

SEDGEFIELD TOWN COUNCIL

Minutes of the proceedings of the **SEPTEMBER**
MONTHLY MEETING of the **Council** held at **7pm** in the
Council Offices, Sedgefield, on
Monday 10th July 2017



Present

Cllr Gloria Wills (Chairman) and

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

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies

Cllrs Ann Carr, Mel Carr and Leo McCormack.

2. Declaration of interest

Cllr Gloria Wills declared a non-pecuniary interest in item 8.2 as an existing Trustee of the Sedgefield Educational Foundation. No other Cllrs made any declarations of interest.

3. STC Minutes / Committee Reports

a. Minutes of Special Town Council Meeting held Monday 3rd July 2017:

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

b. Minutes of Personnel Committee Meeting held Monday 10th July 2017:

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

c. Minutes of Community Chest Meeting held Monday 10th July 2017:

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

d. Minutes of Monthly Meeting held Monday 10th July 2017:

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

e. Minutes of P&R Committee held Monday 10th July 2017:

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

f. Minutes of Estates Working Group Meeting held Monday 17th July:

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

g. Minutes of Butterwick Road Cemetery Working Group Meeting held Monday 17th July 2017:

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

h. Minutes of Youth Working Group Meeting held Monday 17th July 2017:

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

i. Minutes of Environment Committee Meeting held Monday 17th July 2017:

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

j. Minutes of Community Development & Engagement Committee held Monday 17th July 2017:

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

k. Minutes of Personnel Committee Meeting held Monday 24th July 2017:

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

l. Minutes of Fireworks Working Group Meeting held Tuesday 1st August 2017:

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

m. Minutes of Special Town Council Meeting held Monday 14th August 2017:

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

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

4. Matters of Information

4.1 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 John Robinson requesting an update. A response is now awaited from County Cllr Robinson.

RESOLVED:

To receive this information.

4.2 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. See agenda item 9.2.

RESOLVED:

To receive this information.

4.3 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. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

4.4 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.

4.5 Public Participation:

A Policy & Records Management Working Group meeting has been scheduled for 20th September 2017.

RESOLVED:

To receive this information and to close this matter.

4.6 Public Participation:

In response to Mrs Bowles comments regarding a potential near miss vehicular accident on Stockton Road, the Clerk had requested clarification from Mr Henry Jones of DCC. Mr Jones reported on 21st July 2017 that DCC do have an enforcement enquiry open on this development site as they have received concerns regarding activities on this site in regards to the access arrangements as well as noise and dust. The content of the submitted construction management plan in regards to the Story Homes site states that construction access should be via the new arm off the roundabout not Stockton Road. If any vehicles pursuant to the Story Homes site are gaining access from this direction Mr Jones has told them to cease given their submitted document states that this is not meant to be the route which they are utilizing. Taylor Wimpey have told Mr Jones that their only activities in the northern sections of the site relate to archaeological investigation, not genuine

construction activities in respects to the housing development.

RESOLVED:

To receive this information and to close this matter.

4.7 S106 Monies:

The Clerk has written to Mr Stephen Reed of DCC requesting DCC review the S106 educational monies agreement relating to Eden Drive and review the figures used to determine this original decision including the factoring of the impact of 70 houses at Fishburn. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

The Clerk has invited Mr Stephen Reed and Mr Stephen Howell of DCC to the Community Development & Engagement Committee meeting on Monday 18th September 2017 to provide an update on the Sports Hub Project in Sedgefield and community S106 monies from the Eden Drive development.

The Clerk has shared a copy of DCC's Pupil Place Planning in Durham Schools 2016 document with Mrs Mildred Howell.

RESOLVED:

To receive this information.

4.8 The Hope Inn:

The Clerk has written as requested to Mr J M White of PW:a Architects.

RESOLVED:

To receive this information and to close this matter.

4.9 ESRG Planning Appeal:

This matter was discussed at the Environment Committee meeting on Monday 17th July 2017. Note: This appeal has now been withdrawn.

RESOLVED:

To receive this information and to close this matter.

4.10 Sedgefield Community Hospital:

The Clerk has written to Ms Sue Jacques of the NHS Foundation Trust as requested. Cllrs Gloria Wills and Mavis Wayman attended a meeting at Darlington Memorial Hospital on 22nd August 2017 to represent the Town Council. See agenda item 7.4.

The Clerk has made Mr Peter Howarth, a local resident, aware of the Council's actions.

RESOLVED:

To receive this information.

4.11 Current Planning Applications:

The Clerk has submitted to DCC Planning Officers all comments made by Cllrs in relation to applications 1-4.

Additional planning applications circulated were discussed at the Environment Committee meeting on Monday 17th July 2017.

RESOLVED:

To receive this information and to close this matter.

5. Dates of Meetings

Dates of the meetings taking place in September 2017 had been circulated prior to the meeting along with events scheduled for October 2017 - February 2018. The Clerk reported that a Butterwick Road Cemetery Working Group meeting had taken place on 4th September 2017 and that a Fire Works Working Group meeting had now been scheduled for 13th September 2017 and a further Estates Working Group meeting was to be held on 25th September 2017. The Clerk also reported that the Town Council's next coach trip has now been organized and will visit York on 22nd November 2017. Tickets for this coach trip are now on sale. The Mayor's Quiz is very nearly sold out and tickets for the November fireworks display will go on sale very soon.

RESOLVED:

To receive this information.

6. Public Participation

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

Mrs Julia Bowles reported that the SVAG would be attending a Full DCC Council meeting on 20th September 2017 at which they would be asking if County Cllrs consider DCC's energy saving policy in relation to the removal of street lighting to be fit for purpose. Mrs Bowles also expressed her disappointment that there is no longer a Police Report presented at Town Council meetings. She, and many other residents including those on the Neighbourhood Watch Group, had found this to be very useful and a way of alerting residents to issues and making them more vigilant. The Clerk reminded Cllrs that a letter detailing the Town Council's concerns regarding this matter had been sent to Mr Ron Hogg, Police & Crime Commissioner, but as yet no response had been received. Cllr Gloria Wills requested the Clerk chase this matter and reminded all Cllrs that Mr Hogg's title is now Police, Crime and Victims' Commissioner and therefore he has a clear interest in the needs of those affected by crime.

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

7. Internal Reports

7.1 Chairman's Report

Prior to the meeting the Clerk had circulated to all a Chairman's Report which detailed the actions he had undertaken since the last Monthly Meeting.

RESOLVED:

To receive this information.

7.2 Mayor's Report

Cllr David Brown reported that since his last report to Council he had undertaken the following in his role as Mayor:

- Attended the Shildon Mayor's At Home event on 10th July 2017;
- Invited the Durham County Council Chair and Mayor to attend the Sedgefield Show on 12th August 2017, however, due to unforeseen circumstances it had been the Deputy Chair and Mayor who had attended and performed duties;
- Attended the Sedgefield Methodist Church's 50th anniversary celebrations on 20th August 2017;
- Attended the POP-In's 25th anniversary celebrations on 31st August 2017;
- Attended and judged at the Sedgefield Folk Festival on 25th September 2017.

Cllr Brown thanked Cllrs Allan Blakemore and Mel Carr for deputizing for him on a number of occasions over the last month.

RESOLVED:

To receive this information.

7.3 Town Council Casual Vacancy Update Report by Town Clerk

Prior to the meeting the Clerk had circulated to all a Town Council Casual Vacancy Update Report which detailed the procedures that now needed to be followed by DCC following the resignation of co-opted Councillor Tony Magee. The Clerk reported that Ms Linda Spence, Principal Electoral Officer for DCC had notified her on 6th September 2017 that this casual vacancy had not been called to election. The Town Council is now able to proceed towards a recruitment process to fill this vacancy.

RESOLVED:

- i) To receive this information.**
- ii) The Clerk to prepare a Co-option Recruitment Report for consideration at the October 2017 P&R Committee meeting.**

7.4 Meeting With Sue Jacques, CEO CDDNHS Trust Report by Cllrs Gloria Wills and Mavis Wayman:

Prior to the meeting the Clerk had circulated a Report by Cllrs Gloria Wills and Mavis Wayman which detailed their meeting with Ms Sue Jacques of the County Durham & Darlington NHS Trust on 22nd August 2017 to discuss the current situation at, and future plans for, Sedgefield Community Hospital.

Cllr Wills said Ms Jacques had provided reassurance at this meeting that there would always be jobs for staff but could not guarantee their current location of employment would remain the same. At this meeting Cllrs Wills and Wayman had stressed the importance of this facility to the Town and conveyed the views of local residents. Cllr Wills had also suggested that GPs work from the Community Hospital site as well as the surgery in the centre of the Town. Ms Jacques had confirmed that the Community Hospital is still viewed as a 'going concern' and that the proposals now being considered countrywide offer an opportunity to change what the NHS delivers and how. Cllr Wayman confirmed that Ms Jacques had explained that only basic

procedures could be undertaken at the hospital due to the basic equipment that is there, e.g. xray machines rather than scanners, and that there is now through the NHS greater emphasis upon treating people in their own homes and returning them to their own homes as soon as possible.

Cllr Chris Lines suggested that a copy of the report presented be shared with Mr Peter Howarth, the local resident who had first brought his concerns to the Town Council's attention. Cllrs agreed with this suggestion. Cllr Lines also asked whether the evidence which Ms Jacques had agreed to provide had been received. The Clerk replied as yet this has not been received.

RESOLVED:

i) To receive this information.

ii) The Clerk to share a copy of Cllrs Wills and Wayman's report with Mr Peter Howarth.

iii) The Clerk to liaise with Ms Jacques in order to obtain the evidence she had agreed to provide the Town Council.

8 External Reports

8.1 East Durham Rural Corridor Area Action Partnership Annual General Meeting/Board Meeting Key Messages (19th July 2017)

Prior to the meeting the Clerk had circulated to all the key messages which had been produced following the EDRC AAP AGM/Board Meeting held on 19th July 2017.

Cllr Chris Lines commented that each AAP is to receive £9902 annually to allocate for specific youth activities. The Clerk confirmed that she has requested further information from Ms Jane Bellis regarding this to see if the Sedgefield Youth Club is able to apply.

RESOLVED:

i) To receive this information.

ii) The Clerk to update the Youth Working Group regarding the AAP's monies for specific youth activities.

8.2 Sedgefield Charities Nominated Trustees Report by Town Clerk:

The Clerk circulated to all copies of a Sedgefield Charities Nominated Trustees Report which reminded Cllrs of the composition of the two Boards of Trustees and

the different Sedgefield Charities which they supported. It is now time to review the Town Council's Trustee nominations.

RESOLVED:

Cllrs to consider the content of this report and to agree upon nominations at the Community Development & Engagement Committee meeting on Monday 18th September 2017.

9. Correspondence

9.1 Appeal Decision – land at the former Sedgefield Community Hospital (Appeal Decision dated 28th July 2017):

Prior to the meeting the Clerk had circulate to all the Appeal Decision dated 28th July 2017 relating to land at the former Sedgefield Community Hospital site. It was noted that this appeal had granted permission for the erection of up to 100 dwellings. Cllr David Brown proposed that details of this appeal decision be kept on file for any future reference. The Clerk replied that this had already been done.

RESOLVED:

To receive this information.

9.2 Letter from County Cllr John Robinson JP dated 30th July 2017:

Prior to the meeting the Clerk had circulated to all a letter from County Cllr John Robinson JP dated 30th July 2017 which provided information as to the current status of the potential shallow wetland feature for Station Road Playing field and the status of the application from a Sedgefield resident for registering the field as village green. Cllrs expressed their concern and confusion regarding the content of this letter as it was the Town Council's understanding from the last meeting held with Mr John Reed that DCC were to investigate options and costings for a shallow wetland feature and present these to the Town Council for further discussion. Cllr Mark Cant objected to the contentious content of this letter as well as its tone and context. Cllrs believed that such a letter should have been written by DCC Officers with fully detailed content.

As an aside, Cllr Alf Walton expressed his concerns that it appears some of the willows on Station Road Playing Field are being cut without the Town Council's knowledge or permission. The Clerk suggested his matter be placed on the next Environment Committee meeting agenda. Cllrs agreed.

Cllr Gloria Wills suggested that a site visit to Station Road Playing field take place to review the status of the area. It was agreed that the Clerk should organize this and interested Cllrs attend.

RESOLVED:

- i) The Clerk to write to Mr John Reed of DCC, enclosing a copy of County Cllr Robinson's letter, asking for an update on the status of the potential shallow wetland feature for Station Road Play field.**
- ii) The Clerk to write to the Head of DCC's Legal Services, enclosing a copy of County Cllr Robinson's letter, asking for an update on the exact status of the application to register Station Road Playing field as village green.**
- iii) The willows at Station Road Playing field to be discussed at the Environment Committee meeting on 18th September 2017.**
- iv) The Clerk to organize a site visit to Station Road Playing field.**

(Cllr Mel Carr joined the meeting)

9.3 Re-development of Turners of Sedgefield, Salters Lane, Sedgefield (letter from Mr Jeff Pike, Hardwick Homes Ltd dated 15th August 2017)

Prior to the meeting the Clerk had circulated to all a letter from Mr Jeff Pike of Hardwick Homes Ltd dated 15th August 2017 in which he outlined his plans to redevelop the site of Turners of Sedgefield at Salters Lane in Sedgefield. The Clerk had acknowledged receipt of Mr Pike's letter and informed him that his suggestion to meet with the Town Council would be considered. Cllr Allan Blakemore questioned if such a meeting could be seen as showing pre-disposition to any future application. Cllr Gloria Wills replied that such a meeting can take place and Cllrs can ask questions but they cannot make a decision. Cllr Chris Lines reminded Cllrs that similar meetings had previously taken place with several other developers including Avant, ID Planning and Story.

RESOLVED:

The Clerk to contact Mr Pike and offer him the opportunity to meet with the Town Council at 6.30pm on Monday 9th October 2017 with 15 minutes to give a presentation and then 15 minutes for questions.

9.4 Appeal Decision – land South of Beacon Lane (Appeal Decision dated 29th August 2017):

Prior to the meeting the Clerk had circulate to all the Appeal Decision dated 29th August 2017 relating to land to the South of Beacon Lane in Sedgefield. It was noted that this appeal had refused permission for the erection of up to 150 dwellings.

Cllr Mel Carr had asked that his comments be recorded regarding the excellent case delivered by Ms Judith Miller, Conservation Officer for DCC, at this public inquiry. It was agreed that whilst Ms Miller has left DCC the Town Council should write to her former Head of Department asking for a full copy of her arguments presented and congratulating her on her performance. It was also felt that some of the arguments she used could be used again by the Town Council in the future should any further planning applications be submitted pertaining to the three cornered field. Cllr Wills concluded by saying that she felt a very good Inspector had led this public inquiry and had produced an excellent decision report.

RESOLVED:

i) To receive this information.

ii) The Clerk to write to Ms Miller's Head of Service at DCC as requested.

10. The Sedgefield Plan

10.1 The Sedgefield Plan Update Report by Town Clerk

Prior to the meeting the Clerk had circulated to all a Sedgefield Plan Update Report. The Clerk informed Cllrs that since the production of this report, in which Ms Cuskin of DCC had reported on 15th August 2017 that she was hopeful she would receive advice from Mr Philip Robson of Kings Chamber by the end of that week. The Clerk reported that she had chased this matter and Ms Cuskin in an email of 11th September 2017 had apologized that there had been some delay with the instructions due to workload issues and hoped to have an update for the Town Council by the end of that week.

Cllrs once again expressed their frustrations at the delays being imposed upon the Plan's progress which are outside the Town Council's control. Cllr Chris Lines proposed that the Plan be discussed again at the following week's Environment Committee meeting and if no progress has been made then Cllrs consider how this matter can be escalated. Cllrs agreed.

RESOLVED:

i) To receive this information.

ii) The Clerk to keep Cllrs updated on this matter and The Sedgefield Plan to be discussed further at the Environment Committee meeting on Monday 18th September 2017.

11. 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/17/02615/VOC – variation of condition 2 of planning approval ref:

DM/17/00360/FPA involving omission of proposed garages and replacement with hardstanding drives, Garage Block, Eden Drive, Sedgefield:

Cllrs expressed their concerns that having obtained planning permission to build bungalows with accompanying garages that this application was now being changed to build bungalows with accompanying hard standing only. However, it was acknowledged that this does not provide material grounds upon which an objection can be lodged therefore Cllrs did not have any objections to this application.

2 DM/17/02749/FPA – installation of pitched roof over existing front porch, and side garage and utility including support column and erection of single storey rear extension, 17 Queens Drive, Sedgefield:

Cllrs did not have any objections to this application.

3 DM/17/02831/FPA – single storey rear extension to replace conservatory, 47 The Meadows, Sedgefield:

Cllrs did not have any objections to this application.

RESOLVED:

The comments on planning applications 1-3 above to be submitted to DCC Planners.

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

DM/17/02590/FPA – creation of flat (part first floor) and air conditioning/refrigeration units to side, 1 White House Drive, Sedgefield

DM/17/02837/FPA – replace existing timber boundary fence with dry stone wall, 56 Station Road, Sedgefield

RESOLVED:

To consider the above planning applications at the Environment Committee meeting

on Monday 18th September 2017.

12. The Crosshills – Granted Planning Permission:

The Clerk reminded Cllrs that in the week prior to the meeting she had circulated to all DCC's latest list of Delegated Planning decisions which had contained information showing that planning permission approval for internal and external works had been granted to The Crosshills in Sedgfield. As a result of this the Clerk had been asked by Cllrs to liaise with Ms Hilary Sperring, DCC's Planning Officer and duly obtained a copy of the Delegated Report she had produced and also a copy of the relevant Certificate B. All this documentation had been shared electronically with Cllrs prior to the meeting.

Cllr Gloria Wills reminded Cllrs that the Town Council had not asked for these planning applications to be called in but had made DCC's Planning Officer aware immediately that the land relating to the external alterations belonged to the Town Council and had village green status as well as being in the Town's Conservation Area and therefore these issues should have been taken into consideration during the delegated decision making process. Planning permission can only be given so long as the developer informs the owner of the land of this intention, i.e. issues a Certificate B. The Town Council has never been issued with a Certificate B and has in fact had to request a copy of such a document to find that the original had the incorrect postal address therefore would never have reached the Town Council. It is usual practice that when a full planning application is placed on the internet all accompanying documentation is also present, however, this is not the case with this particular application where only the application for listed building permission is shown and no Certificate B. Cllr Mark Cant noted that the date on the obtained Certificate B was 14th June 2017 which was after the Town Council had lodged its objections regarding this application. Cllr Allan Blakemore expressed his frustration that DCC Planning Officers do not appear to understand the issues of village green status and Conservation Areas designation and could not believe that they have granted permission. Cllr Jo Elliott said that this action by DCC could set a very dangerous precedent if it went unchallenged.

Due to the severity of this situation and the fact that the Town Council is the custodian of the village greens, i.e. planning permission being granted on land owned by the Town Council, Cllr Wills proposed that the Town Council now instructs a solicitor to write to the developer clearly stating that this land belongs to the Town Council and has village green status. As a result of DCC's granting of planning permission such action is now necessary as this becomes a civil matter. Cllrs agreed with this proposal and felt that any letter sent to the developer must also be copied to DCC's Head of Planning and Conservation Officer.

RESOLVED:

The Clerk to liaise with Mr Anthony Walters, the Town Council's solicitor, and instruct him to issue a letter on behalf of the Town Council as requested by Cllrs.

The Chair thanked everyone for attending and closed the meeting at 8.00pm.

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



Minutes of the proceedings of the **SEPTEMBER POLICY & RESOURCES** of the **Council** held following the
Monthly meeting in the **Council Offices**, Sedgefield,
on **Monday 11th September 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, Alf Walton and Mavis Wayman

Officer Dr Jane Ayre (Town Clerk)

1. Apologies

Cllrs Vanessa Carmichael, Ann Carr and Leo McCormack.

2. Declaration of Interest

None.

3. Matters of Information

3.1 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. This matter has now been scheduled into the 2017/18 work programme for the Finance Working Group and a subsequent recommendation will be brought to a future P&R Committee meeting. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.2 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 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.

3.3 Treeworks in Ceddesfeld Hall:

This matter was considered by the Estates Working Group at their meeting on 26th June 2017. The Clerk has written to AW Treecare seeking a revised quotation which includes them directly hiring the cherry picker. A response is now awaited.

The Clerk proposed that this matter be discussed again by the Estates Working Group at their meeting on 25th September 2017. Cllrs agreed with this and Cllr Mark Cant commented this would be good timing as November/December are the best times to undertake any necessary work.

The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.4 Cheques for Approval:

The Estates Working Group are considering the Town Council's festive lighting requirements for December 2017 and will bring an appropriate report back to a future P&R Committee meeting. The Council's existing electrician has been requested to inspect the existing lights the week commencing 26th June 2017 and submit a subsequent recommendation report. A meeting has also taken place on-site with another electrician in order to seek an alternative quote. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.5 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. To date the Clerk has met with a representative from Came & Company, scheduled a meeting with Zurich and requested a meeting with AON. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.6 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.

3.7 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.

3.8 Sedgefield Town Council Corporate Plan:

The Clerk has scheduled a Policy & Records Management Working Group meeting for 20th September 2017 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.

3.9 Cheques for Approval:

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

RESOLVED:

To receive this information.

3.10 Annual Return 2016/17:

The Exercise of Public Rights notice was displayed in the Town's noticeboard and on the Council's website from 19th June – 28th July 2017. No members of the public requested access to the accounts.

RESOLVED:

To receive this information and to close this matter.

3.11 Council Tax Base & Localisation of Council Tax:

No further information has been received from DCC, however, when received will be considered by the Finance Working Group with a recommendation/update brought to a future P&R Committee meeting.

RESOLVED:

To receive this information and to close this matter.

3.12 CDALC Secretariat:

The Clerk has informed Mr Steve Ragg of CDALC of the Town Council's support for CDALC's proposal to keep subscription fees as at present for 2018/19 and 2019/20, current reserves to be used to meet the current deficit budget situation, reserve balances to be invested prudently to generate income and during 2019/20 arrangements to be introduced to ensure continuity of the service provided to Council members.

RESOLVED:

To receive this information and to close this matter.

3.13 DCC – Open Space Study:

Cllr Chris Lines had completed the study on behalf of the Town Council.

RESOLVED:

To receive this information and to close this matter.

3.14 Draft Revised Charter between DCC and Local Councils in County Durham:

The Clerk has informed Mr Steve Ragg of CDALC that the Town Council is supportive of this Charter but would like further information as to what training will underpin this Charter to ensure that all relevant Officers are aware of it and will work in accordance with it, how the Charter will be disseminated down through the County Council and across the Town/Parish Council Sector and the protocol for future review of the Charter. A response is now awaited.

RESOLVED:

To receive this information.

3.15 Butterwick Road Cemetery – Pre-purchasing of Graves:

The Clerk has informed all STC staff of the Council's decision that with immediate effect, and for the foreseeable future, the pre-purchasing of grave plots be suspended. The only exception to this rule will be that a spouse can pre-purchase a grave plot to be next to their already interred spouse. An article to this effect has been included in the September 2017 edition of the Sedgefield Extra.

RESOLVED:

To receive this information and to close this matter.

4. Public Participation

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

No members of the public were in attendance.

The Chair re-opened the meeting.

5. Reports

5.1 Estates Working Group Terms of Reference 2017/18 Report by Town Clerk

Prior to the meeting the Clerk had circulated to all the Estates Working Group Terms of Reference for 2017/18. The Clerk reminded all Cllrs that they can join any Working Group they wish over the course of the year.

RESOLVED:

To receive this information.

5.2 Youth Working Group Terms of Reference 2017/18 Report by Town Clerk

Prior to the meeting the Clerk had circulated to all the Youth Working Group Terms of Reference for 2017/18.

RESOLVED:

To receive this information.

5.3 Updated Parish Hall User Guide Report by Estates Working Group

Prior to the meeting the Clerk had circulated to all an Updated Parish Hall User Guide Report by the Estates Working Group. This report detailed the changes which have been made to this Parish Hall User Guide and copy of the actual updated Guide was attached for Cllr information. The Clerk confirmed that the revised User Guide has now been issued to all Parish Hall Users at the recent User Forum meeting held on 5th September 2017 as well as uploaded to the Council's website. Minutes from the recent Parish Hall User Forum will be shared with Cllrs at the October 2017 P&R Committee meeting for information.

RESOLVED:

To receive this information.

5.4 Fletcher Room Furniture Update Report by Projects & Media Co-ordinator:

Prior to the meeting the Clerk had circulated to all a Fletcher Room Furniture Update Report by the Projects & Media Co-ordinator. The Clerk reported that the final sample chair is due to arrive later this week and a decision will be made immediately so as to place an order and then follow this up with appropriate tables and colour complimenting acoustic boards.

RESOLVED:

To receive this information.

5.5 Butterwick Road Cemetery Groundwater Audit Update Report by Butterwick Road Cemetery Working Group:

Prior to the meeting the Clerk had circulated to all a Butterwick Road Cemetery Groundwater Audit Update Report by the Butterwick Road Cemetery Working Group.

RESOLVED:

To receive this information.

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

6. Financial Matters

6.1 Cheques for approval after 14th August 2017

Prior to the meeting the Clerk had circulated to all a cheques for approval list dated 11th September 2017 up to and including cheque number 109016. The Clerk circulated to all an update list with further cheques dated 11th September 2017 up to an including cheque number 109025.

Cllr Alf Walton queried the cost of festive lighting (cheque number 109014). The Clerk replied this is standing charge and that the Estates Working Group have asked to review this matter at their next meeting on 25th September 2017.

Cllr Walton queried cheque numbers 109024 and 109025. The Clerk replied these relate to the cost of AEL Systems Ltd coming out to investigate the alarms in both the Town Council Offices and Parish Hall following a number of call-out activations in both buildings. These visits had found that repair work and/or battery replacement was required in each system. Cllr Walton asked if these systems had been serviced when AEL first took over the contract. The Clerk replied that they took on the alarm systems in their original state.

Cllr Gloria Wills noted that cheque number 109015 related to yet further legal fees incurred as a result of finalizing the Ceddesfeld Hall lease. She noted that this matter would be considered further under agenda item 8.1.

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 30th August 2017) / Expenditure (as at 30th August 2017 minus unapproved cheques after 14th August 2017)

RESOLVED:

The monthly accounts as had been circulated were approved.

6.3 Debtors List as at 30th August 2017

RESOLVED:

To receive the Debtors List as of 30th August 2017.

6.4 Edge Financial Software Update Report by Town Clerk

Prior to the meeting the Clerk had circulated to all an Edge Financial Software Update Report updating Cllrs on the considerable progress made to date in introducing the Council's new financial software package and the work which now remains to be undertaken in order to have the system fully functioning. The Clerk recommended that once this has been achieved Cllrs consider if they would like to have an in-house training session or a procedural explanation sheet produced detailing how Cllrs can interpret the financial information presented to them in P&R Committee packs.

RESOLVED:

- i) To receive this information.**
- ii) Cllrs to notify the Clerk of their preference for future financial training/explanation.**

6.5 April 2017 Bank Reconciliations Report by Town Clerk

RESOLVED:

The April 2017 Bank Reconciliations as circulated were approved.

6.6 May 2017 Bank Reconciliations Report by Town Clerk

RESOLVED:

The May 2017 Bank Reconciliations as circulated were approved.

6.7 June 2017 Bank Reconciliations Report by Town Clerk

RESOLVED:

The June 2017 Bank Reconciliations as circulated were approved.

6.8 July 2017 Bank Reconciliations Report by Town Clerk

RESOLVED:

The July 2017 Bank Reconciliations as circulated were approved.

6.9 Medium Term Financial Planning and 2018/19 Budget Setting (letter from Mr Paul Darby, DCC dated 19th July 2017)

Prior to the meeting the Clerk had circulated to all a letter from Mr Paul Darby of DCC dated 19th July 2017 giving initial information regarding the County's Medium Term Financial Planning and 2018/19 budget setting processes. The Clerk and Finance Working Group to consider further detailed information when received and bring forward to a future P&R Committee meeting a 2018/19 precept and budget proposal for the Town Council.

RESOLVED:

To receive this information.

7. Correspondence

7.1 Message from PCVC Ron Hogg: More Services For Residents and Victims, Despite Recent Funding Challenges (email from Mr Steve Ragg, CDALC dated 24th July 2017):

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Ragg of CDALC dated 24th July 2017 containing a message from Mr Ron Hogg, Police, Crime and Victims' Commissioner.

RESOLVED:

To receive this information.

7.2 CDALC AGM 21st October 2017 (email from Mr Steve Ragg, CDALC dated 23rd August 2017):

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Ragg of CDALC dated 23rd August 2017 giving details of the CDALC AGM on 21st October 2017.

RESOLVED:

i) To receive this information.

ii) Cllrs Blakemore and Wills to notify the Clerk as to whether they can attend the AGM to represent the Town Council.

7.3 CDALC AGM (email and attachments from Mr Steve Ragg, CDALC dated 5th September 2017):

The Clerk circulated to all a further email from Mr Steve Ragg of CDALC dated 5th September 2017 regarding the forthcoming CDALC AGM. This email was accompanied by a draft agenda and draft annual report. The Clerk pointed out that in the draft annual report she had requested Sedgfield Town Council's details be updated to reflect that the Council has achieved the Foundation Quality Award and the Clerk's CiLCA.

RESOLVED:

To receive this information.

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).

8. Consideration Of Reports Exempt From Public:

8.1 Ceddesfeld Hall Lease Update Report by Cllr Mel Carr and Town Clerk

An update was given regarding the new lease for Ceddesfeld Hall and the way forward to register this with the Land Registry.

8.2 Purchase of land from Durham County Council Recommendation Report by Butterwick Road Cemetery Working Group

A discussion took place regarding the purchase of land from DCC in the vicinity of

Butterwick Road Cemetery and the way forward.

The Chair thanked everyone for attending and closed the meeting at 8.34pm.

SEDGEFIELD TOWN COUNCIL

COMMUNITY DEVELOPMENT & ENGAGEMENT



Minutes of the proceedings of the **SEPTEMBER**
COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE of the
Council held at **7 pm** in the **Council Offices**, Sedgefield, on
Monday 18th September- 2017.

Present

Cllr. Allan Blakemore (Chairman)

Cllr Chris Lines (Vice Chair) and

Cllrs Mark Cant, Ann Carr, Mel Carr, Jo Elliott, Leo McCormack, Julie Towler, Alf Walton, Mavis Wayman and Gloria Wills

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies

Cllrs David Brown, Vanessa Carmichael and Alda Hummelinck.

2. Declaration of interest

None.

3. S106 Eden Drive – Leisure Element Presentation by Mr Stephen Reed and Mr Stephen Howells of Durham County Council:

Cllr Allan Blakemore welcomed Mr Stephen Howells and Mr Stephen Reed of DCC to the meeting.

Mr Howells circulated to all a Sedgefield Sports Hub Project September 2017 presentation. He explained the role of the Hub Project is to identify the sporting needs of the Sedgefield community so that funding and future developments are co-ordinated and coherent. Mr Howells's role through DCC's Culture and Sports Department is that of technical expertise, advice and support. Mr Howells has spoken to a broad range of sporting clubs from across the Town, i.e. the Harriers, Bowling Club, Rugby Club, Tennis Club, Sedgefield Village Games, Friends of Hardwick Park, the Cricket Club and the Squash Club. As a result of

these discussions three potential schemes/initiatives are starting to emerge as follows:

- Squash Club development at Ceddesfeld Hall;
- Cricket Club improvements;
- Sedgefield Sports Hub development.

From experience it is known that multi-sport projects have a higher chance of securing funding when compared to single sport projects. For this reason the Sports Hub idea has formed and would be treated like a major capital scheme whereby the needs of individual clubs are identified in order to create a project scope. Such a scope will look at immediate needs as well as future needs and aspirations. The project scope currently includes an artificial surface athletics track and throwing area, 3 artificial surface tennis courts, grass rugby pitch and rugby training area, changing provision and floodlights, artificial surface 4 rink bowling green and improved pathways in Hardwick Park to improve links directly from the Town to the Park and vice versa. Work has been undertaken to look at possible sites for such a Hub in the Town. This has taken considerable time and encountered lots of difficulties, for example, the College site is not an option due to its PFI status, the Cricket Club is unsuitable due to archaeology issues. The site now being considered is the corner site around Hardwick Park for an athletics track, throwing area, tennis court, rugby pitch and training area. The existing Cricket Club will remain and the proposed bowling green will be adjacent to that site. Mr Howells explained that the next stage is to develop outline designs, obtain broad costings and then identify potential funding opportunities. A feasibility study is currently being prepared by DCC and once ready Mr Howells will present these sporting needs to the Town Council for comment, consider funding requests and agree upon the most appropriate form of public consultation(s) in order to develop a delivery plan. Mr Howells stressed the Hub is not a DCC project nor is it owned by DCC.

Cllr Allan Blakemore commented that with regards to the issue of ownership, this project belonged to the Hub and they would be the organisation responsible for funding, and finding the funding for, this project. Mr Howells agreed and explained that some individual groups have already secured funding or got funds but in addition there are the options of Sport England and the relevant sport's governing body as other possible options. Mr Howells said that whilst not easy to secure grant funding it is potentially achievable if a mix of groups work together and have a robust detailed plan. DCC can provide support and advice regarding potential funders, however, all would need to recognise that funding may not be secured for absolutely every aspect of the project and there would need to be a prioritization of needs initially.

Cllr Gloria Wills felt that the Town Council had been left out of discussions on this matter for

a long time. Whilst she recognized that a fait au complete was not being presented she did question why DCC had not involved the Town Council in all the discussions to date as she believed the Town Council knows its community and should have been included earlier in order to help. Cllr Wills said that she felt patronized. Mr Howells said that this had not been the intention. Cllr Chris Lines reiterated that the Sports Hub are the group leading on this project and DCC's role is that of support.

Cllr Alf Walton said that irrespective of money he would not be in favour of expanding into park land that was considered as prime agricultural land instead he would prefer to go with the whole site and felt this would be good for the Town.

Cllr Wills pointed out that the Hub Group are not a formally constituted group as yet. Cllr Blakemore replied that once the Hub Group feel there is a feasible project then at that point they would make the decision to seek charitable status and/or form a constitution. He reported that the next scheduled Hub meeting has been cancelled in order to allow DCC further time to prepare their feasibility report. A further Hub meeting will then take place, hopefully in late October to consider this report and the way forward. Mr Howells confirmed that DCC are undertaking a feasibility study based on needs. DCC have a lot of experience in this area through their involvement with numerous other projects. In Mr Howells experience it is best to get a project scope in place first and then to work with volunteers regarding the best way to work through the formal process rather than to scare volunteers with too much information at the outset,.

Cllr Leo McCormack asked what parking arrangements would be for the proposed Hub site. Mr Howells replied this matter had been considered and looking at potential usage and timing patterns it was felt that this facility would utilize the existing car parks at toilet blocks at Hardwick Park. As a result of this the Hub project would be about putting into place actual sporting facilities. It was recognized that there could be some occasions, such as event competitions, when additional car parking requirements would be needed but it was felt that this could be achieved by working in conjunction with other localities in the area.

Cllr Mark Cant asked who would purchase the actual land for this development and suggested that a pedestrian bridge at some point over the road from the Town to the Park would provide the safest walking route. Mr Howell confirmed that the land would be purchased by the Hub and then owned and subsequently run by the Hub. He also reported that part of this project would be to explore and improve the links between the Town and Hardwick Park. Whilst it was acknowledged that a footbridge would be very expensive this

could form as part of a future aspiration whilst other links are explored in the initial phases. Cllr Lines supported Cllr Cant's suggestion that this feature as a future aspiration.

Cllr Walton asked if the land being considered is actually available for sale. Mr Howell replied that it is believed the land is available for sale.

Cllr Julie Towler raised concerns that light pollution could affect residents living nearby the proposed Hub site and gave the specific example of East Lodge. Mr Howells replied flood lighting would be an aspirational element of the project but was not seen as a main priority for the Rugby Club. Track lighting is very different and quite dim in comparison. Any lighting installed on this site would not have any 'spill' as with older lighting and the training facilities would have sufficient screening factored in so as not to impact negatively upon nearby residents.

The Clerk informed Mr Stephen Reed of the Council's current project to expand Butterwick Road Cemetery and asked if he would be willing to meet with the Council's Butterwick Road Cemetery Working Group to consider whether any S106 monies would be available to assist with this project. Mr Reed confirmed he would be happy to attend such a meeting and suggested this take place once the Council has outline costs.

Cllr Blakemore, Committee Chair, thanked Mr Howells and Mr Reed for their attendance.

RESOLVED:

i) To receive this information.

ii) Cllr Allan Blakemore to keep Cllrs updated on this matter via his attendance at future Hub meetings.

i) Mr Stephen Howell to keep the Town Council updated and bring back to the Town Council when ready the feasibility study.

ii) The Clerk to set up a meeting between Mr Stephen Reed and the Butterwick Road Cemetery Working Group once a design and outline costings have been determined.

4. Matters of Information

4.1 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 on this matter.

Feedback has now been received from potential funders regarding money towards the cost of refurbishing the Town's War Memorial. Further consideration is now required by the Estates Working Group. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

4.2 Public Participation:

A Parish Hall User Forum meeting took place at 6.30pm on Tuesday 5th September 2017 in the Parish Hall. A report will be presented to a future P&R Committee meeting.

RESOLVED:

To receive this information and to close this matter.

4.3 Dementia Seminar – DDFRS Event:

Cllr Ann Carr expressed her disappointment that to date two Dementia meetings organized by County Cllr John Robinson had been cancelled. Both cancellations had been very last minute with not all attendees receiving notification. It is believed that a further meeting is now to take place in September although the date/time is unknown. Cllr Ann Carr commented that several people who wished to participate in this important matter were also expressing their frustration and considering looking at other ways in which they could get involved. Cllr Allan Blakemore agreed that this project is very disjointed but reiterated the Fire Service's offer to use their Community Fire Station in the Town as a venue for any future dementia café style meetings. Cllrs hoped that current organizational efforts this community project would soon be resolved. Cllrs Ann Carr and Allan Blakemore to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

5. Public Participation

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

Mrs Liz Mitchell reported that Mrs Julia Bowles was unable to attend the meeting in person, however, she wished to know whether the Town Council had considered her request to hold regular public meetings and if so when these would be. Cllr Blakemore confirmed that this matter was to be discussed under agenda item 6.3.

Mr Donald McDonald reported that he had been advised by Cllr David Brown to attend this meeting and express his concerns regarding the poor state of the footpath between the village and The Meadows (between the primary school and Ceddesfeld Hall). This path had been flooded shortly after the schools broke up for the summer holidays. Mr McDonald said that this had always been a pleasant public footpath and is well used, however, the condition of it is now very poor with hedges and trees from Eden Drive overgrowing/overhanging it. Mr McDonald said he has raised this matter numerous times over many years and does not feel that he has ever had a satisfactory answer and feels this area is continuously neglected. Mr McDonald said that he did not feel the Town Council had done anything positively for the Town for the last 40 years with the exception of some planted wooden tubs. Cllr Blakemore commented that he believed the footpath and land in question was owned by DCC and by Livin. Cllr Blakemore suggested that this area be added to the Town Council's Councillors' walk around route. Cllr Alf Walton volunteered to investigate this matter and report back to the Estates Working Group and October 2017 Environment Committee meeting.

The Chairman re-opened the meeting.

6. Reports

6.1 Fireworks Display November 2017 Update Report by Fireworks Working Group

Prior to the meeting the Clerk had circulated to all a Fireworks Display 2017 Update Report by the Fireworks Working Group. The Clerk reported that since this report was produced both Ceddesfeld Hall and Tickety-Boo have confirmed they are willing to act as outlets for selling fireworks tickets. Fireworks and Halloween Howler posters are now being distributed across the Town and tickets are on-sale. Flyers have been delivered to all primary schools in the area. A meeting has also taken place with G2 to confirm this year's display. A further Fireworks Working Group meeting is to take place on Thursday 28th September 2017 at 9.5am. The Fireworks Working Group meeting will continue to provide updates to the Community Development & Engagement Committee.

The Clerk concluded that she will be sending an email to all Cllrs seeking additional

volunteers to help at this year's event. Cllrs Mel Carr, Ann Carr and Mavis Wayman volunteered to help on the evening.

Cllr Mark Cant hoped that this year's Fireworks Display would not lose money as recent events had. Several Cllrs replied that this Display is a community service and not about making profit.

RESOLVED:

i) To receive this information.

ii) The Clerk to email Cllrs to seek additional volunteers for this event.

6.2 Snow Party December 2017 Update Report by Town Clerk

Prior to the meeting the Clerk had circulated to all a Snow Party December 2017 Update Report by the Town Clerk. The Clerk reported that since the production of this report Sedgefield Methodist Church had confirmed that they would be happy for the Town Council to include their coffee morning in publicity for this year's event. To date no information has been received from Hardwick Primary School so planning will take place on the basis that they will not be involved on the day. The Clerk will continue to provide updates to the Community Development & Engagement Committee.

RESOLVED:

i) To receive this information.

ii) The Clerk to email Cllrs to seek additional volunteers for this event.

6.3 Involving The Public Report by Cllr Gloria Wills

Prior to the meeting the Clerk had circulated to all a report entitled Involving The Public by Cllr Gloria Wills. Cllr Wills acknowledged that this matter had been raised recently by Mrs Julia Bowles, however, Cllr Wills had raised the issue of the Council holding regular public meetings quite some time ago. In addition, Cllr Wills was encouraging the Town Council to embrace social media proactively through the medium of Twitter.

Cllr Chris Lines said that he welcomed this report as he had been advocating for over four years that the Town Council should be using Twitter. The Clerk informed all Cllrs that she and the Projects & Media Co-ordinator had drafted a Social Media Policy for the Town Council and this was to be considered in the first instance by the Council's Policy & Records Management Working Group on 20th September 2017 with a view to

bringing a proposal for adoption to a P&R Committee as quickly as possible. Cllr Lines expressed his support also for the Town Council holding more public meetings, however, he reminded Cllrs that during recent Annual Town meetings it has been the same the same members of the public in attendance as those who tend to speak during public participation in Council Committee meetings so it is important to ensure the Town Council engages with a wider audience of residents. Considerable work is involved in public meetings and it was important these were as successful as possible. He suggested that giving thought to topics and scheduling times could influence this. Cllr Lines reminded all Cllrs that they are able to hold surgeries in their own right if they wished to do so. Cllr Allan Blakemore agreed that active engagement with as diverse a representation as possible was required. Cllr Lines felt that a multi-faceted approach would be best. The Clerk proposed that this matter be discussed at the Policy & Records Management Working Group in order that a detailed proposal can be brought to a future Community Development & Engagement Committee meeting. Cllrs agreed.

RESOLVED:

i) To receive this information.

ii) The Policy & Records Management Working Group to take a recommended Social Media Policy to a future P&R Committee meeting. Once adopted then the Town Council to commence using Twitter.

iii) The Policy & Records Management Working Group to produce a recommendation for the future format and timings of public meetings and present this to a future Community Development & Engagement Committee meeting.

6.4 Youth Club Grant Funding Update Report by Projects & Media Co-ordinator

Prior to the meeting the Clerk had circulated to all a Youth Club Grant Funding Update Report by the Projects & Media Co-ordinator. The Clerk informed Cllrs that prior to this meeting a Youth Working Group meeting had taken place at which additional funding opportunities had been identified and would now be explored. As a result of this work it had become apparent that to have a better chance of success with such funding applications it was better for the Sedgefield Youth Club to have a formalized constitution and have young people involved in this process. A draft constitution had been prepared and the Clerk proposed this be considered under agenda item 6.6 Cllrs agreed.

Cllr Mark Cant reminded the Clerk of potential funding available through the Lambs Hill Committee and suggested it was important that the Town Council continues to attend such meetings.

RESOLVED:

To receive this information.

6.5 LEADER Funding Report by Projects & Media Co-ordinator

Prior to the meeting the Clerk had circulated to all a LEADER Funding Report by the Projects & Media Co-ordinator. The Projects & Media Co-ordinator to keep Cllrs updated on this matter when further feedback is received from Mrs Sarah Marshall-Newcomb of LEADER.

RESOLVED:

To receive this information.

6.6 Sedgefield Youth Club Constitution:

As referenced in agenda item 6.4, it has become apparent to the Youth Working Group that the best way for funding to be sought for the Sedgefield Youth Club is through the active involvement of the young people themselves rather than under the name of the Town Council. In order to achieve this a Constitution has been prepared for the Sedgefield Youth Club and this had been considered at the earlier Youth Working Group meeting.

RESOLVED:

i) To adopt the Sedgefield Youth Club Constitution.

ii) The Clerk to circulate to all Cllrs the Sedgefield Youth Club Constitution.

iii) Cllrs Chris Lines and Julie Towler to be the Town Council's representatives on the Sedgefield Youth Club Management Committee and to report back as required to the Town Council.

iv) Work to commence on the development of grant funding applications. The Projects & Media Co-ordinator to keep Cllrs updated on this matter.

7. Correspondence

7.1 Sports Hub (minutes of meeting held 13th June 2017) :

Prior to the meeting the Clerk had circulated to all the minutes of the Sports Hub

meeting held on 13th June 2017.

RESOLVED:

To receive this information.

7.2 Sports Hub (minutes of meeting held 25th July 2017) :

Prior to the meeting the Clerk had circulated to all the minutes of the Sports Hub meeting held on 25th July 2017. Cllr Allan Blakemore pointed out that the date of the next meeting had been cancelled in order to allow DCC additional time to work on their feasibility report regarding this project. It is hoped that the next meeting of the Hub can take place at the end of October 2017. Cllr Allan Blakemore to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

7.3 Sedgefield Treasure Hunt (email from Ms Suziee Cassels, County Durham Sport dated 25th July 2017):

Prior to the meeting the Clerk had circulated to all an email from Ms Suziee Cassels of County Durham Sport dated 25th July 2017 entitled Sedgefield Treasure Hunt. The purpose of Ms Cassels's email was to determine if there was any interest from the Town Council in being involved in new treasure hunt style technology called Mobile Adventures which encourages people to get out and get active while exploring their local area. Cllr Chris Lines proposed this correspondence be forwarded to the various sporting organisations in the Town. Cllrs agreed.

RESOLVED:

i) To receive this information.

ii) The Clerk to forward this information to Mr Ean Parsons with a request it be disseminated to other sporting organisations in the Town.

Additional Item:

The Clerk reminded all Cllrs that at the P&R Committee meeting on Monday 11th September 2017 a report had been circulated entitled "Sedgefield Charities Nominated Trustees" and it had been agreed to defer consideration of this report until this evening's Community Development &

Engagement Committee meeting.

RESOLVED:

- i) Cllr Allan Blakemore and County Cllr John Robinson to continue in their roles as Trustees on “The Sedgefield District Relief in Need Charity” and “The Howle Hope Estate”.**
- ii) Cllrs Ann Carr and Mavis Wayman to become the Town Council’s nominated Trustees on “The Educational Foundation” Board.**
- iii) The Clerk to notify Mr John Hannon.**

The Chair thanked everyone for attending and closed the meeting at 8.05pm.

SEDGEFIELD TOWN COUNCIL

ENVIRONMENT



Minutes of the proceedings of the **SEPTEMBER ENVIRONMENT**
committee meeting of the **Council** held following the Community
Development and Engagement Committee meeting
in the **Council Offices**, Sedgefield, on
Monday 18th September 2017.

Present **Cllr Alf Walton (Chair)**
 Cllr Mark Cant (Vice-Chairman) and
 Cllrs Allan Blakemore, Ann Carr, Mel Carr, Jo Elliott, Chris Lines, Julie Towler, Mavis
 Wayman and Gloria Wills

Officer Dr Jane Ayre (Town Clerk)

1. Apologies

Cllrs David Brown, Vanessa Carmichael, Alda Hummelinck and Leo McCormack.

2. Declaration of interest

Cllr Jo Elliott declared a non-pecuniary interest as she knew Mr Tim Wilkes (due to give a presentation under agenda item 3) from school days. No other Cllrs made any Declarations of Interest.

3. Presentation by Mr Tim Wilkes regarding The Crosshills Hotel

Cllr Alf Walton, Chair, welcomed Mr Tim Wilkes to the meeting and reminded Cllrs that Mr Wilkes had requested the opportunity to meet with Cllrs to explain his visit for The Crosshills and to create a community building.

Mr Wilkes thanked the Town Council for the opportunity to present his vision. Mr Wilkes informed Cllrs that he works in the leisure and hospitality business and successfully runs Lane 7 in Newcastle upon Tyne and the Fox Hole in Piercebridge as well as a micro-brewery in Darlington. Mr Wilkes has purchased The Crosshills and wants to work with the Town Council and local residents in order to develop a business that meets the needs of the

Town. The Crosshills is to be renamed the Pickled Parson of Sedgefield to fit in with local history and to move away from what Mr Wilkes considers to be the tarnished name of the business following a prolonged period of neglect. The property is undergoing an extensive, high end refurbishment to all rooms and the downstairs front of house area. Mr Wilkes has the ambition of creating a community pub as follows:

- To develop a building with traditional coaching inn features yet with a modern refurbishment (Mr Wilkes circulated images of his property at Piercebridge for similar style). Planning permission for this has now been secured for this (with the exception of the front porch);
- To utilize the land directly outside the property and the adjacent village green to run events such as silent cinema, blanket bingo etc. Mr Wilkes would also like to allow drinking outside the pub in this area during periods of nice weather. He is aware that the land at the front of the property was not registered properly by New Century Inn with the Land Registry and he would like to apply for adverse possession. Once this is achieved he would like to invest in this area with high quality furniture and parasols but would like the security of knowledge regarding his ownership of that area. (Mr Wilkes left with the Clerk some information regarding this matter for her onwards circulation to Cllrs). Mr Wilkes did state that he can run his business regardless of owning this piece of land but would like to work with the Town Council in order to establish a business to be envious of;
- To provide a 2nd delivery option for parcels being delivered into the Town;
- To provide an emailer system to subscribers not only making them aware of opportunities at the pub but also across the wider Town for those who want to sign up, for example, such as a newsletter alternative

Mr Wilkes concluded by saying that he would like his property to become a community hub and to work with the Town Council.

Cllr Chris Lines asked for the timescale for opening this business. Mr Wilkes replied end of October 2017/early November 2017.

Cllr Allan Blakemore commented that events such as the Mediaeval Fayre and Sedgefield Day which utilize the village green areas are always grateful for additional support. Cllr Blakemore did express his concerns regarding issues relating to drinking on the village green in the past where there have been instances of glass debris and damage to plants. Cllr Blakemore said that whilst he did not wish to be unwelcoming to new business he wanted to ensure that Mr Wilkes was aware of previous anti-social behavior in this locality. Mr Wilkes said that he wanted to stand by his reputation and track record in relation to his

other businesses. He wanted to protect his good reputation and this would be continued by running a professional business where great emphasis would be put on preparing for events, delivering events safely and pricing appropriately. Cllr Blakemore informed Mr Wilkes of the Town's Pub Watch and suggested that he get in touch with PC Todd. Mr Wilkes confirmed that he is already in direct consultation with PC Todd.

Cllr Alf Walton commented that the business proposed could result in considerable customers coming into the Town where parking is already an issue. Mr Wilkes said that it was possible customers would be from outside the Town, however, the main target audience would be residents from Sedgfield who he believed were currently very poorly served in terms of quality and facilities.

Cllr Alf Walton commented that it seemed like Mr Wilkes was viewing the village greens as an extension to the pub and expressed his concerns that this would set a very dangerous precedent for other properties in the Town.

Cllr Chris Lines commented that he wished there had been earlier consultation between Mr Wilkes and the Town Council as he had concerns regarding the changing of the pub's name and felt that The Crosshills was a well-respected and much loved name in the Town, a name which many would feel would be much missed in the Town. Cllr Lines asked what public consultation had been undertaken. Mr Wilkes replied that prior to purchasing the pub he had visited the Town on several occasions and asked approximately 150 plus people for their views. Cllr Lines said that it would be useful to see hard evidence of this and the support for the type of establishment and events he was proposing. Mr Wilkes said this had not been gathered in a scientific way but by engaging in polite conversation with people he had met whilst in the Town.

Cllr Mavis Wayman asked Mr Wilkes if he would still be keen to have a pub in the Town if the Town Council did not give permission to use the village greens in the way he hoped, ie. would this alter his interest in the business. Mr Wilkes confirmed that his interest in this business would not change and that his budget for the refurbishment of the project would not be affected.

Cllr Jo Elliott felt that the proposals being presented were a fresh and welcoming idea to the Town. Over recent years she has heard lots of feedback from people who have attended long-standing community events which they have suggested are simply repeated year on year in the exact same format and variety plus new ideas are needed. However, Cllr Elliott

also commented that some of the events being proposed did encourage outdoor drinking and the Town already has a problem with regards to this and this situation must be handled carefully.

Cllr Chris Lines said the Town Council wanted Sedgefield to have a vibrant mixed economy with all business premises being used, however, he believed this has to be with the caveat that measures are taken to protect the “specialness” of Sedgefield. Cllr Lines said that some of the information presented this evening had alarmed him but he was not anti-business or anti-entrepreneur. Mr Wilkes said that he wanted to create a community pub and would expect his staff to help act as community volunteers when other events were happening in the Town.

Cllr Ann Carr asked if Mr Wilkes had previous experience of operating a 2nd point delivery option service. Mr Wilkes replied that he did not. Cllr Ann Carr expressed her concerns regarding the narrow width of the roads in and around The Crosshills and asked if he had viewed alternative premises in the Town for this service. Mr Wilkes explained that he could only offer such a service from the premises which he actually owned and controlled, i.e. The Crosshills. Cllr Ann Carr commented that in her opinion Sedgefield is short of quality places in which to eat and drink.

Cllr Gloria Wills commented that it would be illegal to allow village greens to be used for commercial purposes. Mr Wilkes suggested that any monies raised could be given back to the community or such activities could be done in conjunction with the Town Council. Cllr Wills said the matter of the village green land needed to be resolved legally.

Cllr Alf Walton, Chair, thanked Mr Wilkes for his attendance.

(Cllr Chris Lines left the meeting at this point).

4. Matters of Information

4.1 Tractor Maintenance Report:

The Head Gardener & Cemetery Superintendent is preparing a maintenance schedule for all other gardening equipment. The Finance Working Group and Head Gardener & Cemetery Superintendent to commence discussions in relation to potentially trading in existing tractors and purchasing a new medium sized machine. The Head Gardener & Cemetery Superintendent and Cllr Alf Walton have started to investigate potential options. Cllr Walton and the Head Gardener & Cemetery

Superintendent 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. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

4.2 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.

4.3 Installation of Self-Watering Tubs:

The majority of the new self-watering tubs have now been installed on grassed areas. The remaining 16 tubs will be installed at the end of September/early October.

RESOLVED:

To receive this information and to close this matter.

4.4 Hardwick Hall Hotel:

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

RESOLVED:

To receive this information.

4.5 Rat Infestation:

DCC have agreed to put in place a control programme to resolve the issue of rats on land next to St Edmund's Church. The Town Council has requested updates. No official updates have been received as yet, however, a resident complained they had sighted 6 rats in this vicinity. Upon reporting this to DCC it has been found that Mr Martin Scott has left Environmental Health. Mr Andy Denham from DCC's Pest Control Section confirmed that bait boxes have been set in this location. Ms Kelly

Gilmore-Graze from DCC has confirmed that she is the new Environmental Health Officer dealing with this matter and she is in contact with the property owners and will communicate with them again following this latest rodent siting. On 5th September 2017 Ms Gilmore-Graze had telephoned the Council Offices to say she has pictures of a tidy bin area outside the Pizza Castle and the business owners have confirmed they have placed additional bait boxes and believe the rats are coming from the Churchyard. Ms Gilmore-Graze to keep monitoring this situation. Cllr Alf Walton expressed his concerns regarding this situation which has been on-going for a considerable length of time and questioned why four industrial sized bins were necessary for this property. The Clerk suggested that an on-site meeting be set up with Ms Gilmore-Graze. Cllrs agreed.

RESOLVED:

To receive this information and the Clerk to set up an on-site meeting with Ms Gilmore-Graze.

4.6 Headstone Safety Testing 2016/17:

The 7 headstones identified as being Category 1 have now been laid flat.

RESOLVED:

To receive this information and to close this matter.

4.7 Signage within Conservation Area:

The Clerk to prepare a walk around route for all Cllrs to undertake in their own time. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

4.8 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 action. No further information received. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

4.9 St Edmund's Green:

The Clerk has referred Mrs Thompson's letter to Mr Stephen Reed 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. No further information has been received. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

4.10 Unfinished Building on Butterwick Road:

Mrs Sandra Cummings had scheduled a meeting with Mr Ron Hogg, Police & Crime Commissioner on 1st August 2017 and invited Cllr Gloria Wills to represent the Town Council. See agenda item 6.1.

RESOLVED:

To receive this information and to close this matter.

4.11 Allotment Sites:

Information has been provided to DCC in order to display the Butterwick Road and Winterton allotment sites on their map. When this map is finalised a hyperlink will be put from the Town Council's website to DCC's website accordingly.

RESOLVED:

To receive this information and to close this matter.

4.12 Proposal to Remove Street Lights:

The Clerk forwarded to Mr Kevin Robson of DCC on 18th July 2017 the Town Council's comments regarding DCC's proposal to remove 4 lighting columns from a point 98m northwest of the A689 junction give way line, heading in a north westerly direction for 122m at Station Road in Sedgfield. Mr Robson acknowledged receipt on 19th July 2017 and said he would speak again to the Road Safety Auditor on the points raised. See agenda items 7.1 and 7.2.

RESOLVED:

To receive this information and to close this matter.

4.13 The Crosshills:

The Clerk replied to Ms Becki Hoyland in accordance with Council instructions.

The Estates Working Group is yet to commence work on considering a programme for meter readings. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

4.14 DCC Noise App:

This information has been disseminated through the Residents Database.

RESOLVED:

To receive this information and to close this matter.

4.15 ESRG Appeal:

The Clerk wrote to the Planning Inspectorate reiterating the Town Council's previously submitted objections in relation to this planning application and requested the opportunity for a Town Council representative to speak at the Inquiry. Acknowledgement was received and a start date of 3rd October 2017 confirmed, however, notification has now been received this appeal has been withdrawn.

RESOLVED:

To receive this information and to close this matter.

4.16 Planning Applications:

Comments on the three planning applications considered were submitted to DCC Planning Officers.

RESOLVED:

To receive this information and to close this matter.

4.17 Durham Constabulary:

The Clerk has written to Mr Ron Hogg, Police & Crime Commissioner, in accordance

with the Council's instructions. A response is now awaited.

The Clerk to raise the matter of Police no longer attending Town/Parish Council meetings at a future Larger Councils Forum meeting.

The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

5. Public Participation

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

Mrs Alwyne Downs suggested that the rat situation in and around Pizza Castle could be resolved if the bins were emptied more frequently.

Mr Howard Smith commented that an area of St Edmund's Churchyard behind the Social Club is very over grown and rats have been witnessed in this locality. Mr Smith noted the issue of parking was to be considered later in this meeting's agenda. As a resident living in the centre of the Town, Mr Smith said that he would not like to see any additional parking restrictions being introduced and would also be grateful to see some of the existing restrictions being eased. He would also not like to see any resurrection of previous proposals to introduce restrictions at Rectory Row/Front Street. Finally, Mr Smith thanked the Town Council for their entry and support into this year's Northumbria In Bloom Award. Sedgfield had achieved a fantastic result by not only gaining Gold but being overall winner of their category, a category which included Ponteland who were also a Britain In Bloom entrant. Mr Smith said that the Judges Report made excellent reading with particular reference to the Town Council's beds.

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

6. Reports

6.1 Meeting with Ron Hogg Report by Cllr Gloria Wills

Prior to the meeting the Clerk had circulated to all a report from Cllr Gloria Wills detailing the meeting she had attended with Mr Ron Hogg in relation to the

unfinished building on Butterwick Road. Cllrs thanked Cllr Wills for attending this meeting on behalf of the Town Council and for the subsequent update.

RESOLVED:

To receive the information.

6.2 Parking in Sedgefield Update Report by Town Clerk

Prior to the meeting the Clerk had circulated to all a Parking in Sedgefield Update Report which was accompanied by a series of maps produced by DCC detailing current parking restrictions across the Town. The Clerk confirmed that copies of these maps had also been shared with the Sedgefield Development Trust and the SCA. Since the production of the report responses had now been received from both the Trust and the SCA and would be shared with Cllrs in agenda items 7.10 and 7.12 respectively.

Cllr Gloria Wills commented that from the maps provided by DCC it is very unclear as to what actual restrictions are in place down past Sedgefield Police Station. Other Cllrs agreed.

RESOLVED:

i) To receive the information.

ii) All Cllrs to forward to the Town Clerk their comments on the existing parking restrictions in order that these can be collated along with those of the Trust and SCA and a further meeting scheduled with DCC Officers.

6.3 Location of Stones/Boulders on Central Village Green Area Report by Town Clerk:

Prior to the meeting the Clerk had circulated a Location of Stones/Boulders on Central Village Green report to all. The Clerk showed Cllrs a series of photographs taken by Cllr Mel Carr when he had visited similar Towns with central village green locations. Cllr Mel Carr reported that the edge of the tarmac across the central village green area has fallen away which has allowed pin kerbs to fall away. He believed that wider kerbs would reinforce these areas and allow stones/boulders to be moved back slightly without allowing cars to park on the grass. Cllr Mark Cant suggested that as part of the work to investigate costings consideration should be given to cast cannonball style features rather than stones/boulders.

RESOLVED:

- i) To receive this information.**
- ii) Cllr Mel Carr and the Clerk to produce a proposed specification and seek comparable quotations which can then be considered by the Estates Working Group in the first instance in order that a recommendation, if deemed appropriate, can be brought to a future Environment Committee meeting.**

6.4 Trees at Mitford Court Report by Cllr Alf Walton:

The Clerk circulated to all a Trees at Mitford Court Report by Cllr Alf Walton. Cllr Walton reported that Mr Brian Mulligan of 40 Mitford Court had enquired about crown lifting trees to the rear of his house on Town Council land. Mr Mulligan and Cllr Walton had met on-site and agreed that the best way forward was to seek advice from DCC's Tree Officer. A meeting between Cllr Walton, the Clerk and Mr Simon McGinnety (DCC's Tree Officer) took place on-site on 14th September 2017 when Mr McGinnety concluded that the trees had been crown lifted in the past and were in a satisfactory condition and did not need any further work on them.

RESOLVED:

- i) To receive this information.**
- ii) The Clerk to write to Mr Mulligan and inform him of the Tree Officer's conclusion.**

6.5 Northumbria In Bloom Results Verbal Report by Town Clerk:

Further to Mr Smith's update during Public Participation, the Clerk reported that Sedgefield has had yet another successful year in the Northumbria In Bloom competition. The Award ceremony was held on 13th September 2017 and Sedgefield won a Gold medal and were named as overall winner in The Small Town Category. Other results for Sedgefield were as follows:

- The Dunn Cow – Gold
- Hardwick Country Park – Gold
- The Manor House - Gold
- 61 Station Road – Gold
- Stepping Through Time Project – Gold
- Sedgefield Racecourse – Silver Gilt
- Howard Smith was also awarded a Volunteer Award in recognition of his work as Chairman of the Sedgefield In Bloom Group.

Cllrs acknowledged the fantastic achievements which had been made in this year's

competition and tremendous work undertaken by the Sedgefield In Bloom Group.

RESOLVED:

i) To receive this information.

ii) The Clerk to write congratulatory letters to all winners and a letter of thanks to the Bloom Group.

7. Correspondence

7.1 Street Lighting Energy Reduction Project – SLERP 87 Comments to Consultation (email and attachment from Mr Kevin Robson, DCC dated 26th July 2017)

Prior to the meeting the Clerk had circulated to all an email and attachment from Mr Kevin Robson of DCC dated 26th July 2017 regarding the Street Lighting Energy Reduction Project – SLERP 87 Comments to Consultation.

Cllr Mavis Wayman noted as an aside that the lane from Homebryth to White House Drive now seems to be considerably darker at night than previously and she questioned if a light has been removed? Cllr Alf Walton said he would investigate this matter in the first instance.

RESOLVED:

i) To receive the information.

ii) The Clerk to request an update from Mr Kevin Robson of DCC now that the outcome of the Avant Homes Appeal is known.

iii) Cllr Alf Walton to investigate the status of lighting from Homebryth to White House Drive and liaise with the Clerk if necessary.

7.2 SLERP 47: RA SLA Calculation Refresh (email from Mr Kevin Robson, DCC dated 26th July 2017)

Prior to the meeting the Clerk had circulated to all an email from Mr Kevin Robson of DCC dated 26th July 2017 in which he had provided costings, through an SLA, if the Town Council wished to reinstate the lighting along Salters Lane between Sedgefield and Fishburn. It was noted that, as when previously discussed by the Committee, these costs are prohibitive.

RESOLVED:

To receive this information.

7.3 2018 Mediaeval Fayre (email from Mr John Robinson dated 30th July 2017):

Prior to the meeting the Clerk had circulated to all an email from Mr John Robinson of the SCA seeking the Town Council's permission for the 2018 Mediaeval Fayre to use the village greens on Saturday 19th May 2018. Cllrs gave their agreement to this request and asked the Clerk to clarify with Mr Robinson whether or not he also needed the use of these for Friday 18th May 2018 and if so to reinforce that the Town Council would not like to see any showmen setting up on-site before 9am on Friday.

The Clerk reported that Mr Robinson had subsequently sent a further email asking for the Town Council's permission to use the display boards attached to the bus shelter in April 2018 to advertise the Mediaeval Fayre. Cllrs noted that this liaison would need to take place directly between Mr Robinson and Mr Roger Clubley of the Sedgefield Development Trust.

Cllr Mark Cant asked if there had been any complaints from members of the public following the 2017 Mediaeval Fayre. The Clerk replied that no such complaints had been received in the Town Council Offices.

RESOLVED:

The Clerk to liaise with Mr John Robinson.

7.4 RoSPA Play Area Safety Inspection Report for Eden Drive (dated 23rd June 2017):

Prior to the meeting the Clerk had circulated to all a copy of the RoSPA Play Area Safety Inspection Report for Eden Drive dated 23rd June 2017. The Clerk confirmed that a copy of this had been forwarded to Mr Barrie Alderson of DCC's Playground Inspection Service with a request that he inform the Town Council of any work which he feels is required. Cllr Alf Walton noted that on page 27 some instances low risk wetpour shrinkage was highlighted and he questioned if this could be filled with aggregate. It was agreed that the Clerk raise this issue with Mr Alderson and keep Cllrs updated.

RESOLVED:

i) To receive this information.

ii) The Clerk to liaise with Mr Barrie Alderson of DCC as requested.

7.5 Burial Plot at Butterwick Cemetery (letter from Mrs Joyce Robinson, Sedgefield dated 2nd August 2017):

Prior to the meeting the Clerk had circulated to all a letter from Mrs Joyce Robinson of Sedgefield dated 2nd August 2017 asking the Town Council to consider her request to reserve plot number 676B next to her grandson. Cllrs were sympathetic to Mrs Robinson's request but have to apply the decision made by the Council on 10th July 2017 that with immediate effect, and for the foreseeable future, the pre-purchasing of grave plots be suspended. The only exception to this rule will be that a spouse can pre-purchase a grave plot to be next to their already interred partner.

RESOLVED:

The Clerk to write to Mrs Robinson informing her of the new rule regarding the pre-purchase of grave plots.

7.6 Grass Cutting (letter from Ms T Lafford, Sedgefield dated 14th August 2017):

Prior to the meeting the Clerk had circulated to all a letter from Ms T Lafford, a Sedgefield resident, dated 14th August 2017 regarding grass cutting. Accompanying this letter were three photographs. Cllr Alf Walton reported that he had visited all of the photographed areas. Photograph 1 related to land along Durham Road which belonged to Durham County Council. Photographs 2 and 3 related to areas on North End and The Square where it was agreed by Cllrs that the problem of unsightly grass is not being caused by the Council's grass cutting contractor but is damage being caused by tree roots coming through in this area, for which there is no solution without removing trees.

RESOLVED:

The Clerk to write to Ms Lafford.

7.7 Unfinished Building on Butterwick Road, Sedgefield (letter from Ms Sandra Cummings dated 21st August 2017)

Prior to the meeting the Clerk had circulated to all a letter and attachments from Ms Sandra Cummings dated 21st August 2017 in relation to the unfinished building on Butterwick Road in Sedgefield.

RESOLVED:

To receive this information.

7.8 Town and Country Planning Act 1990 – Section 247 Proposed Stopping Up of Highway at Wykes Close, Sedgefield (letter from National Transport Casework Team, Department for Transport dated 23rd August 2017)

Prior to the meeting the Clerk had circulated to all a letter and attachments from the National Transport Casework Team of the Department for Transport dated 23rd August 2017 in relation to proposed stopping up of highway at Wykes Close, Sedgefield.

RESOLVED:

To receive this information.

7.9 Sedgefield In Bloom (minutes of meeting held 6th September 2017):

The Clerk circulated to all the minutes of Sedgefield In Bloom's meeting held on 6th September 2017.

RESOLVED:

To receive this information.

7.10 Parking in Sedgefield (letter from Mr John Fitzpatrick, Sedgefield Development Trust dated 6th September 2017):

As referenced in agenda item 6.2, the Clerk circulated to all a letter from Mr John Fitzpatrick of the Sedgefield Development Trust dated 6th September 2017 in which he detailed the Trust's comments following consideration of recent parking restriction maps produced by DCC. Cllrs to consider these comments when undertaking the actions resolved in item 6.2.

RESOLVED:

To receive this information.

7.11 The County Council of Durham (Public Bridleway No 31 Sedgefield Parish) Public Path Diversion and Definitive Map and Statement Modification Order 2017 (letter and attachments from Ms Loraine Holding, DCC dated 8th September 2017):

The Clerk circulated to all copies of a letter and attachments from Ms Loraine Holding of DCC dated 8th September 2017 which detailed the public path diversion

and definitive map and statement modification order to public bridleway no 31 in the Parish as discussed previously by the Town Council.

RESOLVED:

To receive this information.

7.12 Traffic Regulations Order in Sedgefield (email from Mr Phil Broomhead, SCA dated 17th September 2017):

As referenced in agenda item 6.2, the Clerk circulated to all an email from Mr Phil Broomhead of the SCA dated 17th September 2017 in which he detailed the SCA's comments following consideration of recent parking restriction maps produced by DCC. Cllrs to consider these comments when undertaking the actions resolved in item 6.2.

RESOLVED:

To receive this information.

Additional Items:

The Clerk reminded Cllrs that it had been agreed at the Council's Monthly Meeting held on Monday 11th September 2017 to consider the following matters at this evening's Environment Committee meeting, i.e. additional current planning applications and the status of The Sedgefield Plan.

A1. Current Planning Applications:

DM/17/02590/FPA – creation of flat (part first floor) and air conditioning/refrigeration units to side, 1 White House Drive, Sedgefield:

Cllrs expressed concerns regarding the close proximity of this proposed work to the neighbouring property and the impacts that would result in relation to noise and smell as well as intrusion upon the privacy of the neighbouring property and the impact upon parking in this area.

DM/17/02837/FPA – replace existing timber boundary fence with dry stone wall, 56 Station Road, Sedgefield:

Cllrs did not have any objections to this application.

RESOLVED:

The Clerk to forward comments to DCC Planning Officers.

A2. The Sedgefield Plan:

The Clerk reported that an email had been received from Ms Clare Cuskin of DCC on 18th

September 2017 stating that DCC have received advice from their independent barrister late on the evening of Friday 15th September 2017. Ms Cuskin is now in the process of going through this advice and will then need to forward this to her client Mr Stuart Carter for review before further liaison can take place with the Town Council. Town Councillors expressed their growing frustration at this lack of progress.

RESOLVED:

The Clerk to request Mr Stuart Carter of DCC provide a written detailed update to the Town Council by no later than Friday 29th September 2017 in order that this can be considered by Cllrs at the October 2017 Monthly Meeting. If such an update is not received then Cllrs to consider at their October 2017 Monthly Meeting how this matter can be escalated beyond DCC.

The Chair thanked everyone for attending and closed the meeting at 9.20pm