time is now required for the Clerk to prepare a brainstorming session with all Cllrs to identify what they believe to be the Council's priorities as part of an exercise to agree collectively such activities. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

### **3.2 Legal Issues (Ceddesfeld Hall and Grounds):**

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. Information has now been received from the archives and forwarded to the Solicitor for consideration and additional information has now been requested which the Clerk needs to consider. The Clerk to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive the information.**

### **3.3 Meeting with District Church Council Members:**

The Estates Working Group recently received further information from the Church which was considered at their last meeting. It was agreed that the information supplied did still not provide the conclusive evidence sought by the Town Council to determine their specific obligations in relation to St Edmund's churchyard and as a result of this a further letter will be sent to Rev Short giving an explanation of what is required. The Estates Working Group to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

### **3.4 Parish Hall Sound System:**

The Clerk reported that since the production of Committee packs the cabinet relating to the sound system has been delivered and work is underway to transfer all equipment into this and activate the new sound system. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

### **3.5 Village Green Issues:**

The Estates Working Group are currently drafting a Village Green Policy and will then oversee the production of a letter to businesses/resident whose properties border village green informing them that the Town Council is reviewing its Village Green Policy. The Clerk to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive the information.**

**3.6 Durham Records Office:**

Historic paper records were transferred to Durham Records Office on 5<sup>th</sup> November 2019 as part of the Town Council's on-going work towards GDPR compliance. Discussions are on-going with DCC Officers regarding civic regalia held by the Town Council and their potential transfer to DCC. The Policy & Records Management Working Group to oversee this work as part of its remit towards GDPR compliance. The Clerk to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive the information.**

**3.7 Payment by BACS:**

Discussions are now underway with Barclays to amend the Council's banking mandate. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.8 Station Road Playing Field:**

The Clerk has written to Mr John Reed of DCC acknowledging receipt of his latest correspondence and informed him that Town Cllrs are now considering the current terms of the lease and will be in touch again soon. This matter was placed on the agenda of the most recent Estates Working Group meeting and Cllrs are now considering the lease shared. The Estates Working Group to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.9 Youth Shelter:**

A contractor has now been found who will reinstate the bin near to the Youth Shelter, however, this matter needs to be discussed by the Estates Working Group.

The owner of the hedge between the doctors' surgery and the shops has been asked to remove the self-seeded trees. An email was received from Yuill Group on 27<sup>th</sup> September 2019 confirming that their Maintenance Supervisor will investigate this matter and work out a plan going forward.

The Estates Working Group are considering the installation of CCTV at the exterior of the Town Council Offices and the Parish Hall for security purposes and if necessary, bring a recommendation report to a future P&R Committee meeting.

The Clerk has written to Mr John Adamson requesting that he instructs staff at The Impeccable Pig not to throw cigarette butts over the wall to the area around the Youth Shelter. Mr Adamson has given assurance that this matter will not occur again.

The Clerk to keep Cllrs updated on these matters.

**RESOLVED:**

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

**3.10 Hardwick Hall Hotel Licensing Matters:**

Mr Martin Haigh of DCC to keep the Clerk updated regarding the review of Hardwick Hall Hotel's Premises Licence. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.11 Expansion of Butterwick Road Cemetery:**

Butterwick Road Cemetery Working Group preparing recommendations for recycling bays and treeworks at the new area of the cemetery in order that costings and recommendation can be brought to a future P&R Committee meeting. Once agreed then a Section 106 funding application and planning application can be submitted to DCC. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.12 Sedgefield Community College – Academy Status:**

Cllr Mel Carr to seek further clarification regarding the specific location of land being



transferred from DCC to the Academy. Cllr Mel Carr to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information and this matter to now be considered under future Monthly Meeting agendas.**

**3.13 Commonwealth War Graves Commission Signage:**

The Town Clerk and Head Gardener & Cemetery Superintendent have submitted completed documentation to the Commonwealth War Graves Commission in order to have appropriate signage supplied for Butterwick Road Cemetery.

**RESOLVED:**

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

**3.14 The Pizza Castle / Village Green:**

No reply has yet been received from DCC's legal department regarding the possibility of screening being erected without breaching the covenant imposed in and by the transfer of land of 14<sup>th</sup> November 2000. The Clerk has written to the owner of the property expressing thanks for the recent external painting and asked him to investigate the condition of the flue at the side of the Pizza Castle and to consider its removal. A response is now awaited. Cllr Stephen Winter reiterated his concerns regarding the safety of this flue and the Clerk proposed that she contact DCC's Conservation Officer regarding this matter. The Clerk to keep Cllrs updated on this matter.

**RESOLVED**

**To receive the information.**

**3.15 North End Garage:**

The Clerk has written to Mr and Mrs Theakston informing them that the Town Council is happy to renew its lease with them for North End Garage as is with the only exception being the increase in annual rent from £50 to £100. This is providing that the lease is produced by the Town Council's solicitor with Mr and Mrs Theakston paying all costs. Mr Theakston has confirmed that he is happy to proceed on this basis. The Clerk has instructed the Town Council's solicitor accordingly. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.16 Terrace Hill Funding:**

The Clerk has liaised with Mrs Sheila Sutherland who has confirmed that despite two requests to the local news no article has been published looking for volunteers to take over the outdoor bowling green project. Mrs Sutherland has forwarded the proposed article to the Clerk and this is to be included in the November 2019 edition of the Sedgefield Extra. It is possible that volunteers could come forward as a result of this. The Clerk confirmed that since the publication of the Extra that Mrs Sutherland had confirmed a potential volunteer had come forward and was currently assessing the project's paperwork in order to determine whether or not they would have the time to take this matter forward. Mrs Sutherland to keep the Town Council updated. The Clerk reminded all that it had previously been agreed that the matter of Terrace Hill funding be deferred until January 2020.

**RESOLVED:**

**To receive the information.**

**3.17 County Durham Single Use Plastics Pledge:**

The Town Council has signed up to the County Durham Single Use Plastics Pledge and has promoted this via Twitter, the Council's website and notices in the Council Offices and Parish Hall. A request has been made to the Sedgefield Youth Club to see if they would be willing to design suitable promotional posters for the Parish Hall. The Parish Hall User Policy will be updated to encourage reductions in single use plastics. Work will be on-going within the Town Council to try to reduce the use of such items.

**RESOLVED:**

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

**3.18 Publication Scheme:**

The Publication Scheme has been updated and the newly adopted version uploaded to the Council's website.

**RESOLVED:**

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

**3.19 Code of Conduct:**

The Code of Conduct has been updated and the newly adopted version uploaded to the Council's website.

**RESOLVED:**

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

**3.20 Social Media Policy:**

The Social Media Policy has been updated and the newly adopted version uploaded to the Council's website.

The matter of a Deputy Moderator for the Town Council's Twitter account was considered at the Personnel Committee's meeting earlier that day.

**RESOLVED:**

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

**3.21 External Grant Funding Policy & Procedures:**

The External Grant Funding Policy & Procedures has been updated and the newly adopted version uploaded to the Council's website.

**RESOLVED:**

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

**3.22 Sedgefield Charities – Trustee Nomination:**

This matter had been considered under the November 2019 Monthly Meeting agenda.

**RESOLVED:**

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

**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 meeting was then re-opened.

**5. Reports:**

None.

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

**6. Financial Matters:**

**6.1 Invoices for payment by cheques for approval after 14<sup>th</sup> October 2019:**

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 14<sup>th</sup> October 2019 numbered 109614 to 109633. In addition, the Clerk distributed to all an updated cheques for approval list which added cheques numbered 109634 to 109647.

The Clerk explained that as a result of getting a VAT invoice direct, cheque number 109629 had been cancelled and replaced with cheques 109641 and 109642. The difference between the original cheque and combined total of the two replacements reflected the VAT.

The Clerk also explained that cheque number 109627 had been cancelled and replaced with cheque number 109647 as the incorrect amount had been shown on the original.

The Clerk proposed that cheque number 109619 be authorized for payment as the item had been received by the Town Council but that issuing of this cheque wait until all sound equipment in the Parish Hall has been put into this cabinet to ensure that it is correct. Cllrs agreed.

**RESOLVED:**

- i) All cheques and invoices were approved for payment.**
- ii) Cllrs Gloria Wills and Allan Blakemore plus the Town Clerk to duly sign the cheques.**
- iii) The Clerk to issue cheque number 109619 after the received item has been checked.**

**6.2 Financial Budget Comparison as at 31<sup>st</sup> October 2019:**

**RESOLVED:**

**To receive the Financial Budget Comparison as at 31<sup>st</sup> October 2019.**

**6.3 Debtors List as at 31<sup>st</sup> October 2019:**

**RESOLVED:**

**To receive the Debtors List as at 31<sup>st</sup> October 2019.**

**6.4 Direct Debits and BACS List for 1<sup>st</sup> – 31<sup>st</sup> October 2019:**

**RESOLVED:**

**To receive Direct Debits and BACS List for 1<sup>st</sup> – 31<sup>st</sup> October 2019.**

**6.5 October 2019 Bank Reconciliations Report by Town Clerk:**

**RESOLVED:**

**To receive the 1<sup>st</sup> – 31<sup>st</sup> October 2019 bank reconciliations.**

**6.6 VAT Reclaim 1<sup>st</sup> April 2019 – 30<sup>th</sup> September 2019 Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a VAT reclaim report informing Cllrs that the Town Council's VAT for 1<sup>st</sup> April 2019 – 30<sup>th</sup> September 2019 has been reclaimed from HMRC and full reimbursement has been received.

**RESOLVED:**

**To receive this information.**

**6.7 Internal Audit Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all an Internal Audit Update Report making Cllrs aware of the commencement of the 2019/20 internal audit programme. Attached to this plan were the Terms of Reference for each area being audited. The Clerk confirmed that these audits had successfully taken place on 28<sup>th</sup> – 29<sup>th</sup> October 2019 and findings reports have been received which will be presented to the November 2019 Finance Working Group meeting and the December 2019 P&R Committee meeting. Cllr Gloria Wills expressed her thanks to those Town Council staff who had been involved in this work. The Clerk expressed her thanks to the Financial Assistant/Receptionist.

**RESOLVED:**

**To receive this information.**

**6.8 Conclusion of External Audit 2018/19 Report by Town Clerk:**

Prior to the meeting the Clerk circulated to all a Conclusion of External Audit 2018/19 Report which confirmed that all matters have now successfully been completed in relation to the auditing of the previous financial year.

**RESOLVED:**

**To receive this information.**

**7. Correspondence:**

**7.1 Council Motion Request Re: National Community Energy Campaign (email from Mr Steve Shaw, Power For People dated 16<sup>th</sup> October 2019)**

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Shaw of Power For People regarding their campaign for more local, clean energy generation that could benefit local communities. It was agreed to note this information, however, the Town Council does not have the expertise in which to progress this matter nor to pass a motion as being requested by Mr Shaw.

**RESOLVED:**

**To receive this information.**

**7.2 Royal Garden Parties 2020 (email from Mr Steve Ragg, CDALC dated 28<sup>th</sup> October 2019):**

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Ragg of CDALC seeking entries for the ballot for the Royal Garden Party in 2020. Cllr David Brown and his wife had been nominated in the previous year, however, Cllr Brown declined any further nominations. Cllr Gloria Wills proposed Cllr Allan Blakemore and all Cllrs agreed.

**RESOLVED:**

**Cllr Allan and Mrs Susan Blakemore be nominated to represent Sedgefield Town Council in the CDALC ballot for the 2020 Royal Garden Party.**

**7.3 Car Park Flooding – Ceddesfeld Hall Car Park (letter from Mr Tony Guest, SCA received 4<sup>th</sup> November 2019):**

Prior to the meeting the Clerk had circulated to all a letter from Mr Tony Guest of the SCA detailing recent and on-going flooding problems experienced in the car park area at Ceddesfeld Hall. As a courtesy, Mr Guest was writing to the Town Council to make them aware of this problem and the potential options which the SCA could pursue to hopefully resolve this matter. The Clerk reminded all Cllrs that in accordance with the SCA's lease for Ceddesfeld Hall that the car park area is their responsibility and the SCA were informing the Town Council for information as the landlord. Cllrs confirmed they were happy with the SCA to proceed in accordance with their letter.

**RESOLVED:**

**The Clerk to reply to Mr Tony Guest to thank him for making the Town Council aware of this matter and how the SCA wish to proceed to resolve this situation. The Town Council would like to be kept updated on this issue.**

**7.4 Forthcoming General Election and Purdah (emails from Mr Steve Ragg, CDALC dated 5<sup>th</sup> November 2019):**

The Clerk circulated to all two emails from Mr Steve Ragg of CDALC reminding Cllrs of purdah and its requirements in light of the forthcoming general election. Accompanying one of these emails was additional information from NALC. The Clerk also requested that during this time Cllrs are mindful of their own obligations regarding personal social media use in accordance with the Town Council's Social Media Policy.

Cllr Allan Blakemore requested advice for those Cllrs who would be undertaking informal Cllrs surgeries prior to Monthly Meetings. The Clerk replied that Cllrs can continue to give general advice to residents and listen to their concerns, however, they cannot use these as an opportunity to give political opinions. If in doubt, the Clerk advised that Cllrs request members of the public contact her directly until after the general election.

**RESOLVED:**

**To receive this information.**

The Chair, Cllr Gloria Wills, explained that due to the confidential nature of the following items these would need to be discussed under Exempt Information and had any members of the public or press

been present they would have been asked to leave the meeting at this point (Section 1 Sub-Section (2) of the Public Bodies (Admission of Meetings) Act 1960).

**8. Consideration of Reports Exempt from Public:**

**8.1. The Pickled Parson / Village Green Update Report by Cllrs Mel Carr and Gloria Wills plus Town Clerk:**

The Clerk circulated to all copies of The Pickled Parson/Village Green Update Report produced by herself and Cllrs Mel Carr and Gloria Wills providing Cllrs with the current situation regarding this matter.

**8.2. Nominations For Chair of December 2019 Monthly and P&R Committee Meetings Report by Town Clerk and Cllr Gloria Wills**

Cllrs considered a Nominations For Chair of December 2019 Monthly and P&R Committee Meetings report produced by the Clerk and Cllr Gloria Wills.

**8.3 Butterwick Road Cemetery – Amended Rules and Regulations Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Butterwick Road Cemetery – Amended Rules and Regulations Update Report providing Cllrs with the current situation regarding this matter.

**8.4 Sedgefield In Bloom Group (letter from Mr Howard Smith dated 1<sup>st</sup> November 2019):**

Prior to the meeting the Clerk had circulated to all a letter from Mr Howard Smith of the Sedgefield In Bloom Group dated 1<sup>st</sup> November 2019 and this was duly considered by Cllrs.

**8.5 First Aid Training Verbal Recommendation by Personnel Committee:**

The Clerk gave a verbal report regarding a recommendation from the Personnel Committee meeting held earlier that day regarding Emergency First Aid At Work training.

**8.6 Treeworks Quotes:**

Cllrs considered quotations for work on trees at several locations within the Town.

The Chair thanked everyone for attending and closed the meeting at 9.01pm.



# SEDGEFIELD TOWN COUNCIL

## COMMUNITY DEVELOPMENT & ENGAGEMENT



Minutes of the proceedings of the **NOVEMBER COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held at **7 p.m.** in the **Council Offices**, Sedgefield, on **Monday 18<sup>th</sup> November 2019.**

**Present** Cllr. Allan Blakemore (Chairman)  
Cllr. Chris Lines (Vice-Chairman) and  
Cllrs. David Brown, Alf Walton, Mavis Wayman and Stephen Winter

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

**1. Apologies:**

Cllrs. Mark Cant, Vanessa Carmichael, Ann Carr, Mel Carr, Leo McCormack, Julie Towler and Gloria Wills.

**2. Declaration of interest:**

None.

**3. Matters of Information:**

**3.1 Potential Lighting/Signage Work Meeting Update:**

A further meeting took place between the Clerk and Mr Tony Guest of the SCA on Monday 19<sup>th</sup> August 2019 in order to discuss this matter further. Work is now underway to collate quotes. The Clerk to keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive the information.**

**3.2 Sedgefield Youth Club Grant Funding Applications:**

An update report to be presented to the December 2019 CD&E Committee by the Project & Media Co-ordinator.

**RECOMMENDED:**

**To receive the information.**

**3.3 Town Council Coach Trip:**

The trip to York will take place on 21<sup>st</sup> November 2019. Cllr Mavis Wayman will be in attendance as the Town Council's representative. A report regarding this trip will be brought to the December 2019 CD&E Committee.

**RECOMMENDED:**

**To receive the information.**

**3.4 Twinning Partnership:**

Cllr Stephen Winter had been elected as a replacement Town Council representative on the Twinning Association at the Monthly Meeting held on Monday 11<sup>th</sup> November 2019.

**RECOMMENDED:**

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

**3.5 Poppies Around War Memorial**

The Clerk had written to Mrs Jean Easson confirming the Town Council's agreement that knitted poppies on invisible netting could be placed on the fencing around the war memorial from 31<sup>st</sup> October 2019 to 15<sup>th</sup> November 2019.

**RECOMMENDED:**

**To receive the 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.

Mrs Julia Bowles said that she would be interested to hear the Council's views on her suggestion made at the previous week's Council meeting regarding the use of silent fireworks at future fireworks displays.

Cllr Blakemore thanked the public for their views and re-opened the meeting.

## 5. Reports:

### 5.1 Sedgefield Town Council's Annual Fireworks Display Update Report by Fireworks Working:

Prior to the meeting the Clerk had circulated to all a Sedgefield Town Council's Annual Fireworks Display Update Report by the Fireworks Working Group. The Clerk provided a verbal explanation as to how silent fireworks had been previously investigated and why they were not suitable for this event but the measures that had been taken as an alternative, i.e. to incorporate within the display a mix of smaller items such as fountains near to the Ceddesfeld pond. The Report presented gave the background to the 2019 display's organisation, the key facts from the display, feedback received (all of which had been positive), an explanation of the income and expenditure for this display which had been delivered within the Council's allocated budget and a series of recommendations relating to a potential display in 2020.

Cllr Chris Lines supported the recommendations contained in this report and said in his opinion it was much better for the Town to have a single, well organized community fireworks display which reduces the number of smaller private displays that could be unsafe and far more disruptive to the public. Each year the Town Council undertakes extensive publicity to make people aware of the timings of our community events so that people can be prepared and make appropriate arrangements for pets/animals for the duration of the 15 minutes of the fireworks display. Cllr Lines proposed that a robust publicity exercise also be undertaken for any future such event and the Clerk confirmed that this would be the case.

#### **RECOMMENDED:**

- i) The Town Council to host an annual fireworks display in the grounds of Ceddesfeld Hall on the evening of Friday 30<sup>th</sup> October 2020.**
- ii) G2 Fireworks to be re-appointed as next year's Fireworks Contractor within the same budget and for the same duration of display as in 2019.**
- iii) TWS to be re-appointed as next year's Stewarding Contractor with the provision of 8 stewards.**
- iv) As the British Red Cross have informed the Clerk that from 1<sup>st</sup> January 2020 they will no longer be providing first aid cover for community events, the Clerk be delegated to appoint a First Aid Contractor within her spending limit.**
- v) Event ticket prices to be considered in 2020.**

## **5.2 Snow Party Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Snow Party Update Report providing Cllrs with the latest information regarding this year's event on Saturday 30<sup>th</sup> November 2019. The Clerk expressed thanks to those Cllrs who had now volunteered to assist with the event and confirmed that roles had been assigned. With regards to the Town's Christmas tree the Clerk reported the Rotary Club of Sedgefield had now confirmed this would be delivered and installed on Saturday 23<sup>rd</sup> November 2019. The Clerk also confirmed that dates/times have now been scheduled for the Mayor to go to local primary schools to judge their Christmas craft activities which this year will be under the theme of elves.

Cllr Alf Walton expressed his concern that the posters for this event conveyed too much information and suggested that in future years less wording appeared and a different font be used.

### **RECOMMENDED:**

**To receive this information.**

## **5.3 VE Day Update Report by Cllr Allan Blakemore:**

Prior to the meeting the Clerk had circulated to all notes from the latest VE Day 2020 meeting held on Tuesday 5<sup>th</sup> November 2019.

Cllr Allan Blakemore reported he had attended the most recent Mediaeval Fayre meeting held on Thursday 14<sup>th</sup> November 2019 where it was confirmed that the Fayre's annual dressed shop window competition would for 2020 have the theme of the VE Day's 75 years commemorations. Cllr Blakemore proposed that a meeting be scheduled for early New Year between himself, Rev Geoff Short and the Projects & Media Co-ordinator to discuss arrangements for an ecumenical church service in the Town on Friday 8<sup>th</sup> May 2020 in accordance with national guidance. Cllr Blakemore expressed disappointment that to date, despite numerous invitations, the Sedgefield Village Veterans have not participated in discussions to date.

### **RECOMMENDED:**

**i) To receive this information.**

**ii) A meeting between Cllr Blakemore, Rev Geoff Short and the Projects & Media Co-ordinator to be scheduled for early New Year.**

**i) Work to continue to encourage the Sedgefield Village Veterans and British Legion to participate in VE Day 2020 commemorative events.**

**6. Correspondence:**

None.

The Chair thanked everyone for attending and closed the meeting at 7.16pm.

APPROVED

# SEDGEFIELD TOWN COUNCIL

## ENVIRONMENT



Minutes of the proceedings of the **NOVEMBER ENVIRONMENT** of the **Council** held following the Community Development and Engagement committee in the **Council Offices**, Sedgefield, on **Monday 18<sup>th</sup> November 2019.**

**Present**                    **Cllr. Alf Walton (Chairman)**  
**Cllr. Stephen Winter (Vice-Chairman) and**  
Cllrs. Allan Blakemore, David Brown, Chris Lines and Mavis Wayman

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

**1. Apologies:**

Cllrs. Mark Cant, Vanessa Carmichael, Ann Carr, Mel Carr, Leo McCormack, Julie Towler and Gloria Wills.

**2. Declaration of interest:**

None.

**3. Matters of Information:**

**3.1 Footpath Condition (Stockton Road):**

The Clerk has written to Mr John Reed of DCC plus both local County Cllrs requesting that consideration of Stockton Road footpath be included in the DCC annual maintenance programme to maintain the condition of adopted roads and footpaths. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive the information.**

**3.2 Speed Watch:**

County Cllr David Brown is following up the Town Council's request for a review of the traffic calming measures along Durham Road with Mr Dave Wafer of DCC.

The Clerk has written to Mr Brian Buckley of DCC thanking him for the update which he sent to the Town Council relating to the school crossing patrol on Durham Road and reminded him about the Town Council's concerns regarding the effectiveness of the traffic calming measures at this location in general and provided him with a copy of the correspondence originally sent to Mr Dave Wafer. A response is now awaited. County Cllr David Brown and the Clerk to keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive the information.**

**3.3 Butterwick Road Cemetery:**

Investigations regarding this matter are underway via the Estates Working Group in order that a response can be sent to Ms Kitching. The Estates Working Group to keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive the information.**

**3.4 Public Participation – S106 Monies:**

Mrs Julia Bowles has written to Mr Stephen Reed and Mr Gordon Elliott of DCC requesting a meeting with them regarding the current situation in relation to S106 monies available in Sedgefield. Mrs Bowles will extend an invitation to the Town Council (via the Clerk) on a meeting has been scheduled. The Clerk to keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive the information.**

**3.5 Malton Terrace Footpath:**

The Town Council's gardening staff have been requested to repair the concreted area of footpath at this location along with Cllr Alf Walton. The Clerk to keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive the information.**

**3.6 Request for consideration of Environment Committee:**

The Estates Working Group are considering the current usage and potential future usage of Station Road Playing field and when ready will bring a recommendation back to Council. The Estates Working Group to keep Cllrs updated on these matters.

**RECOMMENDED:**

**To receive the information.**

**3.7 Trees on Sedgefield Town Council Owned Land:**

The Clerk is awaiting a response from Mr Simon McGinnety of DCC regarding the Town Council's request for a survey on all trees on Town Council owned land. The Clerk to keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive the information.**

**3.8 Town and Country Planning Act 1990:**

No further information has been received from DCC's Enforcement Officer regarding the re-siting of a boundary fence at the rear of 8 Elm Avenue, Sedgefield. The Clerk to keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive the information.**

**3.9 Skip at 5 Church View, Sedgefield:**

The authorized skip has now been removed.

**RECOMMENDED:**

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

**3.10 Public Participation:**

Cllr Alf Walton reported that he is continuing to monitor holes on the Church Bank from the takeaway leading to the 3 tiered planter as well as by the convenience store. To date Cllr Walton has now found any evidence of activity in these holes, however, he will continue to monitor and keep Cllrs updated.



**RECOMMENDED:**

**To receive the information.**

**3.11 Northumbria In Bloom:**

The Judges Marking Sheet was considered at the Joint Bloom and Town Council meeting on 31<sup>st</sup> October 2019.

The Clerk has suggested to the Chair of the Sedgefield In Bloom Group that they explore potential funding for their on-going development of the woodland walkway through Ceddesfeld Hall grounds via Section 106 monies and local County Cllrs.

**RECOMMENDED:**

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

**3.12 Take Climate Action In Your Community:**

Information supplied by Mr Simon Bowens of Friends of the Earth has been forwarded to Ms Helen McGill, administrator for the Greener Sedgefield Group along with details of the County Durham Single Use Plastics Pledge.

**RECOMMENDED:**

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

**3.13 Flooding Investigations in Sedgefield**

As requested the Clerk organized a meeting between Mr Loren Jennings of NWL and volunteer Cllrs on Monday 11<sup>th</sup> November 2019. A report regarding this meeting will be considered under agenda item 5.3.

**RECOMMENDED:**

**To receive the information.**

**3.14 Planning application:**

The Clerk has forwarded to DCC Planners the Town Council's comments regarding planning application DM/19/02883/FPA.

**RECOMMENDED:**

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

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

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

Mrs Julia Bowles requested that the Town Council urgently investigate a matter which she had become aware of in relation to S106 monies. Mrs Bowles said that it was her understanding that £5000 of S106 monies from the development of Thurlow Grange was given to Fishburn for the installation of a miners wheel. Mrs Bowles said that she had met with County Cllr John Robinson and been assured that the allocation of this money had been given as a loan towards the project and would be paid back. Mrs Bowles said that despite numerous attempts to get a definitive answer regarding this matter it now seemed like no-one knew the full facts about this matter and she requested the Town Council do what it could to get answers as potentially this was money that should benefit the community of Sedgefield. The Clerk said that she would investigate this matter via Mr Stephen Reed of DCC and the local County Cllrs. Mrs Bowles then expressed her concern regarding the proposed academisation of Sedgefield Community College and felt the matter should be put on hold until there was proper community consultation. Mrs Bowles understood that residents at St Edmund's Green had not been invited to participate in any consultation when anything affecting the Community College would impact upon them directly. Mrs Bowles was concerned that Sedgefield would miss out if the College became an Academy. Mrs Bowles said that she had seen the latest revised plans for the junction at Crispin Court/Rectory Row which in her opinion seemed fine albeit she had some concerns regarding the implications of moving dropped kerbs around the corner which could be more difficult for pedestrians/wheelchairs users etc. Mrs Bowles asked the Town Council to bear this in mind when viewing the plans. The Clerk confirmed that to date the Town Council have not been given details of the new design. Mrs Bowles had noted on social media that lots of residents in Trimdon and Fishburn appeared to be under the impression that DCC fund Sedgefield's Bloom entries when this is incorrect. She suggested that when possible opportunities are taken by the Town Council to correct Trimdon and Fishburn residents.

Mr Howard Smith reported that he and his wife had attended the recent Britain In Bloom judging awards at which the Judges had been very complimentary about Sedgefield and that the recent Gold Award achieved had been very well deserved. Regarding the junction at Crispin Court/Rectory Row, Mr Smith confirmed that new plans have been drawn up by DCC and he felt that these represented a compromise and had requested that DCC share copies of these with the Town Council. Whilst the situation has not yet been fully finalised, Mr Smith reiterated Mrs Bowles concerns that whilst the existing dropped kerbs do not lead anywhere

the proposed location would take users around the corner to a potential blind spot. Mr Smith make Cllrs aware that a resident of Rectory Row has submitted a Freedom of Information request to DCC asking how much these latest proposals would cost. Mr Smith had noted from the latest plans that DCC propose to place 3 planters at the edge of the new kerbs so as to deter vehicles from parking on the area. Mr Smith corroborated comments made by Mrs Bowles earlier regarding social media and the Bloom competitions saying that some of the comments had been unpleasant. Mr Smith concluded by thanking the Town Council for giving the Sedgfield In Bloom group the opportunity to work alongside them.

In relation to the alteration of Crispin Court/Rectory Row junction, Mrs Liz Mitchell expressed her concern that DCC seem to be throwing money at something which is not a problem.

Mr Alan Nicholson said that over recent weeks he has requested several meetings with named representatives from the Doctors Surgery to discuss his idea for improving car parking in the Town. Mr Nicholson said that if the Doctors Surgery moved to the community hospital then the current surgery could be knocked down and generate 100 car parking spaces. In addition to this if the Town Council Offices relocated to the former Barclays Bank and the Offices then also be knocked down this would generate even further car parking spaces in a car park which could have a dedicated entrance and dedicated exit. Mr Nicholson suggested that such an area could then be made into a two storey car park if required in the future. Mr Nicholson said that he would continue to press to take this matter forward with the Doctors Surgery and County Cllr Robinson and keep the Town Council updated. Mr Nicholson asked what the Town Council would do in relation to this idea. Cllr Walton said he would take this matter to the Council's Estates Working Group.

Cllr Walton thanked the public for their views and re-opened the meeting.

## **5. Reports:**

### **5.1 Britain In Bloom Awards Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Britain In Bloom Awards Report which was accompanied by the Judges Report.

#### **RECOMMENDED:**

**To receive this information.**

### **5.2 Tree Near 19 North End, Sedgfield Verbal Report by Cllr Alf Walton and Town Clerk:**

The Clerk reported that a resident from North End, Sedgefield had expressed concern regarding a London Plane tree. The Clerk confirmed that she had reported this matter to Mr Simon McGinnety, DCC's Tree Officer, and requested that he inspect and advise accordingly. The Clerk read out an email received from Mr McGinnety dated 13<sup>th</sup> November 2019 following his inspection and advised that he found the tree to be in good health, with no defects or reasons that may compel the Town Council to prune or remove the tree. The crown is very large and quite dense and pruning to thin and lift the tree crown may be something to consider in the future but no action is required now.

**RECOMMENDED:**

**The Clerk to write to the resident concerned informing them that following advice from DCC's Tree Officer no work will be undertaken to the London Plane tree near 19 North End.**

**5.3 Flooding Investigations in Sedgefield Update Report by Town Clerk:**

Further to item 3.13, the Clerk circulated to all a Flooding Investigations In Sedgefield Update report which provided Cllrs with a summary of investigation work being undertaken in the Town. The Clerk confirmed that Town Council staff were aware of the work being undertaken and could answer any questions from the public and urged Cllrs to ensure they understood the content of this report so that they could do the same if approached by members of the public. Cllr Mavis Wayman reiterated that NWL had confirmed people should not be alarmed by this work and that no-one would require access into anyone's home.

Cllr Alf Walton said he believed that flooding problems nation -wide were as a result of lack of maintenance to gullies and gutters and well as no longer dredging rivers. Cllr David Brown agreed and said that it was often impossible to clean gullies in Sedgefield due to cars being parked over such.

**RECOMMENDED:**

**To receive this information.**

**6. Correspondence:**

**6.1 [Eden Drive Playarea] Inspections (email and attachment from Mr Barrie Alderson, DCC dated 21<sup>st</sup> October 2019):**

Prior to the meeting the Clerk had circulated to all an email and attachment from Mr

Barrie Alderson of DCC dated 21<sup>st</sup> October 2019 which detailed the findings of Eden Drive playground inspections from 27<sup>th</sup> August 2019 to 15<sup>th</sup> October 2019 as per the Council's SLA with the County Council for this service.

Cllr Alf Walton expressed his view that wood chippings should be used instead of wetpour under areas of play equipment. Other Cllrs did not agree.

**RECOMMENDED:**

**To receive this information.**

**6.2 Heritage Preservation (email from CDALC dated 28<sup>th</sup> October 2019):**

Prior to the meeting the Clerk had circulated to all a Heritage Preservation email from CDALC dated 28<sup>th</sup> October 2019 explaining how communities were being encouraged to nominate heritage assets which make their community what it is.

**RECOMMENDED:**

**To receive this information.**

**6.3 Ongoing Problems Experienced By Residents Of St Edmund's Green Associated With Community College Over The Last 5 Years (email and attachment from Mrs Pauline Tweddell dated 30<sup>th</sup> October 2019):**

Prior to the meeting the Clerk had circulated to all an email and attachment from Mrs Pauline Tweddell dated 30<sup>th</sup> October 2019 in which she reported ongoing problems being experienced by residents of St Edmund's Green associated with the Community College over recent years. It was noted that Mrs Tweddell had sent this correspondence to the Town Council for information as it had also been sent to the local MP and County Cllr John Robinson. Cllrs were pleased not note that Mrs Tweddell was in direct contact with Sedgefield Community College.

**RECOMMENDED:**

**To receive this information.**

**6.4 Greener Sedgefield (email from Ms Helen McGill dated 30<sup>th</sup> October 2019):**

Prior to the meeting the Clerk had circulated to all a Greener Sedgefield email from Ms Helen McGill dated 30<sup>th</sup> October 2019 in which she expressed on behalf of the Group their interest in the County Durham Single Use Plastics Pledge. Within this email Ms McGill said the Greener Sedgefield group would be happy to register with

the Friends of the Earth as a way to get the Town talking, helping and sharing information about how to recycle.

**RECOMMENDED:**

**The Town Council to inform Ms McGill that they are happy for the Greener Sedgefield group to register with the Friends of the Earth.**

**6.5 Northumbrian In Bloom 2020 Invitation Letter (email and attachment from Mrs Norma Neal dated 3<sup>rd</sup> November 2019):**

**6.7 Britain In Bloom 2020 (invitation letter from Ms Val Giles, Secretary, Northumbria In Bloom dated 5<sup>th</sup> November 2019):**

The Clerk proposed that agenda items 6.5 and 6.7 be considered together and Cllrs agreed. Prior to the meeting the Clerk had circulated to all invitations received on 3<sup>rd</sup> and 5<sup>th</sup> November 2019 for the Town to enter the Northumbria In Bloom and Britain In Bloom competitions respectively. The Clerk read out an email received from Mr Howard Smith, Chair of the Sedgefield In Bloom Group, dated 7<sup>th</sup> November 2019 in which he confirmed the Group's willingness to support entries in both competitions once again as part of their on-going support to the Town Council and its Bloom efforts. Cllrs expressed their thanks to the Bloom for their on-going support.

**RECOMMENDED:**

**A recommendation be taken from the Environment Committee meeting to the December 2019 P&R Committee proposing that Sedgefield enters the Northumbria In Bloom and Britain In Bloom competitions for 2020.**

**6.6 Parking In Front of The Herd and Herb Pub (email and attachment from Mr Andrew Rigden dated 4<sup>th</sup> November 2019):**

Prior to the meeting the Clerk had circulated to all an email and attachment from Mr Andrew Rigden dated 4<sup>th</sup> November 2019 in which he expressed his concerns regarding the parking situation in the front of The Herd and Herb.

Cllr Alf Walton felt the problem seemed to be double parking which resulted in other vehicles being blocked in and said it was important to urge drivers to be considerate to others. Cllr Allan Blakemore said that parking in this area was a problem which in many instances was exacerbated when deliveries were being made to licensed premises in the area resulting in pinch-points on the highway impacting upon buses. Cllr David Brown noted that the Estates Working Group were undertaking a wider

review of village green area in the Town and said it was important to ensure a consistent approach was applied to all. Cllrs agreed.

**RECOMMENDED:**

**This matter to be considered by the Estates Working Group meeting as part of their wider review of village green usage throughout the Town. The Clerk to update Mr Rigden on this matter.**

**6.8 Sedgefield In Bloom (minutes of meeting held on 6<sup>th</sup> November 2019):**

The Clerk circulated to all copies of the minutes of the Sedgefield In Bloom Group meeting held on 6<sup>th</sup> November 2019.

**RECOMMENDED:**

**To receive this information.**

**6.9 Proposed Redesign of Bloom Group's Agricultural Heritage Display, Stockton Entrance to Sedgefield (email and plan from Mr Ian Sutherland, Sedgefield In Bloom Group):**

The Clerk reminded all Cllrs that at the most recent Joint Town Council/Sedgefield In Bloom meeting the Bloom representatives had stated their intention to redesign their agricultural heritage display on the Stockton entrance to the Town as a result of the Group being donated several new items of vintage agricultural machinery. The Clerk read out an email from Mr Ian Sutherland of the Bloom Group who provided more detail about the proposed changes along with an accompanying site plan.

**RECOMMENDED:**

**The Clerk to inform Mr Sutherland that the Town Council is happy with the changes being proposed by the Bloom Group.**

ADDITIONAL ITEM – Current Planning Applications:

The Clerk reminded all that it had been resolved at the previous week's Monthly Meeting to delegate consideration of the following planning applications to this meeting:

**DM/19/02736/FPA – change of use (part no 60) to hot food take-away (class A5), rear flue and associated alterations, 60-62 Front Street, Sedgefield:**

Cllrs objected to this application as it will exacerbate further the considerable parking problems in this area of the Town which already creates a dangerous pinch point for drivers as well as heightening risk:

to pedestrians. It is felt that there are already sufficient takeaway facilities in this area.

**DM/19/03470/TPO – T1 – Beech – crown lift to 5.5m – 6.5m of soft growth not main structural limb and crown reduction of approx 15%, The Pippins, West Park Lane, Sedgefield:**

Cllrs did not have any objection to this application.

**DM/19/03499/FPA – demolition of existing bungalow and construction of 4 no dwellings, 5 Durham Road, Sedgefield:**

The Clerk read out an email from a neighbouring resident who had objected to the previous application relating to this site and who has now confirmed that with the exception of requesting some directional clarification in relation to the gable end of the houses when comparing information contained block plan (indicating North and South) with the proposed elevation plan (indicating East and West) that her original objections have now been removed in this latest revised application. Regardless of the revisions made to this application, Cllrs agreed that their original objections relating to this site were still relevant, e.g. this application as it is considered to be gross over-development of the site which will spoil the character of other properties in the area as well as negatively impact upon the local environment by the loss of established trees and significantly increased traffic volumes in this area of the Town thereby heightening the associated risks which come from such an increase and be called in for consideration by Planning Committee.

**RESOLVED:**

**The Clerk to inform DCC Planners of the comments relating to the three planning applications above.**

The Clerk reminded all that at the previous week's Monthly Meeting consideration had taken place in relation to planning application DM/19/03416/FPA pertaining to 12 Turnpike Walk, Sedgefield. As a result of this consideration the Clerk had been instructed to inform DCC Planners that whilst the Town Council did not have any objection in principle to this application it did wish to seek clarification as to whether the full area of land upon which the planning application was proposed was owned by the applicant. The Clerk read out an email received from Mr Mark Sandford, DCC's Planning Officer dealing with this application, dated 13<sup>th</sup> November 2019, in which he explained that DCC have to take planning applications on face value and would only investigate land ownership/dispute if it was relevant to the actual proposed works, e.g. if the extension looked like it was on land that the applicant did not own and they had not signed Ownership Certificate B naming other owners. It was noted that even if the applicant did not own the land in question, this would not necessarily affect the decision of the planning department, the application would simply need to sign the correct Ownership Certificate in the application form.

**RESOLVED:**

**To note Mr Sandford's comments and no further action to be taken in relation this planning application.**



The Chair thanked everyone for attending and closed the meeting at 8.18pm.

APPROVED