

# SEDGEFIELD TOWN COUNCIL

Minutes of the proceedings of the **FEBRUARY MONTHLY MEETING** of the **Council** held at **7 p.m.** in the **Council Offices**, Sedgefield, on **Monday 13<sup>th</sup> February 2017**



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

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

**1. Apologies**

Cllr Lynne Dentith

**2. Declaration of interest**

None.

**3. STC Minutes / Committee Reports**

**a. Minutes of Youth Working Group held Monday 9<sup>th</sup> January 2017**

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

**b. Minutes of Monthly Meeting held Monday 9<sup>th</sup> January 2017**

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

**c. Minutes of P&R Committee held Monday 9<sup>th</sup> January 2017**

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

**d. Minutes of the Finance Working Group held Thursday 12<sup>th</sup> January 2017**

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

**e. Minutes of the Special Town Council Meeting held on Monday 16<sup>th</sup> January 2017**

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

**f. Minutes of the Community Development & Engagement Committee held Monday 16<sup>th</sup> January 2017**

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

**g. Minutes of Environment Committee held on Monday 16<sup>th</sup> January 2017:**

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

**h. Minutes of S106 Working Group held on Monday 30<sup>th</sup> January 2017:**

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

**i. Minutes of Personnel Committee held on Tuesday 31<sup>st</sup> January 2017:**

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

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

**4. Matters of Information**

**4.1 Ceddesfeld Hall Lease Update:**

Cllr Mel Carr and the Town Clerk attended a lease mediation meeting with SCA and Durham Community Action on 18<sup>th</sup> January 2017. A further meeting is scheduled for 14<sup>th</sup> February 2017. A report is being presented to P&R Committee providing a more detailed explanation. Cllr Carr and the Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

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

County Cllr John Robinson to keep the Town Council updated following the County Cllrs meeting in Durham with Ms Jacques (Chief Executive – County Durham & Darlington HNS Foundation Trust).

**RESOLVED:**

**To receive this information.**

**4.3 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. It was noted that it had been previously agreed Cllr Mel Carr would represent the Town Council at this inquiry. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4.4 Public Participation:**

The Clerk has written to County Cllr John Robinson requesting his progress in sourcing funding to refurbish the Corner Shop and Premier Store fronts in the Conservation Area. A follow-up reminder letter has been sent. A response is still awaited.

County Cllr John Robinson to keep the Town Council updated on proposals for a shallow wetland feature on Station Road Playing Field and DCC's progression of application to register this area as village green.

The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4.5 DCC Updated by County Cllrs:**

The Clerk has written again to County Cllrs Lumsdon and Robinson reiterating to them again the information that has been requested by the Town Council and promised by both Cllrs, i.e. a full breakdown of Members Neighbourhoods budgets spent across the entire Electoral Ward. The Clerk reported that earlier that afternoon County Cllr Robinson had forwarded a list of some of his schemes which been supported with funding. Cllrs Alf Walton and Gloria Wills commented that no figures had been provided for each project. No response had been received from County Cllr Lumsdon.

**RESOLVED:**

**To receive this information.**

**4.7 Eden Drive Development Query:**

The Clerk has written to the Planning Inspectorate, with a copy to DCLG and Mr Stuart Timmiss at DCC, requesting clarification regarding the highways issues in relation to this proposed development and enclosed a copy of the email from Mr Henry Jones of DCC. A response has now been received and will be considered under agenda item 10.1.

**RESOLVED:**

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

**4.8 Caravan Spring Lane:**

The Clerk has now written to the Planning Inspectorate to express the Council's objections to this planning appeal. The Planning Inspectorate have confirmed receipt of this correspondence. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4.9 Joint STC/SVAG Meeting – S106 Ideas:**

The Clerk has written to Mr Kevin Gilmore thanking him for his suggestions and informing him the Town Council are in discussions with DCC regarding S106 monies

from Eden Drive. This matter was further discussed at the CD&E Meeting in January 2017.

**RESOLVED:**

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

**4.10 The Sedgefield Plan – Mr Nigel McGurk:**

Meetings to progress The Sedgefield Plan were held on Monday 23<sup>rd</sup> January 2017 and Monday 30<sup>th</sup> January 2017. See agenda item 11.1.

**RESOLVED:**

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

**4.11 Current Planning Applications:**

The Clerk has submitted to DCC Planning Officers all comments made by Cllrs in relation to planning applications 2-4. Planning application 1 plus the two additional planning applications were considered at the Environment Committee meeting on 16<sup>th</sup> January 2017.

**RESOLVED:**

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

**5. Dates of Meetings**

Dates of meetings taking place in February 2017 had been circulated prior to the meeting along with events scheduled for March – December 2017. Cllr Alf Walton commented that a dates of meetings sheet had been omitted from his February 2017 Committee pack.

**RESOLVED:**

**To receive this information.**

**6. Police Report**

PC John Seymour presented the Police Report for the period 9<sup>th</sup> January – 13<sup>th</sup> February 2017 in which the following 22 reported crimes had taken place:

Burglary:

11<sup>th</sup> January 2017, Low Green Mordon – sneak in burglary involving a Land Rover vehicle being taken.

11<sup>th</sup> January 2017, Howe Hills Plantation – cash/currency taken.

28<sup>th</sup> January 2017, Boggle Beck Farm, Mordon – persons disturbed attempting to force entry to farm outbuildings.

1<sup>st</sup> February 2017 – East Holme House – entry forced and premises searched, owners currently not living at premises.

4<sup>th</sup> February 2017 – Swainstons Grain Store, Bradbury – attempt made to clear store.

**Criminal Damage:**

Damage to a window of a property in Elm Avenue, window damaged at Maple Grove and damage to a gate at Rectory Row.

**Theft:**

Eight of these offences relate to shop lifting and a female suspect from the Cleveland area has been identified for some of these offences and will be dealt with soon. Other offences include a drive off at Sainsbury's petrol station, theft of lead from Hardwick Hall and St Edmund's Church.

**Other:**

2 damages to motor vehicles and 2 sexual offences in relation to on-line crime.

Crime has increased by 9% based on the same period last year. Detection rates stand at 30% (these were 31% for the same period last year).

The next PACT meeting will take place on Tuesday 9<sup>th</sup> March 2017 at 7pm in the Fletcher Room of the Parish Hall. No priorities have yet been identified for this meeting.

PC Seymour concluded by informing the Council that a new PCSO will be joining his team in early Spring 2017.

Cllr Alf Walton asked the date of the incident at Hardwick Hall Hotel. PC Seymour did not have this information to hand, however, he confirmed it had happened within the last 2-3 weeks and dog walkers and Hotel staff had disturbed the thieves around 5.30am. This incident had also happened at the same time that lead was stolen from St Edmund's Church.

Cllr Allan Blakemore asked if farms were being targeted and if so suggested awareness raising take place with local farms and also cascade messages through the local Neighbourhood Watch. PC Seymour replied that Cleveland Police have noted a pattern of burglaries in their outlying areas. He also confirmed that he is already working with local farms using the Constabulary's "In The Know" Scheme.

Cllr John Robinson asked if the burglaries at private dwellings were linked in any way to those recently experienced in the wider local area including Bishop Middleham and the Trimdons? PC Seymour replied that there is an increase in the number of burglaries occurring during the day. The burglaries in question are not identical but their timings have also been during daytime hours. He confirmed that Cleveland and Durham Police Forces

are working closely on all these cases.

Cllr Mel Carr asked if an increase in lead thefts was also being seen in other areas of the County. PC Seymour replied that there had been no such incidents elsewhere and informed the Council that lead is now very difficult to weigh in and dispose of.

Cllr Carr thanked PC Seymour for his report and attendance.

**RESOLVED:**

**To receive this information.**

**7. Public Participation**

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

Ms Julie Archer spoke as Chair of the SVAG and made Cllrs aware that the Group had requested a meeting with County Cllrs and DCC Officers to discuss the road within the Eden Drive development. County Cllr John Robinson has assisted with setting up this meeting which will now take place at 2pm on 1<sup>st</sup> March 2017 in County Hall, Durham. Ms Archer said that this meeting would involve DCC's Head of Environment, Planning and Highways as well as representatives from the Civic Trust. Ms Archer asked who would be attending from the Town Council. The Clerk and Cllr Carr confirmed that the Town Council are unaware of this meeting and have not been given any invitation. Ms Archer extended an invitation. The Clerk to liaise with Cllrs to determine who can attend from the Town Council.

Mrs Julia Bowles said that the SVAG would welcome the Town Council's input into the meeting on 1<sup>st</sup> March 2017 and noted that a letter from The Planning Inspectorate relating to the highway through the Eden Drive development was due to be considered later in the meeting. Mrs Bowles had previously reported at other Council meetings that it was up to the Town Council to suggest ideas as to ways in which S106 monies could be spent. Mrs Bowles suggested the Town Council give consideration to such monies being used for some type of road safety issue, such as safe crossing, with particular consideration for the elderly. Mrs Bowles reported that a public meeting is being held in Sedgefield Parish Hall on 23<sup>rd</sup> February 2017 regarding sustainability and the NHS with a focus upon maternity and child care. She said that whilst the Town has its Community Hospital it is under used and its services have been downgraded in recent times. She felt the Town should be campaigning for this hospital to be upgraded and fully used.

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

## **8. Internal Reports**

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

The Clerk circulated to all a Chairman's Report which detailed his activities since the Town Council's last Monthly Meeting in January 2017.

**RESOLVED:**

**To receive this information.**

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

Prior to the meeting a Mayor's Report was circulated to all detailing his activities since the Town Council's last Monthly Meeting in January 2017. In addition, Cllr Lines also reported that on Saturday 11<sup>th</sup> February 2017 he had been honoured to attend and part chair the Sedgfield Twinning Association's AGM.

**RESOLVED:**

**To receive this information.**

### **8.3 Eden Drive Large-Scale S106 Recommendation Report by S106 Working Group:**

Prior to the meeting the Clerk had circulated to all an Eden Drive Large-Scale S106 Recommendation Report by the S106 Working Group which included a draft letter to Mr Stephen Reed of DCC. The Clerk also circulated to Cllrs an email and attachment received by chance from Mr Steve Ragg of CDALC dated 9<sup>th</sup> February 2017 which detailed S106 money currently available across all Electoral Divisions in County Durham.

Cllr Gloria Wills commented that DCC's S106 Working Group's Terms of Reference were drawn up in 2009 and have not been reviewed since. She said that at the very least these Terms of Reference should include the legal tests which are required when S106 monies is allocated. All Cllrs agreed. Cllr Chris Lines commented that within Item 5 of these Terms of Reference was the term "transparent manner" and he requested that the Town Council ask what is meant by this. All Cllrs agreed. It was agreed that these comments on the Terms of Reference be incorporated into the Town Council's letter to Mr Stephen Reed.

Cllr John Robinson declared an interest as he is involved in S106 monies allocation. He confirmed that the information shared by the Clerk from Mr Steve Ragg is exactly the same information and in the same format as it is shared with County Cllrs.

Cllr Lines suggested that within the draft letter to Mr Stephen Reed it is explicitly stated that the Town Council wants to seek reassurance that none of the S106 monies relating to Eden Drive will be allocated before the forthcoming elections on 4<sup>th</sup> May 2017 and

also request clarification regarding the timescales as to what point S106 monies can start to be allocated when development begins on the site. Cllr Lines said it was important to stress within the letter that Sedgefield Town Council want an assurance that they will be involved in the process of allocation such monies. All Cllrs agreed.

Cllr Dudley Waters referred to the report and asked why DCC's Leisure Services would be undertaking a community consultation exercise. Cllr Lines explained this was because a significant sum of the S106 monies relating to this development have been ring-fenced for recreational and sports purposes.

**RESOLVED:**

**The Clerk to amend the draft letter to Mr Stephen Reed as discussed and keep Cllrs updated when a response is received.**

**9. External Reports**

**9.1 East Durham Rural Corridor Area Action Partnership Board Meeting 24<sup>th</sup> January 2017 – Key Messages:**

Prior to the meeting the Clerk had circulated to all the key messages from the East Durham Rural Corridor Area Action Partnership's Board Meeting held on 24<sup>th</sup> January 2017 at Kelloe.

**RESOLVED:**

**To receive this information.**

**10. Correspondence**

**10.1 Appeal by Story Homes and Durham Diocesan Board of Finance – Site Land to the South of Eden Drive, Sedgefield (letter from Chris Pritchard, The Planning Inspectorate dated 23<sup>rd</sup> January 2017):**

Prior to the meeting the Clerk had circulated to all a letter from Chris Pritchard of The Planning Inspectorate dated 23<sup>rd</sup> January 2017 giving a response to the Town Council's comments regarding the apparent confusion between the Inspector's comments and the planning application for the highway as part of the large-scale development at Eden Drive.

Cllr Gloria Wills asked that a copy of this letter be shared with the Chair of the SVAG. All Cllrs agreed to this request. Cllr notes that the Town Council's enquiry had been recorded as an upheld complaint. Cllr Wills said that it had been worth the Town Council's while raising this issue and expressing concerns.



**RESOLVED:**

- i) To receive this information.**
- ii) The Clerk to forward a copy of this letter to the Chair of the SVAG.**

**10.2 Planning Application DM/16/04042/FPA – NETPark (email from Mr Colin Harding, Senior Planning Officer, DCC dated 23<sup>rd</sup> January 2017):**

Prior to the meeting the Clerk had circulate to all an email received from Mr Colin Harding of DCC dated 23<sup>rd</sup> January 2017 in response to the Town Council's recent letter expressing concerns regarding the inclusion of committed developments in Sedgefield within the Transport Assessment relating to planning application DM/16/04042/FPA relating to NETPark.

Cllr Gloria Wills felt it was staggering that such a response could be written by the County Council as the site east of Sedgefield Community College is, as detailed in Mr Harding's email, not a committed development as it does not have planning permission. Cllr Wills said DCC should have accepted they made an error in allowing incorrect information to be included in a public document and apologised to the Town Council to this effect. Cllr Wills questioned if DCC had ever used a "worst case scenario" approach before in relation to planning. She felt that DCC had let the Town Council down and should have accepted their mistake rather than say the Town Council is incorrect to infer any further consequences. Cllr Chris Lines supported comments made by Cllr Wills and said that such instances of inconsistencies were appalling.

Cllr John Robinson suggested that the Clerk obtain a copy of the previous week's County Planning Committee minutes as at this meeting Avant Homes were given approval for a planning application as a result of a split vote. Cllr Robinson said there were a number of similarities between that instance and current planning issues at Sedgefield, therefore looking at these minutes could help the Town Council to prepare any future defence.

With regards to the email being considered Cllr Wills said it was a very defensive piece of correspondence and she was disappointed in response and tone. Cllrs Wills and Carr proposed the Town Council write back to Mr Harding making him aware of the Town Council's views.

**RESOLVED:**

**The Clerk to write to Mr Harding of DCC.**

**10.3 Town and Country Planning Act 1990 (as amended) Section 78 – Notification of Planning Appeal (letter from Mr Stuart Timmiss, DCC dated 3<sup>rd</sup> February 2017):**

Prior to the meeting the Clerk had circulated to all copies of a letter from Mr Stuart Timmiss of DCC dated 3<sup>rd</sup> February 2017 informing the Town Council that an appeal by public inquiry will be taking place following DCC's planning application refusal for outline application for the erection of up to 125 dwellings, associated landscaping and parking, plus demolition of existing buildings of land at the former Sedgefield Community Hospital, Salters Lane, Sedgefield. Cllrs noted that no date had yet been given for this inquiry. Cllr Ian Sutherland reminded Cllrs that previously the Town Council had supported this planning application but had felt that more detail was required regarding the actual design. The Clerk to keep Cllrs updated as more information is received.

**RESOLVED:**

**To receive this information.**

**10.4 Sedgefield Neighbourhood Plan – Withdrawal of Neighbourhood Plan (2016 Submission Draft) (letter from Mr Stuart Carter, DCC dated 3<sup>rd</sup> February 2017):**

Prior to the meeting the Clerk had circulated to all copies of a letter from Mr Stuart Carter of DCC dated 3<sup>rd</sup> February 2017 entitled Sedgefield Neighbourhood Plan – Withdrawal of Neighbourhood Plan (2016 Submission Draft).

Cllr Allan Blakemore said that he did not wish to see The Sedgefield Plan be withdrawn as per DCC's request as this would imply the Plan was being removed entirely from the process when in actual fact the Plan is being modified to fit with the Inspector's recommendations as well as changes in circumstances since the submission of that Plan originally, i.e. the decision by the Planning Inspectorate to grant planning permission at Eden Drive. The Inspector had said that if recommendations were made as per his comments then the Plan could move forwards to Community Referendum. Cllr Blakemore was concerned that all the community goodwill which had been generated in the production of the Plan could be significantly jeopardized if the decision was made to withdraw the Plan.

Cllr Gloria Wills expressed her concern that such a letter could be sent by a Senior Policy Officer. Cllr Wills read out Regulations 18 and 19 of the Neighbourhood Plan Regulations 2012 specifically referencing the responsibilities of the Local Planning Authority (LPA), i.e. DCC. Cllr Wills said that when The Sedgefield Plan was returned from the Independent Examiner DCC agreed to work with the Town Council to modify the Plan and this has been done. At no time during those earlier meetings did DCC

ever say the Plan had to be withdrawn and in accordance with the Regulations it is DCC's decision as LPA to withdraw the Plan and to publish their reasons. This is not a decision that needs to be made by the Town Council as Qualifying Body. Cllr Wills gave the example of Tattenhill's Neighbourhood Plan which had also been examined by Mr Nigel McGurk. This particular Plan had followed a similar pattern to Sedgefield in that after examination Tattenhill worked with their LPA to modify the Plan which included changes that were different to the Examiner's recommendations but for which evidence was clearly provided and then the revised Plan went immediately to re-examination without any further period of statutory consultation. Cllr Wills said there was nothing in the legislation which stated the Town Council have to withdraw the Plan and voiced her concerns that if withdrawal was the course of action taken by the Town Council then there would be no Plan whatsoever to try and protect the Town. However, if the Plan can be shown to be in stages of modification then it does still carry some weight. Cllr Wills proposed the Town Council proceed immediately by submitting the revised Plan to Durham County Council only without undergoing further statutory consultation. Cllr Allan Blakemore seconded this proposal and other Cllrs agreed. Cllr Chris Lines said that when the Plan was re-submitted the accompanying documentation should state that the modifications had been made with the full support of DCC.

**RESOLVED:**

**The Clerk to write to Mr Stuart Carter of DCC informing him that the Town Council would not be withdrawing their Neighbourhood Plan.**

**11. The Sedgefield Plan:**

**11.1 The Sedgefield Plan Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Sedgefield Plan Update Report which detailed the work that had been undertaken on the Plan since the Council's January 2017 Monthly Meeting.

Further to discussions in 10.4, Cllr Allan Blakemore reiterated that when the revised Plan is submitted to DCC there is a covering letter clearly stating the changes which have been made to the Plan and why along with clear statement of DCC's involvement and support in this process and a request this now be re-submitted to the Examiner in order that the Plan can move ahead to Community Referendum as quickly as possible. Cllr Maxine Robinson commented that as nothing new is being added to the Plan the letter should clearly state the Plan has been amended as suggested, however, had any new policies been included then statutory consultation would have been needed.

Cllr Ian Sutherland pointed out that the reference to the Sedgefield Bowling Green within the Plan needed to be updated to reflect that they now have been granted planning permission.

**RESOLVED:**

**The revised Sedgefield Plan be adopted by Sedgefield Town Council.**

**12. Current Planning Applications**

Cllrs John and Maxine Robinson declared an interest in planning application 12 which relates to their neighbor.

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/16/04045/FPA – change of use from community centre (D2) to mixed use of community centre and child day care (D1/D2), Fishburn Youth and Community Centre, Fishburn:**

Cllrs did not have any objections to this application.

**2 DM/16/04065/VOC – variation of condition 2 of permission DM/15/01542/FPA to allow increase in size of proposed Phase 2 of research facility and labs, land on the East side of John, Sedgefield:**

Cllrs did not have any objections to this application.

**3 DM/17/00063/FPA – erection of two storey side extension and single storey front extension, 20 Maple Grove, Sedgefield:**

Cllrs did not have any objections to this application.

**4 DM/17/00087/FPA – erection of two storey side extension and single storey front extension, 33 The Orchard, Sedgefield:**

Cllrs did not have any objections to this application.

**5 DM/17/00091/FPA – erection of single storey front/side/rear extension, 18 Hadleigh Close, Sedgefield:**

Cllrs did not have any objections to this application.

**6 DM/17/00113/FPA – change of use from retail to café, 14 Maughan Terrace, Fishburn:**

Cllrs did not have any objections to this application.

**7 DM/17/00143/TPO – crown lift to 3.5-4m and crown lift to 5.5m over highway and reduction of 1 no. Horse Chestnut protected by TPO SBC-18-2005, 3 Dunelm Court, Sedgefield:**

Cllr Maxine Robinson proposed that in-relation to applications 7, 8 and 9 the Town

Council requests the Tree Officer considers the cumulative impact of all three applications which directly impact upon two houses. All Cllrs agreed with this proposal. The Clerk to write to the Planning Officer.

- 8 DM/17/00144/TPO – crown lift to 3.5-4m Lime (T2), crown lift to 3.5-4m Horse Chestnut (T3) and reduction of Lime (T4) protected by TPO SCB-18-2005, 2 Dunelm Court, Sedgefield:**

See comments under planning application 7 above.

- 9 DM/17/00145/TPO – crown lift to 3.5-4m and reduction of 1 no sycamore protected by TPO SBC-18-2005, 3 Dunelm Court, Sedgefield:**

See comments under planning application 8 above.

- 10 DM/17/00180/FPA – proposed haulage transport business, Sprucely Farm, Sedgefield:**

Cllrs did not have any objections to this application.

- 11 DM/17/00194/FPA – enlargement of sunroom on existing garage, 16 West End, Sedgefield:**

Cllr Maxine Robinson proposed the Town Council write to the Planning Officer requesting that all materials use for this work be in-line with the requirements of the Conservation Area. All Cllrs agreed with this proposal. The Clerk to write to the Planning Officer.

- 12 DM/17/00277/FPA – erection of two storey side extension and erection of replacement detached outbuilding to side, 22 Whitehouse Drive, Sedgefield:**

Cllrs did not have any objections to this application.

**RESOLVED:**

**The comments on planning applications 1-12 above to be submitted to DCC Planners.**

The Clerk circulated to all Cllrs details of additional planning applications which had been published earlier that day by DCC as follows:

**DM/16/04070/FPA – 3 no steel containers for agricultural storage (retrospective), Beechgrove, Thorpe Larches**

**DM/17/00360/FPA – demolition of garages and construction of 3 no bungalows, garage block at Eden Drive**

**RESOLVED:**

**The additional two planning applications to be considered by Cllrs at the Environment Committee meeting to be held on Monday 20<sup>th</sup> February 2017.**

The Chair thanked everyone for attending and closed the meeting at 8.02pm.



# SEDGEFIELD TOWN COUNCIL

## POLICY & RESOURCES



Minutes of the proceedings of the **FEBRUARY**  
**POLICY & RESOURCES** of the **Council** held following the  
Monthly meeting in the **Council Offices**, Sedgefield,  
on  
**Monday 13<sup>th</sup> February 2017**

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

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

**1. Apologies**

Cllrs Vanessa Carmichael, Lynne Dentith, John Robinson and Maxine Robinson.

**2. Declaration of interest**

Cllr Ian Sutherland declared an interest in matters relating to the SCA. No other Cllrs made declarations of interest.

**3. Durham County Council Planning Enforcement Procedures – Presentation by Mr Stephen Reed, Development Manager, Planning Development and Ms Susan Porter, Senior Enforcement Officer, Durham County Council:**

Cllr Gloria Wills welcomed Mr Stephen Reed and Ms Susan Porter both of DCC to the meeting. They then proceeded to give a presentation explaining DCC's Planning Enforcement Service explaining that an effective planning enforcement service is vital to the overall success of the planning system. The presentation detailed the general principles behind planning enforcement, the remit of planning enforcement legislation, development in relation to unauthorized advertisements, non-compliance with approved plans and high hedges. Clarification was given as to what matters DCC's Planning Enforcement do not deal with. Details were given as to how DCC assign priorities and conduct their investigations as well as explaining the actions the County Council can take and the associated timescales. Mr Reed said he welcomes information and local intelligence from Town and Parish Councils in all matters relating to planning and enforcement.

During the course of Mr Reed's presentation Cllrs asked a series of questions.

Cllr Ian Sutherland asked what would happen if a building within a Conservation Area was allowed to fall down as a result of neglect. Mr Reed said that if such negligence had been on purpose DCC have the powers to oversee the building is reinstated.

Cllr Alf Walton questioned what enforcement powers DCC have in relation to static caravans. Ms Porter replied that caravans are not development but are chattels on the land. Questions to ask in such instances are has there been a material change of use and why. Each case would then require careful investigation based upon the circumstances.

With regards to reporting, Cllr Gloria Wills asked if DCC would rely upon the Town Council to notify them if there was a concern. Mr Reed said he would welcome the Town Council, and members of the public, raising any concerns. He assured that the rules relating to advertising are applied consistently while at the same time balancing the requirements of those areas such as Sedgefield which have within them Conservation Areas. It was quite possible that something not acceptable in a Conservation Area would be acceptable elsewhere. Cllr Tim Jeanes asked if these rules and procedures also applied to advertising signs painted on walls. Ms Porter said that all cases would be investigated individually and the law applied appropriately. Mr Reed said that he had three Enforcement Officers covering South West Durham and they would all welcome local intelligence to support their work.

Cllr Mel Carr referred to Mr Reed's slide which detailed in percentage terms the work of his enforcement team. Cllr Carr asked if actual figures were available instead of percentages. The Officers did not have this information to hand, however, Ms Porter was able to state that with regards to appeal decisions this related to two cases and with regards to prosecutions this also related to two cases.

Cllr Wills thanked Mr Reed and Ms Porter for their attendance.

(Cllr Dudley Waters left the meeting at this point)

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

##### **4.1 Epitaph Training:**

Training for the Clerk and Gardening Supervisor is on-hold whilst the Council's Finance Working Group consider the best financial package (which includes cemetery software) for the Council's future usage. See agenda item 10.5.

**RESOLVED:**



**To receive this information.**

**4.2 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.**

**4.3 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.

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 updated regarding this matter. A response is still awaited.

**RESOLVED:**

**To receive this information.**

**4.4 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 boreholes in Station Road Playing field and also 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. A further reminder letter has been issued to NWL. A response is still awaited. The Clerk to keep Cllrs updated on this matter.

The Clerk circulated to all for information an email received from Mrs Anne Scott dated 13<sup>th</sup> February 2017 which she had sent to County Cllr John Robinson and copied to Mr John Reed of DCC in which she requested updates on a number of matters relating to Station Road Playing Field. Mrs Scott had asked this information be shared with all Town Cllrs.

**RESOLVED:**

**To receive this information.**

**4.5 Bank/Cash Reconciliation Report:**

This matter to be resolved once agreement reached by P&R Committee regarding Council's future financial software package. See agenda item 10.5.

**RESOLVED:**

**To receive this information.**

**4.6 Costings for Sale of Land Around Butterwick Road Cemetery:**

The Estates Working Group are working on identifying potential solicitors to progress this matter. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4.7 Internal Auditor Update:**

See agenda item 7.5 for copies of Mr Gordon Fletcher's most recent internal audit reports.

The Clerk reported that Mr Gordon Fletcher had undertaken further internal audit inspections as per his agreed workplan on 13<sup>th</sup> February 2017. He will present his findings to the next Finance Working Group meeting on 27<sup>th</sup> February 2017.

**RESOLVED:**

**To receive this information.**

**4.8 NALC Bulletin:**

The Town Clerk has now written to Mr Phil Wilson MP in relation to the current council tax referendum principles campaign. Mr Wilson has in turn written to Parliamentary Under Secretary Marcus Jones MP and will respond again to the Town Council in due course. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4.9 Treeworks in Ceddesfeld Hall Grounds:**

The Clerk has written to AW Treecare seeking further clarification on the quotation provided. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4.10 Treeworks between School and Grounds of Ceddesfeld Hall:**

AW Treecare have been informed of their successful quotation, issued with a Purchase Order Number and asked to check necessary tree protections in order to undertake this work as quickly as possible. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4.11 Treeworks at Butterwick Road Allotments:**

AW Treecare have been informed of their successful quotation, issued with a Purchase Order Number and asked to check necessary tree protections in order to undertake this work as quickly as possible. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4.12 Emptying Recycling Bays at Butterwick Road Cemetery:**

Darnton & Young have been informed of their successful quotation, issued with a Purchase Order Number and asked to undertake this work as quickly as possible. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4.13 Foundation Level Quality Award:**

An application form to seek this accreditation, along with accompanying evidence, has now been submitted to Mr Steve Ragg at CDALC. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4.14 Royal Garden Parties 2017:**

The Clerk has submitted the details of Cllrs Ian Sutherland and Dudley Waters to the CDALC ballot for this year's Royal Garden Parties. The ballot has now taken place and Cllr Susan Nelson and her husband (Brandon & Byshottles Parish Council) plus Cllr Amanda Hillary and her husband (Witton Gilbert Parish Council) will be attending the 2017 Royal Garden Party.

**RESOLVED:**

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

**4.15 Debtors List:**

Following discussions between the Internal Auditor and the Finance Working Group it was agreed that transaction 2935 should remain on the financial system until 31<sup>st</sup> March 2017 and then be removed.

**RESOLVED:**

To receive this information and to close this matter.

**4.16 Allocation of Terrace Hill Funding:**

The Finance Working Group approved the letter drafted by the Clerk. Letters were subsequently sent to Sedgefield Bowling Club and Sedgefield Harriers requesting progress reports on their respective projects and to give a presentation at the CD&E meeting to be held on Monday 20<sup>th</sup> February 2017. This matter will now be acted via the CD&E Committee. The Clerk reported that progress reports had been received from both organisations, however, Sedgefield Harriers are unable to send a representative to present to the February meeting and following discussions with the Chair of the Council they have been offered an agenda item on the CD&E Committee meeting on Monday 20<sup>th</sup> March 2017.

The Finance Working Group have considered potential funding opportunities available through the Lambs Hill project and the Parish Hall Project Worker is currently investigating this further. The Finance Working Group will report back to a future P&R Committee.

**RESOLVED:**

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

**4.17 Eden Drive Play Area:**

RTC Safety Surfaces Ltd have been informed of their successful tender and issued with a Purchase Order number. This work is now underway with one area underneath the tyre swing having had wetpour successfully installed. Unfortunately RTC have incorrectly replaced the wetpour area underneath the cradle swing in the enclosed toddler area instead of the wetpour underneath the two junior swings. RTC have accepted this was an error on their part and they will return later this month to complete this work. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**5. Public Participation**

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

Mrs Bowles reminded Cllrs that at previous meetings she has reported that County Cllr John Robinson has stated that funding is available for shop frontage improvement works. Mrs Bowles understood that Jason Turnough of DCC has contacted the County Scheme Fund holder and organized a walk around meeting in the village in early March 2017. Several Town Councillors expressed their annoyance that no such information has come directly to the Town Council despite contacting the County Cllr. The Clerk was asked to contact Jason Turnough and request the Town Council be invited to this walk around. Mrs Bowles then reported County Cllr Robinson had handed her a note in which he said he chairs the Health Trust and Ms Sue Jacques was due to give a presentation to DCC's Scrutiny in March 2017 regarding the Sedgefield Community Hospital. Finally, Mrs Bowles noted her disappointment that the matter of the Ceddesfeld Hall lease was to be considered under exempt information as she said the community wanted to know what was going on. Cllr Wills replied that as the independent mediation process is still on-going between the Council and SCA this matter needs to remain confidential at this time.

The Chair re-opened the meeting.

**6. Reports**

**6.1 Parish Hall User Forum Update by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all a Parish Hall User Forum Update Report by the Estates Working Group. Cllr Allan Blakemore, Parish Hall Champion, reported that two Forum meetings had taken place on 7<sup>th</sup> February 2017. Whilst minutes will be shared with all Cllrs in due course he reported that these meetings had been well attended and well received with agreement reached as to the role of the Forum as the Parish Hall refurbishment project continues.

**RESOLVED:**

**To receive this information.**

Note: Reports related to information exempt from the public are considered under agenda item 10.

**7. Financial Matters**

**7.1 Monthly Accounts: Income (as at 6<sup>th</sup> February 2017) / Expenditure (as at 6<sup>th</sup>**

## **February 2017 minus unapproved cheques after 9<sup>th</sup> January 2017)**

### **RESOLVED:**

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

## **7.2 Cheques for approval after 9<sup>th</sup> January 2017**

Details of cheques for approval from 19<sup>th</sup> January – 6<sup>th</sup> February 2017 had been circulated to all Cllrs prior to the meeting. The Clerk circulated copies of cheques for approval from 10<sup>th</sup> – 13<sup>th</sup> February 2017. The Clerk informed Cllrs that cheque number 108851 to RTC was on-hold as the wetpour installation was not yet completed. Cllr Gloria Wills expressed her concerns regarding the costs incurred for the festive lighting in December 2016.

### **RESOLVED:**

- i) All cheques were approved for payment.**
- ii) Cllrs Carr and Wills plus the Town Clerk to duly sign the cheques.**
- iii) The Estates Working Group to consider the Town's festive lighting requirements for December 2017.**

## **7.3 Debtors List as at 6<sup>th</sup> February 2017**

### **RESOLVED:**

**To receive the Debtors List as at 6<sup>th</sup> February 2017.**

## **7.4 2017/18 Precept Update Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all a 2017/18 Precept Update Report in which Cllrs were informed all necessary paperwork relating to the Town Council's precept request have been completed and submitted. DCC have confirmed receipt and this precept will be shown on Council Tax billing information as a 2.97% increase on a Band D Tax. A community information article has also now appeared in the Sedgefield Extra and on the news page of the Town Council's website.

### **RESOLVED:**

**To receive this information.**

## **7.5 Internal Auditor's Latest Reports by Finance Working Group**

Prior to the meeting the Clerk had circulated to all an Internal Auditor's Latest Findings Reports Update produced by the Finance Working Group. Cllrs said they were happy with the progress continuing to be made by the Council in relation to the areas which had been audited. Cllr Ian Sutherland asked if the actions identified by the Internal Auditor were now in hand and the Clerk confirmed this was the case and

were being monitored by the Finance Working Group.

**RESOLVED:**

**To receive this information.**

**7.6 External Auditors and Their Reports (emails from Mr Steve Ragg, CDALC dated 12<sup>th</sup> and 16<sup>th</sup> January 2017)**

Prior to the meeting the Clerk had circulated to all copies of emails from Mr Steve Ragg of CDALC dated 12<sup>th</sup> and 16<sup>th</sup> January 2017 relating to future External Audit arrangements post 2017/18.

**RESOLVED:**

**To receive this information.**

**8. Correspondence**

**8.1 County Durham & Darlington Fire & Rescue Service Public Consultation (email from Mr Steve Ragg, CDALC dated 25<sup>th</sup> January 2017):**

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Ragg of CDALC dated 25<sup>th</sup> January 2017 relating to the current County Durham & Darlington Fire & Rescue Service's Public Consultation exercise.

**RESOLVED:**

**To receive this information.**

**8.2 Arrangements To Count The Votes At May 2017 Elections (email and attachment from Mr Steve Ragg, CDALC dated 26<sup>th</sup> January 2017):**

Prior to the meeting the Clerk had circulated to all an email and attachment from Mr Steve Ragg of CDALC dated 26<sup>th</sup> January 2017 detailing arrangement to count the votes following this year's County and Town/Parish Council elections.

**RESOLVED:**

**To receive this information.**

**9. Training:**

**9.1 Local Council Advisory Service (LCAS) Health & Safety Seminar, Peterlee 1<sup>st</sup> February 2017 Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a report detailing recent LCAS Health & Safety Seminar attendance by herself, the Finance Assistant/Receptionist and Parish Hall Project Worker.

**RESOLVED:**

**To receive this information.**

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).

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

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



# **SEDGEFIELD TOWN COUNCIL**

## **COMMUNITY DEVELOPMENT & ENGAGEMENT**



Minutes of the proceedings of the **FEBRUARY COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held at **7 p.m.** in the **Council Offices**, Sedgefield, on **Monday 20<sup>th</sup> February 2017.**

**Present** **Cllr. Allan Blakemore (Chairman)**  
**Cllr. Lynne Dentith (Vice-Chairman) and**  
Cllrs David Brown, Mark Cant, Mel Carr, Joanne Elliott, Tim Jeanes, Chris Lines, Maxine Robinson, Ian Sutherland, Alf Walton and Gloria Wills.

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

### **1. Apologies**

Cllrs Vanessa Carmichael and John Robinson.

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

Cllr Chris Lines declared a non-pecuniary interest in agenda item 4 and Cllr Ian Sutherland declared a non-pecuniary interest in agenda item 3. No other declarations of interest were made by Cllrs.

The Clerk reminded Cllrs of the information she had conveyed at the previous week's P&R Committee meeting that Mr Ean Parsons, President of Sedgefield Harriers, was unable to attend this meeting and deliver a presentation on behalf of the Harriers due to being called away on urgent business. His presentation had been rescheduled for the March 2017 Community Development & Engagement Committee meeting. Cllr Maxine Robinson suggested that both presentations relating to Terrace Hill funding be heard on the same evening. Cllr Gloria Wills disagreed. Cllrs agreed the presentation by Sedgefield Bowling Club should go ahead.

### **3. Terrace Hill Funding Allocation: Project Presentation by Sedgefield Bowling Club:**

Prior to the meeting the Clerk had circulated to all a letter from Mrs Sheila Sutherland, Secretary of Sedgefield Bowling Club dated 20<sup>th</sup> January 2017 detailing the progress made by the Club towards their aim of a new outdoor bowling green at Sedgefield Cricket Club. Mrs Sheila Sutherland introduced her colleagues Mr Jeff Parsons (Chair of the Club), Mrs May Brown (Vice Chair of the Club) and Mrs Liz Garner (Social Secretary of the Club). Mrs

Sutherland then gave a powerpoint presentation detailing the reason for the project, the work undertaken to date in order to achieve planning permission approval, the reasons for an artificial surfaces instead of a conventional grass surface, the anticipated running costs of the new facility and how it is envisaged that the green will be self-sustaining to pay for its own future surface replacement works. Mrs Sutherland concluded by reiterating the funding secured to date whilst the Bowling Club had been disappointed that its bid to Sport England had been unsuccessful (copies of the bid were circulated to all) she detailed other potential funders who will now be approached having secured support from several organisations who can help in preparing funding bids. The Bowling Club requested the Town Council remain patient for one more year in order to give the Club the opportunity to complete their project. Mrs Sutherland said that she was happy to take Cllrs questions.

Cllr Allan Blakemore asked if an additional year was sufficient time for the Club to complete their project. Mrs Sutherland replied that with the professional support which has now been secured from Durham Community Action, Mowden Bowling Club, Durham County Council and the AAP the Club felt they now had the necessary expertise to submit successful funding bids to other sources of finance including Neighbourhood budgets and potential S106 money.

Cllr Lynne Dentith said that she saw little evidence of what progress had been made by the Club in the last 12 months. Mrs Sutherland replied that considerable time had been spent in 2016 preparing a funding bid to Sport England. Once submitted it had taken several months for this to be processed by Sport England before they reached their decision not to award funding. At that point the Club's focus had turned to seeking alternative sources of support and funding as it was realized that they needed professional support. Cllr Dentith said that there was no guarantee that the Club would secure the funding they needed to complete their project and expressed her concern about extending the deadline for their Terrace Hill money. Cllr Chris Lines said that at some point over the coming years there is going to be a significant sum of S106 money available to which groups such as the Bowling Club can apply. Cllr Lines suggested that the Bowling Club would be looking at a cocktail of funding providers in order to complete their project and Mrs Sutherland confirmed this would be the case. Mrs Sutherland also commented that in many instances in order to be able to secure funding it is often the case that evidence needs to be shown that some funding has already been secured such as the Terrace Hill money. Cllr Dentith said that she understood there was an old bowling green in Fishburn and what evidence there is of demand for such a facility in Sedgefield when there is an existing green in a neighbouring village. Mrs Sutherland said that previous research had been undertaken in relation to the former Parish Plan and evidence from this process showed people had indicated that they would like to play bowls in their own Town rather than travel outside. Mrs Sutherland reiterated that she was confident the Bowling Club would have sufficient membership to make the new outdoor green sustainable financially.

Cllr Alf Walton asked where the Bowling Club currently play and Mrs Sutherland replied across a number of venues both indoors and outdoors as far away as Billingham.

Cllr Maxine Robinson reminded Cllrs of the purpose of the Terrace Hill money and that when successful projects were first agreed upon it had also been said that the Town Council would make a commitment to help prepare funding bids through the work of the Community Development Officer. Unfortunately this has not been possible due to the long-term absence of this Officer and Cllr Robinson urged fellow Cllrs to bear this in mind. She also pointed out that the Bowling Club have had to undertake significant additional work in order to secure planning permission approval and if these issues had not been encountered then in all probability the Club would not be needing to seek an additional extension to their deadline.

Cllr Joanne Elliott asked for details of the membership of the Bowling Club. Mrs Sutherland said the Club currently had 37 members who ranged in age from early 60s to mid 80s.

Cllr David Brown said the Town Council were custodians for the Terrace Hill money and that whilst some projects had progressed and utilized their funding others had not. The money which remains unclaimed is dormant at the moment and the Town Council should be mindful of that fact. Cllr Brown proposed the Bowling Club's deadline be extended for one more year. Cllr Alf Walton seconded this. Cllr Lynne Dentith proposed that the Bowling Club's deadline be extended for six months and then reviewed. Cllr Gloria Wills proposed that the Bowling Club's deadline for accessing their Terrace Hill money be extended by one year to 31<sup>st</sup> March 2018 and that if the money was unclaimed by 30<sup>th</sup> September 2017 they be requested to give a further progress presentation to the Council. All Cllrs agreed with this proposal.

**RESOLVED:**

**Sedgefield Bowling Club's Terrace Hill funding allocation of £22,500 be extended until 31<sup>st</sup> March 2018. If this money remains unclaimed by 30<sup>th</sup> September 2017 the Clerk to arrange for the Bowling Club to give a further progress presentation to the Town Council.**

**4. Terrace Hill Funding Allocation: Project Presentation by Sedgefield Harriers:**

Prior to the meeting the Clerk had circulated to all a letter from Mr Ean Parsons, President of Sedgefield Harriers, dated 27<sup>th</sup> January 2017 in which he detailed the progress made by the Harriers to date. Mr Parsons will now present to the March 2017 Community Development & Engagement Committee meeting.

**RESOLVED:**

**To receive this information.**

**5. Matters of Information**

**5.1 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.**

**5.2 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.**

**5.3 Sedgefield Day:**

A Sedgefield 700+ meeting to discuss last year's Sedgefield Day and a 2017 event took place on 8<sup>th</sup> February 2017. The Clerk to keep Cllrs updated.

**RESOLVED:**

**To receive this information.**

**5.4 Public Participation:**

The Clerk has issued a further follow-up letter to County Cllr John Robinson requesting information about his work in seeking funding for shop frontage alterations within the Conservation Area. A response is still awaited. The Clerk also reported that as a result of comments made during Public Participation at Council meetings held on 13<sup>th</sup> February 2017 about a walk-around being organized by the AAP taking place in the Town in early March 2017 to review the state of shop frontages that she had spoken directly to Mr Jason Turnough of the EDRC AAP. Mr Turnough stated that whilst he had been asked to investigate if any such funding was available he had informed County Cllrs that no such specific funding was available although it was possible that individual business owners could submit business cases for possible assistance. Mr Turnough said that no walk around was being planned or had been arranged to take place in Sedgefield.

**RESOLVED:**

**To receive this information.**

**5.5 2016 Snow Party:**

An initial meeting to consider options for the format of the 2017 Snow Party (2<sup>nd</sup> December 2017) took place on 8<sup>th</sup> February 2017. The Clerk to keep Cllrs updated.

**RESOLVED:**

**To receive this information.**

**5.6 Youth Working Group Update:**

The Clerk has requested Mr Michael Parkin commence drafting an SLA for the provision of a youth club one evening per week in Sedgefield. Once drafted a Youth Working Group meeting will be scheduled to discuss and bring to Council an appropriate recommendation. The Clerk to keep Cllrs updated on this matter.

The Estates Working Group are continuing to progress the project for refurbishing the Fletcher Room in the Parish Hall.

A provision of £8000 has been set within the 2017/18 Council budget for sustaining a youth club as part of the Council's wider commitment to youth provision.

The Estates Working Group have recommended the most appropriate way for the Youth Shelter to be refurbished in accordance with the wishes of young people is via a grant funding bid which those young people can help to produce. The Parish Hall Project Worker is currently seeking potential funding sources.

**RESOLVED:**

**5.7 S106 Money – Thurlow Grange and Eden Drive:**

A S106 Working Group meeting took place on Monday 30<sup>th</sup> January 2017 with an invitation issued to all Cllrs to attend. Also in attendance was Mr Stephen Reed of DCC who explained their procedures in relation to S106. Minutes from this meeting have now been circulated and a report taken to the February 2017 Monthly Meeting.

**RESOLVED:**

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

**6. Public Participation**

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

Mrs Julia Bowles said that in relation to the state of shop frontages within the Conservation Area she had been told directly by County Cllr Robinson that a walk around was taking place in the Town. She also said that she had been told that County Cllr Lumsdon had informed her that funding had been received in Fishburn for the improvement of shop frontages. With regards to the Terrace Hill funding, Mrs Bowles said she agreed with Cllr Brown's comment that the Town Council is custodian of this money and she pointed out that other funders are very strict about their eligibility timescales. Mrs Bowles said that she would have been very critical of DCC if they were sitting on money that could go back into a central pot and be reallocated elsewhere. Cllr Allan Blakemore thanked Mrs Bowles for her comments and assured her that the Town Council took its custodianship of the Terrace Hill funding very seriously and this was why the Council has asked for regular updates on progress and requested further reports as well as a new deadline date. Cllr Blakemore said that it would be unfair of the Town Council to retract funding at this stage when it was clear that the Bowling Club are making progress and have now identified additional sources of funding and support.

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

## **7. Reports**

None.

## **8. Correspondence**

### **8.1 Sedgefield Community Association, Sedgefield Rotary Club, Sedgefield Civic Trust, Durham County Council – Youth Awards 2016/17:**

Prior to the meeting the Clerk had circulated to all details of the Youth Awards 2016/17 being run by Sedgefield Community Association, Sedgefield Rotary Club, Sedgefield Civic Trust and Durham County Council. In addition, the Clerk reported that earlier that day Cllr John Robinson had provided an update explaining that the closing date for nominations had been extended until 8<sup>th</sup> March 2017 whilst arrangements were being put in place to take youth groups to County Hall in March for the debate aspect of the Awards, however, the Master Chef Award would take place post-purdah. Cllr Robinson expressed his thanks to the Mayor of Sedgefield for agreeing to judge and present these Awards. Cllr Chris Lines commented that whilst he had been requested to assist he had not agreed to either judge or present. Cllr Lines said that as a parent of children in school in the Town as well as involved in several youth groups he had not seen any publicity material promoting these Awards and said without public awareness then nominations would not be received. Cllr Mel Carr said that he was

the Secretary of Sedgefield Rotary Club and he was not aware of these Awards. Cllr Carr said that he was supportive of the idea of such awards but they needed to be correctly publicized across the Town. Cllr Gloria Wills said that this information was not a form of correspondence and should not have been placed on the agenda and this is not a means of advertising events.

**RESOLVED:**

**To receive this information.**

**8.2 The Frontline Sedgefield 2017 (letter from Mr Brian Gladstone, Adams Events received 26<sup>th</sup> January 2017):**

Prior to the meeting the Clerk had circulated to all a letter from Mr Brian Gladstone of Adams Events making Cllrs ware of the forthcoming Frontline Sedgefield 2017 event on 16<sup>th</sup> – 18<sup>th</sup> June 2017.

**RESOLVED:**

**To receive this information.**

The Chair thanked everyone for attending and closed the meeting at 7.41pm.

# SEDGEFIELD TOWN COUNCIL

## ENVIRONMENT



Minutes of the proceedings of the **FEBRUARY ENVIRONMENT** of the **Council** held following the Community Development and Engagement committee in the **Council Offices**, Sedgefield, on **Monday 20<sup>th</sup> February 2017.**

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

### 1. **Apologies**

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

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

Cllr David Brown declared an interest in agenda item 6.5. No other declarations of interest were made by Cllrs.

The Clerk reminded Cllrs that at the P&R Committee meeting held on Monday 9<sup>th</sup> January 2017 it had been agreed to defer consideration of two planning applications to this evening's meeting. These planning applications would be considered after correspondence.

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

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

The Gardening Supervisor is preparing a maintenance schedule for all other gardening equipment. The Finance Working Group and Gardening Supervisor to commence discussions in relation to potentially trading in 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 on this matter.

**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. A follow-up response has been sent. A response is still awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

### **3.5 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 meeting. Cllr Alf Walton reported that he and the Gardening Supervisor had earlier that day visited Coxhoe to look at costings for appropriate plinths. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.6 Sedgefield In Bloom:**

The Clerk has 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.**

**3.7 Hardwick Hall Hotel:**

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

**RESOLVED:**

**To receive this information.**

**3.8 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 issued in Matters of Information (3.4), i.e. 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 taking place before 9am so as to allow children easy access to school. A follow-up request has been sent. A response is still awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.9 Public Participation:**

The Clerk has now written to County Cllr John Robinson asking for a progress report regarding sourcing funding for shop frontage alterations. A follow-up request has been sent. A response is still awaited. Cllr Gloria Wills suggested that in-light of information conveyed by the Clerk in relation to this matter at the earlier meeting that evening a letter be sent to Mr Stephen Reed of DCC regarding the boarded up windows at the Premier Shop with a request that he investigate this matter as it is within the Town's Conservation Area. Cllrs agreed with this suggestion.

**RESOLVED:**

**i) To receive this information.**

**ii) The Clerk to write to Mr Stephen Reed of DCC.**

**3.10 Maintenance of Willows – Station Road Playing Field:**

The Clerk has written to Mrs Scott of Station Road informing her of the Council's decision to maintain the willows on Station Road Playing field by coppicing every 3-4 years.

**RESOLVED:**

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

**3.11 Fallen Leaves Within St Edmund's Churchyard:**

The Gardening Supervisor has been informed of the Council's decision to only remove fallen leaves from the footpath in St Edmund's Churchyard while the Sedgfield In Bloom group continue to remove fallen leaves only from the church bank area.

**RESOLVED:**

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

**3.12 Planning Application – DM/16/04042/FPA – NETPark:**

The Clerk has written to DCC Planning Officers to seek clarification on committed developments. A response has been received and has been added to the February 2017 Monthly Meeting agenda under correspondence.

The Clerk has forwarded to DCC Planning Officers comments on planning applications DM/16/03717/FPA, DM/16/0393/FPA and DM/17/00025/FPA.

**RESOLVED:**

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

**4. Public Participation**

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

Mrs Julia Bowles said that she was appalled that the Caravan at Spring Lane had won its recent planning application appeal with The Planning Inspectorate. She felt that if DCC had undertaken appropriate enforcement procedures at the outset then this situation would not have been allowed to happen. Cllr Alf Walton said he also did not feel that DCC had done enough to stop this situation.

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

## **5. Reports**

### **5.1 Northumbria In Bloom 2017 Competition Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Northumbria In Bloom 2017 Competition Report. The Clerk confirmed that the Northumbria In Bloom 2017 launch meeting will take place on Wednesday 1<sup>st</sup> March 2017 and Cllr Mel Carr and Mr Ben Gray, Gardener, will represent the Town Council at this event accompanied by several members of Sedgefield In Bloom.

Cllr Allan Blakemore asked if the Town Council was only entering the Northumbria In Bloom competition or also the Britain In Bloom competition. Cllr Ian Sutherland confirmed that it was only the Northumbria In Bloom as entry to Britain In Bloom can only be by nomination.

Cllr Mel Carr requested an update from Cllr Ian Sutherland regarding the Sedgefield In Bloom Group's Stepping Through Time project at Ceddesfeld Hall. Cllr Sutherland reported that the funding has now all been received from the County Durham Community Foundation and all necessary evaluation paperwork completed. The work to remove ivy from the car park area has been completed. A new planting scheme has been agreed. A willow sculpture of the Pickled Parson linked to the Town's history is to be installed in this area, appropriately secured to ensure it is not stolen.

#### **RESOLVED:**

**To receive this information.**

### **5.2 Annual Headstone Safety Testing Update Report by Town Clerk and Gardening Supervisor:**

Prior to the meeting the Clerk had circulated to all an Annual Headstone Safety Testing Update Report produced by herself and the Gardening Supervisor. The Clerk highlighted that Winterton Cemetery and Beacon Lane Cemetery are now included in this annual testing. The Clerk also expressed her thanks to Mr John Doyle who continues to volunteer to assist with the recording of this work.

#### **RESOLVED:**

**To receive this information.**

## **6. Correspondence**

### **6.1 The Big Spring Clean Is Back (email from Mr Steve Ragg, CDALC dated 24<sup>th</sup>)**

**January 2017):**

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Ragg of CDALC dated 24<sup>th</sup> January 2017 detailing the litter-pick campaign run in partnership with Litterfree Durham and Darlington Borough Council. Cllr Mel Carr commented that there is money available through this initiative and suggested that Sedgefield In Bloom may be interested in exploring. Cllr Ian Sutherland to convey this information to the Bloom Group.

**RESOLVED:**

**To receive this information.**

**6.2 Sedgefield In Bloom (minutes of meeting held 11<sup>th</sup> January 2017):**

Prior to the meeting the Clerk had circulated to all copies of the Sedgefield In Bloom Group's minutes from their meeting held on 11<sup>th</sup> January 2017. Cllr Gloria Wills requested clarification on agenda item 4 which appeared to suggest that the Town Council pays the cost of the Bloom Group's website. The Clerk reported that the Town Council do not pay for this website and Cllr Ian Sutherland confirmed this was correct that this matter had not been reported accurately. Cllr Alf Walton, in relation to agenda item 5 the Ceddesfeld compound, asked if the compound was secure. Cllr Sutherland replied that he felt it was secure as there is a high barbed wire fence around, CCTV from Ceddesfeld Hall and locks.

Cllr Ian Sutherland commented that when the community allotment was purchased a number of gardening tools were bought for allotment holders to use and share. Cllr Sutherland asked if there were any spare or unused tools which could be donated to the Bloom Group. Cllr Alf Walton said that he would investigate this matter.

**RESOLVED:**

**To receive this information.**

**6.3 Sedgefield In Bloom (minutes of meeting held 1<sup>st</sup> February 2017):**

Prior to the meeting the Clerk had circulated to all copies of the Sedgefield In Bloom Group's minutes from their meeting held on 1<sup>st</sup> February 2017. Cllr Alf Walton noted that reference was made in agenda item 4 to the Council tractors. Cllr Walton confirmed that this matter is still being investigated by the Estates Working Group so that a recommendation can go to the Finance Working Group and then P&R Committee with consultation throughout with the Bloom Group.

Cllr Ian Sutherland suggested that as he was not intending to stand for re-election in May 2017 that the Town Council consider appointing a representative from the new Council to take on the role of Bloom Champion. It was agreed that this would be

considered at the next AGM.

**RESOLVED:**

**To receive this information.**

**6.4 Safe Pedestrian Access to Hardwick Park from Sedgefield (email from Chris McElvaney dated 28<sup>th</sup> January 2017):**

Prior to the meeting the Clerk had circulated to all an email from Chris McElvaney dated 28<sup>th</sup> January 2017 outlining concerns regarding safe pedestrian access to Hardwick Park from Sedgefield. Cllr Alf Walton reported that he had viewed this locality and believed that there was the old road underneath the soil. Cllr Allan Blakemore said that this matter had been raised with County Cllrs over the last four years. Cllr Blakemore also pointed out that 20 metres of the existing footpath is inaccessible for a period of 3-4 months of the year. Cllr Blakemore believed that work is to be undertaken by DCC in this area to resolve this matter, however, the Town Council is unaware of this work.

**RESOLVED:**

**i) The Clerk to write to Mr Dave Wafer of DCC to highlight this issue and request an update from him regarding any plans by the County Council to undertake work in this area.**

**ii) The Clerk to write to Chris McElvaney with an update.**

**6.5 Proposed Path Changes To Public Bridleway No 31 (Sedgefield Parish) (email and attachments from Mr Owen Shaw, Durham County Council dated 8<sup>th</sup> February 2017):**

Prior to the meeting the Clerk had circulated to all an email with attached letter and maps from Mr Owen Shaw of Durham County Council dated 8<sup>th</sup> February 2017 detailing proposed path changes to public bridleway no 31 on the grounds of improved agricultural efficiency by moving the path from a cross-field route to a field-edge one. Cllrs did not have any objections to this proposal.

**RESOLVED:**

**The Clerk to inform Mr Owen Shaw of DCC that the Town Council does not have any objections to this proposal.**

**6.6 Proposed Diversion of Public Footpath No 16 Sedgefield Parish (letter and map from Mr Owen Shaw, Durham County Council dated 15<sup>th</sup> February 2017):**

The Clerk circulated to all a letter and map received from Mr Owen Shaw of DCC dated 15<sup>th</sup> February 2017 in which a diversion to public footpath no 16 was being proposed at the request of Story Homes.

**RESOLVED:**

**Cllrs to consider the information presented to them and discuss this matter at the Council's March 2017 Monthly Meeting.**

**ADDITIONAL ITEMS:**

**Planning Application – DM/16/04070/FPA – 3 no steel containers for agricultural storage (retrospective), Beechgrove, Thorpe Larches, Stockton on Tees:**

Cllrs did not have any objections to this application.

**DM/17/00360/FPA – demolition of garages and construction of 3 no bungalows, Garage Block, Eden Drive, Sedgefield:**

Cllr Allan Blakemore expressed his annoyance that several months ago, following an enquiry from a member of the public, he requested the Clerk to liaise with Livin to find out if they had any work planned for this locality. Livin informed the Clerk that they did not have any plans for this area and this was duly reported back to the member of public. This planning application clearly shows Livin did not give the Town Council the correct information. Cllr Gloria Wills said there is evidence of this being the case elsewhere in the County giving the example recently at Newton Aycliffe. With regards to the actual planning application being considered Cllrs agreed that the Council should object to this as this is overdevelopment of the site and additional cars in this locality would cause significant highways issues as a result of cars parking on the road which is already busy making access for all vehicles difficult including those of the emergency services.

**RESOLVED:**

**The Clerk to inform DCC Planning Officers on the Council's comments to the above planning applications.**

The Chair thanked everyone for attending and closed the meeting at 8.17pm.