

SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **MAY MONTHLY MEETING** of the **Council** held following the AGM on
Monday 19th May 2025

in

Sedgefield Parish Hall

MINUTES

Present

Cllr. Mel Carr (Chairman)

Cllr. Allan Blakemore (Vice Chairman) and

Cllrs. Ciaran Butterworth, Ann Carr, Helen Cunningham, Kelly Dickerson, John Finlayson, Jenny Haworth, Peter Hinde, Dave Jasper, Myles Mantripp, Julie Towler and Mavis Wayman

Officers

Dr Jane Ayre (Town Clerk)

The Chairman, Councillor Mel Carr, warmly welcomed new Councillors Helen Cunningham and Myles Mantripp to the Town Council and looked forward to working with them over the coming term of office.

1. Apologies:

Cllr Mark Cant.

2. Declaration of interest:

None.

3. STC Minutes / Committee Reports:

a. Minutes of Butterwick Road Cemetery Working Group held Tuesday 1st April 2025:

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

b. Minutes of the Community Chest held Monday 14th April 2025:

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

c. Minutes of the Monthly meeting held Monday 14th April 2025:

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

d. Minutes of the P&R committee held Monday 14th April 2025:

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

e. Minutes of the Environment committee held Monday 14th April 2025:

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

f. Minutes of Community Development & Engagement committee held Monday 14th April 2025:

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

g. Minutes of the Policy & Records Management Working Group held Wednesday 16th April 2025:

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

h. Minutes of the Finance Working Group held Thursday 17th April 2025:

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

i. Minutes of the Special Town County Meeting: To approve 2024/2025 year end accounts held Monday 28th April 2025:

These were confirmed as a correct record. (JH / 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 at some point 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.

RESOLVED:

To receive the information.

4.2 Public Participation:

Sprucely Farm proposed anaerobic digester – there has been no further update as to the date of the DCC Planning Committee meeting at which this application will be considered. It has been agreed the Town Council will be represented at this meeting by Cllr Mel Carr (with Cllr Peter Hinde shadowing).

DCC's Conservation Officer continues to investigate the bins at the Black Lion and the clothes bin located outside the Premier Convenience Store.

The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive the information.

4.3 Current Planning Applications:

Comments on planning applications 1-3 were submitted to DCC Planners.

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 May 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.

Mrs Julia Bowles said the ownership of the two ponds in the grounds of Ceddesfeld Hall was unknown and local residents had asked her to raise the disgraceful state of both ponds as something needs to be done about them. Mrs Bowles said that she understood the Town Council had entered into some previous discussions with English Heritage regarding the grounds and was aware that Terrace Hill monies still remained. Cllr Mel Carr confirmed the large pond in the grounds of Ceddesfeld belongs to the Town Council and the smaller pond in the Wykes Close area is owned by either DCC or Livin. Mrs Bowles asked if all parties could work together on this matter. Cllr Mel Carr said this would be investigated.

Mrs Liz Mitchell asked if all Council Committee and Sub-Committee minutes, both draft and approved, should be displayed on the website. The Clerk confirmed that all Council Committee minutes, both draft and approved, with the exception of those for the Personnel Committee are displayed on the website. The Clerk explained the Town Council does not operate any sub-committees.

County Cllr Ian Catchpole reported that he had spent several hours earlier that day with representatives from Knotty Hill Golf Club regarding the current anaerobic digester planning application. County Cllr Catchpole said previously DCC had accepted this application but it was subsequently brought back for appeal. He reported that he is due to meet with Mr Stephen Reed of DCC on 21st May 2025 to get further insight into this matter and understood the Ombudsman, at the request of the applicant, are now to be involved to check DCC's processes relating to this planning application. County Cllr Catchpole then went on to report he has spoken with representatives from the Hellens Group in Wynyard regarding potential development near Butterwick Road and will meet with them the following week to gain further information regarding this matter. He understood that if any development was to go ahead then there could be no access road to such from Butterwick Road. County Cllr Catchpole

said he also understood residents' concerns regarding the impact that any additional development would have upon the already lacking local infrastructure with no NHS places, lack of dentists, no parking and more but said it was important to meet with Hellens group representatives to fact find as significant Section 106 monies being proposed could potentially change those infrastructure problems and he wanted a better understanding of such. County Cllr Catchpole said he was continuing to engage with residents and representatives of local groups citing both the Rugby Club and Cricket Club.

Mrs Bowles said that previously the Hellens Group has spoken about any housing developing being a purely social housing development and asked if this was still the case. County Cllr Catchpole said no, this was not the case.

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 and a list of donations to be made to the various groups from his fundraising events over the past civic year.

RESOLVED:

To receive the information.

7.3 Co-option Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Co-option Report which confirmed that following the recent local Council elections, Sedgefield Town Council now has one Councillor vacancy that can be filled via co-option. This vacancy will be advertised with effect from 20th May 2025 via noticeboards, website, x account, Round-up and Sedgefield Extra with a closing date of noon on Monday 14th July 2025 with a Special Town Council meeting to make appointment on Monday 21st July 2025. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To commence the co-option process with a closing date of noon on Monday

**14th July 2025 for consideration at Special Town Council meeting on Monday
21st July 2025.**

8. External Reports:

8.1 Report From Durham County Councillor Chris Lines, Sedgefield Division

Prior to the meeting the Clerk had circulated to all a report from Durham County Councillor Chris Lines. The Clerk reported that County Cllr Lines had submitted his apologies for this meeting but would be happy to receive any questions on his report. Cllrs did not have any questions at this time.

RESOLVED:

To receive this information.

9. Correspondence:

9.1 Town and Country Planning Act 1990 (as amended) (email and letter from Mr Mike Rowson, DCC dated 15th May 2025):

Prior to the meeting the Clerk had circulated to all a letter from Mr Mike Rowson of DCC dated 15th May 2025 making the Town Council aware that amendments have been submitted in relation to planning application DM/24/01990/FPA seeking to convert the Grade II listed former Victorian Church building from its use as a gym to 10 no residential flats with shared gym and work from home office space and insertion of conservation style rooflights and window replacement (description and location plan amended) at St Luke's Church, St Luke's Crescent, Sedgefield. Cllrs considered this matter and it was agreed the Town Council's previously submitted material planning objections dated 10th December 2024 still stood as the amendments do not address the objections.

RESOLVED:

The Clerk to inform Mr Rowson of DCC that the Town Council's objections to planning application DM/24/01991/FPA, as submitted on 10th December 2024, still stand.

10. 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):

10.1 DM/25/01025/FPA – erection of single storey SEND classroom block and associated facilities, Sedgefield Hardwick Primary School, Hawthorn Road, Sedgefield:

Cllrs did not have any objection to this application.

10.2 DM/25/01119/FPA – removal of existing 1.820m high timber fence and access gate, and erection of 1.820m high brick wall and access gate, 1 West Park Garth, Sedgfield:

Cllrs did not have any objection to this application.

RESOLVED:

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

The Clerk reported that DCC's latest list of planning applications had been published and circulated earlier that day and included the following planning applications within the Electoral Ward:

DM/25/01042/FPA – extensions to existing dwelling including two storey side extension and single storey rear extension, erection of 1no detached garage, 2no outbuildings, widening of access associated works and landscaping, Dalveen, Salters Lane, Fishburn

DM/25/01245/TPO – T1 (Beech) – fell due to poor health and replace with suitable tree elsewhere in garden, T2 (Sycamore) – fell due to poor health and replace with suitable tree elsewhere in garden, Aingarth, Thorpe Larches

RESOLVED:

Cllrs to forward any comments/objections in relation to the above two planning applications to the Clerk by no later than 9am on Tuesday 27th May 2025.

The Chair thanked everyone for attending and closed the meeting at 7.39pm.



SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **MAY P&R MEETING** of the **Council**
held following the Monthly meeting on
Monday 19th May 2025
in
Sedgefield Parish Hall

MINUTES

Present

Cllr. Allan Blakemore (Chairman) and

Cllrs. Ciaran Butterworth, Ann Carr, Mel Carr, Helen Cunningham, Kelly Dickerson, John Finlayson, Jenny Haworth, Peter Hinde, Dave Jasper, Myles Mantripp, Julie Towler and Mavis Wayman

Officers

Dr Jane Ayre (Town Clerk)

1. **Apologies:**

Cllr Mark Cant.

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 2nd 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 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.

3.3 Winterton Cemetery Update:

The resolutions made at the Town Council's December 2024 meeting are yet to be progressed. However, the Clerk has obtained details of a potential sign maker. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.4 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. This has passed the first stage of consideration and additional information has been requested which is now being gathered for submission. The Clerk and Projects & Media Co-ordinator to keep the Town Council updated on this matter.

RESOLVED:

To receive the information.

3.5 War Memorial:

The contractor has been informed of their successful quotation and this work has now been completed.

RESOLVED:

To receive the information and to close this matter.

3.6 Stage Curtains and Bar Refurbishment – Parish Hall:

New stage curtains have been fitted. A number of issues were identified by the Players which have now been resolved but at expense to the Town Council. The original bar contractor has now declined this work. Efforts are underway to try to provide an alternative provider. The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive the information.

3.7 Re-installation of Goal Posts at Station Road Playing Field:

Grant funding for this project has now been received and the goal posts have been installed. Work to promote these facilities will now be undertaken as the election process has concluded.

RESOLVED:

To receive the information and to close this matter.

3.8 Exit Policy:

The recently adopted Exit Policy is now displayed on the staff and Cllrs section of the Town Council's website.

RESOLVED:

To receive the information and to close this matter.

3.9 Dismissal Policy:

The recently adopted Dismissal Policy is now displayed on the staff and Cllrs section of the Town Council's website.

RESOLVED:

To receive the information and to close this matter.

3.10. Welfare Policy:

The recently adopted Welfare Policy is now displayed on the staff and Cllrs section of the Town Council's website.

RESOLVED:

To receive the information and to close this matter.

3.11. Grievance Policy:

The recently adopted Grievance Policy is now displayed on the staff and Cllrs section of the Town Council's website.

RESOLVED:

To receive the information and to close this matter.

3.12. Fixed Term Employees (Prevention of Less Favourable Treatment) Policy:

The recently adopted Fixed Term Employees (Prevention of Less Favourable Treatment) Policy is now displayed on the staff and Cllrs section of the Town Council's website.

RESOLVED:

To receive the information and to close this matter.

3.13. Working Without Default Retirement Age Policy:

The recently adopted Working Without Default Retirement Age Policy is now displayed on the staff and Cllrs section of the Town Council's website.

RESOLVED:

To receive the information and to close this matter.

3.14. Flexible Retirement Policy:

The recently adopted Flexible Retirement Policy is now displayed on the staff and Cllrs section of the Town Council's website.

RESOLVED:

To receive the information and to close this matter.

3.15. Disciplinary Policy:

The recently adopted Disciplinary Policy is now displayed on the staff and Cllrs section of the Town Council's website.

RESOLVED:

To receive the information and to close this matter.

3.16. Industrial Action Personnel Committee Guidance:

The recently adopted Industrial Action Personnel Committee Guidance is now displayed on the staff and Cllrs section of the Town Council's website.

RESOLVED:

To receive the information and to close this matter.

3.17. 2025/26 Internal Audit Plan:

The Clerk has informed the Internal Auditor of his accepted 2025/26 internal audit plan.

RESOLVED:

To receive this information and to close this matter.

3.18 Permission To Put Tables Outside Book Shop:

The Clerk has replied to Ms Sarah Atkinson with the Town Council's response to her request. Ms Atkinson has confirmed she is happy with the Town Council's revised offer and this matter has now been handed to the Town Council's solicitor to progress. The Clerk will keep Cllrs updated on this matter going forward via Village Green update reports (see agenda item 8.1.).

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. The member of the public present did not wish to speak. The Chairman re-opened the meeting.

5. Reports:

5.1. Annual Headstone Safety Testing 2024/25 Findings Update Report by Town Clerk and Gardener:

Prior to the meeting the Clerk had circulated to all an Annual Headstone Safety Testing 2024/25 Findings Update Report by the Clerk and Gardener. This confirmed that five headstones are in the process of being repaired by next of kins whilst the remaining fifteen headstone have now been laid flat. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

5.2 Butterwick Road Cemetery Expansion Update Report by Butterwick Road Cemetery Working Group

Prior to the meeting the Clerk had circulated to all a Butterwick Road Cemetery Expansion Update Report by the Butterwick Road Cemetery Working Group which detailed the progress on-site to date, the process for valuation meetings, the issuing of weekly project dashboard information from CS2 Ltd to the Clerk and the progress made by local resident Mr Paul Heasman in taking images of this work. The Clerk confirmed the first valuation had been received from CS2 Ltd and will be considered under agenda item 8.2.

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 14th April 2025:

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 14th April 2025 numbered 111123 to 111147. The Clerk circulated to all an updated list which also included cheques numbered 111148 to 111161. Cllr Kelly Dickerson requested clarification regarding the cost of the goal posts being installed at Station Road Playing field. The Clerk confirmed this project had been funded by both County Cllrs in late 2024/25 through their respective budgets with a small match funding contribution from the Town Council as resolved by Council during 2024/25. Cllrs confirmed their support for the authorization of all cheques.

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 111123 – 111161.

6.2 Financial Budget Comparison (as at 8th May 2025):

RESOLVED:

To receive the Financial Budget Comparison as at 8th May 2025.

6.3 Debtors List as at 8th May 2025:

RESOLVED:

To receive the Debtors List as at 8th May 2025.

6.4 Direct Debits and Debit Card List for 1st – 30th April 2025:

RESOLVED:

To receive the Direct Debits and Debit Card List for 1st – 30th April 2025.

6.5 April 2025 Bank Reconciliations Plus April 2025 Imprest Account and update on Public Sector Deposit Fund Report by Town Clerk:

The Clerk circulated to all the bank reconciliations for April 2025 plus April 2025 Imprest Account and update on Public Sector Deposit Fund.

RESOLVED:

To receive this information.

6.6 2024/25 Year End Accounts Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a 2024/25 Year End Accounts Update report which confirmed that all required information and evidence had been submitted to the external auditors and information now displayed on the Town Council's website. The Clerk will keep Cllrs updated as information is received from the external auditors. The Town Council's Exercise of Public Rights dates will commence on 3rd June 2025 and cease on 14th July 2025. A copy of the Exercise of Public Rights dates notice was shared with all Cllrs for their information and will be published on 2nd June 2025.

RESOLVED:

To receive this information.

7. Correspondence:

7.1. Five Church Round – Walk/Run (email from Mr John Burrows dated 18th May 2025):

The Clerk read out an email received from Mr John Burrows dated 18th May 2025 in which he made the Town Council aware that as part of the 20th anniversary of both the Parish of the Upper Skerne and Sedgefield Harriers Running Club that Mr Chris Lines had devised a just under 20 mile walk/run which visits all five churches in the Parish and all four civil parishes. Mr Burrows was seeking a financial donation of £125 towards the cost of art work and printing of leaflets promoting this walk. The first running event was planned for 22nd June 2025 so Mr Burrows was hoping for a quick response from the Town Council. Cllrs agreed the only way that such a funding request could be considered was via the Community Chest. With no Community Chest meeting taking place between now and the end of June 2025, Cllrs Julie Towler and Allan Blakemore proposed that a one off payment of £100 from the Community Chest be awarded to this project. This was agreed unanimously.

RESOLVED:

A donation of £100 from the Community Chest be given towards the Five Church Round – Walk/Run project.

At this point in the agenda the Committee were to consider reports that were exempt from the public so it was **RESOLVED to close the meeting to allow the member of the public present to observe/participate as they wished in the Environment Committee and Community**

Development & Engagement Committee meeting before then re-opening the P&R Committee meeting to consider Reports Exempt From The Public. The meeting closed at 7.51pm.

The Chair, Cllr Allan Blakemore, re-opened the meeting at 8.01pm. The Chair explained that due to the confidential nature of the following items these would be discussed under Exempt Information and requested the member of the public attendance 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 a Village Greens Update Report which was duly considered and way forward agreed.

8.2. Butterwick Road Cemetery Expansion Valuation Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all the first Butterwick Road Cemetery Expansion Valuation Report which was accompanied by the minutes from the onsite valuation meeting. This was considered and payment approved.

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

SEDGEFIELD TOWN COUNCIL



ENVIRONMENT

Minutes of the proceedings of the **MAY**
ENVIRONMENT of the **Council** held following the **P&R**
in the **Parish Hall**, Sedgefield, on
Monday 19th May 2025

MINUTES

Present

Cllr. John Finlayson (Chairman)

Cllrs. Allan Blakemore, Ciaran Butterworth, Ann Carr, Mel Carr, Helen Cunningham, Kelly Dickerson, Jenny Haworth, Peter Hinde, Dave Jasper, Myles Mantripp, Julie Towler and Mavis Wayman

Officer

Dr Jane Ayre (Town Clerk)

1. **Apologies:**

Cllr. Mark Cant.

2. **Declaration of interest:**

None.

3. **Matters of Information:**

3.1 **Heritage Boards:**

This matter is being considered by the Estates Working Group who will bring a report to a future Environment Committee meeting. The Clerk to keep Cllrs updated on this matter.

RECOMMENDED:

To receive the information.

4. **Public Participation:**

The Chairman, Cllr John Finlayson, closed the meeting for the public to give their views.

County Cllr Ian Catchpole informed the Town Council that he was to become the next Chair of Environment for DCC and make Town Cllrs aware that he was also a sustainable architect with passion for climate change. Cllr Finlayson thanked County Cllr Catchpole for this update and looked forward to working with him on Environmental matters. The Chairman re-opened the meeting.

5. Reports:

5.1 Butterwick and Winterton Allotments Inspections Update Report by Projects & Media Co-ordinator:

Prior to the meeting the Clerk had circulated to all a Butterwick and Winterton Allotments Inspections Update Report by the Projects & Media Co-ordinator. The contents and issues raised were noted.

RECOMMENDED:

- i) **To receive this information.**
- ii) **To remove the current £50 deposit for polytunnels and revise the criteria for structures in the next review of the Butterwick and Winterton Allotment Rules and Regulations.**

5.2. Rats at Winterton Allotments Verbal Report by Town Clerk:

The Clerk said an allotment holder had reported towards the end of the previous week regular rat sightings at Winterton allotments. The Clerk had liaised with DCC's Pest Control Section who have visited the site along with the Town Council's Gardener. A food source has been identified whereby residents at several nearby properties were feeding the birds. This food sources has now been removed and residents spoken to. An active rats nest has been identified in storage containers on one allotment site. This site has now been sealed, notices displayed, treatment is underway and the allotment holder informed so they do not work on their site until this issue is resolved. Letters have been issued to all allotment holders at the site making them aware of the situation and asking them to refrain from having storage materials on their site. The Clerk to keep Cllrs updated on this matter.

RECOMMENDED:

To receive this information.

6. Correspondence:

None.

The Chair thanked everyone for attending and closed the meeting at 7.55pm.

SEDFIELD TOWN COUNCIL

COMMUNITY DEVELOPMENT & ENGAGEMENT



Minutes of the proceedings of the **MAY COMMUNITY
DEVELOPMENT & ENGAGEMENT COMMITTEE** of the
Council held following the **Environment Committee** in the
Parish Hall, Sedgefield, on
Monday 19th May 2025

MINUTES

Present	Cllr. Ann Carr (Chairman) Cllr Mavis Wayman (Vice Chairman) and Cllrs. Allan Blakemore, Ciaran Butterworth, Mel Carr, Helen Cunningham, Kelly Dickerson, John Finlayson, Jenny Haworth, Peter Hinde, Dave Jasper, Myles Mantripp and Julie Towler
Officer	Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllr Mark Cant.

2. Declaration of interest:

None.

3. Matters of Information:

There were no matters of information.

4. Public Participation:

The Chair, Cllr Ann Carr, closed the meeting for the public to give their views. The member of the public in attendance did not wish to make any comment. The Chair re-opened the meeting.

5. Reports:

None.

6. Correspondence:

6.1 Christmas Tree Festival 2025 (email from Mr Brian Mutch dated 3rd May 2025):

Prior to the meeting the Clerk had circulated to all an email from Mr Brian Mutch of St Edmund's Christmas Tree Festival Committee asking if the Town Council would like

to purchase and decorate a tree at this year's Festival.

RECOMMENDED:

The Town Council to request a 5ft Christmas tree for the Mayor of Sedgefield to decorate using craft activity materials made by children from the local primary schools as part of the Snow Party lead-in activities.

The Chair thanked everyone for attending and closed the meeting at 7.58pm.

DRAFT