

# SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **MAY MONTHLY MEETING** of the **Council** held following the AGM  
in the **Council Offices**, Sedgefield, on  
**Monday 13<sup>th</sup> May 2019**

**Present** **Cllr. Mel Carr (Chairman)**

**Cllr. Gloria Wills (Vice-Chairman) and**

Cllrs. Allan Blakemore, David Brown, Mark Cant, Vanessa Carmichael, Ann Carr, Alda Hummelinck, Chris Lines, Leo McCormack, Alfred Walton, Mavis Wayman and Stephen Winter

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

**1. Apologies:**

Cllrs. Julie Towler and Fiona Warrand.

**2. Declaration of interest:**

Cllr Chris Lines declared interests in items 7.4, 9.2, 9.3 and 11. No other Cllrs made any declaration of interest.

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

**a. Minutes of the Finance Working Group held Friday 5<sup>th</sup> April 2019:**

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

**b. Minutes of the Monthly meeting held Monday 8<sup>th</sup> April 2019:**

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

**c. Minutes of the P&R committee held Monday 8<sup>th</sup> April 2019:**

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

**d. Minutes of the Community Development & Engagement committee meeting held Monday 15<sup>th</sup> April 2019:**

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

**e. Minutes of the Environment committee meeting held Monday 15<sup>th</sup> April 2019:**

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

**f. Minutes of the Special Town Council Meeting held Monday 29<sup>th</sup> April 2019:**

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

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

**4. Matters of Information:**

**4.1 Discussion with Police – Speeding:**

Temporary Inspector Alex Clarke to liaise with Traffic Management colleagues regarding traffic flow along the Sedgefield to Fishburn road and request further investigation in this locality. TI Clarke to investigate how Sedgefield could be included as a future location in DCC's rotational programme of flashing speed signs. TI Clarke to provide feedback to the Town Council. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**4.2 EDRC AAP Board Meeting Key Notes:**

Cllr Mel Carr is to feed comments made by Cllr Gloria Wills back to the EDRC AAP's next Board Meeting. Cllr Mel Carr to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**4.3 Public Participation – The Cornerhouse / Unfinished House at Butterwick Road:**

Details of the two appeals by written representations now being considered by the Planning Inspectorate relating to this matter were circulated and discussed at the Environment Committee meeting held on 15<sup>th</sup> April 2019. Written submissions have now been made by the Town Council to the Planning Inspectorate regarding this matter. The Clerk thanked Cllrs Mel Carr and Gloria Wills for their assistance in this matter. Information regarding this appeal process has been circulated through the residents database for information. An outcome is now awaited from the Planning Inspectorate. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**4.4 Planning Application DM/18/00536/FPA – land to the West of junction of A689 and Stockton Road:**

The Clerk has written to Mr Henry Jones of DCC in accordance with the Town Council's wishes. A response is now awaited. The Clerk to keep Cllrs updated on

this matter.

**RESOLVED:**

**To receive the information.**

**4.5 Public Participation:**

Cllr Mel Carr is investigating the tarmacked car park area outside the Hardwick Arms Hotel and has prepared a report which will be initially considered at the Estates Working Group meeting on 20<sup>th</sup> May 2019.

The request for the Town Council to consider potentially re-siting the Youth Shelter will be discussed at the Estates Working Group meeting on 20<sup>th</sup> May 2019 and will present a report to a future P&R Committee meeting.

**RESOLVED:**

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

**4.6 Chairman's Report:**

The Clerk has requested from Ms Jane Bellis of the EDRC AAP a copy of the presentation given by DCC regarding S106 monies in relation to the large-scale development at Eden Drive. Copies have been received and circulated to all Cllrs plus to be considered under agenda item 9.3.

**RESOLVED**

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

**4.7 Proposed Diversion – Sedgefield Footpath 16:**

The Clerk wrote to Mr Owen Shaw of DC and informed him that the Town Council had considered the latest footpath diversion route and did not agree with it and instead wished that the Town Council's original footpath diversion proposal be reconsidered. See agenda items 7.3. and 9.1.

**RESOLVED:**

**To receive the information.**

**4.8 Current Planning Applications:**

The Clerk has forwarded to DCC Planning Officers the Town Council's comments on

planning applications 1-8.

In relation to planning application 2 (DM/19/00632/FPA – installation of air handling unit on west side of building and associated ducting and fencing, The Neville Hamblin Building, Thomas Wright Way, Sedgfield) Ms Hilary Sperring, DCC Planning Officer, had emailed the Clerk on 15<sup>th</sup> April 2019 to confirm receipt of the Town Council's comments. Ms Sperring had provided a copy of the neighbor notification list (which is also available to view via the public access system) relating to this application and details Suite F1 Explorer 1, Suite F2 Explorer 1, Suite F3 Explorer 1, Suite G1 Explorer 1, Suite G2 Explorer 1, Suite G3 Explorer 1 all on Thomas Wright Way, Sedgfield plus Greystones, Old Durham Road, Sedgfield. In addition to these letters a site notice had also been displayed on Old Durham Road. Ms Sperring appreciated the Town Council's comments regarding the visual impact of the proposals and confirmed that she had raised these with the agent and once she was in receipt of further details would contact the Town Clerk again.

Planning applications DM/19/00895/FPA and DM/19/00948/FPA were discussed at the Environment Committee meeting held on 15<sup>th</sup> April 2019.

**RESOLVED:**

**To receive the information.**

**5. Dates of Meetings:**

Prior to the meeting the Clerk had circulated to all the details of all meetings in May 2019 as well as Town Council and civic events until March 2020.

**RESOLVED:**

**To receive this information.**

**6. Public Participation:**

The Chairman, Cllr Mel Carr, closed the meeting whilst the public gave their views and comments.

Mr Howard Smith thanked the Town Council for a very good Annual Town meeting the previous week. He said that it was encouraging to see such a good attendance from members of the public and also the very comprehensive documentation which had been produced for the meeting. Mr Smith said that he now felt the situation regarding parking

proposals within the Town had become a ridiculous situation and understood that a local County Cllr was due to meet with a Senior Officer from DCC on 14<sup>th</sup> May 2019 regarding this matter. Mr Smith asked what this meeting was about and how feedback would be obtained. Cllr Mel Carr said that the Town Council were not aware of meeting and had not been invited but requested the Clerk to see if she could find answers to Mr Smith's questions. Cllr David Brown said that he believed the County Cllr in question was John Robinson but did not know anything about the actual meeting nor its content.

Mrs Julia Bowles commented that over the previous weekend she had seen the Council's AGM agenda displayed on the website but not agendas for any other Committee meetings in May. Mrs Bowles said that if the Town Council were paying for this service then it was clear such documents were not being put onto the website fast enough and she did not think the Council was getting value for money. Mrs Bowles said that she had heard lots of comments at the recent Annual Town meeting about the public wanting to be kept informed about matters and she said that Sedgfield does not have to wait for DCC as the Town Council could undertake such.

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 his Council activities since the last Monthly Meeting.

#### **RESOLVED:**

**To receive this information.**

### **7.2 Mayor's Report:**

Cllr Alf Walton wished to offer a vote of thanks to Cllr Mavis Wayman for her exceptional performance as Mayor over the last year.

The outgoing Mayor, Cllr Mavis Wayman, reported that since the last meeting the number of mayoral events had slowed down, however, she had attended a mayoral event at Seaham and a Sedgfield Twinning Association event on Saturday 11<sup>th</sup> May 2019. She had been delighted to attend the Town's Annual Meeting in the Parish Hall on Tuesday 7<sup>th</sup> May 2019 and present cheques to her chosen charities as well as play a part in the presentation of the Citizen of the Year and Young Citizen of the Year

Awards. The community showcase prior to the Annual Town Meeting had been very impressive and well attended. Finally, Cllr Wayman thanked fellow Cllrs, Council Staff and the people of Sedgfield for their support over her year as Mayor and she expressed her good wishes to the new Mayor, Cllr Leo McCormack.

**RESOLVED:**

**To receive this information.**

**7.3 Response to Owen Shaw With Regard To Public Right of Way Footpath 16 Request To Divert Report By Cllrs Gloria Wills and Mel Carr:**

Prior to the meeting the Clerk had circulated to all a Response To Owen Shaw With Regard To Public Right Of Way Footpath 16 Request To Divert Report by Cllrs Gloria Wills and Mel Carr.

Cllr Gloria Wills said she found it very degrading that an Officer from DCC could suggest the Town Council's objections to this matter were 'academic' and she questioned why there was a problem with the Town Council's request when this would protect and improve paths around the development permitting active recreation. Cllr Alf Walton said it seemed that DCC are not keen to create a Public Right Of Way. Cllr Stephen Winter said Mr Owen Shaw was saying that multiple pathways are already in the area concerned including those nearer to the area than the Town Council is recommending. Cllr Wills clarified that such paths would be footpaths and not a Public Right Of Way and the concern is that while footpaths can be closed off a Public Right Of Way must always remain open. Cllr Winter asked how a footpath could be closed off and Cllr Wills gave the example of additional housing being built. Cllr Allan Blakemore expressed his concern that the Town is in very real danger of losing a mediaeval right of way and stressed the importance of the Town Council continuing to fight for its preferred option. Cllr Wills said the Town Council now have an opportunity to make the Public Right Of Way more accessible now, however, this opportunity will not be there in the future.

**RESOLVED:**

**The Clerk to write on behalf of the Town Council to Mr Owen Shaw, Rights of Way Officer, with a copy to Mr Mike Ogden, Access and Rights of Way Team Leader, both of DCC, requesting that before Officers agree to an extension of the closure order on the Taylor Wimpey section of the Right of Way that an alternative temporary footpath be agreed across this section of the site, joining**

up with the Story diversion point to ensure that residents are not deprived of their existing right of way for longer than necessary, having been closed now for two years. This will ensure a recreational and quality of life right of safe access and egress, to residents already living on this site. In addition, that the diversion order be rejected in favour of the proposed footpath becomes the definitive right of the way. The proposal for the additional path ending on Eden Drive is also welcome as an additional access point.

#### **7.4 Section 106 Monies Report by Cllrs Gloria Wills and Mel Carr:**

Prior to the meeting Cllr Gloria Wills had circulated electronically to all a Section 106 Monies Report produced by herself and Cllr Mel Carr. Cllr Wills said the purpose of this Report was to bring all Cllrs up to date with what is proposed in relation to Section 106 monies from the large-scale development of Eden Drive so that any Cllrs wishing to attend the forthcoming EDRC AAP meeting on Monday 20<sup>th</sup> May 2019 will have prior knowledge of the amounts of money being dealt with and an understanding of what the agreements state they are to be allocated to and when that funding will be available. Cllr Wills said that no-one was against Section 106 monies being spent on good causes but she felt that DCC needed to recognize that there are other community projects and open spaces that could benefit from such funding rather than just sport. Cllr Wills said it was important to ensure such money came to the community and was well spent. She did not feel that the local AAP was the best qualified body to deal with this matter as it could be influenced by external pressures from localities as far afield as Bowburn and Fishburn. Cllr Mel Carr said he wanted to see such monies being spent correctly and in accordance with the specific areas identified in the Section 106 Agreement. Cllr Mel Carr also commented that whilst the Town is very grateful to the Sedgfield In Bloom Group for its efforts in the grounds of Ceddesfeld Hall, there is considerable further work that could be undertaken which would benefit an open space that is accessible to all residents and visitors, e.g. the pond, the footpaths etc.

Cllr Allan Blakemore agreed with the comments made regarding the need to ensure that such monies were spent as effectively as possible but said that from a DCC perspective they have set up their community communication mechanisms through the local AAPs and that is why the EDRC AAP is being used as the means to locally delivery Section 106 monies. Cllr Blakemore said he agreed entirely with Cllrs Wills and Mel Carr that such money from the large-scale development of Eden Drive must not be spent outside of Sedgfield.

Cllr Chris Lines said he echoed the views of fellow Cllrs about the importance of such money being spent wisely on worthwhile causes. Cllr Lines said that he had an interest in this matter due to the multiple sports groups and community projects that he and family members and friends were involved in as indeed most Cllrs had. Cllr Lines said that in relation to the sports and recreational allocations he had heard concerns being expressed regarding DCC's consultation process, however, he had heard lots of very positive comments from people who had been impressed by DCC's consultations with numerous sports groups in the Town. Cllr Lines said he felt that DCC had taken Policy R1 in The Sedgfield Plan as its starting point and then undertaken very effective subsequent consultation with sports clubs present in the Town and that this information, via Sports Hub minutes, had been shared with the Town Council. Through discussions and feedback Cllr Lines believed the ideas had evolved and had resulted in proposals as to how £575K of Section 106 monies could be allocated to sport with 95% of that going to Sedgfield groups only which he felt was a very good thing. Cllr Vanessa Carmichael noted that Cllr Lines comments only related to sporting projects and she felt it was important to understand how the money collectively was to be allocated as not every resident was interested in sporting pursuits. Cllr Lines replied that separate allocations of monies had been made for community projects and he had only given a sports perspective. Cllr Mel Carr confirmed that specific amounts for specific 'areas' had been stated in various Section 106 agreements and it was important that these were checked and monies are spent correctly. Cllr Gloria Wills reiterated that the purpose of Section 106 monies was to mitigate against the effects of development and said it is likely there will be challenges about how much funds are spent and she expressed her concern that currently this matter has been under discussion since 2017 and all such monies could be lost if a developer walked away. Cllr Mavis Wayman said she had attended the meeting held in April 2019 by the AAP at the Manor House and she now felt nervous about how Section 106 monies were to be spent as whilst she recognised that sport was important she also recognised that there were other things in the Town which could benefit. Cllr Wayman believed that lots of people in the Town did not know what Section 106 money was and she viewed it as a gift that should be spent properly and wisely. She gave the example of previous Section 106 monies which went directly to the Community College and she said this had annoyed people and resulted in them challenging why such a decision had been made. Cllr Alf Walton echoed Cllr Wayman's comments and gave the example of Section 106 monies from development at Winterton having been previously spent on purchasing woodland and so called maintenance within that area. With regards to the example given by Cllr Walton, Cllr Allan Blakemore said the Town Council had had no part in that process as the monies in question had been held by Sedgfield Borough



Council and on the new Unitary Authority's Vesting Day all such monies immediately transferred to DCC and they had made the decision in isolation to purchase the woodland. Cllr Mel Carr said this was not just about the amounts of Section 106 monies but also an understanding of where such money is currently held and when it will be available to spend. Cllr Mel Carr said he was concerned that lots of people were 'excited' about such monies when in fact such funding has not yet become available. Cll Mel Carr reminded everyone of the next EDRC AAP meeting on Monday 20<sup>th</sup> May 2019 at the Manor House in Sedgfield where one of the main agenda items would be the matter of Section 106 monies and he believed that further information would be made available to attendees. Cllr Wills concluded by saying her concern was that to date DCC have only consulted with sporting clubs which she felt was limited as not everyone in the Town is a member of such a club. Cllr Wills said the Town Council should continue to monitor this situation very closely and keep pushing for any DCC consultations to take place in Sedgfield so that decisions can be made and influenced by those who know the area, including the Town Council.

**RESOLVED:**

- i) To receive the information contained in the report.**
- ii) The Town Council to continue to monitor this situation.**

**8. External Reports:**

No external reports had been received.

Cllr Ann Carr expressed her disappointment at the lack of as detailed report from local County Cllrs and thought that it would be an obligation for them to provide such information, particularly in relation to how they were spending their allocated budgets in the area. Cllr David Brown replied that he had given such a detailed report at the previous week's Annual Town Meeting. Cllr Ann Carr thanked Cllr Brown for that information but suggested that such information on a more regular basis would be beneficial to all.

**RESOLVED:**

**The Clerk to write again to County Cllrs John Robinson and David Brown inviting them to attend Monthly Meetings of the Town Council and explain how they can be put onto the agenda and give reports.**

**9. Correspondence:**

**9.1 Proposed Diversion, Sedgefield Footpath 16 – Sedgefield Town Council Response (email from Mr Owen Shaw, DCC dated 24<sup>th</sup> April 2019)**

Prior to the meeting the Clerk had circulated to all an email from Mr Owen Shaw of DCC regarding the proposed diversion of footpath 16 in the Town. Mr Shaw's email was noted, however, the Town Council had discussed this matter earlier under item 7.3 and agreed to argue for their originally requested diversion route not that now being proposed by DCC and Taylor Wimpey.

**RESOLVED:**

**To receive this information.**

**9.2 DM/19/00895/FPA – Change Of Use From Holiday Let to Class A1 (Retail Shop) Including Installation of Timber Shop Front and Door Cherry Blossom Cottage, 6 North End, Sedgefield (email from Ms Lesley Dexter dated 24<sup>th</sup> April 2019):**

Prior to the meeting the Clerk had circulated to all an email from Ms Lesley Dexter dated 24<sup>th</sup> April 2019 in which she requested the Town Council re-consider its objections to planning application DM/19/00895/FPA relating to the change of use from holiday let to Class A1 (retail shop) including installation of timber shop front and door at Cherry Blossom Cottage, 6 North End, Sedgefield.

Cllr Alf Walton said that he had sympathy regarding the matter of noise disturbance, however, Cllr Gloria Wills reminded him that the planning application had to be considered from the perspective of material planning matters and that noise disturbance was an Environmental Health issue, indeed there was no evidence from Environmental Health backing up the claim being made. The issue for the Town Council was to consider whether the property could change from one use to another. Cllr Mel Carr pointed out that there are other residential properties in this area of North End. Cllr Allan Blakemore said that planning applications are considered on an individual basis, however, there does need to be consideration to collective impacts upon the Town. The face of the Town's "village centre" needed to be protected and this is threatened by the area filling up with non-residential properties and the other impacts which then come from such actions, including exacerbating the parking problems.

Cllr Alda Hummelinck said that as the Town is expanding then more shops are needed and as a result of this some properties might not be viable remaining as

residential. Cllr Stephen Winter agreed that the Town is growing and therefore welcomed more shops but acknowledged that there is a fine balance to be had but felt the proposals in the planning application would provide a pleasant aspect.

Cllr Mel Carr proposed the Town Council continue with the objections it has submitted in relation to this particular planning application. A vote by show of hands took place with 8 Cllrs voting for the objections submitted to stand.

**RESOLVED:**

**The Town Council's previously submitted objections to planning application DM/19/00895/FPA stand.**

**9.3 Section 106 Presentation (email and presentation from Ms Jane Bellis, EDRC AAP dated 26<sup>th</sup> April 2019):**

Prior to the meeting the Clerk had circulated to all an email from Ms Jane Bellis of the EDRC AAP along with copies of the S106 presentation slides used at the meeting held in the Manor House on 4<sup>th</sup> April 2019. The Clerk also informed Cllrs that earlier that day she had received and circulated electronically to all Cllrs, plus disseminated through the residents database, details of the EDRC AAP's AGM and Board Meeting to be held on Monday 20<sup>th</sup> May 2019 in the Manor House, Sedgfield from 5pm – 7pm. The main agenda item at this meeting will be consultation on the sports element of the Section 106 monies within Sedgfield and Fishburn.

Cllr Vanessa Carmichael commented that this information had been circulated very late in the day by the AAP. Cllr Alf Walton questioned why the meeting was being held in the Manor House. Cllr Allan Blakemore replied that EDRC AAP meetings rotate their venue around the area during the year.

**RESOLVED:**

**To receive this information.**

**9.4 Sedgfield Squash Club – Planning Application (email and attached plans from Mr Steve Welton dated 1<sup>st</sup> May 2019):**

Prior to the meeting the Clerk had circulated to all an email and attached plans from Mr Steve Welton dated 1<sup>st</sup> May 2019 relating to proposed amendments to Sedgfield Squash Club's extension planning application. The Clerk confirmed that this matter would be considered later in the agenda.

**RESOLVED:**

**To receive this information.**

**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 and confirmed that the outcome of Mr Robert Bryan's independent examination of the plan is now awaited.

Within the Report the Clerk had recommended that Cllrs consider her proposal regarding options for preparing a campaign to encourage residents to vote positively in a Community Referendum relating to The Sedgefield Plan. Cllrs did not discuss this matter.

**RESOLVED:**

**To receive this information.**

**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):

**11.1 DM/19/01239/FPA – two storey side extension and single storey front and rear extensions, 1 Harpington View, Mordon:**

Cllrs did not have any objections to this application.

**11.2 DM/19/02178/VOC – variation of condition 2 of planning approval ref DM/18/03824/FPA relating to adherence to approved plans, 6 Durham Road, Sedgefield:**

Cllrs did not have any objections to this application.

**RESOLVED:**

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

**ADDITIONAL ITEMS:**

**A1. Current Planning Applications:**

The Clerk circulated to all details of the following planning applications which had been published by DCC the previous week:

DM/19/01136/OUT – outline application for residential development of up to 30 no. units (22 no. shown on submitted plans) all matters reserved, land to the West of Stobart Terrace, Fishburn

DM/19/01279/LB – internal and external alterations including external resurfacing, new stairs, smoking shelter and hand painted signs, Hardwick Arms Hotel, 1 North End, Sedgfield

DM/19/01363/FPA – detached summer house to rear, front porch, vehicular access and hardstanding, rendering and window alterations, 43 Elm Avenue, Sedgfield

DM/19/01374/AD – hand painted signage on front elevation, Hardwick Arms Hotel, 1 North End, Sedgfield

DM/19/01380/FPA – refurbishment, external alterations, resurfacing, café bar, new stairs and smoking shelter, Hardwick Arms Hotel, 1 North End, Sedgfield

**RESOLVED:**

**The matter of considering the above planning applications be delegated to the Environment Committee meeting on Monday 20<sup>th</sup> May 2019.**

**A2. Town and Country Planning Act 1990 – Planning Consultation – Proposed gables extension to front of bungalow with first floor balcony, Ellerby, Thorpe Larches, Stockton on Tees (letter from Mr Stuart Timmiss, DCC dated 3<sup>rd</sup> May 2019):**

Prior to the meeting the Clerk had electronically circulated to all a letter from Mr Stuart Timmiss of DCC dated 3<sup>rd</sup> May 2019 in which he was making the Town Council aware of amendments to the planning application relating to Ellerby, Thorpe Larches.

**RESOLVED:**

**Cllrs did not have any objection to the proposed amendments to this planning application.**

**A3. Town and Country Planning Act 1990 – Planning Consultation – Extension to Squash Club (amended proposals), Sedgfield Squash Club, Ceddesfeld Hall, Rectory Row, Sedgfield (letter from Mr Stuart Timmiss, DCC dated 13<sup>th</sup> May 2019):**

The Clerk circulated to all a letter from Mr Stuart Timmiss of DCC dated 13<sup>th</sup> May 2019 in which he was making the Town Council aware of amendments to the planning application relating to Sedgfield Squash Club.

**RESOLVED:**

**To allow Cllrs time to consider the proposals, this matter to be delegated to the Environment Committee meeting to be held on Monday 20<sup>th</sup> May 2019.**

The Chair thanked everyone for attending and closed the meeting at 8.24pm.

APPROVED

# SEDGEFIELD TOWN COUNCIL

## POLICY & RESOURCES



Minutes of the proceedings of the **MAY POLICY & RESOURCES**  
of the **Council** held following the Monthly meeting in the  
**Council Offices**, Sedgefield, on  
**Monday 13<sup>th</sup> May 2019**

**Present** **Cllr. Gloria Wills (Chairman)**  
**Cllr. Mel Carr (Vice-Chairman) and**  
Cllrs. Allan Blakemore, David Brown, Mark Cant, Ann Carr, Chris Lines, Leo  
McCormack, Alfred Walton, Mavis Wayman and Stephen Winter

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

**1. Apologies:**

Cllrs Vanessa Carmichael, Julie Towler and Fiona Warrand.

**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 is on the agenda of the Finance Working Group and will be progressed once the issue of the Council's banking arrangements have been finalized following the announcement of the closure of the Barclays Branch in Sedgefield. A recommendation report will be produced for a future P&R Committee meeting. The Clerk to keep Cllrs updated.

**RESOLVED:**

**To receive this information.**

### **3.2 Sedgefield Town Council Corporate Plan:**

This matter has also been discussed at the most recent Finance Working Group at which the Council's Internal Auditor was in attendance. It is recognised that whilst this Plan is important to have it must also be put into context of the Council's other on-going work priorities. A proposed structure was presented to the Finance Working Group meeting held in September 2018 and time is now required for the Clerk to prepare a brainstorming session with all Cllrs to identify what they believe to be the Council's priorities as part of an exercise to agree collectively such activities. The Clerk to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive this information.**

### **3.3 Legal Issues (Ceddesfeld Hall and Grounds):**

The Clerk has informed Mr Anthony Walters that the Town Council instruct him to oversee the registration of Ceddesfeld Hall and grounds once information has been obtained by the Clerk from the Church of England archives. Information has now been received from the archives and forwarded to the Solicitor for consideration and additional information has now been requested which the Clerk needs to consider. The Clerk to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive this information.**

### **3.4 Meeting with District Church Council Members:**

Findings from recent research days are now being collated and will be presented to the Estates Working Group meeting on 20<sup>th</sup> May 2019 for consideration with the intended outcome that a recommendation can be brought to a future P&R Committee meeting regarding the ownership / maintenance of St Edmund's Churchyard. The Clerk to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive this information.**

### **3.5 Town Council Trailer:**

The Finance Working Group are now gathering costings within the agreed budget of



£200 to make the old Council trailer usable within Butterwick Road Cemetery. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.6 Purchase of Land From DCC:**

The Town Council's solicitor has confirmed that necessary documentation has now been received from DCC and the purchase of land owned by DCC near to Butterwick Road Cemetery is now progressing. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.7 Parish Hall Hearing Loop:**

Clockwork AV have now installed the new hearing loop in the Parish Hall.

**RESOLVED:**

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

**3.8 Parish Hall Sound System:**

A Purchase Order has now been submitted to Clockwork AV informing them of their successful quotation for the Parish Hall sound system but instructing that they also liaise directly with Swanflight, the makers of the custom-made, secure, ventilated rack cabinet to house the necessary amps, to ensure both pieces of work dovetail together. A potential joiner has been identified who has been to view joinery work associated with this task and a quote is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.9 Expansion of Butterwick Road Cemetery:**

As much work as is currently possible by the Town Council has now been undertaken in relation to preparing a planning application relating to the expansion of Butterwick Road Cemetery. Submission of this application is now awaiting the Town Council's purchase of land from DCC. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.10 Proposed 2019 Treeworks – Grounds of Ceddesfeld Hall:**

The Clerk has informed AW Treecare of their successful quotation, issued a Purchase Order number and requested their advice regarding any permissions required. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.11 North End Garage:**

The Clerk has responded to Mr Theakston and informed him that the Estates Working Group will review the existing lease and bring a recommendation to a future P&R Committee meeting. Note: This item is on the Estates Working Group's next meeting agenda for 20<sup>th</sup> May 2019. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.12 Local Council's Charter:**

The Clerk has forwarded to Mr Steve Ragg of CDALC the Town Council's comments on the latest version of the Charter. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.13 Village Green Issues:**

The Estates Working Group are currently drafting a Village Green Policy and will then oversee the production of a letter to businesses/resident whose properties border village green informing them that the Town Council is reviewing its Village Green Policy. A short explanatory article will feature in the next edition of the Sedgfield Extra which includes a clear reminder that no items such as skips, containers, tables/benches etc can be located on areas of village green. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.14 Durham Records Office:**

Representatives from Durham Records Office will attend the Town Council Offices on Thursday 7<sup>th</sup> February 2019 and a recommendation report was received and considered by the Policy & Records Management Working Group on 28<sup>th</sup> March 2019. The Clerk has also sought opinion from the Council's internal auditor. The Clerk is to seek exact costings from Durham Records Office in order that a recommendation report can be brought to a future P&R Committee meeting. From this the remaining data will then to be considered as part of the Policy & Records Management Working Group's on-going task to oversee compliance with GDPR. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.15 Medium Term Financial Plan:**

The Finance Working Group, in conjunction with the Council's Internal Auditor, will begin reviewing the Medium Term Financial Plan from late June 2019 onwards. Note: This work is reflected in the internal auditor's work programme for 2019/20. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.16 Payment by BACS:**

The Clerk is now liaising with Barclays in order to obtain guidance regarding the necessary changes required to the Council's bank mandate in order to permit BACS payment whilst still ensuring robust financial controls are in place. The Finance Working Group will oversee this work which will be subject to future internal audit review. In the interim payments will continue via cheque. The Finance Working Group to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.17 Station Road Playing Field:**

The Clerk has written to Mr John Reed of DCC acknowledging receipt of his latest correspondence and informed him that Town Cllrs are now considering the current terms of the lease and will be in touch again soon. This matter was placed on the agenda of the most recent Estates Working Group meeting and Cllrs are now considering the lease shared. The Estates Working Group to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.18 Village Green:**

The Clerk has written to Mr Wilks and his solicitor acknowledging receipt of his correspondence received on 21<sup>st</sup> January 2019 and advised them that the Town Council are looking further at his claim for adverse possession and further correspondence will follow in due course. The Clerk plus Cllrs Gloria Wills and Mel Carr met with Cllr Cant's suggested Land Registry contact – see agenda item 9.1.

**RESOLVED:**

**To receive this information.**

**3.19 Winterton Allotments Fence / Butterwick Road Allotments Double Gates:**

Dodds Fencing & Sheds have now successfully supplied and installed new boundary fencing at Winterton allotments on the North and East sides as well as supplied and installed new double gates at Butterwick Road Allotments.

**RESOLVED:**

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

**3.20 Ceddesfeld Hall Lift:**

The Clerk has requested suggestions from Durham Community Action so as to find alternative suppliers who would be willing to deal with lift inspections and deal with a community organisations directly. Unfortunately, Durham Community Action were

unable to recommend any such suppliers as very few other community buildings in the County have such a lift. However, they advised the SCA use CheckaTrade or speak directly to their own insurer. The Clerk has now conveyed this message back to Ms Pat Buckley-Atkins.

**RESOLVED:**

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

**3.21 Epitaph Training:**

Epitaph training has now been scheduled for all day on Tuesday 25<sup>th</sup> June 2019.

**RESOLVED:**

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

**3.22 DCC's Review of Statement of Policy Under Licensing Act 2003:**

The Clerk has submitted to Mr Craig Rudman of DCC the Town Council's response to this review.

**RESOLVED:**

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

**3.23 Hardwick Hall Hotel Licensing :**

The next meeting with Mr Martin Haigh, Licensing Enforcement Officer of DCC is scheduled for 2pm on 15<sup>th</sup> May 2019. An invitation has been extended to all Cllrs. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.24 Mayor's Handbook:**

This Handbook has now been uploaded to the website and a copy also given to the Council's Internal Auditor.

**RESOLVED:**

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

**3.25 Annual Report 2018/19:**

The Council's income and expenditure account for 2018/19 and balance sheet as at 31<sup>st</sup> March 2019 was included in the Council's Annual Report for 2018/19 which will be launched at the Town Meeting on 7<sup>th</sup> May 2019.

**RESOLVED:**

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

**3.26 Delegation Scheme:**

During the early part of 2019 the Policy & Records Management Working Group will review the Council's current delegations with particular emphasis upon the role of Community Development & Engagement Committee, Environment Committee and Working Groups. This work will involve the Council's Internal Auditor who has factored this work into his 2019/20 work plan. If deemed necessary, a further recommendation report will be brought to a future P&R Committee meeting for consideration in the latter part of 2019/20. The Clerk to keep Cllrs updated on this information.

**RESOLVED:**

**To receive this information.**

**3.27 Notice of Determination – The Pickled Parson, Sedgfield:**

Ms Laura Cloney, DCC Licensing Enforcement Team Leader confirmed via email to the Clerk dated 16<sup>th</sup> April 2019 that The Pickled Parson's licence holders have indicated that they are in communication with the Courts about whether an appeal can be submitted that day due to them requesting further information from the Council. That will be a decision for the Courts and Ms Cloney will keep the Town Council updated once she knows what the outcome is. Further information is now awaited. The Clerk to keep Cllrs updated on this information.

**RESOLVED:**

**To receive this information.**

**3.28 Mediaeval Fayre 18<sup>th</sup> May 2019:**

The Clerk liaised with Mr John Robinson of the SCA in accordance with the wishes of the Town Council. No further information was received.

**RESOLVED:**

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

**3.29 Skip and Container outside 5 Church View, Sedgfield:**

The Clerk has written to the owners of 5 Church View in accordance with the Town Council's wishes and given a deadline of 1<sup>st</sup> May 2019 for the removal of the unauthorized skip and container outside the property. The skip and container have now been removed.

**RESOLVED:**

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

**3.30 Citizens Advice County Durham:**

The Clerk has written to Mr Bradbury of Citizens Advice County Durham and informed him that as per previous years the Town Council's support to the service will be in the form of the provision of an office every alternate Wednesday morning in the Town Council offices free of charge from which drop in sessions can be held.

**RESOLVED:**

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

**3.31 Emptying Recycling Bays – Butterwick Road Cemetery:**

The Clerk has informed FJ Young & Partners of their successful quotation, issued a Purchase Order number and requested this work be undertaken as quickly as possible. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.32 Lime Tree – Rectory Row:**

The work approved by the Town Council on the lime tree at Rectory Row successfully took place on Friday 3<sup>rd</sup> May 2019.

**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 present. The Chairman then re-opened the meeting.

**5. Reports:**

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

Prior to the meeting the Clerk had circulated to all a Six Monthly Lift Inspection Report which detailed the findings of the recent inspection undertaken by Zurich.

**RESOLVED:**

**To receive this information.**

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

**6. Financial Matters:**

**6.1 Invoices for payment by cheques for approval after 8<sup>th</sup> April 2019:**

Prior to the meeting the Clerk had circulated to all a list of cheques for approval which detailed cheques numbered 109475 to 109493. The Clerk circulated to all an updated list which featured cheques numbered 109494 to 109502.

**RESOLVED:**

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

**6.2 Financial Budget Comparison as at 30<sup>th</sup> April 2019:**

**RESOLVED:**

**To receive the Financial Budget Comparison as at 30<sup>th</sup> April 2019.**

**6.3 Debtors List as at 30<sup>th</sup> April 2019:**

Cllr Mavis Wayman requested clarification as to what transaction number 5126



assigned to the Country Market for £16.50 related to.

**RESOLVED:**

- i) To receive the Debtors List as at 30<sup>th</sup> April 2019.**
- ii) The Clerk to circulate to all Cllrs an explanation of transaction number 5126.**

**6.4 Direct Debits and BACS List for 1<sup>st</sup> – 30<sup>th</sup> April 2019:**

In relation to the information circulated prior to the meeting Cllr Gloria Wills reminded all that the payment to Evolve Group was for IT support and questioned if this was a monthly or quarterly payment. The Clerk replied that was a monthly payment as shown on all other such listings presented to P&R Committee.

**RESOLVED:**

**To receive the Direct Debits and BACS List for 1<sup>st</sup> – 30<sup>th</sup> April 2019.**

**6.5 April 2019 Bank Reconciliations Report by Town Clerk:**

Cllr Mavis Wayman questioned what business the Town Council has with Dowens Estates Agent. The Clerk replied that Cemetery Lodge is rented out through Dowens Estates Agent who provide the Town Council will a fully managed rental service. Cllr Wayman thanked the Clerk for this information.

**RESOLVED:**

**To receive the 1<sup>st</sup> – 30<sup>th</sup> April 2019 Bank Reconciliations.**

**6.6 Internal Audit Report Sedgefield Town Council Risk Management Arrangements Report by Mr Gordon Fletcher, Internal Auditor:**

Prior to the meeting the Clerk had circulated to all a copy of the Internal Audit Report undertaken by Mr Gordon Fletcher in relation to the Town Council's Risk Management Arrangements. This report detailed the objectives of the audit, its scope and a summary of the work carried out. No issues were highlighted for further action and a Full Assurance level had been assigned.

**RESOLVED:**

**To receive the Internal Auditor's Risk Management Arrangements Report.**

**6.7 Internal Audit Report Sedgefield Town Council Payroll Audit Report by Mr Gordon Fletcher, Internal Auditor**

Prior to the meeting the Clerk had circulated to all a copy of the Internal Audit Report undertaken by Mr Gordon Fletcher in relation to the Town Council's Payroll. This report detailed the objectives of the audit, its scope and a summary of the work carried out. No issues were highlighted for further action and a Full Assurance level had been assigned.

**RESOLVED:**

**To receive the Internal Auditor's Payroll Audit Report.**

**6.8 Internal Audit Report Sedgefield Town Council Corporate Governance Arrangements Report by Mr Gordon Fletcher, Internal Auditor:**

Prior to the meeting the Clerk had circulated to all a copy of the Internal Audit Report undertaken by Mr Gordon Fletcher in relation to the Town Council's Corporate Governance Arrangements. This report detailed the objectives of the audit, its scope and a summary of the work carried out. No issues were highlighted for further action and a Full Assurance level had been assigned.

**RESOLVED:**

**To receive the Internal Auditor's Corporate Governance Arrangements Report.**

**6.9 Internal Audit Report Sedgefield Town Council End of Year Accounts Report by Mr Gordon Fletcher, Internal Auditor:**

Prior to the meeting the Clerk had circulated to all a copy of the Internal Audit Report undertaken by Mr Gordon Fletcher in relation to the Town Council's 2018/19 Year End Accounts. This report detailed the objectives of the audit, its scope and a summary of the work carried out. No issues were highlighted for further action and a Full Assurance level had been assigned.

**RESOLVED:**

**To receive the Internal Auditor's Sedgefield Town Council End of Year Accounts (2018/19) Report.**

**6.10 Internal Audit Annual Plan for 2019/20 Report by Mr Gordon Fletcher, Internal Auditor:**

Prior to the meeting the Clerk had circulated to all the Internal Auditor's proposed work plan for 2019/20. The Clerk confirmed that within the programme was the inclusion of additional work requested by the Council, i.e. the review of the Delegation Scheme and Medium Term Financial Plan.

**RESOLVED:**

- i) To approve the Internal Auditor's work programme for 2019/20.**
- ii) The Clerk to inform Mr Gordon Fletcher of his approved work programme for 2019/20.**

**7. Correspondence:**

**7.1 Seat for Plaque (email from Ms Ruth Bainbridge dated 30<sup>th</sup> April 2019):**

Prior to the meeting the Clerk had circulated to all an email from Ms Ruth Bainbridge in which she requested the Town Council's permission to place a commemorative plaque for her late mother alongside the existing plaque for her late father on their existing commemorative bench outside St Edmund's Church.

**RESOLVED:**

- i) To grant permission to Ms Bainbridge's request.**
- ii) The Clerk to inform Ms Bainbridge accordingly and request that she make her own arrangements for the installation of such a plaque.**

**7.2 Sedgefield Racecourse 2019 Outdoor Events (email and attachment from Ms Megan Shutt, Sedgefield Racecourse dated 30<sup>th</sup> April 2019):**

The Clerk circulated to all an email from Ms Megan Shutt of Sedgefield Racecourse in which she gave details of upcoming events and attached their environmental noise procedure document.

**RESOLVED:**

**To enable Cllrs time to read this correspondence, to delegate this matter to the Environment Committee meeting on Monday 20<sup>th</sup> May 2019.**

**8. Training:**

**8.1 Councillor Training Session (flyer from Mr Steve Ragg, CDALC):**

Prior to the meeting the Clerk had circulated to all details of a forthcoming introductory Councillor training session to be delivered by CDALC's County Training Partnership in June 2019.

**RESOLVED:**

**Cllrs wishing to attend this training event to notify by Clerk by no later than Friday 17<sup>th</sup> May 2019 so that places can be booked.**

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

**9. Consideration of Reports Exempt from Public:**

**9.1 Land Registry Contact Meeting Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Land Registry Contact Meeting Update Report which summarized the meeting between Mr Malcolm Clark, former Land Registry employee, the Clerk and Cllrs Mel Carr and Gloria Wills. As a result of that meeting a letter had been sent to the Land Registry and confirmation duly received that no amendment has been made to the Town Council's village green title.

The Chair thanked everyone for attending and closed the meeting at 8.49pm.

# SEDGEFIELD TOWN COUNCIL

## ENVIRONMENT



Minutes of the proceedings of the **MAY ENVIRONMENT** of the  
**Council** held at **7 p.m.** in the **Council Offices**, Sedgefield, on  
**Monday 20<sup>th</sup> May 2019**

**Present**

**Cllr. Alf Walton (Chairman)**

**Cllr. Stephen Winter (Vice-Chairman) and**

Cllrs. Allan Blakemore, David Brown, Mark Cant, Ann Carr, Mel Carr,  
Leo McCormack, Julie Towler and Mavis Wayman

**Officer**

Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllrs. Vanessa Carmichael, Chris Lines, Fiona Warrand and Gloria Wills.

**2. Declaration of interest:**

Cllr Stephen Winter declared an interest in item 5.6 No other Cllrs made any declaration of interest.

**3. Matters of Information:**

**3.1 Bins outside the Pizza Castle:**

No further updates. Cllr Alf Walton said he and Cllr Stephen Winter continue to monitor this area and have witnessed instances when bid lids have been left open. Cllr Walton will continue to monitor.

**RECOMMENDED:**

**To receive the information.**

**3.2 Sedgefield In Bloom Minutes / Considerate Parking on Village Green:**

No further updates. Cllr Alf Walton to keep monitoring this area.

**RECOMMENDED:**

**To receive the information.**

**3.3 Footpath Condition (Stockton Road)**

The Clerk has written to Mr John Reed of DCC plus both local County Cllrs requesting that consideration of Stockton Road footpath be included in the DCC annual maintenance programme to maintain the condition of adopted roads and footpaths. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive the information.**

**3.4 Flower Tubs on the Green:**

Flower tubs on the village green have been moved 3 metres to accommodate the needs of the Bloom Group, Farmers Market and Town Council as previously agreed at an on-site meeting held on 4<sup>th</sup> April 2019.

Stacked flower tubs located on the village green opposite the war memorial have been moved and stood singularly to deter vehicles from parking on the grass. The stack contained 4 tubs with 3 having now been located on the grass verge and the other outside Meikles at their request.

**RECOMMENDED:**

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

**3.5 Green Waste:**

Amounts of green waste collected will continue to be monitored over the coming year. Once recycling bays have been emptied the signage will be reviewed and letters written to contractors to request they are filled from the back to the front and appropriate materials put in each. In addition, a specification and quotations are to be sought for creating two Town Council specific recycling bays in the compound area for exclusive use of the Council. The Clerk to keep Cllrs updated on this matter.

All debris from St Edmund's churchyard which had accumulated as the result of an unknown person undertaking work has now been removed by Town Council

gardening staff. An article will feature in the next edition of the Sedgefield Extra asking persons to refrain from performing such work. Cllrs and gardening staff are monitoring this area. The Clerk has further information regarding this matter which will need discussing under information exempt from the public and proposed this take place at the end of the Community Development & Engagement Committee meeting. All Cllrs agreed.

**RECOMMENDED:**

**To receive the information.**

**3.6 Street Lighting from The Garth to the Medical Centre:**

County Cllr David Brown is investigating this matter with DCC Officers. County Cllr David Brown to keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive the information.**

**3.7 Speed Watch:**

County Cllr David Brown is following up the Town Council's request for a review of the traffic calming measures along Durham Road with Mr Dave Wafer of DCC.

The Clerk has written to Mr Brian Buckley of DCC thanking him for the update which he sent to the Town Council relating to the school crossing patrol on Durham Road and reminded him about the Town Council's concerns regarding the effectiveness of the traffic calming measures at this location in general and provided him with a copy of the correspondence originally sent to Mr Dave Wafer. A response is now awaited.

County Cllr David Brown and the Clerk to keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive the information.**

**3.8 Bollards Along Front Street:**

A specification has been prepared and three contractors have been approached to provide quotations. A quotation has now been obtained and considered by the Chair of the Council and Clerk. A Purchase Order number has been allocated and a request

that this work be undertaken as soon as possible. The Clerk to keep Cllrs updated on this matter.

Cllr Stephen Winter said that in future he might be able to help with any small such jobs rather than the Town Council incur cost.

**RECOMMENDED:**

**To receive the information.**

**3.9 Potential Replacement Tree Planting:**

The Clerk has liaised with Ms Leanne Pratt of Padgett White Architects Ltd and suggested that instead of replacement trees being planted on the village green following refurbishment of The Impeccable Pig that these be part of the matured planting required as screening at the Squash Club's extension planning application. Ms Pratt has passed this suggestion to DCC Planners to consider and will keep the Clerk updated. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive the information.**

**3.10 Pizza Castle Bins Area:**

DCC's Conservation Officer, Bryan Harris, has forwarded to the Clerk land ownership information for consideration. This matter was considered at the Estates Working Group's meeting held earlier that day and a proposal will be presented to the June 2019 P&R Committee meeting for consideration.

**RECOMMENDED:**

**To receive the information.**

**3.11 Butterwick Road Cemetery:**

Investigations regarding this matter are underway via the Estates Working Group in order that a response can be sent to Ms Kitching. This matter had been discussed at the Estates Working Group's meeting earlier that day and further clarification is to be sought in relation to some specific matters. The Estates Working Group to keep Cllrs updated on this matter.



**RECOMMENDED:**

**To receive the information.**

**3.12 Public Participation – S106 Monies:**

Mrs Julia Bowles has written to Mr Stephen Reed and Mr Gordon Elliott of DCC requesting a meeting with them regarding the current situation in relation to S106 monies available in Sedgefield. Mrs Bowles will extend an invitation to the Town Council (via the Clerk) on a meeting has been scheduled. The Clerk to keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive the information.**

**3.13 Speeding Along The Fishburn Road:**

Feedback is now awaited from Temporary Inspector Alex Clarke. The Clerk to keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive the information.**

**3.14 Young Sedgefield Role Models:**

An article regarding Penny and Ada Ashton will feature in the next edition of the Sedgefield Extra.

**RECOMMENDED:**

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

**3.15 A177 Junction Widening:**

The Clerk has forwarded to Mr Brian Buckley of DCC the suggestion made by Cllr McCormack in relation to the A177 junction on the outskirts of Sedgefield. This matter has now been added to the workload of Mr David Battensby of DCC and a response is now awaited from him. The Clerk to keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive the information.**

**3.16 Skips – 4 and 5 Church View:**

The skip and shipping container outside number 5 Church View have now been removed. Cllr Alf Walton confirmed that he has continued to monitor the area of village green outside of 4 Church View and there are no concerns regarding this area. The Clerk reported in relation to 5 Church View that a further item of correspondence was to be circulated and considered under agenda item 6.2.

**RECOMMENDED:**

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

**3.17 Annual Headstone Safety Testing 2018/19:**

Unsafe category 1 headstones at Butterwick Road Cemetery have now been laid flat by Town Council gardening staff.

**RECOMMENDED:**

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

**3.18 Bench on Front Street:**

Cllr Alf Walton reported that he has viewed the concrete bench on Front Street near to the library and found it to be in a poor state of repair with the wood now starting to rot and creating a potential safety hazard in the future. Cllr Walton reminded all that the Bloom Group were going to be replacing their existing bench near to the Orchard and had suggested this could replace the concrete bench on Front Street, however, Cllr Walton had found the Bloom's bench to also be in a rickety state. The Clerk said the Town Council has one person on the waiting list for a memorial bench. It was agreed that in the first instance the state of the concrete bench on Front Street be reported to DCC as this may belong to them. The Clerk to keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive the information.**

**3.19 Current Planning Applications:**

The Clerk forwarded to DCC Planning Officers comments in relation to planning applications DM/19/00895/FPA and DM/19/00948/FPA.

**RECOMMENDED:**

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

**3.20 Planning Inspectorate Appeal – The Cornerhouse, Sedgefield:**

The Clerk and Cllrs Gloria Wills and Mel Carr have prepared a submission to the Planning Inspectorate in respect of the Town Council's objections to the previously refused planning applications relating to The Cornerhouse. The Clerk has circulated via the residents' database details of the appeal being considered by the Planning Inspectorate.

**RECOMMENDED:**

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

**4. Public Participation:**

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

Mrs Julia Bowles said that earlier that evening she had attended the EDRC AAP's meeting at The Manor House which had included on its agenda discussion regarding S106 monies. Mrs Bowles said this meeting had been appalling and had not been a public consultation exercise. She believed that DCC were turning this matter into a very convoluted and complex issue when in her view if the monies were shared out amongst community groups, via the Town Council, the matter would be handled much more effectively. Mrs Bowles said she believed that DCC kept any interest generated by them holding S106 monies and she was going to be raising this matter with them directly as she understood DCC had been holding £158,000 since September 2018 in relation to lighting from Sedgefield to Fishburn. Mrs Bowles had raised this matter and been told that any interest generated was used to off-set administration costs, however, she said that she would be challenging this further as most residents did not know what S106 money was or how it was available/allocated. Mrs Bowles had asked at the AAP meeting why they had not discussed this matter with older people in the Town and walking groups. With regards to the recent licensing meeting organized by DCC, Mrs Bowles said that Mr John Adamson had told her that he had found it amusing she had not be permitted to take part in the meeting. Mrs Bowles has now discussed this matter with the DCC Licensing Enforcement Officer dealing with this matter who had explained that the meeting was to mediate for a couple who had experienced noise disturbance and complained about a particular issue in relation to the Hardwick Hall Hotel. Mrs Bowles asked if this had

now set a precedent and that DCC would deal with all future complaints on an individual basis. She felt it was unfair how DCC were operating.

Mrs Liz Mitchell said that at the earlier AAP meeting DCC Officers had said they were undertaking full consultation with all Town/Parish Councils in the area which gave the public the impression that all Town/Parish Councils were fully aware of all aspects relating to the allocation of S106 monies.

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

## **5. Reports:**

### **5.1 Allotments 2019/20 Report by Cllr Alf Walton and Projects & Media Co-ordinator:**

Prior to the meeting the Clerk had circulated to all an Allotments 2019/20 Report by Cllr Alf Walton, the Council's Allotments Champion, and the Projects & Media Co-ordinator. This report reminded Cllrs of the number of allotment sites available in the Town, the charges for such and the current situation regarding waiting lists. The Clerk confirmed that since the production of this report the waiting list has been reduced further.

#### **RECOMMENDED:**

**To receive this information.**

### **5.2 Allotments Inspection Report by Cllr Alf Walton and Projects & Media Co-ordinator:**

Prior to the meeting the Clerk had circulated to all an Allotments Inspection Report by Cllr Alf Walton and the Projects & Media Co-ordinator. Cllr Walton reported that a further allotment inspection had been undertaken earlier that day. The majority of allotments are in good condition, however, some advisory letters do need to be issued over the coming weeks.

#### **RECOMMENDED:**

**To receive this information.**

### **5.3 Allotments Refurbishment Update Report by Cllr Alf Walton and Projects & Media Co-ordinator:**

Prior to the meeting the Clerk had circulated to all an Allotments Refurbishment

Update Report by Cllr Alf Walton and the Projects & Media Co-ordinator which showed Cllrs the new boundary fence at Winterton Allotments and double gates at Butterwick Road. Cllr Walton informed Cllrs that he had fitted plastic boarding at the bottom of the boundary fence so as to stop soil from touching the fence. Cllr Mark Cant expressed his thanks to Cllr Walton for all his work with the allotments over recent years and acknowledged that both allotment sites are much improved as a result. Cllrs echoed Cllr Cant's comments.

**RECOMMENDED:**

**To receive this information.**

**5.4 Britain In Bloom and Northumbria In Bloom Judging and Awards Dates Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Britain in Bloom and Northumbria In Bloom Judging and Awards Dates Report.

**RECOMMENDED:**

**To receive this information.**

**5.5 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 the Clerk confirmed had been duplicated and shared with members of the public at the recent Annual Town Meeting. The Clerk confirmed that as yet the dates for public consultations by DCC regarding parking restrictions that fall under the remit of the Traffic Regulations Order are unknown but once announced will be shared through the residents database.

Cllr Alf Walton said that he understood there were lots of objections to DCC's proposals regarding the build-out of the junction at Rectory Row/Stockton Road. Cllr Mel Carr said that concerns had been expressed by some residents that if the junction was narrowed this could increase the hazard posed by vehicles which park on the opposite side of the road. Cllr Mel Carr said that residents were forwarding comments directly to DCC regarding this matter. Cllr Leo McCormack asked if anyone had looked at the wildflower meadow area opposite the Social Club being turned into a car park area. Cllr Alf Walton said that land belonged to Livin.

**RECOMMENDED:**

**To receive this information.**

**5.6 Saddler Drive Footpath – Public Access Report by Cllr Stephen Winter:**

Prior to the meeting the Clerk had circulated to all a Saddler Drive Footpath – Public Access Report by Cllr Stephen Winter.

Cllr Winter said that whilst his report was self-explanatory he wanted to point out that Saddler Drive footpath is currently closed off to public access by a wooden fence fixed across the border with a large locked gate across the road portion. Pedestrian access is currently available right up to this border fence from each development side (Taylor Wimpey and Story) but pedestrians are unable to pass this border fence making the only feasible walking route along the footpath adjacent to the 70mph A689 dual carriageway road. Taylor Wimpey have stated that building plots 33 and 32 needs to be finished before they feel it would be safe to open this footpath even though both plots currently have contained fencing around them. Cllr Winter reported that Taylor Wimpey had stated both properties will be finished by September 2019 but he felt that the end of 2019 would be a more realistic completion time. The current notice to close this footpath expires on 31<sup>st</sup> July 2019 and Taylor Wimpey will need to reapply. Cllr Winter felt that DCC should visit the site in order to see the actual situation and understand that footpath could be opened on the west side to allow footpath access. Cllr Winter reported that he has met and discussed this matter with County Cllr John Robinson who has in turn said that he has written to DCC Officers regarding this matter. Cllr Winter said he was very concerned that DCC would only take the word of Taylor Wimpey that this area was unsafe and thereby sign off a further extension to the footpath closure which would leave residents living in this area of the Town cut off and either only accessing the Town by vehicle thereby exacerbating further the parking problems in the centre or having to walk around the outside of the development along footpaths adjacent to the A689. Cllr Winter was concerned that this was isolating several residents with specific special needs and requirements. Cllr Winter said that a sensible approach was required in relation to this matter.

Cllr David Brown said that in his role as a County Cllr he would liaise with County Cllr John Robinson to get an update on the current situation regarding this specific matter and would keep the Town Council update. Cllr Winter thanked Cllr Brown for his

assistance.

**RECOMMENDED:**

**To receive this information.**

**6. Correspondence:**

**6.1 Dog Fouling (letter and attachments from Mr Phil Wilson MP dated 24<sup>th</sup> April 2019):**

Prior to the meeting the Clerk had circulated to all a letter and attachments from Mr Phil Wilson MP dated 24<sup>th</sup> April 2019 which was in response to a resident's concern regarding dog mess not only on paths and grass in Sedgefield but nationally and requested that serious thought be given to hard hitting TV adverts about blindness from such as a way of increasing public awareness of the seriousness of public health implications of such. Mr Wilson had asked for this information to be shared with Town Cllrs for their information and had referred this matter to DCC for action.

Cllrs Leo McCormack and Stephen Winter noted that there has been lots of comments made locally on social media regarding this issue recently. Cllr Winter highlighted the area leading to Hardwick Primary School and had said he had encouraged several residents to report this issue directly to DCC using their Do It Online system. The Clerk confirmed that for DCC to investigate such issues they do require details of specific localities rather than just general comments such as "around Sedgefield". Cllr Winter and the Clerk proposed DCC's Do It Online system be promoted via the Town Council's Twitter account. Cllrs agreed.

**RECOMMENDED:**

**To receive this information.**

**6.2 Skip at 5 Church View (email from Ms Kate Stanley dated 13<sup>th</sup> May 2019):**

The Clerk circulated to all an email from Ms Kate Stanley dated 13<sup>th</sup> May 2019 in which she requested permission from the Town Council to place one skip for a maximum of 7 days on the area of village green outside 5 Church View and explained the reasons for this request. Cllrs considered this request and were sympathetic to this matter. It was agreed to grant permission for one skip to be placed outside the property for a maximum of 7 days. The Clerk was asked to inform Ms Stanley and to make it clear this was a one-off agreement.

**RECOMMENDED:**

**To receive this information.**

**6.3 Sedgefield In Bloom Group (minutes of meeting held 6<sup>th</sup> May 2019):**

The Clerk circulated to all copies of the minutes of Sedgefield In Bloom Group's meeting held on 6<sup>th</sup> May 2019.

**RECOMMENDED:**

**To receive this information.**

**ADDITIONAL ITEMS:**

The Clerk reminded all Cllrs of the following items which had been delegated from the previous week's Monthly Meeting/P&R Committee meeting:

**A1. Sedgefield Racecourse 2019 Outdoor Events:**

The Clerk reminded all that at the previous week's P&R Committee meeting she had circulated to all copies of an email from Ms Megan Shutt of Sedgefield Racecourse dated 30<sup>th</sup> April 2019 in which she had detailed forthcoming outdoor events at the Racecourse and also provided the accompanying environmental noise procedure document. Cllr Mark Cant reported that he had studied this correspondence and found that the procedure document was an out of date version dated 2012 which stipulated that outdoor events finished at 1am when in fact this should be 11pm. Cllr Cant had duly informed Ms Helen Johnson of DCC's Licensing and she had duly liaised with the Racecourse. The Clerk circulated to all copies of emails between Cllr Cant and Ms Johnson. Cllr Cant praised Ms Johnson for her response in this matter and was pleased to see such a professional approach being applied to licencing. The Clerk also circulated to all a further email which had been received from Ms Shutt earlier that day in which she provided the itinerary and site plan regarding stage and speakers for the Butterwick Hospice event on 29<sup>th</sup> June 2019.

**RESOLVED:**

**To receive this information.**

**A2. Town and Country Planning Act 1990 – Planning Consultation – Amended Proposals To Extension Of Sedgefield Squash Club (letter from Mr Stuart Timmiss, DCC dated 13<sup>th</sup> May 2019)**

Cllrs did not have any objections to the amended planning proposals now submitted by Sedgefield



Squash Club.

**RESOLVED:**

**The Clerk to inform DCC Planners of comments made in relation to the above amended planning proposals.**

**A3. Current Planning Applications:**

**DM/19/01136/OUT – outline application for residential development of up to 30 no units (22 no. shown on submitted plans) – all matters reserved, land to the West of Stobart Terrace, Fishburn:**

Cllr Mel Carr noted that within the Section 106 agreement relating to this planning application was a proposal for £66,000 for Sedgefield Community College. Cllr Mel Carr proposed the Town Council request that within the agreement some allocation is made towards sport and community which can be spent across the electoral ward. Cllrs agreed with this proposal.

**DM/19/01279/LB – internal and external alterations including external resurfacing, new stairs, smoking shelter and hand painted signs, Hardwick Arms Hotel, 1 North End, Sedgefield:**

Cllrs did not have any objection to this application.

**DM/19/01363/FPA – detached summer house to rear, front porch, vehicular access and hardstanding, rendering and window alterations, 43 Elm Avenue, Sedgefield:**

Cllrs did not have any objection to this application.

**DM/19/01374/AD – hand painted signage on front elevation, Hardwick Arms Hotel, 1 North End, Sedgefield:**

Cllrs did not have any objection to this application.

**DM/19/01380/FPA – refurbishment, external alterations, resurfacing, café bar, new stairs and smoking shelter, Hardwick Arms Hotel, 1 North End, Sedgefield:**

Cllrs did not have any objection to this application.

**RESOLVED:**

**The Clerk to inform DCC Planners of comments made in relation to the above planning applications.**

The Chair thanked everyone for attending and closed the meeting at 7.45pm.

# SEDGEFIELD TOWN COUNCIL

## COMMUNITY DEVELOPMENT & ENGAGEMENT



Minutes of the proceedings of the **MAY COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the Environment committee meeting in the **Council Offices**, Sedgefield, on **Monday 20<sup>th</sup> May 2019**.

**Present** **Cllr. Allan Blakemore (Chairman) and**  
Cllrs. David Brown, Mark Cant, Ann Carr, Mel Carr, Leo McCormack, Julie Towler, Alfred Walton, Mavis Wayman and Stephen Winter

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

**1. Apologies:**

Cllrs. Vanessa Carmichael, Chris Lines, Fiona Warrand and Gloria Wills.

**2. Declaration of interest:**

None.

**3. Matters of Information:**

**3.1 Sports Hub Presentation**

Cllr Allan Blakemore to keep Cllrs updated on this matter via his attendance at future Hub meetings. Mr Stephen Howell of DCC to keep the Town Council updated and bring back to the Town Council when ready the feasibility study. The Clerk to keep Cllrs updated.

**RECOMMENDED:**

**To receive the information.**

**3.2 Sedgefield Youth Club Management Committee:**

Youth Club fliers have been included as an insert in the May 2019 edition of the

Sedgefield News. Remaining leaflets are to be sent to Hardwick Primary and Sedgefield Primary for distribution.

**RECOMMENDED:**

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

**3.3 Sedgefield and Hamminkeln Twinning Association:**

Cllr Chris Lines has liaised with Burgermeister Romanski and started to consider ways in which future discussions can take place. Cllr Lines and Alda Hummelinck to keep the Town Council updated on this matter.

**RECOMMENDED:**

**To receive the information.**

**3.4 Public Participation:**

Cllr Mel Carr to investigate what assurances were given by various parties in relation to S106 monies pertaining to the large-scale development of Eden Drive by looking back through planning conditions assigned. Cllr Mel Carr to keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive the information.**

**3.5 Sedgefield Youth Club Management Committee:**

The Clerk has asked the Management Committee to provide quarterly reports to the Community Development & Engagement Committee regarding the Club's activities and plans.

Dates have been suggested for future Management Committee meetings and the AGM as well as clarification on a number of procedural matters. Mr Wayne Gibson from Spennymoor Youth Association has taken over from Mr Parkin as the Council's contact person. A response has now been received from Mr Gibson which has been forwarded to Cllrs Julie Towler and Chris Lines as members of the Youth Club's Management Committee for them to progress accordingly and update the Town Council.

Cllrs Julie Towler and Chris Lines to keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive the information.**

**3.6 Annual Town Meeting:**

This will take place at 7pm on Tuesday 7<sup>th</sup> May 2019.

**RECOMMENDED:**

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

**3.7 Citizen of the Year / Young Citizen of the Year:**

The winners will be announced on the evening of Tuesday 7<sup>th</sup> May 2019.

**RECOMMENDED:**

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

**3.8 Meeting with SCA Representative Regarding Potential Lighting/Signage Work**

The Clerk has liaised with Mr Bryan Harris, DCC's Conservation Officer, and an on-site meeting to discuss options for potential lighting/signage work at Ceddesfeld Hall and Parish Hall will take place at 10am on Monday 17<sup>th</sup> June 2019. Invitations have been sent to all Cllrs plus Mr Tony Guest and Mr Ian Sutherland of the SCA. Mr Tony Guest has confirmed his attendance along with Cllrs Mel Carr and Allan Blakemore. Apologies have been received from Cllrs Ann Carr, Mavis Wayman, Mark Cant, Chris Lines and Julie Towler. The Clerk requested all other Cllrs confirm whether or not they would be attending. The Clerk to keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive the information.**

**4. Public Participation:**

The Chairman, Cllr Allan Blakemore closed the meeting for the public to give their views and comments. No members of the public were present. The meeting was then re-opened.

**5. Reports:**

**5.1 STC Summer Coach Trip 2019 Report by Projects & Media Co-ordinator:**

Prior to the meeting the Clerk had circulated to all a STC Summer Coach Trip 2019 Report by the Projects & Media Co-ordinator. Since the production of this report the 49 seater coach has been filled and a further 33 seater coach hired. Currently one ticket remains to be sold showing that yet again this is a very popular Town Council event. Cllr Mavis Wayman asked how much profit was made from such events. The Clerk explained the intention with such trips is to break even and that if any small surplus is made that is used towards the cost of future trips.

**RECOMMENDED:**

**To receive this information.**

**5.2 Tub Planting Report by Projects & Media Co-ordinator:**

Prior to the meeting the Clerk had circulated to all a Tub Planting Report by the Projects & Media Co-ordinator making everyone aware that this year's event will take place on Thursday 27<sup>th</sup> June 2019. Cllr Leo McCormack, Mayor of Sedgfield, confirmed that he would be attending this event as would Cllr Alf Walton. Cllr Julie Towler confirmed that Sedgfield Guides would also be participating.

**RECOMMENDED:**

**To receive this information.**

**6. Correspondence:**

**6.1 The Manor House – Sedgfield Heritage Trail (letter from Mr Ean Parsons dated 26<sup>th</sup> April 2019):**

Prior to the meeting the Clerk had circulated to all a letter from Mr Ean Parsons dated 26<sup>th</sup> April 2019 in which he was highlighting what he believed to be incorrect information on the Heritage Trail blue plaque outside The Manor House and his proposed suggested alternative wording. Cllrs agreed that independent verification was required regarding this matter and asked the Clerk to liaise with Mrs Alison Hodgson of the Local History Society. If Mrs Hodgson confirmed that facts now being presented by Mr Parsons were correct then Cllr Mark Cant would review the structure and flow of the alternative wording presented in order that the Clerk could then write to Mr Parsons giving permission for him to purchase a new Heritage Trail blue plaque.

**RECOMMENDED:**

**To receive this information and the Clerk to liaise with Mrs Alison Hodgson, Cllr**

**Mark Cant and Mr Ean Parsons accordingly.**

The Clerk reminded everyone of the matter deferred from the earlier Environment Committee meeting to be considered under exempt information. The Clerk explained that due to the confidential nature of the following item this would need to be discussed under Exempt Information and had any members of the public and/or press been present they would have also been requested to leave the meeting at this point (Section 1 Sub-Section (2) of the Public Bodies (Admission of Meetings) Act 1960).

**CONSIDERATION OF INFORMATION EXEMPT FROM PUBLIC:**

The Clerk reminded all Cllrs that during the April 2019 Environment Committee meeting she and Cllr Alf Walton had made Cllrs aware that an unknown member of the public was taking it upon themselves to 'tidy up' areas within St Edmund's churchyard which had then resulted in significant amounts of green waste needing to be collected and disposed of at the time and expense of the Town Council. This individual has now been identified and a letter will be sent explaining the Town Council has an annual programme of ground work and a small budget so request that if there are any suggestions for additional work this be forwarded to the Town Council for consideration as the green waste generated to date has incurred additional costs. This person is to be thanked for the pride they take in the Town and suggest that they may wish to join the Sedgefield In Bloom Group.

The Chair thanked everyone for attending and closed the meeting at 8.01pm.