



# SEDFIELD TOWN COUNCIL

Minutes of the proceedings of the **NOVEMBER**  
**MONTHLY MEETING** of the **Council** held at  
**7 p.m.** in the **Council Offices**, Sedgefield, on **Monday**  
**14<sup>th</sup> November, 2016.**

**Present** **Cllr. Mel Carr (Chairman)**  
**Cllr. Gloria Wills (Vice-Chairman) and**  
Cllrs. Mark Cant, Vanessa Carmichael, Joanne Elliott, Tim Jeanes, Chris Lines,  
John Robinson, Ian Sutherland, Alf Walton and Dudley Waters

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

## 1. **Apologies**

Cllrs. Allan Blakemore, David Brown, Vanessa Carmichael, Lynne Dentith and Maxine Robinson  
Sgt Alex Clarke

## 2. **Declaration of interest**

None.

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

### **a. Minutes of the Monthly meeting held Monday 10<sup>th</sup> October 2016**

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

### **b. Minutes of the P&R committee held Monday 10<sup>th</sup> October 2016**

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

### **c. Minutes of the Personnel committee meeting held Thursday 13<sup>th</sup> October 2016**

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

### **d. Minutes of Town Council and SVAG Meeting held Monday 17<sup>th</sup> October 2016**

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

The Clerk commented that now these minutes have been confirmed as a true record a copy will be shared with those members of the SVAG who were in attendance at the meeting.

### **e. Minutes of the Environment committee meeting held Monday 17<sup>th</sup> October 2016**

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

**f. Minutes of the Community Development and Engagement committee meeting held Monday 17<sup>th</sup> October 2016**

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

**g. Minutes of Fireworks Working Group Meeting held Thursday 20<sup>th</sup> October 2016**

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

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

(County Cllr Rachel Lumsdon joined the meeting at this point)

**4. Matters of Information**

**4.1 Ceddesfeld Hall Lease Update:**

Cllr Mel Carr and the Town Clerk participated in an independent mediation meeting with the SCA overseen by Durham Community Action on Monday 24<sup>th</sup> October 2016. Good progress is being made. Cllr Carr and the Town Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4.2 Public Participation:**

The Clerk has investigated with DCC Planning Officers who have confirmed DCC's Planning Committee will consider the three corner field planning application on 17<sup>th</sup> November 2016 (and not 20<sup>th</sup> October 2016 as previously informed). As previously agreed by the Town Council, Cllr Gloria Wills will speak on behalf of the Town Council opposing this application. Cllr Wills to keep the Town Council updated on this matter.

A member of the public had asked what was happening with the Community College's former farm site. The Clerk read out an email from Mr John Byers of DCC dated 20<sup>th</sup> October 2016 in which he stated there was currently nothing happening from a planning perspective in respect to the land on the former College farm site.

**RESOLVED:**

**To receive this information.**

**4.3 Franziska Willer Ward, Sedgefield Community College:**

County Cllr John Robinson reported that an update on this matter would be given under agenda item 9.1.

**RESOLVED:**

**To receive this information.**

**4.4 The Sedgefield Plan:**

A meeting to amend The Sedgefield Plan was held on Wednesday 19<sup>th</sup> October 2016 at 9am in the Council Offices. A further update will be given under agenda item 11.

**RESOLVED:**

**To receive this information.**

**4.5 Planning Inspectorate – Land to the South of Beacon Lane:**

No information has yet been received regarding the Planning Inspectorate's public inquiry relating to the planning application for land to the South of Beacon Lane (Note: to which Cllr Mel Carr will represent the Town Council). The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4.6 SVAG Request:**

The Clerk prepared and circulated to all an agenda for a meeting between the Town Council and SVAG on 17<sup>th</sup> October 2016.

**RESOLVED:**

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

**4.7 Current Planning Applications:**

The Clerk has submitted to DCC Planning Officers all comments made by Cllrs in relation to applications 1 – 2.

**RESOLVED:**

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

## **5. Dates of Meetings**

Dates of the meetings taking place in November and December 2016 had been circulated prior to the meeting along with events schedules for November 2016 – March 2017. The Clerk reminded all Cllrs and members of the public present that as agreed at the Council's last AGM all Committee meetings in December would take place on the first Monday of the month, i.e. 5<sup>th</sup> December 2016, and run consecutively. The Clerk also reported that since the last Monthly Meeting the Fireworks Display and Remembrance Sunday Service have both taken place. With regards to the Remembrance Sunday Service the Clerk read out an email from Mr Michael King in which he thanked the Town Council for their role in the preparation for and delivery of this Service which had been very successful and a total of £220 had been donated to the Royal British Legion from the collection which represented half of what was collected.

### **RESOLVED:**

**To receive this information.**

## **6. Police Report**

PC John Seymour presented the Police Report for the period 10<sup>th</sup> October 2016 – 14<sup>th</sup> November 2016 in which the following 19 reported crimes had taken place:

Burglary:

Nil.

Theft From Motor Vehicle:

- Overnight on 14<sup>th</sup> October 2016 a vehicle parked in Rowan Oval was broken into and the sat nav was taken. This crime is believed connected to a series of similar thefts in the South Durham area. A male has been arrested and forensic enquiries continue.
- Again overnight on 14<sup>th</sup> October 2016 a set of number plates was taken from a motor vehicle whilst it was parked in Winterton Cottages.
- Overnight on 19<sup>th</sup> October 2016 a four wheel drive vehicle was broken into whilst parked in The Lane. An unsuccessful attempt was made to start the vehicle causing damage to the cowelling. An HGV key was also taken from the vehicle.
- Two HGV vehicles had fuel syphoned from their tanks whilst parked overnight near Bradbury Services over the weekend of 12<sup>th</sup> November 2016.

Theft:

- Overnight on 4<sup>th</sup> November 2016 an unknown person(s) has entered a secure garden in Whitehouse Drive and taken two ducks and two chickens.
- Overnight on 3<sup>rd</sup> November 2016 an unknown person(s) have entered the grounds of a

property in West Park Lane and taken two chickens from a secure coop.

Other:

There have been 2 other thefts, 4 shoplifting offences, 2 assaults, 2 sexual offences, 1 criminal damage and 1 drive-off.

Crime has increased from 121 crimes year to date (2015) to 133 crimes year to date (2016) which equates to an increase of 14%. Detection rates stand at 33% (this was 30% for the same period last year).

In October 2016 there had been 38 incidents of anti-social behavior which compared to 48 such incidents in October 2015 which equates to a 10% decrease. In October 2016 there had been 7 incidents of youth anti-social behavior which compared to 14 such incidents in October 2015 which equates to a 50% decrease.

PC Seymour concluded the Police are continuing to have a 'Pop-up' PACT in the village in an attempt to engage with more members of the public. This has been a successful scheme in Sedgfield and other neighbouring areas.

Cllr Alf Walton asked if there had been any further clown incidents. PC Seymour replied there had not been any such incidents over the last reporting period.

Cllr Mel Carr thanked PC Seymour for his Police Report.

#### **RESOLVED:**

**To receive this information.**

### **7. Public Participation**

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

Mrs Julia Bowles reported that she had mentioned at a previous Town Council meeting her concerns regarding the poor state of the frontage of the Premier Store and Corner Shop, both of which fall within the Town's Conservation Area. Mrs Bowles had asked the Town Council to approach the store owners, however, she had not had a response from the Council. Mrs Bowles then reported she had attended the recent Civic Trust meeting and been informed by County Cllr John Robinson that money is available for this type of work through the County Council and that he would source such money. Mrs Bowles suggested the Civic Trust and Town Council work together to come up with appropriate shop frontage

designs and then proactively approach the respective shop owners.

Mr Alan Pattison asked why public participation is included at the start of meetings before matters have been discussed. The Clerk responded that public participation has previously been at the end of the meeting agendas, however, complaints were received that decisions had already been made by Council before the public could give their thoughts. Mr Pattison suggested that public participation be placed on both the start and end of each meeting, however, several Cllrs expressed their concern at the impact this would have upon already lengthy meeting agendas.

Mrs Carol Scott reported that she and her husband had recently met with Mr Phil Wilson MP and expressed their concerns regarding all the large scale planning applications within Sedgefield. Mr Wilson had expressed his concerns regarding the number of such applications around Sedgefield and Mr and Mrs Scott had taken this opportunity to make him aware of the potential impacts specifically upon the Town's drainage and sewerage systems. Mrs Scott asked the Town Council to re-consider coppicing the willows on Station Road Playing Field in the Spring 2017. She felt that whilst NWL are now making a good job of regularly clearing the balancing tank there is still some standing water on the field and the coppicing of the willows could help to combat this issue and allow Town Council staff to undertake such work rather than being left for several years and then require external contractors to be brought in. Mrs Scott then reported that residents in the locality of Station Road Playing Field would welcome the introduction of a shallow wetland feature and asked County Cllr John Robinson if he had any further feedback on this matter as residents had not received any recent correspondence from Mr John Reed of DCC. Mrs Scott said such a feature would help the local wildlife population, in particular frogs and great crested newts. Finally Mrs Scott asked if the Town Council had any further information regarding the application currently being considered by DCC to designate Station Road Playing Field as village green. Cllr Mel Carr requested the Environment Committee consider the issue of coppicing the willows. County Cllr John Robinson said he would update on the issue of wetland feature and village green status under agenda item 9.1. The Clerk confirmed that no further information has been received from DCC regarding the issue of Station Road Playing Field being designated as village green.

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

## **8. Internal Reports**

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

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

- 6 Town Council meetings;

- A Sedgefield Plan meeting on 19<sup>th</sup> October 2016;
- A Ceddesfeld Hall lease mediation meeting on 24<sup>th</sup> October 2016;
- The Remembrance Day Service at Winterton on 11<sup>th</sup> November 2016 which had been very well attended by school children from both local primary schools;
- The Remembrance Sunday Service at St Edmund's Church on 13<sup>th</sup> November 2016;
- A Mayor's Charity Breakfast event at The Manor House on 12<sup>th</sup> November 2016;
- The NETPark Open Day on 18<sup>th</sup> October 2016.

**RESOLVED:**

**To receive this information.**

## **8.2 Mayor's Report**

The Mayor reported that since the last Monthly Meeting he had:

- Attended a Sedgefield Business Network meeting;
- Hosted the Mayor's Quiz at Ceddesfeld Hall. Cllr Chris Lines thanked Cllr Mark Cant for his attendance and also expressed thanks to all Town Council staff who made this event a success, raising over £400 for the Mayor's chosen charities.
- Judged the Halloween Howler at the Town Council's recent Fireworks Display.
- Hosted a fund raising Craft Fayre and Coffee Morning at the Manor House which had been well support. Cllr Lines expressed his thanks to both the local primary schools who had been in attendance and who had also raised funds for their respective schools.
- Attended the Sedgefield Village Veterans Service at Winterton on Remembrance Day, the Remembrance Sunday Service at St Edmund's Church and afterwards at the War Memorial. Cllr Lines reported that these events been very well attended.

**RESOLVED:**

**To receive this information.**

## **8.3 Spring Lane – Formal Complaint Update Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all a Spring Lane – Formal Complaint Update Report which detailed the meeting that had taken place between the Clerk, Town Councillors and DCC Officers on-site at Spring Lane on Monday 31<sup>st</sup> October 2016. Attached to this report was an email from Mr Steven Reed, DCC's Planning Development Manager, giving a detailed breakdown of the history relating to this site. Cllr Alf Walton expressed his belief that the Enforcement Officer was still making excuses for lack of action over the timescale relating to this site. Cllr John Robinson

agreed with the proposal in the Clerk's report that the Town Council should take up Mr Reed's offer to attend a future Town Council meeting and explain enforcement procedures. All Cllrs agreed with this proposal. Cllr Gloria Wills said it had been particularly useful having the recent meeting actually at Spring Lane as it had allowed DCC Officers to fully appreciate the locality and understand the Town Council's concerns particularly those relating to traffic concerns which had not been picked up by DCC Highways Officers. Cllr Wills suggested that requesting site meetings in the future would be a better way to ensure DCC Officers have a full understanding of the issues. Cllr Walton commented that previously this site at Spring Lane had been used as a coal yard, however, the nearby roads are now much busier and it was important Highways Officers understood that.

**RESOLVED:**

**i) To receive this information.**

**ii) The Clerk to liaise with Mr John Reed in order for him to attend a future Monthly Meeting and explain enforcement procedures.**

**9. External Reports**

**9.1 DCC Update by County Cllr Rachel Lumsdon**

Prior to the meeting County Cllr Rachel Lumsdon had requested she be placed onto the meeting's agenda and circulated a report detailing the bulleted headings to which she wanted to speak.

**Consultations:**

- County Cllr Lumsdon reported that on the DCC website is a consultation being run in relation to the NHS Sustainability and Transformation Plan. This consultation is live until 20<sup>th</sup> January 2017. Whilst this Plan related to North Durham and does not specifically relate to Sedgfield it does give an idea of how the future footprint of our area could be shaped.
- The EDRC AAP is holding a participatory budgeting event on 26<sup>th</sup> November 2016 at Coxhoe. At this event residents are being asked to give their opinions on the AAP's priorities for 2017/18 and also to vote on how funding should be spent on a number of local projects.
- Proposals for new enforcement powers relating to irresponsible dog owners are now available for comment with a deadline date of 5<sup>th</sup> December 2016.

**Residents Queries:**

- The following queries have been raised at recent County Cllr surgeries:



- Requests have been received from shop owners in and around Number 4 to have yellow lines removed as it is felt these are causing local businesses to loose trade. In light of consideration now being given to the installation of yellow lines in the vicinity of Bolam's, County Cllrs have suggested with new lines being installed existing unwanted yellow lines could be removed meaning DCC only have the same amount of such lineage to maintain. This suggestion is being considered and if to be progressed there will be a need for public consultation.
- UPS have now submitted a planning application that should relieve current car parking problems being experienced by their business.
- Discussions are on-going regarding potential yellow lines at the end of Rectory Row so as to seek a resolution that suits all.

#### Planning Updates:

County Cllr Lumsdon reported she was unable to speak about the forthcoming three cornered field application as she will be a member of the Planning Committee considering that application.

#### Community Projects:

- County Cllr Lumsdon and Cllr Ian Sutherland had attended the recent CDALC AGM at which a presentation was given by DCC regarding their wildflower meadows planting work. There have been a number of requests for the planting of such meadows including the back of Rectory Row and near the school embankment. The Clerk reported Sedgefield In Bloom are currently in discussions with Mr Andrew Jackson of DCC regarding the wildflower meadow at Wykes Close. Cllr Ian Sutherland confirmed this and gave more detail about the proposed work. Cllr Alf Walton expressed his belief that the Sands Hall roundabout had looked very poor and could be improved in future years. Cllr Walton also commented that wildflowers grow better on poor quality land.
- Several residents have commented they would like improvements to be made to cycle routes and bike lanes around the village. It is recognized that such improvements are difficult in the current climate but County Cllr Lumsdon said she was open to working with the Town Council to explore opportunities for innovation in this area.

#### DCC Matters:

- County Council Budget – to date DCC have saved £185.9 million and have removed 2109 jobs from their establishment. In 2016/17 DCC will save a further £29.1million and from the time period 2017-2020 will need to make a further £61.1 million in savings. As a result of the decisions not to progress regional devolution and Brexit

the County could potentially lose a further £450 million. The pressures on social care are now significant and there is considerable transitional work to plan for leading up to 2020.

- Motions – County Cllr Lumsdon has taken forward to DCC two motions; one relating to tax avoidance and the second on WASPI (Women Against State Pension Inequality) which could affect up to 12,000 women in County Durham alone. County Cllr Lumsdon said she would be grateful for the Town Council's support in helping to promote this latter issue.

County Cllr John Robinson requested the opportunity to speak and reported the following:

- Sands Hall Roundabout – the comments made by Cllr Walton have been highlighted across the County and in part are reflected as all planting was late in arriving.
- Sedgefield Community Hospital – Ms Jacques, Chief Executive – County Durham & Darlington NHS Foundation Trust) is due to attend a meeting soon with County Cllrs to provide an update regarding Community Hospitals. A reassurance has been given that Sedgefield Community Hospital will remain open.
- The Hope Inn – Mr John Adamson has said he does not know yet whether The Hope Inn will be renamed following refurbishment or retain.
- Station Road Playing Field / Village Green – DCC are currently taking evidence regarding the recent application submitted. County Cllr John Robinson will sit on the Committee which determines the outcome.
- Spring Lane – County Cllr John Robinson was unable to attend the recent site meeting as he was chairing a meeting regarding funding to Durham County Cricket Club.
- Station Road Playing Field / Wetland Feature – County Cllr John Robinson, Mr John Reed and the Environment Agency are meeting at the end of November to discuss this matter.
- Consultation relating to the NHS Sustainability and Transformation Plan for the South of the County has been delayed until June 2017.
- Planning approval has now been granted for a new hospital at Belmont which will provide facilities for dialysis and ophthalmology.

Cllr Gloria Wills asked if it was possible to get regular reports from both County Cllrs detailing how they are spending their Members Neighbourhood budgets. County Cllr John Robinson confirmed that a written report detailing such expenditure for the last four years will be provided for the Town Council's next Monthly Meeting. Cllr Wills reiterated that regular reports would be welcome and voiced her concerns that money is being spent in areas other than Sedgefield. County Cllr Lumsdon replied that such funding

has only been spent in the full electoral ward and said Sedgefield had been the main beneficiary. Cllr Mel Carr requested that such information is included in the report outlined by County Cllr John Robinson.

The Chairman thanked County Cllrs for their update.

**RESOLVED:**

**To receive this information.**

(County Cllr Lumsdon left the meeting at this point)

**10. Correspondence**

**10.1 Appeal Decision Regarding Durham County Council Story Homes and the Durham Diocesan Board regarding land to the South of Eden Drive (letter from Mr and Mrs Tweddle dated 26<sup>th</sup> October 2016)**

Prior to the meeting the Clerk had circulated to all a letter from Mr and Mrs Tweddle dated 26<sup>th</sup> October 2016 in which they expressed their concerns regarding the recent approval given to the Story Homes planning application for land to the South of Eden Drive. Cllrs noted the concerns expressed by Mr and Mrs Tweddle, all of which had been made by the Town Council at all stages of the Story Homes planning application considerations.

**RESOLVED:**

**i) To receive this information.**

**ii) The Clerk to write to Mr and Mrs Tweddle acknowledging receipt of their letter and confirming this had been shared with Cllrs.**

**10.2 Planning Response To Town Council Letter (email from Mr Mark O'Sullivan, DCC Planning Officer dated 7<sup>th</sup> November 2016):**

The Clerk circulated to all copies of an email received from Mr Mark O'Sullivan, DCC Planning Officer, dated 7<sup>th</sup> November 2016 in response to the Town Council's recent letter expressing concerns about the planning application approval given to the Old Pens Site on West Park Lane (as discussed at the Council's last Environment Committee meeting). In his email Mr O'Sullivan stated why he felt the decision taken on this application was properly made having paid appropriate regard to representations received, material considerations and by following the correct procedures. Cllr Mel Carr referred Cllrs to the Local Charter which was included in the P&R Committee packs, Appendix 1 of which detailed the protocols to be observed for

planning. When looking at this protocol Cllr Carr did not feel the consultation in relation to this particular planning application had been undertaken properly. Cllr Ian Sutherland said that no consideration had been given by DCC to the traditional summer recess period, something not only observed in the Town Council but also by the County Council. Cllr Gloria Wills disputed comments made by Mr O'Sullivan as the Town Council had requested this application be called in and County Cllr John Robinson confirmed that he had made such a request. Cllr Wills felt local residents should take this matter to the Ombudsman. Cllr John Robinson voiced his concerns regarding lack of consistency in the County Council's handling of planning applications and reported that at the recent Civic Trust meeting information had been given to one member stating this particular planning application had been refused. The Clerk felt that a lot of confusion surrounding deadline dates could be removed by DCC simply including within their weekly planning application listing columns clearly stipulating "deadline date for calling in" and "deadline date for comment". Cllrs agreed with this and Cllr John Robinson said this procedure had been used by the former Sedgefield Borough Council. Cllr John Robinson said he would raise this matter directly with Mr Stuart Timmiss. Cllr Wills also expressed her concerns as to due process being followed by DCC in the building of the new out of school fun club building. Cllr Mel Carr suggested Cllrs consider the content of Mr O'Sullivan's email and this matter be discussed further at the next Environment Committee meeting so that a response can be prepared. All Cllrs agreed. Cllr Chris Lines asked if it was possible to get a copy of the letter which was sent by DCC to the 24 residents in order that the content can also be considered, i.e. the change from a bungalow to two storey house is a fundamental issue.

**RESOLVED:**

**This matter to be discussed at the Environment Committee meeting to be held on Monday 21<sup>st</sup> November 2016.**

**11. The Sedgefield Plan Update Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all an update report relating to The Sedgefield Plan. This report explained that a Plan amendment meeting had taken place on 19<sup>th</sup> October 2016 and from this the Clerk had extensively amended the Plan and re-issued to all involved for their comment by no later than midnight on Sunday 6<sup>th</sup> November 2016. Whilst many of the meeting's attendees expressed their satisfaction with the latest amended Plan several, including Mr Stuart Carter of DCC, have raised more detailed points which necessitate the need for a further meeting which has now been scheduled for 6pm on Monday 21<sup>st</sup> November 2016. The Clerk to keep Cllrs updated on this matter.

As an aside, the Clerk reported that Mr Steve Ragg of CDALC has arranged to hold a Neighbourhood Planning Working Group meeting on 1<sup>st</sup> December 2016 at 10am in Great Aycliffe Town Council's Offices. He has asked if Cllrs or Steering Group members would be willing to attend and explain their recent experiences of the Independent Examination process. It was agreed the Clerk raise this matter at the meeting to discuss The Sedgefield Plan on Monday 21<sup>st</sup> November 2016.

**RESOLVED:**

**To receive this information.**

**12. Current Planning Applications**

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

- 1 DM/16/02889/FPA – erection of two storey rear extension, 17 Sycamore Road, Fishburn:**  
Cllrs did not have any objections to this application.
- 2 DM/16/02907/FPA – replacement timber double glazed windows and new timber front door, Lynn Farm, 16 Rectory Row, Sedgefield:**  
Cllrs did not have any objections to this application.
- 3 DM/16/02181/FPA – change of use of agricultural land to domestic curtilage serving approved units 1 and 2, including retention of outbuildings, raised decking, new vehicular access and proposed single storey extension to approved unit 2, Preston West Farm, Preston Lane, Preston le Skerne:**  
Cllrs did not have any objections to this application.
- 4 DM/16/03202/FPA – erection of replacement boundary wall to front with rendered pillars (partially retrospective), Manor House, Mordon:**  
Cllrs did not have any objections to this application.

**RESOLVED:**

**The comments on planning applications 1-4 above to be submitted to DCC Planners.**

The Clerk circulated to all details of two planning applications relating to the Parish of Sedgefield which had been published by DCC earlier that day:

5 DM/16/03384/FPA – erection of a workers dwelling associated with kennels and cattery, FoxtonWood Kennels, Foxton Wood, Sedgefield

6 DM/16/02545/FPA – creation of car park to front of site, United Parcel Service, Salters

**RESOLVED:**

**Planning applications 5 and 6 would be considered at the Environment Committee to be held on Monday 21<sup>st</sup> November 2016.**

The Chair thanked everyone for attending and closed the meeting at 7.56pm.

# **SEDGEFIELD TOWN COUNCIL**

## **POLICY & RESOURCES**



Minutes of the proceedings of the **NOVEMBER POLICY & RESOURCES** of the **Council** held following the Monthly meeting in the **Council Offices**, Sedgefield, on **Monday 14<sup>th</sup> November 2016.**

**Present** **Cllr. Gloria Wills (Chairman)**  
**Cllr. Mel Carr (Vice-Chairman) and**  
Cllrs. Mark Cant, Joanne Elliott, Tim Jeanes, Chris Lines, John Robinson, Ian Sutherland, Alf Walton and Dudley Waters

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

**1. Apologies**

Cllrs. Allan Blakemore, David Brown, Vanessa Carmichael, Lynne Dentith and Maxine Robinson

**2. Declaration of interest**

None.

**3. Matters of Information**

**3.1 Epitaph Training:**

Training for the Clerk and the Gardening Supervisor is on-hold whilst the Council's Finance Working Group consider the future use of a finance software package. The Clerk to keep Cllrs updated on this matter.

**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. Further work is now required on the constitution and a new application form needs to be submitted. In the first instance an update report will be

presented to the Finance Working Group with a subsequent recommendation being brought to a future P&R Committee meeting. The Clerk to keep Cllrs updated.

**RESOLVED:**

**To receive this information.**

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

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 continue to monitor parking in this area.

The Clerk has written to Mr Dave Wafer of DCC to outline the Town Council's concerns regarding parking in and around Bolams and has also requested an update regarding this matter. A response is now awaited. The Clerk to keep Cllrs updated.

**RESOLVED:**

**To receive this information.**

**3.4 Station Road Playing Field:**

The Clerk has written to NWL requesting they proceed with the offer made to County Cllr John Robinson in September 2015, stating they would make and pay for the boreholes in Station Road Playing Field and then conduct a dye test to find out where the drains go and how they flow in order to determine if there are any other blockages exacerbating the problem in either the drains themselves or the culverts. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.5 Bank/Cash Reconciliation Report:**

Work is ongoing by the Finance Working Group to recommend to a future P&R Committee the most appropriate financial software package for the Town Council to use. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.6 Letter from SVAG:**

The Clerk has written to Mrs Sarah Guest stating the Town Council is happy to



support the SVAG where both parties hold the same opinion. In addition, the Town Council is also happy to, and it has for some time now, circulated information on behalf of the SVAG through the Residents Database.

**RESOLVED:**

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

**3.7 CDALC AGM:**

This matter was discussed at the Environment Committee meeting on Monday 17<sup>th</sup> October 2016.

**RESOLVED:**

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

**3.8 Flats:**

A meeting between an Estates Working Group representative and representatives from the Players took place on Wednesday 2<sup>nd</sup> November 2016 at 9.30am in the Parish Hall. This matter has now been resolved and the Players have agreed to the Town Council's suggestion to install a bungee rope to secure the flats rather than build a dedicated frame. A full update on this matter will be given at the next Estates Working Group meeting.

**RESOLVED:**

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

**3.9 CAB Fortnightly Drop In Sessions:**

This matter was discussed at the Environment Committee meeting on Monday 17<sup>th</sup> October 2016.

**RESOLVED:**

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

**3.10 Parish Councils and Referendum Principles:**

This matter was discussed at the Environment Committee meeting on Monday 17<sup>th</sup> October 2016.

**RESOLVED:**

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

### **3.11 Costings for Sale of Land around Butterwick Road Cemetery:**

The Clerk has emailed Mr Andrew Savage of DCC to inform him that in principle the Town Council would like to purchase this land using reserves, however, the Clerk has also requested confirmation from Mr Savage that the DFE have no objections to this sale. Mr Savage has replied (18.10.16) that he is liaising with colleagues regarding DFE approval but to date no response to confirm whether DCC need their permission. Mr Savage said he isn't confident that DFE will be quick with this but DCC will endeavor to chase them "sporadically" and will inform the Town Council when able. The Clerk (19.10.16) has stressed the urgency of this matter and requested DCC continue to apply pressure to get a response. No further response has been received from Mr Savage. The Clerk has also requested clarification as to whether the Town Council could purchase this land and spread the cost over several years on an interest free basis. A response is now awaited.

The Gardening Supervisor is to prepare possible plans for the layout of this new area to be considered by the Estates Working Group in the first instance. The Estates Working Group to also consider potential sources of legal advice for the terms and conditions being proposed by DCC.

The Clerk to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive this information.**

### **3.12 Electricity Connection at Gardening Staff Portacabin:**

The Clerk reported that electricity has now been connected to the Gardening Staff portacabin at the Butterwick Road Cemetery compound.

#### **RESOLVED:**

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

## **4. Public Participation**

The Chairman, Cllr Gloria Wills, closed the meeting for the public to give views and comments. The member of the public present did not have any comments to make. The Chairman re-opened the meeting.

## **5. Reports**

### **5.1 Six Monthly Lift Inspection Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all a Six Monthly Lift Inspection Report which informed Cllrs that recent lift inspections at both the Parish Hall and Ceddesfeld

Hall had successfully been undertaken by Zurich. No defaults had been reported. Cllr Gloria Wills asked why the Town Council provide the lift inspection for Ceddesfeld Hall. Cllr Dudley Waters gave the history to this situation. He also confirmed that the SCA pay for the inspection retrospectively. Cllr Wills said she was concerned to ensure that the Town Council were not responsible for the lift in Ceddesfeld Hall.

**RESOLVED:**

**To receive this information.**

**5.2 Cemetery Lodge Update Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all a Cemetery Lodge Update report which detailed the findings of Downen's recent routine property inspection. Downen have confirmed the property is being kept in a good condition. The only item of note was the master bedroom light not working and the Clerk has requested Downen provide a quote for the repair of this facility. Downen have also confirmed the lease for this property has been extended for a further 6 months and that they have re-protected the tenant's bond as required now by new government legislation.

**RESOLVED:**

**To receive this information.**

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

**6. Financial Matters**

**6.1 Monthly Accounts: Income (as at 7<sup>th</sup> November) / Expenditure (as at 7<sup>th</sup> November 2016 minus unapproved cheques after 10<sup>th</sup> October 2016)**

**RESOLVED:**

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

**6.2 Cheques for approval after 10<sup>th</sup> October 2016**

Details of cheques for approval on 3<sup>rd</sup> November 2016 had been circulated to all Cllrs prior to the meeting. The Clerk circulated copies of cheques for approval for 3<sup>rd</sup> – 14<sup>th</sup> November 2016. The Clerk informed Cllrs that cheque number 108806 relating to the Parish Hall bar shutters was to be placed on hold as further work was required by the contractor before this payment could be made.

In relation to cheque number 108789, Cllr John Robinson queried whether CDALC

had incorrectly charged the Town Council for his attendance at a recent Finance training session. The Clerk replied the 'JR' referenced was Julia Rowsby and not John Robinson.

In relation to cheque number 108790, Cllr Alf Walton asked how the hire of a grab wagon would be recorded. The Clerk replied this cheque would then be coded on the Council's finance package to the Sowers & Growers heading and the remainder to the Winterton Allotments budget allocated by the Town Council.

In relation to cheque number 108786, Cllr Joanne Elliott asked what was meant by 'dog bags'. The Clerk replied this related to 80,000 dog bags purchased by the Town Council which will then be sold via the Town Council Offices on a break even basis.

In relation to cheque number 108794, Cllr Ian Sutherland questioned why such an invoice has been received from DCC. The Clerk replied that DCC have only now issued their invoice for the period 2012 – 2016 for the cost of the Town Council renting the Butterwick Allotments.

**RESOLVED:**

- i) All cheques were approved for payment (with the exception of 108806 which was placed on hold).**
- ii) Cllrs Carr and Wills plus the Town Clerk to duly sign the cheques.**

**6.3 Debtors List as at 7<sup>th</sup> November 2016**

**RESOLVED:**

**To receive the Debtors List as at 7<sup>th</sup> November 2016.**

**6.4 Mid-point Review of Town Council 2016/17 Budget Report by Finance Working Group**

Prior to the meeting the Clerk had circulated to all a Mid-point Review of Town Council 2016/17 Budget Report by the Finance Working Group. This report confirmed the Town Council is on target with its income and expenditure at the mid-point for 2016/17 and confirmed the Finance Working Group will continue to monitor finances for the remainder of the year as well as bring to the next P&R Committee a precept proposal for 2017/18.

**RESOLVED:**

**To receive this information.**

**6.5 VAT Reclaim Update Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all a VAT Reclaim Update Report which informed Cllrs that the Council's VAT Reclaim of £8226.11 for the period 1<sup>st</sup> April 2016 – 30<sup>th</sup> September 2016 had been paid in full by HRMC on 31<sup>st</sup> October 2016.

**RESOLVED:**

**To receive this information.**

**6.6 Internal Auditor Update Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all an Internal Auditor Update Report informing Cllrs that the Council's Internal Auditor would be visiting the Council on 9<sup>th</sup>-10<sup>th</sup> November 2016. These audit days would focus upon the review of Members and Officers expenses and allowances for 2016/17, the review of civic expenses for 2016/17, the review of creditors (accounts payable) systems for 2016/17 and the review of income and banking arrangements for 2016/17. The Clerk reported the internal audit work has now been completed and the Auditor is now preparing his findings reports which will be presented to the Finance Working Group and then to the P&R Committee accompanied by any required recommendations. The Auditor had informed the Clerk that he was very pleased with the progress made by the Town Council over the last 12 months, particularly in relation to the issues of Staff Handbook, Medium Term Financial Plan. Cllr Gloria Wills expressed her thanks to the Town Council's staff for undertaking this work.

**RESOLVED:**

**To receive this information.**

**7. Correspondence**

**7.1 Licensing Act 2003 – Applications Received – Minor Variation Application – Sainsbury's Supermarket, Salters Lane, Sedgefield (email from Mr Steve Ragg, CDALC dated 25<sup>th</sup> October 2016)**

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Ragg of CDALC dated 25<sup>th</sup> October 2016 regarding a minor variation to the Premises Licence held by Sainsbury's Supermarket, Salters Lane, Sedgefield. Cllrs did not have any comments or objections to this variation.

**RESOLVED:**

**To receive this information.**

**7.2 CDALC AGM Update (emails and attachments from Mr Steve Ragg, CDALC dated 31<sup>st</sup> October 2016 and 1<sup>st</sup> November 2016)**

Prior to the meeting the Clerk had circulated to all emails from Mr Steve Ragg of CDALC dated 31<sup>st</sup> October 2016 and 1<sup>st</sup> November 2016 relating to the CDALC AGM.

Cllr Ian Sutherland reported that following the AGM he had spoken to Mr Stuart Priestly of DCC regarding his wildflower meadows presentation (copy attached to the email) and arranged a meeting with him on behalf of the Bloom Group. Cllr Sutherland will keep the Town Council informed via the Environment Committee.

Cllr Mel Carr reminded fellow Cllrs that in the previous Monthly Meeting he had referenced the Local Charter which is attached to these emails. Cllr Dudley Waters explained that the Charter was created following LGR, however, it has now been reviewed for 7 years. The Clerk referred everyone to Mr Ragg's concluding statement in the email dated 1<sup>st</sup> November 2016, i.e. CDALC hope to discuss the status and review of this Charter at the next Local Council Working Group meeting scheduled for December 2016. Cllrs felt it was important to know the weight and effect of this Charter. Cllr Gloria Wills expressed her concern regarding the content of Item 9 in Appendix 1 of the Planning Protocol which related to Parish and Town Plans and Proposals, i.e. "communities should not expect to prepare plans independently from the Local Planning Authority and then have them adopted as Supplementary Planning Documents. ....". It was agreed this matter should be discussed at the meeting on Monday 21<sup>st</sup> November 2016 to consider The Sedgfield Plan. Cllr Wills also questioned CDALC and AAP membership linkage. Cllr Waters provided the background to this and the role of the Local Councils Committee.

**RESOLVED:**

**To receive this information.**

**7.3 NALC Bulletin on National Developments and Meetings – 21<sup>st</sup> October 2016 (email and attachments from Mr Jonathan Owen, NALC dated 21<sup>st</sup> October 2016)**

Prior to the meeting the NALC Bulletin on National Developments and Meetings dated 21<sup>st</sup> October 2016 had been circulated to all at the request of Cllr Gloria Wills. Cllr Wills referred Cllrs to the model letter which NALC were encouraging Town and

Parish Councils to send to their local MP in relation to the current council tax referendum principles campaign. All Cllrs agreed with such a letter should be sent from the Town Council to Mr Phil Wilson MP.

**RESOLVED:**

**The Clerk to write to Mr Phil Wilson MP using the NALC model letter.**

**7.4 Elections May 4<sup>th</sup> 2017 (email from Mr Steve Ragg, CDALC dated 9<sup>th</sup> November 2016):**

The Clerk circulated to all copies of an email from Mr Steve Ragg of CDALC dated 9<sup>th</sup> November 2016 providing information regarding the next Council elections on 4<sup>th</sup> May 2017. In addition, CDALC are holding an "Elections 2017" training event on 1<sup>st</sup> March 2017 at County Hall, Durham which will contain training relating to purdah. The Clerk requested that herself and Ms Jane Young be allowed to attend. Information will be fed back to all Cllrs following this event.

**RESOLVED:**

**i) To receive this information.**

**ii) The Clerk and Ms Jane Young attend this training.**

**iii) Any Cllrs wishing to attend this training to inform the Clerk as quickly as possible.**

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

**8. Consideration Of Reports Exempt From Public:**

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

# **SEDGEFIELD TOWN COUNCIL**

## **COMMUNITY DEVELOPMENT & ENGAGEMENT**



Minutes of the proceedings of the **NOVEMBER COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held at  
**7 p.m.** in the **Council Offices**, Sedgefield, on  
**Monday 21<sup>st</sup> November 2016.**

**Present** **Cllr. Allan Blakemore (Chairman)**  
**Cllr. Lynne Dentith (Vice-Chairman) and**  
Cllrs. David Brown, Mark Cant, Mel Carr, Joanne Elliott, Chris Lines, Ian Sutherland, Alf Walton and Dudley Waters

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

**1. Apologies**

Cllrs. Vanessa Carmichael, John Robinson, Maxine Robinson and Gloria Wills

**2. Declaration of interest**

None.

**3. Matters of Information**

**3.1 Free Cycle Stands:**

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

**RESOLVED:**

**To receive this information.**

**3.2 Draft Sedgefield Grant Funding Policy:**

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

**RESOLVED:**



**To receive this information.**

### **3.3 Sedgefield Day:**

The Parish Hall Project Worker and Cllr Allan Blakemore are liaising to identify a date for a Sedgefield Day 2016 debrief and consider any future event through the Sedgefield 700+. The Clerk to keep Cllrs updated.

**RESOLVED:**

**To receive this information.**

### **3.4 Outdoor Fitness Update:**

The Clerk has written two letters to Mr Terry Collins of DCC. The first details the Town Council's experiences of Section 106 money in relation to Thurlow Grant and requested clarification as to who approved this request and a copy of the application form. The second seeks clarification regarding the Section 106 money that will be available from the Eden Drive development and assurance that Sedgefield will benefit directly from such money in the future when it bears the brunt of the impact of large scale development. This matter to be discussed further under agenda item 6.1.

**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 commented that she had observed DCC Officers working on the street lights between Sedgefield and Fishburn and presumed they were starting to remove these lights. Mrs Bowles felt this action was pre-empting the decision relating to the planning application for the nearby former Community Hospital site. Mrs Bowles offered to submit to DCC an FOI requesting details of the savings DCC plan to make by removing these lights. Cllr Allan Blakemore replied that DCC are undergoing a programme of replacing lights and changing to LED across the County. However, Cllrs Carr and Waters confirmed that in the instance of the lights between Sedgefield and Fishburn DCC were removing all the lights. The Clerk reminded all that DCC's proposal to remove these lights had been discussed on a number of occasions and in response to all of those discussions letters of objection had been written stating numerous concerns including pedestrian safety. DCC had responded to all of these letters and the Clerk suggested these be shared with Mrs Bowles. Cllrs

agreed.

The Chair thanked Mrs Bowles for her comments and the meeting was then re-opened.

## **5. Reports**

### **5.1 Youth Work Update Report by Cllrs Lynne Dentith and Chris Lines**

Prior to the meeting a Youth Work Update Report by Cllrs Lynne Dentith and Chris Lines had been circulated to all for information. To supplement this Cllr Lines reported the meeting with students from the Community College had been very positive and those young people are happy to continue engaging with the Town Council so long as progress is seen to be made. The comments received from this face to face consultation reflected the feedback received from the earlier questionnaire consultation.

#### **RESOLVED:**

- i) To receive this information.**
- ii) The Town Council to explore the feasibility of running trial sessions on one evening mid-week, for a youth facility in the Fletcher Room in the Parish Hall.**
- iii) The Town Council to obtain quotes for repainting the youth shelter and installing lighting.**
- iv) The Youth Working Group to continue the dialogue with the young people who are engaged in the project and involve them in the development of the trial youth facility.**

### **5.2 2016 Annual Fireworks Display Report by Fireworks Working Group**

Prior to the meeting the Clerk had circulated to all a 2016 Annual Fireworks Display Report by the Fireworks Working Group. This report gave the background to this event, the key facts, the feedback received following the display, financial income and expenditure information and a series of recommendations for Cllrs consideration.

Cllr Mark Cant stated that over the last two years the Town Council had lost £4,000 on this event, an event which only caters for 10% of the Town's demographic. Cllr Cant recommended the Town Council review how this money is spent as the Town Council had a duty to spend efficiently. Cllr Allan Blakemore responded that the Town Council as a responsible authority was putting on the fireworks display so as to deter people from having private fireworks parties at which injuries could occur. Cllr Blakemore said the delivery of a Fireworks Display was a means by which the Council gave something back to the local community. Cllr Cant said the Town Council was under

no obligation to provide such an event. Cllr Chris Lines requested clarification as to whether this was a budgeted event, i.e. one for which the Town Council set aside an amount from its annual budget. The Clerk replied that this is a budgeted event. Cllr Lynne Dentith reminded Cllrs of the very long debate that took place recently regarding whether or not the Town Council should provide financial support to the CAB and felt this was just the start of the Council having to make some very tough choices in the future. Cllr Mark Cant felt that the price of tickets for any future event must be increased so that the event broke-even.

Cllrs then considered the recommendations contained within the report. With regards to recommendation 1, i.e. the Town Council to consider whether it wishes to host a Fireworks Display in 2017, Cllr Mark Cant proposed instead the Town Council have a clear business case for this event and ensure that it breaks even. No Cllr seconded this proposal. Cllr Alf Walton proposed that the Town Council hold a Fireworks Display on Friday 3<sup>rd</sup> November 2017 and as part of the planning for this event the admission ticket prices and budget be reviewed. Cllr Ian Sutherland seconded this proposal and all other Cllrs agreed.

**RESOLVED:**

- i) To receive this information.**
- ii) The Town Council to host a Fireworks Display on Friday 3<sup>rd</sup> November 2017 and as part of the planning for this event the admission tickets and budget be reviewed.**
- iii) The 2017 Display to take place in the grounds of Ceddesfeld Hall.**
- iv) G2 be re-appointed as next year's Fireworks Contractor with a meeting requested as soon as possible to look at options for varying the display within the same timescale, possibly with the inclusion of fireworks being set to music.**
- v) AES be re-appointed at next year's Stewarding Contractor and their role be reviewed as part of the planning for the Display.**
- vi) British Red Cross be re-appointed as next year's First Aid Contractor.**
- vii) Tickets for the 2017 event be fixed at one price for children and one price for adults regardless of the date of purchase.**
- viii) The Town Council purchases a new loud hailer.**

### **5.3 2016 Snow Party Report by Town Clerk**

Prior to the meeting a 2016 Snow Party Report by the Town Clerk had been circulated to all for information. The Clerk reported that good progress continues to be made with this event with a further meeting having taken place earlier that day with Cllr

Blakemore. Tickets to see Santa are now being sold from the Council Offices and both the Primary Schools are actively selling raffle ticketed glowsticks. The Clerk pointed out that further volunteers are needed on the day, particularly those to carry the large illuminated snowmen as part of the actual Snowman Parade from St Edmunds to the Turning Circle. Cllr Joanne Elliott said her husband would be available to help.

**RESOLVED:**

**To receive this information.**

**5.4 Its Up 2U Funding Update Report by Parish Hall Project Worker**

Prior to the meeting the Clerk had circulated to all an Its Up 2U Funding Update report by the Parish Hall Project Worker. Attached to this was an example of the publicity posters being displayed across the Town trying to encourage people to vote at the voting event on Saturday 26<sup>th</sup> November 2016 at Coxhoe. In addition, the Clerk showed Cllrs the display boards which had been prepared by the Parish Hall Project Worker that would be displayed on the day to explain to the voting public the Council's proposals for the Fletcher Room. The Clerk then circulated to all details of the other 10 projects also being considered at the voting event. Cllr Dudley Waters asked why the Council's requested allocation was a round figure when compared to those amounts being asked by other Groups. The Clerk explained the Council were requesting the maximum allocation as this refurbishment work would cost more than the £15,000 being sought. Cllr Alf Walton commented that the poster attached to the report was not young person orientated. The Clerk replied that a separate poster has been devised specifically for young people and shared with Year 6 children at both the Town's Primary Schools as well as the Community College students. Cllr Chris Lines confirmed Year 6 pupils from Sedgefield Primary have already brought home such fliers. Cllr Walton asked what was the total amount of money available. Cllr Mel Carr replied the total allocation was £40,000. Cllr Joanne Elliott asked if it was possible in any way to offer incentives to encourage voting to which the Clerk replied this was not possible. Cllr Lynne Dentith asked when the outcome of this voting event would be known and the Clerk replied the results would be announced on the afternoon of Saturday 26<sup>th</sup> November 2016. Finally, the Clerk asked if there were any Cllrs willing to assist the Parish Hall Project Worker on Saturday 26<sup>th</sup> November 2016 as to date only Cllr Gloria Wills was available. Cllr Lynne Dentith volunteered to assist. The Parish Hall Project Worker to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

## **6. Correspondence**

### **6.1 Section 106 Money Relating to Thurlow Grange (email from Mr Terry Collins, DCC dated 2<sup>nd</sup> November 2016)**

Further to Matter of Information 3.4, prior to the meeting the Clerk had circulated to all a copy of the letter sent to Mr Terry Collins of DCC in relation to the spending of the Section 106 money relating to Thurlow Grange. Mr Collins had sent an email dated 7<sup>th</sup> November 2016 acknowledging receipt of this correspondence and informed the Clerk he had passed this to Mr Ian Thompson, Corporate Director for Regeneration & Local Services with instruction to investigate and respond directly to the Town Council. To date no response has yet been received. Cllr Dudley Waters commented that of bigger concern was the Section 106 money relating to Eden Drive and the specifics of how much this is, who will hold it, how will it be allocated and who will have responsibility for such allocating. The Clerk reminded all Cllrs of the information given in Matters of Information 3.4, i.e. that another letter specifically asking those questions had been sent to Mr Collins and a response was now awaited. The Clerk also pointed out that both of the letters sent to Mr Collins had also been copied to both County Councillors covering the Electoral Ward. The Clerk to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive this information.**

### **6.2 Invitation: A Celebration of Sedgefield Volunteers (email and attachment from Sedgefield Village Games dated 1<sup>st</sup> November 2016):**

Prior to the meeting the Clerk had circulated to all an email and attachment received from the Sedgefield Village Games dated 1<sup>st</sup> November 2016 inviting two representatives from the Town Council to attend a Celebration of Sedgefield Volunteers event to be held at the Manor House on Thursday 8<sup>th</sup> December 2016 at 7.30pm.

#### **RESOLVED:**

**Cllrs Allan Blakemore and Mel Carr to attend this event representing the Town Council.**

### **6.3 County Durham Intergenerational Practitioners Network Awards (letter and attachment from Ms Janet Watson, County Durham Age UK dated 9<sup>th</sup> November**

**2016):**

The Clerk circulated to all copies of a letter and attachment received from Ms Janet Watson of County Durham Age UK dated 9<sup>th</sup> November 2016 providing an update on the County Durham Intergenerational Practitioners Network Awards to be held on 15<sup>th</sup> February 2017 in Durham. Included in the attachment were details of the five award categories and a nomination form.

**RESOLVED:**

**If any Cllr wishes to make a nomination to inform the Town Clerk by no later than Monday 5<sup>th</sup> December 2016.**

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

# **SEDGEFIELD TOWN COUNCIL**

## **ENVIRONMENT**



Minutes of the proceedings of the **NOVEMBER ENVIRONMENT COMMITTEE** of the **Council** held following the Community Development and Engagement committee in the **Council Offices**,  
Sedgefield, on  
**Monday 21<sup>st</sup> November 2016.**

- Present**                    **Cllr. Alf Walton (Chairman)**  
                                 **Cllr. Mark Cant (Vice-Chairman) and**  
                                 Cllrs. David Brown, Mel Carr, Lynne Dentith, Joanne Elliott, Chris Lines, Ian Sutherland  
                                 and Dudley Waters
- Officers**                 Dr. Jane Ayre (Town Clerk)  
                                 Mr Stephen Young (Gardening Supervisor)

**1. Apologies**

Cllrs. Allan Blakemore, Vanessa Carmichael, John Robinson, Maxine Robinson and Gloria Wills

**2. Declaration of interest**

None.

**3. Matters of Information**

**3.1 Tractor Maintenance Report:**

The Gardening Supervisor is preparing a maintenance schedule for all gardening equipment. The Finance Working Group and Gardening Supervisor to commence discussions relating to potentially trading in the existing tractors and purchasing a new medium sized machine. The Gardening Supervisor and Cllr Alf Walton have started to investigate potential options. The Clerk to keep Cllrs updated.

**RESOLVED:**

**To receive this information.**

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

No information has been received regarding revised plans relating to The Hope Inn. A meeting will be scheduled with Mr John Adamson and others when required regarding the village green area at the front of The Hope Inn. The Clerk to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive this information.**

### **3.3 Village Green Footpaths:**

The Community Development Officer, upon her return to work, will continue liaising 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.**

### **3.4 Mediaeval Fayre 2016:**

The Clerk has written to Mr John Robinson and requested 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 taking place before 9am so as to allow children easy access to school. No response has been received as yet. The Clerk to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive this information.**

### **3.5 Trees – North End and White Beam:**

The Clerk has notified AW Treecare of their successful tenders. The Clerk to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive this information.**

### **3.6 Trees – Overhanging Sedgefield Squash Club:**

The Clerk has notified AW Treecare of their successful tenders. The Clerk to keep Cllrs updated on this matter.



**RESOLVED:**

**To receive this information.**

**3.7 Ceddesfeld Hall Trees:**

The Clerk has obtained from AW Treecare two sets of quotes for the work suggested in the report recently considered by the Environment Committee, i.e. one set with the services of a cherry picker and one set without. These quotations were considered at the recent P&R Committee meeting and the Clerk was requested to seek additional information. This matter will now be progressed on the P&R Committee's agenda.

**RESOLVED:**

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

**3.8 Installation of Self-Watering Tubs:**

30 self-watering tubs have now been installed on hard standing areas across the Town. A prototype base has been designed for those self-watering tubs which will be placed on grass in 2017. Costings are now being obtained to bring a proposal to a future Environment Committee. In addition, a proposal has been taken to the Finance Working Group regarding the potential re-sale of decommissioned wooden tubs with any money raised going towards the cost of the base materials. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.9 Grass Cutting Complaints:**

The Clerk has written to County Cllr Rachel Lumsdon requesting an update on her discussions with Livin. A response is now awaited. The Clerk to keep Cllrs updated on this matter, however, a comprehensive response has already been considered from Livin.

**RESOLVED:**

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

### **3.10 Delivering Differently:**

Winter gritting equipment has now been delivered and salt stocks have been replenished. The recently appointed Gardener has now attended a City and Guilds 580 Winter Service Health and Safety course run free of charge by DCC and is now able to use the Town Council's gritting equipment. This equipment has been checked and tested by the Gardening Supervisor and Gardener and is now ready for operational use as required. Cllr Alf Walton asked what type of salt has been provided. Mr Stephen Young replied fine grit has been provided by DCC. It was agreed that now the Town Council has created a secure compound area at Butterwick Road Cemetery consideration should be given in 2017 to the creation of an enclosed salt/grit storage area to ensure the materials do not degrade due to be stored in the open as at present.

The Clerk recently met with two Professors commissioned by DCC to produce an evaluation report on the Delivering Differently grant. Included in this interview was an opportunity to give first hand experiences of communications between DCC and the Town/Parish Council sector. An evaluation report will be produced in due course.

#### **RESOLVED:**

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

### **3.11 Sedgefield In Bloom:**

The Clerk has also written to DCC congratulating them on their wildflower verges in Sedgefield and to ask if this could be extended to other roadside verges in the Town. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive this information.**

### **3.12 Application to Register Land as Village Green:**

Cllrs considered Station Road Playing Field as a local green space when reviewing the required amendments to The Sedgefield Plan at a meeting on 19<sup>th</sup> October 2016. This area was already included in the Plan as such.

#### **RESOLVED:**

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

**3.13 Hardwick Hall Hotel:**

The Town Council to continue to respond to noise complaints from the public in relation to Hardwick Hall Hotel.

**RESOLVED:**

**To receive this information.**

**3.14 Repair Work at Eden Drive Play Area:**

Quotations for this work have been received and were discussed at the P&R Committee meeting on 14<sup>th</sup> November 2016. Additional information has been requested by Cllrs and the Clerk is liaising with Craig Fowler to DCC to set up a meeting. This matter will now be progressed on the P&R Committee's agenda. Cllr Alf Walton reported he had read recent reports in the media that such wet pour materials had been found to contain carcinogenic materials. Cllr Dudley Waters disputed this saying he thought such materials had been found in areas underneath artificial rugby and football pitches. The Clerk suggested such matters be discussed in the forthcoming meeting with Mr Fowler. Cllrs agreed.

**RESOLVED:**

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

**3.15 DCC – Public Consultation – Public Space Protection Order:**

The Clerk has written to DCC to convey the Town Council's comments on this public consultation.

**RESOLVED:**

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

**3.16 Mediaeval Fayre 2017:**

The Clerk has written to Mr John Robinson giving the Town Council's agreement for the 2017 Fayre to use the village greens and to reiterate those earlier mentioned issues in Matters of Information 3.4, i.e. requesting 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 taking place before 9am so as to allow children easy access to school. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.17 White Lines, West Park Lane:**

The Clerk has written to Mr Roper with clarification regarding the white access protection markings and suggested he liaise directly with Mr Lee Mowbray of DCC.

**RESOLVED:**

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

**3.18 State of Livin Grass Cutting:**

The Clerk has written to Mr Sayers of Livin asking if it is possible to have the names and contact details for the two volunteer tenant inspectors in Sedgefield. See agenda item 6.1 for response.

**RESOLVED:**

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

**3.19 CDALC AGM:**

Cllr Ian Sutherland represented the Town Council at the CDALC AGM on Saturday 22<sup>nd</sup> October 2016 and voted on behalf of the Town Council against the special motion relating to current government proposals regarding capping.

**RESOLVED:**

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

**3.20 CAB Drop-in Sessions:**

The Clerk has written to CAB to inform them of the Town Council's decision to continue such sessions from the Town Council's Offices and to enclose a cheque for a donation of £1250.

**RESOLVED:**

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

**3.21 Parish Councils Referendum Principles:**

It had been agreed that all Cllrs would complete this consultation individually.

**RESOLVED:**

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

**3.22 West Park Lane:**

The Clerk has written to Mr Stuart Timmiss, DCC expressing the Town Council's support for local residents objecting to the granting of planning permission for the Old Pens Site on West Park Lane. A response was received from Mr Mark O'Sullivan and considered at the Council's November 2016 Monthly Meeting.

**RESOLVED:**

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

**ADDITIONAL INFORMATION:**

The Clerk reminded Cllrs that it had been agreed at the Monthly Meeting held on Monday 14<sup>th</sup> November 2016 to add the following items to the Environment Committee agenda and these would be considered after Correspondence:

A1: Consideration of Current Planning Applications

A2: Consideration of Mr Mark O'Sullivan's email dated 7<sup>th</sup> November 2016 entitled "Planning response to Town Council letter"

**4. Public Participation**

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

Mrs Julia Bowles commented that with regards to Section 106 money the DCC Officer present at the Eden Drive Planning Inquiry had said that DCC would decide where Section 106 money was spent but that the Town Council should work with the community to gather ideas and proposals which can then be submitted. Mrs Bowles said that community engagement was vital. Mrs Bowles also asked if the Town Council had heard anything from County Cllr John Robinson regarding potential funding for shop fronts within the Conservation Area, as discussed at the previous week's Committee meetings. The Clerk confirmed that no information had been received and that she would write to County Cllr Robinson requesting an update.

Mr Howard Smith reported that whilst he had not been present at the previous week's Monthly Meeting he had been informed that a comment had been made by County Cllr Rachel Lumsdon suggesting that work could still be undertaken to restrict parking in the area at the bottom of Rectory Row/Crispin Court. Mr Smith's understanding, as he said shared by other residents in this area, was that following an on-site meeting with a selection of residents and County Cllr John Robinson plus Cllrs Mel Carr and Alf Walton any proposals being considered had been shelved. Mr Smith had spoken directly to County Cllr Lumsdon and reminded her of this fact and the 36 letters of objections submitted when an earlier proposal was consulted upon by DCC to introduce parking restrictions in this area of the Town as well as an on-site meeting between Mr Smith and County Cllr Lumsdon when he had shown her first hand the area in question. As a result County Cllr Lumsdon said that she would be liaising with County Cllr Robinson and get back to Mr Smith with a response this week. Mr Smith wanted the Town Council to be aware of this issue and the fact that there is still strong opposition to the introduction of any parking restrictions in this area of the Town. Mr Smith reiterated his belief that it was the views of one resident only which was dictating this response from DCC. Such proposals also had potentially significant implications upon nearby businesses. Mr Smith reported that other residents in this area have now taken dated and timed photographs to show there is no evidence of a parking problem in this location. Mr Smith concluded by asking if the Town Council could request an update directly from DCC. Cllrs agreed to this request. Cllr Alf Walton reported that a member of the public had contacted him stating they had heard a rumour that parking restrictions in this area had already been approved. Cllr Walton had informed the member of the public the Town Council had not received any such information. Cllr Walton concluded that this junction is no different to eight other junctions across the Town.

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

## **5. Reports**

### **5.1 Minutes of Joint Sedgfield Town Council and Sedgfield in Bloom Group (meeting held on Thursday 20<sup>th</sup> October 2016)**

Prior to the meeting the Clerk had circulated to all the minutes from the Joint Sedgfield Town Council and Sedgfield In Bloom Group meeting held on Thursday 20<sup>th</sup> October 2016.

#### **RESOLVED:**

**To receive this information.**

## **5.2 Northumbria In Bloom – Review of 2016 and Consideration of 2017 Competition Entry Report by Town Clerk and Gardening Supervisor**

Prior to the meeting the Clerk had circulated to all a Northumbria In Bloom – Review of 2016 and Consideration of 2017 Competition Entry Report prepared by herself and the Gardening Supervisor. The Clerk and Gardening Supervisor were happy to take questions on this report.

Cllr Ian Sutherland asked whether the proposed letter attached to the report had already been sent to Mrs Eileen Burn the Chair of Northumbria In Bloom. The Clerk replied this letter had not been sent as Town Council approval was required.

Cllr Lynne Dentith asked how much time was spent by the Town Council's gardening staff on this competition and how did this impact upon their work. Mr Young replied the competition places additional constraints upon the Council as the timings associated with judging are beyond the Council's control. Mr Young also pointed out to Cllrs that in 2017 a number of other notable work projects needs to be undertaken including the development of the new area of the cemetery at Butterwick Road and the installation of the new self-watering tubs onto grassed areas which require permanent bases installing first. With the short timescales between plants arriving, planting and judging Mr Young felt that timings would be very tight in 2017. Cllr Ian Sutherland commented that judging in 2016 had taken place at the earliest it had ever been. Mr Young agreed and said such judging in 2016 was too early and the only realistic time for such judging would be the end of July. Cllr Dentith asked if the Council's entry into the competition caused additional stress and pressure. Mr Young confirmed this was the case and the comments and tone of this year's Judges' Report did nothing at all for morale. Mr Young reiterated his belief, and that shared by those who also attended the Joint Town Council and Bloom Meeting in October 2016, that the Judges' Report gave no consideration to the fact Sedgefield is a working village in which the greens are used in ways to which the Town Council cannot control including the Ball Game. Cllr Alf Walton stated the Town would not look any worse for not being in the Bloom competition. Cllr Dentith felt the Council's priority must be the development of the new area of the Cemetery.

Cllr Mark Cant asked how much advance notice was given for judging. Cllr Sutherland replied that in previous years the dates for judging had been mutually agreed, however, in 2016 this did not happen and the Bloom Judges stated when they would be visiting. Cllr Chris Lines asked if other communities had similar feelings

regarding the Competition. Cllr Sutherland reported that a considerable number of large towns and cities have now withdrawn from Northumbria In Bloom competition due to financial constraints.

Cllr Sutherland proposed that the letter prepared by the Clerk and Gardening Supervisor be sent to Mrs Eileen Burns, Chair of the Northumbria in Bloom competition and the Town Council await a response to then decide whether or not to enter the 2017 competition. Cllr Lines seconded this proposal.

**RESOLVED:**

**The Clerk to write to Mrs Eileen Burns, Chair of the Northumbria In Bloom competition and the Town Council to awaiting her response before deciding whether or not to enter the 2017 competition.**

**5.3 Sedgefield In Bloom Sponsorship Donation Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all a Sedgefield In Bloom Sponsorship Donation Report in which it was reported the Bloom had offered the Town Council a donation of £350 from their sponsorship money collected in 2016.

**RESOLVED:**

- i) To accept the Bloom Group's sponsorship donation of £350.**
- ii) The Clerk to write and thank the Bloom Group.**

**6. Correspondence**

**6.1 Sedgefield Grounds Maintenance Tenant Inspectors (email from Mr Dave Sayers, Contracts Manager, Livin dated 31<sup>st</sup> October 2016)**

Prior to the meeting the Clerk had circulated to all an email from Mr Dave Sayers, Contracts Manager at Livin dated 31<sup>st</sup> October 2016 in which had provided the contact details of their volunteer tenant inspectors in Sedgefield.

**RESOLVED:**

**To receive this information.**

**6.2 Sedgefield In Bloom (minutes of meeting held on 9<sup>th</sup> November 2016):**

The Clerk circulated to all copies of the minutes of the Sedgefield In Bloom meeting held on 9<sup>th</sup> November 2016.



**RESOLVED:**

**To receive this information.**

**6.3 Operation “Spruce-up” (email from Mr Steve Ragg, CDALC dated 15<sup>th</sup> November 2016):**

The Clerk circulated to all copies of an email from Mr Steve Ragg of CDALC dated 15<sup>th</sup> November 2016 which contained within it information from Mr Oliver Sherratt, Head of Direct Services, DCC relating to Operation “Spruce-up”. The Clerk proposed that Cllrs consider the content of this email and let her know by no later than Monday 5<sup>th</sup> December 2016 if there any areas within Sedgefield which Cllrs suggest participate in this initiative.

**RESOLVED:**

**Cllrs to forward any ideas to the Clerk by no later than Monday 5<sup>th</sup> December 2016.**

**6.4 County Durham Environment Awards 2016:**

The Clerk circulated to all a Press Release regarding the recent County Durham Environment Awards 2016 and a list of the winners.

**RESOLVED:**

**To receive this information.**

**6.5 Notification of Appeal against a Hedgerow Replacement Notice – Sprucely Farm, Sedgefield Hedge 1 Replacement Notice (email and attachments from Ms Susan Porter, DCC dated 18<sup>th</sup> November 2016):**

The Clerk circulated to all an email and attachments received from Ms Susan Porter of DCC dated 18<sup>th</sup> November 2016 entitled Hedgerow Replacement Notice – Sprucely Farm, Sedgefield Hedge 1 Replacement Notice. The Clerk proposed that Cllrs now consider this information and the matter be discussed further at the Environment Committee meeting on Monday 5<sup>th</sup> December 2016. Cllrs agreed to this proposal.

**RESOLVED:**

**Cllrs to consider this information and the matter to be discussed at the Environment Committee meeting on Monday 5<sup>th</sup> December 2016 (Note: If Cllrs**

have questions following their reading of this information then questions be forwarded to the Clerk asap).

**6.6 Notification of Appeal against a Hedgerow Replacement Notice – Sprucely Farm, Sedgefield Hedge 2 Replacement Notice (email and attachments from Ms Susan Porter, DCC dated 18<sup>th</sup> November 2016):**

The Clerk circulated to all an email and attachments received from Ms Susan Porter of DCC dated 18<sup>th</sup> November 2016 entitled Hedgerow Replacement Notice – Sprucely Farm, Sedgefield Hedge 2 Replacement Notice. The Clerk proposed that Cllrs now consider this information and the matter be discussed further at the Environment Committee meeting on Monday 5<sup>th</sup> December 2016. Cllrs agreed to this proposal.

**RESOLVED:**

**Cllrs to consider this information and the matter to be discussed at the Environment Committee meeting on Monday 5<sup>th</sup> December 2016 (Note: If Cllrs have questions following their reading of this information then questions be forwarded to the Clerk asap).**

**ADDITIONAL INFORMATION:**

**A1: Consideration of Current Planning Applications:**

Cllrs considered the following planning applications which had been circulated to all at the Monthly Meeting held on Monday 14<sup>th</sup> November 2016:

**5) DM/16/03384/FPA – erection of a workers dwelling associated with kennels and cattery, Foxton Wood Kennels, Foxton Wood, Foxton Lane, Sedgefield:**

Cllrs did not have any objections to this application but request that a condition be placed on this dwelling that only a worker or someone whose income comes from the kennels be permitted to live there.

**6) DM/16/03545/FPA – creation of car park to front of site, United Parcel Service, Salters Lane, Sedgefield:**

Cllrs did not have any objections to this application.

**RESOLVED:**

**The comments on planning applications 5-6 above to be submitted to DCC Planners.**

**A2: Consideration of Mr Mark O’Sullivan’s email dated 7<sup>th</sup> November 2016 entitled “Planning response to Town Council letter”:**

Cllrs did not have any comments on Mr O’Sullivan’s email.

**RESOLVED:**

**No further action is to be taken by the Town Council.**

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