

# SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **FEBRUARY**  
**MONTHLY MEETING** of the **Council** held at **7 p.m.** on  
**Monday 10<sup>th</sup> February 2025**

in

**Sedgefield Parish Hall**

## MINUTES

<b>Present</b>	<b>Cllr. Mel Carr (Chairman)</b> <b>Cllr. Allan Blakemore (Vice Chairman) and</b> Cllrs. David Brown, Ciaran Butterworth, Ann Carr, Mark Cant, John Finlayson, Elizabeth Flanagan, Catherine Hart, Peter Hinde, Dave Jasper, Julie Towler and Mavis Wayman
<b>Officers</b>	Dr Jane Ayre (Town Clerk)

1. **Apologies:**  
Cllrs Kelly Dickerson and Jenny Haworth.
2. **Declaration of interest:**  
None.
3. **STC Minutes / Committee Reports:**
  - a. **Minutes of Finance Working Group held Thursday 9<sup>th</sup> January 2025:**  
These were confirmed as a correct record. ( AB / DJ )
  - b. **Minutes of the Monthly meeting held Monday 13<sup>th</sup> January 2025:**  
These were confirmed as a correct record. ( PH / MW )
  - c. **Minutes of the P&R committee held Monday 13<sup>th</sup> January 2025:**  
These were confirmed as a correct record. ( EF / JF )
  - d. **Minutes of the Environment committee held Monday 13<sup>th</sup> January 2025:**  
These were confirmed as a correct record. ( DJ / M Carr )
  - e. **Minutes of the Community Development committee held Monday 13<sup>th</sup> January 2025:**  
These were confirmed as a correct record. ( MW / PH )
  - f. **Minutes of the Personnel committee held Monday 20<sup>th</sup> January 2025:**  
These were confirmed as a correct record. ( AC / JT )
  - g. **Minutes of the Finance Working Group held Thursday 23<sup>rd</sup> January 2025:**

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

**h. Minutes of the Estates Working Group held Monday 27<sup>th</sup> January 2025:**

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

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

**4. Matters of Information:**

**4.1 The Sedgefield Plan:**

To not review The Sedgefield Plan at this time but to do so when there are any significant changes to the NPPF, and/or the County Durham Plan, which would impact upon Sedgefield or to consider this matter again in 2025/26 if there have not been any changes at national or principal authority level, i.e. to ensure a watching brief is kept over the Town's neighbourhood plan. To review in 2025/26 if not earlier.

**RESOLVED:**

**To receive the information.**

**4.2 Current Planning Applications:**

The Clerk submitted to DCC Planners comments agreed in relation to planning applications 1-3.

**RESOLVED:**

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

**5. Dates of Meetings:**

Prior to the meeting the Clerk had circulated to all details of all meetings in February 2025 plus events until November 2025.

**RESOLVED:**

**To receive the information.**

**6. Public Participation:**

The Chairman, Cllr Mel Carr closed the meeting to allow the public to give their views and comments.

Mr Keith Williamson referenced the proposed housing development at the side of Beacon Avenue. Mr Williamson asked if the Town Council were aware of the problems accessing

appointments at the doctors surgery, the lack of school places for children living in the Town and that the local infrastructure cannot cope with potentially an additional 250+ people living in the Town. The proposed development site is a long way from the centre of the Town and Mr Williamson said it is unlikely that anyone living there would cycle into the Town centre but would instead drive into an area where there is already insufficient parking. Mr Williamson said he does not support this proposed development and hopes that others don't either. Mr Williamson reported that he had recently witnessed two low loader trucks cutting down tufts of grass at the site, a site that Mr Williamson said was a wildlife habitat for newts and nesting birds. He understood this work had been undertaken so that the land could be surveyed. A couple of weeks later he witnessed further work at the site which caused him concern and he reported this to the Police and County Cllr Lines. The Police replied that this was private land but Mr Williamsons has questioned by the Police's Wildlife Officer has not investigated.

Mrs Julia Bowles expressed her thanks to County Cllr Chris Lines for his proactive approach regarding the proposed housing development but said she was disappointed with the statement issued by the Town Council as she felt the Town Council had a duty to demand and hold a public meeting in order to obtain the views of the community. Mrs Bowles wanted a clear message sending to the developer that the community is united in opposing this potential development. Cllr Mel Carr noted Mrs Bowles comments and confirmed the Town Council had issued a public statement. He confirmed that no planning application has yet been lodged for formal consideration and that if/when that happens then the Town Council would be considering that in-line with The Sedgefield Plan.

Mr Allan Pattinson said that he had contacted Barretts directly regarding the proposed development near Beacon Lane and was told they had issued 550 prospectuses to local neighbours of the site. Mr Pattinson suspected they had received a low return rate which would then skew any statistics drawn from that. He felt a public meeting was necessary to inform people of the situation. Mr Pattinson asked when the Town Council's snow plough was last used? Mr Pattinson expressed his concern at the state of the Town Council owned bus shelters near the Community Hospital and near to the former Turner's site. Cllr Mel Carr confirmed the Town Council has previously removed dangerous and jagged Perspex from these recently. Mr Pattinson said some remained. Cllr Mel Carr confirmed the Estates Working Group would investigate this matter.

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 the information.**

**7.2 Mayor's Report:**

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

**RESOLVED:**

**To receive the information.**

**8. External Reports:**

**8.1. Report from Durham County Councillor Chris Lines, Sedgefield Division:**

Prior to the meeting the Clerk had circulated to all electronically a report from Durham County Cllr Chris Lines who represents the Sedgefield Division.

The Clerk reported that County Cllr Lines had hoped to attend this meeting but could be running late due to attending a late afternoon meeting over-running at County Hall. County Cllr Lines had asked the Clerk to make Cllrs aware that the proposal to build houses north of Beacon Lane is going to be discussed at this week's Fishburn Parish Council. Fishburn Parish Councillors are concerned because the proposed development would also have an impact on residents there, as, for example, they use the same health and education services as residents in Sedgefield. If and when a planning application is submitted, County Cllr Lines believes there will be opposition from Fishburn.

**RESOLVED:**

**To receive the information.**

**9. Correspondence:**

**None.**

**10. Current Planning Applications:**

The Clerk reported that no planning applications for the Sedgefield Ward had been published between the January 2025 Monthly Meeting and the production of Town Council Committee packs the previous week. However, DCC's latest list of planning applications had been published earlier that day and included the following planning applications:

**DM/25/00266/FPA – erection of an external canopy to the main entrance, Sedgefield Out Of School Fun Club, Sedgefield Primary School, Rectory Row, Sedgefield**

**DM/25/00317/FPA – erection of 1 no general purpose barn, Weterton House Farm, Sedgefield**

**DM/25/00325/FPA – formation of a temporary site compound and associated works, land to the South West of Sedgefield Cricket Club, Station Road, Sedgefield**

**RESOLVED:**

**Cllrs to forward any comments/objections regarding these planning applications to the Clerk by no later than 9am on Monday 17<sup>th</sup> February 2025.**

The Chair thanked everyone for attending and closed the meeting at 7.14pm.



# SEDFIELD TOWN COUNCIL

Minutes of the proceedings of the **FEBRUARY P&R MEETING** of the  
**Council** held following the Monthly meeting on  
**Monday 10<sup>th</sup> February 2025**  
in  
**Sedgefield Parish Hall**

## MINUTES

<b>Present</b>	<b>Cllr. Allan Blakemore (Chairman) and</b> Cllrs. David Brown, Ciaran Butterworth, Mark Cant, Ann Carr, Mel Carr, John Finlayson, Elizabeth Flanagan, Catherine Hart, Peter Hinde, Dave Jasper, Julie Towler and Mavis Wayman
<b>Officers</b>	Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllrs Kelly Dickerson and Jenny Haworth.

**2. Declaration of interest:**

None.

**3. Matters of Information:**

**3.1 Terrace Hill Discussion:**

The Clerk and Head Gardener & Cemetery Superintendent met on-site in Ceddesfeld Grounds with Mr Martin Lowe of Historic England on 2<sup>nd</sup> June 2023. A follow-up meeting has now taken place with DCC's Conservation Officer and Tree Officer(s) who recommend the Clerk now liaises with DCC's Head of Ecology in order that appropriate specifications and costings can be sought so a further Discussion Meeting can be scheduled with Town Cllrs. Priority work relating to budget planning and community events has meant no further action has taken place in relation to this item and this is likely to be on-hold until the expansion of Butterwick Road Cemetery has been completed. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.2 Local Councils Quality Award:**

The Clerk confirmed that earlier that day she had received confirmation from NALC that the Town Council has been awarded the Foundation Level of the Quality Award. More information regarding this will be shared with Cllrs electronically and work will be undertaken to promote this Award in due course.

**RESOLVED:**

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

**3.3 Trees in Ceddesfeld Hall Grounds:**

The contractor has been informed of their awarded work and a date is now awaited for the scheduling of this work. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.4 Winterton Cemetery Update:**

The resolutions made at the Town Council's December 2024 meeting are yet to be progressed. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.5 Proposed Parish Hall Grant Funding:**

A grant funding application for the cost of a replacement lift and new floor in the main hall of the Parish Hall has now been submitted to Ashcourt Durham and Tees Valley Community Fund. The Clerk and Project & Media Co-ordinator to keep the Town Council updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.6 Community Chest:**

The amended Community Chest Terms of Reference are now on the Town

Council's website. The increased Chest allocation is being factored into the 2025/26 detailed income and expenditure budget.

**RESOLVED:**

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

**3.7 2025/26 Precept:**

The Clerk submitted the Town Council's 2025/26 precept request to DCC on 14<sup>th</sup> January 2025. An explanatory article featured in the latest edition of the Sedgefield Extra and is also displayed on the Town Council's website. Work is now underway to convert the approved headline income and expenditure budget into a detailed budget which will then be scrutinized and monitored by the Finance Working Group.

**RESOLVED:**

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

**3.8 2025/26 Fees and Charges:**

Work is now underway to promote the agreed fees and charges for 2025/26. Letters have been issued to allotment holders. New charges are being incorporated where relevant into Town Council policies, e.g. allotments, cemeteries and Parish Hall. A Parish Hall User Forum meeting is to take place in early February 2025 to explain the new fees to regular users. Prices have been conveyed to individual Parish Hall hirers who have made expressions of interest for 2025/26. The new Parish Hall User Policy will be uploaded to the Town Council's website on 1<sup>st</sup> April 2025. The Players have confirmed they will not be relinquishing the cupboards in the upstairs corridor of the Parish Hall therefore the Finance Working Group is to discuss this matter at their next meeting and determine the charge based upon the charges agreed for other storage spaces in the Hall.

**RESOLVED:**

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

**3.9 Medium Term Financial Plan:**

The new Medium Term Financial Plan is now displayed on the Town Council's website.

**RESOLVED:**



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

**3.10 Proposed Sedgefield Racecourse Event:**

The Clerk has informed Sedgefield Racecourse that the Town Council has no objections to the proposed event on 26<sup>th</sup> January 2025.

**RESOLVED:**

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

**4. Public Participation:**

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

County Cllr Chris Lines reported that whilst no planning application has yet been lodged, and whilst all parties including the Town Council need to be cautious of predisposition at this stage, he congratulated the Town Council on a very strong and clear public statement recently issued in relation to this matter. County Cllr Lines said the local County Cllrs, Town Council and local community would need to work together in responding to any planning application. County Cllr Lines noted the Town Council's decision in Autumn 2024 to review The Sedgefield Plan as five years had lapsed since the Plan had official been "made". It had been agreed by the Town Council at that time not to make any change to the plan, i.e. the Built Up Area Boundary and all other contents was still appropriate for the Town, but instead to monitor when changes were made to the NPPF, changes which as yet had not been announced. County Cllr Lines reported that Barratts had offered to have meetings with himself and County Cllr David Brown. County Cllr Brown had ~~declined this and~~ requested a public meeting instead. County Cllr Lines had accepted a meeting and used that to outline his concerns to Barratts as well as those of the Town Council and those of members of the public who had approached him. County Cllr Lines had also asked for a public meeting. County Cllr Lines did have concerns about the 20-25% positive comments received from Barratts' online public consultation and questioned the validity of that exercise. Barratts have said they will proceed with their plans to submit a planning application and this is likely to arrive in Spring 2025. If the will of the community is to fight that, it will be a tough application to object to with the backdrop of the County Durham Plan now requiring review and the county not being able to demonstrate a five-year housing land supply. County Cllr Lines felt that when a better understanding is known of the situation the Town faces then a public meeting would be most appropriate at that time. County Cllr Lines reiterated the stance of Fishburn Parish Council which the Clerk had reported at the previous meeting. County Cllr Lines concluded that this could be the start of other developers making

approaches to the Town and reiterated the need for everyone to work together but acknowledged this was difficult to do until an actual planning application had been lodged so that meaningful objections and defences could be formed.

The Chairman re-opened the meeting.

## **5. Reports:**

### **5.1. Butterwick Road Cemetery, Sedgefield – Rules and Regulations Review**

#### **Recommendation Report by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all a Butterwick Road Cemetery, Sedgefield – Rules and Regulations Review Recommendation report by the Estates Working Group. Attached to this report was a revised set of Rules and Regulations with proposed minor amendments predominantly relating to new fees and charges.

#### **RESOLVED:**

**The reviewed Butterwick Road Cemetery, Sedgefield – Rules and Regulations to be adopted with immediate effect.**

### **5.2 Butterwick and Winterton Allotments – Rules and Regulations Review**

#### **Recommendation Report by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all a Butterwick and Winterton Allotments – Rules and Regulations Review Recommendation report by the Estates Working Group. Attached to this report was a revised set of Rules and Regulations which contained a number of proposed amendments.

#### **RESOLVED:**

**The reviewed Butterwick and Winterton Allotments – Rules and Regulations to be adopted with immediate effect.**

### **5.3. Proposed Re-instatement of Goal Posts at Station Road Playing Field Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Proposed Re-instatement of Goal Posts at Station Road Playing Field Update Report. The Clerk confirmed that since the production of this report the deadline had now passed for residents who border the playing field making a response to this proposed project's second consultation phase. The Clerk confirmed that one response has been made and read out an email from Mr John Bell who was requesting the proposed unmarked pitch be moved more towards the centre of the field. Mr Bell's comments were noted but it also noted that the area he had proposed as an alternative location was

an area which can stand in water. Indeed, during the last two visits to the field the area proposed by Mr Bell was either standing in water or had been entirely covered with ice.

**RESOLVED:**

- i) **The Town Council agreed the goal posts should be reinstated at Station Road Playing field at the location shown in the letter issued to residents on 23<sup>rd</sup> January 2025.**
- ii) **The Clerk to reply to Mr Bell detailing the Town Council's decision and reason.**
- iii) **The Clerk to inform the local County Cllrs, EDRC AAP staff and DCC Officers plus Ms Kilner.**

**5.4. Annual Headstone Safety Testing 2025/26 Findings Report by Town Clerk, Head Gardener & Cemetery Superintendent and Gardener:**

Prior to the meeting the Clerk had circulated to all an Annual Headstone Safety Testing 2025/26 Findings Report. Since the production of this report the Clerk confirmed that difficulties are continuing to be experienced with the new inspection software, however, support is being provided and it is hoped this will be resolved very soon. Regardless of this, work has still taken place to mark Category 1 headstones and discussions are now underway with some next of kins regarding necessary repair work. The Clerk will bring a further update on this matter to the March 2025 P&R Committee meeting.

**RESOLVED:**

**To receive this information.**

**5.5. Frequency of Estates Working Group Meetings During 2025/26 Report by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all a Frequency of Estates Working Group Meetings During 2025/26 report by the Estates Working Group. It is noted that during 2025/26, whilst the cemetery at Butterwick Road is being expanded, the Estates Working Group will meet every other month rather than monthly. During this time if any emergency estates matter arises this will be brought directly to the P&R Committee for consideration.

**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 Invoices for payment by cheques for approval after 13<sup>th</sup> January 2025:**

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 13<sup>th</sup> January 2025 numbered 111042 to 111055. The Clerk circulated to all an updated list which also included cheques numbered 111056 to 111059. Cllrs confirmed their support for the authorization of all cheques.

The Clerk and Cllr Mel Carr reported that three areas of urgent resurfacing had taken place to areas of village green near to Town House Farm and the Manor House. Cllr Mel Carr confirmed this work had been completed to a satisfactory level. It was proposed that when the contractor's invoices were received, provided this matched their submitted quotation, then a cheque be issued rather than expecting the contractor to wait until the March meeting for payment.

**RESOLVED:**

- i) All cheques and invoices were approved for payment.**
- ii) Cllrs Mel Carr and Allan Blakekmore plus the Town Clerk to duly sign the cheques numbered 111042 to 111059.**
- iii) Upon receipt of resurfacing invoices, providing they mirror quotations received, then a cheque be issued signed by Cllrs Mel Carr and Allan Blakemore plus Town Clerk.**

**6.2 Financial Budget Comparison as at 31<sup>st</sup> January 2025:**

**RESOLVED:**

**To receive the Financial Budget Comparison as at 31<sup>st</sup> January 2025.**

**6.3 Debtors List as at 31<sup>st</sup> January 2025:**

**RESOLVED:**

**To receive that there were no debtors as at 31<sup>st</sup> January 2025.**

**6.4 Direct Debits and Debit Card List for 1<sup>st</sup> – 31<sup>st</sup> January 2025:**

**RESOLVED:**

**To receive the Direct Debits and Debit Card List for 1<sup>st</sup> – 31<sup>st</sup> January 2025.**

**6.5 January 2025 Bank Reconciliations Plus January 2025 Imprest Account and December 2024 Public Sector Deposit Fund Reconciliation Report by Town Clerk:**

**RESOLVED:**

**To receive this information.**

**6.6 Butterwick Road Cemetery Expansion Financial Governance Procedure**

**Recommendation by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all a Butterwick Road Cemetery Expansion Financial Governance Procedure Recommendation by Finance Working Group. Separately the Clerk had circulated to all electronically the Schedule of Payment Dates which is referenced in section 6 of the procedure. Cllr Allan Blakemore and the Clerk reiterated the need for careful and detailed financial risk management during this capital project in order to ensure cashflow is protected as much as possible. Cllr John Finlayson highlighted Section 6 of the procedure and reiterated that the role of CS2 is to scrutinize the work of the on-site contractor and approve/reject payment claims. At the point that they give approval and such payment claims are brought to the Town Council then the Town Council has an obligation to make payment as CS2 are working on our behalf to undertake such a scrutiny role. All Cllrs accepted the comments made by Cllrs Blakemore and Finlayson.

**RESOLVED:**

- i) To approve the Butterwick Road Cemetery Financial Governance Procedure.**
- ii) The Clerk to schedule Phases 2 and 3 internal audits.**
- iii) An additional P&R Committee meeting to take place at 6pm on Monday 21<sup>st</sup> July 2025 in Sedgefield Parish Hall in order to authorize the anticipated final project payment for 2025/26.**

**7. Correspondence:**

**7.1 Important Government Consultations and Announcements Which Affect Parish Councils (email from CDALC dated 8<sup>th</sup> January 2025) [Note: this was circulated to all Cllrs electronically 9<sup>th</sup> January 2025]:**

Prior to the meeting the Clerk had circulated to all electronically an email from CDALC dated 8<sup>th</sup> January 2025 which provided details and links to two national

consultations currently taking place, the first strengthening the standards and conduct framework for local authorities in England and the second, local audit reform. Cllrs were urged to participate in these important consultations.

**RESOLVED:**

**Cllrs to complete the consultation surveys in their individual capacities.**

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

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

**8.1 Village Greens Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Village Greens Update Report which was duly considered and way forward agreed.

**8.2 Annual Increment To Town Clerk Report by Personnel Committee:**

Prior to the meeting the Clerk had circulated to all an Annual Increment To Town Clerk report by the Personnel Committee which was duly noted.

**8.3. Amendment To Financial Assistant Working Hours Report by Personnel Committee:**

Prior to the meeting the Clerk had circulated to all an Amendment To Financial Assistant Working Hours report by the Personnel Committee which was duly noted.

**8.4. Quotation For Decoration To Portacabin and Storage Containers (x2) at Butterwick Road Cemetery Compound Recommendation Report by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all a Quotation For Decoration To Portacabin and Storage Containers (x) at Butterwick Road Cemetery Compound Recommendation report by the Estates Working Group which was duly considered and a way forward agreed.

**8.5 Loft Insulation In Town Council Offices Update Report by Cllrs Mel Carr, John Finlayson and Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Loft Insulation In Town Council

Offices Update report by Cllrs Mel Carr, John Finlayson and herself. This report was duly noted and a way forward agreed.

**8.6. Sedgefield War Memorial Verbal Report by Town Clerk:**

The Clerk reported that following the 2024 Remembrance Sunday Service a suggestion was made by the Sedgefield District Uniformed Emergency Services Group for the Town Council to explore an alternative access to the Town's war memorial outside St Edmund's Church. This, and quotation received, was considered and a way forward agreed.

**8.7. Stage Curtains and Bar Refurbishment Grant Funding Update Verbal Report by Town Clerk:**

The Clerk reminded all of the work undertaken by Cllrs Elizabeth Flanagan and Dave Jasper in preparing a grant application to the EDRC AAP to fund new stage curtains and refurbishment of the bar in the lobby area. The Clerk reported on an offer letter which had been received from the EDRC AAP which included request for an element of match funding from the Town Council. This matter was considered and way forward agreed.

The Chair thanked everyone for attending and closed the meeting at 8.10pm.

## **SEDGEFIELD TOWN COUNCIL**

### **ENVIRONMENT**

Minutes of the proceedings of the **FEBRUARY**  
**ENVIRONMENT** of the **Council** held following the **P&R**  
in the **Parish Hall**, Sedgefield, on  
**Monday 10<sup>th</sup> February 2025**



# MINUTES

<b>Present</b>	<b>Cllr. Mark Cant (Chairman)</b> <b>Cllr. John Finlayson (Vice-Chairman) and</b> Cllrs. Allan Blakemore, David Brown, Ciaran Butterworth, Ann Carr, Mel Carr, Elizabeth Flanagan, Catherine Hart, Peter Hinde, Dave Jasper, Julie Towler and Mavis Wayman
<b>Officer</b>	Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllrs Kelly Dickerson and Jenny Haworth.

**2. Declaration of interest:**

None.

**3. Matters of Information:**

**3.1 Heritage Boards:**

The Town Council is awaiting its contractor undertaking this refurbishment work. Cllr Mel Carr and the Clerk to keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive the information.**

**4. Public Participation:**

The Chairman, Cllr Mark Cant, closed the meeting for the public to give their views. No members of the public were in attendance. The Chairman re-opened the meeting.

**5. Reports:**

**5.1 Winterton Allotments Fence Damage Report by Projects & Media Co-ordinator:**

Prior to the meeting the Clerk had circulated to all a Winterton Allotments Fence Damage report by the Projects & Media Co-ordinator. Since the production of this report this fence had now been repaired. Cllr Julie Towler conveyed thanks from those allotment plot holders nearest to the fence for the speed at which this fence was repaired and the quality of the repair.

**RECOMMENDED:**

**To receive this information.**



**6. Correspondence:**

None.

The Chair thanked everyone for attending and closed the meeting at 8.12pm.

APPROVED

# **SEDGEFIELD TOWN COUNCIL**

## **COMMUNITY DEVELOPMENT & ENGAGEMENT**



Minutes of the proceedings of the **FEBRUARY  
COMMUNITY DEVELOPMENT & ENGAGEMENT  
COMMITTEE** of the **Council** held following the  
**Environment Committee** in the **Parish Hall**, Sedgefield, on  
**Monday 10<sup>th</sup> February 2025**

### **MINUTES**

- Present** **Cllr. Mavis Wayman (Chairman)**  
**Cllr Ann Carr (Vice Chairman) and**  
Cllrs. Allan Blakemore, David Brown, Ciaran Butterworth, Mark Cant, Mel Carr,  
John Finlayson, Elizabeth Flanagan, Catherine Hart, Peter Hinde, Dave Jasper  
and Julie Towler
- Officer** Dr Jane Ayre (Town Clerk)
- 1. Apologies:**  
Cllrs Kelly Dickerson and Jenny Haworth.
  - 2. Declaration of interest:**  
None.
  - 3. Matters of Information:**  
There were no matters of information.
  - 4. Public Participation:**  
The Chair, Cllr Mavis Wayman, closed the meeting for the public to give their views. No members of the public were in attendance. The Chair re-opened the meeting.
  - 5. Reports:**
    - 5.1 Citizen and Young Citizen of the Year 2024 Awards Report by Town Clerk:**  
Prior to the meeting the Clerk had circulated to all a Citizen and Young Citizen of the Year 2024 Awards report which detailed the timetable for this process which commences with the opening of nominations on 17<sup>th</sup> February 2025. The winners will be announced at the Town Council's Annual Town Meeting on Tuesday 13<sup>th</sup> May

2025.

**RECOMMENDED:**

**To receive this information.**

**6. Correspondence:**

None.

The Chair thanked everyone for attending and closed the meeting at 8.18pm.

APPROVED