

## SEDGEFIELD TOWN COUNCIL

Minutes of the proceedings of the **OCTOBER  
MONTHLY MEETING** of the **Council** held at **7  
p.m.** in the **Council Offices**, Advice & Information  
Centre, Sedgefield, on **Monday 12<sup>th</sup> October 2015.**



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

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

### 1. Apologies

Cllrs John Robinson and Maxine Robinson.  
County Councillor Rachel Lumsdon

### 2. Declaration of interest

None

### 3. STC Minutes / Committee Reports

#### a. Minutes of the Fireworks Working Group held Monday 24<sup>th</sup> August 2015

Cllr Gloria Wills commented that due to the attendance numbers at this meeting these should be "Notes" of the meeting and not "Minutes". With the addition of this amendment these were confirmed as a correct record. ( AB / DW )

#### b. Minutes of the Estates Working Group held Monday 7<sup>th</sup> September 2015

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

#### c. Minutes of the Finance Working Group held Tuesday 8<sup>th</sup> September 2015

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

#### d. Minutes of the Policy & Records Management Working Group held Tuesday 8<sup>th</sup> September 2015

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

#### e. Minutes of the Community Chest Meeting held Monday 14<sup>th</sup> September 2015

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

#### f. Minutes of the Monthly meeting held Monday 14<sup>th</sup> September 2015

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

**g. Minutes of the P&R committee held Monday 14<sup>th</sup> September 2015**

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

**h. Minutes of Special STC Meeting: ESRG Presentation held Monday 21<sup>st</sup> September 2015**

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

Cllr Ian Sutherland asked if there were any copies of the proposals from ESRG. The Clerk replied that a copy of the ESRG powerpoint presentation had been emailed to all Cllrs. The Clerk offered to re-send this presentation to Cllr Sutherland.

**ACTION: The Clerk to re-send the ESRG presentation to Cllr Sutherland.**

Cllr Chris Lines commented that whilst Mr Haylock had stated in his presentation the number of proposed dwellings would reduce to 300, however, when adding the actual numbers together there would be 365 dwellings plus 2 care homes. Cllr Lynne Dentith recalled her understanding of the presentation was that Mr Haylock had said just over 300 dwellings.

**i. Minutes of the Community Development & Engagement Committee Meeting held Monday 21<sup>st</sup> September 2015**

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

**j. Minutes of the Environment Committee Meeting held Monday 21<sup>st</sup> September 2015**

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

**l. Minutes of the Youth Working Group Meeting held Wednesday 23<sup>rd</sup> September 2015**

Cllr Gloria Wills commented that due to the attendance numbers at this meeting these should be "Notes" of the meeting and not "Minutes". With the addition of this amendment these were confirmed as a correct record. ( CL / LD )

**m. Minutes of the Personnel Committee Meeting held Thursday 24<sup>th</sup> September 2015**

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

**n. Minutes of the Fireworks Working Group Meeting held Wednesday 30<sup>th</sup> September 2015**

Cllr Gloria Wills commented that due to the attendance numbers at this meeting these should be "Notes" of the meeting and not "Minutes". Cllr Alf Walton also reported that instead of using the fencing posts in the compound at Ceddesfeld he will be bringing his own wooden stakes to use for the crowd barrier. With the addition

of these amendments these were confirmed as a correct record. (AW / M Carr )

**RESOLVED: To accept all of the minutes as above (a – n) and recommendations contained therein.**

#### **4. Matters of Information**

##### **4.1. Planning Applications:**

The option of developing a Planning Committee is currently being investigated and, as agreed, will be considered at a future P&R Committee once it has been through the Policy & Records Management Working Group.

**RESOLVED:**

**To receive this information.**

##### **4.2. Current Planning Applications:**

No further information has been received from Ms Hillary Sperring regarding the Town Council's concerns in relation to 50 Front Street and 11 East End.

**RESOLVED:**

**To receive this information.**

##### **4.3. Spring Lane- Formal Complaint:**

The Clerk has sent a letter to County Cllrs John Robinson and Rachel Lumsdon in relation to this matter. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

##### **4.4 Sedgefield Community College – GCSE Results 2015:**

The Chair has sent a congratulatory letter to the College on behalf of the Town Council.

**RESOLVED:**

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

##### **4.5 Current Planning Applications:**

All comments have been submitted to DCC Planners.

A Special Town Council meeting for ESRG to present their amended proposals for the area behind Sainsbury's and Beacon Lane took place on Monday 21<sup>st</sup> September 2015.

**RESOLVED:**

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

**5. Dates of Meetings**

Dates of the meetings taking place in October 2015 had been circulated prior to the meeting along with events scheduled for October 2015 – April 2016. The Clerk reported that a further Fireworks Working Group meeting will take place on 19<sup>th</sup> October 2015.

**RESOLVED:**

**To receive this information.**

**6. Police Report**

Sgt Alex Clarke presented the following Police Report for the period 14<sup>th</sup> September 2015 – 12<sup>th</sup> October 2015. During this time there had been 26 reported crimes as follows:

Burglary (dwelling):

- At 03.50 hrs on 16<sup>th</sup> September 2015, unknown person(s) kicked in a door at Woodland Mews, Sedgefield and took £300 cash from the kitchen.
- Sometime during the day time on 17<sup>th</sup> September 2015, unknown person(s) have disabled a house alarm at a property in Mordon, broke in at the rear and took cash (including Euros) and a large amount of jewellery.

Burglary (other):

- Overnight on 6<sup>th</sup> October 2015, person(s) unknown have forced their way into a dairy building at Todds House Farm, Sedgefield. A petrol trimmer was taken. On the same evening hand tools were taken from an insecure barn at Redcar House Farm.
- At 23.45 hrs on 7<sup>th</sup> October 2015, two pedal cycles were taken from an insecure garage in Melgrove Way, Sedgefield. A bald headed male, described as 5'8" in height and wearing hi-viz jacket and trousers was seen placing a pedal cycle into a small white van before making off.

#### Theft:

- Overnight on 10<sup>th</sup> October 2015, person(s) unknown have entered the grounds at South Durham Hunt kennels and removed a Yamaha motor cycle which had been parked up near to the premises. The IP an friends have made a search of the surrounding area and located the motor cycle hidden in bushes approximately 50m away from where it was taken. The motor cycle was recovered and is being forensically examined.
- On the afternoon of 10<sup>th</sup> October 2015, a vehicle was broken into whilst parked in the Hardwick Country Park visitor's car park. A bag containing cash, digital camera and personal cards was taken.
- Overnight on 28<sup>th</sup> September 2015, a field adjacent to Kerr Crescent was entered and a head collar was taken from a horse.

#### Criminal Damage:

- Overnight on 17<sup>th</sup> September 2015, an Audi motor vehicle parked in Millclose Walk sustained damage to three tyres and glue was poured across it.

In addition to the above there have been 7 incidents of shoplifting, 2 drive-off offences, 1 other theft, 4 assaults, a dangerous driving offence, 1 other minor damage and a public order offence.

Crime in Sedgefield is up by 26% (Sept 14 82 crimes / Sept 15 103 crimes) with a 31% detection rate for year to date. The October trend is for further increases in reported crime. Sgt Clarke reported that this increase in crime is being taken seriously and over the previous week the Neighbourhood Police Team had conducted three night shifts in the area to monitor the situation.

Instances of anti-social behavior are down 20% based on the last year. Instances of youth anti-social behavior is down 41% based on the last year.

The next PACT meeting is scheduled for Tuesday 13<sup>th</sup> October 2015 at 7pm in the Fletcher Room, Parish Hall with the priority being speeding along Station Road.

Sgt Clarke also reported that PCSO Amy Jorgeson has formally joined the Sedgefield Neighbourhood Policing Team as of 12<sup>th</sup> October 2015.

Finally, Sgt Clarke reported there had been an incident on the village green on Saturday 10<sup>th</sup>

October 2015 involving a dispute between two competing groups from the Stanley area. They had been to the local golf course to play Football Golf and tempers became frayed over the result. The groups dispersed before any real problems occurred.

This ended the Police Report.

The Clerk reported that on Friday 9<sup>th</sup> October 2015, following discussions with the Gardening Supervisor, she had reported to the Police via 101 that 5 headstones had been stood up at Sedgefield Cemetery. Previously these headstones had failed the Council's Annual Headstone Safety Testing and had been laid flat. It was unknown as to why or who had stood these headstones up but PC Todd was going to meet with the Gardening Supervisor during the week commencing 12<sup>th</sup> October 2015.

Cllr Ian Sutherland asked why there had been such a significant increase in crime over the last reporting period. Sgt Clarke replied that there was no known reason, however, an increase in crime is also being experienced at Fishburn and the Trimdons. These areas have also seen robberies, dwelling burglaries and rural crime. The Police believe there is more than one group at work involved in these crimes and assured Cllrs the Police are working hard to get a break in solving these problems.

**RESOLVED:**

**To receive this information.**

**7. Public Participation**

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

Mrs Julia Bowles stated that she had taken an active interest in the Town Council for over 45 years. She expressed her frustration at being able to get information relating to the Council as the website does not display current information and it is unclear how the community email is used. Mrs Bowles also stated she had spent 15 years of her working life fighting the mushroom syndrome. People need information. Mrs Bowles said that upon return from holiday both her husband and herself had been approached by a number of residents asking for an update on latest position of The Sedgefield Plan as there had been no update article in the last Sedgefield News. Mr and Mrs Bowles had responded to such requests by informing people that responsibility for updating residents on The Sedgefield Plan now rests with the Town Council. Mrs Bowles asked what is the current position with regards to the Ceddesfeld

Hall lease. Finally, Mrs Bowles reminded Cllrs of her comments expressed at a previous Council meeting when she asked why when members of the community were objecting to a proposed development the Town Council could not also be present and show their support. Mrs Bowles understood Cllrs could speak in favour of particular developers and requested clarification as to training which she understood Cllrs were going to receive in relation to this matter.

Cllr Mel Carr thanked Mrs Bowles for her comments. The Clerk reported that work is now advancing well in order to launch a new Town Council website. This website will be very different to the previous site with it being built to offer more than just access to agendas and minutes but to also give direct access to Council policies, working arrangements and up to date events and information. The Clerk reported that some members of the community email list have said they are unhappy with the amount of information they receive and to alleviate this problem again the website will be a key way forward in providing an alternative means of accessing Council information which people want (and when they want it). An update article on The Sedgefield Plan is to be included in the next edition of the Sedgefield Extra (due to be published at the end of October 2015 with drafting already underway). The Ceddesfeld Hall lease is to be considered at the P&R Committee as is the Code of Conduct and Standards Training for which a date has now been identified by CDALC. Cllr Mel Carr assured Mrs Bowles that transparency is very important to the Town Council.

The meeting was then re-opened.

## **8. Internal Reports**

### **8.1 Chairman's Report**

The Chair reported that he had experienced a very busy month during which he had attended an array of 10 Council meetings as well as 4 minor meetings and spent time with the Town Clerk.

#### **RESOLVED:**

**To receive this information.**

### **8.2 Mayor's Report**

Details were circulated of the following events attended by the Mayor:

September:

17 <sup>th</sup>	Diamond Wedding (Fred and Rita Howlett)
22 <sup>nd</sup>	Hardwick School Sunflower Competition Prize Giving

October:

2 <sup>nd</sup>	At Home With The Mayor – Spennymoor Charity Tea
4 <sup>th</sup>	Singing Mayor at the Farmers' Market (Coverage by the Northern Echo – once again very good)
5 <sup>th</sup>	Sedgefield Primary School Sunflower Competition Prize Giving (Coverage by Northern Echo at both events was very good)
8 <sup>th</sup>	Great Aycliffe Town Council Charity Night

Cllr Wills reported that we are coming up to a busy time for Mayor's events and Carol Services. Anyone who would like to attend these events Cllr Wills has been assured by the Mayors that Cllrs are all welcome to do so as all ticket sales support their charitable causes.

**RESOLVED:**

**To receive this information.**

## **9. External Reports**

### **9.1 EDRC AAP Board Meeting (Key Messages from 2<sup>nd</sup> September 2015)**

Prior to the meeting the Clerk had circulated to all the key messages from the EDRC AAP Board Meeting held on 2<sup>nd</sup> September 2015.

**RESOLVED:**

**To receive this information.**

(Cllr David Brown joined the meeting)

## **10. Correspondence**

### **10.1. County Durham Plan (email from Mr Steve Ragg, CDALC dated 1<sup>st</sup> October 2015):**

Prior to the meeting the Clerk had circulated to all Cllrs an email from Mr Steve Ragg of CDALC dated 1<sup>st</sup> October 2015 updating readers on the latest developments with the



County Durham Plan.

Cllr Gloria Wills referred to the content of the email which stated an amended and refreshed Plan will be resubmitted soon. Cllr Wills asked if this meant a new consultation process would be undertaken? Fellow Cllrs said that it was their interpretation of the wording that a new consultation process would take place and a new examiner brought in to view the duly amended and refreshed Plan. Cllr David Brown felt this beggared belief. Cllr Gloria Wills asked if this was the outcome of the judicial review. Cllr Dudley Waters said it was his understanding from recent press reports that the previous Plan did not go to judicial review but will instead go through new consultation and amendment.

Cllr Allan Blakemore stressed the importance of The Sedgefield Plan continuing to make progress regardless of the County Durham Plan.

Cllr Gloria Wills reminded Cllrs that DCC had previously been adamant it would not withdraw its Local Plan yet now they are withdrawing it in order to re-submit. In essence the actions DCC are undertaking are those with the Inspector originally asked them to do. Cllr Wills expressed her annoyance at the waste in tax payers money.

**RESOLVED:**

**To receive this information.**

**10.2. ESRG Presentation (letter from Mr A Robb dated 28<sup>th</sup> September 2015):**

Prior to the meeting the Clerk had circulated to all Cllrs a letter from Mr A Robb dated 28<sup>th</sup> September 2015 in which he expressed his views following ESRG's recent presentation to the Town Council on 21<sup>st</sup> September 2015.

**RESOLVED:**

- i) To receive this information.**
- ii) The Town Clerk to write to Mr Robb and thank him for his letter and assure him this has been circulated to all Cllrs.**

**11. Sedgefield Plan**

**11.1 Sedgefield Plan Update – Report by Cllr Allan Blakemore (Chair of Sedgefield Plan Steering Group):**

Prior to the meeting a Sedgefield Plan Update Report by Cllr Allan Blakemore had been circulated to all Cllrs. Included in this report was a draft letter from the Town Council to DCC in response to Mr Stuart Carter's email of 23<sup>rd</sup> September 2015.

Cllr Gloria Wills commented that Mr Carter's email was very detailed and explained his concerns regarding certain consultation, e.g. why land agents were not included etc. Cllr Wills felt the draft letter being proposed did not address Mr Carter's detailed level of questioning. Cllr Blakemore replied that in his opinion DCC did not have the remit to be asking for this level of additional detail. It is the role of DCC to ensure the Town Council has met the requirements of the Basic Conditions and then to progress the Plan rather than nitpick over detail. DCC are trying to undertake what is the role of the Inspector. If an Inspector subsequently feels the same way s/he will identify to the Town Council those issues and instruct us what additional work (if any) is required. Cllr Blakemore felt that DCC were sitting on The Sedgefield Plan instead of moving towards statutory consultation and the identification of an independent examiner. The letter being proposed offers a way to now move the process forward and to have an actual defence against developers and planners. Cllr Lynne Dentith supported Cllr Blakemore's comments. Cllr Vanessa Carmichael asked why DCC are making these comments? Cllr Blakemore reiterated his, and the Steering Group's view, that DCC are going beyond their role.

Cllr Gloria Wills said that DCC do not look to see if we have met all Basic Conditions. Cllr Allan Blakemore referred to the second from last paragraph in the proposed letter in which it was acknowledged there had been some areas of disagreement at the meeting held on 14<sup>th</sup> July 2015, however, the issues that were identified in Mr Carter's email of 23<sup>rd</sup> September 2015 were not identified at the July meeting. Cllr Wills stated the additional points raised by Mr Carter in relation to consultation are in the Planning Guidance and she quoted from the Guidance an example. Cllr Blakemore replied that the Steering Group have done what was needed to be done. He stated the practicality is that we cannot meet with all land owners and every possible developer who may be interested in Sedgefield at some point in time. Cllr Chris Lines stated that if Mr Carter's points are pertinent that they would be picked up by an Inspector and felt the current situation could be interpreted as a delaying tactic.

Cllr Mel Carr informed Cllrs that his initial thought as to the best way forward was for the questions asked by Mr Carter to be answered in a response letter from the Town Council. Cllr Carr had met with the Chair of the Sedgefield Plan Steering Group and

taken his advice on the situation and as a result the draft letter issued to all Cllrs had been produced. Cllr Carr asked Cllrs what they wanted to do, i.e. to go ahead with the draft letter or to put more detail into it? Cllr Chris Lines asked how difficult it would be for the additional detail to be included. Cllr Allan Blakemore warned Cllrs of the dangers of becoming involved in rhetoric and again asked why if these issues were seen as important they were not raised during the July 2015 meeting. Cllr Chris Lines stated if there was no substance in the issues being raised, then why not include the evidence in the response letter. Cllrs Wills and Carr supported this comment. Cllr Lynne Dentith reminded all Cllrs of the urgency surrounding The Sedgefield Plan and the need for progress. Cllr Allan Blakemore reminded Cllrs that DCC are in receipt of the Evidence CD which underpins The Sedgefield Plan (and took receipt of this the same time the Clerk hand delivered the Plan to them in August 2015) and there is clear cross-referencing throughout the Plan to the Evidence CD. Cllr Blakemore felt it was not possible to do any more than had already been done. Cllr Gloria Wills gave the example of land ownership consultation and suggested that an exact reference(s) be incorporated into the draft response letter. Cllr Blakemore disagreed with this stating the information which DCC are requesting is already within their ownership and they are requesting information that takes their role beyond what it should be. Cllr Wills said she could not support the draft response letter as it was currently written. Cllr Tim Jeanes asked Cllr Blakemore how he would respond. Cllr Blakemore replied that he would request Mr Mort Spalding of the Steering Group be involved to navigate his way around the Evidence CD and to supplement the draft response letter with precise locations.

Cllr David Brown expressed his frustration that a lot of work has been put in by a lot of people to produce The Sedgefield Plan and it feels like a lot of external organisations are trying to now trip up the Plan. He felt such action was out of order and wanted to see the Plan progress as quickly as possible. All Cllrs agreed that it was important for the Plan to move forward. Cllr Dudley Waters said it was not an option for the Town Council to do nothing. He suggested a meeting with DCC and their legal section could be useful. Cllr Allan Blakemore commented that a meeting had been requested with DCC and instead the Town Council had received Mr Carter's email of 23<sup>rd</sup> September 2015.

Cllr Mel Carr expressed his concern that if the Town Council moved forward now without answering the specific questions asked then the Plan could be thrown out later. Cllr Carr recommended the draft response letter be updated to include answers

to the specific questions asked. Cllrs Cant, Carmichael and Wills agreed with this recommendation. Cllr Dentith suggested this would be best achieved by including within the letter cross reference details to the Evidence CD. Cllr Blakemore agreed that if the evidence if there it can be put into the letter, however, he expressed his dissatisfaction that the Town Council were appearing to be more accepting of something from DCC than from the Steering Group. Cllrs disagreed with this and said they did not want to see the Plan fall/fail at the last hurdle. Cllr Gloria Wills said she did not want to see a them and us situation between the Council and the Steering Group nor to undermine all the hard work and time given to this Plan.

**RESOLVED:**

**The Clerk to liaise with Mr Mort Spalding and Cllrs Blakemore and Carr to update the draft response letter with cross referencing to evidence in relation to the specific questions asked by Mr Stuart Carter. When the letter has been amended it will be issued electronically to all Cllrs for their comments/endorsement prior to being sent.**

**12. 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/15/02626/OUT – Outline application for erection of up to 150 dwellings, all matters reserved except access, land to the South of Beacon Lane, Sedgefield:**  
The Clerk reported that this application would be considered by Full Planning Committee and the deadline date for any comments from the Town Council is Thursday 15<sup>th</sup> October 2015. Cllrs agreed to object to this application based upon the arguments which have been made previously for the land to the South of Beacon Lane.
  
- 2. DM/15/02763/FPA – Installation of 960 no. ground mounted PV panels and associated plant room building, The Grain Store, The Tilery, Bradbury:**  
Cllrs did not have any objections to this application.

**RESOLVED:**

**The comments on planning applications 1-2 above be submitted to DCC Planners.**

The Chair thanked everyone for attending and closed the meeting at 8.01pm.

Minutes of the proceedings of the **OCTOBER POLICY & RESOURCES** of the **Council** held following the Monthly meeting in the **Council Offices**, Advice & Information Centre, Sedgefield, on **Monday 12<sup>th</sup> October 2015**.

**Present** Cllr Gloria Wills (Chair)  
Cllr Mel Carr (Vice Chair) and  
Cllrs Allan Blakemore, David Brown, Mark Cant, Lynne Dentith, Tim Jeanes,  
Chris Lines, Ian Sutherland and Alf Walton

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

**1. Apologies**

Cllrs Vanessa Carmichael, John Robinson, Maxine Robinson and Dudley Waters

**2. Declaration of interest**

None

**3. Matters of Information**

**3.1 Station Road Playing Field:**

A response is yet to be received from DCC following STC's letter informing them of the Town Council's wishes to hand the lease for Station Road Playing Field back to DCC. A follow-up letter has been issued with a copy to both County Councillors for their information. The Clerk to keep Cllrs updated on this matter. The Clerk reported that she has been informed by Ms Alison Foggon of DCC that a letter has been prepared and sent from Mr John Reed, Head of Technical Services at DCC to the Town Council. The letter has yet to arrive.

Cllr Gloria Wills suggested that dates be incorporated where possible into future Matters of Information sheets in order to allow Cllrs to appreciate the timescales being taken by DCC to response to requests/questions. It was agreed this would be very useful.

**RESOLVED:**

- i) To receive this information and upon receipt of the letter the Clerk to share this with the Estates Working Group for a report to come back to the next P&R meeting.
- ii) The Clerk to incorporate dates into future Matters of Information so that Cllrs can see precisely the timescales being taken to obtain answers from DCC to their questions.

**3.2. 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. The Clerk to keep Cllrs updated.

**RESOLVED:**

**To receive this information.**

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

Mr Kearton is nearing completion of this work.

**RESOLVED:**

**To receive this information.**

**3.4. Community Right To Bid:**

DCC have confirmed receipt of the Town Council's request to register the Sedgefield Methodist Church building. DCC will now begin to process this request. The Clerk to keep Cllrs updated regarding this matter.

**RESOLVED:**

**To receive this information.**

**3.5. Epitaph Training:**

Training for the Clerk and the Gardening Supervisor is to be scheduled for a time when outdoor work quietens down. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.6 Public Participation:**

Ceddesfeld Hall Lease - The Clerk reported that she is making progress at identifying a potential independent mediator once this information is gathered a meeting of Cllrs will be scheduled as quickly as possible to agree a way forward with this matter. The Clerk also pointed out that she had been sent for information a letter from Dr Wendy Gill of the SCA which had been sent directly to each Cllr (dated 7<sup>th</sup> October 2015) in relation to a model lease prepared by Community Matters. Cllrs present confirm they had received this letter.

Station Road Playing Field – Ms Alison Foggon of DCC has indicated that the letter to be sent soon to the Town Council from Mr John Reed of DCC will also detail information pertaining to the lease.

Racecourse License – The Clerk further correspondence has been received from DCC and will be issued under agenda item 7.6.

**RESOLVED:**

**To receive this information.**

**3.7 Electricity Supply on Village Green:**

This matter was considered at the Environment Committee meeting on Monday 21<sup>st</sup> September 2015 and as a result Purchase Orders have now been expedited to get an electricity supply installed.

**RESOLVED:**

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

**3.8 Council Offices:**

The Council's address has been amended (Note: in some instances such as letter head and compliments slips stocks will be used up first). The new opening times have been promoted.

**RESOLVED:**



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

**3.9 Bad Debt:**

The historic outstanding debt has been written off.

**RESOLVED:**

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

**3.10 Internal Auditor:**

The Clerk has informed Mr Gordon Fletcher of his re-appointment as Internal Auditor for 2015/16 – 2017/18. Provisional dates have been set for internal audit support days in 2015/16. The Finance Working Group will monitor this work and report back to P&R.

**RESOLVED:**

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

**3.11 Annual Return 2014/15:**

The Conclusion of Notice sign has been displayed in the Town from 15<sup>th</sup>-29<sup>th</sup> September 2015. No members of the public have requested to access the accounts.

**RESOLVED:**

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

**3.12 Squash Club Terrace Hill Funding:**

The Squash Club's Terrace Hill funding allocation of £22,500 has been released.

**RESOLVED:**

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

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

The Draft Governing Document was approved at the Environment Committee meeting on 21<sup>st</sup> September 2015. At the same meeting 6 Trustees were identified. The Clerk has now completed an on-line application form and will submit as soon as Trustees have supplied additional personal information. The Clerk to keep Cllrs

updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.14 Variation of Racecourse Licence:**

This matter was discussed at the Environment Committee meeting on 21<sup>st</sup> September 2015 and will now be dealt with by the Environment Committee.

**RESOLVED:**

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

**3.15 Dowens:**

The Clerk has now instructed Dowens to inspect Cemetery Lodge in accordance with new legislation and provide a follow-up report. The Clerk to keep Cllrs updated.

**RESOLVED:**

**To receive this information.**

**3.16 Ceddesfeld Hall Lease:**

The Clerk reported that she is making progress at identifying a potential independent mediator once this information is gathered a meeting of Cllrs will be scheduled as quickly as possible to agree a way forward with this matter. The Clerk also pointed out that she had been sent for information a letter from Dr Wendy Gill of the SCA which had been sent directly to each Cllr (dated 7<sup>th</sup> October 2015) in relation to a model lease prepared by Community Matters. Cllrs present confirm they had received this letter.

**RESOLVED:**

**To receive this information.**

**3.17 Parish Hall Emergency Lighting System:**

Lane Electrics have now installed the new system at the Parish Hall.

**RESOLVED:**

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

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

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

Mrs Janet Spalding questioned why the Town Council considers delays to be important when relating to requiring information from DCC but yet do not seem to consider delays important in relation to The Sedgefield Plan. Cllr Gloria Wills responded this was not the case as all delays impact upon the workings of the Town Council. The monitoring of timescales referred to earlier in the meeting relates to when specific questions have been asked to DCC and after considerable time no responses or acknowledgements of progress have been received. Mrs Spalding commented that Sedgefield Town Council does not work.

The meeting was then re-opened.

#### **5. Reports**

##### **5.1 Local Councils Award Update Report by Policy & Records Management Working Group**

Prior to the meeting the Clerk had circulated to all a Local Councils Award Update Report by the Policy & Records Management Working Group. This report detailed the progress to date in relation to retaining the Foundation Level Award plus the work still required. Cllr Ian Sutherland asked for clarification as to the term "CPD" and the Clerk explained this is Continuous Professional Development, i.e. an on-going commitment to training.

##### **RESOLVED:**

**To receive this information.**

##### **5.2 Council Standing Orders Report by Policy & Records Management Working Group**

Prior to the meeting a Standing Orders Report by the Policy & Records Management Working Group had been circulated to all. Cllr Ian Sutherland requested that page 7 item h of the accompanying Draft Standing Orders be amended to remove the reference for speakers to stand, i.e. it should read "A person shall raise his/her hand

when requesting to speak”.

**RESOLVED:**

**With the inclusion of the above amendment, to adopt the new Standing Orders with immediate effect.**

**5.3 Council Code of Conduct Report by Policy & Records Management Working Group**

Prior to the meeting a Code of Conduct Report by the Policy & Records Management Working Group had been circulated to all.

**RESOLVED:**

**To adopt the new Code of Conduct with immediate effect.**

**5.4 Publication Scheme Report by Policy & Records Management Working Group**

Prior to the meeting a Publication Scheme Report by the Policy & Records Management Working Group had been circulated to all.

**RESOLVED:**

**To adopt the new Publication Scheme with immediate effect.**

**5.5 Comments, Compliments and Complaints Policy Report by Policy & Records Management Working Group**

Prior to the meeting a Comments, Compliments and Complaints Policy Report by the Policy & Records Management Working Group had been circulated to all. Cllr Allan Blakemore commented that this Policy has been written to ensure there is appropriate cross-referencing to other operational documents in the Town Council, e.g. staff appraisals. Cllr Mark Cant commented that page 10 of the Policy had been missing from his pack.

**RESOLVED:**

**To adopt the new Comments, Compliments and Complaints Policy.**

**5.6 Policy & Records Management Working Group Terms of Reference 2015/16 Report by Town Clerk**

Prior to the meeting a Policy & Records Management Working Group Terms of

Reference 2015/16 Report by the Town Clerk had been circulated to all.

**RESOLVED:**

**To receive this information.**

**5.7 Finance Working Group Terms of Reference 2015/16 Report by Town Clerk**

Prior to the meeting a Finance Working Group Terms of Reference 2015/16 Report by the Town Clerk had been circulated to all.

**RESOLVED:**

**To receive this information.**

Cllr Alf Walton expressed his concerns that some Cllrs are putting their names forward at the AGM to be members of Working Groups and they are then not participating in meetings. Cllr Gloria Wills agreed with this comment and said this did result in problems in ensuring Groups were quorate. Cllrs appreciated that personal circumstances can change over the course of year, however, it was felt that no-one should put their name forward unless they could make an actual commitment to the Group(s) they had volunteered for. The Clerk suggested the Terms of Reference documents which are now being produced for each Working Group could help Cllrs in making this decision in the future.

**5.8 6 Monthly Lift Inspection Report by Town Clerk**

Prior to the meeting a 6 Monthly Lift Inspection Report by the Town Clerk had been circulated to all informing Cllrs that the lifts at the Parish Hall and Ceddesfeld Hall had been inspected and passed.

**RESOLVED:**

**To receive this information.**

**5.9 Breach of Confidentiality Report by Cllr Gloria Wills and Town Clerk**

Prior to the meeting a Breach of Confidentiality Report by Cllr Gloria Wills and the Town Clerk had been circulated to all. Cllr Alf Walton said the situation at the last meeting had been embarrassing for all concerned, i.e. both Council and the public. Cllr Walton stated he had not shared the report with the public and felt the situation to be unacceptable. Cllr Gloria Wills said it was outrageous that a member of the

public had in their possession a copy of a Council report and read it out in public participation, a report which had not even been discussed by the Council. It was for this reason that Cllr Wills and the Clerk had produced the Breach of Confidentiality Report.

Cllr Ian Sutherland stated that he would not attend Code of Conduct and Standards training at County Hall, Durham during the evening. The Clerk suggested that as she would be attending the training she would obtain copies of the presentation and could deliver this in-house at Sedgefield to any Cllr wishing to attend. Cllr Lynne Dentith felt this would be very useful.

**RESOLVED:**

- i) All Cllrs to adhere to the Council's Standing Orders and Code of Conduct.**
- ii) Cllr Gloria Wills and the Town Clerk to attend the forthcoming CDALC Code of Conduct and Standards Training.**
- iii) Other Cllrs to notify the Town Clerk by no later than Friday 16<sup>th</sup> October 2015.**
- iv) Following attendance at the training the Clerk to obtain copies of the presentation and deliver this in-house to any Cllrs who wish to receive it.**

**5.10 Appointment of Parish Hall Champion Report by Estates Working Group**

Prior to the meeting an Appointment of Parish Hall Champion Report by the Estates Working Group had been circulated to all. Cllrs agreed to the recommendation in this report and thanked Cllr Allan Blakemore for volunteering to take on this role.

**RESOLVED:**

**Cllr Allan Blakemore be appointed as the Parish Hall Champion.**

**Note: Reports related to information exempt from the public are considered under agenda item 9.**

**6. Financial Matters**

- 6.1 Monthly Accounts: Income (as at 5<sup>th</sup> October 2015) / Expenditure (as at 5<sup>th</sup> October 2015 minus unapproved cheques after 14<sup>th</sup> September 2015)**

**RESOLVED:**

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

**6.2 Cheques for approval after 14<sup>th</sup> September 2015**

Details of cheques for approval after 14<sup>th</sup> September 2015 – 28<sup>th</sup> September 2015 had been circulated to all Cllrs prior to the meeting. The Clerk circulated details of cheques for approval from 5<sup>th</sup> – 12<sup>th</sup> October 2015.

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

**7. Correspondence**

**7.1. Proposed Introduction of Waiting Restrictions at Salters Lane, Sedgefield (email Ms Rachel Smith, DCC dated 24<sup>th</sup> September 2015):**

Prior to the meeting the Clerk had circulated to all Cllrs a copy of proposed waiting restrictions to be introduced by DCC on Salters Lane, Sedgefield as per an email from Ms Rachel Smith dated 24<sup>th</sup> September 2015. Cllr Allan Blakemore reported that DCC have identified these extended waiting restrictions. Cllrs were supportive of this proposal and did not have any objections.

**RESOLVED:**

**To receive this information.**

**7.2 Sedgefield Squash Club – Receipt of Terrace Hill Funding (letter from Mr Gordon Peden dated 27<sup>th</sup> September 2015):**

Prior to the meeting the Clerk had circulated to all Cllrs a letter from Mr Gordon Peden, Chairman of Sedgefield Squash Club, thanking the Town Council for its allocation of £22,500 from the Terrace Hill money.

**RESOLVED:**

**To receive this information.**

**7.3 NALC Larger Council's Update (email from Mr Chris Borg dated 28<sup>th</sup> September 2015):**

Prior to the meeting the Clerk had circulated to all Cllrs an email from Mr Chris Borg dated 28<sup>th</sup> September 2015 detailing the forthcoming NALC 'Communities Can' Conference on 2<sup>nd</sup> December 2015 in London and forthcoming elections to NALC's Larger Councils' Committee. The Clerk informed Cllrs that candidates have been identified from within County Durham who will be standing for election and NALC/CDALC will issue information nearer the time as it is hoped Council's will use their electronic vote.

**RESOLVED:**

**To receive this information.**

**7.4 Review of Durham County Council's Home to School Transport Policy (email from Ms Jane Jack dated 30<sup>th</sup> September 2015):**

Prior to the meeting the Clerk had circulated to all Cllrs an email from Ms Jane Jack of DCC dated 30<sup>th</sup> September 2015 detailing their current consultation relating to Home to School Transport. Contained within this email were details of how Cllrs could respond to this consultation exercise.

**RESOLVED:**

**To receive this information.**

**7.5 Insurance Tax Premium (email from Zurich Town, Parish and Community Council Team dated 30<sup>th</sup> September 2015);**

Prior to the meeting the Clerk had circulated to all an email from Zurich's Town, Parish and Community Council Team dated 30<sup>th</sup> September 2015 informing the Council that from 1<sup>st</sup> November 2015 there would be an increase in the rate of Insurance Premium Tax from 6% to 9.5%. This change was as a result of the Summer Budget.

**RESOLVED:**

**To receive this information.**

**7.6 Amended Notice of Determination – Sedgfield Racecourse (email and attachments from Ms Karen Robson, Senior Licensing Officer, DCC dated 8<sup>th</sup> October 2015):**

The Clerk circulated to all copies of an email, and accompanying attachments, from



Ms Karen Robson, Senior Licensing Officer, DCC dated 8<sup>th</sup> October 2015. This information related to amended notice of determination for Sedgefield Racecourse.

**RESOLVED:**

**Cllrs to consider this information and to discuss at the Environment Committee meeting on 19<sup>th</sup> October 2015.**

**7.7 Sedgefield Players (letter from Mrs N Neal, Chairman dated 11<sup>th</sup> October 2015):**

The Clerk read out a letter from Mrs Norma Neal, Chair of Sedgefield Players, dated 11<sup>th</sup> October 2015. As Cllrs were aware there had been issues relating to the Parish Hall lighting and sound systems in the early Summer just prior to the Players productions. The Estates Working Group have made the Parish Hall their priority focus for this financial year and are now undertaking an extensive review of all operations as well as conducting a public consultation exercise. Some issues relating to the Parish Hall are of a cross-cutting nature, e.g. hire fees, over head costs etc, hence the response from the Town Council to Mrs Neal's initial request for the Town Council to pay the outstanding £535 came from the Finance Working Group. The Finance Working Group had considered the Player's request to pay this outstanding amount and the decision was made not to pay as this was a matter between the Player's and CDB Productions. The letter also pointed out that no individuals or Groups have authorization to spend Town Council money in relation to the Parish Hall. In her most recent letter Mrs Neal informed the Council that the Players were disappointed with this decision, however, they would pay the balance but looked forward to improved supervision and maintenance of the Parish Hall. The Clerk pointed out that work is now well underway through the Estates Working Group to achieve this.

**RESOLVED:**

- i) To receive this information.**
- ii) The Clerk to write to Mrs Neal thanking her for her letter and assuring her this information had been shared with all Cllrs and that work is underway to achieve improved supervision and maintenance of the Parish Hall.**

**8. Training**

**8.1 “Code of Conduct and Standards Training 2015”, CDALC, County Hall, Durham  
18<sup>th</sup> November 2015:**

Prior to the meeting the Clerk had circulated to all details of “Code of Conduct and Standards Training” to be delivered by CDALC on 18<sup>th</sup> November 2015 (Note: This item had previously been discussed under Item 5.9).

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).

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

The Chair thanked everyone for attending and closed the meeting at 9.05pm.

# SEDGEFIELD TOWN COUNCIL

## ENVIRONMENT



Minutes of the proceedings of the **OCTOBER ENVIRONMENT** of the  
**Council** held at **7 pm** in the **Council Offices**, Advice & Information  
Centre, Sedgefield, on **Monday 19<sup>th</sup> October 2015**.

**Present** Cllr Alf Walton (Chair)  
Cllr Ian Sutherland (Vice Chair) and  
Cllrs Allan Blakemore, Mark Cant, Mel Carr, Lynne Dentith, Chris Lines, Dudley Waters  
and Gloria Wills

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

### 1. Apologies

Cllrs. David Brown, Vanessa Carmichael, Tim Jeanes, John Robinson and Maxine  
Robinson

### Additional Items:

Cllr Alf Walton reported that several additional items will be considered at after Item 6 of the  
agenda as follows:

1. Planning application appeal DM/14/02318/OUT – land to the South of Beacon  
Avenue/Beacon Lane, Sedgefield
2. Sedgefield Racecourse Amended Notice of Determination (email and attachments from  
Ms Karen Robson, Senior Licensing Officer, DCC dated 8<sup>th</sup> October 2015 – previously  
circulated to all Cllrs at P&R Committee Meeting held on 12<sup>th</sup> October 2015 for  
consideration at this evening's meeting (circulated previously to all Cllrs)
3. Sedgefield Plan: Draft Letter To Mr Stuart Carter, DCC (circulated previously to all Cllrs)
4. DCC Strategic Housing Market Assessment (email from Mr Scott Brand dated 14<sup>th</sup>  
October 2015)

### RESOLVED:

**To consider these additional items.**

**2. Declaration of interest**

Cllr Mark Cant declared an interest in Sedgefield Racecourse (item A3).

**3. Matters of Information**

**3.1 North End Grass Verge:**

Since the last Environment Committee meeting Cllr Alf Walton has continued to monitor the holes in this area and reported there has been further signs of rat activity. Cllr Walton will continue to monitor the area.

**RESOLVED:**

**To receive this information.**

**3.2 Sedgefield Cemetery:**

No response (despite follow-up requests) has yet been received to the letter of enquiry submitted to Mr Gerard Darby 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. This letter also requested the same in relation to Butterwick Allotments and the triangular piece of land between the allotments and Butterwick Lane. To try to speed this situation up the Clerk has involved Ms Clare Marshall of DCC who has been identified by CDALC as a go-to person who will try to ensure action takes place. The Estates Working Group will consider Mr Darby's response when received and bring a report back to a future Environment Committee meeting. The Clerk reminded Cllrs that with effect from the November Matters of Information Sheet dates of correspondence and requests to external bodies for information will be included so that Cllrs can clearly see when, where and with whom delays are being experienced.

**RESOLVED:**

**To receive this information.**

**3.3 Public Participation:**

Work is on-going to determine the ownership of the lane/paths opposite the Dunn Cow. The Clerk to inform Cllrs of the findings from ownership investigations.

**RESOLVED:**

**To receive this information.**

**3.4 4 South View, Sedgefield:**

DCC permission is being sought. DCC have requested further information from the Town Council and this has been duly supplied. The Clerk to keep Cllrs informed regarding this matter.

**RESOLVED:**

**To receive this information.**

**3.5 Rat Boxes:**

Cllr Alf Walton is continuing to monitor this situation within Ceddesfeld Hall grounds. The Clerk to keep Cllrs informed regarding this matter.

**RESOLVED:**

**To receive this information.**

**3.6 Grass Cutting Map:**

DCC have now produced a grass cutting map for the Town Council and sent an electronic proof for checking. This proof will now be checked by the Town Clerk and Gardening Supervisor. The Clerk to keep Cllrs informed regarding this matter.

**RESOLVED:**

**To receive this information.**

**3.7 Tree works at Butterwick Allotments and North End:**

AW Treecare will undertake this work in November 2015. When on-site at Butterwick Allotments they will also chip the trees in the recycling bays at Sedgefield Cemetery free of charge. The Clerk to keep Cllrs informed regarding progress.

**RESOLVED:**

**To receive this information.**

**3.8 Roundabouts:**

The Clerk has written to Mr Oliver Sherratt of DCC with regards to the state of the two larger roundabouts on the outskirts of the Town. No response has yet been received. The Clerk to keep Cllrs informed regarding this matter.

**RESOLVED:**

**To receive this information.**

**3.9 Arched Ivy Wall – Ceddesfeld Hall:**

A quotation has been received from Mr Kearton to re-point the wall and the Clerk, under her emergency powers, has approved for this work to go ahead as a matter of urgency. The Community Development Officer had looked at options for grant funding to undertake this work, however, none was available. A letter has been sent to the Bloom reminding them that Town Council permission is to be sought before any work is undertaken on Council property (see 6.1 for Bloom response) and this matter was also discussed at the Joint Bloom/Town Council meeting on 15<sup>th</sup> October 2015.

**RESOLVED;**

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

**3.10 Electricity Supply on Village Green:**

Purchase orders have now been expedited in order for this work to be undertaken as a matter of urgency. The Clerk to keep Cllrs updated.

**RESOLVED:**

**To receive this information.**

**3.11 Toilet Roof:**

The essential repair work to the Toilet Block roof has now been completed.

**RESOLVED:**

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

**3.12 Dog Fouling on the Village Green:**

The Clerk reported that in response to the recent letter received from Mr Roger Clubley of the Sedgefield Development Trust regarding instances of dog fouling on the Village Green she had contacted Mr James Bennett, Head of DCC's Street Scene to request increased monitoring in this area of the Town plus guidance as to options for dog bins. Mr Bennett has now instructed his Wardens to undertake additional patrolling in this area of the Town. This monitoring will be used to then

consider the best way forward if it is felt that a problem does exist, e.g. installing dog bin(s) or issuing fixed penalty notices. Mr Bennett is to keep the Council updated on the findings of monitoring.

**RESOLVED:**

**To receive this information.**

**4. Public Participation**

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

Mr Tony Guest explained he was the Chair of a group of residents who were concerned about the numerous housing planning applications being levied at Sedgefield and who are actively fighting against them. This Group currently feels it is the only body in the Town looking out for residents wishes. Mr Guest stated the Town Council had already formally adopted The Sedgefield Plan which had then been formally submitted to DCC. Sometimes it is hard to motivate the public but in developing the Neighbourhood Plan the Steering Group had successfully motivated the public in the areas of a Site Preference Survey and voting at public meetings. The results from these were clear, i.e. no development outside the boundary and for brownfield sites to be used first. Mr Guest expressed his view that the Mayor of the Council is specifically supporting one development in the Town outside of this Built Area Boundary and felt that whilst this would generate thanks from the developers concerned it undermined the position of the Town Council and its residents. Mr Guest, through his previous work experience, gave example of how it is too easy to just accept situations being imposed when the reality is people working together can make a change. Finally, Mr Guest asked the question is the Town Council made the decision to back The Sedgefield Plan then is a member in a position such as Mayor disagrees with a decision of her own Council should this person not resign as Mayor, be instructed by Council not to undermine its position or declare a vested interest in future discussions. Mr Guest then gave the Town Clerk a copy of the script he had read. Cllr Alf Walton replied that the Mayor is not the only person who is concerned regarding The Sedgefield Plan and this matter will be discussed later on the agenda. Cllr Walton stated the previous Council had agreed to 300 new dwellings in the Town. It was unrealistic to believe there would be no further building in the Town and there is a need to accept some additional housing. Mr Guest responded that the Steering Group are not against housing but are against excessive, unwarranted houses outside the boundary area. Mr Guest said the Town Council cannot go against what is in a Plan which they have agreed. Residents have clearly said they do not

want housing outside of the boundary area. Mr Guest stated DCC do not have the right to challenge The Sedgefield Plan and the Town Council must back the Plan and progress it. Cllr Alf Walton responded that some Cllrs did have reservations about the Plan.

Mrs Julia Bowles stated it was several months ago that some Cllrs had expressed their reservations about the Neighbourhood Plan and these should have been resolved by now. Mrs Bowles had attended a meeting in Durham with those interested parties regarding the County Durham Plan. At this meeting it had been confirmed that DCC are now actively working on preparing for the next, future examination process of their Local Plan. The interested parties were keen to know the status of The Sedgefield Plan and were very surprised at its current status. Mrs Bowles urged the Town Council to push ahead with the Neighbourhood Plan. Mrs Bowles felt that DCC will continue to keep stalling and it was therefore important that an Inspector be allowed to decide if there were any issues for further consideration. The current situation leaves Sedgefield vulnerable. Mrs Bowles said that no individual should be denied the right to express their views and that personal views should be given when matters are being debated, however, the Town Council must speak as a body. If any Town Councillor is not happy and is supporting a developer then this must be declared and the community made aware. Finally, Mrs Bowles stated the Town Council have signed up to The Sedgefield Plan.

Mrs Janet Spalding asked whether it was in order that a Councillor could support a developer who goes against what the Town Council has agreed?

Mrs Helen Clifford-Brown asked if Councillors had different ideas as to where housing should be built in the Town. Mrs Clifford-Brown stated the public should not just be expected to accept where housing is imposed upon them. Cllr Alf Walton replied that it is everyone's wish to have a Neighbourhood Plan that is right and correct so that it is not thrown out at a later stage.

The meeting was then re-opened.

Cllr Gloria Wills said that she took exception to the comments made about her by the public as she has always been very open about her views when issues have been debated. All her actions have been in the best interest of The Sedgefield Plan and she has actively defended the Town from development citing the recent example of attending the DCC Planning Committee hearing in relation to the three corner field. Cllr Wills said that a sense



of realism was needed as the Government will impose development on the Town and therefore a realistic approach was needed. Cllr Wills asked what about the people of the community who have not spoken in this debate? Cllr Wills said a number of people have spoken to her individually to give her their thoughts.

Cllr Alf Walton commented that Fairhurst were appointed to oversee the development of the Neighbourhood Plan and paid for this work therefore there should be no discrepancies. Cllr Allan Blakemore responded that Fairhurst have done the job that they were asked to do by the Council and said that an Inspector would not throw out the Neighbourhood Plan. DCC must progress the Plan to inspection. An Inspector will then come back to the Town Council if they require clarification/want additional work undertaking. Cllr Blakemore questioned why the statement “we don’t want the Plan thrown out” was being made when there is no precedence of this in the country. The Inspector will give the Town Council the opportunity to rectify any issues which they may identify. Cllr Alf Walton questioned if all the required work had been done when why had Mr Stuart Carter’s recent email been received? Cllr Allan Blakemore replied that DCC are ultra vires in what they are doing with The Sedgefield Plan and going beyond their remit. He reminded Cllrs that a QC had performed a health check on The Sedgefield Plan and confirmed that it met the basic conditions. Cllr Blakemore believed DCC were asking questions which they should not be asking. Cllr Lynne Dentith requested this discussion be postponed until the correct point on the agenda. This was agreed by all the discussion would resume under agenda item A3.

## **5. Reports**

### **5.1 A177 Junction Update Report by Cllrs Alf Walton, Mel Carr and Allan Blakemore**

Cllr Alf Walton reported that he and Cllrs Walton and Blakemore had attended County Cllr John Robinson’s meeting on Friday 2<sup>nd</sup> October 2015 to discuss the current concerns relation to the A177 Junction. This meeting had also been attended by DCC Highways, Durham Constabulary, a local doctor, Mr Phil Wilson MP and his agent. The Clerk reported that since that meeting County Cllr John Robinson, Mr Phil Wilson and his agent had met with Mr Ian Thompson and Mr Dave Wafer both of DCC. The outcome of this latter meeting had been an interim agreement whereby the deceleration lane has been coned off making the junction like a traditional junction. The situation will be monitored for 4 weeks with a further meeting taking place after the third week to review the situation to consider if the

changes could be made permanent.

Cllr Alf Walton expressed his concerns that with the current coning large vehicles are experiencing considerable difficulties in turning into the junction. This is not helped by the camber in the road whereby one side is flat and the other is raised. Cllr Walton reiterated the concerns he had raised at County Cllr Robinson's meeting that the changes in priorities were causing the current confusion at the junction which is resulting in accidents. Cllr Walton hoped the situation would be monitored carefully and an informed judgement made rather than a quick fix. Cllr Ian Sutherland confirmed that he has witnessed the Police present at the junction undertaking what appears to be a traffic survey and monitoring of the junction. Cllr Walton suggested that a hatched area would be a better option. Cllr Mark Cant suggested that this recommendation be forwarded to DCC Highways.

**RESOLVED:**

- i) To receive this information.**
- ii) The Clerk to forward Cllr Walton's suggestion of a hatched area to Mr Keith James of DCC Highways.**

**5.2 Winterton Cemetery Report by Cllr Ian Sutherland**

Prior to the meeting a report had been circulated to all by Cllr Ian Sutherland regarding Winterton Cemetery in which he had proposed a chain and lock be fitted to the pedestrian gate at the Cemetery to improve security. Cllr Sutherland explained that people are using the Cemetery for illicit drinking. The main gate to the site is locked, however, the small side gate is open. Cllr Sutherland believed that closing the small gate would keep people out. Cllr Alf Walton replied that several graves in this Cemetery are still tended and flowers are laid regularly therefore it would not be appropriate to lock the small gate shut. Cllr Walton reported the surrounding wall is in a poor condition and locking the gate would only encourage people to climb the wall in order to get access. Cllr Walton intends to raise the issue of a wall survey at this site with the Estates Working Group.

**RESOLVED:**

**To continue to leave the small gate at Winterton Cemetery open.**

**5.3 Budget for Ceddesfeld Grounds Report by Cllr Ian Sutherland**

Prior to the meeting report by Cllr Ian Sutherland had been circulated to all detailing his recommendation for having a budget that will over time improve the general condition of the grounds at Ceddesfeld Hall. Cllr Sutherland explained that over many years the condition of the grounds has deteriorated and as these are a well used facility by many in the Town they should be kept to a much improved standard. Many years ago grant funding was obtained to install lighting and paths in the grounds. Cllr Dudley Waters commented that when that grant funding had been received he believed there was an agreement in which the Town Council pledged to spend £3,500 per year to make good the grounds. Cllr Sutherland suggested that when the 2016/17 budget is set, and budgets in subsequent years thereafter, this amount be reinstated. Cllr Gloria Wills requested a copy of this agreement be found. Cllr Allan Blakemore suggested that a written maintenance schedule/programme of works is also developed. Cllr Sutherland replied that he had been predominantly thinking about the trees within the grounds and their health and upkeep.

**RESOLVED:**

- i) The Clerk to locate a copy of the agreement entered into by the Town Council.**
- ii) This matter to be considered by the Finance Working Group.**

**5.4 Cemetery Grass Cutting Review Report by Town Clerk and Gardening Supervisor:**

Prior to the meeting the Clerk had circulated to all a Cemetery Grass Cutting Review Report by the Clerk and Gardening Supervisor. The Clerk reminded Cllrs that in 2014/15 the decision had been made, following complaints the previous year from the public, to cut the grass at Sedgfield Cemetery on a weekly basis. This was to be trialled for a year and then reviewed. During 2015/16 there have been no complaints from visitors to the Cemetery regarding the state of the grass. Indeed, numerous Cemetery visitors have taken the time to seek out the Gardening Supervisor and to compliment him on the much improved state of the Cemetery grass. As such the Town Clerk and Gardening Supervisor recommended that in 2016/17 the Town Council continues to cut the grass at Sedgfield Cemetery on a weekly basis as per arrangements in 2015/16. Cllrs agreed in principle to this and to consider this when setting the 2016/17 budget.

Cllr Alf Walton expressed his concern that there are still instances of headstones

being struck by grass cutting operators. Cllr Gloria Wills suggested that appropriate wording be included in the 2016/17 tendering process to ensure this does not happen in the future.

Cllr Mark Cant suggested that with regards those areas of the Cemetery that require ground levelling local farmers be approached to see if they would be willing to supply free of charge some sandy soil. Cllr Alf Walton said this was a good idea and worth exploring but felt that access to the cemetery would be problematic.

**RESOLVED:**

- i) The Finance Working Group to consider this when working on the 2016/17 budget.**
- ii) Cllr Alf Walton to discuss the option of seeking free sandy soil with the Gardening Supervisor.**

**5.5 Tractor Maintenance Report by Town Clerk and Gardening Supervisor:**

Prior to the meeting the Clerk and Gardening Supervisor had circulated to a Tractor Maintenance Report. Cllr agreed to this report's recommendations providing that quotations were obtained first before any work was undertaken on any equipment.

**RESOLVED:**

- i) The Kubota and Kioti tractors continue to be serviced annually during the winter period to ensure their safety and longevity.**
- ii) The Kubota and Kioti tractors be taken to Ripon Farm Services for service during winter 2015.**
- iii) The Gardening Supervisor be asked to prepare a maintenance schedule for all other gardening equipment.**

**5.6 Ceddesfeld Hall: Proposed Funded Bloom Project Report by Community Development Officer and Town Clerk:**

The Clerk circulated to all copies of a report prepared by herself and the Community Development Officer detailing Sedgfield In Bloom Group's proposed Ceddesfeld Hall project for which funding has been awarded by the County Durham Community Foundation (pending the Town Council's approval for the work to proceed). The Clerk confirmed this work had been discussed in detail at the recent Joint Bloom/Town Council meeting on 15<sup>th</sup> October 2015 as notification of the funding offer

had just been received days prior to this. Cllr Ian Sutherland explained that this area of the Hall's grounds are used by lots of people on a regular basis. Currently this area is very over grown and is beyond the physical limitations of the Bloom Group. Quotations have been sought and from these the funding bid prepared. As well as removing the ground ivy and dead tree stump in this area of the grounds there will be a thinning of trees and in some instances felling of trees (as detailed in the attachment to the report) and it is an intention to place wooden stepping stones in the area and a wooden/willow statue. Cllr Lynne Dentith supported this project but expressed concern regarding potential work implications for the already over-stretched Council Gardening Supervisor. Cllr Ian Sutherland replied that there will be no work from this project for the Council's Gardening Supervisor. Cllr Gloria Wills reminded Cllr Sutherland that some of the trees will have TPOs and Cllr Sutherland confirmed that DCC will be actively involved in performing some of the key work in this project. Cllr Mark Cant expressed his concerns regarding wooden stepping stone being used due to the slip risk when wet. Cllr Ian Sutherland agreed to take this back to the Bloom Group and to seek an alternative material for the stepping stones.

**RESOLVED:**

- i) The Town Council approve the proposed Sedgefield In Bloom project so that funding can be accessed.**
- ii) The Clerk to notify Mr Howard Smith and the Community Development Officer of i) above.**
- iii) The Town Council to record the Bloom's commitment to pay for any damage found to the wall (if any) when ivy is removed.**
- iv) The Town Council to record the Bloom's commitment to maintain this area once the refurbishment project has been completed.**

**5.7 Entry to Northumbria In Bloom Competition 2016 Report by Town Clerk:**

The Clerk circulated to all an Entry to Northumbria In Bloom Competition 2016 Report. This report explained 2015 had been yet another very successful year in the Bloom competition for Sedgefield. Northumbria In Bloom will very soon be writing to the Council to invite them to participate in the 2016 competition. The Council need to determine whether or not it will enter the 2015 Northumbria In Bloom competition. The Sedgefield In Bloom Group have said they are happy to continue to undertake their work as in previous years with the same level of support from the Town Council.

Cllr Gloria Wills asked if the Council's Gardening Supervisor is happy with this. The Clerk replied that Mr Young is happy and this matter has been discussed with him.

**RESOLVED:**

- i) The Town Council to apply to enter the Northumbria In Bloom competition for 2016.**
- ii) The Clerk to notify the Gardening Supervisor, Bloom Group, Community Development Officer and Mrs Rowsby of this decision.**

**6. Correspondence**

**6.1 Sedgefield In Bloom (letter from Mr Howard Smith dated 3<sup>rd</sup> October 2015):**

Prior to the meeting the Clerk had circulated to all a letter from Mr Howard Smith, on behalf of the Sedgefield In Bloom Group, dated 3<sup>rd</sup> October 2015. Mr Smith had acknowledged the Town Council's letter regarding the removal of ivy on the arched wall at Ceddesfeld Hall and the Clerk reported this matter had also been discussed, and future communications arrangements agreed, at the Joint Bloom/Town Council meeting held on 15<sup>th</sup> October 2015.

**RESOLVED:**

**To receive this information.**

**6.2 Sedgefield New Cemetery CEM 3442 (letter from Mr Keith Lakey, Commonwealth War Graves Commission dated 28<sup>th</sup> September 2015):**

Prior to the meeting the Clerk had circulated to all a letter from Mr Keith Lakey of the Commonwealth War Graves Commission dated 28<sup>th</sup> September 2015 explaining that due to challenging financial times they had made the decision to terminate the contract with Sedgefield Town Council to maintain the seven scattered war graves at Sedgefield Cemetery. Previously the War Graves Commission have paid the Town Council £21 per annum towards the upkeep of these graves. The Commission noted from their last inspection the graves had been classed as good and it was unlikely they would require any extra work at this point in time. Cllr Ian Sutherland asked if these headstones were checked as part of the Council's Annual Headstone Testing regime. The Clerk confirmed that these headstones were included in that testing regime.

**RESOLVED:**

**To receive this information.**

**6.3 Commemoration Trees (email from Mr Alan Thompson dated 5<sup>th</sup> October 2015):**

Prior to the meeting an email from Mr Alan Thompson dated 5<sup>th</sup> October 2015 had been circulated to all Cllrs. Mr Thompson had requested the Town Council's permission to plant one or four commemorative trees for family members with a long-standing connection to the Town. Mr Thompson had stated that any costs regarding the purchase, planting and future maintenance of the tree(s) would be paid by himself. Cllrs considered this request and referred to Council policy which was to allow no further trees to be planted and instead requested the Clerk to write to Mr Thompson offering the chance to have a memorial bench when one of the existing benches in the Town requires refurbishment. Cllr Alf Walton suggested that in the future the Council may wish to consider having a memorial wall for such requests.

**RESOLVED:**

**The Clerk to write to Mr Thompson informing him that the Council does not allow commemorative trees to be planted, however, there is the opportunity to instead have a memorial bench when one of the existing benches in the Town requires refurbishment.**

**6.4 Sedgefield In Bloom (minutes of meeting held 7<sup>th</sup> October 2015):**

The Clerk circulated to all for information copies of the minutes of the Sedgefield In Bloom meeting held on 7<sup>th</sup> October 2015.

**RESOLVED:**

**To receive this information.**

**6.5 Sedgefield Parking & Waiting Restrictions Order 2011 (letter from Ms Loraine Holding, DCC received 16<sup>th</sup> October 2015):**

The Clerk circulated to all copies of a letter from Ms Loraine Holding of DCC which had been received on 16<sup>th</sup> October 2015. This letter was prior notification of a consultation notice that will appear in the press on 23<sup>rd</sup> October 2015 announcing a consultation that will run from 23<sup>rd</sup> October – 14<sup>th</sup> November 2015 in relation to proposed parking and waiting restrictions on both sides of Salters Lane Industrial Estate from its junction with C38 Salters Lane for its full length.

**RESOLVED:**

**Cllrs to inform the Clerk by no later than 9<sup>th</sup> November 2015 if they have any objections to these proposals.**

**6.6 Sedgefield Allotment Committee (minutes of meeting held 15<sup>th</sup> October 2015):**

The Clerk circulated to all copies of the minutes of Sedgefield Allotment Committee's meeting held on 15<sup>th</sup> October 2015. Cllr Alf Walton confirmed this Group as being the Sowers & Growers. Cllr Walton also reported that the Group are keen to seek more people from the Winterton Allotments. Cllr Gloria Wills expressed her thanks to Cllr Walton for organizing the trophies for the recent prize giving which had been well received.

**RESOLVED:**

**To receive this information.**

**ADDITIONAL ITEMS:**

As agreed at the start of the meeting several additional items were considered as follows:

**A1. Town and Country Planning Act 1990 (as amended) Section 78 – Notification of Planning Appeal (DM/14/02318/OUT):**

The Clerk explained that prior to the meeting she had circulated to all Cllrs a letter from Mr Stuart Timmiss of DCC dated 13<sup>th</sup> October 2015 informing the Town Council that the above planning application (which related to land South of Beacon Avenue/Beacon Lane for a proposed residential development with all matters reserved indicative 42 dwellings) was being taken to appeal with the Planning Inspectorate.

Cllr Alf Walton stated that such an appeal for a major development should be in public and not be a written appeal and urged that people contact the Planning Inspectorate to request a public appeal. Cllr Gloria Wills had requested clarification from DCC as to why this appeal was being considered via writing. DCC had responded stating the decision on whether the appeal is heard by a hearing or written representations is made by the Planning Inspectorate. Cllr Wills agreed with Cllr Walton's earlier comments stating the public should be allowed to go to a public hearing and have their say. Cllr Wills recommended that the Town Council object to the Planning Inspectorate and request the appeal is by public hearing. Cllrs Allan Blakemore and Ian Sutherland supported this recommendation saying it was important to clearly hear all sides in such a situation. Cllr



Blakemore suggested that in addition to requesting a hearing the Town Council also reiterates its objections to this planning application.

**RESOLVED:**

**The Clerk to write to the Planning Inspectorate requesting the appeal is a hearing because it relates to a major development in the Town upon an area of land which has great importance to the Town and local residents. The Town Council believes it is essential the public have access to a hearing to consider this matter.**

**A2. Sedgefield Racecourse Amended Notice of Determination (email and attachments from Ms Karen Robson, Senior Licensing Officer, DCC dated 8<sup>th</sup> October 2015):**

Cllr Mark Cant, who had declared an interest in this matter at the start of the meeting, left the meeting at this point.

The Clerk reminded Cllrs that at the P&R Committee meeting on 12<sup>th</sup> October 2015 she had circulated to all copies of a Sedgefield Racecourse Amended Notice of Determination. Cllr Gloria Wills expressed her surprise that the decision made by the Licensing Committee had been changed. This change had been made not as a result of any appeal by an impacted individual or organization but by the solicitor for the applicant. Cllr Wills questioned how such a change could have been made and why other parties had not been given the opportunity to consider those changes prior to agreement, i.e. why proposed changes are not issued to all interested parties with the opportunity for comment to be made. It was felt that the approach used to make these latest changes had been done behind closed doors. Cllr Dudley Waters pointed out the covering letter stated that this matter had gone through the Licensing Committee. Cllr Wills recommended the Town Council seek clarification from DCC as to how such changes can be made.

**RESOLVED:**

**The Clerk to request from Ms Karen Robson an explanation as to the process of changes being made to licence conditions.**

Cllr Mark Cant returned to the meeting.

**A3. Sedgefield Plan: Draft Letter To Mr Stuart Carter, DCC:**

The Clerk reminded all Cllrs that it had been agreed at the Monthly Meeting held on 12<sup>th</sup> October 2015 to amend the draft letter being proposed to be sent to Mr Stuart Carter of DCC. This had

accordingly been done (and the Clerk expressed her thanks to Mr Mort Spalding of the Steering Group for his assistance in this matter) and the revised draft letter circulated to all Cllrs with the request they give notification whether they were happy with the letter or if they required further amendments (and if the latter then to provide the wording they would prefer to be used) by noon on Monday 19<sup>th</sup> October 2015. Cllrs Allan Blakemore, Dudley Waters, Lynne Dentith and David Brown had all informed the Clerk they were happy with the revised draft letter. Cllrs Gloria Wills and Alf Walton had informed they Clerk they were not happy with the revised draft letter. Cllr Wills had also sent to the Clerk her reasons as to why the letter was not acceptable and this had been duly circulated to other Cllrs at mid-afternoon on 19<sup>th</sup> October 2015 (printed copies of this were also distributed to Cllrs at the meeting in recognition of the fact some may not have seen their emails). In response to the circulation of Cllrs Wills information via email Cllr Rebecca Hagan had stated this information had been sent out too late to be discussed tonight. Cllr Hagan requested time to consider as it was too detailed for anyone to give a formal response or time to consider its contents. Cllr Hagan believed that a reasonable length of time would be given in order to reflect on the complex nature of the legislation quoted and to ensure that it had been interpreted correctly. Cllr Hagan's comments were duly noted by Cllrs.

Cllr Chris Lines felt that there were 3 issues to be considered by the Council – protocol, the Council's position and process. He then elaborated upon each. With regards to protocol and the earlier comments made by Mrs Bowles in public participation, Cllr Lines stated it was acceptable for individual Cllrs to express their own views so long as they did not state they were representing the Town Council when issuing such views. Cllr Lines then spoke about the Town Council's position on housing. Cllr Lines stated his own personal opinion may diverge from that of the Council's as his own view is that Eden Drive with a reduced number of dwellings, a smaller road, a mix of housing and improved/sustainable transport system is the least worst option for significant development in the Town. The Site Preference Survey findings scored Eden Drive to be in the middle of the least favoured sites listing (note Beacon Lane was the least favoured site). Cllr Chris Lines said he had previously asked the question of the Steering Group that if DCC's view prevailed and the Community Hospital and Pactiv sites were not to be used then where would development be accepted and the response received had been Eden Drive. Cllr Lines reminded Cllrs that at no time has the Town Council stated don't build houses at Eden Drive. It was Cllrs Lines view that with some adjustments to the plans for Eden Drive this could deliver the acceptable housing required by the Town and allow the Town to move on. Cllr Lines then moved onto his final point of process. The draft letter has led to diametrically opposing views as to whether DCC can or cannot delay our Neighbourhood Plan. Cllr Lines expressed his anger and said that if the Plan was taken to an Inspector they would look and find that Statutory Regulation 14 had not consulted with land

agents a defined statutory consultee. Cllr Lines had raised this matter previously and been assured by the Steering Group this was not a problem or necessity. Cllr Lines believed this had been a missed opportunity and that at some point in the future this omission would become blatant and therefore he urged the Town Council to re-do the statutory consultation process.

Cllr Mel Carr thanked everyone for their involvement and hard work in the Plan especially Cllr Allan Blakemore who had a very unenviable job. Cllr Carr also thanked Cllr Wills for her effort she put into the response and recommended the Town Council should follow her suggestion and address the issues in detail as a QC working on behalf of developers could also pick out these issues with the Plan. The Town Council have a duty to make sure the plan is water tight and is completed thoroughly. In light of all current applications and appeals it is urgent this is completed as soon as possible.

Cllr Allan Blakemore stated that he had already reiterated his views earlier in the meeting (see Item 4). Cllr Blakemore stated he would not take this matter back to the Steering Group as there would be a negative response. He pointed out that any made (passed) Neighbourhood Plan could be subject to a future legal challenge/argument and nothing that the Town Council could do would stop such a situation. Cllr Blakemore reminded Cllrs that a QC has reviewed the Plan and told us that it complies with the legislation. Cllr Blakemore asked the question – what happens if the Plan does not go forward?

Cllr Mark Cant said he supported the recommendations made by Cllrs Gloria Wills, Mel Carr and Chris Lines.

Cllr Gloria Wills talked through her recommendation as circulated to all Cllrs. Cllr Wills pointed out that the Steering Group have undertaken this process to this point in time but now the Town Council is the Qualifying Body the statutory requirements come into force and it is these to which Mr Carter is referring. The consultation undertaken had been done with all statutory consultees except developers. The Town Council as a Qualifying Body must do this. Reviewing the Basic Conditions is not a role for DCC but they do have a role in ensuring the legal process is correct. It is the role of the Examiner to ensure the Basic Conditions are met.

Cllr Ian Sutherland pointed out that a QC, who has a higher level of understanding of these matters, has reviewed the Plan and been happy with it. Cllrs Gloria Wills and Chris Lines commented that the QC had reviewed the Plan before the Statutory Regulation 14 consultation had been undertaken. Cllr Wills reiterated that the Qualifying Body have to consult and this needs to be

done legally.

Cllr Dudley Waters said he shared the same views as Cllrs Ian Sutherland and Allan Blakemore. He had read the QC's report and feels like the Town Council is ignoring the comments made within that report. Cllr Waters stated that timing is of the essence with regards to the Neighbourhood Plan. Cllr Allan Blakemore agreed with Cllr Waters comments. He explained that DCC is already starting to work on the County Durham Plan and that if this gets approval then the saves policies of the former Sedgefield Borough Council (upon whose policies the current Sedgefield Plan is based) will be thrown out. This will result in our Neighbourhood Plan having to be rewritten yet again. This makes timing of our Plan critical. Cllr Alf Walton stated his belief that it would take DCC at least 6 months to progress their Plan and in this time the Town Council could undertake the additional consultation work required.

Cllr Mel Carr stated the issue is about what the Town Council has not done. He believed the Town Council need to consult with developers. Cllr Gloria Wills commented that it is the role of the Town Council to write the Statement of Consultation. Cllr Allan Blakemore stated that statutory consultees are statutory consultees. Cllr Lynne Dentith expressed her support for Cllr Blakemore and said that it was irrelevant how long the County Durham Plan was going to take as this Town Council had agreed the Neighbourhood Plan and submitted it to DCC and therefore should proceed. Cllr Mel Carr responded that the consultation was flawed and not the Plan. Cllr Mark Cant recommended the consultation be re-issued as quickly as possible. Cllr Mel Carr supported this view. Cllr Chris Lines supported this saying that whilst the Steering Group had met with developers the consultation should be re-done and developers would understand the background to the Plan and its development. Cllr Allan Blakemore voiced his concerns as to how this option could even be considered at this stage as everything that was possible had been done when the consultation was undertaken. Cllr Blakemore asked how such an exercise was to be conducted and urged Council to think about the dynamics. Cllr Chris Lines suggested the original consultation letter be re-issued to developers. Cllr Gloria Wills questioned if the Sedgefield Plan needed to be withdrawn from DCC in order for the consultation to be re-issued. Cllr Lynne Dentith questioned why such an action was required and Cllr Wills stated that because more work was being undertaken. It was agreed that clarification is required from DCC on this matter and Cllr Dudley Waters suggested that suspending or pausing without withdrawing would be far more appropriate.

**RESOLVED:**

- i) The Clerk to seek advice from Mr Stuart Carter regarding the suspending / pausing / withdrawing Plan issue.**

**ii) The statutory consultation process be re-issued to developers.**

**A4. DCC Strategic Housing Market Assessment (email from Mr Scott Brand dated 14<sup>th</sup> October 2015):**

The Clerk circulated to all copies of an email received from Mr Scott Band dated 14<sup>th</sup> October 2015 entitled DCC Strategic Housing Market Assessment – Stakeholders. Cllrs assumed this information must be in relation to the work being undertaken by DCC to revise the County Durham Plan. Cllrs Lynne Dentith and Ian Sutherland commented that the timescale being given for submission of comments was very short, certainly a lot shorter than the 6 weeks required for statutory consultation in relation to Neighbourhood Planning.

**RESOLVED:**

**Cllrs to consider this email and to inform the Clerk by no later than Thursday 29<sup>th</sup> October 2015.**

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

# SEDGEFIELD TOWN COUNCIL

## COMMUNITY DEVELOPMENT & ENGAGEMENT



Minutes of the proceedings of the **OCTOBER COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the Environment committee meeting in the **Council Offices**, Advice & Information Centre, Sedgefield, on **Monday 19<sup>th</sup> October 2015.**

**Present** Cllr Allan Blakemore (Chair)  
Cllr Lynne Dentith (Vice Chair) and  
Cllrs Mark Cant, Mel Carr, Chris Lines, Ian Sutherland, Alf Walton, Dudley Waters and Gloria Wills

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

**1. Apologies**

Cllrs David Brown, Vanessa Carmichael, Tim Jeanes, John Robinson and Maxine Robinson

**2. Declaration of interest**

Cllr Chris Lines declared an interest in Item 6.1 as a member of the Village Games Committee.

**3. Matters of Information**

**3.1 Draft Grant Funding Policy:**

Cllr Allan Blakemore and the Community Development Officer to arrange to meet in the Autumn to progress this matter. The Clerk to keep Cllrs informed of progress.

**RESOLVED:**

**To receive this information.**

**3.2 Apple Orchard:**

The Community Development Officer and the Gardening Supervisor have been tasked to work together to agree on 6 additional trees for the Winterton Orchard and to apply

for these through the Tree Grant Scheme later in the year.

The Estates Working Group have been tasked to consider and draft a Town Council Tree Policy to be brought back to a future Environment Committee meeting.

The Clerk to keep Cllrs informed of progress.

**RESOLVED:**

**To receive this information.**

**3.3 Grant Funding Update Report:**

The Ceddesfeld Park Entrance project was discussed at the Joint Bloom/Town Council meeting on 15<sup>th</sup> October 2015 and a report has been presented to the Environment Committee on 19<sup>th</sup> October 2015.

The Community Development Officer has been tasked to explore the feasibility of Lafarge being approached to fund footpath refurbishment work in the Town. The Community Development Officer to keep Cllrs updated.

**RESOLVED:**

**To receive this information.**

**3.4 Emergency Foodbank:**

The Clerk has informed staff, Durham Christian Partnership and Mr Michael King that the Council will continue to deliver the Emergency Foodbank service on Wednesday mornings. Durham Christian Partnership have expressed their thanks to the Council.

**RESOLVED:**

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

**3.5 Eden Drive Adult Gym Proposal:**

The Community Development Officer has been asked to update her report and re-submit to a future CD&E Committee.

The Clerk has written to DCC to seek reassurance that the S106 money relating to Thurlow Grant is protected (ring-fenced) for use within Sedgfield and make him

aware that we are continuing to scope out our project.

**RESOLVED:**

**To receive this information.**

**3.6 Progress and Open Day:**

The Community Development Officer had forwarded specific details of this event to all Cllrs directly.

**RESOLVED;**

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

**4. Public Participation**

The Chairman, Cllr Allan Blakemore, closed the meeting for the public to give their views and comments. No members of the public present had any comments to make. 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 the Community Development Officer had been circulated to all. The Clerk reported that an outcome is still awaited from DCC in relation to the Delivering Differently grant funding application and reminded Cllrs that the funding bid in relation to the Bloom's Ceddesfeld Hall grounds had been successful (as discussed in detail at the earlier Environment Committee meeting).

Cllr Mark Cant asked if any funding bid was actively being prepared through Sport England in relation to Station Road Playing Field as he was concerned this should not proceed with the array of current outstanding issues relating to this location in the Town. The Clerk confirmed that no funding bid is being prepared this is recorded under the "Potential Grant Funding" heading, i.e. it is an option should Cllrs say they wish to proceed.

Cllr Dudley Waters asked who would make the final decision regarding the allocation



of S106 money. The Clerk reported this would be DCC.

**RESOLVED:**

**To receive this information.**

**5.2 Sedgefield Town Council's Fireworks Display 31<sup>st</sup> October 2015 Verbal Report by Town Clerk**

The Clerk reported that a Fireworks Working Group meeting had taken place at 11am on 19<sup>th</sup> October 2015. Since the last CD&E Committee meeting the following actions have now been undertaken in relation to this year's fireworks event:

- The Clerk has requested to meet with Stewards on-site at Ceddesfeld Hall on Monday 26<sup>th</sup> October 2015;
- The risk assessment for this event has now been finalised and received agreement from G2 Fireworks, AES and the Scouts;
- A letter has been sent to Fishburn Airfield making them aware of this year's event and Cllr Dudley Waters has kindly volunteered to deliver information letters to residents living nearby to the ground of Ceddesfeld;
- Tickets are now on sale at both Town's primary schools, the Council Offices, the Post Office and Ceddesfeld;
- Posters and publicity materials have been circulated around the Town and in the local press;
- The programme detailing the specific timings for the day has been prepared and the operational layout of the entrance in Ceddesfeld car park will be determined on the day of the display as this will be influenced by the number or pre-bought tickets and tickets available to sell on the 'door'.

The Clerk expressed her thanks to those Cllrs who had volunteered to help at this event. Cllr Ian Sutherland also volunteered. The Clerk will liaise with Fireworks Working Group members the week commencing 26<sup>th</sup> October 2015 to determine if one final meeting is required.

**RESOLVED:**

**To receive this information**

**5.3 Snow Party Update Report by Community Development Officer:**

The Clerk circulated to all a Snow Party Update Report which had been produced by

the Community Development Officer following the first Snow Party meeting to commence preparations for the event on 28<sup>th</sup> November 2015. Cllr Allan Blakemore reported that this year there will not be the same format of snow parade as last year. Instead the children will go into the church to sing carols and then have the snow parade from the church to the turning circle where a dance tutor will be present giving instruction. The Christmas lights will be switched on at 4.30pm. The Clerk requested that additional volunteers for this event would be much appreciated and if any Cllrs were able to help to contact the Community Development Officer.

**RESOLVED:**

- i) **To receive this information.**
- ii) **Cllrs to let the Community Development Officer know if they are able to assist with this event.**

**5.4 Youth Working Group Update – Verbal Report by Cllrs Chris Lines and Lynne**

**Dentith:**

Cllr Chris Lines reported to Council that at the last Youth Working Group meeting held on Wednesday 23<sup>rd</sup> September 2015 (minutes previously circulated to all Cllrs in their monthly committee packs) it had been agreed to meet with a representative of the AAP to determine what work is being done on a wider area in relation to youth. A very informative meeting was then held with Ms Sandra Stephenson of the EDRC AAP on Monday 5<sup>th</sup> October 2015 where it became apparent that lots of work in relation to youth is occurring which the Town Council could benefit from being involved with. Ms Stephenson had made Cllrs aware that there is a Youth Forum already in place covering the entire AAP area with 56-60 young people actively involved with the majority of those coming from the Sedgefield area. Cllr Lines suggested that the best way forward would be to invite a representative from the AAP's Youth Forum and Investing in Children to attend the November Community Development & Engagement Committee meeting to give a presentation about their work and findings to date. Cllrs agreed this was a very good idea and the Town Council should be more inclusive in its approach to resolving the long-standing youth issues. Cllr Lines also reported that he had attended the Town's Youth Forum on 6<sup>th</sup> October 2015 as a representative of the Village Games Committee.

**RESOLVED:**

- i) **The Clerk to contact Ms Sandra Stephenson to invite representatives of**

**the AAP's Youth Forum and Investing in Children to give a 15 minute presentation at the CD&E meeting on 16<sup>th</sup> November 2015 with an additional 10 minutes maximum for questions.**

**6. Correspondence**

**6.1 Celebrate Volunteering in Sedgefield – 17<sup>th</sup> December 2015 (letter from Ean Parsons, Chair of Sedgefield Village Games dated 2<sup>nd</sup> October 2015):**

Prior to the meeting the Clerk had circulated to all a letter from Mr Ean Parsons, Chair of the Sedgefield Village Games dated 2<sup>nd</sup> October 2015. Mr Parsons was making Cllrs aware of the Village Games hosting an event on 17<sup>th</sup> December 2015 to celebrate volunteering Sedgefield and provide an opportunity for networking amongst groups. Mr Parsons was seeking a Community Chest donation as well as ensure the event did not miss out any volunteer led organisations when invitations start to be issued. It is possible that such an event could also recruit more volunteers.

**RESOLVED:**

- i) To receive this information.**
- ii) The Clerk to take Mr Parsons request to the next Community Chest meeting.**
- iii) Cllr Chris Lines to suggest to Mr Ean Parsons that he approach Ms Sandra Stephenson of the AAP in order to identify voluntary groups in the area.**

Cllr Lynne Dentith left the meeting at this point.

**6.2 PCC Partners Comic Open Event (email from Mr Steve Ragg dated 13<sup>th</sup> October 2015):**

The Clerk circulated to all for information details of a PCC Partners Comic Open Event taking place at Sedgefield Racecourse on 31<sup>st</sup> October 2015 as detailed in an email from Mr Steve Ragg dated 13<sup>th</sup> October 2015.

**RESOLVED:**

**To receive this information.**

**6.3 Sedgefield 700+ (minutes of meeting held 14<sup>th</sup> October 2015):**

The Clerk circulated to all for information the minutes of the Sedgefield 700+ meeting held on 14<sup>th</sup> October 2015.

**RESOLVED:**

**To receive this information.**

The Chair thanked everyone for attending and closed the meeting at 9.04pm.