

# SEDGEFIELD TOWN COUNCIL

Minutes of the proceedings of the **JUNE SPECIAL Meeting** of the **Council** held at **6 p.m.** in the **Council Offices**, Sedgefield, on **Tuesday 7<sup>th</sup> June 2016**



## MINUTES

**Present** **Cllr. Gloria Wills (Chairman) and**  
Cllrs. Allan Blakemore, David Brown, Vanessa Carmichael, Chris Lines, Maxine Robinson, Ian Sutherland, Alf Walton and Dudley Waters

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

**1. Apologies**

Cllrs. Mark Cant, Mel Carr, Lynne Dentith and John Robinson

**2. Declaration of interest**

The Clerk read out an email from Cllr John Robinson in which he explained that he had been advised to declare both a personal and prejudicial interest in this meeting and to take no part as he is a member of the Rotary and close friend and colleague of one of the applicants for the Casual Vacancy to be considered. No other Cllrs made any Declarations of Interest.

(Cllr David Brown joined the meeting at this point).

**3. Meet The Co-opted Councillor Candidates:**

The Clerk informed Cllrs Items 3 and 4 on this agenda were exempt from the public. Notices informing the public of this fact had been circulated and displayed with clear instruction that Item 5 was open to the public and this commence at 6.45pm.

**4. Appointment of Co-opted Councillor:**

**5. Consideration of Town Council's Potential Use of Rule 6 Status In Relation To Eden Drive Planning Applications (further to email from Mrs Sarah Guest of SVAG dated 11<sup>th</sup> May 2016 and circulated to all Cllrs at or following Environment Committee meeting held on 16<sup>th</sup> May 2016):**

At this point the public were allowed to sit in on the meeting.

(Cllr Vanessa Carmichael joined the meeting).

Cllr Gloria Wills reminded everyone of the content of the email received on 11<sup>th</sup> May 2016 from Mrs Sarah Guest of the SVAG in which the Group offered its support should the Town Council consider applying for Rule 6 Status for the upcoming appeal on the Eden Drive planning application appeal for 230 dwellings. Cllr Ian Sutherland asked if this situation was similar to that situation faced several years ago in relation to the Caravan Park. Cllr Wills confirmed this was the case. Cllr Wills reminded Cllrs that in the situation with the Caravan Park planning application appeal the Residents Forum had applied for Rule 6 Status and the Planning Inspector had been very sympathetic to local people speaking in their own right and acknowledged the consideration work and time they had put into preparing their case, reflecting the view that residents were far more able to put across a community's views than a local authority could. Cllr Chris Lines asked if this meant that use of Rule 6 Status was more effective when achieved by local people. Cllr Wills confirmed this was the case and Cllr Alf Walton supported this by saying the Planning Inspector for the Caravan Park had made a point of congratulating local people for their input into that appeal process. Cllr Allan Blakemore said that the community use of Rule 6 Status would be in-line with the ethos of the Localism Act and could convey a strong message. Cllr Chris Lines asked if the Town Council would still have a voice in the inspection process if the community went ahead with Rule 6 Status. Cllr Wills confirmed that the Town Council will have a voice in the inspection process and that if the residents sought Rule 6 Status this would effectively allow two bites of the cherry as both sides would be able to speak. Cllr Wills pointed out that the Council could not seek Rule 6 Status with a mandate that every Councillor has the same view about the Eden Drive planning application as this is not the case, however, the SVAG as a community group would have the same opinion on the application and therefore could be much more influential in the process. In addition, the Town Council would still make its own representation.

Cllr David Brown referenced the statement "... we understand that the County and the appellant will both have legal representation and we feel that it is vital that the residents of

Sedgefield should also have professional representation” element of Mrs Guest’s email. Cllr Brown said it was unclear if this mean the Town Council were being asked to provide the professional representation or being asked to pay for an outside professional body to give such representation. Cllr Wills reiterated that the SVAG would have a mandate to speak for the community.

Cllr Allan Blakemore recommended that the Town Council go ahead and seek Rule 6 Status. Cllr Gloria Wills expressed caution regarding the associated workload, source requirements and the limited time when also factoring in the already considerable workload of the Council. Cllr Dudley Waters requested clarification as to what Rule 6 Status meant. Cllr Wills explained the process for applying for such a Status which can only be granted by the Secretary of State and is not a given, if granted then this allows the group/organization to become a third party and to actively cross-examine evidence being presented. (Cllr Maxine Robinson joined the meeting at this point). Cllr Wills stated that it would be more beneficial to the Town if such a Status allowed presentation by a lay person and did not feel that the Town Council could do this at the moment. Cllr Ian Sutherland asked if it was possible for the Town Council to financially support the SVAG if it went ahead with Rule 6 Status. Cllrs Wills and Dudley Waters said that yes this was legally possible, however, Cllr Wills pointed out that potentially other funding sources such as Planning Aid could also be available. Cllr Allan Blakemore asked if the SVAG wanted to apply for Rule 6 Status in their own right or whether they were asking for financial support from the Town Council? Cllr Dudley Waters proposed the meeting be opened to the public as members of the public present who were part of the SVAG could be able to provide the answer to that question. This was agreed by all. (Cllr Tim Jeanes joined the meeting at this point).

Mrs Julia Bowles of the SVAG said she had been involved in discussions at the Group when Rule 6 Status was considered. The Group recognize that the attainment of such a Status, and subsequent work during an inspection, is huge and the SVAG as a result are not willing to take this on and have not got the time and effort to do so. Hence the suggestion that the the Town Council or another body seek attainment of Rule 6 Status. Mrs Bowles spoke of her experience in this process in relation to the Caravan Park and the importance of being able to cross-examine evidence presented. Mrs Liz Mitchell confirmed that no-one from the SVAG had the appropriate experience hence their reluctance to take this role on.

Cllr Wills offered to help the SVAG if they wished to proceed with Rule 6 Status which she acknowledged was a complex process. Cllr Chris Lines suggested that the Town Council could provide the SVAG with logistical support as well in terms of printing and photocopying.

Cllrs also suggested that further consideration could be given as appropriate as to whether funding support could also be given. Cllr Dudley Waters asked how many residents were on the SVAG and Mrs Bowles confirmed this as 12 -15. Mrs Bowles expressed her concern that DCC may give very little time regarding the date of the process and therefore there will be limited time in which to prepare. Mrs Bowles made Cllrs aware that CPRE are currently questioning the Planning Inspectorate as to the ways in which some local authorities are behaving towards planning applications with recent examples of the Sherburn planning application and Eden Drive planning applications being cited as examples for national discussion. Mrs Bowles felt that action needed to happen quickly.

Cllr Gloria Wills reiterated her view that a lay person is the best way to present at such an examination. Mrs Bowles asked if Cllr Wills would be willing to do this. Cllr Wills replied that she cannot do this as she is a Cllr, however, she reiterated her offer to help the SVAG as much as she is able. Mrs Bowles said that she was also happy to make such a similar offer of assistance based upon her involvement in the Caravan Park appeal.

Cllr Gloria Wills proposed that if the SVAG were willing to seek Rule 6 Status in their own right then the Town Council would support in terms of logistics (photocopying and printing) so that SVAG could approach Planning Aid for help and potential funding. Cllr Allan Blakemore said that he felt the SVAG would need financial support as well as logistical help. He said that if financial support was to be provided the Town Council must agree upon a maximum level as this appeal could be the first of many in the Town and the financial consequences could be major for the Council hence a need to consider what is rationale.

Cllr Maxine Robinson said that if residents did not feel able or confident to take on Rule 6 Status then if nothing was done developers could ride over the Town. Cllr Robinson said this was the first application appeal of this size and felt it was important to battle this and for the Town Council to put money behind this. Whilst she accepted that funding could be sought from Planning Aid it was important the money was found from within the Town Council's own finances as in the past the Council had reallocated money for emergency situations.

Mrs Bowles commented that when Rule 6 had been used for the Caravan Park application it had not financially cost anything as this had been done through the goodwill of the community representatives involved. Mrs Bowles pointed out that the inspection progress is a rolling programme and to a point cannot be too pre-planned as challenges were needed based upon the evidence presented at the time.

Cllr Chris Lines pointed out that it would not be necessary to adopt this approach for each planning application appeal process as this would be dependent upon DCC Planning Officers recommendations made during the consideration of the original application process. The situation with Eden Drive was that DCC Planning Officers had supported this application and it had been refused by Cllrs, however in contrast, the three corner field had been recommended for refusal and then refused by both Officers and Cllrs.

Cllr Ian Sutherland recommended that it would be most preferable for the SVAG to seek Rule 6 Status with the Town Council being prepared to support the Group financially and logistically. Cllr Gloria Wills said Planning Aid could give legal advice to the community and not to the Town Council and that she would be happy to help the SVAG while ensuring the Town Council do not spend huge amounts of money in doing so. Cllr Dudley Waters said that finance is important, however, time and effort and commitment of people is equally important.

Cllr David Brown cited in many planning applications now being considered the argument being made about loss of agricultural land. He pointed out that if someone is living in the Town currently outside of the Conservation Area then they are living in a house that has been built historically on agricultural land. Cllr Brown felt that agricultural land around Sedgfield is abused and the only housing will generate the true value of that land.

**RESOLVED:**

**Mrs Julia Bowles to take back to the SVAG the suggestion that they proceed with seeking Rule 6 Status and that Cllrs through joint working arrangement would provide support to the Group's members.**

The Chair thanked everyone for attending and closed the meeting at 7.25 pm.

# SEDGEFIELD TOWN COUNCIL

Minutes of the proceedings of the **JUNE MONTHLY MEETING** of the **Council** held  
**At 7 pm** in the **Council Offices**, Sedgefield, on  
**Monday 13<sup>th</sup> June 2016.**



**Present**                    **Cllr. Mel Carr (Chairman)**  
**Cllr. Gloria Wills (Vice-Chairman) and**  
Cllrs. Allan Blakemore, David Brown, Vanessa Carmichael, Joanne Elliott, Tim Jeanes, Ian Sutherland and Alf Walton

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

**1. Apologies**

Cllrs Mark Cant, Lynne Dentith, Chris Lines, John Robinson and Dudley Waters

**2. Declaration of interest**

None

**3. Welcome to new Co-opted Councillor and signing of Declaration of Acceptance of Office**

The Chair, Cllr Mel Carr, welcomes Joanne Elliott to her first meeting and fellow Cllrs introduced themselves. Mrs Elliott signed the Declaration of Acceptance of Office form to adhere to the Council's Code of Conduct. This signing was witnessed by the Clerk. Cllr Joanne Elliott was welcomed as Co-opted Councillor to Sedgefield Town Council.

**4. STC Minutes / Committee Reports**

**a. Minutes of Estates Working Group held Thursday 28 April 2016**

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

**b. Minutes of Annual General Meeting held Monday 9<sup>th</sup> May 2016:**

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

**c. Minutes of the Monthly meeting held Monday 9<sup>th</sup> May 2016**

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

**d. Minutes of the P&R committee held Monday 9<sup>th</sup> May 2016**

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

**e. Minutes of Environment Committee Monday 16<sup>th</sup> May 2016:**

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

**f. Minutes of Community Development & Engagement Committee held Monday 16<sup>th</sup> May 2016**

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

**g. Minutes of Estates Working Group held Thursday 19<sup>th</sup> May 2016**

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

**h. Minutes of Estates Working Group held Thursday 26<sup>th</sup> May 2016:**

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

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

**5. Matters of Information**

**5.1 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. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**5.2 Spring Lane – Formal Complaint:**

County Cllr John Robinson to inform the Clerk when an on-site meeting has been scheduled in relation to the Town Council's complaint regarding Spring Lane. No date/time has been received as yet.

With regards to the communication difficulties being experienced in general with DCC the Clerk had met with Mr Steve Ragg of CDALC on 13<sup>th</sup> May 2016 and gave two specific examples (Spring Lane issues and land ownership near Butterwick Cemetery) which will now be taken forward by Mr Ragg with Dr Lorraine O'Donnell.

The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**5.3 Sedgfield Plan:**

The Clerk has not yet received a copy of the minutes as requested for the County Planning Committee held on 5<sup>th</sup> April 2016 at which the Eden Drive Planning application was discussed. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**5.4 Police Report:**

The Clerk has contacted Sgt Alex Clarke regarding the non-inclusion of the reported incident of armed poachers. Sgt Clarke has confirmed that he will investigate this and report back at the next Monthly Meeting (June 2016) with an update.

The Clerk has also requested from Sgt Clarke a report regarding the laws around sulkies being ridden on the roads and parked on highways. Sgt Clarke will again deliver this report later in this meeting.

The Clerk has liaised with DCC's Gypsy Roma Traveller Service and asked them to clarify what they knew of the event on Sunday 8<sup>th</sup> May 2016 and for any plans about future events. Louise of the Gypsy Roma Traveller Service replied by email on 16<sup>th</sup> May 2016 to report the service were unaware that there was a horse drive in the Sedgfield area on Sunday 8<sup>th</sup> May 2016. It appears that this may have been what is known as a Diverse Community Gathering, often impromptu events which are not planned in advance. Louise said it was her understanding that such gatherings are not illegal, however, she would contact the local Police to advise them that Cllrs and residents had raised concerns.

Cllrs to consider the content of Sgt Clarke's reports when delivered later in this meeting.

**RESOLVED:**

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

**5.5 Public Participation:**

Further to comments made by Mrs Sarah Guest regarding a public consultation event in relation to Eden Drive, the Town Clerk had contacted Mr Henry Jones of DCC seeking clarification. Mr Jones had replied via email dated 16<sup>th</sup> May 2016 in which he said the appeal start date is confirmed as 9<sup>th</sup> August 2016. It is expected that this will



be held at Sedgefield Racecourse though DC have not signed terms with them yet. As a result DCC have withheld the issue of a further letter until matters are confirmed. Once this is confirmed a further letter, further to that sent in December 2015, regarding the appeal will be issued. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**5.6 Co-option of Councillor:**

This matter was duly discussed at the Environment Committee meeting held on Monday 16<sup>th</sup> May 2016 and subsequently a Special Town Council meeting was held on Tuesday 7<sup>th</sup> June 2016 to make an appointment.

**RESOLVED:**

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

**5.7 DCC Report by County Cllr John Robinson:**

County Cllr John Robinson to investigate and to circulate to all the Planning Report relating to Sherburn as well as report back the findings from his discussions with DCC Officers. Information awaited from County Cllr John Robinson.

**RESOLVED:**

**To receive this information.**

**5.8 County Durham Plan – Statement of Community Involvement:**

The Clerk has written to DCC detailing the Town Council's comments.

**RESOLVED:**

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

**5.9 Current Planning Applications:**

The Clerk has submitted to DCC Planning Officers all comments made by Cllrs in relation to application 1-4. With regards to application 2 (The Naggs Head) Ms Hilary Sperring of DCC emailed on 17<sup>th</sup> May 2016 to clarify this application seeks to change the use of the premises only. No external alterations are proposed and as such the plans which have been submitted to accompany the application are sufficient for the purpose of planning.

Planning application DM/16/01338/FPA was discussed at the Environment Committee meeting held on 16<sup>th</sup> May 2016.

**RESOLVED:**

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

**6. Dates of Meetings**

Dates of the meetings taking place in June 2016 had been circulated prior to the meeting along with events scheduled from June – November 2016. The Clerk reported that as suggested at the recent AGM the Personnel Committee at its last meeting (7<sup>th</sup> June 2016) had considered scheduling all meeting dates for the remainder of 2016/17 based upon a set day of the month. However, the Personnel Committee had agreed that this would not provide the flexibility required in order to deal with the issues currently being dealt with and instead agreed to continue the arrangement of the last two years whereby the date for the next meeting is determined by Committee members to ensure they will be quorate. Dates of Personnel Committee meetings will be detailed in the monthly Dates of Meetings sheets for other Cllrs information.

**RESOLVED:**

**To receive this information.**

**7. Police Report**

Sgt Clarke presented the Police Report for the period 9<sup>th</sup> May 2016 – 13<sup>th</sup> June 2016 in which the following 22 reported crimes had taken place:

Burglary (other):

- In the early hours of 23<sup>rd</sup> May 2016, unknown persons forced entry to Sedgefield Social Club on Rectory Row. Although those responsible gained entry to the premises nothing was taken and efforts to break into the store room were unsuccessful.
- In the early hours of 24<sup>th</sup> May 2016, two males entered the Hardwick Hall Hotel and took the cash drawer from the till behind the bar. The males have been subsequently identified and are to be arrested for this and numerous shoplifting offences in Sedgefield. The pair are also wanted for numerous offences outside our area.

#### Criminal Damage:

- Between 21<sup>st</sup> May 2016 and 22<sup>nd</sup> May 2016, three small windows were damaged at the Sedgefield Pottery on Cross Street.
- On the evening of 18<sup>th</sup> May 2016, a house window was damaged in Chestnut Road, Sedgefield. A small piece of concrete was thrown at the window.

#### Vehicle Crime:

On 26<sup>th</sup> May 2016, a vehicle was taken with the owner's consent from Howe Hills plantation. The suspect failed to stop for Police. Kai Barker (20 years old) was later arrested and charged with aggravated TWOC and dangerous driving.

#### Other:

There have been 6 shoplifting offences, 2 bilking offences, 2 theft offences – a glass bowl from a bird feeder in Caden Court and a pedal cycle taken from outside the convenience store at Whitehouse Drive. There has been a domestic related criminal damage to a vehicle, 3 harassment offences including eggs thrown at a house and vehicle in Swyfte Close, there have been 2 assaults (1 detected and 1 suspect currently under arrest).

Sgt Clarke was unable to provide crime details as the Police are introducing a new crime reporting system. However, he did report that there have been 17 anti-social behavior incidents in May 2016 compared to 19 such incidents in May 2015 (a decrease of 11%). There have been 7 youth anti-social behavior incidents in May 2016 compared to 11 such incidents in May 2015 (a decrease of 36%).

The next PACT meeting will take place on Tuesday 14<sup>th</sup> June 2016 at 7pm in the Fletcher Room of the Parish Hall. The priority will be the parking issues on the access road to Bolams and damage to grass verge.

Sgt Clarke confirmed that he had discussed with Cllr Alf Walton his query regarding an armed poacher incident omitted from last month's Police Report. With regards to the questions asked by Cllrs and the public at the last Monthly Meeting in relation to the horse event on Sunday 8<sup>th</sup> May 2016, Sgt Clarke reported there is no legislation which relates to horse and cart other than the offence of furious driving. In addition, there are no specific offences for parking on highways. Parking Notices can be issued by civil enforcement officers in instances of willful obstruction only (i.e. would need to stop passage of vehicles to be an obstruction). Sgt Clarke confirmed that no road traffic collisions had been reported to the Police over the weekend of this event. There had been one report that weekend relating

to a horse and cart on the A687 which was being shielded by a horse vehicle. There had not been any Police presence at this event as the Police had not known about this event. It is unknown if this is to be an annual event, however, there is nothing the Police can do to stop such an event. Sgt Clarke concluded that on Sunday 8<sup>th</sup> May 2016 the Police had not received any complaints regarding this gathering. Cllr Joanne Elliott asked if this gathering had been connected to the Appleby Horse Fair. Sgt Clarke confirmed this had not.

Cllr Allan Blakemore asked for further information regarding the Police's new crime reporting system and asked if this would provide better local statistics. Sgt Clarke replied he was unable to answer this question at the moment as this is a big change for the Police and he will be able to provide the answer to this, and crime figures, at next month's meeting.

Cllr Tim Jeanes reported that over the last 12 months he has been living opposite the Black Lion pub and is very concerned that during this time there have been lots of rowdy incidents and on some occasions this has also led to the Police being required. He asked Sgt Clarke if there were any particular issues of concern in relation to this licensed premise? Sgt Clarke replied this location is the main issue in Sedgfield as it where many young people go to drink. This situation has improved over recent years. Cllr Mel Carr noted that Sgt Clarke's report had not included an incident to which the Police had been called at the Black Lion pub on Sunday 12<sup>th</sup> June 2016. Sgt Clarke said he would investigate this comment.

Cllr Gloria Wills reported that three older people from the Town had informed her that during recent visits to the new Post Office they had been harassed by the shopkeeper to buy goods from the shop. Cllr Wills confirmed that someone had reported this matter to the Police and she sought clarification from Sgt Clarke as to whether this amounted to harassment. Cllr Wills said that it was vital that the Town did not lose the Post Office service and this would happen if people stopped going into this facility. Sgt Clarke said that he would be happy to speak to the shop owner if needed. Cllr Wills suggested that the Town Council monitor this situation and refer people to Sgt Clarke if necessary.

Cllr Mel Carr thanked Sgt Clarke for his Police Report.

**RESOLVED:**

**To receive this information.**

**8. Public Participation**

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

Mrs Julia Bowles reported that she had spoken to two people from Middlesbrough recently who had asked if the Town Council allowed horse gatherings in the Town as they had been in the Town on the day of the last gathering with the intention of going into one of the local coffee shops but then decided not to bother. Mrs Bowles said this was an example of how local businesses were losing trade as a result of such events. Mrs Bowles said the Town Council's new website looked very good and she asked if agendas and draft minutes could also be included. The Clerk confirmed that agendas can be included on this site, however, the issue of draft minutes would need consideration through the Policy & Records Management Working Group in the first instance. Mrs Bowles then reported the next meeting of the SVAG would take place on Tuesday 14<sup>th</sup> June 2016 at which the proposal for the Group and Town Council to work together in relation to the forthcoming Eden Drive Planning Appeal process would be considered. Mrs Bowles expressed her grave concerns regarding the documentation from DCC regarding this appeal process and the lack of information regarding dates and deadlines for submission of comments. She felt this was appalling behavior by DCC and expressed the need for an urgent meeting to progress community views following the next SVAG meeting. Mrs Bowles reminded Cllrs of the work undertaken by the Neighbourhood Watch Group with DCC regarding the state of parking around Bolams and noted that DCC have deferred their meeting at which a decision was to be made in order that they can hold further talks with two companies who objected to the proposals. Mrs Bowles said the time taken on this matter was ridiculous. Finally, Mrs Bowles spoke about the Front Line event which had taken place on the weekend of 11<sup>th</sup>-12<sup>th</sup> June 2016 at East Park. This event is now being talked about as an inaugural event being repeated every year. Some residents had reported concerns regarding noise and in particular it was felt the community should have been given prior warning about gun shot/explosive sound effect noise.

Mrs Liz Mitchell reported that she knew of four people who had been to the new Post Office and been harassed to buy items from the shop. She said there was a feeling that preference was being given to those customers who were buying items from the shop rather than the Post Office as the latter were expected to wait until the former were served despite queuing.

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

With regards the Front Line event, Cllr Alf Walton asked if this was within Hardwick Hall's 28 day rule. The Clerk suggested that this question and the concerns raised by Mrs Bowles in

relation to noise and prior warning be raised when Cllrs meet with DCC Officers on 29<sup>th</sup> June 2016 to discuss noise concerns following the Lobster Festival. This was agreed.

Cllr Gloria Wills noted Mrs Mitchell's comments and said this provided further evidence of concerns regarding the Post Office. It was agreed that the Clerk would look into the Post Office's Complaints Procedure and this matter be discussed further at next week's Environment Committee meeting. Cllr Alf Walton said this should be reported to the Police, however, Cllr Allan Blakemore said this is a civil matter which should be dealt with through the Post Office and not a criminal matter. Cllrs agreed with this. Cllr Joanne Elliott questioned whether the shop had certain sales standards/targets which had to be achieved and which may be the cause of this situation. All Cllrs agreed they did not want the Town to lose the services of the Post Office.

## **9. Internal Reports**

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

The Chair reported that over the past month he had attended:

- 6 Town Council meetings;
- A Sedgefield Extra meeting;
- Sedgefield Day.

With regards to Sedgefield Day Cllr Mel Carr reported this had been a successful day despite the weather. He paid praise to the work of primary school children in the invention exhibition and asked for a letter of thanks be sent to the schools involved. Cllr Carr also reported that a number of people on the day had praised the event for having free activities available to participants.

#### **RESOLVED:**

**To receive this information.**

### **9.2 Mayor's Report**

The Clerk read out a report which had been provided by the Mayor, Cllr Chris Lines. Since the last Monthly Meeting Cllr Lines has:

- Participated in the judging of the primary school Magic Formula competition with Business Durham and the Centre for Process Innovation. It had been great to seek such a high level of enthusiasm for the competition and some excellent entries. Cllr Lines congratulated everyone involved, especially the winners and runners up. He also expressed thanks to Sedgefield Rotary Club

for supplying book vouchers as prizes.

- Attended various Sedgfield Village Games 2016 Festival events.
- Attended Sedgfield Day and got stuck in at various stages of the event. Cllr Lines expressed congratulations and thanks to fellow Cllrs and everyone else who contributed. The event really built on last year's format and platform and Cllr Lines believed that it was a great success and wonderful celebration of community.
- Written to Bernd Romanski, the new Mayor of Hamminkeln, congratulating him on this appointment. Later this year Cllr Lines will be visiting Hamminkeln and looks forward to meeting his counterpart there.
- Organised a civic service at St Edmund's Church for Sunday 17<sup>th</sup> July 2016. Cllr Lines hopes Cllrs will join him for this occasion and invitation letters will be issued soon.

**RESOLVED:**

**To receive this information.**

**9.3 Ceddesfeld Hall Lease Update Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all a Ceddesfeld Hall Lease Update. Since this report had been produced the Clerk reported that a meeting has now been scheduled between the Town Council representatives (i.e. herself and Cllr Carr), Durham Community Action and the SCA representatives (i.e. Dr Wendy Gill and Mr Phil Broomhead) for 1pm on Monday 18<sup>th</sup> July 2016 to progress the independent mediation process. Cllr Ian Sutherland expressed the hope that a speedy resolution would then follow. Cllr Gloria Wills asked if any detailed report regarding this process had been presented to the SCA Executive. Cllr Allan Blakemore said the only information presented to the SCA Executive had been of a similar nature to that which had been presented by the Clerk and Cllr Carr to the Town Council. The Clerk confirmed that notes of the meeting between the Town Council and Durham Community Action had been taken by Ms Yvonne Probert and would be shared with all Cllrs as part of the mediation process's progress. The Clerk and Cllr Carr to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

## **10. External Reports**

### **10.1 CDALC Larger Local Councils Forum (minutes of meeting held 12<sup>th</sup> February 2016)**

Prior to the meeting the Clerk had circulated to all copies of the minutes of the CDALC Larger Local Councils Forum meeting held on 12<sup>th</sup> February 2015 for information. Cllr Allan Blakemore informed Cllrs that Mr Steve Ragg is now back in his role as CDALC's Executive Officer following the change in his contract of employment from DCC to CDALC. The Clerk reminded Cllrs that Mr Ragg is now working Mondays – Thursdays.

#### **RESOLVED:**

**To receive the information.**

### **10.2 East Durham Rural Corridor Area Action Partnership Board Meeting – 17<sup>th</sup> May – Key Messages**

Prior to the meeting the Clerk had circulated to all Key Messages from the East Durham Rural Corridor Area Action Partnership Annual General Meeting/Board Meeting held on 17<sup>th</sup> May 2016.

#### **RESOLVED:**

**To receive the information.**

## **11. Correspondence**

### **11.1 DCC Response to letter from Sedgfield Village Action Group (email from Mrs Sarah Guest dated 19<sup>th</sup> May 2016 plus attachment)**

Prior to the meeting the Clerk had circulated to all an email from Mrs Sarah Guest of the SVAG dated 19<sup>th</sup> May 2016 in which she was sharing a letter the Group received from Mr Stuart Timmiss (also dated 19<sup>th</sup> May 2016) in which he explained why the resubmitted planning application relating to the three corner field was being considered. Cllr Gloria Wills referred to the fourth paragraph in which Mr Timmiss states in relation to Section 70A of the Town and Country Planning Act "... this is not an automatic obligation ...". Cllr Wills read out to fellow Cllrs the legal definition of this element of the Act and concluded that for such an application to be resubmitted there must be significant change. Cllr Wills, whilst acknowledging this application was to be considered later at this meeting, asked where was the significant change was between this application and the previous one which had been refused on appeal by the



Planning Inspectorate. Cllr Wills said this process was a waste of public money. The Clerk reminded Cllrs that she had written to DCC Planning Officers asking this same question but no response had been received as yet.

**RESOLVED:**

**To receive this information.**

**11.2 Letter from Mr David Bowles, Past Chairman of The Sedgefield Plan Steering Group to Cllr Mel Carr dated 18<sup>th</sup> May 2016**

Prior to the meeting the Clerk had circulated to all a letter for information from Mr David Bowles, Past Chairman of The Sedgefield Plan Steering Group to Cllr Mel Carr dated 18<sup>th</sup> May 2016.

**RESOLVED:**

**To receive this information.**

**11.3 DCC Proposed Alterations to the Junction of Front Street/Rectory Row, Sedgefield (email and attachments from Mr Howard Smith dated 30<sup>th</sup> May 2016)**

Prior to the meeting the Clerk had circulated to all an email from Mr Howard Smith dated 30<sup>th</sup> May 2016 in which he expressed his concerns regarding a proposal to alter the junction of Front Street/Rectory Row. Accompanying this email had been attachments in the form of a site map and confirmation of the use of County Cllr John Robinson's Neighbourhood Budget to fund this work (£4951.00). The Clerk reported that she had sought clarification from Mr Stuart Best and Mr Colin Hodgson of DCC Highways regarding this proposal and to make them aware a number of residents were not happy about this project, however, neither had known about this proposal or been involved in its development. Mr Hodgson had forwarded the Clerk's query to Mr Lee Mowbray of DCC who had emailed on 6<sup>th</sup> June 2016 to report that DCC do have plans for some minor works on the junction which involves widening a short length of footway and providing some bollards/advisory road markings. It is hoped that these works will improve road safety for both pedestrians and motorists. As is the case with a lot of DCC minor schemes there is no legal obligation to consult on the proposals. None of the changes proposed for Rectory Row in this instance involve the creation or amendment of a Traffic Regulation Order and as the works involved are relatively minor, a consultation exercise was not undertaken in this instance. Typically, if DCC were undertaking a major scheme or one which did involve the creation of a TRO then consultation would be undertaken as a matter of course. This scheme is borne out of

the scheme that was abandoned last year where DCC proposed waiting restrictions on the Rectory Row junction. Mr Mowbray confirmed the work was being funded by County Cllr John Robinson's Neighbourhood Budget and that an on-site meeting had been scheduled between Mr Mowbray, County Cllr Robinson and a couple of members of the public. The Clerk asked for details of this meeting and if the Town Council could be represented. The meeting is to be held on-site at 4pm on Friday 17<sup>th</sup> June 2016 with County Cllr John Robinson suggesting Cllr Alf Walton attend as Chair of Environment.

Cllr Mel Carr reported that Crispin Court falls within the Town's Conservation Area and showed Cllrs a map to confirm this. DCC's Conservation Officer has published extensive material relating to the Town's Conservation Area. Such documentation states that Rectory Row and Crispin Court still follow the same historic lines, height of buildings and footprint, including the corner curve, as detailed in the OS maps of 1860 and 1868. This documentation clearly stipulates the importance of the boundaries and enclosures from the front of properties directly only the pavements which are narrow and part of the variation of the landscape. In the Public Realm element of this documentation it is acknowledged that this area is dominated by a tarmac area with priority given to the highway and states there is adequate provision given to pedestrians and vehicles. DCC's Conservation Officer has said this area of the Town should be left alone. Cllr Carr then showed Cllrs a map of the junction in question with the existing footprint and proposed alterations detailed. The proposal being discussed would see the existing footpath double in width with the addition of plastic bollards and highlighting marked on the corner to restrict parking. If this junction is to be treated in this way then there are five other junctions of exactly the same design within the Conservation Area. Are these going to be altered in the same way to ensure consistency?

Cllr Alf Walton expressed his belief that these proposals were based upon the views of one resident living in Crispin Court.

Cllr Allan Blakemore noted that his proposal was to be funded from the County Councillor's budget. Cllr Blakemore asked where the original request for this alteration had come from and what information had the County Councillor been given? Cllr Blakemore said that the people who had opposed DCC's proposal to install yellow lines in this area in 2015 were just as strongly opposed to this proposal now being considered and DCC Officers need to know this.

Cllr Ian Sutherland said there were no road safety reasons upon which to base these proposals and that instead this scheme showed a bureaucrat wanting to spoil the Town.

Cllr Gloria Wills asked upon what reasons were these proposals based? She also asked if Mr Mowbray had the powers to make such decisions and had he liaised with DCC's Conservation Officer? Cllr Wills said this was a very worrying situation and that if not by chance this proposal could have gone ahead without the Town Council having had any knowledge of it. Cllr Mel Carr agreed and said this could have gone ahead through the AAP without the Town Council's knowledge. Cllr Wills questioned how County Councillor Neighbourhood Budgets were being used as when the new DCC was created an assurance was given that such budgets were not to bolster up what the authority should be doing but were instead to provide additional funding for other things.

Cllr David Brown expressed his frustration at yet another example of DCC not sharing information with the Town Council and said this was out of order.

**RESOLVED:**

- i) To receive this information.**
- ii) The Clerk to inform Mr Mowbray and County Cllr John Robinson that Cllrs Alf Walton and Mel Carr will attend the on-site meeting on 17<sup>th</sup> June 2016.**
- i) Cllrs Walton and Carr to report the outcome of this meeting at the Environment Committee meeting on 20<sup>th</sup> June 2016.**
- ii) The Clerk to request clarification as to what types of funding County Councillors have at their disposal and the criteria for how this money can be spent.**

**11.4 Notification of Withdrawn Appeal for DM/14/00263/OUT – Land South of Eden Drive (letter from Mr Stuart Timmiss, DCC dated 9<sup>th</sup> June 2016):**

The Clerk circulated to all copies of a letter from Mr Stuart Timmiss of DCC dated 9<sup>th</sup> June 2016 informing the Town Council that the planning appeal for planning application DM/14/00263/OUT relating to outline application with all detailed matters reserved except means of access for the erection of a maximum of 230 no dwellings, formation of access and association works for land to the South of Eden Drive, Sedgfield has been withdrawn by Durham Diocesan Board of Finance (c/o Smiths

Gore).

**RESOLVED:**

**To receive this information.**

**11.5 Notification of Withdrawn Appeal for DM/14/00261/FPA – Land to the North of A689 and A177 Roundabout and West of Stockton Road, (letter from Mr Stuart Timmiss, DCC dated 9<sup>th</sup> June 2016):**

The Clerk circulated to all copies of a letter from Mr Stuart Timmiss of DCC dated 9<sup>th</sup> June 2016 informing the Town Council that the planning appeal for planning application DM/14/00261/FPA relating to erection of 85 no dwellings, formation of access and associated works for land to the North of A689 and A177 Roundabout and West of Stockton Road, Sedgefield has been withdrawn by Storey Homes.

**RESOLVED:**

**To receive this information.**

**11.6 Notification of Appeal for DM/15/03808/OUT – Land South of Eden Drive, Sedgefield (letter from Mr Stuart Timmiss dated 9<sup>th</sup> June 2016):**

The Clerk circulated to all copies of a letter from Mr Stuart Timmiss of DCC dated 9<sup>th</sup> June 2016 informing the Town Council that Story Homes and the Durham Diocesan Board of Finance have lodged an appeal with the Planning Inspectorate in response to DCC's decision to refuse planning permission for DM/15/03808/OUT for application in outline with all detailed matters reserved except access for up to 220 dwellings (class C3) and detailed application for a further 80 dwellings (class C3) with associated access, landscaping and works on land to the South of Eden Drive, Sedgefield. This appeal will be dealt with by public inquiry and further details will follow regarding date, time and location.

Cllr Gloria Wills reminded Cllrs that the Civic Trust had previously written to support this particular planning application when it had been considered by DCC's Planning Committee, however, some members of the Trust had said this had been an embarrassing situation and they were going to request this letter was retracted. Cllr Wills asked if it was possible to find out if the Civic Trust had retracted this letter.

**RESOLVED:**

**i) To receive this information.**

**ii) Cllr Mel Carr to seek clarification from the Civic Trust regarding their view on this planning application.**

**11.7 Land South of Eden Drive, Sedgfield (email from Mr Christopher Smith, Nathaniel Lichfield & Partners dated 10<sup>th</sup> June 2016):**

The Clerk circulated to all copies of an email received from Mr Christopher Smith of Nathaniel Lichfield & Partners dated 10<sup>th</sup> June 2016 entitled Land South of Eden Drive, Sedgfield. Mr Smith explained he was writing on behalf of Story Homes and Durham Diocesan Board of Finance in relation to the land South of Eden Drive which will be subject soon to a Public Inquiry by the Planning Inspectorate commencing on 9<sup>th</sup> August 2016. Ahead of the Inquiry the expert witnesses who will be giving evidence to the Inquiry have been instructed by Story Homes and the Diocese to review the case and update the survey work where applicable. Accordingly, E3 Ecology have been instructed to update the ecology survey work which includes a Great Crested Newt Survey. Previously E3 Ecology had approached the Town Council but permission had been refused. Mr Smith was asking if the Town Council would reconsider their approach and allow access so that the appointed Planning Inspector can review robust and comprehensive survey work and form an opinion on the impact of the development. Cllrs agreed the reason why E3 Ecology's previous request had been refused was due to lack of information being provided as to why this survey was being requested and Cllrs now felt aggrieved that they had not been open and honest by stating from the outset their work was in relation to the forthcoming appeal in relation to the Eden Drive planning application. Cllr Alf Walton commented that such surveys need to be done by the end of May and not the end of June as stipulated in Mr Smith's email. Cllr Gloria Wills said that means by which the developers were seeking to get information, i.e. by in the first instance making a request without giving full explanation and then following-up by another means when they did not receive the information they wanted, was insulting. Cllr Wills also asked what are the planning stipulations regarding such surveys on neighbouring locations? Cllr Mel Carr asked what would happen if the Town Council refused this request? It was agreed the Clerk should seek advice from DCC's Ecology Officer regarding this matter. Cllr Allan Blakemore said the survey itself and the way in which the Council is being treated by DCC Planning Officers is insulting. Cllr Blakemore pointed out that in Mr Smith's email (dated 10<sup>th</sup> June 2016) a date is clearly stated for the Public Inquiry, however, in the letter from Mr Timmiss (dated 9<sup>th</sup> June 2016) discussed under item 11.6 of this agenda DCC stated that a date was unknown for this Inquiry. This suggests that one side of this process

are already preparing their case and know the future timescale for submissions etc whilst the other side does not. Cllr Blakemore proposed that a letter be sent to DCC's Chief Executive making him aware of this situation and asking what is happening the Eden Drive planning appeal. Cllrs agreed with Cllr Blakemore's proposal. Cllr David Brown said this was yet another example in a long line of such treatment and pointed out that previous complaints had been made to DCC regarding this but got nowhere.

**RESOLVED:**

- i) Cllrs to discuss this matter at the Environment Committee meeting on Monday 20<sup>th</sup> June 2016.**
- ii) The Clerk to write to Mr Terry Collins, DCC's Chief Executive regarding the Town Council's concerns regarding lack of clear information regarding the forthcoming Eden Drive planning appeal public inquiry.**
- iii) The Clerk to write to DCC's Ecology Officer (cc'ing Mr Henry Jones, DCC Planning Officer) asking if the request from Nathaniel Lichfield is appropriate, the correct procedure for such a request, the correct timings for such testing, the planning stipulations regarding such surveys on neighbouring locations and what happens if the Town Council refused this latest request?**

**12. Sedgefield Plan**

**12.1 Sedgefield Plan Update Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all a Sedgefield Plan Update Report which informed Cllrs that on Monday 23<sup>rd</sup> May 2016 a copy of The Sedgefield Plan and accompanying evidence pack had been posted to Mr Nigel McGurk the appointed Independent Examiner. The Clerk informed Cllrs that earlier that afternoon she had received notification from Mr Stuart Carter of DCC that Mr McGurk had confirmed there would be no hearing from The Sedgefield Plan and he is aiming to have his report completed by the end of June 2016. In this report Mr McGurk will make his recommendation as to the way forward for the Plan, i.e. immediately to community referendum, minor modifications and community referendum or be thrown out. Cllrs agreed this was extremely good news. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

### **13. 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/16/01383/FPA – change of use of garage to enlarge existing residential accommodation, Groom Bungalow, The Tilery, Bradbury:**  
**This application is within the Parish of Bradbury. Cllrs did not have any objections.**
- 2. DM/16/01450/OUT – resubmission of refused application DM/14/02318/OUT, proposed residential development with all matters reserved (indicative 34 dwellings), land South of Beacon Lane, Beacon Lane, Sedgefield:**  
**A written statement by Cllr Chris Lines was read out by the Clerk which objected to this application. Other Cllrs objected to this resubmitted application as there are no significant changes to the former application which was refused by DCC Planning Committee and the Planning Inspectorate. All the previously submitted objections to development on this site are still applicable and valid to this application.**
- 3. DM/16/01477/FPA – erection of detached timber summerhouse to rear, 13 Melgrove Way, Sedgefield:**  
**Cllrs did not have any objections to this application.**
- 4. DM/16/01522/OUT – outline application (all matters reserved except partial means of access, to, but not within the site) for the erection of up to 125 dwellings, associated landscaping and parking, plus demolition of existing buildings, land at the former Sedgefield Community Hospital:**  
**Cllrs agreed they did not have any concern in principle to this brown field site being used for development (as per The Sedgefield Plan), however, it was felt that the lack of detail within this application as it currently stands would mean that it would be refused by DCC Planning Officers. Cllrs request more detail be included in this application in relation to access/egress onto the adjacent main road, details of parking/garage arrangements on the proposed development, details of affordable housing, more specific detail regarding housing composition (does it include bungalows?) and quality of building design (will it meet the requirements of the village?). The Clerk read out on behalf of Cllr Chris Lines his comments opposing this site for development which stipulated that whilst this location is a brownfield site he did not feel that this in itself made it suitable for housing development. Cllr Lines believed this application was vague and lacked detailed but more importantly contradicted Core Objectives ii**

(preserving Sedgefield's distinctive identity) and viii (the elderly and infirm) of The Sedgefield Plan. Cllr Lines believed that supporting this application would also undermine Objectives v (supporting generational continuity) and vi (supporting young people) of The Sedgefield Plan. Other Cllrs present disagreed with the comments expressed by Cllr Lines.

5. **DM/16/01592/TOP – pruning of branches of 1 no. Cherry tree back from boundary with no.14 Turnpike Walk by 1 metre, 14 Turnpike Walk, Sedgefield:**  
Cllrs did not have any objections to this application.
6. **DM/16/01683/FPA – erection of two storey front extension, 3 Pasture Field, Sedgefield:**  
Cllrs did not have any objections to this application.
7. **DM/16/2016/FPA – erection of single storey rear extension, 28 Turnpike Walk, Sedgefield:**  
Cllrs did not have any objections to this application.

**RESOLVED:**

- i) **The comments on planning applications 1-7 above to be submitted to DCC Planners.**
- ii) **Cllr Gloria Wills to represent the Town Council at any future Planning Committee meeting in relation to application 2 above (land South of Beacon Lane)**

The Chair thanked everyone for attending and closed the meeting at 8.38pm.



# SEDGEFIELD TOWN COUNCIL



## POLICY & RESOURCES

Minutes of the proceedings of the **JUNE POLICY & RESOURCES** of the **Council** held following the Monthly meeting in the **Council Offices**, Sedgefield, on **Monday 13<sup>th</sup> June 2016.**

**Present**                    **Cllr. Gloria Wills (Chairman)**  
**Cllr. Mel Carr (Vice-Chairman) and**  
Cllrs. Allan Blakemore, David Brown, Joanne Elliott, Tim Jeanes, Ian Sutherland  
and Alf Walton

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

**1. Apologies**

Cllrs. Mark Cant, Vanessa Carmichael, Lynne Dentith, Chris Lines, John Robinson and  
Dudley Waters

**2. Declaration of interest**

None

**3. Matters of Information**

**3.1 Epitaph Training:**

Training for the Clerk and the Gardening Supervisor is on-hold until a Gardener can  
be appointed and time then be identified for such training to take place.

**RESOLVED:**

**To receive this information.**

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

The Charity Commission have now responded to the Town Council's application to  
create a Mayor's Charity. This response details a number of questions. These are  
now to be considered by the Finance Working Group on 23<sup>rd</sup> June 2016. The Clerk  
to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.3 New Town Council Website:**

The new Town Council website has now been launched.

**RESOLVED:**

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

**3.4 Letter from Mr G Roper – Relocation of Post Office:**

County Cllr John Robinson to keep the Town Council updated as progress is made by DCC Highways in relation to time limiting the layby near Bells Store. The Town Council to monitor parking in this area following Post Office relocation.

**RESOLVED:**

**To receive this information.**

**3.5 Station Road Playing Field:**

An Estates Working Group meeting took place on 19<sup>th</sup> May 2016 to consider the current position regarding Station Road Playing Field. Currently the Town Council is awaiting further information from Mr and Mrs Scott, however, the Clerk has issued a letter to the Scotts reassuring them that this matter continues to feature on the P&R Committee agenda. Mr and Mrs Scott acknowledged receipt of this letter on 6<sup>th</sup> June 2016 and thanked the Town Council and requested this matter be kept open and the field monitored on a regular basis. The Clerk to keep Cllrs updated.

The Clerk informed Cllrs that an email had been received on 10<sup>th</sup> June 2016 from Mr John Reed of DCC in relation to Station Road Playing Field and this would be considered under agenda item 7.10.

**RESOLVED:**

**To receive this information.**

**3.6 Gardener Vacancy:**

The closing date for this new position was Friday 3<sup>rd</sup> June 2016. The Personnel

Committee plus Clerk and Gardening Supervisor undertook a shortlisting exercise on Tuesday 7<sup>th</sup> June 2016. As a result of this 3 applicants have been invited to attend an interview process on Monday 27<sup>th</sup> June 2016. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.7 Outstanding Fairhurst Invoice:**

This matter was discussed at the Environment Committee meeting held on Monday 16<sup>th</sup> May 2016. This invoice has now been paid with a covering letter stating this payment is the full and final amount for the Town Council's account.

**RESOLVED:**

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

**3.8 CAB – Financial Donation:**

The Clerk reported that she has a meeting with Mr Neil Bradbury of CAB on Thursday 30<sup>th</sup> June 2016 and this will include a visit to view potential rooms at Ceddesfeld Hall. The Clerk reminded Cllrs that at this point Mr Bradbury is unaware of the Council's proposal. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4. Public Participation**

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

Mr Aaron Choudhary said he understood the New Generation Church's concerns regarding the Parish Hall were to be discussed later at this meeting. He also informed Cllrs that he had shared further information with the Clerk. The Clerk confirmed receipt of this and thanked Mr Choudhary for supplying photographic evidence which was particularly useful. The Clerk reported that arrangements are now in hand to schedule a meeting for later this week with representatives from the Town Council, the New Generation Church and the

Players in order to discuss these matters face to face collectively and seek a resolution.

The Chair re-opened the meeting.

## **5. Reports**

### **5.1 Alternative Storage for Title Deeds Recommendation Report by Admin Assistant**

Prior to the meeting the Clerk had circulated to all an Alternative Storage For Title Deeds Recommendation Report produced by the Admin Assistant. This report had been based upon discussions at a recent Estates Working Group and provided a recommendation for storing title deeds and documentation securely within the Town Council's premises following notification from Meikles that they are unable to store such documents any longer.

#### **RESOLVED:**

**To purchase the Phoenix FS0442E Series II Fire Fighter Safe Model X-PH-FSO442E and when installed to house all title deeds and documentation currently held at Meikles.**

**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 3<sup>rd</sup> June 2016) / Expenditure (as at 3<sup>rd</sup> June 2016 minus unapproved cheques after 9<sup>th</sup> May 2016)**

#### **RESOLVED:**

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

### **6.2 Cheques for approval after 9<sup>th</sup> May 2016**

Details of cheques for approval 26<sup>th</sup> May 2016 – 6<sup>th</sup> June 2016 had circulated to all Cllrs prior to the meeting. The Clerk circulated copies of cheques for approval for 13<sup>th</sup> June 2016. Cllr Alf Walton believed the cost of the tyres (cheque number 108673) was excessive. The Clerk reminded Cllrs that work is to be undertaken this year to consider trading in the existing tractors and purchasing a more suitable tractor for the work which needs to be undertaken.

**RESOLVED:**

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

**6.3 Debtors list as at 6<sup>th</sup> June 2016**

The Clerk reported that transaction number 2935 relating to Barclays Bank was a historic debt for £278.75 and the Council had agreed to write this debt off. Work is now required in conjunction with the Internal Auditor to remove this from the Council's finance package. The Clerk reported that there is an issue with two Parish Hall invoices for 2015/16 and she will be discussing this at the next Finance Working Group meeting on 23<sup>rd</sup> June 2016.

**RESOLVED:**

**To receive this information.**

**6.4 Bank/Cash Reconciliation as at 29<sup>th</sup> April 2016**

The Clerk reminded Cllrs that this standing agenda item was based upon a recommendation from the Council's Internal Auditor. The Clerk talked through the reconciliation and explained the format and confirmed that currently a number of 'automatic' sweep arrangements are in place between the Council's various bank accounts to ensure that adequate levels of finance are held in the current account while ensuring as much as possible is kept within savings/investment accounts. This is a historic arrangement from when interest rates were considerably higher allowing a return on investment. The Clerk reminded Cllrs that the Finance Working Group is currently looking at options for reducing the number of bank accounts held by the Council.

**RESOLVED:**

**To receive this information.**

**7. Correspondence**

**7.1 Bulletin on National Developments and Meetings – 13<sup>th</sup> May 2016 (email from Mr Jonathan Owen, NALC dated 13<sup>th</sup> May 2016)**

Prior to the meeting the Clerk had circulated to all copies of the NALC Bulletin on National Developments and Meetings dated 13<sup>th</sup> May 2016 for their information. Cllr

Gloria Wills noted the reference within this to House of Commons overturning the Lords and removing the neighbourhood right of appeal and reinserting the requirement of the Local Planning Authority to report on how any completed neighbourhood plan had been taken into account in making a decision and identifying any points of conflict in the Plan.

**RESOLVED:**

**To receive this information.**

**7.2 Bills Announced In Queen's Speech (email from Mr Jonathan Owen, NALC dated 18<sup>th</sup> May 2016)**

Prior to the meeting the Clerk had circulated to all copies of an email from Mr Jonathan Owen of NALC dated 18<sup>th</sup> May 2016 detailing the Bills announced in the Queen's Speech of earlier that day.

**RESOLVED:**

**To receive this information.**

**7.3 Parish Hall Concerns (letter from Mrs Norma Neal, Sedgefield Players dated 16<sup>th</sup> May 2016)**

**7.4 Parish Hall Concerns (letter from Mrs Diane Jones, New Generation Church dated 22<sup>nd</sup> May 2016)**

Prior to the meeting the Clerk had circulated to all a letter from Mrs Norma Neal of Sedgefield Players dated 16<sup>th</sup> May 2016 in which she expressed her Parish Hall concerns in relation to the New Generation Church as well as a letter from Mrs Diane Jones of the New Generation Church dated 22<sup>nd</sup> May 2016 in which she expressed her Parish Hall concerns in relation to certain elements of Sedgefield Players. The Clerk reported that since both letters had been circulated in this month's Committee pack Mrs Neal had submitted a further email and Mr Aaron Chaudhary (New Generation Church) had also submitted additional information which included photographic evidence. The Clerk proposed that a face to face meeting is held between representatives of the Town Council, New Generation Church and Sedgefield Players in order to resolve this situation and discuss matters in an amicable and civilized way. A date/time has been identified and the Clerk needed to check with Cllrs Blakemore and Wills their availability before proceeding. It is hoped that this meeting takes place later this week. Cllrs agreed this was a sensible way

forward. The Clerk to keep Cllrs updated on this matter. The outcome of this meeting to also factor into the on-going work of the Estates Working Group in relation to the Parish Hall.

Cllr Allan Blakemore expressed his concern that Mrs Neal's letter assumed that the Town Council would just accept the lights which have been purchased by the Players. Cllr Blakemore agreed that a joint meeting was the best way forward, however, he pointed out that a considerable amount of time is being spent solely on dealing with two regular users when the Town Council needs to ensure it listens to all and the best way to do this is to set up the previously agreed Parish Hall Users Forum. The Clerk replied that the Users Forum is very important and before the first meeting can be scheduled she recommended the revised Parish Hall User Policy be ready for circulation as this would reinforce issues such as the parameters when bookings are made, equipment usage issues etc. The Clerk confirmed that at the Estates Working Group meeting on 16<sup>th</sup> June 2016 it was hoped to put the final touches to this Policy. All Cllrs agreed the Town Council did not wish to lose Parish Hall Users. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**7.5 Bulletin on National Developments and Meetings – 20<sup>th</sup> May 2016 (email from Mr Jonathan Owen, NALC dated 20<sup>th</sup> May 2016)**

Prior to the meeting the Clerk had circulated to all copies of the NALC Bulletin on National Developments and Meetings dated 20<sup>th</sup> May 2016 for their information.

**RESOLVED:**

**To receive this information.**

**7.6 Nominations for Positions on the CDALC Executive Committee (email from Mr Steve Ragg, CDALC dated 26<sup>th</sup> May 2016)**

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Ragg of CDALC dated 26<sup>th</sup> May 2016 in which he was seeking CDALC Executive Committee position nominations for the AGM in November 2016. Cllr Gloria Wills asked if Cllr Allan Blakemore would consider a Vice President role. Cllr Blakemore agreed to consider this. Cllrs expressed their support for Cllr Waters to continue his role as

Treasurer if he was happy to continue.

**RESOLVED:**

**i) The Clerk to contact Cllr Dudley Waters to see if he is happy to be put forward again for the position of Treasurer.**

**ii) Cllr Allan Blakemore to let the Clerk know if he is happy to be put forward for the position of Vice President.**

**iii) The Clerk to notify Mr Steve Ragg accordingly upon feedback from Cllrs Waters and Blakemore.**

**7.7 Invite Letter to Residents and Stakeholders – Hartlepool Local Plan (email and attachment from Mr Matthew King, Hartlepool Borough Council dated 26<sup>th</sup> May 2016)**

Prior to the meeting the Clerk had circulated to all a letter from Mr Matthew King of Hartlepool Borough Council dated 26<sup>th</sup> May 2016 inviting residents and stakeholders to a Local Plan Launch Event Drop In Session on Thursday 7<sup>th</sup> June 2016. It was agreed that due to the proximity of Hartlepool's boundary with Wynyard that it would be useful for the Town Council to have an attendance at this event. Cllr Gloria Wills agreed to try and attend this event and report back to the Town Council.

**RESOLVED:**

**To receive this information.**

**7.8 Bulletin on National Developments and Meetings – 3<sup>rd</sup> June 2016 (email from Mr Jonathan Owen, NALC dated 3<sup>rd</sup> June 2016)**

Prior to the meeting the Clerk had circulated to all copies of the NALC Bulletin on National Developments and Meetings dated 3<sup>rd</sup> June 2016 for their information.

**RESOLVED:**

**To receive this information.**

**7.9 Bulletin on National Developments and Meetings – 10<sup>th</sup> June 2016 (email from Mr Steve Ragg, CDALC dated 13<sup>th</sup> June 2016)**

The Clerk circulated to all for information an email from Mr Steve Ragg of CDALC dated 13<sup>th</sup> June 2016 detailing NALC National Developments and Meetings dated 10<sup>th</sup> June 2016.



**RESOLVED:**

**To receive this information.**

**7.10 Station Road Playing Field (email from Mr John Reed, DCC dated 10<sup>th</sup> June 2016):**

As referenced in item 3.5 of this meeting, the Clerk circulated to all copies of an email from Mr John Reed, DCC dated 10<sup>th</sup> June 2016 relating to Station Road Playing field. Mr Reed was informing the Town Council that he had met with County Cllr John Robinson on 10<sup>th</sup> June 2016 during which Cllr Robinson said he would like to proceed with the verti drain option on Station Road Playing Field and would fund this from his Durham County Council Member budgets. As the Town Council is the leaseholder Mr Reed would be grateful if permission could be given to proceed with these maintenance works on the field. Several Cllrs expressed surprise at this recommendation as it had been understood County Cllr John Robinson was going to call a joint meeting on the site to which the Town Council would be invited. In addition, the option of verti draining had previously been considered and dismissed as being likely to be ineffective due to the composition of the field.

**RESOLVED:**

**This matter to be discussed at the Environment Committee meeting on Monday 20<sup>th</sup> June 2016 to allow Cllrs time to consider this request.**

**8. Training:**

**8.1 Vermin Control Course (Pelton Parish Council – July 2016)**

Prior to the meeting the Clerk had circulated to all Cllrs details of a Vermin Control Course being run by Pelton Parish Council in July 2016. The Clerk confirmed that the Gardening Supervisor did not feel it was appropriate to attend this course.

For information, the Clerk also reported that CDALC have announced over the coming months training will be provided in relation to finance, procurement and purdah/election procedures. The Clerk will share such information when received from CDALC. Finally, the Clerk reported that at the last Larger Councils Forum meeting CDALC had reported DCC are concerned regarding the significantly increased numbers of Code of Conduct complaints being lodged relating to Town and Parish Councils. DCC Officers will be visiting Town and Parish Councils of most

concern. It has been agreed that after the May 2017 elections further Code of Conduct training will be organized for Town and Parish Councils.

**RESOLVED:**

**To receive this information.**

Cllrs Wills explained that due to the confidential nature of the following item this would be discussed under Exempt Information and asked members of public in attendance 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 9.28pm.



# SEDFIELD TOWN COUNCIL

## COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **JUNE COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held at **7 pm** in the **Council Offices**, Sedgefield, on **Monday 20<sup>th</sup> June 2016**.

**Present**

**Cllr. Allan Blakemore (Chairman) and**

Cllrs. David Brown, Mark Cant, Joanne Elliott, Mel Carr, Chris Lines, Alf Walton, Dudley Waters and Gloria Wills

**Officer**

Dr Jane Ayre (Town Clerk)

**1. Apologies**

Cllrs. Vanessa Carmichael, Tim Jeanes, John Robinson, Maxine Robinson and Ian Sutherland

**2. Declaration of interest**

None.

**3. Matters of Information**

**3.1 Amateur Photography Competition:**

There has been no time for Cllr Lines and the Clerk to develop a proposal. This work will be scheduled as soon as possible and a proposal presented to a future CD&E meeting. The Clerk has suggested that Cllr Lines may wish to hold this in his capacity as Mayor. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.2 Delivering Differently:**

Discussions are on-going between the Clerk and the Gardening Supervisor regarding the siting of the self-watering containers, however, the actual installation of these is

on-hold until the new Gardener is appointed. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.3 Free Cycle Stands:**

The Community Development Officer, upon her return to work, will continue liaising with DCC regarding this matter. The Community Development Officer to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.4 Draft Sedgefield Grant Funding Policy:**

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

**RESOLVED:**

**To receive this information.**

**4. Public Participation**

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

Mrs Julia Bowles reported the SVAG had agreed to seek Rule 6 Status and have subsequently been informed this Status has been granted by the Inspector. The Group are now collating information and will meet again on 21<sup>st</sup> June 2016 in order to progress this matter. The SVAG recently had a meeting with Mr Stuart Timmiss of DCC regarding the resubmitted planning application for the three corner field. During this meeting Mr Timmiss had said DCC had needed to look again at this application as documentation had now been included regarding the provision of 10% affordable housing, something which had been missing from the original application. Also at this meeting Mr Timmiss had confirmed that DCC will be employing legal representation for the forthcoming Eden Drive planning appeal. Such representation will be from England & Lyle as well as a barrister.

Cllr Blakemore thanked Mrs Bowles for these comments and the meeting was then re-opened.

## **5. Reports**

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

Prior to the meeting a Grant Funding Update Report by the Community Development Officer had been circulated to all.

#### **RESOLVED:**

**To receive this information.**

### **5.2 Outdoor Fitness Update – Verbal Report by Cllrs Chris Lines and Dudley Waters**

Cllr Lines reported that as the Community Development Officer is currently away from work it is unknown whether any public expressions of interest have been received following articles in the recent Sedgefield Extra and Sedgefield News regarding the possibility of purchasing and installing outdoor fitness equipment using Section 106 money. The Clerk reported that now the latest Sedgefield Extra has been produced, and Sedgefield Day has concluded, she will task the Parish Hall Project Worker to go through emails and produce a summary document detailing any public feedback received in response to the articles by Cllrs Lines and Waters.

#### **RESOLVED:**

**The Parish Hall Project Worker to produce a summary document based upon any email responses received to date and then schedule a meeting with Cllrs Lines, Waters and Blakemore in order to bring a proposal to the July 2016 CD&E Meeting.**

### **5.3 Sedgefield Day Update – Verbal Report by Cllrs Allan Blakemore and Chris Lines**

Cllr Allan Blakemore reported that Sedgefield Day on Saturday 11<sup>th</sup> June 2016 had been a successful day and was well attended by local residents and children. The entertainment put on at Ceddesfeld Hall had been first class and the Hall and grounds had been busy all day. Cllr Blakemore stated that if another Sedgefield Day was to take place in 2017 then more volunteers would be required to set up and pack away

following the event as the transportation of items to and from the village green areas is particularly onerous and heavy. Cllr David Brown pointed out that volunteers within the Town are getting older.

Cllr Dudley Waters thanked Cllrs Chris Lines and Allan Blakemore plus Mr Tony Guest and Mrs Sarah Guest for all their sterling work on the day. Cllr Chris Lines also expressed thanks to Cllrs Gloria Wills, Mel Carr, John and Maxine Robinson for their input on the day. Cllr Lines said this event had been a very good coming together of the community. Cllr Lines also praised the PA system which had been purchased for this event.

Cllr Alf Walton asked if the event at Hardwick Park added or detracted from Sedgefield Day attendance. Cllr Lines replied there was no evidence that this event had any impact whatsoever upon Sedgefield Day's attendance. Cllr Lines said the Sedgefield 700+ Group had learned a lot from last year's Sedgefield Day with the result that this year's event was much better advertised and there had been better liaison with local schools.

Cllr Allan Blakemore concluded that a debrief needs to be scheduled for this year's event upon the Community Development Officer's return to work and the details of this will duly be shared at a future CD&E meeting for all Cllrs. During this debrief consideration will need to be given as to whether a Sedgefield Day is to take place in 2017. Cllr Allan Blakemore asked Cllrs if they would be happy to support such an event. Cllrs agreed.

**RESOLVED:**

- i) The Town Council to support the delivery of a Sedgefield Day in 2017 if the Sedgefield 700+ Group wish to proceed with planning such an event.**
- ii) A further detailed written report regarding Sedgefield Day 2016 to be presented to the CD&E meeting upon the Community Development Officer's return to work.**
- iii) Issues for consideration by Sedgefield 700+ Group if a 2017 Sedgefield Day is to be held – more volunteers for setting up and packing away on the day, the need to have a person dedicated to the PA system for the duration of the event making announcements throughout,**
- iv) Issues for consideration by Sedgefield 700+ Group for Snow Party –**

**clarification regarding source of music, purchase of wheeled bags to make the PA system portable for future events.**

- v) The Clerk to ensure the PA system is put onto the Council's insurance policy.**

## **6. Correspondence**

### **6.1 Sedgefield 700+ (minutes of meeting held on 6<sup>th</sup> May 2016)**

Prior to the meeting the Clerk had circulated to all the minutes of the Sedgefield 700+ meeting held on 6<sup>th</sup> May 2016 for information.

**RESOLVED:**

**To receive this information.**

### **6.2 Its Up 2U Funding Scheme (email from Ms Sandra Stephenson, DCC dated 24<sup>th</sup> May 2016)**

Prior to the meeting the Clerk had circulated to all copies of an email from Ms Sandra Stephenson of DCC dated 24<sup>th</sup> May 2016 making the Town Council aware of the Its Up 2U Funding Scheme. This scheme is for capital projects and a sum of £40,000 has been allocated and funding applications can be submitted for amounts between £3,000 and £15,000. Applications can be from any constituted, not for profit group, as long as the project beneficiaries are from the EDRC AAP area. The closing date for the scheme is noon on Friday 12<sup>th</sup> August 2016 and the public voting event will take place on Saturday 26<sup>th</sup> November 2016 at the Active Life Centre in Coxhoe. Voters must live, work, study or volunteer in the EDRC AAP area and be aged 11 and above.

Cllr Mel Carr reported that as a bringing together of work being undertaken by the Estates Working Group in relation to the Parish Hall and the Youth Working Group following its recent event in conjunction with Investing In Children a funding application is being prepared in relation to the Fletcher Room. Cllr Chris Lines reiterated to all Cllrs the importance of children being involved in this process and then the subsequent presentation of this project and the voting process, i.e. for it to be a community led project. Cllr Lines and the Clerk reminded Cllrs that a Youth Working Group meeting is scheduled for 30<sup>th</sup> June 2016 in order to get Investing In Children's feedback from the April 2016 event. In addition, Cllr Lines reported that in order to elicit the views of older young people Investing In Children are going to be assist in

designing a survey that can be run through the Community College's intranet. Cllr Gloria Wills reiterated the deadline date for the submission of funding bids and the urgency for this work to come together. Cllr Allan Blakemore did remind everyone that the Community Development Officer is currently off work and this will have an impact upon staffing resources. Cllr Dudley Waters stressed the importance of having evidence to support the needs being claimed in any submitted application.

**RESOLVED:**

**i) To receive this information.**

**ii) The Parish Hall Project Worker and Clerk plus Cllrs Lines, Carr and Wills to keep Cllrs updated regarding the progression of the funding bid to be submitted.**

**6.3 Somme Commemoration (email from Mrs Norma Neal dated 10<sup>th</sup> June 2016)**

The Clerk reminded Cllrs that prior to the meeting she had circulated to all electronically (and in paper format to Cllr David Brown) an email from Mrs Norma Neal dated 10<sup>th</sup> June 2016 entitled Somme Commemoration. This email extended an invitation to all Cllrs to attend a special commemoration for those Sedgefield men who lost their lives at the Somme. The event on Thursday 30<sup>th</sup> June 2016 will commence at 11am at the war memorial and last for 30 minutes with an exhibition in Ceddesfeld Hall thereafter until 4pm. This event is being run by Sedgefield Local History Society in association with the Village Veterans. In addition, a Remembered at Thiepval exhibition will be held in Ceddesfeld Hall from 10am-4pm on Friday 1<sup>st</sup> July 2016.

**RESOLVED:**

**Cllrs to directly inform Mrs Norma Neal if they would like to attend either of these events.**

**6.4 Scouts 50<sup>th</sup> BBQ (email circulated by Ms Jane Young dated 17<sup>th</sup> June 2016)**

The Clerk reminded Cllrs that prior to the meeting Ms Jane Young had circulated to all electronically (and in paper format to Cllr David Brown) an email on behalf of 1<sup>st</sup> Sedgefield Scouts inviting all to attend a 50<sup>th</sup> birthday celebration event on Saturday 25<sup>th</sup> June 2016 at Hardwick Park. During the day Cllrs are invited along with the public to see the group at work during a typical Scout camp. In the evening there will be a traditional camp fire and BBQ for current and former members and their families.



**RESOLVED:**

**Cllrs to directly liaise with 1<sup>st</sup> Sedgefield Scouts if they wish to attend this event.**

The Chair thanked everyone for attending and closed the meeting at 7.22pm.



# SEDFIELD TOWN COUNCIL

## ENVIRONMENT

Minutes of the proceedings of the **JUNE ENVIRONMENT** committee of the **Council** held at **following the Community Development and Engagement Committee** in the **Council Offices**, Sedgefield, on **Monday 20<sup>th</sup> June 2016.**

**Present**                    **Cllr. Alf Walton (Chairman)**  
**Cllr. Mark Cant (Vice-Chairman) and**  
Cllrs. David Brown, Joanne Elliott, Mel Carr, Chris Lines, Dudley Waters and Gloria Wills

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

### 1.     **Apologies**

Cllrs. Allan Blakemore, Vanessa Carmichael, Tim Jeanes, John Robinson, Maxine Robinson and Ian Sutherland

The Clerk reported that as agreed at the Monthly Meeting and P&R Committee meeting held on Monday 13<sup>th</sup> June 2016 several additional items had been added to this agenda as follows:

- A1 – Consideration of Post Office complaints procedure
- A2 – Proposed alternations to Rectory Row junction – verbal update by Cllrs Carr and Walton
- A3 – Consideration of request for Great Crested Newt Survey
- A4 – Eden Drive Planning Application Appeal update
- A5 – Consideration of Station Road Playing Field request from Mr John Reed, DCC
- A6 – Revised planning application for land South of Harap Road, Garmondsway, Fishburn

### **RESOLVED:**

**These items would be considered after the ‘Correspondence’ element of the meeting.**

### 2.     **Declaration of interest**

None.

### **3. Matters of Information**

#### **3.1 Tractor Maintenance Report:**

The Gardening Supervisor to commence preparing a maintenance schedule for all other gardening equipment upon the appointment of a new Gardener. The Finance Working Group and Gardening Supervisor to commence discussions in 2016/17 in relation to potentially trading in existing tractors and purchasing a new medium sized machine. The Gardening Supervisor has started to investigate potential options. The Clerk to keep Cllrs updated.

#### **RESOLVED:**

**To receive this information.**

#### **3.2 Footpath Outside Hope Inn:**

The Clerk reported that she has written to Mr John Adamson requesting a timetable for refurbishment of The Hope Inn as well as the comments made during the last Annual Town meeting regarding the Bloom Group's hope the front of the property can be tidied up before Northumbria In Bloom judging. The Clerk reported that she had received a telephone call earlier that afternoon from Mr Adamson in which he apologised for the delay in responding. The windows at the front of the property will be painted towards the latter part of this week and well in advance of Northumbria In Bloom judging. Mr Adamson also reported that he has been working with DCC Planners to revise his original (granted) application to build two houses at the back of the Inn. Mr Adamson would instead like to build to a high standard a Georgian type coach house which will comprise of ten en-suite bedrooms. Mr Adamson envisaged that work would commence on the Inn in August 2016 with an anticipated completion by December 2016. The Clerk updated Mr Adamson on the Council's proposals regarding refurbishment of several village green areas in the Town, including that outside The Hope Inn. Mr Adamson had provided his contact details and would be very happy to attend any meetings regarding this matter and had said he would also be willing to make a financial contribution. The Clerk to keep Cllrs updated regarding this matter. Cllr Gloria Wills said that she would like to see the proposed parking arrangements that would be part of the revised planning application for the Hope Inn. The Clerk confirmed that when received such details would be shared amongst Cllrs and considered at the appropriate Monthly Meeting.

**RESOLVED:**

**To receive this information.**

**3.3 Sedgefield In Bloom – Ceddesfeld Hall Project (Car Park Area):**

Currently the Bloom Group are awaiting DCC to apply the second application of spraying. Cllr Ian Sutherland as Bloom Champion to keep Cllrs updated on this project.

**RESOLVED:**

**To receive this information.**

**3.4 Annual Headstone Safety Testing:**

The Gardening Supervisor is liaising with the Council's grave digging contractor in order to lay flat those remaining unsafe headstones which are too heavy to lay flat manually. A maximum price for this work has been submitted to the Town Clerk and approved so that the work can take place as quickly as possible. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.5 Quotations to Temporarily Fill Various Potholes:**

Darnton & Young have now temporarily filled the potholes in the footpath outside The Hope Inn.

**RESOLVED:**

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

**3.6 Youth Shelter:**

The Clerk has liaised with the Gardening Supervisor regarding the Christmas Tree decorations and other materials stored in the toilet block next to the youth shelter. When planting has finished arrangements will be made for a scrap man to take away the decorations and a skip hired to remove all other materials.

The Clerk reported that PC Todd has suggested that a list of instructions for using the Youth Shelter would assist him when dealing with problems in that location,

instructions including issues such as age limit for use etc. It was agreed that this be given consideration in the form of producing a responsible use type list of instructions. The Clerk to present a proposal to the next Estates Working Group meeting for consideration.

**RESOLVED:**

**To receive this information.**

**3.7 Village Green Footpaths:**

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

**RESOLVED:**

**To receive this information.**

**3.8 Ceddesfeld Trees:**

AW Treecare have been requested to investigate those trees identified in Cllr Sutherland's report as well as the cherry tree outside Cherry Tree Nursery and the Swedish White Beam on the centre of the village green. AW Treecare have advised that this will require a more in-depth consideration of all trees within the grounds of Ceddesfeld Hall and the findings of a survey will follow in report format soon. Cllr Alf Walton said the content of such a report will have cost implications of the Town Council. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.9 Street Lighting Energy Reduction Programme:**

The Clerk has written to Ms Yvonne Roberts of DCC expressing the Town Council's concerns and questions. A response has now been received from Mr John Reed and will be considered under item 6.2 of this agenda.

**RESOLVED:**

**To receive this information.**

### **3.10 Hardwick Hall Hotel Noise Complaints:**

A joint meeting has now been arranged between Ms Helen Johnson, Mr Stephen Pollock and Mr Gary Keaye all of DCC on Thursday 29<sup>th</sup> June 2016 to discuss noise from the recent Lobster Festival. An invitation has been sent to all Cllrs to attend.

In addition, the Clerk has requested from Mr Pollock an update regarding the outcome of his meeting with the Hardwick Hall Hotel's Manager (as referenced in his email dated 27<sup>th</sup> April 2016). Mr Pollock replied via email dated 20<sup>th</sup> May 2016 that a meeting had taken place and he had been informed that on the night of the event the wind was from a more northerly direction which pushed the noise more towards the south/east. This was suggested as an explanation for why the noise experienced by the residents who were disturbed in that direction from the site. In order to investigate noise from any future events DCC could install noise monitoring equipment in a resident's property if they wished. The Clerk recommends that this matter is discussed at the meeting on 29<sup>th</sup> June 2016.

The Clerk to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive this information.**

### **3.11 Great Crested Newt Survey:**

The Clerk has informed Mr Perkins of E3 Ecology Ltd that the Town Council does not give its permission for a Great Crested Newt Survey to take place on the pond at Ceddesfeld Hall.

The Clerk reported that a further request of such a survey would be considered under Additional Item 3 of this meeting's agenda.

#### **RESOLVED:**

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

### **3.12 Bloom Project Ceddesfeld Gardens (wall adjacent to Hall):**

The Clerk has emailed Mrs Norma Neal making her aware that no decision can be made regarding the Bloom Group's proposal until discussions have taken place with DCC's Conservation Officer. The Clerk has arranged a meeting with DCC's

Conservation Officer on 21<sup>st</sup> June 2016 and issued an invitation to all Cllrs plus Mr Howard Smith of the Bloom Group. Mr Smith is unable to attend so Mrs Neal will be the Bloom Group's representative at this meeting. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.13 Fairhurst Outstanding Invoice:**

This invoice has now been paid with a covering letter stating this payment is the full and final amount for the Town Council's account.

**RESOLVED:**

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

**3.14 Planning Application – 1 Stockton Road:**

The Clerk has made DCC Planning Officers aware that the Town Council does not have any objections to this application.

**RESOLVED:**

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

**3.15 Co-option of Councillor:**

A Special Town Council meeting was scheduled for Tuesday 7<sup>th</sup> June 2016 and an invitation had been issued to potential candidates to attend if they wish.

**RESOLVED:**

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

**3.16 Planning Application – Three corner field:**

The Clerk has written to DCC's Planning Officer requesting this application be considered by Planning Committee and requested the Town Council's specific comments be submitted by no later than 15<sup>th</sup> June 2016. In addition, the Clerk has asked for clarification as to how this application has complied with Section 70 of the Town and Country Planning Act. This application was discussed at the Monthly Meeting held on Monday 13<sup>th</sup> June 2016.

**RESOLVED:**

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

**3.17 Rule 6 Status:**

The potential use of Rule 6 Status had been added to the Special Town Council meeting agenda for Tuesday 7<sup>th</sup> June 2016.

**RESOLVED:**

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

Cllr Dudley Waters commented that he had read a recent email which appeared to suggest that proposed work for the alterations to Rectory Row junction was being funded by the AAP. This is not the case. The Clerk confirmed this matter was to be discussed under agenda item A2. The Clerk also reported that when this matter had been discussed at the previous week's Council meeting it had clearly been stated this work was being funded through the County Councillor's budget and not the AAP.

**4. Public Participation**

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

Mrs Julia Bowles asked if the Town Council still monitor the status of pavements and roads around the Town. Mrs Bowles commented that the pavements down The Lane and White House Drive are in a poor condition and there is a large pothole at the nearby junction. The Clerk was asked to report this to DCC.

Mrs Liz Mitchell expressed her concerns regarding cars which are parked around the Youth Shelter at evenings. This can be quite intimidating and vehicles are being parked by youths who then sit in them and rev their engines. Mrs Mitchell and Mrs Bowles expressed their concerns regarding the speed at which vehicles are driven up and down the lane between the Doctors surgery and the Town Council Offices. The Clerk was asked to report this to PC Todd.

Cllr Walton thanked the public for their comments and the meeting was then re-opened.



## **5. Reports**

### **5.1 Memorial Benches Update Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all a Memorial Benches Update Report. Since producing this report full quotes have now been obtained for refurbishing the Thompson memorial bench on the church bank below the pizza shop and costings agreed with the family. Payment has been received and when cleared through the banking system work will be undertaken by Mr Norman Burchett. It is envisaged this bench will be refurbished before 11<sup>th</sup> July 2016.

The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

### **5.2 Eden Drive Playground Signage Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all an Eden Drive Playground Signage Report informing Cllrs that a new sign has been ordered and fitting will be arranged through DCC's Playground Inspectors. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

### **5.3 Mediaeval Fayre 2016 Report by Cllr Gloria Wills**

Prior to the meeting the Clerk had circulated to all a Mediaeval Fayre 2016 report by Cllr Gloria Wills. Before discussions took place regarding this report the Clerk informed Cllrs that on 16<sup>th</sup> June 2016 a letter of thanks from the Mediaeval Fayre Committee Secretary, Mr John Robinson, had been hand delivered regarding the 2016 Fayre. The Clerk read out this letter and it was noted that it contained within it a reference to a debrief meeting on Wednesday 15<sup>th</sup> June 2016 at 8pm to review the 2016 event and consider the 2017 event, however, this meeting had already taken place before the letter was delivered. Cllr Gloria Wills asked if the Town Council's SCA representatives were aware of the meeting on 15<sup>th</sup> June 2016 and they confirmed that they had been unaware.

Cllr David Brown stated the Mediaeval Fayre was an event which had run for 46

years. He accepted the issue in Cllr Wills report that the SCA had only requested the village greens for one day when in fact they should have asked for two days, however, he pointed out that as the Fayre is an event which has grown over time it is not possible to expect setting up, holding the event and clearing up can all take place on the same day. Cllr Brown said this was a long-standing event and that local residents know when this is to be held and should make appropriate arrangements to ensure they are not inconvenienced. Cllr Brown pointed out that the Ball Game has taken place for far longer and everyone knows this will happen on Shrove Tuesday and accept this when collecting their children from school. Cllr Brown felt that a simple request to the SCA for the fairground rides not being set up on the Friday until after 9am would overcome the issues identified in Cllr Wills report. Cllr Alf Walton requested Cllr Wills explain her report and then he would ensure all Cllrs, including Cllr Brown, got the opportunity to say their comments.

Cllr Gloria Wills said the Mediaeval Fayre was a wonderful event and had become a proud tradition over its 46 years, indeed she had been involved personally over the years. Cllr Wills said she did, however, have some concerns as detailed in her report. Most notably the SCA had not informed the Town Council this was to be a two day event for the show rides and it was important to raise this point to determine whether appropriate legal documentation had been put in place as well as insurance. Cllr Dudley Waters said that whilst he was not involved in the 2016 event he did know that insurance cover was in place for the two days. Cllr Wills said that no permission had been sought by the SCA for 2 days usage of the village greens and the Town Council just needed to ensure that in future years clear clarification is given as to the exact start and finish times for the event along with a request that no setting up by fairground rides takes place before 9am. Cllr Wills reiterated that for the 2016 Fayre fairground rides had been double parked along the roads around the school making access extremely difficult for parents.

Cllr Joanne Elliott reported that she had received feedback from local people regarding the presence of commercial fairground rides at this event which not only made it expensive to attend but did perhaps detract from the type of event. Cllr Chris Lines agreed there had been a rise in the number of fairground rides at the Fayre and perhaps this coincided with the increase in the age of volunteers to help to organise and run such events, as experienced and mentioned earlier in connection to Sedgefield Day.

(Cllr Dudley Waters left at this point).

Cllr David Brown concluded with his belief that those parents who had complained should use their intelligence to ensure their child's safety when accessing the school at a time when the village greens are in use. Cllr Brown said the Mediaeval Fayre belonged to the Town.

**RESOLVED:**

**The Clerk to write to Mr John Robinson and request that for 2017's event and beyond clear clarification is given as to the exact start and finish times for the event along with a request that there is no setting up by fairground rides takes place before 9am so as to allow children easy access to school.**

**6. Correspondence**

**6.1 Bloom Project in Ceddesfeld Gardens (email from Mrs Norma Neal dated 18<sup>th</sup> May 2016)**

Prior to the meeting the Clerk had circulated to all an email from Mrs Norma Neal dated 18<sup>th</sup> June 2016 entitled "Bloom Project in Ceddesfeld Gardens". In this email Mrs Neal reported to Cllrs the Bloom Group's new secretarial arrangements and then gave background information regarding the re-rendering of Ceddesfeld Hall in 1991/2. The Clerk reminded Cllrs that Mrs Neal's original request on behalf of the Bloom to re-render the wall with the arched walk way next to the Hall was to be progressed by a meeting with the DCC Conservation Officer on 21<sup>st</sup> June 2016.

**RESOLVED:**

**To receive this information.**

**6.2 Street Lighting Energy Reduction Project (email and attachments from Mr John Reed, DCC dated 27<sup>th</sup> May 2016)**

Prior to the meeting the Clerk had circulated to all an email from Mr John Reed, Head of Technical Services at DCC dated 27<sup>th</sup> May 2016 in which he provided answers to the Town Council's questions regarding risk assessment, survey work (both pedestrian and vehicular), costs of the audit to date, costs of the proposed work to remove the street lights and reason as to why low energy lamps cannot be used. In conclusion, M

Reed had also enclosed a draft Service Level Agreement for consideration should the Town Council wish to retain the 19 street lights within its boundary subject to renewal every 10 years. This email also contained a summary of the associated costs of such an SLA.

Cllrs noted Mr Reed's feedback in response to their questions. Cllrs also agreed that the financial costs are far too high for the Town Council to take over the running of these 19 street lights.

For information, Cllr David Brown updated Cllrs to the fact that the DCC street light on Rectory Row is still burning continuously as he informed the Town Council at the May 2016 Environment Committee meeting. Cllr Brown continues to report this matter directly to DCC but commented that the irony of this situation cannot be lose.

**RESOLVED:**

**i) To receive this information.**

**ii) The Clerk to thank Mr Reed for his feedback and inform him that the Town Council does not wish to proceed with an SLA in relation to these street lights as the financial costs are beyond the Council's budget. Within this letter the Clerk to convey the Town Council's belief that DCC do have a duty of care to provide this facility on this main route and question if the proposed large scale development on the former Sedgefield Community Hospital site and proposed on-going expansion of NETPark have been considered when making this decision?**

**6.3 Sedgefield In Bloom (minutes of meeting held on 1<sup>st</sup> June 2016)**

Prior to the meeting the Clerk had circulated to all copies of the Sedgefield In Bloom Group minutes of their meeting held on 1<sup>st</sup> June 2016. Cllr Alf Walton requested the Clerk seek clarification regarding the final bullet of item 4 which states that a shed is to be erected in the Ceddesfeld Hall compound and to point out that this will require STC permission and will be within the Town's Conservation Area. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**i) To receive this information.**

**ii) The Clerk to request from Mr Howard Smith more information regarding the**

**proposed shed for the Ceddesfeld Hall compound.**

**6.4 County Durham Environment Awards 2016 (email dated 13<sup>th</sup> June 2016):**

Prior to the meeting the Clerk had circulated to all electronically (and in paper format to Cllr David Brown) an email dated 13<sup>th</sup> June 2016 announcing the County Durham Environment Awards 2016 are now open for entries. Attached to the email was further documentation regarding the categories and criteria for nominees. The closing date for entries is 15<sup>th</sup> July 2016.

**RESOLVED:**

**Cllrs to forward to the Clerk by no later than 30<sup>th</sup> June 2016 details of any nominees.**

**6.5 Sedgefield Conservation Area Character Appraisal (email from Ms Judith Miller, DCC dated 10<sup>th</sup> June 2016):**

Prior to the meeting the Clerk had circulated to all electronically (and in paper format to Cllr David Brown) an email from Ms Judith Miller, DCC entitled "Sedgefield Conservation Area Character Appraisal" dated 10<sup>th</sup> June 2016. This email informed the Council that the boundary amendments to the Sedgefield Conservation Area following a consultation exercise were approved by Head of Planning and Assets of DCC on 3<sup>rd</sup> May 2016. The final version of the character appraisal is available on the DCC website along with the revised boundary map. The Article 4 Direction removing permitted development rights for external alterations to residential properties remains in place.

Cllr David Brown reported that he had attended one of the consultation events in the updating of this appraisal document. Cllr Brown had no issue with the boundary changes now being enforced, however, he pointed out that the recent planning application to land at the rear of the Presbytery did not comply entirely with the Character Appraisal. Cllr Gloria Wills said that the Sedgefield Conservation Area Character Appraisal document placed great stall on the Town Wall and the need to protect it but then DCC allowed a planning application to be passed which saw this feature be knocked down. Cllr Wills said it was important to protect the Town Wall in entirety and to apply rules consistently. Cllrs agreed with this.

**RESOLVED:**

**To receive this information.**

## **ADDITIONAL ITEMS:**

At this point in the meeting those additional items agreed at the start of the meeting were considered as follows:

### **A1 – Consideration of Post Office complaints procedure:**

The Clerk reported that following the discussions at the Monthly Meeting held on Monday 13<sup>th</sup> June 2016 she had investigated the complaints element of the Post Office's website. To register a complaint an on-line form should be submitted detailing as much information as possible. It was agreed that if any complaints regarding the Post Office are brought into the Town Council offices then people be referred to the on-line complaints procedures. It was agreed the Town Council should continue this situation as the Post Office is an essential service for the Town.

### **RESOLVED:**

**To receive this information and to continue to monitor this situation.**

### **A2 – Proposed alternations to Rectory Row junction – verbal update by Cllrs Carr and Walton:**

Cllr Mel Carr reported that he and Cllr Alf Walton had meet with County Cllr John Robinson, Mr Lee Mowbray (DCC), two residents (one from Crispin Court and one from Rectory Row on Friday 17<sup>th</sup> June 2016 at 4pm on-site at Rectory Row junction near Crispin Court. The resident from Crispin Court has complained about cars parking adjacent to their window and the potential for carbon monoxide poisoning as a result. When delivery vehicles park in this area the view from the window is completely blocked. In addition, there have also been instances of vomiting onto this pavement, rubbish being thrown from cars and people injecting themselves with needles, however, Cllr Walton had pointed out this may have been someone with diabetes rather than anything sinister. Finally, concerns had also been expressed regarding the speed at which vehicles enter and exit this junction. Mr Mowbray explained that a no parking proposal had been prepared by DCC which had been turned down in July 2015. A modified scheme had then been prepared by DCC in November 2015 to double the width of the footpath, put white hatching onto 25% of the tarmacked area and install on the widened footpath ten plastic bollards. The resident from Rectory Row spoke on behalf of other residents who had lived in this location from 18 months to 20 years in length. When no parking proposals had been suggested in 2015 a total of twenty two objections were submitted and a similar number have expressed verbal objections to this latest proposal. At the meeting one resident asked for proof of carbon monoxide problems and offered to help scientifically to collect such evidence, however, the resident of Crispin Court declined this offer. One objector from

Rectory Row offered to provide an air conditioning unit, however, this offer was also declined. Crispin Court is a development comprising 14 units and 1 house. There are 7 parking spaces but no visitor parking areas. As a result visitors to Crispin Court park as they can in the Rectory Row area. It is recognised that parking is a problem across the Town. One of the objectors to the current proposal stated that Crispin Court residents purchase these properties knowing, and accepting, the parking problems associated with the location. County Cllr John Robinson said that other problems were also being experienced near to the school on Rectory Row and suggested he set up a further meeting to discuss this further. The meeting had concluded at 6pm. Cllr Gloria Wills thanked Cllrs Carr and Walton for their attendance at this meeting and asked if DCC wanted to still proceed with this latest proposal could they? Cllr Carr confirmed that yes DCC could proceed if they so wished and that they did not need to consult with anyone regarding this matter. Cllrs agreed the Clerk should write to Mr Lee Mowbray of DCC requesting he confirm that no further action will now be taken in relation to the proposed changes to Rectory Row junction.

**RESOLVED:**

**The Clerk to write to Mr Lee Mowbray seeking confirmation that no changes will now take place to Rectory Row/Crispin Court junction.**

**A3 – Consideration of request for Great Crested Newt Survey:**

The Clerk reminded all Cllrs of the email received from Mr Christopher Smith of Nathaniel Lichfield & Partners dated 10<sup>th</sup> June 2016 in which he requested the Town Council's permission to undertake a Great Crested Newt Survey in the pond within the grounds of Ceddesfeld Hall. This email had been shared with all at the Monthly Meeting held on Monday 13<sup>th</sup> June 2016 and then deferred for consideration until this meeting. The Clerk confirmed that over the course of the last week she had sought further advice from DCC's Ecologist, Mr Terry Coult, who had provided answers to the questions raised by Cllrs at the previously Monthly meeting. Copies of Mr Coult's emailed response dated 16<sup>th</sup> June 2016 were circulated to all Cllrs and read. When taking the information provided by Mr Coult and then consider the request from Mr Smith, Cllrs expressed surprise that such a request was now being sought when in total three planning applications have now been submitted in relation to Eden Drive and no previous request has been submitted to the Town Council. Cllrs agreed that this request was now being made too late as a planning appeal process is due imminently and should be based upon the information already obtained. The time for this request was during the development of the planning applications and not in the run up to a planning appeal through public inquiry. Cllrs therefore agreed to refuse permission for this survey to be undertaken.

**ACTION:**

**The Clerk to inform Mr Christopher Smith of Nathaniel Lichfield & Partners of the Town**

**Council decision to refuse planning permission for a Great Crested Newt Survey in the pond at Ceddesfeld Hall.**

**A4 – Eden Drive Planning Application Appeal update:**

The Clerk reported that as requested at the Monthly Meeting held on Monday 13<sup>th</sup> June 2016 she had written to Mr Terry Collins, Chief Executive of DCC with a copy to Mr Stuart Timmiss outlining the Town Council's concerns regarding the lack of information regarding the forthcoming Planning Appeal in relation to Eden Drive and requested clarification regarding the process. Mr Collins had confirmed receipt of this correspondence and stated that a reply was now being compiled for the Town Council.

**RESOLVED:**

**The Clerk to circulate to all Cllrs Mr Collins response when received.**

**A5 – Consideration of Station Road Playing Field request from Mr John Reed, DCC:**

The Clerk reminded Cllrs that at the previous week's P&R Committee meeting an email from Mr John Reed, DCC had been shared dated 10<sup>th</sup> June 2016 in which he was seeking the Town Council's permission to verti drain Station Road Playing field with the work being funded by County Cllr John Robinson's Member's budget. Cllr Alf Walton said that verti draining was not a realistic option for this location and pointed out that no representatives from the Town Council or the Station Road/Ivy Row Residents Alliance had been invited to County Cllr Robinson's meeting with Mr John Reed. Cllr Walton reported that he had been informed by Mr and Mrs Scott of the Residents Alliance that work has recently been undertaken on the field to remove tree roots from a culvert on the field, however, it was unknown who had undertaken this work.

**RESOLVED:**

**The Clerk to write to Mr John Reed of DCC requesting clarification regarding the removal of tree roots from a culvert on the field. Until it is know what tree work has been done and by whom the Town Council will not be able to give permission for any verti draining to the field.**

**A6 – Revised planning application for land South of Harap Road, Garmondsway, Fishburn:**

The Clerk circulated to all a letter from Mr Stuart Timmiss of DCC dated 16<sup>th</sup> June 2016 in which he is reported that amendments have now been made to the planning application for land South of Harap Road, Garmondsway, Fishburn which the Town Council has previously commented on.

**RESOLVED:**

**If Cllrs have any further comments regarding this application to inform the Clerk in order that this can be considered at the next Monthly Meeting in July 2016.**



**7. Tenders – Gates for Council Compound area at Butterwick Road Cemetery:**

Cllr Alf Walton reported that three quotations had been sought to provide and install gates for the on-going work to create a Council compound area at Butterwick Road Cemetery as part of the continuing work to isolate this area from Cemetery Lodge. Only two quotations had been submitted for consideration and there were duly discussed.

**RESOLVED:**

- i) To accept the quotation of Peart Fencing Contractors for gates (Alternative 1 non-powder coated green).**
- ii) The Clerk to give instruction to Peart Fencing Contractors for this work to commence and issue a Purchase Order number.**
- iii) The Clerk to inform First Fence of their unsuccessful quotation.**

The Chair thanked everyone for attending and closed the meeting at 8.45pm.

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