

# SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **JUNE**  
**MONTHLY MEETING** of the **Council** held at  
**7 p.m.** in the **Council Offices**, Advice &  
Information Centre, Sedgefield, on  
**Monday 8<sup>th</sup> June, 2015.**

**Present**                    **Cllr. Mel Carr (Chairman)**  
**Cllr. Gloria Wills (Vice-Chairman) and**  
Cllrs. Allan Blakemore, David Brown, Mark Cant, Vanessa Carmichael, Tim  
Jeanes, Chris Lines, Ian Sutherland, Alf Walton, Dudley Waters

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

**1. Apologies**

Cllrs. Lynne Dentith, John Robinson, Maxine Robinson.

**2. Declaration of interest**

None.

**3. Election of Mayor**

The Chair reminded Cllrs that the election of Mayor had been deferred from the AGM held in May 2015 until this meeting. Cllr Allan Blakemore proposed Cllr Gloria Wills as Mayor and this was seconded by Cllr Chris Lines.

**RESOLVED: Cllr Gloria Wills was duly elected to be the Mayor of Sedgefield for the civic year 2015/16.**

The Clerk requested the presence of Cllr Wills at the children's tub planting session on the village green on Wednesday 11<sup>th</sup> June 2015 at 10.30am.

Cllr Wills offered to meet with the Twinning Association and Cllr Allan Blakemore suggested her attendance would be welcome at the farewell leaving dinner at Ceddesfeld Hall on Saturday 13<sup>th</sup> June 2015.

Cllr David Brown expressed his praise to Cllr Mel Carr the outgoing Mayor for his excellent

work over the last two years in representing the Town Council. Cllr Ian Sutherland reiterated this and proposed a vote of thanks to Cllr Carr for his services as Mayor in 2013/14 and 2014/15. All Cllrs expressed their thanks.

#### **4. STC Minutes / Committee Reports**

**a. Minutes of the Special Town Council Draft Sedgefield Plan held 30<sup>th</sup> April 2015**

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

**b. Minutes of the Personnel Committee held Thursday 7<sup>th</sup> May 2015**

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

**c. Minutes of the AGM held Monday 11<sup>th</sup> May 2015**

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

**d. Minutes of the Monthly meeting held Monday 11<sup>th</sup> May 2015**

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

Cllr Chris Lines stated that in relation to Item 9.2 of these minutes the Council had agreed that when organising a meeting with Nathaniel Lichfield et al it would be extremely useful to have the County Councillors present and it had been agreed that a date for any subsequent special meeting should be organised around the availability of the County Cllrs. It had been extremely disappointing that no County Cllr had been present and Cllr Lines requested clarification as to whether their availability had been determined. The Clerk confirmed that when arranging a date and time she had liaised with both County Councillors in the first instance to identify a mutually convenient time. From this point the meeting had been scheduled and the date and time promoted to all other Cllrs, presenters and the public. Cllr Lines thanked the Clerk for this clarification.

**e. Minutes of the P&R committee held Monday 11<sup>th</sup> May 2015**

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

**f. Minutes of the Community Development & Engagement committee meeting held Monday 18<sup>th</sup> May 2015**

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

**g. Minutes of the Environment committee meeting held Monday 18<sup>th</sup> May 2015**

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

**h. Minutes of the Special Town Council meeting held Tuesday 19<sup>th</sup> May 2015**

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

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

**5. Matters of Information**

**5.1 Consultation: Regeneration and Environment Local Plan Publication Draft and CIL Preliminary Draft Charging Scheme – Stockton on Tees Borough Council:**

Cllr John Robinson has not yet forwarded to the Clerk a copy of the comments he submitted in relation to this consultation.

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

**5.2. Spring Lane Formal Complaint:**

A Stage 2 Formal Complaint has been sent to DCC in relation to the on-going matter of Spring Lane, Sedgfield. No response has yet been received, however, the Clerk had received an email from Ms Susan Porter on 8<sup>th</sup> June 2015 with an update regarding this site. The Clerk read out Ms Porter's email which explained that her discussions with the site owners are still on-going in terms of the future and development of the site and the removal or possible retention of the mobile home. DCC has received an application for redevelopment, however, at present that is deemed as invalid and Ms Porter is therefore until the application is made valid and in the public domain unable to provide any further information on this point. Ms Porter would provide an update on any progress in due course.

Cllr Alf Walton confirmed that one mobile home remains on the site and the site remains in a very poor state of upkeep.

Cllr Gloria Wills expressed the view that the real issue is one of enforcement and that the caravan on site should be removed regardless of any planning application being prepared or submitted as this should have no bearing upon any future planning decision. Cllr Wills suggested that the Council request DCC carry out enforcement action and remove the caravan from the site. Cllr David Brown endorsed this suggestion and stated that planning requirements and enforcement action is there for all and should be applied consistently to everyone. Cllr Brown had concerns that the rules were not being applied correctly and consistently. He

also expressed his disappointment at the lengthy timescale required by the County Council to progress its complaints procedure. It was agreed that the Clerk should seek an update from DCC as to the status of its Stage 2 formal complaint as well as separately recommend to DCC Planners that enforcement action is undertaken to remove the caravan from Spring Lane. Cllr Mark Cant suggested that copies of both such correspondence be copied to the two County Councillors so as to ensure that correct DCC internal procedures are being adhered to.

**RESOLVED:**

- i) To receive this information.**
- ii) The Clerk to request from DCC an update as to the progress in relation to the Stage 2 Formal Complaint (with a copy to County Cllrs Robinson and Lumsdon).**
- iii) The Clerk to request from DCC the Town Council's wish for enforcement action to be undertaken and the caravan to be removed from the site at Spring Lane (with a copy to County Cllrs Robinson and Lumsdon).**

**5.3 Sedgefield Plan Update:**

Regulation 14 Statutory Consultation in relation to the draft Sedgefield Plan will continue to run until Friday 19<sup>th</sup> June 2015. A meeting of the Plan's Steering Group took place on Wednesday 3<sup>rd</sup> June 2015 and minutes from this meeting will be circulated under agenda item 10.3. The Clerk also reported that Mr Stuart Timmiss from DCC had replied to the Council's request to have a meeting to discuss the Sedgefield Plan in relation to his letter of 18<sup>th</sup> March 2015. As a result a meeting has been scheduled with Mr Timmiss at 9am on Thursday 2<sup>nd</sup> July 2015. This meeting was open to all interested Cllrs and the Clerk requested that names be forwarded to her as quickly as possible so that work can commence of preparing an agenda for this meeting.

**RESOLVED:**

- i) To receive this information.**
- ii) Cllrs wishing to attend the meeting with Mr Stuart Timmiss to inform the Clerk as quickly as possible.**

#### **5.4. Planning Applications:**

The Clerk had liaised with Mr Steve Ragg of CDALC and requested the issue of planning application consideration timescales be included on the agenda for the May 2015 Larger and Smaller Local Councils Forums meeting agendas. Cllrs Dudley Waters and Allan Blakemore confirmed this matter had been discussed. They reported that the requirement of planning applications being considered within 21 days is a statutory timescale and there is no desire from DCC to extend this further. These timescales have posed problems for other Councils (including Blackhall, Horden and Peterlee) with many now having established dedicated Planning Committees in order to solely consider planning applications to ensure compliance with timescales. Cllrs felt this was a very good way to overcome the problems currently being experienced, particularly with the significant number of complex applications coming in for the Town. It was agreed the Clerk should consider this suggestion in line with the Council's Delegation Scheme and bring a suitable proposal back to a future P&R Committee to ensure that all Cllrs would still have the opportunity to have their say on planning applications. In addition, Cllr Mel Carr also requested whether a "deadline for comment date" can be included on the planning applications paperwork submitted to Councillors.

#### **RESOLVED:**

- i) The Clerk to check the Council's Delegation Scheme and prepare a suitable proposal for a future P&R Committee.**
- ii) The Clerk to investigate whether a "deadline for comment date" can be included on the computerized template circulated to Cllrs.**

Cllr Tim Jeanes joined the meeting at this point.

#### **5.5. Police Report:**

The Clerk confirmed that Mr Stephen Young had looked at the village greens / tubs / flower beds and confirmed there was no lasting damage as a result of the events on Sunday 10<sup>th</sup> May 2015.

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

**5.6. Land at Stockton Road/Eden Drive:**

A Special Town Council meeting had been held on Tuesday 19<sup>th</sup> May 2015 at which Nathaniel Lichfield, Smiths Gore, Story Homes and the Diocese had presented their revised proposals for land at Stockton Road/Eden Drive.

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

**5.7. Land South of Beacon Lane:**

Cllr Gloria Wills had represented the Town Council at the DCC Planning Committee to consider this application. The application had been refused.

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

**5.8. County Durham Plan Update Meeting:**

Cllr Allan Blakemore had attended this meeting on 19<sup>th</sup> May 2015 and had subsequently prepared a briefing note which had been circulated to all Cllrs for their information.

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

**5.9. Current Planning Applications:**

All comments have been submitted to DCC Planners including that relating to the Manor House which was further discussed at the Environment Committee meeting on 18<sup>th</sup> May 2015.

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

**5.10. Mrs Betty Amlin:**

Funeral details for Mrs Betty Amlin had been circulated to all Cllrs.

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

**6. Dates of Meetings**

Dates for meetings scheduled in June 2015 had been circulated prior to the meeting along

with events scheduled for June – October 2015.

**RESOLVED: To receive this information.**

## **7. Police Report**

Sgt Alex Clarke reported that for the period 11<sup>th</sup> May 2015 – 8<sup>th</sup> June 2015 the following crime had taken place:

Burglary (other):

Between 17<sup>th</sup>-20<sup>th</sup> May 2015 unknown persons have broken into two outbuildings at Sedgefield Cricket Club. A Husqvarna petrol trimmer and two fuel containers were taken.

Shortly before midnight on 25<sup>th</sup> May 2015 four males have broken into the Hardwick Park visitors centre before forcing their way into a secure staff area and removing the safe which contained a significant amount of cash. Enquiries continue.

Between 24<sup>th</sup> and 26<sup>th</sup> May 2015 unknown persons have broken into a garden shed in Chestnut Road, Sedgefield and taken two pedal cycles valued at £5, 500. The thieves had removed two padlocks from the shed door and then cut a bike chain and further padlock before making off with the property.

Criminal Damage:

Two incidents of criminal damage have been reported. One incident occurring at the Travel Lodge where a chair and a light fixing were damaged. The male responsible paid for the damage and was deal with by way of restorative approach.

The second incident involved graffiti to the Minerva Temple at the Hardwick Park. PC Todd believes he has identified those responsible and has interviewed three youths to date with the final interview taking place this week.

Assault:

At approximately 6.20pm on 2<sup>nd</sup> June 2015 a pedal cyclist was the subject of a road rage style attack in Rowan Oval, Sedgefield. The driver of a blue Ford Estate vehicle had an altercation with the cyclist in Salters Lane and when the cyclist road off down a cut, the driver of the Ford made his way to Rowan Oval where he punched and kicked the cyclist. The driver was described as male, white, approximately 40 years old, 5'8, stocky build with very short dark hair. Enquiries are continuing.

Crime in Sedgefield is down 23% on the same time as last year with a 42% detection rate for the year to date.

In May 2015 there had been 18 incidents of anti-social behaviour compared to the 19 incidents at the same time last year. This equated to a 5% reduction.

In May 2015 there had been 11 incidents of youth anti-social behaviour which was exactly the same number as this time last year.

The PACT focus is now on unnecessary obstruction at Salters Lane Industrial Estate. The next PACT meeting is on 9<sup>th</sup> June 2015 at 7pm in the Fletcher Room of the Parish Hall.

This ended the Police Report.

Cllr Mel Carr asked whether it was possible for Sgt Clarke, when giving year to year comparison information, to detail the number of actual crimes rather than the %. Sgt Clarke did not have this information to hand but agreed to forward this separately.

The Chair thanked Sgt Clarke for his attendance.

**RESOLVED: To receive this information.**

## **8. Public Participation**

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

Mrs Julia Bowles stated that Cllrs had made very good points regarding the various deadline dates for consulting on planning applications once published by DCC. She felt that it was not made clear enough by DCC. Mrs Bowles questioned whether the Town Council could do more to publicise these dates. She made Cllrs aware that a Planning Policy document is currently available on the DCC website and this will be presented to DCC's Cabinet on Wednesday 10<sup>th</sup> June 2015. With regard to the County Durham Plan Mrs Bowles explained that DCC are seeking a judicial review. There are lots of interested parties relating to the Plan and there remains the opportunity for people/groups to become an "interested party". Existing parties have asked if The Sedgfield Plan Steering Group or Town Council would like to become such. Mrs Bowles has provided the Clerk with a briefing note she had prepared following her attendance at a recent meeting where such issues had been discussed. Also at this meeting it had been reported that Northern MPs are asking Mr Greg Clarke the new Minister to intervene and get the County Durham Plan back on track. Finally,



Mrs Bowles asked if the Town Council had any idea of the location of the first 2-day electronic concert in the North East. Cllrs did not have any knowledge as to the concert's location.

Ms Fiona Bullen explained that her parents live at Pinfold Cottage at the rear of Rectory Row School. They are very concerned to have learned that the Out of School Club's recently submitted planning application to demolish the existing Club's building and to replace this with a larger 2 storey building. This significantly higher building will project into Ms Bullen's parents' garden as well as those of other neighbouring properties not only affecting their privacy but also blocking light to their properties. In addition, there will be windows in the pitched roof. Ms Bullen felt the limited consultation regarding this application had been misleading as to the exact location of the new building and the differentiation between the current and proposed buildings. She felt the planning application which had been submitted to DCC should not have been validated in its current format. Ms Bullen stated that she appreciated the importance of the Club and its role in the Town, however, more information and clarification is required regarding this particular application.

Mrs Norma Neal informed Cllrs of recent problems being experienced in the Parish Hall with regards to the lighting and sound systems. The Blues Club had been unable to get the lights and sound to work for their recent event. Mr Chris Blakeborough has attended and, despite difficulties, had been able to arrange a temporary fix for the event to go ahead. The sound problem appears to be intermittent; however, the lighting issue is a major problem with the main box in the upstairs of the Parish Hall having broken down entirely. Over the coming three weekends both the Junior Lyrics and the Players have productions scheduled both of which require sound and lighting.

Cllr Mel Carr thanked the public for their comments. The meeting was then re-opened. The Clerk confirmed that copies of Mrs Bowles report would be circulated to all Cllrs for information. Cllr Carr confirmed that the planning application relating to the Out of School Club would be considered later at this meeting. Cllrs Carr and the Clerk confirmed that during the Clerk's annual leave Mrs Neal had written to the Council outlining the issues at the Parish Hall and that Mr Chris Blakeborough had been requested to investigate both systems and provide the Council with a detailed quote as well as a recommendation as to how such a situation can be avoided in the future. This will be discussed further at the P&R Committee.

## **9. Internal Reports**

### **9.1 Chairman's Report**

Cllr Mel Carr reported that as well as spending time working with the Clerk to familiarise himself with his new appointment he had also attended the following on behalf of the Council:

16<sup>th</sup> May – a fund raising event at the ARC on behalf of the Parkinson's UK local group who expressed their thanks for the support received from the Sedgefield Mayor's Charity over the last two years.

26<sup>th</sup> May – the funeral of Mrs Betty Amlin who had been a big supporter of many causes in Sedgefield including the Community Hospital, the Veterans and promoting link with the Canadian Air Force.

7<sup>th</sup> June – Sedgefield Farmers Market. Cllr Carr gave thanks to the input of Cllr Chris Lines and the Village Games. Cllr Carr reported that there seemed to be fewer stalls than recently, however, it was acknowledged that the vegetable stall does not attend during the summer months and that the bakery stall had been unable to attend due to the high winds. Cllr Chris Lines reported that the Village Games have a marquee which would provide more shelter for stall holders during bad weather and this had been offered to the Farmers Market for their future use should they require it.

8<sup>th</sup> June – the Twinning Association gathering at the Dunn Cow along with Cllrs Chris Lines, Allan Blakemore and Maxine Robinson.

**RESOLVED: To receive this information.**

## **10. Correspondence**

### **10.1 Hartlepool Rural Neighbourhood Plan Consultation (email dated 18<sup>th</sup> May 2014 – previously circulated to all Cllrs with attachments)**

All Cllrs had previously been issued with an email dated 18<sup>th</sup> May 2015 from Mr Brian Walker, Chairman of the Hartlepool Rural Plan Working Group, along with a series of consultation documents. Cllr Gloria Wills reported that she had considered this documentation and felt that it was an excellent plan covering the rural side of Hartlepool.

**RESOLVED: To receive this information. The Clerk to write to Mr Walker expressing the Council's support for the draft Hartlepool Rural Neighbourhood Plan.**

(Cllr Vanessa Carmichael left the meeting at this point).

**10.2. County Durham Plan Update Information:**

The Clerk circulated to all copies of the following documentation which had been circulated by Ms Jayne Knight of the Programme Office:

- A note of a meeting between Durham County Council and the Planning Inspectorate on 2<sup>nd</sup> April 2015;
- A letter from Ms Colette Longbottom (DCC) to Mr Harold Stephens, Planning Inspector dated 21<sup>st</sup> April 2015 challenging and questioning his Interim Findings Report;
- A response letter from Mr Harold Stephens, Planning Inspector to Ms Colette Longbottom (DCC) dated 8<sup>th</sup> May 2015 stating he does not accept there are legal or fundamental errors in the Interim Report as DCC ascert;
- An email from Ms Jayne Knight on behalf of Mr Harold Stephens dated 21<sup>st</sup> May 2015 informing all County Durham Plan stakeholders of the closure of the Programme Office at County Hall, Durham.

Cllrs Allan Blakemore and Gloria Wills expressed their concerns that the decision by DCC to request a judicial review had been an Officers decision made under delegated powers rather than being a decision made by Members. In addition, Cllrs expressed their concerns regarding the potential costs associated with any such review.

**RESOLVED: To receive this information.**

**10.3. The Sedgefield Plan Steering Group Minutes (minutes of meeting held 3<sup>rd</sup> June 2015):**

The Clerk circulated to all copies of the minutes from The Sedgefield Plan Steering Group meeting held on 3<sup>rd</sup> June 2015. Cllr Gloria Wills noted that at the meeting it had been agreed to hold two public meetings and requested clarification as to the purpose of these. Cllr Allan Blakemore explained the purpose was to let the people of Sedgefield know about the current status of The Sedgefield Plan as well as the potential impact of current planning applications upon that Plan. Cllrs Mel Carr and Gloria Wills expressed concerns regarding the overlap of these meetings with the consideration of current planning applications. Cllr Blakemore replied that the exact format of the meetings has not yet been finalized as the priority was to get the dates

out to the public but that any discussions about The Sedgefield Plan would need to be set in the current context of where the Town is with regards to planning. Cllr Blakemore extended an invitation for all Cllrs to be involved in the public meetings. Cllr Chris Lines reminded Cllrs that the Regulation 14 Statutory Consultation will conclude on Friday 19<sup>th</sup> June 2015 and these meetings provide the opportunity to give a progress report to the Sedgefield community. Cllr Lines asked how the dates for these meetings would be publicized. Cllr Blakemore confirmed the meetings will be held on the evenings of 29<sup>th</sup> and 30<sup>th</sup> June 2015 in the Parish Hall and the Steering Group will be preparing a leaflet for distribution to every house in the Town. Cllr Dudley Waters felt that public opinion had the greatest chance to influence the views of County Councillors when considering planning applications and development proposals. Cllr Chris Lines stated that The Sedgefield Plan was one issue and the current planning applications is another issue. Cllrs agreed. Cllr Allan Blakemore explained the Steering Group need the public meetings as an integral, key part of The Sedgefield Plan's evolution and progression and these do offer a way of not only making the community aware of the Plan's latest position and future progression but also an opportunity to raise the profile of the current planning applications in the context that development is already happening and cannot be held in abeyance until the Plan is in place. Cllr Chris Lines asked if there could be communication to the public regarding the current planning applications. The Clerk confirmed that information had already been sent out via the Residents Database making recipients aware of both the current planning applications relating to Eden Drive/Stockton Road explaining how they could access the applications and how to submit their views. Cllr Gloria Wills stated there was strong support to move The Sedgefield Plan forward and to do this public understanding was essential.

**RESOLVED:**

- i) To receive this information.**
- ii) Cllr Allan Blakemore to share the Steering Group's public meetings leaflet with all Cllrs.**

## 11. Current Planning Applications

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

**1. DM/14/00261/OUT – Erection of 85 no dwellings, formation of access and associated works, land to the north of A689, Sedgefield:**

Cllrs agreed that their previously submitted objections to this planning application had not changed despite the planning application having been amended by Story Homes. It was agreed that a further letter of objection be submitted reiterating the earlier points submitted to DCC on 24<sup>th</sup> April 2014 with additional emphasis upon NWL's confirmation that the Town only has a total capacity for 300 new dwellings based upon their existing infrastructure, drainage concerns, clarification regarding the status of the former Sedgefield Borough Council saved policies, highways/traffic flow/road safety concerns and enabling development. The Clerk reported that this application will go to Planning Committee and Mr Henry Jones, DCC Planning Officer, had indicated potential dates of 5<sup>th</sup> or 20<sup>th</sup> July 2015 for such a Committee. It was agreed that the Council would need to be represented at such a Committee and that prior to this full consideration would be given to any report published by DCC Planning Officers.

**2 DM/14/00263/OUT – Outline application with all detailed matters reserved except means of access for the erection of approximately 230 no dwellings formation of access and associated works, land to the South of Eden Drive, Sedgefield:**

In a similar vein, Cllrs agreed that their previously submitted objections to this planning application had not changed despite the planning application having been amended. Again it was agreed that a further letter of objection be submitted reiterating the earlier points submitted to DCC on 20<sup>th</sup> November 2014 with additional emphasis those issues detailed in 1 above. The Clerk reported that this application will also go to Planning Committee.

**3 DM/15/01177/FPA – Erection of 1 no bungalow, The Firs, Bradbury, Sedgefield:**

Cllrs noted that on 22<sup>nd</sup> May 2015 that DCC Planning Officers had recommended this application be withdrawn. Cllrs objected to this particular application as there was insufficient information within it upon which to make a decision.

**4 DM/15/01243/AD – Erection of signage to include 7m high free standing sign and directional signs, Land at Low Farm, Bradbury:**

Cllrs did not have any objections to this application.

**5 DM/15/01244/FPA – Loft conversion including 2 pitched roof dormer windows to front, 46 The Lane, Sedgefield:**

This planning application had been considered by Cllrs at the previous Monthly Meeting.

**6 DM/15/01280/FPA – Demolition of existing building and construction of new pitched roof, Sedgefield Out Of School Club, Sedgefield:**

Cllrs expressed their support for the Out of School Club and recognized the important role the Club plays in the Town and wants to see it flourish for years to come. However, when considering the planning application Cllrs had several objections. The existing building is to be demolished and replaced with a much larger two storey building which will impact significantly upon the “right of light” to nearby properties. The replacement building will be of a larger size not only in terms of height but also length. There are significant discrepancies contained in the planning application, e.g. in different places there is contradictory information regarding roof materials, the asbestos survey relates to “St Chads” etc. The site area is quoted as being the school’s site area. The application refers to 10 car parking spaces which is presumably for the entire school site and not just the Club. The plans do not detail Fire Regulations or disabled access arrangements. There are no foundation drawings and only limited details of new dimensions. Cllrs felt the roof line for any new building must be at the same height as the existing building and believed such a building should be sited on the recently demolished Arts Building site making it more appropriate for both Club users and nearby residents not only in terms of right of light but also to reduce any impacts from additional noise due to increased capacity. Cllr David Brown explained that residents who live near to the Club have approached him to express their concerns regarding this application. As a result of these concerns Cllr David Brown had requested County Cllr John Robinson call this application in for determination by Planning Committee. Cllr Brown gave to the Clerk a letter from County Cllr Robinson making this request. To conclude, Cllrs expressed their disappointment that DCC Planning Officers had validated this application in its current state.

- 7 DM/15/01281/FPA – Additional classroom block to existing school, Sedgefield Community College, Sedgefield:**
- Cllrs had noted from the DCC planning portal that two nearby residents had expressed concerns regarding the current levels of noise from the existing bio-mass boiler at the College. Cllrs would like to seek clarification as to whether this proposed additional classroom block will result in more noise and what arrangements will be put in place to reduce such noise levels. Also, what are the likely implications from this additional build upon the existing infrastructure and sewerage systems.
- 8 DM/15/01353/FPA – Erection of single storey front extension in place of existing porch, 16 Hadleigh Close, Sedgefield:**
- Cllrs did not have any objections to this application.
- 9 DM/15/01356/FPA – Two and single storey rear extensions (including dormer window), 50 Front Street, Sedgefield:**
- Cllrs did not have any objections to the extensions being proposed, however, they expressed concern regarding the potential loss of car parking space which could further exacerbate an already existing lack of car parking in this area of the Town. With regards to this property Cllrs had noted that the windows had already been replaced removing the original Georgian style design on the north facing front of the building in the Conservation Area of the Town. It was also felt the sign on the front of the building was out of proportion to the building. The window features an internally illuminated sign which is currently switched on throughout the night and Cllrs felt a timer device should be used to ensure this is not illuminated throughout every evening. Cllrs requested that as this property falls within the Conservation Area that there is compliance with the necessary requirements of such a locality.
- 10 DM/15/01364/HPN – Prior notification for the erection of single storey rear extension measuring 3.7 metres in length, 2.4 metres in height to the eaves and 3.5 metres in overall height, Alwynds, Bradbury Isles, Bradbury:**
- Cllrs did not have any objections to this application.
- 11 DM/15/01385/FPA – Erection to single storey front/side extension, 16 Rosedale Close, Sedgefield:**
- Cllrs did not have any objections to this application.

- 12 **DM/15/01512/HPN – Prior notification for the erection of single storey rear extension measuring 6 metres in length, 2.5 metres in height to eave level and 3.2 metres in total height, 8 East View, Sedgefield:**

Cllrs did not have any objections to this application.

- 13 **DM/15/01647/TPO – Crown reduction of 1 no. beech tree (protected by TP) SBC 13 2004), 10 Turnpike Walk, Sedgefield:**

Cllrs did not have any objections to this application.

**RESOLVED:**

**The comments on planning applications 1-13 above to be submitted to DCC Planners.**

Cllr Gloria Wills informed Cllrs that further amendments have now been made to the planning application relating to 1a The Lane. These amendments show that the proposed additional new dwelling is being pushed back in order to create a turning circle within the site. Cllrs agreed that this would now overcome the Council's previously stated highways concerns.

**RESOLVED: The Clerk to inform DCC Planners that the Council is now happy with the latest amendment to this application.**

Cllr Mel Carr expressed his concern that the new Estates Agent on Front Street (next to the Betting Shop) has an illuminated sign in its window which is operating throughout the night. This location is within the Conservation Area.

**RESOLVED: The Clerk to request DCC Conservation Officers ensure the principles of the Conservation Area are being adhered to.**

Cllr Gloria Wills similarly expressed concerns that at 11 East End garage doors have been removed and replaced with windows. This location is also within the Conservation Area.

**RESOLVED: The Clerk to request DCC Conservation Officers ensure the principles of the Conservation Area are being adhered to.**

The Clerk circulated to all Cllrs details of four planning applications which had been published earlier that day by DCC which were either within or impacted upon the Parish of Sedgefield.



**RESOLVED: These additional planning applications will be considered at the Environment Committee meeting on 15<sup>th</sup> June 2015.**

The Chair thanked everyone for attending and closed the meeting at 8.44pm.



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Minutes of the proceedings of the **JUNE P&R**  
**MEETING** of the **Council** held at  
**7 p.m.** in the **Council Offices**, Advice &  
Information Centre, Sedgefield, on  
**Monday 8<sup>th</sup> June, 2015.**



**Present**                    **Cllr. Mel Carr (Chairman)**  
**Cllr. Gloria Wills (Vice-Chairman) and**  
Cllrs. Allan Blakemore, David Brown, Mark Cant, Vanessa Carmichael, Tim  
Jeanes, Chris Lines, Ian Sutherland, Alf Walton, Dudley Waters

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

**1. Apologies**

Cllrs. Vanessa Carmichael, Lynne Dentith, John Robinson, Maxine Robinson, Dudley Waters

**2. Declaration of interest**

None

**3. Matters of Information**

**3.1 Recycling Policy:**

No further action has been undertaken with regard to this Policy. This will be progressed by Cllr Allan Blakemore and the Clerk when time allows.

**RESOLVED:**

**To receive this information.**

**3.2 Registering STC Land:**

Work is on-going in this rea to draft a report for consideration by the Estate Working Group.

**RESOLVED:**

**To receive this information.**

**3.3 PRS:**

Discussions regarding this matter are on-going with the Estates Working Group.

**RESOLVED:**

**To receive this information.**

**3.4 Potential Land for STC To Register:**

Work is on-going in this area to draft a report for consideration by the Estates Working Group.

**RESOLVED:**

**To receive this information.**

**3.5 Public Participation:**

Mr and Mrs Scott have not yet supplied a copy of their evidence file, however, they have informed the Clerk that they are hoping to have this information with the Council very soon.

**RESOLVED:**

**To receive this information and the Clerk to arrange an Open Spaces Working Group meeting once the evidence file is received from Mr and Mrs Scott.**

**3.6 Station Road Playing Field:**

The Clerk has written to DCC informing them the Town Council wishes to hand the lease for Station Road Playing Field back to DCC. A response is yet to be received. The Clerk will continue to seek a response from DCC.

**RESOLVED:**

**To receive this information.**

**3.7 Woodland, Old Durham Road:**

A response is still awaited from DCC in response to the Clerk forwarding Mr Ean Parson's concerns in relation to this area. Investigations are on-going to locate a copy of the 5 year Management Plan for this locality.

**RESOLVED:**

**To receive this information.**

**3.8 Fairhurst Invoice Update:**

Included in the Monthly Committee packs was a copy of the original Fairhurst specification agreement.

**RESOLVED:**

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

**3.9 Final Phase of St Edmund's Church Wall Refurbishment Report:**

Mr Neil Kearton has informed the Council of his intention to undertake this work towards the end of August/beginning of September 2015. The Sedgefield In Bloom Group have been informed. The Clerk to update Cllrs when this work has been undertaken.

**RESOLVED:**

**To receive this information.**

**3.10 Community Right To Bid:**

Upon return from annual leave the Clerk will now complete the necessary paperwork to begin the registration of the Methodist Church building under the Community Right To Bid. The Clerk to keep Cllrs updated regarding this matter.

**RESOLVED:**

**To receive this information.**

**3.11. Sedgefield Business Breakfast:**

The Clerk has informed Mr Ean Parsons of the Council's support for this event.

**RESOLVED:**

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

**3.12. Parish Hall Caretaker & Cleaner:**

The newly created position was advertised and interview held on 21<sup>st</sup> May 2015. A candidate has been appointed subject to satisfactory references. The Clerk reported that satisfactory references have been received and a contract of employment has

been issued.

**RESOLVED:**

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

**3.13. Cemetery Lodge:**

Dowens have been advised of the Town Council's decision regarding the doorbell.

**RESOLVED:**

**To receive this 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.

Mrs Julia Bowles explained that the purpose of her letter to be considered under agenda item 7.1 was to seek assurance that if a member of the public sends correspondence to the Council that it will be shared with Councillors. Cllr Gloria Wills explained there is a clear protocol on Member and Officer relations and it is the role of the Clerk to determine what correspondence is shared and how it is shared with Councillors unless such correspondence is clearly marked for the attention of Councillors. As explained at previous meetings the one item of correspondence in question had been considered at length by the then Council Chair and Clerk and then actions undertaken accordingly to progress The Sedgefield Plan. The sender of the correspondence, which had been addressed to the Clerk, had received an acknowledgement from the Clerk and understood how the issues were to be progressed. Mrs Bowles stated that she looked forward to receiving a reply to her letter. Cllr Wills assured her that a reply will be forthcoming, however, at the previous meeting Cllrs Lynne Dentith and Maxine Robinson had requested the item be put onto this agenda as they wished to be part of discussions in compiling such a response. Neither Cllr was present at this meeting.

Ms Fiona Bullen commented that with regards to the Sedgefield Community College planning application considered at the earlier meeting, she lived at St Edmund's Green and had previously been affected by noise from the College and requested Environmental Health Officers investigate this matter. As a result the investigation found the noise to come from the bio-mass boiler and conditions were put in place that the boiler could only operate for 12 hours per day and not as previously for 24 hours per day.

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

(Cllr Mark Cant left the meeting at this point)

## **5. Reports**

### **5.1 Ceddesfeld Hall Lease Update by Town Clerk**

Prior to the meeting a Ceddesfeld Hall Lease Update Report by the Clerk had been circulated to all. Five key areas for resolution have now been identified and a further meeting has been scheduled between Cllrs Mel Carr and Gloria Wills plus the Clerk and Dr Wendy Gill and Mr Phil Broomhead of the SCA. The Clerk will keep the P&R Committee updated.

#### **RESOLVED:**

**To receive this information.**

### **5.2 Membership of Personnel Committee Update by Personnel Committee**

Prior to the meeting a Membership of Personnel Committee Update Report by the Personnel Committee had been circulated to all. It was agreed by all that Cllr Mel Carr cannot be Vice Chair of the Personnel Committee whilst also being Chair of the Council due to the need to remain impartial should any disciplinary/grievance appeal arise. It was agreed that the appointment of a Vice Chair to the Personnel Committee should be placed onto the July 2015 P&R Committee agenda.

#### **RESOLVED:**

- i) The Clerk to ensure the appointment of a Vice Chair to the Personnel Committee is on the July 2015 P&R agenda.**
- ii) The Clerk to prepare a short report recommending the necessary changes required to the Council's Delegation Scheme to reflect that is the Chair of the Council if also Vice Chair of P&R they cannot be Vice Chair of the Personnel Committee.**

### **5.3 Review of Procedures and Protocol for Recording Meetings Update by Town Clerk**

Prior to the meeting a Review of Procedures and Protocol for Recording Meetings Update Report by the Clerk had been circulated to all. This report reiterated the earlier agreed approach to recording meetings.

**RESOLVED:**

- i) To readopt the procedures and protocol for recording meetings.**
- ii) To commence audio recording of Council meetings with effect from Monday 15<sup>th</sup> June 2015.**
- iii) To continuously review the recording meetings procedures and protocol.**

**5.4 Employing People Report By Ms Jane Young**

The Clerk circulated to all an Employing People Report by Ms Jane Young following her attendance at HR training provided by DCC on behalf of CDALC. The Clerk reminded Cllrs that there are a further 3 training sessions which will be attended either by herself or Ms Young and the information obtained would then provide the starting point for reviewing the Town Council's Staff Handbook via the Personnel Committee. Cllrs praised Ms Young's report. Cllrs thanked Ms Young for her report.

**RESOLVED:**

**To receive this information.**

**5.5 Epitaph Cemetery Records Report By Ms Jane Young**

The Clerk circulated to all an Epitaph Cemetery Records by Ms Jane Young detailing how Epitaph software programme training could be obtained in respect of the Council's Cemetery Records. It was agreed that the recommended approach of receiving this training via telephone would be best.

**RESOLVED:**

**The Clerk and Gardening Supervisor to arrange appropriate training and keep Cllrs updated.**

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

**6. Financial Matters**

**6.1 Monthly Accounts: Income (as at 21<sup>st</sup> May 2015) / Expenditure (as at 21<sup>st</sup> May 2015 minus unapproved cheques after 11<sup>th</sup> May 2015)**

**RESOLVED:**



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

**6.2 Cheques for approval after 11<sup>th</sup> May 2015**

Details of cheques for approval after 11<sup>th</sup> May 2015 until 1<sup>st</sup> June 2015 had been circulated to all Cllrs prior to the meeting. The Clerk circulated details of cheques for approval from 2<sup>nd</sup> – 8<sup>th</sup> June 2015.

**RESOLVED: All cheques were approved for payment and duly signed by Cllrs Carr, Sutherland and the Clerk at the close of the meeting.**

**7. Correspondence**

**7.1 Letter from Mrs Julia Bowles dated 6<sup>th</sup> May 2015 (previously circulated to all Cllrs and placed onto agenda as requested at P&R on 11<sup>th</sup> May 2015)**

Further to the comments made during Public Participation Cllr Chris Lines recommended that the Clerk respond directly to Mrs Bowles rather than this issue be brought back to a subsequent meeting in order to allow the business of Council to progress. All Cllrs agreed with this.

**RESOLVED:**

**The Clerk write to Mrs Bowles.**

**7.2. Pedestrians and Road Users Safety Concerns Salters Lane, Sedgefield (email from Mr Keith Jameson dated 29<sup>th</sup> May 2015):**

The Clerk circulated to all an email from Mr Keith Jameson dated 29<sup>th</sup> May 2015 which had been receive in response to the Town Council sending a letter expressing its support for the concerns raised by the Neighbourhood Watch in regard to pedestrian and road user safety in the Salters Lane area of the Town. Work is still underway to try and progress this matter.

**RESOLVED:**

**To receive this information.**

**7.3 Lighting and Sound Concerns at the Parish Hall (email from Mrs Norma Neal dated 3<sup>rd</sup> June 2015):**

The Clerk read out an email from Mrs Norma Neal detailing the major problems

currently being experienced with the sound and lighting systems in the Parish Hall (these reflected Mrs Neal's concerns expressed earlier during the Public Participation section of the Monthly Meeting). The Clerk and Council Chair had met earlier that day to consider Mrs Neal's concerns and Mr Chris Blakeborough has been requested to attend the Parish Hall as a matter of urgency to ensure that temporary arrangements can be put in place so that the forthcoming performances by the Lyrics and the Players can go ahead. In addition, Mr Blakeborough has been asked to submit to the Town Council as a matter of urgency a report outlining the necessary longer-term actions required to make sound and lighting systems appropriate for the Parish Hall workable. Upon receipt of this report an Estates Working Group meeting will be held so that an appropriate recommendation(s) can be brought to a future P&R Committee.

**RESOLVED:**

**To receive this information.**

Cllr Wills explained that due to the confidential nature of the following item this would be discussed under Exempt Information and as such had any members of the press or public been in attendance at the meeting they would have been requested to leave the meeting (Section 1 Sub Section (2) of the Public Bodies (Admission to Meetings) Act 1960).

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

The Chair thanked everyone for attending and closed the meeting at 9.21pm.

# SEDGEFIELD TOWN COUNCIL

## COMMUNITY DEVELOPMENT & ENGAGEMENT



Minutes of the proceedings of the **JUNE COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held at **7 p.m.** in the **Council Offices**, Advice & Information Centre, Sedgefield, on  
**Monday 15<sup>th</sup> June 2015.**

- Present**                      **Cllr. Allan Blakemore (Chairman)**  
**Cllr. Lynne Dentith (Vice-Chairman) and**  
Cllrs. Mark Cant, Mel Carr, Tim Jeanes, Chris Lines, Ian Sutherland, Alf Walton  
and Gloria Wills
- Officer**                      Dr Jane Ayre (Town Clerk)

**1. Apologies**

Cllrs. David Brown, Vanessa Carmichael, John Robinson, Maxine Robinson and Dudley Waters

**2. Declaration of interest**

None

**3. Matters of Information**

**3.1 Fireworks Display (31<sup>st</sup> October 2015):**

The Clerk reported that an alternative provider, G2 Fireworks, has been identified and an approach has been made to them requesting an on-site meeting at Ceddesfeld. Once an exact date and time has been confirmed an invitation will be sent to all members of the Fireworks Working Group. The Working Group will keep Cllrs informed regarding this event and make a recommendation for its future location.

**RESOLVED:**

**To receive this information.**

### **3.2 Public Participation:**

The Clerk had written and thanked Mrs Lilian Sudess for her donation of a commemorative plate.

#### **RESOLVED:**

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

### **3.3 Grants Funding Update Report:**

The Council's Community Development Officer has been asked to assist the Bloom Group with administration for a funding application once the Group have identified alternative potential funders for their grounds of Ceddesfeld Hall project.

#### **RESOLVED:**

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

### **3.4 Replacement Gazebo Cases:**

The Council's Community Development Officer has been tasked with purchasing 10 replacement roller gazebo cases. The Clerk to keep Cllrs informed with regards to progress.

#### **RESOLVED:**

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

### **3.5 Foodbank:**

The Clerk reported that she had met with Mr Stuart Hudson of the Christian Partnership on Thursday 11<sup>th</sup> June 2015 and agreed to the Town Council being a site for holding Emergency Food Boxes for an initial period of 3 months at which point a review would be undertaken by Cllrs at their September 2015 Community Development & Engagement Committee. Mr Hudson thanked the Council for its supportive approach. A further meeting is now scheduled for Thursday 18<sup>th</sup> June 2015 at which the boxes along with necessary administrative paperwork will be delivered and explained. This service will commence on Wednesday 24<sup>th</sup> June 2015 and then operate every subsequent Wednesday from 11am – 1pm.

#### **RESOLVED:**

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

### **3.6 Warm Up North Initiative:**

An Estates Working Group Meeting had been held on Thursday 28<sup>th</sup> May 2015 to consider this matter further. Cllr Gloria Wills summarized that the Community Development Officer had been tasked with liaising with British Gas to determine if the available grant money could be used primarily for the Parish Hall for lighting and insulation purposes with any remaining money then being used for the Council Offices. The Clerk to keep Cllrs informed of progress.

**RESOLVED:**

**To receive this information.**

### **3.7 Draft Grant Funding Policy:**

The Clerk, Cllr Allan Blakemore and Community Development Officer to arrange to meet in late June/July to progress this matter. The Clerk to keep Cllrs informed of progress.

**RESOLVED:**

**To receive this information.**

### **3.8 Skerne Landscape Partnership:**

The Clerk has written on behalf of the Council a letter of support for this project.

**RESOLVED:**

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

## **4. Public Participation**

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

## **5. Reports**

### **5.1 Grants Funding Update Report by Community Development Officer**

Prior to the meeting a Grants Funding Update Report by Mrs Angela Simpson, Community Development Officer, had been circulated to all.

**RESOLVED:**

**To receive this information.**

**5.2 Sedgefield Day Verbal Report by Cllr Allan Blakemore**

The Clerk circulated to all copies of the programme for the forthcoming Sedgefield Day on Saturday 20<sup>th</sup> June 2015. Cllr Allan Blakemore explained that competitions have already now been held within both the primary schools. He requested the Mayor's presence on the morning of the event and confirmed that the Rotary have provided prizes for the children. It was agreed that Cllrs Blakemore and Wills would speak outside of the meeting to agree Mayoral requirements for this event. Cllr Blakemore also requested that additional volunteers are being sought to help man the bouncy castle. Anyone willing to volunteer was asked to speak to Cllr Blakemore outside of the meeting.

**RESOLVED:**

**To receive this information.**

**5.3 Apple Orchard Report by Community Development Officer**

Prior to the meeting an Apple Orchard Report by the Council's Community Development Officer, Mrs Angela Simpson, had been circulated to all. Cllr Ian Sutherland explained that from the original 30 apple trees planted 24 have survived and continue to flourish. The intention of this paper is to seek support to replace the 6 trees which have not survived and to do so by requesting replacement through the Tree Grant Scheme which operates later in the year. Cllr Gloria Wills suggested that instead of replacing with additional apple trees to have a mix of other fruit trees such as plum and/or pear. The Clerk proposed the Gardening Supervisor's opinion is sought as to the best mix of replacement trees. It was agreed that this was a sensible approach.

Cllr Tim Jeanes asked what the Council's Policy is for replacing trees and gave the example of several very large trees in the Town which will naturally come to the end of their lifespan over the coming years. Discussion took place with Cllrs agreeing that the Town Council needs to develop a Tree Policy. The Clerk reminded Cllrs that one task for the Open Spaces Working Group was for them to review DCC's recently published Tree Policy to ensure that any future procedures dovetailed. It was agreed this issue needs careful consideration as the longer-term maintenance of trees can potentially be very expensive for the Town Council. Cllr Gloria Wills reiterated to Cllrs her concerns that when new developments are being proposed and built often trees

and landscaping for a key feature of these and it is important to determine from the outside who has longer-term responsibility for the upkeep and maintenance of such. Cllr Ian Sutherland reminded Cllrs that back in 1999 the Town Council had commissioned a tree survey relating to the age and status of all trees within the grounds of Ceddesfeld Hall.

**RESOLVED:**

- i) **The Community Development Officer be tasked with liaising with the Gardening Supervisor to agree on 6 additional trees for the Winterton Orchard and to apply for these through the Tree Grant Scheme later in the year.**
- ii) **A draft Town Council Tree Policy be developed and brought back to a future Environment Committee meeting for progression.**

**5.4 Town Council Trip – 10<sup>th</sup> June 2015:**

The Clerk reported that the Town Council's coach trip on Wednesday 10<sup>th</sup> June 2015 to Northallerton and Richmond had been a success and all seats had been sold.

**RESOLVED:**

**To receive this information.**

**6. Correspondence**

**6.1 Sport and Physical Activity Awards for County Durham:**

The Clerk circulated to all copies of information received from County Durham Sport detailing the Sport and Physical Activity Awards for County Durham. Nominations are now sought for the different categories as detailed in the paperwork circulated. Closing date for nominations is Friday 31<sup>st</sup> July 2015.

**RESOLVED:**

**To receive this information.**

**6.2 County Durham Volunteering Awards 2015:**

The Clerk circulated to all copies of information received from Mr Steve Ragg detailing the County Durham Volunteering Awards for 2015. Nominations are now sought for the different categories as detailed in the paperwork circulated. Closing date for nominations is Monday 29<sup>th</sup> June 2015.

**RESOLVED:**

**To receive this information.**

**6.3 Request to film at the War Memorial (email from Rev. Michael Gobbett dated 8<sup>th</sup> June 2015):**

The Clerk read out an email from Rev Michael Gobbett dated 8<sup>th</sup> June 2015 which explained that he had received a request from Mr Gary Looker, Location Manager of LA Productions to allow permission to film around the Town's War Memorial. Mr Looker is scouting locations for an up and coming BBC Film which retells the story of Mr Reg Keys who stood against Mr Tony Blair in the 2005 general election. Part of this story is to recreate the day Mr Keys held a press conference at the War Memorial. Rev Gobbett was going to consult with members of St Edmund's Church but also wanted to bring this to the Council's attention for their consideration. Cllrs considered this request, however, felt that with the limited amount of information available it was not possible to reach a decision.

**RESOLVED:**

**The Clerk to liaise with Rev Gobbett and arrange a meeting with Mr Gary Looker in order to find out more information. This meeting to be attended by either Cllr Blakemore or Cllr Dentith as well as the Clerk with a subsequent report coming back to the July 2015 Community Development & Engagement Committee.**

**6.4 The Sedgefield Plan – Public Meetings:**

The Clerk circulated to all copies of a leaflet produced by The Sedgefield Plan Steering Group detailing the forthcoming public meetings to be held on Monday 29<sup>th</sup> June 2015 and Tuesday 30<sup>th</sup> June 2015 at 7pm in the Parish Hall (these meetings had previously been discussed at the Council's Monthly Meeting held on 8<sup>th</sup> June 2015). Delivery of these leaflets to houses in the Town will commence on Monday 15<sup>th</sup> June 2015.

**RESOLVED:**

**To receive this information.**



**7. Financial Position**

**RESOLVED:**

**To approve the Community Development & Engagement Committee Financial Position.**

The Chair thanked everyone for attending and closed the meeting at 7.31pm.

# SEDGEFIELD TOWN COUNCIL

## ENVIRONMENT



Minutes of the proceedings of the **JUNE ENVIRONMENT** of the  
**Council** held following the Community Development and  
Engagement committee in the **Council Offices**, Advice & Information  
Centre, Sedgefield, on  
**Monday 15<sup>th</sup> June 2015.**

- Present**                    **Cllr. Alf Walton (Chairman)**  
**Cllr. Ian Sutherland (Vice-Chairman) and**  
Cllrs. Allan Blakemore, Mark Cant, Mel Carr, Lynne Dentith, Tim Jeanes, Chris Lines  
and Gloria Wills
- Officer**                    Dr Jane Ayre (Town Clerk)

**1. Apologies**

Cllrs. David Brown, Vanessa Carmichael, John Robinson, Maxine Robinson and Dudley Waters

**2. Declaration of interest**

None

Cllr Alf Walton, Chairman, reminded Cllrs that it had been agreed at the Monthly Meeting held on 8<sup>th</sup> June 2015 to consider 4 additional planning applications (which had been issued earlier that day by DCC).

**RESOLVED:**

**It was agreed to consider these applications at the end of the Environment Committee's agenda.**

**3. Matters of Information**

**3.1. Pizza Castle:**

No response has yet been received to the letter sent from the Town Council to Ms Joanne Waller of DCC regarding environmental health concerns in relation to this

property as well as other environmental concerns. The Clerk to keep Cllrs informed of progress in this matter and to continue requesting a response.

**RESOLVED:**

**To receive this information.**

**3.2. Cemetery Recycling Bays:**

The Clerk reported that the recycling bays will be emptied by Mr Phil Young during the week commencing 15<sup>th</sup> June 2015 and the repair work to the vandalized work will be undertaken by Mr Brian Pike on 23<sup>rd</sup> June 2015. The Clerk to inform Cllrs when this work has been completed.

**RESOLVED:**

**To receive this information.**

**3.3. North End Grass Verge:**

The Clerk reported that Mr Stuart Best, DCC Highways Inspector had met on-site with a BT representative. The BT representative had found no evidence of rats in the BT chamber. Cllr Alf Walton reported that on 3<sup>rd</sup> June 2015 he had packed the three holes with chicken wire at a deep enough depth so as to no pose any problems for the grass cutting contractor. He had inspected the site on 5<sup>th</sup> and 8<sup>th</sup> June when he found that there had been no change to the site. When he inspected the area on 11<sup>th</sup> June a further hole was found near to the path which was duly packed with wire. He will continue to monitor this area and to take photographs.

**RESOLVED:**

**To receive this information.**

**3.4. Sedgefield Cemetery:**

DCC are continuing to progress the Town Council's request regarding the gifting or asset transfer from DCC to the Town Council of land/footpath running between the cemetery and the allotments which was the former entrance to the College. The letter also requested the same in relation to Butterwick Allotments and the triangular piece of land between the allotments and Butterwick Lane. The Estates Working Group to consider DCC's response when received and to report back to a future Environment Committee meeting.

**RESOLVED:**

**To receive this information.**

**3.5. Noise Complaints re: Parish Hall:**

An options report from FloorScan will be considered at the next Estates Working Group meeting.

**RESOLVED:**

**To receive this information.**

**3.6. Parking Outside Hope Inn and Betting Shop:**

Investigations are on-going in this matter and will be progressed through the Estates & Open Spaces Working Group.

**RESOLVED:**

**To receive this information.**

**3.7. Stump Grinding:**

The Clerk confirmed that this work in St Edmund's Churchyard has now been undertaken.

**RESOLVED:**

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

**3.8. Cutting Back Lime Tree Outside 31/33 Front Street:**

The Clerk reported that this work has now been undertaken. Verbal thanks have been received from Mrs Sue Dobson who originally requested this work.

**RESOLVED:**

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

**3.9. Public Participation:**

The Clerk confirmed that work is still underway to determine the ownership of lanes/paths opposite the Dunn Cow.

**RESOLVED:**

**To receive this information.**

**3.10. 8 Beacon Lane:**

Work on the tree near to this location has now been undertaken satisfactorily. During the course of this work it had become apparent that the tree of concern to Mr and Mrs Wears of 8 Beacon Lane was a different tree and they have now subsequently made arrangements with AW Treecare to get some branches removed at their own expense.

The Clerk also reported that Mr Rodger Lowe has now left the employment of DCC as Tree Officer and at this moment in time is it unknown if his position is to be replaced so currently work is being shared out amongst the 2 remaining Officers in the Landscape Section at County Hall.

**RESOLVED:**

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

**3.11. 4 South View, Sedgefield:**

The Clerk reported that DCC permission is being sought for this work. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.12. Cemetery Update:**

The Clerk reported that an article had been prepared for the next Sedgefield Extra informing the public that unsafe headstones have now been laid flat and that such headstones should not be propped back up but instead professionally repaired.

**RESOLVED:**

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

**3.13. Manor House Planning Application:**

The Clerk had informed DCC that the Town Council did not have any objections to this application.

**RESOLVED:**

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

### **3.14. Brett Landscaping:**

Prior to the meeting the Clerk had circulated to all Cllrs a copy of the circulation list for the recently agreed press release relating to the Church Turning Circle.

#### **RESOLVED:**

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

## **4. Public Participation**

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

## **5. Reports**

### **5.1 Allotment Update Report by Cllr Alf Walton & Town Clerk**

The Clerk circulated to all copies of an Allotment Update Report produced by herself and Cllr Alf Walton. The report detailed the latest position with regards to the allotment waiting list, allotment clearance, the Allotment Challenge 2015, the Sowers & Growers Group as well as allotment charges for 2016/17.

Cllr Ian Sutherland reported that the Sedgefield In Bloom Group would ideally like one of the allotment sites (not both) to be entered into the Northumbria In Bloom competition. Cllr Gloria Wills replied that this is also a matter of discussion at the next Sowers & Growers Group meeting on 25<sup>th</sup> June 2015 and that Cllr Sutherland will be informed of the outcome on 26<sup>th</sup> June 2015.

Cllr Gloria Wills reported that allotment holders across both sites have expressed their delight at seeing both site being fully utilized and a real sense of community spirit with many allotment holders working together. Cllr Alf Walton as the Council's Allotment Champion expressed his delight at the vast improvement in the allotments over the last couple of years.

#### **RESOLVED:**

- i) To receive this information.**
- ii) To provide a further skip to the Winterton allotments giving allotment holders as much notice as possible of the siting of this skip and to encourage them to ensure all rubbish is removed from the site. At the**

**same time allotment holders will be informed that no further skip will be provided and any remaining rubbish will be the responsibility of individual allotment holders to remove off-site.**

- iii) With effect from 1<sup>st</sup> April 2016 to issue allotment invoices to all allotment holders (both Butterwick and Winterson) for payment in April.**
- iv) From 1<sup>st</sup> April 2016 allotment charges to be £30 per full plot and £20 per half plot.**
- v) The Clerk to write to allotment holders informing them of these new charges and invoicing arrangements.**

## **5.2 Delivering Differently In Neighbourhoods Update:**

The Clerk circulated to all Cllrs for their information an Initial Expression of Interest which had been submitted to DCC in relation to their Delivering Differently Grant Funding. This expression of interest had been compiled by the Community Development Officer in conjunction with Cllrs Alf Walton and Ian Sutherland as well as the Council's Gardening Supervisor. If successful this application would see the purchase of a significant number of self-watering tubs which would free up a considerable amount of gardening staff time allowing them to perform other work (it is estimated watering could be reduced to once a week instead of the current three times per week). Cllr Ian Sutherland reported that he had first seen such tubs being used in Berwick. Cllrs Sutherland and Walton had been to view such tubs during the compilation of this expression of interest. Both Cllrs recommended that if this grant application was not successful then the Council should consider purchasing such tubs with so many being purchased per year on a rolling programme. The purpose of this grant funding opportunity is to free up staff time so that additional work can be undertaken. As a result the second element of this expression of interest related to the purchase of a gritter which could be mounted to the Council's tractor and as a result cover a wider area, e.g. the Parish Hall car park which is currently not gritted by DCC. Cllr Mel Carr asked if the gritter could also have a street cleaner attachment. Cllr Alf Walton replied that it could not. Finally, Cllr Gloria Wills requested that if this application does progress to the next stage that very careful investigation is carried out as to who would be liable if someone slipped on DCC land if it had been gritted by STC. The Clerk to keep Cllrs updated on the progress of this initial expression of interest.

### **RESOLVED:**

**To receive this information.**

## **5.3. Ceddesfeld Hall: Rat Boxes Report by Ms Jane Young**

The Clerk circulated to all a Ceddesfeld Hall Rat Boxes Report which had been prepared by Ms Jane Young in response to the SCA requesting the Town Council re-instate the rat boxes within the grounds of this property. The Report detailed the cost

of the DCC providing this service for a year and a breakdown of how that service would be undertaken. Since the report had been produced Cllr Walton had requested additional information and as a result the Clerk verbally confirmed the following:

- Mr Shane Roxby does know the exact location of all current boxes, however, he is currently on leave until 1<sup>st</sup> July 2015 (Cllr Ian Sutherland reported that he already knows the exact location of each);
- Any animal can access the box if they have a mind to, however, the poison that is put in the box is for mice and rats. This poison could be changed to non-toxic if there was evidence of other animals entering the boxes.
- The boxes are either metal or plastic and are screwed down to prevent removal.
- Each box has a lock mechanism with a key that is obtainable from any pest control service (i.e. not like a house type key) so as to make each box tamper proof. If anyone were able to access the poison in one of the boxes the poison is not in a sufficient enough quantity to kill anyone only to make them feel unwell if ingested.

Cllr Alf Walton stated this additional information did not answer all his concerns regarding the impact of such a service upon other wildlife in the area, most notably bird life. It was agreed that Cllr Walton should meet with Mr Roxby to obtain the information required. Cllr Gloria Wills suggested that a comparable quote from an alternative provider should also be sought with Cllr Mel Carr suggesting that such an alternative provider also be asked to give their opinion on the status of the grass verge at North End.

**RESOLVED:**

- i) Cllr Alf Walton to meet with Mr Shane Roxby of DCC after 1<sup>st</sup> July 2015 to seek clarification regarding the quotation received (including clarification as to the cost of this service for subsequent years).**
- ii) An additional provider be approach to provide a comparable quotation and also be asked to give their opinion regarding the grass verge at North End.**

## **6. Correspondence**

### **6.1 Sedgefield In Bloom (minutes of meeting held 3<sup>rd</sup> June 2015):**

The Clerk circulated to all copies of the Sedgefield In Bloom minutes from their



meeting held on 3<sup>rd</sup> June 2015.

**RESOLVED:**

**To receive this information.**

**(Cllr Tim Jeanes left the meeting at this point)**

**6.2 Tree Works North End, Sedgefield (email from Mr Jeffrey Little dated 27<sup>th</sup> May 2015):**

The Clerk read out an email of complaint from Mr Little expressing his concerns regarding work scheduled to be undertaken on trees at North End, Sedgefield. Mr Little believed this work would affect the look of the trees and did not see any reason why such work was required as he believed the look of the tree line did not have to be altered for any safety reasons. Cllr Alf Walton reported that this tree work has already been undertaken and that he had met with Mr Little on-site when the work was being undertaken. Following Cllr Walton and Mr Little's conversation Mr Little had been happy with the work being undertaken and understood why such work was required. As a result of this conversation no further correspondence was required with Mr Little. Cllr Mel Carr reported that he had received verbal thanks from the one resident on North End plus the owners of North End Garage for the Town Council undertaking this work as they believed the work had made the area much safer.

**RESOLVED:**

**To receive this information.**

**6.3 Traffic Regulation Order Rectory Row, Sedgefield – Update (email from Ms Rachael Smith, DCC dated 26<sup>th</sup> May 2015):**

The Clerk read out an email from Ms Smith of DCC acknowledging receipt of the Council's objections to the proposed parking restrictions at Rectory Row/Crispin Court. The formal consultation period has now ended and DCC received 22 objections to this proposal. Therefore the Traffic Regulation Order will not be progressed and no further action will be taken.

**RESOLVED:**

**To receive this information.**

**6.4 Sedgefield In Bloom Meetings (email from Mr Howard Smith dated 8<sup>th</sup> June 2015)**

The Clerk read out an email from Mr Howard Smith reminding all that there is an open

invitation to any Cllr to attend the Monthly Bloom meetings which are held on the first Wednesday of the month at 10am in the Board Room at the Parish Hall. Cllr Alf Walton confirmed that he would like to start to attend these meetings and Cllr Mel Carr the previous Environment Chair, reported that he had found these meetings to be extremely useful and informative.

**RESOLVED:**

**To receive this information.**

**6.5 Complaint Regarding Sedgefield Cemetery Grass Cutting (email from Ms Rosalind Jefferson dated 7<sup>th</sup> June 2015):**

The Clerk read out an email of complaint received on 7<sup>th</sup> June 2015 from Ms Rosalind Jefferson who had laid two large disc shaped floral wreaths side by side on her brother's grave on the afternoon Tuesday 26<sup>th</sup> May 2015 to mark 25 years since his death. Having been unable to visit his grave on the date of the anniversary Ms Jefferson attended the cemetery again on Friday 29<sup>th</sup> May 2015 and noted that the grass had been cut in the interim period. She was distressed to find that both wreaths had been upended and placed flower side down which was disrespectful and shortened considerably the life-span of both arrangements. Ms Jefferson wanted to express her displeasure and hope that no-one else suffered a similar experience. The Clerk reported the Gardening Supervisor had been away on holiday at this time, however, the Assistant Gardener had not been aware of any problems following the contractor performing this grass cutting. Whilst it is not possible to say that this problem had been caused by the grass cutting contractor or by rabbits it was agreed to write to Ms Jefferson and to bring this matter to the contractor's attention.

**RESOLVED:**

**To receive this information.**

**6.6 DCC Consultation – Draft Rights of Way Improvement Plan 2015/18 (email from Mr Steve Ragg dated 11<sup>th</sup> June 2015):**

The Clerk circulated to all an email from Mr Steve Ragg which contained within it information from Ms Victoria Lloyd-Gent of DCC regarding a current consultation relating to a Draft Rights of Way Improvement Plan for 2015/18. The views of Town and Parish Councils are being sought in relation to this consultation.

**RESOLVED:**

- i) **This consultation to be considered at the P&R Committee meeting on 13<sup>th</sup> July 2015.**
- ii) **The Clerk to speak to Ms Lloyd-Gent to request an extension until 15<sup>th</sup> July 2015 to submit any comments from STC.**

(Cllr Lynne Dentith left the meeting at this point)

**7. Financial Position: Environment committee**

**RESOLVED:**

**To approve the Environment Committee Financial Position.**

**ADDITIONAL ITEMS: Consideration of Planning Applications:**

**DM/15/01198/ADJ – Display of externally illuminated fascia signs and projecting sign and non-illuminated display panels to the front elevation, 1 Whitehouse Drive, Sedgefield:**

Cllrs objected to this application as its proposals were not suitable for within the Conservation Area.

**DM/15/01530/FPA – Erection of single storey extension, 3 Heley Mews, Spring Lane, Sedgefield:**

Cllr Mel Carr and the Clerk to consider this application further and if necessary circulate a draft letter of objection to all Cllrs for comment.

**DM/15/01542/FPA – Research facility and laboratory spaces with associated works, Plot 10, NETPark, Sedgefield:**

Cllrs did not have any objections to this application.

**DM/15/01631/FPA – Erection of aircraft hanger, Fishburn Airfield, Fishburn:**

This application is within Fishburn.

The Clerk provided Cllrs with the following updates in relation to two planning applications which had previously been considered at the Monthly Meeting held on 8<sup>th</sup> June 2015 and subsequent letters of objection submitted to DCC:

**DM/15/01177/FPA – erection of 1 no bungalow at The Firs, Bradbury:** Mr Mark O’Sullivan, DCC Planning Officer, had emailed asking what additional information STC Councillors required in order to

make a decision on this particular application. Cllr Gloria Wills pointed out that within this particular application DCC Planning Officers had requested it be withdrawn due to lack of information.

**RESOLVED: The Clerk and Cllr Gloria Wills to jointly respond to Mr O’Sullivan’s request.**

**DM15/01280/FPA – Sedgefield Out Of School Hours Club, Sedgefield Primary School,  
Sedgefield:**

The Clerk reported that earlier that day a letter had been received from Mr Stuart Timmiss of DCC notifying the Council that amendments had been made to the above planning application. The Clerk confirmed that she had circulated all this information electronically to Cllrs earlier that day for their consideration.

**RESOLVED: Cllrs to notify the Clerk as a matter of urgency if they have any additional concerns as a result of the proposed amendments.**

The Chair thanked everyone for attending and closed the meeting at 8.20pm.