

SEDGEFIELD TOWN COUNCIL

Minutes of the proceedings of the **JUNE MONTHLY MEETING** of the **Council** held at **7pm** in the **Council Offices**, Sedgefield, on **Monday 12th June 2017**



Present

Cllr Mel Carr (Chairman)

Cllr Gloria Wills (Vice-Chairman) and

Cllrs Allan Blakemore, David Brown, Mark Cant, Vanessa Carmichael, Jo Elliott, Alda Hummelinck, Chris Lines, Julie Towler and Alf Walton.

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies

None. All Cllrs present.

2. Presentation of Foundation Level Quality Award by Mr Dennis Coates, NALC

Accreditation Panel Chair:

Cllr Mel Carr welcomed Mr Dennis Coates, NALC Accreditation Panel Chair, to the meeting. Mr Coates congratulated the Town Council on its attainment of the Foundation Level Quality Award and said he hoped the Council would now continue to the next level of the Award. Mr Coates then presented Cllr Carr with the Council's certificate. Cllr Mark Cant expressed his thanks to the Clerk for her work in achieving this Award.

3. Declaration of interest

Cllr Chris Lines declared an interested in Item 12.1 which related to a planning application for a personal friend. No other Cllrs made any declarations of interest.

4. STC Minutes / Committee Reports

a. Minutes of Annual General Meeting held 15th May 2017

Cllr Gloria Wills pointed out on page 4 a typo error relating to her name under item 8b).

Cllr David Brown pointed out that on page 8 the date stated 2016 and not 2017, also he stated that it was not appropriate for him to be a member of the Staff Complaints Panel due to family connections with a staff member.

The Clerk to update the minutes and to share on the Council's website with formal approval at the next Council AGM.

b. Minutes of Monthly Meeting held Monday 15th May 2017

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

c. Minutes of P&R Committee held Monday 15th May 2017

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

d. Minutes of Environment Committee held Monday 22nd May 2017

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

e. Minutes of the Community Development & Engagement Committee held Monday 22nd May 2017

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

f. Minutes of the Personnel Committee held 23rd May 2017

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

RESOLVED: To accept all of the minutes as above b –f and recommendations contained therein.

5. Matters of Information

5.1 Ceddesfeld Hall Lease Update:

This matter is to be considered at the June 2017 P&R Committee meeting.

RESOLVED:

To receive this information.

5.2 Franziska Willer Ward, Sedgfield 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 NHS Foundation Trust). The Clerk has written to County Cllr Robinson requesting an update. A response is now awaited from County Cllr Robinson.

RESOLVED:

To receive this information.

5.3 Public Participation:

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 has written to County Cllr Robinson requesting an update. A response is now awaited from County Cllr Robinson.

RESOLVED:

To receive this information.

5.4 Planning Application – NETPark:

The Clerk has written to Mr Colin Harding of DCC making him aware of the Town Council's disappointment at his recent correspondence and requesting evidence of when "worst case scenarios" have been used in other planning applications. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

5.5 External Report from DCC Members:

The Clerk has written to County Cllr John Robinson requesting answers to the questions raised by Cllr Lines. No response has yet been received. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

5.6 S106 Monies From Development of Eden Drive:

The Clerk has shared with the Head Teachers of both Hardwick Primary School and Sedgefield Primary School the letter sent to the Town Council by Mr Stephen Reed of DCC and asked for their opinions regarding current and projected pupil places in their respective settings. For Hardwick Primary School response see agenda item 11.2. No response has been received to date from Sedgefield Primary School. It was commented that Mrs Cox is imminently due to leave her position as Head Teacher at Sedgefield Primary School in order to take up another post elsewhere and therefore it was suggested that the Clerk try once again to request a response to this matter.

The Clerk has written to Ms Caroline O'Neill of DCC, with a copy of Mr Stephen Reed's letter, asking for the evidence base underpinning the statements made in point 3 of Mr Reed's letter as quoted at the Public Inquiry pertaining to the Eden Drive development. Ms O'Neill's response was discussed at the Environment Committee meeting on 22nd May 2017.

RESOLVED:

i) To receive this information.

ii) The Clerk to contact Mrs Andrea Cox at Sedgefield Primary School.

5.7 The Sedgefield Plan:

The Clerk wrote to Mr Stuart Carter on 18th May 2017 and requested a form written response to the questions asked by the Town Council in its letter dated 2nd May 2017. A response is now waited. The Clerk had again contacted Mr Carter on 7th June 2017 asking him when a response was likely to be received. Mr Carter had replied on 7th June 2017 stating he was awaiting guidance from a colleague and as soon as he had received this would then be in a position to reply to the Town Council. He confirmed also that he would get in touch informally as soon as possible to provide the Clerk with an idea on timescales. A further response is now awaited.

Cllr Mark Cant suggested the Town Clerk formally write again to Mr Carter and request the name and position of the Officer from whom he is now awaiting guidance.

Cllr Gloria Wills commented that she had attended the Public Inquiry the previous week relating to the planning application on the former Community Hospital site. During this Inquiry reference had been made to an email which referenced the name of the Town Clerk. Cllr Wills could not find any evidence of such correspondence and had checked with the Clerk who confirmed the current position regarding The Sedgefield Plan which lead Cllr Wills to believe that the email being referenced was an internal DCC email rather than one issued to the Town Council. If this was correct then Cllr Wills was concerned that discussions are taking place relating to The Sedgefield Plan which are not being reported or copied to the Town Council and, as the site of the former Community Hospital is within our Neighbourhood Plan, felt this was a very worrying situation. Cllr David Brown confirmed Cllr Wills comments as he had also been in attendance at the Inquiry as a resident, and said in his opinion this situation was out of order. Cllr Mel Carr suggested that Cllr Brown in his role as County Council investigate this matter and Cllr Brown agreed to pursue and report back to the Town Council. Cllr Chris Lines asked if it was possible to obtain a transcript of the Public Inquiry. Cllr Wills said that such would not be available until a decision is made by The Planning Inspectorate, however, it was in the public interest to find out what had been said in this particular email and it was

agreed that the Clerk ask for a copy from Mr Carter. If no copy was forthcoming then an FOI request be submitted.

Cllr Mel Carr said he felt the time delay from DCC was now unacceptable. Cllr Wills suggested the Town Council starts to consider its next steps as she believed that DCC were out of time in being able to make a decision on the Neighbourhood Plan.

RESOLVED:

i) To receive this information.

ii) County Cllr David Brown to investigate and report back to the Town Council.

iii) The Clerk to write to Mr Stuart Carter and ask for the name and position of the DCC Officer whom he is awaiting guidance on relating to The Sedgefield Plan. The Clerk to also ask for a copy of the email presented by DCC in the recent Public Inquiry in which she is referenced and request that in future all correspondence relating to The Sedgefield Plan is also shared with the Town Council.

5.8 Police Report:

The Clerk has written to Community Inspector Sarah Honeyman expressing the Town Council's concerns regarding increased crime in the Town coupled with low detection rates and asked how the Police intend to combat this matter. The Clerk included reference to examples given during Public Participation by Mr Howard Smith. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

5.9 Co-option of Councillors:

A Notice of Casual Vacancies was issued by the Town Clerk on 17th May 2017 and is displayed across the Town as well as disseminated through the Residents Database, displayed on the Town Council's website and promoted in the Sedgefield Extra. The closing date for return of completed co-option applications is 12 noon on Friday 23rd June 2017. A Special Town Council meeting will be held at 6pm on Monday 3rd July 2017 to consider applications. The Clerk to keep Cllrs updated on this matter. To date there have been 2 returned applications.

RESOLVED:

To receive this information.

5.10 S106 Monies From Eden Drive:

The Clerk has written to Mr Stephen Reed of DCC to schedule a meeting in Sedgefield Town Council Offices to which Cllrs and the heads of both Hardwick Primary and Sedgefield Primary will also be invited to attend. The Clerk has requested from Mr Reed his availability for such a meeting post-12th June 2017 and also asked if he would like to discuss both education and general S106 monies or hold two separate meetings. Mr Reed responded on 23rd May 2017 stating that his colleagues in Sport and Culture are still presently working through thoughts on the leisure aspect and will be happy to meet further to discuss these at the appropriate time and hopefully in the near future. Mr Reed is happy to attend a meeting purely to discuss the education money if required, although he stated the agreement is very specific in terms of where this has to be spent so he is therefore unsure how much there will be to debate. The Clerk is now in discussions with Mr Reed to schedule a meeting date. The Clerk to keep Cllrs updated on this matter.

Cllr Mark Cant asked for clarification regarding the specifics of the S106 educational monies. Cllr Mel Carr replied that all such money has been allocated to Sedgefield Community College with no money at all going to either of the Town's Primary Schools. Cllr Vanessa Carmichael said that it was important the Town Council check that the correct procedures have been followed by DCC when allocating this money. Cllr Allan Blakemore agreed and said that a meeting with Mr Reed was important because even if the money had already been allocated from Eden Drive there was potentially other significant amounts of S106 monies coming to the Town and this could go to the Primary Schools as they will directly feel the pressures of such developments. He also commented that such an approach would ensure that Sedgefield children directly benefited from development in the Town unlike the Community College where children travel from outside the local area to attend.

Cllr Gloria Wills reminded Cllrs that a meeting had taken place earlier in the year with Mr Reed at which he had explained the process DCC follow when allocating S106 monies. This process entailed application forms being completed and then a meeting of the S106 Group to determine successful applications. With regard to the S106 monies allocated to the Community College, Cllr Wills asked who had made this decision and when? She questioned who had been given delegated powers to

make such a decision and allow all such monies to go to only one recipient. It was important to question such a decision and keep asking to see the hard evidence which underpinned such a decision as this approach appeared to go against the procedure outlined by Mr Reed earlier in the year. Cllr Mel Carr said he believed the methodology for this particular decision was flawed. Cllr Alda Hummelinck asked if the Primary Schools had been aware that S106 monies had been available. Cllr Mel Carr replied that DCC have previously stated that all such monies had been given to the Community College as there was no demand for such funding in the primary schools. For this reason the Town Council had written again to Ms Caroline O'Neill of DCC asking for the specific evidence which showed there was no need for additional funding at either primary school.

RESOLVED:

To receive this information.

5.11 Public Inquiry – Land to the South of Beacon Lane:

The Clerk has informed the Planning Inspectorate that Cllr Mel Carr will be representing the Town Council. See agenda item 10.1.

RESOLVED:

To receive this information and to close this matter.

5.12 Sedgefield Squash Club:

The Clerk has written to Mrs Jane Skilbeck informing her that her interest in S106 monies by Sedgefield Squash Club has been noted by the Town Council and she has also requested the Squash Club write directly to Mr Stephen Reed of DCC. The Clerk has also forwarded a copy of Mrs Skilbeck's letter to Mr Reed.

RESOLVED:

To receive this information and to close this matter.

5.13 S106 Monies – Eden Drive – letter from Ms Caroline O'Neill, DCC:

Ms O'Neill's letter was discussed at the Environment Committee meeting on Monday 22nd May 2017.

RESOLVED:

To receive this information and to close this matter.

5.14 Current Planning Applications:

The Clerk has submitted to DCC Planning Officers all comments made by Cllrs in relation to planning applications 1-8. Planning application DM/17/01473/AD, DM/17/01509/FPA, DM/17/01546/FPA and DM/17/00800/FPA were discussed at the Environment Committee meeting on 22nd May 2017.

RESOLVED:

To receive this information and to close this matter.

6. Dates of Meetings

Dates of the meetings taking place in June 2017 had been circulated prior to the meeting along with events scheduled for June 2017 – February 2018. The Clerk informed Cllrs that a further Butterwick Road Cemetery Working Group meeting had been scheduled for 11.30am on Monday 26th June 2017 in the Council Offices.

RESOLVED:

To receive this information.

7. Police Report

The Clerk reported that apologies had been received from Acting Sgt John Seymour who was unable to attend the meeting due to operational commitments, however, he reassured Cllrs that their recent letter to the Community Inspector is now with the Inspector and Chief Inspector who are preparing a response to the Town Council.

The Clerk read out the Police Report which he had provided and covered the period 8th May – 12th June 2017 during which time there had been 28 reported crimes as follows:

Burglary – 2:

Entry forced to old telephone exchange on North End. Nothing taken.

Lumsden and Carrol Site A689 – forced entry and damage to storage units. Nothing taken.

Criminal damage – 8:

No hot spot areas, no patterns, various locations in the village. 5 local juveniles dealt by means of community resolution for 2 offences.

Theft – 8:

5 shopliftings – 2 solved suspects have been traced and dealt with using restorative approach.

1 drive off from Esso/Travelodge Services, 1 fraud involving a jewellery sale at Overseas Takeaway, theft of lead at Kerr Crescent.

Theft from motor vehicle – 2:

Both works vehicles/vans at The Meadows and Thurlow Road where quantities of tools were taken.

Violence Related Offences:

4 domestic related offences – 3 positive outcomes.

4 harassment/stalking – 1 dealt with as a restorative approach.

Crime has increased by 1.1% based on the same period last year. Detection rates stand at 28% (Note: this was 31% for the same period last year). There has been an increase of 5 incidents of youth anti-social behavior based on the same period as last year. There has been no change to the number of anti-social behavior incidents when comparing the current period with the same period in the previous year.

The next PACT meeting will be held on 11th July 2017 and no current priorities have been identified as yet.

New PSCO 8108 Lisa Hall is now part of the NPT and is working independently.

Over the last month a dispersal order has been used on weekends in an attempt to reduce incidents of anti-social behavior which has so far proved to be successful. This concluded the Police Report.

Cllrs Gloria Wills and Vanessa Carmichael asked the Clerk to liaise with Acting Sgt Seymour to determine the location for the dispersal order.

RESOLVED:

The Clerk to write to Acting Sgt Seymour to determine the location for the dispersal order which was referenced in his Police Report.

8. Public Participation

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

Mrs Julia Bowles reported, further to the earlier comments under item 4.7, she had also been in attendance at the recent Public Inquiry relating to the planning application for the former Community Hospital site and had heard DCC Officers refer to an email dated 4th May 2017 in which reference was made to the Town Council's Clerk. Mrs Bowles had asked to see the email but had been refused. She then asked if this email had been sent to the Town Council. The only answer she received was that the email was dated 4th May 2017. Mrs Bowles had also noted during the Inquiry that a commitment had already been made to allocate all educational S106 monies to Sedgefield Community College as a result of information received from DCC's Education Department. Mrs Bowles asked if any decision had yet been made by the Town Council regarding her recent letter suggesting quarterly public meetings. The Clerk replied saying that the Council has agreed this matter will be considered by the Policy & Records Management Working Group as part of a wider issue of communications including social media and other Forums such as the Parish Hall User Group. A date for the Working Group meeting is yet to be finalized. Mrs Bowles said she would like to see even more community involvement and suggested the Residents Database could be used for more than just disseminating weekly planning application lists. The Clerk pointed out that this database was used for other types of communication such as the recent Notice of Casual Vacancies, highways information and community events. Mrs Bowles replied that members of the public would welcome information being circulated to them in order to be able to apply for S106 monies or suggest ways in which such monies could be spent. Mrs Bowles reminded Cllrs of her earlier suggestion regarding safer pedestrian crossings. The Clerk confirmed that several suggestions had been received and these would be presented to Mr Reed at the next meeting.

Mr Alan Pattison reported that he had also attended the recent Public Inquiry at which he felt both The Sedgefield Plan and the County Durham Plan were totally dismissed and said to have no relevance to the consideration of the planning application at the former Community Hospital site. Mr Pattison said he had no confidence in DCC's approach to planning and neighbourhood planning which had resulted in a very concerning situation being faced by the Town. Cllr Mel Carr replied that it was for this reason a stalemate position had been reached in relation to The Sedgefield Plan and he believed the Town Council was being held to ransom by DCC.

Mrs Bowles concluded by saying that DCC's housing figures presented at the Public Inquiry

had been totally dismissed by the Inspector and she felt this did not bode well for other appeals yet to be heard on behalf of the Town.

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

9. Internal Reports

9.1 Chairman's Report

The Clerk circulated to all a report which had been produced earlier that day by the Chair detailing his activities since the Town Council's last Monthly Meeting in May 2017. Cllr Carr reported that during his attendance at the recent AAP meetings he had made Officers aware of the Town Council's Youth Working Group and its work.

RESOLVED:

To receive this information.

9.2 Mayor's Report

Cllr David Brown reported that he will be performing his first official duty on 13th June 2017 as he attends the Sedgefield DASH. To date he has received a number of invitations to events held by other Mayors across the region. Cllr Brown thanked Cllr Gloria Wills for deputizing and attending a forthcoming event at Spennymoor. For other events Cllr Brown will be sending his apologies and a £20 donation. Cllr Brown reported that his chosen charities are the Great North Air Ambulance and the Macular Society. Cllr Brown gave to the Clerk background information to the Macular Society which is to be held in the Town Council Offices should any member of the public wish to view it.

RESOLVED:

To receive this information.

10. External Reports

None.

11. Correspondence

11.1 Town and Country Planning Act 1990 Appeal by Avant Homes, Land to the South of Beacon Lane, Sedgefield (letter from Mr Robert Wordsworth, The Planning Inspectorate dated 22nd May 2017):

Prior to the meeting the Clerk had circulated to all a letter from Mr Robert

Wordsworth of The Planning Inspectorate dated 22nd May 2017 received in response to the Town Council's request that Cllr Mel Carr attend the forthcoming Public Inquiry relating to the Avant Homes planning application. It was noted that the Town Council's request had been approved and Cllr Carr needs to attend the start of the Inquiry. Cllrs acknowledged that it would be highly unlikely that by the start of this particular Inquiry the outcome would be known about the recent Inquiry relating to the former Community Hospital site.

Cllr Chris Lines proposed the Town Council write to The Planning Inspectorate and Mr Stuart Timmiss asking for the latest position on the ESRG planning application. Cllrs agreed with this.

Cllr Gloria Wills reported that the planning application for the three cornered field is now out of time for an appeal, however, it was acknowledged that the developers could reapply for a new planning application and could be waiting to find out the decisions relating to other nearby applications.

RESOLVED:

- i) To receive this information.**
- ii) The Clerk to write to The Planning Inspectorate and Mr Stuart Timmiss asking for the latest position relating to the ESRG planning application.**

11.2 Section 106 Monies from Large-scale Development at Eden Drive, Sedgefield (email and letter from Mrs Sally Newton, Hardwick Primary School dated 19th May 2017):

Prior to the meeting the Clerk had circulated to all a letter from Mrs Sally Newton of Hardwick Primary School dated 19th May 2017 in response to the Town Council's letter of 18th April 2017 seeking her views regarding current and projected capacity within her school. The Clerk also pointed out that Mrs Newton is keen to attend any future meeting with the Town Council and Mr Reed of DCC. Cllr Gloria Wills said that it was unfortunately that Sedgefield Primary School had not responded.

RESOLVED:

- i) To receive this information.**
- ii) The Clerk to invite Mrs Newton and Mrs Cox to the Town Council's meeting with Mr Reed when arranged.**

11.3 Padgett White Architects Ltd: The Hope Inn, Sedgefield (email from Ms Leanne Pratt, Padgett White Architects Ltd dated 9th June 2017):

11.4 Town and Country Planning Act 1990 (email and letter from Mr Stuart Timmiss, DCC dated 12th June 2017):

The Clerk proposed that agenda items 11.3 and 11.4 be considered collectively as the related to each other. Cllrs agreed.

The Clerk read out an email from Ms Leanne Pratt of Padgett White Architects Ltd dated 9th June 2017 requesting a meeting between their client, Mr John Adamson, and the Town Council to discuss proposals relating to The Hope Inn at Sedgefield.

The Clerk then circulated to all copies of a letter received earlier that day (12th June 2017) from Mr Stuart Timmiss of DCC making the Town Council aware that amendments have now been made to the planning application relating to the 10 lettable rooms on land to the rear of the public house with associated works including car parking at The Hope Inn, Sedgefield. Comments on these revised plans must be with DCC by no later than 26th June 2017. In light of the deadline for submission of comments it was agreed these plans be considered at the Environment Committee meeting on Monday 19th June 2017. Due to timescales it would not be possible to schedule a meeting with Mr Adamson prior to this so the Clerk was asked to contact Ms Pratt and ask that she submit specific written detail to the Town Council by no later than 12 noon on Monday 19th June 2017. The Clerk would then duly share with Cllrs.

RESOLVED:

i) The Clerk to liaise with Ms Pratt and request specific written detail by no later than 12 noon on Monday 19th June 2017.

ii) Cllrs to consider the revised planning application at the Environment Committee meeting on Monday 19th June 2017.

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/17/01768/FPA – first floor and side extensions to existing garage, Southdowns, 6 Farfield Manor, Sedgefield:**

Cllrs did not have any objections to this application.

- 2 DM/17/01803/FPA – ground mounted solar pv panels, Mordon House, Mordon:**

Cllrs did not have any objections to this application.

RESOLVED:

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

The Chair thanked everyone for attending and closed the meeting at 7.59pm.

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES

Minutes of the proceedings of the **JUNE POLICY & RESOURCES**
of the **Council** held following the Monthly meeting in the
Council Offices, Sedgefield,
on **Monday 12th June 2017**



Present **Cllr. Gloria Wills (Chairman)**
 Cllr. Mel Carr (Vice-Chairman) and
 Cllrs Allan Blakemore, David Brown, Mark Cant, Jo Elliott, Alda
 Hummelinck, Chris Lines, Julie Towler and Alf Walton.

Officer Dr Jane Ayre (Town Clerk)

1. Apologies

Cllr Vanessa Carmichael.

2. Declaration of interest

Cllr Chris Lines declared an interested in Item 7.1 which related to licence application for a personal friend. No other Cllrs made any declarations of interest.

3. Matters of Information

3.1 Epitaph Training:

The Town Clerk and Financial Assistant/Receptionist have now completed their second and third training sessions with Edge focusing upon sales invoices, recording income received and initial work on bank and cash reconciliations with more scheduled for 14th June 2017. Further training is now required on VAT reclamation and the Epitaph (cemetery) modules of the package. This latter training will be undertaken by the Town Clerk, Gardening Supervisor and Financial Assistant/Receptionist. The Clerk to keep Cllrs updated.

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 on this matter.

RESOLVED:

To receive this information.

3.3 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.

The Clerk suggested that as this matter has been on the Committee's agenda for some considerable time and no further problems have been reported to the Town Council that Cllrs consider closing this matter. Cllrs agreed to this on the understanding that County Cllr David Brown would keep the Town Council updated if there were any further highways related issues being considered by DCC. County Cllr Brown agreed.

RESOLVED:

To receive this information and to close this matter.

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 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.

RESOLVED:

To receive this information.

3.5 Bank/Cash Reconciliation Report:

Work is now underway in conjunction with Edge in order that the Council's financial package for 2017/18 can produce these reconciliations with presentation to Cllrs from July 2017 P&R Committee meeting onwards. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.6 Costings for Sale of Land Around Butterwick Road Cemetery:

A Butterwick Road Cemetery Working Group has now been convened and held its first meeting on 8th June 2017. See agenda item 9.4 for recommendation.

RESOLVED:

To receive this information and to close this matter.

3.7 Treeworks in Ceddesfeld Hall Grounds:

The Clerk has written to AW Treecare seeking further clarification on the quotation provided. Clarification has now been provided and this will be considered at the next Estates Working Group meeting on 26th June 2017 in order that a recommendation can be brought to a future Committee meeting. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.8 Cheques for Approval:

The Estates Working Group are to consider the Town's festive lighting requirements for December 2017 and bring an appropriate report back to a future P&R Committee meeting. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.9 Town Council Alarms (Fire and Security):

Keys have been issued to all Emergency Contacts and training on the alarms at both the Parish Hall and Town Council Offices delivered to all on 8th June 2017.

RESOLVED:

To receive this information and to close this matter.

3.10 Head Gardener & Cemetery Superintendent:

The Clerk has written to the Gardening Supervisor formally offering a new job title, job description and increase in pay from 1st April 2017. A response has now been received and was discussed at the Personnel Committee meeting on 23rd May 2017. See agenda item 9.2.

RESOLVED:

To receive this information.

3.11 Zurich Insurance Renewal:

The Finance Working Group will ensure that a review of the Council's insurance policy and seeking of comparable quotes takes place in 2017/18 for 2018/19 and beyond with a recommendation report being brought to a future P&R Committee meeting. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.12 Grass Cutting 2017/18:

A competitive tendering exercise for grass cutting will take place in late 2017/18 for the 2018/19 grass cutting season. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.13 Quotes for Parish Hall Main Floor:

BespOak Flooring commenced work on the floor in the Parish Hall's Main Hall on

30th May 2017. This work has now been satisfactorily completed.

RESOLVED:

To receive this information and to close this matter.

3.14 Parish Hall Cleaning:

Seven people have expressed an interest in the Parish Hall Cleaner vacancy. One person has subsequently withdrawn and the Personnel Committee in conjunction with the Parish Hall Caretaker & Cleaner will hold interviews on 14th June 2017. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.15 Hardwick Hall Hotel – Premises Licence Variation:

The Clerk has informed Ms Helen Johnson and Ms Yvonne Raine of DCC that the Town Council does not have any objections to the variation being sought in relation to the premises licence for Hardwick Live but would request future events are scheduled so as not to clash with Sedgefield Show. The Clerk has also reminded these DCC Officers of item 4a in the Entertainment Noise Control Action Plan and requested that such information is provided to the Town Council. Ms Helen Johnson has confirmed receipt of the Town Council's correspondence. No further information has been received. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.16 Parish Hall Refurbishment Update Report:

A report was duly presented to the Environment Committee on 22nd May 2017.

RESOLVED:

To receive this information and to close this matter.

3.17 Foundation Level Quality Award:

Mr Dennis Coates, Chair of the NALC Accreditation Panel, presented the Town Council's Foundation Level Quality Award at the start of the June 2017 Monthly Meeting.

The Clerk to schedule a meeting with the Policy & Records Management Working Group to consider how the Council can progress to the next level of the Award. A report will be brought to a future P&R Committee meeting for consideration.

RESOLVED:

To receive this information and to close this matter.

3.18 Sedgefield Town Council Corporate Plan:

The Clerk to schedule a meeting with the Policy & Records Management Working Group to consider how the Council can develop a Corporate Plan. A report will be brought to a future P&R Committee meeting for consideration. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.19 Cheques For Approval:

The Projects & Media Co-ordinator is now reviewing The Sedgefield Plan website and will produce a recommendation report for transferring this information onto the Town Council's website. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.20 Annual Return 2016/17:

The Exercise of Public Rights notice will be displayed in the Town's noticeboards and on the Council's website from 19th June – 28th July 2017. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.21 Durham House – Premises Licence:

The Clerk has written to Ms Yvonne Raine of DCC asking why such a licence is being sought and to register the Town Council's concerns and request a restriction on the hours for selling alcohol, close monitoring from DCC's Environmental Health

in relation to noise and a condition of no drinking outside after 10pm.

Ms Yvonne Raine has emailed acknowledgement of the Town Council's comments on 19th May 2017 – see agenda item 7.1.

The Clerk has now written to residents of nos 2, 10 and 11 West End, Sedgfield and 4 Rectory Row, Sedgfield to inform them of the Town Council's actions.

This licence will be considered by DCC's Licensing Sub-Committee hearing on Thursday 15th June 2017 and the Council will be represented by Cllr Mel Carr. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.22 Letter from Mrs Julia Bowles:

This matter to be discussed at the next Policy & Records Management Working Group (yet to be scheduled) in conjunction with the development of a Council Corporate Plan and wider communication policy. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.23 SLCC Regional Training Seminar:

Places have now been booked for the Town Clerk plus Projects & Media Co-ordinator. No Cllrs have requested to attend.

RESOLVED:

To receive this information and to close this matter.

3.24 SLA – Spennymoor Youth & Community Association and Sedgfield Town Council:

A revised SLA has now been received dated 1st July 2017 and duly signed by Cllr Mel Carr on behalf of the Council and returned to the Youth and Community Association. A Youth Working Group meeting took place at 5.30pm on Monday 12th June 2017. The Youth Working Group to keep Cllrs updated on this matter via a

report to the Community Development & Engagement Committee on Monday 19th June 2017.

RESOLVED:

To receive this information.

4. Public Participation

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

No members of the public were in attendance.

The Chair re-opened the meeting.

As no members of the public or press were present at the meeting Cllr Gloria Wills, Chair, suggested that agenda item 9.1, which was the first item under exempt information, be considered next as to Council's Independent Mediator representatives were already in the building. Cllrs agreed to this proposal.

9. Consideration of Reports Exempt From Public:

9.1 Ceddesfeld Hall Lease Latest Position Report by Town Clerk:

Cllr Gloria Wills welcomed Ms Yvonne Probert and Ms Isla Ballard from Durham Community Action to the meeting and reminded everyone of their roles as Independent Mediators working with both the Town Council and the SCA on progressing the Ceddesfeld Hall lease matter. Cllrs discussed the draft lease prepared through the independent mediation process and agreed to adopt this and formally offer it to the SCA.

5. Reports

5.1 Parish Hall Refurbishment Update Report by Projects & Media Co-ordinator:

Prior to the meeting the Clerk had circulated to all a Parish Hall Refurbishment Update Report by the Projects and Media Co-ordinator. Cllr Gloria Wills pointed out that the costings attached to this report reflected financial spend which spanned 2016/17 and 2017/18 as well as areas of the Parish Hall other than just the Fletcher Room. Cllr Allan Blakemore asked if the window bars would be reinstalled on the new Fletcher Room windows and Cllrs Wills confirmed that they probably would.

The Clerk expressed her thanks to the Projects & Media Co-ordinator for overseeing this refurbishment project and Cllr Wills reiterated these comments.

RESOLVED:

To receive this information.

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

6. Financial Matters

6.1 Cheques for approval after 15th May 2017:

Prior to the meeting the Clerk had circulated to all a cheques for approval list dated 5th June 2017. The Clerk distributed to all an update list feature cheques dated 7th – 12th June 2017.

RESOLVED:

i) All cheques were approved for payment.

ii) Cllrs Carr and Wills plus the Town Clerk to duly sign the cheques.

6.2 Monthly Accounts: Income (as at 5th June 2017) / Expenditure (as at 5th June 2017 minus unapproved cheques after 15th May 2017):

Cllr Alf Walton asked whether all allotment holder have now paid their rent for 2017/18. The Clerk confirmed that all allotment income has now been received.

RESOLVED:

The monthly accounts as had been circulated were approved.

6.3 Debtors List as at 5th June 2017:

RESOLVED:

To receive the Debtors List as of 5th June 2017.

6.4 Edge Software Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all an Edge Software Update Report by the Town Clerk. The Clerk reported that the training session planned for 7th June 2017 had needed to be rescheduled to 14th June 2017 and this will focus upon cash/bank reconciliation work. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

6.5 VAT Reclaim Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated a VAT Reclaim Update Report to all informing them that the Council's VAT Reclaim for the period 1st October 2016 – 31st March 2017 had been received in full.

RESOLVED:

To receive this information.

7. Correspondence

7.1 Premises Licence - Durham House, Sedgefield (emails from Ms Yvonne Raine, DCC dated 18th and 19th May 2017):

Prior to the meeting the Clerk had circulated to all emails dated 18th and 19th May 2017 from Ms Yvonne Raine of DCC regarding the Premises Licence for Durham House in Sedgefield. The Clerk reminded all that Cllr Mel Carr will represent the Town Council at the forthcoming DCC Licensing Sub-Committee meeting on 15th June 2017. Cllr Carr to keep Cllrs updated on this matter.

Cllr Alda Hummelinck requested clarification regarding a Premises Licence and Cllr Allan Blakemore provided this.

RESOLVED:

To receive this information.

7.2 Sedgefield Folk Festival 1st – 3rd September 2017 (letter from Olwen Downs and Tamzin Lafford, Sedgefield Development Trust dated 8th May 2017):

Prior to the meeting the Clerk had circulated to all a letter from Olwen Downs and Tamzin Lafford of the Sedgefield Development Trust dated 8th May 2017 entitled Sedgefield Folk Festival. This letter was seeking financial assistance for the event to be held 1st – 3rd September 2017. Cllrs agreed this was more appropriate for the Community Chest's consideration.

RESOLVED:

To discuss this matter at the July 2017 Community Chest meeting.

7.3 Good Councillors Guide to Neighbourhood Planning (email and attachment from Mr Steve Ragg, CDALC dated 23rd May 2017):

Prior to the meeting the Clerk had circulated to all copies of an email and attachment from Mr Steve Ragg of CDALC dated 23rd May 2017 which gave information regarding the latest NALC publication the “Good Councillors Guide to Neighbourhood Planning”.

RESOLVED:

To receive this information.

7.4 CDALC AGM October – Nominations for Executive Committee (email from Mr Steve Ragg, CDALC dated 24th May 2017):

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Ragg of CDALC dated 24th May 2017 in which he was seeking nominations for the CDALC AGM on 21st October 2017. Cllrs Gloria Wills and Mel Carr proposed and seconded Cllr Allan Blakemore for the Vice President position.

RESOLVED:

The Clerk to notify Mr Steve Ragg.

8. Training:

8.1 Future Training Sessions (email and attachment from Mr Steve Ragg, CDALC dated 22nd May 2017):

Prior to the meeting the Clerk had circulated to all an email and attachment from Mr Steve Ragg of CDALC dated 22nd May 2017 which contained a programme of forthcoming training events aimed at Cllrs and Officer. The Clerk requested to attend the Personnel related training events as well as herself and the Projects & Media Co-ordinator attending the Your Village, Your Community, Your Hall event. Cllr Julie Towler requested to attend the Code of Conduct training. The Clerk urged Cllrs to take up training opportunities where possible.

RESOLVED:

Cllrs to notify the Clerk by noon on Monday 19th June 2017 of which training sessions they would like to attend in order that places can be booked.

Cllr Gloria Wills explained that due to the confidential nature of the following items these would be discussed under Exempt Information and said that had 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).

9. Consideration Of Reports Exempt From Public:

9.2 Head Gardener & Cemetery Superintendent Update Report by Personnel Committee:

Cllr considered a Head Gardener & Cemetery Superintendent Update Report by the Personnel Committee.

9.3 Butterwick Road Cemetery – Ground Water Audit Report by Butterwick Road Cemetery Working Group:

Cllrs considered a Butterwick Road Cemetery – Ground Water Audit Report by the Butterwick Road Cemetery Working Group.

9.4 Butterwick Road Cemetery – Legal Representation Report by Butterwick Road Cemetery Working Group:

Cllrs considered a Butterwick Road Cemetery – Legal Representation Report by the Butterwick Road Cemetery Working Group.

The Chair thanked everyone for attending and closed the meeting at 9.17pm.

SEDGEFIELD TOWN COUNCIL



COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **JUNE COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held at **7pm** in the **Council Offices**, Sedgefield, on **Monday 19th June 2017**.

- Present** **Cllr. Allan Blakeman (Chairman) and**
Cllrs David Brown, Mark Cant, Mel Carr, Alda Hummelinck, Julie Towler and
Gloria Wills
- Officer** Dr Jane Ayre (Town Clerk)

1. **Apologies**

Cllrs Vanessa Carmichael, Jo Elliott, Chris Lines and Alf Walton.

2. **Declaration of interest**

None.

3. **Matters of Information**

3.1 **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.

Feedback is now awaited from potential funders regarding money towards the cost of refurbishing the Town's War Memorial. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.2 **Youth Working Group Update:**

The SLA between Spennymoor Youth & Community Association and the Town

Council has now been signed. A Youth Working Group meeting took place at 5.30pm on Monday 12th June 2017. An update will be given by the Youth Working Group under agenda item 5.1.

RESOLVED:

To receive this information.

3.3 Snow Party 2017:

A further approach has been made to both Sedgefield Primary and Hardwick Primary regarding their potential involvement in this year's event. No information has been received as yet. The Clerk to keep Cllrs updated on this matter.

The Clerk reported that Mrs Andrea Cox has informed the Town Council that she is not leaving her position as Head Teacher at Rectory Row contrary to some rumours circulating in the Town.

RESOLVED:

To receive this information.

3.4 Sedgefield Sports Hub Project:

The Clerk has circulated to all Cllrs an electronic report template for their future use.

Cllr Allan Blakemore reported that he has since the last Community Development & Engagement Committee meeting attended a further Sedgefield Sports Hub Project meeting and will circulate to all, via the Town Clerk, minutes from that meeting when he has received them.

RESOLVED:

To receive this information and to close this matter.

3.5 Battle's Over:

The Clerk has forwarded this information to Mr John Dale of the Sedgefield Village Veterans for their consideration.

Cllr Allan Blakemore to ask other Larger Councils if they are intending to participate in such commemorations. Cllr Allan Blakemore to update Cllrs.

RESOLVED:

To receive this information and to close this matter.

3.6 Section 106 Monies:

The Clerk is liaising with Mr Stephen Reed of DCC to schedule a meeting(s). The Clerk to keep Cllrs updated on this matter via the Council's Monthly Meeting agenda.

RESOLVED:

To receive this information and to close this matter.

4. Public Participation

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

No comments were made.

The Chairman re-opened the meeting.

5. Reports

5.1 Youth Update Report by Youth Working Group:

The Clerk circulated to all a Youth Update Report by the Youth Working Group which informed Cllrs of the arrangements which are now in place to establish a youth club in the newly refurbished Fletcher Room area of the Parish Hall. The youth club will operate on Monday evenings commencing on 3rd July 2017 with the session from 6pm-7pm for juniors (those in years 3-6) and 7pm-8.30pm for seniors (those in years 7-11) with a 15 minute clean-up time thereafter. Whilst the first session will be free subsequent sessions will be charged at 50p per junior and £1 per senior. Further consideration is needed as to whether or not to run the youth club during school holiday periods or consider other approaches such as trips away. The remainder of the report was talked through by the Clerk which detailed the practicalities of running the actual youth club sessions as well as future funding bids and furniture requirements for the Fletcher Room. The next Youth Working Group meeting will be held on Monday 17th July 2017 at 5.45pm to review the provision provided to that point.

Cllr Mark Cant noted that attendance at the youth club could only be provided on a

first come first served basis until the room's capacity was reached he asked if any thought had been given to the number of sessions hence which young people could effective pre-book? Cllrs from the Youth Working Group confirmed that the internet contact forms purpose was for young people to register their intention to use the youth club service only and this was a means to ensure that Youth Workers delivering the sessions had appropriate contact details for each young person. The actual booking in at each session would need to be done physically when that young person arrived at the Fletcher Room. Cllr Cant said that whilst he was supportive of the youth club he was concerned that this approach could mean a significant number of young people who were unable to get into the youth club because it had reached its capacity would then be congregating outside the Parish Hall. Cllrs Blakemore and Wills said it was unknown if such a situation would arise as the youth club would effectively run two sessions aimed at different age groups, however, demand was unknown at this stage and the Town Council would utilize the skills and experience of the highly qualified Youth Workers in handling any such issues. The Clerk reiterated that through the Youth Working Group's work with Mr Michael Parkin of Fishburn Youth Service review mechanisms have been put in place to ensure that any issues relating to the youth club are highlighted as quickly as possible so they can be brought to the attention of the Community Development & Engagement Committee.

RESOLVED:

- i) To receive the information contained in this report.**
- ii) The Youth Working Group to keep the Community Development & Engagement Committee updated on this matter.**

6. Correspondence

None.

The Chair thanked everyone for attending and closed the meeting at 7.18pm.

SEDGEFIELD TOWN COUNCIL

ENVIRONMENT



Minutes of the proceedings of the **JUNE ENVIRONMENT** of the **Council** held following the Community Development and Engagement Committee in the **Council Offices**, Sedgefield, on **Monday 19th June 2017.**

- Present** **Cllr. Mark Cant (Vice-Chairman) and**
Cllrs Allan Blakemore, David Brown, Mel Carr, Alda Hummelinck, Julie Towler and Gloria Wills.
- Officer** Dr Jane Ayre (Town Clerk)

1. Apologies

Cllrs Vanessa Carmichael, Jo Elliott, Chris Lines and Alf Walton.

2. Declaration of interest

None.

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.

Cllr Alf Walton and the Gardening Supervisor to bring to a future Committee meeting their recommendation for future tractor servicing to take place on-site rather than the current system of off-site.

RESOLVED:

To receive this information.

3.2 Footpath Outside Hope Inn:

The Clerk reported that further to the request considered at the Town Council's Monthly Meeting on 12th June 2017, she had liaised with Ms Leanne Pratt's associate from Padgett White Architects Ltd via telephone on 13th June 2017 and requested that rather than a face to face meeting Cllrs requested to receive a written explanation of the proposed changes to the planning application relating to The Hope Inn. The Clerk had requested this be received by no later than 12 noon on Monday 19th June 2017 in order that it would be circulated to all Cllrs for prior consideration. No such information had been received. The Clerk reminded Cllrs that The Hope Inn's latest planning application would be considered at the end of this meeting as agreed at the previous week's Monthly Meeting.

RESOLVED:

To receive this information and to close this matter.

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 Installation of Self-Watering Tubs:

Work is on-going to install bases and self-watering tubs on grassed areas. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.5 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.

3.6 Rat Infestation:

DCC Assets Management Section have confirmed that the land in question next to St Edmund's Church does belong to DCC. This information has been conveyed to Mr Martin Scott of DCC Environmental Health Section with a request that he advise as to what action he will now be taking in relation to this matter. Mr Scott informed the Town Council via email on 5th June 2017 that DCC will put in place an initial control programme at the concerned area and keep the Town Council informed as a courtesy. The Clerk to keep Cllrs updated on this matter.

Cllr Gloria Wills reported that in response to Cllr David Brown's report at the last meeting of rat sightings in the area outside Matthew Jones, Cllr Alf Walton had investigated this area and found there to be no signs of recent activity.

RESOLVED:

To receive this information.

3.7 Headstone Safety Testing 2016/17:

Town Council staff to schedule work to lay flat those 7 headstones identified as Category 1. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.8 Premier Taah Convenience Store:

Whilst the state of the premises do not warrant formal enforcement action by DCC, Ms Sally McDyer has written to the proprietor seeking their co-operation in repairing the windows and painting the window frames within 6 weeks. No further update has been received from Ms McDyer. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.9 Signage Within Conservation Area:

The Clerk to schedule a walk around when co-option appointments have been made.

The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.10 Land Between Sedgefield Primary School and Ceddesfeld Hall Wall:

The Clerk has written to Mr Andrew Jackson of DCC asking if this area of land could be considered as part of their wildflower planting programme. The Clerk has requested that Mr Jackson respond directly to Mr Mitchell of Hornby Avenue with a copy to the Town Council for information. The Clerk has also written to Mr Mitchell making him aware of the Town Council's actions. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.11 Parking Tickets:

The Clerk has scheduled a meeting with Mr Danny Harland and Mr Lee Mowbray both of DCC at Sedgefield Town Council Offices on Thursday 29th June 2017 at 9.30am to discuss this matter and the wider issue of parking in the Town. Invitations to attend this meeting have been issued to all Town Councillors as well as the opportunity for one representative from each of the SCA and Sedgefield Development Trust to also attend. Mr John Fitzpatrick will attend to represent the Trust and Mr Phil Broomhead to represent the SCA. A report detailing the outcome of this meeting will be shared at the July 2017 Environment Committee meeting.

RESOLVED:

To receive this information.

3.12 St Edmund's Green:

The Clerk has referred Mrs Thompson's letter to Mr Stephen Red of DCC with a request that he investigate this matter and reply directly to Mrs Thompson as well as given an update to the Town Council. The Clerk has also written to Mrs Thompson making her aware of the Town Council's actions. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.13 SLERP 87: RA77:

The Clerk reported that she has now been in touch with Mr Kevin Robson of DCC and scheduled a meeting to discuss the matter of street lighting removal on Monday 26th June 2017 at 2pm in the Town Council Offices. Mr Robson has confirmed that DCC will not make any decision until such discussions have taken place with the Town Council.

Cllr Gloria Wills reported that at the recent Public Inquiry led by The Planning Inspectorate relating to the former Community Hospital site it had been noted that there was agreement in place between DCC and the appellant to provide street lighting in the vicinity of this site, obviously depending upon the outcome of the Public Inquiry. She explained that there is a lease agreement for 60 years on street lighting within the S106 agreement for this development which would mean that lighting was provided for the entrance to the estate as well as slightly further down the approach road in both directions.

Cllr Allan Blakemore asked if the meeting with Mr Robson and DCC's decision on this matter could be delayed until a decision has been made by the Planning Inspectorate. It was thought that such would be unlikely, however, the question could be asked to Mr Robson on 26th June 2017. Cllr Blakemore said that in his opinion this decision was being considered by DCC as the poles in question had come to the end of their life and the County did not want to replace them. He expressed concern that any replacement lights would then be funded via S106 monies which effectively meant that residents were going to lose out on funding opportunities for other things when it was the developers responsibility to design out crime in their development and the best way to achieve this was to have street lighting.

RESOLVED:

To receive this information.

3.14 Unfinished Building on Butterwick Road:

The Clerk has written to Ms Sandra Cummings informing her that a Town Council representative would be willing to attend an on-site meeting with Mr Ron Hogg (Note:

Ms Cummings to inform the Town Council of the date of such a meeting). See agenda items 6.4 and 6.5 for further information.

RESOLVED:

To receive this information and to close this matter.

3.15 Bloom Champion:

The Clerk has informed Cllr Mel Carr of his role as Bloom Champion and also notified Mr Howard Smith of this fact and Cllr Gloria Wills role as reserve.

RESOLVED:

To receive this information and to close this matter.

3.16 Planning Applications:

The Clerk has submitted to DCC Planning Officers comments relating to DM/17/01473/AD, DM/17/01509/FPA and DM/17/01546/FPA.

RESOLVED:

To receive this information and to close this matter.

3.17 Section 106 Monies:

The Clerk has written to Ms Caroline O'Neill of DCC asking for copies of the actual evidence base and figures originally requested in the Town Council's letter to her relating to comments at the Public Inquiry for the development of Eden Drive. The Clerk to keep Cllrs updated on this matter. Cllrs briefly discussed their understanding of the current capacity within each of the Town's primary schools as well as options at each site for further building expansion, however, it was noted that such matters would need clarification and the Clerk suggested the best way to determine this was via the joint meeting on 4th July 2017.

Cllr Mel Carr reported that at the recent Public Inquiry relating to the proposed development at the former Community Hospital site it was stated that educational S106 monies would be allocated to Sedgefield Community College. Cllr Carr proposed that this matter also be raised when the Town Council meets with Mr Stephen Reed of DCC on 4th July 2017. Cllr Allan Blakemore supported this suggestion and commented that if this particular development went ahead there would also be an impact upon Fishburn Primary School as it was likely that more

children would travel to that locality than Sedgefield diminishing even further any argument that money should go in entirety to Sedgefield Community College. Cllr Gloria Wills commented that she had heard that the Community College were looking to create a Sixth Form.

RESOLVED:

i) To receive this information.

ii) The Clerk to liaise with Mr Stephen Reed to ask if educational S106 monies relating to the former Community Hospital site can also be considered at the meeting on 4th July 2017.

3.18 Revised Plans – 4 Stockton Road:

Cllrs did not submit any objections to these revised plans.

RESOLVED:

To receive this information and to close this matter.

4. Public Participation

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

Mrs Helen Clifford-Brown commented that it was disappointing to see only herself in attendance for public participation when she knew that many years ago lots of residents attended and were keen to find out more about what was happening in the Town. Mrs Clifford-Brown said that the public needed to understand more about the issues being discussed and suggested that Cllrs should alter their style of language in order to make it easier for those observing to understand. Ultimately she believed it was beneficial to both the Council and the Town if more residents understood the issues being debated.

The Chairman thanked the Mrs Clifford-Brown for her comments and re-opened the meeting.

5. Reports

None.

6. Correspondence

6.1 DCC Environment Awards Open For Entries (email and attachment from Mr Steve Ragg, CDALC dated 5th June 2017):

The Clerk circulated to an email from Mr Steve Ragg of CDALC dated 5th June 2017 informing all that entries are now open for Durham County Council's Environment Awards.

RESOLVED:

Cllrs to forward to the Clerk by no later than 30th June 2017 their suggested entries for DCC's Environment Awards.

6.2 New Rules for Dog Owners from 1st June 2017 – Public Space Protection Order (email from Mr Steve Ragg, CDALC dated 1st June 2017):

The Clerk circulated to all an email from Mr Steve Ragg of CDALC dated 1st June 2017 reminding all of DCC's new Public Space Protection Order. Cllr Allan Blakemore suggested that a summary of this new Order be included in the next Extra with Cllr Brown urging such an article be written in the context of praising responsible dog owners.

RESOLVED:

The Clerk to ensure that a summarized article regarding this new PSPO is included in the next edition of the Extra along with details of how individuals should directly report to DCC any instances of breaches to this Order.

6.3 Sedgfield In Bloom (minutes of meeting held on Wednesday 7th June 2017):

The Clerk circulated to all the minutes of the Sedgfield In Bloom meeting held on Wednesday 7th June 2017. Cllr Gloria Wills noted that the Treasurers Report stated there were "still some problems liaising with STC" and she asked the Clerk what these were. The Clerk was not aware of any such problems. Cllr Wills did not want the public to think that there was an issue if this was not the case. The Clerk commented that the Town Council do not secretariat the Bloom meetings but suggested that she liaise directly with Mr Smith.

RESOLVED:

i) To receive this information.

ii) The Clerk to speak to Mr Howard Smith regarding the wording of the minutes.

6.4 Unfinished Building on Butterwick Road, Sedgefield (letter from Ms Sandra Cummings, Eastwell Close, Sedgefield):

The Clerk circulated to all a letter received from Ms Sandra Cummings relating to her concerns regarding the unfinished building on Butterwick Road in Sedgefield. The Clerk reminded all Cllrs that prior to this letter Ms Cummings had earlier written to the Town Council voicing her concerns and supplied a series of photographs. The Town Council had considered Ms Cummings original letter and Cllr Gloria Wills had offered to attend any meeting she arrange with the Police & Crime Commissioner. The Clerk had also forwarded Mrs Cummings original letter to Mr Stephen Reed at DCC to ask that he answer her questions directly regarding the planning matters relating to this property. Upon receipt of the recent letter from Ms Cummings the Clerk reported that she had written again to Ms Cummings reiterating that DCC are the Local Planning Authority and the body able to answer her specific planning questions and requests. The Clerk had duly forwarded Ms Cummings letter to Mr Stephen Reed with a request that he respond directly to her and copy his response to the Town Council.

Cllr Allan Blakemore asked who owned the land upon which this property was being built at Butterwick Road. Cllr David Brown replied that was not relevant to the matter being discussed. Cllrs agreed.

RESOLVED:

i) To receive this information.

ii) The Clerk to notify Cllr Gloria Wills when information is received regarding a date for Ms Cummings meeting with the Police & Crime Commissioner.

6.5 Unfinished Building on Butterwick Road, Sedgefield (email and attached letter from Mr John Byers, Durham County Council dated 16th June 2017):

Related to item 6.4., the Clerk circulated to all Cllrs the response which Mr John Byers of DCC had subsequently sent to Ms Sandra Cummings as dated 16th June 2017.

RESOLVED:

To receive this information.

6.6 Salters Lane, Sedgefield (email and attachments from Ms Rachael Smith, Major Projects, Durham County Council dated 15th June 2017):

The Clerk circulated to all an email and attached maps received from Ms Rachael Smith of Durham County Council's Major Projects Department relating to Salters Lane, Sedgefield. Ms Smith reminded Cllrs that last year some no waiting at any time restrictions had been introduced on Salters Lane, Sedgefield. More restrictive proposals had initially been objected to by UPS and it was agreed they would remove their objection if the extended restrictions were postponed until they had constructed a car park within their premises. This car park is now completed and as a result DCC are looking to progress with the rest of the restrictions at the request of business owners on the estate. Cllrs considered the proposed restrictions and agreed that it was necessary to have such in this area of the Town.

As an aside, Cllr Gloria Wills noted that the collection times on the post box on Neville Drive had been changed, without any consultation, to 9am in the morning. She expressed her concerns at how long it could potentially take for some post to be delivered to their destination. Cllr Wills said that as a result of this, and the changes to other collection times at different boxes around the Town, she believed people were driving to the post box near Jewsons and parking on the double yellow lines in order to post their letters and ensure a better collection time. Cllr Wills said that it did not seem as if the Post Office had given any consideration to the impact upon postal service users and she would be writing to the Post Office personally to voice her concerns.

RESOLVED:

i) To receive this information.

ii) The Clerk to inform Ms Smith that the Town Council do not have any objections to the parking restrictions being proposed for Salters Lane, Sedgefield.

6.7 The Crosshill Hotel, Sedgefield (email from Ms Becki Hoyland, Pinpin Ltd dated 15th June 2017):

The Clerk circulated to all an email received from Ms Becki Hoyland of Pinpin Ltd dated 15th June 2017 in which she informed the Town Council that The Crosshill Hotel is currently undergoing a full refurbishment in readiness for opening soon. In advance of this, the owner is keen to explore further the possibility of being able to utilize the green using benches/tables for guests for the warmer weather. Cllr Allan

Blakemore asked if there had been any indication that the new owners would be seeking to amend the licensed area for this Hotel. The Clerk confirmed that no such information or indication has been made at this point in time.

RESOLVED:

Cllrs to consider this request and discuss at the Special Town Council meeting on Monday 3rd July 2017.

6.8 Changes to a Loading Bay – Crosshills Hotel, Sedgefield (email from Ms Becki Hoyland, Pinpin Ltd dated 16th June 2017):

The Clerk circulated to all an email received from Ms Becki Hoyland of Pinpin Ltd dated 16th June 2017 in which she asked if it was possible to review and request changes to the loading bay to the front of The Crosshill Hotel in order to provide better access for deliveries.

RESOLVED:

Cllrs to consider this request and discuss at the Special Town Council meeting on Monday 3rd July 2017.

ADDITIONAL ITEMS:

A1. Current Planning Applications:

The Clerk circulated to all details of planning applications within the Electoral Ward which had been published earlier that day:

DM/17/01839/FPA – internal and external alterations, Cross Hill Hotel and Restaurant, 1-2 The Square, Sedgefield

DM/17/01840/LB – internal and external alterations, Cross Hill Hotel and Restaurant, 1-2 The Square, Sedgefield

DM/17/01872/VOCMW – variation of conditions 1 (approved plans) and 3 (duration of the permission) to allow permanent retention of the MBT Plant and associated infrastructure, of planning permission No CMA/7/78, Aycliffe Quarry

DM/17/01873/VOCMW – variation of conditions 1 (approved plans) and 5 (restoration of the site) to allow permanent retention of the MBT Plant and associated infrastructure, of planning permission No. MRA/7/3, Aycliffe Quarry

DM/17/01914/FPA – loft conversion including full width flat roof dormer window to the rear, 3 Cunningham Court, Sedgefield

DM/17/01988/FPA – erection of single storey front/side/rear extension, 25 Oakdene Road, Fishburn

RESOLVED:

Cllrs to consider these planning applications and discuss at the Special Town Council meeting on Monday 3rd July 2017.

A2. Amended Planning Application DM/17/01224/FPA – The Hope Inn, Front Street, Sedgefield:

The Clerk reminded all that at the previous week's Monthly Meeting she had circulated a letter from Mr Stuart Timmiss of DCC dated 12th June 2017 informing the Town Council that it had 14 days in which to comment upon amended plans submitted in relation to the above planning application. Cllrs expressed concerns that when viewing this application on-line there are no apparent amendments to the application which was considered by the Town Council at its Monthly Meeting in May 2017. Cllrs agreed that whilst it is beneficial to the Town for the Hope Inn itself to be developed and used there are considerable issues with the planning application to build 10 lettable rooms at the rear of the property. In 2014 the original Hope Inn site plan showed 14 car parking spaces on the site. Site plans accompanying an initial and then revised planning application, both in 2014 with the latter enlarging the public house itself, reduced the number of on-site parking in the immediate area to 9 spaces. Now a planning application is being presented whereby 10 letting rooms are being proposed with 13 car parking spaces for the entire hotel, restaurant and lettings room area. Cllr Carr reported that he believed each lettable room would require a dedicated parking space as well as provision for those staff working on the site as well as space for delivery vehicles all in addition to visitors to the actual Inn. The impact of additional vehicles generated when the Inn opens, never mind the lettable rooms would be highly significant upon the Town at all times of the day and night.

RESOLVED:

The Town Council to write to Mr Stuart Timmiss and to reiterate its previous objections to this planning application (i.e. this application is over-development of the site which falls within the Town's Conservation Area and will have a detrimental effect upon parking in the centre of the Town) and to remind the Planning Officer of the shared access and right of way for private residents which runs along the existing pavement outside the front of The Hope Inn adjacent to the village green area.

The Chair thanked everyone for attending and closed the meeting at 8.31pm.